

# **Bicester Blue Fins**

## **Job Description**

### **Press Officer**

#### **Responsibilities**

- 1) To attend if possible (or liaise with gala coach) and write a report on gala results, making special mention on any records broken and individual PB times. If possible take photographs of swimmers mentioned. Submit to local newspapers for inclusion as soon as possible.
- 2) Contact newspapers when any special events taking place in the club i.e. fund raising events, special guests, club championship results etc.
- 3) Prepare and present a report at the Annual General Meeting of activities throughout the year.
- 4) To follow and promote the ASA Child Protection policy.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

