



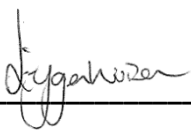
MEDIA ISSUES PROTOCOL

The following media protocol should be referred to before responding to the media in the event of any negative incidents or issues that could cause reputational damage, including those involving illegal drugs and alcohol within Dinah Beach Cruising Yacht Association (DBCYA) premises, or an incident involving a member that may bring the DBCYA into disrepute.

- a) Notify the General Manager about the incident/issue.
Wendy McCallum, General Manager: manager@dbcya.com.au, 08 8981 7816 / 0499 346 242
- b) General Manager notifies the DBCYA Management Committee.
- c) General Manager / Commodore prepares a short written media statement.
- d) Any media calls to be directed to the General Manager or Commodore, 08 8981 7816 for response.
- e) If the issue creates significant media interest, the statement can be loaded to the club website and/or social media forums to reassure members and public the club is taking positive action.
- f) If the DBCYA Management Committee decides to do separate media interviews outside of the written statement, ensure the Management Committee has agreed upon one spokesperson and three key messages prior to the interviews.
- g) General Manager prepares an incident report if applicable.

If the incident involves police and is under investigation, DBCYA will advise that it cannot comment further until the investigation is complete.

Signed:



DBCYA Commodore

Name: Joy Eggenhuizen

Date: 23 January 2024

Policy title/no:	DBCYA Media Issues Protocol	Policy Category:	Governance
Policy Approved	23 January 2024	Date of last review:	N/A
Creator:	W McCallum, General Manager	Date of next review:	January 2025
Responsible Officer:	General Manager	Version	V1