

## CLUB PROCESS FOR MEDIA AT CHAMPIONSHIP EVENTS:

MNZ will supply all clubs hosting a Championship event the following documents:

- MNZ Media & Photographer's Consent and Indemnity form
- MNZ Media & Photographer's Briefing sheet

These forms can also be found on the MNZ website under "About Us"

On the Friday before an event the MNZ office will email to the club secretary and the Clerk of the Course an updated list of all Media Accredited people. Please have this on hand on the day of the event.

On the day of the event please set up a Media Sign On Station.

Every Media person must first read in full the Briefing Sheet. This is there's to keep.

Once they have read this they must then date and sign the Consent & Indemnity form. This is for you to keep and return to the MNZ office after the event.

At sign on all Media people must all be given a safety map clearly outlining all restricted areas.

Anyone signing in as a Media person must have a valid MNZ Media Pass (card with photo on a lanyard) and be wearing a MNZ Media blue vest. If they do not have any of these two things they cannot enter as a Media representative.