

Media Representative

Purpose

The purpose of this guideline is to provide clarity, structure, and best practices for the Media Representative of Wrestling Nova Scotia (WNS). This document serves as a resource to help maintain consistency, professionalism, and alignment with the organization's goals and values.

Responsibilities

The Media Representative is responsible for:

- Managing Wrestling Nova Scotia's social media channels (e.g., Facebook and Instagram).
- Acting as the liaison between Wrestling NS and the webmaster, relaying instructions for website updates.
- Creating and distributing newsletters, if applicable.
- Representing the organization's views and values through all content.

General Guidelines

- **Reporting Structure**
 - The Media Representative takes instructions only from designated individuals, including:
 - WNS Board members (as specified).
 - WNS staff members.
 - Team NS leadership (when applicable).
 - Requests or directions from anyone outside this list must be reviewed and approved by a designated individual.
- **Website Communication**
 - The Media Representative is responsible for:
 - Collecting and organizing content or updates that need to appear on the Wrestling NS website (e.g., event announcements, news, or resources).
 - Communicating these updates clearly and professionally to the webmaster for implementation.
 - Ensuring that social media and website content are consistent in messaging and branding.
 - Following up with the webmaster to confirm updates have been made as requested.
- **Accuracy and Professionalism**
 - Always double-check grammar, spelling, and punctuation before publishing or submitting content.

- Ensure all content is factually accurate and aligns with Wrestling Nova Scotia’s values and policies.
- **Tone and Representation**
 - Maintain a professional and positive tone in all communications.
 - Avoid any personal opinions or statements that could misrepresent the organization.
 - Always reflect inclusivity and respect for diversity in posts.
- **Posting Schedule and Engagement**
 - Follow a content calendar (if provided) to maintain regular and timely updates.
 - Respond to comments and messages in a polite and professional manner, consulting with designated individuals if unsure.

Dos and Don’ts

- **Dos**
 - Post in a timely manner, especially for announcements or event promotions.
 - Seek approval for sensitive or significant announcements.
 - Schedule posts in advance whenever possible.
 - Provide clear and concise instructions to the webmaster for website updates.
- **Don’ts**
 - Post content without verifying its source or accuracy.
 - Engage in arguments or controversial discussions in comments or messages.
 - Share content with copyright or usage restrictions without permission.

Reference and Support

If you have questions about any tasks, reach out to wns.orgeff@gmail.com. This guideline is a resource to support your role, but collaboration is encouraged whenever uncertainty arises.

Members of Wrestling Nova Scotia		
Position	Name	Email Address
President	Megan Henderson	wns.president@gmail.com
Vice-President	Jennifer McQuaid	wns.vice@gmail.com
Treasurer	Barby Cochrane	wns.treasurer@gmail.com
Secretary	Rachel Chambers	wns.secretary1@gmail.com
Organizational Effectiveness	Amanda Silver	wns.orgeff@gmail.com

(OE) Director		
Coaching Director	Justin LeBlanc	wns.coach@gmail.com
Officiating Director	Matt Ferguson	wns.officiating@gmail.com
Participation Director	Mike Saunders	wns.participation@gmail.com
Excellence Director	Rio Huynh	wns.excellence1@gmail.com
Inclusion Director	VACANT	
Admin Coordinator	Cody MacLellan	cmaclellan@sportnovascotia.ca
Webmaster	Belinda Naugler Adams	belinda@winith.ca
Media Representative	Jada Reid	wns.socialmedia1@gmail.com
Team NS Manager	Bobbyee Archibald	teamnsmanager@gmail.com
Team NS Head Coach	Amanda Silver	teamnscoach@gmail.com
Team NS Assistant Coach	Rory Fraser	roryfraser99@gmail.com
Team NS Assistant Coach	Kyla Walsh	kylawalsh@kes.ns.ca