**Player and Coach Appearance Request Guidelines**

To request a nib Newcastle Knights player or coach appearance please complete this application form, and submit it via email or mail to:

Email - community@newcastleknights.com.au

Mail - Community Department
Newcastle Knights
32 Industrial Drive

MAYFIELD NSW 2304

For requests that involve events, applications must be submitted at least six (6) weeks prior to the event date.

Applications must detail the purpose of the appearance and the expected commitments of the players.

If you are fundraising on behalf of a charity, please provide a letter of support from the charity detailing its approval of your event/activity and your authority to fundraise on their behalf.

**Players are not usually available for appearances:**

* On match days
* Two days before a match
* During the off-season (from the date of their final game to the start of pre-season training)
* During the Final Series
* During bye weekends
* At locations more than 2 hours or 150km away from Newcastle

**Application guidelines:**

1. We recommend that your event does not focus solely on a player appearance; instead the player appearance should be used as an added ‘bonus’ to your event, program or activity.
2. Please refer to the assessment criteria available on the Newcastle Knights website (community section). One of the criteria for applications is the relevance of football and the Newcastle Knights to the application. Please ensure this requirement is adequately addressed in the application form.
3. Requests that are submitted without an application form will not be accepted and will not be responded to.
4. All appearances may be subject to last minute cancellation due to injury/illness or a change to training schedules.
5. All decisions are final and at the sole discretion of the Newcastle Knights player and coach time assignment committee.

**Application Process:**

* Applications will be responded to in writing as soon as practical following receipt of an application form.
* Player appearances are limited to one (1) per organisation, event or activity per year (except for nominated charity partners).

We thank you for your interest in having a Knights player or coach appearance and appreciate your continued support of the Newcastle Knights.

**Cancellation Policy**

Due to the Newcastle Knights training schedule and high demand for the players participation in community and charity support, should you cancel your appearance, this will be taken as a completion for your contracted or approved appearance and we will be unable to offer an alternative date.

**Player Appearance Application**

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| **Company Name** |       |
| **Company Address** |       |
| **Contact Name** |       |
| **Contact Phone** |       |
| **Contact Email** |       |
| **Knights Membership Number** |       |
| **Event Title/Purpose** |       |
| **Event Date** |       |
| **Event Type Promo/ Community** |  |
| **Date Requested** |       |
| **Event Time/Duration** |       |
| **Event Location/Travelling Time** |       |
| **Estimated attendance** |       |
| **Media Attending** |       |
| **Special Guests** |       |
| **Player Requirements****(Specific tasks or activities)** |       |