

Policy for use of Photographic & Video Equipment

PERTH CITY SWIM CLUB

This Policy will only be issued if the club have agreed the process with the facility owner/operator.

It is the camera users own responsibility to be aware of the Facility's Normal Operating Procedures. Permission from the club does not necessarily infer permission from the facility owners/operators.

Notification

- From time to time, parents/guardians and children will be asked for permission to be photographed or filmed whilst participating in **swim events**. This could be for one of the following reasons:
 - (i) Video footage for performance development.
 - (ii) Media coverage of an event or achievement.
 - (iii) Promotional purposes e.g. website or publication.
- In order for photographing / filming to take place the following forms will need to be completed and submitted to the club:
 - a) Photography and Video Consent Form (GEN.05)
 - b) Request for the use of Camera and Video Equipment (GEN.06)
- Materials promoting events will state, where relevant, that photography and filming will take place
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued
- Registration of intention to photograph will be required on the day (Request for Permission to Use Camera & Video Equipment). This enables tracking of the equipment and the operator, should concerns arise in the future
- Information about what to do if concerned about photographing and filming will be available at all events

Use of Images & Information

- All images and accompanying information will comply with Scottish Swimming's Child Protection Policy & Procedures
- No photographing or filming will be permitted in changing areas, toilets or showers
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers
- **Perth City Swim Club** will ensure that all negatives, copies of videos and digital photograph files in our control are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken
- All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their guardian(s)
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers
- Athletes modesty will be protected at all times. To this end:
 - Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context
 - Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume
 - Poolside shots of children should normally be above the waist only in a swimming costume, though full club kit shots are approved
 - Athletes should only be photographed in swimwear during action shots

Concerns

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the gala convenor.
- Where appropriate the gala convenor should report concerns to the facility manager and/or the police/social work.

Application forms for permission to photograph or video are available from:

Name: _____ Tel number: _____