



## ESSENDON KEILOR GYMNASTICS ACADEMY

# Photographic and Filming Policy

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| POLICY NAME          | Photographic and Filming Policy  |
| DATE OF ISSUE/REVIEW | May 2018   |
| POLICY COVERAGE:     | All Essendon Keilor Gymnastics Academy (EKGA) events and activities including training, classes, competitions, education courses, workshops, meetings, seminars or any other activities organised by EKGA.                           |
| TIME OF REVIEW       | Biennially   |
| CONTROLLING BODY     | Essendon Keilor Gymnastics Academy   |
| DEFINITIONS          | Photography includes but is not limited to still camera, mobile phone photos and any form of still captured images.<br>Filming includes but is not limited to video, mobile phone video, DVD and any form of moving captured images. |

### 1. INTRODUCTION

This Policy applies the EKGA Privacy policy to the taking of, and use of photography, with particular reference to the EKGA website, EKGA print publications and photographs taken at EKGA events.

### 2. STATEMENT OF PRINCIPLE

EKGA is committed to providing the highest levels of membership service. This includes protecting members' privacy, promotion of positive behaviours and protecting the health safety and wellbeing of members. By introducing policy and procedures regarding the taking and use of photographs and filing, this policy reiterates EKGA's commitment to its members.

### 3. SCOPE

This policy applies to participants, spectators, officials, coaches, judges and staff at all EKGA events and activities.

#### 4. RELATED DOCUMENTS

Related EKGA documents include the following:-:

- 4.1. Privacy Policy
- 4.2. Codes of behaviour
- 4.3. Member Protection Policy

#### 5. PHOTOGRAPHIC POLICY

##### *5.1 Photography and Filming at Events*

EKGA may take photographs and moving images at gymnastics events for use on the EKGA website and other publications. If formally notified by a member that they do not wish to have their image captured EKGA will endeavor to respect the member's wishes.

##### *5.2 Authorised photographers*

Only EKGA staff / authorized photographers and videographers are permitted to take photographs or film on the competition floor (inside the fenced area) at EKGA events / during classes. (Please refer to 7.4 Authorised Photographs Terms of Reference)

##### *5.3 Sale of Photographs*

Only authorized photographers may be permitted to sell or use photographs for commercial use. (refer to 7.4)

##### *5.4 Flash Photography*

Flash photography is prohibited at all EKGA competitions, events and during training.

##### *5.5 Parents and Spectators*

EKGA permits parents, guardians and family members to take photographs and film their child from the spectator areas. It is expected that whilst people should only be taking photos / filming their own child, other children may appear in the background of images. Spectators should not deliberately be taking photos of children unrelated to them.

#### 6. GUIDELINES FOR THE USE OF IMAGES

##### *6.1 Diversity*

EKGA will endeavour to ensure that photographs and videos published on the EKGA website and other publications reflect the diversity of the organisation and its members.

##### *6.2 Health and wellbeing*

EKGA is concerned with the health and wellbeing of its members, and as such will exclude images that may be deemed offensive or unflattering.

Furthermore, EKGA will not actively publish imagery which suggests the use of tobacco, alcohol or prohibited drugs.

In selecting photographs and videos for use in EKGA publications and other publications, EKGA shall not intentionally expose any person to hatred, ridicule or contempt.

EKGA will not identify persons with full names in a published image unless written approval has been obtained.

##### *6.3 Ownership*

Images collected by EKGA are the property of the Association and individuals contained in such images have no ownership rights of such images. EKGA retains the right to use members' images in publications and promotional material.

#### *6.4 Commercial usage of images*

Photographers authorized to sell images, may place images with members names and or numbers on their websites to enable members viewing and purchase. Such sites are not for general public viewing.

### 7. PROCEDURES AND TERMS OF REFERENCE

#### *7.1 Procedure for obtaining permission to take photographs and film at events- Participants*

EKGA will advise all event competitors and coaches that their photograph may be taken during an EKGA event and be used in EKGA publications and website, and in other places where applicable. This notice will be printed on the entry form to the competition.

If an individual does not want their image captured at a EKGA event, they must inform the EKGA Floor manager / Event Manager in writing at the time of entry, on the correct form, as well as identifying themselves upon arrival.

#### *7.2 Procedure to obtaining permission to take photographs and film at an event – Spectators*

EKGA permits parents, guardians and immediate family members to take photographs and video from the spectator area at EKGA events of their athlete only. Parents, friends, coaches, judges and the like will not be permitted to take images from the competition floor.

#### *7.3 Procedure for reporting the taking of, and use of, inappropriate images EKGA events*

The Event Organiser will approach suspicious photographers and ask for the following information

- Name
- Relationship to gymnast i.e. parent, friend
- Which club the participants is representing/involved with

The event organiser should advise the individual that a complaint has been made regarding the images being taken. The individual has the opportunity to respond to the claim. If the Event Organiser is unsatisfied with the response, they may ask the individual to refrain from taking images or ask them to leave the venue.

The Event Organiser's decision is final. If the request to leave the venue is not respected, the Event Organiser will follow up, possibly calling police or security until the issue reaches resolution.

#### *7.4. Authorised Photographer Terms of Reference*

To become an Authorised Photographer the photographer must apply to EKGA to photograph a specific event:

- Show references and past work
- Submit a Police Check or Working with Children Assessment
- Agree to, and sign the Authorised Photographers Agreement
- At the event Authorised Photographers must:-
  - Dress appropriately ( uniform is preferred)
  - Follow all instructions of the Event Organiser or her representative
  - Wear the identification of "Official Photographer"

### 8. POLICY PROMOTION

This policy will be made available to all members via the EKGA website at [www.ekga.com.au](http://www.ekga.com.au)

This policy will be communicated to all staff, volunteers and managers.