

## Policy Name: Film and Photography Policy

### Policy Objective

---

NG&SC 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 filming, this policy reiterates NG&SC's commitment to its members.

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

### Description

---

Photography includes but is not limited to still camera, mobile phone photos and any form of still captured images. Filming includes but is not limited to video, mobile phone video, DVD and any form of moving captured images.

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

### RELATED DOCUMENTS

Related NG&SC documents include the following:-

- Privacy Policy
- Constitution
- Codes of behaviour
- Member Protection Policy



## **PHOTOGRAPHIC POLICY**

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

NG&SC will take photographs and moving images at gymnastics events for use on the NG&SC website and other publications. If formally notified by a member that they do not wish to have their image captured NG&SC will endeavor to respect the member's wishes, but is not directly responsible for the taking of images.

### **Authorised photographers**

Only NG&SC authorized photographers and videographers are permitted to take photographs or film on the competition floor at NG&SC events.

### **Flash Photography**

Flash photography is prohibited at all NG&SC competitions.

### **Parents and Spectators**

NG&SC permits parents, guardians and immediate family members to take photographs and video from the spectator areas only, and of their athlete only.

### **Non-permitted lens types**

With the exception of authorized photographers, digital SLR cameras and/or lenses of a professional standard cannot be used within the confines of any NG&SC event venue.

## **GUIDELINES FOR THE USE OF IMAGES**

NG&SC will endeavour to ensure that photographs and videos published on the NG&SC website and

### **Health and wellbeing**

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

Nunawading Gymnastics and Sports Club will not identify persons with full names in a published image unless written approval has been obtained.

Ownership Images collected by Nunawading Gymnastics and Sports Club are the property of the Association and individuals contained in such images has no ownership rights of such images. NG&SC retains the right to use members' images in publications and promotional material.

**PROCEDURES AND TERMS OF REFERENCE****Procedure for obtaining permission to take photographs and film at events**

NG&SC will advise all event competitors and coaches that their photograph may be taken during a NG&SC or external event and be used in NG&SC publications and website, and in other places where applicable.

This notice will be printed on the entry form to the competition. At NG&SC events, a notice will be placed at the venue entrance stating the following: “During this NG&SC event your photograph or video of your routine may be taken to be used in NG&SC publications and website. “

If you do not wish your photograph to be taken please identify yourself to the Event Organiser upon Arrival. If an individual does not want their image captured at a NG&SC event, they must inform the NG&SC Event Manager in writing at the time of entry, on the correct form, as well as identifying themselves upon arrival.

**Procedure to obtaining permission to take photographs and film at an event**

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

**Procedure for reporting the taking of, and use of, inappropriate images at NG&SC events**

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

- Name
- Relationship to gymnast i.e. parent, friend

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 policy or security until the issue reaches resolution.

**Authorised Photographer Terms of Reference**

To become an Authorised Photographer the photographer must apply to NG&SC 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) o
  - Follow all instructions of the Event Organiser or her representative
  - Wear the identification of "Official Photographer"

## POLICY PROMOTION

- This policy will be made available to all members via the NG&SC website at [www.nunawadinggymnastics.org.au](http://www.nunawadinggymnastics.org.au).
- This policy will be communicated to all staff, Committee, and any other officer connected to NG&SC at internal or external event.
- Upon new membership at NG&SC , families are required to fill out a ' Photography & Film Permission Document'.

***This Policy was implemented by the Committee of Management of the Nunawading Gymnastics & Sports Club Inc. in January 2017.***

**Date: January 2017**

**Review date: January 2019**

**Reviewed 2018 - Approved By:**

- **President – Bruce Treble**
- **Secretary – Jackie Whitbourn**