



# Athenry Athletics Club Filming and Photography Policy & Guidelines

## Introduction

The Filming and Photography policy is not about preventing parents/guardians and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. Taking photographic and filming/video footage at Events (see definition below) of children or young people is a normal activity for a sporting organisation. This policy proposes safeguards so as to minimise the inappropriate use of images.

**Throughout this policy the use of the word 'image' refers to all photographic and film/video footage captured or recorded except for the use of authorised photo finish and competition equipment required in the normal course of the event.**

**The term 'event' may include competition, training session, social function or any activity organised at any level of the sporting body.**

Athenry Athletics Club may, at times, record and/or take photographs for the promotion of the sport within the club, and at county, regional or national events. If the parent/guardian **does not** wish their child's image to be taken they should inform the relevant Children's Officer at the club or event they are attending.

## 1. Permission

Permission is always sought by the club to ensure that young people and parents/guardians are aware of when and how images may be used. The types of appropriate images that may be taken and their use is detailed below.

- i) Athenry Athletics Club seeks consent from parents and guardians at time of registration that photographic material may be taken during sports related events and can be used for promotion of Athenry Athletics Club
- ii) Third party photographers, film/videographers or other organisations employed to take images must complete the Self-Declaration form (see Appendix 1) in order to be given permission to take photographic images.
- iii) A separate permission form can be used where permissions from young people and parents /relatives that has not been sought through other means i.e. **membership and or registration** forms (Appendix 2).

Persons wishing to use photographic devices at events must first register with the organiser of the event. For registration each person may be required to produce photographic identification as proof of identity (see Appendix 3 for Registration Form).

## 2. Types of appropriate images

Only use appropriate images of children:

- Posed images e.g. medal ceremonies, presentations and team shots should be of children wearing tracksuits or t-shirt and shorts
- Action shots of children may be used where the focus is on the participation in the sport and not the child
- Images of children should not be taken where the pose is inappropriate e.g. open legs; from behind bending over, etc.



Flash photography is prohibited for any activities where it affects the performance or may have the potential to cause harm to the participant.

### **3. Use of images**

Images may be taken for a variety of purposes; these can include administration or personal use, publicising the sport or enhancing skill development within the sport. Persons taking images are reminded that some action poses may be inappropriate and not suitable for use/publication.

- a) Personal images – these are images taken by parents/guardians or other family members during an event as a celebration of a young person’s attendance or achievement. This could include a professional photographer with permission to take images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publically.
- b) Training images – these are images or footage taken during a training sessions or during an event specifically to aid the development of a skill or technique for the young person. We expect these images to be taken by a qualified coach or a person specifically appointed by the young person’s coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes. These types of images should not be distributed outside teaching/coaching purposes.
- c) Media images – these are images taken by an individual from the media, i.e. TV, newspaper or professional photographer where the images are to be used for publicity or promotion of the event or future events.
- d) Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and may also include images that form part of an archive.

#### **Use of images on social media**

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately and safeguards must be in place to protect young people:

- i) Personal details of a young person should not be given
- ii) Any caption should be in keeping with the sport represented
- iii) The purpose of the posting should not breach the codes of conduct
- iv) The type of image should not breach any requirement stated within this policy

#### **Announcement at events regarding taking and the use of images**

The following announcement should be read out at the start and during an event to ensure everyone is clearly aware of the policy:

“All persons wishing to take photographs or film footage at this event must first register their device(s) with.... Please note photographic identification will be required as proof of identity. *(Company)* has been authorised to take photographs of individuals in accordance with our policy.”

### **4. Storage of Images**

Storage includes any image stored as a hard copy or electronically including social media, photographic archives or individual personal databases e.g. personal cameras, phones, etc.

Storage of personal images is a matter for the parent/guardian and the child/young person.

All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.



- If storage of images is required the images must only be stored for the length of time for which they are needed
- If possible, avoid using the names of children, or any other identifying feature

Once images are no longer required ensure that they are properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory/temporary files.



## 5. Reporting of Inappropriate Images

### Taking inappropriate images

If there is any concern about the nature of images being taken this should be reported to:

- i) The Clubs Childrens Officer (current details can be found on <http://aacjuvenile.com>)
- ii) The designated Childrens Officer at events – local/regional/national
- iii) The responsible/mandated person (AAI Child Welfare Manager/National Children's Officer) who will refer to the statutory authorities.

The concerned individual may also report directly to the statutory authorities. Statutory authority details can be found in the AAI Code of Ethics & Good Practice for Children.

### Non-authorised taking of images

If you are concerned about individual taking images at an event you should verbally report your concerns to the relevant responsible person on the day. A responsible person may be the children's officer, head coach, event manager, event controller or facility manager. This may include, if necessary, reporting the non-authorised taking of images to the appropriate statutory authorities.

The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.

Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non-authorised taking of images to the facility manager.

If there is any concern about the nature of images being taken this should be reported to the responsible/mandated person who will refer to the statutory authorities.

### Inappropriate use of images

Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:

- The parent/guardian of any young person involved
- The person responsible for posting the image
- The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities

Inappropriate use of images may result in a complaint/disciplinary procedure against those involved within the NGB – see policy.

Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website <http://www.presscouncil.ie/> telephone: lo-call 1890 208 080, email: [info@pressombudsman.ie](mailto:info@pressombudsman.ie)

## 6. Installation of CCTV in a facility

The use of CCTV is a positive step in safeguarding facility users. The knowledge of potential blind spots, access to and use of images and the procedure for dealing with incidents or misbehaviour is important for Clubs. Information regarding the presence of CCTV within a facility should be available to members/parents.



The Club should have a copy of the facility's policy regarding the use of CCTV and access to images – this may form part of the Club/Facility agreement. Queries regarding the use of CCTV are a matter for the facility/operating company – if a query arises during a Club session the Club may wish to deal with this as it is the Club that has the agreement with the facility.

The following should be noted:

- Who in the facility has day to day responsibility for the system and operation of the CCTV?
- The number of cameras located in the specified areas
- Are any spectator areas covered (i.e. can someone misbehaving in this area, or indeed an individual regularly turning up for less than innocent viewing purposes be monitored?)
- Any sections of the facility that cannot be monitored – if these areas are easily identified by anyone with intent it would be important to know in order to be extra vigilant.
- Who, during sessions, is responsible for monitoring the cameras and what is the policy for dealing with any perceived misconduct or incidents viewed at the time
- Who has access to the password protected files?

The important fact to remember is that CCTV does not replace vigilance and proper supervision as required by the National Governing Body.

### **7. The use of Drones at sporting events.**

The use of drones at sporting events is prohibited.

The use of drones is becoming more and more prevalent in Ireland and prospective operators should be aware of their responsibilities to ensure safety. Drones and model aircraft are considered as unmanned aircraft which are remotely piloted/controlled. These are often used recreationally. Operators of such aircraft must familiarise themselves with the rules regarding these aircraft, to ensure they don't endanger other airspace users or people.

The Small Unmanned Aircraft and Rockets Order 2015 governs the use of the majority of model aircraft/drones used in Ireland

#### **The order states the following must be observed:**

1. Never operate your drone if it will be a hazard to another aircraft in flight.
2. Never operate your drone over an assembly of people (eg sports events, concerts, parades).
3. Never operate your drone over urban areas such as villages, towns and cities.
4. Never operate your drone farther than 300 metres away from yourself.
5. Never operate your drone over 120 metres above ground level.
6. Never operate your drone closer than 5km to any aerodrome.
7. Never operate your drone in a reckless manner to endanger life or damage property.
8. Never operate your drone in civil or military controlled airspace or surrounding airports.
9. Never operate your drone in a restricted area (e.g. military or prison).
10. Never operate your drone unless you have permission from the landowner for the take off or landing.
11. Never operate your drone outside of your direct line of sight.



## Appendix 1

# DISCLOSURE OF CRIMINAL CONVICTIONS AND RELEVANT INFORMATION Information for Service Provider employees

*(Please read this information carefully)*

**Athenry Athletics Club** is committed to creating and maintaining the safest possible environment for young people who participate in the sport, which reflects the guidelines contained in our Code of Ethics and Good Practice for Children's Sport. Part of our procedures is to ensure that all adult members working with young people complete the vetting process through the Central Garda Vetting Unit/National Vetting Bureau (ROI) or AccessNI (NI).

However from time to time Athenry Athletics Club may employ an individual to provide a service that would usually require that individual to be successfully vetted. We require these individuals working with our young members to complete the self-declaration form on pages 2 and 3.

**Athletics Ireland** requests information regarding criminal convictions or any other relevant information in respect of working with young people. Any information supplied will be treated confidentially and considered in the context of the role/the nature of the offence.

Please complete this form as accurately as possible and return it marked "Confidential" to the Athletics Ireland **National Children's Officer** or if otherwise advised.

Thank you for your co-operation.

**Your Name:** \_\_\_\_\_ **Your Company:** \_\_\_\_\_

## Self-Declaration for Service Providers Employees

All answers will be treated in a confidential manner.

1. Have you ever been asked to leave a sporting organisation?

Yes  No

2. Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Yes  No

3. Have you ever been known to the Statutory Authorities or Social Services department as being a risk or potential risk to children?

Yes  No

4. Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

Yes  No



(If you have answered yes to any questions above we will contact you in confidence)

<b>Confirmation of Declaration (tick boxes below)</b>	
I agree that the information provided here may be processed in connection with my role and I understand that any role may be withdrawn or immediate dismissal from the role I provide if information is not disclosed by me and subsequently come to the organisation's attention.	
I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	
I understand that the information contained on this form and information supplied by third parties may be supplied by <b>Athletics Ireland</b> to other persons or organisations in circumstances where this is considered necessary to safeguard other children.	

I declare that the answers I have given above are complete and correct to the best of my knowledge and I will inform **Athletics Ireland** of any changes.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Appendix 2 - membership/registration forms

Appendix 3 - Parental voluntary not to photo my child



## Appendix 2 – Form where additional permissions required

### Permission Form for the taking and use of images

I confirm that I give permission for my child to be filmed and/or photographed during:  
*Event or competition their membership of the club/year*

No child/young person will be identified individually in any published image or film footage, except in accordance with the AAI Filming and Photography Policy.

Young person's name: \_\_\_\_\_ Membership no. \_\_\_\_\_  
(please print name)

Young person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_  
(please print name)

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Notes

This permission will remain valid until *date*

By signing this permission form you are also confirming you are the legal parent or guardian of the named child. Photographs/videos will be taken by an appropriate person appointed to do so by xxxx

Any material used will only be distributed by xxxx as part of xxxx

All material will be held and stored in accordance with the NGB policy of the use and storage of photographic/video images





**Appendix 3 – Photographic and Filming Devices Registration Form**

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Venue:** \_\_\_\_\_

**Registration process:** 1. Check ID of person wishing to register and record; 2. Ask person to complete name and phone number; 3. Fill in device name and type; 4. Ask person to sign

Name	Phone number	Type of ID seen	Device name/type	Signature