



## GYMNASTICS VICTORIA

# Photographic and Filming Policy

POLICY NAME	Photographic and Filming Policy
DATE OF ISSUE	July 2019
POLICY COVERAGE:	All Gymnastics Victoria (GV) events and activities including competitions, education courses, workshops, meetings, seminars or any other activities organized by GV.
FREQUENCY OF REVIEW	Biennially
NEXT REVIEW DATE	July 2021

### 1. OBJECTIVE

GV 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 GV's commitment to its members.

### 2. RELATED DOCUMENTS

Related GV documents include the following:

- GV Constitution
- Member Protection Policy, including
  - Codes of Behaviour
- Privacy Policy
- Authorised Photographers Agreement(s)
- Events Handbook
- Child Safe & Child Friendly Policy

### 3. POLICY

Gymnastics Victoria will protect members' privacy, health, safety and wellbeing, and promote positive behaviours through regulating the use of photography and filming at GV events and activities.

### 4. KEY POLICY PRINCIPLES

This Policy applies the GV Privacy policy to the taking of, and use of photography, with particular reference to the GV website, GV print publications, and photographs taken at GV events. This policy applies to participants, spectators, officials, coaches, judges and staff at all GV events and activities.

#### 4.1. DEFINITIONS

**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.

#### 4.2. PHOTOGRAPHIC POLICY

##### 4.2.1. Photography and Filming at Events

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

##### 4.2.2. Authorised photographers

Only GV authorised photographers and videographers are permitted to take photographs or film on the competition floor at GV events. (Please refer to 4.4.4 Authorised Photographer Terms of Reference)

##### 4.2.3. Sale of Photographs

Only the authorised photographers may be permitted to sell or use photographs for commercial use (refer to 4.4.4).

##### 4.2.4. Flash Photography

Flash photography is prohibited at all GV competitions.

##### 4.2.5. Parents and Spectators

GV permits parents and spectators to take photographs and video from the spectator areas only.

##### 4.2.6. Non-permitted lens types

With the exception of authorised photographers, digital SLR cameras and/or lenses of a professional standard may not be used within the confines of any GV event venue.

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

##### 4.3.1. Diversity

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

##### 4.3.2. Health and wellbeing

GV is concerned with the health and wellbeing of its members, and as such will exclude images that may be deemed offensive or unflattering. Furthermore, GV will not actively publish imagery which suggests the use of tobacco, alcohol or prohibited drugs. In selecting photographs and videos for use in GV publications and other publications, GV shall not intentionally expose any person to hatred, ridicule or contempt. Gymnastics Victoria will not identify persons with full names in a published image unless written approval has been obtained.

#### 4.3.3. Ownership

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

#### 4.3.4. Commercial usage of images

Photographers authorised 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.

### 4.4. PROCEDURES AND TERMS OF REFERENCE

#### 4.4.1. Procedure for obtaining permission to take photographs and film at events -

##### Participants

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

At GV events, a notice will be placed at the venue entrance stating the following:

“During this GV event your photograph or video of your routine may be taken to be used in GV publications and website. The Official Photographer may take photographs which may be purchased. If you do not wish your photograph to be taken please identify yourself to the Event Organizer upon Arrival.”

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

#### 4.4.2. Procedure to obtaining permission to take photographs and film at an event -

##### Spectators

GV permits parents and spectators to take photographs and video from the spectator area at GV events. Parents, friends, coaches, judges and the like will not be permitted to take images from the competition floor.

#### 4.4.3. Procedure for reporting the taking of, and use of, inappropriate images GV events

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

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

The event organizer 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.

#### 4.4.4. Authorised Photographer Terms of Reference

To become an Authorised Photographer the photographer must:

- Apply to the Event Director 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; and
- At the event Authorised Photographers must:
  - Dress appropriately (uniform is preferred);
  - Follow all instructions of the Event Organiser or their representative; and
  - Wear the identification of “Official Photographer”.

## 5. POLICY PROMOTION

This policy will be made available to all members via the GV website at [www.gymnasticsvictoria.org.au](http://www.gymnasticsvictoria.org.au) and communicated to the GV Staff, Board, and GV affiliated Clubs.

## 6. ADDITIONS OR AMENDMENTS

- As a Governance policy, any changes to key policy principles must be approved by the Board as determined by the Board or relevant Board Sub-committee; and
- Changes to any related procedures or operational details may be reviewed and updated by the manager responsible and be approved by the CEO.