



# C.W.L.T.C.

## Photography and Usage of Images

CWLTC appreciates that parents/carers want to be able to celebrate the achievements of their children when taking part in sporting activities through photographs and CWLTC will also want to promote their activities to encourage increased participation. Tennis Ireland does not advocate the banning of photography, but recommends that it is subject to appropriate and proportionate safeguards being in place to ensure a safe sporting environment for children and young people.

CWLTC will ensure that all necessary steps are taken to protect children and inappropriate use of their images in resources and media publications, on the internet and elsewhere.

CWLTC have developed this policy in relation to the use of images of athletes on their websites and in other publications. The Club will make decisions about the type of images they consider suitable and that appropriately represent the sport, without putting children at increased risk.

Parents are required to support this policy.

When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of children.

CWLTC will adopt the following principles:

- The interests and welfare of children taking part in sporting activities is paramount
- Children and their parents/carers have a right to decide whether their photograph is taken, and how those images may be used
- Children and their parents/carers must provide written consent for their images to be taken and used
- Consider using models or illustrations if promoting an activity
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside of the sport.

### **Rules to remember are:**

- If the child is named, avoid using their photograph
- If a photograph is used, avoid naming the child
- Ask for the child's permission to use their image. This ensures they are aware of the way the image is to be used to represent the sport. A child's permission form is one way of achieving this

- Ask for the parental permission to use an image of a young person. This ensures that the parents are aware of the way the image of their child is representing the sport. A parental permission form is one way of achieving this
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. The content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots.
- Use the recognised procedure (CWLTC reporting procedure and policy) for reporting the use of inappropriate images to reduce the risk to children. Follow the child protection procedures, ensuring both sports child protection officer and the Social Services and/or Police are informed.

### **Guidelines for Use of Photographic Filming Equipment at Sporting Events**

- We will provide a clear brief about what is considered appropriate in terms of content and behaviour including the displaying of notices at each event
- Issue the photographer with identification which must be worn at all times
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to children or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at a child's home
- If parents or other spectators are intending to photograph or video at an event, they should also be made aware of your expectations
- Spectators should be asked to register at an event if they wish to use photographic equipment
- Children and parents should be informed that if they have concerns they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern
- Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least 2 working days before the event.
- Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from the educational establishment outlining their motive for attending the event.
- Accreditation procedure: Professionals should register prior to the event and their identification details be recorded. Ideally they should be:
  - Name and address of the person using the camera
  - Names of the subjects (if specific)
  - The reasons or use the images are being or intended to be put to

- Signed declaration that the information provided is valid and that the images will be only used for the reasons given
- A clear brief about what is considered appropriate in terms of content and behaviour should be issued. This should include a list of any areas where photographic and recording equipment including mobile phones is forbidden under all circumstances (e.g. changing rooms, toilet areas). Unsupervised access to athletes, or one to one photo sessions at event, or photo sessions outside the events or at an athlete's home should not be allowed.
- Public information: the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event programmes and must be announced over the public address system, prior to the start of the event.
- The recommended wording is: In line with the recommendation in from Tennis Ireland, CWLTC request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the registration desk. Before carrying out any such photography, CWLTC reserves the right to decline entry to any person unable to meet or abide by CWLTC's conditions. If you are concerned about any photography taking place at this event, please contact the promoter or event organised who will be pleased to discuss this matter with you.
- At club sessions there's is no intention to prevent club coaches and teachers using videoing as a legitimate coaching aid. However, children/young people and their parents should be aware that this is part of the coaching programme, permission should be given by parents and care should be taken in the storing of such films.