

Guidelines on the Use of Photographic & Filming Equipment within Swindon Dolphin ASC

Scope

These guidelines are for use at Swindon Dolphin ASC training sessions, swimming events and camps.

Professional photographers/filming/video operators wishing to record the event should seek approval with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

Professional photographers must read the section on the Official Photographer in the ASA Wavepower document <http://www.swimming.org/asa/clubs-and-members/safeguarding-children/>

All other spectators wishing to use photographic/film/video equipment, including mobile phones, should register their intent with the organiser of the event.

1. Approval procedure:

A record should be made of the individual's name, address and club/organisation. Professional photographers/filming/video operators should register prior to the event and their identification details should be checked prior to the event. On registering, the organiser of the events should issue an identification label on the day, which can serve to highlight those who have approval to take photographs. The identifying label is changed at each event to prevent unofficial replication.

2. Public information:

The specific details concerning photographic/video filming equipment 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 the Swindon Dolphin Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If you have concerns:

If you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

3. Videoing as a coaching aid:

Club coaches and teachers will use video equipment as a legitimate coaching aid. However, swimmers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the content of the video and the storing of such films. Ideally the content should be erased / destroyed once it has served its purpose.

- 3.1 Videos taken of swimmers as part of the coaching program (i.e. to improve swimming technique) will be displayed on the Swindon Dolphin website. Video's for U18yr swimmers will be password protected and these passwords will only be shared with the individual swimmer/parent and the coaching staff.
- 3.2 Video's of over 18yr old swimmers will only be made public (for advertising purposes) with the express permission of the swimmer.
- 3.3 Video's can be downloaded from the Swindon Dolphin webpage by the individual swimmer using standard computer software (can be used for Sports Exams etc) - but this is the responsibility of the individual swimmer. Duplication / sharing of any downloaded video and any risks associated with this fall entirely on the swimmer.

4. Photography & Recording of Images Consent Form

This photography consent form should be completed by any person wishing to take photographic images within Swindon Dolphin ASC or at any event or activity that the club are organising.

NB. Press Photographers should also complete this form. Upon completion, an identification label should be worn.

5. Children Photographing Each Other

This practice can occur extensively during offsite activities particularly during residential periods. There may be incidents where children take inappropriate photographs, perhaps showing friends and other children inappropriately dressed. Staff should endeavour to discourage this practice, but ultimately parents are responsible for monitoring their child's use of cameras and subsequent use of their images involved.

6. Mobile Phones, Cameras & Electronic Devices

The use of mobile phones, cameras or **any** electronic devices which contain cameras of photographic and / or video capabilities are not permitted in changing rooms, toilets etc. The use of mobile phones, cameras & **any** electronic devices which have a camera or video capability are prohibited poolside in all Swindon Borough Council and Marlborough premises. Parent / carers are therefore requested not to use their mobile phones, cameras & **any** electronic devices which have a camera or video capability when poolside / spectating in any of the Swindon Dolphins ASC training facilities. Breach of this may result in the parent / carer being banned from training sessions.

7. ASA & NSPCC Recommended Best Practice

7.1 Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.

7.2 Action shots should not be taken or retained where the photograph reveals torn or displaced swimming costume

7.3 Poolside shots of children should normally be above waist only in a swimming costume, though full length tracksuit shots are approved.

7.4 Photographs should not be taken from behind starting blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.

7.5 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 the sport.

