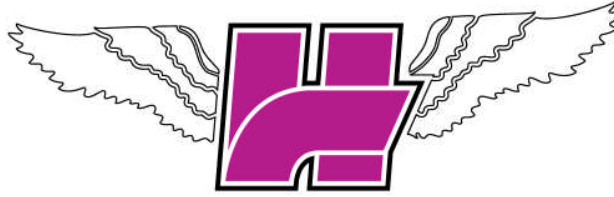


## **Hertsmere Flyers Swimming Club**



**Affiliated to ASA East Region**

### **Guidelines for the Use of Photographic/Filming Equipment**

#### **GUIDELINES FOR THE USE OF PHOTOGRAPHIC/FILMING EQUIPMENT**

##### **AT COMPETITIONS**

The ASA have been aware of cases where photographing of swimmers has been used for illicit purposes. Hence the ruling that no one unconnected with an event i.e. not a parent/carer takes photographs unless they are a suitably approved photographer, and have the consent of the meet manager.

Parents/carers of swimmers under 18 have the right to refuse to have children photographed, and/or photographs being published.

Professional photographers/filming/video operators wishing to record any event must seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally this should be at least 5 days prior to the event.

Students or amateur photographers/film/video operators wishing to record the event must seek accreditation with the event organiser by producing their student or club registration card and a letter from their club/educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the event organiser. Under ASA guidance, once a parent/carer has signed the photography record book we are happy for them to take photos on the belief this is of their swimmer in the main. Other swimmers may be nearby but not the main object of the photograph.

Mobile phones should be registered as a camera if it has that facility, in line with guidelines for other photographic/film/video equipment. Whilst we do not support the banning of phones (children need them to keep in touch with parents, particularly in an emergency) we do support the ASA requirement that manufacturers ensure they add a 'noticeable sound' that is audible if a phone camera is used.

When mobile phones are taken into the changing rooms by members, the camera facility must not be used.

Accreditation procedure:

1. a system should be established to record an individual's name/address/club.
2. Professionals should register prior to the event and records kept of their details. Details should be confirmed with the issuing authority.
3. An identification label should be used at each event to highlight those with accreditation. Different labels should be used for different events to prevent unofficial replication.

Public information: specific details regarding photographic/film/video equipment registration should, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event.

Publication of photographs: Publication of a photograph of a swimmer under 18 either on a notice board or in a published article should only be done with the parents consent (preferably in writing) and in line with ASA guidelines.

ASA guidelines for photos for publication are head/neck only, or in tracksuits if full length; and no details of the swimmer such as full name, place of residence or school attended.

## AT CLUB SESSIONS

The ASA advice on the use of videoing equipment is clear. There is no intention to prevent club coaches and teachers using videoing as a legitimate coaching aid, however videoing of children is not recommended. Any videos that are taken would have to be justified by the club as to why the video has been made e.g. to assist in swimming stroke development).

Assuming that a video is made:

- written consent is required from the parents of the children;
- an invitation to the parents to attend the videoing should be made;
- the parents should be able to view the video subsequently;
- any concern expressed by the child or parent and the videoing should cease;
- after videoing (unless it can be justified as to why the video is to be kept) the video should be destroyed once it has served its purpose.
- The videoer should be extremely careful in the content of the video.

If the club is concerned that someone unknown to them is using club sessions for photographic or filming purposes, they should ask them to leave and contact the pool management.