



## Photography Policy

October 2017

This policy applies to all photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including. It applies to all photographs taken with the authority of the club.

Hitchin Swimming Club may wish to take photographs of individual and groups of swimmers under the age of 18 that may include your child during their membership of the Club. The Club requires parental consent to take and use all photographs.

Parents have the right to refuse agreement to their child being photographed. If any Parents/Guardians/Swimmers have any concerns with their child/themselves being photographed or filmed during a club session or gala please complete a Photography Refusal Form. The exercise of this right of refusal will not be used as grounds for refusing entry into a swimming competition.

Once consent has been received we may use these images in our publicity material, or in other printed publications that we produce, as well as on our website, Twitter feed (or other relevant Social Media Site) or on display boards. We may submit photographs to the local newspapers and swimming magazines. We may also make video recordings for use as an aid to training.

From time to time, the club is visited by the media who will take photographs of a visiting dignitary or other high profile event. Your child may appear in these images, which may be published in local or national newspapers.

Published photographs may identify the swimmer by name and club but will not state the swimmers place of residence.

Anyone wishing to take photographs of their child at a swimming session or gala must obtain permission from the club and sign the Club's Photography Book Register. The club are then happy for them to take photos in the belief that their swimmer is the main subject of the photo. However, another person can object to a parent/carer taking a photo if they believe their child, not the child of the photographer to be the main subject of the photo or if their child appears in the photo.

In the case of open meets and other competitions where there is an official photographer present, all parents attending will be made aware of this in the meet details. If you do not wish your child to be photographed you will need to make the photographer aware on arrival at the competition.

All photographs taken will observe generally accepted standards of decency in particular:-

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind the blocks at the start of a race or exhibit young swimmers climbing out of the pool.

## **Underwater Video Policy**

Hitchin Swimming Club has an underwater video camera which it uses only as a training aid. Athletes are filmed and the footage used to provide feedback on their technique.

The camera allows video to be taken and then:

- Played back on the camera's in-built screen
- Transferred to a PC, SD card, DVD etc and given to the swimmer if helpful.
- Transferred to the swimmer's and parent's private website account as a training aid and only accessible by the swimmer, parent, Coach(es) and website administrators.

The following guidelines will be used by the Club:

- Athletes who are under 18 will only be filmed with prior consent of their guardian. Consent may be withdrawn at any time by writing to the Club Administrator
- The Club will maintain a list of such athletes, which will be held by the Club Administrator
- Athletes over 18 may give verbal consent to being filmed at the time of filming
- Filming will only be undertaken by DBS checked club volunteers or DBS checked Coaches
- Any video filmed may be used as follows:
  - Athletes may watch their own video
  - Athletes may watch video of other athletes to allow coaches to highlight good technique
  - Athletes may be given a copy of their own video on a DVD, CD or via the website etc
  - The Club will not publish any footage