

WR&FC PHOTOGRAPHY AND VIDEO FILMING POLICY / STATEMENT

Wimbledon Racquets and Fitness Club is committed to providing a safe environment for children/young people under the age of 18 as well as all members to participate in sport. Essential to this commitment is to ensure that all necessary steps are taken to protect all people especially children/young people from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere.

Definition: Photographic Images and Video Images includes the use of cameras, digital cameras, video recorders, mobile phones and personal digital assistants (PDAs)

Wimbledon Racquets and Fitness Club has adopted the following key principles to protect children/young people as well as all members / visitors wherever and whenever photographic and video images are taken and stored: □

- The interests and welfare of children taking part are paramount
- Parents/carers have a right to decide whether children's images are to be taken, and how those images may be used
- Parents/carers must provide written consent for children's images to be taken and used
- Images should convey the best principles and aspects of our sports, such as fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- Images should only be taken by authorised persons, as agreed by the club
- All images of children should be securely stored and destroyed when no longer relevant
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser
- No filming or photography should take place within changing areas, rooms or saunas.
- If a member of staff asks anyone to stop filming or taking photographs they must stop immediately.
- WR&FC also reserves the right to vet and approve the contents of any pictures and videos for promotion and commercial use.

Publishing Images

Wimbledon Racquets and Fitness Club may take and use photographic and video images for promotional purposes, including their inclusion on the club's website, social media such as (but not limited to) Facebook, and in the press, with the following conditions:

- Through the use of a consent form, we will ask for permission from parent/carer to take and use a child's (under 18) image (see appendix for consent form)
- If a player is named, we will avoid using their photograph, unless consented by the parent / carer.
- If a photograph is used, we will not name the player unless consented by the parent / carer.
- We will NEVER publish personal details (email addresses, telephone numbers, addresses etc) of any person
- We will only authorise the use of images of players in suitable dress (Tracksuit, on court clothing i.e. T-shirt/shorts/skirt, off court clothing)
- Material will be destroyed from media used once it is no longer relevant wherever possible.

Use of Photographic Filming Equipment by other persons

Photographic and video images taken on behalf of the club will normally only be taken by Wimbledon Racquets and Fitness Club coaches, appropriate staff or approved photographers who must be clearly identified. Press or other professional or other photographers must be approved and clearly identified. Wimbledon Racquets and Fitness Club does not want to prevent parents, carers or other spectators being able to take legitimate photographs or video footage of players/participants. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All staff and volunteers should be vigilant about this possibility. Any concerns should be reported to the appropriate adult in charge and Welfare Officer. No photographic or video images should be published or shared on any social media or posted on the internet without the permission of Wimbledon Racquets and Fitness Club and the parent/carer of the child concerned.

Use of Video as a Coaching Aid

- Players and their parents/carers should be made aware that this is part of the coaching programme and understand the purpose of filming as a coaching aid
- We will seek written permission from the parent/carer for the use of photography and video analysis (see appendix for consent form)
- When filming, we will ensure that there is an appropriate approved adult present
- Care will be taken in the storing of coaching films to avoid inappropriate use
- Material will be destroyed once it is no longer relevant

Use of Wimbledon Racquets and Fitness Club as a filming venue.

Any proposed filming for coaching and or other promotional material which is to be produced for information and or commercial gain must always be first approved in writing by WR&FC before any such filming commences. Where such filming may be of commercial benefit then WR&FC reserve the right to either refuse such filming or charge a suitable fee for the use of the facilities. WR&FC reserves the right to refuse any inappropriate filming.

Casual and personal filming.

Casual filming within sessions and within the club of adults may **only** commence once full agreement from all those likely to be included within the footage must provide their consent. If in doubt DON'T.