



SWIMMING WELLINGTON PHOTOGRAPHY POLICY

Overview

To help protect all members of the Swimming Wellington community taking part in or attending swimming events, Swimming Wellington has put together this policy to help guide anyone wishing to photograph or film at Club and/or Regional events. This policy is about what is and is not acceptable and to establish good practice for all clubs, coaches, administrators, officials, volunteers, parents, supporters and swimmers.

This Swimming Wellington policy applies to all photographs and videos taken on any device that has the ability to film or photograph swimmers including mobile phones.

Whilst this policy covers all swimmers, its primary aim is to safeguard children participating in the sport as per section 7.2 of the Member Protection Policy.

The terms "child" or "children" includes anyone under the age of 18 years.

Whilst the great majority of images taken in good faith are appropriate, they can be misused and children can be put at risk if common sense procedures are not observed.

Through this policy, Swimming Wellington aims to avoid the following:

- a. Images taken of swimmers in an inappropriate way.
- b. The inappropriate use, adaptation, or copying of images of swimmers.
- c. The possible identification of a swimmer when an image is accompanied by private information, which could put the swimmer at risk.

General Public

Swimming Wellington does not wish to prevent parents/guardians from taking images of their children at swimming events nor prevent swimmers from taking photos of swimming events they are competing in, therefore the following is recommended best practice:

1. All parents/guardians may take photos of their own child/children at swimming events **in the designated photography areas** ensuring that their swimmer is the main subject of the photo. Other competitors nearby may be included in the photo but should not be the main subject. However, another parent/guardian can object to a parent/guardian taking a photo if they believe their child, (not the child of the photographer), to be the main subject of the photo. Competing swimmers may take photos or "selfies" during swim events, however as per the above, other competitors nearby may be included in the photo but should not be the main subject of the photo.
2. All photographs must observe generally accepted standards of decency in particular:
 - Action shots should be a celebration of the sporting activity and should not be taken or retained where the image reveals a torn or displaced swimming costume.
 - Photos should not be taken from behind swimming blocks at the start of a race or exhibit swimmers climbing out of the swimming pool. Accredited photographers however, will have access in this area.
 - Photos are prohibited from being taken in the changing room/toilet areas of the pool as outlined in the Member Protection Policy and pool facilities policy.
3. Should parents/guardians or swimmers wish to upload photos taken at swimming event to social media, any photos that include other swimmers as the main subject will need to seek permission from those swimmers parents/guardians before photos are published online.

Swimming Wellington does not wish to stop parents/guardians photographing their children at their "moments of glory" but all clubs, coaches, administrators and volunteers attending swimming events need to ensure they do all they can to safeguard swimmers wellbeing.

Official Photographers

During Swimming Wellington/club swimming events any person may be photographed or filmed as part of the occasion, either as an individual or as a member of a group. An individual may also appear in an image inadvertently, in the background.

Permission is incorporated into the entry conditions to the event and all participants must be informed of this prior to submitting their entry.

When registering for a swimming event on the database parents/guardians or swimmers will be prompted to tick a box indicating that they agree with all the terms and conditions of entering the swimming event, this includes being photographed by the swim meets accredited photographers.

Accredited Media and Official Club photographers wishing to take images at Swimming Wellington or club events must register with Swimming Wellington or relevant club. Swimming Wellington and clubs will maintain a Photography Register for this purpose.

On arriving at the event official photographers will need to register at the event Officials Desk where they will be provided with a identification badge which should be visible at all times throughout the event .

- They must produce their appropriate credentials and their details will be recorded on the list of official photographers for the event.
- Permission may be refused if credentials are not provided in a timely manner or the reason for being given access to the swimming event is not acceptable to Swimming Wellington or event hosting club.

Swimming Wellington or relevant club will manage official photographers as follows:

1. The official photographer (whether a professional photographer or member of the club staff) should receive a copy of this policy.
2. Determine who will hold the images taken at events and what is to be done with them.
3. Where Swimming Wellington or relevant club has an official photographer present at an event, all swimmers, and parents/guardians attending will be made aware of this in the event details. If photos are to be published anywhere, the swimmers, parents/guardians should be given the opportunity to withhold their consent of their child being photographed or filmed.

The aim of official photographers at swimming events will be to help celebrate and promote swimming. When taking an image official photographers will be asked to:

1. Focus on the activity rather than the individual child.
2. Include groups of children rather than individuals if possible.
3. Ensure all swimmers featured are appropriately dressed.
4. Represent the broad range of swimmers participating in swimming - boys and girls, children with disabilities, members of minority ethnic communities etc.

Right of Refusal

All swimmers and/or their parents/guardians have a right to refuse to have their child photographed or filmed.

All swimmers, and/or their parents /guardians have the right to refuse to have images go to press or published in a public domain, be it through Swimming Wellington, a member club or official photographer

The exercise of this right of refusal should not be used as grounds for refusing entry into a swimming events.

A suggested form allowing swimmer/parents/guardian to indicate refusal of consent can be found at Annex A.

Filming children during club sessions

Filming is an extremely valuable tool for coaches and teachers, and should be used for coaching/teaching purposes only. Guidelines around filming swimmers for club use are as follows:

1. Any videos that are taken need to be justified by the club as to why this video has been made, (e.g. to assist in swimming stroke development).
2. Written agreement from the parents and swimmers must be received before any filming can take place. This can be incorporated into Club membership or done at time of filming. An invitation to the parents to attend the filming and subsequently view the video should be arranged.

3. If any concerns are raised, filming should cease and the video not used and erased.
4. After filming, 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.

Club Publicity

If Clubs are wishing to take images of club swimmers to make their club known either externally or internally through publication of those images through fliers, websites, social media, newsletters etc, it is recommended clubs do the following:

1. Seek consent from swimmers and/or the parent/guardian if the swimmer is under 18 years of age of those you intend to photograph.
2. Advise clearly the intended purpose/use of the images.
3. Confirm whether you intend to publish the swimmers names alongside the image. No other personal information such as residential address, email address or telephone numbers can be published without gaining consent from the parent/guardian.
4. Allow swimmer/parents to view image for approval before they are used for publicity purposes.
5. Images should only be used where children are appropriately dressed; any action shots should only be used where the emphasis is on showing the sport.
6. Securely store the images and annotate them with the date they were taken.
7. At any time swimmer/parent may request the removal of the image from any public sources and clubs must oblige immediately.

Mobile phones

All clubs need to make its members aware that while Swimming Wellington does not support the banning of mobile phones, as children need them to keep in touch with parents, particularly in emergencies, clubs should remind members that any images taken with mobile phones at swimming events will fall under this policy.

If mobile phones are taken into changing rooms, the facility to take images must not be used.

Event Announcement

The following statement should be made at all swimming events where this policy is relevant, i.e. where images are being taken with the necessary permissions in place.

“In line with Swimming Wellington (or relevant club) rules, no person may video, film or take photographs at this event in a professional capacity without having received permission and registered their details with the event organiser. All parents/guardians wishing to take images of their child may do so but images must be in line with this policy)”

This statement must be read out at the start of every session for the duration of the event to ensure all individuals are aware of the Swimming Wellington policy.

Swimming Facilities

It should be noted that some individual facilities/regional swimming pools may have their own photography policy. Where a facility has a policy in place this should be followed notwithstanding the requirements contained in this policy. Swimming Wellington or relevant club should make all attendees at the event aware of any differences in policies of the facility/swimming pool and Swimming Wellington.

Designated Photography Areas

Each Swimming Wellington/club swimming event will have clearly marked photography areas around the pool. Swimmers, spectators and photographers will be notified about these areas as well as clearly marked signs made visible. Should parents/guardians wish to take photos of their children, they can do so in these areas.

Data Protection and Storage of Photos/Videos

In New Zealand, it is generally lawful to take photographs of people in public places without their consent. However, you must not film or take photos of people if they are in a place where they can expect privacy (such as a public changing area or toilet). You should also not take photos of people if:

- They are in a place where they would expect reasonable privacy
- You have no legitimate reason for taking the film or photos.

However, you can take and/or publish photos or film people where there is no expectation of privacy, such as a public swimming pool.

*Taken from the www.nzpolice.govt.nz.

Any approved official photographers that store images taken at any swimming events must take care to store/dispose of all images in a safe and secure manner. Swimming Wellington/appropriate club have the right to request confirmation from official photographers on how images will be stored.

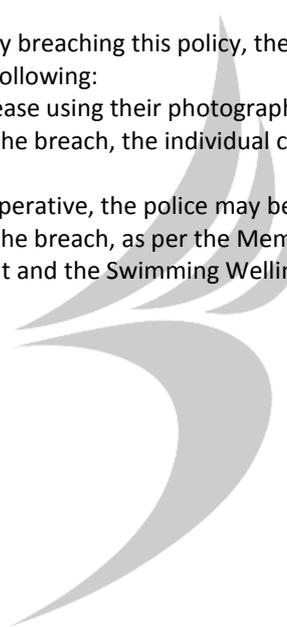
Reporting and Dealing with a Concern/Breach of this Policy

Should a club member, coach, administrator, official, volunteer, and parent/supporter or swimmer feel concerned about images being taken or that this policy has been breached, they are to:

1. Report their concern immediately to the Meet Director/Referee and or Event Manager or member of the event team or pool management.

Should someone be identified as potentially breaching this policy, the Meet Director / Referee or member of the event team will have the power to do the following:

1. Ask the individual concerned to cease using their photographic or video device immediately.
2. Depending on the seriousness of the breach, the individual concerned may be asked to leave the event immediately.
3. If individual concerned is not co-operative, the police may be called.
4. Depending on the seriousness of the breach, as per the Membership Protection Policy an investigation may take place following the event and the Swimming Wellington Board made aware of such breach.



Swimming
WELLINGTON

**ANNEX A
RIGHT OF REFUSAL FORM**

From time to time, parents/guardians and children will be asked for permission to be photographed or filmed whilst participating in Swimming Wellington or club swim meets, competitions and events. This could be for one of the following reasons:

1. Video footage for performance development.
2. Media coverage of an event or achievement.
3. Promotional purposes e.g. website or publication.

Please complete the following if you **DO NOT** wish to be photographed during a Swimming Wellington or club swim meet, competition or event.

Name: _____

Name of Swimmer: _____

Is swimmer under 18 years of age: _____

- I do not agree to photos being used in publications
- I do not agree to photos being used on any website
- I do not give permission for the publication of any photos and the categories shown above.

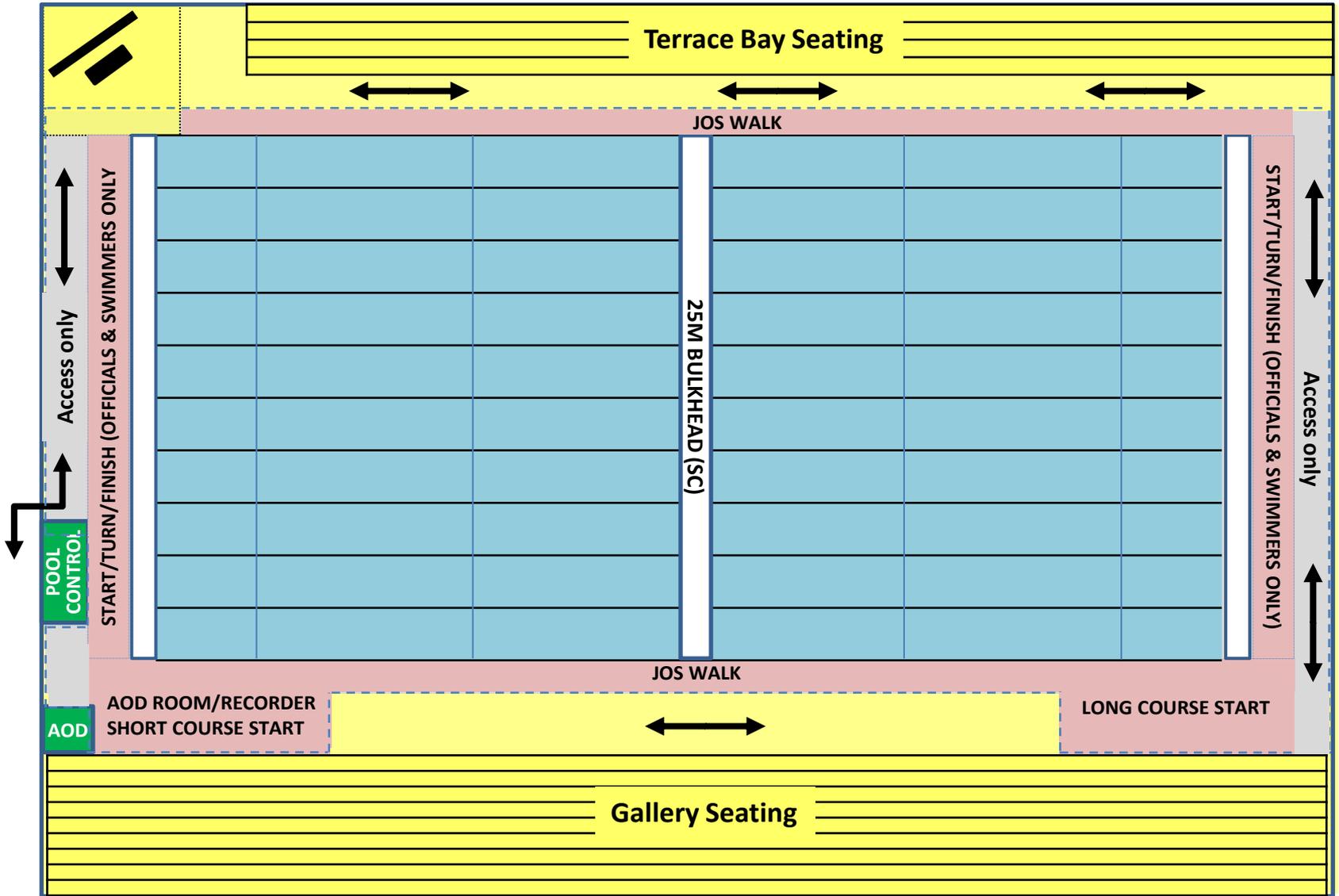
I (*name*) **do not** give my approval for (*name of swimmer*) to be photographed/filmed during the (*enter name of event*) on (*date*) being held at (*swimming facility*).

Sign: _____

Date: _____

Club: _____

WELLINGTON REGIONAL AQUATIC CENTRE COMPETITION AREA: SPECTATOR ACCESS/PHOTOGRAPHY ZONES



- Public (seated & standing) areas – general photography/video permitted
- Swimmer & Officials Areas – Accredited Media Photography/Video Permitted Only
- Pool Access/Walkway Only – NO Media Photography/Video Permitted