



Gymnastics
Victoria

GYMNASTICS VICTORIA

PHOTOGRAPHY AND FILMING POLICY

POLICY NAME	Gymnastics Victoria Photography and Filming Policy
DATE OF REVIEW	March 2012
POLICY COVERAGE:	All Gymnastics Victoria (GV) events and activities including competitions, education courses, workshops, meetings, seminars or any other activities organised by GV
DATE OF REVIEW	Biennially
CONTROLLING BODY	Gymnastics Victoria
DEFINITIONS	Photography includes but is not limited to still camera, mobile phone photos and any form of still captured images. Filming includes but is not limited to video, mobile phone video, DVD and any form of moving captured images.

1. INTRODUCTION

This Policy applies the GV Privacy policy to the taking of, and use of photography, all images and filming, with particular reference to the GV website, GV print publications and images taken at GV events.

2. STATEMENT OF PRINCIPLE

GV is committed to providing the highest levels of membership service. This includes protecting members' privacy, promotion of positive behaviours and

attitudes and protecting the health safety and wellbeing of members. By introducing policy and procedure regarding the taking and use of photographs and filming, this policy reiterates GV's commitment to its members.

3. SCOPE

This policy applies to participants, spectators, officials, coaches, judges and staff at all GV events and activities.

4. RELATED DOCUMENTS

Related GV documents include the following:-:

- 4.1. Privacy Policy
- 4.2. Constitution
- 4.3. Codes of behaviour
- 4.4. Member Protection Policy
- 4.5. Authorized Photographers Agreement

5. PHOTOGRAPHIC POLICIES

5.1. Photography and filming at Events

GV will take photographs and film at gymnastics events for use on the GV website and other publications. If notified by a member that they do not wish to have their image captured either in photographic or video form, GV will ensure this is followed.

5.2 Authorised photographers

Only GV authorised photographers and videographers are permitted to take photographs or film on the competition floor at GV events. (Please refer to 7.4 Authorised Photographers Terms of Reference).

5.3 Sale of photographs

Only the authorised photographer is permitted to sell or use photographs for commercial use.'

5.4 Flash Photography

Flash photography is prohibited at all GV competitions

5.5 Parents and Spectators

GV permits parents and spectators to take photographs and video from the spectator areas only.

6. GUIDELINES OF THE USE OF IMAGES

6.1. Diversity

GV will endeavour to ensure that photographs and videos published on the GV website and other publications reflect the diversity of the organisation and its members

6.2. Health and Well being

GV is concerned with the health and well-being of its members, and as such will exclude images that may be deemed offensive or unflattering.

Furthermore, GV will not actively publish imagery which suggests the use of tobacco, alcohol or prohibited drugs.

In selecting photographs and videos for use in GV publications and other publications, GV shall not intentionally expose any person to hatred, ridicule or contempt.

Gymnastics Victoria will not identify persons with full names in a published image unless written approval has been obtained.

6.3 Ownership

Images collected by Gymnastics Victoria are the property of the Association and individuals contained in such images have no ownership rights of such images.

7. PROCEDURES AND TERMS OF REFERENCE

7.1. Procedure for obtaining permission to take photographs and film at an event – Participants

GV will advise all event competitors and coaches that their photograph may be taken during a GV event and be used in GV publications and website, and in other places where applicable. This notice will be printed on the entry form to the competition.

At GV events, a notice will be placed at the venue entrance stating the following:

“During this GV event your photograph or video of your routine may be taken to be used in GV publications and website. The Official Photographer may take photographs which may be purchased. If you do not wish your photograph to be taken please identify yourself to the Event Organiser upon arrival”

If an individual does not want their image captured at a GV event, they must inform the GV Event Director, in writing at the time of entry as well as identifying themselves upon arrival.

7.2. Procedure of obtaining permission to take photographs and film at an event – Spectators

GV permit parents and spectators to take photographs and video from the spectator area at GV events.

Parents, friends, coaches, judges and the like will not be permitted to take images from the competition floor.

7.3. Procedure for reporting the taking of, and use of, inappropriate images at GV events.

The Event Organiser should be alerted to anyone taking inappropriate images, or in any way acting suspiciously.

The Event Organiser will approach suspicious photographers and ask for the following information

- Name
- Relationship to gymnast i.e. parent, friend
- Which club the participant is representing/involved with.

The Event Organiser should advise the individual that a complaint has been made regarding the images being taken. The individual has the opportunity to respond to the claim. If the Event Organiser is unsatisfied with the response they may ask the individual to refrain from taking images or ask them to leave the venue. The Event Organiser’s decision is final. If the request to leave the venue is not respected, the Event

Organiser will follow up, possibly calling police or security until the issue reaches resolution.

7.3.1. Authorised Photographer Terms of Reference

To become an Authorised Photographer the photographer must.

7.4. Apply to the Event Director to photograph a specific event

- Show references and past work
- Submit a Police Check or Working with Children Assessment
- Agree to, and sign the Authorised Photographers Agreement
- At the Event, Authorised Photographers must:-
 - dress appropriately (uniform is preferred)
 - follow all instructions of the Event Organiser
 - wear the identification of “Official Photographer”

8. POLICY PROMOTION

This policy will be made available to all members via the GV website at www.gymnasticsvictoria.org.au and the Year Book.

This policy will be communicated to all staff, Board, and SMC members.

9. REVIEW

This policy will be reviewed by the GV Board prior to the commencement of each calendar year.

10. ADDITIONS OR AMENDMENTS

In addition to the annual review of this policy, recommendations for changes to the policy may be submitted to the Board for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate methods.

Review 2009

Updated August 2010

Updated March 2012