



PHOTOGRAPHY POLICY

Endorsed 12th Jan 2009

The purpose of this Document is to define and document a Photography Policy for Abbotsford Junior Football Club (the Club), covering still photography and video filming of and by club members.

Feedback: The Club welcomes any comments on how this, or any of its other policies, can be improved to increase the efficient running of the Club and the enjoyment of the Club's facilities by its members. Please direct your comments to info@ajfc.net.au

Contents

1. PURPOSE	2
2. SCOPE	2
3. GOVERNANCE	3
4. LEGITIMATE INTEREST IN RECORDING, FILMING AND PHOTOGRAPHING	3
5. PROFESSIONAL RECORDING, FILMING AND PHOTOGRAPHING	3
6. STUDENT OR AMATEUR RECORDING, FILMING AND PHOTOGRAPHING	4
7. ACCREDITATION PROCESS.....	4
8. CLUB PHOTOGRAPHERS	4
9. PUBLISHING OF AUDIO AND PHOTOGRAPHIC MATERIAL	5
10. DUTY OF DISCLOSURE	6
11. NOTICE AND RIGHT TO BE HEARD.....	6
12. GRIEVANCE PROCEDURE	7
13. TIMEFRAME.....	7
14. DEFINITIONS AND INTERPRETATION.....	7

Acknowledgement: *The Knox Little Athletics Centre Audio and Photography policy document was used as a basis for this policy document with KLAC permission*

PHOTOGRAPHY POLICY

Endorsed 12th Jan 2009

1. PURPOSE

- 1.1. The purpose of this document is to define and document a Photography Policy for the Club covering still and video photography and filming of and by Club members
- 1.2. It is not the intention of the Club via this policy to prohibit those with a legitimate interest in filming or photographing children, young people and helpers/officials participating in sport-related activities associated with the Club.
- 1.3. The purpose of this policy is:
 - *To ensure the Club's players, coaches, managers, and parents have control over the images and recorded data of children/young people;*
 - *To deter unsuitable people/persons from misusing sporting activities to obtain images or recorded data of the Club, coaches, managers, and parents;*
 - *To prevent unsuitable images or recorded data of Club players, coaches, managers, and parents, or inappropriate representation of the sport from being produced;*
 - *To protect the identity of Club players, coaches, managers and parents who may be made (to feel) vulnerable or compromised through the publication of their photos or personal details;*
 - *To provide identification of Club photographers who photograph Club events on a routine basis;*
 - *To define processes for professional and student/amateur photographers to obtain permission to record Club event;*
 - *To ensure all Club players, coaches, managers, and parents are aware of these guidelines and accept and agree to abide by the guidelines.*
- 1.4. This Policy takes effect on the date it is endorsed by the Club Committee.

2. SCOPE

- 2.1 This Policy applies to all Officials, Coaches, Managers, Players and Parents (Participants).
- 2.2 This Policy does not limit or restrict the application of any other Policies.
- 2.3 The scope of this policy covers all forms of technology that can be used to record images of Club players, coaches, managers, and parent and Club officials involved in activities associated with the Club.
- 2.4 These technologies include all forms of film-based and digital photography (including video) and mobile phone cameras.

PHOTOGRAPHY POLICY

Endorsed 12th Jan 2009

3. GOVERNANCE

- 3.1 The Club Executive will provide overall governance for this policy.
- 3.2 Governance activities include:
- *Approval and release of this document and subsequent versions;*
 - *Ensure a coordinated and documented approach to all aspects of this policy including ownership, accountability and responsibility of all components of the policy;*
 - *Provide the final decision in any complain/dispute either with the policy or as a result of the application of the policy including whether or not a complaint/dispute is escalated beyond the Club;*
 - *Provide a focal point for process discussions and communications.*

4. LEGITIMATE INTEREST IN FILMING AND PHOTOGRAPHING

- 4.1 “Legitimate interest” in filming and photographing of players, coaches, managers, and parents involved in sporting activities associated with the Club covers:
- *Parents/carers, siblings and friends who wish to record a child/children participating in a sporting event as a personal memento or as a record of competition;*
 - *Officials, Committee members or agreed participants of the Club who wish to record a players participating in a sporting event as a memento or record of competition on behalf of the Club;*
 - *Designated and approved Club photographer(s) who wish to record a player participating in a sporting event to publish on the Club or associated Club websites or maintain as an archival record, or, with the subject’s permission, to use for sporting promotional purposes on behalf of the Club, Football Canterbury, Football NSW or Football Federation Australia;*
 - *Designated coaches, managers, and parent who wish to record child/children as a legitimate coaching aid. Players and their parents/carers are to be made aware that this is component of the coaching program and care should be taken in the storage and distribution of such recordings.*

5. PROFESSIONAL FILMING AND PHOTOGRAPHING

- 5.1. Professional photographers/filming/video operators wishing to record Club events should seek accreditation from the Club by producing a letter from their club/company/organisation outlining the motive and reasons for attending the event and recording it.
- 5.2. Professional photographers/filming/video operators who are invited, requested or employed to record Club events should be from accredited companies or business

PHOTOGRAPHY POLICY

Endorsed 12th Jan 2009

and either have been or need to be made aware of this Club policy and agree to act in accordance with the guidelines.

6. STUDENT OR AMATEUR FILMING AND PHOTOGRAPHING

- 6.1. Student or amateur photographers/filming/video operators wishing to record Club events should seek accreditation with the event organisers by producing their registration and/or a letter from their club/school outlining the motive and reasons for attending the event and recording it. They also either have been or need to be made aware of this Club policy and agree to act in accordance with the guidelines.

7. ACCREDITATION PROCESS

- 7.1. Professional or student/amateur photographers are to register with the Club prior to the event they wish to record and their identification details and motives for recording the event should be checked and recorded by the Club.
- 7.2. The Club reserves the right to refuse permission to photographers who do not supply the required information to validate their accreditation.
- 7.3. If accredited, on the day of event, photographers are to be issued with an agreed identification label(s) and any other agreed proof of photographic accreditation which must be worn/displayed when the photographer(s) is recording the event. The identification label is to be clearly visible on the photographer(s) and should be in the form of a lanyard or lapel badge.

8. CLUB PHOTOGRAPHERS

- 8.1. The Club Executive will approve any photographers (including volunteer parents or helpers) who are authorised to photograph and record a player participating in a sporting event to publish on the Club website or maintain as an archival record (including approved Photo CD/DVD), or to use for sporting promotional purposes on behalf of the Club.
- 8.2. Accredited Club photographers will be required to wear an approved jacket/vest during photographic activities associated with Club events. The jacket is to be of a highly visible colour and have the Club logo and the word "Photographer" printed on it.
- 8.3. Accredited Club Photographers are required to complete a "Working with Children" (WWC) declaration.
- 8.4. Identification details of photographers are to be made available to the Club Executive who will maintain this information as part of Club WWC information and documentation.
- 8.5. One of the accredited Club Photographers will act as Chief Media Official. The role of the Chief Media Official will be to organise available Club photographers to ensure the most effective photographic coverage of the club activities, act as a liaison point with ground officials in terms of photography, ensure this policy is being observed by those attending the event and adjudicating the policy if and as required.

PHOTOGRAPHY POLICY

Endorsed 12th Jan 2009

- 8.6. The Chief Media Official will allocate the maximum amount of photos for each photographer to be sent in for the Club website based on the maximum of 300 photos (or 30Mb of storage space, whichever occurs first) to be published.
- 8.7. Additional photos taken are to be sent to a nominated official for Club archiving including agreed Photo CD / DVDs.
- 8.8. Normal competition photos may remain on the website for one month. Special event photos will remain on the website for one year.
- 8.9. Permission must be sought from the Club Executive for Club Photographers to photograph or record players, coaches, managers, and parents associated with other clubs.

9. PUBLISHING OF PHOTOGRAPHIC MATERIAL

- 9.1. Photography taken by the Club photographers will be collated, edited and stored by a nominated Club official (under Sect 3. of this policy). The Club Executive reserves the right to edit, modify or delete photography that is deemed inappropriate or portrays football or the Club in an adverse or incorrect manner.
- 9.2. Hi-resolution still photography taken by Club photographers under this policy will be stored in a hi-res format for future reference purposes and interested persons can apply for hi-res copies as approved under Sect 3 of this policy.
- 9.3. A selection of low-res/reduced size copies of still photographs will be published on the Club website (under Sect 3 of this policy) to provide a memento of appropriate events. The location of these photos on the Club website will be at the discretion of the Club Webmaster and may be included as part of an event photo gallery, Club headlines or to advertise activities associated with the Club.
- 9.4. Photos taken at normal Club competitions will be kept on the Club website for one month.
- 9.5. If there are multiple events/competitions during that week that require photos to be published on the Club website and/or there are performance issues with the website (storage space, reaching allocated headroom, bandwidth issues due to the amount of photos and related hits to the website), the Club Webmaster and the relevant Chief Media Official-will determine what photos will be published on the Website to ensure appropriate events have photographic coverage and there is no immediate/short-term impact on the performance of the Website. All photos submitted for publication on the Website that are not published under these circumstances will be archived and added to the agreed Photo CD / DVDs.
- 9.6. There is no maximum amount of photos that can be published for special event days.
- 9.7. Normal Competition photos will remain on the website for one month. Photos from special events will be kept for 12 months under "Photos" Gallery.
- 9.8. Photos may include the person's name and/or age group if deemed relevant to the article or event. The Club Executive in conjunction with the Club Webmaster will make the final decision as to publication of a person's name and/or age group.

PHOTOGRAPHY POLICY

Endorsed 12th Jan 2009

- 9.9. Under no circumstances will personal details (including address or contact details) will be published with photographs unless specific permission in written form or by email has been obtained from the person concerned and the details published are relevant to the particular photograph/event.
- 9.10. Any photographs copied, transferred, downloaded from the Club Webpage must be in accordance with Sect 3 of this policy and must be of an adhoc nature.
- 9.11. Clubs associated with the Club may copy and publish a photo(s) copied from the Club Webpage as long as the photograph(s) pertain to participants associated with the particular Club and are also of an adhoc nature under Sect 3 of this policy.
- 9.12. Other football clubs may publish a photo(s) copied from the Club Webpage as long as the photograph(s) pertain to participants associated with the particular club and are also of an adhoc nature under Sect 3 of this policy. Photos published in this manner (including on the internet, blogs, or in printed publications) are required to acknowledge the Club the supplier of the photos (e.g. "with thanks to the Club for (some/the) photos below".) the Club, in return, will acknowledge other clubs with a similar note, when publishing photos copied from their website or sent to the Club.
- 9.13. On an annual basis, and as agreed, the Club Executive (on behalf of the Club) and clubs associated with the Club may publish a Photo CD / DVD which will include all stored audio and video/still photography of Club events under Sect 3 of this policy. A copy of each Photo CD / DVDs will be retained by the Club as part of its archive process.
- 9.14. Copies of the Club Photo CD / DVD will be advertised and available for sale and distribution as determined by the Club Executive. Details of the Club Photo CD / DVDs are available from the individual Club committees.

10. DUTY OF DISCLOSURE

- 10.1. A Participant must promptly report to the Club any breach of this Policy or any unethical incident involving others who are bound by this Policy.

11. NOTICE AND RIGHT TO BE HEARD

- 11.1. The Club may enforce the terms of this Policy and invoke the sanctions only if it has given the party alleged to have breached this Policy:
 - *reasonable and sufficient notice of each and every particular of the alleged breach;*
 - *notice of possible sanctions; and*
 - *the opportunity to be heard and to make submissions in relation to that alleged breach.*

PHOTOGRAPHY POLICY

Endorsed 12th Jan 2009

12. GRIEVANCE PROCEDURE

- 12.1. If a Participant disputes the Club's purported action taken under this Policy, that party must give notice to the Club Secretary:
- *within 14 days after the date on which the purported action was taken; and*
 - *specify the reason for the dispute and any relevant facts.*
- 12.2. Any purported action taken by the Club under this Policy will not take effect until the Grievance Procedure has been terminated or exhausted.

13. TIMEFRAME

- 13.1. Unless exceptional circumstances can be established, an action for breach of this Policy must be brought within three (3) months from the time the subject matter of the breach was brought to the attention of the Club.

14. DEFINITIONS AND INTERPRETATION

- 14.1. In this Policy:

Club means *Abbotsford Junior Football Club.*

Coach means *a person appointed by the Club from time to time to coach teams of Players. The name and contact details of all Coaches can be obtained from the Secretary.*

Committee means *the Committee of the Club. The members of the Committee are identified on <http://www.ajfc.net.au>.*

External Parties means *the Football Canterbury, Football NSW, FFA or any other external party. For the avoidance of doubt, Participants are not External Parties.*

Football Canterbury means *the Canterbury & District Soccer Football Association.*

FFA means *the Football Federation of Australia.*

Grievance Procedure means *the procedure that applies exclusively to facilitate the expeditious and fair resolution of disputes or grievances that arise between the Participants.*

Manager means *a person appointed by the Club from time to time to manage teams of Players.*

Club Official means:

- an employee, consultant, officer or director of the Club; or
- a member of a council, committee, panel or body constituted by the Club.

Parent means *a person that has parental responsibility for a Player who is under the age of eighteen years (18).*

PHOTOGRAPHY POLICY

Endorsed 12th Jan 2009

Participant has the meaning ascribed to it in clause 2.1 above.

Player mean a person registered to play football with the Club.

Policies means the Club's constitution and by-laws and the rules and regulations, codes, policies and procedures as developed or implemented by the Club from time to time (current versions of which can be obtained on www.ajfc.net.au) or by FFA, Football NSW or Football Canterbury from time to time (as they each relate to the activities of the Club and its Participants) (current versions of which can be obtained on their respective websites), including the Laws of the Game.

President means the person appointed to the office of President of the Club. The name and contact details of the President are listed on www.ajfc.net.au

Vice President means a person appointed to the office of Vice President of the Club. The name and contact details of the Vice Presidents are listed on www.ajfc.net.au

Secretary means the person appointed to the office of Secretary of the Club. The name and contact details of the Secretary are listed on www.ajfc.net.au

Laws of the Game means the official Laws of the Game as promulgated by FIFA from time to time.

14.2 In this Policy:

- any use of the word 'includes' or words such as 'for example' or 'such' do not limit anything else that is included in general speech;
- 'day' means a day when the offices of CDSFA are ordinarily open for business; and
- all notices must be in writing and in English.

14.3 The Club will interpret all terms of this Policy and any other Policies and any such interpretation will be final and binding on each Participant. The Club may issue guidelines to assist in that interpretation.

14.4 The Club may vary this Policy from time to time or make such further rules as it deems fit.