



SCOTTISH PARA-FOOTBALL

Photograph / Video Policy

This policy is written to underpin both Scottish Para-Football as well Para-Football Game Leader Organisations who are members of Scottish Para-Football. Therefore this policy will be adopted by each individual Para-Football Game Leader Organisation. If your concern relate to Scottish Para-Football please contact the National Office. However if your concern relate to a Para-Football Game Leader Organisation please contact their Committee directly.

This policy applies to all Para-Football Game Leader Organisations / member leagues /, clubs, club officials, players and Scottish Para-Football in the use of cameras and video equipment (including mobile phones)

The use of visual evidence of performance, training and competition, is an important tool for Scottish Para-Football and its members. Scottish Para-Football will sometimes use videos and / or cameras during training and competition settings for coaches and athletes to analyse performance. Video evidence of this nature is for internal club use only and shall not be shown to any external agency without the express consent of both athlete and their guardians. Videos should only be used for the purpose in which they had been granted permission for.

Scottish Para-Football / Para-Football Game Leader Organisations personnel will take photographs for appropriate media coverage including newspapers or websites. Any individual using video or camera equipment will be aware of and agree to abide by this policy and have permission from Scottish Para-Football or Para-Football Game Leader Organisations for the use at named occasions. External agencies are required to apply for permission and will be made aware of and agree to abide by this policy before permission for use is granted.

The aim of the policy is not to prevent bona fide persons from recording footage. The aim is to ensure that players and officials are protected from misuse of opportunities to take or manipulate film and video footage in a way that harms players or officials or places them at risk of harm.

- 1.1 Parents / Guardians often want to be able to celebrate the achievements of their children / loved one when taking part in football through taking photographs or films. Scottish Para-Football and its Para-Football Game Leader Organisations and clubs may also want to promote their activities to encourage increased participation.
- 1.2 Scottish Para-Football does not advocate the banning of photography and the use of images and videos of players but recommends that appropriate and proportionate safeguards should be in place to ensure safe sporting environment for players and officials
- 1.3 There is no intention to prevent member's coaches using video equipment as a legitimate coaching aid. However, where appropriate, consents should be obtained for the purposes of making a training video. Players and their guardians should be aware that this is part of the coaching programme and care should be taken in the storing of such films.
- 1.4 This policy will help to ensure that all necessary steps are taken to protect players from the inappropriate use of their images in resources and media publication, on the internet or elsewhere. The policy applies whether images are taken using cameras, mobile phones or any other equipment.

2. Policy Statement

Scottish Para-Football and the Para-Football Game Leader Organisations

- Will take all reasonable steps to promote the safe use of photography, film or video at all events and activities within our jurisdiction.
- Reserves the rights at all times to prohibit the use of photography, film or video at any event or activity with which it is associated. Refusal to cease may result in the match being abandoned and the offending person / club being reported to the relevant authority.
- May photograph, film and video all National finals or development activities and display said images on the Scottish Para-Football website unless an objection is raised by a participating club.

3. Policy Principles

- Players and their parents / guardians have a rights to decide whether their images are taken, and how these may be used and must provide written consent for their images to be taken and used. Consent is only meaningful when the league or club ensures that players and their parents/guardians understand the nature of potential risks associated with the intended type, use and distribution of the images.
- Video evidence used for performance analysis in training sessions or at competitions must be used solely for this purpose and viewed with consent of the athlete in questions. Video evidence gathered will not be given to any outside agency without the express consent of the athlete and their guardians.

4. Minimising Risks

- 4.1 Establish the type of images that appropriately represent Para-Football and think carefully about any images showing players on any website or in any publication.
- 4.2 Never supply the full name(s) / social media contacts of the player along with the image(s)
- 4.3 Only use images of players who are suitably dressed. There are many activities that players can be involved in but clearly activities such as swimming present a higher risk for potential muses than others.

5. Guidance for use of photographic and recording equipment

- 5.1 You must provide a clear brief about what is considered appropriate in terms of content and behaviour
- 5.2 Photographing, filming or videoing, including mobile phones in changing rooms, toilet areas and associated areas **will never be allowed**

- 5.3 Issue any photographer will identification, which must be worn at all times
- 5.4 Inform players and parents that a photographer will be in attendance and ensure they consent to both the taking and the publication of photographs, films or video which feature and clearly identify players (eg close ups, small group and team photos)
- 5.5 At some matches and / or events the organisers and others will reasonably wish to take wide angle general photographs of the venue, opening ceremonies and cup or medal presentations. Players and parents acting through the club should be informed that this type of photography may be taken.
- 5.6 Do not allow unsupervised access to players or one to one photography sessions at events or photography sessions away from the event, for instance at a young person's home
- 5.7 If parents or other spectators are intending to photograph, film or video at any Scottish Para-Football or Para-Football Game Leader Organisations events they should be made aware of what is permitted and what is not and complete a photo registration form.

6. Permission to Photograph

- 6.1 Permission for use must be obtained before attending training / competitions. In order to be granted permission, you must agree to abide by the policy
- 6.2 Registration forms for permission to photograph or video available from Para-Football Game Leader Organisation
- 6.3 Where appropriate, players will be asked their views. Where a player is able to provide an informed view this will be taken into consideration by Scottish Para-Football and relevant Para-Football Game Leader Organisation.
- 6.4 Scottish Para-Football and its Para-Football Game Leader Organisation will do everything reasonable in the individual circumstances to give effect to the wishes of parents and players. All actions by the Scottish Para-Football and its member associations will be based on the best interests of the player.
- 6.5 Registration for intention to photograph will be required. This enables tracking of the equipment and operator should any concerns arise during the activity or in the future.

7. Accreditation Procedure

- 7.1 An accreditation system should be established whereby a record should be made of any photographers as follows.
 - 7.1.1 Professional photographers, film or video operators wishing to record any event must seek accreditation with the organiser by producing their professional

identification for the details to be recorded. They should request accreditation 5 working days before the event.

- 7.1.2 Students or amateur photographers, film or video operators wishing to record any event must seek accreditation with the organiser by producing their student or club registration card and a letter from the educational establishment or the club outlining their motive for attending the event and planned use of any material. They should request accreditation 5 working days before the event.
- 7.1.3 Parents / Guardians or another spectator's intending to photograph or video at any event must seek permission. They must also be made aware of Scottish Para-Football policy and procedures.

7.2 The organiser should view and record

- 7.2.1 Name and address of the person seeking accreditation
- 7.2.2 Proof of identification
- 7.2.3 Name of subjects
- 7.2.4 The reason or use of images are being intended to be put to
- 7.2.5 Signed declaration that the information provided is valid and that images will only be used for the reasons given.

8. Use of Photographs, images and information

- 8.1 Scottish Para-Football and Para-Football Game Leader Organisation will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regards to the purposes for which they are taken.

9. Concerns

- 9.1 If there are any concerns about any of the following then appropriate reporting must to done
 - Any photography, filming or videoing taking place at an event, contact the event organiser / member association
 - Anyone behaving in a way which could reasonably be construed as inappropriate in relation to photographing, filming and / or videoing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided the circumstances should be reported to the person in charge on the day or the relevant protection officer.
 - Inappropriate or intrusive photographs should be reported to the organiser / Para-Football Game Leader Organisation using an incident record form and reported to

the Para-Football Game Leader Organisation or Scottish Para-Football. Where appropriate any concerns may also be reported to the Police.

- If appropriate the person about whom there are concerns should be asked to leave and the Para-Football Game Leader Organisation and Scottish Para-Football should be informed of the photographer's details.
- Any concerns or enquires about publications or the internet should be reported to Scottish Para-Football

10. Public Information

- 10.1 The specific details concerning photographic, filming or video equipment should, where possible, be published prominently in activity programmes and must be announced over the public address system prior to the start of the event.

The recommended wording is:

“In line with the recommendation in the Scottish Para-Football Safeguarding Policies the promoters of the event request that any person wishing to engage in any photography in any photography, filming or videoing must register their details with the Organiser in advance before carrying out any such photograph. The promoter reserves the right of entry to this activity and reserves the right to decline entry to any person unable to meet or abide by the promoters conditions.”

- 10.2 Parents and players will be informed they may, from time to time, be photographed or filmed whilst participating in football. This could be for one of the following reasons:
- (i) Video footage for performance development
 - (ii) Media coverage of an event or achievement
 - (iii) Promotional purposes e.g. website or publication
- Materials promoting events will state, where possible, photography, filming and videoing will take place.

Registration of information to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future

11. Good Practice

- 11.1 Do not use identifiable information of players (first name or surname) in photographs captions. If a player is named, avoid using their photograph. If the photograph is used, avoid naming the player.
- 11.2 If naming a player or group of players in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside football.

- 11.3 Avoid the inclusion of other detailed information about individual players
- 11.4 Permission will be obtained for use of photograph or video from parent or child if under 16.
- 11.5 Be clear about how and for how long, images will be securely stored (including how access to the images, associated consents and other information will be controlled)
- 11.6 Only use images of players in suitable dress/kit (including required or recommended safety wear such as shin pads) to reduce the risk of inappropriate use and focus on the activity rather than a particular player.
- 11.7 Create and publicise a procedure for reporting the abuse of images or the use of inappropriate images, to reduce the risk to players. Follow Scottish Para-Football safeguarding policies and procedures, ensuring both your safeguarding officer and players guardians are informed.

12. Protecting Players on the Internet

- 12.1 Football web-site may be used as an information resource to allow publishing and distributing information as a replacement or supplement for paper. It also gives easy access for people who wish to contact the Scottish Para-Football or Para-Football Game Leader Organisation. A football website without pictures of players would appear very dry and seem unrealistic. If, however players are identified, without appropriate safeguards being in place and contacted by outsiders and should the player be abused the Scottish Para-Football and Para-Football Game Leader Organisation may be held responsible for placed the players at potential danger.
- 12.2 Anyone creating a website should follow simple guidelines designed to ensure the personal safety of the players.

12.3 Principles

- 12.3.1 At no time should any players personal information, home address, email address, phone number appear on the internet. Any contact information should be the Scottish Para-Football or Para-Football Game Leader Organisation email address, postal address or phone number
- 12.3.2 For a player under 16 years, written permission should be obtained from the player's parent/guardian before publishing his / her photograph on the website
- 12.3.3 Players over 16 years can give permission themselves for photographs. However, good practice would be to seek parental consent for under 18 olds.
- 12.3.4 Pictures of named individuals should not be used or pictures clearly showing where the young players are from
- 12.4 Metering places and times; should not be published don the website for safety reasons

12.5 Training and Events

12.5.1 Whilst you may want to publicise dates and locations of future events, do not go into too much detail if you feel that young people might be put at risk because constant supervision might be difficult.

12.5.2 The Safeguarding Officer or registered official should take care at all times to ensure that publication of any photographs or personal details of not place players at risk

12.5.3 Material relating to individual players should always be within a football organisation contact. Credit for children's achievements should be given as team or forename e.g. Stephen was Player of the Year

12.6 Specific advice on Use of Photographs as noted above

12.7 Dress

12.7.1 No player should ever be shown in a provocative pose or in a state of partial undress other than when depicting a football activity.

12.8 Vulnerable Children

12.8.1 Special care must be taken where it is known that a player is potentially vulnerable e.g. the player has been subject of a child protection issue, custody dispute or under supervision order from children hearing system

12.9 Any concerns or enquires about publications or the internet should be reported to the Scottish Para-Football Safeguarding Officer.

13: Further Information

13.1 Camera users should check the Normal Operating Procedures (NOPs) that apply in the venue where the activity is taking place. Procedures vary from venue to venue and throughout Scotland's Local Authorities. Permission from Scottish Para-Football or Game Leaders does not necessarily infer that permission has been granted by the venue operator

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