

# Raheny Shamrock Filming and Photography Policy & Guidelines

## Introduction

The Filming and Photography policy is not about preventing parents/guardians and supporters from taking pictures. Taking photographic and filming/video footage at Events of children or young people is a normal activity for a sporting organisation. This policy proposes safeguards so as to minimise the inappropriate use of images.

## Definitions

Throughout this policy the use of the word 'image' refers to all photographic and film/video footage captured or recorded except for the use of authorised photo finish and competition equipment required in the normal course of the event.

The term 'event' may include competition, training session, social function or any activity organised at any level of the club.

## 1. Permission

Raheny Shamrock Juvenile Section may record and/or take photographs during competitions, during training sessions or as part of special social events. These images will be used for the promotion of the juvenile section within the club, within the community or on social media.

If parents / guardians DO NOT wish their child's image to be taken, shared or used in promotional material they should inform their child's coach or the children's officer.

## 2. Types of appropriate images

Raheny Shamrock will only use appropriate images of children:

- Posed images e.g. medal ceremonies, presentations and team shots should be of children wearing tracksuits or t-shirt and shorts
- Action shots of children may be used where the focus is on the participation in the sport and not the child
- Images of children should not be taken where the pose is inappropriate e.g. open legs; from behind bending over, etc.

Flash photography is prohibited for any activities where it affects the performance or may have the potential to cause harm to the participant.

## 3. Use of images

Images may be taken for a variety of purposes; these can include administration or personal use, publicising the sport or enhancing skill development within the sport. Persons taking images are reminded that some action poses may be inappropriate and not suitable for use/publication.

- a) Personal images – these are images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This could include a professional photographer with permission to take images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publically.
- b) Training images – these are images or footage taken during a training session or during an event, specifically to aid the development of a skill or technique for the young person. We expect these images to be taken by a qualified coach or a person specifically appointed by

the young person's coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes. These types of images should not be distributed outside teaching/coaching purposes.

- c) Media images – these are images taken by an individual from the media, i.e. TV, newspaper or professional photographer where the images are to be used for publicity or promotion of the event or future events.
- d) Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and may also include images that form part of an archive.

#### **Use of images on social media**

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately and safeguards must be in place to protect young people:

- i) Personal details of a young person should not be given
- ii) Any caption should be in keeping with the sport represented
- iii) The purpose of the posting should not breach the codes of conduct
- iv) The type of image should not breach any requirement stated within this policy

#### **4. Storage of Images**

Storage includes any image stored as a hard copy or electronically including social media, photographic archives or individual personal databases e.g. personal cameras, phones, etc.

Storage of personal images is a matter for the parent/guardian and the child/young person.

All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- If storage of images is required the images must only be stored for the length of time for which they are needed
- If possible, avoid using the names of children, or any other identifying feature

Once images are no longer required ensure that they are properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory/temporary files.

#### **5. Reporting of Inappropriate Images**

##### **Taking inappropriate images**

If there is any concern about the nature of images being taken, this should be reported to the Child Welfare Manager or Children's Officer, who may need to refer to the statutory authorities. The concerned individual may also report directly to the statutory authorities.

If you are concerned about an individual taking images at an event you should verbally report your concerns to the relevant responsible person on the day. A responsible person may be the children's officer, head coach, event manager, event controller or facility manager. This may include, if necessary, reporting to the appropriate statutory authorities.

### **Inappropriate use of images**

Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:

- The parent/guardian of any young person involved
- The person responsible for posting the image
- The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities

Inappropriate use of images may result in a complaint/disciplinary procedure against those involved.

Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website <http://www.presscouncil.ie/> telephone: lo-call 1890 208 080, email: [info@pressombudsman.ie](mailto:info@pressombudsman.ie)

### **6. Installation of CCTV in a facility**

The use of CCTV is a positive step in safeguarding facility users. The knowledge of potential blind spots, access to and use of images and the procedure for dealing with incidents or misbehaviour is important for Clubs. Information regarding the presence of CCTV within a facility should be available to members/parents.

The Club should have a copy of the facility's policy regarding the use of CCTV and access to images – this may form part of the Club/Facility agreement. Queries regarding the use of CCTV are a matter for the facility/operating company – if a query arises during a Club session the Club may wish to deal with this as it is the Club that has the agreement with the facility.

The following should be noted:

- Who in the facility has day to day responsibility for the system and operation of the CCTV?
- The number of cameras located in the specified areas
- Are any spectator areas covered (i.e. can someone misbehaving in this area, or indeed an individual regularly turning up for less than innocent viewing purposes be monitored?)
- Any sections of the facility that cannot be monitored – if these areas are easily identified by anyone with intent it would be important to know in order to be extra vigilant.
- Who, during sessions, is responsible for monitoring the cameras and what is the policy for dealing with any perceived misconduct or incidents viewed at the time
- Who has access to the password protected files?

The important fact to remember is that CCTV does not replace vigilance and proper supervision as required by the National Governing Body.

### **7. The use of Drones at sporting events.**

The use of drones at sporting events is prohibited.

The Small Unmanned Aircraft and Rockets Order 2015 governs the use of the majority of model aircraft/drones used in Ireland. The order users should never operate a drone over an assembly of people (eg sports events).

**Appendix – Sample Form in the event that additional permissions are required**

**Permission Form for the taking and use of images**

I confirm that I give permission for my child to be filmed and/or photographed during:  
*Event or competition their membership of the club/year*

No child/young person will be identified individually in any published image or film footage, except in accordance with the AAI Filming and Photography Policy.

Young person's name: \_\_\_\_\_ Membership no. \_\_\_\_\_  
(please print name)

Young person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_  
(please print name)

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Notes

This permission will remain valid until *date*

By signing this permission form you are also confirming you are the legal parent or guardian of the named child. Photographs/videos will be taken by an appropriate person appointed to do so by xxxx

Any material used will only be distributed by xxxx as part of xxxx

All material will be held and stored in accordance with the NGB policy of the use and storage of photographic/video images

