

# Photograph & Video Policy



## Contents

1. Introduction .....	3
2. Netball Australia position statement .....	3
3. NTNA Position .....	3
4. NTNA Procedure.....	4
5. NTNA Approved forms .....	5

## Version History

Version accepted and ratified 3<sup>rd</sup> November 2021

## 1. Introduction

This policy is to cover all aspects of recording digital images within the Northern Tasmania Netball Association (NTNA) facilities and at events/rosters held by NTNA. This document provides procedures and guidelines for the NTNA staff & volunteers, Affiliated Clubs and Club & Team Officials.

## 2. Netball Australia position statement

### ***Netball Australia – Member Protection Policy & Attachments (April 2017)***

#### Position Statement: Taking Images of Children

Images of children can be used inappropriately or illegally.

Netball Australia requires every person and organisation bound by this Policy, wherever possible, to obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should make sure the parent/guardian understands how the image will be used.

Netball Australia, Member Organisation and Affiliates (where applicable and relevant) also require the privacy of others to be respected and prohibit the use of camera phones, videos and cameras inside changing areas, showers and toilets.

When using a photo of a child, Netball Australia, Member Organisations and Affiliates (where applicable and relevant) will not name or identify the child, publish personal information such as residential address, email address or telephone numbers without the consent of the parent/guardian.

Netball Australia, Member Organisations and Affiliates (where applicable and relevant) will not publicly provide or publish to any person or organisation, information about a child's hobbies, interests, school, or the like, as this information can be used by paedophiles or other persons to groom a child.

Netball Australia, Member Organisations and Affiliates (where applicable and relevant) will only use images of children that are relevant to netball and will ensure that they are suitably clothed in a manner that promotes participation in netball. Wherever possible, the organisation will seek permission from a child's parent/guardian before using the image.

## 3. NTNA Position

NTNA has adopted the above Position Statement - Taking images of Children provided by Netball Australia in the Member Protection Policy 2017 as part of this Policy. In addition NTNA has considered the enclosed 'Play by the Rules - Taking images of children' Fact Sheet.

NTNA provide the following information as guidelines for taking images of members:

### **Acquiring images**

Images of NTNA members may be taken before, during and after a game, within a 5 metre area of the netball court that is within a public area.

Images of NTNA members may be taken by a photographer approved by NTNA and displaying the appropriate identification. This includes NTNA and club photographers, as well as media and professional photographers.

Team officials (coaches, managers, Club official, etc) must inform all players, parents/guardians (as necessary) and officials (if applicable) engaged in the activity, if a video is to be taken and the purpose of the video footage.

### **Displaying images**

When displaying images of NTNA members avoid using personal information (ie both names, address, telephone number, school/work, likes/dislikes, etc)

Only use appropriate images of children, relevant to the sport or activity and ensure that the athlete is suitably clothed.

Reduce the ability for direct copying of picture from a website to another source.

### **Complaints or concerns**

Complaints or concerns regarding inappropriate image acquisition or display, should be reported to the NTNA Operations Manager.

## **4. NTNA Procedure**

The following guidelines are provide to assist with compliance of the above:

### **Taking images in changing areas**

- Signage to be displayed with the change areas, showers and toilets at NTNA, advising the use of camera phones, videos and cameras inside these areas is prohibited. All patrons of the facility are to adhere to this requirement, and anybody found to be in breach of this guideline may be refused entry to the facility in the future.

### **Approved Photographer**

- Member clubs wishing to appoint a photographer for club photos, must apply to the NTNA for approval, by completing and submitting the NTNA Application for approved photographer.
- NTNA may appoint a photographer to record images for the purposes of promotional and historical value.
- No photos are permitted to be taken at a NTNA facility or roster until such approval has been received.
- Once approval is granted, the Photographer must ensure they identify themselves by wearing of a NTNA provided ID while taking photos.

- Approved Photographers are required to seek consent from both team officials and the umpires prior to taking photos. A record of consent should be kept and provided to NTNA upon request.

#### **Video recording/streaming**

- NTNA and/or clubs may consider video recording and/or streaming of netball games or events.
- To enable the video recording/streaming to occur, permission **MUST** be sought and granted in writing from all participants.
- Club team permission is acceptable by the signing of the form by a Club Representative (ie Coach, Manager, President or Secretary). It is incumbent on the signatory to contact all team members and sought their approval.
- Game officials (umpires, etc) or event officials (presenters, etc) are also required to sign the form to record their permission.

### **5. NTNA Approved forms**

- NTNA Application for approved Photographer.
- Photographer consent register.
- Video consent form.

# Application for approved photographer



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Photographer Full Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

WWVP No: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Purpose of photographs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I (name) \_\_\_\_\_, have read and understood the NTNA Photography and Video Policy and agree to adhere to the guidelines as detailed in the policy.

I acknowledge that I am required to display my appointment as an NTNA approved photographer whenever I am taking images and will not take images at NTNA facilitated events prior to appointment being provided.

I will ensure all images taken during NTNA facilitated events are held safely for the purpose in

Which they are intended and not distributed through my personal social media platforms

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete all information requested in this form. This form is required to be submitted to the NTNA before photographs are taken at NTNA facilitated events.