

PHOTOGRAPHY & USE OF IMAGES POLICY

Taking photographs of players, using web sites to publicise Club activities and the recording of events, games, training and coaching sessions are normal daily activities, as they are within Sports clubs all over the country. It's important that the Club can use such images to do justice to the array of sporting activities that take place under its domain but also the social and community spirit that is the hallmark of these activities.

At the same time, in undertaking such activities, the Club subscribes to the Filming and Photography Guidance outlined in the [Tennis Ireland Safeguarding Guidance for Children and Young People in Tennis](#).

THE FOLLOWING CLUB GUIDELINES SHOULD BE ADHERED FOR FILMING AND PHOTOGRAPHY.

- Club coaches, mentors and designated volunteers are permitted to use photographic and video equipment as a legitimate coaching aid and as a means of communicating club activities and special events. However, care should be taken in the dissemination, storage and use of such material and the material should not be distributed outside of the specific use. Otherwise, parents and spectators who wish to take photographs or make recordings should first seek permission from the Club.
- When used in the newsletter, website or other club communications channels, all photographs and recordings should focus on the activity rather than a particular young person.
- No personal details relating to the young person should be revealed as accompanying materials to the photograph or recorded image.
- All children/young people featured in recordings should be appropriately dressed.
- Where group and team photographs are taken, a player's name should not be used to identify that player's position in the photograph without prior agreement of the parent/guardian.
- It is recognised that on certain occasions individual young people may receive recognition and may be presented with an award. When this happens in the case of

an underage player, certain levels of sensitivity and common sense are required and a balance should be drawn between the publication of a photograph of an individual, who may or may not be named, and the safety aspects of publication.

- Any instances of the use of inappropriate images by the Club should be brought to the attention of the Club's Children's Officer.

- Club members and third-party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases, it may be an offence to take such images. Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas include:
 - a) Changing rooms and open changing areas
 - b) Individual changing/private cubicles provided for personal use.
 - c) Toilets
 - d) Medical/Physio treatment rooms.

- Permission will be sought by the club to ensure that young people and parents/carers are aware of when and how their images may be used. Parents will be asked to agree/disagree to the following statement upon sign up to any junior activities and the consent statement will be reviewed annually.

CONSENT – SAMPLE PHOTOGRAPHIC & VIDEO CONSENT

I consent / do not consent to (*Insert child's name here*) _____
being included in any photographic or video material as defined in the Photography & Use of Images Policy, or in any publications/websites/social network applications which may be used for the purpose of documenting and highlighting their involvement in FCSC activities.

(Parent / Guardian to sign & Date).