

Pentathlon Ireland Photography and Filming Policy



Policy Statement

The welfare and protection of children is paramount to everything that we do. Pentathlon Ireland is committed to creating and maintaining the safest possible environment for all children who participate in our activities. All children who participate with Pentathlon Ireland regardless of age, gender, ethnicity, religion, sexual orientation, family status, disability or membership of the Traveller community have the right to be protected, treated with respect, listened to and have their views taken into consideration.

Aim of this Policy

The aim of this policy is to inform the members of Pentathlon Ireland of safe practice in photographing and filming children taking part in sporting activities.

Objectives:

- To ensure the safety and well-being of the children participating at Pentathlon Ireland events.
- To ensure that all members are aware of their responsibility with regards to the use of photographic and filming equipment and images.

Purpose of this Policy

This document includes up to date information and aims to provide this in a clear and precise format so that all members can follow the necessary procedures to ensure the welfare of children at all times.

This policy must be read in conjunction with Pentathlon Ireland's Code of Conduct.

Definitions

For the purpose of this policy, cameras and filming devices include, all visual recording devices: cameras, video-cameras, phones, iPads, tablets, smart phones or any other device that can be used to capture still or moving images.

General Information

During Pentathlon Ireland events any person may be photographed or filmed as part of the occasion, either as an individual or as a member of a group. An individual may also appear in a photograph or video inadvertently, in the background. Permission is incorporated into the entry conditions to the event and all participants must confirm their understanding of this as part of the entry process.

It is the responsibility of the event coordinator (or other designated person) to ensure only those taking photographs or filming are permitted to do so.

Individual venues may have their own photographic/filming policy. Where a venue has a policy in place this should be followed, although the requirements contained in this, the Pentathlon Ireland Policy, must also be met.

Registration/Accreditation for Pentathlon Ireland Events

Professional photographers must register for accreditation with Pentathlon Ireland, ideally 5 days prior to an event. Permission may be refused if appropriate professional credentials are not submitted or the reason for being given access is not acceptable. If there is any doubt advice may be taken from the National Children's Officer.

Each photographer must supply their name, address and business name (ID must be checked and recorded as such).

Each photographer will receive a dated identification badge which must be visible at all times.

For swimming events, other adults, i.e. parents must register on the day. See heading 'Use of Photography and Filming at Swimming Events'.

The registration information is to be given to the event organiser and stored for future reference.

Use of Photography and Filming at Swimming Events

If the photographic/filming policy of the individual venue allows for the use of cameras and visual recording devices, these devices must be registered at the Camera Registration Desk at every Pentathlon Ireland swimming event. Attendees are not permitted to take photographs / videos without the express and written permission of Pentathlon Ireland.

It is the responsibility of the coordinator at these events to ensure that there is a Camera Registration Desk set up and that it is staffed during the event.

It is the responsibility of the coordinator to ensure that stewards at the event enforce the registering of cameras.

Camera Registration Procedure

If the use of cameras and visual recording devices is permitted by the individual venue:

- A Camera Registration Desk must be set up and staffed before adults and parents are allowed to enter the premises where the event is taking place.
- Notices must be displayed at the event informing people that cameras and camera devices must be registered.
- Only devices that are being used need to be registered.
- The name and contact number of the person using the device must be recorded, along with the type of device, and the tag registration number/code.
- This person must then be given a tag which must also have the person's name and details of the camera device.

- This tag must be made visible to stewards and other persons present whilst using the device at these events.
- The event coordinator must return this record sheet to the event organisers along with the coordinators pack, if applicable.

The following statement must be made at all swimming events where the use of cameras and visual recording devices is permitted by the individual venue:

“In line with Pentathlon Ireland rules no person may film or take photographs at this event without having received permission and registered their details with the event organiser (or similar responsible person)”

This statement must be read out at the start of every session for the duration of the event to ensure all individuals are aware of the Pentathlon Ireland Photography and Filming Policy. Any person refusing to register a device which they are using for photography or filming purposes during swimming events, may be asked to leave the premises.

Use of Photographic and Filming Images

- Images may be used on websites and in other publications - this is incorporated in the conditions of membership to Pentathlon Ireland and is stated on the membership and event entry forms.
- Only images where children are appropriately dressed in shorts/track bottoms and a top are permitted, i.e. not in swimming costumes.
- Action shots must only be used where the emphasis is on the sport and not the child.
- Avoid naming children in photographs.
- Photographs should avoid being used where individual children can be identified.

Use of Media Images

- Images of children taken by media or press photographers at events are outside the control of Pentathlon Ireland. Children are usually named in such images due to the level of achievement within the sport. The child must be comfortable with the images and their use. This must always be considered in conjunction with the parent/guardian.
- Any images may be used by Pentathlon Ireland for promotional purposes.
- Images must not be used which are considered unnecessary or inappropriate for the purposes of promotion.

Communication of this Policy

Copies of this policy will be distributed, as directed by the Board of Directors and will also be available for download at www.pentathlon.ie or from the National Children’s Officer.