



PRAHRAN RHYTHMIC GYMNASTICS
PHOTOGRAPHIC AND FILMING POLICY

POLICY NAME	Photographic and Filming Policy
DATE OF ISSUE	March 2021
POLICY COVERAGE	All Pahran Rhythmic Gymnastics (PRG) events and activities including competitions, education courses, workshops, meetings, seminars or any other activities organised by PRG. This policy applies to everyone included in the 'Coverage' area of this policy including PRG Staff, Committee and Sub Committees members, Marketing Committee, Volunteers, Judges, Coaches and club members.
TIME OF REVIEW	Biennially
REVIEW DATE	To be determined
CONTROLLING BODY	PRG Committee
DEFINITIONS	Photography includes, but is not limited to, still camera, mobile phone photos and any form of still captured images Filming includes, but is not limited to, video, mobile phone video, DVD, Zoom link and any form of moving captured image

1. INTRODUCTION

This policy outlines protocols for Prahran Rhythmic Gymnastics Club (PRG) Personnel in relation to the taking and use of photographs and filming with regards protecting member's privacy, promotion of positive behaviors and protecting the health, safety and wellbeing of members.

2. STATEMENT OF PRINCIPLE

PRG will protect members' privacy, health, safety and wellbeing, and promote positive behaviors through regulating the use of photography and filming at PRG events and activities.

3. COVERAGE

This policy applies to all persons who are involved with the activities of PRG, whether they are in a paid or voluntary capacity and including, but not limited to:

- a. persons appointed or elected to PRG Committee and Subcommittees;
- b. employees of PRG
- c. support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers, ballet teachers and others that support PRG programs and activities
- d. coaches and assistant coaches;
- e. gymnasts and their parents;
- f. spectators
- g. judges and other officials;
- h. technical members affiliated with GV

The people above are collectively known as PRG Personnel

4. SCOPE

This policy applies to platforms including, but not limited to:

- a. PRG website
- b. PRG print publications
- c. Photographs taken at PRG training, events and activities
- d. Zoom

5. RELATED DOCUMENTS

Related PRG and adopted GV documents include the following:

- a. Privacy Policy
- b. PRG Constitution
- c. PRG Committee Code of Conduct
- d. GV Member Protection Policy
- e. GV Child Protection Policies and Codes of Conduct
- f. PRG Social Media Policy

6. PHOTOGRAPHIC POLICY

6.1 Photography and Filming at Events

PRG may take photographs and moving images at gymnastics events and during training for use on the PRG website and other publications.

If formally notified by a member that they do not wish to have their image captured PRG will endeavor to respect the members' wishes but is not directly responsible for the taking of images.

6.2 Authorised Photographers

Only PRG authorized photographers and videographers are permitted to take photographs or film at PRG events. (Please refer to 8.1.4 Authorised Photographer Terms of Reference)

6.3 Sale of Photographs

Only the authorized photographers may be permitted to sell or use photographs for commercial use (refer 7.4)

6.4 Flash Photography

Flash photography is prohibited at PRG competitions. This includes the use of spot lights and flash lights.

6.5 Parents and Spectators

PRG permits parents and spectators to take photographs and video from the spectator areas only.

If formally notified by a member that they do not wish to have their image captured PRG will endeavor to respect the members' wishes but is not directly responsible for the taking of images.

It is the parent's responsibility to ensure this notification is kept up to date. PRG does not own or control any images taken by parents and spectators at gymnastics events or during training.

7. GUIDELINES FOR THE USE OF IMAGES

7.1 Diversity

PRG will endeavor to ensure that photographs and videos published on the PRG website and other publications reflect the diversity of the club and its members.

7.2 Health and Wellbeing

PRG is concerned with the health and wellbeing of its members, and as such will exclude images that may be deemed offensive or unflattering.

In selecting photographs and videos for use in PRG publications, PRG shall not intentionally expose any person to hatred, ridicule or contempt.

PRG will not identify persons with full names in a published image unless written approval has been obtained.

7.3 Ownership

Images collected by PRG are the property of PRG and individuals contained in such images has no ownership rights of such images.

PRG retains the right to use members' images in publications and promotional material.

7.4 Commercial usage of images

Photographers authorized to sell images, may place images with members names and or numbers on their websites to enable members viewing and purchase. Such sites are not for general public viewing.

8. PROCEDURES AND TERM OF REFERENCE

8.1 Procedure for obtaining permission to take photographs and film, including Zoom, at events:

8.1.1 Participants

PRG will advise all event competitors and coaches that their photograph or moving image may be captured during a PRG event and be part of a Zoom link, and also be used in PRG publications or on the PRG website.

This notice will be printed on the entry form to the competition.

At PRG events, a notice will be placed at the venue entrance stating the following:

"During this PRG event your photograph or video of your routine may be taken and be part of a Zoom link, and may also be used in PRG publications or on the PRG website. The Official Photographer may take photographs which may be purchased. If you do not wish

your photograph to be taken please identify yourself to the Event Organiser upon arrival”

If an individual does not want their image captured at a PRG event, they must inform the PRG Event Coordinator in writing at the time of entry, as well as identifying themselves on arrival.

8.1.2 Spectators

PRG permits parents and spectators to take photographs and video from the spectator area at PRG events.

PRG requests that parents and spectators refrain from taking photographs or video of individual routines of any child other than their own child without written approval.

Parents and spectators who photograph or film at these events are requested to only do so for their own personal use and not to publish the images in any form, including on social media, without the prior consent of persons whose children appear in the images. If parents wish to publish images of athletes other than their own child on their personal social media, they should have written consent prior to publishing the images.

8.1.3 Reporting the taking of, and use of, inappropriate images at PRG events

The Event Organiser will approach suspicious photographers and ask for the following information:

- Name
- Relationship to gymnast
- Which club the participant is involved with/representing

The Event Organiser should advise the individual that a complaint has been made regarding the images being taken. The individual has the opportunity to respond to the claim. If the Event Organiser is unsatisfied with the response they may ask the individual to refrain from taking images or ask them to leave the venue. The Event Organiser's decision is final. If the request to leave the venue is not respected, the Event Organiser will follow up, possibly calling the police or security until the issue reaches resolution.

8.1.4 Authorised Photographer Terms of Reference

To become an Authorised Photographer the photographer must:

- Apply to the Event Organiser to photograph the specific event
- Show references and past work
- Submit a Police Check or Working with Children Assessment
- At the event Authorised Photographers must:
 - Dress appropriately

- Follow all instructions of the Event Organiser
- Wear the identification of “Official Photographer”

9. POLICY PROMOTION

This policy will be made available to all members via the PRG website at <https://www.prahranrg.com.au/>.

This policy will be communicated to all PRG Personnel