

The Spartans FC Youth Guidance on the Use of Photographs & Images



OVERVIEW

Parents/carers want to be able to celebrate the achievements of their children when taking part in sporting activities through taking photographs or films. Teams and clubs also want to promote and develop their activities through taking photographs and films.

This guidance will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones, or any other equipment.

Players and their parents/guardians have a right to decide whether their images are taken, and how these may be used and must provide written consent for their images to be taken and used through the return of the Player Consent form.

1. APPROPRIATE CONTENT

- 1.1. Images should positively reflect the players involvement in the activity and promote the best aspects of the sport, i.e. smiling participants rather than anxious or unhappy ones.
- 1.2. Images should represent the broad range of players participating.
- 1.3. Images should only be taken of players suitably dressed for participating in the activity.

2. GUIDANCE FOR USE OF PHOTOGRAPHIC AND RECORDING EQUIPMENT

- 2.1. Never supply the full name(s) of the player along with the image(s).
- 2.2. Avoid the inclusion of other detailed information about individual players.
- 2.3. Photographing, filming, or videoing, including mobile phones in changing rooms, toilet areas and associated areas will never be allowed.
- 2.4. Where a professional photographer attends a match or tournament they should be issued with identification, which must be worn at all times.
- 2.5. Players and parents should be informed that a photographer will be in attendance and ensure they consent to both the taking and the publication of photographs, films or video which feature and clearly identify players (e.g. close ups, small group and team photos).
- 2.6. At some matches and/or events the organisers and others will reasonably wish to take wide angle general photographs of the venue, opening ceremonies and cup or medal presentations. Players and parents acting through the club should be informed that this type of photograph may be taken.
- 2.7. Unsupervised access is forbidden to players or one-to-one photography sessions at events or photography sessions away from the event, for instance at a young person's home.
- 2.8. If parents or other spectators are intending to photograph, film or video at any event they should also be made aware of what is permitted and what is not.

3. PERMISSION TO PHOTOGRAPH

- 3.1. Parents and players will be asked to complete a Player Consent form where they can withhold their permission to photographing and filming. In the absence of any expressed objection, agreement will be assumed.
- 3.2. Where appropriate, players will be asked their views.
- 3.3. Anyone wishing to use photographic/film/video equipment during any activity must firstly obtain the approval from the following:
 - 3.3.1. For a single match, permission must be gained from the Region, League and opposition.
 - 3.3.2. For tournaments, the secretaries of the competing clubs plus they must also seek approval from the Tournament Organising Secretary.
 - 3.3.3. For Scottish Cup fixtures, the secretaries of the competing clubs plus they must also seek approval from the chief executive and/or SYFA/SWF regional secretary.
 - 3.3.4. For all SYFA/SWF National Cup Finals, they must seek approval from the chief executive.

4. ACCREDITATION PROCEDURE

- 4.1. Approval should be sought from the Club Manager in the following circumstances:
 - 4.1.1. Professional photographers, film or video operators wishing to record any event must seek accreditation by producing their professional identification for the details to be recorded. They should request accreditation 5 working days before the event.
 - 4.1.2. Students or amateur photographers, film or video operators wishing to record any event must seek accreditation by producing their student or club registration card and a letter from the educational establishment or the club outlining their motive for attending the event and planned use of any material. They should request accreditation 5 working days before the event.

5. USE OF PHOTOGRAPHS, IMAGES, AND INFORMATION

- 5.1. All copies of videos and digital photograph files taken by the club are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- 5.2. Video analysis of training and matches may be used as part of the club's player development coaching programme. Analysis may be used to:
 - 5.2.1. Motivate players with supportive, informative feedback.
 - 5.2.2. To provide meaningful information. For example, specific video footage to highlight actions the team and players can take to learn and develop.
 - 5.2.3. Only video equipment registered with the club can be used for video analysis or training purposes.
- 5.3. Images will not be shared with external agencies or on social media sites unless express permission is obtained from the player and parent.

6. CONCERNS

- 6.1. If there are any concerns about any of the following, appropriate reporting must be done:
 - 6.1.1. Any photography, filming or videoing taking place at an event, contact either of the club secretaries or for tournaments the Organising Secretary.

- 6.1.2. Anyone behaving in a way which could reasonably be construed as inappropriate in relation to photographing, filming and/or videoing should be reported to the person in charge on the day.
- 6.1.3. Inappropriate or intrusive photographs should be reported to the club or organiser and recorded using an SYFA Incident Record Form.
- 6.1.4. If appropriate the person about whom there are concerns should be asked to leave and the Club Manager should be informed of the photographers details.
- 6.1.5. Any concerns or enquiries about publications or the internet should be reported to the Club Manager on clubmanager@spartansfcyouth.com.

7. PROTECTING PLAYERS ON THE INTERNET

- 7.1. At no time should any player's personal information, home address, e-mail address or phone numbers appear on the Internet.
- 7.2. Meeting places and times: should not be published on the website for safety reasons.
- 7.3. Whilst you may want to publicise dates and locations of future events, do not go into too much detail if you feel that young people might be put at risk because constant supervision might be difficult.
- 7.4. The Child Wellbeing & Protection Officer or a registered official should take care at all times to ensure that publication of any photographs or personal details do not place players at risk.
- 7.5. Material relating to individual players should always be within a football organisation context. Credit for children's achievements should be given as team or forename e.g. Stephen was Player of the Year
- 7.6. No player should ever be shown in a provocative pose or in a state of partial undress other than when depicting a football activity.
- 7.7. Vulnerable Children:
 - 7.7.1. Special care must be taken where it is known that a player is potentially vulnerable e.g. the player has been the subject of a child protection issue, custody dispute or under supervision order from children hearing system.
 - 7.7.2. It would also be important to take care in publishing photographs of players with a physical, learning and/or communication/language disability and consideration given to whether publication would place the child at risk.
 - 7.7.3. Any concerns or enquiries about publications or the internet should be reported to the Club Manager.