



**WILTSHIRE
TENNIS**

Photography and Filming Policy

February 2022

See also: Wiltshire Tennis Safer Recruitment Policy

LTA Photography and Filming Best Practice Guidance

LTA Safeguarding Guidance for Livestreaming Activities (Coaches)

Wiltshire Tennis Online Safety and Communications Policy

Background

Wiltshire Tennis strives to ensure that all children, young people and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

Aim

This document sets out Wiltshire Tennis' policy for the capture and use of photographic, video or other images at our events, activities and competitions. For the avoidance of doubt, these guidelines also apply to live broadcasts on social media or other platforms.

Objectives

Wiltshire Tennis is keen to promote positive images of individuals playing and supporting tennis. **Other than at county training camps, where photography and filming is forbidden, it does not prevent the use of photographic or videoing equipment.** However, it strives to prevent people using sporting events as an opportunity to take inappropriate photographs or film footage or mis-use images.

Using the document

This policy document is divided into six sections, A – F below, and supported by five Appendices containing guidelines regarding: Image and Video Content, Coaching Videos, Publicity Material, Data Protection and Contacts.

Section A: 'Official' Photography, by an LTA Approved photographer/videographer.

Section B: 'Designated' Photography, by and for Wiltshire Tennis.

Section C: 'Informal' Photography by a parent/guardian/close family member.

Section D: Video images captured for coaching purposes.

Section E: Photography by official media outlets.

Section F: Private arrangements between players and commercial photographers or videographers.

Please read the supporting Appendices 1 to 5 as well as Sections A to F.

Section A: 'Official' Photography, by an LTA Approved photographer or videographer.

The LTA approved photographer or videographer will be clearly identifiable.

Wiltshire Tennis will only approve an official photographer through a safer recruitment process. (See also our Safer Recruitment Policy).

Participants will be informed in advance where official photography and filming will be taking place (usually via the Online Tournament Entry Terms and Conditions) and written consent sought.

Individuals must not hold themselves out to be official LTA photographers unless they have been appointed to such a position by the LTA, this appointment having been explicitly confirmed in writing and available for inspection.

The name of the LTA Approved photographer will be recorded on the Photography Registration Sheet, provided by the organisers at the start of the event.

Wiltshire Tennis will provide a sign informing players/spectators if an official competition photographer is present.

No other professional photography or filming shall be permitted unless:

1. The images are captured with the express permission of:
 - a) the relevant player(s); or
 - b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent, legal guardian or team captain (having obtained the parent/ legal guardian's permission) of the relevant player(s); and
2. The player, parent or coach has notified the Tournament Director and/or Referee of the LTA Approved Competition via the Registration by signing the Photography Registration Sheet provided by the organisers, and has obtained the relevant permissions.

For the avoidance of doubt, the capture of images for commercial gain is not permitted in any circumstances.

End of Section A

Section B: 'Designated' Photography, by and for Wiltshire Tennis

This will be carried out by a designated member of the event support team or county official (e.g. Referee, Executive Committee member) taking pictures, such as the prize-giving photos or other event activities, who will be clearly identifiable.

Individuals will be informed in advance where designated photography and filming will be taking place (usually via the Online Tournament Entry Terms and Conditions where written consent will be sought, or at the start of the event/activity).

The 'Designated Photographer' will have an accepted DBS check.

Individuals must not hold themselves out to be designated Wiltshire Tennis photographers unless they have been appointed to such a position by Wiltshire Tennis and this appointment can be explicitly confirmed by the event organiser or County Safeguarding Officer.

The name of the designated photographer will be recorded on the Photography Registration Sheet, provided by the organisers at the start of the event.

Images will be captured with the express permission of: a) the relevant player(s)/participant(s); or

b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent, legal guardian or team captain (having obtained the parent/ legal guardian's permission) of the relevant player(s).

Wiltshire Tennis designated photographers will not use photographic equipment with lenses of more than 300mm when extended.

End of Section B.

Section C: 'Informal' Photography by a parent/guardian/close family member

Images may be captured by a parent/legal guardian or close family member for personal use, but this should not be with photographic equipment with lenses of more than 300mm when extended.

The images may only be captured with the express permission of: 1. a) the relevant player(s)/participant(s); or

b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent, legal guardian or team captain (having obtained the parent/ legal guardian's permission) of the relevant player(s); and

2. the player, parent or coach has notified the activity organiser, Tournament Director and/or Referee of the LTA Approved Competition before the start of the match, by signing the Photography Registration Sheet provided by the organisers, and has obtained the relevant permissions.

End of Section C.

Section D: Video images captured for coaching purposes

Images may only be captured by a player, their parent/guardian or their coach.

Where any player, their parent or coach requests to film a match or coaching session for video analysis purposes, the following must be adhered to:

1. The images are captured with the express permission of: a) the relevant player(s); or

b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent, legal guardian or team captain (having obtained the parent/ legal guardian's permission) of the relevant player(s); and
2. The player, parent or coach has notified the session organiser, Competition Director and/or Referee of a Wiltshire Tennis Competition as relevant before the start of the activity by signing the Photography Registration Sheet provided by the organisers, and has obtained the relevant permissions.
3. Images should not be captured using photographic equipment with lenses of more than 300mm when extended.

End of section D.

Section E: Photography by official media outlets

Official media outlets (such as local newspapers, on-line journals, regional TV etc.) may be invited by Wiltshire Tennis to take photographs of an event, activity or competition.

Their photographer should be easily identifiable, and:

1. The images may only be captured with the express permission of:
 - a) the relevant player(s); or
 - b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent, legal guardian or team captain (having obtained the parent/ legal guardian's permission) of the relevant player(s); and
2. the photographer must sign the Photography Registration Sheet provided by the organisers, and have obtained the relevant permissions.

End of Section E.

Section F:

Private arrangements between players and commercial photographers or videographers

In the event that a player wishes to enter into a private arrangement with a commercial photographer or videographer, the photographer or videographer must have the express consent of that player (or their parent or legal guardian where the player is under 18 years old) and must inform the photographer/videographer that they should be notifying the Competition Director/event/activity organiser of their attendance at the competition.

Individuals must not hold themselves out to be a party to such an arrangement unless the player or (where a player is under 18 years of age) their parent/guardian can demonstrate that such an arrangement exists.

Both the player (or parent/guardian) and the photographer/videographer must sign the Photography Registration Form provided by the organisers.

End of Section F.

Wiltshire Tennis Photography and Filming Policy Appendices 1 - 5

1 - IMAGE AND VIDEO CONTENT.

N.B. Photography in changing rooms or similar is expressly forbidden.

Images of individuals in a state of undress, such as whilst they are changing before or after a match, should not be captured or shared in any circumstance.

All individuals featured in photographs or film captured must be:

- appropriately dressed with clothing covering their torso from their neck to their thighs (for example a T-shirt and shorts or skirt);
- featured with people engaging in tennis;
- in groups with other children or adults where possible; and
- representative of diversity across tennis regarding age, gender, ethnicity and disability.

2 - COACHING VIDEOS.

Where players and parents/guardians have consented to this image capture, coaches may use video equipment as a legitimate coaching aid. Players, parents/guardians must be made aware that this is part of the coaching programme and that material will be stored securely and deleted or destroyed when requested or no longer needed.

3 - PUBLICITY MATERIAL: online, in print and on social media.

Wiltshire Tennis will obtain consent from individuals or their parent/guardian in advance, and will avoid using the full name of the individual featured or any other detailed information.

Our governing body, the LTA, reserves the right to ask for photographs or film to be deleted and/or removed from internet sites or social media platforms.

4 - DATA PROTECTION.

Under applicable data protection legislation, including the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018, individuals have a right to object to their images being processed. Depending on the circumstance, consent from the individual or their parent/guardian should be obtained before capturing, sharing or publishing images where an individual is identifiable. Whilst it is not always possible to avoid a specific image being captured, where an individual does object to their image being captured, attempts should be made to avoid photographing that individual and images of them should be deleted on request. In addition, as with all personal data, images and footage should be processed in accordance with the applicable data protection principles, other relevant legislation and guidance.

5 – CONTACT. If you have any questions regarding this policy and associated guidelines, please contact safeguarding@wiltshiretennis.org.uk or competitionsupport@lta.org.uk