

# West of England Billiards & Snooker Foundation

## Photography and Filming Policy



This policy is reviewed annually and any amendments made will be shown in **bold underlined**.

### Introduction

This Policy provides guidance on the use of photography and filming in relation to images or film footage that is taken by the West of England Billiards & Snooker Foundation (WEBSF) in promoting the players and the Foundation as well as where it is used as a coaching developmental tool. This policy also applies in instances where photographs and videos are taken by others at any of our organised events or coaching sessions. This policy should be read in conjunction with the following other policy documents:

- Safeguarding Children and Young People Policy
- Safeguarding Children and Young People Procedure
- Adult Safeguarding Policy
- Online e-safety Policy and Procedure
- Data Protection Policy

The use of film and photography refers not only to cameras and camcorders but also mobile phone, tablet or other devices with image or recording facilities.

Whilst we understand that some people may wish to take photographs of their friends and family from time to time, we are also mindful of our safeguarding responsibilities in relation to children, young people and vulnerable adults.

The following information has been provided to ensure appropriate use of film and photography by anyone participating or spectating at any of our organised events.

### Photographs taken by the Official WEBSF Photographer

The WEBSF Official Photographer is responsible for taking photographs at organised events such as tournaments or coaching that may be used in promoting the Foundation, its players and the sport of Billiards and Snooker in general. Imagery may be used in the following ways:

- Posters advertising events
- Publicity material on display
- On social media sites such as Twitter, Facebook and Instagram
- To accompany a press release
- To be used on the WEBSF official website
- In funding or grant applications (paper or presentation form)

### Film/video taken by the Official WEBSF Photographer

The Foundation may take video footage at some coaching sessions from time to time. This footage will only be used as a coaching tool by the coaching team and the participant. This medium will be used as an on-the-spot developmental tool during sessions and may also be forwarded to the WEBSF Head of Coaching to receive additional feedback from time to time. If this is used as an immediate coaching aid, the footage will be deleted at the end of the coaching session. If it is forwarded to the Head of Coaching, the footage will be returned to the individual along with any developmental feedback.

### Permission/consent

The WEBSF **Personal Details Form** requires the **participant** or parent/guardian (if the participant is under the age of 18), to agree or to abstain from being involved in any publicity, including photographs, video and TV footage, surrounding events or activities organised by the WEBSF and for images that include them to be used/not used to promote and benefit the WEBSF and its members.

Withdrawal of consent can be activated by making contact with the WEBSF via any of the following communication: -

- **Re-submission of the Personal Details Form** to any WEBSF Official
- e-mail to: [websf\\_uk@yahoo.co.uk](mailto:websf_uk@yahoo.co.uk)
- Letter to: WEBSF Champion, 22 Grove Road, Whimble, Exeter EX5 2TP
- Mobile SMS to Steve Canniford: 07891940995

### **Misuse of photography / film**

Where any instances of potential misuse of photography or film are discovered, they should immediately be referred to a member of the Management Team who will liaise with the WEBSF Child Protection Officer.

Any misuse of photography or film will be treated as a serious matter and investigated by the Management Team in accordance with the relevant Safeguarding, Data Protection, Codes of Conduct and Disciplinary procedures as appropriate.

### **Photographs taken by others**

Other professional photographers/filming/video operators wishing to record at an event must seek accreditation with the WEBSF event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least seven working days before the event.

Students or amateur photographers/film/video operators wishing to record at an event must seek accreditation with the WEBSF event organiser by producing their student or club registration card and a letter from the club/educational establishment outlining their motive for attending the event and planned use of the material.

### **Accreditation procedure**

Professionals, Students or Amateurs should register using the Photographers Registration and Consent form (appendix 1) prior to the event and their identification details be recorded.

- name and address of the person using the camera
- names of subjects (if specific)
- the reason or use the images are being or intended to be put to
- signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Identification details should be checked with the issuing authority prior to the event. An identification badge will be presented to the photographer, on the day of the event, to highlight those who have accreditation.

A clear brief about what is considered appropriate in terms of content and behaviour must be issued. It may include a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. changing rooms, toilet areas).

## **Guidelines for Use of Photographic Filming Equipment by Parents / Guardians / Spectators at Sporting Events**

- If parents/guardians or other spectators are intending to photograph or video at an event they should be made aware of the WEBSF's expectations.
- Spectators should register at an event if they wish to use photographic equipment.
- The WEBSF will provide identification for each registered camera, to be displayed by the spectator to help others recognise those who have registered, and respond to those who do not appear to have registered.

Public information: the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event programmes and must be announced prior to the start of the event. Any person wishing to engage in any video, zoom or close range photography should register their details with the WEBSF event organiser before carrying out any such photography. If parents have any particular concern about their young person being photographed or filmed they should notify any WEBSF Official.

The event promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If anyone is concerned about any photography taking place at any WEBSF event, they are requested to contact the WEBSF event organiser who will be pleased to discuss this matter with them.

## **Links to our other policies & procedures and Codes of Conduct can be found [here](#):**

We are committed to reviewing our Policies & Procedures and Codes of Conduct annually.

Reviewed on: 17 <sup>th</sup> August 2018 Reviewed by: Steve Canniford and Deborah Branton
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## Photographer Registration & Consent Form

In line with the WEBSF Policies & Procedures we request that any person wishing to engage in any video, zoom or close range photography register their details either beforehand or at the event before carrying out such photography. We reserve the right to decline entry to any person unable to meet or abide by these conditions.

Event(s) you would like to take photographs at: .....

Name of company (if taking photographs in a professional capacity):  
.....

Full Name of person taking photographs:  
.....

Address: .....

Post Code: .....

Telephone Number(s) H: .....W:.....

e-mail address: .....

Are you related to any participants taking part in the event:                      Yes                      No

Name of participants whom you are related to:  
.....

**Signature:** ..... **Date:** .....

Thank you for your co-operation in completing and returning this form.