

POLICY NAME:	Birralee Gymnastics Photographic & Filming Policy
DATE OF ISSUE:	October 2017
POLICY COVERAGE	Birralee Gymnastics Inc Committee of Management, staff, volunteers. All Birralee Gymnastics events and activities including competitions, education courses, workshops, meetings, seminars or any other activities organized by Birralee Gymnastics Inc.
DATE OF REVIEW	Biennial
CONTROLLING BODY	Birralee Gymnastics Inc

1. 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 video, DVD and any form of moving captured images.

2. INTRODUCTION

This Policy applies to the taking of and use of photography, with particular reference to the Birralee Gymnastics Inc website, Birralee Gymnastics print publications and photographs taken at Birralee Gymnastic Inc events.

3. STATEMENT OF PRINCIPLE

Birralee is committed to providing the highest levels of membership service. This includes protecting members' privacy, promotion of positive behaviours and protecting the health and safety and wellbeing of members. By introducing policy and procedures regarding the taking and use of photographs and filing, this policy reiterates Birralee Gymnastics commitment to its members.

4. SCOPE

This policy applies to participants, parents, spectators, officials, coaches, judges, staff and volunteers at all Birralee Gymnastics Inc activities and events.

5. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

5.1 This Policy must be read in conjunction with:

- (a) the law of the Commonwealth and Victoria including but not limited to:
 - (i) Children, Youth and Families Act 2005 (Vic)
 - (ii) Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
 - (iii) Crimes Act 1958 (Vic); and
 - (iv) Working with Children Act 2005 (Vic)
- (b) Birralee Gymnastics policies and procedures, including but not limited to
 - (i) Privacy Policy
 - (ii) Constitution
 - (iii) Codes of Behaviour
 - (iv) Member Protection Policy
 - (vi) Authorised Photographers Agreement

6. PHOTOGRAPHIC POLICY

6.1 ***Photography and Filming at Events***

Birralee Gymnastics Inc will take photographs and moving images at gymnastics events for use on their website and other publications. If formally notified by a member that they do not wish to have their image captured Birralee Gymnastics will endeavour to respect the member's wishes, but is not directly responsible for the taking of images.

6.2 ***Authorised Photographers***

Only Birralee Gymnastics authorised photographers and videographers are permitted to take photographs or film on the competition floor and Birralee Gymnasts events.

6.3 ***Sale of Photographs***

Only the Authorised photographers may be permitted to sell or use photographs for commercial use.

6.4 ***Flash Photography***

Flash photography is prohibited at all Birralee classes and events.

6.5 ***Parents and Spectators***

Birralee Gymnastics permits parents, guardians and immediately family members to take photographs and video from the spectator areas only, and of their athlete only, with the permission of the Floor Supervisor.

6.6 ***Non-permitted lens type***

With the exception of authorised photographers, digital SLR cameras and/or lenses of a professional standard can not be used within the confines of any Birralee Gymnastic event.

7. GUIDELINES FOR THE USE OF IMAGES

7.1 ***Diversity***

Birralee Gymnastics will endeavour to ensure that photographs and videos published on the Birralee Gymnastics website and other publications reflect the diversity of the organisation and its members.

7.2 ***Health and Wellbeing***

Birralee Gymnastics is concerned with the health and wellbeing of its members, and as such will exclude images that may be deemed offensive or unflattering. Furthermore, Birralee Gymnastic will not actively publish imagery which suggests the use of tobacco, alcohol or prohibited drugs. In selecting photographs and videos for use in Birralee Gymnastics publications and other publications, Birralee Gymnastics shall not intentionally expose and person to hatred, ridicule or contempt.

7.3 ***Ownership***

Images collected by Birralee Gymnasts are the property of the Association and individuals contained in such images has no ownership rights of such images. Birralee gymnastics retains the right to use members' images in publications and promotional material.

7.4 ***Commercial use of images***

Photographers authorised to sell images, may place images with members first name on their website to enable members viewing and purchase. Such sites are not for general viewing.

8. AUTHORISED PHOTOGRAPHER TERMS OF REFERENCE

To become an Authorised Photographer the photographers must apply to Birralee Gymnastics to photograph a specific event:

- (a) Show references and past work.
- (b) Submit a Working with Children check
- (c) agree to, and sign the Authorised Photographers Agreement.
- (d) At the event Authorised Photographers must:-
 - (i) Dress appropriately (uniform is preferred)
 - (ii) Follow all instructions of the Event Organiser or their representative.
 - (iii) Wear identification of "Official Photographer"

9. RISK MANAGEMENT APPROACH

6.1 Child safety is a part of Birralee's overall risk management approach.

7. POLICY BREACHES

7.1 It is a breach of this policy for a person to which this policy applies, to have been found to have done anything contrary to this policy. Any person who may breach this policy is subject to either Part C of the Member Protection Policy, or Birralee Gymnastics and/or Gymnastics Victoria Discipline Process, whichever is relevant.

8. POLICY PROMOTION

- 8.1 This Policy will be made available to all members via the Birralee Gymnastics website at www.birraleegymnastics.com.au
- 8.2 This policy will be communicated to all staff, Committee, Technical Coaches, Coaches and Volunteers.
- 8.3 References to this policy will be included in the information documents that are provided to all team officials that represent Birralee Gymnastics Inc.

9. REVIEW PROCESS

- 9.1 This policy will be reviewed by the Committee of Birralee Gymnastics Inc on a biennial basis.
- 9.2 In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the Committee for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate communication channels.

Written By: Carolyn Herrmann
Approved By: Birralee Gymnastics Inc Committee of Management
Endorsed Date: 6.10.2017
Date of Review: 2019