

**Badminton Wales
Sport Wales National Centre
Sophia Gardens
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CF11 9SW**

Photographic/Recorded Images Policy

Approved By: Kelly Aston

Title: CEO

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Photographic/ Recorded Images Policy

While Badminton Wales recognises that publicity and pictures/recordings of young people enjoying Badminton are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- All young people must be appropriately dressed for the activity taking place.
- Photography or recording should focus on the activity rather than a particular young person and personal details which might make the young person vulnerable, such as their exact address should never be revealed.
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge. Ideally, a Photography and Video Recording Registration form should be completed and submitted into the organisers/person in charge. (Appendix 1)
- They should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the course of the event. Ideally, event organisers should provide a badge/identification that can be displayed by any photographer.
- Clubs' or organisations' coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- Ensure that parents/guardian/young person understand that photographs will be taken at Badminton Wales events and BW may use these photographs/videos for purposes including (but not restricted to) news items (both online and newspaper), marketing materials/outlets, education and training, player analysis, performance, development, selection and event promotion.
- Those who object to the photography must be respected and photographs may not be taken of anybody refusing permission. (Appendix 2)
- Do not allow unsupervised access to players with photographers/camera people or one to one photo sessions at events.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Parents and children should be informed that if they have any concerns they should report them to the event organiser or official and recorded in the same manner as any other child protection concern.

Appendix 1**Photography and Video Recording Registration Form**

This form should be completed by anyone wishing to take photographs or recording images at a badminton event.

Personal Details

Name: _____

Address: _____

Postcode: _____ Telephone/Mobile: _____

Email: _____

Details about the event which you are registering to take photographs at

Programme/Event name: _____

Venue: _____

Date/s: _____

Please describe how the photographs or recorded images will be used

Declaration

I wish to take photographs or record images during the course of the above programme/event. I have read and agree to abide by the guidelines laid down by Badminton Wales in their Photographic/Recorded Images Policy and confirm that the photographs or recorded images will only be used in an appropriate manner.

I acknowledge that if it is deemed that I have used the photographs or recorded images inappropriately, this may result in me being unable to use photographic equipment at badminton programmes/events in the future and that the incident may be reported to the safeguarding lead officer at Badminton Wales.

Signature _____ individual/parent/guardian/coach (delete as appropriate)

Print Name _____ Date ____ / ____ / ____



Appendix 2

Photography/Video Refusal of Consent Form

To eliminate the possibility of miscommunication, Badminton Wales advises that the Photography/Video Refusal of Consent Form should be filled in per activity (training sessions, events, tournaments, squad sessions, camp/squad trips, tournaments away, etc) due to there being different organisers/managers/staff running the various BW activities.

Name: _____ **DOB:** _____

I refuse permission for the taking and/or publication of images of my child in respect of the

(name of training sessions/events/tournaments/squad sessions/camp/squad trips/tournaments away).

Signature _____ parent/guardian/carer (delete as appropriate)

Print Name _____

Date __ __ / __ __ / __ __