

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

Photographic/Recorded Images Policy

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Title: Head of Operations

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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:

- Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian and Young Person Permission Form. (Appendix 1)
- 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 2)
- 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.
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure consent to both taking and publishing is given. The wishes of any participant or parent objecting to photography must be respected and photographs may not be taken of anybody refusing permission. (Appendix 3)
- 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



Parent/Guardian and Young Person /Vulnerable Adults Permission Form for the use of Photographs and Recorded Images

In accordance with our Photographic/Recorded Images Policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and the child.

Badminton Wales will follow this guidance for the use of photographs and videos which is available on our website or a copy can be obtained by contacting the office (Tel – 0300 300 3124, email – info@badminton.wales).

Badminton Wales will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Badminton Wales immediately.

Photographs/videos will be taken at activities run by/organised through Badminton Wales including (but not restricted to) training sessions, events, tournaments, squad sessions, camps, squad trips/tournaments away and will be used 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.

Please complete the consent fields below. Please note you can withdraw your consent in writing to Badminton Wales at any time.

Consent Information:			
To be completed by the parent/carer:			
<ul style="list-style-type: none"> <input type="radio"/> I consent to Badminton Wales photographing or videoing my child _____ (child's name) <input type="radio"/> I confirm I am legally entitled to give this consent <input type="radio"/> I confirm that _____ (child's name) is not under a court order <input type="radio"/> I can confirm that I have read, or been made aware of, Badminton Wales Photography/Recorded Images Policy <input type="radio"/> I can confirm that I have read or been made aware of how Badminton Wales will use these images or videos in future and how these images or videos will be stored within the organisation. 			
To be completed by the child:			
<ul style="list-style-type: none"> <input type="radio"/> I _____ (child's name) consent to Badminton Wales photographing or videoing my involvement in sporting activities. <input type="radio"/> I can confirm that I have read, or been made aware of, Badminton Wales Photography/Recorded Images Policy. 			
Signature of child/young person:		Signature of parent/carer:	
Print name child/young person:		Print name parent/carer:	
Date:		Date:	

Please return this form to: Badminton Wales, Sport Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW.

Appendix 2

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 3

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 ___ / ___ / ___