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**Brighton and Hove Scorpions American Football Club Video and Photography Policy**

Brighton and Hove Scorpions American Football Club is committed to providing a safe environment for children/young people under the age of 18 to participate in American Football related activities. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of photographic images.

Brighton and Hove Scorpions American Football Club have adopted the following good practice guidelines:

**Publishing Images**

* + Through the use of a consent request on the registration form, we will ask for the permission of young players and their carers to take and use their image. If a player is named, we will avoid using their photograph
  + If a photograph is used, we will avoid naming the player.
  + We will NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person
  + We will only authorise the use of images of players in suitable dress (Tracksuit, on filed clothing i.e. Jersey/Jams, off field clothing)

**Use of Photographic Filming Equipment at British American Football Association (BAFA) recognised Events**

*Brighton and Hove Scorpions American Football Club* will:

* + Inform players and parents/carers that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
  + Require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment including mobile phones with photographic technology. (**Appendix 1).**
  + Require Brighton and Hove Scorpions American Football Clubs Official photographer/videographer to register at an event if they wish to use any photographic equipment including mobile phones with photographic technology. (**Appendix 2).**
  + Not allow unsupervised access to players or one to one photo sessions at events
  + Not approve/allow photo sessions outside the events or at a players home
  + Act on the concerns of any players and parents regarding the inappropriate use of photographic equipment
  + Inform children/young people and their parents/carers if video equipment is to be used as a coaching aid. Consent to be acquired via registration form
  + Ensure that any photographic images taken and used will be stored safely

### **Declaration**

On behalf of **Brighton and Hove Scorpions American Football Club** we, the undersigned, will oversee the implementation of the Video and photography Policy and take all necessary steps to ensure it is adhered to.



**Appendix 1: Photographic/Video Images Consent Form**

**(This form is to be completed by any person or organisation not officially representing BAFA or a registered member of BAFA or the BAFA)**

**To:**

On (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of person or organisation) would like to take photographs and/or\* video footage of participants at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (venue).

I/We\* understand that it is the policy of the British Youth American Football Association that permission is required from the event organiser before I/we\* may photograph or video.

**Please answer questions the questions below.**

1. I/we\* use photographic/video\* images taken in publicity material, including printed publications and our web site. **Yes / No**

2. I/We regularly send publicity material including photographic images where appropriate, to the media, especially the local press. **Yes / No**

3. Any images I/we\* take will not be copied or distributed to any other person/s. **Yes / No**

**Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies.**

This form is valid on the understanding that it is valid in respect of this event only. I/We\* will seek renewed consent if the photographic/video\* images are to be re-used after that time.

***Please read the conditions of use before signing and dating the form.***

**Conditions of use:**

1. **This form is valid in respect of this event only**. A request for renewed consent must be submitted if the photographic images are to be re-used for any other purpose not relating to this event.
2. I/We\* will not include details or full names, (which means first name **and** surname) of any child in an image on video, on our web site or in printed publications.
3. I/We\* will not include personal e-mail or postal addresses, or telephone or fax numbers on video or on our web site or in printed publications.
4. If I/we\* use images of individuals we will not use the name of that child in the accompanying text or photo caption without good reason. And if a player is named in the text, we will not use a photograph of that child to accompany the article without good reason. We may use group images with very general labels.
5. I/We\* will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please return the form to:*** *(Insert name and contact details of event organiser/BAFA Official)*

**\*Delete the option that does not apply.**

**Appendix 2: Event Registration Form (For Registered Members of BAFA)**

This form should be completed by anyone taking photographs or video images at an event.

Event Title: Date

Event Organiser:

|  |
| --- |
| Name: |
|  |
| Address: |
|  |
|  |
| Club: |
|  |
| BAFA Number |

I wish to take photographs/recorded video images\* at this event. I agree to abide by the event organiser’s guidelines and confirm that the photographs/recorded images will only be used in line with Brighton and Hove Scorpions American Football Club Safeguarding and Welfare Policy.