

Policy Title:	Videoining and Photography Policy
Policy Category:	Communications
Constitutional Link:	
Associated Policies:	Bowls ACT Member Protection Policy, Disciplinary Policy Use of Social Media Policy
Responsible Officer(s):	Executive Officer
Associated Forms:	Nil
Effective as of:	December 2017
Review Date:	By December 2019

1.0 PURPOSE

This policy is intended to protect the interests of this member organisation; its members and associated stakeholders by defining the requirements expected in the use of social media. Bowls ACT acknowledges that there are legitimate concerns around the taking of video footage and still photographs in bowls venues and at bowls events. This policy aims to draw a balance between the legitimate interests of supporter's families, coaches and Bowls ACT to record memories and performances, and the interests of participants to protect their privacy and wrongful use of their image.

2.0 DEFINITION OF VIDEOING AND PHOTOGRAPHY

Videoining or Videography refers to the process of capturing moving images on electronic media (e.g., videotape, direct to disk recording, or solid state storage) and even streaming media. The term includes methods of video production and post-production.

Photography is the skill or process of producing still images called photographs.

3. POLICY

Videoining/ photography at Bowls venues and Bowls ACT events is permitted when:

- a) The videographer/photographer is related to a player, or a friend of a player, such that consent to such videoining/photography is implied; or
- b) Doing so for an approved purpose of Bowls ACT, including athlete, coach and officials development and education or Bowls ACT approved communications; or
- c) A photographer from an approved media outlet, at the discretion of Bowls ACT; or
- d) A club taking photos/ videos for their own communications.
- e) Videoining/photography is banned under all circumstances in changing rooms.
- f) Videos or photographs may not be used for a commercial purpose unless permission from all persons shown in the video or photograph is received.
- g) Bowls ACT requests that all persons take care in any online postings of images or videos, particularly images or videos of children.

Images or videos containing sensitive information should not be posted, and Bowls ACT requires that any take down requests for images or videos taken at a Bowls ACT events be promptly complied with, irrespective of the relationship of the person requesting the take down.

4. USAGE

Video footage and still photographs may be used for the following purposes by Bowls ACT:

- a) Use on the Bowls ACT website (for example, action photos from a tournament);
- b) Use in the Bowls ACT Annual Report;
- c) Use in Bowls ACT promotional or event related material;
- d) Use in Event summaries or social media.
- e) Other uses as deemed appropriate.

5. RESPONSIBILITIES

In acquiring and/or using photographs at Bowls ACT events, Bowls ACT will:

- a) Abide by its Privacy Policy;
- b) Not use any photographs for commercial purposes without explicit consent. This does not include use of photographs on Bowls ACT's website, annual report or other publications marketing or promoting Bowls ACT. Commercial purposes would include a photograph of an individual used on a poster to promote a Bowls ACT sponsor;
- c) Remove photographs if requested by a person or their parent or guardian;
- d) Ban the use of cameras (including mobile phone cameras) in changing rooms at all Bowls ACT events
- e) Where possible, ensure photographers taking individual photos of minors are supervised;
- f) Where possible, ensure photography takes place at the Event venue (as opposed to, for example, a person's home)
- g) Where possible, ensure personal information about children is not included online. This includes not listing full names of children shown in pictures in an online forum.
- h) In this context, the fact a child is wearing a particular uniform is not considered identifying information. Bowls ACT may, in appropriate circumstances, use a child's name with their photo in printed materials (for example a team photo in a year book). Bowls ACT will NOT use a child's name if a parent or guardian explicitly requests the child's name not be included in any publications;
- i) Not display other personal information like a child's address, hobbies or telephone number in conjunction with their photographs;
- j) Not use inappropriate photos (for example, in compromising positions or without full dress);
- k) Require any professional photographers at major tournaments to be clearly identified;
- l) Respond to any complaints or concerns in a receptive and prompt manner.

6. BREACH OF POLICY

Bowls ACT and its member clubs must continually monitor videoing and photographic behaviours. Detected breaches of this policy should be reported to Bowls ACT.

If detected, a breach of this policy may result in disciplinary action from Bowls ACT. A breach of this policy may also amount to breaches of other Bowls ACT policies. This may involve a verbal or written warning or in serious cases, termination of employment or engagement with Bowls ACT. Bowls ACT members may be disciplined in accordance with the Bowls ACT disciplinary regulations.

7. CONSULTATION OR ADVICE

This policy has been developed to provide guidance for Bowls ACT members, member clubs and staff in the area of videoing and photography of bowls venue and Bowls ACT events. Any Bowls ACT members, member clubs or staff who are unsure of their rights, liabilities or actions and require clarification, should contact the Bowls ACT designated officer.