

## **Basingstoke Hockey Club: Photography Policy**

### **Background**

Basingstoke Hockey Club (BHC) is committed to providing a safe environment for all young people. It is committed to ensuring that all necessary steps are taken to protect young people from the inappropriate or uninformed use of their images in resources and media publications, on the Internet, and elsewhere.

Basingstoke Hockey Club believes that positive images of young people enjoying hockey are essential to promote the sport and a healthy lifestyle. Members, parents and carers of younger members want to celebrate achievements through photographs and recorded images. Use of recorded images can also be a valuable coaching aid.

### **Policy**

#### *i Photography for public display*

BHC will take images that will be used to provide publicity for the Club, as well as be used for coaching purposes. These will be displayed in media publications, on the Internet, and elsewhere.

#### *ii Consent and permission*

BHC will request the consent of its members and parents or carers of under 18's as part of their general registration documentation to take and use photographs of those members in promoting the sport and the Club via social media and in media publications. These photos will be taken within the Down Grange Sports Complex, inside Maidenwell Pavilion or during away matches. Every effort will be taken to never publish any photos of those players that do not consent. This consent does not include photographs not taken by a club representative (see iii).

#### *iii Reason and purpose*

Photographs for BHC will only be taken by an authorised club representative i.e. they are a parent, carer or club member, or are affiliated to BHC and have been DBS checked. Members and parents or carers of youth members should be aware that these representatives may take photographs at hockey events. The Communications Co-ordinator will hold a list of all authorised club representatives. These representatives should be identifiable by a hi-vis vest or similar.

#### *iv Appropriateness of images*

Images taken will represent typical hockey related activities both on and off the pitch. No images will be taken that capture body parts not usually visible in public settings. Images involving groups that include Under 18's will be about the activity, not the individual member.

#### *v Identification of subjects*

Any photograph will never identify a child or their whereabouts, so photographs taken of Under 18's will never provide their name. Personal details such as names and addresses of any members will never be shared, including tags on social media.

#### *vi Photography by Third Parties*

Third parties, excluding Club members, may only take photographs of BHC members with the consent of all members captured in advance, i.e. playing in a given match. Images taken must adhere with the BHC Photography policy.

*Note: In the age of mobile phone cameras, it is impossible to stop all photography but Club representatives will do their best to monitor image taking and may question individuals where their use appears to be inappropriate.*

#### *vii Photograph retention and storage*

Photographs and videos taken during club activities by club photographers will be stored securely for a maximum of 3 years unless otherwise required for historical, promotional, or legal purposes. Storage will be exclusively on the Club's official Google Cloud storage. Personal storage devices, including mobile phones, personal computers, or external drives, are strictly prohibited for storing club-related media. Access to stored images will be limited to authorized personnel, and any sharing or misuse will be subject to disciplinary action in line with GDPR regulations.

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#### **Application: Advice for Captains & Coaches**

BHC has a responsibility to prevent unauthorized images of young people in resources and media publications, on the Internet, and elsewhere.

As individuals responsible for their team members, and as representatives of the Club, BHC Captains (on match day) or Coaches (for training) should:

- **Where a BHC photographer is present:**
  - Request the consent of the opposition captain / any visitors from another club to take images of their team members. The opposition should identify any members that do not consent. They should then make the BHC photographer aware so that they can ensure they do not appear in any images published.
- **Where a third party that is not a BHC representative is taking photos or recording images:**
  - Ask the individual who they are and why they are taking photos/recording images without having registered.
    - They may be a parent or carer of a player, who are taking photos for their own use, in which case, the representative may be happy that these photos pose no risk to members.
    - If they are recording imagery for e.g. examination evidence, request them to complete the BHC photography application policy.
  - Request them to refrain from taking photos, or leave the cage if they believe this is necessary.
  - Any concerns should be reported to the BHC Welfare Officer.
  - If the individual becomes abusive or aggressive when being questioned, report to the Police.

#### **Application: Authorised Photographers**

If an individual wishes to apply to become a BHC photographer they should:

- Complete a BHC Photography Application Form and submit to the Communications Officer
- The applicant will be subject to an enhanced DBS check.

On completion of the check, the individual will be issued with a letter, notifying anyone that it may concern that they are authorised to take photos on behalf of the Club.

Authorised Photographers will be issued with details of members that should not be photographed (team and shirt number).

Online Photography Application Form: <https://forms.gle/eVKX1szSKQvQQkvJA>