

# Photography Policy

## 1. Purpose of Policy

1.1. Leongatha Gymnastics Club recognises that many gymnasts come to gym to develop their confidence and self-esteem through pursuit of their chosen sport. The Club is aware of the prevalence of cameras, videos and the ease with which recordings and images can now be shared. This policy has been prepared to preserve the gym as a safe environment where all gymnasts can attend without fear of images of them being distributed without their knowledge or consent, whilst still allowing scope for parents to take photographs of their children.

## 2. Definition of Coverage

2.1. This policy applies to all gymnasts, staff, parents, visitors and volunteers attending the club during normal training hours.

2.2. This policy does not apply if the club's facilities are in use solely by an external group or during competitions or special events.

## 3. Conditions & Process

3.1. Photography and videography is permitted in the gym only under certain conditions:

a) Photos are not to be taken during class time. Photos may be set up outside of class time with the permission of the Head Coach.

b) The main focus of any images/video will be a gymnast or group of gymnasts whom the photographer has a justifiable reason to photograph/video.

c) The images/video will only be published publicly with the express written consent of the Head Coach and all persons identifiable in the images/video, or, in the case of them being of less than 18 years of age, their parent or guardian. This includes publication in print or digital formats, and in particular includes publication on social networking websites, such as Facebook.

3.2. The process for taking images/video is as follows:

a) Except for club staff, permission to take images/video must be obtained from:

The Head Coach

b) An appropriately accredited coach must supervise the use of any gym equipment in the image/video.

c) Flashes must not go off at any time in the gym for safety reasons.

d) Images/video may not be taken in change rooms at any time.

## 4. Requirements and Responsibilities

### 4.1. Members, Parents, Coaches

a) are responsible for ensuring they take and distribute photographs or videos only as permitted by this policy and report any breaches of the policy observed, particularly in relation to the publication of images/video.

### 4.2. Head Coach/Administration

a) is responsible for publicising this policy, and explaining the reasoning behind it to parents, members and gymnasts, as well as monitoring the implementation of the policy in the gym.

## 5. Policy Breaches

5.1. Any person found to be in breach of this policy will firstly be asked to remedy their actions, and be made aware of this policy

5.2. If this is unsuccessful, the matter will be dealt with in accordance with the Club's Grievance Procedure

5.3. Repeated policy breaches may result in the tightening of this policy.

