



Guidelines on Use of Photographic & Filming Aldershot and Farnham HC



Policy no AFHC CP27v4

These guidelines cover the use of photographic and filming equipment at training, matches and other events organised by Aldershot and Farnham Hockey Club.

Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser/Club secretary by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser/club secretary by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

Accreditation procedure: The club secretary should adopt the following record keeping system whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

Public information in event situations: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

The recommended wording is:

In line with the recommendation in the Organisation's Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right of entry



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to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If you have concerns: if you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers and child protection officer should be informed.

Videoing as a coaching aid: **there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid.** However, performers and their parents/carers should be made aware that this is part of the coaching programme and care should be taken in the storing of such films. Once the material has been used for the coaching purpose this recorded footage should be destroyed.