

# VIDEO USAGE AT EVENTS GUIDELINES



## Principles

**British Judo is committed to providing a safe environment for children/young people under the age of 18. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the Internet, and elsewhere.**

## Key Concerns

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on judo web sites and other publications. By adopting the points highlighted in these guidelines, you will be putting into place the best possible practice to protect children/young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following key areas:

- The publishing of photographic and/or recorded images of children/young people
- The use of photographic filming equipment at judo events
- The use of video equipment as a coaching aid

And adopt the following key principles:

- The interests and welfare of children taking part in Judo are paramount
- Parents/carers and children have a right to decide whether children's images are to be taken, and how those images may be used
- Parents/carers and children must provide written consent for children's images to be taken and used
- Images should convey the best principles and aspects of judo, such as fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event
- All images of children should be securely stored
- In the case of images used on web-sites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser

Publishing Images - Easy Rules to Remember:

- Ask for written permission from the player and carer/s to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form is one way of achieving this
- If the player is named, avoid using their photograph
- If a photograph is used, avoid naming the player and **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person
- Only use images of players in suitable dress (Tracksuit, full judogi i.e. T-shirt/shorts/skirt, off mat clothing) to reduce the risk of inappropriate use
- Try to focus on the activity rather than a particular child and where possible use photographs that represent the broad range of children/young people taking part in Judo. This might include:
  - Boys and girls
  - Ethnic minority communities
  - Children/young people with disabilities

Ensure that images reflect positive aspects of children's involvement in judo (enjoyment/competition etc).

British Judo does not want to prevent carers or other spectators being able to take legitimate photographs or video footage of competitors. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All Clubs and Areas should be

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vigilant about this possibility. Any concerns during an event should be reported to the Club/Area Child Officer or the Tournament Controller.

If you are commissioning a photographer or inviting the press to an event, it is important that they understand your expectations of them in relation to child protection.

You should:

- Inform players and 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
- Ensure that a system is introduced to ensure that press photographers are made aware of those children/young people without consent for images to be taken.
- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Do not allow unsupervised access to players or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at a players home

If carers or other spectators are intending to photograph or video at an event they should also be made aware of your expectations:

- Carers and spectators should be asked to register at an event if they wish to use photographic equipment including mobile phones with photographic technology
- Players and spectators should be informed that if they have concerns they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official, and recorded in the same manner as any other child protection concern

## Professional photographers/filming/video operators

Professional photographers/ filming / video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least 5 working days before the event.

## Students or amateur photographers/film/video operators

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

## Other spectators

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

## Accreditation procedure

A system should be established 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 also recorded. Ideally identification details should be checked with the issuing authority prior to the event.

On registering, organisers of events should consider issuing an identification label on the day which can serve to highlight those who have accreditation. Where regular events occur, the identifying label should be changed to prevent unofficial replication.

## Public Information

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

## **These restrictions apply to all competitions and gradings.**

The recommended wording is:

*“In line with the British Judo Association Child Protection Policy, the organisers of this event request that any person wishing to engage in any video or photography must register their details with staff at the tournament control desk before carrying out any such photography.”*

## **Use of Photographic and Filming Equipment as an aid to Coaching**

British Judo acknowledges that videos can be a legitimate coaching aid for coaches and wants to ensure that this training medium can be used to help a child's skill development within the sport. Through this policy British Judo aims to protect Children and vulnerable adults from those people wishing to take photographs and video footage for inappropriate use. However, if it is to be used make sure that children and their parents/carers have given written consent, and understand that it is part of the coaching programme. Make sure that the films are then stored safely. This could be rolled into the consent on the registration form:

- Ensure that the performers and their parents/carers are aware of the purpose of the filming as a coaching aid. You must obtain consent in writing from parents/legal guardians before filming/photographing a child
- Ensure that the person designated for participants welfare and one other responsible and approved adult is present to ensure that performers are protected against inappropriate filming
- Care should be taken to securely store the video materials to avoid inappropriate usage

## **Web Site Images**

There have been concerns about the risks posed directly to children and vulnerable adults through the use of photographs on sports web sites. Photographs can be used as a means of identifying children when they are accompanied with personal information, e.g. This is x who likes to play the violin, this information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse.

Secondly the content of the photo can be used or adapted for inappropriate use and there is evidence of the adapted material finding its way onto child pornography sites.

British Judo advocate these guidelines:

- Avoid the use of the first and surname of the individuals in a photograph an easy rule to remember is:
  - If the athlete is named avoid using their photograph
  - If the photograph is used avoid naming the athlete
- Written parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing Judo
- Ask the players permission to use their image. This ensures that they are aware of the way that the image of them is being used to represent Judo
- Only use athletes in suitable dress to reduce the risk of inappropriate use

## **Guidance for the parent or Guardian**

A good coach will develop a strong trusting bond with his/her athlete and this is essential in a successful coach player relationship.

However as a parent you should check that:

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- The club/organisation has a published Child Protection Policy which ensures that the children and participants are protected and kept from harm
- There are procedures and a Child Protection Officer in place through which you can voice concerns
- Coaches and volunteers are carefully recruited and suitably qualified. The coach in charge must have a minimum qualification of British Judo Club Coach Award
- Have the coaches been screened to ensure suitability to work with children
- Are there suitable procedures for intimate care needs for children and disabled people: Routines for the use of toilet facilities and supervising
- Does the club offer regular training to staff and volunteers?
- Are there rules regarding arrangements for travelling to events?
- Are parents discouraged from watching or becoming involved? Encourage your children to talk to you about their training and ensure that they know how to voice their concerns if they are not happy about any situations that may arise.

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<b>EVENT NAME</b>				
<b>EVENT DATE</b>				
<b>APPLICANT NAME</b>				
<b>ADDRESS</b>				
	<b>Parent</b> (Child's/Children's Name(s))	<b>Press</b> Publication/Agency Name	<b>Coach</b> (Players Name)	<b>Other</b>
<b>REASON FOR FILMING/ PHOTOGRAPHY</b>			(If you are filming many players on behalf of your club simply state the number of players you will be filming)	Details
			<b>Club Name</b>	

I confirm that the information I have provided is to the best of my knowledge correct. I agree to abide by the British Judo Association guidelines on video/camera usage at judo events.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES:** The Tournament Organiser reserves the right to refuse permission to video/photograph at this event. Please note that regardless of the equipment used children should not be filmed/photographed outside of contest situations without the express permission of their parent/legal guardian or person acting in loco parentis. This form does not need to be sent to BJA Head Office, however event organisers should keep these forms, as they will be requested by the BJA in the event of a complaint/query. Requests to see identification documentation are at the discretion of the Event Organiser. It is recommended that organisers' request sight of press ID cards for press applicants. For the purpose of these forms a child constitutes a player under the age of 18.

-----**TEAR OR CUT ALONG THIS LINE VIDEO/CAMERA USAGE CONFIRMATION OF REGISTRATION**-----

\_\_\_\_\_ (name) has registered to film at \_\_\_\_\_  
(event name) on \_\_\_\_\_ (event date). The above named person has registered as  
a \_\_\_\_\_ (parent/coach/press/other).

Event organiser signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Slip to be produced by applicant on request during this event.**

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## Sample consent form for the use of photographs or video (Parents and children)

[Club or organization] recognises the need to ensure the welfare and safety of all young people in sport. In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The [Club or organisation] will follow the guidance for the use of photographs a copy of which is available from British Judo Association.

The [Club or organisation] will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform [Club or organisation] immediately.

I [Parent/Carer] consent to [Club or organisation] photographing or videoing [Name].

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

I [Name of Child] consent to [Club or organisation] photographing or videoing my involvement in (sport)

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