

March 2007

SCOTTISH YOUTH FOOTBALL ASSOCIATION

CODE OF GOOD CONDUCT FOR THE USE OF PHOTOGRAPHS & IMAGES



SUPPORTED BY



Creating a Safe Environment in Sport

Code of Good Conduct for the Use of Photographs & Images

SCOPE

The SYFA will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated.

The SYFA reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated. Refusal to cease may result in the match being abandoned and the offending person reported to the relevant authority.

There is evidence that some people have used sporting venues as an opportunity to take inappropriate photographs or film footage of children. It is advisable that all member clubs, associations, leagues or regions adhere to the appropriate guidelines issued by the Scottish Youth FA.

PERMISSION TO PHOTOGRAPH

Parents will be offered the opportunity to withhold their permission to photographing and filming. In the absence of any expressed objection, parental agreement will be assumed.

Where appropriate, players will be asked their views. Where a player is able to provide an informed view, this will be taken into consideration by the SYFA and member clubs.

The SYFA will do everything reasonable in the individual circumstances to give effect to the wishes of parents and players. All actions by the SYFA will be based on the best interests of the player.

Anyone wishing to use photographic/film/video equipment during any Scottish Youth FA activity must firstly obtain the approval from the following:

For a single match, the secretaries of the competing clubs.

For tournaments, the secretaries of the competing clubs plus they must also seek approval from the Organising Secretary

For Scottish Cup fixtures, the secretaries of the competing clubs plus they must also seek approval from the National Secretary

Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

Photography in changing rooms and associated areas is not allowed.

Professional photographers/filming/video operators wishing to record any Scottish Youth FA activity when seeking accreditation must produce their professional identification for the details to be recorded. Ideally they should request this at least five working days before the activity.

The photographer's full name, full address, professional identification details, proposed usage of photographs or images and any other relevant details must be recorded

Students or amateur photographers/film/video operators wishing to record any Scottish Youth FA activity when seeking accreditation must produce their student sport club or registration card and a letter from their sport club/educational establishment outlining their motive for attending the activity.

The photographer's full name, full address, student or educational details, proposed usage of photographs or images and any other relevant details must be recorded

All other spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens will require proof of identification to be produced and registration of the photographers' details.

The photographer's full name, full address, proposed usage of photographs or images and any other relevant details must be recorded

Use of Photographs and/or Images and Information

No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the player and parent.

No photographing or filming will be permitted in changing areas.

All images and accompanying information will comply with SYFA Player Protection Policy, where this is within the control of the SYFA.

The SYFA will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.

Images will not be shared with external agencies unless express permission is obtained from the player and parent.

Concerns

If you are concerned about any photography taking place at an event, contact either of the club secretaries or for tournaments the Organising Secretary or for Scottish Cup fixtures the National Secretary and discuss it with them

Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or the relevant Player Protection Officer.

Where appropriate concerns should also be reported to the National Secretary and the Police

If appropriate the person about whom there are concerns should be asked to leave and the National Secretary should be informed with the photographers details.

Accreditation procedure: a system should be adopted whereby a record should be made of an amateur photographer's, film or video operator's name and address and organisation. Professionals should register prior to the activity and their identification details should be checked with the issuing authority prior to the activity. 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: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in activity 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 Scottish Youth FA's Protection Policies, 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 the Organising Secretary or National Secretary in advance and staff at the spectator entry point before carrying out any such photography. The promoter reserves the right of entry to this activity and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.'

Notification of Photography

Parents and players will be informed they may, from time to time, be photographed or filmed whilst participating in football. This could be for one of the following reasons:

- (i) Video footage for performance development.
- (ii) Media coverage of an event or achievement.
- (iii) Promotional purposes e.g. website or publication.

Materials promoting events will state, where possible, photography and filming will take place.

Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification

Information about what to do if concerned about photographing and filming will be available at all events.

Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

Videoing as a coaching aid: there is no intention to prevent sport organisation coaches and teachers using video equipment as a legitimate coaching aid. However, where appropriate, consents should be obtained for the purposes of making a training video. Performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

Protecting Children on the Internet

Sport websites provide football organisations with excellent opportunities to broadcast their achievements to the world and use it to make contacts and provides a showcase for the activities of young players. A football web-site may be used as an information resource to allow publishing and distributing information as a replacement or supplement for paper. It also gives easy access for people who wish to contact the Scottish Youth FA or SYFA member. A football web-site without pictures of players would appear very dry and seem unrealistic. If, however, players are identified, without appropriate safeguards being in place, and contacted by outsiders, and should the player be abused, the sport organisation may be held responsible for placing the child in potential danger.

It is essential that anyone creating a web-site follows a few simple guidelines designed to ensure the personal safety of children.

Principles

At no time should any player's personal information, home address, e-mail address or phone number appear on the Internet. Any contact information should be the sport organisation's e-mail address, postal address or phone number.

For a child under 16 years, written permission should be obtained from a child's parent/guardian before publishing his/her photograph on the website. The parent/guardian should also be given the opportunity to preview the material before publication. Should any of the material subsequently be changed, parents must be informed and permission re-sought to publish the photograph and supporting information.

Children over 16 are outside the scope of this policy and can give permission themselves for photographs. However, given that the parental responsibility (Section 1 of the Children (Scotland) Act 1995) to advise and guide their child pertains until the child is 18 (if the child is not married), children and young people should be advised to discuss material to be published with parents in the first instance, before reaching a decision.

Pictures of named individuals should not be used or pictures clearly showing where the young people come from (easily read group nametags on team strips etc). The content of pictures should be considered for good taste.

Meeting places and times. This information should not be published on the web-site. Don't publish information without thinking about what you are doing. Making training times and location explicitly available on the web is an open invitation for thieves to break into a member of staff's house, as they will be out!

Training Events. Whilst you may want to publicise dates and locations of future events, do not go into too much detail if you feel that young people might be put at risk because constant supervision might be difficult.

The Player Protection Officer or representative should take care at all times to ensure that publication of any photographs or personal details do not place children at risk. Material relating to individual children and young people should always be within a sport organisation context. Credit for children's achievements should be given as team or forename e.g. *Stephen was Player of the Year*

Specific Advice on Use of Photographs

Sport organisations wishing to depict activities may use pictures of children and young people provided that the children and young people are not identifiable. To protect children, where possible, use photographs which show the child in profile or with their backs to the cameras or ensure their faces are out of shot. Endeavour to use only group or team photographs with general labels such as *a sport event*. Only in exceptional circumstances should a Sport organisation consider it appropriate to publish the photograph of an individual child where the child is identifiable e.g. national award.

Publish only forenames and avoid providing personal details of the individual or any information which would make it possible to identify the child.

Dress

Wherever possible, no matter what activity is being depicted no child should ever be shown in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Where relevant you should consider whether a tracksuit is more appropriate attire.

Vulnerable Children

Particular care should be taken where it is known that the child is potentially vulnerable e.g. the child has been the subject of a child protection issue or custody dispute.

It would also be important to take care in publishing photographs of children with a physical, learning and/or communication/language disability, as they could be particularly vulnerable to abuse.

Parental Consent Form

Every Scottish Youth FA member club, association, league or region using photographs must obtain the consent of the player's parents and to assist all members please find included a Parental Consent Form that you should consider using.

IF YOU REQUIRE ANY FURTHER ASSISTANCE PLEASE CONTACT:

THE NATIONAL SECRETARY

SCOTTISH YOUTH FA

HAMPDEN PARK

GLASGOW

G42 9BF

Tele: 0141 620 4590

1. INTERNET

Permission

- Written consent must be obtained from the child's parent before publishing any information about a child. If the material is changed from the time of consent, the parents must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites must never include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child. All contact must be directed to **[SGB]**. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Concerns

- Any concerns or enquiries about publications or the internet should be reported to **[SGB]** Child Protection Officer.



PARENTAL CONSENT FORM

I, being the Parent / Guardian of Player
..... D.O.B. hereby give my consent
for the player to travel with..... on any authorised Club Activities as and when selected.

I also give permission to the relevant official ofto make such emergency decisions as necessary with regard to the treatment of any medical condition or injury received during any activity until such times as I can be contacted. I authorise them to sign any medical documents necessary for the emergency treatment of the player should the need arise and I am unable to be contacted immediately. (Anesthetics etc.)

MEDICAL HISTORY of my child (this will be kept confidential and only shown to medical staff should the need arise)
.....
.....

Player's Doctor..... **Surgery Tel No**

Allergies / Dietary requirements.....
.....

Medicines the player will require to take with them

PLAYERS SHOULD GIVE TWO SUPPLIES OF EACH MEDICINE TO THE SQUAD MANAGER BEFORE DEPARTURE

SWIMMING

IHEREBY GIVE / REFUSE PERMISSION FOR MY CHILD TO BATHE OR TAKE PART IN ANY SWIMMING ACTIVITIES.

My child is: a non-swimmer a swimmer who can swim a minimum of 25 meters
If you do not give permission, your child will not be allowed to take part in any swimming activity.

Photography — I give my permission for my child to have HIS/HER photograph taken as part of any individual or team photographs and for these photographs to be used and reproduced by..... in such a manner, as they deem appropriate. Usage will be in line with any guidelines within the SYFA Player and Official Protection Policy (when completed) or policy of the Scottish Football Association.

SIGNED PARENT / GUARDIAN.....

Alternative Emergency telephone numbers should there be no reply at home.

Contact name.....Contact Number (include STD Code).....

SIGNED PARENT/GUARDIAN.....

Print Name

Address

..... Tel No Mobile No

Players will not be allowed to take part in any Club Activities without this consent form being signed and returned TO: -