



Canterbury Hockey Association Photography and Videography Policy

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Policy Statement

The following guidelines have been developed to assist Clubs and Canterbury Hockey Association when acquiring and displaying images and videos of participants from Canterbury Hockey Events.

Prior to participating in a Canterbury Hockey Event all participants will sign the Canterbury Hockey Association Terms and Conditions which gives the Canterbury Hockey Association the right to use participants in photography and video for commercial and branding purposes.

Definitions

- **Event** - Any Hockey game, tournament, workshop, competition, or event that is being hosted by the Canterbury Hockey Association.

Background

Most people taking photos at sporting events are doing so for acceptable reasons and are using appropriate methods, for example, a parent videoing their child at a sports presentation, or a professional photographer taking photos for a club. The decreased size of cameras and introduction of mobile phone cameras has meant that it is harder to monitor photos at a sporting event.

Policy Purpose

The aim of this policy is to promote good practice through:

1. Protecting the health and welfare of the participants when it comes to taking and using images shot during Canterbury Hockey Events.
2. Promoting and implementing appropriate procedures to safeguard the wellbeing of participants and protect them from harm.
3. Supporting staff, members, and volunteers to adopt best practice to safeguard the wellbeing of participants and protect them from harm.
4. Responding to any allegations of misconduct or harm to participants through photography or videography.
5. Implementing the relevant investigative disciplinary and appeals procedures.
6. Protecting photographers from allegations from participants.

Scope

This Policy applies to all commercial photographers and videographers during a Canterbury Hockey Event.

A commercial photographer or videographer is someone who is taking photographs for commercial use, this can be but is not limited to for business, sales, money, or advertisements.

Policy

- Canterbury Hockey Association will ensure the Terms and Conditions are signed by all players prior to any Canterbury Hockey Event. For children under the age of 16 parental consent needs to be signed. The Terms and Conditions details players consent for their name, image, video, and any other information to be used without payment, in

accordance with the Privacy Act 2020

- The Canterbury Hockey Communications and Marketing Manager will monitor and ensure any professional photographers or videographers taking photograph/video images are registered with Canterbury Hockey Association.
- At the beginning of the calendar year the Canterbury Hockey Communications and Marketing Manager will ask for people to register to shoot matches that are sanctioned by Canterbury Hockey Association. All photographers that sign the waiver at this point will be issued with Accreditation which will cover them for all Canterbury Hockey Events for that year.
- Canterbury Hockey Association will clearly outline the areas that photographers are allowed to go during matches and events.
- If there are concerns or complaints raised of inappropriate photographic behaviour or content, please contact admin@canterburyhockey.org.nz.
- The Terms and Conditions that players sign at registration only covers Canterbury Hockey Association and any Canterbury Hockey Association authorised company to use and display participants images.
- Permission needs to be obtained from a participant if they are over the age of 16 and from a parent for those under the age of 16 to display images and use the names of the athletes. This needs to be sought if the participant has not given Canterbury Hockey Association permission to display the images.

Photographer Guidelines and Rules

- Only use appropriate images of the participants, all images must be relevant to the sport or activity, and all athletes need to be suitably clothed. Images of athletes in sports or activities that involve minimal clothing or unusual body positions / poses, which could be misused, need to focus on the activity and not on a particular athlete.
- Prior to shooting any Canterbury Hockey Association event, all commercial photographers need to receive Accreditation.
- Only the official Canterbury Hockey Association photographer/videographer is allowed on the turf during the match.
- No photo position can be reserved in any area of the facility.

Complaints Process

Player Complaints Procedure

- If any issue arises from a player or team towards a photographer/videographer, they are to notify the team management (Team management to refer to responsibilities of Manager and Coaches section)
- Team Management will assess the issue and determine if the problem will be taken to the Canterbury Hockey Association.
- If any issue arises from a photographer/videographer towards a participant, they are to notify the Canterbury Hockey Association. This issue will then be assessed and dealt with according to the Canterbury Hockey Association Code of Conduct.

Photographer / Videographer Complaints Procedure

- If any issue arises due to poor behaviour by a player or team management towards a photographer this is to be reported to the Canterbury Hockey Association immediately.

When dealing with a complaint it is important to ensure that:

- The complainant is safe from immediate harm and danger.
- Listen to the complainant and reassure them.
- Record accurately and appropriately any information received/observed. Record facts concisely including:
 - Type of harm.
 - Signs and symptoms noted.
 - Any particular incidents with dates, times, and place.
 - Any action taken.
- The complaint will then be assessed fully, promptly and with only the appropriate people being aware of any allegations.
- Canterbury Hockey Association must inform the person that the complaint has been made against once it has been put in writing.
- Any investigation will be handled sensitively and confidentially by the Canterbury Hockey Association Judicial Committee

In some circumstances, Canterbury Hockey Association may decide that an investigation is necessary even where a formal complaint has not been made.

Responsibilities of Managers and Coaches

Managers and Coaches have the following responsibilities to:

- Understand what is acceptable and what is not.
- Ensure the participant is safe from immediate harm.
- Model appropriate behaviour at all times.
- Ensure the personnel within their supervision are aware of this Policy.
- Listen and seek to fully understand concerns raised.
- Intervene in any inappropriate behaviour and seek to stop it.
- Ensure that complainants are not victimised as a result of making a complaint.
- Investigate any allegations of personnel; take reasonably practicable steps to prevent the recurrence that has been found to have occurred.

The Outcome

Any person who has been found to have breached this policy may be subject to disciplinary action this will be in line with the Canterbury Hockey Association Code of Conduct.

Possible outcomes of the investigative process:

- A satisfactory mediated outcome.
- Disciplinary action imposed for a breach of this policy.
- No action taken due to finding no breach of the policy or insufficient evidence.
- Action against the complainant (or other person) due to a finding of frivolous, vexatious, or malicious allegation.
- Referral to another agency.

Types of actions or penalties that could potentially result from a breach of the policy will be decided in line with the Canterbury Hockey Association Code of Conduct:

- Written warnings.

- Banning of a person from activities held by or sanctioned by Canterbury Hockey Association.
- A direction to complete a reasonable task, i.e., letter of apology or corrective action.
- Referral of the matter to an appropriate authority.
- Ongoing education on the matter.

Vexatious or Malicious Complaints

The purpose of the complaint procedure set out in this policy is to provide an avenue to raise genuine complaints in good faith.

If a complaint was vexatious or maliciously made, then disciplinary action against the complainant may be taken. However, just because a complaint is not upheld does not mean that it is vexatious and/or malicious.

Support Available

You can seek support from:

- Your manager
- Your coach
- Tournament Director
- Canterbury Hockey Association Competitions Coordinator
- Canterbury Hockey Association Communications and Marketing Manager
- admin@canterburyhockey.org.nz

Breach of Policy

Any breach of this Policy will be taken seriously and could result in being banned from Canterbury Hockey Association sanctioned events.

Canterbury Hockey Association Photography Event Registration and Waiver

Any commercial photographers or videographers capturing images or video content at a Canterbury Hockey Association Event will be required to fill in and sign the following form.

I.....agree to abide by all the guidelines that have been outlined above for the duration of the time that I am filming and / or shooting photos of the Canterbury Hockey Association Event.....

When uploading photos or video shot during the event, I agree to abide by all the rules that have been outlined above in the Canterbury Hockey Association Photography Policy.

I comprehend and appreciate that there are foreseeable, unforeseeable, and inherent dangers and risks of harm involved in the sport of hockey. I understand that there is risk of damage to myself and / or my personal property and take full ownership of the risks associated with photographing and videoing hockey. I acknowledge that Canterbury Hockey Association cannot be held accountable for any damage to myself and / or my personal belongings while shooting photography during a Canterbury Hockey Association event.

Photographer / Videographer Details:

Name:

Email:

Phone Number:

Address:

.....

Company:

Signature:

Date: