



PHOTOGRAPHY AND RECORDING POLICY **Chorleywood Lawn Tennis Club**

Parents and Spectators

If you use photographic equipment to capture your child or a friend, you must ask the organisers at an event before using photographic equipment. Anyone who has not asked will be requested to stop using photographic equipment and to delete any images that may have been taken.

If you have any concerns about inappropriate photography, this should be reported to an event organiser, or Club official or the Welfare Officer.

Competition Organisers and officials

Please ensure that all parents carers, and spectators, who want to use photographic equipment ask permission first.

If you wish to use photographic equipment at an event or publish images, you must have the consent from parents, carers, or the individual (if over 18) prior to the event and have the permission of the event organiser.

Children

It is Okay for a photographer to take photos when you are on court, as long as your parent or carer has told the photographer that it is alright..

If you see someone taking photos or filming and that makes you feel worried, tell your parents or carer, or the event organiser or Welfare Officer straight away.



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Consent

Before taking photographs or videos at any event you must obtain consent from

- The event organiser
- Parents/carers of all children involved

You will need to explain why you are taking the images and what they will be used for, to ensure that parents/carers are giving informed consent. It is strongly recommended that you use the -

“Consent and Emergency Contact Form”.

Image and video content

All children featured in images or videos must be

- Appropriately dressed with clothing covering their torso from neck to thighs
- Featured with other children playing tennis
- In groups with other children or adults where possible
- Representative of diversity
- Inappropriate use of images should be reported to the LTA Safe and Inclusive Tennis Team and the Police.



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Publishing Images

Give adequate thought to the selection of images in publicity material both printed and on-line (including Social Media)

Where possible use a technique such as “ Watermarking” on the images.

All children featured can only be

- Identified using their first name – although it is preferable that their name is not given
- Printed or uploaded with written consent of parents/carers
- Shown engaging in tennis activity.

For your safety it is recommended that the following is avoided

- Images of children on their own
- Images of children outside a tennis environment
- Streaming any contact direct to a website
- Using images for which you have not obtained consent (use Consent and Emergency Contact Form)

Coaches, teachers, and others may use video equipment as a legitimate coaching aid. Tennis players and their parents/carers should be made aware that this forms part of the tennis programme and that any recording will be destroyed after use.