

7.0 Guidelines on Use of Photographic and Filming Equipment

It is DSDR's policy that NO PHOTOGRAPHY IS ALLOWED TO TAKE PLACE IN ITS FACILITIES unless:

1. It is a legitimate coaching aid and parents/carers of those within the group being coached and a general notice in the facility for other users, have been informed that it will/is being used as part of the coaching programme. Care should be taken in the storing of such film/ photographs.
2. Events run by external organisations where the event organiser has agreed it is allowable.
3. Media photography/filming where Matchtight Ltd have agreed and those participating (parents/guardians) have also agreed.
4. DSDR appointed photographer/s gathering promotional shots for leaflets, website and other material. Prior permission from parents/ carers will be sought prior to the session.
5. All cameras in the above situations are registered at reception and a date stamped sticker put onto the camera (for more information see [Photographic and Filming Protocol](#)).

Public Information for Events:

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 accordance with the Department of Sports Development and Recreation Child Protection and Adult Safeguarding 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 to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

General use of photographic equipment, please word information sheets/ posters with the following:

"Due to Safeguarding Policy and other Privacy Laws, no photography is allowed on this site without prior permission from the Department's Press Officer (01225) 383518, Press photographers) or the Shift Manager (Coaches, spectators and non-media). Please contact reception for details (01225) 386339 or 383889."

7.1 Photographic and Filming Protocol

This is to outline access to the Sports Training Village and other sports venues at the University of Bath for all individuals and organisations wishing to take still or video images (the protocol applies to all forms of technology that can be used to record images, including mobile phones). Access to the STV and other sports venues must be made for press and media via Matchtight Ltd (telephone 01225 323518) and for all other requests (i.e., spectators, coaches, parents, students etc.) via the Shift Manager at the Sports Training Village (telephone 01225 386339). Permission can only be granted subject to the acceptance and agreement of the following photographic rules:

- 1) Comply immediately with any instructions given by a member of staff or event organiser without delay while in the Sports Training Village and other sports venues at the University of Bath.
- 2) Be responsible for not photographing or filming a person unless you have their permission prior to filming – even if they are in the background. In the case of anyone under 18 you need permission from their parent/ carer in writing in advance, even if they are only going to be in the background. This means, for instance, you cannot take a general view of the swimming pool or the fitness suite, unless you have the prior permission of anyone who is recognisable on these images except in the case of point 3.
- 3) Public sporting events: coaches, parents or spectators wishing to video/photograph a public sporting event can do so but must register themselves with the Shift Manager prior to the filming. Press and Media should register with Matchtight Ltd in advance or the Shift Manager on the day for permission.
- 4) Be liable for any injury caused by their actions or equipment during the period of their visit.
- 5) The University of Bath, employees and agents are not liable for any loss or damage to any equipment which they need to move due to health and safety requirements.
- 6) The University of Bath reserves the right to terminate or cancel any photography or filming without notice or liability.
- 7) Prior agreement must be obtained from either the Shift Manager (all non-press and media) or Matchtight Ltd (press and media only) stating where you will be photographing, at what time and duration and for what purpose.
- 8) You must have proof of Identification and show this at the main Reception. You must agree to place a Team Bath date stamped sticker on your camera for the duration of the visit in an easily visible position. And also, wear a noticeable Photographic card around your neck at all times, to show that you will be taking photographs around the facility.
- 9) Videoing as a coaching aid: there is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, for performers under 18 years old, their parents/ carers should be aware that this is part of the coaching programme and care should be taken in the storing of such film. Equipment is still required to be registered as stated above.

These rules are to protect the privacy and maintain a safe working environment to our members, staff and all users of the Sports Training Village and other sports venues at the University of Bath, as well as to adhere to the Departments Child Protection and Adult Safeguarding Policy (for more information please ask the Shift Manager).

We agree to be bound by the above photographic rules (delete as applicable).

Name Gary French on behalf of Wiltshire Swimming

Address 8 Cabot Drive, Grange Park Swindon SN5 6HG

Signed _____ **Date** 2.2.25 _____

Approved By _____ **Date** _____

Sticker No. _____