

POLICY FOR PHOTOGRAPHY, VIDEOTAPING AND FILMING IN UNIVERSITY OF LEEDS SPORT FACILITIES

1. Introduction

- 1.1. This policy applies to all facilities operated by Sport & Physical Activity including The Edge, Gryphon Sports Centre, Cromer Terrace, Weetwood Sports Park and the Outdoor Centres. It applies to staff, students and all other visitors/users.
- 1.2. All photography, video, or filming requests, must be approved in writing by the Operations Manager for the appropriate facility. An application form is contained on page 3 or can be downloaded from our website and should be submitted to sport@leeds.ac.uk, or Sport & Physical Activity, The Edge, University of Leeds, Woodhouse Lane, Leeds LS2 9JT.
- 1.3. Requests will be reasonably considered, except in changing areas where the use of photographic or recording equipment of any kind (except site CCTV cameras) is specifically forbidden.
- 1.4. Photography, videotaping, or filming for commercial or news media purposes must be cleared through the University Press Office, before an application is made to Sport & Physical Activity.

2. Guidelines

- 2.1. Use of photographic, videotape, or film equipment within the sports facilities must not interfere with the study, research, privacy, or safety needs of Sport & Physical Activity or its users and must not violate any University policies, rules, or regulations.
- 2.2. Photographers should keep in mind that staff and users of Sport & Physical Activity facilities may prefer not to be filmed or photographed.
- 2.3. Those taking photographs are required to acknowledge that the law may require them to receive the consent of every person photographed, filmed or videotaped and that failure to receive such consent may result in disciplinary action.
- 2.4. Photographers must understand they are solely responsible for acquiring the consent of each person photographed, filmed or videotaped. Without this consent, images must not be taken, stored, passed on or publicised in any form, including use on social media.

3. Procedures

- 3.1. Individuals or groups wishing to photograph, videotape, or film within the sports centre must:
 - complete the Request to Photograph/Videotape/ Film on the reverse side of this page.
 - submit to the Sport & Physical Activity Office at the address above or e-mail to sport@leeds.ac.uk
 - receive a copy of the approved and signed request form
 - be prepared to present the approved request form to Sport & Physical Activity staff upon request at any time in which photography/videotaping/filming is taking place
 - obtain the prior consent of any individual who is to be the subject of the photography/videotaping/filming.

3.2. Easy Rules to remember:

- If the individual is named, avoid using their photograph.
- If a photograph is used, avoid naming the individual.
- Ask for the individual's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. An individual's permission form is one way of achieving this.
- Ask for parental permission to use their image, this ensures that they are aware of the way the image is to be used to represent the sport. A parental permission form is one way of achieving this.
- Only use images of individuals in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However, there are clearly some sports activities – swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular individual/child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if on poolside from the waist or shoulder up.
- If for any reason any other customer makes a complaint about photographs been taken then the photographer should respect the rights of others and stop taking photographs.
- Create recognised procedure for reporting the use of inappropriate images to reduce the risks to individuals. Follow Sport & Physical Activity child protection procedures, ensuring both your child protection officer and, if appropriate the social service and/or police are informed.

4. Right to Terminate

- 4.1. Sport & Physical Activity reserves the right to terminate any photography, videotaping, or filming that causes any undue disturbance, violates University policies or regulations, or endangers the health, safety or privacy of participants, visitors, and Sport & Physical Activity staff.
- 4.2. In line with Sport & Physical Activities terms and conditions of membership, Sport & Physical Activity also reserve the right to suspend or terminate the membership of anyone who does not follow these guidelines, particularly where the privacy of other users is disregarded or their consent is not given to be included in photographs or filming.

SPORT & PHYSICAL ACTIVITY OPERATIONS MANUAL

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Date: February 2013

PHOTOGRAPHY, VIDEOTAPING AND FILMING IN UNIVERSITY SPORTS FACILITIES

REQUEST TO PHOTOGRAPH/VIDEO/FILM IN UNIVERSITY OF LEEDS SPORTS FACILITIES

Name(s): _____ Faculty/Department: _____
Address: _____

Phone (day): _____ SU/Staff I.D. No. _____

Please check the box that applies:

STUDENT Uni of Leeds STAFF OTHER (specify) _____

Course Number/Name: _____

Faculty Advisor for Project: _____

Date(s) filming will take place _____ Time (from) _____ (until) _____

Sport & Physical Activity areas or facility(s) involved _____

Will this be used for a:

PAPER ARTICLE OTHER (please specify) _____

Please provide a description of your project:

NB: Please keep in mind that Sport & Physical Activity staff are working and prefer not to be photographed / filmed.

By signing this request, I hereby:

- i) acknowledge that the law may require me to receive the consent of every person photographed, filmed and or videotaped and that failure to receive such consent may result in disciplinary action taken against me. I understand that I am solely responsible for acquiring the consent of each person photographed, videotaped or filmed;
- ii) acknowledge that I am solely responsible for the content of the photographs/videotapes/films and how they are used;
- iii) agree that I am not using the photographs/videotapes/films for any commercial or news media purposes; and
- iv) acknowledge that I have received and read a copy of the *Procedures for Photography, Videotaping, and Filming in University Sport Facilities*, and agree to follow those guidelines and procedures.

Signature: _____ Date: ____/____/____

- Please show at reception on the day of filming/photography.
- Non compliance could involve the Operations Staff to deal with the issue.
- Attached separate sheet of paper if required:

For Sport & Physical Activity Use:

Approved Not Approved Date: _____

Operations Manager: _____ Sales and Marketing Manager: _____

Comments:

