

Swimming WA Incorporated

Photography Policy

TABLE OF CONTENTS

1. Policy Overview and Purpose	3
2. Scope.....	3
3. Definitions	3
4. Photography at Competitions and Events	3
5. Authorised Photographers and Video Operators	4
6. Flash Photography.....	4
7. Parents and Spectators.....	4
8. Requirements and Responsibilities	4
8.1 Guidelines for the use of images / videos.....	4
8.2 Procedure for obtaining permission to take photographs at a Swimming WA event - participants	4
8.3 Procedure for exemption to take photograph / film or video at Swimming WA event - participants.....	5
8.4 Procedure for reporting the taking of, and use of, inappropriate and unauthorised images at Swimming WA events	5
8.5 Authorised Photographer / Video Operator Terms of Reference	5
9. Confidentiality and Reporting	6
10. Related Documents	6
11. Version Control.....	6
Appendix 1: Authorised Photographer/Video Operator Application.....	7
Appendix 2: Insurance Details.....	8
Appendix 3: Swimming WA Photograph/Video Denied Form.....	9

1. Policy Overview and Purpose

Swimming WA (SWA) supports initiatives to make sport and recreation safer for children and acknowledges that there is legislation that supports children's rights. Photographing and videoing children involved in swimming can put children at risk, particularly if the images are being posted on websites or distributed in publications.

SWA is committed to providing the highest levels of membership service. This includes protecting Members' privacy, promoting positive behaviours and attitudes and protecting the health, safety and wellbeing of Members. The Photography Policy reiterates Swimming WA's commitment to the safety and protection of its members.

2. Scope

SWA is committed to providing a safe and healthy environment for all athletes, officials, coaches, volunteers, employees, spectators and all other groups involved with the organisation.

Accordingly, it is the responsibility of all the athletes, officials, coaches, volunteers, employees and contractors of SWA to play their part in ensuring these policies are carried out.

This Policy applies to the taking of, and use of photography and all images, including videography, with particular reference to Swimming websites, social media, print publications and images taken at SWA and member clubs events.

3. Definitions

Digital SLR Camera

A Digital Single Lens Reflex Camera is a digital camera that combines the optics and mechanisms of a single-lens reflex camera and a digital imaging sensor

SWA

Swimming WA Incorporated is the governing body of the sport of Swimming within Western Australia

Member

A Member refers to the following SWA Membership Classes – Member Club, Athlete (if under the age of 18, parent or guardian), Technical Member, Honorary Member, Life Member, Associate Member

Point and Shoot Camera

A film or digital camera in which the focus and exposure is entirely automatic

SWA Representative

At a SWA event, the SWA representative will be a senior staff member or their delegate. At a Club Hosted event the representative will be the meet director or their delegate.

4. Photography at Competitions and Events

Employees of SWA and authorised event photographers will take photographs and videos at swimming events for use on the SWA website, publications and for educational and promotional purposes. In certain

circumstances, the event photography will also be made available for purchase by the SWA community. If notified in writing by a member (member club) that they do not wish to have their photograph / image taken, SWA will not take the members photograph / video image. Refer to appendices.

With the exception of authorised personnel, DIGITAL SLR CAMERAS AND/OR LENSES OF A PROFESSIONAL STANDARD will not be permitted within the confines of any SWA event venue (pool deck).

5. Authorised Photographers and Video Operators

Only SWA staff and authorised photographers and video operators will be permitted to take photographs / images on the competition floor at a Swimming WA event. Only the authorised photographer and video operator are permitted to sell or use photographs / video footage for commercial use. Refer to appendices.

6. Flash Photography

To ensure the safety of participants competing in swimming competitions, flash photography is prohibited at all SWA competitions.

7. Parents and Spectators

SWA acknowledges that family and friends wish to take their own images for memories from SWA events and this is supported if using a 'Point & Shoot Camera' or a Digital SLR Camera and/or Lens which fall within the specifications of this policy.

SWA permits parents and spectators to take photographs from the spectator areas only.

No professional standard digital cameras and/or lenses may be used at a SWA event. SWA Staff members and Event Officials are authorised to request users to cease using this equipment. Photographers or video camera operators representing a Media Organisation may be issued with Media Accreditation upon application to SWA. Images and recordings are then permitted for editorial purposes only. The sale of photographs or recordings is not allowed.

SWA reserves the right to remove individuals from an event if they refuse to adhere to the Photography Policy.

8. Requirements and Responsibilities

8.1 Guidelines for the use of images / videos

SWA will endeavour to ensure that the photographs published on the SWA website and print publications reflect the diversity of the sport.

SWA is concerned with the health and well-being of its members and, as such, will exclude images that may be deemed offensive or unflattering. SWA will not actively publish imagery which suggests the use of tobacco, alcohol or prohibited drugs.

In selecting the photographs for use in SWA publications, websites and social media, SWA shall not intentionally expose any person to hatred, ridicule or contempt.

8.2 Procedure for obtaining permission to take photographs at a Swimming WA event - participants

SWA will include the photography policy on all competition entry forms.

8.3 Procedure for exemption to take photograph / film or video at Swimming WA event – participants.

Under the terms and conditions of membership to SWA, members give permission to have their photograph taken and published by SWA and their member club. SWA understands there are circumstances under which members may withdraw this permission.

If an individual does not want their photograph / video taken then the club / individual must indicate this, in writing (by completing the photographic permission denied form in Appendix 3), at the time of entering the event.

If permission is withdrawn, SWA will instruct authorised photographers / video operators that no photos / videos are permitted of the club / individual and that no photos / videos of the club / individual are used in print or online communications produced by SWA.

8.4 Procedure for reporting the taking of, and use of, inappropriate and unauthorised images at Swimming WA events

It is the policy of SWA that parents and spectators are permitted to take photographs from the spectator area, provided all shots are appropriate. Parents, spectators and event organisers that consider there is a person taking inappropriate or unauthorised photographs / video footage should advise a SWA representative.

The SWA representative will approach the photographer / video operator and determine the following;

- Name of the photographer / video operator, which can be verified by inspecting the drivers licence and / or other identification
- Whether the photographer / video operator is a parent or friend of a participant, and who that participant is
- Which club the photographer / video operator is representing.

The SWA representative should advise the individual that a complaint has been made regarding the photographs / video footage being taken. The SWA representative should subsequently provide the individual with an opportunity to respond to the claim.

If the SWA representative is unsatisfied with the response, they may ask the individual to refrain from taking photographs / video footage or ask them to leave the venue. The SWA representative's decision is final. If the person asked to leave refuses, the SWA representative will contact the Police. The SWA representative must complete an incident report and submit it to the SWA Executive as soon as practicable following the incident.

If the SWA representative approaches a person, they should take a second person to act as a witness. The witness must also complete an incident report and submit it to the SWA Executive as soon as practicable following the incident.

8.5 Authorised Photographer / Video Operator Terms of Reference

To become an authorised photographer / video operator, the following conditions must be met.

Prior to the event:

- Complete the Authorised Photographer / Video Operator Application Form in Appendix 1
- Sign the Authorised Photographer / Video Operator Form in Appendix 1 to agree to comply

- to all relevant SWA policies and procedures
- Provide SWA with a copy of current Working with Children’s card
 - Provide SWA with a copy of your relevant Certificates of Insurance and complete the Insurance Details form in Appendix 2.

At the event:

- Dress appropriately and behave professionally
- Follow instructions of the SWA representative
- At all times, wear appropriate identification, as issued by SWA
- At all times, wear a high visibility vest, as issued by SWA.

Failure to follow any of these criteria may result in the removal of the Authorised Photographer / Video Operator status and / or removal from the competition arena.

9. Confidentiality and Reporting

Breaches of this policy must be reported to SWA Management within 14 days of any occurrence. Breaches of this policy must be kept confidential, and disclosure to any third party beyond SWA Management is not permitted.

10. Related Documents

Related SWA documents include the following:

- Swimming WA Constitution
- Swimming WA Social Media Policy
- Department of Local Government, Sport and Cultural Industries
<https://www.dlgsc.wa.gov.au/department/publications/publication/photographing-and-filming-children>
- Working With Children Checks and Legislation – www.workingwithchildren.wa.gov.au/
- Swimming Australia Member Protection Policy

11. Version Control

Version	Issue Date	Approved By	Approval Date	Review Date
1.0	May 2024	SWA Board		April 2026

Appendix 1: Authorised Photographer/Video Operator Application

Name	
Address	
Club	
Contact telephone	
Contact email	

I apply for permission to take / operate:

Photos
 Video
 Both

I _____ hereby apply in writing to Swimming WA for permission to become an authorised photographer / video operator. Further I confirm agreement that I will comply with all relevant Swimming WA Policies and Procedures.

I wish to attend the following event(s) as an authorised photographer / video operator:

Event	Date	Time

I have attached the following information to this application:

- A current Working with Children's Check
- Insurance Details Form
- Copy of relevant Certificates of Insurance

Signature

Date

Appendix 2: Insurance Details

I confirm that these insurances are current and the policies reflect the legal entity and description of businesses as shown below, and all other information is true and correct.

Trading Name: _____

Legal Entity: _____

Full description of the activities carried out by the business: _____

To ensure the following insurances are in place, please complete the relevant information below and attach your Certificate of Insurance.

Worker's Compensation Yes No

Insurer: _____ Policy No: _____

Expiry Date: ____/____/____ Common Law Limit: \$_____

Principals' Indemnity: Yes/No Including Director(s): Yes/No

Liability Yes No

Insurer: _____ Policy No: _____

Expiry Date: ____/____/____ Limit of Indemnity: \$_____

Products Liability: Yes/No Principals Indemnity: Yes/No

Professional Indemnity Yes No

Insurer: _____ Policy No: _____

Expiry Date: ____/____/____ Limit of Indemnity: \$_____

Signature: _____

Person authorised to sign on behalf of Insured

Position or Title (i.e. Director or Broker)

Name: _____ Date: ____/____/____

Appendix 3: Swimming WA Photograph/Video Denied Form

I advise that as the parent/guardian of _____

Request that no images by the way of still photography, video or film be taken and published of

I advise that all members of my club, including the coaches and club committee, have been advised of the above matter and agree to comply.

Please provide details of the specific competition / meet your child will be attending.

Signed _____

Print Name _____

Date _____

Please email this application form to waswim@wa.swimming.org.au **before** entry into the competition.

Once accepted by Swimming WA, this application will be added to the child's Swim Central account, which is only accessible to Swimming WA and Swimming Australia.