

Falkirk Otter ASC Policy for use of Photographic & Video Equipment

Information for Swimmers and Guardians on the Use of Cameras and Video Equipment within the Club

The use of visual evidence of performance, e.g. stroke technique, in training and competition, is an important tool for coaching swimming.

Falkirk Otter ASC will sometimes use videos and/or cameras during training sessions and competitions for coaches and swimmers to analyse stroke technique and performance. Video evidence of this nature is for internal club use only and shall not be shown to any external agency without the express consent of both the athlete and their guardian(s).

We will take photographs for appropriate media coverage including newspapers or websites from time to time. Any club personnel using video or camera equipment will be aware of and agree to abide by this policy and have permission from the Club Committee for use at named occasions.

External agencies are required to apply for permission and will be made aware of and agree to abide by this policy before permission for use is granted.

PERMISSION

Permission for use must be obtained before attending training / competitions (see REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT application form). In order to be granted permission, you must agree to abide by the following policy.

THE POLICY

All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their guardian(s).

VIDEOS

Video evidence used for stroke technique and performance analysis in club training sessions or at competitions must be used solely for this purpose and viewed with consent of the athlete in question. Video evidence gathered by the club will not be given to any outside agency without the express consent of the athlete and their guardian(s).

PHOTOGRAPHS

We would request that the swimmer's modesty is protected at all times. To this end, swimmers should only be photographed in swimwear during action or staged shots.

APPLICATION FORMS for permission to photograph or video are available from the Club:

Please note that it is the camera users own responsibility to be aware of facility Normal Operating Procedures.

Permission from the club does not necessarily infer permission from facility owners / operators.

Policy Statement issued by Management Committee on behalf of Falkirk Otter ASC

Application Number	
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REQUEST FOR PERMISSION TO USE CAMERA & VIDEO EQUIPMENT

INTERNAL CLUB USE

The form must be filled in by individuals who would like permission to use camera or video equipment for the purpose of analysis of performance.

SECTION A. TO BE COMPLETED BY APPLICANT.

NAME: _____

ADDRESS: _____

DESIGNATION: _____

PURPOSE OF USE (tick): COMPETITION TRAINING

VENUE: _____

DATE(S): _____

EQUIPMENT TYPE: _____

MODEL: _____

SERIAL NO: _____

DECLARATION I declare that the pictures/film(s) produced by the equipment stated above will not be altered in any way, without prior approval in writing of the person(s) photographed. I understand that the swimmers modesty must be ensured at all times, and that I will only use pictures/films for the purpose stated above. I have read and agree to abide by the guidelines set out in the **POLICY FOR USE OF PHOTOGRAPHIC & VIDEO EQUIPMENT.**

SIGNATURE: _____

DATE: _____

SECTION B. FOR OFFICIAL USE ONLY

APPROVED REFUSED

DATE: _____

SIGNED: _____

PRINT NAME: _____

DESIGNATION: _____

REASON FOR REFUSAL:

Now complete "Notification to Applicant" form, duplicate and store.

Application Number	
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**REQUEST FOR PERMISSION TO USE
CAMERA & VIDEO EQUIPMENT
EXTERNAL CLUB USE**

The form must be filled in by individuals who would like permission to use camera or video
Equipment with _____ club.

SECTION A. TO BE COMPLETED BY APPLICANT.

NAME: _____

ADDRESS: _____

COMPANY: _____

PURPOSE OF APPLICATION

EQUIPMENT TO BE USED DURING: (tick) **COMPETITION** **TRAINING**

VENUE: _____

DATE(S): _____

EQUIPMENT TYPE: _____

MODEL: _____

SERIAL NO: _____

DECLARATION I declare that the pictures/film(s) produced by the equipment stated above will not be altered in any way, without prior approval in writing of the person(s) photographed. I understand that the swimmers modesty must be ensured at all times, and that I will only use pictures/films for the purpose stated above. I have read and agree to abide by the guidelines set out in the **POLICY FOR USE OF PHOTOGRAPHIC & VIDEO EQUIPMENT.**

SIGNATURE: _____

DATE: _____

SECTION B. FOR OFFICIAL USE ONLY

APPROVED **REFUSED**

DATE: _____

SIGNED: _____

PRINT NAME: _____

DESIGNATION: _____

REASON FOR REFUSAL:

Application Number	
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**REQUEST FOR PERMISSION TO USE
CAMERA & VIDEO EQUIPMENT**

NOTIFICATION TO APPLICANT
(tick) INTERNAL EXTERNAL

Your application has been approved for use as follows:

PURPOSE OF USE: _____

VENUE: _____

DATE: _____

EQUIPMENT: _____

MODEL: _____

OFFICIAL SIGNATURE: _____

NOTE: Proof of identity and this letter of approval must be produced on request when equipment is to be used.

Application Number	
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**REQUEST FOR PERMISSION TO USE
CAMERA & VIDEO EQUIPMENT**

NOTIFICATION TO APPLICANT
(tick) INTERNAL EXTERNAL

Your application has been refused for use as follows:

PURPOSE OF USE: _____

VENUE: _____

DATE: _____

EQUIPMENT: _____

MODEL: _____

OFFICIAL SIGNATURE: _____

REASON FOR REFUSAL: