

### PROCEDURES FOR PHOTOGRAPHY, VIDEOTAPING AND FILMING IN UNIVERSITY SPORT FACILITIES

#### 1. Introduction

- 1.1. These procedures apply to all facilities of Sport & Physical Activity including Campus Facilities, Weetwood & Bodington Playing Fields and the Outdoor Centres and will apply to staff, students and visitors/users.
- 1.2. All photography, video, or filming requests for the facilities, must be approved in writing by the Operations Manager, according to the guidelines and procedures detailed below. For Outdoor facilities, approval should be obtained through Helen Loftus, Sport & Physical Activity Office, University of Leeds, Leeds LS2 9JT.
- 1.3. 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;
  - (a) must not interfere with the study, research, privacy, or safety needs of Sport & Physical Activity or its users
  - (b) must not violate any University policies, rules, or regulations
  - (c) may not hinder access to exits, stairways, corridors, doorways, and other Sport & Physical Activity facility(s)
  - (d) may sometimes be restricted during midterms or near final examinations.
- 2.2. Those wishing to make extensive use of photographic, video, or film equipment, use lights or tripods, or shift (or otherwise make use of Sport & Physical Activity materials or furniture, must also:
  - (a) schedule the project for a period of low usage;
  - (b) minimise disturbance to Sport & Physical Activity staff and users;
  - (c) minimise re-arrangement of furniture or Sport & Physical Activity materials, return any furniture used to its original location, and place Sport & Physical Activity equipment in designated locations for re-use
  - (d) keep in mind that Sport & Physical Activity staff prefer not to be filmed or photographed when working.

#### 3. Procedures

- 3.1. Individuals or groups wishing to photograph, videotape, or film within the sports centre must:
  - (1) complete the Request to Photograph/Videotape/ Film on the reverse side of this page.
  - (2) submit the completed request form for to the Operations Manager at Sport & Physical Activity as far in advance of the requested time as possible and similarly to Caroline Race, Sport & Physical Activity Office for any Outdoor facilities.
  - (3) receive a copy of the approved and signed request form
  - (4) 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
  - (5) obtain the prior consent of any individual who is to be the subject of the photography/videotaping/filming.

#### 4. Easy rules to remember

- 4.1. If the individual is named, avoid using their photograph.
- 4.2. If a photograph is used, avoid naming the individual.

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- 4.3. 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.
  - 4.4. 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.
  - 4.5. 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.
  - 4.6. 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.
  - 4.7. 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.
5. **Right to Terminate**
- 5.1. Sport & Physical Activity reserves the right to terminate any photography, videotaping, or filming that causes an undue disturbance, violates University policies or regulations, or endangers the health and safety of participants, visitors, and Sport & Physical Activity staff.

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### 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:**

\_\_\_\_\_  
\_\_\_\_\_