




# Gymnastics Queensland

Sleeman Sports Complex  
Cnr. Old Cleveland & Tilley Rds.  
Chandler QLD 4155

 Gymnastics Queensland	Photography and Videography Policy	Approval Date:	1 July 2006 / Updated August 2012/June 2023
		Policy No:	GQPOL-09
		Version No:	5
		Updated:	20 June 2023

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## APPROVAL

Name: Michael Kelso

Position: President

Signature:

Date: 20/6/2023

## REVIEW HISTORY TABLE

This Recorded Images Policy will be reviewed on a regular basis. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, advancement in visual technology, incident outcomes and other matters deemed appropriate by the Board and/or GQ Chief Executive Officer.

Gymnastics Queensland (GQ) retains records to document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

Revised on	Version	Date Endorsed	Approved by	Content reviewed/Purpose
2006	1	July 2006	GQ President	
2012	2	August, 2012	GQ President	
2014	3	January, 2014	GQ President	
2020	4	June, 2020	GQ President	Updated as per GA's policy
2023	5	20 June 2023	GQ President	Reviewed Governance Cttee/Board

## 1. INTRODUCTION

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Gymnastics is a visual spectacle that highlights the beauty, grace, and power of athletes at every level of the sport. Images of people enjoying Gymnastics are part of the sport's historical culture and identity and due to the incredible visuals created, imagery of the sport is in high demand for media outlets worldwide.

Social media platforms provide media outlets and individuals the ability to share these images in an instant, with audiences both locally and worldwide. The convenience and quality of smartphones and other digital photo and video recording devices has led to concerns about the moral, ethical, and legal obligations with regard to photography, video recording and the role of Gymnastics Queensland (GQ) members.

The greater ease of taking and modifying images has raised concerns in today's society about the potential risks of child safety posed directly and indirectly to children and young people through the inappropriate use of photographs on sports websites, social media and in publications.

GQ is mindful of its duty of care to its members, with the best intentions of protecting children and young people from potential risk. In keeping with Gymnastics Australia (GA), a number of local municipalities in Australia and also leading sports organisations worldwide, GQ has implemented a Recorded Images Policy which is applicable and enforced at all GQ events and related GQ business and provides guidelines for GQ Members and associated individuals.

It is not the intention of Gymnastics Queensland to prevent parents from taking pictures of their children but rather to ensure photographic practices are carefully monitored to all authorities to act if inappropriate imagery is circulated and to deter anyone with undesirable intentions.

## 2. RELATED DOCUMENTS

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The following GQ Policies and documentation must be considered in relation to this Policy:

- 2.1. [Child Safeguarding Policy \(GA Child Safeguarding Policy adopted by the GQ Board 27 April 2022\)](#)
- 2.2. [Member Protection Policy \(GA Member Protection Policy adopted by the GQ Board 27 April 2022\)](#)
- 2.3. [Child Safe Commitment and Practices](#) (within the Child Safeguarding Policy)

## 3. GQ EVENTS, PROGRAMS AND FUNCTIONS

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GQ is responsible for a number of major events, functions and programs annually. GQ reserves the right to film or record during these occasions, including performances for any purpose.

During a GQ event, all members, event participants, general public, official photographers and recognised media outlets must adhere to the following:

- 3.1. All official photographers and media organisations appointed by GQ will be accredited and easily identified during events. Such accreditation may be issued upon application to GQ and will require the photographer to provide proof of a valid 'Blue Card Check' or Blue Card equivalent. Images and recordings taken at the event are permitted for editorial and training purposes only. Sale of images or recordings is not permitted, except for image sales by the official event photographers and by recognised media outlets for editorial purposes approved by GQ only. Refer to Appendix B for a copy of the RECORDED IMAGES REQUEST FORM.
- 3.2. With the exception of official photographers and accredited media outlets appointed by GQ, the use of professional equipment at GQ events is strictly prohibited, including cameras with detachable lenses (DSLR), lenses greater than 35MM or mirrorless cameras, tripods and monopods. Flash photography or strobes of any kind are also strictly prohibited. Refer to Appendix A for specific restrictions on camera equipment.

- 3.3. GQ will not accredit freelance photographers who are not working in an official capacity for a recognised media outlet.
- 3.4. GQ acknowledges that family and friends wish to take their own images and recordings whilst at GQ events and this is supported if using a 'Point and Shoot Camera', mobile phone, tablet device or a SLR Camera and Lens which falls within the specifications of this Policy.
- 3.5. Images and/or recordings taken by family and friends during a GQ Event must not be used for any commercial purpose, distribution, or sale.
- 3.6. The use of live streaming apps or live streaming functions on digital platforms (such as Facebook & Instagram, etc.) is prohibited in the GQ event venue during GQ events, with the exception of accredited live streaming organisations as appointed by GQ or through GQ official social media pages.
- 3.7. GQ staff members, event officials or venue staff and/or security personnel are authorised to remove or prevent venue access and/or request users to cease using this equipment to any person(s) in possession of unauthorised camera equipment.  
Ticket refunds will not be issued to individuals removed from the event due to breaches of this policy.
- 3.8. GQ reserves the right to confiscate any video recordings or photos taken in violation of this policy. There are no ticket refunds for violating policy. Any person(s) using or attempting to use any such equipment may, at the sole discretion of GQ, be subject to immediate removal from the venue and may be refused entry to other venues sponsored by or affiliated with GQ.
- 3.9. Additional restrictions may apply based on venue rules and regulations. Information can be obtained from or at the relevant venue and/or its website.

#### 4. USE OF GQ IMAGES AND VISION

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Gymnastics is a highly visual sport, with images and vision of gymnasts competing and performing generating interest and awe the world over. How these images and vision are captured and distributed is controlled by GQ and is done so with the best interests of athletes and the sport in general. GQ recognises that not all individuals can or want to be captured and provides mechanisms to support these requests.

- 4.1. From time-to-time, GQ will photograph and/or film members and attendees for promotional and/or educational purposes. By entering a GQ event members and attendees agree to be photographed and/or the subject of a video recording or live streaming. For individuals not wanting to be captured, the individual is responsible for letting GQ know.
- 4.2. In most non-event situations, wherever an individual's image is to be used, consent will be obtained using GQ's Photography and Videography Release Form. Refer to Appendix C.
- 4.3. GQ may also disclose images to third parties (sponsors, government departments etc) for promotional or commercial purposes. GQ will only pass on these images where consent has been obtained/no opt-out has been selected. These images shall not be used to sell, promote, endorse or approve any product or service without prior authorisation from GQ.
- 4.4. In order to enhance security, surveillance equipment (including security cameras) may be used in and around event venues. GQ reserves the right to use any video recording or image of you at any GQ event without compensation or further notice.

- 4.5. GQ will use images for up to 10 years before destroying them.

## 5. IMAGES OF MINORS

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The majority of GQ's members are minors, and therefore to promote the sport of gymnastics and its activities in magazines, on websites and in social media, GQ from time-to-time uses images of minors.

- 5.1 Images captured by recognised media outlets can only be used for editorial purposes in line with media standards and guidelines.
- 5.2 GQ will use these images in line with [Gymnastics Australia's Child Safeguarding Policy](#)
- 5.3 GQ will consider using models for promotional / advertising purposes where appropriate.

## 6. PROCEDURE FOR REPORTING THE TAKING OF, AND USE OF, INAPPROPRIATE IMAGES AT A GQ EVENT

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Parents and spectators are permitted to take photographs from the spectator area at events, provided all shots are 'appropriate' as defined by this policy (see Glossary at Section 7).

- 6.1. The Event Manager and/or Venue Security should be alerted to anyone taking inappropriate images, or in any way acting suspiciously.
- 6.2. The appropriate GQ staff member and/or Venue Security will approach people suspected of taking inappropriate photographs and/or video and ask for the following information:
- 6.2.1. Name, which can be verified by inspecting their driver's license or similar photo identity
  - 6.2.2. Whether the individual is a parent or family friend of a participant, and who that participant is
  - 6.2.3. Which club (if applicable) the participant is representing
- 6.3. The GQ staff member will advise the person that a complaint has been made regarding the photo's being taken. The GQ staff member will subsequently provide the person with an opportunity to verbally respond to the claim.
- 6.4. If the GQ staff member is unsatisfied with the response provided, they may ask the person to refrain from taking photos, the camera or other videoing device may be confiscated, or the person may be asked to leave the venue.
- 6.5. The GQ staff member's decision is final. An incident report will be completed by the Events Manager and/or Child Safe Manager to document any reports of inappropriate photography and/or videography whether acted upon by them or not. The report will be provided to the GQ CEO and/or Child Safe Manager as soon as practicable following the event.

## 7. GOVERNING PRINCIPLES

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Additional principles that are applied to assist the implementation of the policy within Gymnastics Queensland include:

### 7.1. Websites

The following guidelines should be considered when planning and designing websites:

- A photograph or image (website) of a child should not be published without written consent, from the athlete's parent / guardian prior to using their image.
- Personal information of the individual, other than the name, should not accompany the image. Do not display information about hobbies, likes / dislikes, school, etc as these can be used as grooming tools by paedophiles or other persons.

- Ensure that the subject of the image is aware of the way in which the image is to be used and how long the image will be displayed when used on a website.
- Care must be taken to ensure that images of children who are under a court order are not recorded or published without permission.
- Simultaneous streaming of images onto a website should be avoided. The delayed streaming will provide an opportunity for editing inappropriate images. It is also recommended that an independent server is used to ensure that images cannot be accessed, copied, or downloaded.
- Websites should be carefully monitored to eliminate the use of inappropriate images or improper text.
- Disable the ability to directly copy pictures from a website to another source (i.e. disable the 'right mouse click' function).

### **7.2. Use of video as an aid to coaching/judging**

The use of video equipment can be a valuable aid to coaching/judging, therefore, from time-to-time GQ may record images of athletes for educational purposes.

The guidelines below should be implemented to safeguard against inappropriate practice.

- Ensure that the performers and their parent/guardian are aware of the purpose of the filming as a coaching/judging aid.
- Ensure that the person designated for participant's welfare and one other responsible and approved adult is present to ensure that performers are protected against inappropriate filming.
- Care should be taken to securely store the video materials to avoid inappropriate usage.

### **7.3. Promotional material**

The following guidelines have been developed for consideration when preparing promotional material:

- Photo / video sessions conducted outside the event or training venue must be approved by GQ. Photo/video sessions should not be conducted at an athlete's home.
- If an image is used of an athlete outside of the GA national development squads, where possible avoid using both a first name and surname.
- Do not display personal information such as residential address, email address or telephone numbers without gaining consent from a parent / guardian first.
- Only use appropriate images of the athlete, relevant to the sport or activity, and suitably clothed. Images of athletes in sports or activities that involve minimal clothing or unusual body positions / poses, which could potentially be misused, should focus on the activity not on a particular child and avoid full face and body shots.

### **7.4. Photography on the Competition Floor**

- No cameras, still or motion will be permitted on the competition floor except when GQ or official photographers and media organisations appointed by GQ or aGQ sanctioned Host Club have a Photographic Services Agreement which allow competition floor access to an official event photographer or when video cameras are positioned for the judges to use for reference or for video footage to be collected for the development of judging and coaching course materials.

## **8. GLOSSARY**

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### **Accreditation**

Official event accreditation provided by GQ to media representatives from recognised media outlets. Media accreditation provides restricted venue access to designated media zones.

### **Appropriate**

Images that are considered not to be appropriate include but is not limited to:

- indecent (such as “up-skirt” or “down-blouse” or similar) photographs or vision captured covertly, in change rooms, toilets or other invasions of privacy
- being used for voyeurism or made for the purpose of observing and visually recording the other person’s genitals
- protected by a court order (e.g. child custody or witness protection)
- defamatory
- being for commercial purposes (person’s likeness is used to entice people to buy or it appears they are endorsing a product). This may require a Release/Consent Form to be signed.
- Consensual photos of a child (including your own child) also contravene Criminal Codes and censorship laws if the child is photographed in a provocative or sexual manner

### **Child Safeguarding Policy**

GQ is committed to safeguarding and promoting the welfare of Children in Gymnastics by providing a safe and inclusive environment and by ensuring that everyone involved in Gymnastics is educated and informed of their responsibilities to protect and look after Children.

### **Commercial Purpose**

The potential use of images or vision for promotional, marketing or related gymnastics commercial activities in line with GQ policies and requirements.

### **DSLR**

Digital single-lens reflex camera – a digital single-lens reflex camera is a digital camera that combines the optics and the mechanisms of a single-lens reflex camera with a digital imaging sensor, as opposed to photographic film.

### **Event**

Refers to any competition, education workshop or course that is sanctioned by Gymnastics Queensland. It may also include a Gymsport display that is conducted on behalf of Gymnastics Queensland and also refers to the Annual Gymnastics Queensland Congress and its State Training Centre.

### **General Public**

Any spectator or attendee, paying or otherwise, attending a GQ event, function or program who is not a GQ Member.

### **Member Protection Policy**

This policy informs everyone involved in gymnastics of their legal and ethical rights and responsibilities and the standards of behaviour that are required.

### **Members**

Athletes and officials who are members of a GQ-affiliated club and are bound by Gymnastics Queensland Association policies and regulations.

### **Official Photographers**

Professional photographers appointed by GQ to capture images at related events, functions or programs and video cameras positioned as a judge’s resource.

### **Point and Shoot Camera**

Small, non-DSLR cameras with non-detachable lenses, usually similar in size to a smartphone.

**Recognised Media Outlets**

Organisations providing media services, including photography, to the broader professional media industry. GQ uses its discretion when electing which media outlets to recognise.

**Promotional Material**

Means any printed or electronic item that is used specifically to advertise a Gymnastics Queensland event or activity or to increase awareness to any of the national gymports. Examples of promotional material including posters, brochures; CDs, DVDs etc. These materials may use recorded images of athletes and other people, such as family and friends of the gymnast. The images may then be used in promotional material, publications, presentations, or on the official Gymnastics Queensland website.

**Recording Device**

Any device capable of capturing images or video, including, but not limited to, cameras, smartphones, tablets, and video cameras.



## Specific Technical Restrictions of Camera Equipment

Any equipment with any capabilities that are above the following specifications are prohibited from use at GQ Events other than by approved or accredited media pass holders.

### Maximum Photography Technical Specifications

- Dual 12-megapixel wide-angle and telephotocameras
- Wide-angle: f/1.8 aperture
- Telephoto: f/2.4 aperture
- 2× optical zoom; digital zoom at up to 10×
- Dual optical image stabilisation
- Quad-LED True Tone flash with Slow Sync
- Panorama (up to 63 megapixels)
- Autofocus with Focus Pixels
- Smart HDR for photos
- Wide colour capture for photos and Live Photos
- Local tone mapping
- Exposure control
- Auto image stabilisation
- Burst mode
- Photo geotagging
- Image formats captured: HEIF and JPEG

### Maximum Video Technical Specifications

- 4K video recording at 24 fps, 30 fps or 60 fps
- 1080p HD video recording at 30 fps or 60 fps
- 720p HD video recording at 30 fps
- Extended dynamic range for video at up to 30 fps
- Optical image stabilisation for video
- 2× optical zoom; digital zoom at up to 6×
- Quad-LED True Tone flash
- Slow-motion video support for 1080p at 120 fps or 240 fps
- Cinematic video stabilisation (1080p and 720p)
- Continuous autofocus video
- Take 8-megapixel still photos while recording 4K video
- Playback zoom
- Video geotagging
- Video formats recorded: HEVC and H.264
- Stereo recording

# PERMITTED LENSES

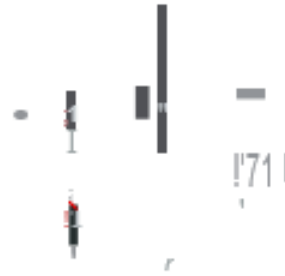
Fixed or detachable lenses less than 105mm



50mm



50mm



70mm



100mm

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## PROFESSIONAL LENSES NOT PERMITTED

Lenses that are marked 105mm or greater are not permitted



**!XI** 70-200mm



**!XI** 100 -400mm



105mm



200mm



270mm

## FLASH PHOTOGRAPHY IS NOT PERMITTED



*Must be completed by all persons requesting accreditation to take recorded images (photographs, videos etc) during any Gymnastics Queensland sanctioned event/activity. Photographic proof of identity and blue card must be supplied.*

<b>Name:</b>			
<b>Position:</b>			
<b>Club: (if applicable)</b>			
<b>Are you a current Technical Member with Gymnastics Australia?</b>	Yes "	No "	
<b>Photo Identification supplied?</b>	Yes "	No "	<b>If Yes, details:</b>
<b>Do you have a current Blue Card?</b>	Yes "	No "	<b>If Yes, Card No.</b>
<b>Address:</b>			
<b>Phone:</b>			
<b>Mobile:</b>			
<b>Name of Event:</b>			
<b>Date of Event:</b>			
<b>Event Address:</b>			
<b>Sessions attending:</b>			
<b>Details of Images to be taken:</b>			
<b>Club Name</b>	<b>Gymnasts Name</b>		<b>Level</b>

I certify that any photographs taken during the event will be in accordance with the Gymnastics Queensland Photography and Videography Policy, and that any breach will cause the Event Manager/Organiser to immediately revoke the privilege and take possession of any photographs or videos already taken. I understand and agree that any photographing and/or videotaping made at the Event will be used for educational/training purposes only. I also understand and agree that photographs and/or videotapes cannot be duplicated. I agree to check with the Gymnastics Queensland for parental permissions and abide by the wishes of parents so that if they do not want their child to be photographed and/or videotaped, I will not do so. I also understand that a Photography Accreditation MUST be worn while at the event.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Photography & videography release consent

Event/Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

I grant Gymnastics Queensland (GQ), its representatives and employees, the right to take photographs and film me, and/or a child/children in my care, in relation to the subject mentioned above and in line with the GQ Recorded Images Policy. I authorise Gymnastics Queensland, its assigns and transfers to copyright, use and publish the same in print and/or electronically. (Please tick as appropriate)

- I agree that Gymnastics Queensland may use such photographs with or without naming the photographed/filmed person(s) and for any lawful purpose, including for example such purposes as publicity, training, coaches and judges course development, illustration, advertising, social media and web content.
- I agree that Gymnastics Queensland may use such photographs with or without naming the photographed/filmed person(s) and for the specific purpose of publicity, coaches and judges course development, illustration, advertising, social media and web content relating only to the project/campaign/activity stated above.
- Alternatively, I agree to provide a signed letter indicating that I do not wish to have recorded images of me, and/or a child/children in my care used by Gymnastics Queensland.

I have read and understand the above:

Name(s) of features person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Caregiver contact phone number: \_\_\_\_\_

Parent/Caregiver email address: \_\_\_\_\_

Parent/Caregiver name: \_\_\_\_\_

Parent/Caregiver signature: \_\_\_\_\_