



**English Federation
of Disability Sport**

Making **active lives** possible

English Federation of Disability Sport

Photography, Imaging and filming guidelines



Contents

Guidelines and procedures for taking images at events/activities.....	3
Professional photographers.....	3
Students or amateur photographers	3
All other spectators.....	3
Accreditation procedures at events/activities.....	3
Professional photographers, students and amateurs.....	3
Accreditation procedures for all other spectators.....	3
General public information.....	3

Guidelines and procedures for taking images at events/activities

Professional photographers

Professional photographers / filming / imaging / video operators wishing to record at an event should seek permission for a media accreditation with the event/activity organiser prior to the event/activity, filling in the appropriate paperwork, along with providing identification. This should be done no later than 5 working days prior to an event/activity. (NB. Depending on the event/activity this timeline may differ)

Students or amateur photographers

Students or amateur photographers / filming / imaging / video operators wishing to record the event/activity should seek permission for an accreditation with the event/activity organiser by providing identification and providing an outline and motive for attending the event/activity. This should be done no later than 5 working days prior to an event/activity. (NB. Depending on the event/activity this timeline may be different)

All other spectators

All other spectators wishing to use photographic / imaging /filming equipment should register their intent with the event promoter, via the event registration system on the day or prior to the event.

Accreditation procedures at events/activities

Professional photographers, students and amateurs

Pre-arranged and approved accreditations should be available for collection at a specific designated area, along with a clear briefing note and information identifying any specific media rules and regulations. If needed an official media bib should be allocated.

Accreditation procedures for all other spectators

A system should be established whereby a record should be made of the individuals name and address. Anybody wishing to use photographic / imaging /filming equipment will need to register their details at a designated area or registration desk and be allocated a wristband or accreditation. Security will need to check periodically everyone using equipment is registered.

General public information

There is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of young and disabled sports people. Any concerns during an event should be reported to the Safeguarding Officer or an appropriate member of the organising team via the registration desk.

The specific details concerning photographic / imaging / video equipment registration should, where possible, be published prominently in any event/activity programme, at the registration desk and should be announced over the PA system prior to the start of the event/activity. The recommended wording is: **“In line with recommendations in the EFDS Safeguarding Policies, the promoters of this event request that any person wishing to engage any photography, imaging or filming should register their details with staff at the designated registration desk. Anyone refusing to co-operate will be asked to leave the event/activity).** This should be repeated throughout the event/activity where possible but definitely at the start of every session.

For more information, please contact federation@efds.co.uk or call 01509 227750 www.efds.co.uk