



## **Hockey New Zealand Photography and Videography Policy**

### **Policy Statement:**

The following guidelines have been developed to assist Associations and Hockey New Zealand when acquiring and displaying images and video of participants from Hockey New Zealand tournaments.

Prior to participating in a Hockey New Zealand tournament all participants will have signed a waiver which gives Hockey New Zealand the right to use participants in photography and video for commercial and branding purposes.

### **Background:**

Most people taking photos at sporting events are doing so for acceptable reasons and are using appropriate methods, for example, a parent videoing their child at a sports presentation or a professional photographer taking photos for a club. The decreased size of cameras and introduction of mobile phone cameras has meant that it is harder to monitor photos at a sporting event.

### **Purpose:**

The aim of this policy is to promote good practice through:

1. Promoting the health and welfare of the participants when it comes to taking and using images shot during Hockey New Zealand Tournaments.
2. Promoting and implementing appropriate procedures to safeguard the wellbeing of participants and protect them from harm.
3. Supporting staff, members and volunteers to adopt best practice to safeguard the wellbeing of participants and protect them from harm.
4. Responding to any allegations of misconduct or harm to participants through photography or videography.
5. Implementing the relevant investigative disciplinary and appeals procedures.

## Scope:

This Policy applies to all commercial photographers and videographers during a Hockey New Zealand tournament.

## Responsibilities:

- Hockey New Zealand will get waivers signed by all players prior to any Hockey New Zealand tournament. For children under the age of 16 parental consent needs to be signed. The waiver details players consent for their name, image, video and any other information to be used without payment, in accordance with the Privacy Act 1993.
- The Tournament Director will monitor and ensure any professional photographers or videographers taking photographic / video images need to register at the events control room.
- The Tournament Director will provide professional photographers with a waiver form and after completing registration they will be provided with a vest that needs to be worn while they are taking photographs.
- The Tournament Director will clearly outline the areas that photographers are allowed to go during matches.
- If there are concerns or complaints raised of inappropriate photographic behaviour or content, please contact [support@hockeynz.co.nz](mailto:support@hockeynz.co.nz)

## Displaying images:

- The waiver that players sign at the beginning of a tournament only covers Hockey New Zealand and any Hockey New Zealand authorised company to use and display participants images.
- Permission needs to be obtained from a participant if they are over the age of 16 and from a parent for those under the age of 16 to display images and use the names of the athletes. This needs to be sought if the company has not been given Hockey New Zealand permission to display the images.
- Only use appropriate images of the participants, all images must be relevant to the sport or activity, and all athletes need to be suitably clothed. Images of athletes in sports or activities that involve minimal clothing or unusual body positions / poses, which could be misused, need to focus on the activity and not on a particular athlete.
- The copyright of footage and photographic images produced by Hockey New Zealand remains the property of Hockey New Zealand.

## Hockey New Zealand Tournament Shooting Guidelines:

- All photographers and videographers need to register with the Tournament Director at the control room as a photographer at the event. At this point the photographer / videographer will be issued with a high visibility vest to use while shooting the event and be advised the areas they can operate in.

- Any person shooting digital photography where the camera focal strength is greater than 300mm or video at a Hockey New Zealand sanctioned events needs to sign a waiver and registration form for shooting at the event. The Tournament Director will use their discretion when enforcing this policy during the tournament.
- Only the official Hockey New Zealand photographer or where a photographer/videographer has been granted permission from the Tournament Director is allowed on the turf during the match.

## **Complaints Process:**

### **When dealing with a complaint it is important to ensure that:**

- Ensure the athlete is safe from immediate harm and danger
- Listen to the participant and reassure them.
- Record accurately and appropriately any information received/observed.  
Record facts concisely including:
  - Type of harm
  - Signs and symptoms noted
  - Any particular incidents with dates, times and place
  - Any action taken
- The complaint will then be assessed fully, promptly and with only the appropriate people being aware of the allegations.
- Hockey New Zealand must inform staff or volunteers of any allegations against them.
- The investigation will be handled sensitively and confidentially.

In some circumstances, Hockey New Zealand may decide that an investigation is necessary even where a formal complaint has not been made.

## **Responsibilities of Managers and Coaches**

Managers and Coaches have the following responsibilities to:

- understand what is acceptable and what is not;
- ensure the participant is safe from immediate harm
- model appropriate behaviour at all times;
- ensure the personnel within their supervision are aware of this Policy
- listen and seek to fully understand concerns raised;
- intervene in any inappropriate behaviour, and seek to stop it;
- ensure that complainants are not victimised as a result of making a complaint;
- investigate any allegations of personnel; take reasonably practicable steps to prevent the recurrence that has been found to have occurred

## **Responsibilities of Personnel**

Personnel are responsible for:

- Promoting respect for each other.
- Ensure participants are safe from immediate harm.
- Not retaliating if an issue is raised and providing support to those who may raise an issue.

- Participating openly and honestly in any discussions or investigations taken.
- Being aware of their own conduct and the potential impacts this may have on others.
- Accepting personal responsibility for their actions.

## **The Outcome**

Photographers or Videographers found to have breached this policy may be subject to disciplinary action this will be in line with the Hockey New Zealand Code of Conduct.

Possible outcomes of the investigative process:

- A satisfactory mediated outcome
- Disciplinary action imposed for a breach of this policy
- No action taken due to finding no breach of the policy or insufficient evidence
- Action against the complainant (or other person) due to a finding of frivolous, vexatious or malicious allegation.
- Referral to another agency.

Types of actions or penalties that could potentially result from a breach of the policy will be decided in line with the Hockey New Zealand Code of Conduct:

- Written warnings
- Banning of a person from activities held by or sanctioned by Hockey New Zealand.
- A direction to complete a reasonable task i.e.: letter of apology or corrective action
- Referral of the matter to an appropriate authority.
- Ongoing education on the matter.

## **Vexatious or Malicious Complaints**

The purpose of the complaint procedure set out in this policy is to provide an avenue to raise genuine complaints in good faith.

If a complaint was vexatious or maliciously made, then disciplinary action against the complainant may be taken. However, just because a complaint is not upheld does not mean that it is vexatious and / or malicious.

## **Support Available:**

You can seek support from:

- Your manager
- Your coach
- Tournament Director
- Hockey New Zealand Competitions Manager
- Hockey New Zealand Media and Communication Manager
- [Support@hockeynz.co.nz](mailto:Support@hockeynz.co.nz)

**Breach of Policy**

Any breach of this Policy will be taken seriously and could result in being banned from Hockey New Zealand sanctioned events.

**Hockey New Zealand Photography Event Registration and Waiver**

Any professional photographers or videographers capturing images or video content at a Hockey New Zealand tournament, will be required to fill in and sign the following form. This will be available in the control room at the tournament.

I \_\_\_\_\_ agree to abide by all the guidelines that have been outlined above for the duration of the time that I am filming and / or shooting photos of the Hockey New Zealand Tournament \_\_\_\_\_.  
When uploading photos or video shot during the event, we agree to abide by all the rules that have been outlined above in the Hockey New Zealand Photography Policy.

I comprehend and appreciate that there are foreseeable, unforeseeable and inherent dangers and risks of harm involved in the sport of hockey. I understand that there is risk of damage to my personal property and take full ownership of the risks associated with photographing and videoing hockey. I acknowledge that Hockey New Zealand cannot be held accountable for any damage to my personal belongings while shooting photography during a Hockey New Zealand event.

**Photographer / Videographer Details:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

\_\_\_\_\_

**Company:** \_\_\_\_\_

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

**Please ensure that your bib is returned to the tournament office at the conclusion of each day.**