



## 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 videos of participants from Hockey New Zealand tournaments.

Prior to participating in a Hockey New Zealand tournament all participants will sign 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.
6. Protecting photographers from allegations from participants.

### Scope

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

A commercial photographer or videographer is someone who is taking photographs for commercial use, this can be but is not limited to for business, sales, money or advertisements.

### Policy

- 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 / Hockey New Zealand Media Manager will monitor and ensure any professional photographers or videographers taking photographic / video images need to register at the events control room.
- At the beginning of the calendar year the Hockey New Zealand Media Manager will ask for people to register to shoot matches that are sanctioned by Hockey New Zealand. All photographers that sign the waiver at this point will be issued with Accreditation which will cover them for all Hockey New Zealand tournaments for that year.
- Photographers will be able to sign the photography waiver during a tournament and will be provided a vest for use during the tournament. This is in place of the photographer having accreditation. All photographers that are provided with Accreditation for the year are exempt from needing to register during the tournament.
- 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)
- Hockey New Zealand owns the rights at all National Tournaments. No company is able to sell photographs from Hockey New Zealand tournaments without written consent from the Hockey New Zealand Media Manager.
- 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.

### **Photographer Guidelines and Rules**

- 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.
- Prior to shooting any Hockey New Zealand tournament, all commercial photographers need to receive Accreditation or sign the waiver at the tournament control room.
- Only the official Hockey New Zealand photographer/videographer is allowed on the turf during the match.
- No photo position can be reserved in any area of the facility.

### **Complaints Process**

#### **Player Complaints Procedure**

- If any issue arises from a player or team towards a photographer / videographer, they are to notify the team management (Team management to refer to responsibilities of Manager and Coaches section)
- Team Management will assess the issue and determine if the problem will be taken to the Tournament Director or Hockey New Zealand Media and Communication Manager.
- If any issue arises from a photographer / videographer towards a participant, they are to notify the Media and Communication Manager. This issue will then be assessed and dealt with according to the Hockey New Zealand code of conduct.

#### **Photographer / Videographer Complaints Procedure**

- If any issue arises due to poor behaviour by a player or team management towards a photographer. This is to be reported to the Media Manager of Hockey New Zealand immediately.

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

- Ensure the complainant is safe from immediate harm and danger
- Listen to the complainant 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 any allegations.
- Hockey New Zealand must inform the person that the complaint has been made against once it has been put in writing.
- Any 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.

**The Outcome**

Any person who has been 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, ie, 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 National Competitions Coordinator
- 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 commercial 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 all Hockey New Zealand Tournaments.

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, I 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 myself and / or 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 myself and / or my personal belongings while shooting photography during a Hockey New Zealand event.

I understand that Hockey New Zealand can allocate the exclusive commercial sales of any Hockey New Zealand tournament and this could impact on me being able to sell any images I shoot during the tournament.

### Photographer / Videographer Details:

**Name:** .....

**Email:** .....

**Phone Number:** .....

**Address:** .....

.....

**Company:** .....

**Signature:** .....

**Date:** .....

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