



## Ardee & District Athletic Club

### Photography and Filming Policy

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#### 1. Introduction

Ardee & District AC recognises that taking photographs and video footage is a natural and positive part of athletics participation. This policy is **not intended to prevent** parents/guardians or supporters from capturing images, but to ensure that all photography and filming is conducted safely, appropriately and in line with safeguarding best practice.

This policy is based on the **Athletics Ireland Filming and Photography Policy & Guidelines** and adopts its safeguarding principles to minimise the inappropriate use of images.

For the purposes of this policy:

- An **“image”** refers to all photographic and video footage. ([See AI Guidelines re Photo/Film](#))
  - An **“event”** includes competitions, training sessions and club activities. ([See AI Guidelines re Photo/Film](#))
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#### 2. Club Safeguarding Contacts

The following Club Officers are responsible for implementing this policy and responding to any concerns:

- **Club Children’s Officer (CCO):** Bernie Balfe
- **Designated Liaison Person (DLP):** Ben Corcoran
- **Chairperson:** Karen Taafe

These officers are the **primary points of contact** for all safeguarding concerns related to photography and filming.

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### 3. Permission and Awareness

Ardee & District AC will:

- Inform parents/guardians that photography and filming may take place for promotion and development of athletics. ([See AI Guidelines re Photo/Film](#))
- Provide an option for parents/guardians to **opt out** by informing the Club Children's Officer. ([See AI Guidelines re Photo/Film](#))
- Ensure third-party photographers/videographers complete a **self-declaration form** before engagement. ([See AI Guidelines re Photo/Film](#))

### Registration of Devices at Events

- Individuals wishing to take images may be required to **register devices**.
- Photographic identification may be requested.
- Only authorised individuals may take images at designated events. ([See AI Guidelines re Photo/Film](#))

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### 4. Types of Appropriate Images

Ardee & District AC will ensure:

- Images are **respectful and appropriate** at all times.
- Posed images show athletes in suitable attire (e.g. tracksuits/sportswear). ([See AI Guidelines re Photo/Film](#))
- Action shots focus on participation. ([See AI Guidelines re Photo/Film](#))
- No images are taken that could be considered **inappropriate or exploitative**. ([See AI Guidelines re Photo/Film](#))

Flash photography is **prohibited** where it may impact safety or performance. ([See AI Guidelines re Photo/Film](#))

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### 5. Use of Images

Images may be used for:

- Club administration
- Coaching and performance development

- Promotion of athletics
- Media coverage

Categories of use include:

- **Personal Use:** Family photography for private use; should not be shared publicly without consent. ([See AI Guidelines re Photo/Film](#))
  - **Training Use:** Used by coaches for development purposes only. ([See AI Guidelines re Photo/Film](#))
  - **Media Use:** Authorised press or promotional outputs. ([See AI Guidelines re Photo/Film](#))
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## 6. Social Media and Online Use

When publishing images online:

- No personal details of children will be disclosed
  - Captions must be appropriate and respectful
  - Images must reflect club values and codes of conduct
  - Images must comply fully with this policy ([See AI Guidelines re Photo/Film](#))
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## 7. Event Notification

At events, the following announcement should be made:

“All persons wishing to take photographs or video footage must register with the event organiser. Identification may be required. Authorised photography is taking place in accordance with the Club’s Photography and Filming Policy.” ([See AI Guidelines re Photo/Film](#))

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## 8. Storage of Images

Ardee & District AC will ensure:

- Images are stored only for **defined purposes** (e.g. administration, coaching, promotion). ([See AI Guidelines re Photo/Film](#))
- Images are retained only as long as necessary. ([See AI Guidelines re Photo/Film](#))

- Where possible, children are not identified by name. ([See AI Guidelines re Photo/Film](#))
  - Images are securely stored and permanently deleted when no longer required. ([See AI Guidelines re Photo/Film](#))
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## **9. Reporting Concerns**

### **Inappropriate Images**

Report immediately to:

- Bernie Balfe (CCO)
- Ben Corcoran (DLP)

### **Unauthorised Photography**

- Report to a Club official or the CCO
- Individuals may be asked to register or cease activity
- Individuals may be asked to leave if non-compliant ([See AI Guidelines re Photo/Film](#))

### **Misuse of Images**

- Notify parents/guardians
  - Contact the person responsible
  - Report to media/social platform
  - Refer to statutory authorities if necessary ([See AI Guidelines re Photo/Film](#))
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## **10. CCTV**

Where facilities used by the Club operate CCTV:

- Members will be informed
  - The Club will liaise with facility providers
  - CCTV is a support measure and does not replace supervision ([See AI Guidelines re Photo/Film](#))
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## 11. Use of Drones

The use of drones at Ardee & District AC events is **strictly prohibited** due to safety and safeguarding requirements. ([See AI Guidelines re Photo/Film](#))

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## 12. Policy Review

This policy will be reviewed regularly and updated in line with **Athletics Ireland guidance**.

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## 13. Approval and Signatures

This policy was formally adopted by Ardee & District Athletic Club on the date below.

| Role                      | Name         | Signature    | Date           |
|---------------------------|--------------|--------------|----------------|
| Chairperson               | Karen Taafe  | <hr/>        | __ / __ / 2026 |
| Club Children's Officer   | Bernie Balfe | Bernie Balfe | 27/ 06 / 2026  |
| Designated Liaison Person | Ben Corcoran | <hr/>        | __ / __ / 2026 |

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## 14. Appendices

- Self-Declaration Form for Photographers
  - Parental Consent Form
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## Ardee & District Athletic Club

### Self-Declaration Form for Photographers / Videographers

Ardee & District AC is committed to creating and maintaining a safe environment for all young people who participate in club activities. In line with safeguarding requirements, any individual (including external photographers or videographers) providing services that involve capturing images of children must complete this declaration.

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#### Personal Details

- **Name:** \_\_\_\_\_
  - **Address:** \_\_\_\_\_
  - **Phone Number:** \_\_\_\_\_
  - **Email:** \_\_\_\_\_
  - **Company/Organisation (if applicable):** \_\_\_\_\_
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#### Declaration (Please tick Yes or No)

1. Have you ever been asked to leave a sporting organisation due to concerns about your behaviour?  
☐ Yes ☐ No
2. Have you ever been convicted of a criminal offence, or are you currently the subject of any investigation?  
☐ Yes ☐ No
3. Have you ever been known to statutory authorities or social services as a risk or potential risk to children?  
☐ Yes ☐ No

4. Have you ever been subject to disciplinary action relating to concerns about your behaviour towards children?

☐ Yes ☐ No

*(If you answer “Yes” to any question above, further information will be requested in confidence.)*

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### **Declaration Confirmation**

Please tick to confirm:

- ☐ I confirm that the information provided is accurate and complete.
- ☐ I agree to comply with the Ardee & District AC Photography and Filming Policy.
- ☐ I understand that my permission to provide services may be withdrawn if relevant information is not disclosed.
- ☐ I agree to inform the Club immediately if my circumstances change.

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### **Signature**

- **Signature:** \_\_\_\_\_
  - **Print Name:** \_\_\_\_\_
  - **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
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## **Ardee & District Athletic Club**

### **Parental Consent Form for Photography and Filming**

Ardee & District AC occasionally takes photographs and video footage during training sessions and events for purposes including coaching, promotion, and celebration of participation.

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#### **Young Person's Details**

- **Name:** \_\_\_\_\_
- **Date of Birth:** \_\_\_\_\_
- **Membership Number (if applicable):** \_\_\_\_\_

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#### **Parent/Guardian Details**

- **Name:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email:** \_\_\_\_\_

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#### **Consent**

I confirm that:

- ☐ I give permission for my child to be photographed and/or filmed during club activities.
- ☐ I understand that images may be used for:
  - Club promotion (e.g. website, social media, newsletters)
  - Coaching and development purposes

- Media coverage (where applicable)

☐ I understand that my child will not be identified by full name unless appropriate consent is provided.

☐ I understand that images will be stored and used in line with the Club's Photography and Filming Policy.

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**Opt-Out Option (if applicable)**

☐ I do **not** give permission for my child's image to be used.

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**Declaration**

I confirm that I am the parent/legal guardian of the named child and that I have read and understood this form.

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**Signature**

- **Parent/Guardian Signature:** \_\_\_\_\_
- **Print Name:** \_\_\_\_\_
- **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Club Use Only**

- **Received by:** \_\_\_\_\_
  - **Date Recorded:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
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