



## Guidance for Photography, Video and Live-Streaming

### Purpose

Photography, Video, and Live Streaming are excellent ways of celebrating and sharing croquet with each other and with the outside world. Photos and videos of people enjoying the sport can be great promotional tools and live streaming of major events is enjoyed by croquet players around the world.

Taking pictures and videos are an important part of sporting life, for recording memorable moments, promoting our sport and as an aid to coaching. We should all do our best to ensure that croquet is shown in a positive light and to make sure that images are not misused.

### Images of children and 'at risk' adults

Images of children or adults at risk playing croquet should only convey best practice and positive aspects of croquet. They should never demean, embarrass, or mock.

The safety of the child or adult at risk is paramount. Although rare, there are risks of abuse arising from the misuse of imagery. These risks include:

- When an image is accompanied by significant personal information, this can lead to the child or adult at risk being 'groomed'.
- The identification and location of children from images where there are safeguarding concerns. For example, when a child has been removed from their family for their own safety; has restrictions on their contact with one parent following a parental separation; or is a witness in criminal proceedings.
- Staged, provocative or inappropriately dressed images of children being used, adapted, or copied for child abuse, either on the Internet or in print.

Always use a parental/carer consent form to request the use of a child's or adult at risk's image for publication. The parent/carer should be encouraged to discuss the matter with their child/charge before signing a consent form.

Personal contact details (e.g. postal or email address, telephone numbers, full name, school, or age) should never be published. This applies even if a parent's or carer's permission has been given for their image to be used.

Indoor filming or photography should be limited to the public area of the pavilion or clubhouse: under no circumstances should it take place in changing rooms or toilets.

Unsupervised access to children or adults at risk for one-on-one photography or filming at events, coaching sessions or elsewhere, is not permitted.

Conduct when photographing children is covered in Child Safeguarding – Codes of Conduct.

Anyone discovering a child's image that appears to be being used illegally online should report the matter to Child Exploitation and Online Protection Centre, [CEOP Safety Centre](#) which provides a single point of contact for reporting abuse of children online.

### **Guidance for clubs**

Clubs should consider a consent form, concerning the taking of photos and filming. The consent could be included as part of the club registration when a person joins or renews their membership or as part of a tournament/event entry form. It should describe the types of images expected to be taken and purposes for which the images will be used.

If an event is for non-members e.g. an Open Day, then photographs of individuals should only be used with their consent but appropriate wider shots are acceptable. The guidance above about images of children and adults-at-risk applies.

### **Personal photography and filming**

Croquet England does not wish to discourage the use of video or photographic equipment at clubs and events for appropriate use, but all reasonable precautions should be taken to protect against the possible inappropriate use of films or photographic images, including, but not limited to, on social media. The guidance above about images of children and adults-at-risk applies.

It is good practice to always ask the subject, preferably before being photographed or filmed, if they have any objection. If the club or event organiser suspects inappropriate photography or filming, they should ask the person to stop immediately and to surrender any film and/or delete any images relating to the event. If necessary, they should also request the person leaves the premises.

The public has access to many clubs and generally photographs are taken out of curiosity about the sport. If children or adults at risk are present, then a club official or event organiser should approach the photographer and request that they stop. Club officials and event organisers cannot be held responsible for images taken by members of the public.

### **Use of Video as a Coaching and Refereeing Aid**

The use of video equipment can be a valuable aid to coaching and a trail was announced in 2023 for its use in refereeing. The following procedures should be adopted:

- Ensure that players, and their parent/carer if appropriate, are aware of the purpose of the filming as a coaching or refereeing aid and have given their consent.
- No footage should be published without written consent.
- Ensure that two responsible adults are always present when filming of children or adults at risk is taking place.
- Only keep the footage for as long as is necessary for the purpose expressed at the outset.

## **Official photography and filming at tournaments and other events**

Clubs and tournament managers must ensure that players, and their parents/carers where relevant, are informed of the official photography, video or live streaming arrangements for a tournament or event.

Any player or parent/carer who does not wish themselves or their child/charge to be photographed/filmed at the event must advise the event organiser before such photography or filming commences.

Although it is not always practical to manage the content of live streamed footage, the event organiser and Croquet England will make every effort to avoid any identifiable images of participants who do not wish to be filmed being published. However, such participants should endeavour to stay out of the line of sight of a camera and they may be asked to move.

## **Code of Practice for Live streaming**

This code of practice applies to anyone appearing or commentating live on-air or online, or anyone involved in the filming of live events, or anyone posting 'chat' comments on a live stream.

Filming should be as unobtrusive as possible so that it does not interfere with the players' concentration. Care should also be taken if commentators are present at the event that they cannot be heard by the players being filmed.

Live programming, by definition, cannot be fully planned in advance. As such, we must take care to minimise the possible risks.

Such risks include offensive, derogatory or libellous language; medical emergencies; filming of players who have not given consent; inappropriate camera angles or shots; being under the influence of drugs or alcohol; causing harm and offence; and reputational damage to individuals or Croquet England or the sport of croquet.

Once a risk is identified, mitigation processes should be put in place. These may involve monitoring output at all times and having someone who can act quickly by switching off the microphone of a commentator, turning off a camera, closing the live chat function, or ultimately being prepared to 'pull the plug'.

If an incident occurs, there should be a debrief of the production team. A report containing full details of where, who and how the incident occurred, should be sent to Croquet England's Director of Marketing and Communication as soon as possible.

Where necessary, action may be taken against individuals who have broken Croquet England's Codes of Conduct; and/or all or part of the stream may be removed from future online availability; and/or all the chat may be removed; and/or this code of practice may be revised.

## References

[Croquet Online Policy](#)

[Croquet Online Procedures](#)

[Guidance for Online Communication and Content](#)

[Child Safeguarding-Codes of Conduct](#)

[Codes of Conduct](#)

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