



## Bramcote Football Club (juniors)

a football club for children and parents passionate about football

This document defines Bramcote Football Clubs policy communication with the media and 3<sup>rd</sup> parties with respect to information and including written, verbal, photographic and video media.

- Club Web Site
- Club News letters
- Press and Television

The club follows the FA Guide lines as described in the Celebrating Football through photographs and video.

### Club Web Site

1. If there is any doubt as to whether a photograph conforms to the policy it is not to be used on the web site.
2. All photographs/images which are NOT in the public domain i.e. on the internet are to be subjected to the following before being approved for use on the web site. There are 4 image sizes to be used on the web site.
  - i. 100 x 100 players in action
  - ii. 100 x 200 or 200 x 100 players in action
  - iii. 500 x 350 team photographs
  - iv. 200 x 200 news items
- b. Images of players whether in training or matches where they can be identified are to be checked against the players registration/ parental consent form.
- c. Players in the background who have their backs to the camera who cannot be identified do not need have permissions checked for 100 x 100 and 100 x 200 resolution images.
- d. Before taking a team/squad photograph all players must be checked against the parental consent form. If any team player does not have consent then 2 photographs should be taken. One with players whose consent is given and one for all squad players.
- e. Photographs taken for inclusion in a news item at 200 x 200 resolution fall into 3 main categories. Before taking a photograph compose the frame so that it is easy to conform to the following criteria.
  - i. Photographs of individuals collecting trophies, medals or certificates.
    1. Players are to be checked against the players registration/ parental consent form.
    2. Other Parties are to provide their consent for the photograph to be used.
    3. Where consent cannot be obtained the persons are to be blurred.
  - ii. Photographs of crowds including presentation day.



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1. Before taking a photograph please ensure the presenter issues an invitation to the assembled audience that a photo is being taken for publication on the clubs web site of the event.
  2. Where players can be identified a check must be made against the parental consent form.
- iii. Photographs of matches.
1. Distance photographs of matches where players cannot be identified through their faces and or clothing, and the playing pitch is in a public space permission need not be sought.
  2. Where players can be identified a check must be made against the parental consent form.
  3. Where the playing pitch is at a private facility you must check to see if they have a photography/video policy, then this must be complied with. The above conditions then must be applied to photographs.
3. Disclosure of other details
- a. A name of a player's first or and last name may only be used in any section of the web site if permission has been given by checking the parental consent form.
  - b. Permission needs to be obtained where an interview or article mentioning the name of officials and or other parties connected with the club.

### Club News Letter

The club may produce a news letter to report how the different teams are performing through league tables and match reports. It is a celebration of the Clubs achievements and acknowledges that not all parents/guardians have internet access or email. It may contain team photographs and player names. The news letter is copyrighted to the Football club permission needs to be sought for any reproduction by a 3<sup>rd</sup> party. Players and adult details will be published subject to permission being given through the parental consent form for players and verbal consent of the adults.

### Press and Television

Any media interviews, promoting the Club are to be approved by the Club Secretary.

If the media are present at an event and it is not possible to contact the secretary then it must be made clear to the journalist that the interview is subject to the clubs rules including permissions to use names and details of any player or manager.

Before an interview is published it should be sent to the club secretary or media officer for checking against the clubs rules.

Media photographs of Players individually or during a match are to be checked against the parental consent forms.

Video footage must be checked against the clubs policy for parental consent.