



# HAYES (KENT) LAWN TENNIS CLUB LTD.

## Hayes (Kent) Lawn Tennis Club Ltd. Photography and Filming Policy

Hayes (Kent) Lawn Tennis Club Ltd. strives to ensure that all children, young people and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

This document sets out the policy of Hayes (Kent) Lawn Tennis Club Ltd. for the capture and use of photographic, video or other images at the tennis competitions and tournaments run by the club.

Hayes (Kent) Lawn Tennis Club Ltd. is keen to promote positive images of individuals playing tennis and is not preventing the use of photographic or videoing equipment. However, please be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage.

Hayes (Kent) Lawn Tennis Club Ltd. Competitions and coaching

Where any player, their parent or a coach requests to film a coaching session, or match for video analysis purposes, the images are captured with the express permission of:

- a) the relevant player(s); or
- b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent, legal guardian or team captain (having obtained the parent/ legal guardian's permission) of the relevant player(s)

There is no intention to prevent coaches using video equipment as a legitimate coaching aid, however, players and parents/guardians should consent to this image capture, and be made aware that this is part of the coaching programme, and that material will be stored securely, and deleted or destroyed when requested or no longer needed.

### Image and Video Content

All individuals featured in photographs or film captured must be:

- Appropriately dressed, with clothing covering their torso from their neck to their thighs (e.g. a t-shirt and shorts or skirt). Images of individuals in a state of undress, such as whilst they are changing before or after a match should not be captured or shared in any circumstance;
- Featured with people engaging in tennis;
- In groups with other children or adults where possible; and
- Representative of diversity across tennis with regard to age, gender, ethnicity and disability.

When publishing images in publicity material, online, in print and/or on social media Hayes (Kent) Lawn Tennis Club Ltd. advises thought to be given to the selection of images used. It is advisable not to use the full name of an individual featured or any other additional detailed information, and consent from that individual or their parent/guardian should be obtained in advance.

Date of last review: 28<sup>th</sup> May 2025