



O.N.A.K.A.I.

Official National Amateur Karate Association of Ireland

National Governing Body for Karate in Ireland

FILMING AND PHOTOGRAPHY POLICY & GUIDELINES

O.N.A.K.A.I. recognises that taking photographic and filming/video footage at Events (training, squad, and competitions) of children or young people is a normal activity. The aim of this policy is not to prevent taking of an image (e.g., any photographic or video image) but to provide a guide to ensure that only those who have a right to take photographs do so while safeguarding to minimise the inappropriate use of images.

Permission

1. Clubs / Associations should ensure they obtain appropriate permission and advise parents/guardians when and how images may be used. This maybe done at the membership/registration stage or for each specific event.
2. Third party photographers, film/videographers or other organisations employed to take images must complete [O.N.A.K.A.I. Self-Declaration Occasional Role form](#).
3. If the parent/guardian does not wish their child's image to be taken they should inform the relevant Children's Officer / Organiser at the club or event they are attending.

Types of appropriate images

Only use appropriate images of children:

1. Posed images e.g., medal ceremonies, presentations, and team shots
 2. Action shots of children may be used where the focus is on the participation in the sport
- Flash photography is prohibited for any activities where it affects the performance or may have the potential to cause harm to the participant.

Use of images

Images may be taken for a variety of purposes; these can include administration or personal use, publicising the sport or enhancing skill development within the sport. Persons taking images are reminded that some action poses may be inappropriate and not suitable for use/publication.

1. Personal images – these are images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement.



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2. Event images – these are images or footage taken during a training/squad/competition or other educational events specifically with the aim for the promotion of the sport, education, specific underrepresented group.
3. Media images – these are images taken by an individual from the media, i.e., TV, newspaper, or professional photographer where the images are to be used for publicity or promotion of the event or future events.
4. Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and may also include images that form part of an archive.

Only image taken by the organiser with the sole purpose of assisting the Judging and Refereeing of the bout will be considered in any appeals as per the WKF Rules.

Use of images on social media

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately and safeguards must be in place to protect young people:

1. Personal details of a young person should not be given
2. Any caption should be in keeping with the sport represented
3. The purpose of the posting should not breach the codes of conduct
4. In line with our Social Media Policy and the Olympic Federation campaign “Don’t Scroll By” O.N.A.K.A.I. takes a zero-tolerance approach to online abuse, discrimination and hate speech, and will consider Deleting, Banning and Reporting any of this type of commentary on our channels.
5. The type of image should not breach any requirement stated within this policy

Announcement at events regarding taking and the use of images

Event organisers should announce any arrangements made regarding amateur or professional photographers engaged to take images of the event with the purpose of publishing the same after or during the event.

Storage of Images

Storage includes any image stored as a hard copy or electronically including social media, photographic archives, or individual personal databases e.g., personal cameras, phones, etc.

Storage of personal images is a matter for the parent/guardian and the child/young person.



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All other images should only be stored for defined and intended purposes e.g., membership, promotion, and/or archiving.

1. If storage of images is required, the images must only be stored for the length of time for which they are needed
2. If possible, avoid using the names of children, or any other identifying feature

Once images are no longer required ensure that they are properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory/temporary files.

Reporting

1. If there is any concern about the nature of images being taken this should be reported to the O.N.A.K.A.I. NCO who will refer to the statutory authorities. The concerned individual may also report directly to the statutory authorities.
2. Any concerns over non-authorized taking of images at an event you should be verbally reported to the organiser, designated CCO on the day.
3. Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action:
 - a) Notifying the parent/guardian of any young person involved
 - b) Contacting the person responsible for posting the image
 - c) Notifying the media platform i.e., twitter, Facebook, WhatsApp, Instagram, print media etc.
 - d) Notifying the statutory authorities
4. Inappropriate use of images may result in a complaint/disciplinary procedure which should proceed according to O.N.A.K.A.I.'s Complaints, Grievances and Disciplinary Policy and Procedures.

Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman www.presscouncil.ie

Installation of CCTV in a facility

The use of CCTV is a positive step in safeguarding facility users. However, Clubs should ensure:

1. There is a Policy for use and storage of CCTV images
2. Detailed terms of agreement are entered into with the Operating company, covering concerns such as security and GDPR
3. information regarding the presence of CCTV within a facility is available to members/parents.

The important fact to remember is that CCTV does not replace vigilance and proper supervision as required by the National Governing Body.



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