



University of
St Andrews

Media and photography

Document Type	Policy
Scope (applies to)	All visitors to the University Sports Centre
Applicability date	From July 2019
Review/expiry date	July 2020
Approved date	01/07/2019
Approver	Saints Sport Management
Document Owner	Assistant Director (Commercial Operations)
School / unit	Saints Sport
Document status	Live
Information classification	Public
Equality impact assessment	None
Key terms	Photography, videography
Purpose	This document outlines the expectations of those requesting to use Information Communication Technology (ICT) and photographic & video equipment at the Sports Centre.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Update	Live	Fergus Knight, Assistant Director (Commercial Operations)	18/06/19

1. Introduction

The University of St Andrews and Saints Sport recognise that from time to time members of the public may request to use Information Communication Technology (ICT) and photographic & video equipment in its facilities. For the purposes of this document, this includes all devices capable of capturing photographic and video content, including smartphones.

1.1. This policy applies to all facilities operated by Saints Sport on behalf of the University of St Andrews, including the pitches at University Park and the University Sports Centre. It applies to staff, students and all other visitors, users and guests.

1.2. If the intention is to use ICT and/or photographic and video equipment for personal use, for example to record family or friends, approval must be sought in advance from the University Sports Centre on the day in question.

1.3. If the intention is to use ICT and/or photographic & video equipment at University Park for anything other than private or personal use, the person in question **MUST** submit a request up to 7 days in advance, and this **MUST** be approved by the Duty Manager. An application form can be found in Appendix A or can be downloaded from our website, and submitted:

- **In person:** handed to Sports Centre reception staff
- **Emailed to:** saintsdutymanager@st-andrews.ac.uk
- **Posted to:** Saints Sport Duty Manager, University Sports Centre, St Leonards Road, St Andrews, Fife, KY16 9DY.

1.4. All reasonable requests will be considered, but please note that the use of photographic or recording equipment is **strictly forbidden**:

1.4.1 in or close to changing rooms/areas

1.4.2 in the main gym (with the exception of authorised members of staff for promotional purposes)

1.5. Members of the press and photographers/film crews from television or commercial companies must be cleared through the [University Press Office](#), before an application is made to Saints Sport.

2. Guidelines

The following is required for all activities or events at University Park.

2.1. Use of ICT, photographic or video equipment within the sports facilities **must not** interfere with any fixture, activity or fitness class, or the privacy and safety of Saints Sport members or facility users, and must not violate any University policies, rules, or regulations.

2.2. Users of ICT, photograph or video equipment must understand they are solely responsible for acquiring the consent of each person photographed, filmed or videoed. Without this consent, images must not be taken, stored, passed on or publicised in any form, including use on social media.

2.3. Users of ICT, photograph or video equipment should be aware that Saints Sport staff, sports centre members and users of the University sports facilities may prefer not to be videoed or photographed, and their wishes **MUST** be respected.

2.4. No unsupervised access for users of ICT, photograph or video equipment with children or adolescents up to the age of 18 is permitted.

2.5. All negatives, copies of video, films and digital photographs of Saints Sport facilities and/or users must be stored in a secure file. These images must not be held for any longer than is necessary having regard to the purposes for which they were taken.

2.6. Where accredited photographers are expected to cover a particular event, all materials promoting that event must state that accredited photographers will be in attendance.

3. Procedures

Anyone wishing to use photographic, filming or videoing equipment at the University sports facilities must:

3.1. Obtain the approval of the University and Saints Sport in advance. Those using equipment in a professional capacity (see Section 1.2) **MUST** complete the **accreditation form** found in Appendix A. Accreditation will be required to be completed in advance and will be considered by a Sports Centre Duty Manager. His/her decision is final. Only after authorisation and on receipt of a copy of the approved and signed accreditation request form, can any photographic activity take place. Accreditation is personal to the applicant and non-transferable.

3.2. Be prepared to present the approved accreditation form to Saints Sport or University staff upon request at any time in which photographic/video equipment is being used.

3.3. Collect an official Saints Sport 'Accredited Photographer' bib from reception, which should be worn at all times by accredited photographers, film and video operators on the day of attendance.

3.4. Obtain the prior consent of any individual who is to be the subject of the photography/videoing/filming.

3.5. In cases where children and adolescents up to the age of 18 are the proposed subjects, appropriate vetting must take place, e.g. Enhanced Disclosure Scotland check of the individual requesting permission to photograph or video. **Accredited newspaper photographers must produce a Press Card and the details must be recorded by Saints Sport reception staff.** Permission must also be granted by the child's parents or guardians and this should be checked prior to the activity with the event organiser/teacher.

4. Right to Terminate

4.1. The University of St Andrews and Saints Sport reserve the right at all times to prohibit the use of ICT, photographic, film or video equipment at any activity or event staged in its facilities, or terminate any media activity that causes any undue disturbance, violates University policies or regulations, or endangers the health, safety or privacy of participants, visitors, or Saints Sport staff.

4.2. In line with Saints Sport terms and conditions, the University also reserves the right to suspend or terminate the membership of anyone who does not follow these guidelines, particularly where the privacy of other users is disregarded or their consent is not given to be included in photographs or videos.

5. The Internet

Saints Sport currently operates webpages on the University website, www.st-andrews.ac.uk/sport. Before we publish any information on photographs on the website we will endeavour to:

- Always obtain permission from the subject, or parent or guardian, if a child is the subject. If the material is changed from the time of consent we will inform the subjects, or parents or guardians, and obtain new permission.
- Never publish the home address, e-mail address, telephone number or full names of any children.
- Never allow photographers to show any children in what may be considered to be a provocative pose or a state of undress other than where depicting participation in a sporting activity.
- Never portray children in a demeaning or tasteless manner.

1	Personal Details
First name(s)	
Surname	
Title (Mr, Mrs, Ms, Miss, Dr, Other)	
Daytime or mobile telephone	
Email	

2	Address
Address 1	
Address 2	
City/Town	
Postcode	
Country	

3	External Applications Only
Organisation or Freelance	
Organisation(s) you work for / expect to work for	
Type of media (newspaper / magazine / website / TV etc)	

4	Internal Applications Only
Student or Staff	
Staff ID No. / Student Matriculation No.	
Department / Academic School / Club / Society	
Type of media (print / online)	

5	Reason for Accreditation
Name of Event, Activity or Fixture	
Facilities involved	
Clubs or teams involved	

6	Declaration
As far as I know, the details on this form are true and I confirm I have read and agree to abide by the Terms & Conditions laid out in the Saints Sport Media & Photography Policy.	
Signature:	

7	Accreditation Details (staff only)
Date of approval	
Approved by (please print)	
Signature	

- This form should be completed and returned to the Saints Sport Duty Managers for approval.
- Only after authorisation and on receipt of a copy of the approved and signed accreditation request form and bib, can any photographic activity take place.
- An official 'Accredited Photographer' bib will be issued from reception, and **MUST** be worn at all times.
- Please be prepared to present the approved accreditation form to Saints Sport or University staff upon request.
- Accreditation is personal and non transferable.
- This accreditation form only needs to be filled out once for each applicant.

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1.1	Update for 2019	In draft	Fergus Knight, Assistant Director (Commercial Operations)	01/06/2019