

# TOWNSVILLE BASKETBALL INCORPORATED (TBI)

## Photography, Video & Media Policy

Aligned to QFCC Standards 8 & 10 – Safe Physical and Online Environments / Policies and Procedures

**Policy Owner:** General Manager

**Approved by:** TBI Board of Directors

**Next Review:** December 2026

### 1. Purpose

This policy provides guidance on the safe and appropriate use of photography, video, and other media content involving children and young people participating in Northside Wizards Basketball Association (TBI) activities. Its purpose is to protect the privacy, dignity, and safety of children while enabling positive promotion of basketball and TBI programs.

### 2. Scope

This policy applies to all TBI programs, competitions, events, training sessions, and promotional activities, including any use of social media or digital platforms.

It covers staff, volunteers, coaches, officials, players, parents, spectators, and external photographers or media representatives.

### 3. Principles

1. The safety and privacy of children is paramount in all photography and video activities.
2. Consent must always be obtained before capturing or sharing identifiable images of children.
3. Images must present children in a positive, respectful, and age-appropriate manner.
4. Photographs or video footage must never be taken or shared in a way that could cause harm or embarrassment.
5. TBI reserves the right to restrict or prohibit photography or filming at its venues or events.

### 4. Consent and Permissions

- Parents/guardians must complete a Photography and Media Consent Form during registration.
- Consent must be renewed annually and can be withdrawn at any time by written notice.
- Children who are in care or under specific protection orders must not be photographed without explicit written approval from the relevant authority.
- Players who do not have consent recorded must be identified on team lists to ensure they are not included in photographs or videos.

### 5. Use of Images

- Images or videos may be used by TBI for promotional and educational purposes, including websites, social media, newsletters, and printed materials.
- Only authorised staff or volunteers may publish images on behalf of TBI or its clubs.
- All images must depict children appropriately dressed and engaged in positive basketball-related activity.
- Names of children should not be published with their image unless permission has been granted and there is no risk of identification or harm.

### 6. Accredited Photographers and Media

- All external photographers or media representatives must be approved by TBI prior to attending any event.
- Accredited photographers must wear visible identification and sign in at the venue.
- Photographers must follow TBI supervision and privacy requirements at all times.
- Photography or filming in change rooms, bathrooms, or sleeping areas is strictly prohibited.

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## 7. Use of Personal Devices

- Parents and spectators may take photographs or short videos for personal use only, provided consented players are involved.
- Live streaming or full game recordings for public broadcast are prohibited without TBI approval.
- Staff, volunteers, and coaches must not store images of children on personal devices. All images captured must be immediately transferred to secured storage and deleted off personal devices within 24 hours.

## 8. Managing Breaches or Misuse

If inappropriate or unauthorised photography or video activity occurs:

1. Ask the individual to stop immediately.
2. Report the incident to the General Manager or Child Safety Officer.
3. If necessary, confiscate or delete images with consent and in accordance with privacy laws.
4. Escalate serious concerns to Police or external authorities if child safety is compromised.

## 9. Storage and Retention

- All approved images and videos will be stored securely in TBI-managed systems.
- Files will be deleted when no longer required or after consent has expired.
- Access will be restricted to authorised personnel only.

## 10. Related Documents

- Child Safe Policy
- Member Protection Policy
- Communication & Social Media Policy
- Privacy & Data Protection Policy
- Codes of Conduct

## 11. References

- Child Safe Organisations Act 2024 (Qld)
- Child Protection Act 1999 (Qld)
- Information Privacy Act 2009 (Qld)
- Sport Integrity Australia Safeguarding Guidelines
- Australian Childhood Foundation Safeguarding Children Accreditation Framework
- QFCC Child Safe Standards (2024)

## Document Control and Version History

Version	Date Approved	Approved By	Policy Owner	Next Review Date	Summary of Changes
1.0	February 2026	Board of Directors	General Manager	February 2027	Initial issue