

BRITISH YOUTH BAND ASSOCIATION

Event Media Policy v1.0

Purpose

The purpose of this policy is to ensure the protection of the privacy and image rights of all participants in British Youth Band Association (BYBA) events, whilst also allowing for the capturing of memories and promotion of the organisation.

Scope

This policy applies to all photographers and videographers at BYBA events, including official photographers, media representatives, and individuals taking photos for personal use.

1. Photo Consent

Every individual that appears in a photo or a video **MUST** have given their express consent to do so.

Prior to the event, BYBA will obtain photo consent from each participating band. These bands will in turn obtain consent from each member, and their parent/guardian if the member is a minor.

2. Photography Passes

Any individual wishing to capture media at a BYBA event **MUST** obtain a photography pass.

Each participating band will be allocated **one** photography pass per event. All other photographers must apply for a photography pass from BYBA.

Photographers who do not comply with the guidelines outlined in this policy may have their pass revoked for the next show, for the remainder of the season, or indefinitely (depending on the seriousness of the infraction).

The photography pass will grant the individual access to the field, although they are still prohibited from entering the marching arena. Photographers attending on behalf of a participating band will only be permitted to access the field when their band is performing.

All photography passes issued by BYBA remain the property of BYBA and **MUST** be returned after the event.

3. Privacy

All photographers **MUST** respect the privacy of individuals at the event. This includes not taking photos of individuals who have not consented to be photographed or who are in an area they could reasonably expect to be private, such as changing rooms or toilets.

4. Use of Drones

Drones are not permitted at BYBA events.

5. Publication

All captured media **MUST** be approved by BYBA prior to publication. This applies to all sources of publication (e.g. publishing on social media, websites, in print).

Approval for publication is at the discretion of the Communications Chair but all reasonable requests should be approved. Situations which may result in refusal are:

- Media containing participants that have not given photo consent
- Media taken outside the approved areas
- Media which may damage the reputation of BYBA or others

6. Transfer of Media

All photographers agree to transfer captured media to BYBA within 2 weeks of each event. They grant BYBA a non-exclusive, royalty-free, perpetual, irrevocable worldwide license (with sublicense and assignment rights) to use, to display online and in any present or future media, to create derivative works of, to allow downloads of, and/or distribute any such file or content.

Within 2 weeks of receipt of this media, BYBA will then distribute it to the participating bands. Paid members of BYBA will receive the original works whilst others may receive watermarked content.

7. Access

A photography pass is **NOT** the equivalent of a ticket to an event.

BYBA and the event organisers reserve the right to charge photographers the cost of a ticket to the event, although every attempt will be made to grant access for free where possible.

8. Exceptions

This policy does not apply to family of participating members, so long as they are only taking photos of their relatives for personal purposes. In this case, the individuals do not require a photography pass nor must they transfer their media to BYBA. However, they are only able to capture such media from their seats in the stands and may not publish these photos.

9. Reporting

To report a concern or violation of this policy, individuals should send an email to communications@byba.online with a detailed description of the incident. In case of emergency, individuals may contact the designated media contact for the event, whose details will be made available at band reception.

Upon receipt of a report of a concern or violation, the Communications team will initiate an investigation to determine the validity of the report and take appropriate action. If it is determined that a violation of the policy has occurred, consequences may include revoking photography passes for the next event, until the end of the season, indefinitely, or any other appropriate action, as deemed necessary by BYBA. These consequences will be subject to BYBA's appeals procedure as set out in the Constitution.

BYBA will protect the privacy and confidentiality of those making the report and those involved in the report during the investigation process. Information related to the report will only be shared on a need-to-know basis and with the appropriate individuals within BYBA.

Each report will be acknowledged within 48 hours, however the investigation process may take significantly longer to conclude. Timely updates will be provided throughout the process.