

# **GUIDANCE FOR PHOTOGRAPHERS WORKING AT UK ATHLETICS EVENTS**

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# Guidance for Photographers working at UK Athletics events

## Introduction

1. The purpose of this document is to provide photographers with a framework for understanding the procedures in place and opportunities available to them when working at UK Athletics events.
2. The arrangements made for disabled photographers are also outlined. These aim to provide an inclusive photography service whilst at the same time ensure the safety of all photographers, athletes and officials.

## Accreditation

3. All photographers wishing to apply for accreditation to attend UK Athletics events should apply using the online accreditation application form on the UK Athletics website. **Only stills photographers will be considered for accreditation as a photographer.**
4. Disabled photographers are requested to indicate in the relevant section of the form, as this will enable UK Athletics to assist in providing the best photo opportunities suitable for each photographer. UK Athletics will liaise personally with applicants to discuss their access and any other needs, and in consultation with the Photo Manager, decisions regarding access within the arena will be made according to each photographer's needs.
5. All photographers' credentials will be verified by UK Athletics and their applications approved or not accordingly.
6. Approval of applications will also be subject to the maximum number of photographers which can be accommodated at each venue.
7. Previous approval of an application does not assure future approval, and individuals will need to apply for accreditation on an event-by-event basis.

8. By applying for accreditation, all photographers agree to adhere to the **UK Athletics General Conduct Terms & Conditions for Photographers** (see Appendix 1), and to respond to correspondence from UK Athletics within a reasonable timeframe.
9. Upon approval of their application, photographers will receive a Media Guide ahead of each event (via email) which will outline the event timings, Media Centre and Photographers Room opening times and provide other useful event information.

## Attendance at events

10. On arrival at the events, all photographers are required to register their attendance in the Photographers Room. This will be equipped with power and Wi-Fi access and will be the working base for photographers. Start lists and refreshments will also be provided in this area.
11. The Photographers' Briefing will take place in the Photographers Room 90 minutes before the first event of the meeting if it is a Wanda Diamond League event, and 60 – 90 minutes before the first event at other meetings. All photographers are required to attend and in order to be allocated a Photo Bib.
12. The briefing will be given by the Photo Manager who will outline the photo positions around the arena and reiterate the general conduct terms and conditions.
13. At the briefing, photographers will also receive information about meeting-specific photo opportunities such as presentations, staged photos with athletes and fireworks/pyrotechnics.
14. A walk round tour of the outfield and infield photo positions will then be given by the photo team staff. It is strongly recommended that all photographers attend the walk round in order to become familiar with both the photo positions and restricted areas.

## Photographers' bibs

15. The photo team will provide each photographer with a bib which should be returned at the end of each day's competition. The photographer's bib entitles the wearer to take **stills photography only** within the arena.
16. Bibs must be worn at all times and on the outside of all clothes.
17. Bibs are non-transferable to other photographers unless approved by the photo team.
18. Photographers' bibs are allocated separately for Infield and Outfield access, denoted by different colours.

## Outfield photo positions and access

19. 'Outfield' is classed as all positions outside the perimeter of the track. These positions are accessible to both outfield and infield photographers.
20. UK Athletics will aim to provide a minimum of 4 designated outfield photo positions at each outdoor venue, and 3 designated outfield positions at indoor venues.
21. Where venue layouts permit, a minimum of 3 wheelchair accessible photo positions will also be provided at each venue.
22. These should give all photographers sufficient photo angles and options from which to work and are in addition to 'one-off' photo locations around the venue from which photographers may choose to work.
23. At most outdoor venues, the outfield positions including Long Jump/Triple Jump and Pole Vault are accessible at ground level and so all photographers can access these positions. Photographers will also be able to shoot from behind the perimeter boards around the bends.
24. At indoor venues, there are photo positions at concourse or ground level to cover these events, and lift access is provided for concourse level positions.

## Infield photo positions and access

25. 'Infield' is classed as the area on the inside of the track. Infield photo positions will be determined at each venue and will provide photo opportunities covering each field event.
26. Only photographers allocated infield bibs may cross the track and access this infield.
27. Infield bibs are limited in number. At outdoor events, a maximum of 11 photographers are permitted on to the infield at any one time, with the exception of Wanda Diamond League events when up to 16 photographers are permitted.
28. At indoor events where the infield is smaller, the maximum number of photographers permitted on to the infield is 9.
29. Infield bibs will be allocated in accordance with the World Athletics guidelines regarding the priority order of the infield pool, as follows:
  - International agencies (AP, Reuters, AFP, Getty Images)
  - Approved national agencies
  - Major daily newspapers specialising in sport
  - National newspapers
  - Specialist sport agencies
  - Specialist sports magazines
  - Specialist sport freelancers
  - Other newspapers

- Weekly, monthly and other non-sport publications
30. Two infield bibs will be reserved for use by photographers working on behalf of UK Athletics.
  31. In addition, up to 3 infield bibs will be reserved for rotational use by photographers who wish to access the infield to cover specific/one-off events only. These bibs will be allocated by the photo team in time slots and on an individual basis, depending on bib availability.
  32. Photographers should discuss their photo requirements with the UK Athletics photo team. Any requests to work from the infield should be directed to the Photo Manager.
  33. Every effort will be made by the photo team to accommodate requests to the infield. However, requests cannot be guaranteed and are subject to varying levels of interest in covering the specific events, and health and safety concerns during bad weather.
  34. Every effort will be made to assist and accommodate photographers whose movement is restricted (for example wheelchair users) to work from the infield where there is suitable access over the track and infield, and where photographers can remain in a fixed position to work. This will facilitate covering infield events including the High Jump and Shot Put, and some track events such as the Hurdles.
  35. Certain infield events may not be appropriate for some photographers to cover. These are the long throws (Discus, Javelin, Hammer) where photographers need to be able to react and move quickly in the event of a stray throw or other incident.
  36. For these reasons, some photographers (such as wheelchair users and those with visual and some physical impairments) are unlikely to be accommodated on the infield to cover the long throws. Photographers should contact the Photo Manager if they wish to discuss further.

## **Head-on finish line photo position**

37. The head-on finish line position is the main photo position and is classed as an outfield position, accessible to both outfield and infield bibs.
38. Every effort will be made to ensure that all photographers can be accommodated in this area.
39. At most outdoor venues, the head-on position is at ground level and is wheelchair accessible.
40. At venues where the head-on finish line position is not accessible to wheelchair users (some indoor venues), UK Athletics will endeavour to find an alternative position or facility (such as railings for remote cameras) which facilitates the finish line shot. These positions should be reached by lift access.

41. All photographers must be mindful of obstructing the views of any general public seating behind this area. Chairs will be provided for photographers to work from where necessary.

## **Victory lap celebrations**

42. Sometimes infield photographers may wish to follow winning athletes on the first part of their victory lap of honour. This is permitted for the first quarter of the track, and photographers must then leave the athlete midway round the first bend to continue their lap of honour and complete any TV interviews unhindered.

43. On these occasions, the athletes are usually still moving very quickly, often with other events taking / about to take place on the track around them, and photographers need to be able to react and move swiftly in the event of athletes warming up out the blocks, and officials and staff movements at the finish line.

44. For these reasons, some photographers (such as wheelchair users and those with visual and some physical impairments) are unlikely to be accommodated to follow victory lap celebrations due to health and safety concerns associated with following the athlete on the track and the continuing running of the meeting. Photographers should contact the Photo Manager if they wish to discuss further.

45. In these situations, the UK Athletics photo team will aim to stage alternative 'victory' photo opportunities for all photographers located at the head-on finish line position.

## **Podium presentations**

46. At events where podium presentations take place, access for photographers will be decided on a venue-by-venue basis due to the varying locations and configurations of podium presentation areas.

47. The photo team will endeavour to accommodate any requests to photograph specific podium presentations in these controlled areas.

48. The photo team will be able to escort any disabled photographers requiring assistance and wishing to cover specific podium presentations.

49. Decisions will be made on an individual basis depending on ease of access and associated health and safety issues.

## **Press conferences**

50. UK Athletics will stage photo opportunities for accredited photographers at pre-event press conferences during the days preceding the majority of events.

51. Where a pre-event press conference receives large levels of interest, UK Athletics is unable to guarantee access for all photographers due to the restrictions of space. In these cases, priority attendance will be allocated in accordance with the published

guidelines, and UK Athletics will endeavour to make images or other opportunities available to photographers after the press conference.

52. The photo team will be on hand where required to assist disabled photographers find suitable positions at pre-event press conferences.
53. In circumstances where there is significant media interest of an athlete *during* an event (e.g. a world record, exceptional performance or athlete attracting large levels of interest), UK Athletics may hold a post-event press conference at a location within the event venue.
54. The location of the press conference will be wheelchair accessible, and all photographers will be invited to attend. The photo team will guide photographers to the correct location assist where required with positioning to ensure optimum photo opportunities.

## **Photo team assistance**

55. At every event there will be a designated Photo Liaison team, led by the Photo Manager.
56. The team of experienced staff will be on-hand to facilitate photo opportunities for photographers around the venue; to resolve any logistical issues; and to act as a central co-ordination point between the Meeting Director, Health and Safety Officer, officials, host broadcaster, and the athletes.
57. In addition, a designated member of the UK Athletics photo team staff will be available to discuss the photo options for disabled photographers; to help escort them to outfield photo positions as required and assist with carrying equipment and making any special arrangements.
58. Where required, a member of the UK Athletics photo team staff will be available to escort disabled photographers to work on the infield.

## **Decision process**

59. UK Athletics reserves the right to make decisions regarding photographer access which are in the best interests of all photographers, athletes and officials at each venue.
60. Decisions will be made on an individual basis and at the discretion of UK Athletics photo team staff and the Meeting Director.

# Appendix 1

## TERMS & CONDITIONS FOR PHOTOGRAPHERS (stills images only)

### General Rules

- Please sign in and register your attendance with the Photo Team.
- Accreditation is strictly for use by the accredited applicant and must be worn at all times. Accreditation is not transferable and **entitles photographers to take stills images only** (no moving images or reels)
- Photographers must attend the Photographers' Briefing which will take place in the photographers' room 60 - 90 minutes before the first event; the exact time will be confirmed to you.
- Photographers must abide by the requests made by the Photo Team.
- Photographers must remain within the areas designated for photographers and must not under any circumstances enter the designated no-go zone. The no-go zone comprises the entire home straight and the start of the first bend.
- Photographers are not permitted inside the warm-up area or any other restricted athlete areas.
- Photographs can be used editorially only; any commercial use must be approved by British Athletics.
- Under no circumstances may photographers obstruct or affect the performance of the competing athletes, officials or TV cameras. Any photographer found or reported to be obstructing officials or athletes in competition will be asked to leave the event.
- Likewise, any photographer found or reported to be interrupting the concentration of the competing athletes via noise, flash bulbs or any other form of hindrance will be asked to leave the event.
- Photographers must not sit, stand, or wait on the track at any time. In addition, photographers must not stand in front of athlete run-ups, television cameras, perimeter boards, clocks, or the finish line.
- Belongings must be placed where they do not disturb athletes and officials.
- A reasonable and respectable standard of dress is expected i.e. suitable clothing and no open toed shoes.

### Safeguarding & Welfare

British Athletics is committed to protecting the safety, dignity, privacy and welfare of all athletes, officials, volunteers and staff.

***Any photography, filming or conduct that is inappropriate, intrusive or exploitative is strictly prohibited.*** This includes, but is not limited to images or recordings that:

- Cause or are likely to cause, distress, embarrassment or discomfort
- Focus unnecessarily on private areas of the body
- Are taken in circumstances where an individual has a reasonable expectation of privacy
- Are used, published, shared or distributed in a manner that may cause harm, exploitation or reputational damage
- Breach safeguarding, welfare or child protection policies

British Athletics reserves the right to withdraw accreditation, require deletion of material, remove individuals from the venue, and/or refer matters to the appropriate authorities where these terms are breach.

**Photo Bibs**

- Photographers will be allocated a bib at the Photo Briefing and must return it at the end of each day's competition. The photographer's bib entitles the wearer to take **stills photography only**.
- Photographers should wear their designated photographer's bibs at all times; these must be worn on the outside of all clothes. Any photographer not wearing his/her bib will be asked to leave the event.

**In-Field Photography**

- There will be a maximum number of photographers permitted on to the In-Field at any one time.
- In-Field photography will be co-ordinated by the Photo Manager. All requests to go onto the In-Field must be directed to the Photo Manager who will allocate time slots and In-Field bibs accordingly.
- In-Field photographer's bibs will be allocated on the day. The decision of the Photo Manager is final.
- Photographers who do not have an In-Field bib are **under no circumstances permitted on the inside of the track**. Any photographer found or reported to be ignoring the rule will be asked to leave the event.

**I agree to abide by the terms and conditions set out above:**

..... (sign and print name)

**Outlet:**..... **Date:**.....

***Thank you for your co-operation.***