

## 2021 Photography, Filming & Media Release Policy

This policy is relevant to all FISAF Australia events and activities including competitions, education courses, workshops, meetings, seminars or any other activities organised by FISAF Australia (operating under Inspire Events Australia Pty Ltd.).

### 1. DEFINITIONS

- **FISAF Australia** means the authorised group (within Inspire Events Australia Pty Ltd) that is responsible for managing FISAF events in Australia.
- **Photograph** means any still image captured using a camera, mobile phone or any other device capable of capturing still images. The terms **photography**, **photographing**, **photographer** form part of this definition in the context of their usual meaning.
- **Film/video** means any motion/moving image (i.e. film clip) captured using a camera, mobile phone or any other device capable of capturing motion/moving images. The terms **filming**, **videographer**, form part of this definition in the context of their usual meaning.

### 2. INTRODUCTION

This policy applies to the taking of, and use of, photographs, film and all other images captured from the FISAF AUSTRALIA website, publications, social media sites, and at FISAF AUSTRALIA events.

FISAF AUSTRALIA is committed to providing the highest level of service to its members. This includes protecting members' privacy, promoting of positive behaviours and attitudes, and protecting the health, safety and wellbeing of members. By introducing this policy FISAF AUSTRALIA aims to demonstrate this commitment to its members.

### 3. SCOPE

This policy applies to participants, spectators, officials, coaches, judges and staff involved in any FISAF AUSTRALIA events and activities.

### 4. PHOTOGRAPHIC POLICIES

#### 4.1. Photography and filming at Events

FISAF AUSTRALIA will take photographs and film at events for use on the FISAF AUSTRALIA website and other publications. If notified by a member that they do not wish to have their image published either in photographic or video form, FISAF AUSTRALIA will comply with the member's request.

#### 4.2. Sale of photographs

Only the authorised photographer appointed by FISAF AUSTRALIA is permitted to sell or otherwise use photographs for commercial use.

#### 4.3. Flash Photography

Flash photography is prohibited at all FISAF AUSTRALIA competitions.

#### 4.4. Parents and Spectators

FISAF AUSTRALIA permits parents and spectators to take photographs and video from the designated spectator areas only. Any images captured must not be used for any commercial purpose or financial gain.

### 5. GUIDELINES OF THE USE OF IMAGES

#### 5.1. Diversity

FISAF AUSTRALIA will use its best effort to ensure that photographs and videos published on the website and other publications reflect the diversity of the organisation and its members.

#### 5.2. Health and Well being

FISAF AUSTRALIA is concerned with the health and wellbeing of its members. In keeping with this FISAF AUSTRALIA will use its best efforts to ensure that:

- 5.2.1. Images published are carefully selected so as not to be deemed offensive, unflattering, or that have potential to cause a person to be bullied.
- 5.2.2. Images do not display or promote the use of tobacco, alcohol or prohibited drugs.

## 5.3. Ownership

FISAF AUSTRALIA owns the images it captures at its events. Individuals have no ownership rights of any of FISAF Australia's images, whether they appear in those images or not.

## 6. PROCEDURES AND TERMS OF REFERENCE

### 6.1. Procedure for obtaining permission to take photographs and film at an event – Participants

FISAF AUSTRALIA will advise all event competitors and coaches that their photograph may be taken during a FISAF AUSTRALIA event and be used in publications and website, and in other places where applicable. This information is to be printed on all competition entry forms.

Additionally, at all FISAF AUSTRALIA events, a notice is to be placed at the venue entrance stating the following:

“During this FISAF AUSTRALIA event any person present may be photographed or filmed for use by FISAF AUSTRALIA for its publications, website or social media sites. The official Photographer appointed by FISAF AUSTRALIA may also take photographs and film and make these available for sale. If you do not wish to be photographed or filmed, please identify yourself to the Event Organiser upon arrival.”

FISAF AUSTRALIA requires all competition participants (e.g. athletes, coaches etc.) who do not wish to be photographed or filmed to advise FISAF AUSTRALIA in writing at the time of entry, as well as upon arrival at the event.

### 6.2. Procedure of obtaining permission to take photographs and film at an event – Spectators

FISAF AUSTRALIA permits parents and spectators to take photographs and film from the spectator designated area at FISAF AUSTRALIA events. No person, except for the event Photographer appointed by FISAF AUSTRALIA is permitted to take images outside the designated areas.

### 6.3. Capturing/using inappropriate images at FISAF AUSTRALIA events

FISAF AUSTRALIA requests that anyone who sees another person taking inappropriate images, or acting in any way suspiciously, that they alert the Event Organiser immediately.

The Event Organiser will then approach the individual and ask for the following information

- Name
- Relationship to athlete i.e. parent, friend
- Which club the participant is representing/involved with.

The Event Organiser will advise the individual that a complaint has been made regarding their behaviour, and given them an opportunity to respond to the claim. FISAF AUSTRALIA reserves the right to ask that the individual to cease taking photographs or film, or to leave the venue. This decision is final. If a request to leave the venue is not adhered to, FISAF AUSTRALIA reserves may call the police.

## 7. POLICY PROMOTION

This policy is available to all members at staff via the FISAF AUSTRALIA website at [www.fisafaustalia.com.au](http://www.fisafaustalia.com.au), as well as in hard copy at each event.

## 8. REVIEW

This policy will be reviewed annually by FISAF AUSTRALIA, or more frequently as required.

## 9. ADDITIONS OR AMENDMENTS

Suggestions for change or improvement to this policy can be directed to FISAF AUSTRALIA via email to [admin@fisafaustalia.com.au](mailto:admin@fisafaustalia.com.au). Updates will be posted to the FISAF AUSTRALIA website as soon as practicable. Any member may request the policy to be emailed to them by contacting FISAF AUSTRALIA.

## Conditions of Entry

The following Conditions of Entry apply to, but are not limited to all visitors, spectators, athletes and other participants at any FISAF AUSTRALIA event.

These conditions should be considered in conjunction with all other FISAF Australia policies.

### 1. Refusal of Entry

FISAF AUSTRALIA (operating under Inspire Events Australia Pty Ltd) reserves the right to refuse entry:

- to any person/s deemed to be intoxicated and/or disorderly
- to any person/s who display offensive, discriminatory or anti-social behaviour. Such behaviour during events will not be tolerated, and may result in offending person/s being asked to leave.
- any unauthorised persons
- of items which have the potential to cause injury or public nuisance

### 2. General Conditions

- Alcoholic beverages are not permitted to be brought into or out of venue
- Smoking is only permitted in designated smoking areas as identified by the venue
- Any person who brings personal items into a venue does so at their own risk. The venue and FISAF AUSTRALIA will not take responsibility for any damage, loss or theft of a person's personal property, and are released of any claims regarding such.
- An emergency evacuation policy and diagram will be displayed at each venue. In the event of an evacuation all persons must follow directions given to them by an authorised person.
- Strollers and prams are permitted into the venue and must be kept in the back of the venue, not within the hosting venues seating.
- Photography/Film –
  - Flash photography is strictly prohibited.
  - Capturing photographic, and film images for commercial purposes is not permitted within the venue.
  - Non-flash personal photography/videography is permitted in the dedicated Photography Areas only.
  - Personal photography/videography must only be taken of persons belonging to your own club or school, unless explicitly permitted by the head coach of that particular club/school.

### 3. Competitions Conditions

At any event conducted by FISAF AUSTRALIA (operating under Inspire Events Australia Pty Ltd) the following policies & guidelines will be adhered to at all times:

1. **Photography, Filming & Media Release**
2. **Event Refunds, Cancellations, Change of Details & Rescheduling Policy.**
3. **Event Participation Guidelines**
4. **Grievance Policy**
5. **Code of Conduct**
6. **Participation Waiver**

### 4. Liability Waiver

By condition of entry, all persons attending a FISAF Australia event, release, waive, discharge, absolve, indemnify, agree to hold harmless Inspire Events Australia Pty Ltd (FISAF Australia) of any claim arising out of an injury to themselves (or their minor/ward) and from any claims, causes of action, obligations, lawsuits, charges, complaints, controversies, damages, costs or expenses of any kind, nature, or description, whether direct or indirect, in law or equity, in contract or tort, or otherwise, whether known or unknown, arising out of or connected with their own (or my minor/ward) attendance at and participation in the FISAF Australia event/s, whether or not caused by Inspire Events Australia's negligence or gross negligence.

## Event Refunds, Withdrawals, Change of Details & Rescheduling Policy

### 1. Refunds

**This policy refers to refunds issued for items such as: competition entry, spectator entry, event DVDs, merchandise & other FISAF products.**

In special circumstances FISAF AUSTRALIA may choose to refund an item purchased (such as the items named above). It will not automatically refund items purchased for change of mind, incorrect selection, or change in personal circumstances.

Requests for refunds must be sent via email to FISAF AUSTRALIA and include an explanation for requesting a refund, a copy of the tax invoice (or if no invoice was received, the purchase date, amount and payment method).

FISAF AUSTRALIA reserves the right to deduct an administration fee of 10% off refunds issued.

### 2. Event Withdrawals

**This includes ALL event withdrawals including withdrawals due to injury or illness.**

- For withdrawals received prior to the closing date for entries – a 90% refund will apply
- For withdrawals after the entry closing date, and up to 15 days prior to the event – a 50% refund will apply
- For withdrawals within 14 days prior to events, including 'no shows' on the event day – **NO** refund is applicable.

### 3. Incorrect Entries and Incomplete Forms

Entrants are encouraged to carefully check all details on their order, prior to making payment as refunds are not usually provided for incorrect selection.

Member clubs that submit incomplete or incorrect entry forms will be charged an administration levy equal to 10% of the entry fee, per error.

### 4. Event Cancellation Policy

Where an event is cancelled due to weather conditions, natural disasters, 'acts of god', terrorism, war or any other reason deemed so by the organisers, a non-transferrable credit valid for 6 months will be given- This will be for no more than of 50% of your total entry or purchase.

### 5. Event Rescheduling Policy

Where an event is rescheduled due to weather conditions, natural disasters, terrorism, war or any other reason deemed so by the organisers, the following applies:

All entries received prior to the rescheduling of the event will automatically be transferred to the rescheduled date/time.

Participants that are unable to attend the new date, and provide written proof within 7 days that they are unable to attend, will receive a non-transferrable credit for 50% of the total entry/purchase price. This credit will be valid for 12 months.

Entries received after an event is rescheduling will be treated as per clauses 1-4 above.

# FISAF AUSTRALIA

## Event Participation Guidelines

The following guidelines apply to all FISAF AUSTRALIA events.

FISAF AUSTRALIA is responsible for publishing the following information prior to an event:

- Event dates
- Event entry closing dates
- Event entry fees
- Event venues
- Event entry forms

### ENTRY DEADLINES

- Entries must be received by FISAF AUSTRALIA on or before the advertised closing date.
- Late entries will only be accepted at the discretion of FISAF AUSTRALIA, and only if the late entry fee is paid, and if there is room in the event.

### ENTRY FORMS

- Member clubs are required to submit their entries on the correct FISAF AUSTRALIA entry forms (Microsoft Excel Required).
- Member clubs are required to submit their entries with a completed and signed entry cover sheet.
- It is the Member Club's responsibility to ensure that all details provided are accurate and complete.
- Hand-written entry forms will not be accepted.

### PAYMENT, ADMINISTRATION AND LATE LEVIES & SURCHARGES

- Payment must be made prior to close of business on the advertised closing date, and payment confirmation must accompany entry forms.
- Payment can be made via direct bank transfer, and a payment confirmation must accompany all entries, and be received by FISAF AUSTRALIA prior to close of business on the advertised closing date.
- Any Club or School who requires an invoice before money transfers take place **must** advise FISAF AUSTRALIA 1-2 weeks prior to entry closing dates.
- Entries will be considered late if full payment is not received prior to close of business on the advertised closing date.
- Member clubs that submit incomplete or incorrect entry forms will be charged an administration levy of 10% of the entry fee, per error.
- Failure to pay late entry and administration levies will result in withdrawal from the event.
- **Late entry forms submission:**
  - 3 – 10 days late will incur a **\$20** administration fee **per event**.
  - 11 – 20 days late will incur a **\$30** administration fee **per event**.
  - 21 + days late will incur a **\$50** administration fee **per event**.
- **Late entry payments:**
  - 3 – 10 days late will incur a **\$30** administration fee **per event**.
  - 11 – 20 days late will incur a **\$60** administration fee **per event**.
  - 21 + days late will incur a **\$100** administration fee **per event**.
- **Late FRF submission:**
  - 1 – 3 days late will incur a **\$2.50** administration fee **per item**.
  - 4 – 5 days will incur a **\$5** administration fee **per item**.
  - 6 + days late will incur a **\$10** administration fee **per item**.
- **Late music submission:**
  - 1 – 3 days late will incur a **\$2.50** administration fee **per item**.
  - 4 – 5 days will incur a **\$5** administration fee **per item**.
  - 6 + days late will incur a **\$10** administration fee **per item**.
- **Judge Levy:**
  - If you are unable to provide a registered judge to attend and participate (shadow judging included) for each entered competition, a **\$10** levy **per athlete** will apply.
- **Request to compete form:** **\$15** administration fee **per request**.
- **Video/Photography Levy (National Championship Event):** A **\$30 per athlete** video/Photography levy will apply to all athletes who compete at the 2021 FISAF Australia National Championships (this levy will be added to the entry fees for this event).

### ELIGIBILITY TO COMPETE

Athletes may only compete in a FISAF AUSTRALIA event if they are a registered FISAF Australia member prior to entry, and if they are accompanied by a FISAF Australia registered coach.

## Grievance Policy

### 1. Background and Scope

This Policy has been developed to assist in the reporting and resolving of grievances in cases where early resolution is not possible. This policy applies to officials, judges and FISAF Australia members.

### 2. Definition - Grievance

For the purposes of this policy a grievance is defined as any type of problem, concern, dispute or complaint related to FISAF Australia activity, which cannot be resolved through normal channels of communication. While a majority of grievances can be resolved relatively quickly through telephone, email and face-to-face meetings, some grievances involve more complex matters requiring further investigation, negotiation or disciplinary action.

Some examples of types of grievances that may occur are discriminatory behaviour/practices, sexual, racial, or any other form of harassment, and breaches to any FISAF Australia policies and/or code of conduct.

### 3. Principles

The behaviour of all FISAF Australia stakeholders should reflect the values of respect, impartiality, honesty and integrity. FISAF Australia's Code of Conduct and Ethics establishes appropriate personal and professional behaviour, and deviation from this Code may represent grounds for disciplinary action.

### 4. Objectives

The objective of this policy is to:

- Ensure that grievances are heard promptly and resolved by negotiation and discussion between the parties.
- ensure confidentiality, and the protection of the rights of all parties involved
- Ensure that a FISAF Australia stakeholder has the opportunity for their grievance to be heard.

### 5. Grievance Procedure

Upon notification of a grievance, FISAF Australia will:

- a) Check all the facts with the person advising of the grievance.
- b) Ensure that all responsible steps have been taken to resolve the grievance between the parties as close to the source as possible (E.g.; Head Judge, Coach, Club Manager etc.)
- c) Ensure that all reasonable steps have been taken so that discussions and information concerning the grievance may be treated confidentially.
- d) Ensure that each grievance is treated seriously, and with sensitivity. An individual's perceptions of a situation may vary.
- e) Be aware of grievances that may indicate repeated incidents (e.g. harassment), which may constitute a more serious type of grievance.
- f) Discuss a range of resolution options available to the person raising the grievance.
- g) If the Director is unable to resolve the grievance, the issue will be presented to the Advisory Panel. The panel has the responsibility of hearing and resolving disputes or grievances once they have moved outside the normal lines of communication.

The FISAF AUSTRALIA Advisory Panel has the necessary authority to:

- a) Resolve disputes within the bounds of existing FISAF Australia policy, and
- b) Make recommendations to the Director concerning changes in FISAF Australia policy arising out of disputes.



# FISAF AUSTRALIA

## FISAF Australia Code of Conduct

FISAF Australia is the main governing body for Sport Aerobics & Fitness in Australia. This Code of Conduct (CoC) forms part of the Participants Rules & Regulations for the sport.

FISAF Australia (operating under Inspire Events Australia Pty Ltd) has absolute discretion regarding the implementation and regulation of the CoC, and may update it as deemed appropriate.

The CoC provides all participants of FISAF events (e.g. athletes, parents, coaches, officials and spectators) with guidelines that assist in delivering a safe and positive environment for those involved.

### Participants

Participants in the sport include:

- Athletes
- Coaches
- Officials
- Parents/carers of athletes, sponsor representatives and club supporters
- Members of the general public attending as spectators.

### Every participant should:

- Discourage all instances of unsportsmanlike behaviour
- Respect the rights, dignity and worth of every person regardless of their gender, ability / disability, sexual orientation, cultural background or religion
- Never bring the sport into disrepute.

### CODE OF CONDUCT – ATHLETE

It is expected that an Athlete will participate in line with the following Code of Conduct:

- Respect -
  - i. The rights, dignity and worth of fellow athletes, coaches, officials and spectators
  - ii. The talent, potential and development of fellow athletes and competitors
- Contribute to a safe sporting environment, and a culture, which is accepting and respectful of individual differences and free from all forms of harassment. Athletes should consider their own safety as well as the safety of others. Safety, in the context of this CoC, includes physical and emotional safety and wellbeing, which may be effected by actions conducted in a physical sense as well as through written and electronic means (including social media)
- Care for and treat with respect, all an equipment and facilities used during the course of the competition
- Be honest throughout the course of the competition, including in all dealings with coaches and competition officials
- Conduct oneself in a professional manner in relation to personal and ethical behaviour
- Ensure that use of appropriate language, manner, and punctuality are upheld
- Be aware that personal behaviour has the capacity to embarrass oneself, the sport, and its stakeholders
- Work with, not against, FISAF Australia.
- Abide by the rules, and respect the decision of the judges, and ensure that any appeals are made through the formal process, respecting the final decision
- Maintain a positive attitude towards the sport, the competition and other participants at all times
- Give your best effort – participate for your own enjoyment and benefit.
- Cooperate with coaches and FISAF Australia staff in the development of programs to adequately prepare for competition.

In general terms an Athlete is encouraged to:

- work towards achieving their full potential in the sport;
- maintain a healthy lifestyle that is conducive to excellence in the sport; and
- Abide by both the rules and the spirit of the sport.

# FISAF AUSTRALIA

## CODE OF CONDUCT – COACH

It is expected that a Coach will participate in line with the following Code of Conduct:

- work in good faith with FISAF Australia and its policies, rules and expectations
- Actively discourage unsportsmanlike behaviour by any participant
- Seek to maximise the participation and enjoyment of all athletes, regardless of ability, and treat all athletes equally, regardless of their talent
- Place the welfare and safety of the athletes above all else, and display empathy and act with care towards all sick and injured athletes
- Teach athletes that an honest effort, and competing to the best of their ability, is what is important
- Maintain appropriate, professional relationships with athletes at all times
- Maintain a thorough knowledge of the rules of the competition
- Keep abreast of current coaching methods and seek to maintain or improve your current accreditation level
- Conduct yourself at all times in a manner that shows leadership, respect for the sport and respect for all those that are involved in the sport –the athletes, officials, the supporters and the parents
- Help each participant (e.g. athlete, official) to reach their potential – respect the talent, developmental stage and goals of each person and complement and encourage with positive and supportive feedback
- Contribute to a safe sporting environment, and a culture that is accepting and respectful of individual differences and free from all forms of harassment. Coaches should consider their own safety as well as the safety of others. Safety, in the context of this CoC, includes physical and emotional safety and wellbeing, which may be effected by actions conducted in a physical sense as well as through written and electronic means (including social media).

## CODE OF CONDUCT – OFFICIALS/JUDGES

It is expected that a Coach will participate in line with the following Code of Conduct:

- Place the welfare and safety of the athletes above all else.
- Be consistent and impartial when making decisions
- Promptly and appropriately address negative behaviour, and promote respect for all people
- Act honestly, in good faith, and in the best interests of the sport as a whole
- Ensure that any information acquired, or the advantage gained from the position, is not used improperly
- Conduct your responsibilities with due care, competence and diligence
- Do not allow prejudice, conflict of interest or bias to affect your objectivity
- Contribute to a safe sporting environment, and a culture that is accepting and respectful of individual differences and free from all forms of harassment. Officials should consider their own safety as well as the safety of others. Safety, in the context of this CoC, includes physical and emotional safety and wellbeing, which may be effected by actions conducted in a physical sense as well as through written and electronic means (including social media).

## CODE OF CONDUCT – SPECTATORS/PARENTS/CARERS

It is expected that spectators and parents will participate in line with the following Code of Conduct:

- Encourage athletes to respect other athletes and officials
- Act fairly, maturely and positively towards all athletes and their efforts
- Understand that participation in the sport is a big commitment and a valuable life experience, and that the effort and benefits of involvement go far beyond the final result of a competition.
- Participate in positive cheering that encourages the athletes in the club you are supporting. Negative, intimidating cheering/taunting to fellow supporters, officials, athletes and judges is not appropriate conduct, and is not conducive to a positive and encouraging environment, which the sport is fundamentally about
- Remember that athletes participate in the FISAF Australia competition for their own benefit and enjoyment, not yours
- At all times, follow the directions of the event organiser and other officials
- Clubs are responsible for the conduct of their athletes, parents/carers of athletes, coaches, officials and club supporters.

## BREACHES TO THE CODE OF CONDUCT

Breaches to the above Code of Conduct may result in penalties including, but not limited to:

- Suspension of a participant on a temporary, or permanent basis; and/or
- Suspension of a club, on a temporary, or permanent basis.
- Suspension of a parent/carer/spectator from attending FISAF Australia (Inspire Events Australia Pty Ltd) Events.



# FISAF AUSTRALIA

## DECLARATION

By signing this document you confirm your understanding and acceptance of the acknowledgements, declarations and agreements listed above:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_