



Olympian Swim Club Event Photo and Media Sharing Policy

Event Photo and Media Sharing Policy

INDEX:

1.	Purpose	2
2.	Consent and Privacy	2
3.	Authorized Access	2
4.	Uploading Photos	2-3
5.	Downloading and Sharing	3
6.	Data Retention and Security	3
7.	Prohibited Activities	3
8.	Reporting Concerns	4
9.	Club Liability	4
10.	Acknowledgment	4

REVISION:

Section Name:	Section Number:	Date Updated:	Updated By:	Comments



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1. Purpose

The Olympian Swim Club (OSC) recognizes that photos and videos are an important way to celebrate swimmers' achievements and build community spirit. However, sharing images of minors requires careful management to protect privacy, ensure consent, and minimize the risk of misuse.

This policy establishes clear rules for capturing, uploading, storing, and sharing photos and videos of OSC members during club events.

2. Consent and Privacy

At the start of each season, families will be asked to sign a media waiver as part of the club's registration process.

Only photos of swimmers and families who have accepted the media waiver may be uploaded to the club's shared photo folder or used for club communications and social media.

The OSC Club Administrator is responsible for ensuring that consent lists are current and followed.

Families who do not consent will have their preference clearly communicated to coaches, volunteers, and team photographers to ensure that no photos of those swimmers are uploaded or shared.

3. Authorized Access

The shared Google Drive for event photos is for current OSC members only.

Access will be controlled using Google permissions (email-based) rather than public share links.

Members must not share the folder or any contained images with anyone outside the club, including extended family, without express permission from the OSC Club Administrator.

Access will be reviewed and revoked when a swimmer or family leaves the club.

4. Uploading Photos

Only authorized individuals (e.g., designated photographers, coaches, or approved volunteers) may upload photos to the shared drive.



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Uploads should be limited to general event photos that capture the spirit of the meet and team activities, avoiding unnecessary close-ups of individual swimmers unless consent is in place.

Photos must not include inappropriate, suggestive, or private images (e.g., locker rooms, changing areas, pool decks where swimmers are not competition-ready).

Each event will have a clearly labeled folder to ensure proper organization.

5. Downloading and Sharing

Members may view and download photos only of their own children.

Reposting or sharing photos on social media must comply with the club's media waiver. Only photos of swimmers whose families have provided consent may be shared on any club or personal social media platforms.

Members must not post photos of other swimmers on any public or private social media accounts without the express consent of the other swimmer's parent/guardian.

6. Data Retention and Security

Event photos will be retained for one season unless otherwise approved by the Board.

At the end of each season, the OSC Club Administrator will archive or delete folders as appropriate.

All access permissions will be reviewed annually.

The club will make every reasonable effort to safeguard data within Google Workspace tools but cannot guarantee complete prevention of unauthorized copying or screenshotting.

7. Prohibited Activities

The following actions are strictly prohibited:

- Sharing the Google Drive link outside the OSC membership.
- Uploading, editing, or distributing any photo without consent.
- Taking photos or videos in restricted or private areas.
- Using OSC images for personal, commercial, or non-club-related purposes.



Olympian Swim Club Event Photo and Media Sharing Policy

8. Reporting Concerns

Any concerns regarding the misuse of images or breaches of this policy should be reported immediately to the OSC Club Administrator or Club President.

The club will investigate all reports promptly and take appropriate action, including removal of access, deletion of content, and, if necessary, reporting to law enforcement.

9. Club Liability

While OSC will implement reasonable safeguards, the club does not assume liability for unauthorized use, sharing, or reproduction of images once they are accessed by members. All members are expected to handle images responsibly and in accordance with this policy.

10. Acknowledgment

By accessing or contributing to the OSC photo folders, members agree to abide by this policy. Violations may result in suspension of access privileges and/or disciplinary action by the club.

Supporting References

Canadian Centre for Child Protection – *“Safety Considerations for Sharing Photos of Children Online”*

Office of the Privacy Commissioner of Canada – *“Protecting Children’s Privacy Online”*

Swim Alberta Photography and Media Guidelines - [Swim Alberta Event Photography and Videography Procedure](#)