



# BC Annual Event Photographer Policy & Registration Pack

Effective: 1<sup>st</sup> January 2019

## Audience:

This pack relates to any member of the public who wishes to take photographs or video footage at any National or Regional event or the BC National Championships, from a vantage point outwith designated spectator areas.

Only registered photographers are permitted to cross any barrier, tape or enter a restricted area at any time.

Photographers must register annually. Please return a signed registration form or complete the on-line registration at least **three** weeks in advance of the first event at which you intend to take photographs.

**You can complete your registration on-line by visiting**  
[www.britishcarriagedriving.co.uk/photo](http://www.britishcarriagedriving.co.uk/photo)

## Contents

1	Definitions .....	1
2	Commercial Policy .....	2
3	Code of conduct .....	2
4	Acknowledgments.....	3
5	Photographer position guide .....	3
6	Risk Assessment .....	4
7	Photographer registration form	

## 1 Definitions

*Restricted areas* are defined as, but not limited to, the following areas: dressage and cones arenas, obstacles, the track of the marathon course, any area that is expressly marked by a barrier or barrier tape/rope.

## 2 Commercial Policy

- Photographers must register with the BC office annually to be on the 'registered photographers' list
- Registered photographers will be provided with a unique numbered bib, which will remain the property of British Carriagedriving;
- Only registered photographers will be permitted in restricted areas at any National or Regional event or at the BC National Championships;
- Registered photographers will be required to provide media to BC free of charge for the purpose of promoting the sport of Horse Driving Trials;
- Any material so provided will be appropriately credited in a manner agreed;
- a list of all registered photographers will be published on the BC website with contact details and/or a link to their website as appropriate;
- The organisers of each National and Regional event will be free to appoint any registered photographer or photographers (but not other photographers) as the official photographer(s) for their event;
- Only the duly appointed official photographer(s) (who must be registered) will be permitted access to restricted areas. Details of official photographers will also be provided in event paperwork.

## 3 Code of conduct

British Carriagedriving registered photographers are required to comply at all times with the code outlined below.

Registered photographers appointed as official photographer for an event will:

- Only attend on the days of the official competition unless permission to arrive early is given by the event organiser.
- Make themselves known to the event organiser and/or safety officer prior to accessing any restricted areas
- Immediately obey the direction of event officials and stewards at all times
- Avoid impeding any competitor or doing anything (or bringing anything into the restricted area) which might frighten or distract a horse/pony or otherwise cause or contribute to an accident;
- Ensure they are familiar with the rules for carriage driving and avoid conducting themselves in a manner which might affect the performance of any competitor (for example by providing outside assistance);
- Wear a registered photographer bib (posted after registration) at all times when crossing event barriers.
- Ensure vantage points do not affect the view of spectators or the overall spectacle
- Respect other registered photographers at all times
- Take responsibility for their placement being both safe and unlikely to affect competitors
- Only cross into restricted areas when actively taking photographs
- Refrain from flash photography
- Provide, upon request, media to British Carriagedriving for publicity use, within 7 days of such a request. Unsolicited photographs are welcomed.
- Not publish photographs of any part of the course until it is declared open to competitors unless permission is given by the event organiser.
- Not publish photographs or video footage of any actions or incidents which may be subject of a dispute or investigation by the Ground Jury, or publish photographs which would portray the sport or it's participants in a negative way.

## 4 Acknowledgments

British Carriage driving wishes to make potential registered photographers aware of the following:

1. Carriage driving is inherently a potentially dangerous sport and that accidents can occasionally occur without negligence on the part of anyone involved.
2. The risk of an accident occurring inside the restricted areas is greater than outside the areas;
3. The risk assessment in section 5. outlines some but not all risks involved in entering restricted areas of the course. The mitigations are intended to make registered photographers aware of the actions they can take to reduce the risk to themselves and others. At all times registered photographers should actively assess the risks to themselves and others and take actions to reduce these.

## 5 Registered photographer position guide

*If in doubt seek the opinion of an event official*

- Dressage Phase
  - Not closer than the rear bumper of a judges' vehicle as a minimum distance from the arena edge (approx. 5m)
  - Try to avoid standing directly in line with dressage markers to minimise the risk of distracting equines.
  - Avoid unnecessary or sudden movements when close to a dressage area while a test is in progress.
- Marathon Phase
  - Avoid placement around blind corners
  - Discuss with the obstacle officials where you intend to place yourself
  - Be frank with yourself in assessing your ability to move out of the path of a turnout if it moves in an unexpected direction
- Cones Phase
  - Avoid placing yourself close to and directly in front of cones near the edge of the arena.
  - Avoid placing yourself between the competitor and the judges or arena stewards.
- Prize giving ceremonies
  - Entering the arena is acceptable
  - Limit the time spent directly between spectators and competitors

## 6 Risk Assessment

ID no.	Potential Event	Consequences of Event	Potential Severity	Mitigation
1	Poor communication between photographer and event officials	Photographers may assume a vantage point that is unsafe resulting in affecting the competition or harm to themselves or others	medium	Always ensure that you have communicated with event officials within the competition area that you intend to take photos
2	Photographer not making themselves known to event officials	Event organiser not being aware that registered photographers are present at their event. They in turn cannot inform officials which could lead to confusion and the photographer being asked return to spectator areas	low	Photographers should always ensure they make their presence known to event organisers in good time
3	Assuming a position on the competition track	Personal harm from a turnout or causing a competitor to have to change course rapidly resulting in an accident	high	Always be aware of course layout, If in doubt ask an event official
4	Assuming a position close to where competitors are travelling at speed (particularly the marathon)	Being unable to move from your position in order to avoid the path of a competitor travelling at speed in your direction in or out of control	high	Be frank in the assessment of your mobility and assume a position that is appropriate
5	Not being identified by a competitor during competition	The competitor or their horse may be surprised resulting in a loss of concentration or sudden change of course and effecting the completion outcome	low	Always wear your registered photographer bib and ensure your position is clearly visible



# British Carriagedriving Event Photographer Registration Form

Forename \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Phone number \_\_\_\_\_

Email \_\_\_\_\_

Are you: BC member \_\_\_\_ Club member \_\_\_\_

Size of bib required (S, M, L, XL, XXL, XXXL) \_\_\_\_\_

Please indicate which National or Regional events you intend to attend:

\_\_\_\_\_

Your website/photo site: \_\_\_\_\_

Name to credit your photographs: \_\_\_\_\_

BC welcomes photos of British competitors competing internationally or at world championships.

## Declaration:

- I confirm that I hold public liability insurance and will ensure this remains current throughout the year. I agree to supply this to any event organiser on request.*
- I have read and agree with the statements outlined in Section 4, Acknowledgments, of this document and agree to comply at all times with the code of conduct outlined in Section 3, Code of conduct, of the BC registered photographer policy.*
- I comply with the GDPR, effective 25<sup>th</sup> May 2018.*

\_\_\_\_\_  
Signature of photographer

\_\_\_\_\_  
Date

If you are sending this form by email, please type name above.

Please return this form 3 weeks prior to the first event you intend to attend to the BC office by email or post.

**You can complete your registration on-line by visiting**

[www.britishcarriagedriving.co.uk/photo](http://www.britishcarriagedriving.co.uk/photo)

If you wish to submit this form electronically, please email it to: [email@britishcarriagedriving.co.uk](mailto:email@britishcarriagedriving.co.uk)

If you print out this form, please post it to: *British Carriagedriving, East Overhill, Stewarton, Ayrshire KA3 5JT*