

GUIDELINES FOR THE GRANT OF ACCREDITATION AS A MEDIA PHOTOGRAPHER AND AUTHORISATION TO UNDERTAKE COMMERCIAL PHOTOGRAPHY AT EVENTS CONDUCTED BY EQUESTRIAN QUEENSLAND

Introduction

1. Equestrian Queensland (“EQ”) recognises the important role played by the media and their photographers (“Media Photographers”) in promoting equestrian sports.
2. EQ is also supportive of the role that commercial photographers (“Commercial Photographers”) play in supporting participants in equestrian sports.
3. EQ seeks to provide support to Media Photographers at major Events and seeks to assist both Media photographers and Commercial Photographers by giving them privileged access to vantage positions
4. EQ considers it necessary to regulate the accreditation of Media Photographers and the activities of persons engaged in photography and videography for commercial gain, (“Commercial Photographers”) at Events conducted by EQ to ensure the safety of competitors, their horses and the members of the public.
5. EQ does not by these guidelines seek to restrict the activities of EQ members and their friends taking photographs for their private and domestic use and enjoyment (This of course, does not include posting large numbers of images on social media and soliciting or accepting orders for their supply. Such conduct is considered to be that of a commercial photographer that requires accreditation).
6. These Guidelines will come into effect on 1 September 2020

These guidelines are intended to establish a regulatory regime for the conduct of the activities of both Media Photographers and Commercial Photographers at Events conducted by EQ (“EQ Events”).

Definitions

7. **The CEO of EQ** includes a person nominated by the CEO to act as the Media Officer of EQ.
 - a. No person shall act as a Media Officer if they work as, or for, a Media Photographer, Commercial Photographer or as a journalist; and
 - b. A Media Officer shall be a person nominated in accordance with this Guideline
8. A **Commercial Photographer** is anyone, other than a person acting as a Media Photographer in relation to an EQ Event, who is engaged in the business of selling photographs where such photographs are:
 - a. taken or produced by them, or persons under their direction or control, whether as employees, sub-contractors or otherwise;
 - b. offered for sale and sold to individuals, groups, other businesses including media outlets, for a monetary fee or contra benefit by any means including but not limited to:
 - i. Personal or Business Website,
 - ii. Social Media sites including but not limited to Facebook, Twitter and Instagram,
 - iii. Direct Mail,
 - iv. Mail Order,
 - v. Trade Shows or any form of Trade Stand or trade presence at an EQ Event,
 - vi. Any other means of direct sale.
9. A **Media Photographer** is a person who is either employed or retained by a recognised media organisation to take, or cause or permit persons under their direction or control, whether as employees or otherwise, to take photographs for the use of the media organisation and not for private sale. Where a person acts, in relation to any EQ Event, as both a Commercial Photographer and a Media Photographer, they shall be deemed under these Guidelines to be a Commercial Photographer in relation to that Event and require accreditation accordingly.
10. **Photographs** include photographs, videography and any other form of electronic image produced, and **Photography** includes the task of producing photographs.

11. A **Recognised Media Organisation** is any media organisation recognised by the CEO of EQ and will include organisations:
- That publish print media;
 - That maintain digital publications supported by subscription or advertising such
 - Free to Air radio and TV stations;
 - Subscription broadcast and TV services

Accreditation of Media and Commercial Photographers

12. A person applying for accreditation as a media photographer for EQ Events must:
- apply to the CEO of EQ for accreditation as a Media Photographer, for a nominated Event, by completing and submitting the application form on the EQ website;
 - Supply a copy of a current Public Liability Insurance Policy covering all employees, contractors, agents or any other person acting under their direction or control for a minimum of \$5 million.

OR

Return a signed copy of the Release of Liability form with their application.

- Supply a current Blue Card "Queensland's Working with Children Check" for each person attending the Event. (applies to Queensland Residents)
- Supply a current National Police Check for each person attending the Event. (applies to non-residents, check must not be older than 3 months)
- Any person accredited as a Media or a Commercial Photographer at Equestrian Queensland Events, must ensure that every person working under their direction or control, including photography students, whether as an employee or otherwise:
 - At all times wear a fluoro vest with the word "Media" displayed on the back and the supplied media pass.
 - Obey all directions of any Event officials or directors of Equestrian Queensland;
 - To move from a point that the directing person regards as potentially posing any form of risk.
 - Limiting the number of photographers congregating at any point.
- Holds an ABN for engaging in the business of a Commercial Photographer, Photography or Photography services or a business with a like description;
- Stay within designated areas during a competition.
- Remain at all times at least 10 metres from the perimeter of any outdoor dressage area.
- NEVER under any circumstances use any form of flash or artificial lighting without written permission from the event director.
- Passes are non-transferable and must be produced when requested.
- Accreditation passes remain the property of Equestrian Queensland and must be returned upon request
- Media application accreditations must be submitted for each Equestrian Queensland Event.
- Applicants are required to list all editorial channels, which are subject to approval by Equestrian Queensland in which it proposes to publish their images. E.g., Website, Facebook, Instagram
- By completing and submitting the application form for accreditation as a Media and Commercial Photographer, agree:
 - to be bound by these guidelines, including in particular the obligations set out under the heading "Obligations of any person granted accreditation as a Media Photographer or as a Commercial Photographer for an EQ Event"; and
 - to ensure that all photographs taken as a result of the grant of the Media Photographer's Pass will be used strictly for the legitimate editorial purpose of the media organisation for which they are accredited and not for commercial sale and iii. accept that any photographs offered for sale in breach of these Guidelines may be issued with a formal take-down notice and direction and in such an Event the person shall immediately cease and desist from the sale of those photographs;

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Commercial photographers are requested to Demonstrate they have a genuine business as a Commercial Photographer by means satisfying the reasonable requirements of the CEO of EQ, including, but not limited to, demonstrating that they have a genuine sales model that is user friendly for competitors and potential purchasers, such as an online shopping cart system, onsite sales presence, or mail order system, with EFTPOS, Direct Debit and Credit Card facilities available as payment options.

- o. Any person who acts in breach of these guidelines may be subject to sanctions. The CEO of Equestrian Queensland can refuse future accreditation for Media or Commercial Photographers.
13. Non-accredited media outlets may apply to the CEO of EQ for access to photographic and editorial content, which can be sourced and supplied from EQ's own Media library pool and connections.

Obligations of any person granted accreditation as a Media Photographer or as a Commercial Photographer by EQ

14. Any person accredited as a Media Photographer or a Commercial Photographer to work as a photographer at EQ Events during a period, must themselves, and must ensure that every person working under their direction or control, including photography students, whether as an employee or otherwise:
- a. At all times wear a fluoro vest with the word "Media" displayed on the back and the supplied media pass.
 - b. Obey all directions of any Event officials or directors of Equestrian Queensland;
 - i. to move from a point that the directing person regards as potentially posing any form of risk
 - ii. Limiting the number of photographers congregating at any point.
 - c. Stay within designated areas when at an arena or in the vicinity of a jump or other point during a competition;
 - d. Remain at all times at least 10 metres from the perimeter of any outdoor Dressage Arena;
 - e. NEVER under any circumstances whatsoever, use any form of flash or artificial lighting without prior, written permission first being obtained from the Event Director
15. Any person who acts in breach of these guidelines may be subject to sanctions, including the right of the CEO of EQ to refuse applications for accreditation as a Media Photographer or as a Commercial Photographer for future EQ Events.
16. Where an applicant wishes to appeal from such a sanction, the Appeal will be heard by a Committee of no less than two Directors of EQ, not including a person who practices as a journalist or commercial or media photographer, appointed for that purpose by the Board of EQ.
17. **Photography Students** wishing to attend an EQ Event to photograph for personal portfolios will need to work under the direction and control of either an accredited Media Photographer or an accredited Commercial Photographer on a **Work Experience Basis**, by obtaining from the CEO of EQ accreditation as a Photography Student
- a. supply a form of proof, reasonably acceptable to the CEO of EQ, that they will be working under the direction and control of either an accredited Media Photographer or an accredited Commercial Photographer on a Work Experience Basis
 - b. As students may not have any Public Liability Insurance on their own, they would need to come in under their schools Work Experience Umbrella policy and provide some Evidence, including a letter from the School, to the reasonable satisfaction of the CEO of EQ; and
 - c. Acknowledging that they will be bound by and at all times comply with these Guidelines and all obligations set out herein.

Rights of Accredited Persons

18. Persons granted accreditation as
- a. **Media Photographer** will have the right to:
 - i. access to the Event without payment of an entry fee;
 - ii. use such Media facilities as EQ provides at an Event, subject to any direction by the Media Officer designed to maintain a safe, and effective working environment at that facility;

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- iii. access to vantage points reserved for accredited Media Photographers or Commercial Photographers;
- iv. attend any media briefings;
- b. **Commercial Photographer** will have the right to:
 - i. Access the Event without payment of an additional entry fee;
 - ii. access to vantage points reserved for accredited Media Photographers or Commercial Photographers;
 - iii. attend any media briefings;
- c. Commercial Photographers who reasonably satisfy the CEO that, in relation to an Event they are also otherwise entitled to accreditation as a Media Photographer may also use such Media facilities as EQ provides at an Event, subject to any direction by the Media Officer designed to maintain a safe, and effective working environment at that facility.