



HONG KONG SAILING FEDERATION (“HKSF”) Guidelines for Photo and Video Taking in HKSF Events (2021)

With the collaboration of the Hong Kong Sailing Federation (“HKSF”) and its many Member Clubs and Member Associations, local sailors has become more and more popular, and the sailors, officials, event volunteers, instructors and coaches, Council Members, staff, and other persons alike are enjoying the competitive atmosphere within the sports grounds.

Apart from the effort from our parts, the enthusiastic participation of photographic and videographic (including drone operations) societies in recent years have also contributed tremendously to promotion of sailors events through their cameras.

To ensure the smooth running of our events and also the safety of stakeholders involved in the events, we would like to draw the attention of photographic and videographic (including drone operations) societies, which are interested in holding photo and/or video activities in our events, to the below guidelines.

These guidelines should be read in conjunction with HKSF Privacy Statement, HKSF Social Media Policy, HKSF Sustainability Principles and other related documents under the Corporate Governance Section in HKSF’s website.

Guidelines:

1. Prior permission must be granted from HKSF for broadcasting any photo or video activities in HKSF and HKSF co-organised events for public media use, including public newspapers and magazines, both in form hardcopies and electronic means.
2. Application (in Appendix) must be submitted to HKSF either by email (admin@sailing.org.hk) or fax (+852 2504 0681) or mail (Room 1009 Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong).
3. Professional photographers, videographers and drone operators officially commissioned by HKSF or the co-organizer of the event must put on permits or vest provided by the HKSF or the co-organizer.
4. Photographers and videographers (including drone operators) are not allowed to affect sailors, judges and other officials during the race. Photographers

should follow the instruction given by HKSF and authorized person's guidelines and rules.

5. Photos and videos on the event must not involve any commercial element, either for online or offline usage, unless with written approval from HKSF and the co-organizer if any.
6. Request for Approval to use photos and videos for commercial purpose can be made by email to admin@sailing.org.hk. Photographers and videographers (including drone operators) must send a copy of the photos and/or videos to HKSF for reference and record within one week after the completion of the said event, in digital or in printed format.
7. HKSF has the right to use photographers' and videographers' photos and videos in related HKSF publication or external public media. HKSF will inform photographers and will add acknowledgement when it is appropriate. However, HKSF will not be responsible for the final editing of photos and/or videos after submission to external public media.
8. In case of any disputes, HKSF shall make the final decision.
9. Photographers and videographers (including drone operators) need to take care of their belongings. HKSF and co-organizer of event will not be responsible for any loss or any legal liabilities arising from their photo and/or video taking activities in the events.

HKSF treasure the promotion of sailing in Hong Kong. Should you have any query, please feel free to contact HKSF by email admin@hksf.org.hk.

APPENDIX

To: Hong Kong Sailing Federation
Email: admin@sailing.org.hk
Fax: +852 2504 0681

Application for Broadcasting Photo and Video in HKSF or HKSF's Co-organised Events

I, _____, would like to grant the permission from Hong Kong Sailing Federation on broadcasting my photo(s) and/or video(s) in the event with details as below:

Event name:	
Date:	
Time:	
Venue:	
Purpose of photo and/video usage:	
Number of photos and video files enclosed or attached	
My Contact	Telephone:
	Email:
	Fax:

I have read the Guidelines and fully understand its content. I agree to comply with the rules and regulations set forth by HKSF and related authorities relating to the Photographic and Videographic Activity in above HKSF's or HKSF's co-organised Event.

Name of Photographer/Videographer/Drone Operator: _____

Signature: _____

Date: _____

Received: _____ (HKSF Officers and Date)