


Ottawa Contra Photo Policy

This policy outlines our expectations for anyone who wishes to take photographs as well as our commitment to the Ottawa Contra community about how, when, and why we take photographs.

It applies to both still photography and video recording, though it is mostly written with photography terminology alone.

Guidelines for Everyone Taking Pictures

Taking pictures is a great way to share the contra experience, and many people enjoy seeing photos after a dance. However, photography can sometimes also be a distraction, nuisance, or privacy concern for other dancers. Please help minimize the potential negative impact by following these guidelines:

1. Do not get in the way of dancers. Do not set up equipment such as tripods on the dance floor. Do not use a flash, as this can be a distraction or even pose a safety risk.
2. Ask permission when appropriate, such as before giving extended attention to specific dancers, the band, or the caller, or recording them at close quarters, or anything else that might reasonably make someone uncomfortable. Remember that dancers are not performing.
3. Some dancers may wear our no-photography stickers. Avoid recording them as much as is practical, and do not use images of them. The stickers look like this: 
4. If anyone tells you they are uncomfortable with having their photo taken, respect their wishes and treat them as if they were wearing a no-photography sticker.

At some dances, we may announce or post special photography rules. Please follow such special rules as well.

Official Photography

Ottawa Contra Dance may arrange for people to take photos or videos for us for promotional purposes. This includes print materials such as postcards and flyers, online materials such as our website and email newsletter, and posts to social media and photo/video sharing sites like Facebook, Instagram, Flickr, YouTube, etc.

1. Our photographers will follow the same policy as all photographers (above). This includes avoiding people wearing no-photography stickers.
2. Our photographers will limit the time spent recording to about three dances on a typical evening. If there is more than one photographer, they will coordinate to maintain this limit.
3. Dancers may tell us that they particularly want to be kept out of publicity recordings. We will pass this on to our photographers, who will then take extra care to avoid them.

These additional guidelines are intended to give dancers more control and avoid the feeling that they are always on camera, yet still let us get quality photos for our various outreach activities.

How We Use Pictures in Publicity Materials

When we're posting images on social media or photo/video sharing sites, we will avoid images of people who have indicated they do not want to be photographed, as much as we practically can.

When we use images to make publicity materials, such as flyers, our website, email newsletter, Facebook events, and other advertising things, we will additionally ask for permission to use the photo from anyone in the foreground whose face is clearly visible.

If You Do Not Wish To Be Photographed

Please wear a no-photography sticker close to your face. The best place is on your nametag or left collar. You can get a sticker from the flyers table near the entrance, or by asking a committee member (wearing a pink button) to find one for you. While we cannot control all photography in the hall, we ask all photographers to look for and avoid recording people wearing these stickers.



Optionally, you can speak with a committee member and we will communicate your preference to our official photographers for the season; they will take extra care to avoid you. (Please remind us each year.) This is not a substitute for wearing a sticker, as anyone else in attendance might be taking pictures too.

If a photographer is making you uncomfortable, you can ask them not to photograph you. You can also speak to a committee member. Please tell us if anything is making you uncomfortable, either in person or by email at dance@ottawacontra.ca.

Parents and guardians who do not want their minor children to be photographed can take any of these steps on their behalf. Please help each child put a sticker on and help yourself to more if they fall off.

Communication

At regular dances, we will have no-photography stickers and information about this policy at the entrance. When we make exceptions to this policy, we will instead post a sign with specific details for the occasion.

We will have a copy of this policy available at our dances and on our website.

Exceptions

We may occasionally have special outreach opportunities that call for different photography procedures, which may involve more prominent equipment, more space requirements on the dance floor, or otherwise have a greater impact on dancers than usual. When we make exceptions to allow more photography:

1. We will do this infrequently, and only when we expect a benefit worth the extra disruption to our community.
2. If we do not use the no-photography stickers, we will make sure all dancers have a chance to avoid being in the shot, such as by announcing which sets are being recorded before sets are formed.
3. We will inform our community of our intentions before the day of the dance, such as in the email newsletter. This will include information such as how much recording will be done and how to avoid being in the recordings. We will also post a sign at the door with these details.