

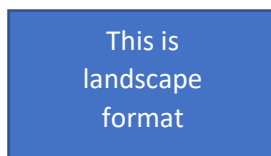
Sports Volunteer Thank you Video

Instructions for participants

Thank you for taking part in our message of support and thanks to our amazing sports volunteers. Please read the following instructions carefully to ensure that the photograph meets the requirements for the video, and that you provide the required consent for the image to be used.

Please provide photos in landscape format

Take your photograph in a landscape format as shown below. Unfortunately, we will be unable to use any photographs that are not provided in this format. Please make sure your photo is saved **as a jpeg**. If you use an iphone and your images are saved as HEIC files, this will also be fine.



Only 1 person per photo

Please make sure there is only 1 person in your photo and that they fill as much of the space as possible so that they can be clearly seen. We are likely to be using multiple photos on the screen at once, so it's important we can clearly see you and your thank you sign!

Writing thank you signs

Please ensure that the person in the photograph is holding a thank you sign. The sign should be at least A4 in size. The writing should be as large as possible so that it can be read easily. Other than that, you can be as creative as you'd like to be! Unfortunately, we will only be able to use images that are clear and where your signs are easy to read so please do bear this in mind. Below are examples of how the photo should be taken, and examples of photographs we would not be able to use.

YES



NO



(too far away)



(sun glare)



(sign partially covered)

What to wear

You can wear your sports kit or regular clothes for the photo, but please avoid wearing any stripes either horizontal or vertical. Equipment such as bats, balls, rackets etc can feature in the background, but it is really important they do not impede your face or the message, as we will not be able to use the photo.

Giving us your consent

For your photo to be considered for inclusion in the video, we need you to read, complete, sign and return a consent form. These forms are attached as a word document. You will need to either:

- complete and sign the form, take a photograph of the signed form and email it back to your NGB/organisation.
- complete and sign the form using an electronic signature and email it back to your NGB/organisation; or
- write an email which states 'I [*insert your full name*] confirm that I give full consent to the usage of all media (photos and videos) I provide, to be used across all online platforms within the distribution and hosting of the Volunteers Thank You videos and as stated in the original release form provided for Sport England's, Club Matters Programme'. **Once you have done this, please paste the content of the original consent form into the email underneath this statement so we know you have read and understood it.**

If the photograph you are sending of us is of a child, young person or vulnerable adult please ensure the form provided is also signed by their parent, carer or guardian as appropriate.

Taking your photo

Please read the tips below before you take your photograph:

- The photograph can be taken on your phone or a webcam.
- Please give your lens a quick clean before you take your photograph to ensure it is nice and clear.

- Please ensure only one person is in the shot.
- Please take the photograph in a landscape orientation.
- Please do not take the photo in front of a window or glass door.
- Please ensure that the background of the photograph does not contain anything personal you would not wish others to see.
- Your photograph can be taken inside or outside your home but please ensure you are complying with lockdown rules if you are taking the photograph outside of your home.
- Please ensure you are not taking the picture into the sunlight and that there are no shadows on your face.
- Please avoid wearing clothing with stripes (vertical or horizontal).
- Photos should be emailed in a jpeg. format.

Thank you for supporting this exciting opportunity!