

# Castleknock Celtic Football Club Recording Policy:

## Use of VEO Cameras Effective 20 October 2024

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### 1. Purpose

The purpose of this policy is to establish guidelines for the use of VEO cameras for recording football games and training sessions at Castleknock Celtic Football Club. This policy aims to ensure that recordings are used appropriately to enhance player development, team strategy, and overall club performance, while also respecting the privacy and rights of all individuals involved.

### 2. Scope

This policy applies to all coaches, team managers, players, and other members of Castleknock Celtic Football Club who are involved in the recording, editing, sharing, and storing of video footage captured during games, training sessions, and other club-related activities. Only units licenced, maintained and governed by Castleknock Celtic Football Club are covered by this policy (e.g. coaches transferring from another club with a VEO may not use the VEO, unless ownership/licence is transferred to Castleknock Celtic Football Club for the duration of tenure, and only then, should permission be granted by CCFC Executive or Football Committee or CCFC representative, in full compliance of this policy).

### 3. Responsibilities

- **Coaching Staff:** Responsible for operating the VEO cameras during games and training sessions, ensuring that recordings are conducted in a professional and ethical manner.
- **Team Managers:** Assist in organising the recording schedule and ensuring that all relevant parties are informed about recording sessions.
- **Players and Parents/Guardians:** Consent to the recording of games and training sessions, as outlined in the consent form provided by the club.
  - It is acknowledged that it is a choice for a player/parent/guardian to agree or otherwise disagree to recording.
  - There is to be no pressure (implied or otherwise) on any player/parent/guardian to agree to recording.
  - A player/parent/guardian decision is to be treated as confidential information.

### 4. Recording Guidelines

- **Senior football:** Where in full compliance of this policy and operational requirements, VEO use is permitted for senior teams (i.e. over 18's).
- **Junior football (U18s and below):** For football season 2024/25 VEO will only be permitted under strict conditions, and in full compliance with this policy and operational requirements.

- **Approval:** Any manager/coach (Senior/Underage) wishing to have access to use of a CCFC VEO unit, must request, in writing, from the Football Committee / Director of Football their reasons and intended use of the analysis. **Acknowledgement** section below signed with CCFC official/s. **Form A/A1** must also be submitted for this purpose. No consideration will be given to requests that are not submitted on approved form.
- **Consent:** Before recording any games or training sessions, written consent must be obtained from all players, or their parents/guardians if they are under 18. This includes an understanding of how the footage will be used, stored, and shared. **Form B/B1**
- **Opposition Consent:** When playing against other clubs, Castleknock Celtic Football Club must obtain written consent from the opposing club prior to recording any game. This consent should include agreement on how the footage will be used and shared, ensuring that the opposing team's privacy and rights are respected.
- **Location Use:** Castleknock Celtic Football Club will only use VEO for home fixtures.
- **Equipment Use:** The VEO cameras should be set up in a location that captures the full field while minimizing obstructions. Only designated individuals trained in the use of the equipment are permitted to operate the cameras.
- **Privacy:** The club will ensure that any sensitive or private information captured unintentionally during recording is handled with care, and such footage will not be shared or published. Sound may not be activated for any recording of VEO.
- **Video clips;** shared with players should not be circulated on any social media channels (private or public) without express written permission from CCFC officials.
- **Opposition Use:** There is no provision for any opposition teams to use VEO or Hudl, or any other recording devices, for analysis purposes on any home pitch or training facility when playing against Castleknock Celtic Football Club.

## 5. Usage of Recordings

- **Player Development:** Video footage can be used for individual and team analysis, allowing coaches to provide constructive feedback and help players improve their skills and performance.
- **Tactical Analysis:** Recordings can be reviewed by coaching staff to develop game strategies, analyse opponents, and refine team tactics.
- **Highlight Reels:** With written consent from CCFC officials, footage may be edited to create highlight reels for players, which can be used for college recruitment, club promotion, or personal use by the player (with exclusion of Social Media postings).

## 6. Data Protection and Storage

- **Secure Storage:** All recordings must be stored securely on the club's designated storage system, with access limited to authorised personnel only. (This includes third-party services such as VEO platforms).
- **Retention Period:** Recordings will be retained for a period of a maximum of 30 days, after which they will be securely deleted unless deemed necessary for long-term analysis or archiving.

- **Data Breach Protocol:** In the event of a data breach involving recorded footage, the club will take immediate action in accordance with relevant data protection laws and regulations.

**7. Sharing of Recordings**

- **Internal Use:** Recordings may be shared internally within the club for coaching and player development purposes. This includes sharing with players, coaches, and club officials.
- **External Use:** Any sharing of recordings outside the club, including on social media or with external organisations, requires prior consent from all individuals visible in the footage or their guardians. Additionally, if the footage includes games against other clubs, their consent must also be obtained before any external sharing.
- **Third-Party Services:** If third-party services such as VEO platforms are used for video analysis or storage, the club will ensure that these services comply with relevant data protection laws.

**8. Compliance:** Failure to comply with this policy may result in disciplinary action, including but not limited to suspension from recording duties or other club activities. All members of Castleknock Celtic Football Club are expected to adhere to the guidelines set forth in this policy.

**9. Review:** This policy will be reviewed annually by the club's executive to ensure its effectiveness and compliance with any new legal requirements or technological advancements.

**10. Contact Information:** For any questions or concerns regarding this policy, please email [ccfca5474@gmail.com](mailto:ccfca5474@gmail.com)

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**Acknowledgment :** By participating in Castleknock Celtic Football Club activities, I/we acknowledge that I/we have read, understood, and agree to comply with this recording policy.

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**Signatures**

*Club Representative/s signature / BLOCK name/s:* \_\_\_\_\_

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*Team Requesting use for:* \_\_\_\_\_

*CCFC Official signature :* \_\_\_\_\_

*Date:* \_\_\_\_\_

**Form A (Manager/Coach Request - Singular)**

Castleknock Celtic Football Club VEO Usage Request

Name of Manager \_\_\_\_\_

Name of Manager/coaches who will have access to information \_\_\_\_\_

Team \_\_\_\_\_

Game request for use (date, pitch, opposition) \_\_\_\_\_

**Reasons for request for use of VEO**

Player Development \_\_\_\_\_

Tactical Analysis \_\_\_\_\_

Highlight Reels \_\_\_\_\_

**Sharing of recording:**

Internal \_\_\_\_\_

External \_\_\_\_\_

Highlight Reels \_\_\_\_\_

I acknowledge I have read and understand CCFC VEO policy and will comply in full with the stated policy, and with the intended spirit of the policy.

Signed \_\_\_\_\_

**Form A.1 (Coach/Manager - Season)**

Castleknock Celtic Football Club VEO Usage Request

Name of Manager \_\_\_\_\_

Name of Manager/coaches who will have access to information \_\_\_\_\_

Team \_\_\_\_\_

Season request for use of VEO \_\_\_\_\_

**Reasons for request for use of VEO**

Player Development \_\_\_\_\_

Tactical Analysis \_\_\_\_\_

Highlight Reels \_\_\_\_\_

**Sharing of recording:**

Internal \_\_\_\_\_

External \_\_\_\_\_

Highlight Reels \_\_\_\_\_

I acknowledge I have read and understand CCFC VEO policy and will comply in full with the stated policy, and with the intended spirit of the policy.

Signed \_\_\_\_\_

**Form B (Player/Guardian Consent - Singular)**

Castleknock Celtic may, from time to time, use VEO recording for the following purposes: Player development, tactical analysis, highlight reels.

I understand Castleknock Celtic Football Club has in place a policy on the use of video analysis (using a club VEO system) and the Manager/Coach has advised me/parent/guardian of the same.

I confirm I (or if U18 a parent/guardian) have read and understand the policy. I am satisfied that VEO can be used to record my footballing activities (or if U18m my child or minor whom I am a guardian of) if used for the purposes set out in the policy.

The Manager/Coach has outlined to me (or if U18 parent/guardian) his/her intended use of the recording and I am satisfied to allow its use.

**CCFC Note:** It is every adult and child's express right to decline a request from a CCFC representative, and or an opposition team representative, to record any images of themselves, their child or minor they are a guardian of. This right should be expressed through your CCFC Manager/Coach (or if in confidence with a member of CCFC Executive).

**Signed:**

Manager/Coaches Name(s) BLOCK \_\_\_\_\_

Manager/Coaches Name(s) Signature \_\_\_\_\_

Player, parent or guardian Name(s) BLOCK \_\_\_\_\_

Player, parent or guardian signature \_\_\_\_\_

Date \_\_\_\_\_



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