



## Churt Juniors FC

### Request for Filming Permission Email Reply Template

Dear Churt Juniors Coach,

We kindly request that you use the following message and set of questions each time you are approached for permission to film a match.

#### **Message for Opposition Coaches**

Dear {Opposition Coach Name},

Thank you for reaching out regarding filming our matches. In alignment with the recommendations and best practices outlined in the FA Video Policy document 8.3, Churt Juniors FC has established specific criteria to be met before granting consent for filming our players. This proactive approach helps us make well-informed decisions in the interest of our young athletes.

#### **Please provide answers to the following questions:**

1. **Capture Method:** Which company, individual, or system will be responsible for capturing the video footage?
2. **Age Group:** What age group or teams do you intend to film?
3. **Data Storage:** How and where will the recorded data be securely stored?
4. **Data Access:** Who will have access to this data, and what measures are in place to protect the video files and track who has access to them?
5. **Data Sharing:** Please can you confirm that video footage will only be shared with coaches and not with parents or a wider club audience OR in the case of recordings made for GCSE or A Level coursework purposes will only be used for this purpose and not shared on social media?
6. **Sharing Guidelines:** Do you have specific guidelines for sharing this content with your intended audience?
7. **Audio:** Will the video include audio/sound?

#### **For your reference, our Churt video policy, which we share with our parents, is as follows:**

- **Consent:** Annually, we provide Churt parents with the option to opt in or opt out of video recording for coaching and GCSE coursework. This consent is revocable and can be changed at any time.
- **Withdrawal on Behalf of Teams:** If one parent or child from a team withdraws consent to be filmed, we withdraw consent on behalf of the entire team.
- **Video's Value:** We recognise the value of match filming for coaching and GCSE PE coursework, emphasizing the need for careful management when filming children.
- **Age-Appropriate Filming:** Video recording is less relevant for coaching children below 11 years old (primary school age), but becomes more valuable for children aged 11 and above.



- **Data Sharing:** We expect any video recording to be exclusively shared with coaches, all of whom are safeguarding certified, or for GCSE or A Level coursework purposes, and not with parents or a wider club audience.
- **Social Media:** No video recordings may be shared on social media platforms.
- **Child Identity Protection:** No video may contain tags or identifiers for children. To safeguard children's identities, coaching filming should be conducted without sound.
- **Secure Storage:** All coaching videos must be securely stored with password protection or on a server capable of tracking the IP addresses of anyone accessing the materials.
- **Parent Filming for GCSE or A Level Coursework:** Any parent wishing to film for their child's GCSE or A Level PE coursework must notify the coach well in advance of the match day and use the footage solely for coursework purposes. The video should not be shared on social media, and no tagging or naming of children should occur.

Please feel free to contact us if you require any further clarification or have additional inquiries.

Thank you for your commitment to ensuring the safety and privacy of all involved.

Warm regards,

[Your Name]

[Your Title]

Churt Juniors Football Club