Policy Title: LHC Veo Camera and Live streaming Policy

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Approved By: LHC Committee

Responsible Officer: Welfare Officer

1 - Introduction

Letchworth Hockey Club (LHC) is committed to providing a safe, inclusive, and progressive environment for all members and visitors. As part of our ongoing development, LHC has invested in a VEO camera systems to record and stream our hockey matches. This policy outlines how the camera will be used, how footage will be managed, and how the club will ensure compliance with safeguarding, data protection, and ethical standards. This policy aligns with England Hockey's safeguarding guidance and VEO's recommended practices.

2 - Scope

This policy applies to:

- All LHC members, players, coaches, managers, volunteers, and staff
- Visiting teams, officials, and spectators
- Any third party media or content creators commissioned by LHC

3 – Purpose of the VEO Camera

The VEO camera system has been introduced to enable LHC to :

- Record senior (and some junior) matches for coaching, analysis, and player development purposes.
- Enable live streaming of senior matches via platforms such as YouTube.
- Promote the club via live streaming, clips/photos on social media.
- Promote club sponsors via a sponsor logo/message or similar visible in the recording and/or live stream.

While the primary use is for senior matches, junior players (under 18) will appear in footage when participating in senior teams. The camera may also be used for training sessions on occasion, though this is not the primary intent. In the event that the recording or live stream captures a serious breach of the rules or Code of Conduct (such as a red card incident) the recording may be used to provide evidence for any resulting discipline procedure carried out by the club, the league, or the opposition team.

4 - Safeguarding and Consent

LHC adopts England Hockey's safeguarding policies and its own Safeguarding Policy.

The following measures are in place:

- Consent for recording and streaming is collected via the club's membership system (Teamo) via the Photo Permissions feature.
- Parents/guardians must provide consent for junior players via the Photo Permissions feature in Teamo.
- The Photo Permissions feature is available to members/parents during initial registration and annual re-registration. It cannot be used by members/parents during the season (since this would require the club to monitor and react to changes every week). However, a member/parent who wants to change their Photo Permissions during the season can do so by contacting the relevant Club Captain.
- Opposition teams will be informed of recording and streaming when matches are confirmed by the fixtures secretary. Opposition teams will be offered access to the recording for their own use. They will have the opportunity to opt out in cases of genuine safeguarding concern, in which case the match will not be recorded or live streamed.
- If a member is playing in a match that is due to be recorded or live streamed but has not given photo consent via the Photo Permissions feature in Teamo, that match shall not be recorded or live streamed, unless explicit permission has been given by the player in question.
- For the avoidance of doubt, when a member/parent has removed Photo Permissions, LHC will not publish photographs or video clips of that individual from other non-VEO sources on its website or any social media.

5 - Audio Recording and Spectator Conduct

Although the VEO system is not intended to record audio, it is technically capable of doing so.

LHC will:

- Consider that audio recording should be disabled by default.
- Place signage in spectator areas to inform attendees that video (and potentially audio) recording may occur.
- Remind spectators to use appropriate language at all times, in line with the Code of Conduct for Parents, Guardians/Carers and Spectators. If audio is inadvertently captured, LHC will review the content and take appropriate action to protect individuals' privacy and uphold club standards.

Spectators may take photos or videos for personal use but must not share images of junior players or other individuals without consent. LHC reserves the right to request removal of any content that breaches safeguarding or privacy expectations. Signage will be placed to remind spectators of these responsibilities.

All members of Letchworth Hockey Club are expected to support the responsible use of the VEO camera system and uphold the values of the club. In particular, members should:

- Respect the consent choices of others, including players who have opted out of being recorded or streamed.
- Avoid interfering with the camera equipment or obstructing its view during matches or training sessions.
- Use appropriate language and behaviour when within range of the camera, especially in areas where signage indicates recording may occur.
- Report any concerns about the use of footage, safeguarding, or data protection to the Welfare Officer promptly.
- Refrain from sharing footage or stills from VEO recordings unless authorised to do so by the club.

These responsibilities are in line with the Code of Conduct and Safeguarding Policies and are essential to maintaining a safe and respectful environment for all participants.

6 - Live Streaming Protocol

Live streaming is permitted under the following conditions:

- Only senior matches will be streamed and only subject to the requirements of Section 4: Safeguarding and Consent.
- Streams will be hosted on official LHC platforms (e.g. YouTube).
- Streams must be approved in advance by the LHC Committee and monitored by the designated Camera Manager (Matt Wade).

7 – Data Protection and Access

LHC is the data controller for all footage captured by the VEO system. The following principles apply:

- Footage will be stored securely and only accessed by authorised personnel (e.g. coaches, analysts, Welfare Officer).
- Individuals may request access to footage in which they appear by contacting the Welfare Officer in writing.
- Any footage used for promotional purposes will be reviewed by the Social Media Secretary to ensure it does not compromise the privacy or safety of individuals.

8 – Use of Recordings and Live Streaming

Recordings and live streams may only be used for the purposes in Section 3 of this policy.

Recordings and live streams will not be shared with third parties without consent.

Recordings will be stored and shared on LHC's Veo account for 1 year and also on LHC's YouTube channel indefinitely.

9 – Breaches and Complaints

Any misuse of the VEO system or breach of this policy will be addressed under the LHC Disciplinary Policy. Complaints should be directed to the Welfare Officer and will be handled confidentially and in accordance with LHC's discipline and safeguarding procedures.

10 – Associated Policies and Guidance

- LHC Safeguarding Policy
- EH Livestreaming Guidance
- EH Photography Guidance
- EH Coach and Development Video Guidance
- EH Spirit of Hockey – Code of Conduct
- VEO's Privacy and Streaming Guidelines