Club recording & privacy checklist

For the club lead, before coaches start using C2X.

C2X gives feedback on coaching communication. Your club handles the lawful basis, required notices and permissions for its use. C2X remains responsible for its own obligations.

1. Name your club contact. Choose someone to answer questions, manage recording permissions and coordinate privacy requests with C2X. Share their contact details with coaches, parents and players.

2. Check the permissions you need. Confirm the lawful basis for recording, transcription, analysis and use of player names or rosters. Check whether existing club arrangements cover these specific uses. Obtain parent or guardian authorization where legally required, and keep appropriate records. Also check venue, competition and visiting-team rules.

3. Tell people what will happen. Use your club's privacy information and, if helpful, the editable parent/player notice. Explain that the mic focuses on the coach, but other voices may be captured. Names can appear in transcripts and analytics even without a recording of a player speaking. A notice or silence does not replace legally required consent.

4. Brief coaches and limit the information. Tell coaches when recording is permitted and how to handle someone whose required permission is missing. Do not record affected activities or upload affected information without the required permissions. Supply only roster details needed for coaching; avoid unnecessary sensitive information.

5. Explain access and optional improvement use. Coaches see their own transcripts and debriefs. Directors receive metrics, trends and staff summaries, not transcripts, audio or quotes. Limited authorized C2X staff and providers process content for the permitted purposes. Quality-improvement use must be legally permitted and consistent with notices and choices; clubs can opt out through C2X.

6. Know how to handle a request. Parents, players and coaches can raise questions with the club or contact C2X at kelly@coach2x.com. Coordinate valid access, objection, withdrawal and deletion requests promptly. Do not tell people they must wait 180 days to request deletion.

Retention in brief. Audio: at most 180 days from recording. Other account-linked identifiable information: removed within 180 days after the relevant account closes, subject to limited lawful recordkeeping exceptions. Valid requests, law, information no longer needed and earlier deadlines can require removal sooner. Genuinely anonymous aggregate statistics may remain.

Full Terms & Privacy: coach2x.com/privacy | Questions: kelly@coach2x.com