

VIDEO CONFERENCING MEETINGS HOST REFERENCE



Recent social distancing and isolation as a result of COVID-19 have changed the way we are communicating with each other, which has involved technology in a way that hasn't been used before in the sporting landscape.

We want you to connect with your players and other members in the most meaningful way possible in the current circumstances, and in a way that best promotes the safety and privacy of those engaging with this technology.

These best practices will help you create and maintain a safe and secure learning environment for our members, especially for minors.

Your Obligations as a Host

You maintain the same obligations for safety and privacy of players and members in an online format as you do when communicating with them in person at your Club.

In an online format, you should be mindful of the following:

Be sure to obtain parental consent. All minors (those under 18 years of age) must have parental consent to join chat groups with adults. This is as much for the hosts protection as it is for the participants protection

Before the video meeting

1. **Send details to parent/ guardian email or phone** so they are aware of what will be happening and when. Do not send directly to a child
2. **Send the "Video Conferencing – Participant Reference"** to parents/guardians
3. **Take note of any children that cannot participate** and pass along information after the meeting has concluded, so the child still feels part of the team.
4. **Do not force the parents/ guardian to attend** a video hook-up if they are not comfortable with their child participating.
5. **Make sure you are hosting the video chat from an acceptable location** with acceptable images in the background.

During the video meeting

6. **Be wary of the presence of all participants.** Only allow permitted participants into the meeting. Take notice of participants joining and leaving the meeting. This may be indicated by sounds or visual popups. Once everyone is in the meeting, consider locking the meeting so no one else can join.
7. **Maintain awareness of your background (and others) throughout the meeting.** with high definition video and webcams, we can easily broadcast a lot of detail in the view of the camera. Share your video (and guide others) so others can see your presence but train the camera view so it only captures video of a user's face and does not have private or sensitive detail in its view.
8. **Turn on your microphone only when you want to speak.** Keeping the microphone off improves the video conferencing experience. This also prevents inadvertently broadcasting private and sensitive discussions nearby.
9. **When sharing content, choose to share only what is required.** It is better practice to share an application instead of a whole screen.

Following the video meeting

10. Take notes to pass along to those that cannot attend
11. **Be aware that you are a mandatory reporter**, so if something is a little off, you must report it.
12. Any follow-ups with players must go via their parent/ guardian.

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Zoom Video Conferencing Software

Zoom (zoom.us) has become a popular platform for online discussions given the ability for Hosts to control participation (e.g. mute, remove participant etc), and users can quickly and easily share documents or other screen content (e.g. video etc).

There are many other platforms which people may use (e.g. Skype, Facebook Messenger etc), however the following will guide set-up and participation with the Zoom platform.

Setting up an account

1. Players under the age of 18 should need to create their own account because they should only be joining Zoom meeting sessions as participants (not separate account holders)
2. Minors are not permitted to create an account per Zoom's Terms of Service.
3. Only allow users to join meetings within your group account if they log in with the meeting password, ensuring that each meeting participant is monitored and identified.

In-meeting controls for Zoom Hosts

4. **Lock the Meeting:** when you're in the meeting, click Participants at the bottom of your Zoom window. In the participants pop-up box, you will see a button that says Lock Meeting. When you lock the meeting, no new participants can join, even if they have the meeting ID and password.
5. **Expel a Participant:** click Participants at the bottom of your Zoom window. You can mouse over a participant's name, and several options will appear, including Remove. Click that to kick a participant out of the meeting. They can't get back in if you then click Lock Meeting.
6. **Prevent Participants from Screen Sharing:** In the host controls, click the arrow next to Share Screen and click Advanced Sharing Options. Under "Who can share?" choose "Only Host" and close the window.
7. **Attendee On-Hold:** if you need a private moment, you can put attendees on-hold. The attendee's video and audio connections will be disabled momentarily. Click on the attendee's video thumbnail and select Start Attendee On-Hold to activate this feature.
8. **Disabling Video:** Hosts can turn participant video off and request to start participant video. This will allow instructors to block unwanted, distracting or inappropriate gestures on video.
9. **Mute participants or Mute All:** Hosts can mute/ unmute individual participants or all participants. This will allow instructors to block unwanted, distracting or inappropriate noise from the meeting.
10. **Disable private chat to ensure that players focus on the subject at hand:** meeting hosts can limit players ability to chat amongst one another while a meeting is in session or in-meeting chat can be disabled in its entirety.

For more information, visit eSafety Commissioner – www.esafety.gov.au