



Cambridge City Hockey Club (CCHC): Policy on the use of Virtual Team Meetings in which Junior Players are participating

This guidance is aimed at all Team Captains, Coaches, Team Managers, and Club Members setting up and participating in Virtual Team Meetings in which Junior Players are also participating.

A team meeting where Junior Players (those players U18 at time of the meeting) are participating **must only be set up by a Team Captain, Coach or Team Manager**.

Acceptable platforms are **Google Hangouts** and **Zoom**.

Guidance for Setting up your Meeting for U18 participants

- **The Meeting Host/Administrator** should be an appropriately DBS checked Team Captain, Team Coach or Team Manager only, and have completed as a minimum the [England Hockey Online Safeguarding & Protecting Young People in Hockey Course](#).
- **Never** set up a meeting in which you and a junior player are the only participants. A second adult should be 'present at all times' during meetings in which Junior Players are participating.
- **Consent.**
 - The link to join the Virtual Meeting should **only** be sent to a parental email account.
 - Communicate clearly what the Virtual Meeting is for, and who will be participating.
 - The invitation should make it clear that by forwarding/following the link the parent is giving their permission for their young person to participate.
- **Virtual Meetings must not be recorded.** Please disable any in App recording options for yourself, co-hosts and participants.
- **Virtual Meetings** should require a password to join. This option is now the default in Zoom.
- **General Guidance.** Distribute the general guidance below to all participants.

General Guidance for Participants

- All participants must be dressed appropriately
- All participants should attend the virtual meeting from an appropriate room (i.e. not a bedroom)
- With the exception of parents who have an U18 on the call, only people invited to the call should be visible or audible
- Language and behaviour should be of a good standard at all times
- Virtual meetings **must not be recorded**
- Virtual meetings (or screenshots thereof) **must not** be streamed, saved or distributed to any other website, media or platform
- For those participants who are U18, a supervising parent must be in the same house as the U18 at the time of the call

Reporting Concerns

Any concerns arising as a result of a Virtual Video Meeting should be reported in line with England Hockey procedures, available from the [England Hockey website](#).

As a first step, contact the CCHC Club Welfare Officer at welfare@cambridgecityhc.org.

Where a child or young person may be in immediate danger, always dial 999 for police assistance.