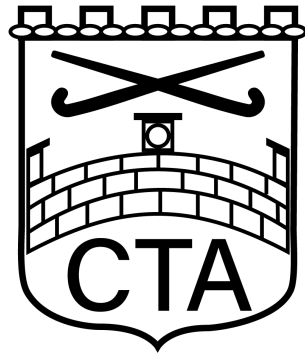


# Cambridge Talent Academy (CTA)



CAMBRIDGE  
TALENT ACADEMY

## Policy on the use of Virtual Team Meetings in which Junior athletes (u18) are participating

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## Introduction

This guidance is aimed at all Coaches, Team Managers, and Officers setting up and participating in Virtual Team Meetings in which U18 Athletes are also participating.

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

Acceptable platforms are **Google Hangouts, MS Teams 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** without the express permission of all attendees. 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** without the express permission of all attendees
- 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 CTA Welfare Officer at [cambridgetalentacademy@gmail.com](mailto:cambridgetalentacademy@gmail.com).

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