

## **Online Meeting Policy**

In order to improve the security and safety of our members when using online meeting platforms, the below steps should be adhered to when organising Camogie Association online meetings/training sessions. The two platforms most commonly used and referred to below are Microsoft Teams and Zoom.

The Camogie Association encourages the use of Microsoft Teams where possible for units conducting online gatherings. This can be done by the unit secretary's official camogie Microsoft Teams account provided through Office365. However when not always possible, the below steps outline safety measures that should be taken for Microsoft Teams and also Zoom. Zoom allows for meetings for more than three people to be conducted for a maximum of forty minutes in any one period.

### **Safety Steps when setting up a Microsoft Teams/Zoom Meeting**

- Participants should be invited via the 'Invite Attendees' section when scheduling gathering.
- Invitations to be issued to the parent/guardian of a juvenile member.
- Do not share the meeting link publicly.
- If sharing your screen in a meeting be aware of screen content.
- Secure all online meetings with a password and issue this in the invitation.
- When setting up meeting check that participants cannot join the meeting before the host.
- When setting up meeting enable Waiting Room/Lobby so that the host must approve the user before join.
- If you wish to record the meeting, notify participants at the beginning and its purpose.
- Have participants switch off camera and muted when not required and use chat for questions.

**Online sessions with underage players should be supervised by the child's parent/guardian for duration of the session. This information should be included in all invitations issued.**

The Code of Behaviour applies to online meetings.

<https://camogie.ie/administration/child-welfare/>