



### **Jersey Netball Association's terms and conditions for online activities**

Due to the prevalence of COVID-19 and under guidance from the Government, Jersey Netball Association want to be able to work digitally to connect, create work and support our members. To do this we will need to use online and digital platforms. When using these platforms it is important that you protect yourselves and follow our online code of conduct. Our main digital way of communicating and working with our members will be the online platform Zoom which is an online live video conferencing service. We may however also use other methods of digital engagement including uploading videos/ pictures to our website or other social media platforms. If you register for/attend one of our online activities please make sure you follow this online code of conduct at all times. Parents of younger members (under 18s) please can you ensure that they understand and follow the rules outlined below.

In order to take part in these online sessions, we ask the following:

1. Your young person should seek permission to take part in each online activity provided by Jersey Netball Association.
2. All online sessions or activities will be moderated. This means there will always be a Jersey Netball Association board member taking part and monitoring the content.
3. For activities with movement you are able to provide a reasonable flat floor space for your use where no furniture, slip and/or trip hazards can be found.
4. You should wear appropriate clothing and footwear for online classes.
5. You fully understand that as Jersey Netball Association are not providing these services in person, we are unable to provide any direct first aid, but we will remain in adherence to our Safeguarding policies at all time.
6. You understand that Jersey Netball Association are in no way affiliated with the video conferencing software, and are not responsible for any changes, data loss or software/hardware malfunction as a result of using the equipment. You also agree to their separate terms of use.
7. You will not hold Jersey Netball Association responsible for any injury sustained as part of these sessions and will monitor yourself for signs of sickness, tiredness, injury or illness or other incapacitations, which may prevent them from taking part.
8. Unless otherwise notified, Jersey Netball Association will assume that all information and permission granted on your membership form will remain the same for our other online activities, including all photo/video/audio/social media consent. **\*Prior to the start of the meeting you will be asked if you are happy for this to be recorded\***
9. Activities may be recorded and used for research purposes for Jersey Netball Association and may be shared with other partners for research purposes in line with our GDPR and privacy policy.
10. Anyone taking part in the online activities is not permitted to video/photograph/record or use any form of social media to display the activity. The only party allowed to do this is Jersey Netball Association.
11. Please ensure that it is only Jersey Netball Association members on screen or on audio during the activity, so that other people without consent are protected.



12. Please do not share the link so that others can enter the activity.

13. Virtual Waiting Room - all members are admitted by the workshop leader from a virtual 'Waiting Room' meaning that unauthorised participants cannot enter. Please make sure the participant's name is entered as the Zoom name so workshop leader knows to admit you.

14. Please note that only the Jersey Netball Association host will be able to screen shot/record sessions for documentation purposes. If you are worried or concerned about anything online or need to discuss anything of a personal nature please contact Jersey Netball Association host and we will listen and find the right support or course of action for you

15. When hosting a meeting please make sure the following guidance is followed:

- If you are intending to record the meeting you should inform participants before beginning recording and gain their verbal consent. This should be followed up with written confirmation if intending to share with persons not involved in the meeting.
- You should only record the meeting if it is essential, not just for convenience of people who cannot attend.
- Ensuring meetings are password protected.
- If you're hosting a public meeting ensure only the host can share their screen by turning on the function when setting up the call.
- Ensure the waiting room feature is on at all times and only let in people you know.
- Do not share meeting details or passwords publicly or on social media, including in 'closed' groups, and only share them privately with attendees you know and trust.
- Familiarise yourself with the security icon in the menu bar so you know how to lock the meeting, use the waiting room and remove participants.
- If anyone behaves inappropriately during a meeting remove them immediately and continue the meeting if appropriate. After the meeting report the incident to the NSW chair.

#### Revision History

Policy/Version Date	Summary of Change	Contact	Implementation Date	Review Date
12 <sup>th</sup> June 2020	Policy First Draft	Linda Andrews	14 <sup>th</sup> June 2020	September 2021