



# **Bristol Penguin Olympic Swimming Club**

## **Zoom Usage Code of Conduct**

Any member of BPOSC engaging in Zoom video conferencing sessions will abide by the following:

### **Everyone will**

- Wear suitable clothing, as should anyone else in the household.
- Any computer/device used should be in appropriate areas, for example, not in swimmer bedrooms, and where possible against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Ensure that no photos / screenshots will be taken of the Zoom sessions.

### **Coaches will**

- Ensure that chat feature is switched off, unless it's deemed necessary for use.
- Ensure that participants cannot join the meeting before the host and that a waiting room is set up.
- Make necessary efforts to cut down on background noise.
- Ensure that swimmers are muted as they join the session until the session begins.
- Undertake not to record any meetings.
- Ensure there are no 1:1 sessions, only group meetings.
- Ensure that two or more coaches or committee members will be present.
- Ensure that screen sharing is switched off unless specifically needed for the meeting.
- Place any swimmer on hold if they are deemed by the hosting adult to be breaking a club rule.
- Sessions should be a reasonable length of time.

### **Swimmers will**

- Use their names for identity – first name and first letter of surname.
- Wave or raise their hand to indicate they wish to participate in the meeting.
- Continue to follow club rules when participating in meetings.

### **Parents/carers will**

- Ensure that any computer/device is set up in an appropriate shared area (i.e. not bedrooms).
- Ensure that Zoom meetings invites are not shared outside the BPOSC squad.
- Ensure that an appropriate adult is present when the swimmer is engaging in the session.