

PFCPOL-39 REMOTE CONFERENCE and WEBINAR POLICY

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DEFINITIONS

- “*Remote Conference*” – a term that encompasses virtual meetings, online meetings, conference calls, and video conferences. A Remote Conference is a meeting that occurs between two or more people participating via an online medium or phone call.
- “*Webinar*” – a session or workshop hosted by an individual or organization, sometimes presenting via live video stream, for a gathering of attendees participating via their own live video stream or via phone

INTRODUCTION and APPLICATION

The PFC encourages Remote Conference meetings when in-person meetings are not reasonable, practical or possible. The PFC also recognizes that remote learning or eLearning, via a Webinar, has become increasingly important in the operations of sport organizations.

The PFC recognizes that Remote Conferences and Webinars occasionally take place on a social medium (such as Facebook Messenger) but are not typically associated with social media. The PFC’s *Social Media Policy* addresses the need for appropriate and respectful behaviour on social media and other electronic communication media. This Policy specifically addresses the type of communication that occurs on Remote Conference or Webinar platforms and the use of those platforms by PFC instructors, coaches and staff (hereinafter “PFC Representatives”).

WEBINAR

Webinars hosted by PFC Representatives are considered to be **Club Sanctioned Events** and require the approval of the PFC Board (or designate, such as the PFC Competitive Administrator or PFC Recreational Administrator). Approval will be granted by email. To be a Club Sanctioned Event, a Webinar must:

- Adhere to the *Webinar and Remote Conference Procedure (Appendix A of this policy)*
- Be hosted by a PFC representative (‘Host’) who would typically facilitate an in-person session or workshop
- Not introduce other Hosts or presenters who have not been approved by the PFC
- Not include topics or material that would be inappropriate in an in-person session or that include content that violates the *Code of Conduct*
- Not ask participants to practice or perform any maneuvers or skills that may be unsafe to the participant, may cause injury to the participant, or may cause damage to the participant’s surroundings

PFC-sanctioned Webinars must:

1. Have a PFC Representative serving as the Host
2. Conform to the standards appropriate for a PFC-sanctioned event
3. Adhere to the Rule of Two
4. Ensure privacy

1. **Host**

Each Webinar must have a Host who is responsible for:

- i. Enabling each attendee to join the Webinar
- ii. Informing the attendees if the meeting will be recorded or not (Webinars that include a live video stream of a minor participant may not be recorded by the Host)
- iii. Welcoming and introducing guest speakers
- iv. Hosting from a quiet, non-distracting location
- v. Wearing PFC-branded apparel (if the Host has a live video stream)
- vi. When applicable, ensuring each attendee has a recognized name under their live video stream and not a device name (iPhone, Samsung etc.)

2. **Standards**

The PFC Board is required to ensure the protection of all members during PFC sanctioned events or programs. Individuals participating in webinars must use appropriate language and behaviour and must be dressed in accordance with common standards for school or the workplace.

Any instance of misconduct (foul or abusive language, inappropriate behaviour or disrespect, etc.) can be addressed through the PFC *Complaints and Dispute Resolution Policy* (PFCPOL-21) and is subject to the PFC *Discipline Policy* (PFCPOL-22).

3. Rule of Two

The 'Rule of 2' pertains to Webinars involving youth participants. No youth participant may participate one-on-one in a Webinar with a Host. There must be a minimum of 3 people in attendance. For example:

- Two players with the Host; or
- A parent and player along with the Host; or
- The Host, another coach, and the player.

4. Privacy

Hosts must set security settings on the Webinar platform to a level where the opportunity for hacking or abuse is limited as much as possible.

A PFC-sanctioned Webinar that involves a live video stream of a minor may not be recorded by the Host.

Hosts are not permitted to require a participant to turn on their live video stream. Some participants may not have this capability and other participants may prefer to participate in the Webinar via phone call.

REMOTE CONFERENCE

Unlike Webinars, not all Remote Conferences are considered to be Club Sanctioned Events. A Remote Conference must be sanctioned by the PFC if the Remote Conference involves:

- A PFC representative and a single minor participant and the participant's parents (e.g., player meeting)
- A PFC representative and more than one minor participant and the participant's parents (e.g., team meeting)
- A PFC representative and more than one group of parents of a minor participant (e.g., a parent meeting)

A Remote Conference does not require sanction if the Remote Conference involves:

- Multiple PFC-representatives (e.g., coaches meeting)
- A PFC representative and adult participants

Remote Conferences must adhere to the same standards for Webinars as described above in the sections for Host, Standards, Rule of Two, and Privacy as well as the procedure described in **Appendix A of this policy**.

APPENDIX A – WEBINAR and REMOTE CONFERENCE PROCEDURE

PRE-SESSION

1. PFC will use the [Zoom.us](https://zoom.us) platform for the foreseeable future but will assess, on an annual basis, performance, security, price and functionality of the platform versus other products on the market.
2. PFC will hold a Host Account.
3. Details will be shared with the identified attendees the week before the session. Details include the time/date, unique URL, Meeting ID and password.
4. The Host will familiarize themselves with the platform and security settings.
5. A practice session with other PFC Representatives is strongly recommended.

HOSTING

1. If attendees are joining by clicking a meeting link with a password embedded, there will be no change to their joining experience. For attendees who join by manually entering a Meeting ID, they will need to enter a password to access the session.
2. All attendees will join through the Waiting Room and are encouraged to log-on 2-3 minutes before the scheduled start time. The **virtual waiting room** feature is automatically turned on by default. The waiting room is a virtual staging area that prevents people from joining until the host is ready.
3. The Host will approve each attendee once their identity is confirmed. The Host will begin to see the number of participants increase in the waiting room. Select **Manage Participants** to view the full list of participants. The Host will have the option to admit attendees individually by selecting the blue **Admit** button or all at once with the **Admit All** option on the top right-hand side of the screen

4. The Host must inform attendees if the session is to be recorded or not. Note that this also includes the recording of conversation in the **Chat Room**. (Webinars and Remote Conferences that include a live video stream of a minor may not be recorded)
5. The Host will lead the session and have '**Screen Control**'.
6. The Host may hand over control of the screen to a designated Guest Speaker.
7. The conclusion of each session should be clearly defined with the Host thanking attendees for their participation and identifying and further opportunities to connect.

POST SESSION

1. Any recording (video, audio and chat room) must be saved to the PFC P Drive at the Hosts earliest convenience.
2. Guest Speakers should be contacted and thanks for their time.