

**23 - GUIDELINES FOR ON-LINE EVENTS INVOLVING YOUNG MEMBERS**

On-line Events including coaching sessions organised by registered Clubs involving our young members should operate on the following basis to ensure that the event is delivered in safe and enjoyable environment for everyone.

**Good practice & safety requirements:**

* Timetable of all events including a coaching session should be issued in advance including:
  + - who the coach/supervising adult will be
    - what time the session is starting/ending
    - day(s) the session can be accessed
* The Club will highlight the necessity of parent(s)/guardian(s) permission to participate and where necessary receive written permission from the gymnast's parent(s)/guardian(s) to participate in an on-line event/coaching session prior to the event. (Club will issue a consent form in advance).
* Invites for our young members to participate may only be sent to the young member’s parent(s)/guardian(s) email address.
* When parent(s)/guardian(s) receive an email inviting their child to participate in the event, the invite may not be shared with any other person(s).
* The personal email of an under 18 yrs. of age, is not an acceptable point of contact.
* Each event will be conducted on an appropriate platform such as Zoom taking into account the necessary security protocols from such a platform. Each event should have a newly created invitation.
* More than one adult from the organising Club should be present on-line for the duration of the event.
* The duration of an on-line event involving our young members should be no longer than one hour in duration.
* Retain a list of all young members and staff who participate for the duration of the event and then deleted at the ultimate end of the event.
* It is not permitted for anyone to take screen shots of individual children who are participating in on-line activities.
* Young members participating in on-line events must be a GI member.
* No recording or posting of the event on social media is allowed by participants/parents/guardians.
* Young members/parents/guardians also need to be instructed on how to turn off/log out of the session.
* Misbehaviour or conduct of an inappropriate nature may result in the offending person being removed from the event by the Coach/Club staff member and potential discipline procedures may be applied.
* All gymnasts must remove any jewellery and dress appropriately during all online activities

**Participant/Parent (Guardian)**

* Parents/guardians will access their scheduled session using the individual log on details.
* Parents/guardians will be placed in a ‘waiting room’ where the coach will identify everyone before granting access, this is for safeguarding purposes.
* Parent(s)/guardian(s) must be present in a supervisory capacity for the duration of the event & may assist if deemed necessary.
* If a young member is unwell or injured, they should NOT participate in the event.
* Cameras must only be enabled when requested by the Coach/Club Staff member.
* Young members should join the event with their microphone muted and only unmute at the request of the Coach/Club Staff member or if deemed necessary to ask a question.
* The ‘chat’ function on the on-line platform should be available and may be used by the participants or their parent(s) / guardian(s) with the permission of the tutor and only using it to directly communicate with the Coach/Club Staff member.
* Participants must be appropriately dressed when participating in the event.
* Setting up the space - An appropriate room should be used for the event (i.e., not positioned in a bedroom). For a coaching event, ensure you have checked there is adequate height and space around your child to safely take part in the activity, that is free from hazards.
* Parents/guardians should ensure gymnasts are provided with a drink bottle close by.
* If young members/parents/guardians have any queries before or after the event, please contact the Club Children’s Officer or appropriate Club member

**Coach/Club Staff Member**

* Event Coach/Club Staff Member must be appropriately qualified to coach at a coaching session have completed the GI “recruitment” requirements.
* The content and delivery of the specific Event must be age appropriate for the participants. Pre-plan activities prior to the session to ensure inclusive, engaging, and appropriate content.
* All gymnasts must remove any jewellery and dress appropriately during all online coaching activities
* Encourage rest and drink breaks at specific points in a coaching session and factor this time into the plans and sessions.
* Be organised – ensuring fluency from one activity to the next.
* Practise the delivery and content before the session.
* Make eye contact towards the camera
* Depending on numbers who want to join Event – no Event should be conducted in a one-to-one situation online by a Coach/Club Staff Member.
* During online events for young members the Coach/Club Staff Member should have their camera and microphone on at all times, except during breaks or in exceptional circumstances.
* The Coach/Club Staff Member should have no individual follow up with any of the registered participants.
* The Coach/Club Staff Member in a position of trust and is responsible for the duty of care for all involved. If a safeguarding incident occurs or a concern is raised, the Club Children’s Officer or Designated Liaison Person should be consulted as appropriate.