



## Club Zoom Usage Policy

This policy is designed as guidance for the safe usage of the Zoom video conferencing platform within Marlborough Penguins ASC. The policy should be used by those sanctioned Club members (as agreed by the Executive Committee) setting up appropriate meetings and activities (Events) via Zoom.

- Ensure all Event invites are only sent out via Swim Club Manager.
- Include a reminder that the invite must not be shared outside of Marlborough Penguins ASC club members.
- Always set up the Event with a secure nine-character password.
- Ensure the password is not published on a public forum or website.
- Ensure the host of the Event maintains control of the screen.
- Enable Waiting Rooms functionality to verify participants prior to entry into the Event.
- Always Lock the Event room once all known participants have arrived.
- Remove unwanted participants and prevent them from re-joining the Event.
- Ensure that all participants are aware of the need for appropriate and professional behaviour, language, dress and location throughout the Event.
- Remind participants to use Chat & Reactions for comments & feedback.
- Prior to setting up an Event, the Host must know how to set up a Waiting Room, lock an event, prevent others from screen sharing, place participants on hold, disable & mute both video and audio, and remove unwanted or disruptive participants.
- There is an option to Save the video & chat on the Zoom cloud – this allows for those unable to join the event, to watch at a later stage and adds a degree of accountability. Use this functionality ONLY if agreed with the Executive Committee prior to the Event. If using this functionality, ensure all participants are aware the event is being recorded and confirm the retention policy (1 week).
- Always update the Zoom app when prompted, to ensure the latest version is being used

<b>Zoom Usage Policy</b>	<b>Issue Date:</b> November 2023	<b>Page:</b> 1 of 1
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