



Online Workshops, Seminars and Meetings – Rules for u18 Participants

These rules are designed to support and protect both those u18s who are taking part as well as those leading the event, and should mean that the event is happy and effective for all concerned.

Before the event starts

- Set yourself up in a quiet room (not a bedroom) and wear sports-appropriate clothing
- Preferably, use a PC, laptop or tablet (rather than a smartphone) which will allow you use the range of Zoom (or other meeting app) options during the event
- Check that your webcam is in a stable position and shows your whole face
- Log in 10-15 minutes before the start of the workshop - you will be in a waiting room until you are let into the event by the event leader, ready for a prompt start
- A parent should be present during the registration process

During the workshop

- At the start, you will be asked to ensure that your participant name shows the same forename/surname as used to register for the event
- Keep background noise to a minimum, by muting your microphone when you are not speaking
- When your microphone is not muted, avoid activities that could create additional noise, such as talking to people in your room
- Avoid getting distracted by app notifications, emails or other activities in your room
- If you have any queries or problems during the event, just unmute yourself and ask, or you can use the chat facility to 'speak' to the event leader
- If you have a concern and don't want to make contact, speak to your parent
- Do **not** use chat to message each other during the workshop - it is only to be used to communicate with the event leader.
- If your connection cuts out during the workshop, just log out and log back in again - it does happen
- If the event leader's connection drops out, just wait for them to reconnect – it might take a minute or two but they will be back!