

1. Purpose

- 1.1 The purpose of this policy is to establish guidelines for conducting hybrid meetings within the Hunter Valley Football Association (HVFA) that allow for both in-person and remote participation, ensuring inclusivity, efficiency, and effective communication.

2. Scope

- 2.1 The policy applies to all HVFA clubs, executives, players, referees, club and team officials, coaches, volunteers, staff, members and participants.

3. Application

- 3.1 Meetings which are not of a general nature, for example an Annual General Meeting or Special General Meeting, may be held in a hybrid format where participation from invited members may be either in-person or electronically (Zoom, Microsoft Teams, etc.).
- 3.2 For clarity, meetings which are not of a general nature may be pre-season seminars, President & Secretary meeting, urgent club meetings, forums, or similar. Meetings that are not of a general nature are meetings where there are no special resolutions to be decided, and the format of the meeting does not follow that as described in the Constitution.
- 3.3 HVFA may endorse compulsory attendance for members to attend a meeting that is not of a general nature.

4. Meeting Etiquette

- 4.1 HVFA will schedule both physical and virtual options and be sent on the meeting invitation.
- 4.2 HVFA will appoint a meeting facilitator whose role shall be to:
- a) ensure that both physical and virtual attendees are given equal opportunity to contribute; and
 - b) to regularly check any technical considerations (e.g. internet connection from the meeting site, etc.); and
 - c) manage any back-up method of virtual failures.
- 4.3 When necessary, tools such as virtual polling or raised-hand features should be used to facilitate participation.
- 4.4 Virtual attendees must have their camera on and muted for the entirety of the meeting unless the meeting facilitator allows discussion.
- 4.5 Virtual attendees must use the raise hand, or similar features to inform the facilitator that they wish to contribute to any discussion.
- 4.6 Physical attendees must raise their hand if able to inform the facilitator that they wish to contribute to any discussion.
- 4.7 Virtual attendees must remain connected for the entirety of the meeting unless granted early leave permission by the chairperson.

5. Security and Confidentiality

- 5.1 Virtual participants should join meetings from private or secure locations to maintain confidentiality.

5.2 Meetings will be recorded by HVFA and stored securely for twenty-four (24) months.

6. Connection Failures

6.1 If in the event of a failure of a connection for an individual, then that individual must attempt to rejoin the meeting. The meeting will not be suspended for individuals who experience a failure of connection.

6.2 If in the event of a failure of connection for all virtual attendees, then:

- a) the meeting will be suspended until the majority of the original virtual attendees are connected; or
- b) if after ten (10) minutes from the time of a failure of connection and the majority of the original virtual attendees cannot be connected, then the meeting will recommence, and the virtual attendees will be excluded for the remainder of the meeting.