|  |  |  |
| --- | --- | --- |
| Document Name : WhatsApp Guidance for TSC 2023Document Created: 29/1/2023Document Owner: Rear CommodoreDocument Review Date: 29/1/2024 |  |  |

WhatsApp Guidance for Tudor Sailing Club (TSC)

This document is available to all Tudor Sailing Club (TSC) members and to be read and understood in conjunction with the truncated WhatsApp Guidance (see addendum) that is distributed through the WhatsApp groups used for TSC business and given to all new members upon joining TSC.

In summary, in line with the TSC Code of Conduct and Disciplinary Procedure all members should treat each other with courtesy and respect, just as they would face to face, and avoid the use of language that offers may find offensive.

WhatsApp is a popular and efficient method of communication for our community and whilst we don't have any formal responsibility for the content, we do expect members to adhere to guidelines when conducting TSC business.

TSC use of WhatsApp falls into three categories:

**Group 1)** Class captains have groups for each section (cruiser, dinghy, rowing, paddlers, Women on Water) where the bulk of members send and receive planning and communication information.

**Group 2)** Sub-groups are created by, for example, and not exhaustive, the maintenance committee, the social committee, marketing opportunities, etc. These groups have a limited membership but are key for the details of planning and communication for a specific club purpose.

**Group 3)** Members sometimes set up short term groups for their own planning of a specific event, or social groups may form periodically between members. Groups in this category are outside the governance of the executive committee and while we expect members to behave in a courteous manner, we cannot be responsible for, or monitor the content.

For All groups it must be made clear at the new members meeting that we use WhatsApp as a communication tool and by joining these groups you agree to adhere to the guidelines documented here and you accept your phone number will (by definition of the application) be visible to all users.

**All Groups**

TSC expects members to always behave with courtesy and respect towards other group members.

Opinions may differ from time to time, but all discussion should be conducted maturely and with respect for differing opinion.

Bullying behaviour of any kind is not allowed.

Please keep posts short and on point.

On no account should members stray into discussing politics, religion, or other potentially controversial topics.

Respect everyone’s privacy.

Write to

**Group 1**

Every WhatsApp group must have at least one flag officer as a member. Commodore, Vice Commodore, or Rear Commodore.

Each class captain should create a sweep up article weekly for Tidal Diamond of key information and good news stories. This is to ensure we cover all members of our sections accepting that not all members use the WhatsApp application.

The club membership secretary will provide a list of leavers annually to enable each class captain to remove non-members from the group.

The club membership secretary will provide a list of joining members monthly to ensure new members know of the WhatsApp groups and have the opportunity to join those that are of interest to them.

**Group 1** **and Group 2**

These groups are explicitly used for the purpose of TSC business and outside information about water activities and social activities that are deemed relevant to club members. For sharing useful information and asking for advice.

These groups are for TSC members only which allows members to speak freely on matters pertaining to the club. There may be exceptions to this in Group 2 where cross club events are being planned.

Please keep posts short and on point.

Being part of a group requires mutual trust. What's shared in the group should stay in the group.

Self-promotion, spam, and irrelevant links are not permitted.

Non-adherence to the code may result in a member being removed from the club WhatsApp groups.

**Group 3**

WhatsApp groups in this category are outside of the executive committee governance. If the group has been set up between club members, the 'admin' of that group is expected to be the custodian of the group and the content that is posted.

Good judgement and ethics are expected from all members.

**Addendum**

WhatsApp Guidelines truncated to be distributed in all WhatsApp groups used for TSC business and issued to new members.

* WhatsApp is a popular and efficient method of communication for our community and whilst we don’t have any formal responsibility for the content, we do expect members to adhere to the following guidelines when conducting TSC business.
* The function of our WhatsApp groups is to let members know what’s happening on the water and socially at the club, sharing useful information, asking for advice. Be kind, respectful, and courteous. This is a space for everyone to enjoy what the club has to offer. Let’s create a welcoming environment.
* Healthy debates are natural, but respect and kindness are required.
* Please keep posts short and on point.
* On no account should members stray into discussing politics, religion, or other potentially controversial topics.
* Respect everyone's privacy. Being part of a group requires mutual trust. What's shared in the group should stay in the group.
* Self-promotion, spam, and irrelevant links are not permitted.
* Non-adherence to the code may result in a member being removed from the club WhatsApp groups.

End of document.