

Roach Sailing Association (RSA)

Rules for using and administering RSA WhatsApp groups

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WhatsApp is a mainly phone-based app which enables people to chat and exchange photos etc. A WhatsApp Group can be created whose members can chat about a relevant topic. These rules give guidance about using and managing WhatsApp Groups created under the auspices of the RSA.

Joining and using a RSA WhatsApp Group

A RSA member can request to join a RSA WhatsApp group by contacting a Group Admin or the RSA Secretary.

Once added to the group, the member can post messages, photos and other content, subject to the following:

1. All content must be relevant to the RSA and the purpose of the Group.
2. All content must be respectful of others (whether group members or others).
3. Avoid sending too many messages
4. Avoid sending very large files
5. If your message is only relevant to one other group member, message them directly (not the whole group).
6. Avoid sending messages at unsocial hours. Pings at 2am can be unwelcome!

Content is moderated after posting by group admins, who may take action if content breaks these rules.

Creating a WhatsApp group

The RSA committee, or a member appointed by the committee, may create a WhatsApp group under the auspices of the RSA. The group name and purpose must be agreed by the committee in advance (e.g. by general consensus following a proposal to committee members).

The person who creates the group becomes the Group Owner and a Group Admin. At least one other Group Admin should be added. At least one of the Group Admins should be a RSA committee member.

Group moderation

The Group Admins are responsible for moderating the group, to ensure that posted content complies with the rules (under "Joining and using" above). If a member posts content that does not comply, the group Owner or another Admin should follow this process:

1. Contact the person posting the offending content, pointing out the issue and politely requesting they desist.
2. If the content is considered harmful it should be deleted from the group.
3. If the member persists in posting inappropriate content, send a reminder to desist, pointing out that group membership can be withdrawn.
4. If the member still persists in posting inappropriate content, consider deleting the member from the group, explaining the reasons to them by direct message.

The committee should be informed throughout this process and consensus should be sought to determine appropriate action. For instance, if extreme content is posted, the above process may need to be accelerated.

Consider carefully before sending messages to the group about this process. It may be better to contact the individual directly.

A RSA member who has been deleted from a RSA WhatsApp group can appeal directly to the committee who must determine if reinstatement is appropriate.

Managing group membership

A member can be added to a RSA WhatsApp Group subject to the following:

- They are a full or honorary member of the RSA
- They have agreed to be added to the group
- They are not currently excluded from the group.

If a member ceases to be a member of the RSA, they should be removed from all RSA WhatsApp groups. Periodically (at least annually) WhatsApp group membership should be audited to verify that all group members are RSA members.