WhatsApp Community Terms of Reference

The Membership Secretary:

• Acts as a Community Admin
• Shares a joining link and background information, including on data privacy and usage policy, with new members on receipt of a completed membership form
• Informs resigning members that they will be removed from the Club WhatsApp community and its associated groups

The Community Admin(s):

• Removes individuals from the Community who resign from the Club, and shares details of resignations with Group Admins
• Approves member suggestions of new groups to add to the Community
• Removes out-dated or inactive groups
• Posts key announcements (news reports, links to training and competition info) in the Community Announcements channel
• If necessary, takes action in response to behaviour that does not conform with the Club's Codes of Practice

Group Admins:

• Approve requests to join their groups
• Inform Community Admin(s) and Membership Secretary of resignations from their groups
• Remove individuals from their Group who resign from the Club, as informed by the Community Admins(s)
• Ensure that the environment created in the Groups promotes the wellbeing and safety of athletes above other considerations, and - where necessary - challenge and change poor practice
• If necessary: remove members from Groups whose behaviour does not conform with the Club's Codes of Practice and inform Community Admin(s) to enable further action to be taken if necessary

All Members:

• Adhere to WhatsApp's age restriction of 16 in the UK
• Propose creation of groups or request groups be added to the Community
• Ensure that all communications within WhatsApp groups are in accordance with the Club's Codes of Practice
• Create a digital environment which promotes the wellbeing and safety of athletes above other considerations, and - where necessary - challenge and change poor practice
• Suggest information to the Community Admin(s) for posting in the Announcements channel
• Avoid the posting of (large numbers of) photos to Groups without the consent of those depicted. This is to: a) protect people's personal data; b) prevent phone memories becoming overloaded. [NB. We are considering an appropriate way of sharing photos internally to mitigate these issues, and will advise.]