

Castle WhatsApp Communication Guidelines

Prior to communicating information to the club, please consider if the information is relevant, appropriate and who it is intended for:

- all club members
- an activity sub-group
- an individual

1) Options for information directed towards all club members: (e.g. meet information, courses, mountaineering-focused talks, club-organised socials such as the ceilidh.)

a) Announcements

Please send the message to be posted to one of the WhatsApp Community administrators (Lorna Nicholson, Paul Embley, Mary Reape).

and/or

b) Post on the club website via the **Message Board.**

2) Activity groups:

Are just for sharing information relevant to the meets. This also includes post event reports, information and photos. Try to keep to the intended topic of the group.

3) Direct Messaging Individuals:

Contact the individual where appropriate e.g. booking onto events, arranging car share etc.

Check your WhatsApp profile to see which name is displayed. This will help club members identify you to send a direct message. Club member details can also be found on the website in the member's section.

4) Away Meets: set up by the meet coordinator to organise specific away meets. Members can join who have signed up for meets or who are interested in signing up. Should be deleted by the meet coordinator after the meet has taken place, once post meet discussions, photo sharing etc. has ceased.

There is the option to turn off "*approve new members*", by going to "*group permissions*".

5) Chat:

Topics may include – general discussion, other social events such as pub grub, music, talks/events which may be of interest to club members.

N.B. It is acceptable to post links in the **Chat** section to groups / articles / events which are relevant to club activities and members or have a direct affiliation with a recognised outdoor pursuits charity or organisation e.g. BMC, British Cycling etc. However direct discussion of divisive cultural, political or religious topics should be avoided.

Other considerations:

- Try to post only in the most appropriate section rather than in several different sections.
- Care should be taken when posting to avoid giving offence to other club members.
- The WhatsApp Communities administrators may flag up inappropriate or offensive posts.