

**ERIN'S OWN LADIES CAMOGIE AND  
FOOTBALL CLUB  
WHATSAPP USAGE POLICY**

**Version: 01**

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## **Introduction**

Erin's Own Ladies Football and Camogie Club (EO) WhatsApp facility is a common platform for its mentors, coaches and members to communicate each other. This facility should be used in a responsible manner with due care and caution. As this communication platform is open to all members it is obvious for ALL members to follow some usage protocols to maintain organisational integrity and efficacy. With this in mind EO has introduced some usage guidelines for its members to follow. Access to the WhatsApp will be denied for those who are not willing to agree and comply with this policy. EO will have the right to terminate the WhatsApp accounts without notice if a member violates the WhatsApp usage guidelines provided in the policy.

## **Purpose**

To ensure that all communications through WhatsApp is conducted in accordance with EO's organisational objectives.

To ensure that the WhatsApp communication platform is used in a professional manner by all members in the EO.

## **Scope**

The guidance in this policy is applicable to all members of EO and its representatives.

## **Compliance**

All members have to follow the guidance and instructions provided in this policy document. Any non-compliance identified by an authorised office bearer of EO may result in suspending the account in question.

## **Access to WhatsApp**

All members will be automatically added to the WhatsApp unless they inform EO with their unwillingness in writing. It will be member's responsibility to read, understand and agree with the usage policy. All members have to agree to the guidelines and instructions provided in the usage policy document. If anyone wishes to remove their account for any reason, those members must contact the EO secretary in writing and EO will remove their account. If a member account has been cancelled for any reason, it can only be restored by sending a written request to EO. The request won't guarantee the re-admission if there is a genuine reason to reject the request. EO Executive Committee will take appropriate decisions on such requests.

## **Ownership and Responsibility**

Any posting from any members to the WhatsApp will be in their sole responsibility with regards to any consequences which may arise as a result of that posting. It will be the individual member's responsibility to deal with any potential claims it can cause from a posting he/she made including financial loss and damages. EO won't take responsibility for any postings apart from the postings from its President, Secretary, Treasurer, Mentor or Coaches.

## **Advertisements**

Individual members won't have the authority to post contents intended for marketing and advertising purposes. If anyone wish to place and advertisements those members will have to contact EO and advertisement may be posted by EO. There might be charge for placing advertisements depending on the nature of the post and decision will be taken by the Executive Committee. Advertisements can only be posted by EO's Secretary.

## **Junk Postings**

All members should take care on their postings as it can waste others valuable time. Junk contents are not allowed to post in the portal.

### **Political / Religious**

No comments will be accepted on religious and political matters. Account holders are not allowed to place contents (direct or indirect) with political and religious issues in any form or shape.

### **Personal Information**

Under no circumstances are members allowed to place postings with personnel or sensitive information. If there is a need to publish sensitive or personnel information those should be forwarded to the EO representatives and upon discussion with EO office bearers the secretary may post this only with the permission from the individual affected.

### **Sharing Useful Information**

It would be ideal to share information which can be useful for other members. However this type of information may need some form of sense checking before publishing. For this reason any useful information should be forwarded to EO and the Secretary or President may publish the posting by mentioning the name of the individual who originally forwarded the information.

### **Timings**

To avoid unnecessary disruptions to individuals, members and office bearers should follow strict time guidelines before creating contents in the WhatsApp. No postings can be made from **23:00** pm till

**8:00** am in the morning. This arrangement may be waived only by the President or Secretary only in exceptional circumstances.

### **Request for Support / Assistance**

Any request for support and assistance (financial and non-financial) from the members should be forwarded to EO and Executive Committee will take appropriate decisions to such requests. Members are not allowed to publish any appeals or requests with any requirements.

### **Termination of Accounts**

If a member violates the guidelines in the usage policy, their WhatsApp account may be suspended. Decision on account termination can only be made by the Executive Committee. Once the account is terminated, the re-admission can only be gained by requesting to the Executive committee in writing. EO's Executive Committee will take appropriate decisions on such requests. Re-admission won't be guaranteed if there is a strong reason to justify continued denial from accessing the facility.

### **Review of the Policy**

The policy will be reviewed time to time to accommodate on-going requirements and changing needs of the WhatsApp communication facility. Members will be asked to agree with the revised policies when required to maintain their accounts. Non acceptance will result in suspension of user accounts.