



TWFI WhatsApp Group Creation and Management Policy

Purpose / Objective of a WhatsApp Group :

To avoid any confusion, the purpose or objective of the group needs to be made clear to all participants. Primarily, groups will be created for the purpose of sharing important information quickly and securely, as well as enabling all participants to provide valuable advice and support for each other. However, there may be other specifically stated purposes which will be individual to each group, and this needs to be made clear to all participants upon group formation.

WhatsApp is a beneficial messaging service, allowing information to be shared quickly and securely between team members. It also provides the opportunity for Coaches/Managers to give additional and urgent information to team members regarding tournaments, Schedule of Events, Dates, and Venues, etc.

The use of WhatsApp in the Sports Ground has the potential to create some help in the Sports Arena, and this policy seeks to address these to ensure the continued positive use of the messaging service during Sports Tournaments.

Creation of following Types of TWFI Groups :

- **TWFI State Association Group**
- **TWFI District Association Group**
- **Technical Officials of TWFI**
- **Referee & Judges Group**
- **National Championships Group**
- **International Championships Group**

WhatsApp Group Administrator:

The TWFI Secretary General or President of TWFI is the official Administrator of the Groups and is entitled to create official TWFI groups of all types. After creating the

groups, they may appoint two to five members as admins to post information to the group members.

The group administrator(s), including the TWFI Secretary General, will be responsible for overseeing the group and monitoring conduct. The second nominated administrators

will be the Treasurer, Chairman, Technical Committee, and Director of Tournaments. This is to ensure that if the main administrator, the TWFI Secretary General, is not able to access the group for any reason, they can allocate the group administrator role to manage the group.

1. TWFI State Association Group :

The State Secretary of State Associations / UT Associations or their nominated persons are entitled to be members of the group, with no more than one person allowed.

2. TWFI District Association Group :

The District Secretary of District Tug of War Associations or their nominated persons are entitled to be members of the group, with no more than one person allowed.

3. Technical Officials of TWFI Group:

Judges/Referees and Technical officials are entitled to be members of the group. The State President and Secretary of State Associations / UT Associations are not allowed in the Technical Officials of TWFI Group.

4. Referee & Judges Group :

The TWFI Judges/Referees are entitled to be members of the group. The State President and Secretary of State Associations / UT Associations are not allowed in the TWFI Judges/Referees Group.

5. National Championships Group :

Coaches, Managers, and State Secretaries of participating Teams from TWFI State Units are entitled to be members of the above Group. TWFI will create a new group every time and every year at the time of conducting the National Championships. After three months, each member will be removed from the group by the TWFI Secretary General, and the group will be closed.

6. International Championships Group :

Coaches and Managers of Selected Indian Teams from TWFI State Units are entitled to be members of the above Group. TWFI will create a new group every time and every year at the time of selecting Indian Teams to participate in International Championships. After three months, each member will be removed from the group by the TWFI Secretary General, and the group will be closed.

7. WhatsApp Group Members:

The group's members should consist of only Sportspersons of Tug of War Federation of India. All relevant Sportspersons will be invited to join as a participant of the group being created unless there is a valid reason for exclusion which has been agreed upon by the Registered Manager and explained in full to the person being excluded. Any ex-Sportspersons/Ex-office-bearer will be removed from the group by the administrator after their tournaments/Championships or their tenure is completed.

8. General Rules & Conduct :

As previously stated, there are rules of conduct which need to be adhered to by all participants. This will minimize the risk of complaints, i.e. bullying, harassment, or inappropriate content. A list of rules will be sent out as a message when a group is first created and each time a new participant joins the group.

Always stick to the purpose of the group.

- Do not share irrelevant messages about other topics.
- Do not spam the group, i.e. sharing memes, adverts, or deals.
- Do not be offended if others leave during the chat.
- Politely excuse yourself before you leave a group.
- Post your message in one single text, don't post every word or sentence in a new message.
- Avoid 1:1 conversations in the group, switch to private messages.
- Please do not send repeated thank you or Good Morning messages.
- The group is not to be used to berate someone or air grievances.
- Do not add random people.
- Choose to 'mute' notifications, and this way your phone won't buzz every time a message comes through.
- Ask yourself three questions before you post: Is this relevant? Is this necessary? Is this a good time to post?
- Remember to anonymize names.

Guidelines for Managing a WhatsApp Group/House Rules :

- TWFI Group Admins can use these guidelines to regulate any group for which they are responsible to manage. You can copy-paste below guidelines and use it as a WhatsApp message to remind members about group guidelines.
- TWFI is an intellectual, non-political, non-sectarian, and Sports Development organization. Only discussions related to TWFI and its various projects are allowed on the group. Please stick to the mission statement of TWFI. Irrelevant content does not belong here.
- Do not discuss any religious matters, as there are several schools of thought being followed by our members with due respect to all.
- Don't share irrelevant forwarded audio, videos, photos, messages, Shair-o-Shayari, or jokes in the group.
- Don't promote any organization, political or non-political, in the group.
- Do not advertise any business on this group without approval from Admins of TWFI.
- Announcement of events on other Tournaments needs approval from Admin before circulation.
- No fund-raising message to be circulated in the group without written permission from the Central Team.
- Mutual respect is needed during discussions. Respect everybody's viewpoints even if not aligned with one's views. Kindly address your fellow TWFI group members with respect.
- Beware that posting multiple messages in the group on the same day needs to be justified to the group Admin, or it will be considered spam.
- TWFI is not associated with any business activity conducted on the group and shall not be responsible for any financial transactions done.
- We would start taking the following actions on the offending incidents:
 - i) 1st-time offenders will be warned.
 - ii) Subsequent offenders will be removed and added back with a delay.
 - iii) Repeat offenders will be removed permanently.
 - iv) These rules are required to keep TWFI Groups functioning like a well-oiled machine. It is crucial for all of us to follow these rules and make TWFI Groups a better, more focused, and organized place to work for the upliftment of our Sports community.