



**WILTSHIRE
TENNIS**

WhatsApp Guidance for coaches, venues, volunteers and associates: April 2024

There has been some concern regarding the use of WhatsApp, especially where under age 18 (Junior) players are involved.

Please ensure the following:

- make clear who is responsible for operating each group (designated coach, Wiltshire Tennis etc.);
- use a business account where possible
- make clear the purpose of the group and do not overstep that boundary;
- as an operator, have the express permission of all contacts included in the group;
- where U18s are included in the group at least one relevant parent, guardian or carer for each must also be included;
- where the relevant parent, guardian or carer does not wish to be included persona aged U18 must be removed from that group;
- avoid using emojis;
- avoid 'banter';
- avoid emotive or personal comments.
- If in doubt, refer to LTA's Online Safety and Communications Policy.

In short, your WhatsApp communication must be simple, concise, and relevant.

If you have any questions regarding the above, please contact:

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