

Moderator's Handbook

Remember that we are here to make sure that the list stays a useful tool for the Kingdom, nothing more. Emotions and disagreements are not always bad. Here's a good rule of thumb: Don't fear controversy, but practice civility. Grown people should know the difference between attacking an idea and attacking the person who presented it. Don't be afraid to remind them as outlined in this manual. Above all, be patient. If someone does something unacceptable on the list and we take corrective action it is not to punish the user but to preserve the list. Your egos, vendetta's, and power trips are not welcome here.

Purpose and Scope of the List

This list serves two major functions:

1. Provide a central point for members of the Rising Winds to garner information concerning the Kingdom and its sub-groups.
2. Provide a forum for the discussion of Kingdom matters and Amtgard in general.

This encompasses many varied topics ranging from changes to the Corpora to someone announcing that they purchased a new vehicle so that they can now make it to an event and give others a ride.

It however does not include multiple one line posts of off topic information from a single individual, posts with excessive cursing, or other such abuses.

Unacceptable Posts

This list is for all Amtgardians, young and old. This list must therefore maintain a G rating. Most parks will not accept a member walking by a group of children cursing their lungs out and we will not tolerate such behavior here.

Below are listed some (by no means all) behavior that will result in a moderator response:

Excessive cursing
Overtly lude language
Repeated nonsense posts
Personal attacks with no other purpose
Posts by individuals that will not identify themselves

The response to these posts may range from private email warnings to being placed on a moderated status for up to three months.

Moderator Action

If it is deemed necessary by one of the moderators they may take action to maintain the purpose and scope of the list or its overall “G” rating. Below is a list of the actions they may take:

1. Send a private email to the member alerting them to their misconduct and possible repercussions. The format of the email is included in appendix A of this handbook. All other moderators must be copied in this email.
2. Send a private email to the member alerting them to their misconduct and placing them in a moderated status for one to three months. The format of the email is included in appendix B of this handbook. All other moderators must be copied in this email. A moderated status means that a moderator has to approve or reject each post that the member sends to the list before it can be made public.
3. Send a private email to the member alerting them to their misconduct and that they have been banned from the list. The format of the email is included in appendix C of this handbook. All other moderators must be copied in this email. This will normally happen only after the member has been placed on a moderated status twice before.

Moderator Review

If for any reason a majority of moderators disagree with the actions of one or more moderators then the action is overturned (i.e. a moderator bans a member and the majority of the moderators feel that the action was not warranted the member will be reinstated).

A moderator may be removed from their moderator status if three of the five moderators vote for that member’s removal.

Appendix A: Warning Message

Information listed in brackets [] is information that will be customized by the moderator sending the message.

From: [moderator]
To: [list member]
CC: rwmoderate@yahoogroups.com

Subject: Response to your message “[insert subject line of original message]”

Greetings [member name or email address],

This email is to inform you that your post falls beyond the bounds of the Rising Winds list. It is requested that you refrain from any further abuses of the list. The abuse in question is:

[insert the original section of the post in violation]

This is in violation of the purpose of the list for the following reason[s]:

[insert reasons for violation].

If you have any further questions feel free to email me,

[moderator name]
Moderator

Appendix B: Notification of placement in a Moderated Status

Information listed in brackets [] is information that will be customized by the moderator sending the message.

From: [moderator]
To: [list member]
CC: rwmoderate@yahoo.com

Subject: Response to your message “[insert subject line of original message]”

Greetings [member name or email address],

This email is to inform you that your post falls beyond the bounds of the Rising Winds list. The post in question has been viewed by the moderators and has warranted action. You have been placed in a Moderated Status for [one, two, or three] months. This means that you may continue to post to the list, but your posts must be approved by a moderator, before they are placed on the list. The abuse in question is:

[Insert the original section of the post in violation]

This is in violation of the purpose of the list for the following reason[s]:

[Insert reasons for violation].

If you have any further questions feel free to email me or any of the moderators,

[moderator name]
Moderator

List Moderators:

[List of moderators and email addresses. Example:

Azmandius	azmandius@morgorach.com
Malin Salazarian	salazarian@msn.com
Celeste	celeste_nightangel@yahoo.com]

Appendix C: Notification of removal from the list

Information listed in brackets [] is information that will be customized by the moderator sending the message.

From: [moderator]
To: [list member]
CC: rwmoderate@yahoogroups.com

Subject: Response to your message “[insert subject line of original message]”

Greetings [member name or email address],

This email is to inform you that your post falls well beyond the bounds of the Rising Winds list. The post in question has been viewed by the moderators and has warranted your removal from the list. This means that you may not post and your account has been removed from the list. The abuse in question is:

[Insert the original section of the post in violation]

This is in violation of the purpose of the list for the following reason[s]:

[Insert reasons for violation].

If you have any further questions feel free to email me or any of the moderators,

[moderator name]
Moderator

List Moderators:
[List of moderators and email addresses. Example:

Azmandius	azmandius@morgorach.com
Malin Salazarian	salazarian@msn.com
Celeste	celeste_nightangel@yahoo.com]