

# **Heyuri Moderation Handbook**

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*Do not share this document with anyone outside The Team.*

## **Introduction**

This handbook should serve as a guide, a set-in-stone list of rules and tips that you can consult when in question about an action you should take. Everything you need to know and understand is listed in here. If you have a suggestion or have found an error, notify either of the Administrators. Please read this thoroughly, you may be quizzed on your knowledge of this book and its contents during your trial phase as a team member. So read it, and remember it!

## **Glossary**

“The Team” - Heyuri Staff Members

“Mods” - Moderators

“Board” - Imageboard

“Stickies” - Posts that are pinned to the top of the index

## **Section 1 - Authority Hierarchy**

### **1a. - Administration**

Administration in Heyuri is not an up-for-discussion topic. A request, decision, command, or change from either of the Administrators should be considered a final word on the subject. Think of it as some sort of "un-written" Rule. The Administrators are the overseers of the site, and the highest authority. There are 2 Administrators, both possessing equal authority over the site (Kuz and Lolico).

### **1b. - Managers**

The Manager is to be considered as a step down from the Administration, but a step up from a Moderator. There is no such thing as a "Board-Manager" in Heyuri. There is 1 Manager, who serves a number of roles, including being a general "Manager" for the Moderators, and the next-in-line if both Kuz and Lolico are unavailable. They have the authority to do most things that the Administrators can do.

### **1c. - Moderators**

Moderators are essentially the "backbone" of the site. They will be responsible for carrying out most of the respective duties, such as deleting posts, banning users, and other general Moderation activities.

### **1c. - Janitors**

Janitors are anonymous. Janitors can only delete posts offending the rules. This is typically the starting point for anyone who wishes to be a part of the Heyuri team. A Janitor can still report directly to the Moderators to request bans if a rule breaking post is seen. Moderators are often Janitors who were promoted due to their exceptional work.

#### 1d. - Developers

Developers are the maintainers of Heyuri, they have direct access to the webserver, and the code that Heyuri runs on, they possess no capabilities of Banning or Deleting users. If an issue is found with the site, or someone reports a bug, report it to them immediately. Forward all related information as well. Akima is the lead security developer, incidents should be reported to him.

## Section 2 - Do's and Don'ts

#### 2a. - Banning

Banning a user should be considered as some sort of last resort action. It is preferable to warn the user, and delete the offending post first, and if the offense is repeated, then it is appropriate to ban the user. If the user has committed a serious offense, such as violating Global Rule 2, or Global Rule 8, they should be banned immediately. The length of bans may vary, but as a general reference, A Class C offense should result in a warning, and post deletion. A Class B offense should result in a post deletion, and a 3-7 day ban. A Class A offense should result in an immediate post deletion, and ban of at minimum 14 days, but not to exceed 30. Permanent bans may only be issued by Kuz or Lolico. You may use the **(USER WAS BANNED FOR THIS POST)** feature when necessary. If the post needs to be deleted, so it is not seen by others, delete it, but if you want to make an example of what is bannable and what is not, then use this. Think of it like public vs private execution. If you need help on whether or not a post should be bannable, or the length/details of the ban, consult the Manager or Either of the Administrators.

#### REFERENCE GUIDE:

Class A: Global Rule 2, 7, 8, and 9, spam, ban evasion, advertising on the boards, pointing out security issues on the boards,

Class B: Global Rules 1 and 4, ironic shitposting, Rule-Breaking threads where the OP is believed to have no mal-intent.

Class C: Threads posted on the wrong board (Rule 5), very minor infractions, accidental breaking of the rules.

#### 2b. - Post Deletion

If a post specifically breaks the rules, then you must delete it. There are no exceptions to this, in either way of the case. If you like a thread but it breaks the rules, you must delete it. If you hate a thread but it does not break the rules, you cannot delete it. Personal discretion cannot be used in these cases. Do not delete entire threads for 1 misbehavior. If you delete a thread that was not supposed to be deleted, you may have your powers revoked for a few days.

#### 2c. - Capcodes and Tripcodes

A capcode is the mark of a team member. An Administrator capcode will show as “## Admin”, a Moderators capcode as “## Moderator” and so on and so forth for the other members of the team. You should only use a capcode when needed. Appropriate use of a capcode is using it for public messages,

warnings and some other select cases. Keep in mind that when you post with a capcode you are speaking on behalf of the Heyuri Administration. You cannot post with a username in addition to your capcode unless explicitly given permission from the Administrators. It is not a powertool to threaten or abuse other users with. Nor should it be flaunted or paraded as some sort of badge.

#### 2d. - Stickies and News-Posts

A Moderator may not make a News-Post, you may make stickies for certain boards, but only with explicit permission from either of the Administrators beforehand.

### **Section 3 - Availability**

#### 3a. - Presence

When you are doing moderation duties on Heyuri, you must be present in the Discord. After you have performed a ban, or post deletion, you should, but are not required, to post about it in the Discord. When referring to “The Discord”, it means the team channels, do not post about these things in the public channels. You may not shadowban, you may not work behind the backs of your superiors. You are also required to provide an email, and that entails also checking it regularly.

#### 3b. - Your time

It is understandable if you are short on time during certain occasions, but in general, Moderators are expected to be “full-time”. This means you spend at least several hours or more per-day on Heyuri, or doing work related to it. This also means you are willing to dedicate your time to Heyuri, daily.