

## **WSYSA WEB SITE/HOME PAGE Policy**

### **1. POLICY**

It is the policy of WSYSA to utilize the WEB to help communicate with its membership. WSYSA seeks to establish a set of guidelines for its WEB Site and to provide guidance to all of its member's regarding the use of the WEB with their members.

### **2. PURPOSE**

The WSYSA WEB Site/Home Page exists to distribute information, to interact with the WSYSA Membership and to promote and publicize the efforts, programs, and activities within the organization. The WSYSA WEB Site/Home Page is divided into a public area and a private area, each with multiple functional areas organized to permit the appropriate individual members of the organization to see, review, and utilize functions appropriate to their role in the organization.

This policy will define the responsibilities, the guidelines, the minimum topical areas for the WSYSA Home Page, and the basic parameters for information to be posted on the WSYSA WEB Site/Home Page.

### **3. ADMINISTRATIVE ASSIGNMENT**

It is the responsibility of the WSYSA Communications Committee via the WSYSA Secretary to prepare and propose WEB guidelines and procedures to the WSYSA Board of Directors for approval. These guidelines and procedures will be made in conjunction with the WSYSA's Executive Director, Office Manager and Communication Manager. The WSYSA Staff that is supervised by the WSYSA Office Manager will maintain the WSYSA Home Page.

### **4. PROCEDURE/GUIDELINES**

#### **a. The following guidelines pertain to the WSYSA WEB Site:**

- All information published on the WSYSA WEB Site without requiring a logon process will be defined as public.
- WSYSA will not publish individual names, addresses, or phone numbers without the specific permission of the individual(s) (which must be obtained in advance of publication) unless the viewing individual has properly identified themselves to the WEB Site as a WSYSA Member that has the implied authority (team coaches, state/district/association/club officers, committee members, ODP scouts, etc.). Exception to this policy will be the publication of the names and contact information of individual Board and Committee Members within the organization – these names will be made available to all viewers, thus, public.
- WSYSA will not publish contact information (phone #, address, or e-mail address) for any youth player or youth referee without the specific permission being obtained from the individual's legal guardian prior to publication.
- WSYSA will publish photos and names of WSYSA Teams that accomplish a positive, noteworthy activity provided that the individuals and/or teams portrayed in the photo and whose names are being published consent to the publication.
- WSYSA will only provide Links to individual Districts, Associations and Clubs within the organization as well as to other Soccer-related links deemed

appropriate by the WSYSA Communications Committee and/or the WSYSA BOD. Links to individual Team WEB Sites will not be provided on the WSYSA WEB Site.

- Information is for the benefit of the WSYSA Membership and while every effort has been made to keep the information current and correct, WSYSA is not responsible for any misunderstanding or confusion that may arise as a result of reviewing any information on the WEB Site.
- The WSYSA Communications Committee will resolve any confusion about what and/or how information should be presented on the WEB Site, with appropriate review by the WSYSA Executive Director, WSYSA Secretary and/or the WSYSA Executive Board.

**b. The following guidelines pertain to the WSYSA Member Sites:**

- WSYSA Members will not publish individual names, addresses, or phone numbers without the specific permission of the individual(s) (which must be obtained in advance of publication) unless the viewing individual has properly identified themselves to the WEB Site as a Member that has the implied authority (team coaches, state/district/association/club officers, committee members, ODP scouts, etc.). Exception to this policy will be the publication of the names and contact information of individual Board and Committee Members within the organization – these names will be made available to all viewers, thus, public.
- WSYSA Members will not publish contact information (phone #, address, or e-mail address) for any youth player or youth referee without the specific permission being obtained from the individual's legal guardian prior to publication.
- WSYSA Members may publish photos and names of their Teams provided that the individuals and/or teams portrayed in the photo and whose names are being published consent to the publication.

**c. The WSYSA Staff will maintain the following requirements for the WSYSA WEB Site;**

- A. The Home Page text will be written in English.
- B. Provide quality control for all information input
- C. Create a design which enhances WSYSA image
- D. Maintain information current and remove outdated material
- E. Insure the Home Page is accessible to a variety of computer setups
- F. Act as a single point for contact for information input to the Home Page
- G. Comply with copyrights, trademarks, and brand names requirements
- H. Insure the Home Page is easy to navigate
- I. Minimize graphics that slows access
- J. Balance text and graphics
- K. The Home Page shall have the following minimum topical areas:
  - a. WSYSA Board of Directors
  - b. WSYSA Directory
  - c. Calendar of Events
  - d. Tournament Information
  - e. Cup Information
  - f. District Pages
  - g. Committee Information

1. Rules revisions
2. Communications
3. Disciplinary
4. WSYL
5. ODP
6. Recreation
7. Referee
8. TOPSoccer
9. Soccer Start
- h. Internal Soccer Links
- i. External Soccer Links
- j. General Information
- k. Sponsors
- l. Minutes
- m. Publications