



ADMINISTRATION

WEBSITE POLICY

Version 2

Agreed by ManComApr 4 2017

Note 1 – It is important that this document is kept up to date and current. Any changes should be discussed and agreed by the Management Committee (ManCom)

Note 2 – Any references to he/him etc. can equally apply to she/her etc.

Note 3 – The Website is the responsibility of the Webmaster as appointed at the AGM.

Purpose

The primary purpose the Website is to provide all NYSMBA members with reference information, reports and features related to local, regional and national short mat bowling activities. It is also to be used to provide links to other sites of interest and documents available for downloading. It is recognised that any data presented, is only useful if it can be relied upon to be accurate and up to date. One of the objectives of the Webmaster is to ensure that, wherever possible, this is so.

Content

The “home page” (www.nysmba.com) welcomes visitors to the site, provides a link to an introduction video of the game and provides a “site map” providing links to all other pages.

Currently (2017) the Website contains over 200 pages of information under the following general topics.

- Notice Board & Latest News – with links to other pages giving more details
- Administration – details of the NYSMBA, its history, Officers, membership and key policies
- ESMBA & NESMBA – history, contact details, championship reports and IC league tables
- Competitions – details of dates plus reports on all open competitions and Order of Merit
- Photographs – various
- Leagues & clubs – history, contact details, league tables, KO results
- Contacts - names are provided of key personnel in the Association its leagues and clubs with their addresses, telephone numbers and email addresses where appropriate
- Diary - of all planned events for current season
- Links – to other sites considered by the webmaster to contain relevant and/or interesting information to members
- Rolls of honours – various tables of previous qualifiers and winners in competitions
- Inter-county – Match reports and results
- Policy Register
- Minutes – Draft minutes of all General and ManCom meetings

Note that for many of the above topics, pages from previous years are retained for reference. Whilst there is available space provided on the host site, there is no value in discarding historical information in spite of little use. The content listed above has evolved gradually since the site was setup in 2002 and it is recognised that topics may change. Any such changes should be in accordance with the wishes of NYSMBA members and/or as directed by the ManCom. However it is essential that all content conforms to a standard that shows the NYSMBA in a good light.

Caveat - The Webmaster must recognise that the information presented on the site is open to the world and should contain nothing controversial that could harm the reputation of the Association. He must be objective in his reporting and beware of using the site for personal opinions that could be misinterpreted.

In particular, the publication of details and photos of anyone under the age of 18 must conform to Child Protection Policy guidelines. In this respect it will be necessary to liaise with the Junior Coordinator.

Structure, format & layout

The overall structure of the site and the format and layout of individual pages are down to the creativity of the Webmaster who should be sensitive to any requests made by NYSMBA members and/or ManCom. The objective should be a consistent looking site (colours, fonts etc) with page sizes kept low for speed of access by all users.

Preparation and cost

The Website is updated as required on a continuous basis to ensure the accuracy and currency of all data displayed.

Source material is created/modified locally on the Webmasters PC using Microsoft FrontPage software and then updated to the host at "myhosting.com". An annual fee is payable for the rights to the domain name "nysmba.com" and a 6 monthly payment is made to the host for their services. These charges are born out of NYSMBA funds.

Information relating to individual leagues is maintained and updated upon the receipt of a fee payable by each league.(As at 2017 this fee has been agreed at £10).