

Outlands Webminister's Handbook

Office of the Webminister

Kingdom Webminister

The Kingdom Webminister is responsible for maintaining the Kingdom web site, determining web policy for the kingdom, and working with Local Webministers to insure pages are accurate and appropriate for the SCA. The Kingdom Webminister is charged with ensuring that the information is updated in a timely manner (to be defined as no greater than 72 hours from content receipt). The Kingdom Webminister is ultimately responsible for all web content which pertains to the Kingdom of the Outlands, and is charged with coordinating with all Kingdom entities which may have their own websites to ensure all web content is presented in a manner which meet certification standards described in this document. The Kingdom Webminister is required to provide server space for all Kingdom groups and entities which request it. It is the duty of the Kingdom Webminister to maintain contact information for the Kingdom web hosting company. It is the duty of the Kingdom Webminister to maintain a list of all usernames and passwords for accounts on the Kingdom web server to aid in future office transitions. For any web-based application developed for the Kingdom site, it is the duty of the Kingdom Webminister to ensure there is enough in-line documentation to ensure future Webministers are able to maintain the code. The Kingdom Webminister reports to the Kingdom Chronicler and the Society Webminister.

Deputy Webministers

The Kingdom Webminister may designate deputies as needed to help maintain a clean and accurate web presence for the Kingdom.

Group Webminister

The designated Webminister for a local group, and in the event that a group has several web sites, the Seneschal of the group will determine what web site is the official one for their group. It is recommended, in order to save money, to request and use space on the Kingdom server.

Structure of the Outlands Web Presence

Kingdom Web Content

The Kingdom Webminister (or an appointed deputy) is responsible for maintaining the following mandatory information on the Kingdom web site or see that this information is part of an officer's web site:

- An accurate electronic version of the Kingdom Calendar.
- A complete and up-to-date list of Greater Officers.
- Contact information for all Royalty and Landed Nobility.
- Up-to-date versions of Outlands Kingdom Law, Heavy Weapons Combat Rules, Rapier Combat Rules and the Outlandish Chroniclers Handbook and publishing policies for the Outlandish Herald..
- Any other official documents as mandated by the Kingdom Seneschal.
- A complete and up-to-date list of all groups within the Kingdom and contact information for their Seneschallate.
- When possible, no personal e-mail addresses will be listed, and any role based e-mail addresses will be listed in the format 'at' group.org without a hyperlink, or with an obscured hyperlink.
- When the structure is in place, phone numbers, mailing addresses, personal e-mail addresses and correlation between real name and SCA name may be provided behind a secure login page.
- All information which changes on a regular basis should be stored in a database, and be dynamically bound to the page it is to be displayed upon.

Outside of those mandated items above, the Kingdom Webminister reserves the right as to what is listed or not listed on the Outlands web site.

Officer Pages

All official websites for Kingdom Officers will reside on the Kingdom Server and be hosted through the official Kingdom of the Outlands Website. Any Kingdom Officer website residing outside of the main Kingdom of the Outlands server is considered "unofficial" and cannot contain official kingdom or society information. This will ensure the consistency of websites and the ability of the Kingdom Webminister to ensure a smooth transition from officer to officer. If the Kingdom Officer has sufficient technical expertise and ability, they can maintain their own officer pages once the appropriate security and log into the Kingdom Website has been arranged by the Kingdom Webminister.

Local Group pages

The Kingdom must host a web page for all local groups who do not have web presence which meet the certification standards put forth in this document. Local Seneschals will designate which page is their group's officially recognized page.

Hosted Pages

All pages hosted on the Kingdom website must meet certification standards listed below.

Other Pages

Other web pages or sites may be listed or hosted at the discretion of the Kingdom Webminister as long as they follow Society and Outlands web policy.

The Outlands does not recognize households or guilds, there will be no links to households or guilds from the Kingdom site, or local group sites, with the exception of sites built specifically for an official kingdom event that has been approved by the sponsoring group and accepted by the Kingdom Chronicler as an official event.

Local Webministers

At this time there is no requirement that your group have a Webminister, unless you are using group funds to pay for the site or domain name. It is highly recommended that the person in charge of your group's web site be an Official Webminister. Official Webministers must meet the following requirements.

- Be a paid member in good standing with the SCA.
- Have a working knowledge of HTML 4.0
- Be warranted by the Kingdom Chronicler.

Certified Pages

Certified Pages are web sites that are recognized by the Office of the Webminister as relating to the SCA and the Kingdom of the Outlands and that have intrinsic value to the people of the Outlands. In order to be hosted on the Kingdom web server, or linked to from the Kingdom site, a site must meet the following criteria:

- 1) The page is for a local chapter of the SCA or that of an office (Kingdom or local).
- 2) Or The page is for an official SCA event.
- 3) The page(s) meet the guidelines for web pages as set forth by the Electronic Publication Manager and the Society Webminister for the SCA for their type of web page.
- 4) The pages are not for a SCA household or guild.

To meet or keep certification, group pages must contain:

- 1) Contact information for the Seneschal of the group.
- 2) A list of Greater Officers (Type of contact information to be left up to the specific officer or the seneschal of the group).

- 3) The estimated, modern boundaries of the group, including appropriate zip codes.
- 4) Dates and locations for the Business meetings of the group.
- 5) A link to the Outlands homepage (<http://www.outlands.org>).
- 6) A link to the parent organization (<http://www.sca.org>)
- 7) Links to all sub-groups or parent groups web sites.
- 8) Basic information for people unfamiliar with the SCA.
- 9) The Outlands disclaimer (see Disclaimer) must appear on the main page or be linked to from the main page:
- 10) No links to groups, or entities other than the above listed or pages which are considered certified by the Kingdom Webminister.

To meet or keep certification, officer pages must contain:

- 1) Contact information for the officer.
- 2) A list of deputies and their contact information (Type of contact information to be left up to the specific officer or the officer overseeing the deputies).
- 3) A link to the Outlands homepage (<http://www.outlands.org>).
- 4) The Outlands disclaimer (see Disclaimer) must appear on the main page or be linked to from the main page.

It is also highly recommended that group pages:

- 1) List all practices and guild meetings
- 2) Have detailed information about events that there group is hosting.
- 3) Provide detailed information to non-SCA people about the SCA and how to find out more about the SCA.

To meet or keep certification, group/officer/linked pages MAY NOT contain:

- 1) Advertising
- 2) Links to or reference to obscene or lewd material.
- 3) Links to illegal materials, including pirated software.
- 4) Slanderous or Libelous material
- 5) Information which is disparaging to the SCA or is in conflict with those official activities which promote the SCA.
- 6) Inappropriate use of copyrighted material.

To meet of keep certification, all pages must be formatted correctly:

- 1) No use of Frames, no exceptions.
- 2) No more than 6 columns in a table
- 3) If at all avoidable, no tables within tables.
- 4) Navigation links on the left side or top of page
- 5) All Navigation in the same place throughout the entire site.
- 6) Banner or text at the top of the page indicating the group, or sub entity of the group
- 7) A Title indicating the group and, if appropriate, the sub area of the group currently being viewed. Breadcrumbs are acceptable.
- 8) High contrast text / background (no yellow on green!)
- 9) Only a discreet piece of information on one page (ie, don't lump all of your information on one page) The information on one page should be readable with a minimal amount of vertical scrolling.
- 10) No blinking text
- 11) Minimal graphics (thumbnails to full sized photo's are encouraged with the appropriately signed authorization to use the photograph on file)
- 12) No scrolling text
- 13) No animated images

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Outlands Disclaimer

The Outlands disclaimer must be on the main page or linked to the main page of every certified site. Refer to list after the disclaimer to fill in the blanks for your particular type of page. This is the recognized Web site for the < **A** >, Kingdom of the Outlands (The Society for Creative Anachronism, Inc.) and is maintained by <Modern and/or SCA Name of web minister>. This site may contain electronic versions of the group's governing documents. Any discrepancies between the electronic version of any information on this site and the printed version that is available from the originating office will be decided in favor of the printed version. Copyright © <Modern Year> < **B** >. The original contributors retain the copyright of certain portions of this site. For information on using photographs, articles, or artwork from this web site, please contact the web minister at <web minister's email address>. They will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.

<A>

<**Group Name**> (Example: The Shire of Caer Galen or The Barony of al-Barran)
<**office**> (Example: The office of the Hospitaller or The Minister of Arts and Sciences)
<**Organization**> (Example: Outlands War Council or The Outlands Fundraising Committee)

If your hosting services or domain name are paid for by the SCA, then this must read
<**group**>, <**office of**> or <**Organization**>.
If this is a private page (not using SCA funds) then this may read
<**modern name of copyright holder**> if appropriate.

Editorial Content

Editorial comments and articles should be clearly marked as such. Webministers should take great care in making sure that the content of the Editorial material is not libelous and is in keeping with the spirit of the SCA and its goals.

Financial Activities

Because the cost of domains and web hosting can be high, it is recommended that caution be exercised before using SCA funds to support your web site. The Kingdom will provide web-hosting space for free to groups which can not maintain their own website and for a minimal charge for groups which do maintain their own website. It is highly recommended that all groups take advantage of this service, as it will save the Kingdom money, and provide a greater service to its populace.

No matter how the site is funded, all pages must meet the financial requirements listed here. Advertising is strictly forbidden, this includes banner ads from such sites as Geocities. Geocities and the like are strictly prohibited from being used as hosting services. If your web pages are paid for with SCA funds, you must turn in financial reports and expense reports to your local Exchequer, and the Kingdom Webminister. The form of this reporting is left up to the discretion of the Exchequer. If you use SCA funds to purchase software or equipment, this property belongs to the SCA. Copies of SCA purchased software may not be kept for personal use after the Webminister steps down.

Links

All links maintained on official websites must be tested at least quarterly to ensure that they are still correct. Broken links must be updated or deleted upon discovery of the break.

Privacy, Credit and Permission

Privacy

All participants in the SCA expect and deserve a certain amount of privacy. Personally identifiable information may be published on web sites with the written permission (sent via US mail or e-mail) of the person identified. This information includes, but is not limited to; Modern name, home or work address, phone number or e-mail addresses. Photos and artwork that depict specific individuals must be used with care. The person or persons in the representation have the right to request that their image be removed from your site at any time. When at all possible, this information should be secured behind a login / password. Please see the Kingdom Webminister for assistance in achieving this level of security.

Credit and Permission

Other people's graphics, prose or poetry, articles, photos or other artwork should be used only with specific permission to do so. If required by the originator these items should also include copyright and credit to the author. If you have copyright issues that you cannot find an answer to yourself, please try the U.S. Copyright office. Their URL is <http://lcweb.loc.gov/copyright/> , You must maintain a file of all authorizations to use material on your website. You can use the official release for publication on the Kingdom of the Outlands website, or an email with the mundane and SCA name of the individual along with their specific written permission to use or post the work. This information must be maintained for the duration that the item is on the website.

Reporting

Webministers should report to through their Chronicler and send a copy to the Kingdom Webminister. Please contact the current Kingdom Webminister to find out what information they would like in your reports.

Pending approval of these policies by The Crown of the Outlands and the Kingdom Chronicler, the Kingdom Webminister will allow a grace period for groups to meet the guidelines set here. These policies will take full effect [January 1, 2006](#).

August 16, 2005
Thomas Dudley
Kingdom Webminister

Appendix

Glossary

Domain: The web address in its simplest form (i.e. yahoo.com, outlands.org, netscape.net) Web site or site: An entire grouping of pages hosted by a single entity.

Certified Site/Page: A web site or page that meets the criteria set forth in the Outlands Webminister's Policies.

Group Pages: Web sites or pages for a specific group in the Outlands.

Hosting: The company that is maintaining the servers on which web pages are stored.

Main page: The index page or the first page that people see when visiting a web site. This does not include splash pages

Officer Pages: Web sites or pages for a office or officer in the Outlands.

Official Site/Page: A web site recognized as the web site for that group or office (recognized by the group).

Splash Page: A greetings page. Sometimes these include animations or options to select what kind of detail you would like to see on the web site.

Web page: One page of web code.

Web Site: A collection of web pages gathered together to represent an idea or theme.