



KATY YOUTH SOCCER ASSOCIATION

Web Content Policy

In an effort to develop better ways to make vital Association information available to the local soccer community, Katy Youth Soccer Association (KYSA) will establish a "Home Page" presence, or website, on the internet, and will develop web pages that present information specifically related to the Association. The website will be informative, entertaining, easy to navigate and safe for all visitors – adults and children.

The KYSA Board of Directors will designate a 'Webmaster' to manage the Association web site. It will be the responsibility of the Webmaster to organize web content and layout and to develop procedures for designing and maintaining all other aspects of the website.

Information presented as a part of the Association website must be directly related to activities sponsored by and/or supported by the Katy Youth Soccer Association, or any of its parent affiliates, South Texas Youth Soccer Association (STYSA), U.S. Youth Soccer Association (USYSA), US Soccer Federation (USSF) or Federation International de Futbol Association (FIFA). Content must be approved by the KYSA Board of Directors prior to posting on the Association website. Approval authority may be delegated by the Board to a designated Web Committee Chairperson or to the Webmaster at the Boards discretion.

The Webmaster will establish procedures and specific criteria for the establishment and posting of content, including pointers to other locations on the Internet. Material presented on the Association website must relate specifically to Association sponsored activities, and support the mission and purpose of the Association. No endorsement of any third party products, programs or services is expressed or implied by any information, material or content referred to or included on, or linked from the Association website.

The Webmaster will follow proper procedures to ensure the appropriate development and linkages to/from KYSA website pages. Links to any part or portion of the Association website from external websites will not be permitted without permission of the Association. Links to external websites from KYSA website pages are for convenience only. While the Association web site may contain links to external web sites and web pages, KYSA maintains no responsibility for the privacy practices of such other web sites, or how such web sites handle information collected by the website.

All materials published to the website must meet the procedural requirements as set forth by the Webmaster and must adhere to all related Katy Youth Soccer Association policies. Written authorization is required to use the name, picture, and/or other personally identifiable information of any member of the Association as a part of the Association website. Individual names may be used only in conjunction with an article and/or a picture displayed as a part of the Association web page. Written permission must be obtained from parents in order to post any picture of any player individually or as a part of a group prior to inclusion on a web page.



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Web Site Guidelines & Procedures

Purpose: The purpose of this document is to define the guidelines for maintaining content and posting information on the official KYSA Website.

Official Website: <http://www.kysa.com>

The KYSA Website is hosted by WinSave.com under a 1-year renewable service contract.

Webmaster

The Webmaster should be computer literate, must have some basic knowledge of html (hypertext markup language) and must have a general knowledge of website layout, design, and technology. The website uses Microsoft FrontPage for web development and content management.

Accessing the Website to Post Information (for Webmasters)

To access the website to post updates:

- Open <http://www.kysa.com> in the web browser
- Select 'File'
- Select 'Edit with Microsoft Office FrontPage'
- Enter Username: *****
- Enter Password: *****
- The Webmaster should know the general layout of the KYSA website (See Attachment #1 for flowchart)

Content

All information posted on the KYSA website shall be KYSA (soccer, referee, etc) related. Items not directly related to the Association will not be posted. The KYSA Board of Directors must approve any exception to this policy.

Submission of Information

Information is to be sent to the Webmaster and should be complete and in some standardized document or picture format. The following types of information may be submitted for review:

- Articles
 - Articles should be submitted via email message or in the form of an electronic document. The Webmaster will not write articles for submitted items.
- Pictures
 - Pictures must be in either .gif or .jpg format;
 - Pictures in .bmp format will not be accepted due to size restriction (see below)
 - The formatted picture file size should be less than 50k
- Links
 - Links to relevant soccer sites may be added to the appropriate web page as determined by the Webmaster and/or Board
- Event Notices
 - Events such as coaching certification clinics, referee certification classes, Association sponsored clinics, high profile matches that include Member Club players, Referees, etc. may be posted.
- Schedules
 - Calendar of events
 - League Schedules (play dates)
 - Clinic dates
 - Deadlines for applications

Posting Procedures

All items submitted for posting will be handled as follows:

- Submissions will be reviewed to determine KYSA relevance;
- If deemed KYSA related the following will happen:
 - Webmaster will post information under the appropriate category link.
 - Webmaster may forward the information to an alternate webmaster to post to the site.
 - Webmasters will notify the submitting party that the information has been posted to the web.
- If the Webmaster deems any submission “non-KYSA related”, the submission will be forwarded to the KYSA Board members for review. If after the review process, the Board deems the article KYSA noteworthy, the webmaster will be notified with approval to post.
- If the Board decides it should not be posted, the submitting party will be notified by the webmaster that the information will not be posted as it has been determined by the Board that the content is not KYSA related.

Posting Frequency

Updates to the website will be done as soon as possible. Normally within 3 days.

Errors/Out of Date Info

Any errors and out-dated info noticed on the web site should be reported to the Webmaster immediately for correction or removal.

Backups

WinSave.com performs daily backups and can restore our website in case of catastrophic failure. In addition the files are periodically copied off to a CD as backup.

Attachment #1

