



Kingdom of Lochac Web Minister's Handbook

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The current version of this document is available at <http://lochac.sca.org/webwright>

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I. **Kingdom Web Minister**

1. **Definition**

The Kingdom Web Minister is the person who maintains the Kingdom of Lochac website and supervises the web sites of other Lochac sub-entities (groups, order and officers).

2. **Requirements to hold office**

The Kingdom Web Minister shall:

- Be a current member of SCAA or SCANZ
- Possess the technical skills necessary to maintain a web site (See Appendix I).

3. **Responsibilities**

Notification of significant changes and updates shall be posted to the Lochac Announce list (announce@lochac.sca.org).

a. ***Lochac Kingdom Site***

The Kingdom Web Minister shall maintain the kingdom of Lochac web site (<http://lochac.sca.org/lochac>). Key sections include:

- Regnum: corresponding with the Pegasus Regnum editor, maintaining officer changes and updating Regnum as required
- Calendar: to be kept current with the latest (downloadable) version of Pegasus and event information sent via the online event submission form. This includes the Royal itinerary, which is to be indicated by the icon of a crown next to Royalty attended events.
- Guilds Guide
- Newcomers
- Mailing List Guide
- Kingdom Mappe
- Links

b. ***Royal Web Pages***

The Kingdom Web Minister shall correspond with the King and Queen or their representative and The Royal Heirs to maintain the Royal web site (<http://lochac.sca.org/royal>) and sub-folders, including the following key pages:

- Royal and Court pages
- Crown Tourney requirement pages
- Crown Heirs page
- Keeper of the Regalia pages

c. ***Office of the Kingdom Web Minister Pages***

Maintain the Office of the Kingdom Web Minister web site (<http://lochac.sca.org/webwright>) and sub-folders.

d. ***Web Minister Email Account***

The Kingdom Web Minister is responsible for using the webwright@lochac.sca.org email address to ensure timely responses to enquiries and communications.

The webwright@lochac.sca.org email account can be auto-forwarded to your current email address or you can login via SquirrelMail <http://lochac.sca.org/squirrelmail/src/login.php>.

e. ***Mailing List [Lochac Web]***

The Kingdom Web Minister is required to subscribe to, and moderate the [Lochac Web] mailing list (<http://lochac.sca.org/mailman/admin/webministers>).

f. ***Other Mailing Lists***

As a Kingdom Officer, the Kingdom Web Ministers email is subscribed to:

- KLO (Lochac Kingdom Officers)
- Spiders (Kingdom Web Ministers only)
- Webministers (SCA wide Web discussion)
- Servers (masonry mailing list)

g. ***Additional Responsibilities***

- Advise and assist Group, Guild and Office Web Ministers
- Appoint Group Web Ministers as per the Lochac Procedures Manual
- If administering any relevant budget, quarterly financial reporting to the Kingdom Exchequer or their appointed deputy
- Check on each kingdom and group web site at least once annually and report to the web minister in question, along with the appropriate seneschal/clerk/provost, on the usability of the web site as perceived by an external party. Although this is primarily an advisory function, if gross non-compliance with Kingdom web standards is discovered, this shall be brought to the attention of the appropriate web minister to be remedied
- Remain conversant with changes to real-world law in Australia and New Zealand that may affect our web and publishing policies
- Maintain and keep up-to-date this handbook
- It is also desirable that the following tasks are completed:
 - Annual submissions to the Society web Minister (webminister@sca.org) for the Master William Blackfox Awards
 - Maintain the pool of resources for local web ministers

4. **Reporting**

The Kingdom Web Minister MUST report to the Society Web Minister, and to the Kingdom Seneschal.

a. ***Reporting Schedule***

The Kingdom Web Minister is required to be submitted in accordance with Kingdom Law, Section IV.3 Reporting IV.3.i Written Reports page 9.

- 28th February

- 31st May
- 31st August
- 30th November

This report shall contain a summary of the kingdom Web Minister's opinion of the state of the web sites under their control, a list and key details of any new initiatives undertaken, and information pertaining to any issues currently being experienced or recently resolved.

Copies go to:

- Lochac Seneschal (seneschal@lochac.sca.org) via the
 - Deputy Seneschal for reports (reports@lochac.sca.org)
- King and Queen (royal@lochac.sca.org)
- Crown Prince and Crown Princess (heirs@lochac.sca.org)
- Society Web Minister (webminister@sca.org).

II. **Group or Regional Web Ministers**

1. **Definition**

The Group or Regional Web Minister is the person who maintains the web site for a branch or other designated region of the SCA within the Kingdom of Lochac. Such groups are defined as Baronies, Shires, Cantons, and Colleges. Other regions are taken to include those defined by local boundaries such as Queensland or Victoria.

2. **Appointment and Removal of Group or Regional Web Ministers**

The appointment of a Group or Regional Web Minister follows the procedures as outlined in the Kingdom of Lochac Procedures Manual Section 5 and Corpora Section VII Section J.

The following items must then be received by the Kingdom Web Minister before the person's name is added to the roster:

- A letter from the Group's Seneschal confirming that the applicant is acceptable to the group. This may be either hard copy or electronic. In the case of a Regional Web Minister a letter from the co-ordinating Seneschals.
- A letter from the applicant expressing their desire to be rostered. This may be either hard copy or electronic. The letter must include:
 - Group Name (e.g. Shire of) or Region
 - URL of the website
 - Legal and SCA Name
 - Membership Number and Expiry Date

After the above information is received the Masonry Deputy will be advised that you are the appropriate person to be contacting Masonry in regards to a Group or Regional Web Site. If the above information is not received this may result in delays in access.

3. **Requirements**

Requirements include, but are not limited to:-

- Willingness to maintain the local web site
- Be a current member of the SCAA or SCANZ
- Possess the technical skills necessary to maintain a web site (See Appendix I)
- Access to Local newsletter (if available)
- Subscribe to [Lochac Web] mailing list:
<http://lochac.sca.org/mailman/listinfo/webministers>

The Group or Regional Web Minister is required to be conversant with the governing documents that pertain to the office.

4. **Reporting**

The maintainer of a Group or Regional web site is required to report in accordance with Kingdom Law, Section IV.3 Reporting IV.3.i Written Reports or earlier if there is a change of officer, in order to confirm their willingness and ability to continue in their position.

The purpose of this report is to keep Group and Kingdom Web Ministers apprised of any highlights or issues, with respect to Group or Regional web sites.

What to include in this report:

- SCA Name
- Mundane Name
- Contact Details
 - Email address
- SCA Membership
 - Membership No
 - Expiry date
- Web site maintained
- Date you took office
- Any issues or concerns
- Any highlights
- For Baronies & Shires Only
 - Which Cantons or Colleges Report to you
 - Copy of Canton Report(s)
 - Copy of College Report(s)

a. **Reporting Schedule**

Reports are required to be submitted in accordance with Kingdom Law, Section IV.3 Reporting IV.3.i Written Reports. This may be either hard copy or electronic.

Baronies	Shires	Cantons & Colleges
<ul style="list-style-type: none"> ● 15th February ● 15th May ● 15th August ● 15th November 	<ul style="list-style-type: none"> ● 15th February ● 15th May ● 15th August ● 15th November 	<ul style="list-style-type: none"> ● 15th April ● 15th October

1. **Where to send reports**

Baronies & Shires Web Ministers

Copies of the report are to be sent to the Kingdom Web Minister. A copy also goes to your Groups Seneschal.

Cantons & Colleges Ministers

Copies of the report are to be sent to your Group Seneschal and Baronial or Shire Web Minister.

Regional Web Ministers

Copies of the report are to be sent to the Kingdom Web Minister. A copy also goes to the co-ordinating Seneschals and Group Web Ministers.

III. **Other Web Ministers**

1. **Definition**

Other Web Ministers are persons who maintain other kingdom web sites, such as those for a Kingdom Office, Peerage Order or Guild

2. **Requirements**

Other Web Ministers serve the Kingdom Office, Peerage Order or Guild and shall be responsible for the maintenance and updating of the Kingdom Officer, Peerage Order or Guild web site.

- Possess the technical skills necessary to maintain a web site (See Appendix I)
- Subscribe to [Lochac Web] mailing list:
<http://lochac.sca.org/mailman/listinfo/webministers>

IV. **Kingdom of Lochac Web Site**

1. **SCA (Australia & New Zealand)**

The Kingdom of Lochac URL is <http://lochac.sca.org>

The SCA Australia Ltd URL is <http://sca.org.au>

The SCA New Zealand Inc. URL is <http://sca.org.nz>

2. **Kingdom Officer Pages**

All Kingdom Officers are encouraged to create a web presence (See Appendix I). Officer's pages should adhere to Society and Kingdom web policy. Officers will designate which page is their official page.

3. **Group Pages**

All groups are encouraged to create a web presence. The purpose of a Group web presence is to provide information for group members and to promote public awareness of the group within the local community. For further details see Appendix II.

4. **Guild Pages**

All Guilds are encouraged to create a web presence. With the vast distances in this Kingdom, this will assist in facilitating communication and sharing of resources. For further information see Appendix II

V. Website Content

1. Content

Content of the site should:

- Be grammatically correct and readable. Avoid poor wording, incorrect spelling and vague, inaccurate, or hard to understand sentences.
- Colour Scheme: The colours used on a website should be easy to read and print out.
- It is the responsibility of each Web Minister to ensure that the content on their web site is published in accordance with the copyright laws relevant to their location and that of the web site.

2. Factuality and Suitability

The content of a web site is primarily of an informative nature and should represent facts only. Sections that represent a group or activity should be in a positive light, avoiding deception, derogatory comments, and distasteful content.

Group web sites should generally avoid advertising unless covered by the following criteria:

- Free listings of relevant local merchants and services, preferably with a disclaimer that such listings are provided solely for the benefit of local members
Please Note: *In this very electronic age local (in terms of merchants and services) is not limited to your locality. Local in this instance is defined as a merchant or service you can access either physically (local hardware store) or electronically (e.g. Amazon for books, The Flaming Gargoyle) near or at home.*
- Limited commercial sponsorship type arrangement (including those required by hosting providers) but, to the extent possible, avoiding “sponsored by ,company name>” all over a site
- Paid advertising approved in consultation with the relevant local incorporation via the Kingdom Seneschal

3. Disclaimer and Copyright Statements

All web sites are required to display the following or equivalent statement. This statement should be displayed on the home page of the site, but may be displayed on a separate page, provided that an obvious link to such a disclaimer page is provided on the home page.

“This is the recognised web site for the <branch name> of the Society for Creative Anachronism, Inc. and is maintained by <Mundane and/or SCA Name of Web Minister>.

For Information on using photographs, articles, or artwork from this web site, please contact the Web Minister <Web Minister’s e-mail address>. They will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.

Copyright © <year> <branch name>”

4. **Publishing Responsibilities**

The Society operates under the ideals of chivalry, courtesy and respect, including respecting others intellectual property.

a. **Images of Minors**

The SCAA Ltd.'s Child Protection Policy places some restrictions on the way images of minors can be used and identified.

- http://sca.org.au/board/docs/policies/Child_Protection_SCA_Ltd_policy.pdf

Web sites pertaining to Australian groups must comply with this policy.

Web sites pertaining to New Zealand groups should follow any relevant SCA NZ policies:

- <http://sca.org.nz/publishingpolicy/>
- http://sca.org.nz/sites/sca.org.nz/files/docs/policy/SCANZ_Publishing_Policy.pdf

When uncertain, web ministers are encouraged to act conservatively.

b. **Privacy**

All participants in the SCA expect and deserve a certain amount of privacy. Written permission (via email or letter) should be obtained before publishing such personal details full legal name, home, work or postal address, phone numbers or personal email address. Permission is *not* required to publish an email address associated with an SCA office (e.g. seneschal@lochac.sca.org) and the relevant officer's SCA name.

c. **Credits**

Individual contributors graphics, prose, poetry, articles, photos and artworks are the legal property of their owner/creator and may be protected by copyright laws. Materials whose copyright is not owned by the contributor shall only be used with written permission (sent via the postal system or email) from the copyright owner and where required should include a copyright notice such as

- *Copyright © [date/year owners name]. Used with permission*

When a web site permits direct user content contribution e.g. via a Content Management System (CMS), then users given access to such a system must be made aware of and act in accordance with their legal responsibilities.

5. **Group, Guild and Other websites**

In addition to the above, Group, Guild and other websites are encouraged to meet the following criteria:

- List of officers
- Dates, locations for events and meetings, with other details as required
- Information for obtaining the group newsletter (if they have one)
- Information for joining the group discussion list
- Have information for newcomers
- Be as accessible as possible to all persons as outlined in the Society Web Ministers' Handbook – section D. 3. Web Publication Standards

- Avoid links or references to obscene, lewd or illegal material
- Avoid links or references to information that is disparaging to the SCA

VI. **Suggested Reading**

1. **Society Webministers' Handbook**
<http://www.sca.org/officers/webminister/WebministerHandbook.pdf>

2. **Society Chronicler's Policies**
<http://www.sca.org/officers/chronicler/ChronPolicy.pdf>

3. **Laws of the Kingdom of Lochac**
<http://lochac.sca.org/laws/>

4. **Corpora**
<http://www.sca.org/docs/pdf/govdocs.pdf>

5. **Child Protection Policy**
http://sca.org.au/board/docs/policies/Child_Protection_SCA_Ltd_policy.pdf

6. **SCA NZ Inc. Publishing Policy**
http://sca.org.nz/publishing_policy.php
http://sca.org.nz/sites/sca.org.nz/files/docs/policy/SCANZ_Publishing_Policy.pdf

VII. **Appendix I**

1. **Required Technical Skills**

These required technical skills include, but are not limited to:

- Capabilities in web site creation
 - Familiarity with HTML
 - Graphics manipulation
 - FTP and associated site management
 - Wordpress usage
- Reliable email
- Reliable internet access

2. **Web Minister as Editor**

It is important to remember the web site represents the SCA as a whole. When designing a page, keep the ideals and tenets of the SCA in mind; courtesy, honour and chivalry.

A good page supports the individuals who are viewing it. These people may be local members, SCA members from around the world, or non-members looking for more information about the Society.

VIII. **Appendix II**

1. **Hosting on lochac.sca.org and sca.org.nz servers**

a. ***Kingdom Officers***

All Kingdom Officers may have a web site.

To obtain a web site, all contact should go directly to the Masonry Deputy masonry@lochac.sca.org.

b. ***Groups, Guilds and Orders***

All Groups, Guilds and Polling Orders are entitled to a web site hosted on one of the lochac.sca.org/sca.org.nz server if they wish it, provided they maintain it reliably. This web site does have some restrictions on the software available; please contact the Masonry deputy for details.

To obtain a web site, all contact should go directly to the Masonry Deputy masonry@lochac.sca.org.

c. ***Mail Lists***

All Web Ministers are required to subscribe to [Lochac Web] <http://www.lochac.sca.org/mailman/listinfo/webministers>.

2. **Masonry Team**

The Masonry web site <http://masonry.lochac.sca.org> contains details of the server rules, contact details for the server administration team and other important information for Web Ministers seeking hosting on the Australian or New Zealand hosted servers.