# Kingdom of Lochac

# Webwright/Webminister's Handbook

https://webwright.lochac.sca.org/ December 2025 Contact webwright@lochac.sca.org

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# I. Kingdom Webwright

## A. Definition

The Kingdom Web Minister is the person who maintains the Kingdom's website and supervises the web sites of sub-entities (groups, orders, guilds and officers) in the Kingdom.

In Lochac, and in the rest of this document, the Kingdom Web Minister for Lochac is known as the Kingdom Webwright.

## B. Requirements to hold office

The Kingdom Webwright shall:

- Be a current member of SCA Ltd (Australia) or SCANZ Inc (New Zealand)
- Possess the knowledge of the Internet and have the technical skills necessary to maintain a web site and use email (See Appendix I).

## C. Responsibilities

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

### 1. Lochac Kingdom Site

The Kingdom Webwright shall maintain the Kingdom of Lochac web site (https://lochac.sca.org/). Key sections include:

- Regnum: corresponding with the Pegasus Regnum editor, maintaining officer changes and updating Regnum as required
- Calendar: which is usually kept current via the online event submission form but may need to be kept current with details from the latest (downloadable) version of Pegasus.
- Guilds Guide
- Newcomers
- Mailing List Guide
- Kingdom Map and Group Guide
- Other Links as necessary.

### 2. Royal Web Pages

The Kingdom Webwright shall support maintenance of the Lochac Royalty website (https://crown.lochac.sca.org/) by corresponding with the King and Queen, or Their representative, as well as any Royal Heirs. Content on this site will be managed to maintain pages from each Reign in perpetuity which may including the following:

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

### 3. Office of the Kingdom Webwright Pages

Maintain the Office of the Kingdom Web Minister website and sub-folders available at https://webwright.lochac.sca.org/.

### 4. Webwright Email Account

The Kingdom Webwright is responsible for using the webwright@lochac.sca.org email address to ensure timely responses to enquiries and communications. The email address is a hosted mail account accessible via https://mail.lochac.sca.org/

### 5. Mailing List [Webministers]

The Kingdom Webright is required to subscribe to, and moderate the mailing list https://mailman.lochac.sca.org/mailman3/lists/webministers.lochac.sca.org/.

### 6. Other Mailing Lists

As a Kingdom Officer, the Kingdom Webwright email is subscribed to:

- LKO (Lochac Kingdom Officers)
- Society Web Ministers Slack Channel
- Servers (Lochac Masonry Team mailing list)

### 7. 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.
- 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.
- 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.
- 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
  - Encourage the awarding of the Golden Quill (https://webwright.lochac.sca.org/the-golden-quill/)
  - Maintain the pool of resources for local web ministers

## D. Reporting

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

### 1. Reporting Schedule

The Kingdom Webwright is required to be submitted in accordance with Kingdom Law, Section IV.3 (Reporting) IV.3.i Written Reports.

- 15th of February;
- 15th of May;
- 15th of August; and
- 15th of November.

This report shall contain a summary of the Kingdom Webwright's opinion of the state of the websites 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)
- Deputy Seneschal for Reports (reports@lochac.sca.org)
- Society Web Minister (webminister@sca.org)

# II. Group or Regional Web Ministers

## A. Definition

The Group or Regional Web Minister is the person who maintains the website 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 a Queensland or Victoria.

## B. Appointment and Removal of Group or Regional Web Ministers

The appointment of a Group or Regional Web Minister follows the Appointment Procedure as outlined in the Kingdom of Lochac Procedures Manual.

### 1. Requirements

Requirements to hold the office of group web wright/web minister 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 [Webministers] mailing list: https://mailman.lochac.sca.org/mailman3/lists/webministers.lochac.sca.org/.
- The Group or Regional Web Minister is required to be conversant with the governing documents that pertain to the office.

## 2. Reporting

The maintainer of a Group or Regional website 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, 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
- Email address
- Website maintained
- Date you expect to step down
- Any issues or concerns
- Any highlights

A form (https://webwright.lochac.sca.org/reporting/group-webwright-report/) is available to make this task easier. Providing the right information will have it sent to the group seneschal and the Kingdom Webwright automatically.

## 3. Reporting Schedule

Reports are required to be submitted in accordance with Kingdom Law, Section IV.3 (Reporting) IV.3.i Written Reports. This is expected to be electronic.

- Baronies and Shires shall report quarterly, by the 1st of February, May, August, and November.
- Colleges and Cantons shall report quarterly, by the 1st of January, April, July and October.

## 4. Where to send reports

**Barony & Shire Web Ministers**
Copies of the report are to be sent to the Kingdom Webwright. A copy also goes to your Group Seneschal.

**Canton & College Web 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 Webwright. A copy also goes to the co-ordinating Seneschals and Group Web Ministers.

# III. Other Web Ministers

## A. Definition

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

## B. 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 website. Any such person shall:

- Possess the technical skills necessary to maintain a website (See Appendix I)
- Subscribe to [Webministers] mailing list: https://mailman.lochac.sca.org/mailman3/lists/webministers.lochac.sca.org/.

# IV. Kingdom of Lochac Website

## A. SCA (Australia & New Zealand)

- The Kingdom of Lochac URL is https://lochac.sca.org/
- The SCA Australia Ltd URL is https://sca.org.au/
- The SCA New Zealand Inc. URL is https://sca.org.nz/

## B. 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.

## C. 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.

## D. Guild Pages

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

# V. Website Content

## A. 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 website is published in accordance with the copyright laws relevant to their location and that of the web site.

## B. 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

## C. Disclaimer and Copyright Statements

All web sites are required to display the website policies page that is on the Kingdom website (https://lochac.sca.org/website/). This page is distributed for publication automatically for WordPress sites but must be created sites on other platforms.

## D. Publishing Responsibilities

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

### 1. Images of Minors

**In Australia**

The SCA Ltd Child Safety Policy places some restrictions on the way images of minors can be used and identified.

- The policy is found at https://sca.org.au/documents/policy/children/child-safety-policy/
- Web sites pertaining to Australian groups must comply with this policy.

**In New Zealand**

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

- https://sca.org.nz/publishingpolicy/

When uncertain, web ministers are encouraged to act conservatively.

### 2. 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.

### 3. Credits

Individual contributor's 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 website 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.

### 4. 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. Appendix I: Role Requirements

## A. Required Technical Skills

Required technical skills include, but are not limited to:

- Capabilities in website creation
- WordPress usage (if your group site is a WordPress site)
- Reliable email
- Reliable internet access

## B. Useful Technical Skills

Other useful technical skills may include, but are not limited to:

- Familiarity with HTML
- Graphics manipulation
- FTP and associated site management

## C. 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.

# VII. Appendix II

## A. Hosting on lochac.sca.org and sca.org.nz servers

### 1. Kingdom Officers

All Kingdom Officers may have a web site. To obtain a website, all contact should go directly to the Masonry Deputy masonry@lochac.sca.org.

### 2. Groups, Guilds and Orders

- All Groups, Guilds and Polling Orders are entitled to a website hosted on a server managed by Lochac, SCA Ltd and SCA NZ if they wish it, provided they maintain it reliably.
- These are currently https://lochac.sca.org/ and https://sca.org.nz/.
- These websites do have some restrictions on the software available; please contact the Masonry deputy for details.
- To obtain a website, all contact should go directly to masonry@lochac.sca.org.

### 3. Mail Lists

- Subscribe to [Webministers] mailing list: https://mailman.lochac.sca.org/mailman3/lists/webministers.lochac.sca.org/.

### 4. Masonry Team

The Masonry website (https://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.