



**JOONDALUP KINROSS JUNIOR
FOOTBALL CLUB
INCORPORATED**

“JETS”

WEBSITE POLICY

Contact Person: JKJFC Website Coordinator

1. OBJECTIVES:

- 1.1** The Joondalup Kinross Junior Football Club Inc (JKJFC) recognises the value of the Web as a means of communicating and exchanging information, delivering services and interacting with members of our clubs and the local community.
- 1.2** People wanting to find information about the JKJFC need to know the information exists and be able to obtain the information quickly, confident that it is current and accurate.
- 1.3** The primary purpose of this document is to provide a set of guidelines to ensure that club website provides information and services that are:
 - 1.3.1** Easily navigable and accessible for users;
 - 1.3.2** Informative and service-oriented for members of the club and/or the general public; and
 - 1.3.3** Actively maintained in a manner that reflects ownership of the Club Executive.

2. POLICY STATEMENT:

The following Guidelines apply to the development and maintenance of the JKJFC website:

- 2.1** The JKJFC Website Coordinator should ensure the accuracy, currency and appropriateness of the website content by reviewing web pages on a regular basis. It is suggested that this should occur at least every three weeks;
- 2.2** Prior to publishing, website content in the form of documents and photographs, these must be authorised by the JKJFC Executive and/or their nominee eg. Website coordinator/administrator. The approving officer must be confident that the content is correct in all aspects and meets the minimum requirements of this policy;

- 2.3 Club members who are granted limited access, by way of user name and password, must also ensure that the content they submit is correct in all aspects and meets the minimum requirements of this policy;
- 2.4 The JKJFC website must not include information that is, and/or be directly linked to, sites containing offensive and/or obscene material;
- 2.5 Any content that may be perceived as being of a discriminatory nature and/or can be construed as bringing the JKJFC into disrepute must not be published on club website;
- 2.6 Prior approval must be sought from the JKJFC Executive before the JKJFC logo may be used on the club website. Upon approval, suitable persons will be issued with the most up-to-date version of the logo together with a set of guidelines outlining their use;
- 2.7 Due to the dynamic nature of websites, it is necessary to periodically check all links to ensure these are working properly.
- 2.8 The JKJFC reserves the right to withdraw website material that does not meet with the guidelines outlined in this policy. This discretion may be exercised in the case that the JKJFC becomes aware, receives claims or allegations, or has reason to inquire whether the content would be reasonably likely to offend the reader.

3. BREACH OF POLICY:

In the event that a person is found to be in breach of this policy the following actions will be taken:

- 3.1 The JKJFC Executive shall be contacted and given notice of the breach;
- 3.2 Where the breach is deemed to be legitimate the JKJFC Executive shall take all reasonable steps to resolve the situation within 24-hours.

Such steps may take the form of removal of the content from the site; provision of the necessary apologies; and/or review of content approval processes;

- 3.3** Where repeated breaches of the policy by the same person have been deemed to be legitimate the JKJFC may commence disciplinary proceedings against that person in accordance with the JKJFC constitution.

4. PRIVACY STATEMENT:

Information regarding players and team support staff may be included in newsletter items or posted on the website. Players' information may include name, team, significant achievements and results i.e. Fairest and Best, game milestones. Member's information is to include only name and position. If photographs are used the Club will obtain the members written permission for their use, where not already granted on the Players registration form.

President

Date