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***WYO-BRASKA AREA
WEB SITE POLICY AND
GUIDELINES
REVISED***

APPROVED
JANUARY 9TH, 2005

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INTRODUCTION

The following outlines updated and revised policy and guidelines for the Wyo-Braska Area Service Committee web site.

These guidelines are derived from the Narcotics Anonymous® World Service Office publication, *Public Information Resource Paper on PI and the World Wide Web* (<http://www.na.org/pi/webpage.htm>), and from *Web Site Policy and Guidelines* provided by permission from the Hawaii Region of NA (<http://www.na-hawaii.org>).

PART 1: PURPOSE, NAME AND ACCOUNTABILITY

- 1) The purpose of the Wyo-Braska Area Service Committee's (WBASC) web site is to further the Narcotics Anonymous® (NA) groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information about NA to anyone who thinks (s)he may have a problem with drugs and to facilitate communication between NA members or Groups within the Wyo-Braska Area and the WBASC.
- 2) The Uniform Resource Locator (URL) for this web site is <http://www.wyo-braskna.org>
- 3) Accountability to the NA Fellowship for the WBASC web site contents and operation begins with the project leader, or "Webservant," who in turn is accountable to the Wyo-Braska Area PI Subcommittee. The PI Subcommittee is then accountable to the WBASC and the WBASC is accountable to the NA Fellowship.
- 4) For simplicity, any future references in this document to the Wyo-Braska Area PI Subcommittee will assume that if there is no active PI Subcommittee then the WBASC will become the entity referred to.

PART 2: FINANCES AND OWNERSHIP

- 1) Expenses for web site hosting and domain registration are the responsibility of the Wyo-Braska Area PI Subcommittee. The cost for Internet access, computer equipment and software, training; etc., are the responsibilities of the Webservant.
- 2) The Webservant is responsible for communicating all financial needs and consequences to the Wyo-Braska Area PI Subcommittee Chair or the Wyo-Braska Area Service Committee's Administrative Officers, primarily the Treasurer, if there is no active PI Subcommittee.
- 3) The WBASC is the owner of the domain name "wyo-braskana.org". The Webservant is responsible for maintaining the ownership of the domain name for the WBASC.
- 4) The Webservant is responsible for investigating and choosing a vendor for hosting the web site. Final responsibility rests with the Wyo-Braska Area PI Subcommittee. All budget considerations and distribution of funds will be addressed as outlined in the WBASC By-laws

PART 3: WEBSERVANT REPORTING AND COMMUNICATIONS

- 1) The Webservant will submit a written report to the Wyo-Braska Area PI Subcommittee at each regular meeting. This report will detail all pertinent financial and technical status and developments related to the operation of the web site. The report will also include any relevant correspondence received, sent and forwarded. The Webservant is required to attend all regular Wyo-Braska Area PI Subcommittee meetings or, if necessary, (s)he may submit the report directly to the PI Subcommittee Chair.
- 2) The Webservant is responsible for saving copies of all relevant received and sent e-mails for the WBASC archives -- preferably in the pdf format on both removable computer media and hard copies. E-mails will also be forwarded to area service committees' point(s) of responsibility as described in the WBASC By-laws. It is the responsibility of each duly elected Trusted Servant of the WBASC to respond to any forwarded communications in a timely manner.
- 3) There will be only one POP email account (address) for this domain -- help@wyo-braskana.org. All incoming and outgoing communications on this account will be handled by the Webservant in accordance with these guidelines as well as the *Twelve Traditions of NA* and *Twelve Concepts for NA Service*.
- 4) Personal e-mail addresses are not to be posted on this web site so that official NA communications are processed properly and appropriately. It is up to each individual trusted servant whether or not to use her or his own personal e-mail address to reply to forwarded communications. Replies may be directed to the Webservant who will then relay them through the wyo-braskana.org domain.
- 5) Trusted servants and/or service committees receiving communications relayed from the Webservant are responsible for acknowledging the communication and informing the Webservant of the disposition of the communication.

PART 4: WEB PAGE CONTRIBUTING MEMBERS

- 1) The Wyo-Braska Area PI Subcommittee chooses the Web Servant and the Web Servant Alternate. Volunteers are encouraged to participate and provide input but do not have voting privileges and are not allowed to have technical or administrative access to the web site. Extent of their participation is at the discretion of Webservant and/or Area Service Committee.

PART 5: WEB SITE CONTENT AND COMPONENTS

- 1) The web site will contain the following sections or pages:
 - The Home Page - Basic information, with map of our area.
 - What is NA? - NAWs-approved description of the fellowship.
 - Meeting Schedules - For the various cities in our area.
 - Printable Schedule - Same as above, without theme or navigation content.
 - Upcoming Events - Listed by month, with links to those hosting the event.
 - NA Links - In accordance with NA's guidelines for "Fellowship Approval".
 - Contact Form - For Comments and Questions, etc.
 - Confirmation Page - Confirms that contact information was received.
- 2) The Wyo-Braska web site will have the following content on each page:
 - a. The title of page.
 - b. The left margin, and bottom, of the page will have top-level navigation links for the entire web site.
 - c. The bottom of the page will display technical contact information for the web site and the Wyo-Braska Area Service Committee.
 - d. A date and time component describing the last update to the page.
- 3) The index or home page will have the following content in addition to the standard page information:
 - a. A welcoming paragraph (with announcements when necessary).
 - b. A navigation bar component for the first tier of child pages under the index or home page. (Used only in larger web sites with more complex navigation structures.)
 - c. A visitor "hit counter" component.
 - d. Clear text stating that this is an official website for Narcotics Anonymous in the Wyo-Braska Area through the administration of the Wyo-Braska Area Service Committee.

PART 6: TECHNICAL GUIDELINES

- 1) It is suggested that the software used for the web site publishing be Microsoft FrontPage 2002, however any web page publishing software that meets the requirements as set forth in these guidelines is acceptable. Some web site hosts even provide on-line web page building capabilities and preclude the need for extensive knowledge of html or xhtml code and ftp uploads.
- 2) Web site host must support Microsoft FrontPage server extensions if Microsoft FrontPage is used.
- 3) User names and passwords associated with publishing and management of the domain name and web page will be held by the Webservant, alternate Webservant and the Area PI Chairperson only.
- 4) Internet browser compatibility will be as universal as possible when considering design elements of the web site.
- 5) Web site design should be tailored so that each page downloads as rapidly as possible with a rate of 30 seconds at 28kps being the industry standard.
- 6) The web site will be designed for a browser window of 800 x 600 pixels.
- 7) The use of Java Script will be curtailed to basic web site components.
- 8) The use of images other than for buttons and other technical components will be minimized to reduce the time needed for downloading the web pages.
- 9) Whenever possible, the size of files should be kept low to reduce the time needed for downloading for those with slow connection speeds.
- 10) Files for downloading should be offered only in Portable Document Format (PDF) with a link nearby so viewers can obtain the *Acrobat Reader* software (This reader is provided by Adobe Systems Inc. free of charge). A statement denying any support, endorsement or affiliation with Adobe Systems Inc. will also be prominently displayed.
- 11) Files for downloading should be scanned for viruses before posting to the web site.
- 12) External hyperlinks should be checked on a monthly basis for integrity and appropriateness of site content.
- 13) Registration of the web site with major search engines should be an ongoing effort by the Webservant. Any use of "pay for submission" services shall only be done with prior approval of the Wyo-Braska Area PI Subcommittee.
- 14) Text fonts and sizes will be chosen for ease in reading from all platforms and to accommodate the visually impaired as much as possible.
- 15) Alternate text tags will be used for images.

- 16) Plain text alternatives should be available for all meeting directory pages and contact information pages.
- 17) The Webservant will make every effort to ensure that our site is virus-free, and shall use commonly available anti-virus software at all stages of his/her work.
- 18) Frequent back-up copies of the web site are to be made by the Webservant. Backup copies are needed for the archives and for rescue purposes.

PART 7: GENERAL GUIDELINES AND POLICIES

- 1) External hyperlinks will be only to official NA web sites. The Webservant will evaluate these web sites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that web site.
- 2) Meeting directory pages should be checked for updates at least every 30-45 days. M/S/C at June 8, 2003 WBASC meeting to post “instant updates for new group meetings” on the web site meeting list.
- 3) Any NA service committee or subcommittee registered with the World Service Office Inc., may request to post information concerning upcoming events, or service functions on the WBASC web site.
- 4) Chats, forums, discussions, and other similar content concerning personal recovery issues are not posted on the web site since the site is open to the public's scrutiny; opinions presented may confuse readers as being the opinion of NA as a whole.
- 5) Images of any identifiable person, whether a NA member or not, are never used.
- 6) Sales of merchandise are not done on the web site.
- 7) Requests for literature purchases will be referred to Narcotics Anonymous World Services, or the person shall be referred to local groups in their area.
- 8) If a group within the Wyo-Braska Area has its own web site, the Wyo-Braska web site will link to it only if it conforms to NA fellowship guidelines.
- 9) Copyrighted material will not be used on the web site without specific permission from the owner of the material or proper citation.
- 10) The Webservant is responsible for seeing that the meeting list on the WSO web site is updated whenever the WBASC web site meeting list is updated.

PART 8: QUALIFICATIONS FOR WEBSERVANT

- 1) This is a Public Information Subcommittee commitment. The minimum clean time for Webservant and Webservant Alternate position(s) is two (2) years, and shall only be waived by the Wyo-Braska Area PI Subcommittee in cases of a candidate having exceptional computer skills and a proven history of excellent service work within the NA Fellowship. Waiving the clean time requirement ought to be considered only after all other options have been exhausted.
- 2) An understanding of the *Twelve Traditions of NA* and *Twelve Concepts for NA Service* is vitally important in this service position as it involves communications and public relations with non-addicts as well as the still suffering addict.
- 3) Any person considered for this position should have a basic knowledge of HTML code and demonstrate an ability to administer a web site, as well as possess the required computer software, Internet access, etc., and be proficient in using the required software.
- 4) The Webservant and Alt. should have access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the Webservant and Alt.
- 5) Webservant (and Alternate) are chosen by the Wyo-Braska Area PI Subcommittee according to the WBASC policies.
- 6) The term for each position is to be two years.
- 7) No person shall be chosen as a Web Servant or Alternate if that person has a prior history of abandonment of service commitment or past instances of conduct unbecoming a service representative of this committee. Neither shall (s)he be considered if (s)he has any pending criminal charges which may prevent fulfilling the duties and responsibilities of the Web Servant or Alternate

PART 9: PRIVACY POLICY

- 1) Our privacy policy on communications within the NA service structure is an important aspect of our Twelfth Tradition of anonymity.
- 2) The Webservant will apply the *Twelve Traditions of NA*, *Twelve Concepts for NA Service* and *A Guide to Public Information* in developing and implementing a “Privacy Policy” for the web site.
- 3) This privacy policy will evolve as needed and be approved by the Wyo-Braska Area PI Subcommittee before posting on the web site.
- 4) The following is the current “Privacy Policy” as posted on the Wyo-Braska Area Service Committee web site:

- Our Twelfth Tradition states, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."
- Cookies: We believe in supporting the spirit of our tradition of personal anonymity on the Internet by stating clearly that we do not employ any technical means to track or identify any visitor to this web site. However, our host company does use cookies to track unique IP addresses to aid in accurate hit counter operation. No personal information is saved. For further information on "cookies", consult your Internet browser's help utility or other Internet resource.
- Communications: Any communication submitted to wyo-braskana.org will be treated with confidentiality and anonymity in mind. We may download and convert e-mails into the PDF format for archival purposes which will aid us in being accountable to the NA Fellowship. We will delete all on-line communications on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of e-mail or feedback forms take their own precautions if they desire to remain anonymous.
- All communications are considered to be official NA business, and require some level of identification for the purposes of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.
- There are alternative methods for communicating with service committees within the WBASC. These alternatives are listed on our contact information page. Please utilize this information if it is necessary to fulfill your needs.
- Personal Requests: Under no circumstances will we forward e-mail of a personal nature to any NA member. This is an official web site of the Wyo-Braska Area Service Committee and we do not acknowledge anyone's membership in Narcotics Anonymous. Thank you for respecting this policy.
- Policy Changes: The policy outlined here will evolve in the future as the guidelines and policies for our web site are changed at the direction of the Wyo-Braska Area PI Subcommittee, Wyo-Braska Area Service Committee and/or the Webservant. Your comments are welcome on this topic so please use our feedback form.

*We would like to thank the Hawaii Region Service Committee
for graciously allowing us to use their Web Site Policy
as a model for this document.*