

Web Site Content Guidance

1. Introduction

1.1. This document sets out the guidelines to be followed by those contributing any material that will be published on the club website.

1.2. Permission to deviate from these guidelines must be sought from the Management Committee prior to publication.

1.3. Any content not complying with these guidelines will be removed from the website without notice.

1.4. The purpose of these guidelines is to ensure that the content displayed on www.panshangerfc.co.uk follows best practice for a youth organisation website and to promote an understanding of online security within the club.

1.5. Queries on these guidelines should be addressed to the Web site Administrator.

2. General

2.1. No child (Under 18) surname will be shown on the website.

2.2. Adults (Over 18) surnames will only be used with their permission. It is the responsibility of the person publishing the material to obtain that permission.

2.3. No information that could assist in the identity and location of a child being revealed should be published.

2.4. No content that, in the view of the Management Committee, could bring Panshanger FC into disrepute or adversely affect the club members or officers shall be permitted.

3. Images

3.1. Consent for the use of images must be obtained from a child's parent/guardian prior to publication. This will be sought as part of the Panshanger FC Membership Application process.

3.2. Still images must be uncaptioned.

3.3. Close-up images of an individual child must not be used.

3.4. Care must be taken to ensure that any soundtrack on video footage does not breach any of the guidelines in other parts of this document.

3.5. Further guidance can be found <http://www.thefa.com>

3.6. Images must only be used for the purpose for which consent was given.

3.7. If a parent/guardian is unhappy with an image of their child appearing on the site they should immediately contact the Panshanger FC Web site Co-ordinator or the Charter Standard Officer via the 'Contact Us' addresses on the website.

4. Match Reports

4.1. Match reports should be a positive summary of the game.

4.2. No players surname will be used. This includes those over 18 years old who are qualified to play youth football.

4.3. No criticism of match officials should be made or implied.

4.4. No criticism of the opposition should be made or implied.

4.5. Match reports involving U10 age group and younger teams must not reveal a result to the reader.

5. Sources

These guidelines have been drawn together from FA guidance and Hertfordshire County Council Guidance to School Website Administrators.