

Website Guidelines for ALNWFLRSC Version 2.0

Revised October 4, 2004

These Guidelines for the Web Committee are adapted from various Regions of Narcotics Anonymous and the NA World Services resource paper (see attachment 1).

Purpose

The Purpose is to create and maintain a Website for the Alabama Northwest Florida Region of Narcotics Anonymous. The Alabama Northwest Florida Region of Narcotics Anonymous will be referred to as ALNWFL for the remainder of this document. Providing local information submitted by Regional Subcommittees, Regional Administrative Committee and Member Areas of the ALNWFL Region.

The Web Site Subcommittee will be called the Web Committee. The Webmaster and, in the Webmaster's absence, the Alternate Webmaster are responsible for the maintenance of the ALNWFL website. These responsibilities include the following:

1. Ensure that the website adheres to the 12 Traditions and 12 Concepts.
2. Ensure that the website adheres to the preliminary NAWS website guidelines. At such time that these guidelines are ratified, the website will then adhere to those approved guidelines.
3. Produce and maintain the website code in a commonly available PC format.
4. Make changes to meeting information as needed on a monthly basis.
5. Adheres to the Fellowship Intellectual Property Trust (FIPT) to protect all fellowship copyrights and trademarks. This includes seeking, receiving and retaining approval by the NAWS, for all fellowship literature or logos used on the website.
6. Protects the ALNWFL from association with non-service structure approved websites that may use our name, literature or in any other way infer affiliation in violation of the 12 Traditions or 12 Concepts. When confronted with this situation, a direct, loving correspondence with the other party is first tried. It is in the fellowship's best interests if we can solve these situations at a local level. If unfavorable results are found, further correspondence with the PI committee for the location of the party's site, the other party's Internet Service Provider (ISP) and, finally if necessary, NWAS, may be required. In all cases, a loving but firm hand must be used to protect the AL/NWFL and NA as a whole. Acts as the contact for the ALNWFL with the ISP. Makes sure that all bills are paid in a timely manner. Normally, the bills are sent to the Regional Treasure then sent to the Webservant to send payment to the Provider from requested quarterly budget.
7. Makes sure that the ISP provides sufficient service quality and orders any services as required.
8. Maintains email box and any correspondence for ALNWFL Web committee. Maintains email box for the ALNWFL RSC. As letters are sent and received through this box, the Webservant provides the correspondence to the appropriate trusted servants of ALNWFL and returns their replies.
9. Maintains all software and instructions necessary to develop maintain and otherwise support for the ALNWFL website.
10. There will be at least two people who have access to passwords and are able to update and/or maintain the website, with one of the people being the Regional WC chair.

11. There will not be copyrighted material on the website unless written permission has been obtained to display such material.
12. The pages displayed will focus primarily on those users most likely to come to the site. These are identified as being fellow members of Narcotics Anonymous, professionals in the field of recovery, and the still suffering addict who is searching for help.
13. There should only be links to other regions and/or areas that are endorsed by a Public Information Subcommittee and do not break any of the twelve concepts or traditions. A link to the World Service website will be included.
14. When and/or if NAWS adopts policy concerning the Internet, ALNWFL will follow/or adapt to such policy.

Qualifications & Requirements of Web Master

1. Clean time: Two Years.
2. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. A demonstrated ability to successfully perform NA service.
4. The willingness to advise the RSC when changes might be needed to these guidelines.
5. The ability to create and edit hypertext markup language (HTML) documents.
6. Use file transfer protocols (FTP) in order to upload and download files.
7. Maintain passwords for account and administration of the message boards.
8. Maintain disk files in accordance with Security paragraph above.
9. Minimize the size of graphic files while maintaining the integrity of the images.
10. The web servants will periodically check all links to make sure that they are still active and contain NA public information that is in line with our traditions, these guidelines and the PI Handbook.

Responsibility/Accountability

The Web Committee will:

1. Oversee and maintain the Web Site.
2. At least two members of the committee responsible for the Website should know everything about the site: How to maintain it, how to update It, etc. This helps ensure that the Web Site will continue when members leave the committee.
3. In line with our Seventh Tradition, the Regional Service Committee itself will fund all approved costs associate with the Web Site.
4. The Chair of the committee is required to attend regular RSC meetings.
5. The Chair of the committee will provide a written monthly report to the Regional Service Committee.

Non-Affiliation

Our online NA information will contain links or references only to NA-related information.

As guided by our understanding of the traditions, we will provide the following statements before any links that are not registered service bodies of Narcotics Anonymous:

"The Alabama/Northwest Florida Region of Narcotics Anonymous does not endorse and is not affiliated with any of these links but provides them only for the convenience of addicts trying to reach other addicts and recovery resources on the Internet.

We must keep our Sixth Tradition in mind and be careful not to provide an implied endorsement of any outside enterprise.

To ensure compliance with copyright laws, this committee will seek WSO approval before placing NA copyrighted material on the Web Site. The committee will not post any material protected by copyright without prior written permission on file, from the entity to which the copyrights belong."

Privacy

Since information on the Internet is accessed from all over the world, only phone numbers of help lines, hotlines, and NA service offices will be included on these web sites. Anonymous e-mail addresses will be provided for contact information and technical maintenance.

Security

To ensure that materials remain available in the event of server or personnel problems, both Web Committee chairperson's will maintain disks with a history of all files and incoming messages along with the current passwords for the internet account and message board administration.

Content

1. A notice will be placed at the beginning of the website that signifies that it is the official website of the ALNWFL Region of Narcotics Anonymous.
2. Any committee-approved graphic using one or more of the N.A. logos' (service symbol, N.A. symbol, etc.), will be registered with the World Service Office via email and a copy of the WSO confirmation filed with the RSO.
3. Graphics at the discretion of the Subcommittee, the Web Servants and/or Alternates.
4. A link to Narcotics Anonymous World Services.
5. An E-mail link(s) may be provided for individuals to request additional information via email.
6. Announcements at the discretion of participating Subcommittees.
7. A counter to determine how often the page has been viewed.
8. AL/NWFL Regional Convention and Surrender information.
9. Area Convention and event information.

Although some of us may be very good with web sites, graphics and web media, we need to keep it simple. We are here to help the addict that still suffers, not show how great we are with web media. Therefore some suggestions come into play regarding certain web media. Macromedia® Flash® is a web medium that makes really cool looking web site. It can also slow down the loading of a web site and the end user may become frustrated and leave the site.

The same holds true for Macromedia® Director® movies. These are two types of media that sometimes require the user to download and install a Plug-in. A plug-in is usually a small program that enables a user to view content on the web. Some users on the web may not savvy to such things as plug-ins, and this too may discourage the user from viewing and visiting a site more than once. Therefore these two types of media should be left for sites other than Narcotics Anonymous.

Area website should contain basic website structure. These would be:

- 1) Html language to make the page
- 2) Graphics to be made of .gif or .jpg file extensions.
- 3) Made to load quickly by not having huge graphics, or made web safe by cutting the graphics into smaller portions that load quickly and produce a unit image.
- 4) CGI scripting or .asp type pages are OK regarding meeting search web programs, but please make sure they really work.
- 5) Meetings should be kept up to date, as well as phone number and email addresses. Remember we want to help, not hinder. We want websites to reflect principal, yet some of an areas personality, without getting in the way of our primary objective.

* not affiliated with Narcotics Anonymous