

Web Site Recommendation

For a web site to be viable, the content must be routinely changed and updated. Accuracy and timeliness of the information is important. In order to facilitate transferring Website responsibilities from one person to another, the duties must be better defined and documented. The following changes will substantially improve the usefulness of our District Website.

- The webmaster is responsible for the design and ongoing maintenance of the web site.
- The D-15 board is responsible for supplying the information necessary to keep the website current and viable.
- Tournament Chairs for all Regional tournaments will supply at least one photograph and a least one paragraph to the webmaster shortly after the end of the Tournament.
- The GNT Chair will furnish to the webmaster, the names of the winning team members in each strata and a photo of the winning teams.
- The NAP chair will furnish to the webmaster, the names of the winning pairs in each strata and a photo of the winners.
- Generally, only District events and news will be posted to the D15 website. However, on rare occasions, there may be Club or Unit news that merits posting at the District level.
- All information which is added to the website will have an effective date and a removal date.
- The webmaster will be responsible for the timely maintenance of the posted information.
- The minutes and handouts from Board meetings will be posted to the web site as soon as possible after the meeting.
- Sectional and Regional tournament dates will be available on the website. The webmaster will update (add and delete) this information monthly.

Content Deletion Guidelines

- Regional Tournaments Reports – remove after two months
- GNT – remove the District qualifying information after the National event; replace with National results as appropriate
- NAP – remove the District qualifying information after the National event; replace with National results as appropriate
- Board Minutes – archive after two years