

GUIDELINES FOR THE A.S.D.S.C. WEBSITE

Revised 03/11/07as approved by the Board of Directors

1. The Associated Square Dancers of Superior California will set-up and maintain a website on the Internet. Address for this website will be *http:// www.ASDSC.org*.
2. A Website manager (*Webmaster*) will be an elected position on the Board. Website manager will provide status report at all ASDSC Board meetings.
3. It is the responsibility of the Association's website manager and/or his or her designated assistant, to maintain the general Association information in a timely manner, and to update the calendar and other sections of the website as outlined below. It is the responsibility of member clubs to provide dance dates, new dancer information and other pertinent information to the website manager for inclusion in the calendar. It is the responsibility of the various event chairmen (Harvest Hoedown, Fun Weekend, CA Progressive Squares Day, 5th Saturday Dance, etc.) to provide all information, including updates, schedule changes, etc., in a complete and timely manner to the website manager(s). The required event information is as follows:
 - a. Club or Association name
 - b. Theme or name of the event
 - c. Event dance level, (New Dancer, Mainstream, Plus, A-1, A-2, Challenge, Phases, etc.)
 - d. Date
 - e. Start Time and end time (Pre-rounds) (Squares)(Lines)
 - f. Name of the hall or building
 - g. Physical Address of the hall or building, including street address and city
 - h. Caller and cuer for the event
 - i. Contact person's complete name, telephone number, and e-mail address if available.
4. The calendar listings will include the following information, and be updated on a weekly basis:
 - a. ASDSC Sponsored events, including Harvest Hoedown, Fun Weekend, 5th Saturday Dances, Round Dance Party, Inaugural Ball, and any other duly sponsored events.
 - b. ASDSC Board of Directors and general meeting dates, plus bylaws, festival and other committee meeting dates.
 - ☞ ASDSC member club sponsored dances and weekend events other than regularly scheduled workshop nights.
 - d. Dates and locations of festivals recognized by the California Square Dance Council as events sponsored by Associations within California.
 - e. The California State Square Dance Convention, National Square Dance Convention, USA West Convention and the International Association of Gay Square Dance Clubs convention shall be listed for their statewide/national prominence. Also, the Silver State Convention in Reno, NV, will be listed for it's proximity and popularity with ASDSC member clubs.

5. Supplementary web pages will include the following:
 - a. Key ASDSC Officers and Directors, including name, office held, e-mail address, and at the discretion of the member, telephone number.
 - b. ASDSC member clubs workshop nights, the required event information is as follows:
 - i. Club or Association name
 - ii. Dance level, (New Dancer, Mainstream, Plus, A-1, A-2, Challenge, Phases, etc.)
 - iii. Day of the week
 - iv. Start Time and end time (Pre-rounds) (Squares)(Lines)
 - v. Name of the hall or building
 - vi. Physical Address of the hall or building, including street address and city
 - vii. Instructor/caller and/or cuer
 - viii. Contact person's complete name, telephone number, and e-mail address if available.
 - c. Information including dates, contact names and other general information relative to Harvest Hoedown, Fun Weekend, California Progressive Squares Day, and other ASDSC sponsored events.
 - d. Other general information as deemed necessary or appropriate. This information may, but is not required to, include the following: Blood Reserve information; listing for *Squarecaster* or similar local publications; "Emergency Call for Medical Aid"; information on local (Association member) exhibition clubs/groups; and information relative to the square dancers insurance.
 - e. Links to other websites. All links must be to a website that is directly related to the promotion of square dancing. Linking is at the request of the business to the ASDSC Board or Website manager, and is done with the agreement of a reciprocal link to ASDSC.ORG.
 - i. Square Dance callers
 - ii. Round or line dance cuers
 - iii. Bonafide¹ businesses that support the square dance community
 1. Clothing shops that specialize in square dance attire
 2. Dance shoe distributors
 3. Recording companies that specialize in square and round dance recordings
 4. Facilities (dance locations) available for use by local ASDSC member clubs.
 - f. List on the Events page all Council recognized festivals that occur within 100 miles of Sacramento.

¹ A bonafide business is described as a company or individual that files both a state and federal tax return and maintains a business license on an annual basis. A copy of a business license may be required for verification purposes.