



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Policy on Managing the NZPCA Website

Purpose

To provide a set of procedures for managing and maintaining the NZPCA Website.

The Policy applies to the following people who have been assigned a password:

- Designated NZPCA Committee of Management Members
- NZPCA Appointed Webmasters
- NZPCA Area Website Co-ordinators

Background Information

1. The NZPCA Website has its domain name www.nzpca.org listed with 'Free Parking' (a division of WebFarm Ltd).
2. The NZPCA annually leases a 'Premium Plan' from Free Parking for 1GB of storage.
3. Technology Solutions are engaged for the technical support of the NZPCA Website.

Principles for having a NZPCA Website:

1. To provide a communication tool between the Committee of Management and its members.
2. To provide a medium for publicity and promotion of Pony Club activities.
3. To maintain links with and encourage communication with overseas Pony Clubs and other equestrian organisations.

Procedure for maintaining the NZPCA Website:

1. NZPCA Website Committee

- The **Website Committee** will be responsible for the day to day management and maintenance of the NZPCA Website.
- The **Website Committee** will use, at any one time, no more than 80% (800MB) of the 1GB storage capacity of the NZPCA Website.
- The **Website Chairperson** will ensure that the NZPCA Policy and Procedures for managing and maintaining the NZPCA Website are adhered to. The Chairpersons position is governed by a job description.

2. Area Website Co-ordinator (AWC)

Each Area will appoint an AWC at their AGM. On appointment, the AWC will contact the Executive Officer (EO) and request to be set up with a password and username. The EO will confirm when this has been done and will send a set of procedures for updating the Area, Club and Branch Contacts, Area Calendar, Area Photo Gallery and the Area Noticeboard. The Area Website Co-ordinators position is governed by a job description.

3. NZPCA Webmasters

The NZPCA appoints an Administration, Disciplines and Training Webmaster at their June Meeting and each are governed by a MOU and job description.

4. Timetable for removing items from the website –

- For Sale items – 3 months.
- Event Programmes – immediately after event has been held.
- Area, Club and Branch results – 6 months.
- National results – leave on website indefinitely.
- Photos – National: 12 months to 3 yrs but update annually/archive good ones. Area, Club and Branch – 6 months.
- Area, Club and Branch meeting minutes – 12 months.
- Latest News – 2 months.
- Area, Club and Branch Newsletters – 12 months.
- Notices to Clubs and National Coaches Newsletter - leave on website indefinitely.

Attachments: Nil

References: NZPCA Job Descriptions for
NZPCA Website Chairperson
NZPCA Administration/Discipline/Training Webmasters
Area Website Co-ordinators

Contact: Executive Officer
NZPCA
P.O. Box 8626
HAVELOCK NORTH

Ph/Fax (06) 873 5464
Email: nzpony@xtra.co.nz

Original Issue Date: October 2006
Date Last Reviewed: October 2006
Next Review Date: October 2009
Reviewed by: Review Committee
Approved by: NZPCA Committee of Management
Document Number: PP4.14

Please refer to <http://www.nzpca.org/resources>
for any updates or new developments.