

Website Links Policy and Process

GENERAL

In keeping with our Twelve Traditions, the purpose of the S-Anon International Family Groups (SIFG) web site is to provide accurate information about S-Anon to the public and to professionals, as well as to provide resources from the S-Anon World Service Office for local group support. This policy covers the requirements and acceptance procedures for including a link to a requesting web site from the SIFG web site.

REQUIREMENTS FOR REQUESTING WEB SITES

A requesting web site will meet the following requirements in order to be included on the SIFG web site:

1. The requesting web site shall be owned and operated by an S-Anon service arm (local group, district, area or intergroup) for the purpose of disseminating S-Anon information. Content on said web site should be the result of a thoughtful and informed group conscience of the service arm and should adhere to the Twelve Traditions of S-Anon.
2. The requesting web site will comply with S-Anon copyrights.
 - a. Four works of Conference Approved Literature (CAL)--*What is S-Anon*, *The S-Anon Checklist*, *The S-Ateen Checklist* and *What is Sexaholism* -- are approved for reprinting or reposting provided that the following credit line is included:

"Reprinted with permission of S-Anon International Family Groups, Inc., Nashville, TN. Compliance with S-Anon International Family Groups, Inc.'s copyrights and trademarks is required."

Refer to <http://www.sanon.org/literature-store/s-anon-materials-acceptable-for-reprint/> for more information on what is acceptable to post.
 - b. No other works of CAL may be reproduced. Requesters who wish to reference copyrighted works not authorized for reproduction may access those works by linking directly to the desired content on www.sanon.org.
3. The requesting web site may not infringe upon the S-Anon trademark. Use of S-Anon trademarks or logos on goods or services that do not emanate from the WSO and have not been approved by the WSO is a violation.
4. The requesting web site may not include names of individual S-Anon members or members' personal contact information. Examples of acceptable contact information include:
 - a. A dedicated email address for the group (e.g. anytown_sanon@yahoo.com)

- b. A dedicated phone number for the group
 - c. A dedicated phone number that serves as an information line/message line for one or more groups
5. The requesting website must comply with S-Anon's Third Tradition.
- a. S-Anon groups listed on the website's meeting list must be registered with the WSO and open to all S-Anons.
 - b. Events listed on the website's event calendar must be open to all S-Anons.
 - c. If the requesting Intergroup or service entity includes meetings (e.g. women-only, men-only, couples, etc.) or hosts events for subsets of the S-Anon population (e.g. couples' retreats, women's retreats, etc.), these meetings and events are not to be posted on the website's meeting list or event calendar. The requesting website may include the following language to indicate that meetings and events for subsets of the S-Anon population are available while still observing Tradition Three:

On the Meetings Page: For information on meetings for subsets of the S-Anon population (e.g. meetings for women-only, couples, etc.) in the area, please contact the [insert local information line].

On the Events Page: Events may be held throughout the year for subsets of the S-Anon population, (e.g., women, men, couples). For a complete list of events, please contact [insert local information line].

APPROVAL PROCESS FOR WEB LINKS

The Twelve Traditions of S-Anon, the SIFG web site purpose, and this policy will serve as guidelines for discussions and decisions regarding a request for linkage. Although the content of a requesting web site is not under the purview of the WSO, all requesting web sites will need to meet the Requirements listed in this policy in order to be included on the SIFG web site.

The WSO reserves the right to refuse any request to include a link to a requesting web site that it believes is not in the SIFG's best interest.

The WSO reserves the right to remove a link to an outside web site at any time. Links will be reviewed periodically to ensure they are still current and that the site is adhering to the 12 Traditions of S-Anon. Please note that having links on your web site to any web sites other than those to S-Anon and S-Anon WSO sponsored event web sites do not adhere to our Traditions, as they create the appearance of affiliation and/or endorsement. If a site is found to be in violation, the WSO will remove the link and notify the entity that we have done so.

All approved links to a requesting web site will display the following disclaimer:

IMPORTANT: You are now leaving the official web site of the S-Anon International Family Groups. This link is made available to provide information about local S-Anon/S-Ateen activities. By providing this link we do not imply review, endorsement or approval of the linked site. Thank you for visiting www.sanon.org. We hope that you have found the information you were seeking. You will now be entering the site: <http://etc>.

(Repeats in Spanish, Polish and German.)

REQUEST PROCEDURE

All requests to have a link to an external web site from the SIFG web site are required to be submitted in writing to the World Service Office (WSO) and shall include: the name of the entity making the request, current contact information, and the requested web address to be linked to.

Once received at the S-Anon World Service Office at (sanon@sanon.org), the Executive Director will forward requests to the Executive Committee for review.

The web site will be reviewed for compliance by the Executive Committee, the Literature Committee and other Board Committees as necessary.

If the website link is approved, the Executive Director will complete a Website Link Authorization Form and send it to the requester. The WSO will retain a file copy.

Request to Post Link on www.sanon.org

DIRECTIONS: Complete the form and return it to sanon@sanon.org.

Date _____

Name of Entity Making Request _____

Website to be listed on www.sanon.org _____

City/State Associated with Request (Note: If requester is an Intergroup, please list all the meeting cities/states associated with the request)

Contact Phone _____

Contact Email _____

Reason for Request _____

Website Link Authorization Form

Date _____

The request dated _____ asking S-Anon International Family Groups, Inc. to post the following link on www.sanon.org: _____ is granted.

The WSO reserves the right to refuse any request to include a link to a requesting web site that it believes is not in the SIFG's best interest.

If a site is deemed in violation of policy, the WSO reserves the right to remove a link to a web site at any time and to notify the entity that we have done so.

All approved links to a requesting web site will display the following disclaimer:

IMPORTANT: You are now leaving the official web site of the S-Anon International Family Groups. This link is made available to provide information about local S-Anon/S-Ateen activities. By providing this link we do not imply review, endorsement or approval of the linked site. Thank you for visiting www.sanon.org. We hope that you have found the information you were seeking. You will now be entering the site: <http://etc>.