



Web Team

<http://radyr.org.uk>

Editor Guidelines

Version 1.0 – 30/05/2019

The following guidelines have been drafted in order to formalise some of the expectations that the Web Team has towards edits made both by members of the Web Team and by the wider body of content editors across the site <http://radyr.org.uk>

Once agreed by the RMA Executive (as responsible body for the Web Team), these guidelines will be circulated to all active editors and then issued as part of the process for on-boarding a new editor to the community.

If you believe that these guidelines have been breached please notify the Web Team (web-team@radyr.org.uk) If you wish to report a member of the Web Team you can alternatively send your report to Eric Blackwell (Eric.Blackwell@radyr.org.uk) as an independent member of the RMA Executive Committee.

Should any of these guidelines be unclear or difficult to implement fully please contact the [Web Team](#) to discuss your situation.

The Web Team (by devolution of responsibility from the RMA Executive) are responsible for clarifying the standards of acceptable behaviour and are expected to take appropriate and fair corrective action in response to any instances of unacceptable behaviour.

The Web Team (separately and collectively) have the right and responsibility to remove or edit any content, without warning, which is believed to breach these editor guidelines. The Web Team may also ban temporarily or permanently any contributor for these or other behaviours deemed to be inappropriate. In the first instance any disagreement regarding such corrective/protective actions should be raised cordially with the Web Team. Should this not be able to be resolved a formal complaint can be made through the [RMA Complaints process](#).

Content Drafting Guidelines

1. All written content must be original.
 - a. Editors must be confident that the content they are providing is not plagiarised from other sources. Where content is intentionally published on multiple platforms there should be an audit trail showing permission to publish this content within radyr.org.uk from the originator
2. Content must not be defamatory or libellous.

- a. We aim for a site which demonstrates a balanced view of the situation within Radyr and Morganstown and welcome content from all groups within the community.
 - b. Where issues are potentially contentious or involve strong opinions about an individual or group of individuals, any related content should be referred to the Web Team for authorisation prior to publication.
 - c. Content which is suggested to be defamatory or libellous may be removed without warning by a single member of the Web Team prior to a wider review of the content by the Web Team.
3. Content must adhere to the RMA's policy on Equal Opportunities
- a. Often it is the unintentional assumptions and actions of editors that make content unwelcoming (or even hostile) to individuals with/without protected characteristics: making assumptions about gender or race, reinforcing stereotypes, using sexualized or otherwise inappropriate language, or demonstrating a lack of regard for the safety and well-being of vulnerable people.
 - b. We wish to particularly highlight the difficulty caused by the non-intentional mis-match between gendered terms. E.g. if you are advertising *Women's Hockey* then a group for Men must be called *Men's Hockey* and not simply *Hockey* unless those who identify with any gender are equally entitled to attend.
 - c. Where there is no genuine requirement to restrict a group/event to a particular gender (or other sub-group) then no artificial restriction should be put in place
 - d. e.g. *All are invited to learn Flower Arranging* rather than *Women are invited to learn Flower Arranging* – unless the class has a genuine reason for a restriction only to those who identify as Female
4. Images used must have suitable permission for publication on a public platform
- a. It is the responsibility of individual editors to have confidence that images provided for use on radyr.org.uk have suitable permission for use for this purpose and to maintain an audit trail of this permission which can be provided on request.
 - b. To be clear, images simply grabbed from a Google Images Search will not usually be deemed suitable without further investigation of the licencing model for that image.
 - c. Permission may be by:
 - i. direct reference from the photographer that suitable permission has been obtained (with or without written consent of the subject or adult responsible for the subject);
 - ii. the image being taken at an event known to have blanket permission for publication (e.g. R&M Festival Events) and not clearly including any excluded person or individual who can be clearly identified; or
 - iii. notification from a third party (e.g. organisation officers) that the image comes from a bank of images for which suitable permission has been previously sought – including images of individuals, images taken at previous events and copyright images for which a licence has been obtained (e.g. posters for licenced film showings where the licence includes use of official publication images).
 - iv. Obtaining the image from a suitable shared source where the publishing editor adheres to the licencing condition (e.g. Flickr images with a Creative Commons licence)
5. Private contact details must not be published without express permission
- a. Wherever possible, role based contact details should be used in preference to personal ones (e.g. Secretary@club.org)
 - b. Where Personal contact details (including but not limited to physical home address and e-mail address) are to be used, written confirmation from the individual must be obtained.
 - c. For those organisations affiliated to the RMA officers can request the creation of a suitable address on our domain (e.g. NewSchoolRoomBookings@radyr.org.uk)

Accessibility related guidelines

The Web Team are working towards compliance with the W3C AA Standard for Accessibility. The following guidelines aim to assist with this level of compliance.

6. All images and visual content (e.g. videos) must have a text based representation
 - a. This is often referred to as the “Alt Tag” but can also be a longer description on another page which is linked to or the ability to watch an alternative version of Video content with on-screen subtitles and/or Audio Description accessible from the same place as the original video.
7. All in-text links must explain their destination out of context
 - a. In practice this means avoiding repetitive single word links ([here](#), [here](#) and [here](#))
 - b. Text that points somewhere should explain exactly where it goes – [Download the Community Publishing guidelines](#)
8. Show the size and nature of any downloads up front
 - a. We need to be clear to users what to expect when following a link. Where directing users to download a file (e.g. form for tickets or PDF of a poster) state the format and size of the file
 - b. [Download the Poster for Something](#) (PDF, 3MB)
9. Tables can only be used for tabular data – not for holding content in a desired shape.
 - a. A valid table has labelled rows and columns where the data in the table clearly related across the rows and down the columns

	Boys	Girls
Morning	11	13
Afternoon	14	16
Evening	10	17

10. Uploaded documents should be in an accessible format wherever possible
 - a. Whilst we acknowledge that not everything can be posted directly to a web page, wherever possible the content should be in an inherently accessible format.
 - b. To be clear, a scan of a paper document as PDF which has not had had some further processing to make it digitally accessibly will not be acceptable.
 - c. Our preference is for documents which are inherently digital in their creation and which maintain a document structure so that those using assistive technologies can properly understand the nature of the text within the document.
 - d. All images with an accessible format document must either have a text representation (alt text) or be understood through another clear destination (e.g. link to an alternative version immediately next to the link to the PDF file for “printing purposes”