

# Website Links Policy and Process

## GENERAL

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

## REQUIREMENTS FOR REQUESTING WEBSITES

A requesting website will meet the following requirements to be included on the SIFG website:

1. The requesting website shall be owned and operated by an S-Anon service arm (local registered group, district, Area or intergroup) for the purpose of disseminating S-Anon information. Content on said website 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 website will comply with S-Anon copyrights.
  - a. Six items of Conference Approved Literature (CAL) --*What is S-Anon, The S-Anon Checklist, S-Anon Point of View Checklist Is S-Ateen for You, S-Ateen: Frequently Asked Questions, 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 Literature Acceptable for Reprint on the Member Site 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](http://www.sanon.org).
3. The requesting website may not infringe upon the S-Anon trademark. Use of S-Anon trademarks or logos on goods or services that are not produced by the WSO and have not been approved by the WSO is a violation. Permission to use the S-Anon and S-Ateen registered names is given to authorized S-Anon registered groups throughout the world, so long as they adhere to the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service. Use of the S-Anon and S-Ateen logos is strictly prohibited; these may be used only by the S-Anon World Service Office.
4. The requesting website 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](mailto: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 published on the website must be registered with the WSO and open to all S-Anon members.
  - b. Special Meetings published on the website must be listed with the WSO and open to all S-Anon members, regardless of whether or not an S-Anon member identifies with the Special Meetings focus.
  - c. Events listed on the website's event calendar must be open to all S-Anon members. Events not open to all S-Anon members (women only, men only, etc.) may not be posted on the website.
  - d. Open Meetings, that is meetings where attendance is open to other people in addition to S-Anon members (e.g., meetings for couples, professionals, or potlucks open to relatives and friends of S-Anon), and Special Meetings not open to all S-Anon members may not be published on website.

The requesting website may include the following language to indicate that meetings and events for only specific subsets of the S-Anon population are available:

On the Meetings Page: For information on meetings restricted to specific subsets of S-Anon membership and/or open to those who do not identify as S-Anon members (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 which are restricted to only specific subsets of S-Anon membership and/or open to those who do not identify as S-Anon members (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 website purpose, and this policy will serve as guidelines for discussions and decisions regarding a request for linkage. Although the content of a requesting website is not under the purview of the WSO, all requesting websites will need to meet the requirements listed in this policy in order to have a link to their site included on the SIFG website.

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

The WSO reserves the right to remove a link to an outside website at any time. Links will be reviewed periodically to ensure they are still current and that the site is adhering to the Twelve Traditions of S-Anon. Please note that having links on your website to any websites other than those for S-Anon and S-Anon WSO sponsored event websites 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 website will display the following disclaimer when leaving the SIFG website:

**IMPORTANT: You are now leaving the official website 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](http://www.sanon.org). We hope that you have found the information you were seeking. You will now be entering the site: <http://etc>.**

### **REQUEST PROCEDURE**

All requests to have a link to an external website from the SIFG website are required to be submitted in writing to the WSO and shall include: the name of the entity making the request, current contact information, and the requested web address to which to link.

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

The website 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.