



## **Quantico Shooting Club**

**Post Office Box 212**

**Quantico, VA 22134**

**703-463-8214**

[www.quanticoshootingclub.com](http://www.quanticoshootingclub.com)

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SOP: Web Site Posting and Maintenance

There are many tasks required for effective communication with QSC membership and others in the marksmanship community. It is recognized that the QSC web site is critical to this mission.

1. New postings to the web site will occur on as a needed basis.
2. Typically, Thursday of every week requires updating of the club calendar (i.e. rec fire announcements) and other links on the web site.
3. All material which is required for inclusion for Thursday posting needs to be provided to the webmaster or designee with two days prior meaning Tuesday.
4. All material to the webmaster or designee should be in both Word and pdf format.
5. Material provided should include the QSC logo, pertinent information for the event to include dates, fees, etc.
6. Match bulletins should have all the required information per the sanctioning organization. In those instances where there is no sanctioning organization, i.e. clinics or modified type matches, all pertinent information is similarly required.
7. The webmaster or designee is not responsible for the content, accuracy, or otherwise of the material submitted for posting.
8. Items such as meeting minutes, financial statements, resolutions, match scores, club records, etc. require vetting by the Board of Directors prior to submission for posting.