**Website Submission Policy**

1. About this Policy
	1. This Policy is to describe the formats that materials must be delivered in to be accepted for display on the League Website.
2. Written Articles and Adverts
	1. All text content must be a complete article, clearly written with the text formatted in paragraphs.
	2. No potentially offensive or contentious comments should be submitted for publication.
	3. Text to be displayed on the website must be delivered as either an e-mail or a document in Microsoft Word format.
	4. Adverts will only be accepted from clubs for volunteer or staff roles within that club. It is the club’s responsibility to describe the role fully, provide contact details and let the league know when the advert should be removed.
3. Documents
	1. Documents for inclusion on the website for download must be complete and correct.
	2. Documents for inclusion of the website for download must be provided in one of the following formats.
* Microsoft Word
* Microsoft Excel
* Adobe Portable Document Format
1. Images
	1. Images for use on the website must be provided in one of the following formats
* JPEG
* PNG
* GIF
	1. Images for use on the website must be submitted within the following parameters

Image Size

* 600 x 450 pixels or less

File Size

* 100Kb or less

Images outside these parameters will only be published if

* 1. No more than 10 images will be accepted for any one article. If you wish more images to be published, then a link to an external gallery must be provided either as a hyperlink or as code to embed the gallery.

It is the submitters responsibility to ensure that any embedded gallery is free of adverts,