**CAWA Social Media Promotion Policy**

The Chess Association of Western Australia (CAWA) welcomes individuals, clubs, and organizations to share chess-related information on its website and social media platforms. To ensure that all shared content aligns with CAWA's mission and interests, the following policy applies:

1. **Content Alignment**: Any individual, club, or organization wishing to share chess-related information must ensure that the content does not conflict with CAWA’s mission and values.
2. **Non-Profit and Free Activities**: If the shared content pertains to non-profit initiatives or purely charitable activities, CAWA does not charge any fees for publication.
3. **Fee for Paid Services**: If the shared content includes paid services, CAWA reserves the right to charge a publication fee at its discretion.
4. **Submission Process**: All content must be submitted through the designated process, such as an email to CAWA’s official contact address (Web Master), and cc’ing President/related Vice President and Secretary. Submissions should include the purpose, content details, the desired publication date, collaboration partners (if applicable), and any supporting evidence or documents. CAWA reserves the right to request additional supporting documents as needed.
5. **Review Timeline**: CAWA aims to review submissions within a reasonable timeframe, typically within 5-7 business days. However, processing times may vary depending on the volume of requests. Any significant or disputed submissions will be referred to a council meeting for discussion, which may result in a longer approval process. Submissions will be reviewed by the President or related Vice President and Secretary for approval.
6. **Content Format**: Submissions must be in an acceptable format, such as text (Word, PDF) or images (JPEG, PNG). CAWA reserves the right to request modifications to ensure quality and consistency.
7. **Right to Decline**: CAWA reserves the right to decline any submission that does not meet its standards or does not align with its mission and values.
8. **Edits and Modifications**: CAWA may edit submissions for clarity, formatting, or length while maintaining the original intent of the content.
9. **Verification and Liability**: CAWA will conduct a reasonable level of verification to ensure the authenticity of the information. However, CAWA does not take responsibility for the actions, statements, or specific operations of the content provider.
10. **Mutual Support Expectation**: Correspondingly, there is an expectation that the other entity would be prepared to support and promote CAWA events.
11. **Amendments to Policy**: CAWA reserves the right to amend this policy as necessary to ensure effective management and fair use of its social media platforms.

By submitting content for promotion, the provider acknowledges and agrees to this policy.