



Guidelines for Submission of Images for Use on News Channels and for Archival Storage by Cuala

General Image Guidelines

- All images, including those of juveniles, must comply with guidelines as defined in [GAA Social Media Policy](#).
- Copyrighted images should only be used with the photographer's permission, and photographer credits should be submitted with the image(s).

Image Format/Size/Resolution

- Formats to be .jpg or .png
- Image resolution to be 'optimised for Web' – 72 dpi, sufficient to facilitate viewing on screen
- Maximum acceptable file size for single image is 2MB. In the interests of managing storage into the future for the club, file sizes of no more than 1MB are preferred although this may not always be possible depending on the image.

Naming Convention for Images

- Use a single phrase, with underscores to link words
- Where possible embed information in the image name that distinguishes

Photo Year (2024_)

Team (yyyy_boys, adult_ etc)

Games code, (hurl_, foot_, cam_, scor_, etc)

Competition/Event. (lge_, champ_, quiz_,

Type of content (team_, action_, name_[1])

e.g.

2024_2011Boys_hurling_league_action (for action shot of juvenile hurling player, no name)

2022_senior1_LGFA_champ_final_AnneSmith (for action shot of senior football player Anne Smith)

2021_seniormens_hurling_league_final_team (for team shot)

2024_Michael_Fitzsimons (for adult portrait)

Submission of Albums

Albums are stored on Cuala's Google Drive account and are subsequently displayed on the gallery page of the Cuala website serving as a digital archive for the club. Due to the size of the club, potential volume of imagery and subsequent capacity for storage, we request the following for album submission to ensure the sustainability of album storage and useability of the digital archive into the future:

- Select album best shots for submission for storage. As a guideline, up to 20 shots are suggested for a standard match or small event, up to 50 for an important final or large-scale event.
 - Avoid submitting multiple versions of the same shot, select the best version.
 - Avoid repeated shots of the same player/person, instead choosing to showcase as many players on the team/people at the event as possible.
- Ensure album images comply with guidelines on image size. Albums containing images that exceed the recommended sizing guidelines cannot be accepted.
- Ensure album images comply with guidelines on naming convention. This will ensure that images will be useful from a historical perspective for the club in the future.