

Operating Manual

Operating manual dated June 2020

1. OVERVIEW

These Operating Rules form the basis for the ongoing successful running and growth of the sport of gridiron in Western Australia. The Operating Rules have been designed and put in place to ensure:

- GW meets its legal and moral obligations.
- All clubs are treated equally and fairly.
- GW Board intervention is minimal.
- The competitions run smoothly.
- GW administration is minimal.

Responsibility for complying with the Operating Rules lies with the clubs, their members and persons registered with GW.

The Operating Rules apply to both the junior and senior competitions, along with any other GW sanctioned game or event. Any variance between the Junior and Senior competitions Operating Rules are set out in this document.

IFAF playing rule penalties automatically apply in applicable circumstances. Where the rule found in the operating manual is in conflict with the IFAF rule the applicable operating manual rule applies.

The Operating Rules for each season, comes into effect on the first meeting after the AGM. The Operating Rules apply until the AGM of the following year. While the Operating Rules are in effect, the Operating Rules can only be amended by a majority vote of the GW Board at a Special General Meeting convened for that purpose. The issue in question must also be an agenda item for that meeting to be voted on. Clubs are not permitted to make independent agreements amongst themselves to suit circumstances. The GW Board will review the Operating Rules each year prior to the AGM.

Participating in any competition or game, run by, sanctioned by, or involving GW, means a club, its members, and all persons registered with GW have agreed to:

- Abide by all of the GW Operating Rules.

- Act in accordance with the GW Code of Conduct.
- Meet the requirements of the GW and GA Anti-Doping Policy.
- Meet the requirements of any applicable State or Federal Government legislation.
- Obtain sanctioning for any such competition or game.

Where there is conflict between this document and the GW Constitution, the GW Constitution shall override any rule, regulation, or penalty written here.

1.1 Definitions

GW: Gridiron West

GA: Gridiron Australia

Player: Any individual registered as a player for any member club of Gridiron West

Participant: Any individual registered as a player, coach, official, or sideline staff for any member club of Gridiron West

Host Club: The club whose ground is being used for games that round; where the round is not taking place at their ground, the club that has organised an alternate venue for games for that round

Home Team: The team listed first on the fixture for its game

Away Team: The team listed second on the fixture for its game

State Team: Any team representing the state of Western Australia for any gridiron purposes. This includes Senior, Women and Junior tours, games, and functions.

Responsible Club: The responsible club will be considered to be the club that may have breached the operating rules, including any and all registered or unregistered individuals associated with that club.

Rostered Team: Team identified on the Fixture as responsible for supplying player/officials

Age Group: Competitions within GW, each of which is characterised on the basis of the age of the players in that competition.

Seniors: An Age Group in which participants are normally at least 18 years of age (specific requirements appear in these Rules.)

Juniors: An Age Group in which participants are normally 18 years of age or younger (specific requirements appear in these Rules.)

2. PENALTY PROCEDURES AND APPEAL PROCESS

2.1 Penalty Procedure

The Operating Rules set out penalties that may be applied in the event of a breach of these rules. If it is suspected that a breach may have occurred, the following process will be followed, except in the case of Abuse of Officials, and/or on-field and off-field situations that are referred to the Tribunal:

1. Notice of possible breach of Operating Rules (Complaint) to be sent to GW Secretary., who will forward complaint to responsible club within 5 days of receipt.
2. The Responsible Club will have seven days to enter plea of guilty/not guilty with the GW Secretary. Any evidence in support of a not guilty plea should be submitted at this time.
3. The GW Secretary will then circulate the plea, and the original complaint, to the rest of the GW Board for review.
 - a. If a guilty plea is entered, the GW Board will apply penalty as appropriate
 - b. If a not guilty plea is entered, and it is determined by the GW Board that no breach has occurred, the notice of possible breach shall be rescinded and matter considered closed.
4. If a not guilty plea is entered, and it is determined that the matter needs to be discussed further, the issue shall be included as an Agenda item to be discussed at the next possible GW Board meeting for final resolution.
5. At the GW Board meeting, all member clubs will be entitled to vote on any matter pertaining to a breach of the Operating Rules, with the exception of the clubs involved in the complaint.

2.2 Appeals

Refer to the GW Constitution for the appeals process.

3. FIXED EVENTS

The Schedule of Events should be released as early as possible each year, and should not be altered unless extenuating circumstances apply.

3.1 Release of Fixtures: 1st of August

3.2 Bowl Games: No more than two weeks after season ends

3.4 Other Events:

*Strategic Plan review: April Board meeting

*Operations Manual review: Prior to the AGM

*Pre-Season briefing: August Board meeting

*All Star game: To be held two weeks after the Grand Final

*Presentation Night: To be held within three weeks of the Grand Final

*Annual General Meeting: First Tuesday in July of each year

By the August GW Board meeting each year, the GW Board will finalize and publish the following year's Operating Rules, and Schedule of Events. These will include:

- | | |
|---------------------------------|------------------------------|
| *Forfeit Bond requirements | *Minimum player requirements |
| *GW registration fee per player | *Coaching courses |
| *Payment deadlines | *Officiating courses |
| *Playing season start/end dates | *Operating budget |

4. GRIDIRON WEST BOARD

4.1 Meetings

The GW Board will endeavour to meet monthly on the second week of the month alternating between Tuesday and Wednesday. A minimum of one representative from each member club **MUST** attend the GW Board monthly meeting. The GW Secretary will distribute the agenda for the upcoming meeting at least 2 days prior to the meeting, and will distribute the minutes of said meeting to all members within seven days of the meeting.

4.2 Penalties

Penalties for failing to have a representative at a GW Board meeting:

First non- appearance in operating year: Warning given to club

Second non-appearance in same operating year: \$50 fine

Third non-appearance in same operating year: \$100 fine

Fourth non-appearance in same operating year: \$200 fine, plus team is not eligible for playoffs

4.3 Agenda Items

All submissions for discussion at GW Board meetings are subject to the following requirements:

- The submission must be specific in nature and in written form (email or letter or via agreed management platform (eg: Trello).
- The GW Secretary must receive the submission not less than four days prior to the next scheduled GW Board meeting. The Secretary will forward all submissions to the President within two days of receipt.
- The GW Secretary and/or President will distribute the agenda and a copy of any submissions to be discussed at the GW Board meeting not less than two days prior to the next scheduled GW Board meeting.
- Where a majority of clubs feel a non-agenda, item requires additional consideration or consultation with their members they may request that the matter be deferred to the next board meeting or defer their vote until such time as a reasonable consultation, consideration period has occurred, normally four days from the completion of the meeting, depending on the circumstances and urgency .
- Where the agenda item requires a change to the operating manual, a discussion must take place at a Special General meeting as to any proposed changes, and a majority vote is necessary to make the changes.

4.4 Extraordinary Items

Where necessary for the day to day running of the league, decisions are required between meetings, the executive can make a decision of a monetary value up to and including \$500. Any executive member who has a conflict of interest with the expenditure must excuse themselves from the decision.

5. GRIDIRON WEST BOARD POSITIONS

In order to facilitate the delivery of the strategic plan, GW may at its discretion, appoint positions as non-voting members of the GW board to the priorities identified in the strategic plan.

These positions shall be nominated by the President for acceptance to the GW Board, whereby the Board reserves the right to confirm the nomination. If a nominee is not considered to be acceptable, the President shall choose another nominee at the earliest possible convenience.

6. SEASON FORMAT

At the start of each season the board will meet to agree on the upcoming season format for each competition

Ladder Rankings and Tie-Breaker Rules:

Two points are awarded for a win, one point for a draw and zero points for a loss. Teams may be penalised full or partial points for infractions of these Operating Rules. If two or more teams are tied on points, the tie-break procedures apply in the following order:

1. If one of the teams has forfeited to the other during the season, they will automatically give up their position on the ladder to the other team regardless of any other criteria or result.
2. Best head-to-head results.
3. Best for and against record in head-to-head matches.
4. Best record against common opponents
5. Best for and against percentage overall.
6. Coin toss.

A team that forfeits any game automatically loses a head to head decision regardless of opponent. Where both teams have forfeited games, the team with the most forfeits loses the tie breaker.

6.1 Fixtures

The fixtures will be based on the number of teams that supply a team registration application form (that is accepted by GW), pay team participation bond and supply ground availability dates (if applicable) by the date set in the Schedule of Events.

Considerations should, as far as possible, ensure game timing and permutations will be spread equally amongst clubs to ensure balance and fairness. The first named team on the fixture is always the home team.

All grounds will be inspected on behalf of GW by a member of the Officials and the GW Board prior to the scheduled start of each season. No Host rounds will be allocated to grounds that do not meet with GW minimum requirements. Once approved, the grounds will remain approved the remainder of the season unless some event changes the status of the grounds.

The GW Board will distribute a draft fixture no less than two weeks prior to formal release. In that time, clubs may comment and request changes be made to the fixture. Following this two week period, no further changes or requests will be honoured, excepting extraordinary circumstances.

6.2 Team Entry Conditions

6.2.1 Existing Clubs - Existing Teams

For an existing team to be re-admitted to GW competition they must meet the criteria outlined below and provide to GW the following information prior to the AGM. (This includes an existing team wanting to enter a team in a new competition. (Men, Junior, Women):

*Intention to re-enter the team in the upcoming season

- Proposed uniform, including jersey, helmet, pants, sock colour, logo.
- Committee structure, names and contacts.
- Proof of Incorporation.
- Names of at least 4 people who will undergo or currently hold AGOA Level 0 minimum accreditation.
- Nominate Club Representative (1) and Appointees (2) who may attend GW Board meetings, and have full authority to vote.
- Names of at least 1 person (per team) who holds or will undergo level 1 coaching accreditation.
- Pay a forfeit bond \$500.
- Have no outstanding debts to GW.
- Meet all requirements outlined in this document.
- Meet any additional requirements set in place by the GW Board for that competition a minimum of one week prior to the commencement of the season.
- Have as a minimum, 20 players (11 man competition), and 15 players (9 man competition)
- One qualified medic/trainer

These requirements are to be verified by the Secretary and approval given each club for their records.

In addition, where a club wants to host home games the following must be provided:

- Playing Venue with details of facilities (field surface, dimensions, seating if applicable, car parking, change rooms).
- Grounds will be inspected by a member of the AGO West and/or the GW Board on behalf of GW prior to being accepted as a host venue if applicable.

6.2.2 New Teams – New Clubs

To be eligible to enter a new team (where one is currently not participating), a club must meet all the criteria outlined under Existing Clubs - Existing Teams (6.2.1). In addition, the club must provide the following:

*Proposed team name

* Provide details on coaching staff, including qualifications and experience.

*Detailed aspects of team management and resources available to team and league.

*Training venue (With proof of approval) Days and times (Including map of surrounding area)

*Team development plan

*Playing venue (With proof of approval) showing details of facilities, field surface, dimensions, seating, car parking, change rooms.

In addition, a new team from a new club must submit an application form (Team registration form) to GW, not less than 5 months prior to the commencement of the season they wish to participate in.

A majority vote must be achieved at a board meeting for inclusion of the new club, taking into consideration the following:

*Ability of the new club to be viable

*Impact on the existing competition by entry of the new club

* Impact on existing clubs in regard to potential transfers

*Impact on fixturing and resources including officials

*Alignment with strategic plan

The overall decision should be based upon the goals of Gridiron West, including growing participation in the game whilst not compromising the standard of competition and ability of all teams to remain viable, and ensuring Gridiron West is supporting its sic plan.

6.3 Additional financial requirements:

In addition to the normal GW financial requirements and bonds, outlines in these Operating Rules and guidelines, the following additional requirements must be met:

*Clubs must not have any overdue debts to GW at the time of their monthly statement. (When provided by the Treasurer)

*Clubs in debt will not be permitted to play until the debt is cleared, or there is an agreed upon (By the Board) payment plan, which is paid current to date

*Clubs with overdue debt will also forfeit their voting rights at Board meetings until such time the debt is cleared, or (re: payment plan above)

*Not less than 3 months prior to the commencement date of the first match in the season in which a new club wishes to participate, they must pay a no-forfeit guarantee bond of \$500 for the first season. If the team completes their first season without a forfeit, this bond will be refunded to them, or credited towards registration and match fees for the next season in which they participate.

7. UNIFORMS

Each team will supply a description of their colours on their team registration form. The uniform requirements are:

Helmets:

- All helmets must be the same colour, unless approved by the Board.
- All helmet visors must be approved by an AGOA official prior to the commencement of the season.
- Players that have been selected for Australian Representation may at their discretion, wear the Australian Outback Yellow helmet. Note: The Outback logo need not be present.

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Jerseys:

- All jerseys be full length and be the same colour and design.
- All jersey numbers must be the same colour and size.
- Visible sleeves of any players wearing undershirts must all be the same colour.

Pants:

- All pants must be the same colour and design.

- Belts must be uniform in colour.

Mouthguards:

- All players must wear a mouthguard that covers all upper teeth.
- Mouthguards cannot be clear or white.
- Individual exceptions to the rule that disallows clear or white mouthguards will be considered if a player produces a certificate from a registered doctor or dentist stating that the mouthguard has been properly fitted. Such certificate must state that the mouthguard was fitted before the beginning of the relevant calendar year. Individual exceptions to the requirement to cover all upper teeth, will be considered if a player produces a certificate from a registered doctor or dentist stating 3 things:
 1. In the doctor/dentist's opinion it is necessary for the player to wear a cut down mouthguard for medical reasons, and;
 2. The doctor/dentist has arranged for a suitably cut down mouthguard to be properly fitted, and;
 3. In the doctor/dentist's opinion it is safe for the player to play American Football wearing this mouthguard.

Boots:

- Full metal studs are illegal.
- Studs that comprise more than 1/4 their length in metal are illegal.
- Studs can be either rubber, plastic, or metal tipped (provided their length is not more than 1/4 metal).
- Any player with illegal studs will not be able to take the field until they Comply.
- It is the coach's responsibility to ensure late players are wearing legal equipment.
- After the commencement of play, any player found to not conform as above will be subject to the appropriate penalties as outlined in the current IFAF rule book, as enforced by the referees.

8. REGISTRATIONS

8.1 Forms

Please ensure only the current years forms are used.

Team Registrations, Referee Match Reports, Injury Report Forms, Transfer Forms, Disqualification and Tribunal Report Form and Insurance Claim Forms are available on the GW website, <http://www.gridironwest.com>.

[Some of these forms may be under review and may not be available at this time.]

GA online registration is available online through the GW Revolutionise club portals.

8.1.1 Withdrawal from the Competition

Once the team registration fee has been paid, a team withdrawing from the Competition prior to the start of the season will forfeit the full amount of the team registration fee.

- A team withdrawing from the Competition after commencement of the season forfeits their bond.
- The bond will be applied against the first game forfeited after withdrawal.
- Re-entry criteria for any future competitions will then be based on the New Club criteria.

8.2 Age Eligibility Levels for Contact Football

Juniors:

A player must be 14 years or over as of the 1st January, season. Need to define competing season. It should be "as of the 1 January" which is how most sporting Codes do it. Previous versions of the operating manual specified "as of the 1st January". Using the term "at the start of the season" is confusing and as we have seen with COVID, it can vary.

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A player must be 18 years or under as of the 1st January. Womens:

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- Where a player is under 18, their participation must be approved and be signed off by the player's parent or guardian. Why is this requirement here for the Womens, and not for the Juniors when Juniors who as Minors, can compete against adults.
- Where a player is under 18, they must provide a signed recommendation from an independent accredited club coach deeming the player is physically capable of playing at a senior level and have received sufficient coaching.

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• Seniors:

- A player must be 18 years or over at the start of the competing season to be eligible for senior football.

- Where a player is under 18, they must provide a signed recommendation from an **independent** accredited club coach deeming the player is physically capable of playing at a senior level and have received sufficient coaching.

- Where player is under 18 participation must also be approved and signed off by the player's parent or guardian.

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8.2.1 Exceptions – not necessary

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8.3 Gridiron Australia Registration

ALL REGISTRATIONS MUST BE MADE ONLINE AND PAID FOR WITH GA VIA THE PRESCRIBED REGISTRATION PORTAL.

It is the responsibility of clubs to ensure all participants, are registered and appropriately qualified, prior to allowing them to participate in any training or games.

Registration covers participation in any event authorised or sanctioned by GW during the registration period (12 months from the date of registration).

By entering or providing their details to be added to a team's registration list, a participant will be deemed by GW to have agreed to the terms and conditions and code of conduct for the current year.

All players must sign a liability waiver each year prior to training or playing with a club. A player under the age of 18 must complete a GW Release and Liability waiver form, countersigned by their parent or guardian.

Prior to participating in their first game in any GW Competition a participant must supply accepted photo ID. The only forms of accepted photo ID are:

- Passport
- Driver's Licence
- Birth Certificate (only available to junior registrations)

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Junior players should be monitored by their club medical

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Signed recommendation from an accredited club coach deeming player is physically capable of playing at a senior level and have received sufficient coaching.
Where player is under 18 participation must also be approved and signed off by the player's parent or guardian.
Junior players should be monitored by their club medical staff for fatigue and injury and managed appropriately

All junior players must supply proof of age ID each year. This ID must be accompanied by a copy of the Parental/Guardian Waivers with emergency contact details. Such proof of ID must be stored in a centralised location as prescribed by GW.

A Participant is not considered registered with GW for the current season until they have:

- Completed their GA online registration via the prescribed portal.
- Paid their registration fee online via the prescribed portal.
- Met the photo ID requirement as per above.
- Completed the GW Release and Liability Waiver.

A participant will have their registration cancelled, effective immediately, if:

- They have any outstanding debt owed to GW. This includes any debts relating to the State Representative Team.
- They are in possession of GW equipment or uniform/s they have failed to return immediately when asked.

The amount payable for all categories of registration will be set each year by the GW Board.

9 CLUB RESPONSIBILITIES

9.1 Registration

On the date indicated in the Schedule of Events, ALL CLUBS must provide the GW Registrar with a minimum of 22 Senior or 18 Junior online player registrations.

- After the first round, any further participants must be registered with GA online, prior to the registered person's name first appearing on the GW Team Sheet.
- At no time shall a participant be allowed to register with a GW team if the participant has been registered in any capacity with another team outside of West Australia within 3 months of the current season. (NO inter-state transfers without GW Board approval. Transferring player must have a permanent address in WA)
- If a participant's name appears on the GW Team Sheet the participant must be fully registered online.

- By adding a participant's details to a club's electronic registration list a club will be deemed by GW to have accepted that player as a registered player for that club.
- If a club includes a participant on their registration list and the participant does not provide, prior to competing, proof of payment via GA online registration, the participant will be considered unregistered for the purposes of match penalties.
- All participant registrations for each Competition season are non-refundable except where the participant does not compete in any GW sanctioned game. Any requests for refunds MUST be made through the participant's club.
- Any participant who does not complete the registration requirements is not recognised as a registered member of GW and is ineligible for any benefits covered by membership of GW.
- These include but not limited to: Selection in any GW representative or club side, in any event that involves or is sanctioned by GW, or any of its member clubs.

9.2 Transfers

A transfer form must be completed online via the online portal (Revolutionise) by the participant and approved by the participant's previous club. All participant transfers are to be approved by the GW Board in a timely manner. However, the transfer will not be allowed if:

- The participant has outstanding debts owing to their previous club, as per the GW Debt Registry Policy.
- The participant is in possession of uniform or equipment belonging to their previous club.

If the transfer is during the season and the participant's name has appeared as a registered participant on another club's team list for that season, the participant or the club they wish to transfer to must pay the \$100 transfer fee:

- \$50 will be credited to the account of the participant's previous club.
- \$50 will be retained by GW.

Inter-club transfers are not permitted during the season if the participant is registered after round four.

In exceptional circumstances (eg: change of address etc.), a player can make an application to the league for a transfer after round four, which must be carried by a majority of the board excluding the two clubs involved.

It is the responsibility of the club to whom they wish to transfer, to obtain a signed transfer form from the participant's previous club and if applicable, pay the transfer fee of \$100 to GW prior to the participant competing with the new club.

In the event a club does not enter a team or disbands a team prior to or during any Competition, the GW Board may choose to waive all transfer requirements.

There is no expiry date on player transfers.

9.3 Poaching

The practice of poaching is not condoned and is a breach of the GW code of conduct. Poaching is the deliberate attempt by a club, or its members to secure the transfer of a player to their club through coercion or undue pressure.

This may include but is not limited to the following actions:

1. Promise of monetary or similar compensation (including reduced playing fees).
2. Promise of jobs or other support (with the express condition of transfer).
3. Promise of representative selection.
4. Undue pressure or coercion applied to a player particularly during a representative campaign.

Where a club, or the board feels poaching has occurred the following can be applied

1. Where a transfer has been submitted, the club can protest the transfer and the case will be considered by the board by majority vote (excluding the two clubs in question) where the transfer can be denied if they feel poaching has occurred.
2. At the discretion of the board, by majority vote, the individual involved in the activity can be charged with a breach of the code of conduct and the matter referred to the tribunal for consideration.
3. Where a club feels an attempt to poach a player has been made, they can refer the matter to the board for consideration based on the evidence provided.

9.4 Player Costs & Team Forfeits

9.4.1 Per-Player Fees

Per-Player fees are determined after the GA AGM on a yearly basis after the budget and GA registration costs are released for the coming season year.

9.4.2 Forfeits

If a team forfeits, the forfeit bond loss will be \$100, IF the GW Secretary is notified by phone PRIOR to 9am Friday if the team is involved in a Friday night game, and PRIOR to 6pm Friday if the team is involved in a Saturday game. If a team forfeits, the forfeit bond loss will be \$300, IF the GW Secretary is notified by phone AFTER 9am Friday, for a Friday night game, and after 6pm Friday for a Saturday game, or no prior notice given. The bond shall be divided as follows:

- Opposing Team: ½ of forfeit amount
- GW: ½ of forfeit amount

Any match started and forfeited prior to half time will incur a \$100 fine. \$50 will go to GW and the remaining \$50 to the Opposing Team. One match may be started and forfeited after half time without penalty. Afterwards, subsequent forfeits will incur a forfeit fine of \$100 as divided above.

Any team that forfeits for the third time in the same season, will be ineligible for the end of year playoffs. This is in addition to the mandated monetary fines. The team will also be placed on probation for the following year, and if they forfeit for a third time that season, they will be brought before the GW Board and face possible expulsion from the league.

9.4.3 Forfeits will count as a 'game played' for all players listed on the 'game day' roster of the team forfeited to. Is "Game Day Roster" the same as the "Team Sheet" or is it the List of registered players. These are two different things. The Team Sheet is signed by players on game day. If game is forfeited, it is not practicable to have a signed Team Sheet. Need to clearly identify what the Game Day Roster is

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9.5 Penalties

9.5.1 Penalties for Registration Infractions

Unregistered or ineligible player or coach: 2 match points plus \$200 fine per player and/or coach, per game.

For playoffs and finals: \$500 fine per player and/or coach, per game, PLUS team is ineligible for playoffs the following year.

9.5.2 Any outstanding debts to GW prior to any playoffs or finals, without an approved and current payment plan: Team becomes ineligible for participation in any playoff or finals. Also, no team registration application for subsequent seasons will be processed until debt is cleared.

9.5.3 All monetary fines and penalties MUST be paid within 10 days of notification by the GW Secretary, or the fine will automatically double, unless there is an approved and current payment plan in effect.

9.6 Playoff and Finals Eligibility

9.6.1 Teams

To be eligible to compete in the playoffs and the finals, a team must have paid all registration fees, match day payments, fines, bond payments or other outstanding debts owed to GW by the Tuesday prior to their first scheduled finals game. In the event of a team NOT being financial by the required time, that team will be taken out of the playoffs/final and the next, highest ranking team inserted. In the event of a team forfeiting a playoff/final game, their scheduled opponent will be declared the winner.

9.6.2 Individuals

To be eligible to play in the playoffs and finals, a player must:

- Be registered in the current season with the team [atleast one \(1\) month prior to the commencement of the finals series.](#)

Has not been registered with any other GW team in the current season. [Are we excluding a player who formally transfers from one club to another club during a season. Inter-club transfer can happen for many reasons, lack of game time opportunity, relocation etc. We should not punish a player simply because they follow the GW rules and transfer to another club, but are then deemed ineligible for finals](#)

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Has not been registered in any capacity [\(players, coach etc\)](#) with another team outside West Australia within 3 months of the [start of the current GW season.](#) [but a person who has moved for legitimate reasons must have the capacity to lodge an application for exemption from this clause, and provide the necessary evidence](#)

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- Have no outstanding debts to GW [or GW teams](#)
- Not be in possession of any GW equipment or uniform that was asked to be returned

Applications for an exemption to the above rules must be submitted to the GW Board at least fourteen days before the first playoff/finals game for the team.

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5 games (Seniors and Juniors)
4 games (Womens)
The Registrar will advise each team which players are eligible for finals.

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The inclusion of the minimum number of games I believe is not necessary. If a player meets all of the other requirements, we should not penalise them because they were not able to participate in minimum games

10. Spectators

Clubs are expected to control their spectators. Any spectator abusing an official, or otherwise behaves in an unacceptable manner, should be immediately spoken to by members of the club/team and advised that the behaviour will not be tolerated. If the spectator continues to abuse officials, or behave in an unacceptable manner:

- The officials will stop the game
- Captains from both participating clubs will approach the spectator and advise them that their behaviour is unacceptable.
- If the spectator is identified as a registered participant of any member of GW, they will be subject to the same penalties that would have applied if they had been a participant in the game.
- If the spectator is identified as a registered participant of one of the competing clubs, the officials may impose a 15 yard penalty against that team each time the officials feel the abuse is sufficient to warrant such a penalty.

11. OFFICIALS

11.1 Team Officials

AGOA will supply as many qualified officials as possible for each game. In addition, each team must roster a minimum of one person to be their "team official" for each game.

AGOA will supply all team officials with the necessary equipment. Team officials must be ready for the pregame briefing not less than 30 minutes prior to the scheduled starting time of the game. Team officials who arrive less than 30 minutes prior to the scheduled start of the game may, at the Referee's discretion, be omitted from the crew. The Referee has the discretion of replacing the designated team official with anyone else he chooses if he feels that the designated team official is not adequately experienced enough, or prepared enough to officiate the game. The Referee can also decide that he will not use any of the designated team officials.

If a team does not have a designated team official available for the scheduled game, the Referee will note this on his game report and this will be reported to the GW Secretary for further action.

Deleted: Generally, the only grounds for an exemption that would normally be considered are:
Injury
The player sustained an injury during a GW sanctioned game, event or training (event should be recorded in the injury register on the registration portal), and;
The player had a current registration with GW at the time of sustaining an injury, and;
An injury report form was completed and submitted to the GW registrar within seven days of the injury being sustained, and;
Substantiating medical evidence is supplied to the GW Board and the player would have been able to complete the eligibility requirement but for the injury.
An inter-club transfer was previously approved by the GW Board.
Work related - where the player produces his work roster schedule.
Exemptions will not be considered where the circumstances above did not fully exclude the participant from being able to meet the minimum game requirement. (eg: The player could still have played the minimum games required regardless of games missed due to the above issues.)
A special board meeting will be held in the week immediately preceding the finals series where all applications and documentations will be considered by the board and each application approved/ rejected by majority vote.
If the board is unable to convene this meeting then the process can be carried out via email or other online management tools.
All evidence must be provided to the registrar for verification prior to the submission being loaded on any management tool for consideration.

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If the Referee concludes that there are not enough officials to safely proceed with the game, due to the teams not providing team officials, the game will be suspended. If this occurs, the team failing to supply team officials will also lose part of their forfeit bond as stipulated below.

11.2 Penalties

Unqualified team official	\$50
No team officials	\$50
Team official arrives late and not used	\$50

11.3 Game day administration

It is the responsibility of the officiating crew (Supplied by AGOA) to undertake the following game day administrative activities:

- Inspection of grounds for safety
- Enforcement of uniform and equipment violations
- Completion of match reports
- Completion of incident reports (Where applicable), including all details as outlined in the Tribunal Procedures Manual

12. COACHING ACCREDITATION

Coaching accreditation is through the National Gridiron Coaching Qualification framework, and includes USA Football Level 1, and Community Coaching principles. Further details on these can be obtained through the State Coaching Director or National Coaching Coordinator.

13. HOST GROUNDS

Grounds will be considered for use so long as general requirements of the GW Board, as designated below are adequately covered:

- Supply and cleanliness of players, officials, and spectator facilities.
- Ground marking.
- Ground set up.
- Ground clean up.

All facilities must be clean and operational not less than two hours prior to the scheduled start time of the first game. Suitable change rooms must be available for teams and officials.

Ground marking and ground set up must be completed prior to the scheduled start time of the first game.

- Ground marking must be in accordance with the IFAF rulebook (except that pylons, nine-yard marks, yard line numbers and a solid white area between the front of the coach's box and the sideline are optional for GW games).
- All ground markings must be white or black unless specifically authorised in advance by the GW Board.
- All goal posts must be adequately padded.
- The field must be free of hazards.
- The field must be roped off or have an appropriate barrier, on all four sides of the ground to keep spectators clear of the playing area and team area. The rope must be at least twelve feet from the sidelines and end lines and at least six feet from the back of the team area.
- A stretcher of a satisfactory standard must be available and readily accessible
- Canteen, where available, should be operating 30 minutes prior to the scheduled start time of the first game and until after the conclusion of the last scheduled game.
- Scoreboard, where available should be operational and updated after each score.
- All club volunteers must be dressed in volunteer tops with appropriate footwear.
- Where games are to be played in the evening, grounds must be equipped with adequate lighting. As a minimum, grounds need to achieve the requirements as set out in AS 2560.2.3 – 2007: Sports Lighting Part 2.3: Specific Applications – Lighting for Football (all codes).

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Commented [BG4]: Canteen is not always possible due to lack of volunteers, weather etc. The necessity to have a canteen should be optional.

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Commented [BG5]: Mandatory or Optional. It would be nice for all clubs to have a scoreboard, however I do not believe any grounds have one.

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If the Host venue fails to meet its requirements, and if in the opinion of the Referee such failure represents a threat to the safety of any person, the game shall be delayed until the problem is rectified.

If such problems cannot be rectified in a timely manner, the game will be suspended.

14. DOCUMENTATION

14.1 Team Sheet

Each team will fill out an official team sheet on game day. This team sheet will contain the names of all eligible participants of each team. Only the official GW team sheet will be accepted. (Latest version can be found on gridironwest.com.au)

The GW Team Sheet will contain:

- The jersey numbers or role (ie: Head Coach) of every participant
- The full name (Surname first) of all participants, typed.

14.1.1 Filling out the Team Sheet - [This form is printed from Revolutionise and is called "Team Report"](#)

Prior to the match, an appointed Team Official will record on the team sheet:

Deleted: Statistician

- Confirmation of attendance by player (a tick [– this needs to be a players signature](#)) in the appropriate box or filling out all details on the sheet) and their jersey number. Empty fields will render the entry invalid and the player ineligible.
- Cross out any players who are listed but not playing (indicate if injured -IR).
- Print both Managers names (if applicable, if not, head coach) and Head Referee's name [– No provision exists to provide this information on the Team Report, it is done on the Match Report. The Match Report only requires the Club Official to sign, not Managers/Coaches.](#)

During the match, the appointed Team Official will record on the team sheet:

- Any touchdowns, extra points, field goals and safeties and the jersey number and club name of the person who scored them;
- Any penalties and the jersey number and club name of the person who incurred it.

At the completion of the match the appointed Team Official should:

- Total the number of points scored by each team;
- Check the details are correct;
- Meet the appointed opposition Team Official and agree on score, viewing the opposition team sheet if required.

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At the end of every match, each team shall give the referee the team sheet, already signed by a representative of that team, for the referee to verify the

score, and penalties. Once satisfied that all the details are correct, to sign the sheet and hand back to the Club Official,

Deleted: team statistician

In the event that after verification by the referee the team sheets record different scores, the winning team's total will be the recorded result.

Any team sheet that neglects to correctly and legibly fill out a team sheet will receive a caution on the first occasion and for repeated neglect thereafter will incur a penalty of the loss of one or more competition points as determined by the competition coordinator (or committee/tribunal as decided by the GW Board).

Team Sheets are to be lodged by email or website by close of business Monday after the last match of that round. Match Reports and Team Reports are required before 6pm Sunday of each round, as stated on the current Match Report form

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In the event of any team sheet not be received by the GW Registrar within 14 days of the match being played, that team sheet shall NOT be used when determining Player Eligibility for finals.

14.2 Injury Reports

If an injury occurs and a participant receives medical attention during a game, a notation must be made on the GW Match Report immediately following the game in which it occurred.

A GW Injury Report must also be completed and submitted to the registration portal by close of business Tuesday following the injury via email.

Revoutionise provides the means to register GW sanctioned game/training injury. Why the need to do via email

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Injury Reports are the responsibility of the injured participants club.

Only the official GW Injury Report will be accepted.

14.3 Referee's Match Report

At the conclusion of each game the Referee will complete a Referees Match Report containing:

- All penalties, with jersey number, team, and type of foul
- Names of any player ejected from the game

- Details of team officials, verifying that they were available
- Final score
- Names and positions of officiating crew
- Report on facilities, ground marking, conduct of players and coaches, whether the chain gang was readily available, and any other information that needs to be brought to the attention of GW

All Referees Match Reports must be completed in full and submitted by the officials to the GW Registrar by email on the Monday immediately following the weekend's round of matches. Only the official GW Referees Match Report will be accepted.

14.4 Team Statistician's Match Reports

The Team Statisticians will complete ALL details on the Match Report and sign it. The Statisticians are responsible for ensuring the Match Report reaches the GW Registrar by the Tuesday following their game by email. Only the official GW Match Report will be accepted.

14.5 Game Day Planning Requirements

For a game to commence each team must have:

- The GW minimum number of players (11 man football = 20; 9 man football =15) uniformed and equipped in accordance with mandatory safety requirements and fit to play.
- The senior's number of 20 must be exclusive of Juniors
- Have at least one coach who meets the minimum GW accreditation standard.
- A ball person.
- A Medic.
- One person designated as the team official
- One person designated as the team statistician
- Two persons (If home team), or one person (If visiting team) designated as chain crew
- No identified, unmanaged debts with GW.

14.5.1 Medic

All teams must have a registered and fully qualified medic present at each game, A game cannot begin without each team having a qualified medic present.

- Medics must as a minimum have a Level 2 First Aid qualification or higher. If the Level 2 Medic is a player, there must be a Level 1 non-playing Medic present.
- Medics must be registered online with GA and GW and provide proof of qualification to the GW Registrar at time of registration.
- If one team has no registered Medic present, the game will be declared a forfeit against that team.
- That team will receive no points and the game will be scored as a 7-0 win to their opponent.
- The team will lose their forfeit bond.
- If no registered Medic is present for both teams, the game will be declared a forfeit against both teams.
- No team will receive points and no scores will be recorded.
- Each team will lose their forfeit bond.

14.6 Chain Crew

A game cannot begin without a chain crew. The chain crew must be available to the Linesman no later than 15 minutes prior to the scheduled kick-off time. The Home team will supply two and the away team will supply one volunteer to assist in this role.

14.7 Equipment – Home team is responsible for having available the following equipment:

- * Down markers and chains
- * Sideline yard markers, pylons, goal post padding

Sideline:

Teams are responsible for the conduct of everyone within the box marked as their team sideline area. Anyone within that area MUST be a registered member of Gridiron West unless volunteering as chain crew or ball boy. There is no restriction on the number of players or team officials.

14.8 Penalties for Match Day Infractions:

GW Team list; not supplied, missing, late, or not completed -\$100

GW Match Report; not supplied, missing, late, or not signed -\$100

No chain crew ready by the scheduled start of the game -\$50

15. STATUS OF GAMES

15.1 Forfeited Games

A forfeit game is declared if:

- A team does not have at least a one coach present who is GW accredited.
- A team does not have the GW minimum number of players suited up and ready and able to play at the scheduled start time of their game.

The GW requirement for a minimum number of players is:

- 20 for 11 man games.
- 15 for 9 man games.

The opposition team will be credited with the match points and a 7 - 0 score.

If neither side has the minimum number of players suited up and ready and able to play at the scheduled start time of their game, both teams will be deemed to have forfeited. No team will receive points and no scores will be recorded.

15.2 Regular Season Game Suspended – Extreme Weather Conditions

Gridiron West operates under the GW Heat Policy (Version 1.0.1) ([policy needs to be published](#)), as adopted by the GW Board on 12/12/19, and under the IFAF rules regarding other weather conditions, such as lightning.

15.3 Suspended Games

The decision as to whether to suspend any game is at the sole discretion of the Referee.

If a game is suspended before the start of play or before the completion of the second quarter:

- The game will be declared a 0 - 0 tied game.

- The teams will receive the same match points as awarded for a completed tied game.

If the game is suspended after the completion of the second quarter, the game will be declared a completed game:

- The team leading at the time of the suspension will be declared the winner.
- The scores and any penalties incurred at the time of suspension will stand.

If the game is suspended after the completion of the second quarter and the scores are tied at the time of suspension:

- The game will be declared a completed tied game.
- The scores and any penalties incurred at the time of suspension will stand.

15.4 Mercy Rule

Gridiron West will operate under the IFAF mercy rule.

15.5 Semi Final or Bowl Suspended – Extreme Weather Conditions

If a Semi Final or Bowl is suspended before the start of play or before the completion of the second quarter, the game will be rescheduled.

If a Semi Final or Bowl is suspended after the completion of the second quarter:

- The team leading at the time of suspension will be declared the winner.
- Any penalties incurred at the time of suspension will apply.

If the scores are tied at the time of suspension (after the completion of the second quarter):

- Of the two competing teams, the team that finished higher on the ladder during the regular season will be declared the winner.
- Any penalties incurred at the time of suspension will stand.

15.6 No Game

The decision as to whether to suspend any game is at the sole discretion of the Referee.

15.7 Regular Season Suspended for Reasons Other Than Weather Conditions

The GW Board shall meet not more than 48 hours after the suspended game and discuss the reasons for the suspension of the game. This may be done by email.

The GW Board may either:

- Order the resumption of the game at a time and place determined by the GW Board.
- Award the game to either of the competing teams.
- Declare the game a tie.

The competing teams are excluded from the vote on this decision.

15.8 Semi Finals/Bowl Suspended for Reasons Other Than Weather Conditions

The GW Board shall meet not more than 48 hours after the suspended game and discuss the reasons for the suspension.

The GW Board may either:

- Order the resumption of the game at a time and place to be determined by the GW Board.
- Award the Semi Finals/Bowl to either of the competing teams

The competing teams are excluded from the vote on this decision.

APPENDIX A: GW DEBT REGISTRY POLICY

GW Debt Registry Policy incorporates a centralised registry of debts owed by individuals to clubs. The nature of the policy is to discourage individuals from avoiding their team fee obligations and moving between teams in the avoidance of outstanding fees carried from previous years. It is also a means to avoid disputes among teams and or players with regard to amounts outstanding and streamline the player transfer process. It also is a tool for the league as a whole to eliminate participants who show a continued behaviour of participating without being financial and incur a bigger cost burden on the league and gridiron community as a whole.

- GW will make available a centralised registry for the purposes of clubs recording outstanding fees at the end of the most recent year.
- The registry is the method that will be used by GW to check individual's financial status for the purposes of Club transfers.

- It is the responsibility of individual clubs to ensure the registry is updated with the details of players, fees outstanding and equipment not yet returned.
- In order to lodge a player on the Debt Registry a club must satisfy the following:
 - The club must have documentary evidence of record of any payments made or equipment issued while the player was registered with their club.
 - The club must have documentary evidence of reasonable efforts to recover outstanding fees and equipment including notices of outstanding amounts and or records of equipment issued.
 - The club must record the final amount and or equipment outstanding by the prescribed period as set by GW (It is proposed for this to be within two months after the scheduled GW grand final).
 - The club is only allowed to record the most recent year of outstanding fees and equipment.
 - The club is only allowed to record a maximum of one year of outstanding fees, being the most recent.
 - If a team allows a player to participate multiple years while being un-financial this is deemed to be an internal matter for the club who has clearly forgiven the debt from year to year.
 - Any extra amounts that are not related to player fees which makes the outstanding amount greater than one year's fees must be documented and clearly identified as to the nature of the funds.
- The transfer record will be locked by GW after the closure of the prescribed Debt Registry date.
- All transfers for the period following the Debt Registry "lock" will be referenced against the Debt Registry in the Player Transfer as per Section 9.2.
- If a transferee is not on the register, they are deemed to be eligible to transfer not baring all other provision according to the Transfer policy.
- If a player is on the register they may not be transferred until outstanding debts and equipment have been satisfied with the club involved.
- Any player on the Debt Registry is deemed ineligible for State Team selection until the debt is satisfied regardless of transfer status.



Department of
Sport and Recreation

