



By-Laws

October 2023



TABLE OF CONTENTS

1. Terms used	3
2. Breach reporting and resolution	4
3. Entering a team.....	6
4. Coaches.....	8
5. Grounds	9
6. Uniform requirements	9
7. Participant registration	11
8. Player transfers.....	14
9. Forfeits	15
10. Cancellations	17
11. Documentation	18
12. Finals.....	18

1. Terms used

In these by-laws, unless the contrary intention appears —

Act means the Associations Incorporation Act 2015;

associate member means a member with the rights referred to in rule 11(6) of the Rules of Association;

Association means the incorporated association to which these by-laws apply;

assets means physical and digital property, equipment, and uniforms owned by the Association;

breach means a violation or non-adherence to the association's Rules of Association, by-laws, code of conduct, or policies;

by-laws means by-laws made by the Association under rule 67;

club means an entity that consists of one or more teams;

code of conduct means the code of conduct of the Association;

committee means the committee of the Association referred to in rule 29 of the Rules of Association;

competition means a collection of teams competing against each other;

debt means any unpaid financial sum;

evidence means anything that provides proof of a claim;

events means any activity organised or sanctioned by the Association, including games, meetings, fundraising, social and awards nights;

finals means any semi-final or grand final game of a given season;

kick-off means the commencement of a game;

match report means the form designated by the Association for recording game data and scores;

member means a person (including a body corporate) who is an ordinary member or an associate member of the Association;

natural justice means the fundamental principles of fairness, impartiality, and due process, ensuring all parties are heard and considered before decisions are made;



ordinary member means a member with the rights referred to in rule 11(4) of the Rules of Association;

policies means the policies of the Association;

portal means the specified online platform used for registration purposes as determined by the Association;

pre-season means any training or activity organised by or run by a club or its members before the first fixtured game;

registered means entered into the prescribed portal and meeting all the requirements required in these by-laws, including, but not limited to, approval by the committee;

rule means the rule in the Association's Rules of Association;

sanctioned means allowed, approved, or permitted;

secretary means the committee member holding office as the secretary of the Association;

season means the period starting from the first fixtured game and ending after the finals;

team means a group of individuals forming a body to be entered into one of the Association's competitions.

2. Breach reporting and resolution

(1) Any suspected breach of the Rules of Association, by-laws, code of conduct or policies must be reported to the secretary in writing with accompanying evidence.

(2) The secretary must —

(a) notify the member(s) involved in the report in writing within seven days, outlining the nature of the concern; and

(b) give the member, or their chosen representative, seven days to provide written, oral, or combined responses addressing the report; and

(c) circulate the report and submissions (if any) to the committee within seven days of receipt.

(3) Within 14 days, the committee must convene a meeting and —



- (a) give due consideration to any evidence and submissions so made; and
- (b) uphold the principles of natural justice; and
- (c) decide —
 - (i) if additional information is necessary; or
 - (ii) if a breach occurred; and
 - (iii) what further action is appropriate.
- (4) If the committee deems additional information necessary, they may delegate an individual to conduct an inquiry. Once the supplementary information is presented to the committee, they can proceed as per subrule (3).
- (5) The committee must decide if and what action is appropriate, which may include one or more of the following —
 - (a) initiating dispute resolution or mediation per the Rules of Association.
 - (b) initiating disciplinary action per the Rules of Association.
 - (c) requesting the member(s) involved in the breach to take corrective action.
 - (d) the application of a \$250 charge.
 - (e) the loss of two match points.
 - (f) suspension from a game or games.
 - (g) commencing a review of the Rule, by-law, code of conduct or policy involved.
- (6) If the committee finds that a penalty is appropriate, the minimum measures are —
 - (a) in the case of an administrative breach, the application of a \$250 charge.

- (b) in the case of a game day breach, the loss of two match points.
 - (c) in the case of a breach by an individual, suspension from one game.
- (7) Measures in subrules (5) and (6) may be combined and increased at the discretion of the committee.
- (8) Within seven days of reaching a conclusion, the committee must notify the member(s) involved in the reported matter of their decision and any ensuing steps required of them.
- (9) Members are required to fulfil any actions as directed by the committee and settle penalties before the date specified by the committee. Participation in events organised or sanctioned by the Association is contingent upon the completion of these actions unless granted by permission of the committee.
- (10) Members who fail to fulfil any actions as directed by the committee by the due date or who incur three penalties within a financial year of the Association will face disciplinary action as per the Rules of Association.
- (11) In cases where a committee member is implicated in a suspected breach, that committee member shall abstain from participation and shall not have access to deliberations concerning the matter. When the secretary is involved, another committee member shall undertake their responsibilities in this process.
- (12) When the committee itself is subject to a suspected breach, an unbiased and impartial sub-committee comprising five individuals shall be constituted by resolution of the ordinary members. This sub-committee will oversee the inquiry, decision-making, and any required actions, following the procedures outlined in this by-law.

3. Entering a team

- (1) Before beginning pre-season, an ordinary member must apply to the committee for approval to conduct activities at their location.
- (2) A team may only conduct activities at the location approved subrule (1).



- (3) No less than one month before the season's commencement, ordinary members must complete the team entry process by applying to the secretary. The application must include the following information —
 - (a) the name of the club; and
 - (b) the competitions in which they intend to enter a team; and
 - (c) the designated training venue, supported by documented approval; and
 - (d) the days and times allocated for training; and
 - (e) details of an individual who meets the Association's coaching criteria for each team; and
 - (f) details of the intended playing venue (if applicable), accompanied by documented approval; and
 - (g) comprehensive details regarding the facilities, field dimensions, seating, car parking availability, and changing rooms; and
 - (h) specifications of the uniform, including jersey, helmet, pants, socks, and logo; and
 - (i) committee structure, including names and contact information; and
 - (j) proof of incorporation, non-profit status, and Rules of Association; and
 - (k) a balance sheet for the concluded financial year.
- (4) An application will not be considered if the ordinary member has an outstanding or unmanaged debt to the Association.
- (5) To be considered for team entry, the ordinary member must have maintained their status as a member for a minimum of four months preceding the start of the season.
- (6) In addition to the submitted application, ordinary members must remit a non-refundable entry fee of \$250 per team no less than one month before the season's commencement.

- (7) No less than two weeks before the commencement of the season, each team must have registered via the prescribed portal —
 - (a) at least 22 players per team for an 11-a-side competition.
 - (b) at least 16 players per team for a 9-a-side competition.
- (8) Entrance of a team into the competition will be determined by resolution of the committee.

4. Coaches

- (1) All coaches must have a current Western Australian Working with Children Check.
- (2) Coaches must complete the —
 - (a) Australian Sports Commission Community Coaching – Essential Skills online course; and
 - (b) NFHS Football Tackling online course every season.
- (3) In addition to the requirements in subrule (2), head coaches must complete the —
 - (a) NFHS Coaching Football online course; and
 - (b) NFHS Officiating Football online course; and
 - (c) NFHS Concussion in Sports online course; and
 - (d) NFHS Heat Illness Prevention online course.
- (4) Certificates of completion for courses must be emailed to the secretary no less than one week before any coach participating in any events organised by or sanctioned by the Association.
- (5) Only coaches whose certificates have been received by the secretary and are appropriately registered will be allowed in the coaches' box.

5. Grounds

- (1) For grounds to be used for games, they must have the following —
 - (a) adequate changerooms for visiting and home teams; and
 - (b) facilities for officials; and
 - (c) facilities for spectators; and
 - (d) no hazards on the field; and
 - (e) clear line marking; and
 - (f) padding on goalposts (if any); and
 - (g) 100 lux lights for evening games; and
 - (h) a readily accessible stretcher.
- (2) Grounds and facilities must be clean and operational at least one hour before the first game's scheduled kick-off.
- (3) If a ground does not meet the requirements in subrule (1) according to the officials, kick-off will be delayed until the problem is rectified.
- (4) If the problem is not rectified one hour after the scheduled kick-off, the game will be cancelled and recorded as a 0-0 tie.
- (5) If a ground does not meet the requirements in subrule (1) on a following date in the same season, the ground will be removed from the fixtures.

6. Uniform requirements

- (1) Helmets



- (a) Helmets must be the same colour, excluding Australian Outback helmets.
- (b) Helmet visors must be transparent with no tint, foil, or graphics.
- (c) Specialist players must affix a specialist player decal to the back of their helmet, which the Association will supply.

(2) Jerseys

- (a) Jerseys must be the same colour and design.
- (b) Jersey numbers must have clear contrast to the jersey colour, be uniform in size and colour and be at least –
 - (i) 8 inches tall on the front of the jersey.
 - (ii) 10 inches tall on the rear of the jersey.

(3) Pants

- (a) Pants must be uniform in colour and design.

(4) Mouthguards

- (a) Mouthguards must cover the upper teeth.
- (b) Clear or white mouthguards are not permitted.

(5) Boots

- (a) Studs may be rubber, plastic or metal-tipped.
- (b) Studs must not exceed 25% of their length in metal.

7. Participant registration

- (1) All participants engaging in the activities organised or sanctioned by an ordinary member must be registered through the designated portal each season. This includes, but is not limited to, the following individuals —
 - (a) club members, including, but not limited to, social and life members; and
 - (b) players, coaches, and sideline personnel; and
 - (c) elected and appointed club personnel such as committee members; and
 - (d) personnel involved in operating facilities on game day, such as canteen staff.
- (2) All participants engaging in the activities organised or sanctioned by the Association must be registered through the designated portal each season. This includes, but is not limited to, the following individuals —
 - (a) elected and appointed personnel such as committee and subcommittee members; and
 - (b) volunteers such as photographers and content creators; and
 - (c) coaches, managers, and chaperones of representative teams.
- (3) All participants must be registered at least 48 hours before participating in any events organised or sanctioned by the Association.
- (4) Participants with outstanding debts or in possession of the Association's assets will not be considered registered until the debts are resolved and assets are returned.
- (5) Participants will only be considered registered if the Association's registration fee is paid in full.
- (6) Participants will only be considered registered if the registration is accurate, complete, and genuine.
- (7) Registration covers participation in any event organised or sanctioned by the Association for 12 months.



(8) To register for an Under 20's team, a player must —

- (a) identify as a boy, man, or gender-diverse individual; and
- (b) be 14 years or older on the 1st of January of the year of registration; and
- (c) be 19 years or younger on the 1st of January of the year of registration; and
- (d) be endorsed for safe participation from a coach that meets the Association's coaching criteria.

(9) To register for a Women's team, a player must —

- (a) identify as a girl, woman, or gender-diverse individual; and
- (b) be 14 years or older on the 1st of January of the year of registration; and
- (c) if the player is under 18 years old on the 1st of January of the year of registration, provide to the committee in writing:
 - (i) consent from the player's parent or guardian; and
 - (ii) endorsement for safe participation from a coach that meets the Association's coaching criteria; and
 - (iii) verification of adequate coaching.

(10) To register for a Men's team a player must —

- (a) identify as a man or gender-diverse individual; and
- (b) be 18 years or older on the 1st of January of the year of registration; and
- (c) if they are under 18 years old on the 1st of January of the year of registration, provide to the committee in writing:
 - (i) consent from the player's parent or guardian; and

- (ii) endorsement for safe participation from a coach that meets the Association's coaching criteria; and
- (iii) verification of adequate coaching; and
- (iv) confirmation of participation in the same club's Under 20's team.

(11) A player eligible to play on an Under 20's team is not counted in a Men's or Women's team for registration purposes or game day numbers.

(12) Gender-diverse individuals are welcome to register for any competition they believe most closely aligns with their identity.

(13) A player must register as a specialist player if they —

- (a) do not possess an Australian Medicare card and a current or temporary Western Australian Driver's License; or
- (b) participated in another competition sanctioned by Gridiron Australia in the season, current or before their registration.

(14) To be considered registered, at least 14 days before participation in any game, specialist players must email to the secretary —

- (a) a copy of the specialist player declaration form; and
- (b) colour copy of their passport, travel, and injury insurance; or
- (c) colour copy of their Medicare card and current or temporary Western Australian Driver's License; or

(15) A player who can provide the items listed in subrule (14)(c) and completes the designated exemption form will not be considered a specialist player.

(16) Registrations close on the 31st of December each year.

(17) Registrations are subject to the approval of the committee in accordance with the membership application procedure in the Rules of Association.

- (18) Each ordinary member must ensure that individuals are registered before allowing them to participate in any event organised by or sanctioned by the Association.
- (19) A participant must be registered to be eligible for selection to any representative team or team that partakes in an event organised or sanctioned by the Association.
- (20) Where a participant does not participate in any of the Association's events or games, the committee will consider refunding the registration fee, or part thereof, on a case-by-case basis.

8. Player transfers

- (1) A player who has previously registered at any time within the Association may request to switch clubs by using the designated transfer form.
- (2) Players with outstanding debts or assets owed to an ordinary member will not be considered transferred until the debts are resolved or assets are returned.
- (3) Players with outstanding debts or assets owed to the Association will not be considered transferred until the debts are resolved or assets are returned.
- (4) Players with outstanding debts or assets owed to Gridiron Australia will not be considered transferred until the debts are resolved or assets are returned.
- (5) Players that have participated on a representative team may only transfer to a club associated with a coach of the representative team one season after participating on the representative team, except in the case of extenuating circumstances in subrule (7).
- (6) Players may only transfer after round 4 of the season due to extenuating circumstances outlined in subrule (7).
- (7) For transfers, extenuating circumstances include but are not limited to —
 - (a) a change in home, work, or school location that significantly impacts travel to the existing club.
 - (b) the prospect of accessing enhanced opportunities or pathways within the sport.
 - (c) presenting evidence of discrimination, harassment, or bullying.

- (d) alterations in personal situations, such as financial difficulties, medical issues, or transportation challenges.
- (8) A player will not be considered transferred where there is reason to believe poaching has occurred. This may include, but is not limited to —
- (a) promising monetary or similar compensation, such as reduced fees, merchandise, or equipment; or
 - (b) promising employment, accommodation, or other support; or
 - (c) promising representative selection or more playing time; or
 - (d) pressure or coercion applied to a player by any other participant.
- (9) The approval of the original club and the committee is necessary for any requested transfer to be considered valid.
- (10) The new club must ensure that individuals are transferred before allowing them to participate in any event organised by or sanctioned by the Association.

9. Forfeits

- (1) A team will be deemed to have forfeit if they –
- (a) do not have 12 players dressed in full uniform at the scheduled kick-off time for a 9-a-side game; or
 - (b) do not have 16 players dressed in full uniform at the scheduled kick-off time for an 11-a-side game; or
 - (c) do not have a coach that meets the Association's coaching requirements at the scheduled kick-off time; or
 - (d) do not have chain crew volunteers – 2 for a home team and 1 for an away team 15 minutes before the scheduled kick-off time; or



- (e) do not have a qualified first aider who is not a player or coach on their sideline at the scheduled kick-off time unless both teams agree to play with a single first aider; or
 - (f) have a specialist player on the field without the required decal; or
 - (g) have more than one specialist player on the field at any one time; or
 - (h) play an unregistered player or unapproved specialist player; or
 - (i) have outstanding debts or assets owed to the Association; or
 - (j) have outstanding documentation owed to the Association; or
 - (k) notifies the secretary in writing of their intention to forfeit; or
 - (l) do not complete a game, except in the case of cancelled games.
- (2) A forfeit will be recorded as a 7-0 win against the forfeited team.
- (3) If both teams in a match meet the forfeit conditions under subrule (1), both teams will be deemed forfeited, and the game will be recorded as a 0-0 tie.
- (4) A forfeited game will not be rescheduled.
- (5) Any team that forfeits less than 24 hours before kick-off will be subject to a \$250 charge payable within seven days of the forfeit.
- (6) Any team that forfeits for the second time will be deemed ineligible to participate in finals.
- (7) Any team that forfeits for a third time will be withdrawn from the competition.
- (8) Forfeits do not count as a game played for any participants.



10. Cancellations

- (1) The committee or the head official can delay or cancel a game.
- (2) Any game delayed by over one hour will be declared cancelled and will be recorded as a 0-0 tie.
- (3) A game may be delayed or cancelled for reasons including, but not limited to —
 - (a) extreme weather; or
 - (b) inadequate or unsafe grounds; or
 - (c) insufficient officials; or
 - (d) requirement for emergency services.
- (4) Any cancelled game may or may not be rescheduled by the committee.
- (5) If a game gets cancelled before halftime and is not rescheduled —
 - (a) a regular season game will be recorded as a 0-0 tie.
 - (b) a finals game will be rescheduled.
- (6) If the game is cancelled after halftime and is not rescheduled —
 - (a) for a regular season game, the score will be recorded as the final score.
 - (b) for a finals game, the team that is leading will be declared the winner.
 - (c) for a finals game, if the scores are tied, the team that finished higher on the ladder will be declared the winner.
- (7) A forfeit is not a cancellation.

11. Documentation

- (1) For each game, a team must complete a team sheet containing —
 - (a) the full name of every participant, including coaches and first aiders; and
 - (b) their jersey number or role; and
 - (c) the signature of all those present.
- (2) Only team sheets emailed to the secretary no later than Monday after the game's conclusion will be used to determine finals eligibility.
- (3) For each game, a team must complete a match report signed by the head official and email it to the secretary no later than Monday after the game's conclusion.

12. Finals

- (1) Teams will be ranked based on the following –
 - (a) 2 points for a win.
 - (b) 1 point for a tie.
 - (c) 0 points for a loss
- (2) If two or more teams are tied on points, the tie-break procedures apply in the following order –
 - (a) 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.
 - (b) most forfeits.
 - (c) best head-to-head results.
 - (d) best for and against record in head-to-head matches.

- (e) best record against common opponents.
 - (f) best for and against percentage overall.
 - (g) coin toss.
- (3) Semi-finals will be between the first and fourth-ranked teams and the second and third-ranked teams.
- (4) Should there only be three teams in finals contention, the team that finished on the top of the ladder for the season will automatically proceed to the grand final.
- (5) Ordinary members with outstanding debts or assets owed to the Association will not be considered eligible to enter teams into the finals until the debts are resolved or assets are returned.
- (6) If a team qualifying for finals is ineligible seven days before the scheduled final, they will be replaced with the highest-ranking team that did not qualify for finals and is eligible.
- (7) Individuals with outstanding debts or assets owed to the Association will not be considered eligible to participate in the finals until the debts are resolved or assets are returned.
- (8) Individuals must have played 50% of games started by their team, excluding forfeits, to be eligible.
- (9) An individual may apply for an exemption to subrule (8) in the event they —
- (a) sustained an injury during an event organised or sanctioned by the Association and can provide evidence from a registered medical practitioner; or
 - (b) have a disability or personal health circumstances that affected participation and can provide evidence from a registered medical practitioner; or
 - (c) transferred after round 1 of the season, where the total number of games will be counted as the games that the individual could have played for their new team; or
 - (d) can provide evidence of a work roster that prevented participation in at least 50% of started games.



(10) Exemptions must be applied for in writing to the secretary not less than 14 days before the scheduled final and are subject to approval by the committee.