



Gridiron West Operating Manual

VERSION 4 – 2022/2023 SEASON

Operating Manual (Ver 4 – 22 Aug 2022)

1. OVERVIEW

These Operating Rules form the basis for the ongoing successful running and growth of the sport of gridiron in Western Australia as managed by the governing body, the organisation registered as *Gridiron West (GW)*. The Operating Rules have been designed and implemented:

- GW meets its legal and moral obligations
- All clubs are treated equally and fairly
- GW (MC) intervention is efficient and limited in nature
- The competitions run smoothly
- GW administration is efficient and complies with all government and legislative requirements

Responsibility for complying with the Operating Rules all persons registered with GW and include but are not limited to the registered clubs, their members, the GW MC, and any person or organisation affiliated with GW and its operation.

The Operating Rules apply to all GW competitions and include but are not limited to any other GW sanctioned event. Any variance between the individual competitions Operating Rules, within the overarching competition operating as GW (Juniors, Women's, and Men's), are set out in this document.

GW will adopt the current IFAF playing rules and penalties in the competitions. There may be some rule adjustments applicable to the local competition as endorsed by Gridiron Australia. These will be reviewed annually and provided to all participants in advance of each season. IFAF playing rules and penalties automatically apply in all applicable circumstances. Where the rule outlined in this operating manual conflicts with the IFAF rule, the applicable operating manual rule will take precedence.

The Operating Rules for each season will come into effect at the conclusion of the GW Annual General Meeting (AGM). The Operating Rules will apply until the AGM of the following year. While the Operating Rules are in effect, they can be amended by a majority vote of the GW MC. The GW MC will review the Operating Rules each year prior to the AGM.

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

- Abide by all 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 Rules of Association (RoA), the GW RoA shall override any rule, regulation, or penalty written here.

1.1 Definitions

GW: Gridiron West

MC: The Management Committee of Gridiron West as established in the Constitution (otherwise known as the Rules of Association)

RoA: Rules of Association, top guiding directive for running **GWGA:** 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, sideline staff or volunteer acting on behalf of any member club of Gridiron West

Club: The club or incorporated association competing within the Gridiron West League

Team: The individual team within a club (competing in the relevant competition currently defined as Junior's, Women's and Men's)

Host Club: The club whose ground is being used for games that round; where the round is not taking place at their ground, this will be the club who have 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 19 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 which may be applied in the event of a breach of these rules. If it is suspected that a breach has 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 Panel:

1. Notice of possible breach of Operating Rules (Complaint) is required to be sent to the GW Secretary, who will forward the details of the complaint to the responsible club within two (2) days of receipt requesting response. All GW MC Members will be copied into this correspondence.
2. The Responsible Club will have seven (7) days to respond with an acceptance or rejection of the claim the GW Secretary. Any evidence in support of a rejection of the claim should be submitted at this time.
3. The GW Secretary will then circulate the plea, and any supporting evidence, to the other members of the GW MC for review.
 - a. If the breach is accepted by the responsible club, the GW MC will apply penalty as appropriate. This will in turn be communicated back to the party reporting the breach.
4. If a denial of the breach is returned, and it is determined by the GW MC that no breach has occurred, the notice of possible breach shall be rescinded, and the matter considered closed. This will in turn be communicated back to the party reporting the breach.
5. If a denial of the breach is returned, 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 sitting GW MC meeting for final resolution.
6. Additional steps necessary to resolve disputes and breaches of the Operations Manual can be found in the *GW Rules of Association* and the *GW Tribunal Manual*.

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. The following dates are **suggestions only** but should act as an ideal guide for suitable time frames.

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

3.2 All Star games (If any): To be held within 3 weeks after Grand Final unless more than 1 game planned

3.3 Presentation Night (If any): To be held within 3 weeks of the Grand Final

3.4 Other Events: As per appropriate scheduling needs/availability

*Post-Season wrap-up: Mid-March GW MC Meeting (**Club Attendance Required**)

*Strategic Plan review: April

*Operations Manual review: June

*Annual General Meeting: First Tuesday of July each year (**Club Attendance Required**)

*Pre-Season briefing and release of fixtures: Last week in August GW MC Meeting (**Club Attendance Required**)

*By the end of August, the GW MC will finalize and publish the following year's Operating Rules, and Schedule of Events (Fixtures), as well as all other pertinent governing documents necessary for the guidance of Gridiron West. Meeting this deadline requires **all clubs to meet the requirements** for team entry and venue approval (outlined below).

These will include, but are not limited to:

*Forfeit Bond requirements

*Minimum player requirements

*GW registration fee per player

*Coaching courses

*Payment deadlines

*Officiating courses

*Playing season start/end dates

*Proposed Operating budget

4. GRIDIRON WEST MC POSITIONS

In order to facilitate the delivery of the *Rules of Association*, the GW MC may, at its discretion, appoint positions as non-voting members of the GW MC, to the priorities identified in the *RoA* and Strategic Plan.

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

5. SEASON FORMAT

Prior to the start of each season, the GW MC 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.

5.1 Fixtures

The fixtures will be based on the number of teams who have completed the following requirements to the GW MC (if applicable) by the date set in the Operations Manual (5.2.1 and 5.2.2): The fixtures will be based on the number of teams who have:

- Supplied a team registration application form (that is accepted by GW)
- paid the required team participation bond
- supplied ground availability dates

to the GW MC (if applicable) by the date set in the Operations Manual (para 5.2.1 and 5.2.2).

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

All grounds will be inspected on behalf of GW by a member of the AGO West and/or the GW MC prior to the scheduled start of each season. Conditions will be judged on aspects including, but not limited to field condition, lighting, changing and toilet facilities and access. Once approved, the grounds will remain approved the remainder of the season unless some event changes the status of the grounds.

No rounds will be allocated to grounds that do not meet with GW minimum requirements. These requirements are outlined in the Operations Manual (section 12 Host Grounds).

The GW MC will distribute a draft fixture for club review no less than two (2) weeks prior to formal release. In that time, clubs may comment, and request changes be made to the fixture. Following this two (2) week period, no further changes or requests will be honoured, excepting extraordinary circumstances which will be at the discretion of the GW MC.

5.2 Team Entry Conditions

5.2.1 Existing Clubs - Existing Teams

For an existing team to be re-admitted to GW competition they must meet the minimum criteria outlined below and provide to GW the following information NO LATER THAN 5pm, on the 16th of August. (This includes an existing club wishing to enter a team into 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 (if this is unchanged from the previous an explanation of 'Unchanged' will suffice).
- Committee structure, names and contacts.
- Proof of Incorporation.
- Names of at least four (4) people who will undergo or currently hold AGOA Level 0 minimum accreditation.
- Nomination of at least: One (1) Club Representative and two (2) Appointees who may attend mandatory GW MC meetings and will have full authority to vote on behalf of the club.
- Names of at least one (1) person (per team) who meets the coaching criteria as stipulated by GW in the Operations Manual – section 11.
- Pay a forfeit bond of \$500 per club.
- Have no outstanding debts to GW.
- Meet all requirements outlined in this document and any additional requirements set in place by the GW MC for that competition by the due date as specified above.
- Have as a minimum twenty-two (22) players for 11 a-side competition or eighteen (18) for 9 a-side competition.
- Minimum of one (1) qualified medic/trainer. Minimum requirements for medics can be found in this document (section 13.5.1).

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

In addition, where a club wishes to apply to host matches or rounds 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 MC on behalf of GW prior to being accepted as a host venue if applicable.

5.2.2 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 (5.2.1). 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 four (4) months prior to the commencement of the season they wish to participate in.

A majority vote must be achieved at a GW MC 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 regarding 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 strategic plan.

5.3 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 commencement of their first game of the season. (As 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 MC) payment plan, which is paid current to date

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

*Not less than two (2) 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

6. UNIFORMS

Each team will supply a description of their colours on their team registration form. GW provides additional noted uniform requirements below:

Helmets:

- All helmets must be the same colour, unless approved by the MC.
- All helmet visors must adhere to the specifications within the current IFAF rules. Refer IFAF rule 1-4-6-c. Should a player or coach have a specific query or concern whether the proposed visor is legal, email officiating@gridironwest.com.au requesting an inspection.

Jerseys:

- All jerseys be full length and be the same colour and design.
- All jersey numbers must be the same colour and size, noting the requirement for jersey numbers to be in distinct contrast to the jersey colour.
- 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.
- Should a player have reason for requesting an exemption to the mouthguard rules, this should be submitted to the GW MC for review and be accompanied by a medical certificate to support the request.

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.

7. REGISTRATIONS

7.1 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, <https://www.gridironwest.com.au>

[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.

7.1.1 Withdrawal from the Competition

Once the club forfeit bond has been paid, any club withdrawing a particular team from the competition prior to the start of the season will lose the forfeit bond. YOUR CLUB WILL NOT be allowed to play any games until this forfeit bond has been repaid as it is a club payment and not an individual team payment. Re-entry criteria for any future competitions will then be based on the New Club criteria.

- 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.

7.2 Age Eligibility Levels for Contact Football

Juniors (U19s):

- A player must be 14 years or older on January 1st of the year of competition
- A player must be 19 years of age or under on January 1st of the year of competition

Seniors:

A player must be 18 years or older on January 1st of the year of competition to be eligible for senior football.

Women's:

- A player must be 18 years or over on January 1st of the year of competition to be eligible for Women's football.
- Where a player is under 18 on January 1st of the year of competition, their participation must be approved and be signed off by the player's parent or guardian. They must also provide a signed recommendation from an accredited club coach deeming the player is physically capable of playing at a senior level and have received sufficient coaching.

7.2.1 Exceptions

Junior players can act as reserves for their senior club where the following is provided

- 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.

7.3 Gridiron Australia (GA) 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 (twelve (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 applicable to junior registrations)

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 MC.

8 CLUB RESPONSIBILITIES

8.1 Registration

ALL CLUBS must provide the GW Registrar with a minimum of twenty-two (22) players for 11 a-side competition or eighteen (18) for 9 a-side competition online player registrations. This is to be completed no later than close of business (5pm) two (2) weeks before the commencement of the season. For 2022/2023 season, this requirement is needing to be completed no later than 16th September 2022.

- 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 MC approval. Transferring player must have a permanent address in WA, with current driver's license as proof)
- 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 are 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.

8.2 Transfers

A transfer form must be completed online via the online portal (currently 'Revolutionise') by the participant and approved by the participant's previous club. All participant transfers are to be approved by the GW MC 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. This debt should be registered and detailed by the previous club at the earliest opportunity with the GW MC in writing to the GW Secretary.
- 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 \$200 transfer fee:

- \$100 will be credited to the account of the participant's previous club.
- \$100 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 (e.g.: change of address etc.), a player can make an application to the league for a transfer after round four, which must be approved by a majority of the GW MC.

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 pay the transfer fee of \$200 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 MC may choose to waive all transfer requirements.

There is no expiry date on player transfers.

8.3 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 for individuals).
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 MC 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 GW MC, and by majority vote, the transfer can be denied if they feel an instance of poaching has occurred.
2. At the discretion of the MC, 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 GW MC, or the GW Tribunal for consideration.
3. Where a club feels an attempt to poach a player has been made, they can refer the matter to the GW MC for consideration based on the evidence provided.
4. It is to be noted that players on development teams (ex: Raiders) are not allowed to register for, or participate with, any team that is associated with any coach of the development team for one complete season after association with said coach/team unless an exemption as outlined is met and agreed upon by majority vote by the GW MC.

8.4 Player Costs & Team Forfeits

8.4.1 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.

8.4.2 Forfeits

If a team forfeits, the forfeit bond loss will be \$250. Any match started and forfeited prior to half time will incur a \$100 fine. One (1) match may be started and forfeited after half time without penalty. Any subsequent forfeits will incur a forfeit fine of \$250 as outlined above.

Any team that forfeits for the second time in the same season, will be deemed ineligible to participate in playoffs regardless of their ranking at completion of the regular season. 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 second time that season, they will be brought before the GW MC and face possible expulsion from the league.

8.4.3 Forfeits do not count as a game played for any participant. When a participant's playoff eligibility is affected by a forfeit, the club must apply for an exemption from the MC using the exemption process.

8.5 Penalties

8.5.1 Penalties for Registration Infractions

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

Where the participation was in a playoff or finals: \$500 fine per game, PLUS team is deemed ineligible for playoffs the following year.

8.5.2 Any outstanding debts to GW prior to any playoffs or finals, without an approved and current payment plan: Team is deemed ineligible for participation in any playoff or finals. Further no team registration application for subsequent seasons will be processed until this debt is cleared or a suitable payment plan is agreed to by the GW MC.

8.5.3 All monetary fines and penalties MUST be paid within 14 days of notification by the GW Secretary, or the fine will automatically double, unless there is an approved and current payment plan in effect.

8.6 Playoff and Finals Eligibility

8.6.1 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, or have entered into an agreed payment plan with GW by 6pm on the Tuesday prior to their first scheduled post season 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 will replace them. In the event of a team forfeiting a playoff/final game, their scheduled opponent will be declared the winner.

8.6.2 Individuals

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

- Be registered in the current season with the team
- Have not been registered with any other GW team in the current season
- Have not been registered in any capacity with another team outside West Australia within 3 months of the current season
- Have no outstanding debts to GW
- Not be in possession of any GW equipment or uniform that was asked to be returned
- Have been named on and signed the GW Team Sheet and actively participated on the field with that team during the current regular season in no fewer than:
 - 50% of games scheduled (Seniors, Juniors and Women)

*Note: Forfeits DO NOT count towards eligible games

THE REGISTRAR WILL ADVISE EACH TEAM WHICH PLAYERS ARE ELIGIBLE FOR PLAYOFFS.

Applications for an exemption to the above rules must be submitted to the GW MC at least fourteen (14) days before the first playoff/finals game for the team.

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 (7) days of the injury being sustained, and;
 - Substantiating medical evidence is supplied to the GW MC 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 MC.

- Work related - where the player produces their work roster schedule on company letterhead and the player's flight itinerary.

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 GW MC Meeting will be held in the week immediately preceding the finals series where all applications and documentations will be considered by the MC and each application approved/ rejected by majority vote.

If the MC 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.

9. 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 fifteen (15) yard penalty against that team each time the officials feel the abuse is sufficient to warrant such a penalty.

10. OFFICIALS

10.1 Team Officials

AGO West will supply as many AGOA qualified officials as possible for each game. The aim is for a crew of 6 for every game (with up to 8 for semi-final or bowl games). In addition, each team must roster a minimum of one person to be their

“team official” for each regular season game. Team officials will not be used for finals.

Clubs should endeavour to provide one of the four Level 0 AGOA qualified team officials as noted to the GW MC when registering their team. Should a suitable level 0 team official be unavailable, the team should provide a suitable alternative.

AGO West 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 they choose if they feel that the designated team official is not adequately experienced or prepared enough to officiate the game. The Referee can also decide that they will not use any of the designated team officials. Feedback on team officials will be provided to the GW MC as part of the AGO West Game Day Report.

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.

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.

10.2 Penalties

Unqualified team official or no team official available	\$50
Team official arrives late and not used	\$50

10.3 Game Day administration

It is the responsibility of the officiating crew (Supplied by AGO West) 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

10.4 Treatment of Officials

GW does not condone excessive dissent or abuse of officials in its league. It is the responsibility of coaches and participants to control themselves and act in a manner that upholds the GW Code of Conduct and the IFAF Football Code.

Instances of dissent and abuse during a game will be managed via the rules and constitutes an unsportsmanlike conduct foul.

Any instances of abuse outside of the field of play will be reported directly to the GW MC for referral to the GW Tribunal for review and sanction as appropriate.

11. COACHING

Note: this is under development and will be updated.

11.1 Coaching Standards

Coaches represent their club, team and themselves and should exhibit the highest standards of sportsmanship and conduct. GW coaches are expected to read and abide by the GW Code of Conduct and the IFAF Football Code.

11.2 Coaching Accreditation

Coaching accreditation is through the National Gridiron Coaching Qualification framework and includes but is not limited to USA Football Level 1, and Community Coaching principles. Further details on these can be obtained through the State Coaching Director or National Coaching Coordinator.

11.3 Working with Children Check

ALL coaches (head coaches and assistant coaches) of any squad (juniors, women and senior men) are to hold or have proof of application for a current and valid Western Australian Working with Children Check. This is to be current and valid prior to the commencement of the season.

11.4 Coaching Box

Only coaches that have been declared on the official team sheet may be inside the coaches' box on the sidelines of the field.

12. HOST GROUNDS

Grounds will be considered for use so long as general requirements of the GW MC, 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 unless specifically authorised in advance by the GW MC.
- 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
- Scoreboard (if any) must be operational and updated after each score.
- All club volunteers must be dressed in identifying clothing (tops) with appropriate enclosed footwear.

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.

13. DOCUMENTATION

13.1 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 (i.e.: Head Coach) of every participant
- The full name (Surname first) of all participants, typed, along with being signed by each player

13.1.1 Filling out the Team Sheet and Score Card

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

- Confirmation of attendance by player (a tick 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.

During the match, the appointed Team Statistician will record on the score card:

- Any touchdowns, extra points, field goals and safeties and the jersey number and club name who scored them;
- Any penalties and the jersey number and club name responsible for incurring it.

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

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

At the end of every match, each team shall give the referee the team sheet and score card, 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 card, and hand back to team statistician.

In the event that after verification by the referee the team sheets or score card record different scores, the referee'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 (1) or more competition points as determined by the competition coordinator (or committee/tribunal as decided by the GW MC).

Team Sheets are to be lodged by email or website by close of business (5pm) Monday after the last match of that round.

In the event of any team sheet not be received by the GW Registrar within two (2) days of the match being played, that team sheet shall NOT be used when determining Player Eligibility for finals.

13.2 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 league register or secretary by close of business (5pm) Tuesday following the injury via email.

Injury Reports are the responsibility of the injured participants club.

Only the official GW Injury Report will be accepted.

13.3 Referee's Game Day Report

At the conclusion of each game the Referee will complete an AGO West Game Day Report containing:

- All major penalties, with jersey number, team, and type of foul
- Details of team officials, verifying that they were available and any feedback
- 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
- Details of any disqualifications during the match with a supporting GA Disqualified/Reported person report which includes:
 - Game details, person disqualified, summary of events, and by which IFAF rule the person was disqualified under, signature of team Head Coach.

All AGO West Game Day Reports must be completed in full and submitted by email on the Monday immediately following the weekend's round of matches to officiating@gridironwest.com.au. The Supervisor of Officials will forward the Game Day Report to the GW Registrar and the GW Secretary within twenty-four (24) hours of receipt. Only the official AGO West Game Day Report will be accepted.

13.4 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.

13.5 Game Day Planning Requirements

For a game to commence each team must have:

- The GW minimum number of players (11 a-side football = 16; 9 a-side football =13) uniformed and equipped in accordance with mandatory safety requirements and fit to play.
- The senior men's number of 16 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.

13.5.1 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.

13.6 Chain Crew

A game cannot begin without a chain crew. The chain crew must be available to the AGO West official designated to the position of Head Linesman no later than 15 minutes prior to the scheduled kick-off time.

The Home team will supply two (2) volunteers and the away team will supply one (1) volunteer to assist in this role. Chain Crew must be suitably dressed in enclosed footwear and cannot consume alcohol whilst on the sideline performing this role. Persons volunteering in this role should also be neutral whilst on the sideline, stay off their phones and be ready to receive all instructions.

13.7 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.

13.8 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

14. STATUS OF GAMES

14.1 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 fully dressed in suitable protective equipment (with a helmet readily available) in appropriate and approved uniform, ready and able to play at the scheduled start time of their game.

The GW requirement for a minimum number of players is:

- 16 for 11-man games.
- 13 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 fully dressed, 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.

14.2 Regular Season Game Suspended – Extreme Weather Conditions

Gridiron West operates under the GW Heat Policy (Version 1.0.1), as adopted by the GW MC on 12/12/19, and under the IFAF rules regarding other weather conditions, such as lightning.

14.3 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. However, if one team is unable to continue due to a lack of players, the opposing team will be declared the winner regardless of the score.
- 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.

14.4 Mercy Rule

GW will utilise a running clock provision in a game where the score margin extends beyond 34 points. To be known as the Mercy Rule. This provision will only come into effect in the second half of any game.

The running clock will be managed according to IFAF rule 3-3-2. Gridiron West will operate under the IFAF mercy rule.

14.5 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.

14.6 No Game

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

14.7 Regular Season Game Suspended for Reasons Other Than Weather Conditions

The GW MC 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 or electronic meeting (e.g., Teams).

The GW MC may either:

- Order the resumption of the game at a time and place determined by the GW MC.
- 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.

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

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

The GW MC may either:

- Order the resumption of the game at a time and place to be determined by the GW MC.
- 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 regarding amounts outstanding and streamline the player transfer process. It also is a tool for the league 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.
- 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 8.2.

- If a transferee is not on the register, they are deemed to be eligible to transfer not barring 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

