

# NEW CLUB POLICY

Policy number	NC-01	Version	2
Drafted by	Peter Steve	Approved by Board on	20 FEB 2019
Responsible person	Governance	Scheduled review date	20 JAN 2020

## RESPONSIBILITIES

The Board shall be responsible for communicating this policy to Members of Gridiron Victoria.

The Secretary of the Board shall be responsible for ensuring that a copy of this policy is available for reference online, for easy access by Members.

The Board Chair shall be responsible for making a ruling on any point in dispute in this policy.

## DEFINITION

For the purpose of this document a New Club Creation & Registration may come from any member of the community who identify a need for a club.

## TEAM REGISTRATION

### 1. General

- a. All Members must be incorporated associations or registered companies in order to participate in Gridiron Victoria.
- b. All Members must provide the Board with their Certificate of Incorporation and/or Registration of Business name and ensure that each year, they are reporting as per the relevant Act.
- c. All Committee members must be registered through the Registration Portal provided by GV
- d. All Members must have paid all debts owed to GV by the date on which Team Registrations Forms are to be submitted and must maintain a positive (or zero) balance with GV at all times.
- e. The Board shall provide statements to Members on a monthly basis during each season, unless extenuating circumstances prevent this from occurring.
- f. If a club has a negative balance at the time the statement is issued, this debt must be paid in full before the club's next game.
  - a. Failure to do so, the club shall be charged interest and will not be permitted to play until the debt is paid.
- g. All Members must provide requested information and detail to the Board outlined here and within the Constitution, for the Team Registration to be accepted

## NEW TEAM CREATION & REGISTRATION

### 1. New Club Membership

As per the GV Constitution **clause 5**, each New Club must first become a member of GV. The organisation wishing to be a member must at least be an incorporated organisation or registered company.

As part of the submission, an impact report must be provided which seeks to identify issues relating with the proposed creation of the club, answer questions on location, strategic plans, rights of existing clubs and financial requirements associated with running your own club. All submissions must be electronically sent to the Chairperson of the Board, 5 months prior to any commencement of a competition. Further details are outlined within their rules & regulations including fee types. Please ensure that you contact the Board of Directors for greater clarity.

# NEW CLUB POLICY

All submissions must include and submit to the Board all following items & information;

1. The New Club/Organisation & Name Change form
2. The Member Financial Details Form
3. a letter of application for membership and must include but not limited to;
4. Certificate of Incorporation or Registered Business Name
5. The Proposed name of the Member (if not the same within the documentation in (i)
6. The Office Bearers and all contact information
7. The area in which the member wishes to be based
8. An impact assessment on the Affiliated Members already within a 20klm radius
9. A list of all coaches and their appropriate Level of coaching awarded by GV
10. The competition wishing to enter
11. Proposed club colours and uniforms (Home/Away) for acceptance/approval
12. A copy of the club's financial statement from their banking institution
13. A Team Development Plan as outlined in Appendix B

As per point 8 above, an impact report must be provided as part of the submission. The Board shall conduct their own impact assessment, which shall be reviewed by the Board prior to circulation it and all other information to the GV Member Committee.

If the organisation is intending to conduct any sort of training activities and wish to be covered by GV insurance, be it for training or dealing with local councils, they must also include, the name and contact details of at least 1 currently certified and verifiable Level 2 coach. All Coaches awaiting prior recognition for certification do not fulfil this requirement.

With the submission, each new club will be provided with a Tax Invoice, covering their membership fee of \$1,100.00 inc GST. This membership fee (*in the case of an unsuccessful application*), is fully refundable.

In the case of a successful application this \$1,100.00 will be credited to the next competition years fees, at the time of a club officially being accepted into the competition.

The club has no voting rights, nor has it a guarantee of acceptance into the competition of Gridiron Victoria. It is merely a starting point for recruitment and training (and by extension, cover under GV & GA Insurance policies) and for dealing with local bodies such as councils.

The Board shall conduct their own review & notify the party of the result from any vote relating to their submission.

## RELATED DOCUMENTS

- Ops Rules 2017

<http://www.gridironvictoria.com.au/wp-content/uploads/2017/05/2017-Gridiron-Victoria-Operating-Rules.pdf>

## AUTHORISATION

Peter Steve – Director & Chairperson  
Gridiron Victoria Ltd.

20<sup>th</sup> February 2019





# NEW CLUB POLICY

## GENERAL CLUB AND TEAM INFORMATION

Postal address for correspondence: \_\_\_\_\_

Email address: \_\_\_\_\_

### CLUB OFFICE BEARERS:

Name	Position	Phone Number	Email
	President		
	Vice President		
	Secretary		
	Treasurer		

### TEAM COACHING STAFF:

Name	Coaching Position	Phone	Email	Accreditation

### TEAM MEDICAL STAFF:

Name	Position	Phone	Email	Qualifications

#### Notes:

1. All Club Office Bearers, coaches and medical staff must be registered members of GV when this form is submitted.
2. If there are any changes to Club Office Bearers after submitting this form, please advise the Board.

# NEW CLUB POLICY

3. If a Club has more than one team in a given season, coaches and medical staff need only be listed on one Team Registration Form but may move between teams during the season (although each team must have a nominated Head Coach).

4. If any coaches or medical staff join the club/team after submitting this form, please provide details to the Board before they participate in a game.

## CLUB UNIFORM AND COLOURS

Helmet (Colour)		Facemask (Colour)	
Helmet Decals (Colour)		Design	
Home Jersey (Colour)		Numbers (Colour)	
Shirt Striping (Colour)		Design	
Away Jersey (Colour)		Numbers (Colour)	
Shirt Striping (Colour)		Design	
Pants (Colour)		Belt (Colour)	
Pants Striping (Colour)		Design	
Socks (Colour)		Design	

Please attach colour photo (New teams or changed uniforms only)

**Practice Venue:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Practice Days and Times:** \_\_\_\_\_

The Club may nominate a ground for classification as an approved home venue. If approved, the venue will be included as an official venue for use in the season. Any nominated ground must meet the Gridiron Victoria minimum standard for a playing venue. Nomination of a ground is not mandatory.

Note: Information regarding your preferences for hosting days and times will be sought after the closing date for registrations, prior to the creation of the fixture.

**Name of nominated ground (if any):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Social Media Links:**

**Google Map link:**

## APPENDIX B

### Team Development Plan

As part of a New Club's submission document, they must also present a "*Team Development Plan*" to the Board, which outlines how the prospective new member proposes to address the following issues over a 3-5-year period:

- Player recruitment & retention
- Coach recruitment & retention
- Coach training – enabling each coach to reach the applicable level
- How they will attract and retain support staff (i.e. chain crews, MDO, ball boys, clock and scoreboard operators, film crews)
- How they will attract and retain Committee resource allocation
  - what impacts the new club will have on the members of the community?
  - who will be responsible for which aspects of the team?

The Team Development Plan is one of a number of factors in determining whether a club will be accepted by the Board, in order for the entering or re-entering team to be accepted.

