



## Affiliation Invitation & Application

Club: \_\_\_\_\_

## General Information

### Definitions

- Affiliation Invitation, Affiliation Application – this document.
- Association, Gridiron Queensland, GQ – Gridiron Queensland Inc. Association.
- Affiliate, Club – The Club applying for affiliation with Gridiron Queensland Inc, including all members of that Club for the season for which affiliation is sought, as it pertains to this document and all governing policies of Gridiron Queensland Inc and any relevant state and federal laws.
- Gridiron Queensland website, the website – <https://www.gridironqueensland.com>.
- Resources Page – Secure area of the Gridiron Queensland website where various resources can be downloaded by Club members.

### Competition Governance

The Club acknowledges that the Gridiron Queensland (GQ) domestic season is conducted in accordance with the provisions of the Domestic Season Operations Manual, Gridiron Queensland Constitution, and other approved policies. These documents are accessible to the Club via the administration portal of the Gridiron Queensland website.

The Gridiron Queensland Management Committee (GQMC) assumes that the Club has read and understands the aforementioned documents, as such it is the responsibility of the Club and its committee members and representatives to familiarise themselves with and ensure they understand the content of these documents.

### Limited Liability

Gridiron Queensland disclaims all liability, including without limitation, liability in negligence, to the maximum extent allowed under the laws of Queensland, for all expenses, losses, damages and costs the Club might incur from any act and its consequence arising from conduct that breaches or does not adhere to the Gridiron Queensland Domestic Season Operations Manual, Constitution, or other approved policies. Gridiron Queensland's liability shall be limited to the provisions of the aforementioned documents.



The Gridiron Queensland Constitution can be downloaded from the Gridiron Queensland website.

# Affiliation Invitation & Application

## Venue Allocation and Draw Formulation

Draw formulation and venue allocation will be completed using RevolutioniseSport and communicated at the delegates' meeting on or before 1 July.

The Club must send their venue details to [committee@gridironqld.asn.au](mailto:committee@gridironqld.asn.au) before 1st June.

## Play-Off Venue

Applications to host play-off games are invited to be submitted along with the Club's Affiliation Application, or up until 31 July. Up to two (2) venues will be required, both to host up to four games, including, Juniors, Colts, Men's, and Women's. Applications are to be submitted via email to [committee@gridironqld.asn.au](mailto:committee@gridironqld.asn.au), and should detail how hosting the play-off games will vary from normal hosting responsibilities, if at all.

## Championship Games Venue

The Season Championship Games (Sunbowl) will be played at location chosen by GQMC. The Reefbowl (NQ) will be played at the minor premiers city and venue chosen by GQMC.

## Awards Presentation and Voting

The SEQ Awards Presentation night is scheduled for the bye week between the playoffs and Sunbowl. The NQ Awards presentation will be scheduled post season.

Further details, including voting process and procedures will be provided at a later date.

## Use of Gridiron Queensland Logos by Clubs

Gridiron Queensland welcomes and encourages Club design and distribution of promotional material. Promotional material includes, but is not limited to, printed or online brochures, jerseys, game day attire, and any other merchandise promoting the Club, Gridiron Queensland, or any gridiron games.

Any promotional material created by the Club that uses the GQ logo must only use the "helmet logo" version. An example of this logo appears on the front page of this document.



The official Gridiron Queensland Logo can be provided upon request.

The Club must provide a copy of any promotional material carrying the GQ logo to [secretary@gridironqld.asn.au](mailto:secretary@gridironqld.asn.au) to confirm acceptance.

## Use of Club Images and Logos by Gridiron Queensland

The Club grants Gridiron Queensland reasonable use of the Club's images and/or logos for both operational and promotional purposes. Any use of Club images or logos by Gridiron Queensland for commercial or fundraising purposes is to be by agreement between Gridiron Queensland and the Club.

Gridiron Queensland will endeavour to keep the Club informed of intended use of their logos or images.

# Affiliation Invitation & Application

## Club Details

### Incorporation

The Club applying for affiliation must be incorporated and confirm same on the Affiliation Application at the end of this document.

### RevolutioniseSport

The Club applying for affiliation must be signed up to RevolutioniseSport. All registrations for the Club are required to be completed through RevolutioniseSport.

The Club must confirm with RevolutioniseSport that its account is linked to Gridiron Queensland.

RevolutioniseSport website: <https://www.revolutionise.com.au/> \_\_\_\_\_

### Team Particulars

Please supply details of teams your Club intends to field in 2018.

Division (Youth, Juniors, Colts, Men, Women)	Name (e.g. Bengals, Dragons)	Head Coach

### Club Committee

All members of the Club's committee must be members of Gridiron Queensland. Registration of Club committee members must be completed via RevolutioniseSport.

Club committee members are required to be registered by 1 May.

Please confirm the roles held by the Club's registered committee.

Name	Position

# Affiliation Invitation & Application

## Club Contact Details

The Gridiron Queensland website will have links to the Club's website, which is the Club's responsibility to maintain. Furthermore, it is the Club's responsibility to monitor and maintain their contact details, including ensuring their email redirects are current at all times.

## Coaching Staff

All members of the Club's coaching staff must be members of Gridiron Queensland Inc. and registered as coaches by means of RevolutioniseSport. All coaches must have completed a relevant General Principles and USA Football certification.

Coaches are required to follow the rules per Domestic Season Operations Manual on equipment declarations for players.

The Club's coaching staff are required to be registered by 1 June so that credentials can be checked prior to season commencement.

Coaching registrations received after 1 June will incur a \$50 late admin fee.

## Volunteer Milestones

The Club is invited to nominate volunteers from within their Club to be recognised for their contribution to the sport. Milestones recognised are 5, 10 and 20 years.

Name	Milestone	Name	Milestone

## Equipment Safety

The Club bears the responsibility that any equipment used (Club-owned or personal) is safe and suitable for use. If a Club deems any personal equipment unfit for use, then that Club must not allow it to be used in any Club activity.

## Concussion Policy

A Club as a legal entity has a responsibility to their players' health and safety as per Gridiron Australia's Concussion Policy. Gridiron Australia (via RevolutioniseSport) requires confirmation by players to confirm when their last HeadSmart assessment was completed. By linking to Gridiron Queensland this field is automatically added to the Club's registration page.

By submitting this affiliation application, the Club confirms it is conversant with the responsibilities of this policy and agree to adhere to same.

# Affiliation Invitation & Application

## Working with Children

The Club is reminded of its obligations with regard to working with children. The Club is responsible for their own compliance.



More information can be found at <https://www.bluecard.qld.gov.au>

## Sideline Registration Requirements

Gridiron Australia has revised which participants are required to have 'sideline' cover. Participants requiring sideline cover are limited to coaches only. All other Club participants on the sideline must be registered as volunteers.

## Restricting Sideline Access

Clubs are to restrict the number of non-playing participants on the sideline to ten (10). This restriction does not include:

- Uniformed Playing Participants
- Uniformed Chain Crew
- Uniformed Coaching Staff

## Hosting Logistics and Responsibilities

The Club must adhere to hosting standards, requirements and responsibilities set out in the Domestic Season Operations Manual when hosting games or events at their nominated venue:

- Failure to meet hosting requirement may result in any, or all, of the following:
  - Re-allocation of games from a Club's home venue;
  - Penalty payment;
  - Bond security for future home games;
  - Any other action as determined by the Gridiron Queensland Management Committee..



Further details on hosting responsibilities can be found under Section 11.0, Hosting, of the Domestic Season Operations Manual

## Fees

### Club Participation Bond replaced with Club Affiliation Fee

Affiliation membership fee will be applicable as per the GQ fee schedule for the year of affiliation. Affiliation fees will be invoiced upon affiliation and due 30 May. Failure to pay by the due date will result in penalty admin fee as per the schedule.

### Minimum Registrations

Minimum registrations to enter a team into the competition are as per the relevant section of the Domestic Season Operations Manual.

Minimum registrations must be recorded in RevolutioniseSport by 30 June.

Any division of the Club that does not have minimum registrations by 30 June will not be entered into the competition for the year.

### Capitation Fee Structure

Individual capitation fees are as detailed within RevolutioniseSport. Capitation fees referenced below do not include Gridiron Australia capitation fees. A player must be fully financial with Gridiron Australia and Gridiron Queensland before they are allowed to participate in games.

Any player who is not financial with Gridiron Queensland will not be covered by Gridiron Queensland player accident policy. All fees are GST inclusive. Capitations fees will be automatically collected if payment is made through Revolutionise software. Any registrations where direct payment is made to the club will be invoiced on a regular fortnightly cycle or prior 31<sup>st</sup> July. Players registered after initial registration period should ensure they pay through Revolutionise to ensure they are eligible to play.

Please refer to the current year GQ Fee Schedule for further fee information.

# Affiliation Invitation & Application

## Application

### Critical Dates

- **1 May**
  - Due date of this Application
  - Committee registrations completed
- **1 June**
  - Coaches registered and Gridiron Queensland notified of coaches
- **30 June**
  - Minimum participation registrations for SEQ competition
  - Club venue hosting confirmations
- **1 July**
  - Draw formulations and venue allocation
- **31 July**
  - Play-Off venue applications to host the play-offs
  - Manual registrations invoiced
- **1 October**
  - Minimum participation registrations for NQ competition

### Confirmation of Application

As duly appointed officials of the Club, and/or Association, we hereby lodge the Club's application to the Gridiron Queensland domestic competition. *Two (2) Club officials to complete.*

We specifically confirm that the Club is properly incorporated and in compliance with all statutory requirements.

Name		
Position		
Date		
Signature		

Submitted on behalf of

---

(Club's full and correct incorporated name)