

GREAT SOUTHERN GRIFFINS SPORTING CLUB

BY-LAWS



CONTENTS

1	Introduction	5
2	Leadership & Governance	6
2.1	Introduction	6
2.2	Organisational Structure	6
2.3	Hierarchy of Precedence	7
2.4	Vision	7
2.5	Purpose	7
2.6	Values & Behaviour	8
2.7	Great Southern Grammar Sport Advisory Committee	8
2.8	Combined Sport Management Committee	8
2.9	Specific Sporting Codes	9
2.10	Sport Club Member Protection Officers (MPO)	10
2.11	Amendments to the By-Laws	10
3	Great Southern Griffins Membership	10
3.1	Responsible Body	10
3.2	Club Year	11
3.3	Membership Period	11
3.4	Categories for Membership	11
3.5	Great Southern Griffins Sporting Club Membership Nomination Process	11
3.6	Fees	12
3.6.1	Fees	12
3.6.2	Great Southern Griffins Sporting Club Annual Club Membership Fee	12
3.6.3	Sport/Seasonal Registration Fees	12
3.6.4	Discounted Fees	13
3.6.5	Late Fees	13
4	Eligibility for Team Selection	13
4.1	Junior Team Selection	13
4.1.1	Aged Based Guidelines for Team Selection	14
4.1.2	Adult, Senior and Open Grades Team Selection	14
4.1.3	Team Selection Process – Pre-Season	15
4.1.4	Team Selection Process – During Season	15
5	Sport Specific Operational Matters	16
5.1	Sport Clubs	16
5.2	Sport Club roles and responsibilities	16
5.2.1	Committee roles	16

5.2.2	Additional Volunteer Roles	17
5.2.3	Casual Vacancies.....	17
5.3	Sport Club Meetings	17
5.3.1	General Meetings.....	17
5.3.2	Annual General Meeting	17
5.3.3	Minutes	18
5.4	Fundraising	18
5.5	Honorariums	18
6	Financial Management	18
6.1	Financial year	18
6.2	Source of funds.....	18
6.3	Control of funds	18
6.4	Reimbursements	19
6.5	Financial reports.....	19
6.6	Auditor.....	19
7	RISK MANAGEMENT	19
8	Complaints, Disputes and Penalties.....	19
8.1	Complaints	19
8.2	Complaint Handling Process	20
8.3	Disciplinary Sanctions, Penalties and Fines	20
8.3.1	Possible Sanctions	21
8.4	Forfeits and Non-Attendance.....	21
8.4.1	Forfeit Notification	21
8.4.2	Non-Attendance	22
9	Sponsorship, Club Identity & Branding	22
9.1	Sponsorship	22
9.1.1	Introduction	22
9.1.2	Guiding Principles	22
9.1.3	Sponsorship Agreements.....	22
9.1.4	Sport Club fundraising	22
9.2	Club Colours and Uniforms	23
10	Communication.....	23
10.1	Introduction.....	23
10.2	Responsibility	23
10.3	Social Media	24
10.3.1	Introduction.....	24
10.3.2	Definitions	24

10.3.3	Guiding Values.....	24
10.3.4	Six things we stand by in Social Media	24
10.3.5	Responsibilities.....	25
10.3.6	Non-Compliance	25
11	Other Matters.....	26
12	Definitions.....	26

1 INTRODUCTION

These By-Laws set out the general **rules and conditions** that apply to all **community-sport club activity** under the control of Great Southern Griffins Sporting Club. These rules include the policies and rules for the operation of the Club, providing an overview of the corporate governance and the core values to which we aspire as a Club.

The Great Southern Griffins Sporting Club By-Laws are to be read in conjunction with the Great Southern Griffins Sport Club Member Protection Policy (Draft 2020).

These two documents provide a Club-wide position and guidelines on the application of the constitution, to maintain the consistent and responsible behaviour of all members within the Club and to help make informed decisions by the Great Southern Griffins Management Committee and the Sport Clubs. It includes policies and processes for dealing with grievances or disputes in a fair and equitable manner.

These by-laws (and all related documentation) have no application for any Great Southern Grammar school sport, inter-school sport or school PE curriculum sporting activities.

For ease of reading the by-laws have been divided into the following sections:

Section Two:	Leadership and Governance
Section Three:	Club Membership
Section Four:	Sport Club Volunteer Positions
Section Five:	Sport Operational Matters
Section Six:	Financial Management
Section Seven:	Complaints, Disputes and Penalties
Section Eight:	Sponsorship, Club Identity and Branding
Section Nine:	Communication
Section Ten:	Other
Section Eleven:	Definitions

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2 LEADERSHIP & GOVERNANCE

2.1 Introduction

Great Southern Griffins (a community-sport club) commenced operations in its current form during 2020 and is aligned under Great Southern Grammar School Incorporated.

The overarching governance of the Great Southern Griffins sits with the Great Southern Grammar School Council through a Great Southern Grammar Sport Advisory Committee overseeing governance, member protection, risk management and financial management.

Great Southern Griffins consists of nearly 1000 players and support volunteers, across six different 'Sport Clubs'. Each Sport Club coordinates the opportunities for players (junior and senior) to participate in community sport, representing the Great Southern Griffins in Albany and regional community sport competition and activity.

Great Southern Grammar School is an Incorporated Association, under the Incorporated Associations Act WA (2015) - registration A1006694M on 19/1/1998.

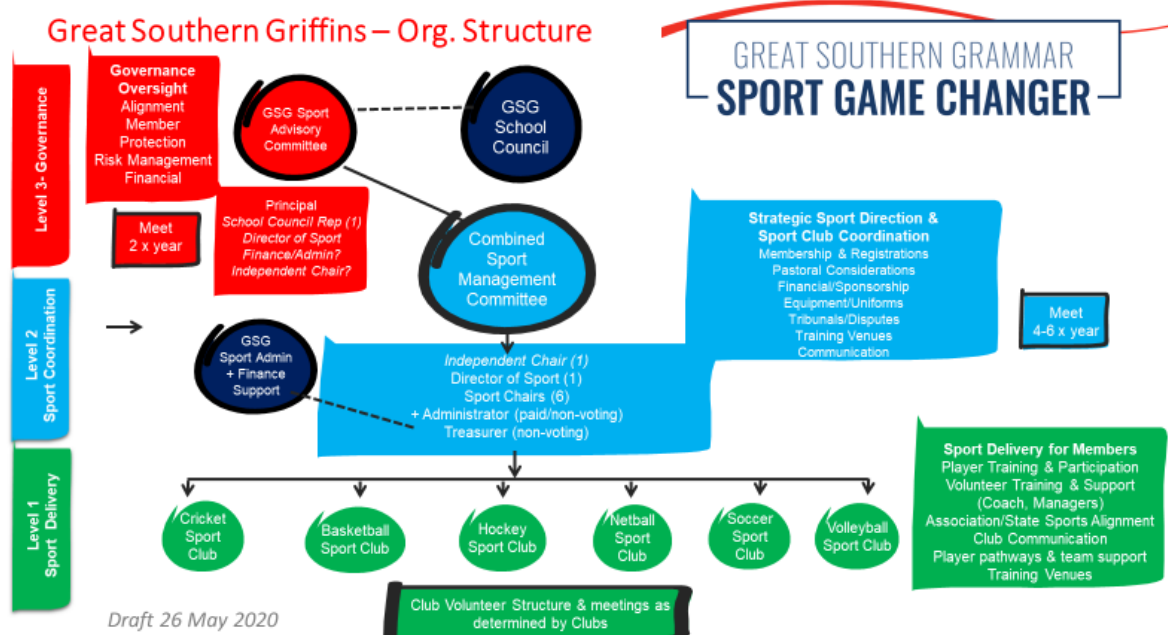
2.2 Organisational Structure

The Great Southern Griffins is a large multi-sports Club, with nearly 1000 members across six different community sporting codes. It has the capacity to expand to include other sporting codes, emerging Sport Clubs and an increased membership base.

It has the following three levels of organisational structure:

- Level 1. **Community Sport Club Delivery**: supporting and encouraging sport delivery, supporting members, teams and volunteers to participate in community sport.
- Level 2. **Combined Sport Management Committee**: coordination and overseeing the collective Club operations, through a sport-representative Committee. Includes member protection and pastoral considerations.
- Level 3. **Great Southern Grammar Sport Advisory Committee and Great Southern Grammar School Council**: overseeing governance, financial management, risk management, member protection and support with strategic directions and alignment with Great Southern Grammar.

The following diagram shows the organisational structure of Great Southern Griffins Sporting Club and its relationship to Great Southern Grammar and the Great Southern Grammar School Council.



Further information on the specific roles and responsibilities is provided in the Great Southern Griffins Sporting Club Roles and Responsibilities documents.

2.3 Hierarchy of Precedence

The following shall represent the hierarchy of precedence for determination of rules, by-laws and regulations within the Great Southern Griffins Sporting Club:

- Laws and Regulations of the State of WA
- Laws and Regulations of the Commonwealth of Australia
- Great Southern Grammar School Incorporated Constitution
- Great Southern Grammar Member Protection Policy
- Great Southern Griffins By-laws, Guidelines and Policies
- State Sport Association (Sport specific for each sub-committee) By-laws
- Regional Sport Association (sport specific for each sub-committee) By-laws.

Without limiting the application of the precedence of hierarchy or by-laws outlined hereafter, any amendment to a rule does not include retrospectivity unless specifically endorsed as part of the rule amendment.

2.4 Vision

A recognised and respected community Sports Club, embedded in a unique Great Southern Grammar school and community sport partnership, which nurtures health and wellbeing, creates a sense of belonging and positively contributes to our region.

2.5 Purpose

We are a combined Sports Club offering access, pathways and opportunities into community sport. We do everything possible to inspire and support our members to be the best they can be, at all stages.

2.6 Values & Behaviour

In addition to acknowledging the Great Southern Grammar School values, we have developed some aligned sporting values, founded on the True Sport principles as follows:

- 1. Show Respect** – We demonstrate mutual respect for everyone, our team-mates, coaches, managers, opposition, clubs, officials and our community. We treat others how we want to be treated. We respect everyone's contribution to sport.
- 2. Play Fair** – We are honourable, we play by the rules– on and off the field.
- 3. Bring Our Best** – We bring our best to every game. We are determined and enjoy the challenge – win, lose or draw.
- 4. We Enjoy Sport** – It's fun, it's healthy, it's a game and we enjoy training and playing at all levels.
- 5. We Include** – We welcome and encourage participation, irrespective of age, ability or experience, to share in the benefits of our sports community.
- 6. Give Back** – We are a 'team' – we volunteer, get involved, embrace opportunity and show our appreciation.
- 7. Be Safe** – We ensure our team-mates are safe, both on and off the field. We look after the physical and mental wellbeing of ourselves and others.

2.7 Great Southern Grammar Sport Advisory Committee

The Great Southern Grammar Sport Advisory Committee shall report to the School Council and shall consist of:

- The Principal – Great Southern Grammar
- School Council representative (by appointment from the School Council)
- Director of Sport – Great Southern Grammar
- Combined Sport Management Committee Chairperson; and
- Up to one other skills – based appointed person (if required)

The Great Southern Grammar Sport Advisory Committee will oversee the governance, financial management, member protection, risk management and provide support with the Clubs strategic directions and alignment with Great Southern Grammar. It will not have an operational role but provides strategic leadership.

The Committee will meet a minimum of twice/yearly to align with winter and summer sport seasons. The Principal will be Chair and the Great Southern Grammar School Council shall appoint its representative and ratify the appointed Independent Chairperson of the Combined Sport Management Committee.

2.8 Combined Sport Management Committee

The Combined Sport Management Committee shall consist of –

- Independent Chairperson
- The Director of Sport – Great Southern Grammar
- Sport Club Chairs – Each of the sport clubs shall have one (1) representative; and
- A Treasurer (ex-officio and non-voting) and

- An Administrator (ex-officio and non-voting).

The Combined Sport Management Committee will coordinate and oversee the **collective operations** of the Great Southern Griffins Sporting Club. This includes Great Southern Griffins Sporting Club membership and Sport Club registrations, pastoral considerations, sponsorship, equipment, communication, finances (including budgets for sport Clubs), equipment, training and management of all disputes and tribunals.

The Combined Sport Management Committee shall meet regularly during the year, with a minimum of 4 and a maximum of 8 meetings during the year.

The Sport Club will be represented on the Combined Management Committee by its Chairperson OR its nominated proxy. The Sport Club will ensure that it is represented at every meeting of the Combined Sport Management Committee.

The Terms of Reference for the appointment, procedures and business shall be determined within one month of the start of the Griffins Sporting Club year.

The appointment of an ex-officio, non-voting Great Southern Griffins Sporting Club Administrator position will be undertaken by the Great Southern Grammar Advisory Committee, in consultation with the Combined Sport Management Committee; within one month of the start of the Club year.

The specific roles and responsibilities of each of these positions shall be set out in the Roles and Responsibilities document.

2.9 Specific Sporting Codes

Definition: Hereafter, each specific sporting code will be referred to as a Club, as in common usage for the sporting sector

In the first instance the following six sport Clubs shall operate:

- Great Southern Griffins Basketball Club
- Great Southern Griffins Hockey Club
- Great Southern Griffins Netball Club
- Great Southern Griffins Rowing Club
- Great Southern Griffins Soccer (Football) Club
- Great Southern Griffins Volleyball Club

Over time additional sporting codes may request to join the Great Southern Griffins Sporting Club and upon acceptance by the Combined Sport Management Committee they may form and operate a sport specific Club.

Each sport Club shall support the vision and observe the purpose of the Great Southern Griffins Sporting Club 'to offer access, pathways and opportunities for participation into community sport. We will do everything possible to inspire and support our members to be the best they can be, at all stages.'

Each sport Club will **support and encourage sport delivery** – identifying and supporting players, creating teams, coordinating training and volunteer support.

Each sport Club will be the contact point for their sport specific members and communicate directly with their affiliated regional and/or State Sports Association.

At all times, the sport Club must recognise they are part of a larger community sport Club and all members must abide by the by-laws, policies and rules of the Great Southern Griffins Sporting Club.

At a minimum, each sport Club shall have at least four key (4) volunteer committee positions, as set out in section 5.1. Each Sport Clubs shall determine the additional volunteer base and positions required to be able to deliver their Club activities.

2.10 Sport Club Member Protection Officers (MPO)

Sport Club MPOs are people trained to be the first point of contact for any Club member considering making a complaint, claim or dispute.

The Sport Club MPO will provide:

- confidential, impartial and timely support;
- information about the complaint resolution options available to address the individual's concerns;
- support the complainant in taking any matter further (grievances or allegations);
- securely keep up to date information and documentation in support of the complainant.

The MPO does not investigate or resolve conflict or disputes. The MPO will be appointed annually by personal invitation from the Combined Management Committee within 1 month of the start of the Club year.

2.11 Amendments to the By-Laws

The School Council have the power to amend these by-laws.

The Great Southern Grammar Sport Advisory Committee and the Combined Sport Management Committee may recommend changes to these by-laws to the School Council for approval.

The Combined Sport Management Committee must provide notice to all Sport Clubs within two weeks of any changes to the by-laws.

Any amendments to the by-laws must be consistent with the values of Great Southern Griffin Club.

The by-laws must be available in an electronic format for any Sport Club, team or individual member to view at any time.

3 GREAT SOUTHERN GRIFFINS MEMBERSHIP

3.1 Responsible Body

Under these by-laws Great Sothern Grammar will no longer be overseeing the Club nomination and sport registration of teams.

All membership registrations and collection of fees will be overseen and administered by the Combined Sport Management Committee and Sporting Clubs through the use of sporting registration platforms (*i.e Revolutionise Sport, PlayHQ etc*). The School's Finance Department will continue to be utilised for account keeping, including the collection of funds and payment of expenditure.

3.2 Club Year

The Great Southern Griffins Sporting Club year shall commence 1 January and end 31 December.

3.3 Membership Period

The annual membership period shall commence on acceptance of the annual nomination and until 31 December of each year. Part membership will be considered, at the discretion of the Combined Management Committee.

3.4 Categories for Membership

The following Membership categories will exist within the Great Southern Griffins Sporting Club at any time:

1. **Player - Junior** Member (aged 17 years or under)
2. **Player – Senior** Member (aged 18 years or over)
3. **Coach Member**
4. **Volunteer Member** – includes Team Managers other volunteers and helpers
5. **Parent Member** – Parents/Guardians of players
6. **Community Member** – Members of the community, including sponsors, family members of players, etc/

Other membership categories may be considered by the Combined Sport Management Committee, at the request of a Sport Club, at an annual review only.

3.5 Great Southern Griffins Sporting Club Membership Nomination Process

There will be two Great Southern Griffins Sporting Club membership nomination periods aligning with winter and summer sport seasons and relevant school terms.

There are two streams of Great Southern Griffins Sporting Club membership nominations:

Stream One:

1. For junior students enrolled at Great Southern Grammar.
2. For parents of students enrolled at Great Southern Grammar or
3. Great Southern Grammar teachers or staff members.

Great Southern Griffins Sporting Club Nomination processes are to be made available on-line.

Stream Two:

This admission category acknowledges that the Club is an inclusive club, which 'welcomes and encourage participation, irrespective of age, ability or experience, to share in the benefits of our sports community.'

Griffins Sporting Club Membership Nominations shall be considered for:

1. Junior members, who are **not** currently enrolled at Great Southern Grammar, but who would like to be considered for membership.
2. Adult members (18 or over) who are **not** parents of students enrolled in Great Southern Grammar or are **not** staff or teachers
3. Former Great Southern Grammar students (18 or over)
4. Non-playing members, who are not students, parents of students or staff, but who would like to be considered for membership.

Nominations for Stream Two shall in the first instance, be considered by the Sport Club committee. Where concerns exist about a nomination it shall be referred to the Combined Sport Management Committee for consideration.

Each Sport Club committee shall advise the Combined Sport Management Committee of all Stream Two nominations received, accepted and rejected (specifying reason for rejection).

All members (including parents/guardians of junior players) will be required to sign and comply with the Great Southern Griffin Club Code of Conduct and all By Laws and rules set by the Club. All By-Laws will be available on-line for members to access.

All members must conduct themselves to the satisfaction of, and comply with all reasonable directives, from the Club.

In addition, all new members, as part of the membership nomination process will pay a year one membership fee, as set by the Combined Sport Management Committee, and reviewed from time to time. Payment of the nomination fee does not guarantee acceptance.

All nominations forms will specify that Great Southern Griffins Sporting Club may accept or reject nominations, that its decision is final and no correspondence will be entered into in respect of its decisions.

3.6 Fees

3.6.1 Fees

The Club will charge two separate fees consisting of:

1. **Great Southern Griffins Sporting Club Annual Membership Fee** – which covers registration, nomination fee (if required) and administration fee; and
2. **Sport/Seasonal Registration Fees** – which covers player and training fees, affiliation fees, uniform fees, insurance cover and any other fee required to be paid by the sport Club, on the behalf of the player.

3.6.2 Great Southern Griffins Sporting Club Annual Club Membership Fee

The Great Southern Griffins Sporting Club Annual Membership fee will be set by the Combined Sports Management Committee and will be announced at the start of the Club year.

The setting of the Great Southern Griffins Sporting Club Annual membership fee will take into account movements in the Consumer Price Index.

Once accepted to membership, the **Great Southern Griffins Sporting Club Annual Membership Fee** must be paid prior to the commencement of the first fixture, to be eligible to compete or be recognised as a Club member.

3.6.3 Sport/Seasonal Registration Fees

The Sport/Seasonal Registration Fees will include competition and training costs, affiliation fees – including any sport specific insurance cover, equipment usage, uniform hire fees and any other costs, as set out in advance.

The Sport/Seasonal Registration Fee will be set by the sport Club and every effort will be made to provide these at the start of the sport season. It will be different for different sport Clubs and

any financial adjustments or savings made by the sport Club may be incorporated annually into the Sport Registration Fee.

The Sport/Seasonal Registration Fee must be paid prior to the commencement of the first fixture, to be eligible to compete, and as determined by each Sport Club.

3.6.4 Discounted Fees

The Club may offer discounted fees for financial hardship cases. Such cases will be considered on a case-by-case situation as presented and agreed to by Combined Sports Management Committee and approved by the School Principal.

3.6.5 Late Fees

Any member who has not paid all monies due and payable by the start of the first fixture (unless alternate arrangements have been granted) will not be covered by any club insurances and shall have all rights immediately suspended. Additionally, the Club retains the right to advise the relevant sporting association and to decline any request for the individual to play for another sporting club, unless all outstanding fees/fines have been paid in full.

4 ELIGIBILITY FOR TEAM SELECTION

4.1 Junior Team Selection

Junior members are classified generally as players aged 18 or under, as set out in the Great Southern Griffin Club membership categories.

Great Southern Griffins Sporting Club respects the competition eligibility rules of the sport codes in which the sport Club is participating.

However, in broad terms Great Southern Griffins applies the following framework for its selection of players for teams:

1. At all times ensure the values of the Great Southern Griffins Sporting Club are followed, in particular the value of **Inclusion** – ‘to welcome and encourage participation, irrespective of age, ability or experience, to share in the benefits of our sports community.’,
2. Attempt to match players with others of their own ability to create even teams within divisions/grades, where-ever possible (e.g. if there are enough players have two teams in an age division),
3. Provide junior players with a **broad range of player positions and experiences**, where-ever possible (e.g. participating in different positions),
4. Strive to provide **playing time** which encourages and maximises participation and enjoyment during the season (e.g. encourage and support rotation, regardless of ability, win/loss ratio or ladder position),
5. Coaches should aim to have each player play **at least** 50% of game time, during the normal season,
6. Require players to attend training and competition fixtures. Individual sports may specify higher levels of training attendance, to be eligible for competitive team selection.
7. Ensure that all team members are encouraged and provided with opportunity to play in **any final series**, and

8. Consider **combining boys and girls** (under 12 and if sport specific and appropriate) on the same team, particularly if a team could not otherwise be fielded and if the rules have been modified.

4.1.1 Aged Based Guidelines for Team Selection

Coaches are encouraged to observe the following guidelines regardless of a player's ability.

Normal season: coaches should aim to have each player play at least 50% of game time,

The following is a guide for:

Pre-primary - Year 5 coaches:

1. players rotated through positions
2. aim even playing time spread across all players (50%)

Year 6-8 coaches:

1. more specific positions are being played,
2. even playing time spread across all players, becoming more competitive for starting positions

Year 9-12 coaches:

1. specific positions becoming more allocated,
2. higher level teams will be more competitive for starting positions
3. players should be informed of plans during training and not informed on game day

If coaches are planning on having players within the team starting from the sidelines due to a range of reasons, it would be good practice to inform the player prior to the game, so they know and expect it rather than being made aware in the day of the final, which may increase the emotional reaction, from players and parents.

4.1.2 Adult, Senior and Open Grades Team Selection

Great Southern Griffins Sporting Club respects the competition eligibility rules of the sport codes and competitions in which the Sport Club is participating.

However, in broad terms Great Southern Griffins applies the following framework for its selection of players for adult, senior or open teams:

1. An open and transparent process for the selection of team members and teams,
2. Team selection will be based on clear criteria that are communicated to all players prior to the season commencing,
3. Player selection decisions and team allocations will be based on a number of criteria including:
 - i. Player Performance,
 - ii. Commitment and attendance to training and competition,
 - iii. Aligning with and exemplifying the behaviours set out in the Club's values;
 - iv. Abiding by the clubs Codes of Conduct (on and off the field),
 - v. Financial membership of the Club;
4. Strive to provide **playing time** which encourages and maximises participation and enjoyment during the season (eg encourage and support rotation, regardless of ability, win/loss ratio or ladder position),
5. Require players to attend at least 75% of training and competition fixtures,

6. Ensure that all team members are encouraged and provided with opportunity to play in **final series, where possible and applicable.**

4.1.3 Team Selection Process – Pre-Season

Great Southern Griffins Sporting Club members shall be informed in advance, of the dates, locations and criteria for consideration for team selection, prior to the commencement of the season.

Note: Prior to selection, all nominations for membership to the Great Southern Griffin Club will have been through a rigorous assessment process, involving all sports and input from the Combined Sport Management Committee. This will mitigate the risk of incompatible people, who are not aligned to the Clubs values, playing for the Club.

Team selectors will be appointed by the Sport Clubs and be responsible for selection decisions pre-season.

Team selectors may refer to prior year's Coaches as part of the selection processes.

Each Sport Club shall ensure that there are at least 2 selectors nominated and available to consider team selections pre-season. In the case of a conflict of personal interest (e.g. parent, partner or family member), a selector will remove themselves from the selection process, and an alternative selector may be appointed.

The selection criteria will consider pastoral care as well as sport related factors. Accordingly, selection procedures for juniors will include consultation with Great Southern Grammar staff including Head of Sub-Schools and/or Head of Years.

The final decision on team selection will be made by each Sport Club.

Selectors may be approached to give general feedback and information about expected skill levels and expectations for team selection and performance.

4.1.4 Team Selection Process – During Season

Coaches will be responsible for all team selection decisions once the season commences.

To ensure players understand the team selection processes, criteria will be reiterated during the season and particularly prior to the start of any final series.

The coach may nominate a captain and vice-captain for any selected team, as determined by each Sport Club.

Concerns about team selection should be discussed with the coach in the first instance.

A formal written complaint to the Sport Club should be made if these concerns cannot be resolved and the player believes they not been treated in accordance with the Club values and Codes of Conduct.

The complaint, if unresolved, may be dealt with the Great Southern Griffins Tribunal, as set out in the Member Protection Policy and through the Dispute process,

5 SPORT SPECIFIC OPERATIONAL MATTERS

5.1 Sport Clubs

As a large and newly formed Club, it is important that the sport specific volunteer structures established are realistic, practical and supported.

The principles behind the individual Sport Clubs are:

1. to have 'more volunteers, doing less';
2. to work collaboratively and share resources;
3. to avoid duplication, where a shared approach could be applied;
4. to identify where GSG staff and resource support can assist; and
5. to be flexible to meet the varying size and operational needs of each sporting code.

Each Sport Club will **support and encourage sport delivery** – identifying and supporting players, creating teams, coordinating training and volunteer support

The Sport Club Committee shall report regularly to the Combined Sport Management Committee on its activities. This may be either in a formal report or by a Sport Club representative attending a meeting of the Combined Sport Management Committee to present a written or verbal report.

5.2 Sport Club Roles and Responsibilities

5.2.1 Committee Roles

Each Sport Club will be the contact point for their sport specific members and communicate directly with their affiliated regional and/or State Sports Association.

At all times, the Sport Club must recognise they are part of a larger combined community sport Club and all members must abide by the by-laws, policies and rules of the Great Southern Griffins Sporting Club.

At a minimum, each sport Club shall have at least four (4) volunteer committee positions as set out below:

1. **Sport Club Chairperson** – who is responsible for setting and maintaining communication and determining who will represent their Sport Club on the Combined Sport Management Committee. The Chairperson also Chairs and manages meetings and leads the Sport Club committee.
2. **Sport Club Committee Secretary/Communications** – who is responsible for being the conduit for communication to the Sport Club members, to liaise with the Great Southern Griffins Sporting Club Administrator and key stakeholders such as any affiliated organisation. The Secretary also maintains any meeting notes and reporting requirements and may be required to maintain specific club online information.
3. **Sport Club Committee Treasurer** – who is responsible for overseeing the annual Sport Club budget and any requests for expenditure or income to the Combined Management Committee. They ensure accurate sport registration fees are determined and communicated to the Great Southern Griffins Sporting Club Administrator within agreed timelines. They regularly report to the Combined Sport Management Committee on the income and expenditure of the Club. The level of financial delegation shall be determined on an annual basis, as part of annual budget by the Combined Sport Management Committee. The Sport Club Committee Treasurer shall ensure delegations are observed.
4. **Sport Club Grading Committee Coordinator/Registrar** – who is responsible for collation of individual players and team nominations, and gradings information. They

would work closely with the Administrator to ensure all player details, registrations and gradings information is correctly recorded.

Each Sport Club will determine its own gradings processes and responsibilities.

5.2.2 Additional Volunteer Roles

Depending on the size of the Sport Club, a range of other volunteer positions may be established. Each Sport Club can determine what additional positions are required, to support the delivery of the club activity and help to 'share the load'.

Additional volunteer positions to support the delivery of the sport club activity could include the following:

- Umpire Coordinator
- Uniform Coordinator
- Equipment Coordinator
- Volunteer Coordinator
- Coach Coordinator
- Team Managers

5.2.3 Casual Vacancies

The Committee shall have power to co-opt and to fill its casual vacancies.

5.3 Sport Club Meetings

5.3.1 General Meetings

There shall be at least three general meetings in each year. General meetings can also be called by a minimum of four members in writing.

A quorum shall consist of three members, one of whom must be a role identified at section 5.2.1.

The Sport Club shall by resolution carried by 75% of the members present and voting at a general meeting have power to remove any member of the Sport Club from office provided the member shall have been given 14 days' notice of the motion for his or her removal. The Combined Sports Management Committee by majority resolution shall have power to remove a member from office of the Sport Club Committee where that member is acting in a manner inconsistent with the aims and objects of the Association.

The Combined Sports Management Committee may wind up a Sport Club at a general meeting of members on the grounds of insufficient interest from the members in that activity.

5.3.2 Annual General Meeting

Sub Committees are not obliged to hold Annual General Meetings. However, the term Annual General Meeting (AGM) will be used to describe a meeting where Committee appointments are made.

An AGM of the members of the Sport Club is to be held within eight weeks following the conclusion of the season/period of activity for the sport, or in February if the activity is not seasonal. The Sports Club Chairperson and Sport Club Treasurer shall present their reports. A quorum at an AGM shall be five members.

At each AGM:

- All committee positions will be declared vacant and an election for these positions will be held.
- If the AGM so resolves, the number of members serving on the Sport Club for the ensuing year may be increased.

5.3.3 Minutes

Minutes of the meetings of the Sports Club shall be promptly circulated to members of the Sports Club and confirmed minutes be circulated promptly to the Combined Sport Management Committee.

5.4 Honorariums

The sustainability of the Club relies on the unpaid work of volunteers and values their contribution highly. Almost every role at the Club is undertaken on a volunteer basis.

In order to meet the Club's strategic objectives and to ensure the ongoing operations and success of the club there are certain roles that the Combined Sports Management Committee may agree, with the Principal's approval, are to receive a financial reward.

Roles that may be considered for honorariums:

- Treasurer (Club level)
- Administrator/Secretary (Club level)
- Division 1 Coach

An honorarium is an honorary payment made without obligation in recognition of an individual's service. The honorarium should not provide an individual with a sizeable or significant personal benefit.

The Club will follow a transparent, documented and approved process in determining and allocating honorariums.

6 FINANCIAL MANAGEMENT

6.1 Financial year

The Club's financial year will be the period of 12 months commencing on 1 January and ending on 31 December of each year.

6.2 Source of funds

The funds of the Club may be derived from membership fees, registration fees, levies, donations, sponsorship, fundraising activities, grants, interest, uniform, equipment and merchandise sales and any other sources approved by the committee.

6.3 Control of funds

The Club must open an account in the name of the Club with a financial institution from which all expenditure of the Club is withdrawn and into which all funds received by the Club are deposited.

Expenditure on behalf of the Club is to be approved in accordance with the Delegated Authority Policy. Expenditure under one thousand dollars can be approved by Sporting Group Chairperson,

Sporting Group Treasurer, Director of Sport or GSG School Accountant. Expenditure over one thousand dollars must be approved by the Director of Sport, Business Manager or Principal.

All funds of the Club must be receipted in accordance with the School's Revenue and Receivables Policy.

The School may, at its discretion, allocate to the Club expenditure relevant to the administration, governance and or operation of the Club.

6.4 Reimbursements

The Club does not reimburse any members, volunteers or officials for costs of travel or out-of-pocket expenses unless they have been pre-approved by the Combined Sports Management Committee.

6.5 Financial reports

Financial reports will be prepared by the Club Treasurer and provided on a bi-annual basis or a more frequent basis as requested by the Sport Club Chairperson.

6.6 Auditor

As the club is aligned under Great Southern Grammar School Incorporated, it's financial records will be audited by the School appointed Auditor during the audit of the School.

7 COMPLAINTS, DISPUTES AND PENALTIES

7.1 Complaints

Our Club takes all complaints about on and off-field behaviour seriously. Feedback can be registered on the Griffins [website](#).

Our Club will handle complaints through the Member Protection Policy, based on the principles of procedural fairness, and ensure:

- a. all complaints will be taken seriously,
- b. the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations,
- c. irrelevant matters will not be taken into account,
- d. decisions will be unbiased, and
- e. any penalties imposed will be reasonable
- f. initial complaints will be handled by the Member Protection Information Officer (MPIO)
- g. the complaint is handled within 3 working days, initially by the Great Southern Griffins Tribunal.
- h. in addition, complaints made during game and/or competition time must also be directed to the relevant Sport Association's Complaints Officer and follow due process.

More serious complaints shall be escalated by the Great Southern Griffins Sporting Club to the Great Southern Grammar Sport Advisory Committee and the Great Southern Grammar School Council as set out in the Disputes Resolution Flow Chart.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then the Club shall report the behaviour to the police and the Great Southern Grammar School Principal.

7.2 Complaint Handling Process

When a complaint is received by our Club, the Chairperson or MPIO will:

- a. listen carefully and ask questions to understand the nature and extent of the concern;
- b. ask the complainant how they would like their concern to be resolved and if they need any support;
- c. explain the different options available to help resolve the complainant's concern;
- d. take accurate notes of the complaint, verify with the complainant that the details have been accurately recorded and provide the complainant with a copy of the record of the complaint;
- e. inform the relevant authorities and/or police, if required by law to do so; and
- f. where possible and appropriate, maintain confidentiality but not necessarily anonymity.
- g. All written records of the complaint will be maintained in a secure location and retained for a minimum of 12 months or until the complaint has been resolved, whichever is the greater.

Once the complainant decides on their preferred option for resolution, the Club will assist, where appropriate and necessary, with the resolution process. This may involve:

- h. bringing all the people involved in the complaint together to talk objectively through the problem (this could include internal or external mediation),
- i. gathering more information (e.g. from other people that may have seen the behaviour),
- j. referring the complaint to the Combined Sport Management Committee in the first instance or to the Great Southern Grammar Sport Advisory Committee and the Great Southern Grammar School Council if the matter is a serious or criminal complaint,
- k. seeking advice from our governing body (Great Southern Grammar School Council) and/or from an affiliated sport organisation (e.g. State Sporting Association) or key government agency.

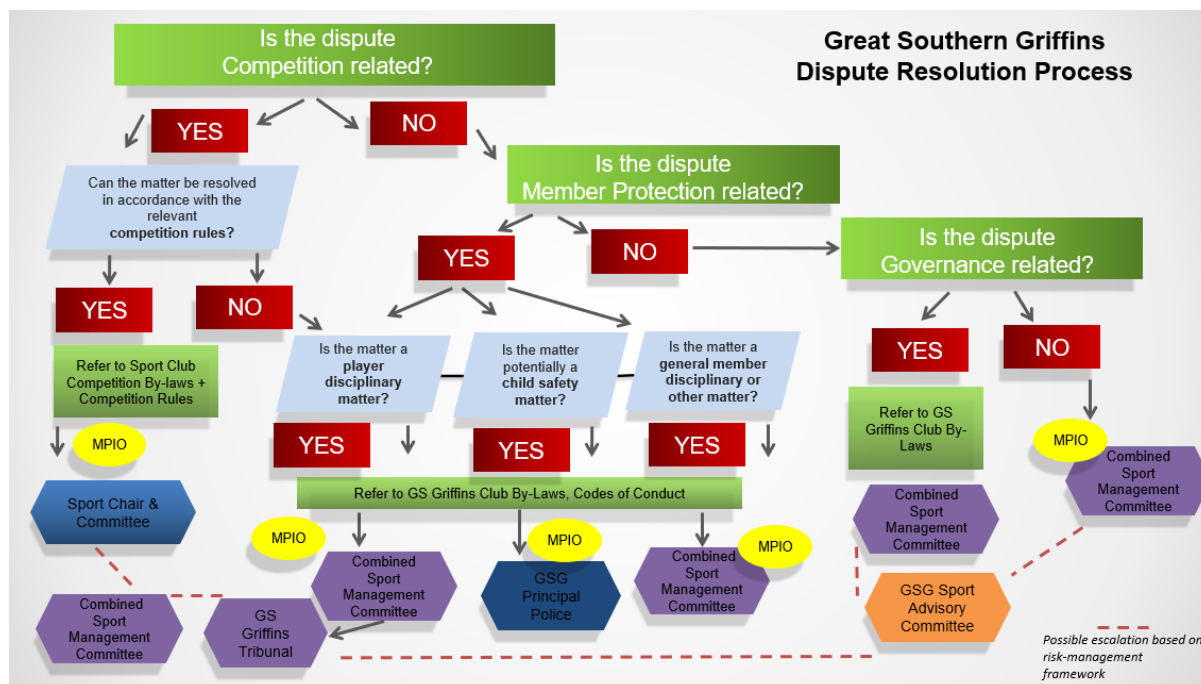
In situations where a serious or criminal complaint is referred to the Great Southern Grammar Sport Advisory Committee and the Great Southern Grammar School Council and an investigation is conducted, the Club will:

- l. co-operate fully with the investigation,
- m. where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- n. act on any actions or recommendations promptly.

7.3 Disciplinary Sanctions, Penalties and Fines

Our Club may take disciplinary action against anyone found to have breached our Member Protection Policy or made false and malicious allegations. Any disciplinary measure, penalty or fine imposed must:

- a. be fair and reasonable,
- b. be based on the evidence and information presented and the seriousness of the breach,
- c. be determined as set out in these by-laws, the rules of the game and/or the Great Southern Grammar constituent documents, depending on the nature of the breach; and
- d. be applied consistent with any contractual and employment rules and requirements (if appropriate).



7.3.1 Possible Sanctions

Possible sanctions that may be taken include:

- a direction that the individual makes verbal and/or written apology,
- a direction that the individual to undertake and complete a course (such as those offered by Play by the Rules),
- counselling of the individual to address inappropriate behaviour,
- withdrawal or removal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our Club,
- suspension or termination of membership, participation or engagement in a role or activity,
- de-registration of membership for a period of time or permanently,
- a fine; or
- any other form of discipline that our Club considers reasonable and appropriate.

7.4 Forfeits and Non-Attendance

The forfeiting of matches is actively discouraged and is contrary to the Club's values.

7.4.1 Forfeit Notification

It is recognised from time to time, there may be exceptional reasons for teams and/or players to forfeit a match.

Where it is unavoidable, the Team Manager must:

1. Observe Sport Association procedures and advise of the forfeit as soon as practical, AND
2. Advise the Chair of the sport Club, citing the unavoidable reason/s for forfeit.

Any team that forfeits, two or more matches within a season will be reported to the Combined Sport Management Committee and may face disciplinary action.

7.4.2 Non-Attendance

Players who consistently miss training and fixtures put an unfair burden on their team and coach. In general, any sport registration fees already paid will be retained and is non-refundable.

However, under exceptional circumstances consideration will be given for the reimbursement of all or part of a sport registration fee, on a case-by-case basis as determined by the relevant sport club committee.

8 SPONSORSHIP, CLUB IDENTITY & BRANDING

8.1 Sponsorship

8.1.1 Introduction

A key component of the strength of the Club is its ability to safeguard and manage the Club's funds, ensure financial sustainability, and maintain the integrity of our membership base. Sponsorship and fundraising arrangements must be carried out in an ethical manner, align with the purpose and values of our Club, and be coordinated to gain the maximum benefit to the Club and its members.

All sponsorship enquiries should be directed to the Great Southern Griffins Sponsorship Document on the Griffins website ([Sponsorship Opportunities - Great Southern Griffins](#))

8.1.2 Guiding Principles

The Great Southern Griffins Sporting Club guiding principles that shape the relationship with sponsors are:

- a. We will not enter into any sponsorship or partnership with any business or organisation where this may jeopardize the financial, legal or moral integrity or adversely impact upon the Clubs standing and reputation in the community.
- b. We will not enter into any sponsorship or partnership with any business or organisation without first seeking approval from the Great Southern Grammar Sport Advisory Committee.
- c. All sponsorship agreements must be consistent with the purpose and values of the Club.

8.1.3 Sponsorship Agreements

All sponsorship agreements involving the Great Southern Griffins Sporting Club members, players and activities must be approved in writing by the Sport Management Committee, prior to any written agreement being undertaken.

Sponsorship agreements will be reviewed annually, or at the end of a written sponsorship agreement.

8.1.4 Sport Club Fundraising

Sport Club fundraising shall be the responsibility of each individual sport Club, and in support of any specific sport Club approved activity or initiative.

All fundraising must have the prior approval and endorsement of the Combined Sport Management Committee as recorded in their meeting minutes.

Each sport Club Chairperson (or delegate) will report additional fundraising to the Combined Sport Management committee on a quarterly basis.

All fundraising income is to be collected and receipted by the Club Treasurer.

A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to the Great Southern Griffins.

Fundraising activities should not be undertaken if they will expose the Club to significant financial risk.

8.2 Club Colours and Uniforms

Great Southern Griffins has a strong alignment with Great Southern Grammar and has adopted their colours of red, white and blue as part of our club uniform.

The Griffins logo has been approved as the Club's emblem and is to be incorporated into all future branding, to be determined.

All uniforms contain a watermark of original artwork to represent Connection to Country.

"The big circles with little circles around them represent a meeting place. This signifies the fish traps, the paperbark land, and the camping grounds that used to be where our school is now built. The big dots and smaller dots around them are stars. This signifies the stars we have playing for our Griffins sporting club. The squiggles in between these designs represent the Kalgan and King Rivers that surround our school, as well as the fish traps down the river."

Paige Narkle 2022

All club members are required to wear the club uniform when representing the club in community sport competition.

A style guide has been developed to assist independent sporting committees with a template in which to help with uniform consistency, branding yet flexible to be sport specific and cater to the needs of the participants undertaking such sports.

9 COMMUNICATION

9.1 Introduction

This policy provides a framework and guidelines for how Great Southern Griffin members can use all forms of media confidently and responsibly, in accordance with Griffin Club values.

In circumstances where guidance has not specifically been given, we require members use common sense and/or seek advice from any of the Combined Sport Management Committee members before taking risky actions, which may cause individual members, Griffins Sporting Club or Great Southern Grammar School reputational risk.

9.2 Responsibility

Great Southern Combined Sport Management Committee is responsible for the overall management and oversight of all Griffin Club communication and use of media.

The Great Southern Griffins shall use a variety of media platforms to engage with existing and potential members, supporters and stakeholders. At the same time, a professional balance must

be struck which avoids placing the Griffin Club or Great Southern Grammar School's reputation at risk.

Each year the GS Griffin Club Sport Management Committee will delegate to the Administrator and delegated Sport Club representatives to coordinate the management of media, communication and promotions.

9.3 Social Media

9.3.1 Introduction

Social Media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a large member-based Club, Great Southern Griffins recognises the benefits of social media as an important tool of engagement for its members and the broader community.

It is important that Great Southern Griffins maintains its reputation and it is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the Club.

9.3.2 Definitions

Any internet-based tool that can be used to publish or share information and opinions counts as social media. There are a huge number of such tools, with examples including:

Facebook, Twitter, LinkedIn, YouTube, Instagram, Pinterest, Yammer, Reddit to name a few.

It also includes Blogs, any website which allows comments and personal websites which allow visitor comments and feedback.

9.3.3 Guiding Values

The GS Griffin Club's guiding values that shape the Social Media Policy include:

- **Integrity:** the Griffins Club will not knowingly post incorrect, defamatory or misleading information about its own work, the work of other organisations, or individuals. In addition, it will post in accordance with the Member Protection Policy.
- **Professionalism:** the Griffins Club's social media represents the organisation as a whole and should seek to maintain a professional and uniform tone. The Combined Sport Management Committee, Administrator and ratified Sport Club representatives may, from time to time and as appropriate, post on behalf of the Griffins Sporting Club using its online profiles, but the impression should remain one of a singular organisation rather than a group of individuals.
- **Information Sharing:** the Griffins Club encourages the sharing and reposting of online information that is relevant, appropriate to its aims, and of interest to its members.

The Great Southern Griffins should seek to grow its social media base and use this to engage with existing and potential members, supporters and stakeholders. At the same time, a professional balance must be struck which avoids placing the Griffin Club or Great Southern Grammar School's reputation at risk.

9.3.4 Six things we stand by in Social Media

1. Social media is a good thing and can be a powerful tool, when used responsibly;

2. Social media is part of our lives, it is for everyone and no-one should be discouraged from taking part in it, but they should be encouraged to use it wisely.
3. The lines between personal comment and comment as a Griffin Club member can easily get blurred
4. If other people think you are speaking as a Griffin Club member or Sport representative you are – even if you think you're not.
5. Once something is said online, it's in the public domain and can't be 'unsaid'. Think carefully before commenting.
6. Social media is not anonymous – information can be traced back to individual members.

9.3.5 Responsibilities

Each year the GS Griffin Club Sport Management Committee will delegate to the Administrator and delegated Sport Club representatives to coordinate the social media management.

All social media and website administration and contributors speaking on behalf of the Griffin Club must be authorised by the Combined Sport Management Committee.

The following principles are specifically applicable to those who been authorized to speak on the Griffin Club's behalf through the use of the official social media accounts:

- Authorised representatives must be financial members of the Club
- Club related information must be released through the Clubs official social media accounts
- Social media should not be used for the promotion or advertisement of businesses that are not considered a partner or sponsor. This includes but is not limited to club members personal businesses or branding;
- Communications must not endorse or promote any product, opinion or political candidate; and
- Communications must be in line with Griffin Club branding and policies.

It is the duty of everyone who is affiliated with the Club to alert the Combined Sport Management Committee and/or Administrator to any inappropriate content they may come across.

9.3.6 Non-Compliance

Any member found to have sent inappropriate communication, uploaded inappropriate website content or engaged in blogs or discussions that harass, offend, intimidate another member or bring the Club into disrepute shall face disciplinary action.

Any member publishing false or misleading comments about another person in the public domain (eg Facebook) may be liable for defamation.

Club members who fail to comply with this policy may be the subjects of disciplinary action including termination of membership as well as prompt action to remove the offending material.

Breaches of this policy by club members will be dealt with in accordance to Griffin Club Code of Conduct and Member Protection Policy.

Where possible, Griffin Club will continue to monitor the use of its social media to ensure compliance with this policy; and

Griffin Club will not be held liable for the acts and omissions of club members in breach of this policy.

10 OTHER MATTERS

Nil.

11 DEFINITIONS

Member	In the context of these By-Laws, a member is a member of the Great Southern Griffins Sporting Club
School	Great Southern Grammar School Incorporated