

**Maitland
Touch
Association
Incorporated**

Rules of Association

4th Edition (July 2021)



Est. 1976

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Author

Whilst a workshop was conducted to discuss this booklet, the original author and editor was Mr Beau Newell of New South Wales, Australia.

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Document Version Control

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K.DAVIES <small>Administrator</small>		July 2021	As required

Acknowledgements

- New South Wales Touch Association (NSWTA) – www.nswtouch.com.au
- Touch Football Australia (TFA) – www.austouch.com.au
- New South Wales Government Office of Sport – www.sport.nsw.gov.au
- New South Wales Government Fair Trading – www.fairtrading.nsw.gov.au
- Australian Sports Commission (ASC) – www.ausport.gov.au
- NSW Sport & Event Management – www.nswsem.com.au
- NSW Hunter / Western Hornets Touch Association – www.hornetstouch.com.au

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Introduction

The Maitland Touch Association (MTA) Rules of Association booklet is divided into three parts:

1. Roles and Responsibilities
2. Policies and Procedures
3. Constitution

The purpose of this booklet is to guide and assist members of the association in the decision making and general day-to-day running of the club.

In addition, the information and guidelines within assist the committee of the Association to make informed decisions with regards to operations, personnel, judicial matters and more.

Adjustments

The Rules of Association booklet is a living document, meaning that it should be kept up to date with current standards, trends and various other areas to ensure the growth and development of the association.

In addition, adjustments may need to be made in accordance with touch football's governing bodies New South Wales Touch Association (NSWTA) and Touch Football Australia (TFA) or even by local, state or federal government authorities.

Adjustments to the Roles and Responsibilities and Policies and Procedures sections of this booklet can be made at any general meeting of the association, by Notice of Motion. Each item must be recorded in the minutes of the meeting and filed accordingly. The motion will then be added/adjusted to these sections, as directed by the committee, and a new edition of the Rules of Association will then come in to affect, with the appropriate changes made.

Each edition of the Rules of Association should record the appropriate edition number and date of being published at the bottom (footer) of each page.

Any adjustments to the Constitution can only be made by special resolution at an Annual General Meeting (AGM) of the association. Unlike the Roles and Responsibilities and Policies and Procedures, any change to the Constitution must be in accordance with the guidelines and rules set out in the Constitution, as well as per State and Federal legislation.

Australian Business Number (ABN)

The ABN for Maitland Touch Association Incorporated is: **96 872 162 281**

Incorporation Number

The Incorporation number for Maitland Touch Association Incorporated is: **Y1007902**

Roles and Responsibilities

Recruitment and Retention

When looking to recruit or retain committee members, office bearers and/or volunteers, the MTA committee should meet to discuss the areas of which it needs assistance. The committee can create its own strategies in these areas; however, it is appropriate to contact our representative from NSWTA and ask for assistance or ideas. In addition, the Australian Sports Commission and NSW Government Office of Sport also have guides on how to recruit and retain people.

Elections

Each role (Office Bearer) in this section of the Rules of Association is an elected position, meaning that an individual must nominate for a position. These elections are done at an Annual General Meeting (AGM) of the association, in accordance with the associations Constitution. If a position is not filled at an AGM, then the association must call for a nomination of casual vacancy, until the position is filled, in which the newly elected individual will carry out that role until the next AGM or following AGM if it is in the first year of a bi-annual position.

Bi-annual AGM Elections

President (Even Years)
Senior Vice President (Odd Years)
Junior Vice President (Even Years)
Treasurer (Odd Years)
Secretary (Even Years)

Annual AGM Elections

General Committee Members
Director of Referees
Director of Coaching
Director of Selectors
Judiciary Chairperson
Public Relations Officer
Competition Supervisors
*Public Officer (NSW Fair Trading Requirement-see description)

Child Protection

MTA abides by all relevant child protection policies set down by TFA and NSWTA. In addition, all members agree to abide by current state and federal legislation concerning working with children, and/or associated laws. It is the responsibility of everyone to familiarise themselves with these laws. As such, all MTA office bearers, committee, volunteers, official referees, representative coaching staff, selectors, administrators, officials or individuals requested by the Executive, are to complete a Working with Children declaration and may be subject to a Working With Children check.

Declarations must be completed as soon as possible after a member is elected for a position within the association. Renewal of Working with Children declarations are done by the member when advised by the NSW Government Office of the Children's Guardian expiry has occurred. Working with Children numbers are kept in a register and held for the appropriate time. Recommended time frame for filing is 7 years.

Honorariums

Various positions within the association may have honorarium payments. An honorarium is an ex-gratia payment made to a person for their services in a volunteer capacity. These payments are made at each AGM of the association.

Not all positions may have an honorarium. Only those specified in their role descriptions. The committee reserve the right to adjust, alter, delete or adopt new honorariums at any general meeting of the association, in accordance with the association Constitution.

The General Committee

1. Is to ensure the smooth running of the competitions, in accordance with the Rules of Association.
2. Is also expected to carry out all procedures and ensure that all association members adhere to the policies and rules as set out in the Rules of Association booklet and by the Board.
3. Will carry out tasks as directed by the Board.
4. Should consist of no less than eight individuals (including any/all elected and appointed Board Members).
5. Can add additional members to the committee at any general committee meeting of the association.
6. Are entitled to one vote only at a general committee meeting of the association (committee members with Office Bearer positions are still only entitled to one vote at a general meeting). It should be noted no person can have multiple votes at a general meeting of the association, except the Chairperson if exercising a casting vote and except in the case of an AGM, whereby the clauses in the Constitution will apply).

Term of Appointment: 1 year

Time commitment required: Approximately 2hrs per week during seasons and any general meetings.

Public Officer (as per NSW Fair Trading and Associations Incorporation Act 2009)

1. Is the official point of contact for an incorporated association and one of the authorised signatories.
2. A committee member, an ordinary member or a person outside the association may hold the position of Public Officer.
3. Must be over 18 years of age and reside in New South Wales. An association's incorporation may be cancelled if the Public Officer does not comply with these requirements.
4. Duties include:
 - a. Notifying NSW Fair Trading of any change in the association's official address within 28 days.
 - b. Collecting all association documents from former committee members and delivering the documents to the new committee member.
 - c. Returning all association documents to a committee member within 14 days, upon vacating office.
 - d. Lodging an annual summary of financial affairs, with the prescribed fee, within 1 month of the association's annual general meeting.
 - e. Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible.
 - f. Custody of any documents as required by the Constitution.

Term of Appointment: 1 year

Administrator

1. Coordinate the day-to-day operations and running of the association.
2. Liaise directly with the MTA executive on all on-going matters and business.
3. Coordinate the fixture generation for all park competitions, utilising the system mandated by the association.
4. Upload all competition results to website, utilising the system mandated by the association.
5. Administer updates, news articles and other information on the MTA official website.
6. Liaise with President on all sponsorship/partnership agreements and ensure that all duties are carried out by relevant members.
7. Maintain an up-to-date membership database utilising the system mandated by the association.
8. Liaise with Competition Supervisors on all wet-weather decisions and ensure any cancellations are publicised adequately.
9. Provide Director of Referees with appropriate cards/sign-on sheets and other items as required for the park competitions.
10. Liaise with NSWTA on all affiliation matters and ensure all information required is supplied to NSWTA by the requested deadlines.
11. Attend to filing and follow-ups on any incident, injury or other reports and ensure correct protocol (internal or external) is followed.
12. Liaise with Maitland City Council where directed by the President on any matter concerning the playing fields.
13. Liaise with the Public Relations Officer to ensure adequate advertising, marketing and public relations are used to promote all competitions and other events, as per committee request.
14. Attend to all filing, where required and ensure adequate records are kept for legal purposes or otherwise.
15. Attend all committee meetings, where possible and provide guidance and support with decision making etc.

NB. Under NSW Fair Trading laws, a paid employee (ie Administrator) does not have voting rights at meetings, unless that individual may also be a team delegate, in which case correct protocol must be followed as per the Constitution and Rules of Association.

16. Liaise with the Representative Coordinator to ensure all documents, payments and policies are completed and carried out within the required timeframes.
17. Supervise and coordinate the adjustments and alterations to the Rules of Association booklet, in accordance with policies and Constitution.

Term of Appointment: As agreed to by the committee.

Special Notes: The Administrator is traditionally a paid employee of the association; however, the committee have the right to contract out, or distribute responsibilities to other office bearers or members of the association.

President (Chairperson – Director 1)

The President is the principal leader of MTA and has overall responsibility for the MTA administration and operations.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings. The President is one of four Elected Board Members, as per the Constitution.

Responsible To

The President is elected by the MTA voting rights members at the Annual General Meeting and responsible for representing the views of the MTA members.

Responsibilities and Duties

The President should:

- Attend and manage all general committee and/or executive meetings.
- Manage the annual general meeting.
- Represent the club/group at local, regional, state and national levels.
- Act as a facilitator for club/group activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Oversee all/any disputes between all members of the association, as well as external bodies.
- To ensure all roles and responsibilities are filled and everyone is adhering to their duties.
- Liaise directly with the Administrator on all business operation items, to ensure the smooth running of the association as per the rules of association and Constitution.
- Entitled to one vote only at a Board Meeting and/or General Meeting of the Club and/exercise a casting vote as per the Constitution, if needed.
- Each Board Member is to rotate minute taking responsibilities at all Board and General Meetings, as agreed upon by the majority.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the Constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all MTA members.

Term of Appointment: The President is appointed for a 2 year term (even years, ie 2012, 2014 etc)

Time commitment required: The estimated time commitment required as the President is 3 hours per week.

Honorarium: \$500.00 per annum

Vice President (Director 2)

The Vice President is predominantly the second in charge, after the President. However, they also play a strong role within group and executive decisions to ensure the future wellbeing of the association. The Vice President is one of four Elected Board Members, as per Constitution.

Responsible To

The Vice President is directly responsible to the President and members of MTA.

Responsibilities and Duties

The Vice President should:

- Assist the President with all tasks detailed in the President's job description.
- Work closely with volunteer recruitment, training and retention of members.
- In the absence of the President, fulfil President's role and job description.
- Must attend all Board and general meetings.
- In the absence of the President, chair all meetings in accordance with the rules of association. This includes having the casting vote upon deadlocks (as per Constitution).
- Entitled to one vote only at a Board Meeting and/or General Meeting of the Club.
- Each Board Member is to rotate minute taking responsibilities at all Board and General Meetings, as agreed upon by the majority.

Knowledge and Skills Required

Ideally a Vice President is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.

Term of Appointment: The Senior Vice President is appointed for a 2 year term (odd years, ie 2013, 2015 etc)

Time Commitment Required: The estimated time commitment required as Vice President is 2 hours per week.

Honorarium: \$150.00 per annum

Technical Director (Director 3)

The Technical Director primarily oversees aspects involving technical attributes. These include Referees, Selectors, Coaches and Representative commitments. They are also considered to be third in charge, after the Vice President. However, they also play a strong role within group and executive decisions to ensure the future wellbeing of the association. The Technical Director is one of four Elected Board Members, as per Constitution.

Responsible To

The Technical Director is directly responsible to the President and members of MTA.

Responsibilities and Duties

The Technical Director should:

- Liaise with the relevant directors (Referees, Selectors, Coaching) in all facets of their position descriptions and ensure all duties are met.
- Invite presenters to deliver technical courses on a regular basis to aid development of the club.
- Assist the President with all tasks detailed in the President's job description and attend all Board and general meetings.
- Liaise regularly with the Director of Coaching to ensure all representative issues are communicated with the executive on all accounts.
- Assist with recruitment and recommendation of coaching staff to suitable roles.
- Along with the Director of Referees, assist with the recruitment of representative referees for relevant events.
- Ensure all representatives of the club follow any policies or codes of behaviour for each event, including MTA's own Member Protection Policy.
- Assist with any other duties as directed by the President and/or executive of MTA.
- In the absence of the President and Vice President, chair all meetings in accordance with the rules of association. This includes having the casting vote upon deadlocks (as per Constitution).
- Entitled to one vote only at a Board Meeting and/or General Meeting of the Club.
- Each Board Member is to rotate minute taking responsibilities at all Board and General Meetings, as agreed upon by the majority.

Knowledge and Skills Required

Ideally a Technical Director is someone who:

- Has a minimum of a Play by the Rules Certificate.
- Can communicate well and has good understanding of the overall touch football rep system.
- Can communicate effectively, has good interpersonal skills and is positive and enthusiastic.
- Has a good understanding of the game of touch and its trends.
- Is well organised.

Term of Appointment: The Technical Director is appointed for a 2 year term (even years, ie 2012, 2014 etc)

Time Commitment Required: The estimated time commitment required as Technical Director is 2 hours per week

Honorarium: \$150.00 per annum

Finance Director (Director 4)

The Finance Director is the chief financial officer for the MTA. The Finance Director is one of four Elected Executive Board Members, as per Constitution.

Responsible To

The Finance Director is directly responsible to the President and members of MTA.

Responsibilities and Duties

The Finance Director should:

- Prepare a budget and monitor it carefully, in liaison with the Administrator.
- Keep the club's books up to date.
- Keep a proper record of all payments and monies received in liaison with the Administrator.
- Must attend all meetings.
- Make sure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit in liaison with the Administrator and/or President.
- Give Finance Director's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay all invoices.
- Entitled to one vote only at a Board Meeting and/or General Meeting of the Club.
- Each Board Member is to rotate minute taking responsibilities at all Board and General Meetings, as agreed upon by the majority.

Knowledge and Skills Required

Ideally the Finance Director is:

- Well organised.
- Able to allocate regular time periods to maintain the books.
- Able to keep good records.
- Able to work in a logical orderly manner.
- Aware of information, which is needed to be kept for the annual audit.

Term of Appointment: The Finance Director is appointed for a 2 year term (odd years, ie 2013, 2015 etc)

Estimated Time Commitment Required: The estimated time commitment required as Finance Director is 3 hours per week.

Honorarium: \$200.00 per annum

Director of Referees

The Director of Referees is responsible for the human resource planning, recruiting, selection, training and recognition of MTA club Referees.

Responsible To

The Director of Referees is directly responsible to the President, Technical Director and members of MTA.

Responsibilities and Duties

The Director of Referees should:

- Liaise with the Technical Director on all referee matters, concerns and activities.
- Assess the Refereeing needs for the club for general running and special events.
- Recruit and recommend the appointment of Referees to suitable roles.
- Organise the orientation, accreditation and the induction of Referees.
- Organise Referee rosters and appointments on all competition nights.
- Organise all representative referee commitments for tournaments and events, as directed by the Board.
- Identify and organise the training and education opportunities for Referees.
- Ensure all Referees are recognised for their efforts.
- Attend all general committee meetings, where possible or if requested.
- Submit regular reports to the club committee.
- Entitled to one vote only at a General Meeting of the Club.

Knowledge and Skills Required

Ideally a Director of Referees is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.
- Is a minimum of a Level 2 TFA (touch) badged referee.
- Preferably has an Accredited Referee Coaching qualification.

Term of Appointment: The Director of Referees is appointed for a 1 year term.

Estimated Time Commitment Required: The estimated time commitment required as Director of Referees 4 hours per week.

Honorarium: \$200.00 per annum

Director of Coaching

The Director of Coaching is responsible for the human resource planning, recruiting, selection, training and recognition of MTA's representative Coaches.

Responsible To

The Director of Coaching is directly responsible to the President, Technical Director and members of the MTA.

Responsibilities and Duties

The Director of Coaching should:

- Liaise with the Technical Director on all coaching matters, concerns and activities.
- Assess the coaching needs for the club, rep teams and special events.
- Recruit and recommend the appointment of coaching to suitable roles.
- Organise the orientation, accreditation and the induction of coaches.
- Identify and organise the training and education opportunities for coaches.
- Ensure all coaches are recognised for their efforts.
- Attend all committee meetings, where possible or if requested.
- Submit regular reports to the club committee.
- Entitled to one vote only at a General Meeting of the Club.

Knowledge and Skills Required

Ideally a Director of Coaching is someone who:

- Has a minimum of a Level 1 Touch Coaching Certificate.
- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.
- Has a good understanding of the game of touch and its trends.

Term of Appointment: The Director of Coaching is appointed for a 1 year term.

Estimated Time Commitment Required: The estimated time commitment required as Director of Coaching is 30min per week. Additional time may be required in the lead up to events, and coaching selections.

Director of Selectors

The Director of Selectors is responsible for the human resource planning, recruiting, assortment, training and recognition of MTA's representative Selectors.

Responsible To

The Director of Selectors is directly responsible to the President and members of the MTA.

Responsibilities and Duties

The Director of Selectors should:

- Liaise with the Technical Director on all selecting matters, concerns and activities.
- Coordinate the allocation of adequate selectors for representative trials and talent identification (if required)
- Assess the selectors needs for the club, rep teams and special events.
- Identify and organise the training and education opportunities for selectors.
- Ensure all selectors are recognised for their efforts.
- Attend all committee meetings, where possible or if requested.
- Submit regular reports to the club committee, or as directed.
- Entitled to one vote only at a General Meeting of the Club.

Knowledge and Skills Required

Ideally a Director of Selectors is someone who:

- Has a minimum of a Level 1 Selectors Certificate.
- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.
- Has a good understanding of the game of touch and its trends.

Term of Appointment: The Director of Selectors is appointed for a 1 year term.

Estimated Time Commitment Required: The estimated time commitment required as Director of Selectors is 30min per week. Additional time may be required in the lead up to events.

Hearings and Grievance Officer

The Hearing and Grievance Officer responsible for the overall coordination of judicial hearings, disciplinary matters and grievance matters of all players, referees, coaches and members of MTA.

Responsible To

The Hearing and Grievance Officer is directly responsible to the President and members of the MTA.

Responsibilities and Duties

The Hearing and Grievance Officer should:

- Carry out judiciary hearings where necessary in accordance with the MTA, NSWTA and TFA Judicial guidelines and policies.
- Advise all persons involved in a hearing of their requirement and rights of attendance.

Knowledge and Skills Required

The judiciary chairperson does not have to be involved in the association, nor do they need to have a good knowledge of the game. They do however need to be an un-biased representative and have no conflicts of interest within any aspect of the club. Ideally, people who fit this role are local lawyers, police officers or experienced individuals with coordinating judicial matters. They can even be sourced from the players in the local competition and have no prior involvement with MTA apart from participating. Guidance should also be sought from NSWTA when appointing someone to this position.

Term of Appointment: The Hearings and Grievance Officer is appointed for a 1 year term.

Estimated Time Commitment Required: An estimated time commitment required as Judiciary Chairperson of MTA is unable to be provided. This role deals with issues on a case-by-case basis. On average the association may only have 2 cases per calendar year and each case takes approximately 5 hours to coordinate and adjudicate. However, this may vary.

Public Relations Officer

The Public Relations Officer is responsible for overseeing the implementation of the MTA marketing plan.

Responsible To

The Public Relations Officer is directly responsible to the President and Administrator of MTA.

Responsibilities and Duties

The Public Relations Officer should:

- In conjunction with the Committee, develop the club marketing plan.
- Work with the Treasurer and Administrator to develop a budget for the marketing plan.
- Oversee the implementation of the strategies in the marketing plan.
- Maintain the official club website and social media outlets, in accordance with policy.
- To issue perspective media releases.
- To assist with the President and Administrator in sponsorship proposals.
- To assist carrying out all agreements between current sponsors.
- Attend all committee meetings, where possible or if requested.
- Submit regular reports to the club/group committee.
- Entitled to one vote only at a General Meeting of the Club.

Knowledge and Skills Required

Ideally a Public Relations Officer is someone who:

- Can communicate effectively
- Is positive and enthusiastic
- Is well organised
- Has some marketing expertise and experience in dealing with the local media.

Term of Appointment: The Public Relations Officer is appointed for a 1 year term.

Time Commitment Required: The estimated time commitment required as the Public Relations Officer is 1.5 hours per week.

Competition Supervisor

The Competition Supervisor is responsible for overseeing the implementation of the MTA nightly park competitions. The number of nights of competition will determine the Competition Supervisor positions.

Responsible To

The Competition Supervisor is directly responsible to the President and Administrator of MTA.

Responsibilities and Duties

The Competition Supervisor should:

- Liaise with the Administrator on all competition fixtures/results.
- Supervise nightly games, being the immediate ground contact for members.
- Supervise the grounds ensuring they are clean at the end of nightly games.
- Liaise with the Director of Referee's regarding refereeing duties, teams of concern and/or breaches of code.
- Report any concerns in regards player registrations to Administrator for team follow up.
- Attend all general meetings, where possible or if requested.
- Submit regular reports to the club/group committee.
- Entitled to one vote only at a General Meeting of the Club.

Knowledge and Skills Required

Ideally a Competition Supervisor is someone who:

- Is approachable and can communicate effectively.
- Is positive and enthusiastic.
- Is well organised.
- Is well informed of all organisation activities.

Term of Appointment: The Competition Supervisor is appointed for a 1 year term.

Time Commitment Required: The estimated time commitment required as the Competition Supervisor is 3.5 hours per week (during competitions only, with minimal requirements pre and post competitions).

Honorarium: \$10.00 per team in the applicable competition.

Park Competitions

Competitions Rules and Guidelines

Competition rules and by-laws will change from time to time. To ensure the most updated information is readily available a '**Conditions of Entry**' (CoE) **booklet** will be uploaded to the MTA website. The CoE will outline the details surrounding the applicable competition and immediate rules or policies that members and spectators should be aware of.

This CoE booklet should also include such up-to-date policies as:

1. Registration fees and protocol.
2. Unfinancial teams/players guidelines.
3. Competition format.
4. Uniform rules.
5. Duty and official referee protocol.
6. Judiciary/bad behaviour declaration.
7. Capturing of images policy.
8. Participants code of conduct, relevant to that competition.
9. Association contact details.
10. And any other items of interest for members involved in that competition, or as the committee deem relevant.

If there is no immediate rule or by-law in place, the MTA committee reserve the right to make decisions they feel are in the association's best interest. These decisions will be recorded.

Playing Rules

MTA adopt the Touch Football Australia 8th Edition Rule Book throughout all their competitions. In addition, MTA reserves the right to adopt any by-laws or additional rules that the committee deem relevant at the time.

Affiliation

MTA agrees to affiliate all its competitions with NSWTA. MTA also agree to follow any protocol or policies that NSWTA place in its affiliation agreements. If MTA does not have a policy in place the current committee reserve the right to adopt the appropriate policy from NSWTA or TFA or decide as the current committee deem relevant. MTA also agrees to work with NSWTA and TFA on all development items, where the committee see a direct benefit for the association, or as they deem worthy.

Insurance and Public Liability

MTA agree to be insured as a part of its affiliation with NSWTA, which in turn is affiliated through TFA.

For the most up to date insurance information, contact TFA:

Suite 1/18 Napier Close Deakin ACT, 2600

PO Box 9078 Deakin ACT 2600

Web: <http://www.austouch.com.au>

Telephone: (02) 6212 2800

Fax: (02) 6212 2822

Images

1. All persons accept that, by participating at MTA they may be photographed/filmed and that these images may be used by MTA for promotion of the sport. MTA will not pass any image/s onto a third party unless prior approval is sought. If members do not wish MTA to be able to use your image/s or be filmed they must notify MTA in writing.
2. MTA reserves the right to immediately take possession of any video footage taken at any of our competitions or events that may assist the MTA in investigating any matter of judiciary, discipline or protest. All care of equipment, tape and data cards will be taken and returned to the owner upon determination of the judiciary, disciplinary hearing or protest.

Canteen

MTA has a canteen which is run in accordance with relevant health and safety legislation.

Stock Is to be ordered and filled on a regular basis, as agreed upon between the Competition Supervisors, committee and/or executive.

Prices Are to be set and agreed upon by the committee and/or executive and must not be below cost.

Cash Register All volunteers working in the canteen are to utilise the cash register for all sales.

Float A float of \$100 is available for the cash register.

Committee Nightly Duties

1. Field set-up (hats out, remove/advise on hazards)
2. Put out/bring in display board with nightly game fixtures
3. Unlock/lock toilets and refs room
4. Time keeping
5. Canteen sales
6. Pack up fields (hat collection etc)
7. Stock/restock canteen
8. Maintain/clean toilets when required – replenish toilet paper
9. Clean canteen

Playing Fields

1. The MTA playing fields are situated at Maitland Park. Located on the corner of Park and Elgin Streets, Maitland, NSW 2320.
2. Any such activity carried out on these grounds for park competitions, representative commitments or similar must be booked and recorded in accordance with local council policy.
3. MTA committee reserve the right to pass on and/or charge any individual/group for use and/or damage of playing surfaces, regardless of council charges.

Technical (referees, coaches and selectors)

Referees Competition Game Payments

The MTA committee reserve the right to alter, increase or refuse referee payments to any individual or group. Referee game payments are subject to change and it is important to keep a record of the most up-to-date payment structure in this booklet.

The Director of Referees and/or Executive committee reserve the right to refuse payments to teams if they feel their commitment has not been satisfactory.

Official referee payments are deposited into their nominated bank account at the completion of each season. The exception here is during the Seniors Summer competition where 2 payments are made. The first payment is made after the last round game prior to the Christmas break; the second payment is made at the end of the season (usually March).

The current referee game payments are correct as of July 2021, but are subject to change pending seasonal review by the Director of Referee's and the Executive committee:

SENIOR (ADULTS) COMPETITION:

Badge Level	Solo (Single)	Buddy/Triple
1	\$12	\$10
2	\$12	\$10
3	\$15	\$10
4	\$20	\$10
5	\$25	\$12.50
6	\$25	\$12.50

JUNIOR COMPETITION:

Badge Level	Solo (Single)	Buddy/Triple
1	\$9	\$10
2	\$11	\$13
3	\$16	\$12.50
4	\$16	\$12.50
5	\$16	\$12.50
6	\$16	\$12.50

Referees Tournament Payments

When rep teams are participating at tournaments, MTA are required to send official referees to meet the quota as directed by Regional and State bodies. The Director of Referees, along with committee members are to source appropriate qualified referees to fill these duties. Payments are detailed in the below table.

SENIOR AND JUNIOR TOURNAMENTS

Badge Level	\$ per day
1	100
2	100
3	125
4	125
5	150
6	150

MTA will not supply accommodation if they feel the event is in close proximity to the MTA home fields (eg an event held at Newcastle, Nelson Bay or Central Coast).

MTA will only cover the cost of accommodation for referee's officiating for MTA where there has been none provide by the Regional or State bodies.

Course Assistance

MTA take pride in their coaches, referees and selectors. To be eligible for consideration for funding you must be an active member of MTA (as per NSWTA regulations) for the past 2 years at park or representative level and not been an active member of another affiliate at representative level for the past 2 years. Individuals are expected to fulfil their duties and abide by the relevant codes of conduct as set out in the Rules of Association.

1. All applications for funding will be considered on an individual basis (recommended subsidy is 1/3rd of the total cost of course).
2. Courses open for assistance include, but are not limited to:
 - a Level 1 and Level 2 Selectors Courses,
 - b Foundation and Talent Coaching Courses and
 - c Level 2 and Level 3 Referee Courses
3. MTA committee will hear each request for financial assistance on a case-by-case basis and reserve the right to refuse financial assistance.

Selectors and Coaches

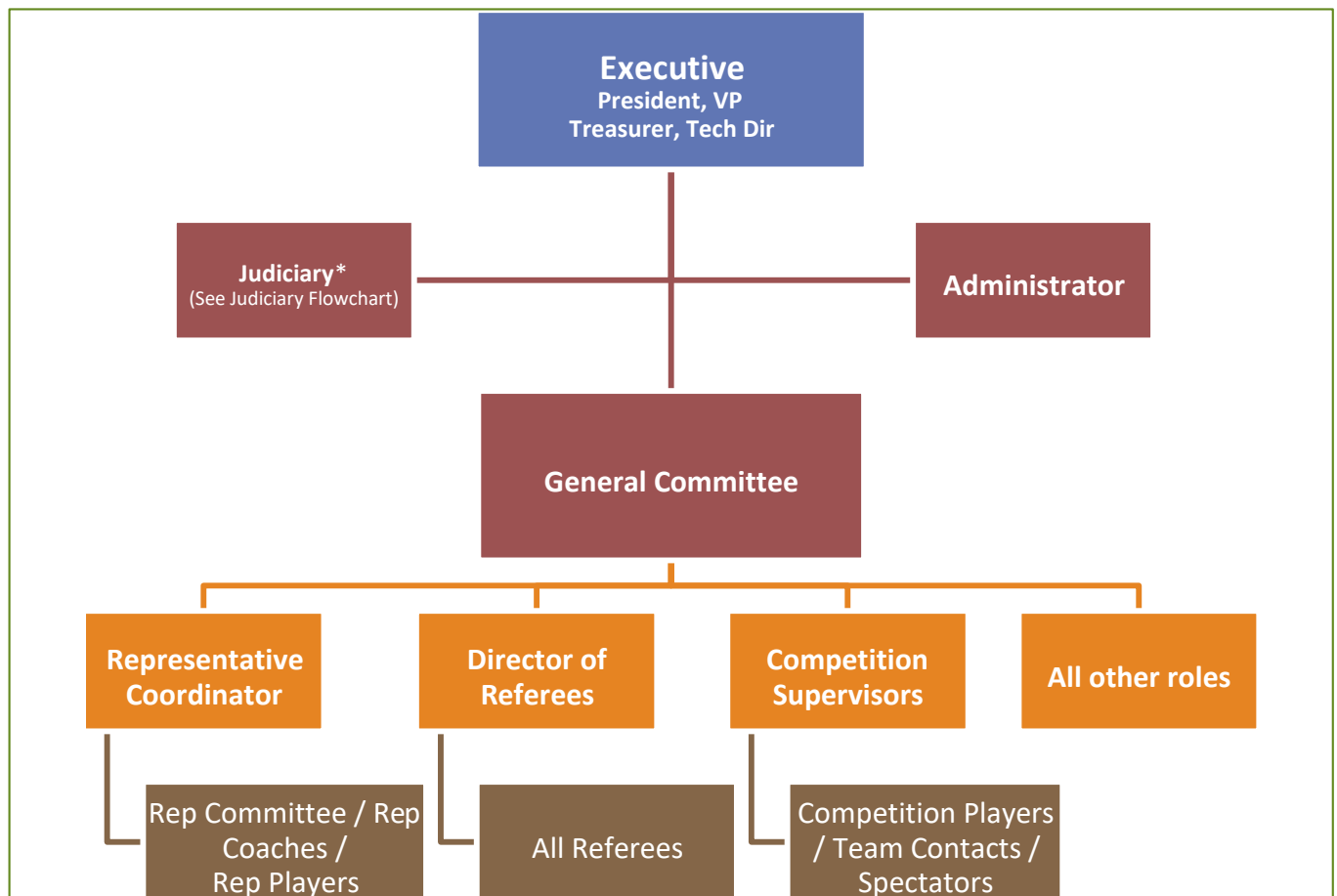
See the representative section.

Grievance Procedures

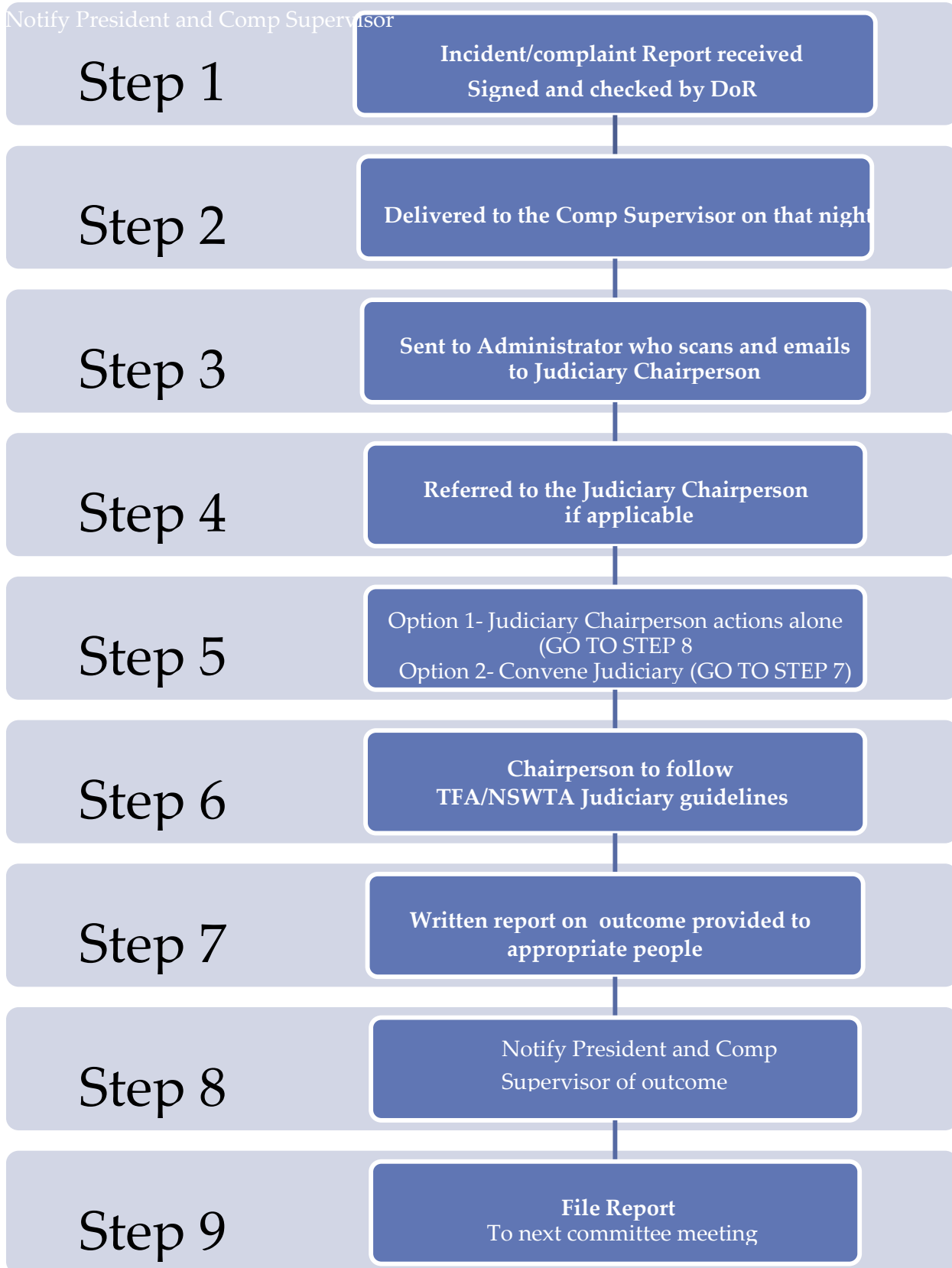
Complaints – Reporting Flowchart

The following is a general flow-chart for complaints and disagreements between members, committee's and sub committees.

- Any disagreement between committee members should be handled by the executive. If no agreement can be reached, please refer to the Constitution.
- Any complaint against a committee person to be heard by the executive.
- All grievance matters should be recorded and filed accordingly by the Administrator.
- Any matters outside this below flow chart should be dealt with by the general committee and executive.
- In most instances it is the responsibility of the Hearings and Grievance Officer to deal with grievances from the park competition or representative competition, however the club President may take on their responsibilities if the executive feels appropriate.



Judiciary Flow Chart – Park Competitions



Disciplinary Regulations [Manual]

TFA is the governing body for the sport of touch football in Australia and as such, we have several responsibilities and key roles that we perform for our members. Our central focus is to develop touch football and the policies, trends, issues and opportunities associated with it, with a 'whole of sport' outlook in mind. It is also our duty to provide overall strategic direction and management for the sport in Australia.

Our primary aim in assisting affiliates is to provide them with the tools to guide them towards a position of self-sustainability in conjunction with our relevant partners. Along this path we provide affiliates with information, resources, competition assistance and training opportunities. We are entrusted with ensuring that our volunteers are provided with the most up to date education, training and resources to allow for continued development and retention.

TFA is responsible for providing leadership for the state organisations, as well as sustainability for the sport in Australia, and internationally. Our state organisations are responsible for developing the sport at a state level. Our state staff are the face of Touch Football as they are tasked with assisting our affiliates, implementing development and training programs, assisting in promotion and growth, and liaising with affiliates.

State organisations are responsible for developing specific programs, policies and procedures for identified affiliates, schools and community groups.

Touch Football Australia has created a specially designed pool of resources that are available to affiliates and participants alike; all of which can assist them in the development of their affiliate or in their own personal game.

In supporting all the affiliated members within Australia, touch football Australia manages and controls the Disciplinary Regulations (and all other national policies and rules).

Through this process, affiliated associations have the security and understanding that the national body will ensure they have guidance in managing inappropriate behaviour. This helps to provide a safe environment for individuals who participate, the officials that control the game, the administrators and committee members who conduct competitions and all the volunteers' who work at varying levels within the affiliated structure of the sport.

Importantly, touch football Australia is the only touch football body recognised by the Australian Sports Commission as having industry recognised educational courses for volunteers and officials, remain current with industry changes and have Member Protection Policy structures that are updated annually. Affiliated members, such as individual clubs and associations, receive many benefits from being part of the united affiliated structure of national, state and regional bodies. The support of this structure, when something goes wrong, is the most valuable asset an affiliated local association or club has on its side. The many benefits of affiliation include the protection offered through the National Insurance Scheme.

TFA has available, for affiliates and clubs, a detailed outline of the entire affiliated structure and the vast array of benefits available through affiliation.

Please contact the TFA office on 1800 654 951 or visit the website at www.austouch.com.au for this information.

Click on the link to go to the [Disciplinary Regulations Manual](#) on the Touch Football Australia website.

Member Protection Policy

General Code of Behaviour

All participants at the MTA competitions, or representing MTA at representative events, are expected to adhere to the following values, behaviours and codes of ethics:

1. Respect the rights, dignity and worth of all people involved in the sport of touch, regardless of age, gender and race, place of origin, athletic ability, colour, sexual orientation, religion, political beliefs, socio-economic status, or cultural background.
2. Be fair, considerate and honest in competition and all dealings with others.
3. Do not use your involvement with the sport of touch to promote your own beliefs, behaviours or practices where these are inconsistent with those of the MTA or any of its affiliations.
4. Make a commitment to providing a quality service and share the responsibility and workloads.
5. Respect the property of others and treat as if it was their own.
6. Participate as members of the sport of touch to achieve the goals and objectives of MTA by supporting innovation, creativity and change.
7. Be aware of and maintain an uncompromising adherence to the MTA standards, rules, regulations and policies.
8. Operate within the rules of the sport including national and state guidelines, which govern the Touch Football Australia, the NSWTA, the NSW Regions, MTA and other local associations.
9. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
10. Avoid unaccompanied and unobserved activities with persons under 18 years of age, whenever possible.
11. Refrain from any behaviour that may bring the sport of touch, the Touch Football Australia, the NSWTA, the NSW Regions, MTA and other local associations into disrepute.
12. Provide a safe environment for the conduct of activities.
13. Not wilfully damage in any way property.
14. Be mindful that you are representing the sport of touch prior to, during and post event/competition.
15. Understand the repercussions if you breach or are aware of any breaches of this Code of Behaviour.
16. Be a positive role model.
17. Share failure and celebrate success.
18. Show concern and caution towards others who may be sick or injured.
19. Respect and acknowledge the contribution of the volunteers and those who create the opportunity for you to play the sport of touch (eg scorers, coaches, timekeepers, administrators and referees).
20. Do not interfere with the progress and/or conduct of a game.
21. Use of social networking sights to ridicule, defame, bully, slight and or make any comment that could be viewed as detrimental to any individual, group or organisation involved in the sport of touch, will be viewed as a breach of the Code of Behaviour.

Junior Player Code of Behaviour

In addition to MTA General Code of Behaviour, you must meet the following requirements regarding your conduct during any activity held by or under the auspices of the NSWTA, the NSW Regions, MTA and or other local associations, in your role as a junior player:

1. Participate because you enjoy it, not just to please parents and coaches.
2. Always play by the rules – know the rules.
3. Respect and always abide by official's rulings without language, argument or bad temper.
4. Always exhibit exemplary behaviour and sportsmanship by participating fairly and safely.
5. Be mindful that verbal abuse towards officials or other players, deliberately fouling, provoking an opponent and throwing/damaging equipment is not acceptable or permitted.
6. Co-operate with your coach, manager, teammates and officials
 - Play equally intensively for yourself and your team.
 - Be equally loyal to yourself and your team.
 - Always ensure that your behaviour is fair.
 - Be a patient and enthusiastic supporter of fellow players.
7. Respect your opponents no matter how good or bad they are.
8. Applaud all good play of both your own team and your opponents.
9. Do not encourage or engage in practices that are illegal or affect sporting performance (eg underage drinking and drug use).
10. Be a responsible team member.
 - Enjoy the game by always giving your best.
 - Always be on time.
 - Encourage and assist all players.
 - Ensure you always bring the appropriate uniform and equipment to training and/or matches.

Senior Player Code of Behaviour

In addition to MTA General Code of Behaviour, you must meet the following requirements regarding your conduct during any activity held by or under the auspices of the NSWTA, the NSW Regions, MTA and or other local associations, in your role as a senior player:

1. Always play by the rules.
2. Respect and always abide by officials' rulings without language, argument or bad temper and use the correct process when seeking a rule clarification.
3. Always exhibit exemplary behaviour and sportsmanship by participating fairly and safely.
4. Be mindful that verbal abuse towards officials or other players, deliberately fouling, provoking an opponent, and throwing/damaging equipment is not acceptable or permitted.
5. Refrain from conduct which could be regarded as sexual or other harassment.
6. Maintain a high standard of personal behaviour at all times by conducting yourself in a responsible manner (eg language, temper and attitude).
7. Co-operate with your coach, manager, teammates and officials.
 - Be frank and honest with your coach concerning illness and injury and your ability to train and play fully.
 - Be honest in your attitude and preparation to training, to both yourself and your team.
 - Work equally hard and be equally loyal to yourself and your team.
 - Co-operate with coaches and staff in relation to programs that adequately prepare you for competition.
8. Respect and congratulate the talent, potential, development and game play of fellow players and your opponents.
9. Do not encourage or engage in practices that are illegal or affect sporting performance (eg underage drinking and drug use).

Referee Code of Behaviour

In addition to MTA General Code of Behaviour, you must meet the following requirements about your conduct during any activity held by or under the auspices of the NSWTA, the NSW Regions, MTA and or other local associations, in your role as a referee:

1. Always treat all players with respect.
2. Referees must be impartial and maintain integrity in their relationship with other referees, players and coaches.
 - Avoid situations which may lead to a conflict of interest.
 - Be consistent courteous, respectful and open to discussion and interaction.
 - Display fairness and uniformity in applying the rules.
3. Be a positive role model in behaviour and personal appearance by maintaining the highest standards of personal conduct and projecting a favourable image of touch and refereeing at all times.
4. Accept responsibility for all actions taken.
 - Be honest in your assessment of situations.
 - Exercise reasonable care to prevent injury by ensuring players play within the rules.
 - Reasonable care consists of advising the players of illegal body movements, showing due diligence in detecting infringements and penalising rule breakers.
5. Condemn the deliberate foul play as being un-sportsmanlike and promote fair play and appropriate sports behaviour.
6. Use common sense to ensure the spirit and the flow of the game for players is not lost by being too pedantic or by over officiating.
7. Refrain from any form of harassment towards players. Treat all players fairly within the context of their sporting activities.
8. Refrain from any form of personal abuse towards players.
 - This includes verbal, physical and emotional abuse.
 - Be alert to any forms of abuse directed towards the players from other sources while they are playing.
 - Abide by the MTA Member Protection Policy.
9. Show concern and caution towards ill and injured players. You should enforce the blood rule and apply procedures regarding ill or injured players according to the rulebook. Common sense must be applied in all cases.
10. Actively seek continual self-improvement through study, performance appraisal and regular updating of competencies.
 - Aim for excellence based upon realistic goals and due consideration for growth and development. Seek continual improvement and keep informed of sound officiating principals.
 - Maintain or improve your current badge level.
 - Remain up to date with any rule changes and/or interpretation of rules as laid down by the Touch Football Australia and MTA variations.
11. Encourage inclusiveness and access to all areas of officiating.
12. Place the safety and welfare of the players above all else.
 - It is the responsibility of referees to ensure that the playing conditions are safe and report any concerns to the controlling body.

Coaches Code of Behaviour

In addition to MTA General Code of Behaviour, you must meet the following requirements about your conduct during any activity held by or under the auspices of the NSWTA, the NSW Regions, MTA and or other local associations, in your role as a coach:

1. Teach your players the rules of the game, which no one should try to evade or deliberately break.
 - Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
 - Know and abide by rules, regulations and standards and encourage players to do likewise.
 - Accept both the letter and the spirit of the rules.
2. Encourage players to develop and maintain integrity in their relationship with others.
3. At all times act as a role model who promotes the positive aspects of the sport of touch by maintaining the highest standards of personal conduct and projecting a favourable image of touch and of coaching.
4. Ensure the time spent with players is a positive experience.
 - All players are deserving of equal attention and opportunities.
 - Provide training and game opportunities that ensure everyone has a reasonable chance to succeed and to improve/acquire skills and develop confidence.
 - Always treat all players with respect.
 - Be honest and consistent with them.
 - Honour all promises and commitments, both verbal and written.
5. Promote a climate of mutual support among your players by encouraging your players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
6. Encourage and facilitate player's independence and responsibility for their own behaviour, performance, decisions and actions.
7. Respect the fact that your goal as a coach may not always be the same as that of the player.
 - Aim for excellence based upon realistic goals and due consideration for the participant's growth and development.
8. Be reasonable with your demands on players, their time, their energy and their enthusiasm.
9. Involve the players in decisions that affect them.
10. Recognise your player's rights to consult with other coaches and advisers.
 - Cooperate fully with other specialists (eg sports scientists, doctors, physiotherapists etc).
11. Set challenges for each player which are both achievable and motivating.
12. Recognise individual differences in players and always think of the player's long-term best interests.
13. Determine, in consultation with the players, what information is confidential and respect that confidentiality. Provide feedback to players in a caring and sensitive manner according to their needs. Avoid overly negative feedback.
14. At all times use appropriate training methods, which will benefit the players and avoid those which could be harmful.
 - Ensure that the tasks, training, equipment and facilities are safe and suitable for age, experience, ability and physical and psychological conditions of the players.
 - Avoid over playing and/or training your players.
15. Demonstrate respect for all your players, other coaches, your opponents, referees and all officials. Respect others and always act in a manner characterised by courtesy and good faith.

16. Refrain from any form of personal abuse or harassment towards your players. This includes:
 - Verbal, physical and emotional abuse.
 - Be alert to any forms of abuse directed toward your players from other sources while they are in your care.
 - Treat all players fairly within the context of their sporting activities and abide by the MTA Member Protection Policy.
17. Be acutely aware of the power that you as a coach develop with your players in the coaching relationship and avoid any sexual intimacy with players that could develop as a result.
18. Avoid situations with your players that could be construed as compromising.
19. Make a commitment to providing a quality service to your players.
 - Keep informed on sound coaching principals and abreast of current trends.
 - Maintain or improve your current accreditation, seek continual improvement through performance appraisal and ongoing coach education and be open to other people's opinions.
 - Provide a training program, which is planned and sequential.
20. Be honest and ensure those qualifications are not misrepresented.
21. When asked to coach, ensure that any previous coach-player relationship has been ended in a professional manner.
22. Do not exploit any coaching relationship or information gained through the NSWTA programs, to further personal, political or business interests.
23. Actively discourage and do not engage in practices that are illegal or affect sporting performance (eg underage drinking, use of illegal substances and drug use).

Selectors Code of Behaviour

In addition to the MTA General Code of Behaviour, you must meet the following requirements regarding your conduct during any activity held by or under the auspices of the NSWTA, the NSW Regions, MTA and or other local associations, in your role as a selector:

1. Encourage selectors to develop and maintain integrity in their relationship with others.
2. At all times act as a role model that promotes the positive aspects of sport of touch by maintaining the highest standards of personal conduct and projecting a favourable image of touch and of selecting at all times.
3. Avoid parochialism and always ensure impartiality when in uniform.
4. Ensure the time spent with players is a positive experience.
 - All players are deserving of equal attention and opportunities.
 - Ensure fairness is given to all players.
 - Be honest in your assessment of player's abilities.
 - Always treat all players with respect.
 - Be honest and consistent with them.
 - Honour all promises and commitments, both verbal and written.
 - Ensure confidentiality in selection of players.
5. Participate as members of a team to achieve the association's goals and objectives.
6. Ensure the best possible team is selected in line with selection processes, procedures and policies.
7. Be mindful that selectors represent MTA and the sport of touch prior to, during and post event and the fact that perception is seen as reality.
8. Do not encourage or partake in drinking alcohol whilst on official MTA duty.
9. Actively discourage and do not engage in practices that are illegal or affect sporting performance (eg underage drinking, use of illegal substances and drug use).
10. Do not exploit any selecting relationship or information gained through the NSWTA programs, to further personal, political or business interests.
11. Avoid situations with your players that could be construed as compromising.
12. Make a commitment to providing a quality service to:
 - Keep informed on sound selecting principals and abreast of current trends.
 - Maintain or improve your accreditation, seek continual improvement through mentoring, performance appraisals, training and development, and be open to other people's opinions.
 - Remain up to date with any rule changes and/or interpretation of rules as laid down by TFA and MTA.

Administrators and Officials Code of Behaviour

In addition to the MTA General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of the NSWTA, the NSW Regions, MTA and/or local associations, in your role as administrators and officials:

1. Be fair, considerate and honest in all dealings with others.
2. Be professional in and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
3. Ensure that the tasks, activities, training, equipment and facilities are safe and suitable for age, experience, ability and physical and psychological conditions of the players, coaches, officials and volunteers.
4. Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and values.
5. Develop a positive sport environment by allowing for the special needs of the players (especially children) by emphasising enjoyment and by providing appropriate development and competitive experiences.
6. Avoid allowing competitions and programs becoming primarily centred on spectator entertainment. Ensure the needs of the participant rather than the enjoyment of the spectator are focused on.
7. Ensure the needs and skill levels of the players are reinforced through principles of participation and safety by modifying rules and regulations.
8. Resolve conflicts fairly and promptly through established procedures.
9. Maintain strict impartiality.
10. Be aware of your legal responsibilities.
11. Involve players in the planning, leadership, evaluation and decision making relating to the activity.
12. Ensure that everyone (administrators, coaches, players, referees, parents, spectators) emphasises and is consistent with the principles of good sportsmanship and fair play in activities and games both on and off the field.
13. Provide opportunity aimed at improving the standards of coaching and officiating, with an emphasis on appropriate sports behaviour and skill technique.
14. Ensure all parents and guardians, coaches, officials, volunteers, spectators, sponsors, administrators, trainers and physicians, understand their responsibilities regarding appropriate sports behaviour and fair play in sport.
15. Distribute and ensure the MTA Membership Protection Policy and Code of Behaviour are freely and readily available to all always involved in the sport of touch.

Parents and Guardians Code of Behaviour

In addition to the MTA General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of the NSWTA, the NSW Regions, MTA and/or other local associations, in your role as a parent and guardian:

1. Place your child's interest first, encourage them to participate.
 - If your child is not willing to participate, do not force or pressure them.
 - Be mindful, it is their game, not yours.
 - Children are involved in organised sport for their enjoyment, not yours.
 - Realise that good fun is more important than a good win.
2. Focus upon your child's efforts and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to his/her ability by reducing the emphasis on winning.
3. Teach your child that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
4. Encourage your child to always play according to the rules and respect official's and coaches decisions.
5. Ensure all concerns and disputes regarding referees and or coaches are raised through the appropriate channels rather than questioning their judgement and honesty in public.
6. Support all efforts to set best examples of behaviour and sportsmanship.
 - Do not tolerate the use of verbal and physical abuse, or any form of harassment.
 - Never use bad language nor harass players, coaches, officials or other spectators.
 - Never arrive at the grounds intoxicated or drink alcohol at junior matches or alcohol-free events.
7. Never ridicule, criticise or yell at a child's performance, for making a mistake in training activities, or losing a game.
8. Remember that children learn best from example. Be a model of good sports behaviour for children to copy.
 - Focus on your child and their team's effort, not the score.
 - Teach children to respect the efforts of teammates and opponents.
 - Applaud good play and performance, including your child's team mates and their opponents. ☑ Give positive comments that motivate and encourage continued effort.
9. Recognise and respect the value and importance of volunteer administrators, coaches and referees.
 - Be mindful that they give up their time and resources to provide recreational activities for players and deserve your support.
 - Thank the coaches, officials and other volunteers who give their time to conduct your child's event.
 - Endeavour to volunteer your services and assist coaches and officials when asked.
10. Be courteous in communication with administrators, coaches, players and referees. Teach children to do likewise.
11. Support the use of age-appropriate development activities and modified rules.

Spectator Code of Behaviour

In addition to the MTA General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of the NSWTA, the NSW Regions, MTA and/or other local associations, in your role as a spectator:

1. Remember that people participate in sport for their enjoyment and benefit, not yours.
2. Applaud good performance and efforts by all individuals and teams. When watching a game congratulate all participants on their performance regardless of the game's outcome.
3. Respect the decisions of referees and coaches. If there is a disagreement, follow the appropriate channels to question the decision and recommend other people to do likewise.
4. Never ridicule or scold players for making a mistake. Positive comments are motivational.
5. Condemn the use of violence in any form; be it by coaches, players, referees, administrators or other parents/guardians.
6. Demonstrate appropriate social behaviour by refraining from using foul language towards, and harassment of administrators, coaches, players or referees.
7. Show respect for your team's coach, the referee and opponents. Without them there would be no game.
8. Encourage players to play according to the rules and official decisions and develop your own knowledge of the rules.
9. Support the use of age-appropriate development activities and modified rules.
10. Cooperate with officials at all Touch Football Australia, NSWTA, NSW Regions and local association events.

Representative Touch

Representative Season

The MTA Representative seasons are as follows:

Senior Teams: July to December

Junior Teams: September to March

Representative Tournaments

MTA will endeavour to send representative teams to all state and regional touch football tournaments, where possible.

All representatives, coaching staff, selectors, managers and referees will abide by not only the MTA Codes of Conduct, but also those placed on them by the Regional and State bodies.

Representative Teams

Although not all teams may be filled, there must be an opportunity for all members to play for their desired division. Regional and State bodies are continually revising age divisions in a bid to provide all age participants with the opportunity to compete at an elite level.

Selection Policy

AIM:

1. To identify future representative players at all age divisions.
2. To develop selectors in MTA.
3. To guide the selection process in MTA.
4. To assist with MTA to be self-sufficient.
5. To develop a process of selecting teams on performance over an extended period.

OBJECTIVE:

1. To select the best possible teams to represent MTA.
2. To support the roles of selectors as the primary personnel in the selection process.
3. To have a policy that is workable, practical and applicable to all representative teams.
4. To increase the number of active and capable selectors.
5. To have all teams selected using the player talent identification (TID) system.
6. To have coaches take an active role in the selection process.

CLAUSE 1: COMMITTEE RESPONSIBILITIES:

MTA will invite all financial members of the association to trial for selection into the Maitland Representative sides.

1. MTA will advertise for squad selections approximately 12 weeks before a representative tournament. The advertisements will appear in the following media:
 - MTA web site.
 - MTA social media pages.

CLAUSE 2: SELECTION CRITERIA

To be considered for selection into a representative team, players must:

1. Be present at the first squad selection/information session.
2. Attend all scheduled squad training sessions (player's attendance during the squad training sessions will be taken into consideration during the final selection process).
3. Participate in trial matches conducted on the final selection session.
4. Have played a minimum 5 games in the MTA park competition prior to attending a representative tournament.
5. Be a financial member of MTA.
6. Be financial with Hornets TA, NSWTA and TFA.
7. Agree to abide by the MTA code of conduct both on and off the field.
8. Gain clearances from any other affiliates (if required).

CLAUSE 3: LETTERS

1. If players do not attend the representative trial selections they will only be considered for selection if a letter is submitted explaining their inability to attend.
2. Letters will only be accepted in extenuating circumstances at the discretion of the Executive Committee.
3. Letters submitted **after** the representative trial selections will not be considered.

CLAUSE 4: PLAYER TALENT IDENTIFICATION (TID)

Selections will be based on Player Talent Identification (TID) in all divisions.

1. Players will be identified at park level, during squad training sessions and at any NSWTA sanctioned tournament (including Country Championships, Hornets Championships, Peter Wilson Memorial Championships and Senior and Junior State Cups).
2. It is the responsibility of the MTA committee to ensure that a continuous process of TID is documented for all divisions.
3. The MTA committee and selectors (or Executive appointed individual/s) will meet prior to the final selection night to collate and discuss TID documentation of players worthy of consideration for selection, or worthy of further assessment. The list should indicate the following:
 - Name
 - Age division
 - Date of Birth
 - Preferred playing position
 - Any other information relevant to assist in the selection process
4. Qualified selectors within the club will be encouraged to fill in TID forms on players.
5. Forms completed on players will be forwarded on to the MTA committee to be uploaded into the representative player's data base.
6. Representative teams and the selection process will be revised each year.

CLAUSE 5: FINAL SELECTION

1. A minimum of 12 players, an appointed Head Coach and Team Manager (accredited to NSWTA standards) must be present at the final selection session, to constitute a team. This includes letters from players that are unable to attend. Teams that cannot meet these criteria will not be eligible to enter representative tournaments.
2. Teams will be selected using the TID process by selectors, with input from the appointed team coach/es.
 - Selectors will be sourced from within MTA. If there is a lack of qualified selectors available to select, the MTA Director of Selectors (or Executive appointed individual/s) will source club members with excellent knowledge and experience within the game of touch football and/or seek assistance from Hornets, NSWTA or other affiliated clubs.
3. Independent selectors from outside MTA may also be invited to attend the final selection night.
4. If joint coaches are appointed, they may both participate in the selection process. Assistant coaches may also have input into the selection process if deemed necessary.
5. **Teams are to be chosen by consensus, not by voting.** If the selectors and coach/es cannot come to a decision over a particular player/s, then the Director of Selectors ((or Executive appointed individual/s) will ensure policy has been adhered to, check TID information on player/s, consult with the Director of Coaching and arrive at a decision. If the Director of Coaching and Director of Selectors (or Executive appointed individual/s) cannot agree, the matter will be put to the MTA Executive.
6. A player will not be denied selection on the basis that the coach or any individual selector is not sufficiently aware of a player's ability.
7. The selectors and coach/es will make every effort to assess the player's ability prior to and during the final selection session.
8. Final team selection will occur on the final selection session.
9. All TID conducted in the previous months will be utilised in the final selection process.
10. The final team selection will be advertised in the same methods of advertising in clause 1 of this Selection Policy once ratified by the MTA Executive. The MTA committee will aim to notify players at the conclusion of the final selection session.

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11. Players will be selected in positions and divisions that best suits the needs of MTA and must commit to that team. Players cannot change teams unless under extenuating circumstances and final approval given by the club Executive.
 12. Players between ages 45 to 50 will only be selected to play in the over 45 division unless extenuating circumstances are shown.
 13. Players over the age of 50 will only be selected to play in the over 50 division unless extenuating circumstances are shown.
 14. All successful players will be required to pay a representative player levy to participate. The player levy amount will be assessed and announced by the MTA Executive.
 15. The Director of Selectors (or Executive appointed individual/s) is to coordinate and oversee the total selection process and is accountable to the MTA Executive for the selection of teams.

CLAUSE 6: SELECTION ENQUIRIES

1. Enquiries into team selections must be submitted in writing to the MTA Director of Selectors (or Executive appointed individual/s). All enquiries will be answered at the earliest possible time after investigation. The investigation will include talking to the relevant selectors and coach/es involved in the selection process.
2. Coaches and selectors can correspond with players in the squads who miss final team selection outlining reasons for non-selection. This will be a co-ordinated approach to eliminate contradiction.

CLAUSE 7: REPLACEMENTS

1. All replacements must be ratified by the MTA Executive.
2. If a player does not accept their position in the team, the coach and selectors may name a replacement from the list of shadow players named at the final representative selection trials, in consultation with the MTA Director of Selectors (or Executive appointed individual/s) and MTA Executive.
3. If a player withdraws from the team, a replacement will be named from the shadow players. If shadow players are unavailable, a replacement can be called in from outside the selected squad.
4. Players injured after the final selection may be required to produce a medical clearance to compete.
5. Two players from the selections may be named as shadows. Before a shadow player replaces a selected player, the coach will be given the option of changing the team composition. The player to fill the vacant position will then be nominated by the Director of Selectors (or Executive appointed individual/s), after consultation with the coach and MTA committee.
6. Players who miss more than 25% of official training sessions without a valid reason can be replaced at the request of the coach, with input from the Director of Coaching and Director of Selectors (or Executive appointed individual/s) and endorsement of the MTA Executive.
7. MTA representative teams will be named at a date set by the MTA committee. Players are not to be told about selections prior to the official announcement by MTA Executive. All communication must remain with the selectors for that division, the Director of Coaching and the Director of Selectors (or Executive appointed individual/s).

SUMMARY:

The MTA Selection Policy is subject to change each representative season. Any alterations to this policy must be documented and approved by the MTA Executive prior to release.

Representative Coaching Staff Policy

Coaching Staff includes Head Coach, Assistant Coach, Manager and Trainer.

CLAUSE 1:

The MTA committee will be responsible for advertising all representative coaching staff positions in the following media:

- MTA web site.
- MTA social media pages.

The MTA committee will place applicants into positions that best suit the needs of the club. The MTA committee will assess applicants on the below Selection Criteria.

CLAUSE 2:

The MTA coaching staff for each representative team consists of four positions (not all may get filled):

1. Team Head Coach.
2. Team Assistant Coach.
3. Team Manager.
4. Team Trainer.

CLAUSE 3: SELECTION CRITERIA

1. Success of teams coached at international and national level – win/loss record.
2. Success of teams coached at state Level - win/loss record.
3. Success of teams coached at regional- win/loss record.
4. Success of teams coached at park- win/loss record (evidence to be provided in coaching resume).
5. Coaching success according to ability of players at their disposal including improvements at events.
6. Coaching qualifications- includes touch accreditation (eg Foundation, Talent, Elite), other sports qualifications, diplomas, degrees, etc.
7. Ability to represent MTA in an Ambassador's role (ability to relate to officials, parents, management, media etc).
8. Coaching experience - years coached at state, regional, park level etc.

MTA Committee will review all applications and if more than two applicants for the same position will short list applicants and conduct interviews if required. The interview will be conducted by the MTA Executive or an appointed interview panel.

CLAUSE 4: APPOINTMENT PROCESS

The appointment objective is to find the best person for the position to give MTA teams the best opportunity to be successful at regional and state level. It is dependent on the following subjects:

1. Number of applicants.
2. Quality of applicants.
3. Logical and relevant selection criteria.
4. A professionally conducted selection process.
5. Acceptance by the recommended candidate of the Conditions of Appointment
6. Acceptance of the recommended candidate by the Executive Committee.

There are 2 stages of which to consider the appointment of a candidate.

- **STAGE 1- THE FORMAL APPLICATION**

All coaching, assisting coaching and manager applications must be submitted in the required format and include the requested information. It is unlikely that any more than 5 applicants for any one position would progress to Stage 2.

- **STAGE 2- THE INTERVIEW**

The MTA Executive will prepare a series of questions consistent for each applicant. The panel may have subsequent questions that should be asked of each applicant. The panel should consist of the Director of Coaching, the Technical Director and an Executive Committee member or any committee member if required.

CLAUSE 5: FEEDBACK PROCESS

The Director of Coaching will provide feedback to each unsuccessful applicant within 21 days of appointments being made.

CLAUSE 6: APPEALS or GRIEVANCES

Unsuccessful coaches may appeal appointments. Such appeals or grievances are to be dealt with in a timely manner by the MTA Executive.

CLAUSE 7: REPRESENTATIVE TEAM HEAD COACH POSITIONS

1. All applicants must apply in writing for a coaching position stating their credentials and qualifications.
2. All applications must be entered on the official MTA coaching staff application document and must also include a touch coaching resume.
3. Applicants may list their team preference but MTA Committee will place coaches with teams that best suit the needs of the club.
4. The successful applicants will hold the position for the term of the appointment as determined by the current MTA Committee.
5. Knowledge of the standards and behaviour expected of a MTA Official and/or representative player and acceptance for these standards, or the ability to quickly acquire and apply such knowledge.
6. The coach must demonstrate the ability to work within the MTA Code of Behaviour guideline.
7. Possess a minimum active Talent coaching certificate or be willing to participate in Talent Coaching Course.
8. Be prepared to accept the conditions of the appointment.
9. Must possess good communication skills.
10. Able to demonstrate the ability to work well under pressure whilst achieving objectives.
11. Be prepared to keep up with the modern trends in the sport of touch football.

STATEMENT OF DUTIES

1. To (Head) Coach a Maitland representative team to which the appointment was made.
2. To liaise with the Head Trainer, Director of Coaching, Director of Selectors (or Executive appointed individual/s) Representative Coordinator and MTA Executive, on relevant matters and to ensure the implementation of the Maitland Coaching Staff Policy.
3. To arrange team-training sessions providing direction and developing strategies.
4. To liaise with team coaching staff regarding administrative matters.
5. To ensure the conduct of the team is beyond reproach.
6. Maintain written player profiles and constantly review and monitor player performance and give individual player feedback.
7. To maintain and/or increase status as a coach or coaching course presenter.
8. Be available to work with the coaches of MTA
9. Liaise with selectors at selection trials.
10. Be available to attend MTA meetings as directed.
11. At the completion of each tournament, representative coaches will make themselves available to be debriefed by the MTA Executive and/or MTA Director of Coaching and/or appointed panel within 31 days of the completion of tournaments if deemed necessary.

CLAUSE 8: REPRESENTATIVE TEAM ASSISTANT COACH POSITIONS

1. All applicants must apply in writing for an assistant coaching position stating their credentials and qualifications.
2. All applications must be entered on the official MTA coaching staff application document and must also include a touch coaching resume.
3. Applicants may list their team preference but MTA Committee will place coaches with teams that best suit the needs of the club.
4. The successful applicants will hold the position for the term of the appointment as determined by the current MTA Committee.
5. Knowledge of the standards and behaviour expected of a MTA official and/or representative player and acceptance for these standards, or the ability to quickly acquire and apply such knowledge.
6. The assistant coach must demonstrate the ability to work within the MTA Member Protection Policy (Codes of Behaviour).
7. Possess a minimum active Foundation coaching certificate or be willing to participate in the Foundation coaching course.
8. Be prepared to accept appointment immediately for the period of the representative season.
9. To be able to communicate effectively and with integrity with players and officials.
10. Ability to work well under pressure while achieving objectives.

STATEMENT OF DUTIES

1. To assist the head coach with the MTA team for which you are appointed.
2. Be involved in developing training programs and goals in conjunction with the head coach and head trainer.
3. Monitor and review performances of current MTA players and seek any explanations for loss of form.
4. Identify talented players and report on them to the head trainer and Director of Selectors (or Executive appointed individual/s).
5. Negotiate a training and development plan with the team head coach.
6. Submit an evaluation report after tournaments to the Director of Coaching.

CLAUSE 9: REPRESENTATIVE TEAM MANAGER POSITIONS

1. All applicants must apply in writing for a team manager position stating their credentials and qualifications.
2. All applications must be entered on the official MTA coaching staff application document and must also include a touch coaching resume.
3. Applicants may list their team preference but MTA Committee will place coaches with teams that best suit the needs of the club.
4. The successful applicants will hold the position for the term of the appointment as determined by the current MTA Committee.
5. Knowledge of the standards and behaviour expected of a MTA official and/or representative player and an acceptance of these standards, or ability to acquire quickly and apply such knowledge.
6. The team manager must demonstrate the ability to work within the MTA Member Protection Policy (Codes of Behaviour).
7. Capacity to manage players, gear and equipment.
8. A high degree of initiative and organisational ability.
9. Mature judgement and capacity to accept responsibility.
10. Good inter personal relationship skills.
11. The ability to work well under pressure whilst still achieving objectives.
12. Preferred, but not essential, current First Aid Certificate.

STATEMENT OF DUTIES

1. Manage the MTA team to which they are appointed.
2. Liaise with the head coach and assistant coach regarding organising training times and facilities.
3. Liaise with the players to ensure that all team members are aware of training and playing schedules.
4. Liaise with officials regarding transport arrangements, clothing, gear, equipment, and photographs.
5. Co-ordinate and manage team fund raising activities (all fundraising, including team/individual sponsorships must be pre-approved prior to seeking funds).
6. Be familiar with competition rules and requirements for paperwork.
7. Responsible for issuing players clothing and equipment.

SUMMARY:

The MTA Coaching Staff Policy is subject to change each representative season. Any alterations to this policy must be documented and approved by the MTA Executive, prior to release.

Coaching Staff Applications

1. Minimum 21 Days advertising.
2. Appointment for the full representative season.
3. Preference given to applicants who have been active members of MTA for the past 2 years and not have played or coached with another affiliate at representative level for past 2 years. This does not apply to a division where Maitland does not have a current representative side.

Representative Sponsorship from Maitland Touch Association

To receive sponsorship from MTA, players, coaching staff, referees and selectors must have been financial representative players of MTA for a period of 2 consecutive years and/or active official of MTA for 12 months prior to their selection.

Sponsorship from MTA to Australian Representatives

- Australian international representative - a maximum of \$800 plus \$100 available for fundraising.
- Australian domestic representative - a maximum of \$500 plus \$100 available for fundraising. Fundraising available for Australian representatives is to be conducted prior to the player leaving for a tournament. The player must then notify the club in writing as to how they would like to use their available fundraising money and when they would like to use it.

Sponsorship from MTA to NSW State and School Representatives

- NSW State representative - a maximum of \$300
- School Australian international representative a maximum of \$300
- School Australian domestic a maximum of \$200
- State School player \$100
- All players must submit an itemised account of costs (levy, uniform etc)
- Representatives given any financial assistance must play or participate at the selected tournament. Failure to do so will require the person to refund Maitland Touch the amount of money issued. The MTA Executive reserve the right to change the amounts above if needed, depending on the clubs financial status at the time of selection. To be taken into account the number of players selected at any one time.

Meetings of the Association

Board Meetings

1. Board Members will meet at least 6 times in a calendar year (bi-monthly) and any further meetings in accordance with the Constitution.
2. Suggested months for Board Meetings are; February, April, June, August (AGM), October, December.
3. Board meetings shall be combined with any General Committee meeting as agreed by the Board from time to time.

General Committee Meetings

1. The general members will meet at least 4 times in a calendar year (quarterly) and any further meetings in accordance with the Constitution.
2. Suggested months for General Committee Meetings are; February, June, August (AGM), October.

Annual General Meetings

How often must an annual general meeting be held?

1. As per NSW Fair Trading, an incorporated association must hold an annual general meeting (AGM) at least once in each calendar year and within 6 months after the end of the association's financial year.
2. It is possible to obtain an extension of time to hold the AGM from Fair Trading. Such application should be lodged as soon as possible after the association becomes aware that it will be unable to comply with its obligation under the Incorporation Act. An *Application for extension of time for holding annual general meeting or lodging annual summary of financial affairs (Form A11)* should be sent to Registry and Accreditation.

How is an AGM called?

1. The MTA Rules of Association are required to specify the manner of calling the AGM and the manner in which notice of the AGM is to be given. The notice convening the meeting should specify that the meeting is the annual general meeting.
2. The Administrator or President must give a notice to each member specifying the place, date and time of the meeting and the nature of the business, including the fact that it is the AGM. Members must be given at least 14 days notice of the meeting. If a special resolution is to be proposed, 21 days notice of the meeting must be given. For convenience, the notice of meeting and notice of special resolution can be sent together, provided 21 days notice is given.

What business must be conducted at an AGM?

The business of an AGM is normally to:

- Confirm the minutes of the last AGM and of any special general meeting held since that meeting.
- Receive committee reports on activities of the association during the previous financial year.
- Elect or appoint office bearers and ordinary committee members.
- Receive and consider the financial statement/reports to members.
- Conduct other business of which notice has been given to the members.

What information must be included in the statement to members?

At the AGM the committee must submit to members a statement which is not misleading and which gives a true and fair view of the following:

- The income and expenditure of the association during its last financial year.
- The assets and liabilities of the association at the end of its last financial year.
- The mortgages, charges and other securities affecting any of the property of the association at the end of its last financial year.
- If an incorporated association fails to hold an annual general meeting or to submit a financial statement to members, each member of the committee of the association is guilty of an offence and liable to a penalty of up to 2 penalty units (\$220).

Do we have to lodge any documents with NSW Fair Trading after the AGM?

Within 1 month of the annual general meeting, the public officer is required to lodge an annual statement (Form A12-T2) with Registry and Accreditation.

The annual statement form is to be accompanied by the prescribed fee.

Failure to properly lodge the annual statement means the public officer is guilty of an offence and liable to a penalty of up to 2 penalty units (\$220).

Further information about lodgement of annual statements can be obtained from the NSW Fair Trading website.

In addition, any change in the person holding the position of public officer or the address of the public officer must be notified to NSW Fair Trading within 28 days.

Further information regarding the role, functions and appointment of a public officer is available on the NSW Fair Trading website.