



EVENTS: GENERAL CONDITIONS OF ENTRY

These Conditions are to ensure standard process and practice across all QTF run events. To be read in conjunction with the relevant Event Conditions of Entry.

JANUARY 1, 2018
QUEENSLAND TOUCH FOOTBALL
83 Castlemaine Street, Milton, QLD 4064



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SECTION 1: DEFINITIONS

A	Queensland Touch Football
	Queensland Touch Football (QTF) is the state governing body of the sport. And conducts a number of tournaments throughout the year. These events support vital pathway requirements for all Affiliate Regions, Associations and Clubs, complementing the various participation objectives and approaches for the sport of Touch Football.
B	Affiliate
	Affiliate means a local entity (Association and/or Club) that conducts and/or administers Touch Football or Touch Football competitions and is a Member of QTF.
C	Team
	A team(s) approved to participate in the tournament, from within a recognised Affiliate Region: <ul style="list-style-type: none"> › Brisbane City › Central Qld › North Qld › South Qld & Border Districts › South West Qld › Sunshine Coast, Fraser and Burnett District
D	Invited Team
	An invited team is a team that has been invited to compete at an event. When competing at an event, an invited team is subject to all General Conditions, Conditions of Entry, Policies and Guidelines as implemented by QTF to conduct the tournament.
E	Affiliate Coordinator (Tour Leader)
	The person appointed by the Affiliate to act on behalf of the Affiliate, responsible for liaising with QTF relating to the Affiliate and the event(s) entered. It is recognised that the Affiliate Coordinator has the delegated authority of the Affiliate and can make decisions including financial ones without consultation.
F	Affiliate Referee Coordinator
	The person appointed by the Affiliate to act on behalf of the Affiliate, responsible for liaising with QTF relating to the Affiliate's Referee's and the event(s) entered.
G	Team Contact (Team Manager)
	The Team Contact, usually the team manager is the primary point of contact and is responsible for liaising with the Affiliate Coordinator and/or QTF relating to all specific team information prior, during and post event(s).



H	Match Officials (Referees)
	Match Officials are on-field Referees or any other person appointed to administer and govern the rules of the fixture/game.
I	Accredited Volunteers (Officials)
	Accredited Volunteers are Coaches, Assistant Coaches, Team Managers, Affiliate Coordinators, Referee Panel Members, Medical Staff, Administrators and any other person appointed to a position of responsibility in an Affiliate / Team and/or QTF event.

SECTION 2: RESPONSIBILITIES

ITEM 2.1 - PLAYER RESPONSIBILITIES

2.1.1	Complete a Participant Registration Form via the Touch Football Online (TFO) player registration process.
2.1.2	Abide by the General Conditions and Conditions of Entry
2.1.3	Meet all Eligibility requirements
2.1.4	Behave at all times as to not bring the Affiliate, QTF and the sport into disrepute as per TFA Policies

ITEM 2.2 - AFFILIATE RESPONSIBILITIES

2.2.1	To be compliant of TFA Affiliate Regulations by adopting best practice governance practices such as; being protected under Incorporation and listed with the Department of Fair Trading or relevant statuette body
2.2.2	Abide by the General Conditions and Conditions of Entry
2.2.3	Meet all Financial responsibilities relating to Affiliation and Event Entry
2.2.4	Appoint an Affiliate Coordinator and Match Official (Referee) Coordinator for any event entered.
2.2.5	Attend all required Meetings relating to the event(s)
2.2.6	Ensure all transfers, dispensations, regulations and team fees are finalised and lodged on the dates specified in the General Conditions & Conditions of Entry
2.2.7	Nominate and supply Accredited Match Officials (Referees) and/or Accredited Volunteers as and when required
2.2.8	Behave at all times, as to not bring the Affiliate, QTF and the sport into disrepute as per TFA Policies



ITEM 2.3 - MATCH OFFICIALS (REFEREES)	
2.3.1	Complete a Participant Registration Form via the Touch Football Online (TFO) Match Official registration process.
2.3.2	Officiate and perform to the best of their ability at all times
2.3.3	Abide by the General Conditions and Conditions of Entry
2.3.4	Have applicable accreditation to the appointed position
2.3.5	Attend all required Meetings relating to the event(s)
2.3.6	To enforce all Conditions of Entry requirements relating to games including Dispute and Disciplinary Processes
2.3.7	Behave at all times as to not bring the Affiliate, QTF and the sport into disrepute as per TFA Policies
ITEM 2.4 - ACCREDITED VOLUNTEERS	
2.4.1	Complete a Participant Registration Form via the Touch Football Online (TFO) Accredited Volunteers registration process.
2.4.2	Abide by the General Conditions and Conditions of Entry
2.4.3	Have applicable accreditation to the appointed position
2.4.4	Attend all required Meetings relating to the event(s)
2.4.5	To enforce all Conditions of Entry requirements relating to games including Dispute and Disciplinary Processes
2.4.6	Behave at all times as to not bring the Affiliate, QTF and the sport into disrepute as per TFA Policies
ITEM 2.5 - QTF RESPONSIBILITIES	
2.5.1	Plan and develop the State Events Calendar as well as lead and administer QTF events
2.5.2	Determine, implement and enforce event conditions and policies
2.5.3	Set minimum event standards; including Fields, Facilities, Equipment, Service Delivery Practices
2.5.4	Determine the program of matches to ensure the best advantage (equal opportunity) of all the competing teams and the media's promotion of the event.
2.5.5	Adopt and abide by all specified TFA Policies; including TFA Disciplinary Regulations, Member Protection Policy, Privacy Policy, Extreme Weather Guidelines etc.



2.5.6	Behave at all times, so as to not bring the sport into disrepute as per TFA Policies
SECTION 3: FINANCIAL COMMITMENT	
ITEM 3.1 - FINANCIALS	
3.1.1	Meet all player financial commitments to the team
3.1.2	Be a financial member of an Affiliated Association / Club
3.1.3	Financial commitment of an Affiliated Association / Club includes but is not limited to: <ul style="list-style-type: none"> › Paid all required Player and/or Team Entry Fees › Be Financial with no outstanding debts with Regional body, State and/or TFA › All other areas as they relate to the General Conditions & Conditions of Entry
SECTION 4: WORKING WITH CHILDREN CHECK	
ITEM 4.1 - WWCC (BLUE CARD)	
4.1.1	The Working with Children Check (WWCC) is a legal requirement that applies to persons who work or volunteer with children (Under 18 years of age). It checks the background of persons who work or volunteer with children in sport clubs, schools, child care centres, community groups, churches and other organisations.
4.1.2	All Match Officials (Referees) and Accredited Volunteers (Officials) are required to have a current Working with Children Check (Blue Card) if they attend any QTF junior event. They must supply their Blue Card details at the point of registration. If a particular person holds a blue card exemption (Teachers / Police Officers only), they are required to indicate this information at the point of registration.
4.1.3	Accredited Volunteers (Officials) are advised to carry their current Working with Children Check (Blue Card) on them at all times. And will be required to provide this upon request.
ITEM 4.2 - SUPERVISION OF UNDER AGE PARTICIPANTS	
4.2.1	Affiliated Associations are responsible for the direct supervision of any player, official or referee who is under the age of 18 years that may be attending any QTF event whilst representing that association/team. All steps should be taken by an Affiliated Association to protect these person's from all forms of harassment, by ensuring the following: <ul style="list-style-type: none"> › Minors are made aware of the Member Protection Policy › Officials comply with the relevant Child Protection Laws › When travelling to, during and from the event all care is taken to supervise

	<p>minors</p> <p>› The Affiliated Association appoints a guardian for an under aged participant whose parents/carer are not in attendance, and has been agreed to by the parents/carer.</p>
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ITEM 4.3 - GUARDIANSHIP

4.3.1	<p>In some instances persons under 18 years of age, will be in attendance at QTF events. In understanding our expectations. Provided below is some additional information related to being a guardian. This is general advice only and does not take into account individual objectives, circumstances and or legal view. Individual research and advice should be sort for your personal circumstance.</p> <p>A guardianship is a legal right given to a person to be responsible for the food, healthcare, housing and other necessities of a person deemed fully or partially incapable of providing these necessities for himself/herself.</p> <p>The guardian is intended to monitor the person, to make sure that the person lives in the most appropriate, least restrictive environment possible, with appropriate food, clothing, social opportunities and medical care.</p> <p>Ensure you are informed of any medical concerns, including food allergies. In addition, you'll need to agree on things like sleeping arrangements, the administration of medications and procedures for contacting the parents in an emergency.</p>
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SECTION 5: UNIFORMS

ITEM 5.1 - TEAM UNIFORM QUALITY

5.1.1	Each team entering a QTF event is required to wear a uniform. No person including; an opposing team captain, a referee or ground controller may waive this requirement for players. All must comply with the uniform requirement as set out in these conditions.
5.1.2	<p>All playing uniforms are to be correctly numbered, be of the same design and must be correct for all games.</p> <p>Note:</p> <ul style="list-style-type: none"> • Predominately white shirts are NOT allowed (to avoid confusion with Match Officials).
5.1.3	<p>All playing uniforms must include:</p> <ul style="list-style-type: none"> › Identification number: Players to wear an identifying number on the back of their shirt/singlet, clearly displayed. No temporary measures such as tape will be permitted. › A one or two digit number which meets the requirements of the TFA Rules of the Game › Shorts or Bike pants: no charcoal colours permitted

	<ul style="list-style-type: none"> > Socks (that are visible) > Hat: association/team branded only
5.1.4	Team Officials must also wear Association/Team issued clothing while they are involved in any game, ensuring enclosed footwear is worn.
5.1.5	<p>Use of Logos</p> <p>The following parameters for Logos on Uniforms must be adhered to:</p> <ul style="list-style-type: none"> > NRL Touch Football Logo <ul style="list-style-type: none"> o The use of this logo is strongly encouraged but not compulsory. If used, must be placed on the right-hand breast of any uniform. The logo will be under specific license terms and consistent with TFA Visual Guidelines. o Authorisation of any usage must be obtained from TFA. > Affiliate Logo <ul style="list-style-type: none"> o To be used and placed on the left-hand breast of all uniforms.
ITEM 5.2 - COMPRESSION GARMETS	
5.2.1	The wearing of compression garmets is permitted however these must be worn under the approved team uniform and not visable outside of. For example: short thigh length items.
5.2.3	The use of full-length and or clearly visable compression apparel will require a medical permission from QTF prior to commencement of any game.
ITEM 5.3 - MATCH OFFICIAL (REFEREE) UNIFORM	
5.3.1	<p>All referees are to wear the official TFA Green, White and Grey uniform (On-field Shirt, Skirt (Ladies), Shorts (Mens)).</p> <div style="text-align: center;">  </div> <p>Available to be purchased via the TFA Online Shop.</p>



ITEM 5.4 - FOOTWEAR	
5.4.1	Approved touch football shoes must be worn by Players in accordance with Rule 3.2 of the TFA 7 th Edition Playing Rules & Regulations.
SECTION 6: MEDICAL & INSURANCE	
ITEM 6.1 - STAFF	
6.1.1	QTF will ensure appropriate medical coverage at QTF events through determined medical providers including but not limited to; <ul style="list-style-type: none"> > Sports Trainer / Physiotherapist and/or Strapper > EMT and/or Doctor Location of the Medical Team clearly identified on all event Site Maps.
6.1.2	It is recommended that Affiliated Associations/Teams provide adequate medical coverage for their participants such as a First Aid certified person and/or Strapper. Recommended as below: <ul style="list-style-type: none"> > One - Four teams: one sports trainer / or strapper > Five - Seven teams: two sports trainers > Eight - 10 teams: four sports trainers > 11 - 14 teams: six sports trainers All Affiliates / Clubs should be familiar and compliant with the TFA Sport Science and Sports Medicine Framework.
ITEM 6.2 - BLOOD BIN GUIDELINES	
6.2.1	Any Player and/or Match Official with a bleeding cut or abrasion is to leave the field immediately and have the cut or abrasion cleaned and covered. Any blood stained clothing must also be either cleaned or replaced.
6.2.2	Once the flow of blood has been stemmed, the cut or abrasion cleaned and covered and any blood stained clothing and equipment cleaned or replaced, the player and/or match official may return to the field and continue play.
6.2.3	If bleeding can't be controlled and/or the wound securely covered, the player must not continue to participate in the game.
ITEM 6.3 - CONCUSSION POLICY GUIDELINES	
6.3.1	The Australian Institute of Sport (AIS) and Australian Medical Association (AMA) have established a joint Position Statement on Concussion in Sport and have launched concussioninsport.gov.au – an Australian Government funded website providing simple but specific advisory tools for athletes, parents, teachers, coaches and medical practitioners.



	<p>Children & Adolescents</p> <p>A more conservative approach to concussion is recommended, and return to learn should take priority over return to sport. The graduated return to sport protocol should be extended such that the child does not return to contact/collision activities less than 14 days from the resolution of all symptoms.</p> <p>Refer to Diagram 2 – located at the end of this document.</p> <p>For the Return to Sport Protocol for those Over 18 years of age refer to Diagram 1 – located at the end of this document.</p> <p>Recognising concussion is critical to ensure appropriate management and prevention of further injury. Any athlete suspected of having concussion should be removed from the sport and not allowed to return for the day. The athlete should be reviewed by a medical practitioner.</p> <p><i>If in doubt, sit them out</i></p>
<p>ITEM 6.4 - PLAYER ACCIDENT INSURANCE</p>	
<p>6.4.1</p>	<p>The TFA National Insurance Scheme is available to all QTF event participants who meet the insurance criteria of a current TFA/QTF affiliated association.</p>
<p>6.4.2</p>	<p>Participants must be registered for the event via the Touch Football Online database and all associated fees paid in full.</p>
<p>6.4.3</p>	<p>If an Injury is sustained whilst at a QTF event, the injured participant must be assessed by event medical staff and details of the injury noted via the Injury Report Form and/or appropriate medical register.</p> <p>It is then the participants responsibility to lodge a Claim Form Request via the Insurance Provider within 30 days of the injury occurring.</p>
<p>ITEM 6.5 - OTHER INSURANCE</p>	
<p>6.5.1</p>	<p>Depending on the arrangement between participants and the affiliated association, you may or may not be responsible for arranging your own travel to and from an event. QTF recommends you clearly understand and confirm what your Affiliated Association is providing/arranging for you if anything.</p>
<p>6.5.2</p>	<p>Travel Insurance for the event is the responsibility of the individual. While you are covered at the event for any injuries that occur in relation to Touch Football activities, QTF accepts no responsibility and makes no assurances that theft, damage or accident won't occur.</p> <p>Ensure you have adequate travel insurance and/or home and contents insurance that will cover you in the event that something occurs. Furthermore, QTF encourages individuals not to bring unnecessary valuables to an event, in particular the fields, as we cannot guarantee security.</p>



SECTION 7: IMAGES

ITEM 7.1 - USE OF IMAGES

7.1.1	All persons accept that, by participating in QTF events, they may be photographed/filmed and these images may be used by QTF for promotion of the sport. QTF will not pass any image/s onto a third party unless prior approval is sought. If you do not wish QTF to be able to use your image/s or be filmed you must notify QTF in writing.
7.1.2	Due to the ease of access to QTF events, unfortunately QTF can not police everyone who enters the precinct and who may photograph/film players and games at events. If you notice any suspicious behaviour of an individual/s in relation to photography/filming of individuals, please make Tournament Control aware immediately to enable investigation and or correspondence with appropriate authorities.
7.1.3	Only the approved event Photographer will be allowed to take official Team Photos and Action Shots during the course of the event.

SECTION 8: EVENT OPERATIONS

ITEM 8.1 - MATCH BALLS

8.1.1	All teams must use the official Steeden Match Ball in all games throughout the tournament. Each team will receive a match ball from QTF at the allocated Team Check-In / Managers Meeting.
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ITEM 8.2 - COMPETITION POINTS

8.2.1	<p>For all round robin games, competition points will be awarded on the results obtained. The following points will be awarded:</p> <ul style="list-style-type: none"> > Win = Three (3) points > Draw = Two (2) points > Loss = One (1) point > Forfeit = Minus one (-1) points for the offending team > Bye = Zero (0) points
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ITEM 8.3 - INVITATIONAL / INTERNATIONAL TEAMS

8.3.1	<p>Invitational/ International teams are unable to accrue points but teams must defeat them in order to earn maximum points and/or points for a draw (as per above).</p> <p>If an international team wins, neither team will receive any points for that particular game.</p>
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ITEM 8.4 - CHAMPIONSHIP POINTS

8.4.1	The results for each division for each association will be accumulated and the
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	<p>association with the most points will be declared the Champion Affiliate.</p> <p>The points awarded and total calculations will be made available via the event website at the conclusion of the tournament.</p>
8.4.2	<p>Only one team per division will be eligible to earn points in the Affiliate Championship, Whichever of the multiple entries finishes higher will be considered for Championship points.</p> <p>For example: If affiliate X enters 3 teams in Division A – the team that finishes in the highest position will be awarded relevant championship points.</p>
ITEM 8.5 - RULES	
8.5.1	<p>The 7th Edition of the TFA Playing Rules (six a side) will apply unless otherwise stated. Rules can be viewed from the TFA website.</p> <p>Drop-Off</p> <p>After regulation time, when a defending team who has had previous possession knocks the ball down, the touch count will re-start rather than the game ending at that point. In this instance, the attacking team has not lost possession and therefore play should continue.</p> <p>In the instance where three touchdowns have been scored in three consecutive or equivalent sets of six during drop-off by alternate teams, the team that did not tap off at the start of the drop-off will have a right of reply in order to score a touchdown. This right of reply will continue until a team fails to score off a set of six.</p> <p>Interchange Area</p> <p>The interchange Area will be positioned at halfway on both sides of the fields.</p> <p>In the unfortunate circumstance where a shared sub box is required (due to safety compliance), a coin toss will be conducted by the field Match Officials at the start of the game. The winner of the coin toss will select which end of the sub box they will use for the duration of the game.</p> <p>Substitute players must remain in their interchange area for the duration of the match. All substitutions must occur from the marked Interchange Area and field of play and only after the substituted player has crossed the boundaries and entered the interchange area.</p> <p>Breakaway Rule</p> <p>The standard breakaway rule shall also apply. Where a player in possession has no opponent between themselves and the score line, a defender cannot enter one end of the Interchange Area, with the substituting defender exiting from the opposite end. Should such a situation occur, with the substitute defender's presence preventing a touchdown, the Match Official will automatically award a penalty touchdown and send the offending defender off for the remainder of the game.</p>



	<p>Coaching Positions</p> <p>A Coach may position themselves at the end of the field of play. If they are at the end of the field they must remain at least 5 metres from the deadball line.</p> <p>Any coach/manager or other designated team official at the end of a playing field cannot issue any verbal or physical commands directly to the team they are observing and can only communicate to the team or other team officials in the Interchange Area by either returning to the interchange area and/or by use of electronic communication equipment.</p> <p>Any person found to be disregarding this tournament rule will be asked to return to the interchange area. Coaches are reminded that they are under the jurisdiction of the Tournament Conditions and the Match Official regardless of being either in the interchange area or at the end of the field.</p> <p>Failure to comply with this will result in individuals being asked to leave the venue for the duration of the game and may result in further action.</p> <p>Forced Substitution</p> <p>This is an option available to referees when; they believe an offence, a Period of Time is too harsh, a penalty is not quite enough or if they believe a player needs a ‘cooling off’ period.</p> <p>If this occurs, the signal is both arms crossed and above the head, similar to a half caught signal – only higher.</p> <p>The replacement player must be off the field, before the substitute can enter, as per replacement rules. However, the game should continue while the players are changing.</p> <p>Mexican Standoff</p> <p>Should a referee deem that the defence is not moving forward, then they may penalise the offending team as per Rule 11.6 of the TFA Playing Rules. In the circumstances of continual and disruptive play related to non-compliance, the referee may place a player from the offending team on the sideline and be unable to re-join play until such time as their team retrieves possession.</p>
<p>ITEM 8.6 - FORFEITS</p>	
<p>8.6.1</p>	<p>Teams must be in attendance at their playing fields at least five minutes before the commencement of their match or advertised time for Grand Finals.</p> <p>It is the responsibility of each Captain to report to the Match Official two minutes before the commencement of the game or advertised time for Grand Finals so that the toss of the coin can be affected without loss of time.</p> <p>If a team is not at the field at the advertised starting time of the toss, the attending team can be awarded the winning of the toss.</p> <p>The offending team will receive a maximum of five (5) minutes from the commencement of the game (siren/whistle) to position the team on the field and be ready to commence play.</p>





	If the offending team is not in attendance after the five (5) minutes has expired, the game will be deemed a forfeit and the non-offending team will be awarded the win with a 5-0 score. The offending team will receive a 0-5 score and receive negative points as indicated above. The offending team will be penalised one touchdown after the first minute and one touchdown for every minute thereafter up to five (5) minutes. E.g. Three minutes equals 0-3 score.
8.6.2	<p>Upon conceding a forfeit, the Affiliate Coordinator / Team Contact or appointed representative of a offending team will be required to show cause to Tournament Management by the end of the match in question why their team should not be excluded from participation in any further matches.</p> <p>Tournament Management and/or appointed Disciplinary Tribunal Chairperson will decide upon receipt of the report if the offending team's action warranted the need to forfeit the match. The team will potentially then be ruled ineligible to participate in the respective final series.</p>
8.6.3	If a team is forced to forfeit in the final series, the team's Tour Leader must submit in writing the reasons for their forfeiture as per the above process. It must be then approved by Tournament Management or appropriate penalties will apply.

ITEM 8.7- DETERMINATIONS FOR FINALS POSITIONS

8.7.1	<p>Forfeit Affected Positions</p> <p>If two or more teams finish level on competition points and any of those teams were involved in a forfeited match in the preliminary rounds, the forfeit may cause some obvious problems.</p> <p>When a non-offending team has been involved in a forfeit, the 'for and against' from that forfeit will not count in final calculations.</p> <p>Similarly, for the other teams that finish on equal points, they will have the 'for and against' from that forfeited team deducted their total. For teams involved in competing against teams on two occasions during the tournament, the calculations for the benefit of this rule will be the corresponding game in each round.</p> <p>Example:</p> <p>Team C forfeits to Team A in game three (first Round) Team A wins 5-0 on forfeit Team B defeats Team C, 5-3 in game four (first Round)</p> <p>If after the Round Robin series, the 'for and against' is:</p> <p>Team A, 50 for and 10 against (+40) Team B, 60 for and 20 against (+40)</p> <p>The above results would be deduced first, and the result is:</p> <p>Team A, 45 for and 10 against (+35) Team B, 55 for and 17 against (+38)</p>
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	Therefore, Team B would gain the higher position.
8.7.2	<p>Differential</p> <p>The differential is determined by subtracting the total of touchdowns scored 'against' from the amount of touchdowns score 'for'. The team with the best differential will obtain the higher position.</p> <p>Example:</p> <p>Team A scores 50 for and 10 against Team B scores 40 for and 10 against</p> <p>By subtracting the 'against' from the 'for', Team A would be +40, whilst Team B would be +30.</p> <p>Team A would therefore obtain the higher position.</p> <p>If teams have the same 'difference' the percentage system would then apply.</p>
8.7.3	<p>Percentages</p> <p>If this system is used, it is easily explained that if the 'difference' is in the 'plus' situation (see above), the team with the least amount of touchdowns scored against them, would obtain the higher position. However, if the 'difference' is in the 'minus' situation, the team that has scored the most touchdowns would obtain the higher position.</p> <p>The percentage system is calculated by placing touchdowns 'for' over touchdowns 'against' and multiplying by 100 over 1.</p> <p>Example:</p> <p>Team A = $50 \times 100 = 500\%$ Team B = $60 \times 100 = 300\%$</p> <p style="text-align: center;"> $\frac{50}{10} \quad \frac{1}{1} \quad \frac{60}{20} \quad \frac{1}{1}$ </p> <p>Team A would obtain the higher position.</p>
8.7.4	<p>Result of Preliminary Game (count back)</p> <p>If all is equal than the result of the preliminary game between the two shall determine the higher position.</p>
8.7.5	<p>Drop-Off</p> <p>If the result of the preliminary game was a draw, a drop-off will occur with details to be communicated by Tournament Management.</p>
ITEM 8.8 - SUSPENSIONS	
8.8.1	<p>Period of Time (POT)</p> <p>Any player who receives two (2) periods of time throughout the tournament (not in the same game) will receive an automatic one (1) match suspension.</p> <p style="padding-left: 20px;">> Every subsequent period of time (POT) will receive an automatic one (1) match suspension thereafter.</p>

	<ul style="list-style-type: none"> › A one or two match suspension is to be served on the following one or two games in which the team actually plays. › A bye does not count as a game played. › A team that wins by forfeit will count, however a team losing by forfeit will not. <p>Send Offs</p> <p>In the event of a player being sent from the field for the remainder of the game, an automatic two (2) match suspension will apply unless the Disciplinary Tribunal considers further action is warranted.</p>
ITEM 8.9 - SCORE SHEETS	
8.9.1	<p>It is the responsibility of each team to allocate the appropriate person to sign the Score Sheet at the end of each game. It is recommended that this be a Team Manager or Coach instead of a player. In signing the score sheet the nominated person, on behalf of their team, has acknowledged and accepted the information on the score sheet to be correct.</p> <p>If you do not agree with the information on the score sheet, do not sign the card and lodge a protest via the Affiliate Coordinator / Team Contact within 30 minutes of the conclusion of the game.</p> <p>Score Dispute</p> <p>If a team does not agree with the score on the score sheet, they are to lodge a protest via the Affiliate Coordinator / Team Contact. The following information is to be provided with the protest:</p> <ul style="list-style-type: none"> › The team that tapped off first and direction of play; › The order the scoring occurred (including player numbers of both teams); › The half time and full time scores. <p>The opposing team will be called to verify the score. If they do not agree or in the event of inconclusive evidence the score will be recorded as the score that the referees have recorded. Alternatively, video evidence or equivalent can be provided (if available) and the evidence will be used only if conclusive.</p>
8.9.2	<p>Unregistered Players</p> <p>Score Sheets will list all registered players for both teams per Match. No additional players can be written onto the Score Sheet. Players can only be crossed off.</p> <p>If a team believes that the opposition plays an unregistered player/s, they are able to lodge a protest.</p> <p>It is up to the Team Contact to ensure all players are registered before taking the field. If a team is found to have played unregistered players, they will be issued with a forfeit for that game.</p>



Match Officials (Referees) will be checking the Score Sheets to ensure all players are registered. QTF reserves the right to take further appropriate action with the team and/or affiliated association for repeated infringements relating to the playing of unregistered players.

SECTION 9: PROTESTS, DISPUTES & DISCIPLINE

ITEM 9.1 - COMMUNICATION WITH REFEREES (COACH – REFEREE)

- 9.1.1 To prevent heated confrontations and/or the escalation of incidents occurring at a Touch Football game, a Coach and/or Team Manager are encouraged to have respectful and ongoing communication prior/during any game. This includes the answering of general questions only and does not prohibit the Coach and/or Team Manager to abuse and repeatedly question the Match Official(s).
- If a junior Match Official is allocated to the game, the Coach and/or Team Manager should direct all general enquiries and communication to the senior Match Official of the game. If any communication between a Coach / Team Manager / Match Official becomes aggressive and/or confrontational, communication between all parties is to cease immediately.
- Note:**
- No person is permitted to approach a Match Official (Referee) after the game has concluded and Score Sheet signed. Similarly, no heated exchanges are to occur with Referee Coaches or other Event Official in the vicinity.
- Zero Tolerance Policy – TFA Discipline Protocol**
- To ensure a safe and enjoyable playing environment for all spectators, players, volunteers and officials, QTF has adopted a Zero Tolerance policy for inappropriate behaviour for any person that attends a QTF event and does not adhere to the Code of Conduct. This will ensure that:
- There will be zero tolerance shown towards any inappropriate or abusive behaviour from spectators, players, volunteers and officials.
- Any spectator and/or participant who feels the need to:
- › Persistently or wilfully question or challenge the ruling of a Match Official
 - › Berate or abuse Event Officials eg. Ground Staff/Referees
 - › Berate or abuse Volunteers
 - › Berate or abuse Players
 - › Berate or abuse other Spectators
- The unacceptable behaviour will be addressed with the following process to occur (during a Game):
1. A Match Official is to provide the Player/ Coach / Team Manager and/or Spectator with a first and final warning to stop. **This action must be noted on the game Score Sheet.**

2. If the Player/ Coach / Team Manager and/or Spectator has been warned and still continues with unacceptable behaviour, the Match Official is to:
 - a. Stop the game and locate an event Official to address the incident further.
 - b. If no event Official can be found, try to ignore the antics and progress with the game as best as possible. **At this point a Forced Substitution is appropriate.**
 - c. If after a Forced Substitution of Captain has been taken but the bad behaviour of the individual continues – **a Period of Time is appropriate.**
 - d. If the behaviour is still not ceased – **Send off.**
3. At the conclusion of the game - the Match Official(s) and/or Event Official are to submit a report on any breach of the Zero Tolerance policy before the next Round of Games finish.
4. Tournament Management will then review the Incident Report and make a decision on whether further action is required under the Disciplinary Regulations.



This action has unfortunately become necessary due to the reported instances of inappropriate and abusive behaviour at junior events. QTF endeavours to provide a safe, competitive and friendly environment for all participants.

The sport depends on the development and support of Match Officials, Accredited Volunteers and Players and this Zero Tolerance approach is not aimed at stifling or diminishing healthy support, cheering, or the ability of spectators to enjoy the spectacle of the sport. Rather to ensure that it is done in an appropriate manner under the Code of Conduct.

ITEM 9.2 - COMPLAINTS AND PROTESTS

- 9.2.1 QTF recognise that all parties wish to have the opportunity, should a situation arise, to have their position heard and/or considered.
- A ‘complaint’ may be dealt with informally or formally through the lodgement of an official Protest.
- QTF aims to provide a simple dispute resolution process for complaints based on procedural fairness. Any person (a complainant) may report about a person(s) and/or

	<p>organisation.</p> <p>QTF reminds all parties that the following issues will not be open to protest:</p> <ul style="list-style-type: none"> › Rule 18.2 – The Referee: The referee is the sole judge on matters of fact and is required to adjudicate on the rules of the game during play. The referee may impose any sanction necessary to control the match and in particular award penalties for infringements against the rules at his/her discretion and interpretation. › Rule 18.3 – Authority of the Referee: Players and Accredited Volunteers of both teams are under the control of the officiating referee, during the conduct of a game/match. <p>The complainant can bring to the attention of Tournament Control any matter associated with the above Rules to enable discussion and clarification with relevant Officials (Referee Panel, Referee Coach and subsequently the referee) as required.</p>
ITEM 9.3 - FORMAL PROTEST PROCESS AND/OR INVESTIGATION OF A BREACH	
9.3.1	<p>QTF encourages in the first instance, you (the complainant) should try to sort out and resolve the problem with the person or people involved (the respondent) if you feel able to do so.</p> <p>If an informal complaint/ resolution process cannot occur, follow the Formal Protest Process:</p> <p>Step 1 – Making a formal complaint through lodging a Protest</p> <ul style="list-style-type: none"> › Affiliate Coordinator must lodge a formal protest within 30 minutes of the conclusion of game or an appropriate Tournament Management determination. › Upon receiving the formal complaint or if a potential breach of the rules or Conditions of Entry of the event has occurred Tournament Management will decide how to best proceed. <p>Step 2 – Investigation of the Protest or Breach/ Score Card dispute</p> <ul style="list-style-type: none"> › A person appointed by Tournament Management will conduct an investigation to determine what further action to take; › If the protest is referred to mediation, to resolve; › If the protest or breach is referred to a hearings tribunal, in accordance with the Disciplinary Regulations; <p>Step 3 – Resolution</p> <ul style="list-style-type: none"> › Tournament Management will document the complaint or protest, the process and the outcome. The Affiliate Coordinator or their nominated representative will be notified of the decision. <p>Step 4 – Reconsideration of initial outcome or subsequent appeal</p> <ul style="list-style-type: none"> › If, under this process you are not satisfied you may request that Tournament Management reconsider the complaint or protest through the appeal process. <p>Refer to the TFA Disciplinary Regulations for a complete outline of Disciplinary Process.</p>



SECTION 10: ADDITIONAL POLICIES

ITEM 10.1 - TFA & QTF POLICIES

10.1.1 It is the responsibility of each Affiliated Association to ensure that their respective teams behave in the manner as detailed in the:

- > TFA & QTF Constitutions
- > TFA Member Protection Policy
- > TFA Disciplinary Regulations
- > TFA Code of Conduct
- > TFA Extreme Weather Guidelines
- > QTF General Conditions
- > QTF Conditions of Entry

All documents available from TFA & QTF websites:

www.touchfootball.com.au

www.qldtouch.com.au

By completing the required Online Registration and agreeing to the National Terms & Conditions (ie. Membership & Participant Declaration) wording, the participant agrees to comply with all applicable policies.

ITEM 10.2 - MEMBER PROTECTION

10.2.1 Member protection is a significant issue both within the community and within the sports environment. TFA has a moral responsibility to ensure we are remaining valid and current with Member Protection issues related to the members of TFA.

One initiative that TFA is currently adopting as an education process on the issue is 'Play by the Rules' program available at www.playbytherules.net.au. This website has a number of interactive courses that coaches and officials can undertake to learn more about Member Protection. Below is the statement from the home page of the Play by the Rules website.

Play by the Rules provides information, resources, tools and free online training to increase the capacity and capability of administrators, coaches, officials, players, parents and spectators to assist them in preventing and dealing with discrimination, harassment, child safety, inclusion and integrity issues in sport.

Play by the Rules is a partnership between the Australian Sports Commission, Australian Human Rights Commission, all State/Territory departments of sport and recreation and anti-discrimination and human rights agencies. The information on Play by the Rules is not intended to be, nor should it be relied upon as, a substitute for legal or other professional advice.

QTF will encourage each official attending QTF events to complete the online course. The course is relatively easy, informative and takes limited time to complete.

ITEM 10.3 - SUPERVISION OF UNDER AGE PLAYERS





10.3.1	<p>Affiliated Associations are to be reminded that they are responsible for the direct supervision of any player or official who is under the age of 18 years. All steps should be under taken by an Affiliated Association to protect these person's from all forms of harassment. This includes ensuring that:</p> <ul style="list-style-type: none"> › These minors must be made fully aware of the TFA Code of Conduct › All officials comply with the relevant child protection laws › That when travelling to, during and from the tournament all care is taken to supervise minors.
ITEM 10.4 - CHILD PROTECTION	
10.4.1	<p>All Affiliate Coordinators will be responsible for making sure all staff and volunteers involved with under 18's are compliant with the Working with Children Checks laws in their relevant State.</p> <p>It is the responsibility of the Affiliated Association to collect this information from staff or volunteers, keep on record and check that the card is valid, before they enter Queensland.</p>
ITEM 10.5 - WATER SAFETY	
10.5.1	<p>Many Affiliated Associations use ice baths for their athletes and there are also a number of young children that attend the event. Therefore, it is vital that proper supervision occurs and that an adult always watches children around water, because drowning can occur in less than a minute and without hearing a thing.</p>

Diagram 1: Return to sport protocol for Adults 18 years +

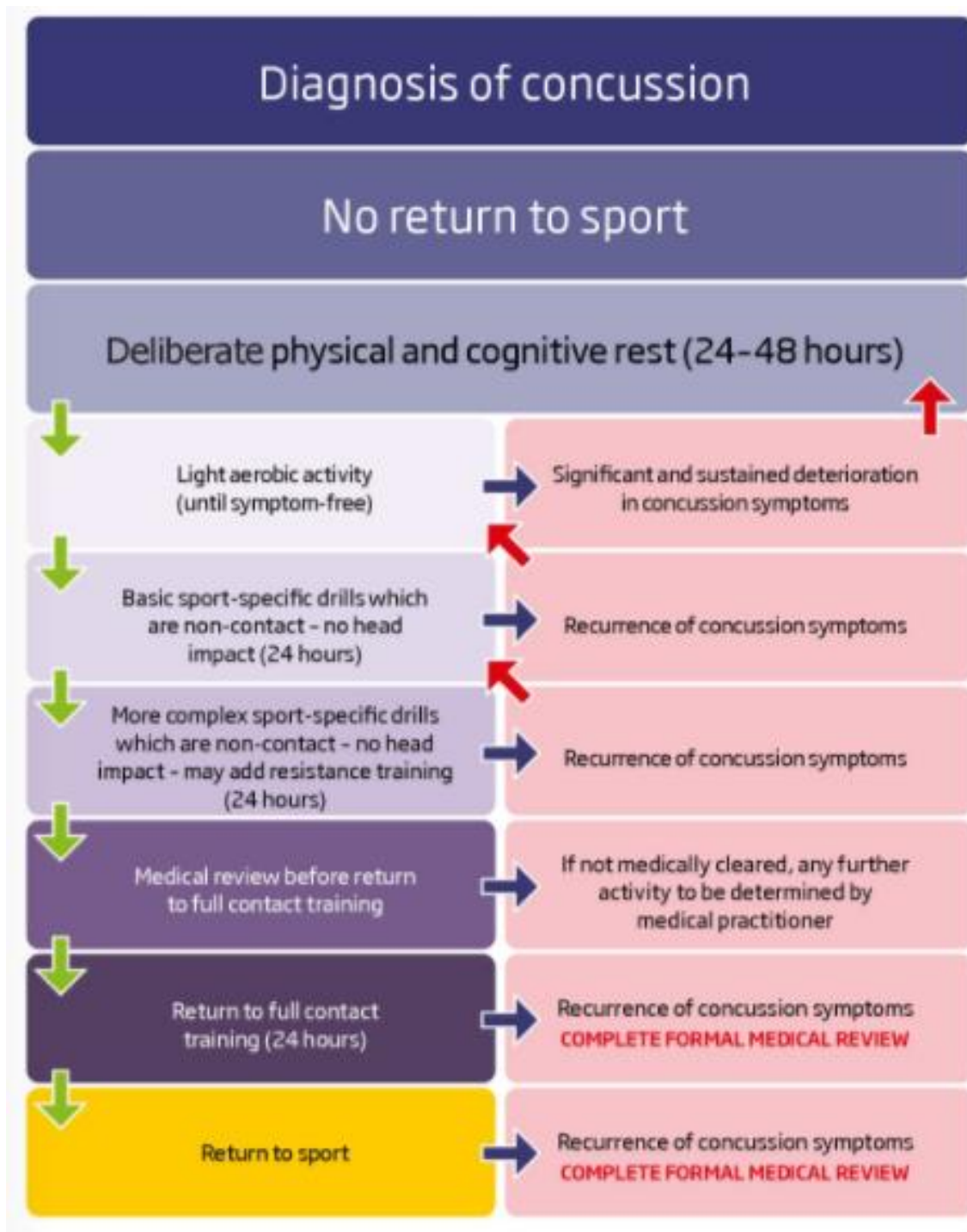


Diagram 2: Return to sport Protocol for Children U18 yrs



Diagram 3: Discipline Protocol

