

Peninsula Junior Touch Association Incorporated

Rules of Association



Est. 2001

Workshop for Rules of Association
1 March 2013
Peninsula Junior Touch Association
Incorporated

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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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ACKNOWLEDGEMENTS

- New South Wales Touch Football (NSWTA) – www.nswtouch.com.au
- Touch Football Australia (TFA) – www.austouch.com.au
- New South Wales Department of Communities, Sport & Recreation (DSR) – www.dsr.nsw.gov.au
- New South Wales Department of 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 Region Hornets Touch – www.hornetstouch.com.au

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INTRODUCTION

The Peninsula Junior Touch Association 'Rules of Association' booklet is divided into three parts;

1. Roles and Responsibilities
2. Policies & 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 guide, 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 as a whole.

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

Adjustments to the Roles & 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 & Responsibilities and Policies & 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.

ROLES AND RESPONSIBILITIES

Recruitment & Retention

When looking to recruit or retain committee members, office bearers and/or volunteers, the Peninsula Junior Touch committee, at that time, 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 New South Wales Touch Association, and ask for assistance or ideas. In addition, the Australian Sports Commission and NSW Department of Communities, Sport & Recreation also have guides on how to recruit and retain people. These can be found at; <http://www.asc.gov.au>, <http://www.dsr.nsw.gov.au>, and <http://www.nswtouch.com.au>.

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 to 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 an Bi-Annual position.

Bi-Annual AGM Elections

President (Even Years)
 Vice President (Odd Years)
 Representative Coordinator (Even Years)
 Treasurer (Odd Years)
 Secretary (Even Years)

Annual AGM Elections

General Committee Members
 Director of Referees
 Judiciary Chairperson
 Public Relations Officer
 *Public Officer (*Dept. Fair Trading Requirement-see description*)

Child Protection

Peninsula Junior Touch 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 each individual to familiarise themselves with these laws. As such, all PJTA 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. These forms must be filled in at every AGM, or as soon as a member is elected for a position (as per above positions), within the association. These must be completed annually and filled accordingly for the appropriate time. (Recommended time frame for filing is 7 years)

The General Committee

Committee Portfolio

1. The sole purpose of this committee is to ensure the smooth running of the association, in accordance with the 'Rules of Association'.
2. It is also expected that the committee will also carry out all procedures and adhere and ensure that all association members adhere to the policies and rules set out in the 'Rules of Association' booklet, and by the Executive.
3. The committee also carry out tasks as directed by the executive, and/or as agreed upon by the committee in accordance with the constitution.
4. The committee should consist of no less than eight (8) individuals.
5. Additional members can be added to the committee at any general committee meeting of the association, in accordance of the association.
6. Entitled to one vote only at a General Meeting of the Club (Committee members with Office Bearer positions are still only entitled to one vote only at a general meeting. I.e. no person can have multiple votes at a general meeting of the association, except the President if exercising a casting vote, and except in the case of an annual general meeting, whereby the clauses in the constitution will apply).
7. If a committee member does not complete the appropriate amount of their duties, as deemed by a majority of the executive, then that/those committee members may succumb to the rules of the association, constitution, and/or cease their committee membership.
8. Each committee member must assist with grounds maintenance (e.g. working bees, field mowing, line marking etc), as nominated and/or directed by the Executive.

Responsibilities and Duties

A General Committee member should:

- Liaise with Executive/Board on all competition nights
- Supervision of their nightly games, being the immediate ground contact for members.
- Strict supervision of the grounds ensuring they are clean at the end of their nightly games.
- Assisting with replenishing of stock in canteen.
- To liaise with the Director of Referee regarding refereeing duties, teams of concern and/or breach of code for those nights' members, but not overriding the responsibilities of the Director.
- To assist with the sales and training of other volunteers in the canteen on a nightly basis.
- To collect, record and receipt members for registration payments, as directed.
- Report any concerns, registration alterations/payments etc to Secretary for team follow up.
- Distribute Registration packages to teams in the current comp, ready for the next competition.
- 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 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: 1 Year

Public Officer

(as per NSW Department of Fair Trading, and Associations Incorporation Act 2009)

1. A public officer 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. They 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

President

The President is the principle leader of Peninsula Junior Touch Association (PJTA) and has overall responsibility for the PJTA 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 five Elected Executive Board Members, as per constitution.

Responsible To

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

Responsibilities and Duties

The President should:

- Attend and Manage all 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 any and all members of the association, as well as external bodies.
- To ensure all roles and responsibilities are filled and each individual 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.
- Supervise and coordinate the adjustments and alterations to the 'Rules of Association' booklet, in accordance with policies, and constitution.
- Liaise with the Representative Coordinator to ensure all documents, payments and policies are completed and carried out within the required timeframes.
-

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 organisations members.

Term of Appointment:

The President is appointed for a 2 Year term. (*Even Years, i.e. 2012, 2014 etc*)

Vice President

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 Senior Vice President is one of five Elected Executive Board Members, as per constitution.

Responsible To

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

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 committee 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.

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 Vice President is appointed for a 2 Year term. (*Odd Years, i.e. 2013, 2015 etc*)

Representative Coordinator

The Representative Coordinator is responsible for the overall communication to and from all PJTA representative sides.

The Representative Coordinator is one of five Elected Executive Board Members, as per the constitution.

Responsible To

The Representative Coordinator is directly responsible to the President and members of the PJTA.

Responsibilities and Duties

The Representative Coordinator should:

- Assess the representative needs for the rep teams and special events
- Liaise constantly with the Executive/Board on all representative issues
- Assist with recruitment and recommendation of coaching staff to roles that suit them
- Liaise heavily with team managers to ensure that payments, forms and any other necessities are completed and finalised with PJTA for all representative affairs.
- Ensure all representative players, coaches, referees and selectors are recognised for their efforts
- Assist with the recruitment of representative referees for relevant events, along with the DOR
- Ensure all representatives of the club follow any policies or codes of behaviour for each event, including PJTA's own member protection policy
- Promote and encourage players to play rep in all division, including junior and senior
- Assist with any other duties as directed by the President and/or executive of PJTA
- Assess the Coaching and Selectors needs for the club, rep teams and special events
- Recruit and recommend the appointment of Coaching Staff to roles that suit them
- Organise the orientation, accreditation and the induction of Coaching Staff
- Identify and organise the training and education opportunities for Coaching Staff & Selectors
- Ensure all Rep Coaching Staff, Selectors and Referees are recognised for their efforts
- Submit regular reports to the club committee.
- Coordinate the allocation of adequate selectors for representative trials and talent identification (if required)
- Attend all committee meetings, where possible or if requested.
- Entitled to one vote only at a General Meeting of the Club.

Knowledge and Skills Required

Ideally a Representative Coordinator is someone who:

- Has a minimum of a Play by the Rules Certificate
- Has a minimum Level 1 Coaching Certificate, or willing to complete (optional).
- Has a minimum Level 1 Referee Certificate, or willing to complete (optional).
- Has a minimum Level 1 Selector Certificate, or willing to complete (optional).
- Can communicate well and has good understanding of the overall touch football rep system
- Is positive and enthusiastic
- Is well organised.
- Has a good understanding of the game of touch, and its trends.

Term of Appointment:

The Representative Coordinator is appointed for a 2 Year term. (*Even Years, i.e. 2012, 2014 etc*)

Treasurer

The Treasurer is the chief financial management officer for the PJTA. The Treasurer is one of five Elected Executive Board Members, as per constitution.

Responsible To

The Treasurer is directly responsible to the President and members of PJTA.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully, in liaison with the Executive/Board
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received in liaison with the Secretary
- Must attend all committee 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 Executive/Board.
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills.
- Entitled to one vote only at a Board Meeting and/or General Meeting of the Club.

Knowledge and Skills Required

Ideally the Treasurer is someone who 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 Treasurer is appointed for a 2 Year term. (*Odd Years, i.e. 2013, 2015 etc*)

Secretary

The Secretary is the chief administration officer of PJTA. This person provides the coordinating link between members, the management committee, the Executive/Board and outside agencies. The Secretary is one of five Elected Executive Board Members, as per constitution.

Responsible To

The secretary is directly responsible to the President and members of PJTA.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for club meetings in consultation with the President
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Assist with collecting and collating reports from office bearers.
- Call for and receive nominations for committees and other positions for the club AGM
- Must attend and take the minutes of all committee and executive meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly, where necessary.
- Collate and arrange for the printing of the annual report
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.
- Entitled to one vote only at a Board Meeting and/or General Meeting of the Club.
- Coordinate the day-to-day operations and running of the association.
- Liaise directly with the PJTA executive on all on-going matters and business doings.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution.

Term of Appointment:

The Secretary is appointed for a 2 Year term. (*Even Years, i.e. 2012, 2014 etc*)

Estimated Time Commitment Required

The estimated time commitment required as Treasurer of PJTA is approx. 1.5 hours per week.

Director of Referees

The Director of Referees is responsible for the human resource planning, recruiting, selection, training and recognition of Peninsula Junior's club Referees.

Responsible To

The Director of Referees is directly responsible to the President and members of PJTA.

Responsibilities and Duties

The Director of Referees should:

- Assess the Refereeing needs for the club for general running and special events
- Recruit and recommend the appointment of Referees to roles that suit them
- Organise the orientation, accreditation and the induction of Referees
- Organising Referees rosters and maintaining records
- Identify and organise the training and education opportunities for Referees
- Ensure all Referees 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 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 education Accredited Referee Coaching
- Liaise with Gosford City Council on all matter concerning the playing fields, and or other items that may affect the association from using the playing fields, or otherwise.
- Liaise with Public Relations Officer to ensure adequate advertising, marketing and PR is used to promote all competitions and other events, as per committee request.
- Provide cards/sign-on sheets and other items as required throughout the park and representative competitions.
- Liaise with New South Wales Touch Association (NSWTA) on all affiliation matters, and ensure all information required is supplied to NSWTA by the requested deadlines.
- Attend to filing and follow-ups on any incident, injury or other reports, and ensure correct protocol (internal or external) is followed.
- Administer updates, news articles and other information on the PJTA official website.
- Liaise with President on all sponsorship/partnership agreements, and ensure that all duties are carried out by relevant members.
- If the Director of Referees is unavailable to attend game day, they must find a suitable temporary replacement and notify the Secretary of this temporary replacement.

Term of Appointment:

The Director of Referees is appointed for a 1 Year term.

Judiciary Chairperson

The Judiciary Chairperson is responsible for the overall coordination of judicial hearings, disciplinary matters and grievance matters of all players, referees, coaches and members of PJTA.

Responsible To

The Judiciary Chairperson is directly responsible to the President and members of the PJTA.

Responsibilities and Duties

The Judiciary Chairperson should:

- Carry out judiciary hearings where necessary in accordance with the PJTA, NSWTA and TFA Judicial guidelines and policies at that time.
- Advise all persons involved in a hearing of their requirements 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 PJTA apart from participating. Guidance should also be sought from NSWTA when appointing someone to this position.

Term of Appointment:

The Judiciary Chairperson is appointed for a 1 Year term.

N.B. a judiciary at PJTA should ideally consist of the Chairperson, Director of Referees plus x2 Board Members of the association.

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' booklet** will be included in each competition's registration package. This package and conditions will outline the details surrounding that particular 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 & Protocol
2. Unfinancial teams/players guidelines
3. Competition Format
4. Uniform Rules
5. Both Duty & 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 see fit.

If there was to be no immediate rule or by-law in place, the association committee reserves the right to make decisions that they feel are in the best interest of the association, and record such decisions.

Playing Rules

Peninsula Junior Touch Association adopts the Touch Football Australia 7th Edition Rule Book throughout all of their competition. In addition, PJTA reserves the right to adopt any by-laws or additional rules that the committee sees fit, at that current time.

Affiliation

Peninsula Junior Touch Association (PJTA) agrees to affiliate all of its competitions with New South Wales Touch Association (NSWTA). PJTA also agrees to follow any protocol or policies that NSWTA place in its affiliation agreements, and/or if PJTA does not have a policy in place the current committee reserve the right to adopt the appropriate policy from NSWTA, Touch Football Australia (TFA), or make a decision as the current committee sees fit.

PJTA 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

Peninsula Junior Touch agrees 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 Peninsula Junior Touch Association (PJTA), they may be photographed/filmed and that these images may be used by the PJTA for promotion of the sport. The PJTA will not pass any image/s onto a third party unless prior approval is sought. If members do not wish the PJTA to be able to use your image/s or be filmed they must notify PJTA in writing.
2. PJTA reserves the right to immediately take possession of any video footage taken at any of our competitions or events that may assist the PJTA 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

Peninsula Junior Touch 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.
- Float** - A float of \$100 is available. At the completion of the night the float is to be placed in the appropriate bags and given to the Treasurer as soon as possible for recording/counting etc. N.B. The float MUST be counted with the Treasurer and/or another Board Member present.

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 (as well as all points in 'Canteen' in the 'park competitions' section of this booklet)
6. Registration Invoice and forms
7. Pack up fields (hat collection etc)
8. Stock / Restock canteen
9. Fill ice on a nightly basis
10. Maintain/clean canteen when required – ensure toilet paper is full at end of night
11. Clean canteen (sweet, wipe down benches)

Playing Fields

1. The Peninsula Junior Touch Association playing fields are;
 - a. Rogers Park, Dunban Road WOY WOY NSW.
2. Any such activity carried out on these grounds for park competitions, representative commitments or alike must be booked and recorded, in accordance with local council policy.
3. Peninsula Junior Touch Committee reserves 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 & Selectors)

Referee's Competition Game Payments

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

Official referees will be paid on the last game before Christmas break, and again on Grand Final Night in which this must be decided upon and recorded at the commencement of their refereeing duties for that season. A referee must not change their mind halfway through (e.g. they cannot decide to get paid night at the start of the comp, and then decide to get paid at the end of the season after round 4). The current referee game payments are; (as of 01.10.2017)

Badge Level	Solo (Single)	Buddy	Triple	Finals Night (if invited)
None	\$5	\$5	\$5	
1	\$12	\$7	\$5	\$75 (invite only)
2	\$17	\$10	\$8	
3	\$17	\$10	\$8	
4	\$17	\$10	\$8	
5	\$17	\$10	\$8	
6	\$17	\$10	\$8	

Referee's Tournament Payments

Peninsula Junior Touch are required to send official referees to cater to the quota required by Regional and State events, or alike. The Director of Referee, along with committee members are to source appropriate qualified referees to fill these duties. Payments are a base sum, and are no different for any badge level.

TOURNAMENTS - \$200, Plus Accommodation at NSW Junior State Cup and Hornets Peter Wilson Memorial Championships (equal to NSWTA/Hornets accommodation costs if organising themselves). The Committee reserve the right to not supply accommodation if they feel the event is of close distance for the referee.

Course Assistance

1. Peninsula Junior Touch pride itself in our coaches, referees and selectors. To be eligible for consideration for funding you must be an active member of Peninsula Junior Touch Association Inc (as per NSWTA regulations) for the past two (2) years at park or representative level and not to have been an active member for another affiliate at Representative level for the past two years: all applications and funding amounts will be considered on an individual basis (Recommended subsidy is ½ (half) of the total cost of course).
2. Courses open for assistance include, but are not limited to; Level 1 and Level 2 Selectors Courses, Level 1 and Level 2 Coaching Courses and Level 2 and Level 3 Referee Courses, on the proviso that the individual fulfils their duties, and abides by the relevant codes of conduct as set out in the Rules of Association.

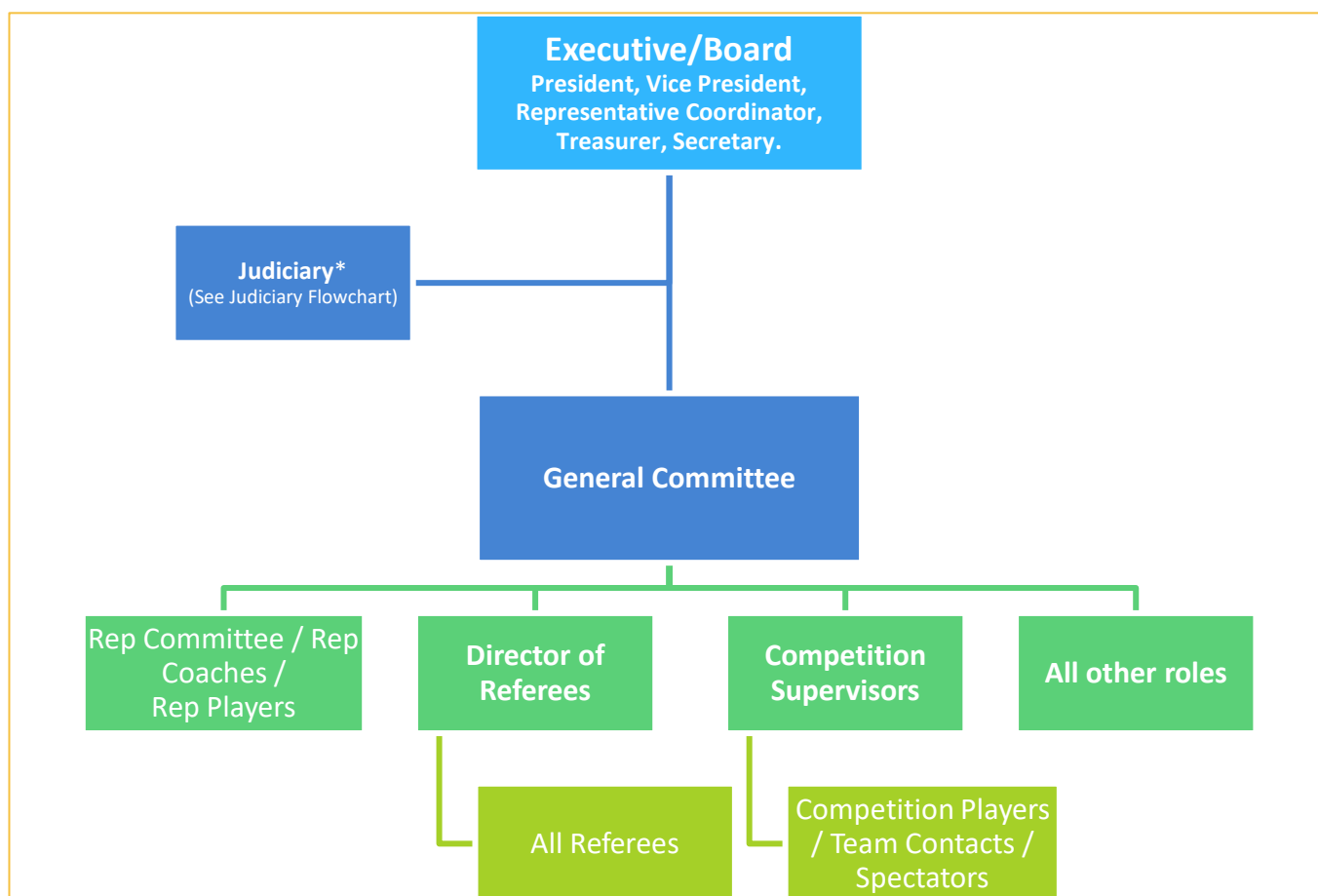
3. Committee will hear each financial request case by case, and reserve the right to refuse financial assistance for courses.

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 Secretary/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 Judiciary to deal with grievances from the park competition or representative competition, however the club President may take on their responsibilities if the executive feel appropriate.



Judiciary Flow Chart – Park Competitions



Judicial Hearings / Appeals

Peninsula Junior Touch Association adopts the TFA and NSWTA guidelines to judiciary procedures. For all relevant hearing and appeal procedures, sentencing and protocol please refer to this booklet. Available from NSWTA;

Canterbury Velodrome Bayview Avenue Earlwood 2207.

Postal address: PO Box 27 Bardwell Park NSW 2207.

Phone: (02) 9558 9333

Toll Free: 1800 640 668

Fax: (02) 9558 8799

Email: nswtouch@nswtouch.com.au

Member Protection Policy

General Code of Behaviour (applies to all other codes in this booklet)

All participants at the Peninsula Junior Touch Association (PJTA) Competitions, or representing PJTA at respective 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, 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 PJTA or any of its affiliations.
4. Make a commitment to providing a quality service and share the responsibility and work loads
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 PJTA's goals and objectives by supporting innovation, creativity and change.
7. Be aware of, and maintain an uncompromising adherence to the PJTA's 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, PJTA 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, PJTA 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 (e.g. 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 the PJTA's 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, PJTA 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. Play by the rules at all times – know the rules.
3. Respect and abide by officials' rulings at all times without language, argument or bad temper.
4. Exhibit exemplary behaviour and sportsmanship at all times 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
 - Ensure that at all times 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 (e.g. underage drinking and drug use).
10. Be a responsible team member.
 - Enjoy the game by giving your best at all times
 - Always be on time.
 - Encourage and assist all players.
 - Ensure you always bring the appropriate uniform and equipment to training and/or matches.

Referee Code of Behaviour

In addition to the PJTA's 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, PJTA and or other local associations, in your role as a referee:

1. Treat all players with respect at all times.
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
4. 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.
5. 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.
6. Condemn the deliberate foul play as being un-sportsman like, and promote fair play and appropriate sports behaviour.
7. 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.
8. Refrain from any form of harassment towards players. Treat all players fairly within the context of their sporting activities.
9. 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 PJTA Member Protection Policy.
10. 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.
 11. 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.
 - Maintain or improve your current badge level.
 - Seek continual improvement and keep informed of sound officiating principals
 - Remain up to date with any rule changes and / or interpretation of rules as laid down by the Touch Football Australia and PJTA variations
 12. Encourage inclusiveness and access to all areas of officiating.
 13. 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 the PJTA's 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, PJTA 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 and coaches 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 sport of Touch by maintaining the highest standards of personal conduct and projecting a favourable image of Touch and of coaching at all times.
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.
 - Treat all players with respect at all times.
 - 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 players' 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 (e.g. 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.
14. Provide feedback to players in a caring and sensitive manner according to their needs. Avoid overly negative feedback.
15. 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.
16. 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.
17. 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 PJTA Member Protection Policy
18. 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.
19. Avoid situations with your players that could be construed as compromising.
20. 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 NCAS 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.
21. Be honest and ensure that qualifications are not misrepresented.
22. When asked to coach, ensure that any previous coach-player relationship has been ended in a professional manner.
23. Do not exploit any coaching relationship or information gained through the NSWTA programs, to further personal, political or business interests.
24. Actively discourage and do not engage in practices that are illegal or affect sporting performance (e.g. underage drinking, use of illegal substances, and drug use).

Selectors Code of Behaviour

In addition to the PJTA's 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, PJTA 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 ensure impartiality at all times when in uniform and in the role of a State Selector.
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.
 - Treat all players with respect at all times.
 - 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 the NSWTA 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 PJTA duty.
9. Actively discourage and do not engage in practices that are illegal or affect sporting performance (e.g. underage drinking, use of illegal substances, and drug use).
10. 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.
11. Do not exploit any selecting relationship or information gained through PJTA of affiliated programs, to further personal, political or business interests.
12. Avoid situations with your players that could be construed as compromising.
13. 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 the Touch Football Australia and PJTA.

Administrators & Officials Code of Behaviour

In addition to the PJTA's 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, PJTA and or local associations, in your role as an administrators & 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 PJTA Membership Protection Policy and Code of Ethics-Behaviour are freely and readily available to all involved in the sport of Touch at all times.

Parents & Guardians Code of Behaviour

In addition to the PJTA's 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, PJTA 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 officials' 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 team mates 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 PJTA's 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, PJTA 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 in order 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 Peninsula Junior Touch Representative seasons are as follows;

Junior Teams: September to March

Representative Tournaments

Peninsula Junior Touch 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 PJTA Codes of Conduct, but also those placed on them by the tournaments committee.

Representative Teams

Although not all teams may be filled, there must be an opportunity for all members to play for their desired division. Teams include;

1. Boys Under 10's
2. Boys Under 12's
3. Boys Under 14's
4. Boys Under 16's
5. Girls Under 10's
6. Girls Under 12's
7. Girls Under 14's
8. Girls Under 16's

The Peninsula Junior Touch Association (PJTA) **Selection Policy**

AIMS

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

OBJECTIVES

1. To select the best possible teams to represent PJTA.
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:

1. PJTA will invite all financial members of the association to trial for selection into the Peninsula Junior Representative sides.
2. The PJTARC will advertise for Squad Selections adequate time before a Representative tournament. The advertisements will appear in the following methods:
 - a. Posted on the PJTA notice board
 - b. Announced over the loud speaker
 - c. Via the PJTA web site.
 - d. Through all PJTA Social Media Outlets (incl. Facebook)

CLAUSE 2A: 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 squad training sessions set down by the elected teams coaching staff. (Players 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 Peninsula Junior Touch Association park competition prior to attending the Hornets Peter Wilson Memorial Championships (PWMC)
5. Be financial members of PJTA
6. Be financial with NSW Touch Football Association and Touch Football Australia
7. Agree to abide by the PJTA code of conduct both on and off the field
8. Gain clearances from any other TFA affiliates (if required)

CLAUSE 2B: LETTERS

1. If players do not attend the representative trial selections they will only be considered for selection if a letter is submitted explaining the extenuating circumstances, regarding 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 3: FINAL SELECTION

1. A minimum of 12 players for under 10's and 14 players for 12's, 14's and 16's, an appointed Head Coach and Team Manager (to required 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 this criteria will not be eligible to enter Representative tournaments.
2. Teams will be picked using the TID process by selectors, with input from the appointed team coach.
3. Selectors will be sourced from within PJTA. If there is a lack of qualified selectors available to select, the PJTA Director of Selectors will source either (a) club members with excellent knowledge and experience within the game of touch football and/or (b) seek assistance from Hornets, NSWTA or other affiliated clubs.
4. Independent selectors from outside of PJTA will also be invited to attend the final selection night.
5. 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
6. **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 delegated committee member) 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 cannot agree, then (and only then) will the matter be put to the Club Executive.
7. 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.
8. The selectors and coach(es) will make every effort to assess the player's ability prior too and during the final selection session.
9. Final team selection will occur on the final selection session.
10. The final team selection will be advertised in the same methods of advertising in clause 1.2 of this selection policy once ratified by the Club Executive.
11. Players will be selected in positions and divisions that best suits the needs of PJTA and must commit to that team. Players cannot change teams unless extenuating circumstances are shown to, and finally approved by the club executive.
12. All successful players will be required to pay a representative Levy for each tournament (known as the tournament levy). The Tournament Levy amount will be assessed and announced by the PJTA Executive prior to each Representative tournament (when possible).
13. The tournament levy will be a 'team fee', for each representative side, and will be the same amount for every team regardless of number of players. This team fee will then be invoiced to the each representative side. The collection of monies and final payment will be the responsibility of the coaching staff. The amount per player will be set by the committee.
14. The Representative Coordinator is to coordinate and oversee the total selection process and is accountable to the PJTA Executive for the selection of teams.

CLAUSE 4: SELECTION ENQUIRIES

1. Enquiries into team selections must be submitted in writing to the PJTA Representative Coordinator. All enquiries will be answered at the earliest possible time after investigation. The investigation will include talking to the relevant selectors and coach if he/she was part of the selection process.
2. The Representative Coordinator can correspond with players in the squads who miss final team selection outlining reasons for none selection.

CLAUSE 5: REPLACEMENTS

1. All replacements must be ratified by the PJTA Executive.
2. If a player does not accept their position in the team, then the Coach and Selectors may name a replacement from the list of shadow players that were named at the Final Representative Selection Trials in consultation with the PJTA Director of Selectors and PJTA Executive.

3. If a player drops out of the team, a replacement will be found 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 must have a medical clearance to compete no more than five (5) weeks out from the event. Players who do not fulfil these requirements may be replaced by Shadow players or players from outside the team if shadow players are unavailable. It is the duty of the player and/or coaching staff to notify the Representative Coordinator of any player carrying an injury.
5. Two players from the selections will be named as shadows. Before a shadow player replaces a selected player, the coach will be given the option of re-shuffling the team's composition. The player to fill the vacant position will then be nominated by the Representative Coordinator, after consultation with the Coach and PJTA Committee.
6. Players who miss more than 25% of official training sessions can be replaced at the request of the coach, with input from the Representative Coordinator, with the endorsement of the PJTA Executive.
7. PJTA representative teams will be named at a date set by the PJTA Committee. Players are not to be told about selections prior to the official announcement by the PJTARC.

SUMMARY:

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

This document must be included in the PJTA Rules of Association for member reference, and should be available for any PJTA Member upon request.

Representative Coaching Staff Policy

Coaching Staff includes; Coach, Assistant Coach and Manager.

CLAUSE 1:

The Peninsula Junior Touch Football Association (PJTA) Committee will be responsible for;

1. Advertising all representative coaching staff positions in the following methods:
 - a. *Posted on the PJTA notice board*
 - b. *Announced over the loud speaker*
 - c. *Via the PJTA web site.*
 - d. *Through all PJTA Social Media Outlets (incl. Facebook)*
2. The PJTA Committee will place applicants into positions that best suit the needs of the club.
3. The PJTA Committee will rate applicants on the below Selection Criteria.

CLAUSE 2A:

The PJTA Coaching Staff for each representative team consists of three positions;

1. Team Coach
2. A Team Assistant Coach
3. A Team Manager

CLAUSE 2B: SELECTION CRITERIA FOR PJTA COACHING STAFF

1. Success of teams coached at International and national level – Win/loss record
2. Success of coached teams at State Level - Win/Loss record
3. Success at Regional- Win/Loss record
4. Success at Park- Win/Loss record (Results to be proven 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: Level 1, 2 etc) as well as others eg: Other sports qualifications, Physical Education degree
7. Ability to represent PENINSULA JUNIOR TOUCH FOOTBALL ASSOCIATION in an Ambassador's role i.e.: ability to relate to officials, parents, management, media etc
8. Coaching experience -Years coached or educated at State, Regional and park level etc.

PJTA Committee will sort through all applications and in the case of more than two applicants for the same position will short list applicants and conduct face to face interviews.

CLAUSE 2C: APPOINTMENT PROCESS

The appointment process is governed around finding the best person for the position to give PJTA 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.

FORMAL APPLICATION

All coaching, assisting coaching and manager applications must be submitted in the required format (written or typed) and include the requested information.

CLAUSE 2D: FEEDBACK PROCESS.

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

CLAUSE 2E: APPEALS or GRIEVANCES

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

CLAUSE 3: REPRESENTATIVE TEAM COACH POSITIONS

APPLICATIONS

1. All applicants must apply in writing/email for a Coaching position stating their credentials and qualifications.
2. All applications are to be addressed to the Secretary and must address the criteria.
3. All applications must be entered on the official PJTA coaching staff application document and must also include a Touch coaching resume.
4. Applicants may list their team preference but PJTA Committee will place coaches with teams that best suit the needs of the club.
5. The successful applicants will hold the position for the term of the appointment as determined by the current PJTA Committee.

POSITION CRITERIA

Successful Team Head Coaches must abide by the follow criteria;

1. Knowledge of the standards and behaviour expected of a PJTA Official and/or Representative Player and acceptance for these standards, or the ability to quickly acquire and apply such knowledge.
2. The Coach must demonstrate the ability to work within the PJTA Code of Behaviour guideline.
3. Possess a minimum required Coaching certificate, as per NSWTA, or be willing to participate in the Level 1 and/or Level 2 Coaching Course.
4. Be prepared to accept the conditions of the appointment.
5. Must possess good oral and written communication skills.
6. Able to demonstrate the ability to work well under pressure whilst achieving objectives.
7. Be prepared to keep up with the modern trends in the sport of touch football.

STATEMENT OF DUTIES

1. To Coach a Peninsula Junior Touch Representative Team to which the appointment was made.
2. To liaise with the Representative Coordinator and PJTA Executive, on relevant matters and to ensure the implementation of the Peninsula Junior Touch 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. Provide the Peninsula Junior Touch Coaching coordinator with regular written reports when required.

7. Be available to work with the coaches of PJTA
8. Liaise with Selectors at selection trials.
9. Be available to attend PJTA Meetings as directed.
10. At the completion of each tournament, Representative Coaches will make themselves available to be debriefed by the PJTA Executive.

CLAUSE 4: REPRESENTATIVE TEAM ASSISTANT COACH POSITIONS

APPLICATIONS

1. All applicants must apply in writing/email for an Assistant Coaching position stating their credentials and qualifications.
2. All applications are to be addressed to the Secretary and must address the criteria.
3. All applications must be entered on the official PJTA coaching staff application document and must also include a Touch coaching resume.
4. Applicants may list their team preference but PJTA Committee will place coaches with teams that best suit the needs of the club.
5. The successful applicants will hold the position for the term of the appointment as determined by the current PJTA Committee.

CRITERIA FOR POSITION

1. Knowledge of the standards and behaviour expected of a PJTA Official and/or representative player and acceptance for these standards, or the ability to quickly acquire and apply such knowledge.
2. The Assistant Coach must demonstrate the ability to work within the PJTA Member Protection Policy (Codes of Behaviour).
3. Possess a minimum active Level 1 Coaching certificate or be willing to participate in the Level 1 Coaching Course.
4. Be prepared to accept appointment immediately for the period of the representative season.
5. To be able to communicate effectively and with integrity with Players and Officials.
6. Ability to work well under pressure while achieving objectives.

STATEMENT OF DUTIES

1. To assist the Head Coach with the PJTA team, in which you are appointed.
2. Be involved in developing Training Programs and goals in conjunction with the Coach.
3. Monitor and review performances of current PJTA players and seek any explanations for loss of form.
4. Identify talented players and report on them to the Representative Coordinator.
5. Negotiate a training and development plan with the Team Coach and Representative Coordinator.

CLAUSE 5: REPRESENTATIVE TEAM MANAGER POSITIONS

APPLICATIONS

1. All applicants must apply in writing/email for an Team Manager position stating their credentials and qualifications.
2. All applications are to be addressed to the Secretary and must address the criteria.
3. All applications must be entered on the official PJTA coaching staff application document and must also include a Touch coaching resume.
4. Applicants may list their team preference but PJTA Committee will place coaches with teams that best suit the needs of the club.
5. The successful applicants will hold the position for the term of the appointment as determined by the current PJTA Committee.

CRITERIA FOR POSITION

1. Knowledge of the standards and behaviour expected of a Peninsula Junior Touch Official and/or Representative Player and an acceptance of these standards, or ability to acquire quickly and apply such knowledge.

2. The Team Manager must demonstrate the ability to work within the PJTA Member Protection Policy (Codes of Behaviour).
3. Capacity to manage (i.e. through a documented plan, organise, direct and control.) as appropriate players, gear and equipment.
4. A high degree of initiative and organisational ability.
5. Mature judgement and capacity to accept responsibility
6. Good inter personal relationship skills.
7. The ability to work well under pressure whilst still achieving objectives.
8. PREFERRED: First Aid Certificate (Current).

STATEMENT OF DUTIES

1. Manage the Peninsula Junior Touch 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. Become conversant with competition Rules, By-law, Regulations and requirements for paperwork.
7. Responsible for issuing players clothing gear and equipment.
8. Responsible for security of team valuables while playing.
9. Provide for players needs during games.
10. Provide facilities for players to obtain after match refreshments.

SUMMARY:

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

This document must be included in the PJTA Rules of Association for member reference, and should be available for any PJTA Member upon request.

Accreditation – NSWTA Tournament Requirements

As per NSWTA Coaching Accreditation Policy

Junior State Cup

Requirements	Head Coach	Assistant Coach	Manager/Trainers
All Teams must comprise of a Team Coach and Team Manager (Assistant Coach Optional, unless otherwise stated in tournament conditions)	<p>10-14yrs: Minimum Level 1 Touch Football Coaching Accreditation & completion of Play by the Rules</p> <p>16-18yrs: Minimum Level 2 Touch Football Coaching Accreditation & completion of Play by the Rules</p>	<p>10-14yrs: Minimum Community Coaching Accreditation and/or completion of the Australian Sports Commission’s Online Beginning Coaching Course as well as completion of Play by the Rules</p> <p>16-18yrs: Minimum Level 1 Touch Football Coaching Accreditations well as completion of Play by the Rules</p>	Minimum completion of Play by the Rules

Coaching Staff Applications

1. Minimum 21 Days advertising
2. Appointment for the full representative season
3. Preference given to applicants who have been active member of club for past two years and not have played or coached with another affiliate at representative level for past two years , this does not apply to a division where Peninsula Junior Touch does not have a current representative side.

Representative Players Eligibility

1. Financial with Peninsula Junior Touch Association, Touch Football Australia and NSW Touch
2. Registered and financial in current Junior competition at PJTA (or ASAP after selection)
3. Executive satisfied that player has no adverse disciplinary problems that may be relevant
4. No current suspensions that could prevent the player participating at tournaments
5. Players must be available for all tournaments unless exemption agreed to by coach
6. As per NSWTA – 5 games must be played in one division (extenuating circumstances may be looked at individually by the senior executive)
7. Late players (after Round 7) that replace a player in a representative squad must pay registration fee to be financial.

Representative Teams Endorsement

1. All representative teams to be endorsed by Executive prior to release
2. Players to be notified on the PJTA website and notice board to the individual.

Representative Voting Etiquette

1. An individual is ineligible to vote if that person stands to benefit from that vote
2. Immediate family of person related to vote ineligible (partner, children, siblings, parents)
3. All other voting protocol as per PJTA constitution

Representative Levy's

1. A representative Levy for players (and if deemed appropriate, coaching staff) will be decided by the Executive
2. No group discounts or part-payments will be accepted, unless approved by the committee

Representative Uniforms

1. The Committee is to decide when new uniform design is required and allow appropriate time to organise and distribute
2. If a new design is made, it is to come into effect the following representative season (e.g. Junior State Cup)
3. When representing PJTA all players will be required to purchase current club uniform.
4. The club uniform will not change for at least 3 years to ensure players get the maximum value from their gear, or as agreed to by the Committee.

Representative Misconduct

Individuals must adhere the relevant codes of behaviour outlines in this booklet. Should such codes be broken in any way, the Committee have the right to determine a charge that they see fit against an individual or group.

Annual General Meetings

Annual General Meetings and the Annual Statement

How often must an annual general meeting be held?

1. As per the Department of 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. However, the first annual general meeting of a new association must be held within 18 months of the date of incorporation and within 6 months after the expiration of the first financial year of the association.
3. It is possible to obtain an extension of time to hold the AGM from the Commissioner for Fair Trading. Such application should be made before the expiration of the period or of the calendar year in which the annual general meeting would otherwise be required to be held. An Application for Extension of Time for holding Annual General Meeting or Lodging Statement (Form 11) should be sent to the Registry of Co-operatives & Associations.

How is an AGM called?

1. The PJTA 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 secretary 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. The notice must be given not less than 14 days before the date fixed for the holding of the meeting. However, notice of any special resolution must be given to members not less than 21 days before the AGM. For convenience, the notice of meeting can be sent to members at the same time and on the same document as any notice of special resolutions provided it is sent not less than 21 days before the AGM.

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 from the committee reports on the activities of the association during the last preceding financial year,
 - elect office-bearers of the association and ordinary members of the committee,
 - receive and consider the financial statement to members, and
 - 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, and
 - in respect of each trust for which the association was trustee during any part of the association's last financial year:
 - the income and expenditure of the trust during that period,
 - the assets and liabilities of the trust during that period, and

- the mortgages, charges and other securities affecting any of the property of the trust 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 the Registry after the AGM?

Within one month of the annual general meeting, the public officer is required to lodge an annual statement (Form 12) certified by two members of the committee (who are authorised to do so by a resolution of the committee) with the Registry of Co-operatives & Associations.

The annual statement form is to be accompanied by the following documents:

- a copy of the statement submitted to members,
- a copy of the terms of any resolution passed at the annual general meeting concerning the statement, and
- 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).

For further information see 'Statutory and Reporting Obligations of an Incorporated Association', on the Department of Fair Trading website or office.

In addition, any change in the person holding the position of public officer or the address of the public officer must be notified to the Registry within 14 days of the change occurring on the Registry's Form 9. The Act imposes penalties for failure to notify the Commissioner of a change of public officer or the address of the public officer. Further information regarding the role, functions and appointment of a public officer is available on the information page titled 'Public Officer', of the Dept Fair Trading website.