



Memo

Date: 13th January 2017
To: Affiliated Associations, Competitions, State Managers and Coordinators
From: Matt Tanner, Participation Manager – Touch Football Australia
Subject: Renewal of Certificate of Currency 2017 & Affiliate Regulation Compliance

Touch Football Australia (TFA) would like to extend to our affiliates our best wishes for a successful 2017. We would also like to thank you for your ongoing commitment to providing the best possible experience to the Touch Football participant. This communication is to outline information related to the TFA National Insurance Scheme Policy.

The Player Injury Insurance Cover brochure and poster, as well as the National Insurance Policy Manual for affiliates is also currently being updated. Once all information and resources have been updated and communicated, they will be made available via Touch Football Australia website www.touchfootball.com.au

To ensure your affiliate can access your Season 1 2017 Certificate of Currency (31st January – 30th June) from late January 2017, all affiliated members must be fully financial and have completed the necessary compliance requirements with regard to Touch Football Online and Affiliate Regulations (2015). Therefore, if you require prior access to your Certificates please provide us advance notice. Otherwise, we expect all affiliate certificates to be distributed by the last week in January 2017.

Attachment 1 includes relevant information about the affiliate regulations. Attachment 2 outlines for new administration and/or committee members a one-page description, explaining exactly what a Certificate of Currency is and relevant information about its application.

The protection offered through the National Insurance Scheme continues to reinforce the benefits of all affiliated competitions throughout Australia. TFA, in association with all the states, thanks you for your continued support and assistance in all matters as they relate to the National Insurance Scheme.

We look forward to working with you in 2017.



Attachment 1: Affiliate Regulations Compliance

The TFA Affiliate Regulations (2015) outlines that all affiliates are required to comply with relevant laws, by-laws and regulations. Failure to do so may impact an affiliates rights and entitlements under the TFA National Insurance Scheme (NIS).

TFA requests information from affiliates as best practice administration which supports an affiliates' ability to deliver services to their members and participants. The annual registration process occurs in Season 1 and is due by May each year. If an affiliate did not fully complete this process in May 2016 they will be required to do so prior to receiving their Certificate of Currency for insurance purposes from 31 January onwards.

This memo should be read in conjunction with the Affiliate Regulations (2015) which are attached. Page 13 of the Affiliate Regulations outlines the compliance requirements that need to be satisfied to maintain affiliation on an annual basis. This includes:

- Completion of ANX 3 Form (included on page 31 of the Affiliate Regulations).
- Submit a copy of the Affiliates Constitution, Rules of Competition and By-Laws.
- All participants registered to Touch Football Online (TFO).
- Submitting a copy of the most recent Annual Report (including audited/detailed financial statements).

The above is in addition to any of the compliance items previously detailed in this memo. Your respective State Office will contact you soon with specific details on any outstanding compliance items for your affiliate.



Attachment 2: General Information about Certificates of Currency

Certificates of Currency (CoC) are often requested when an affiliate is entering into contracts, leases, licences and other agreements. A Certificate of Currency is evidence of insurance that you can use to satisfy the other party in respect to the insurance obligations it has assumed under the contract. For example, providing you with cover where you become legally liable to third parties out of bodily injury or property damage. As an affiliated and insured member you can access these Certificates by request through your local state office or the national office. To have the Certificate released, your affiliate must have paid all the fees that are due and have no other outstanding debt to TFA and/or their local state office.

The Certificate can only be provided in the name of the affiliate which is a registered affiliated member of your regional, state or national body. It is a valuable instrument as it allows you to access and operate your affiliate and its activities, As such, it needs to be treated responsibly, by not passing it on to third parties or allowing it to be copied.

As an example, a club coach would like to use a school to train some juniors. The school, in the process of making the booking has requested a Certificate of Currency. The Certificate cannot be released to the coach. Rather, it must be formally requested to the local affiliate who must endorse and support the coach, knowing/confirming that they are accredited and are responsible member of their club. The coach, by using the Certificate of their affiliate, extends the risk of the affiliate. A further example is approaching Bunnings for BBQ fundraising activities; a Certificate will be requested and an affiliate needs to assess the risk of an activity to their Insurance liabilities.

Affiliates need to be very clear on the basis the certificate is used, and the potential risks for negligence should it be released to a third party. An affiliate should also request a Certificate from an organisation involving a transaction with an outside party which increases exposure to loss. For example, a building contractor who is installing a facility for you or lighting structures. This allows some form of reducing risk if there is an accident or injury as a result of poor workmanship or a like situation.

Other sports groups or venue management providers will have their own Certificate's for their specific aspects of their business. It doesn't not mean that their Certificate will extend to cover your affiliate for running Touch Football related competitions. They should never be used to substitute your own insurance coverage, which should be specific to the competition you are running. For example, a rugby club that runs a Touch Football competition in summer, should have both a Rugby Certificate and a Touch Football Certificate. Section 59 of the Commonwealth Insurance Contract Act 1984, provides for notice of cancellation to be provided by the insurer to the insured. In the case of an affiliate not making insurance payments to their regional or state body, the affiliate would be deemed by the Insurer as not appropriately registered as required under the policy wording. And, thereby no cover would be provided by the Liability and/or Sports Injury policies. A letter can also be provided to the local facility notifying them of the affiliate's status.

This communication contains general advice only and does not take into account individual objectives, financial situations or needs. Before acting on this advice, please assess whether it is appropriate and applicable to your specific situations. Consider the relevant Product Disclosure Statement (PDS) before making any decision about a product detailed on the Sportscover website www.sportscover.com

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