



TFA STANDING ORDERS
FOR STATE OPERATIONS
ADVISORY PANELS

2016



VERSION CONTROL REGISTER

Material Title: Touch Football Australia Standing Orders

Material Type: Governance Requirements from the TFA Constitution

Material Developed by (Author): Touch Football Regional Unit

Workplace for Use: Touch Football Australia (specifically the TFA Managed States of ACT, Victoria, Tasmania, South Australia, Northern Territory and Western Australia).

| VERSION NUMBER | RELEASE DATE | AMENDMENTS MADE | AUTHORISED BY | ARCHIVE DATE |
|----------------|---------------|---|---------------|---------------|
| 01 | 2005 | Introduction of the TFA Standing Orders as required by the 2005 Constitution. | BOM | December 2014 |
| 02 | December 2014 | Complete review and update to requirements and operations to meet a change in the organisation and industry standards surrounding governance. | BOM | July 2015 |
| 03 | July 2015 | Completed revision post feedback from implementation of new Standing Orders. | BOM | December 2016 |
| 04 | December 2016 | Completed revision incorporating feedback from SOAPs, internal review and alignment to the TFA Volunteer Framework and new constitution | BOM | December 2016 |

Disclaimer

The preparation of this document is in no way a commitment from Touch Football Australia to provide funds or make any other contribution nor or in the future.

Touch Football Australia policies and procedures are living documents which reflect progress in administrative requirements and industry standards. As such, these documents to maintain currency are periodically reviewed and updated. It is important that the reader ensure that they are reading and using the most up to date version. To confirm the version, please contact Touch Football Australia at www.touchfootball.com.au

Touch Football Australia also welcomes suggestions or improvements to our policies and procedures, especially if a reader identifies any inaccuracies or ambiguities.

We acknowledge the contribution of the various individuals and organisations who have assisted with the development of the TFA Standing Orders.

Copyright © Touch Football Australia 2016

All rights reserved. The contents of this document are copyright. Except as permitted under the Copyright Act, no part may be reproduced by any process, electronic or otherwise, without the specific written permission of Touch Football Australia.

| | |
|--|-----------|
| 1. INTERPRETATIONS | 3 |
| 2. ROLES AND RESPONSIBILITIES OF THE STATE OPERATIONS ADVISORY PANEL | 4 |
| 3. STATE COUNCILS ANNUAL MEETINGS – SCHEDULING, COMMUNICATIONS AND BUSINESS | 6 |
| 4. SOAP APPOINTMENT PROCESS AND COMPOSITION | 8 |
| 5. INDUCTION OF THE NEW SOAP APPOINTEES | 14 |
| 6. SOAP MEETINGS – SCHEDULING, COMMUNICATION AND BUSINESS | 15 |
| 7. SOAP SUB-COMMITTEES | 16 |
| 8. OVERALL DECISION MAKING AUTHORITY | 17 |
| 9. VOLUNTEER HANDBOOK AND VOLUNTEER CODE OF CONDUCT | 18 |
| 10. STATE LIFE SERVICE RECOGNITION | 20 |
| 11. ATTACHMENTS | 21 |

INTRODUCTION

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

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

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

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

In supporting all of the affiliated members within Australia, TFA manages, and controls the Unified Management Model and specifically the state offices of the Australian Capital Territory, Victoria, Tasmania, South Australia, Northern Territory and Western Australia.

This document outlines for those states the governance and management structure and requirements in order to ensure the national approach has local influence and responsibilities to engage and develop Touch Football within their jurisdictions.

TFA values the contribution of the many volunteers that contribute to our sport, and acknowledges the role they play in all aspects of our ongoing success.

We engage our volunteers without discrimination against race, gender, age, religion or disability. TFA endeavours to recruit volunteers on merit, prevent nepotism, address grievances, and treat all members fairly.

These Standing Orders are promulgated under Clause 7 of the TFA Constitution. They are made in pursuit of Object 3 (f) of the Constitution.

The reference in relation to these appointed groups shall be known as the State Operations Advisory Panel (SOAP) which is comprised of volunteers whom are representative of the Touch Football community within the TFA Council Area identified. The SOAP is advisory in nature, providing local guidance and support to the TFA Board who carry the Directors Liability for the entity.

1. INTERPRETATIONS

These Standing Orders shall be interpreted in accordance with the Constitution and this clause. In the event of any conflict or inconsistency, the Constitution shall take precedence. In these Standing Orders, unless the contrary intention appears.

Advisory Panel: Means a group of honorary officials, appointed by a Council to give advice to that Council on an area of particular knowledge.

Affiliate: Means a local entity that conducts and/or administers Touch Football competitions and which is a Member as described under clause 6 and 10 of the Constitution.

Board: Means the Directors of TFA acting as a body.

Chair – SOAP: The elected general member voted by the SOAP to Chair the Advisory Panel.

Chief Executive Officer: Means the chief executive officer appointed by the Board having such functions as set out under the constitution.

Constitution: Means the Constitution of the Company, Touch Football Australia Ltd.

Council: Means and includes State Councils, as defined by the Constitution.

Council Area: Means those areas as set out under clause 7 of the Constitution, referring to the recognised geographical State area (see “Council”).

Individual Member: Has the same meaning as defined in the Constitution.

Regulations: Has the same meaning as defined in the Constitution.

Representative: Means a representative to a Council who has been appointed or elected by an Affiliate to exercise the rights of that Affiliate at meetings of its Council.

State: Has the same meaning as defined in the Constitution.

State Council: Has the same meaning as defined in the Constitution.

State Operations Advisory Panel: (SOAP) is the panel established to advise the TFA Board and Management and staff.

Touch Football: Has the same meaning as defined in the Constitution.

Volunteering: Is an activity which takes place through not for profit organisations or projects and is undertaken to be of benefit to the community and volunteer.

2. ROLES AND RESPONSIBILITIES OF THE STATE OPERATIONS ADVISORY PANEL

The SOAP is an advisory panel to the TFA Board, with no executive powers other than those delegated by the TFA Chief Executive Officer or the TFA Board through the Volunteer Handbook. The SOAP, in the absence of executive powers, is an important link to the TFA Board, through the SOAP Chair.

The SOAP's role is one of oversight supporting development through the agreed Key Result Areas (KRAs) as identified by the Touch Football Australia strategic and operational plans. Regular communication and interaction needs to occur to ensure the TFA Board are aware of all requirements within each of its jurisdiction.

The SOAP exists to provide transparency and advice on State operations, with a focus on the strategic priorities of Touch Football Australia, and the application of those on a prioritised basis within the locality.

The role of the SOAP does not extend to day to day operational matters in the office, unless specifically required in conjunction with the relevant location Manager/s. The SOAP should be engaged on a strategic level to provide guidance and support to the organisation while also assessing the likely success of operational initiatives through constructive feedback.

TFA management is responsible for preparing the organisation's communication, policies and associated operational responsibilities.

The SOAP is authorised to carry out these and such other responsibilities assigned by the organisation from time to time, and take any actions reasonably related to the mandate of these Standing Orders.

The duties of the SOAP shall include:

- a) To review and discuss related sport management or development information for localised strategies;
- b) To review and discuss with TFA Management:
 - a. Any material or operational anomalies or deficiencies;
 - b. All critical policies and practices that are being amended or adjusted; and
 - c. To review and discuss the integrity of identified sport management or development issues and judgements, and;
 - d. Review operational direction using substantial evidence-based information.
- c) To review and discuss management procedures to monitor the effectiveness of sport management and development systems;
- d) To establish and maintain procedures for the receipt, retention and treatment of complaints regarding sport management or development in the locality;
- e) To monitor and review the effectiveness of the internal auditing or evaluation functions of TFA at a local level and work with the TFA Board to assess performance of the organisation through governance processes;
- f) To have primary authority and responsibility for supporting appointments (and if appropriate, recommending disciplinary action), evaluating and overseeing the work of the further volunteers or sub committees, who shall report directly to the SOAP;
- g) To assess annually the qualification, expertise and resources of the SOAP;
- h) To review and discuss the scope and planning of the internal and external aspects of sport delivery;
- i) To ensure at the start of each year that appropriate plans are in place for sport management and development areas for consideration;
- j) To examine any matters referred to it by the Company;
- k) To meet (as required and requested by the Company) with TFA management.

2. ROLES AND RESPONSIBILITIES OF THE STATE OPERATIONS ADVISORY PANEL

The SOAP shall have no executive powers with regard to its findings and recommendations.

The SOAP will review annually location strategy, priorities, its own effectiveness and compliance with Standing Orders of TFA. The SOAP will provide appropriate feedback or alteration to the direction for the locality.

Below are some practical examples of the roles and responsibilities of the SOAP which may include but are not limited to:

- Providing advice on local operations (event planning, conditions of entry, etc.), and strategic opportunities within the State for consideration by the TFA Board;
- Represent the views of the membership in the TFA State;
- Act as tribunal members and appeal hearings officers as per the TFA Disciplinary Regulations;
- Raise issues and/or opportunities from Affiliated Members regarding State operations;
- Provide advice and direction on State implementation of initiatives serving the strategic priorities of TFA;
- Contribute ideas on the improvement of local operations and member services;
- Advocate and promote Touch Football across the State and other localities as required;
- Act as an ambassador for the Company, and uphold the values of TFA at all times;
- Adjudicate on local recognition programs (e.g. annual awards), or delegate to other parties or sub-committees for appropriate advice and direction;
- Review and analyse major State level events (e.g. State Championships or equivalent); and
- Review applications and be engaged in the process of the appointment of officials to teams representing the State in national or other events.

3. STATE COUNCIL ANNUAL MEETINGS SCHEDULING, COMMUNICATION AND BUSINESS

The Annual Meeting of the State Council in each State is to occur with consideration to the following parameters:

- Annual Meetings are to occur after the TFA Annual General Meeting, no later than 90 days after the TFA AGM. Specifically, such meetings should occur between December and February annually.
- Member notification of the Annual Meeting is to be given no less than 42 days before the scheduled date of the meeting, with communication through the website of the State, to contacts at each Affiliate with voting rights, to contacts of each TFA Managed Competition Advisory Panel, existing SOAP Members, relevant State Government agency staff, and the TFA General Manager, Engagement and Compliance.

The following process and checklist will provide support to the conduct of such a meeting for management:

| Timeframe | Action & Requirements |
|--|--|
| Min 42 days before scheduled meeting. | <ul style="list-style-type: none"> • Notice of Meeting to be circulated (to Affiliate delegates, current SOAP members, GM Engagement and Compliance, State website). • Notice to include advice of SOAP positions for re-appointment. • Standing Orders to be included with advice of meeting. • SOAP Nomination Form and Position Descriptions for Chair and General Members to be circulated. • Invitation from state office to TFA Executive Leadership to attend Annual Meeting. • Call for General Business items to be returned for inclusion in the Agenda which will be circulated 21 days before scheduled meeting. |
| Min 28 days before scheduled meeting. | <ul style="list-style-type: none"> • Nominations for SOAP due to be lodged with respective state office. |
| Min 21 days before scheduled meeting. | <ul style="list-style-type: none"> • Annual Meeting Agenda circulated (to Affiliate delegates, current SOAP members, GM Engagement and Compliance). • SOAP Nominee information circulated. • Any other supporting documentation for the agenda circulated. |
| Min 14 days before scheduled meeting. | <ul style="list-style-type: none"> • Ensure all Affiliated entities are financial. Follow up on any overdue invoices as necessary. |
| Min 10 days before scheduled meeting. | <ul style="list-style-type: none"> • Make contact with Affiliates to determine attendance at the Annual Meeting. • Make available teleconference option where physical attendance may not be possible. |
| At least one day before scheduled meeting. | <ul style="list-style-type: none"> • Printing off attendance register. • Printing off voting slips. • Ensure teleconference information is received by delegates (as relevant). |
| Min 60 minutes before the scheduled meeting. | <ul style="list-style-type: none"> • Ensure the room is appropriately set for the meeting, including signage and any audio visual equipment for presentations as required. |

The quorum for the Annual Meeting of the State Council shall be at least 25% of the Representatives of Affiliates or TFA Managed Competition Advisory Panels of the Council Area. If within 15 minutes after the scheduled commencement of the meeting a quorum is not present:

- a) the meeting shall stand adjourned for one (1) hour or until a time that a quorum is present.
- b) if at the end of the hour a quorum is still not present, a notice shall be sent within seven (7) days to each Affiliate of the Council Area, and to each SOAP Member, calling a meeting within 28 days.

3. STATE COUNCIL ANNUAL MEETINGS SCHEDULING, COMMUNICATION AND BUSINESS

If that meeting fails to reach a quorum, business set down for consideration by that State may either proceed on the re-scheduled date, or have the business of the meeting referred to the next SOAP Meeting.

The TFA Board and TFA senior management reserve the right to make appointments to the SOAP where these have been an item of business for the Annual Meeting.

Business of the State Council Annual Meeting will include:

- Welcome and Open of Meeting.
- Welcome to Country or Acknowledgement of Country.
- Attendance and Apologies.
- Minutes of Previous Meeting and Business Arising.
- State Report – as included in the TFA Annual Report.
- State Operational Update – covering the period of the most recent 1st July up to the date of the meeting.
- Financial – summary position of the State over the last full financial year.
- TFA Report.
- Election or appointment of SOAP members.
- Nomination(s) for State Life Service Awards (where relevant)
- General business.
- Close of meeting.

General business items for discussion at the Annual Meeting are to be provided on notice, at least 21 days before the scheduled date of the meeting, and with any accompanying documentation as necessary. Attendees have the opportunity to ask general questions or make comments relevant to the meeting throughout the agenda.

4. SOAP APPOINTMENT PROCESS AND COMPOSITION

SOAP Composition

In accordance with TFA’s commitment to diversity and equal opportunity TFA will aim to ensure diversity of skill, age, gender, race and ability is reflected in the composition of the SOAP.

The State Council will elect or appoint the SOAP at the annual meeting of the State.

The SOAP is to consist of:

- Up to Five (5) elected General Members;
- One (1) Referee Panel Chair appointed by TFA;
- One (1) Representative Program Chair appointed by TFA;
- State TFA Sport Operations Manager and/or Business Development Manager – appointed as per TFA employment terms; and
- The General Manager, Engagement and Compliance as appointed by the TFA CEO;

The Referee and Representative Program Chair will be appointed in accordance with the process outlined in the TFA Volunteer Framework and Structure. Referee and Representative Program Chairs will provide the critical link between SOAP and the respective subcommittees.

A TFA Director will be assigned to each respective SOAP and will have a standing invite to all meetings as a non-voting attendee.

Individuals cannot hold multiple positions on SOAP at any one time.

SOAP Chair

The SOAP Chair position is determined by the elected General Members and the process outlined below following the Annual Meeting and would remain in place through to the subsequent Annual Meeting.



| Timeframe | Action & Requirements |
|---|--|
| Minimum 28 days prior to first SOAP Meeting after the Annual Meeting. | <ul style="list-style-type: none"> • Business Development Manager/State Operations Manager will circulate the SOAP Chair position description and outline the process for appointment. • Interested SOAP members are requested to submit an expression of interest (EOI) to the General Manager, Engagement and Compliance 21 days prior to the first SOAP Meeting after the Annual Meeting. |
| Minimum 21 days prior to the first SOAP Meeting after the Annual Meeting. | <ul style="list-style-type: none"> • EOI due to the General Manager, Engagement and Compliance. |

4. SOAP APPOINTMENT PROCESS AND COMPOSITION

| | |
|--|--|
| | <ul style="list-style-type: none"> • A Suitability Committee consisting of the TFA Chief Executive Officer (CEO) and General Manager, Engagement and Compliance (GM REC) will review EOIs and coordinate suitability interviews with respective candidates. • A list of endorsed candidates following suitability interviews will be communicated to the TFA Board. • Written feedback will be provided to candidates who were not endorsed by the Suitability Committee. |
| <p>Minimum 14 days prior to first SOAP Meeting after the Annual Meeting.</p> | <ul style="list-style-type: none"> • Endorsed candidates and EOIs to be circulated by General Manager, Engagement and Compliance, amongst SOAP General Members for consideration. • SOAP General Members are to vote individually via email to the General Manager, Engagement and Compliance, using a preferential system. • SOAP General Members will each receive one vote. The Referee Panel Chair and Representative Panel Chair are not eligible to vote for the SOAP Chair as they are appointed positions. • In the event of a tied vote for the SOAP Chair position the TFA Chair will place a casting vote coordinated by the General Manager, Engagement and Compliance. • SOAP Chairs will be appointed for a one year term. • General Manager, Engagement and Compliance, will notify the TFA Board and CEO of who is the elected Chair of SOAP prior to public announcement. • Successful and unsuccessful candidates will be notified by the General Manager, Engagement and Compliance, prior to any public announcement. |

After the Chair of the SOAP is elected and the TFA Board has been informed, the Business Development Manager (or equivalent) will notify affiliates, relevant Government agencies, key partners and other SOAP members via the location website, direct communication and social media channels.

The above timeline can be adjusted to suit local needs should the first SOAP meeting following the Annual Meeting be sooner than the proposed timeframe. Business Development Managers are to confirm their states timeline with General Manager, Engagement and Compliance, prior to distribution to SOAP. Business Development Manager will act as Interim Chair in the event the process has not been completed prior to the first SOAP meeting following the annual meeting.

The Chair of the SOAP in each State is to represent the State Membership at any General meeting of TFA. In the event the Chair is unable to attend, another SOAP member whom is available should be identified to attend in person, or in compliance with the TFA Constitution.

Expressions of Interest

The SOAP Chair EOIs should include:

- Name;
- Contact Details;
- Previous experience of chairing meetings and/or board level appointments;
- Outline of why you are suited to the position of Chair of SOAP; and
- Attach a relevant resume and references.

4. SOAP APPOINTMENT PROCESS AND COMPOSITION

Suitability Interview

A Suitability Committee consisting of a TFA Director, the TFA CEO and the General Manager, Engagement and Compliance, will review all expressions of interest and conduct suitability interviews with candidates.

The intention of the suitability interview is to ensure endorsed nominee Chairs of SOAP have the appropriate skills to be considered for election to a vital volunteer leadership position.

Candidates not considered suitable will be provided written feedback and notified by the General Manager, Engagement and Compliance.

The Suitability Committee will use the following criteria to assess the skills and competence of SOAP Chair candidates:

- » Previous experience in chairing meetings.
- » Leadership capability.
- » Understanding of organisational behaviours and values.
- » Understanding of the TFA Volunteer Framework and Handbook.
- » Understanding of the TFA Standing Orders and TFA Governance model.
- » Understanding of the TFA Strategic Framework to 2020 and local requirements.
- » Suitability to represent the organisation to membership in the state and promote the strategic, governance and commercial interest of TFA.
- » Demonstrated ability to build positive working relationships with staff, volunteers and the TFA Board.

While not essential, it is desirable that nominees for the position of Chair have served at least one term on SOAP or held the position of Chair on a sub-committee.

Those wishing to nominate for the position of Chair will only need to go through a suitability interview every two years unless individual circumstances, experiences or skills have changed.

Election of General Members

The Representative of each Affiliate or recognised membership level (such as Club or Associate Member when considering the ACT) shall have one (1) vote on any matter before the Council, including the election of SOAP Members.

A representative of an Advisory Panel to a TFA Managed Competition shall have one (1) vote on any matter before the Council, including the election of SOAP General Members.

Existing SOAP members are unable to vote on behalf of an affiliate or TFA Managed Competition Advisory Panel at an Annual Meeting. SOAP General Member nominees are unable to vote on behalf of an affiliate or a TFA Managed Competition Advisory Panel at an Annual Meeting.

The TFA location has the capacity to allocate portfolio responsibility to General Member appointments to the SOAP, aligning with Operational and Strategic priorities of the locality.

Individuals appointed to the SOAP will hold the position for two (2) years and will be elected on a rotating basis:

- » Year A: 3 General Members will be elected
- » Year B: 2 General Members will be elected

Where a SOAP position is to be vacated, these are to be advertised by the TFA locality a minimum 28 days before the scheduled date of the Annual Meeting. Applications for vacancies on the SOAP are to be lodged with the TFA State office at least 21 days prior to the scheduled date of the meeting by completing the SOAP Nomination Form found in Attachment A of this document.

4. SOAP APPOINTMENT PROCESS AND COMPOSITION

Where there is to be a vote for a vacant position, Annual Meeting delegates will vote by ballot paper, with the preferred candidate receiving the number “one” (1) on the ballot paper, second preference receiving the number “two” (2) on the ballot paper and so on. The lowest voting score is appointed to the SOAP. If there are an equal number of votes for multiple candidates a countback where the highest number of the lowest score would be successful. In the event this remains equal this will result in a specific vote on the candidates.

Where positions remain without application, nominations may be taken from the floor at the meeting.

TFA will monitor the performance of volunteers in the context of performing their specific role and performance against the TFA Behavioural Framework.

Notification of a breach, disciplinary measures and termination of SOAP members will be carried out in accordance the TFA Volunteer Handbook.

Where a SOAP member, for any reason, steps down from their position, is removed from their position or a vacancy remains after the Annual Meeting of the Council Area, the remaining SOAP members will be empowered with the ability to make appointment to any vacated position, for the balance of the term of the position vacated. The appointment process must be communicated with the relevant delegate of the TFA Board to ensure full disclosure of process and transparency.

An outline of the responsibilities associated with the Chair and General Member positions on the SOAP are provided below. The Sport Advisor positions will be communicated separately through the relevant national process.

4. SOAP APPOINTMENT PROCESS AND COMPOSITION

Chair Position Description

Basic Function

The Chair of the State Operations Advisory Panel (SOAP) is the highest elected State level appointment, with the responsibility that all members of the SOAP are aware of and fulfilling of their governance responsibilities, and conduct the business of the SOAP effectively and efficiently. The SOAP Chair is an important link to the Board of Touch Football Australia, providing State level knowledge and advice, on behalf of the SOAP, where required.

Specific Responsibilities

- **Leadership:** Guides and directs the governance of the SOAP, providing direction to centre attention on the strategic contribution of the State to the National agenda of the sport.
- **SOAP Meeting Management:** Chair the meetings of the SOAP in a manner that encourages participation and information sharing while moving the SOAP toward timely closure and prudent operational advice and direction for staff in the State.
- **Annual Meetings:** Chair the Annual Meetings of the State in support of reporting to and updating the membership.
- **TFA Board Relationship:** Serves as the central point of communication between the SOAP and the TFA Board, and maintains a positive, collaborative approach to such engagements.
- **SOAP Conduct:** Sets a high standard for SOAP conduct and modelling, articulating and upholding the policies and of the organisation, including but not limited to, the TFA Volunteer Handbook and Code of Conduct.
- **Sub-Committee-Appointments:** In conjunction with staff in the office and other members of the SOAP, have involvement in the process of appointment of Chairs to sub-committees under the SOAP within the State.
- **TFA AGM:** Attend the Touch Football Australia Annual General Meeting as the delegate from the State. Where attendance is not possible, seek to identify an alternate member of the SOAP to represent the State at the AGM.
- **Organisation Ambassador:** Represents the organisation to the membership in the State, and promotes the Strategic, governance and commercial interests of Touch Football Australia through the SOAP Chair appointment.

Relevant Experience and Skills

- It is desirable that nominees for the position of Chair have served at least one (1) term on the SOAP, sub-committee Chair, or Touch Football Australia Board.
- Possess an understanding of sport governance principles and the TFA Unified Management Model.
- Have the ability to communicate effectively with a diverse group of stakeholders and have ability to lead a group of people while also having the ability to chair a meeting and consult with stakeholders on key issues.
- Understanding of the Touch Football community is desirable however, not essential.
- Have the ability to be able to understand the strategic direction of the organisation and provide advice on the implementation of programs after considering the local environment.
- Experience in being able to evaluate programs and understand complex information.

The Chair is a General Member elected by the SOAP. This process will occur annually before the first meeting of the SOAP post the annual meeting.

4. SOAP APPOINTMENT PROCESS AND COMPOSITION

General Member Position Description

Basic Function

General Member appointments to the State Operations Advisory Panel (SOAP) are engaged to support development through the agreed Key Result Areas (KRAs) as identified by the Touch Football Australia Strategic and Operational Plans. The SOAP is required to have involvement in regular interaction to ensure the TFA Board are aware of all challenges and opportunities within the state.

The role of the SOAP does not extend to day to day operational matters in the office, unless specifically required in conjunction with the relevant location manager/s. The SOAP is engaged at a strategic level to provide guidance and support to the organisation, while also assessing the likely success of operational initiatives through constructive feedback.

Specific Responsibilities

- **Leadership:** Provides guidance to centre attention on the strategic contribution of the State to the National agenda of the sport, supported by knowledge of the TFA Strategic Plan.
- **SOAP Meeting Attendance:** Attend at least 50% of all SOAP meetings over the course of 12 months, and actively contribute to discussion and feedback to support overall strategic achievement of the state.
- **TFA Board Relationship:** Ensure that the SOAP Chair, as the central point of communication between the SOAP and the TFA Board, is actively informed of challenges and opportunities for the state.
- **SOAP Conduct:** Sets a high standard for SOAP conduct and modelling, articulating and upholding the policies and of the organisation, including but not limited to, the TFA Volunteer Handbook and Code of Conduct.
- **Sub-Committee Appointments:** In conjunction with staff in the office and other members of the SOAP, have involvement in the process of appointment of Chairs to sub-committees under the SOAP within the State.
- **TFA AGM:** In any case where the SOAP Chair is unable to attend the Touch Football Australia Annual General Meeting, a General Member or Technical Advisor may be nominated as the state delegate.
- **Organisation Ambassador:** Represents the organisation to the membership in the State, and promotes the Strategic, governance and commercial interests of Touch Football Australia at all times.

Relevant Experience and Skills

- Demonstrate a knowledge of the sporting environment within the state in which the SOAP has oversight, either within Touch Football, or through active involvement in other organisations with links to the sporting community.
- Distinguishable skill or experience that will lead to improved business and strategic operations of Touch Football.
- Demonstrated leadership and involvement in the community.

5. INDUCTION OF THE NEW SOAP APPOINTEES

SOAP INDUCTION

On appointment, each SOAP Member is required to sign the TFA Volunteer Code of Conduct and all associated TFA policies with clear understanding of the TFA Volunteer Handbook to be recognised by sign off.

Where there are new appointees to the SOAP, or an individual returns after a period of absence, it is important to ensure all individuals are well informed, and have the opportunity to become familiar with, the key operations and functions of the organisation.

On appointment, all SOAP Members are to review and agree to the terms and conditions of the TFA Volunteer Handbook and Code of Conduct, as a final step in their formal appointment.

The following actions and information is to be provided to the incoming SOAP member, to be actioned by the General Manager - Regional Operations and State Business Development Manager and/or State Operations Manager.

- Copy of the TFA Volunteer Handbook (signing to the TFA Code of Conduct required on appointment);
- Providing a copy of the letter of appointment and welcome to the SOAP;
- Updated contact list of all SOAP Members (also to be provided to the TFA General Manager, Regional Engagement and Compliance);
- TFA Strategic Plan, and any State variance in support of the stated Strategic outcomes;
- TFA State Operational Plan;
- TFA State Annual Plan;
- A copy of the minutes of all SOAP meetings of the past 12 months;
- The Standing Orders;
- An introduction to TFA staff in the State;
- The last Annual Report of Touch Football Australia; and
- A summary of TFA commercial partners, both nationally and locally.

At any time of change to the SOAP, the State Department of Sport and Recreation (or equivalent) is to be advised of the change.

6. SOAP MEETINGS

SCHEDULING, COMMUNICATION AND BUSINESS

Meetings of the SOAP will be scheduled on a quarterly basis, to occur in the fortnight from the third Monday after the conclusion of each recognised financial quarter.

The following is a guide to the schedule of the four meetings over the financial year:

1. Within two (2) weeks of the third Monday of **October**.
2. Within two (2) weeks of the third Monday of **January**.
3. Within two (2) weeks of the third Monday of **April**.
4. Within two (2) weeks of the third Monday of **July**.

The details of the schedule of the meeting are to be confirmed no later than 28 days before the scheduled date of the meeting. Each meeting will be coordinated by local management however, the General Manager, Regional Engagement and Compliance will be present via whatever method necessary and as defined within the TFA Constitution.

State management may undertake separate consultation processes with members of the SOAP however, should ensure management is reasonably informed of any determination or outcome from such consultation.

The business of the SOAP Meeting each quarter is to include the following agenda items:

1. Welcome & Open of Meeting.
2. Attendance & Apologies.
3. Declaration of conflicts.
4. Action Items from Previous Meeting.
5. Updated Operational Plan (to be circulated pre-meeting).
6. Financial Statement or Update (latest Profit & Loss Strategic Summary).
7. State Operations Quarter Report and/or Location Scorecard.
8. Business on Notice.

The State operational plan, financial statement, quarter report and other Business on Notice is to be made available to all SOAP members a minimum seven (7) days before the meeting.

Additional agenda items may be raised and discussed during a SOAP meeting should there be general consensus. Where appropriate information is required to address the additional item raised it will be taken on notice and referred to the next available SOAP meeting.

The SOAP, in conjunction with managing staff in the State may determine the need for additional meetings across the year to address specific requirements.

7. SOAP SUB-COMMITTEES

The SOAP may be supported by sub-committees, which may be inclusive of the following specialist areas if they are deemed as a local requirement, examples may include:

- Junior Programs
- Referees
- Coaches
- Representative Pathways
- Competitions and Events; and
- Other projects or activities as deemed necessary by the SOAP.

Members of the Sub-Committees within the State are to report either directly through an appointment to the SOAP or indirectly through a reporting framework determined by both management and the SOAP.

All sub-committees are to be compliant and conversant with the TFA Volunteer Code of Conduct and Volunteer Handbook.

8. OVERALL DECISION MAKING AUTHORITY/VOTING

From time to time, SOAP members will be granted delegated authority on certain State operational matters.

In these circumstances, a majority vote (> 50%) from members will determine the outcome.

The TFA Board carries the Directors Liability for the entity, and consequently makes all decisions on investments of all Touch Football Australia equity.

The SOAP may, from time to time, present to the Board a case for investment that serves the strategic interests of the Company.



9. VOLUNTEER HANDBOOK AND VOLUNTEER CODE OF CONDUCT

As referenced in Section 5 of the Standing Orders (Induction of the new SOAP Appointees), it is a requirement of appointment that all SOAP members understand the obligations defined in the Touch Football Australia Volunteer Handbook, and the Volunteer Code of Conduct.

The Code of Conduct (refer to the TFA Volunteer Handbook and Volunteer Code of Conduct) is issued as a guide to the proper behaviour of all members of TFA. A current copy of the Code of Conduct is contained within the TFA Member Protection Policy on www.touchfootball.com.au.

Broadly it embodies the following principles:

- a. Members shall comply with the provisions of this Code;
- b. Members are to take reasonable care for his or her own health and safety; take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and comply, so far as the worker is reasonably able, with any reasonable instruction that is given by TFA and to co-operate with any reasonable policy or procedure of TFA;
- c. Members shall be conscientious in the performances of official duties and scrupulous in the use of official information, equipment and facilities;
- d. Members shall, in their dealings with members of the public or fellow Members, exercise proper courtesy, consideration and sensitivity;
- e. Members should ensure that personal behaviour should not reflect seriously or adversely on TFA or fellow members.

Below is an extract as it relates to volunteers.

***“This Code of Conduct applies to all individuals and entities involved with Touch Football Australia. The Core Code must be observed by all without exception. The role specific Supplement Codes are to be applied as additional requirements to the Core Code to be observed by individuals performing the state tasks.*”**

The Core Code:

- *operate within the rules, policies, regulations, by-laws and spirit of our sport, promoting fair play over winning at any cost*
- *encourage and support opportunities for people to learn appropriate behaviours and skills*
- *support opportunities for participation in all aspects of Touch Football*
- *treat each person as an individual*
- *display control and courtesy to all involved with our sport*
- *respect the rights and worth of every person regardless of their gender, ability, cultural background or religion*
- *respect the decisions of officials, coaches and administrators in the conduct of our sport*
- *wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years*
- *adopt appropriate and responsible behaviour in all interactions, including online activity*
- *adopt responsible behaviour in relation to alcohol and other drugs*
- *ensure your decisions and actions contribute to a harassment free environment*
- *do not tolerate harmful or abusive behaviours*
- *take reasonable care for his or her own health and safety, and ensure that his or her acts or omissions do not adversely affect the health and safety of others*
- *act in good faith in the best interests of TFA, act with integrity and objectivity, demonstrate accountability and take responsibility for your actions; do not engage in activities that may bring yourself or TFA into disrepute*
- *act fairly and impartially, avoid bias, discrimination, caprice or self-interest*
- *use information appropriately, ensure information gained as a volunteer, coach, official etc, is only applied to proper purposes and is kept confidential*

9. VOLUNTEER HANDBOOK AND VOLUNTEER CODE OF CONDUCT

- *comply with the Copyright Act (1968), in reference to TFA resources, materials, and works.*

Volunteers' Code

- *use volunteer positions appropriately, do not use the position as an important volunteer to seek an undue advantage for yourself, family members or associates, or to cause detriment to TFA; ensure that volunteers decline gifts or favours that may cast doubt on your ability to apply independent judgement*
- *avoid real or apparent conflicts of interest*
- *act in a financially responsible manner*
- *exercise due care, diligence and skill, ascertain all relevant information, make reasonable enquiries, and understand the financial, strategic and other implications of decisions*
- *demonstrate leadership and stewardship, promote and support the application of TFA's structure and values*
- *comply with the TFA Constitution and all legislative and regulatory requirements for the position*
- *ensure adequate protection of Touch Football Australia's intellectual property"*

Volunteers are required agree and sign the Volunteer Declaration on appointment to a position within TFA.

10. STATE LIFE SERVICE RECOGNITION

TFA, in addition to services to the sport at a National level, affords recognition of State level contribution to the game across Australia via a Life Service Award (State Life Service Recognition).

Criteria for Recognition

Nominations for State Life Service Recognition may only be considered at the Annual Meeting of the Council Area, in accordance with the following conditions:

- a) Currently a maximum of two (2) may be elected at each Annual Meeting;
- b) Nominees must have held, unless extenuating circumstances exist, continuous membership of TFA within the Council area for a minimum of seven (7) years;
- c) Nominations in writing, including a detailed summary of service and contribution to Touch Football shall be proposed by two (2) Members, and must be received by the relevant Manager in the Council Area at least twenty one (21) days prior to the Annual Meeting. A report shall be presented to the Annual Meeting in respect of each nomination.
- d) There must be at least seventy five percent (75%) of the representatives of the Council Area present at the Annual Meeting before an election for State Life Member Recognition can proceed.

A person can only be elected to State Life Service Recognition on receipt of 75% of votes of the representatives present, in support of the nomination.

Any previously inducted life members of the pre-existing entities will be maintained with any criteria also to be considered for local requirements as necessary.

All appointments or recommendations are to be lodged with the TFA Board.

Privileges of State Life Service Recognition

Any recipient of State Life Service Recognition is to be:

- a) Presented with a framed certificate or plaque at a major State event (e.g. State Championship, State League, awards dinner).
- b) Presented with a gift of appreciation of their service (e.g. shirt, bag).

Recognition of service awarded under these criteria remain in perpetuity, irrespective of any changes to these Standing Orders in the future.

11 ATTACHMENT

STATE OPERATIONS ADVISORY PANEL NOMINATION FORM

This form is to be completed by nominees for election to TFA- State Operations Advisory Panel (SOAP) for the positions of Elected General Members.

Full Name of Nominee: Date of Birth:.....

Address:
.....

Phone No (landline): Phone No (mobile):

Email Address:

Occupation:
Employer:.....

Summary of the applicant’s claims for the relevant position to be attached separately, including, but not limited to;

- Academic qualifications.
- Relevant experience to the position as outlined in the Specific Responsibilities of a SOAP General Member in the Standing Orders.
- Current employment.
- Touch experience (list relevant positions, qualifications, e.g. player, coach, administrator).
- Current positions held by nominee in non-touch sport associations.

Nominator:..... Signature:.....

Nominator Affiliated Association:

Secunder: Signature:.....

Secunder Affiliated Association:

Both the nominator and secunder must be authorised representative of an Affiliate of Touch Football Australia. Nominees note that an “Affiliate” means a local entity that conducts and/or administers touch football competitions and which is a member of TFA and has completed the Affiliate Regulations documentation required.

I, the nominee for the above position hereby certify my willingness to accept the position for which I have been nominated.

Signed:..... Date:.....

This Nomination Form is to be returned to the Business Development Manager or Operations Manager of the State Association by the advised closing date.

