

TFA Affiliate Competitions

Operations Manual

This manual is a guide to assist you with delivering the sport of Touch Football. Your goal as an Affiliated Touch Football Competition is to provide an excellent and continually enhanced experience for all participants, to encourage participant retention and competition growth.



Operations Manual Contents



Competition Set-Up and Administration



Venue and Facility Requirements

Minimum venue & facility requirements

- › Access to Toilets
- › Changerooms desired
- › Quality Fields which meets TFA minimum standards
- › Adequate Lighting (if required)
- › Soccer/Rugby Goal posts padded (if applicable)
- › Risk assessment checklist completed

Venue access/bookings

- › Know your Key stakeholders (i.e. Council or owner of field)
- › Have information required on have for applications.
- › Ensure forms/applications are completed prior to advertising competition
- › Keep a copy of field booking/rental agreement.
- › Read over booking terms and conditions
- › Have a field closures/communication plan

Insurance

- › Affiliated Touch Football Competitions are included in the TFA National Insurance Scheme. This includes:
 - Public Liability;
 - Professional Indemnity; and
 - Personal Accident Insurance.
- To ensure compliance **all participants must be registered through MySideline prior to taking the field.**
- › For more information on Touch Football insurance visit: [Marsh Insurance](#)

Equipment Required Prior to Season

Where to order equipment

TFA Preferred Suppliers

All equipment required to deliver a competition can be ordered from the [Touch Football Australia Shop \(touchfootballshop.com.au\)](http://touchfootballshop.com.au)

This includes Feather Banners, Tablecloths & other signage, Apparel (Polo Shirts), Footballs and on-field items.

It is recommended all competitions use TFA preferred and/or licenced suppliers to ensure the quality of competition.

Equipment needed

Prior to Round 1, each competition requires the following:

Game Equipment

- › 1 x Steeden Football per team
- › 6 x Steeden Marker Cones per field
- › 1 x Box of Steeden Whistles
- › 1 x Steeden Kit Bag
- › 2 x Timers
- › Siren or Bell (which can be heard on all fields)
- › First Aid Kit and Ice Packs (Required)
- › Folder (for forms, send-off sheets, etc)
- › Ball Pump
- › Small Pencils (for referees)

Equipment needed

Affiliates are also recommended to use the following equipment to deliver a competition:

Set-up Equipment and Signage

- › 1 x Field Number Feather Banner per field
- › 2 x NRLTF Feather Banner

Apparel

- › 1 x NRLTF or Affiliate Specific Polo per staff member (other items may be required depending on your region)

Additional equipment Equipment Tub

- › Addition Footballs
- › Additional Marker Cones
- › Access to PA or Portable Speaker System
- › Megaphone
- › 1 x Tent/Marquee
- › 1 x Trestle Table and NRLTF Tablecloth

Competition Organisation & Delivery Timelines

By 8 weeks prior to season start >>

- › [Finalise Competition Conditions of Entry \(COE\)](#)
- › Open registrations through [MySideline](#)
- › Publish information on website & run weekly social media posts (re dates, times, etc.)
- › Communicate to all current members (preferably during finals of previous season, if applicable – and via email and/or EDM)
- › Have promotional collateral ready
- › Confirm promotional dates (i.e. Come and Try)
- › Set Referee Course date (if required)
- › Confirm field bookings with council
- › Order all equipment required
- › Appoint Ground Controller, Referee Coordinator, etc

4 weeks prior >>

- › Make reminder call to all team managers who have not yet registered a team for upcoming season (refer to Returning Teams Communications Procedure on slide 21)
- › Post weekly on social media about upcoming season and promote registration link

2 weeks prior >>

- › Order additional equipment if required
- › Continue promotion through social channels
- › Send follow-up EDM/Email
- › Deliver Come and Try promotional event(s)
- › Create draft draw fixtures
- › Confirm:
 - Ground Controllers (create roster)
 - Referee Coordinator and referees
 - Other staff as required

*Timings may change depending on your location.

Tip- Set out key dates and deliverables in your Outlook calendar.



Competition Organisation and Delivery Timelines (continued)

1 week prior >>

- › Welcome messages sent to all teams [Email template HERE](#)
- › Conduct retention reporting – call all non-returning teams and individuals to invite them to register or ask why they are not participating
- › Close registrations (teams still accepted by contacting office) and finalise and release draw
- › Email fixtures link to all participants (link for your competitions found here: touchfootball.com.au/competitions)
- › Complete/confirm referee allocations
- › Deliver final Come and Try promotional event
- › Hold manager's information meeting face-to-face or via Teams (recorded and sent to all participants)

1 day prior >>

- › Conduct final checks, including for:
 - First Aid Kit
 - Documents folder
 - Equipment (footballs, cones, pencils, timers, siren)
 - Sign-on sheets and referee cards printed
 - Confirm Ground Controllers
 - Confirm Referees
 - Venue check (access, amenities, PA system)
- › Email all participants (using communications tool) reminding them where to check the draw and to sign on prior to playing

During season

- › Perform re-grading (as required) to ensure a fair competition by round 4
- › Email to all participants outlining upcoming events, information and to allow feedback. (as required)
- › Update fixtures/results as referee cards are returned (at the ground)
- › When relevant, email re finals structure and teams
- › Calculate finals fixtures after final round
- › Promote competition throughout via state and competition social media channels
- › Start promoting next season (if applicable) during finals



Email Templates are available [CLICK HERE](#)

Post Competition Communication

THANKS FOR PLAYING

- › To show your appreciation to all participants arrange end of season event for participants. This could be as simple as a BBQ at the grounds.
- › Send an email to participants thanking them for their involvement in the competition and letting them know details of how they can get involved in the next Touch Football competition.

REFEREE AND VOLUNTEER APPRECIATION

- › Contact any volunteers and the referees to thank them for their assistance in delivering the Touch Football competition.

HOW CAN WE ENHANCE YOUR EXPERIENCE?

- › Send post-competition survey to all participants to gain feedback.
- › Survey Monkey Template – [Click here to view preview](#)

HOW CAN WE BETTER SUPPORT YOUR COMPETITION?

- › Sit down with your committee and relevant State Staff members for a competition debrief.
- › Key area is 'How can we enhance the experience?'

Registration, Payments & Draw configuration





Setting Competition Fees



Setting fees and receiving payments

- › Set your competition fees with the Touch Football Competitions Financial Model (example on next slide). This will allow all revenue to be factored against competition costs. *Don't guess your fee structure*
- › It is recommended at point of registration full payment is required through MySideline
- › If a team requires financial assistance explore options such as a payment plan though do not allow teams to play without paying a deposit.
- › TFA recommends notice to be given to Unfinancial teams and players by round two.
- › For assistance with unfinancial teams and players contact your Relevant State Staff member for assistance and advice.

Competition Set-Up
and Administration

Fees,
MySideline
& Comms

Local area
marketing

Game-Day
Operations

TFA Key
Contacts





Financial Model

10 team competition example – summary



1. Operating Model Inputs

Input	Volume / Amount	Definition
Competitions/Seasons	1	The number of competitions/seasons you intend on delivering on an annual basis
Team Registration Fees (\$)	1000	Team fees can range from min. \$900 to max. \$1200 per competition
Teams / Comp	10	The number of teams you anticipate will register for the competition
Available Fields	2	Fields available for competition games
No. Weeks/Rounds	8	The number of rounds/games per competition

**Team Fees are a guide only*

2. Annual Profit/Loss

Revenue	\$10,000
Total Costs	-\$4,610
Overhead Costs	-\$1,720
Operating Costs	-\$2,890
Profit/(Loss)	\$5,390
Margin	54%

Template of Financial Model Spread sheet available [HERE](#)





Financial Model

10 team competition example – detailed overview



1. Revenue Inputs

Item	Measure	Min	Max	Price Point
Team Registration	Team Registration Fee	\$900	\$1400	\$1,400

2. Cost Inputs

Item	Measure	Min	Max	Avg.
Marketing materials (posters/flyers) ¹	Bundle rate (500 flyers, 20 posters)	\$190	\$190	\$190
Social Media Advertising ¹	Budgeted paid advertising spend	\$50	\$100	\$75
Venue hire ¹	Weekly Hiring Fee	\$50	\$250	\$150
Administrator fees ¹	Comp. Management (flat fee)	\$250	\$1,000	\$625
Referee Payments ¹	Per game rate	\$18	\$22	\$20

3. Scenario Inputs

No. Weeks	8
Competitions	1
Teams	10
Fields / Referees Required	2
Games	5
Bye	0
Time slots	3

¹ By completing these inputs all program revenues and costs

² Affiliation will vary depending on location



4. Profit/Loss

Revenue (Total)	Ind. Fee	\$10,000
Team Registration Fee	\$1,000	\$14,000

Competition Overhead Costs (Total)	Item Cost	-\$5222
Affiliation Fee (per team) ²	\$300	-\$4200
Insurance (per team)	\$60	-\$840
Payment Gateway Fee	1.3%	-\$182

Competition Delivery Costs	Item Cost	-\$2,890
Marketing materials (posters/flyers)	\$190	-\$190
Social Media Advertising	\$75	-\$75
Venue hire	\$150	-\$1,200
Ground Controller fees	\$625	-\$625
Referee Payments	\$20	-\$800
Other Program Delivery Costs ¹		

Profit/(Loss)		\$5,888
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MySideline – Touch Football’s New Registration & Competition Management System



All Affiliated Touch Football competitions must take registrations and manage competitions through MySideline.

Answers to FAQs and training resources are here:

touchfootball.com.au/mysideline/mysideline-resources-and-support

If you need additional support after working through resources provided, contact your Relevant State Staff member or raise a ticket through the

[MySideline help desk here.](#)





Team and Individual Participant Registration



Team registration and payment

Each Team Manager is required to:

- › Register their team via the registration platform MySideline – this is done via www.touchfootball.com.au or by the direct link to your competitions
- › Pay the team registration fee in full (if team payment is applicable)
- › Send each team member the unique team link generated for the team when they registered the team
- › Ensure their team's players register



Individual player registration (without a team)

- › Players with a team can join their team by searching their team name via Touchfootball.com.au/register
- › Individual players without a team to register into will need to be offered the opportunity to express their interest in registering.
- › Touch Football Australia has developed a template expression of interest forms/ surveys which can be used for your competition.
- › Survey Monkey Template – [Click here to view preview](#)
TFA can share this template if your Affiliate holds a Survey Monkey Account.
- › Alternatives such as Office 365 or Google Forms can also be used.



All players must register into MySideline for eligibility and compliance!



Monitoring Registration and Payments



Monitoring team and individual registrations

Team Registrations:

- › Team registrations should be monitored frequently to each competition. Team registrations can close online though team registration must always be accepted (pro rata fee structure may apply).

Player Registrations :

- › Commence player registration monitoring one week prior to competition commencing.
- › Send a reminder email to Team Managers one week prior to competition commencing, informing them players must be registered online through MySideline prior to taking the field ([see email text to send here](#)).
- › By Round 4 an audit of each team in the competition must be completed to check players have registered into their teams.

If this is not complete only the players who appear on the team list are permitted to take the field.



Registration and payment guidelines

Recommendations for competition administrators, to assist with registration and payments :

- › Payment in full at point of team registration will help alleviate any issues around payment.
- › If teams have not paid prior to the season, ensure invoices are created and sent as early as possible. Do not leave it too late to invoice! Be firm that payments must be made prior to round 1.
- › If your Affiliate takes payment through individual registrations team lists must be monitored to insure all players taking the field have registered and paid. Be firm with teams and allow the option for players to register at the ground (this can also be accessed with a smartphone).



All players must register into MySideline for eligibility and compliance!



Developing the Draw



Draw Configuration

Touch Football draws are generated online through Touch Football's Competition Management System, MySideline. All competition draws once generated will be display for the public through www.touchfootball.com.au/competitions

For assistance with access to your database, registrations, payments, draws or results entry visit the MySideline support page: <https://touchfootball.com.au/mysideline/mysideline-resources-and-support/>



Match	Team 1	Score	Time	Team 2	Venue	
1	BNE Cobras W40	6	FULL TIME	2	SWQ Swans W40	C.ex Coffs International Stadium - Field 7
2	HW Hornets W40	11	FULL TIME	1	SYD Rebels W40	C.ex Coffs International Stadium - Field 4
3	ACT Raiders W40	4	FULL TIME	1	NQ Cyclones W40	C.ex Coffs International Stadium - Field 6





Communication – Draws, Results, Updates



Communication with team organisers, players and referees is one of the most important aspects of delivering a Touch Football Competition. Communication can be conducted through email, social media, phone calls, text messages or a combination.

As a minimum, Touch Football Competitions are encouraged to:

Prior to first round:

- › Send email to all participants and team contacts outlining any important information prior to the competitions. This email should also link to results at www.touchfootball.com.au/competitions

Post first round

- › Send an informative email (as required) for any emerging issues that need to be addressed, any rules that need to be clarified, and linking team organisers and players to results at www.touchfootball.com.au/competitions

Throughout season (as required)

- › Send an informative email (as required) for any further information such as draw changes, wet weather, rule changes, finals fixtures, breaches and any other important information.

Touch Football Australia has developed a number of email Templates which can be accessed [HERE](#)



Local Marketing Guide





Local Area Marketing – when you open registrations



As early as possible	8 to 6 weeks prior to competitions starting
1. Set up comps & open registrations	To open registrations in MySideline, make sure to set a 'fee' in Products, even if fee is \$0, to ensure comps are searchable in the finders at www.touchfootball.com.au .
2. Determine registration link to promote	People can search for your set-up competitions from the finder at the top of www.touchfootball.com.au . If you want to share a more specific link that takes people straight to your competitions, turn the page to find help on creating links.
3. Promote at prior comp (if applicable)	If you are running a winter competition leading into a summer competition, use the last few weeks of the winter competitions to promote the upcoming season to existing teams (via emails, flyers, word of mouth, etc.).
4. Update web page/s	It is important to keep your Affiliate Website landing page and any other pages updated with the latest details. Use your state and/or comp web pages as marketing tools by sharing the links on social media and in emails, etc.
5. Create news article/s on website	Write an article about the upcoming season – add it to the Latest News section of your web page (if applicable) and share the link on social media to promote regos. Analytics show that Affiliates/Clubs who post and share more articles get more traffic.
6. Send emails to existing participants	Send an email about upcoming competitions to your contacts (existing participants, participants from same season last year and previous years). Include rego links in the email to make as easy as possible.
7. Promote registrations on socials*	Promote that registrations are open via social media, using the rego link. Use imagery from last season or a graphic using a template in Canva (minimise text used on graphic for greater reach). For help, to your State Staff Member.

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For TFA's Social Media Guide [CLICK HERE](#).



Local Area Marketing – when you open regos, continued



As early as possible	8 to 6 weeks prior to competitions starting
8. Send 'regos open' EDM/Email	Build and send an EDM or simple email to relevant segments of your affiliate database.
9. Set up Facebook event	It can be worth setting up a Facebook 'Event' to promote the upcoming season, including all competition details. That way friends of people who click "Going" will see that their friends are taking part and potentially consider doing so also.
10. Create a Facebook ad	Facebook ads are a cost-effective advertising method that allow you to target relevant audiences. See the Facebook ads guide on the following pages for tips.
11. Form relationships w/ local media*	Gradually developing relationships with local journalists means they're more likely to run stories about upcoming social & rep comps. If there's an out-of-the-ordinary angle (e.g. return after COVID; a team that's been playing 15 yrs), pitch it.
12. Continue posting on social media	Ensure you post about upcoming competitions at least once a week after registrations open. Try to mix it up by posting a range of content that includes graphics, photos, video if possible, etc. (See Social Media Guide for tips.)
13. Try things to attract new people	See a range of ideas on the following pages of this guide.



For TFA's Social Media Guide [CLICK HERE](#).



Local Area Marketing – in the last few couple of weeks prior to start dates



As comp start dates near	In the 2 weeks prior to competitions starting
1. Continue social media posts	At least weekly leading into competitions.
2. Make phone calls to team contacts	Start making phone calls to team contacts (from previous season and same season last year as well as previous year) who haven't yet registered a team.
3. Send text messages	Texting team contacts and previous participants can be a good way to encourage them back. Include a registration link. You can try an SMS marketing service like smsbroadcast.com.au
4. Send a 'last chance' EDM/Email	Send a final EDM/Email reminding people to register their team using the team registration link (or to register INTO their team using this link: touchfootball.com.au/register-into-team)
5. Come and Try days	Book and promote Come and Try sessions to attract new participants.

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For TFA's Social Media Guide [CLICK HERE](#).





Local Area Marketing – during the season



During the season	Some tips for during the season
1. Ensure ALL participants register	It is critical that you ensure that all participants register to their team via the link sent to them by their team manager or via touchfootball.com.au/register-into-team . Team managers can check who has registered to their team in Manager (manager.mysideline.com.au/login).
2. Send participants to 'Competitions'	Make sure participants know where to find draws and results – at the new Competitions Hub at www.touchfootball.com.au/competitions . Being new, participants may not be in the habit of heading
3. Take photos	Be sure to capture plenty of photos throughout the competition to use on social media throughout the competition and also to help with next season's or year's promotions. Rope in someone who's handy with a camera or even consider hiring a photographer for a couple of hours one evening (usually easier to do so in summer in daylight savings states).
4. Use the end of the season to promote next season	Make sure to start promoting next season's competitions while you're finishing up the prior season (if applicable). And remember to set up competitions and open registrations as soon as possible so they are searchable in the finder.

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For TFA's Social Media Guide [CLICK HERE](#).





Links to use to promote competitions



Follow the below instructions every time you promote a competition, whether that's on social media, in emails, graphics, printed materials, etc.

OPTION 1: If you are promoting team registrations for a specific competition, you can send people directly to the competition site on the website, e.g: <https://touchfootball.com.au/Competitions/Association/katherine-touch-association-6395> (there is a prominent yellow REGISTER button in the top right-hand corner of all pages) or you can send individuals to your Affiliate Website.

OPTION 2: You can also direct the community to <https://profile.mysideline.com.au/register> . Search your Affiliate after selecting which registration option. E.g. for Alice Springs Competitions in Northern Territory, the registrant would type 'Alice Springs' into the search box. Instead of promoting this long link, use a free service such as bit.ly to create a short, preferably customised link for your affiliate.

Note: If your competition has a common name such as 'City Touch', search via postcode instead of the words to narrow the search.

Register INTO your team link: The above covers links for registering teams to competitions. If you are telling participants how to register INTO a team that has already been registered by their team manager, send them here to search for their team: <https://touchfootball.com.au/register-into-team/> individuals can simply search their team name or the postcode of the competition to find their team.

What not to do: Do not send people direct to the MySideline portal (<https://profile.mysideline.com.au/>). If you do this, the system will not recognise the user as someone looking for Touch competitions and may instead display Rugby League competitions at the top of their search. The planned user experience is to send people via the www.touchfootball.com.au website or otherwise directly to the competitions you are promoting.





Other local marketing ideas & thought-starters



- › Try to form relationships with local Rugby League and even Rugby, Aussie Rules, Netball and Soccer clubs to arrange cross-promotions from their winter to your summer comps.
- › Enlist participants (particularly those with big followings) to market for you. Your participants are likely to share Touch pics throughout the season on their social media, but the time you want them posting about Touch is leading into the season. There's no harm in asking your diehard Touch participants to act as ambassadors and post about how much they're looking forward to the upcoming season when registrations are open. Make it easy for them and provide them something to post (e.g. season start dates & touchfootball.com.au).
- › Send emails with information to the HR departments of large workplaces in your city/town promoting workplace teams. Find a 'workplace teams' digital [promo flyer here](#). If possible, offer to provide a free 'how to play session' to workplace teams that join.
- › Develop relationships with local schools and ask them if there's a way to spread the word about upcoming junior seasons to their students (particularly if they are running Touch Football for Sporting Schools).
- › Contact local universities to try to do the same as above (Schools).
- › Consider running a Spotify ad targeted at people in your area. It is surprisingly affordable and user-friendly: ads.spotify.com/en-AU



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Continued... Other ideas



- › Join local community groups or chamber of commerce and advertise/activate at local events.
- › See if there's a migrant settlement service in your area that assists with the settlement needs of new arrivals. Contact their 'Community Engagement' department to see if they're able to promote Touch Football to their clients and perhaps even assist with forming teams to enter your competition if you provide some free training sessions. Sport is a great way to link new arrivals from overseas to their new communities.
- › Use banner signage in highly visible outdoor areas with high passerby traffic. For assistance with banner designs, check in with your State office and from [Touch Football Australia Shop \(touchfootballshop.com.au\)](http://touchfootballshop.com.au)
- › Try developing relationships with cafes and other local businesses near the competition and ask if they'd allow you to distribute flyers (or stick one on their noticeboard).
- › See if there's chance of in-kind sponsorship with a local radio station or other local media in exchange for promoting them at the competition
- › Consider running a social media competition during the season to encourage participants to post about Touch/the competition. Have them tag your account and use a specific hashtag to go in the draw to win a prize (note that you must publish Ts&Cs if you run particular competitions)



Game-Day / Night Operations





Ground Controller Role



Ground Controllers are responsible for the set up and delivery of Affiliated Touch Football Competitions. They should always be professionally dressed (TFA, State or Club polo and enclosed shoes), friendly, and dedicated to providing exceptional participant experience.

The Ground Controller is responsible for:

- Risk assessment
- Venue set-up & Pack down
- Field set-up & Pack down
- Providing access to toilets and amenities
- Player registration and sign-on
- Game scheduling and time management
- Referee allocations and coordination
- Distributing draws and collating results
- Updating results on MySideline
- Coordinating first aid/injury management
- Liaising with team organisers and participants at the ground
- Dispute resolution
- Making announcements
- Taking questions and feedback
- Ensuring the participant experience is being constantly enhanced
- Roaming the fields to support referees and participants
- Ensuring the competition is delivered safely
- Ensuring TFA policies are being adhered to





Pre-Game-Day Tasks – Checklist

What	Task	Task completed by	Completed
Referee Appointments	Determine number of available fields, games and referees required for each round	Competition manager	Yes/No (If no why)
	Establish contact list of available referees	Competition manager	Yes/No (If no why)
	Appoint and confirm referees for all games	Competition manager &/or Referees coordinator	Yes/No (If no why)
Draw / Game Schedules	Use MySideline to create draw	Competition manager	Yes/No (If no why)
	Email draw to team managers (Prior to first round with link)	Competition manager	Yes/No (If no why)
	Post weekly draw to social media channels	Competition manager	Yes/No (If no why)
Player Sign-on	Print sign-on sheets	Competition manager	Yes/No (If no why)
	Print scorecards	Competition manager	Yes/No (If no why)
	Pick up, set up and present sign-on sheets & scorecards	Ground Controller	Yes/No (If no why)
Equipment	Ensure footballs are in adequate condition and pumped to recommended pressure	Ground Controller	Yes/No (If no why)
	Collect first aid kit and ensure it's fully stocked	Ground Controller	Yes/No (If no why)
	Ensure all other equipment is on-site, otherwise collect from office	Ground Controller	Yes/No (If no why)
Venue / Field Preparation	Field markings	Competition Manager	Yes/No (If no why)
	Confirm booking, access to amenities and lighting	Competition Manager	Yes/No (If no why)
	Venue check/wet-weather announcement	Competition manager & Ground Controller	Yes/No (If no why)





Competition Operations: Game-Day Tasks

What	Task	Task Completed by	Link
Risk Assessment	Risk Assessment Checklist (slide 36)	Ground Controller	Yes/No (If no why)
	TFA Venue Specific Risk Assessment in Folder	Competition Manager	Yes/No (If no why)
Venue / Event Set-up	Collect any items and gear from local TFA Office as required	Ground Controller	Yes/No (If no why)
	Arrive minimum 30 minutes prior to first game	Ground Controller	Yes/No (If no why)
	Toilets and change rooms open	Ground Controller	Yes/No (If no why)
	Tent, Table, Teardrop Banners set up	Ground Controller	Yes/No (If no why)
	Information Boards up and clearly visible	Ground Controller	Yes/No (If no why)
	Check Timer and PA system are working 15 minutes prior to first game	Ground Controller	Yes/No (If no why)
Field Set-Up	Field Inspection on arrival	Ground Controller	Yes/No (If no why)
	Marker cones on corners and halfway	Ground Controller	Yes/No (If no why)
	Goal Posts pads are on if playing near posts	Ground Controller	Yes/No (If no why)
Game-Day Operations	Sign-on sheets on table with pens	Ground Controller	Yes/No (If no why)
	Scorecards, pens/pencils & footballs ready for games	Ground Controller	Yes/No (If no why)
	Communicate tap-off/changeover times via PA	Ground Controller	Yes/No (If no why)

*Competition Manager to be present Round 1 and visit throughout the season where applicable

**Competition Manager may also double as the Ground Controller



Referees

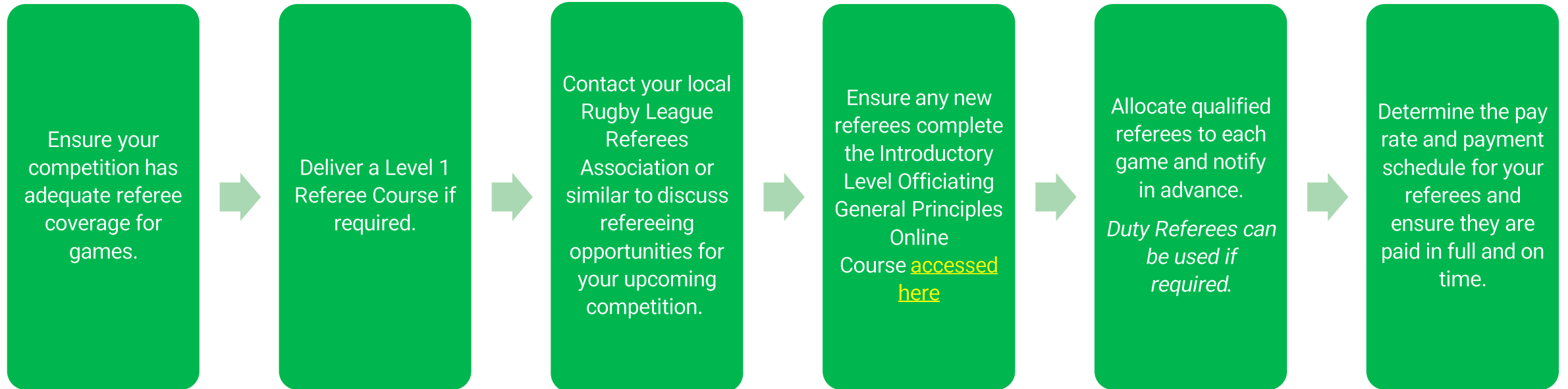




Referees



To deliver a successful Touch Football Season your competition will need to facilitate the recruitment, education and coordination of Touch Football Referees.





Referee Requirement and Payment

Referee requirements

- › All referees (excluding duty) as a minimum must complete or be directed to complete a Level 1 Touch Football Referee Course. Course schedules can be found in TFA’s learning management system, [The Nest](#).
- › It is the referee’s responsibility to ensure the on-field rules and codes of conduct are enforced and to report to the competition ground manager or administrator any person impacting the competition in a negative way. Referees also play a part in developing participants’ confidence and competence in the skills and rules of Touch Football.
- › **Appointments:** TFA recommends referee appointments are distributed to referees a minimum of 24 hours prior to games. This will help ensure coverage and allow time for changes to be made should a referee be unavailable.

For the full rule book, the official TFA 8th Edition Rules can be found [HERE](#).

Referee registration/payments

- › All referees are required to register online through the regular Touch Football registration portal at the commencement of each season.
- › Pay rates are determined based the level of experience of each referee.
- › Recommended Touch Football referee pay rates are:

Referee Experience Level	Rate
Level 1 (min to max)	\$15
Level 2	\$18
Level 3	\$22
Level 4	\$25



- Budget for the maximum amount you may pay referees
- Ensure you have a buddy or triple referee pay rate so you don’t have a game fee worth \$75+

Risk Assessment





Risk Assessment & Safety Checklist (p1)



Item	YES	NO	Comments / Action Taken
1. Clear surfaces and access			
All footpaths and entrance points are in an appropriate condition and free of trip or slip hazards			
Playing surface is clear of all hazards (i.e. sharp objects, rubbish, etc.)			
Holes, sprinkler heads and uneven patches have been covered, fixed or fenced off			
Cricket pitches or other hard surfaces within 5m of playing surface are properly covered			
Any Rugby or Soccer Goal posts within 5 metres of field have goal post pads fitted.			
2. Amenities			
Are appropriate amenities and facilities available? If not, identify alternatives			
Amenities and facilities are clear of hazards			
3. First aid and emergency procedures			
Hand Sanitizer and cleaning products available			
Properly stocked first aid kit and ice/ice packs are available			





Risk Assessment & Safety Checklist (p2)



Item	YES	NO	Comments / Action Taken
3. First aid and emergency procedures continued			
Emergency vehicle access points are identified and clear			
4. Weather & sun protection			
Weather is considered appropriate for the facilitation of a competition			
5. Field set-up, equipment and gear			
Marker cones are on corners and at field's halfway points			
All grounds are appropriately marked and safe for games			

*Refer to Touch Football Australia Weather policy
[CLICK HERE TO VIEW](#)

Printable PDF format of Checklist available on the
 Affiliate Hub [CLICK HERE TO VIEW](#)





Touch Football Australia Weather Policy



Affiliated Touch Football Competitions providers are required to ensure all participants are able to participate safely. Teams, players and referees will seek guidance from the Competition Manager and Ground Controllers in regards to extreme weather.

TFA policy recommends that decision around games proceeding or not be made as early as possible and all team contacts, players and referees notified:

- Notify team managers via text message ([via sms broadcast](#)) and then a follow-up email.
- Ensure your social media channels display the decision clearly.
- Have it clearly displayed the time the decision will be made.

The full TFA Extreme Weather Guidelines can be found [HERE](#).



Extreme Weather Guidelines	
Identify Hazard	Action Required
a) Heavy Rain	Play/ Competition should be suspended until hazard clears. If it continues to rain heavily during that time, it is recommended that play/ competition be suspended until further notice.
b) Lightning/ Thunderstorm(s)	When lightning is considered to be a possible or actual threat to a Touch Football game the following procedures are applicable: <ul style="list-style-type: none"> a) Observe the approaching storm clouds, the first flash of lightning or clap of thunder, no matter how far away should heighten lightning awareness. b) Method of determining the distance to the storm cell is to measure time elapsed from when lightning flash is observed and when the associated thunder is heard. The distance can be determined by using the following rule: Distance (Km) = time from observing flash to hearing thunder (in 3 seconds) In the absence of specific information from weather radar, a lightning location system, or specialised warning device then the 30/30 Safety Guideline should be used. The 30/30 Rule is a guide to postponement or suspension of play/competition. The accepted "safe" distance from lightning is greater than 10km. This means: <ul style="list-style-type: none"> a) That as the time interval between observing the flash and hearing the thunder approaches 30 seconds, all those in exposed areas should be seeking or already inside safe shelters. A storm cell with lightning within 10km constitutes a threat b) For resumption of play/competition, it is recommended that people wait a minimum 30 minutes after the last sighting of lightning or sound of thunder.
c) Hail/ Ice on ground	Play/ Competition should be suspended immediately until hazard clears. Refer to weather radar for official report and where available, shelter should be offered for players/ spectators/ officials until cleared.
d) Extreme Heat	36 degrees + Play/ Competition should be postponed or cancelled . 31 – 35 degrees Play/ Competition should be interrupted at 10 minute intervals for a minimum period of 2-5 minutes during which time rest, drinks/ cooling techniques & facilities should be used by all officials and players involved. Each session shall not exceed 60 minutes. 30 degrees Communication of heat stress management strategies/ Warnings of possible risk.
e) Extreme Cold Weather	When severe winter weather is forecast, weather reports and traffic conditions within the immediate area should be monitored, if the ground is slippery from frost, snow, rain or mud, or if the temp drops below 8 degrees, it is at the discretion of the controlling body to determine whether play/ competition should be suspended or cancelled until hazard clears.
f) Limited Air Quality/ Pollution	Communication of health management strategies/ Warnings for Asthma sufferers

Weather scenarios and best-practice guidelines

Scenario 1: Heat

It is Friday morning at 9am and there are meant to be games this evening. The weather forecast for the evening is for hot weather in excess of 36 degrees Celsius.

Best-Practice Action Plan:

1. Check the [Australian Bureau of Meteorology website](#) for up-to-date weather forecast. Should the forecast be for more than 36 degrees Celsius, cancel games.
2. Notify team contacts, players and referees via email and social media channels. Contact teams advising them of the decision made.
3. Two half-games can be played the following round.*

**Game replay policy may vary depending on region.*

Scenario 2: Wet Weather

It is Wednesday morning at 9am and there are meant to be games this evening. There was very heavy rain yesterday and Council has closed the fields; they will not be inspected or reopened throughout the day.

Best-Practice Action Plan:

1. Cancel games – notify team contacts, players and referees via email and social media channels. Dependent on the size of the competition call each team, call each team contact advising them of the decision made.
2. Two half-games can be played the following round.*

Scenario 3: Storm

It is a game day/evening at your competition and a storm looks to be moving in. Shortly after the games have commenced, a flash of lighting is followed by a loud clap of thunder. Your competition does not own a lightning location system and the time between the lightning and thunder is less than 30 seconds.

Best-Practice Action Plan:

1. Immediately sound the signal that you use for half-time/full-time and suspend games.
2. Advise all participants to take shelter.
3. Return to play once lightning and thunder has cleared.
4. If the first half of the game was not complete and time does not allow for the game to continue, the game will need to be abandoned and two half-games can be played the following round.
5. If the first half of the game was complete but time does not allow for the game to continue, the score at the time of match suspension will stand.

Venue & Field Set-Up



VENUE SET-UP

Venues should have:
Clear signage and present
neat and tidy.

Ensuring marker cones are
matching and fields are dressed
prior to members arriving.

A member should be able
to recognise when they are
arriving at a Touch Football
venue.

*Below are examples of a professionally run competitions

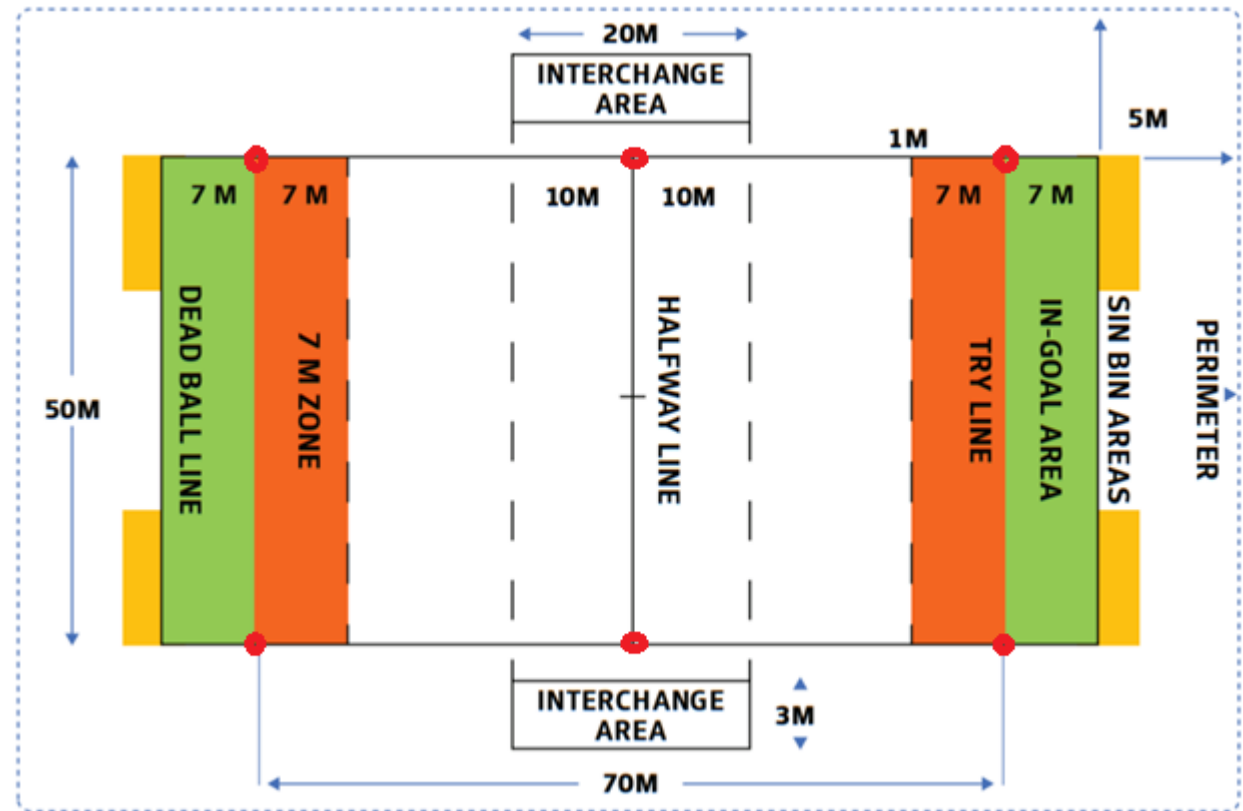


Field set-up guidelines

The field

- › The official recommended field of play is 70m long (tryline to tryline) x 50m wide (sideline to sideline).
- › For the safety of participants, any rigid object, fence, goal post, etc. must be a minimum 5m from any sideline or dead-ball line.
- › Marker cones are to be placed at the junctions of the halfway line and sideline and the try line and sideline.

N.B. Local field specifications may vary due to venue size and layout.



*Red circles indicate where marker cones are required



Game-Day/Night Tasks – Timeline



Timing	Resources	Notes
5.15-5.30pm	Arrive and set up venue	These timings are based on a competition starting at 6pm.
5.40pm	Set up complete and music on ready to welcome teams	
5.45pm	Referees Briefing <i>Example on page 45</i>	
5.50-5.55pm	Referees move to designated field with football & score sheet/pen	
5.55pm	Announce teams to move onto their field and meet referee	
6.00pm	Tap off first timeslot	
6.20pm	Sound half-time siren	
6.23pm	Ask referees and players to take the field for 2 nd half	
6.25pm	Tap off 2 nd half	
6.40pm	Announce teams and fields for next round of games	
6.45pm	Sound full-time siren	
6.50pm	Referees move to designated field with football and score sheet/pencil	
6.51pm	Announce round 2 teams to move onto their field and meet referee	
6.55pm	Tap off second timeslot	





Referee Briefing Example



- 15 Minutes prior to games commencing the ground controller and/or the most senior referee at the competition will brief the referees on the evening's games and any issues, concerns or announcements which need to be communicated to the team captains and teams.
- Score cards to games are handed out to referees and any changes to appointments (if completed prior to the evening) are made.
- Referees are paired up with buddy referees if numbers allow. *Try to pair up experienced referees with lesser experienced referees to ensure ongoing referee development*
- Referees to ask any questions of the Senior referee(s) and/or Ground controller.
- Ensure referees start heading out to their fields 5 minutes before and have teams ready to commence play on time.



Remember the Referees are the face of the Game to players!!

Game-Day/Night Equipment List

Essentials	Check
Table	
Sanitiser and equipment	
Timers and siren (loud)	
Chairs	
First aid kit	
Esky with ice or ice packs	
Printed draw	
Score cards	
Team sheets	
Stationary (pens and pencils)	

Promotion (if applicable)
Marquee (if applicable)
Pegs (for marquee)
Sand weights (for marquee and signage if pegs not suitable)

On-Field	Check
Airhorn or siren (loud)	
PA system/megaphone	
Markers/cones	
Footballs (min. 1 per field)	
Whistles	
Sanitiser packs for fields	
NRL Touch Football feather banners	
Field number feather banners	



Printable PDF format of Checklist available on the Affiliate Hub [CLICK HERE TO VIEW](#)

Disciplinary Regulations and Code of Conduct

Send-offs

When does a send-off apply? A send-off should only be used as a last resort.

The following policy applies to players that are sent off in a Touch Football match:

1. Where a player has been sent off for the remainder of the match by a referee, the player will receive an automatic two-match suspension from all matches played in any Touch Football Competition. Any such automatic two-match suspension must be reported by the referee to the Ground Manager immediately following the conclusion of the match.
2. The term "two-match suspension" refers to the period of time it takes for two matches to be completed in the division from which the player was suspended. A bye does not count as a match completed.
3. Where a two-match suspension has been imposed under the Playing Rules, the Hearings Officer (referred to in regulation 11 of the TFA Disciplinary Regulations) must inform the player of the sanction that has been imposed within 24 hours of receiving notification from the Referee, Ground Manager or Competition Licensee.
4. The suspended player has the right to appeal a decision made by the Chairperson under this regulation 8.2 an automatic two-match suspension under the Playing Rules as though it was a decision of a Disciplinary Tribunal.

Judicial Procedures

- › It is important that all Affiliated competitions have judicial procedures in place should a player be sent off, cited for foul play or when misconduct may have been committed by a participant, team official or other people.
- › TFA has Disciplinary Regulations in place for such instances (they can be found [here](#)) and dedicated staff who can assist Competition Licensees and Ground Managers who require assistance.

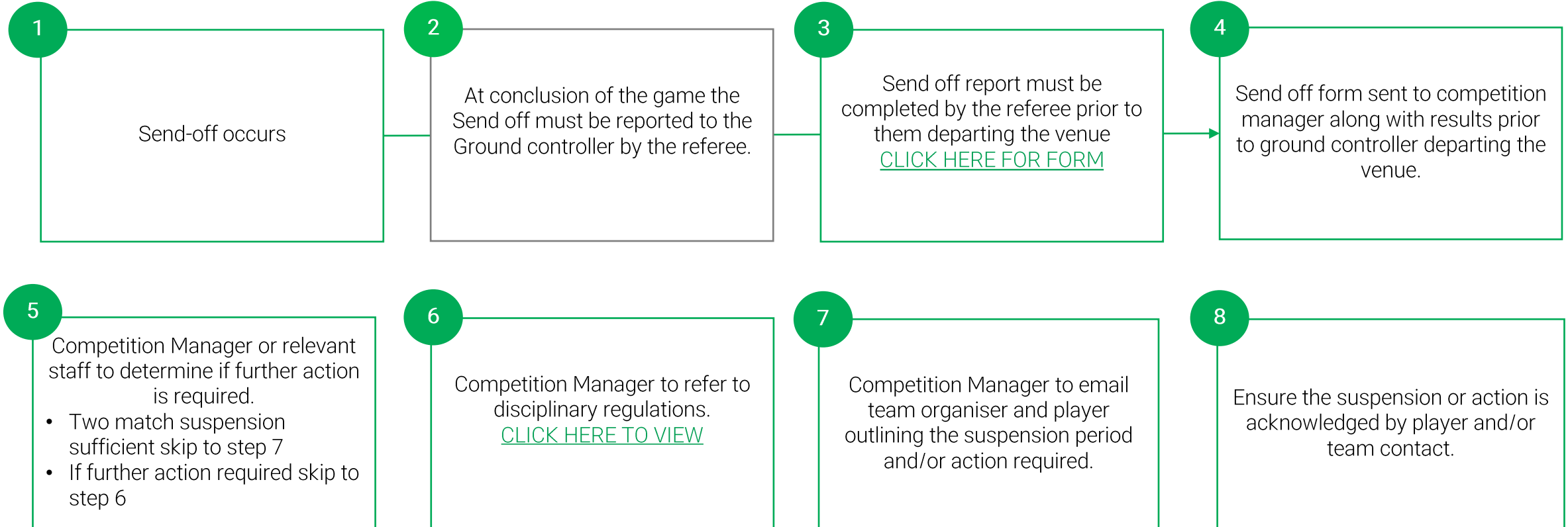
For assistance with disciplinary and judicial processes, please contact your [specific State Staff member](#)

or

TFA's National Education and Policy Manager
James Sharp

E: james.sharp@touchfootball.com.au

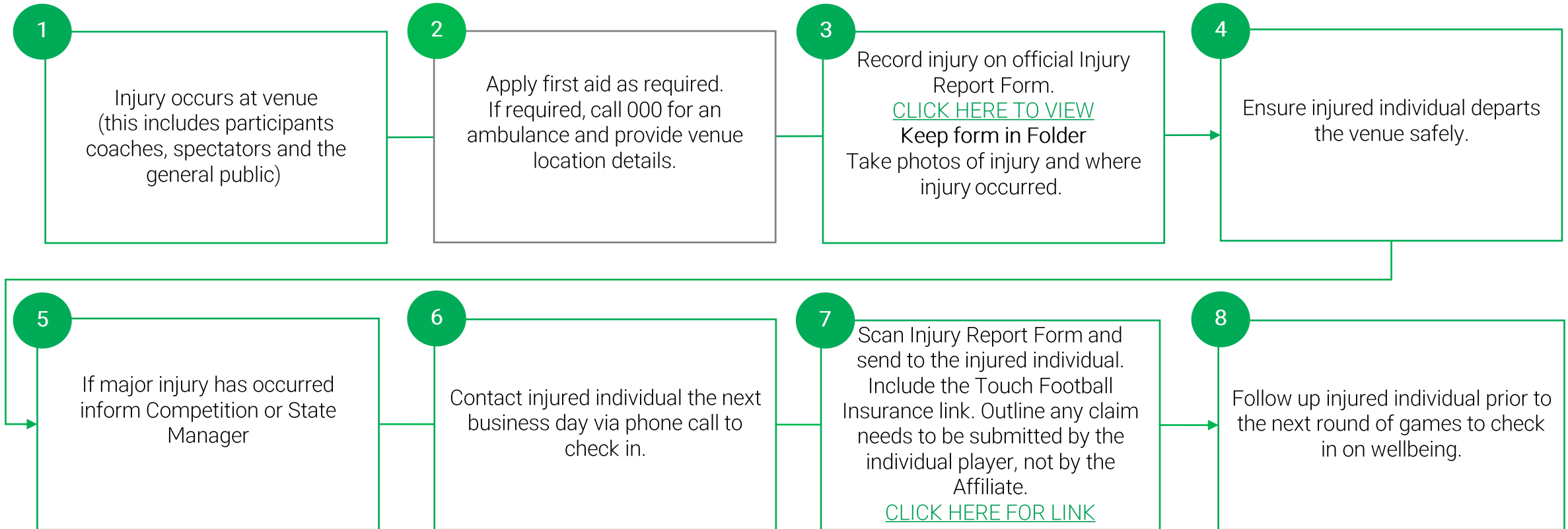
Send off or incident Step-by-step guide



Injury Management Process



Injury Management Process Step-by-Step Guide



Additional support contact us here:
<https://touchfootball.com.au/contact-us/>

