



Touch Football Australia

National Participation Data Policy





NATIONAL PARTICIPATION DATA POLICY

1. PURPOSE

The purpose of this Policy is to ensure Touch Football Australia (TFA) has a robust approach to sport participation data collection and reporting. When implemented, the Policy will result in more effective data collection methods and more trust with stakeholders. Accurate data will enable TFA to make better decisions that contribute to growing the game.

This Policy establishes the framework for data capture, responsibilities and use. It serves as the foundation for:

1. Stakeholder reporting (including Members, the Australian Sports Commission (ASC), National Rugby League (NRL) and commercial partners)
2. Strategic planning and resource allocation
3. Serving as the basis for calculating member Voting Strength at Annual General Meetings (AGMs) and Special General Meetings (SGMs)
4. Commercial partnerships
5. Member reporting and organisational communications
6. Demonstrating sport reach, trends and impact across demographics

2. KEY DEFINITIONS

- **Affiliate** means a local entity that conducts or administers Touch Football Competitions and which is a Member.
- **Competition** means a competition which is delivered in a week-to-week capacity and endorsed by TFA, NSWTA, QTA or an Affiliate.
- **Connected Participant** means a Participant who has registered through MySideline in categories 1-7.
- **Event** means a tournament, competition or event which is delivered over a weekend or in a one-off capacity.
- **Voting Entitlement** is calculated based on total Unique Participants across categories 1-7.
- **Full Active Member** means a registered Participant in a Competition.
- **Member** means a member of TFA.
- **MySideline** means TFA's primary registration and data management system for participation.
- **NRL** meaning the National Rugby League Limited.
- **NRL ID** means the identification number supplied to a Participant by the NRL in MySideline.
- **NSWTA** means the New South Wales Touch Association Inc.
- **Participant** means a person who participates, including but not only as registered volunteers, officials, coaches, players or referees in a Touch Football competition organised, controlled or sanctioned by TFA, NSWTA, QTA or an Affiliate.
- **Program** means a program which is delivered in a one-off or short-term capacity.
- **Primary Role** refers to the category where a Participant spends the majority of their participation hours through.
- **QTA** means the Queensland Touch Association Inc.
- **Reporting Period** is from 1 July through to 30 June of each year.
- **Selector** means a person appointed to support in the selection of teams from time to time.
- **TFA** means Touch Football Australia Limited.
- **Total Participation** is a measure of participation based on the variety and multiple interactions that an individual has with Touch Football where a Participant may be counted multiple times.
- **Total Volunteers** is a measure of volunteer registrations through MySideline during the Reporting Period
- **Touch Football** means the sport or game played under the rules determined or adopted from time to time by TFA, NSWTA, QTA or an Affiliate.



- **Unique Participant** is a measure of unique individuals and their frequency of interaction with their Primary Role in Touch Football.

3. SCOPE

This policy applies to TFA and its members, including NSWTA, QTA, state and territory associations, Affiliates, and other member organisations responsible for collecting and reporting participation data.

4. DATA COLLECTION PRINCIPLES

4.1 Accuracy and Integrity

- Focus on eliminating double-counting across categories where feasible
- Use standardised collection methods across all reporting entities
- Implement progressive system improvements to enhance data quality

4.2 Privacy and Compliance

- All data collection must comply with relevant privacy legislation and the [TFA Privacy Policy](#)
- Maintain confidentiality of individual Participant information
- Ensure transparent communication about data use and purpose

4.3 Timeliness

- Data must be collected and reported within specified timeframes to ensure currency
- Balance comprehensive data collection with operational feasibility

5. PARTICIPATION CATEGORIES

5.1 Total Unique Participants

A Unique Participant will only be counted in their Primary Role. Detailed definitions are included in Appendix A, with the following categories included:

1. **Full Active Members** meaning Participants in week-to-week competitions.
2. **Event Members** meaning Participants for specific events or weekend tournaments.
3. **Program Members** meaning Participants in one-off or short-term programs.
4. **School Members** meaning Participants in school-based competitions, programs or events.
5. **Coaches** meaning those registered to coach teams or lead programs.
6. **Referees** meaning those registered to officiate in competitions or events.
7. **Referee Coaches** meaning those registered to coach referee squads/teams at competitions, programs or events.

5.2 Total Volunteers

8. **Volunteers** meaning registered Volunteers supporting Touch Football activities including the following types:
 - a. **Carer** meaning registered carers supporting all abilities Participants.
 - b. **General Volunteer** meaning registered volunteers supporting Touch Football activities.
 - c. **Team Manager** meaning a registered team official for a competition or event.
 - d. **Administrator** meaning somebody who administers the sport in either a paid or unpaid capacity.
 - e. **Medical** meaning registered practitioners who provide support at training, competitions or events.



- f. **Board/Committee Member** meaning elected or appointed persons in governance roles.
- g. **Selector** meaning a person appointed to support in the selection of teams from time to time

5.3 Total School Program and Competition Participants

As opposed to single counting for Unique Participants, Participants in the following categories may be counted multiple times:

- 9. **School Program Participant** meaning participants in school programs not registered in MySideline, including Sporting Schools.
- 10. **School Managed Competitions and Events** meaning participants in school-managed competitions which sit outside MySideline.

5.4 Total Participation

Will include the Total Unique Participants, Total Volunteers, Total School program and Competition Participants and a cumulative total of Participants across all registrations in MySideline.

5.5 Primary Data Sources

5.5.1 MySideline is the primary source for registered Participants in Categories 1-8.

5.5.2 Self-reporting is used for school-based programs and external partnerships for Categories 9-10.

6. REPORTING PERIODS AND PUBLICATION

6.1 Timeline

6.1.1	Reporting Period:	July 1 – June 30
6.1.2	Management declaration:	September (Annual)
6.1.3	AGM Voting Calculations	October

6.2 Annual Report

Without limiting information reported to Members, minimum information will include the following categories:

- **Total Unique Participants** across all Categories 1-7
- **Total Participation** (including all participation categories)
 - Total participation across all categories (Including 1-7 where a Participant may be counted multiple times), environments and formats measuring total engagement with the sport.
- **Demographic Breakdowns**
 - Location, age, gender, ethnicity and other key diversity characteristics as determined from time to time.
- **Growth Metrics**
 - Year-on-year participation trends.

7. RESPONSIBILITIES

7.1. Chief Executive Officer

- Overall accountability for participation data integrity
- Signing accuracy declarations to the Board
- Ensuring adequate resources for data collection and system development

7.2. General Manager – Growth and Innovation

- Operational implementation of this policy



- Coordination of data collection processes
- Training and support for state/territory associations
- System development oversight

7.3. **States, Territories, Affiliates and endorsed entities**

- Accurate and timely data collection within their jurisdiction
- Validation of Affiliate submitted data
- Meeting submission deadlines and cooperation with verification processes
- Maintaining accurate membership records
- Cooperation with audit and verification processes

7.4. **Staff, Administrators and Volunteers**

- Accurate and timely data collection within their jurisdiction
- Meeting submission deadlines and cooperation with verification processes
- Maintaining accurate membership records

8. **VERIFICATION AND AUDIT**

8.1. **Internal Verification**

- Cross-checking against historical trends and calculation methods with the NRL
- Sample auditing of primary data sources
- School program verification through partnership relationships and rationalisation against methodology in Appendix A

8.2. **External Audit**

- An aspiration for a bi-annual independent verification by external audit firm
- Completion before Board presentation
- Investigation and resolution of significant discrepancies

9. **DECLARATION OF ACCURACY**

9.1. **General Manager – Growth and Innovation Declaration Requirements**

- Confirmation of policy compliance and reasonable accuracy measures
- Disclosure of any limitations or qualifications
- Confirmation of verification processes
- Statement regarding data collection coordination and validation

9.2. **Chief Executive Officer Declaration Requirements**

- Confirmation of adequate sampling and confidence levels
- Description of sampling methodology used
- Verification of financial oversight



APPENDIX A: TFA PARTICIPATION FRAMEWORK

For the purposes of reporting to the ASC, a Connected Participant can only be counted once per category.

APPENDIX A1: TFA CATEGORIES REFERENCE

Playing Roles:

Detailed Definitions for Connected Participants which will be reported to the Australian Sports Commission.

<u>Number</u>	<u>Category</u>	<u>TFA Definition</u>	<u>Calculation Method</u>	<u>Data Source</u>	<u>Validation Method</u>
1	Full Active Member	Active Participants who have registered in affiliated competitions within TFA, NSWTA, QTF and/or Affiliates for week-to-week competitions.	A count of the Unique Participants across all week-to-week competitions.	MySideline	An audit of unique MySideline registrations for Player-Touch in each year for competitions that start or occur between 1 July and 30.
2	Program Member	Participants engaged in one-off programs or short-term/holiday programs delivered by TFA, NSWTA, QTF and/or Affiliates focused on participation.	A count of the registered Participants across all recognised Programs.	MySideline	An audit of unique MySideline registrations for Player-Touch in each year for programs that start or occur between 1 July and 30 June.
3	Event Member	Participants who are registered to solely participate in specific events or one-off weekend tournament/competition delivered by TFA, NSWTA, QTF and/or affiliated entities.	A count of the registered participants across Events.	MySideline	An audit of unique MySideline registrations for Player-Touch each year for events that start or occur between 1 July and 30 June.
4	School Member	Participants who are registered in competitions, programs or events organised by TFA, NSWTA, QTF or schools.	A count of registered Participants in School based environments	MySideline	An audit of unique MySideline registrations for Player-Touch in for school-based competitions, programs and events that start or occur between 1 July and 30 June.

Playing Roles:

Detailed definitions for participants who are **not** included in reporting to the Australian Sports Commission



Number	Category	TFA Definition	Calculation Method	Data Source	Validation Method
9	School Program Participant	Participants involved in programs organised by TFA, NSWTA, QTF, schools or external providers including Sporting Schools.	A head count of participants in school-based environments that are not registered in MySideline	Self-reported by stakeholders into TFA owned spreadsheet.	Monthly audit by GM – Growth and Innovation of self reporting and locked.
10	School Managed Competitions and Events	Participants involved in competitions or one-off events organised by TFA, NSWTA, QTF, schools or external providers.	A head count of participants in school-based environments that are not registered in MySideline	Self-reported by stakeholders into TFA owned spreadsheet.	Monthly audit by GM – Growth and Innovation of self reporting and locked.

9. School-based Participation Counting Methodology

Definition: Participants in school-based programs where registration does not occur, with rationalisation for consistency as follows:

Program Category	Participant Range	Calculation Method
Category A	1 – 20 participants	Count as 10 participants
Category B	21 – 40 participants	Count as 30 participants
Category C	41 – 60 participants	Count as 50 participants
Category D	61 – 80 participants	Count as 70 participants
Category E	81 – 100+ participants	Count as 90 participants

10. School Managed Competitions

Definition: School-managed competitions which sit outside of MySideline where TFA, NSWTA, QTF and/or Affiliates provides support (referees, draws, timing), but schools or external bodies manage participant registration.

Teams-based calculation: Number of teams × 10 players per team

Non-Playing Roles:

Detailed Definitions for Connected Participants which will be reported to the Australian Sports Commission.

Number	Category	TFA Definition	Calculation Method	Data Source	Validation Method
5	Coach	Someone who has completed a TFA	A count of the registered and	MySideline	An audit of unique



		Coaching course and is registered to coach a Team or Program in MySideline across TFA, NSWTA, QTF and/or affiliated entities.	qualified coaches across all Teams and Programs.		MySideline registrations for Coach each year for competitions, programs or events that start or occur between 1 July and 30 June.
6	Referee	Someone who has completed a TFA Referee course or grading and is a registered Referee in MySideline across TFA, NSWTA, QTF and/or affiliated entities.	A count of the registered and qualified referees across all Competitions and Events delivered by TFA, NSWTA, QTF and Affiliates.	MySideline	An audit of unique MySideline registrations for Referee each year for competitions and events that start or occur between 1 July and 30 June.
7	Referee Coach	Someone who has completed a TFA Referee Coaching course and is registered as a Referee Coach in MySideline across TFA, NSWTA, QTF and/or affiliated entities.	A count of the registered and qualified Referee Coaches across all Teams and Programs.	MySideline	An audit of unique MySideline each year for competitions, programs and events that start or occur between 1 July and 30 June.
8a	Carer	A registered carer supporting a Participant in an All-Abilities program, competition or event.	A count of all registered Carers under Volunteer type across all All Abilities Competitions and Events delivered by TFA, NSWTA, QTF and Affiliates.	MySideline	An audit of unique MySideline each year for competitions, programs and events that start or occur between 1 July and 30 June.
8b	General Volunteer	Someone who assists with general volunteer duties at TFA, NSWTA, QTF or an Affiliated entity.	A count of participants registered as Volunteers with the Primary Role listed as General Volunteer in MySideline direct to TFA, NSWTA, QTF and/or Affiliates.	MySideline	An audit of unique MySideline each year for competitions, programs and events that start or occur between 1 July and 30 June.
8c	Team Manager	Someone who oversees the	A count of participants	MySideline	An audit of unique



		administration and management of a team. They may also support the welfare of all team members during training and competition.	registered as Volunteers with the Primary Role listed as Team Manager in MySideline direct to TFA, NSWTA, QTF and/or Affiliates.		MySideline registrations for each year for competitions or events that start or occur between 1 July and 30 June.
8d	Administrator	Somebody who manages a club, association, region, state/territory or peak body that includes activities such as promotion of the sport, its objects or interests. Sport Administrators may be paid or unpaid and report to a Board or Committee.	A count of participants registered as Volunteers with the Primary Role listed as Medical in MySideline direct to TFA, NSWTA, QTF and/or Affiliates.	MySideline	An audit of unique MySideline registrations for each year for competitions and events that start or occur between 1 July and 30 June.
8e	Medical	Someone who is responsible for the First Aid services and equipment required at training, competitions and other activities.	A count of participants registered as Volunteers with the Primary Role listed as Medical in MySideline direct to TFA, NSWTA, QTF and/or Affiliates.	MySideline	An audit of unique MySideline registrations for each year for competitions and events that start or occur between 1 July and 30 June.
8f	Board/Committee Member	Contributes to the governance and operations of TFA, NSWTA, QTF, and/or Affiliates.	A count of participants registered as Volunteers with the Primary Role listed as Committee Member, President, Secretary or Treasurer in MySideline direct to TFA, NSWTA, QTF and/or Affiliates.	MySideline	An audit of unique MySideline registrations for each year for competitions and events that start or occur between 1 July and 30 June.
8g	Selector	Contributes to the selection of teams for TFA, NSWTA, QTF and/or Affiliates	A count of participants reported as Selectors direct to TFA, NSWTA, QTF	Self-reported during annual report process	An audit of reported Selectors between 1 July and 30 June.



			and/or Affiliates.		
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APPENDIX B: STAKEHOLDER ALIGNMENT FRAMEWORK

For the purposes of clarity, the following tables demonstrate alignment and discrepancies between our key stakeholders the Australian Sports Commission and the National Rugby League.

APPENDIX B1: TFA TO ASC DEFINITION MAPPING

<u>TFA Category</u>	<u>ASC Definition</u>	<u>ASC Category</u>	<u>Alignment Notes</u>
Unique Participant	Measures unique individuals and their frequency of interaction with their primary role*. <i>*Primary role refers to the category where a participant spends the majority of their participation hours through.</i>	Unique Participant	Direct alignment
Full Active Member	Participants engaged in fixed terms of commitment and regular participation e.g. club-based winter/summer competition	Full Active Member	Direct alignment
Program Member	Participants engaged in one off programs or short-term/holiday programs of participation e.g. Term 1 Weekly come and Try or after school program.	Program Member	Direct alignment
Event Member	Participants engaged in one off funded programs single participation events including major physical activity events (marathons, open water swimming, triathlons) e.g. 3-day event pass. Full active members or program members that participate in these events are to be counted as a full active or program member as their primary role not as an event member.	Event Member	Direct alignment
School Member	Where captured, participants involved in competitions, programs or events organised by national or state level.	School Member	Direct alignment
School Program Participant	Nil	N/A	N/A
School Managed Competitions and Events	Nil	N/A	N/A
Coach	Someone who supports and guides the learning, development and performance of participants. Coaches may be paid or unpaid.	Coach	Partial alignment, TFA will include Referee Coaches in this reporting number.
Referee	Someone who facilitates a safe competition environment by applying the	Official	Partial alignment, TFA will not



	rules of the sport fairly. Roles include dynamic, stationary, race or criteria-based officiating. Officials may be paid or unpaid.		include Referee Coaches in this reporting number, and the name is different.
Carer	In disability and Para sport, the role of the carer is to support the participant / athlete to undertake sporting activity.	Carer	Direct alignment
General Volunteer	General/miscellaneous ad hoc assistance (setting up, cleaning, canteen, etc).	General Volunteer	Direct alignment
Team Manager	Someone who oversees the administration and management of a team. They may also support the welfare of all team members during training and competition.	Team Manager	Direct alignment
Administrator	Someone who manages sports clubs, associations and peak bodies, undertaking activities such as promoting their sport, obtaining corporate sponsorship and refining the rules and structure. Sports administrators usually work with a voluntary board or committee to develop strategies and programmes to achieve the aims and policies of the club, association or peak body.	Administrator	Direct alignment
Medical support or health and safety	Someone who is responsible for the First Aid services and equipment required at training, competitions and other club activities. The First Aid Officer ensures all teams and playing and training locations have adequate and fully stocked first aid kits and if necessary, defibrillators.	Medical support or health and safety	Direct alignment
Board/Committee Member	Contributes to the governance and operation of the organisation e.g. board members, committee member, president, treasurer etc.	Board/Committee Member	Direct alignment



APPENDIX C: DECLARATION TEMPLATES

APPENDIX C1: GENERAL MANAGER GROWTH AND INNOVATION

I, [Full Name], General Manager - Growth and Innovation of Touch Football Australia, hereby declare that:

1. The participation data for the period [Start Date] to [End Date] has been collected and calculated in accordance with the Touch Football Australia National Participation Data Policy.
2. All reasonable steps have been taken to ensure the accuracy and integrity of this data within our current system capabilities.
3. I have coordinated the data collection process across all state and territory associations and verified data submissions.
4. The data has been subject to appropriate internal verification processes under my oversight.
5. Independent verification has been conducted by [Audit Firm Name].
6. This policy framework provides the foundation for progressive system improvements to enhance data quality over time.
7. To the best of my knowledge and belief, the participation figures presented are a true and accurate representation of participation in Touch Football for the stated period.

Signed: _____ Date: _____

APPENDIX C2: CHIEF EXECUTIVE OFFICER

I, [Full Name], Chief Executive Officer of Touch Football Australia, hereby declare that:

1. I have reviewed the participation data for the period [Start Date] to [End Date] as prepared by the General Manager - Growth and Innovation.
2. I confirm that appropriate management oversight and verification processes have been implemented in accordance with the Touch Football Australia National Participation Data Policy.
3. The data collection and verification processes have been subject to independent audit by [Audit Firm Name].
4. I acknowledge the limitations and progressive implementation approach outlined in this policy framework while confirming our organisation's commitment to data accuracy and continuous improvement.
5. I authorise the use of this participation data for:
 - a. External stakeholder reporting including to the Australian Sports Commission and National Rugby League
 - b. Voting rights calculations at Annual General Meetings and Special General Meetings
 - c. Commercial partnership and sponsorship negotiations
 - d. Organisational governance and strategic decision-making
6. I take final accountability for the integrity of this participation data and confirm that it represents our best assessment of Touch Football participation for the stated period.

Touch Football Australia is committed to progressive system development to enhance data quality and compliance over time.

Signed: _____ Date: _____