



National Registration Policy



VERSION 1



NATIONAL REGISTRATION POLICY

1. REASON FOR POLICY

To ensure every person who participates in Touch Football holds a current registration, is covered by appropriate insurance, and has accepted the [TFA Membership Terms and Conditions](#) that govern their involvement in the game.

Version	Release Date	Amendments Made	Authorised By	Status
1	2026	Nil. First National Registration Policy.	TFA Board of Directors	Current

2. KEY DEFINITIONS

- **Affiliate** means a local entity that conducts or administers Touch Football competitions and which is a Member of TFA.
- **MySideline** means the NRL's registration and data management platform, operated by TFA under agreement with the NRL, as TFA's system for participant registration.
- **NRL** means National Rugby League Limited.
- **NSWTF** means New South Wales Touch Football Limited.
- **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, NSWTF, QTA or an Affiliate.
- **Privacy Laws** means the Privacy Act 1988 (Cth) and any applicable state or territory privacy legislation.
- **QTA** means the Queensland Touch Association Inc., as defined in the TFA Constitution.
- **Terms** means any TFA, NSWTF, QTA or state and territory association terms, conditions, policies, codes and guidelines that apply to the Participant from time to time.
- **TFA** means Touch Football Australia Limited.
- **WWCC** means a Working with Children Check/Clearance.

3. SCOPE

This Policy applies to all Participants registering to play, officiate, coach or participate as health and safety personnel and/or volunteers across Touch Football, including:

- 3.1. Touch Football Australia (TFA)
- 3.2. New South Wales Touch Football (NSWTF)
- 3.3. Queensland Touch Football (QTF)
- 3.4. All state and territory associations
- 3.5. All Affiliates and other member organisations of TFA

4. POLICY STATEMENT

This Policy establishes the obligations of TFA, NSWTF, QTF, Affiliates and Participants in relation to registration. MySideline, operated by TFA under agreement with the NRL, is the single platform for participant registration across the game and the basis for participation data reporting to stakeholders including the ASC and the NRL.

5. PURPOSE



TFA has implemented MySideline as the registration platform that facilitates the online registration of Participants. The purpose of MySideline is to:

- 5.1. Achieve consistency and accuracy of data collection of registered Participants.
- 5.2. Ensure compliance in reporting statistics to the Australian Sports Commission (ASC) and the NRL.
- 5.3. Improve communication between TFA, state and territory associations, Affiliates and Participants.
- 5.4. Deliver a national registration system for all Participants.
- 5.5. Provide an efficient mechanism to assist Affiliate volunteers to have data collected in a specified timeframe.
- 5.6. Ensure acceptance of any applicable Terms for every Participant within MySideline.
- 5.7. Ensure all Participants are covered under the [Touch Football Australia National Insurance Scheme](#) prior to participation.
- 5.8. Administer competitions, fixtures and results across Touch Football.
- 5.9. Serve as the only acceptable register of Participants for all Affiliates and member organisations, in accordance with the [TFA Affiliate Membership Regulations](#).

6. REGISTRATION PERIOD

A Participant must hold an active registration in MySideline before they are permitted to participate in any training, competition or event. This is a mandatory requirement, no Participant may take the field or officiate without confirmed registration.

7. DE-REGISTRATION OF PARTICIPANTS

A registered Participant may be de-registered if they:

- 7.1 Are convicted of a criminal offence that renders their continued participation inappropriate.
- 7.2 Do not take part in any game or any part of a game and receive a refund of their registration fees.
- 7.3 Have their registration revoked under clause 12 Revocation of Registration.

8. REGISTRATION OF PLAYERS

A player must be registered on MySideline before they can participate in any competition or event for an Affiliate. Registration must be completed and confirmed prior to taking the field — no player may participate without an active registration. In registering as a player, the player accepts the TFA Membership Terms and Conditions. The registration process is as follows:

- 8.1. A player may use MySideline to self-register at any time.
- 8.2. An Affiliate must not permit a player to participate in any competition or event until their registration is confirmed as active in MySideline.

9. REGISTRATION OF COACHES AND TEAM STAFF

Registration of coaches and team staff (including team managers and assistant coaches) is mandatory and must be completed before they take any role at training or competition. By registering and accepting the applicable Terms, coaches and team staff agree to abide by all Terms as amended from time to time.

- 9.1. Registration must be completed through self-registration via MySideline.
- 9.2. If a coach or applicable team staff member is unaccredited, the relevant TFA coaching accreditation must be completed in accordance with the [Sport Education Framework](#). Accreditation requirements are governed by the TFA Coach Education and Development Framework.
- 9.3. Coaches and team staff (18 years and over) directly involved with, or in an environment that includes, people under the age of 18 will be required to provide current WWCC details upon registration.
- 9.4. Coaches and team staff (18 years and over) directly involved with, or in an environment that includes, people under the age of 18 will be required to complete the Sport Integrity Australia eLearning modules (available at www.sportintegrity.gov.au).

10. REGISTRATION OF HEALTH AND SAFETY PERSONNEL



Registration of all health and safety personnel (including First Aid Officers, Sports Trainers, Physiotherapists and other health and safety roles) is mandatory and must be completed before they take any role at training or competition. By registering and accepting the applicable Terms, all health and safety personnel agree to abide by all Terms as amended from time to time.

- 10.1. A First Aid Officer must hold a current and recognised first aid accreditation prior to engaging in any Touch Football competition or event.
- 10.2. Health and safety personnel must register in MySideline as a Volunteer with their Primary Role listed as Medical (Health & Safety).
- 10.3. Health and safety personnel (18 years and over) directly involved with, or in an environment that includes, people under the age of 18 will be required to provide current WWCC details upon registration.
- 10.4. Health and safety personnel (18 years and over) directly involved with, or in an environment that includes, people under the age of 18 will be required to complete the Sport Integrity Australia eLearning modules (available at www.sportintegrity.gov.au)

11. REGISTRATION OF REFEREES

Registration of all referees and referee coaches is mandatory and must be completed before they officiate at each competition or event. By registering and accepting the applicable Terms, all referees and referee coaches agree to abide by such Terms as amended from time to time.

- 11.1. A referee must have completed the relevant TFA referee accreditation or grading in accordance with the [Referee Education and Development Framework](#) prior to registering and officiating in a competition or event.
- 11.2. Registration must be completed through self-registration via MySideline.
- 11.3. Referees and referee coaches (18 years and over) directly involved with, or in an environment that includes, people under the age of 18 will be required to provide current WWCC details upon registration.
- 11.4. Referees and referee coaches (18 years and over) directly involved with, or in an environment that includes, people under the age of 18 will be required to complete the Sport Integrity Australia eLearning modules (available at www.sportintegrity.gov.au).

12. REGISTRATION OF VOLUNTEERS

The purpose of registering volunteers is to record and understand the volunteer workforce within Touch Football. Knowing who our volunteers are allows TFA to provide benefits such as insurance, communication, improved retention, education and recognition. By registering and accepting the applicable Terms, a volunteer agrees to abide by all Terms as amended from time to time.

- 12.1. Registration is mandatory for all office bearers of an Affiliate or member organisation, whether elected or otherwise appointed.
- 12.2. Registration is strongly recommended for all other volunteers who are defined as non-accredited (unpaid workforce) office bearers of an Affiliate or member organisation.
- 12.3. Registration must be completed through self-registration via MySideline.
- 12.4. Volunteers (18 years and over) who are directly involved with, or in an environment that includes, people under the age of 18 will be required to provide current WWCC details upon registration.
- 12.5. Volunteers (18 years and over) who are directly involved with, or in an environment that includes, people under the age of 18 will be required to complete the Sport Integrity Australia eLearning modules (available at www.sportintegrity.gov.au).

13. REVOCATION OF REGISTRATION

TFA reserves the right to deny or revoke any registration in cases where the individual fails to meet the necessary criteria, or their behaviour and conduct breaches any applicable Terms (including established codes and expectations), compromising the values and standards of Touch Football. The grounds for revocation of a registration include, but are not limited to, the following.

Grounds for Revocation



- 13.1.1. Breach of the [TFA Code of Conduct](#).
- 13.1.2. Criminal misconduct.
- 13.1.3. Conduct which brings Touch Football into disrepute.
- 13.1.4. Child safety breach (see [Safeguarding Children and Young People Policy](#)).
- 13.1.5. Investigation under the [Member Protection Policy](#).

Notification of Revocation

In the first instance, TFA will enact the recommendation from any relevant governing body in relation to a registration. Upon a decision to revoke a registration, the individual in question will be promptly notified in writing by the relevant governing body.

The notification will include:

- 13.1.6. The specific grounds for the revocation of registration.
- 13.1.7. The effective date of revocation.
- 13.1.8. Information about the appeals process.

Appeals Process

The individual whose registration has been revoked has the right to appeal the decision (the Appellant). The appeals process includes the following steps:

Submission of Appeal

The individual must submit a written response to their relevant governing body within 5 business days from the date of notification of revocation. The response should include a detailed statement outlining the grounds for appeal and any supporting evidence.

An appeal will only be considered on the following grounds:

- 13.1.9. New Evidence: New or newly identified relevant evidence that was not available at the time of the revocation decision.
- 13.1.10. Bias or Prejudice: Evidence that the revocation decision was influenced by bias or conflict of interest on the part of the relevant decision maker.

Appeals Review

The relevant governing body will forward the written response to the TFA Integrity team at integrity@touchfootball.com.au who will review the appeal request and determine, in their absolute discretion, whether the appeal shall proceed. All complaints and disputes are handled in accordance with the [Complaints, Disputes and Discipline Policy](#).

If an appeal is approved, TFA will convene a committee of up to three members nominated by TFA (the Committee). An appeal hearing may be held in-person or virtually as required.

The Appellant is entitled to have a support person present during any hearing. Legal representatives are not permitted to appear before or attend an appeal hearing, except with the prior consent of the Committee, which consent may be withheld at the Committee's absolute discretion.

Decision

The Committee should make a determination within 30 days of receipt of the appeal. The decision will be communicated in writing to the Appellant, including reasons for the decision.

If the appeal is successful, the Appellant's registration will be reinstated effective from the date of initial revocation, and relevant records will be updated accordingly.



If the appeal is unsuccessful, the revocation remains in force and the Appellant is prohibited from applying for registration for a period of 12 months from the date of initial revocation, or such other period as determined by the Committee.

Reinstatement of Registration after Revocation

After completing the revocation period and addressing any requirements associated with the revocation, Participants seeking reinstatement must contact the relevant governing body. This process involves transparent communication, submission of documentation detailing corrective actions taken, and demonstration of compliance with TFA's standards.

14. CONFIDENTIALITY

All information related to the registration process (including revocation and appeals) will be treated confidentially and handled in accordance with applicable Privacy Laws and the [TFA Privacy Policy](#).

Disclaimer:

TFA reserves the right to update its policies and procedures to align with best practices and evolving regulations. It is the responsibility of all Participants to ensure they are familiar with the most current versions of TFA policies. TFA will make reasonable efforts to communicate any policy changes, but it remains the duty of Participants to stay informed of the latest updates.