



AFFILIATE REGULATIONS

2015



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INTRODUCTION

The purpose of this document is to guide new and existing affiliated members to become, and remain a recognised and affiliated organisation to Touch Football Australia. The Touch Football Australia Affiliate Regulations Manual outlines, for Touch Football, the foundation of how to become an affiliated member linking to regional, state, national and international organisations within the sport. It illustrates the importance of maintaining corporate records and adopting good governance practices, as well as the regulations and our member's responsibilities and obligations, specifically in relation to the National Insurance Scheme.

While all care has been taken in the preparation of this publication, no responsibility is accepted by Touch Football Australia for any errors, omissions or inaccuracies. This publication is of a general nature only and should be referred to in conjunction with related policies and information. It is not intended to be relied upon, nor as a substitute for, professional advice. No responsibility can or will be accepted by Touch Football Australia for loss occasioned to any person doing anything as a result of any material in this publication or any person relying on any material in this publication.

IMPORTANT

The following points should be borne in mind at all times:

1. Touch Football Australia is the national sporting organisation and all affiliated clubs/associations are insured under the National Insurance Scheme.
2. It is essential that you comply with all relevant laws, by-laws and regulations. You and your affiliate must take all due and reasonable precautions to prevent or mitigate losses. **Failure to do so may prejudice your rights and entitlements under our insurance policy.** Please do not hesitate to contact Touch Football Australia should any assistance be required.
3. The preparation of this document is in no way a commitment from Touch Football Australia to provide funds or make any other contribution now or in the future.
4. Touch Football Australia policies and procedures are living documents which reflect progress in administrative requirements and industry standards. As such, to maintain currency, policy and procedures are periodically reviewed and updated. It is important readers ensure they are reading and using the most up to date version. To confirm the current version, please contact Touch Football Australia at www.touchfootball.com.au.
5. Touch Football Australia also welcomes suggestions or improvements to our policies and procedures.

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FOREWORD

THE GREATEST STRENGTH OF TOUCH FOOTBALL IS THE COMMUNITY ASSOCIATIONS AND CLUBS THROUGHOUT AUSTRALIA THAT CONTINUE TO PROVIDE OPPORTUNITIES FOR PEOPLE OF ANY AGE, GENDER, RACE, ETHNIC GROUP OR RELIGION TO PARTICIPATE IN OUR GAME. THESE ASSOCIATIONS AND CLUBS CONTINUE TO THRIVE THROUGH THE DEDICATION AND EFFORTS OF ADMINISTRATORS AND VOLUNTEERS WHO HELP TO DEVELOP THE SPORT.

Touch Football has more than 500,000 participants, ranging from children as young as three through to adults seventy years of age. Touch Football Australia (TFA) is the governing body for the sport of Touch Football across Australia, as such, we are responsible for the development, administration and implementation of quality programs to assist with the well-being of Touch Football in the community.

We recognise there is a continuing need for establishing new Touch Football affiliates in order to meet local community requirements/needs. Establishing a new Touch Football association is an involved process, one that needs to be planned in order for the association to survive and remain self-sustainable.

TFA supports and protects all of the potential affiliates as well as existing affiliates and their members across Australia by managing and controlling the National Participation Framework and affiliation process in compliance with Australian Regulatory processes. With the added support from our state associations and partners, TFA is able to assist, implement, develop and promote specific programs, policies and procedures within the affiliated community.

This resource is provided to assist communities and volunteers with the establishment of new Touch Football associations, as well as existing affiliates. Through this process, associations have the security and understanding that the national body, with the assistance of our state organisations and partners, will ensure they have guidance and support in managing lawful governance processes.

The affiliated structure has the additional framework of Affiliate Management, Competition Management and Risk Management for local competitions including Insurance. Importantly, TFA is the only Touch Football body recognised by the Australian Sports Commission (ASC) as having industry recognised Educational frameworks for volunteers and officials.

For further detailed information of the affiliated structure and a detailed list of the vast array of benefits that are available through contributions to affiliation please contact the TFA Office on (02) 6212 2800 or visit www.touchfootball.com.au.

Good luck with the development of your Touch Football association. Your contribution and involvement in community Touch Football is valued and is integral to the ongoing success of the sport of Touch Football.

Sincerely,

Colm Maguire
Chief Executive Officer
Touch Football Australia

Lauren Atkinson
Affiliation Services Coordinator
Touch Football Australia

1. PARTICIPATION FRAMEWORK

THE TOUCH FOOTBALL AUSTRALIA PARTICIPATION FRAMEWORK CAPTURES THE VARIOUS TYPES OF AFFILIATION OPPORTUNITIES AND OUTLINES THE STEPS WITHIN THE AFFILIATION PROCESS, HELPING ASSOCIATIONS OR OTHER ENTITIES TO ACHIEVE ACTIVE AFFILIATE STATUS WITHIN THE TOUCH FOOTBALL AUSTRALIA PATHWAY AND THE BROADER TOUCH FOOTBALL COMMUNITY.

There are a number of organisations and associations within the Touch Football structure, ranging from Touch Football Australia (TFA) through to local affiliates.

TFA is the governing body for the sport in this country 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 collaborate with our partners, stakeholders and members to provide overall strategic direction and management of the sport in Australia.

Our primary aim in assisting affiliates is to develop the tools that guide them towards a position of self sustainability. Along this path, we provide affiliation both directly and through our state offices with information, resources, competition assistance and training opportunities.

The local park is where Touch Football was born and where its heart continues to beat. It provides the lifeblood for our sport to grow. Touch Football, in pure essence, is a sport designed for participation and social interaction. The role of the affiliate is to organise and manage competitions for local participants.

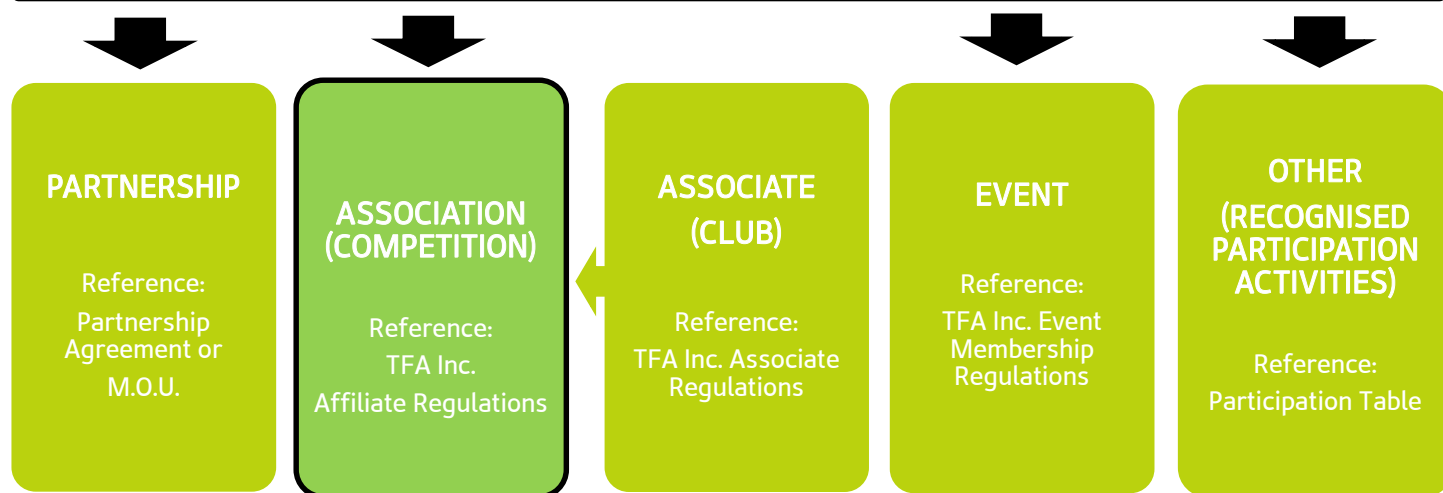
There are various ways Associations or other Entities can officially affiliate, become aligned and or be recognised by Touch Football Australia (including associated states/regions). These include:

1. Having a formalised Partnership Agreement;
2. **Becoming an active Association to run Competitions and/or Events;**¹
3. Becoming an active Associate (Club) that enters teams into an Association competition or;
4. Requesting Event Membership towards endorsement for a charity, corporate or social Touch Football event

The following Participation Framework is a user friendly framework that is representative of the 'whole of sport' affiliation model. Assisting in providing understanding towards a participants' ability to connect to Touch Football in a simple and recognised structure, enhancing the knowledge of common rules, policies and regulations, overall improving the experience within Touch Football. Provided below is an overview of Participation Framework and related requirements and/or Regulations

¹ The Touch Football Australia Affiliate Regulations (p19) apply to a new and/or active **Association (Competition)**.

PARTICIPATION FRAWWORK



Historically, TFA reported participation based on the affiliated team structure across the eight states and territories in Australia. Participation within Touch Football as a sport however, extends much further than the traditional week-to-week seasonal competitions.²

TFA defines participation categories in the following **Participation Table**:

1 & 2. Full Active Membership	Members who have access to the full range of programs and services offered by the organisation or their affiliate club or association, as a participant, coach or official. Junior and adult.
3. Program Participants	Members/ participants who have access to a limited range of programs and services offered by the organisation or their affiliated club or association as a participant.
4. Event Participants	Participants who pay a fee per event to participate in the activity and receive limited other services from the organisation. This type of participant pays no formal membership fee and may not have access to programs and services of the state organisation.
5. School Delivered Programs	Participants involved in regular competitions, programs or championship events organised by national or state organisations and may be conducted at a school facility. These include fee for service or free of charge services.
6. School Managed Programs	Participants involved in events, competitions or programs organised primarily by schools that are not directly organised by the national or state organisation. Instead informal or formal agreements may exist and be supported by the affiliated structure.
7. Accredited Volunteer Programs	Participants who participate in recognised sport education courses that receive formal accreditation.

In recent years we have worked to create a culture in which all our members, from the participants in local affiliated competitions to the staff within our state and national offices, are considered to be a part of the Touch Football Australia family; and as such are treated with an equal level of respect and appreciation.

² Reference: TFA Annual Report

1.1. AFFILIATE CLASSIFICATION

Definitions are provided to broadly elaborate on the classification of:

PARTNERSHIP	<ul style="list-style-type: none">• A bilateral or multilateral agreement between two or more parties. It expresses a convergence of will between the parties.
ASSOCIATION (COMPETITION)	<ul style="list-style-type: none">• A group of people (Members) who come together for a common purpose creating an Association or other Entity. The motive for people to come together is to combine their energy and share resources to create or provide regular services (competitions) and programs. This recognised group has access to various representative opportunities within the Touch Football pathway.
ASSOCIATE (CLUB)	<ul style="list-style-type: none">• A Social Club or Group who organises, collects fees and fundraise for the purpose of coordinating and entering 2 or more teams into a local Association (Competition). This recognised group has access to limited services.
EVENT	<ul style="list-style-type: none">• A Corporate and/ or Social club or Group who organise, collect fees and fundraise for the purpose of running an isolated event.

Disclaimer: The Board has power from time to time to further the various Objects of the Association and to create new categories of membership so long as the effect of this is not to alter the rights, privileges or obligations of any existing category of Members³.

³ **Reference:** TFA Constitution, Clause 3 and Clause 12b

2. TERMINOLOGY AND INTERPRETATIONS

THE TOUCH FOOTBALL AUSTRALIA AFFILIATE REGULATIONS USE THE FOLLOWING TERMINOLOGY AND DEFINITIONS.

Affiliate means a local entity that conducts and/or administers Touch Football competitions and which is a Member of Touch Football Australia as described under Clause 12 and 15 of the Constitution.

Constitution means the Constitution of Touch Football Australia.

Intellectual Property means all rights subsisting in copyright, trade names, trademarks, logos, designs, equipment, images (including photographs, videos or films) or service marks (whether registered or able to be registered) relating to TFA, the words “Touch” or “Touch Football”. Also including any event or competition or equipment, product, publication or activity (including but not only all Australian Touch Championships, the National Touch League and the National Calendar) developed, conducted, promoted or administered by Touch Football Australia.

Member means a member of Touch Football Australia under Clause 12 of the Constitution.

National Insurance Scheme means the insurance scheme under which TFA provides insurance cover for Affiliates and Participants in Touch Football competitions organised by Affiliates as set out in the policy documents from time to time.

NSWTA means the New South Wales Touch Association Inc.

Objects means the Objects of Touch Football Australia in Clause 3 of the Constitution.

Participant means a person who participates, including but not only as officials, coaches, players or referees, in a Touch Football competition organised, controlled or sanctioned by Touch Football Australia, an Affiliate, NSWTA or QTA.

QTA means the Queensland Touch Association Inc. (also referred to and/or trading as on occasion as QTF – Queensland Touch Football).

State means a State of Australia and includes the Australian Capital Territory and the Northern Territory.

State Council means a body established and recognised by the Association under Clause 11 of the Constitution.

Touch Football (or Touch) means the sport or game played under the rules determined or adopted from time to time by Touch Football Australia.

Touch Football Online (TFO) means the official online program used by TFA to manage the database, competition management and payment system provided by FOX SPORTS PULSE (formerly SportingPulse).

3. AFFILIATION OBLIGATIONS

THE AFFILIATION PROCESS ASSISTS TOWARDS THE OFFICIAL RECOGNITION OF AN ASSOCIATION (COMPETITION) BY, REGISTERING TO, MAINTAINING, OR CANCELLING FROM THE FORMAL STRUCTURE OF TOUCH FOOTBALL WITHIN AUSTRALIA.

3.1. PROCESS OF AFFILIATION

The following Affiliation Obligations have been developed to provide an overview of the process for an Association (Competition), while the Touch Football Australia Inc. Affiliate Regulations detail the specific requirements.

Essentially there are three (3) categories (colour coded) to help assist in the understanding of areas of compliance/requirements during the relevant stages of affiliation.⁴



⁴ **Note:** TFA may accept or reject an application for Affiliation whether the applicant has complied with the requirements in Clause 14 of the Constitution or not.

STATE CONTACTS

Importantly, there are State and Regional offices that can provide further information on all aspects, which will help guide and support you with the practical use of this document. Please contact your relevant State/Territory Touch Football Office:

Touch Football ACT

Website: www.acttouch.com.au

Phone: 02 6212 2800

New South Wales Touch Association

Website: www.nswtouch.com.au

Phone: 02 9558 9333

Touch Football Northern Territory

Website: www.nttouch.com.au

Phone: 08 8936 8133

Queensland Touch Football

Website: www.qldtouch.com.au

Phone: 07 5502 6277

Touch Football South Australia

Website: www.touchsa.com.au

Phone: 08 8402 4188

Touch Football Tasmania

Website: www.tastouch.com.au

Phone: 0400 271 029

Touch Football Victoria

Website: www.victouch.com.au

Phone: 03 9206 6755

Touch Football Western Australia

Website: www.touchwest.com

Phone: 08 9319 4600

3.2. AFFILIATE OBLIGATIONS

For all aspects of sport operation to occur with regard to policies and specifics regarding the National Insurance Scheme to be applied properly, there must be a clear correlation between Touch Football Australia and the Affiliate (Partnership, Association, Associate and Event). This is provided via an agreement and/or recognition in constitutions, by both parties.

Affiliates must apply for membership of Touch Football Australia (and associated State and Regional bodies) in accordance with **Clause 14** and the procedures prescribed by the Board from time to time in the Regulations.

Each Affiliate shall:

- Be subject to the jurisdiction and direction of Touch Football Australia in respect of Touch Football;
- Be Incorporated, annexed by an Incorporated Entity or in the process of becoming incorporated;
- Adopt the Objects and Rules which reflect, and which are to the extent permitted or required by the State Acts, in conformity with the Touch Football Australia Constitution;
- Support Touch Football Australia in the encouragement and promotion of the Objects; and
- By adopting the Objects, abide by the Touch Football Australia Constitution;
- Be a member of NSWTA and/or QTA as per TFA Constitution if applicable.

Touch Football Australia and each Affiliate agree:

- They are bound by the Constitution and that the Constitution operates to create uniformity in the way in which the Objects and Touch Football are to be conducted, promoted and administered; and
- Should an Affiliate be having administrative, operational or financial difficulties Touch Football Australia may act to assist that Affiliate in whatever manner it considers appropriate.

The constituent documents of each Affiliate should clearly reflect the Objects, and shall acknowledge that the Affiliate is subject to the jurisdiction and direction of Touch Football Australia in respect of Touch Football. The constituent documents of each Affiliate shall conform with such incidental variations as are necessary, having regard to the State Act applicable.




Affiliates will take all steps to ensure their constituent documents and rules are in conformity with the Touch Football Australia Constitution and will ensure documents are amended in conformity with future amendments made to this Constitution, subject to any prohibition in any relevant State Act.

Touch Football Australia shall be provided a copy of an Affiliate's constituent documents and all amendments to these documents. Each Affiliate acknowledges and agrees that Touch Football Australia has power to veto any provision in an Affiliate's constitution which, in the Board's opinion, is contrary to the Objects, the Constitution or the Regulations.

Each Affiliate shall also maintain, in a form acceptable to Touch Football Australia, a register of all Participants in its geographic area or are represented by it. Affiliates shall provide a copy of, and regular updates of the register at a time and in a form acceptable to Touch Football Australia.

Provided on the following page, is **The Affiliate Status Matrix** outlining the areas of compliance/requirements in relation to starting affiliation, maintaining affiliation and cancelling affiliation.

THE AFFILIATE STATUS MATRIX

COMPLIANCE AREA	START AFFILIATION 		MAINTAIN AFFILIATION 	CANCEL AFFILIATION 
	Legal Entity	Not Legal Entity		
INTRODUCTION	Expression Of Interest	Expression Of Interest		
REGISTRATION	ANX 1 Form	ANX 1 Form	ANX 3 Form	ANX 2 Form
	ANX 3 Form	ANX 3 Form		
	Affiliation Bond - Paid	Affiliation Bond - Paid	Financial Invoices - Paid	Financial Invoices - Paid
RISK MANAGEMENT	Duty of Disclosure Letter	Duty of Disclosure Letter	Duty of Disclosure Letter	
	Risk Assessment	Risk Assessment	Risk Assessment	
REPORTING			Affiliate Rules of Competition & By-Laws	
	Affiliate Rules of Competition & By-Laws	Affiliate Rules of Competition & By-Laws	All Participants registered to TFO	
			Annual Reporting: Audited & Detailed Financial Statements	
DOCUMENTS LODGED	Incorporation Certificate	Become a Legal Entity		
		Incorporation Certificate		
	Constitution	Constitution		
BENEFITS REVOKED				National Insurance & Certificate of Currency - Cancelled
				IP Licence - Cancelled
				Sport Education & Resources - Cancelled
				TFO Database & Affiliate Website- Inactive
TEMPLATE	Checklist A	Checklist A	Checklist B	

3.3. COMPLIANCE REQUIREMENTS – GENERAL INFORMATION

As previously outlined, there must be a direct correlation between Touch Football Australia (TFA) and an Association (Competition) via the relevant State or Regional office. This process and listed requirements are to assist and ensure Associations in maintaining adequate corporate records and lawful governance processes.

Often volunteer committees change frequently and can sometimes be 'time poor' in running competitions. This process will ensure personal assets are protected, there is an 'off-site' back up, storage and maintenance process while support or help from relevant State or Regional offices can assist with some of the compliance processes.

Provided below, is general information in relation to the compliance requirement.



STEP 1: EXPRESSION OF INTEREST

General Information

Please complete an Expression of Interest (EOI) letter or email, outlining your intention to start a new / become an affiliated Association with TFA. Your EOI should include the following:

- Proposed name of the affiliate (see notes below)
- Reason for starting a new Touch Football association
- The local council contact details and suburb in which you are proposing to start a new association
- Ideas on the location/ facilities that you will be playing at
- What competition(s) you would like to start

TFA encourages the development of new Associations to service local neighbourhoods and communities in an inclusive manner. Association names are required to support this policy of localness and inclusiveness. In addition, TFA wishes to see distinctive, non-repetitive names.



STEP 2: BECOME A LEGAL ENTITY

General Information

A Legal Entity is an individual, business or organisation that has the legal capability of entering into a contract for all types of goods and services with another entity, assume obligations, incur and pay debts, sue and be sued in its own right and to be held responsible for its actions.

Just about any type of incorporated business or organisation can be considered a legal entity. This includes companies that operate for profit, non-profit associations and other groups, partnerships and trusts.

To achieve legal status, you have a number of options – you can become:

- A co-operative society
- A company limited by guarantee
- An incorporated association or society (under the Associations Act 1985) **RECOMMENDED**
- A franchise (competition run by an Incorporated Entity/Business)

One key benefit of being a legal entity is that this status makes it possible for legal action to be brought against the company, rather than against the people who own and operate the organisation. It is very important for volunteers and/or individuals to have formed a legal entity, this protects individuals against potential exposure(s).

There are specific conditions that a business or non-profit enterprise must meet in order to attain this status. In summary it involves obtaining a valid licence to operate as well as complying with any regulations that are used to define what constitutes some form of corporation.

To become an Incorporated Association or Society (under the Associations Act 1985) you must comply with the following Corporation Regulations;



2 (A) INCORPORATION

General Information

To gain Association Incorporation status, you need to take the steps as required by your relevant State Consumer Affairs Office.

Generally in order to incorporate, the association must hold a meeting to vote on whether to do so. All members must be given at least 21 days' notice of the meeting. At this meeting, a majority of votes cast by members, whether personally or by proxy if proxies are allowed, must:

- Authorise a person, who is at least 18 years old and resides in the state of the association, to incorporate the association
- Approve a proposed statement of purposes
- Approved proposed rules that comply with the State Consumer Affairs office or approve the adoption of the model rules

The person who lodges the application for Incorporation becomes the first public officer of the incorporated association, unless another public officer has been nominated. The committee members of the unincorporated association, become the first management committee of the incorporated association, unless the rules specify otherwise.⁵



2 (B) CONSTITUTION

General Information

Once you have been granted approval to go ahead with the new club process, associations are required to complete an approved TFA Association Constitution.

TFA recommended sections to include in your Constitution are:

- Purpose of Association/ Club
- Income and Payments
- Membership
- Patrons and Life Members
- Directors
- Powers and duties of Directors
- Proceedings of Directors
- By-Laws
- General Meetings
- Proceedings at General Meetings
- Voting rights of Members
- Discipline
- Record Keeping
- Insurance
- Financial Statements

⁵ **Note:** When your application for incorporation has been approved, you will be issued with your Certificate of Incorporation, a copy of which must be forwarded to your State/Territory Touch Football office along with a consolidated copy of your association Constitution (the final copy of that you sent to your relevant Consumer Affairs office).

All new associations must possess an approved Constitution to be eligible for National and State competitions and to be registered as an active TFA Affiliate. Once you have completed your association Constitution you must forward it to your relevant State/Territory Touch Football office or TFA (soft copy via email preferred) for approval.⁶



STEP 3: REGULATIONS AGREEMENT

General Information

If you are already a legal entity or whilst you are awaiting approval of your Constitution and Incorporation Certificate, complete the Affiliate Regulations. This includes:

- ANX 1 Form: New Affiliate Application⁷
- ANX 2 Form: Cancellation of Affiliation⁸
- ANX 3 Form: Annual Registration of Touch Football Affiliate⁹



By completing and signing any of the above listed forms, the applicant and its officials agree to comply and be bound by the Constitution Regulations, policies and directives of Touch Football Australia (via relevant regional or state office) for the time being in force.¹⁰



STEP 4: DUTY OF DISCLOSURE

General Information

A Duty of Disclosure Letter must be provided detailing all relevant information regarding every matter that you know, or could reasonably be expected to know that is relevant to the insurer's decision (TFA and the Insurance Underwriter) whether to accept the risk of the insurance and, if so, on what terms.

You have a duty to disclose those matters before TFA renews, extends or reinstates a contract of general insurance with the Insurance provider.

The TFA National Insurance Scheme provides coverage for:

- A. Personal Accident
- B. Associations Liability
 - a. General Liability (Public and Products Liability)
 - b. Professional Indemnity
 - c. Management Liability
 - i. Directors and Officers Liability
- C. Cyber Insurance (only for recognised professional offices of TFA – including NSWTA & QTF)

If a claim or incident does occur, the Association will be covered under Management Liability.¹¹

⁶ **Note:** Once your State/Territory Touch Football office has approved your Constitution, you must then lodge your Constitution with your relevant Consumer Affairs office. This is also a requirement of becoming an Incorporated Association.

⁷ **Reference:** Touch Football Australia Inc. Affiliate Regulations Agreement 1.1 / 1.2

⁸ **Reference:** Touch Football Australia Inc. Affiliate Regulations Agreement 2.4(c)

⁹ **Reference:** Touch Football Australia Inc. Affiliate Regulations Agreement 3.1

¹⁰ **Note:** Carefully read and complete all sections. Failure to complete requirements or provide an adequate level of information will result in delay or denial of Affiliation.

¹¹ **Note:** An Affiliated Association must continue to provide such information as circumstances change or more documents are created or come into your possession, power or control. Failure to comply with your duty of disclosure, may result in the insurer reducing their liability in respect of a claim.

STEP 5: RISK ASSESSMENT

General Information

Risk Management has become an important role of sport associations. It responds to the legislative requirement “to secure the health and safety of workers and workplaces”, which includes individual members, volunteers and participants, sport facilities and venues.

As an insurance requirement under the TFA National Insurance Scheme, affiliates should demonstrate that risk management strategies have been put in place.

To assist associations/ clubs to develop or improve risk management strategies, several resources are available for all administrators, staff, volunteers and participants.¹²

STEP 6: ANNUAL REPORTING

General Information

A requirement of fulfilling an application and renewing affiliation is providing a copy of:

- Annual Report
- Annual General Meeting (AGM) minutes
- Evidence of annual reporting procedures (including audited and detailed financial statements for the last financial period).

TFA shall be entitled to seek additional information from the Association at any time or may make further independent enquiries of relevant authorities, committee members and other associated persons or entities.¹³

3.4. AFFILIATION APPROVAL

The Affiliate application process can take 6-8 weeks from start to finish. Ensure that you complete the above stages in order to comply with all requirements, otherwise this process can take longer and become quite complicated.

The Affiliate Regulations Agreement in conjunction with all other requirements must be sent to your relevant State/Territory Touch Football office for Affiliation to be granted.

Once Affiliation has been approved, the following resources will be provided:

Affiliate Management:	Affiliate Management Resource
Digital Resources:	Touch Football Online Database/ Website
Insurance:	Insurance Policy Information/ Certificate of Currency

¹² **Reference:** The TFA Introduction to Risk Management in Touch Football handbook and module. Available at www.touchfootball.com.au.

¹³ **Reference:** Touch Football Australia Inc. Affiliate Regulations 3.2 / 3.3 for further explanation of Annual Reporting requirements.

3.5. ADOPTING RULES & POLICIES

As member entities of TFA we require you also to adopt, implement and regularly update policies and procedures that assist sports to comply with the law and protect personal privacy and information. To achieve this, the following process is recommended:

1. TFA request that all Associations provide a copy of Minutes from relevant Board/Council meetings acknowledging incorporation of the policy.
2. Associations provide subsequent AGM Minutes to verify this adoption to your relevant State Body.
3. This item will be updated as a requirement of the TFA Affiliate Regulations renewal process.

TFA will allow reasonable changes/ variations to be made to certain rules and policies for reasonable circumstances however please note TFA requests that changes/ variations must be approved by TFA (State/ Regional) offices beforehand via a Letter of Request.

3.6. FURTHER INFORMATION/ RESOURCES

AFFILIATE MANAGEMENT RESOURCE INITIATIVE

The Affiliate Management Resource has been developed with the goal of providing suggested procedures, templates, guidelines or various administrative documents to support affiliate management. It is our intent to provide this information in a hard copy version for all affiliates at the end of each year. The resources included are designed to save affiliates time and offer ideas, with the opportunity to create a better experience for the end participant of the sport.

For further enquiries regarding the AMRI resource and information, please contact (02) 6212 2800 or refer to www.touchfootball.com.au.

PLAY BY THE RULES

Play by the Rules provides information, resources, online training and promotional campaigns. For more information on Play by the Rules poster, flyer and promotional booklet, please visit www.playbytherules.net.au.

COMMUNITY CLUB TOOLKIT

Communities NSW- NSW Sport and Recreation Region, on behalf of 'Better Futures' has produced a comprehensive online Community Club Toolkit. The toolkit is designed for Clubs, community groups, youth centres or anyone trying to organise community events, sports activities or structured programs.

There are a host of videos and resources under six main categories – Induction, Managing Activities, Managing Staff and Volunteers, Running an Organisation, Getting Young People Involved and Session Planning. Available at <http://www.youthservicestoolkit.com.au/YouthServices/index.html>

FAIRTRADING AGENCY CONTACTS

ACT: ACT Office of Fair Trading
02 6207 0400
Website: www.fairtrading.act.gov.au

NSW: NSW Consumer Protection Agency
02 9895 0222
Website: www.fairtrading.nsw.gov.au

NT: NT Government Consumer and Business Affairs
1800 019 319
Website: www.caba.nt.gov.au

QLD: Queensland Office of Fair Trading
07 3246 1500
Website: www.consumer.qld.gov.au

SA: SA Office of Consumer and Business Affairs
08 8204 9777
Website: www.ocba.sa.gov.au

TAS: Tasmania Consumer Affairs and Fair Trading
1300 654 499
Website: www.justice.tas.gov.au/ca/

VIC: Consumer and Business Affairs Victoria
1300 558 181
Website: www.consumer.vic.gov.au

WA: Department of Commerce
1300 304 054
Website: www.commerce.wa.gov.au



4. TOUCH FOOTBALL AUSTRALIA INC. AFFILIATE REGULATIONS

4.1. PART 1 – OVERVIEW

1. ADOPTION OF THE REGULATIONS

- a) These Regulations have been adopted by the Touch Football Australia (TFA) Board under clause 74 of its Constitution. Under clause 14 of TFA's Constitution, each Affiliate is subject to the jurisdiction of TFA and bound by these Regulations. These Regulations shall be interpreted in accordance with the Constitution. In the event of any conflict or inconsistency the Constitution shall prevail. Terms used in these Regulations shall have the same meaning as in the Constitution unless otherwise stated.

2. APPLICATION

- a) These Regulations bind all Affiliates of TFA (including NSWTA, QTA and all local entities which conduct or administer Touch Football competitions and/ or are a member of TFA). The process for affiliation as a member, annual affiliation and cancellation of affiliation is set out in these Regulations.
- b) NSWTA & QTA may accept Regulations similar in nature for all insured or recognised parties located within their jurisdiction.

3. EXISTING RELATIONSHIP OR COMPLIANCE TO PREVIOUS AFFILIATION REGULATIONS

- a) Existing agreements in place (either at a regional or state level) involving more than one Affiliate are replaced by these Regulations; ANX 1 Form – New Affiliate Application, ANX 2 Form – Cancellation of Affiliation, the ANX 3 Form – Annual Registration of Touch Football Affiliate.

4. VARIATION

- a) TFA may, from time to time, alter these Regulations in its absolute discretion. TFA welcomes feedback or suggestions for the improvement of these Regulations.

4.2. PART 2 – APPLICATION FOR AFFILIATION

5. APPLICATION

- a) Applications for Affiliation will only be accepted in the hard copy format provided in the ANX 1 Form – New Affiliate Application.
- b) An Affiliation Bond must be paid with all applications. This bond will be the sum of two team affiliation and insurance fees (both National and relevant State components) and will be applied as a credit to the first Association (competition) fees invoice.

6. AFFILIATE NAME

- a) TFA encourages the development of new associations to service local neighbourhoods and communities in an inclusive manner. Association names are asked to support this idea of ‘localness and inclusiveness’. In addition TFA wishes to see distinctive names.
- b) If your selected Association name is too similar to another existing affiliate, is offensive or scandalous, includes reference to violence (e.g. Killers) or is likely to cause offence to a recognised community group, TFA will not accept your Affiliation, and you will be required to change your chosen name.

7. GROUNDS AND FACILITIES

- a) Your ground(s) ideally should meet relevant TFA recommendations outlined in the National Insurance Scheme Manual or should have undertaken a Risk Management assessment.

8. AFFILIATION GRANTED

- a) All new applications (without exception) will be assessed against criteria set out in the Touch Football Australia Constitution.
- b) All applicants have the duty to disclose any current or pending legal procedures against the association as well as a risk profile assessment (past 2 years of insurance claims) that may and/or are involving their association.
- c) Once granted, Affiliation with TFA (via local regional or state office) will be deemed ongoing until such times as the affiliated Association fails to meet its Affiliation Obligations or an ANX 2 Form - Cancellation of Affiliation has been submitted.
- d) Once Affiliation is granted, TFA (via local regional or state office) will provide an online link to the new Affiliate, where they must confirm their details and their recognised Participant details into the Touch Football Online (TFO) database within 30 days.
- e) Once the new Affiliate is granted Affiliation, they must be and remain an Incorporated Body and cause its Constitution, (which must comply with any requirements of TFA and not be inconsistent with these Regulations or the Constitution of TFA), to be lodged with TFA (via local regional or state office) at all times, as well as the relevant state government Consumer Affairs office. The Affiliate must possess an approved Constitution to be eligible for TFA competition(s) and be registered as a TFA Affiliate.

4.3. PART 3 – AFFILIATE COMPLIANCE

9. AFFILIATE REPORTING REQUIREMENTS

- a) An ANX 3 Form – Annual Registration of Touch Football Affiliate must be submitted each year **no later than May 31st**.
- b) An ANX 3 Form needs to provide/ include accurate, financial, personnel, contact and competition details for the following year (the year to come), as well as complete the required participant update via TFO.
- c) Failure to lodge the ANX 3 Form by the date specified in note 4.1(a) may result in immediate suspension of affiliation benefits. If forms are not lodged by June 30th, a Certificate of Currency provided as a result of the National Insurance Scheme will be withheld until full compliance has been achieved.
- d) When an ANX 3 Form is deemed unsatisfactory the Affiliate will be granted 30 days to address any deficiencies.

10. AFFILIATE RECORD KEEPING

- a) The Affiliate must maintain proper books and records of account as required under the relevant legislation, and make those books and records available for inspection by TFA (via local regional or state office) as it may reasonably require.

11. ANNUAL REPORT

- a) Within 7 days of the Annual General Meeting of the Affiliate, a copy of the Affiliate's Annual Report (including audited and detailed financial statements) is to be provided to TFA (via local regional or state office).

12. INTELLECTUAL PROPERTY

- a) For the term of affiliation a recognised Affiliate must not be a party to the doing of any act, matter or thing whereby any TFA Intellectual Property used in connection with Licences Operations, Commercial Providers or Community Groups is or may be prejudicially affected while the Affiliate is affiliated with TFA and for a period of 2 years following the Affiliates' termination.

The Affiliate shall not make use of TFA Intellectual Property without the prior written consent of TFA which consent may be given or withheld at TFA's discretion (reasonably exercised). The Affiliate must submit details of any proposed use of TFA Intellectual Property to TFA prior to any use including for advertising or promotional purposes.

- (i) TFA Logo or associated Trademarks and/or other Branding Materials: For the term of affiliation, the Affiliate will have made available to them the ability to use the official Touch Football Australia logo, Organisational Trademarks and/or other branding materials for any advertising or promotional purposes deemed suitable.
- (ii) TFA stipulates that the Affiliate must request the official TFA logo, Organisational Trademark and/or other branding materials in the original format, to ensure the best possible quality is maintained and used when promoting the link to the organisation. This request shall be directed to the TFA General Manager, Marketing, Communications & Partnerships and comply with organisational branding policies of the time of notification.

4.4. PART 4 – AFFILIATE COMPETITION RULES AND POLICIES

13. TFA PROCEDURES & POLICIES

TFA has provided, and will continue to provide, its current procedures and policies in electronic copies and/ or via the official TFA website. Affiliates must comply with TFA procedures and policies. TFA Policies will bind all Participants in affiliate competitions. Affiliates may, where permitted by TFA, amend a TFA Policy to recognise local requirements.

The below Policies, Regulations and Codes should be adopted by an Affiliate by resolution at a committee meeting.

- a) It is recommended, a resolution is passed annually to re-affirm the application of the policies at the first committee meeting following the Affiliates' Annual General Meeting by the incoming committee.
 - (i) Under **Rule 19(b)** of the Constitution all Members of TFA are subject to, and submit unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of TFA.
 - (ii) Under **Rule 73** of the Constitution, the Board may make Regulations for the proper advancement, management and administration of TFA, the advancement of the Objects and the sport of Touch Football.

14. TOUCH FOOTBALL AUSTRALIA PLAYING RULES AND REFEREE SIGNALS

- a) An Affiliate must comply with the Rules outlined within the 7th edition Playing Rules and Referees Signals. Please note: there are certain components which situation may be applied to allow for variations from the standard rules in order to suit local conditions/ needs.

15. GOVERNMENT COMPLIANCE

Touch Football Australia Disciplinary Regulations

- a) An Affiliate must comply with the Touch Football Australia Disciplinary Regulations (as amended from time to time).

Touch Football Australia Member Protection Policy

- b) An Affiliate must comply with the Touch Football Australia Member Protection Policy (as amended from time to time).

Touch Football Australia Privacy Policy

- c) An Affiliate must comply with the Touch Football Australia Privacy Policy (as amended from time to time).

16. MEMBERSHIP SERVICES/ COMMUNICATIONS

Touch Football Online (TFO)

- a) By Season 1 2015, all Affiliates must use the online registration and competition management program to conduct Touch Football competitions and events. The online registration requires the completion of the Membership and Participant Declaration for each competition/event by each Participant.

17. GAME DEVELOPMENT

Sport Education

- a) An Affiliate is required to comply with the Touch Football Australia Sport Education Guidelines and associated Sport Education Courses/Registration of Accreditation.

18. CONFLICTING REGULATIONS

- a) Affiliates should not have in place rules or regulations that conflict with these Regulations (or any TFA rules, regulations or policies). In the event of such rules or regulations being inconsistent, in conflict with or designed to circumvent these Touch Football Australia Inc. Affiliate Regulations, the latter shall prevail and bind the Affiliate.

4.5. PART 5 – REGISTRATION OF PARTICIPANTS

19. RESPONSIBILITY OF AFFILIATE

- a) If a new application is accepted by TFA, the Affiliate must be registered with TFA (via local regional or state office) prior to the commencement of the season through the use of the prescribed ANX 3 Form or one similar in nature (available via TFA website). This will ensure the Affiliate account is created via the online competition management system (TFO).

20. APPLICATION

- a) The details of each person participating in a recognised Association competition(s), must be uploaded to the TFO database via Fox Sports Pulse Competitions and Membership portal no later than two (2) weeks after the competition commencement date. After this period only those Participants in the TFO database will be covered under the TFA National Insurance Scheme policy.
 - (i) Where it is not possible to upload the Affiliate recognised Participants' details to TFO, provision of the appropriate registration sheet must be forwarded. However this option will expire on 1st January, 2015.

4.6. PART 6 – FINANCIAL OBLIGATIONS

21. AFFILIATION AND INSURANCE FEES

- a) Affiliation and insurance fees must be paid to TFA (via local regional or state office) within two (2) weeks of the commencement of a competition.
- b) All invoices payable to TFA (via local regional or state office) must be paid in accordance with the terms stated on the invoice.
- c) Failure to pay within the specified time frame may result in suspension of Affiliate benefits which includes National Insurance Scheme cover.
- d) If an Affiliate is not able to pay within the specified timeframe, the Affiliate must send a 'Letter of Variation' to TFA, outlining the reasons and requesting that it be permitted to remain affiliated and recognised for activities or normal business under the National Insurance Scheme. These requests will only be considered if:
 - (i) no competition is to be played for the selected season or;
 - (ii) a significant change/interruption (weather related disasters) occurred; or
 - (iii) there has been a large reduction (more than 10%) in teams.
- e) TFA will consider any such request but reserves the right to accept or reject these at its sole discretion.

4.7. PART 7 – TRANSFER OF EXISTING OR AMALGAMATED ASSOCIATES (CLUBS)

22. TRANSFER OF

- a) Where an Affiliate wishes to accept the transfer to it of an existing or amalgamated Associate (Club) from another Association, it must notify in writing both TFA (via local regional or state office) and the other Association of its intention to accept the transfer.
- b) TFA will make a decision in relation to the transfer of the Associate (Club) as soon as practical after requesting submissions from each party.
- c) Before an Affiliate may accept a transfer, it must first be approved by TFA. In making such determination or decision TFA will take into account, without limitation, the geographic nature of competitions, competition viability, community development and future growth of competitions concerned. If TFA does not approve the transfer, the Affiliate must not accept the transfer.

4.8. PART 8 – CANCELLATION OF AFFILIATION

23. DISCONTINUE

- a) Affiliation and recognition by the National Insurance Scheme can only be discontinued through formal recognition, using the ANX 2 Form - Cancellation of Affiliation.
 - (i) Cancellation can only occur prior to the commencement of a competition season (at least two (2) weeks' notice is required), and cannot occur during a Season.
 - (ii) When cancellation occurs all outstanding reporting and financial obligations must be fulfilled before an Affiliate is released from its Affiliation Obligations. Legal proceedings could commence in the case this does not occur.
 - (iii) TFA reserves the right to deem an Affiliate inactive or unaffiliated as required, with affiliation benefits revoked under these circumstances.

ANX 1 FORM NEW AFFILIATE APPLICATION



NAME OF AFFILIATE _____

PRIMARY CONTACT INFORMATION

Name of Contact Person (*First name & Surname*): _____

Street Address: _____

Suburb _____ State _____ Post Code _____

Email Address: _____

Telephone Number:

Phone (H) _____ Phone (M) _____

GENERAL INFORMATION

Office/ Building & Address: _____

Competition Ground(s) name(s) & Address (*Including Training grounds*):

A. _____

B. _____

C. _____

SIGNATURE

I, a duly authorised officer of ("applicant") hereby apply (on behalf of the applicant) for affiliation to Touch Football Australia Incorporated as a Touch Football Affiliated Association in Australia.

By signing this form, the applicant and its officials agree to comply and be bound by the Constitution, Regulations, policies and directives of Touch Football Australia for the time being in force. In particular the applicant agrees that it shall:

- a) be subject to the control and direction of Touch Football Australia in respect of all matters relating to Touch
- b) be incorporated or in the process of becoming incorporated
- c) adopt Objects and Rules which reflect, and which are (to the extent permitted or required by the State Acts), in conformity with the Touch Football Australia Constitution
- d) support Touch Football Australia in the encouragement and promotion of its Objects; and
- e) abide by adopting the Touch Football Australia Constitution and its regulations, policies and directives.

Signature: _____

Date: _____ / _____ / _____



ANX 2 FORM CANCELLATION OF AFFILIATION



NAME OF AFFILIATE _____

PRIMARY CONTACT INFORMATION

Name of Contact Person (*First name & Surname*): _____

Street Address: _____

Suburb _____ State _____ Post Code _____

Email Address: _____

Telephone Number:

Phone (H) _____ Phone (M) _____

GENERAL INFORMATION

Office/ Building & Address: _____

Competition Ground(s) name(s) & Address (*Including Training grounds*):

A. _____

B. _____

C. _____

SIGNATURE

I, a duly authorised officer of ("applicant") hereby express (on behalf of the affiliate) the above affiliates' wish to cancel affiliation to Touch Football Australia Inc.

In submitting this cancellation I understand the following:

- a) All affiliate benefits will be suspended immediately
- b) Participants competing in an unaffiliated competition will no longer be covered by the Touch Football Australia National Insurance policy
- c) Participants competing in an unaffiliated competition will not be eligible to compete in Touch Football Australia events and teams; and
- d) All reporting and financial obligations must be fulfilled before an affiliate is released from its affiliation obligations

Signature: _____

Date: _____ / _____ / _____



ANX 3 FORM ANNUAL REGISTRATION TOUCH FOOTBALL AFFILIATE



PLEASE PRINT USING A BLACK OR BLUE BALL POINT PEN. PLEASE COMPLETE ALL SECTIONS AND SEND TO YOUR STATE/TERRITORY TOUCH FOOTBALL OFFICE.

AFFILIATE DETAILS

NAME OF AFFILIATE _____

Form of Touch Football played by your Affiliate (please tick all that are applicable):

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Outdoor | <input type="checkbox"/> Beach |
| <input type="checkbox"/> Modified | <input type="checkbox"/> AusTouch |

Incorporated Association Number (if applicable):

ABN (if applicable): _____

Mailing Address (if different from above):

Suburb _____ State _____ Post Code _____

Affiliate Email Address: _____

Mailing Address (if different from above):

Suburb _____ State _____ Post Code _____

Affiliate Email Address: _____

AFFILIATE TELEPHONE NUMBER

Phone (H) _____ Phone (M) _____

If your Touch Football Affiliate has a logo, please attach a colour image

Does your Touch Football Affiliate employ any paid personnel? Y / N

PRIMARY CONTACT INFORMATION

Name of Contact Person (*First name & Surname*): _____

Street Address:

Suburb _____ State _____ Post Code _____

Email Address: _____

Telephone Number:

Phone (H) _____ Phone (M) _____

Position within Touch Football Affiliate: _____



ANX 3 FORM ANNUAL REGISTRATION TOUCH FOOTBALL AFFILIATE



GENERAL INFORMATION

Please provide the names and addresses of all grounds/ venues used by your Touch Football Affiliate for competition and training.

Office/ Building & Address: _____

Ground(s)/Venue Name(s) & Address <i>(including training grounds)</i>	Lighting Y/N
A.	
B.	
C.	

Please provide details of your Touch Football Affiliate's committee (use additional sheets if required)

Position Held	Full Name	Email Address

How many registered players does your Touch Football Affiliate have?

Male Seniors (18+)		Female Seniors (18+)	
Male Juniors (U18)		Female Juniors (U18)	
Total Male:		Total Female:	

Please provide Competition commencement and finishing dates for all Season 1 and Season 2 competitions.

Competition Season	Commencement Date	Finishing Date
Season 1 <i>(January30 – June30)</i>		
Season 2 <i>(June30 – January30)</i>		
Insert details of 3 rd competition	<i>If applicable</i>	

Note: Competitions can't be held for a period of more than 26 weeks



ANX 3 FORM ANNUAL REGISTRATION TOUCH FOOTBALL AFFILIATE



SIGNATURE

As a duly authorised officer of _____ (“affiliate”) I certify (on behalf of the affiliate) that the information provided on this form is current and correct, and that it will promptly notify the relevant State and/or Regional Touch Football Office of any changes.

By signing this form, the Touch Football Affiliate and its officials continue to agree to comply with the TFA rules, including the Affiliate Regulations, TFA Disciplinary Regulations, the National Code of Conduct and the TFA Member Protection Policy (and any other regulations, policies or directives).

Affiliate Office Bearer 1

Name: _____ Position: _____

Signature: _____ Date: ____ / ____ / ____

Affiliate Office Bearer 2

Name: _____ Position: _____

Signature: _____ Date: ____ / ____ / ____

Affiliate Compliance Sheet Attached 

FOR STATE/ TERRITORY ADMINISTRATOR (OFFICIAL USE ONLY)

Date Received:	____ / ____ / ____
Office Approved:	_____
Approved by:	_____



PRACTICAL CHECKLIST A START AFFILIATION

CHECKLIST A START AFFILIATION				
	COMPLIANCE REQUIREMENT	STATUS		
		✓	X	
START AFFILIATION	You are a Legal Entity	Expression of Interest		
		ANX 1 Form: New Affiliate Application		
		ANX 3 Form: Annual Registration of Touch Football Affiliate		
		Affiliation Bond Paid		
		Duty of Disclosure Letter		
		Risk Assessment		
		Provide Copy of:		
		- Affiliate Rules of Competition & By-Laws		
		- Constitution		
	- Incorporation Certificate			
	Not a Legal Entity	Expression of Interest		
		ANX 1 Form: New Affiliate Application		
		ANX 3 Form: Annual Registration of Touch Football Affiliate		
		Affiliation Bond Paid		
		Duty of Disclosure Letter		
		Risk Assessment		
		Undertake & Provide Copy of:		
		- Commence process to become a legal entity		
		- Affiliate Rules of Competition & By-Laws		
- Constitution				
- Incorporation Certificate				
RESOURCES PROVIDED				
Affiliate management	Affiliate Management Resource (Templates)			
	Competition/ Coach/ Referee/ Insurance Posters (A3 & A4 sizing)			
Sport Resources	Athlete/ Coach/ Referee/ Junior			
Digital	Touch Football Online Database			
	Website			
Insurance	Insurance Policy Information			
	Certificate of Currency			
State/ Territory Office Support				

PRACTICAL CHECKLIST B MAINTAIN AFFILIATION

CHECKLIST B MAINTAIN AFFILIATION

MAINTAIN AFFILIATION	COMPLIANCE REQUIREMENT	STATUS	
		✓	X
	ANX 3 Form: Annual Registration of Touch Football Affiliate		
	Financial Invoices Paid		
	Duty of Disclosure Letter		
	Affiliate Rules of Competition & By-Laws		
	All participants registered to Touch Football Online		
	Provide Copy of:		
	- Annual Reporting (Incl. audited & detailed financial statements for last financial period.		
RESOURCES PROVIDED			
Affiliate Management	Affiliate Management Resource (Templates)		
	Competition / Coach/ Referee/ Insurance Posters (A3 & A4 sizing)		
Sport Resources	Athlete/ Coach/ Referee/ Junior		
Insurance	Insurance Policy Information		
	Certificate of Currency		
State/ Territory Office Support			

AFFILIATE COMPLIANCE CRITERIA ASSOCIATION

AFFILIATE COMPLIANCE CRITERIA (OFFICE USE ONLY)				
AFFILIATE NAME:		STATUS		
COMPLIANCE REQUIREMENT		✓	X	
START AFFILIATION	You are a Legal Entity	Expression of Interest		
		ANX 1 Form: New Affiliate Application		
		ANX 3 Form: Annual Registration of Touch Football Affiliate		
		Affiliation Bond Paid		
		Duty of Disclosure Letter		
		Risk Assessment		
		Provide Copy of:		
		- Affiliate Rules of Competition & By-Laws		
		- Constitution		
	- Incorporation Certificate			
	Not a Legal Entity	Expression of Interest		
		ANX 1 Form: New Affiliate Application		
		ANX 3 Form: Annual Registration of Touch Football Affiliate		
		Affiliation Bond Paid		
		Duty of Disclosure Letter		
		Risk Assessment		
		Undertake & Provide Copy of:		
		- Commence process to become a legal entity		
- Affiliate Rules of Competition & By-Laws				
- Constitution				
- Incorporation Certificate				
MAINTAIN	ANX 3 Form: Annual Registration of Touch Football Affiliate			
	Financial Invoices Paid			
	Duty of Disclosure Letter			
	Affiliate Rules of Competition & By-Laws			
	All participants registered to Touch Football Online			
	Provide Copy of:			
	- Annual Reporting (Incl. audited & detailed financial statements for last financial period.			
CANCEL	ANX 2 Form: Cancellation of Affiliation			
	Financial Invoices Paid			
	Benefits Revoked:			
	- National Insurance Scheme & Certificate of Currency cancelled			
	- Intellectual Property Licence/ Sport Resources cancelled			
	- Touch Football Online Database made inactive			
- Affiliate Website cancelled				
AFFILIATION APPROVAL (STATE/ TERRITORY OFFICE)				
Date: / /	Office Approved:			
	Approved By:			



“The greatest strength of Touch Football is the community associations and clubs throughout Australia”