

## TOUCH FOOTBALL AUSTRALIA INCORPORATED EVENT MEMBERSHIP REGULATIONS

These Regulations have been established by the Touch Football Australia Board using the powers afforded to it under clause 73 of the Association Constitution and have been formally adopted on the 10<sup>th</sup> September 2009. The Event Membership Regulations refer specifically to clause 15 and shall be interpreted in accordance with the Constitution and this clause. In the event of any conflict or inconsistency, the Constitution shall take precedence. Terms used in these Regulations shall have the same meaning as in the Constitution unless otherwise stated.

Event Memberships are made available for affiliates, corporate social clubs and groups who organise, collect fees, fundraise and run incorporated associations for the purposes of running one off Touch Football events or competitions. Furthermore it caters for Masters, First Contact, Pan Pacific and like events.

These regulations also cover for all forms of Beach Touch & Indoor Touch limited to a maximum of six round competitions. Longer competitions and formats are considered as per the normal insurance and affiliation structure.

TFA reserves the right to work with and or determine the status of such events in conjunction with its members for the overall promotion of the objects of the Association. It is imperative that any such event is communicated and a clear clarification of the status obtained from TFA.

This process is important so that the National Insurance Scheme will provide coverage, in particular for Public Liability and Directors and Officers Insurance, giving the ability for the group to access a Certificate of Currency and Personal Accident Insurance for its participants. Furthermore it extends the associated benefits of affiliation as well as linked professional infrastructure to any prescribed event.

### 1) APPLICATION FOR EVENT MEMBERSHIP REGISTRATION

- a) Applications for Event Membership will only be accepted in the format provided in ANNEXURE 1 of this document.
- b) A registration fee must accompany all applications. An outline of the Fee Structure is outlined as per POINT 6. The fee is payable at the commencement of registration and due to be paid one week prior to the event being conducted. Late entries can be accommodated in a reconciliation process at the conclusion of the event.
- c) All applications without exception require a letter of support from a local Affiliate and or State body which is assisting with technical support.
- d) Once granted, registration with Touch Football Australia will be for the one off event only, or until such time as the group fails to meet its registration obligations or a Cancellation of Registration form has been submitted.

### 2) REGISTRATION REPORTING REQUIREMENTS

- a) A Statement of Particulars (see ANNEXURE 3) must be submitted with application for event membership.
- b) Failure to lodge the Statement of Particulars by the date specified in regulation 2(a) will result in immediate termination of requested membership.
- c) When a Statement of Particulars is deemed unsatisfactory the party concerned may be granted 30 days to address deficiencies before cancellation of registration process is initiated on a case by case basis.

### 3) REGISTER OF PARTICIPANTS

- a) The event coordinator must supply to TFA a completed Touch Football Australia Member Registration Form for all participants and a fixture schedule for the competition or a like document containing relevant participant data.
- b) Alternatively if an affiliate is supporting the group they may enter teams by uploading all their membership information into the TFA Database, then all we require are the names and which divisions the competition runs.

#### 4) FINANCIAL OBLIGATIONS

- a) A registration fee must be paid one week prior to the event and reconciled at the conclusion of the event.
- b) All invoices payable to Touch Football Australia must be paid in accordance with the term stated on the invoice.
- c) Failure to pay within the specified time frame will result in suspension of event membership which includes insurance cover.

#### 5) CANCELATION OF REGISTRATION

- a) Requests for the cancelation of registration will only be accepted in the format provided in ANNEXURE 2 of this document.
- b) All outstanding reporting and financial obligations must be fulfilled before any group is released from its obligations.

#### 6) FEE STRUCTURES

- a) Categories of recognition are applicable within our Event Membership, which ranges from a local affiliate of TFA (or Queensland Touch Association - QTA/New South Wales Touch Association - NSWTA), Corporate Commercial Entities and Charity Organisations.
- b) Definitions include local affiliate – all recognised and consistent members of TFA, QTA or NSWTA. Clarification in relation to the status of any event should be requested in writing to the appropriate body to ensure it is stipulated as such an event & does not fall within normal internal activity covered by affiliation benefits.
- c) Corporate Commercial Entities – external group of the sport who are seen as corporate, who have social groups that arrange special industry days, run events like corporate competitions and groups like Masters Games, First Contact and Pan Pacific Games.
- d) The above area is diverse and varied, therefore clarification may be required. All such entities **MUST** operate in conjunction with an Affiliated Member as per the TFA Constitution.

**Note:** Corporations who are running the event for charity purposes are still classified as a Corporate Commercial Entity.

If corporations directly partner with an affiliated body and the affiliated body fully supports and runs the competition, then they may be classified at the affiliate level. Clarification will be required at the point of application to ensure the appropriate assessment is applied.

- e) Charity Organisation – registered as a 100% charity organisation, proof of status will be required on application.
- f) TFA may enter separate Commercial Agreements with entities to promote the objects of the sport. As stipulated below this may be by written agreement. Affiliates may request to run fundraising or charitable processes with strict requirements applied to application.

<b>Category</b>	<b>1-2 Day Event</b>	<b>3 – 5 Day Event</b>
Affiliate	\$70 + GST (\$77 inc GST) \$30 + GST (\$33 inc GST – Junior fee)	\$70 + GST (\$77 inc GST) \$30 + GST (\$33 inc GST – Junior fee)
Corporate Commercial Entities	\$100 + GST (\$110 inc GST)	By written application on a case by case basis as approved by TFA.
Charity	By written application on a case by case basis	By written application on a case by case basis

**Note:**

Please note the fee indicated in the affiliate section includes a proportion which is allocated to the local or State entity for the assistance offered. For ease of communication the fee is set as one total and localised arrangements will be determined between TFA and the entity. (Region/State)

ANNEXURE 1

APPLICATION FOR EVENT MEMBERSHIP

TOUCH FOOTBALL AUSTRALIA INCORPORATED

I, ..... a duly authorised officer  
of ..... ("applicant")  
residing at.....  
.....

hereby apply (on behalf of the applicant) for event membership to Touch Football Australia.

In the event of admission as a Group, the applicant agrees to be bound by the Constitution, Regulations, by laws, 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 the Objects and adopt 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 the Objects; and
- (e) by adopting the Objects, abide by the Touch Football Australia Constitution.

Signature: .....

(Date) .....

ANNEXURE 2

CANCELATION OF EVENT MEMBERSHIP

TOUCH FOOTBALL AUSTRALIA INCORPORATED

I, ..... a duly authorised officer  
of ..... ("group")  
residing at.....

.....  
hereby express the above associates desire to cancel registration with Touch Football  
Australia.

In submitting this cancelation I understand the following:

- (a) all associate benefits will be suspended immediately;
- (b) the associate will no longer be covered by the Touch Football Australia insurance policy;
- (c) all reporting and financial obligations must be fulfilled before an associate is released from its obligations.

Signature: .....

(Date) .....

ANNEXURE 3

# Touch Football Australia

STATEMENT OF PARTICULARS

**1. EVENT MEMBERSHIP REGISTRATION NAME**

<b>Inc.</b>
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**2. ASSOCIATE ADDRESS(ES)**

Preferred Postal Address:		State	Post Code
Main Competition Venue or Affiliate Link:		State	Post Code
Event Manager or Coordinator			
Preferred Contact Number			
General Email Address			

**3. NAME AND ADDRESS OF CURRENT COMMITTEE MEMBERS** (if insufficient space, attach list with remaining information)

Position Held	Full Name and Email Address	Date Elected

**4. COMPETITION ACTIVITIES & COMMENCEMENT DATES** (if insufficient space, attach list with remaining information)

Activity	Commencement Date	Finishing Date

**5. EVENT MEMBERSHIP COMPLIANCE** (please attach relevant examples of information)

<p>All obligations required for the purpose of maintaining Incorporation have been met to the satisfaction of relevant legislation and administering government department. Provide proof of status and any relevant Certificates of Currency the organisation uses.</p> <p>Where non compliance is indicated, in accordance with Regulation 1(a)(i) the group has 12 months to provide evidence of satisfactory resolution.</p>	<input type="checkbox"/>
<p>An overview of the group is provided with any supporting evidence of how and what areas the groups objectives are, information on the conduct of activities are attached. Annual reports mainly meet this purpose.</p>	<input type="checkbox"/>
<p>Competition Management Processes for Touch Football can be demonstrated. This is outlined as event Conditions of Entry, background of organising committee, policies, by-laws and processes are in place, risk management practices and policies, member protection practices and police, records of participants, records of each game, Judiciary procedures and injury report forms.</p>	<input type="checkbox"/>
<p>Support demonstrated from relevant linked affiliate touch entity, including local TFA affiliated body, regional and or state offices.</p>	<input type="checkbox"/>
<p>Officials to be used have been educated and have qualifications are in line with TFA practices.</p>	<input type="checkbox"/>
<p>Financial obligations have been met or appropriate steps taken to maintain a "Financial" status with Touch Football Australia.</p>	<input type="checkbox"/>
<p>All member details have been uploaded to the TFA database via Sportzware in accordance with TFA insurance and player eligibility requirements.</p>	<input type="checkbox"/>

As a current office-bearer of this affiliate or group, I certify that the particulars shown on this form are true and correct, and reflect the association's compliance with Touch Football Australia's Event Membership Regulations

<p>.....</p> <p>Signature</p>	<p>_____</p> <p>Signature</p>
<p>.....</p> <p>Name</p>	<p>_____</p> <p>Name</p>
<p>.....</p> <p>Position</p>	<p>_____</p> <p>Position</p>

**Please lodge the Statement of Particulars and required supporting documentation with the Touch Football Australia National Office.**

Touch Football Australia  
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 Deakin ACT 2600

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