

# QTF GENERAL CONDITIONS OF ENTRY

# 2025

VERSION 1



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## QTF GENERAL CONDITIONS OF ENTRY

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## 1. DEFINITIONS

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### A. QUEENSLAND TOUCH FOOTBALL

Queensland Touch Football (QTF) is the state governing body of the sport and conducts a number of tournaments throughout the year. These events support vital pathway requirements for Affiliates, Regions, Associations and Clubs, complementing the various participation objectives and approaches for the sport of Touch Football.

### B. AFFILIATE

Affiliate means a touch association that conducts and administers touch football competitions that is a member of a Region recognised by QTF.

### C. REGION

Region means a member recognised under Rule 3 of QTF constitution, namely;

- Brisbane
- Central Queensland
- North Queensland
- South Queensland & Border Districts
- South West Queensland
- Sunshine Coast, Fraser and Burnett District

### D. TEAM

A team(s) approved to participate in the tournament, from within a recognised Affiliate or Region.

### E. INVITATIONAL TEAMS

An Invitational Team is a team that has been extended an invitation by QTF to compete at an event. When competing at an event, an invited team is subject to all General Conditions, Conditions of Entry, Policies and Guidelines as implemented by QTF to conduct the tournament.

### F. AFFILIATE COORDINATOR

The person appointed by the Affiliate to act on behalf of the Affiliate, responsible for liaising with QTF relating to the Affiliate and the event(s) entered.

It is recognised that the Affiliate Coordinator has the delegated authority of the Affiliate and can make decisions including financial ones without consultation.

### G. AFFILIATE REFEREE COORDINATOR

The person appointed by the Affiliate to act on behalf of the Affiliate, responsible for liaising with QTF relating to the Affiliate's Referees and the event(s) entered.





## H. TEAM CONTACT

The team contact, usually the team manager is the primary point of contact and is responsible for liaising with the Affiliate Coordinator and/or QTF relating to all specific team information prior, during and post event(s).

## I. MATCH OFFICIAL (REFEREES)

Match officials are on-field , or any other person appointed to administer and govern the rules of the fixture/game.

## J. ACCREDITED VOLUNTEERS (OFFICIALS)

Accredited volunteers are coaches, assistant coaches, team managers, affiliate coordinators, referee panel members, medical staff, administrators and any other person appointed to a position of responsibility in an affiliate / team and/or QTF event.

## K. ANTI DOPING POLICY

The TFA Doping Improper Use of Drugs & Medicine Policy is the adopted policy determined by the TFA Board of Management (BOM) from time to time, which relates to TFA's position on all doping practice matters. QTF conforms to this policy.

## L. NATIONAL INTEGRITY FRAMEWORK

The TFA National Integrity Framework is endorsed by the QTF Board and relates to QTF's position on all behavioural matters of participants at QTF controlled events, Affiliates, Regions and Individual Members.

The TFA National Integrity Framework aims to assist our sport in upholding its core values and create a safe, fair, and inclusive environment for everyone. It sets out our commitment to ensure that every person involved in our sport is treated with respect and dignity and protected from discrimination, harassment, and abuse.

National Integrity Framework Policies is available at <https://qldtouch.com.au/qtf-documents-policies/>

## M. CODE OF CONDUCT

The TFA Code of Conduct aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained and that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities.

This Code of Conduct applies to all individuals and entities involved with Touch Football Australia. The core code must be observed by all without exception. The role specific supplement codes are to be applied as additional requirements to the core code to be observed by individuals performing the stated tasks.

A copy of the Code of Conduct is available at <https://qldtouch.com.au/qtf-documents-policies/>

## N. TOUCH FOOTBALL AUSTRALIA

Touch Football Australia (TFA) is the national governing body of the sport.

## O. UNAFFILIATED COMPETITION

Means an entity that conducts and/or administers Touch Football or Touch Football competitions and is NOT a Member of Queensland Touch Association (QTF). These include but not limited to the following:

- National Touch Rugby Association (NTRA)
- Touch Rugby League (TRL)
- Other locations and organisations known as Unaffiliated Competitions



## 2. AGREEMENT TO ENTER QTF EVENTS

By completing the team nomination and/or player registration to a QTF event, Affiliates and participants agree:

2.1	To abide by the QTF General Conditions of Entry, each relevant Event Conditions of Entry, TFA and QTF policies and by-laws.
2.2	To meet their financial obligation to QTF, as an Affiliate/ team and/ or individual and for the event entered by the timelines outlined in the relevant Event Conditions of Entry.
2.3	To promote the sport of Touch Football professionally to ensure the brand and reputation of QTF, Affiliates and Regions are paramount.
2.4	To attend all QTF functions where required. Non-attendance by mutual consent is acceptable.
2.5	To complete all competitive requirements of the QTF event entered including all finals and play off matches as outlined in the Conditions of Entry, Draw Structure and Draw.
2.6	To ensure that all compliance requirements outlined in the QTF General Conditions of Entry and relevant Event Conditions of Entry have been met, prior to the entry into the event.
2.7	To comply with any requirement outlined in the General Conditions of Entry or the Event Conditions of Entry for the provision of officials for the event entered.
2.8	To abide by any licence regulations put in place by QTF in relation to the organisation's brand as outlined in the General Conditions of Entry or the Event Conditions of Entry.
2.9	That an appropriate penalty determined by QTF will be incurred for failure to comply with any of the above items (clauses 2.1 to 2.8 inclusive).
2.10	In addition to the above penalty, failure to comply with Clause 2.2 will mean that the Region/ Affiliate/ team and/ or individual will be unable to participate further in QTF events until such time until all financial requirements are fulfilled.

## 3. RESPONSIBILITIES

### 3.1 QTF RESPONSIBILITIES

3.1.1	Plan and develop the State Event Calendar as well as lead and administer QTF events.
3.1.2	Determine, implement and enforce relevant Event Conditions of Entry and policies.
3.1.3	Set minimum event standards; including fields, facilities, equipment, and service delivery practices.
3.1.4	Determine the program of matches to best showcase the sport through digital media's promotion and broadcast of the event.
3.1.5	Adopt and abide by all specified TFA and QTF Policies; including but not limited to, TFA Disciplinary Regulations, TFA National Integrity Framework, Privacy Policy, Extreme Weather Guidelines, Social Media Policy, etc
3.1.6	Establish draw progression and method for determining the winners at the end of the QTF event.
3.1.7	Keep Affiliates up to date with current information. Formulate a process for Affiliates to express their concerns and comments on any matter. A request for a decision or ruling is to be quantified in writing by QTF to the Affiliate.
3.1.8	Determine the judicial procedures in line with TFA Disciplinary Regulations for the QTF event.
3.1.9	Ensure match results are updated on the QTF Event Website/App at the completion of each round.

## 3.2 AFFILIATE RESPONSIBILITIES

3.2.1	To be compliant of TFA Affiliate Regulations by adopting best practice governance practices such as; being protected under Incorporation and listed with the Department of Fair Trading or relevant statuette body.
3.2.2	Ensure all financial responsibilities in relation to affiliation and event entry have been met.
3.2.3	Abide by the QTF General Conditions of Entry, the relevant Event Conditions of Entry, TFA and QTF policies and by-laws.
3.2.4	Respond within the required timelines as per the Conditions of Entry for the event they wish to enter and be compliant in all required areas.
3.2.5	Appoint an Affiliate Coordinator and Match Official (Referee) Coordinator for any event entered. The Affiliate Coordinator is responsible for being the primary liaison between the Affiliate and QTF. The Referee Coordinator is responsible for liaising with QTF relating to the Affiliate's referees.
3.2.6	Attend all relevant QTF meetings, disciplinary hearings and functions and media calls, as required.
3.2.7	Ensure the Affiliate, Team(s) and Participants behave in a manner that does not bring QTF, the Affiliate or the Sport into disrepute, as per QTF's Constitution, TFA Code of Conduct, TFA National Integrity Framework and QTF Social Media Policy. Failure to comply with this clause may see the Affiliate, team or members being subject to penalty, including expulsion from event.
3.2.8	Ensure all event requirements, requests and participants fees are finalised on the dates as specified in the Event Conditions of Entry.
3.2.9	Nominate and supply the required number of Accredited Match Officials (Referees) and Accredited Volunteers, as and when required.
3.2.10	Ensure all Match Officials (Referees) and/or Accredited Volunteers have minimum accreditation level requirements for the event they have entered for their entry to be accepted.
3.2.11	<b>Affiliate Uniforms</b> Ensure that the team(s) representing the Affiliate are in the official team uniform that has been registered and approved with the QTF.  All uniforms <b>must comply</b> with QTF Apparel Licencing regulations that are in place for the event that the Affiliate has entered. For the full details on ensuring uniform compliance is met, please refer to Section 6.2
2.2.12	<b>Communication</b> Each Affiliate Coordinator <b>must submit an email address and mobile phone number for themselves, the Match Official and each team nominated.</b> All correspondence during the tournament will be sent out via the nominated email addresses. It is the responsibility of the Affiliate Coordinator to ensure all provided email addresses do not have errors in spelling. Any request for a decision or ruling must be writing to the QTF.
2.2.13	Any use of QTF/TFA logos must first receive written authorisation from QTF and adhere to the clauses outlined in the QTF Uniform Licencing regulations and or QTF Brand Style Guidelines.

## 3.3 REFEREE (MATCH OFFICIAL) RESPONSIBILITIES

3.3.1	Complete Match Official registration via MySideline including accepting all Terms and Conditions.
3.3.2	Abide by the QTF General Conditions of Entry, the relevant Event Conditions of Entry, TFA and QTF policies and by-laws.
3.3.3	To officiate games as per allocations and always perform to the best of their ability



3.3.4	To always behave in a manner that does not bring QTF, the Affiliate or the Sport into disrepute, as per QTF's Constitution, Code of Conduct, TFA National Integrity Framework and Social Media Policy. Failure to comply with this clause may see the participant being subject to Penalty, including expulsion from Event.
3.3.5	Match Officials (referees) <b>must</b> have minimum level accreditation to the appointed position, as set out in the relevant Event Conditions of Entry. Referees <b>must</b> have an active accreditation in the TFA "The Nest". Referees must wear the official referee uniform as identified in the Event Referee information booklet.
3.3.6	Attend all relevant QTF meetings, disciplinary hearings and functions and media calls, as required.
3.3.7	To complete all reports within the required timeframes
3.3.8	For the Referee Coordinator to liaise and cooperate with the QTF State Referee Director, Event Referee Manager, QTF Event Manager and Event team.
3.3.9	Referees must be registered and participating with an Affiliate for eligibility and insurance purposes and must be regularly officiating at the Affiliate in the current competition or previous competition.
3.3.10	To be represent QTF and or Affiliate in an appropriate manner if requested by QTF or Affiliate to engage with available at all media.

### 3.4 TEAM OFFICIAL (ACCREDITED VOLUNTEER) RESPONSIBILITIES

3.4.1	Complete Team Official registration via MySideline including accepting all Terms and Conditions.
3.4.2	Abide by the QTF General Conditions of Entry, the relevant Event Conditions of Entry, TFA and QTF policies and by-laws.
3.4.3	To always behave in a manner that does not bring QTF, the Affiliate or the sport into disrepute, as per QTF's Constitution, Code of Conduct, Social Media Policy and TFA National Integrity Framework. Failure to comply with this clause may see the participant being subject to penalty, including expulsion from event.
3.4.4	Team Officials <b>must</b> have minimum level accreditation to the appointed position (e.g. First Aid), as set out in the relevant Event Conditions of Entry. Coaches <b>must</b> have an active accreditation in the TFA "The Nest".
3.4.5	To attend all required meetings relating to the event(s).
3.4.6	To enforce all Conditions of Entry requirements relating to games including Zero Tolerance Protocol (Item 9.16), Dispute and Disciplinary Processes, and Code of Conduct.
3.4.7	To avail themselves at all reasonable times for the media as requested by their Affiliate or QTF.

### 3.5 PLAYER RESPONSIBILITIES

3.5.1	Complete Participant registration via MySideline including accepting all Terms and Conditions.
3.5.2	Abide by the QTF General Conditions of Entry, each relevant Event Conditions of Entry, TFA and QTF policies and by-laws.
3.5.3	Meet player eligibility requirements outlined in the relevant Event Conditions of Entry.
3.5.4	To always behave in a manner that does not bring QTF, the Affiliate or the sport into disrepute, as per QTF's Constitution, TFA Code of Conduct, QTF Social Media Policy and TFA National Integrity Framework. Failure to comply with this clause may see the participant being subject to penalty, including expulsion from the Event.
3.5.5	To be represent QTF and or Affiliate in an appropriate manner if requested by QTF or Affiliate to engage with available at all media.
3.5.6	Attend all QTF meetings/judiciary/disciplinary hearing requests as required.
3.5.7	Be a financial member of an Affiliated Association, including but is not limited to:





- Paid all required player and/or team entry fees
- Be financial with no outstanding debts with Affiliate, Region, and/or QTF.

## 4. ELIGIBILITY REQUIREMENTS

### 4.1 TEAM ELIGIBILITY

4.1.1	For an Affiliate to enter teams in a QTF event they must be financial and compliant with QTF for all the competitions they conduct.
4.1.2	All teams participating in a QTF Event must represent an approved and financial QTF Affiliate.  International/Interstate/Invitational teams may upon written request be invited to participate in a QTF event on a case-by-case basis. Additional team nomination fees and/or player registration fees may apply.  International teams must be endorsed by their respective national body and must provide evidence of their own insurance coverage as TFA insurance does not provide coverage.
4.1.3	QTF may from time to time conduct QTF events available to Invitational or -Affiliate teams.  Individual Event Conditions of Entry will clearly outline Team Eligibility requirements.  In this instance, TFA insurance coverage will be mandatory for all Teams and Participants. Additional team nomination and/or player registration fees may apply.

### 4.2 PLAYER ELIGIBILITY

4.2.1	Players must be an <b>active registered player</b> in the MySideline database, <b>participating</b> and <b>financial</b> member with a QTF Affiliate in the <b>Current</b> or <b>Previous</b> season (as defined in clause 3.2.2 above).
4.2.2	Eligible competition seasons for each event is defined by the current or previous season, as outlined in the relevant Event Conditions of Entry.  A season will only qualify if it meets the QTF minimum standard, as outlined in the relevant Event COE.  The onus to prove that a player is registered and participating in their competition is the Affiliate's responsibility. An Affiliate found to be using a player that they cannot verify complies with this condition, to the satisfaction of QTF, is liable to have the team and/or the player disqualified from the tournament.  Extenuating issues that may affect the running of an Affiliate competition (such as natural disasters, venue closure, seasonal issues, etc) may be considered upon application to QTF.
4.2.3	Any individual being declared <b>unfinancial</b> or <b>servicing a suspension</b> with an Affiliate, Region or QTF is not eligible to enter QTF events.  Any Affiliate conducting a competition <b>unfinancial</b> with QTF is not eligible to enter QTF events.
4.2.4	If a player wishes to participate in a QTF event and the Affiliate in which they are registered has not nominated a team, the player may be eligible to participate through the Player Loan application process.  This process will be determined for each event and covered in the Event Conditions of Entry.

### 4.3 REFEREE (MATCH OFFICIAL) ELIGIBILITY

4.3.1	Nominated Match Officials (referees) are to be accredited to the level of accreditation identified in the relevant Event Conditions of Entry. It is an expectation that all referees are up to the standard that is required to referee games at the QTF event.
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<b>4.3.2</b>	<p><b>Match Official (Referee) on Loan.</b> From time to time, Affiliates may loan a referee to another Affiliate so that Affiliate can fulfil the event quota.</p> <p>In this case, the Affiliate requesting the referee must gain <b>written approval</b> from the Referee's Affiliate for the loan of referee for event.</p>
<b>4.3.3</b>	<p><b>UNDER NO CIRCUMSTANCES WILL NOMINATIONS BE ACCEPTED WHICH DO NOT INCLUDE THE CORRECT REQUIREMENT OF REFEREE NOMINATIONS.</b></p>

## 5. DIVISIONS

### 5.1 EVENT DIVISIONS

<b>5.1.1</b>	Information on divisions and age requirements can be found in the relevant Event Conditions of Entry.
<b>5.1.2</b>	QTF reserves the right to close team nominations prior to the nomination's deadline, when team nominations are in excess of draw availability and venue capacity.

## 6. UNIFORMS

### 6.1 TEAM UNIFORM COMPLIANCE

<b>6.1.1</b>	<p>On Field uniform is determined as:</p> <ul style="list-style-type: none"> <li>&gt; Playing Shirt or Singlet;</li> <li>&gt; Playing Shorts or Tights;</li> </ul> <p>Off field team uniforms items are determined as:</p> <ul style="list-style-type: none"> <li>&gt; Socks;</li> <li>&gt; Hat;</li> <li>&gt; Team Management Polo Shirt;</li> <li>&gt; Team Management Shorts or Pants;</li> <li>&gt; Affiliate Jacket, Jumper or other off field items</li> </ul>
<b>6.1.2</b>	Affiliate uniforms <b>must comply</b> with any QTF Apparel Licencing Regulations and QTF Uniform Guidelines that are in place for the event that Affiliates have entered, as per the Event COE.
<b>6.1.3</b>	All logos and sponsors names on the uniforms or dress gear must be of a size, placement and standard as outlined in the QTF Uniform Guidelines which can be found by visiting: <a href="https://qldtouch.com.au/qtf-documents-policies/">https://qldtouch.com.au/qtf-documents-policies/</a>

### 6.2 PLAYING UNIFORMS

<b>6.2.1</b>	<p>Playing uniforms are to be correctly numbered, be of the same design and artwork and must be correctly worn for all games. No person including an opposing team captain, a referee or ground controller may waive this requirement for players.</p> <p>All teams <b>must comply</b> with the uniform requirement as set out in these Conditions.</p> <p>All playing uniforms must include:</p> <ul style="list-style-type: none"> <li>• Identification numbers: All players are to wear an identifying number on the back of their shirt/singlet, not less than 16cm in height and clearly displayed.</li> <li>• No temporary measures such as tape will be permitted to replace or amend numbers.</li> <li>• A one or two digit number which meets the requirements set out above.</li> <li>• No three digit numbers will be permitted.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Zero (0) can only be used in the following sequence 0 (not 01, 02) 10, 20, 30, 40, 50, 60, 70, 80 &amp; 90.</li> <li>• The only playing numbers permissible are between 0-99 inclusive.</li> <li>› All playing uniforms and players <b>must conform</b> to regulations as outlined in the TFA 8th Edition Playing Rules Item 4 Playing Uniform.</li> <li>› Any affiliate that has two (or more) teams in the same division will need to ensure that the additional team(s) wear a different uniform when playing against their primary team. It is the responsibility of the Affiliate to ensure a different playing strip is available and worn.</li> </ul>
6.2.2	All Coaches, Team Management and/or Team Officials within the Sub box <b>must</b> be wearing their appropriate Affiliate uniform.

### 6.3 COMPRESSION GARMENTS

6.3.1	<p>The wearing of compression garments is permitted however these must be worn under the approved team uniform and not visible outside of this. For example: short thigh length items.</p> <p>› In all cases compression garments are not to be worn in place of the affiliate uniform.</p>
6.3.2	The use of full-length and or clearly visible compression apparel will require a medical permission from QTF prior to commencement of any game.

### 6.4 REFEREE (MATCH OFFICIAL) UNIFORM

6.4.1	<p><b>REFEREE UNIFORM – ON FIELD</b></p> <p>All referees must wear the official TFA Pink and Black Referee Uniform, including:</p> <ul style="list-style-type: none"> <li>• On-field Shirt,</li> <li>• Shorts/ skirt</li> <li>• Socks</li> <li>• Cap (optional)</li> </ul> <p>Where TFA provides referees with complimentary new pink and black referee shirt this must be worn with the matching shorts/skirts which can be purchased via the <a href="#">TFA Online Shop</a>.</p> <p>It must be emphasised that all of referee gear, including dress and off-field uniforms must be in excellent or new condition. Referees must display their correct Badge / Level.</p>
6.4.2	<p><b>REFEREE UNIFORM – OFF FIELD</b></p> <p>Junior State Cup - The QTF Referees Off –field shirt (old or new) or Affiliate Shirt should be worn between games. No old QTF logos are to be worn.</p> <p>Queensland State Cup - The QTF Referees Off –field shirt (old or new) should be worn between games. No old QTF logos are to be worn.</p> <p>QTF Off-Field Referee Shirt and Shorts can generally be purchased at the QTF Event.</p>

## 7. POLICIES

### 7.1 TFA & QTF POLICIES

7.1.1	<p>It is the responsibility of each Affiliate to ensure that their respective teams and participants abide by all policies of TFA and QTF, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• TFA National Integrity Framework</li> <li>• TFA Disciplinary Regulations</li> <li>• TFA Code of Conduct</li> <li>• TFA Electrical Storm and Wet Weather Guidelines</li> <li>• TFA Extreme Heat Guidelines QTF General Conditions of Entry</li> <li>• QTF Event Conditions of Entry</li> </ul>
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- TFA Concussion Policy
- QTF Child & Youth Risk Management Policy
- QTF Social Media Policy

All documents are available from the TFA website at [www.touchfootball.com.au/policies/](http://www.touchfootball.com.au/policies/), and QTF website at [www.qldtouch.com.au/qtf-documents-policies/](http://www.qldtouch.com.au/qtf-documents-policies/)

- › By completing the required Online Registration and agreeing to the TFA Membership & Participant Declaration, all participants agree to comply with all applicable policies.

## 7.2 SAFEGUARDING CHILDREN & YOUNG PEOPLE

<b>7.2.1</b>	<p>QTF are committed to the safety and wellbeing of all children and young people who participate in our sport and access our services. We support the rights of the child and will act at all times to ensure a child safe environment is maintained.</p> <p>QTF acknowledge the valuable contribution made by staff, members and volunteers and we acknowledge their active participation in providing a safe, fair, and inclusive environment for all participants.</p> <p>Affiliate Coordinators are responsible for ensuring that all team management (staff and volunteers) involved with children who are under the age of 18, have a valid Working with Children Checks and Blue Cards are linked to their organisation in the <a href="#">Blue Card Services</a> Organisation Portal and provide a copy of the staff and volunteer records to QTF, prior to the relevant Event.</p> <p>The <a href="#">QTF Child &amp; Youth Risk Management Strategy</a> details the standards, requirements and practices that apply to all employees and volunteers of QTF, its Member and Affiliated Associations and their Clubs working with or within the delivery of touch football to children and young people under the age of 18 years.</p>
<b>7.2.1</b>	<p>Affiliates are responsible for the <b>direct supervision of any player, official or referee who is under the age of 18 years</b> (“Minor”). Affiliates must take all reasonable steps to protect minors under their supervision from all forms of harassment. This includes but is not limited to ensuring that:</p> <ol style="list-style-type: none"> <li>1. All Officials comply with all applicable Child Protection laws; and</li> <li>2. Legal guardians comply with Safeguarding Children and Young People Practices.</li> </ol> <p>When travelling to, during and from the tournament, all reasonable steps are taken to supervise minors.</p> <p>The Affiliate must appoint a guardian for each minor whose parents and/or legal guardian are not in attendance. The appointment of such guardian must be approved in writing by the parents and/or legal guardians of the minor prior to the tournament.</p>

## 7.3 USE OF IMAGES

<b>7.3.1</b>	<p>All persons accept that, by participating in QTF events, they may be photographed/filmed and these images/ may be used by QTF for promotion of the sport. QTF will not pass any images/film onto a third party for their promotional use unless prior approval is sought. If you do not wish QTF to be able to use your image/s or be filmed, you must notify QTF in writing.</p>
<b>7.3.2</b>	<p>Due to the ease of access to QTF events, unfortunately QTF cannot ensure everyone who enters the precinct will not photograph/film players and games at events. If you notice any suspicious behaviour of (an) individual/s in relation to photography/filming of individuals, please make QTF Event staff aware immediately to enable investigation and or correspondence with appropriate authorities.</p>
<b>7.3.3</b>	<p><b>Authorised Media</b></p> <p>Only the approved Event Photographer/Videographer will be permitted to take official team photos and official action shots/footage during the course of the event. Authorised media will be easily identified by an official vest or lanyard.</p>
<b>7.3.4</b>	<p>With the use of social media, it is now important QTF has regulations around the photographing or filming of players and games at events.</p>

	To protect the privacy and images anyone photographing or filming games or players will be required to be registered with QTF and have permission to film.  Requests should be directed to the QTF Event Manger.
<b>7.3.5</b>	QTF reserves the right for staff to video incidents, breaches of Conditions of Entry and/or TFA policies to assist QTF in investigating any matter of judiciary, discipline or protest.  QTF reserves the right to take immediate possession of any video footage taken at a QTF event that may assist QTF in investigating any matter of judiciary, discipline or protest.  All care of equipment, tape and data cards will be taken and returned to the owner upon determination of the judiciary, disciplinary hearing or protest.

## 8. MEDICAL & INSURANCE

### 8.1 MEDICAL

<b>8.1.1</b>	QTF will ensure appropriate medical coverage at QTF events through our Medical Team, including but not limited to; <ul style="list-style-type: none"> <li>• Sports Trainer / Physiotherapist and/or Strapper</li> <li>• EMT and/or Doctor</li> </ul> <p>The location of the medical team will be clearly identified on the venue map.</p>
<b>8.1.2</b>	It is recommended that Affiliates/Teams provide adequate medical coverage for their participants such as a First Aid certified person and/or Strapper. Recommendations as per below: <ul style="list-style-type: none"> <li>• One - Four teams: one sports trainer / or strapper</li> <li>• Five – Seven teams: two sports trainers</li> <li>• Eight – Ten teams: four sports trainers</li> <li>• Eleven – Fourteen teams: six sports trainers</li> </ul> <p>All Affiliates/Teams should be familiar and compliant with the TFA Sport Science and Sports Medicine Framework.</p>

### 8.2 BLOOD BIN GUIDELINES

<b>8.2.1</b>	Any Player and/or Referee with a bleeding cut or abrasion is to leave the field immediately and have the cut or abrasion cleaned and covered. Any blood-stained clothing must also be either cleaned or replaced.  If the player does not leave the field immediately, the Referee will stop the game and ask the player to leave the field (normal substitution rules apply).
<b>8.2.2</b>	Once the flow of blood has been stemmed, the cut or abrasion cleaned and covered and any blood-stained clothing and equipment cleaned or replaced, the Player and/or Referee may return to the field and continue play.
<b>8.2.3</b>	If bleeding cannot be controlled and/or the wound securely covered, the player must not continue to participate in the game.

### 8.3 CONCUSSION

<b>8.3.1</b>	The TFA Concussion Policy is used at all QTF Events.  The aim of this Policy is to ensure that all players with a suspected concussion receive timely and
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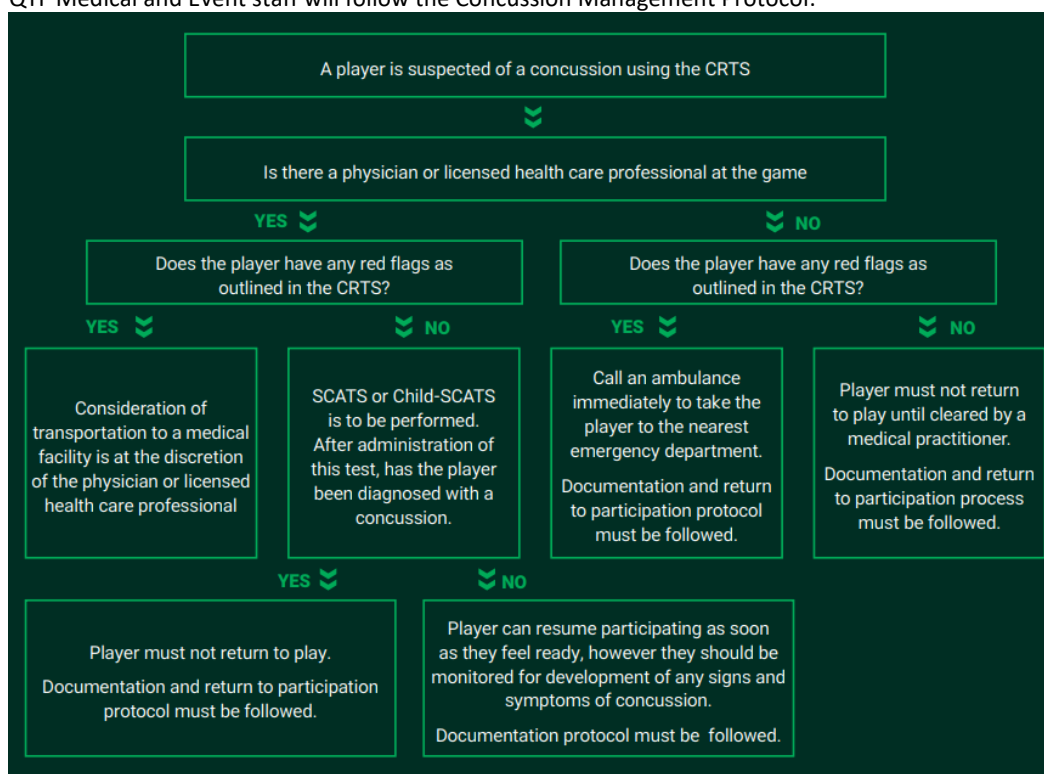
appropriate advice and care to safely return them to activities and sport. The Policy outlines the process that must be followed to:

- Recognise an athlete with a suspected concussion or red flags
- Manage a suspected concussion or red flags
- Manage return to play after concussion
- Document/ report a concussion
- Communicate information effectively to the athlete regarding concussion, monitoring and return to sport process.

TFA Concussion Policy is available at <https://touchfootball.com.au/policies/sport-policies/>

### 8.3.2

QTF Medical and Event staff will follow the Concussion Management Protocol:



### 8.3.3

#### Touch Football Concussion Report

Touch Football Concussion Report is required to be completed for all suspected concussions. If a medical practitioner is present, the SCAT6 needs to be completed and attached to the report form.

A tournament official is required for completion of this form and to ensure the concussion information sheet has been handed over to the athlete. A copy of the injury report form must be sent to the Tournament Director.

Touch Football Concussion Report is included in General Conditions of Entry as **Appendix 1 – Touch Football Concussion Report**.

### 8.3.4

#### Graded Return to Touch Football Framework

The TFA approved **Graded Return to Touch Football Framework** for Adults and Child (Under 18 Years) is included in General Conditions of Entry as **Appendix 2 - Graded Return to Touch Football Framework**.

## 8.4 INSURANCE

### 8.4.1

For players to be covered by the TFA Insurance Scheme they must be registered in a financial Affiliate within their Current or Previous Competition. The TFA National Insurance Scheme is available to all QTF event participants who meet the insurance criteria of a current TFA/QTF affiliated association.



8.4.2	Players must be registered for the event via the MySideline Touch Football database and all associated fees paid in full.
8.4.3	If an injury is sustained whilst at a QTF event, the injured participant must be assessed by event medical staff and details of the injury noted via the Injury Report Form and/or appropriate medical register.  It is the <b>participant's responsibility</b> to lodge a Claim Form request via the Insurer <b>within 120 days of the injury</b> .
8.4.4	Travel is to be arranged by the Affiliate and their members. Depending on the arrangement between participants and the Affiliate, you may or may not be responsible for arranging your own travel to and from an event. QTF recommends you clearly understand and confirm what your Affiliate is providing/arranging for you if anything. Travel Insurance for the event is the responsibility of the individual. While you are covered at the event for any injuries that occur in relation to Touch Football activities, QTF accepts no responsibility and makes no assurances that theft, damage, or accident won't occur.  Ensure you have adequate travel insurance and/or home and contents insurance that will cover you in the event that something occurs. Furthermore, QTF encourages individuals not to bring unnecessary valuables to an event, in particular the fields, as we cannot guarantee security.

## 9. EVENT & COMPETITION RULES

### 9.1 RULES APPLICATION

9.1.1	QTF conduct events under the auspices of the <b>TFA 8th Edition Rules</b> , the General Conditions of Entry as well as that event's Conditions of Entry.  > QTF may implement variations of these rules as determined for each event and covered in the <b>Conditions of Entry for that event</b> .
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### 9.2 DROP OFF PROCEDURE

9.2.1	QTF will conduct Drop Off Procedures as outlined in the <b>TFA 8th Edition Rules</b> .  QTF may implement variations to the Drop Off Procedure as advised in the Conditions of Entry for that event.
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### 9.3 DURATION OF GAMES

9.3.1	This will be determined for each event and covered in the <b>Conditions of Entry for that event</b> .
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### 9.4 COMPETITION & CHAMPIONSHIP POINTS

9.4.1	For all round robin games, competition points will be awarded on the results obtained.  The following points will be awarded: <ul style="list-style-type: none"><li>• Win = Three (3) points</li><li>• Draw = Two (2) points</li><li>• Loss = One (1) point</li><li>• Forfeit = Minus one (-1) points for the offending team</li><li>• Bye = Zero (0) points</li></ul>
9.4.2	Affiliate Championship points will be determined for each event and covered in the Conditions of Entry for





	that event.
9.4.3	Where any affiliate that has two (or more) teams in any division only one (1) team will be eligible to earn Affiliate Championship points. This will be whichever of the team entries that finishes higher.

## 9.5 INVITATIONAL/ INTERSTATE TEAMS

9.5.1	Invitational/Interstate/International teams are unable to accrue competition points; however, teams must defeat them to earn maximum points and/or points for a draw (as per above).  If an Invitational/Interstate/International team wins, neither team will receive any points for that game.
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## 9.6 FORFEITS

9.6.1	Teams must attend their playing fields at least (5) five minutes before the commencement of their match or advertised time for Grand Finals.
9.6.2	It is the responsibility of each Captain to report to the Match Official (2) two minutes before the commencement of the game or advertised time for Grand Finals so that the toss of the coin can be affected without loss of time.
9.6.3	If a team is not at the field at the advertised starting time of the toss, the attending team can be awarded the winning of the toss.
9.6.4	The offending team will receive a maximum of five (5) minutes from the commencement of the game (siren/whistle) to position the team on the field and be ready to commence play.
9.6.5	If the offending team is not in attendance after the five (5) minutes has expired, the game will be deemed a forfeit, and the non-offending team will be awarded the win with a 5-0 score. The offending team will receive a 0-5 score and receive negative points as indicated above.  The offending team will be penalised one touchdown after the first minute and one touchdown for every minute thereafter up to five (5) minutes. E.g. Three minutes equals 0-3 score.
9.6.6	The Affiliate Coordinator of the offending team conceding a forfeit will be required to show cause to the QTF Event Manager in writing why their team should not be excluded from participating in any further matches.  The Event Manager and/or appointed Disciplinary Tribunal Chairperson will decide upon receipt of the show cause if the offending team's action warranted the need to forfeit the match. The team will potentially then be ruled ineligible to participate in the respective games and/or finals.
9.6.7	<b>FORFEIT AFFECTED POSITIONS</b> If two or more teams finish level on competition points and any of those teams were involved in a forfeited match in the preliminary rounds, the forfeit may cause some obvious problems.  When a non-offending team has been involved in a forfeit, the 'for and against' from that forfeit will not count in final calculations.  Similarly, for the other teams that finish on equal points, they will have the 'for and against' from that forfeited team deducted from their total. For teams involved in competing against teams on two occasions during the tournament, the calculations for the benefit of this rule will be the corresponding game in each round.  <b>EXAMPLE:</b> Team C - Forfeits to Team A in game three (first round) Team A Wins 5-0 on forfeit Team B Defeats Team C, 5-3 in game four (first round)  If after the Round Robin series, the 'for and against' is: Team A - 50 for and 10 against (+40)

	<p>Team B - 60 for and 20 against (+40)</p> <p>The above results would be reduced first, and the result is:</p> <p>Team A - 45 for and 10 again (+35)</p> <p>Team B - 55 for and 19 against (+36)</p> <p>Therefore, team B would gain the higher position</p> <p><b>Note:</b> Forfeits for any reason in the Finals Series negate the forfeiting team's right to participate further in the tournament.</p>
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## 9.7 DETERMINING POSITIONS FOR FINALS SERIES

<b>9.7.1</b>	<p><b>HIGHEST COMPETITION POINTS</b></p> <p>The team with the highest competition points on the ladder will determine positions for Final Series. If teams are equal on points at the completion of the rounds the following measures will be used to decide the higher team.</p>
<b>9.7.2</b>	<p><b>DIFFERENTIAL</b></p> <p>The differential is determined by subtracting the total of tries scored 'against' from the amount of tries scored 'for'. The team with the best differential will obtain the higher position.</p> <p>Example:</p> <p>Team A scores 50 for and 10 against Team B scores 40 for and 10 against</p> <p>By subtracting the 'against' from the 'for', Team A would be +40, whilst Team B would be +30.</p> <p>Team A would therefore obtain the higher position.</p> <p>If teams have the same 'difference' the percentage system would then apply.</p>
<b>9.7.3</b>	<p><b>PERCENTAGE</b></p> <p>If this system is used, it is easily explained that if the 'difference' is in the 'plus' situation (see above), the team with the least number of tries scored against them, would obtain the higher position.</p> <p>However, if the 'difference' is in the 'minus' situation, the team that has scored the most tries would obtain the higher position.</p> <p>The percentage system is calculated by placing tries 'for' over tries 'against' and multiplying by 100 over 1.</p> <p style="text-align: center;">Example: Team A = <math>\frac{50}{10} \times \frac{100}{1} = 500\%</math> Team B = <math>\frac{60}{20} \times \frac{100}{1} = 300\%</math></p> <p>Team A would obtain the higher position.</p> <p>If the above systems are unable to decide the outcome, the ROUND Game result will be used.</p>
<b>9.7.4</b>	<p><b>RESULT OF ROUND GAME</b></p> <p>If all is equal than the result of the round game between the two shall determine the higher position.</p> <p>If the round match was a draw, the MOST TRY'S will be used.</p>
<b>9.7.5</b>	<p><b>MOST TRY'S FOR</b></p> <p>The team with the most try's after the round matches will be determined in the higher position.</p> <p>If this is equal, LEAST TRY'S will be used.</p>
<b>9.7.6</b>	<p><b>LEAST TRY'S AGAINST</b></p> <p>The team with the least try's scored against them will be determined in the higher position.</p>
<b>9.7.7</b>	<p><b>FINAL DROP OFF OR COIN TOSS</b></p> <p>If all the above systems are unable to decide the outcome, either a DROP OFF or COIN TOSS shall be used at the discretion of QTF.</p>

## 9.8 FINAL SERIES

9.8.1	This will be determined by the final number of accepted team nominations.  The format for the Final series will not be posted until such time as the draw has been finalised.
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## 9.9 DISMISSAL (SEND OFF)

9.9.1	A Player or Accredited Team Official dismissed for misconduct is to take no further part in that match and is to move to and remain outside the Perimeter for the remainder of the match.
9.9.2	The dismissed player or Accredited Team Official cannot be replaced and, in accordance with TFA Disciplinary Regulations, that player shall receive an automatic two (2) match suspension, unless the Disciplinary Tribunal considers further action is warranted.
9.9.3	Any suspension is to be served on the following games in which the team actually plays. Byes do not count as a game played. A team that wins by a forfeit will count toward suspension, however a team losing by forfeit will not count toward suspension.

## 9.10 SIN BIN (PREVIOUSLY PERIOD OF TIME)

9.10.1	The on-field referee is required to indicate the commencement and the end of the sin bin time.  Any player sent to the sin bin must stand in the sin bin area at the opposition's end of the Field of Play and on the same side as their interchange area.  Any player sent to the sin bin must return to the interchange area prior to re-entering the Field of Play.
9.10.2	<b>A player sent to the Sin-Bin Area for a period of four (4) completed Possessions.</b> The player is counted as a player on the Field of Play and cannot be replaced or interchanged.  Any action that causes the Touch count to restart will result in a continuation of that possession. For the avoidance of doubt, should a defender knock the ball down or give away a penalty, this does not mean that the possession has been completed, but rather the possession continues.
9.10.3	Any player who receives two (2) Sin Bins throughout the tournament, will receive an automatic one (1) match suspension. Every subsequent Sin Bin will receive an automatic one (1) match suspension.

## 9.11 SUBSTITUTION & SUB BOX

9.11.1	The only personnel allowed in the sub box will be the fourteen (14) players participating in the game, a maximum of (2) two non-playing reserves (these reserves must not be in playing uniforms), and maximum of four (4) Team Officials, the Coach, Assistant Coach, Manager, and/or Affiliate Official that are nominated on the Registration Sheet. That is a maximum of twenty (20) people.  Authorisation from QTF must be gained <u>prior to the event</u> for any other person(s) to be in the sub box area (includes extra officials such as a certified medical professional).  <b>Note:</b> Any player found to have left the sub box to become involved in a melee, brawl or fight may be dealt with in the following way. If in the referees view a player/s or official/s leaving the sub box engages in <b>illegal play</b> that <b>would</b> of general game play warrant being sent off, they should do so.  If in the referees view a player/s or official/s leaving the sub box engages in <b>activities that would not</b> under normal circumstance of general game play warrant being sent off, they should: <ul style="list-style-type: none"> <li>• Record the number of the player(s) leaving the sub box to become involved in melee, brawl or fight,</li> <li>• Advise the captain that they will report those players to QTF</li> </ul> File a report at the end of the game noting those players for QTF to take action.
9.11.2	<b>Shared Substitution Box (Interchange Area)</b> In the unfortunate circumstance where a shared Substitution Box is required, teams will be allocated to the Substitution Box at the defending end of the field. Teams will change at half time.

### 9.11.3 Coaching Positions

A Coach may position themselves at the end of the field of play. If they are at the end of the field, they must remain at least 5 metres from the dead ball line.

Any coach/manager or other designated team official at the end of a playing field cannot issue any verbal or physical commands directly to the team they are observing and can only communicate to the team or other team officials in the Interchange Area by either returning to the Interchange Area and/or by use of electronic communication equipment.

Any person found to be disregarding this tournament rule will be asked to return to the Interchange Area. Coaches are reminded that they are under the jurisdiction of the Tournament Conditions and the Match Official regardless of being either in the interchange area or at the end of the field.

Failure to comply with this will result in individuals being asked to leave the venue for the duration of the game and may result in further action.

## 9.12 COMMUNICATION BETWEEN REFEREE & COACH

### 9.12.1

To prevent heated confrontations and/or the escalation of incidents occurring in game, the Captain, Coach and/or Team Manager are encouraged to have respectful and ongoing communication prior to, during and at the completion of the game. This includes the answering of general questions only, however, **does not permit** the Captain, Coach and/or Team Manager to abuse and/or repeatedly question the Match Official(s).

If any communication between a Coach and/or Team Manager and Match Official(s) becomes aggressive and/or confrontational, communication between all parties is to **cease immediately**.

**Referees are instructed to no longer engage with the player, coach, manager or official and will walk away from any possible confrontation reporting the same to the QTF Referee Manager.**

**Note:** No person is permitted to approach a Match Official (Referee) after the game has concluded and Score Sheet signed. Similarly, no heated exchanges are to occur with Referee Coaches or other Event Official in the vicinity.

### 9.12.2

#### Junior Match Official

Where a Junior Match Official is allocated to the game, the Coach and/or Team Manager should direct all general enquiries and communication to the senior Match Official of the game, or to the QTF Referee Manager, where no senior Match Official is available.

### 9.12.3

All members and event participants be they players, coaches, office-bearers, affiliate managers, team managers, referees and/or spectators/parents have an obligation to be conversant with and **MUST** abide by the TFA Codes of Conduct, TFA Member Protection Policy and QTF General Conditions of Entry, including the Zero Tolerance Protocol (Item 9.16).

### 9.12.4

Breaches of the TFA Code of Conduct will be referred to QTF Judiciary Panel. It may also lead to suspension and possible exclusion from the event, fines for both the individual and affiliate.

The QTF Judiciary Panel may impose additional penalties to be served in addition to any event suspension and/or exclusion. Further information on Disciplinary process is outlined in Section 10.

## 9.13 SCORE CARD

### 9.13.1

The signing of the Score Cards will only take place by the **Team Manager**. In the absence of a Team Manager for open/senior teams only, the Captain will be responsible for this.

Should either try to engage the referees in discussion about the game or decisions in the game, the referees will **immediately stop** those discussions and direct the QTF Referee Manager or Event Manager. Any dispute of the score must be raised in writing at Tournament Control as outlined in clause 10.2.

**9.13.2** In signing the score sheet, the nominated person, on behalf of their team, has acknowledged and accepted the score and scorer's information on the score sheet to be correct.

## 9.14 ZERO TOLERANCE PROTOCOL

**9.14.1** To ensure a safe and enjoyable playing environment for all spectators, players, volunteers and officials, QTF has adopted a **Zero Tolerance Protocol** for inappropriate behaviour for any person that attends a QTF event and does not adhere to the Code of Conduct. This will ensure that:

There will be zero tolerance shown towards any inappropriate or abusive behaviour from spectators, players, volunteers and officials. Any spectator and/or participant who feels the need to:

- Persistently or wilfully question or challenge the ruling of a Referee (Match Official)
- Berate or abuse Event Officials e.g. Ground Staff/Referees
- Berate or abuse Volunteers
- Berate or abuse Players
- Berate or abuse other Spectators

The unacceptable behaviour will be addressed with the following process to occur (during a Game):

1. Referee is to provide the Player/ Coach / Team Manager and/or Spectator with a **FIRST AND FINAL WARNING** to stop. This action must be noted on the game Score Sheet.
2. If the Player/ Coach / Team Manager and/or Spectator has been warned and continues with unacceptable behaviour, the Referee is to:
  - a. Stop the game and locate an event Official to address the incident further.
  - b. If no event Official can be found, try to ignore the antics and progress with the game as best as possible. At this point a **FORCED INTERCHANGE (Player/Captain)** is appropriate.
  - c. If after a **FORCED INTERCHANGE** of Captain has been taken but the bad behaviour of the individual continues – a **SIN BIN** is appropriate.
  - d. If the behaviour is still not ceased – **SEND OFF**. The dismissed player or official cannot be replaced and shall receive an automatic two (2) match suspension.
- e. At the conclusion of the game - the Referee(s) and/or Event Official are to submit a report on any breach of the Zero Tolerance Protocol before the next Round of Games finish.
- f. Tournament Management will then review the Incident Report and decide on whether **FURTHER ACTION** is required under the Disciplinary Regulations

This action has unfortunately become necessary due to the reported instances of inappropriate and abusive behaviour at junior events. QTF endeavours to provide a safe, competitive and friendly environment for all participants.

## REFEREE DISCIPLINARY PROTOCOLS

Referees are encouraged to follow the below sequence of disciplinary protocols when dealing with instances with ensuring an abuse and harassment free environment.



The sport depends on the development and support of Referees, Accredited Volunteers and Players and this Zero Tolerance Protocol is not aimed at stifling or diminishing healthy support, cheering, or the ability of spectators to enjoy the spectacle of the sport, rather to ensure that it is done in an appropriate manner.

## 10. PROTEST, DISPUTES & DISCIPLINE

### 10.1 PROTESTS & DISPUTES

<p><b>10.1.1</b></p>	<p>Protest and Dispute matters will be heard and determined by either the QTF Disciplinary Panel, Conduct Committee or a Protest and Dispute Committee, as appointed by QTF.</p> <p>The Protest and Dispute Committee will be chaired by the appointed delegate of QTF.</p> <p>All judiciary matters will be heard in accordance with the TFA Disciplinary Regulations.</p>
<p><b>10.1.2</b></p>	<p>Protests and Disputes must be lodged in writing by the Affiliate Coordinator <b>within 60 minutes or as per relevant Event Conditions of Entry</b> of the conclusion of the event/game in question to the Event Manager or to an official designated by the CEO.</p> <p>At this time the Protest and Dispute will be assessed. If warranted it will progress to either the Judiciary Panel or the Protest and Dispute Committee.</p>
<p><b>10.1.3</b></p>	<p><b>The protest must be lodged and signed by the Affiliate Coordinator.</b></p>
<p><b>10.1.4</b></p>	<p>If deemed warranted, the protest or dispute will then be investigated by the Protest and Dispute Committee and their decision will be returned to the Affiliate Coordinator.</p> <p>Any notice to be served on any person to attend a hearing must be served on the Affiliate Coordinator and any such service is deemed to be served on all parties or persons under the control of the Affiliate Coordinator.</p>
<p><b>10.1.5</b></p>	<p>QTF reminds all parties that the following issues will not be open to appeal and or protest and therefore formally advises all teams that they must be aware of this prior to the commencement of games:</p> <ul style="list-style-type: none"> <li>• <b>Rule 25 Match Officials:</b> The Referee is the sole judge on all match related matters inside the Perimeter for the Duration of a match, has jurisdiction over all players, coaches and officials. The</li> </ul>

Referee may impose any sanction necessary to control the match and in particular; award penalties for infringements against the rules at his/her discretion and interpretation

The complainant can bring to the attention of Tournament Control any matter associated with the above Rules to enable discussion and clarification with relevant Officials (Referee Panel, Referee Coach and subsequently the referee) as required.

## 10.2 SCORE DISPUTES

**10.2.1** It is the responsibility of each team to allocate the appropriate person to sign the Score Sheet at the end of each game. It is recommended that this be a Team Manager or Coach instead of a player. **In signing the score sheet, the nominated person, on behalf of their team, has acknowledged and accepted the information on the score sheet to be correct.**

### Score Dispute

If a team does not agree with the score on the score card, they are to lodge a protest via the Affiliate Coordinator/Team Contact **within 30 minutes of the conclusion of the game**. The following information is to be provided with the protest:

- The team that tapped off first and direction of play;
- The order the scoring occurred (including player numbers of both teams);
- The half time and full-time scores.
- A completed QTF team score sheet

The opposing team will be called to verify the score. If they do not agree or in the event of inconclusive evidence the score will be recorded as the score that the referees have recorded. Alternatively, video evidence or equivalent can be provided (if available) and the evidence will be used only if conclusive.

**Note:** A score protest will not be reviewed unless a completed score sheet is provided by the team with scorers (both teams) and time/sequence, half- and full-time scores. QTF score sheet can be located on the QTF event specific website. This is requirement for all QTF events.

## 10.3 PLAYER ELIGIBILITY

**10.3.1** The Affiliate Coordinator is responsible for ensuring all players are correctly registered to each Affiliate team, and the Affiliate Coordinator/Team Manager must sign off on team sheets at the Tournament Check In.

All registered players for both teams will be listed on the score card for each match.

**No additional players can be written onto the score card.** Players can only be crossed off.

If a team believes that the opposition plays an unregistered player/s, they can lodge a protest.

It is up to the Team Manager to ensure all players are registered before taking the field.

Match Officials (Referees) will be checking the Score cards to ensure all players are registered.

**10.3.2** In the event of a valid protest being lodged regarding a player's eligibility, (should QTF feel the protest has foundation), the Affiliate will be required to provide proof of eligibility.

Documentation of an individual required to prove eligibility would include:

- Statutory Declaration that they have meet eligibility criteria
- Copy of individual(s) registration
- Copy of sign-on sheets or any other data to substantiate that the individual is eligible.

Should an Affiliate be unable to prove eligibility of a player, the player will be unable to participate in the tournament. A team found playing an unregistered or ineligible player may be disqualified.

All eligibility protests must be lodged as outlined in clause 10.1.



## 10.4 DISCIPLINARY ACTION

10.4.1	All players sent from the field for the remainder of the game will be dealt with via the TFA Disciplinary Regulations and may be required to appear before a QTF Disciplinary Hearing.
10.4.2	Any player, official or other member of an Affiliate who is the subject of a complaint or report may be dealt with via a convened QTF Judiciary Panel and/or Conduct Committee.
10.4.3	In the case of a player being dismissed from the field of play for the remainder of the game, the Team Manager is required to report to the Tournament Control <b>no later than 30 minutes after the game</b> from which the player was dismissed where they may be issued with a Notice of Hearing outlining details of the Disciplinary Hearing and a copy of the written complaint or report.  The procedures for each event are covered in the relevant Event Conditions of Entry.
10.4.4	Disciplinary Hearings will be conducted at the earliest possible convenience after provision of the report is handed to the team manager who will be responsible for passing the paperwork onto the player concerned.  In the case of a complaint or report being submitted on a player, official or other member, a QTF official will contact the Affiliate Coordinator who will be issued with a Notice of Hearing outlining details of the Disciplinary Hearing and a copy of the written complaint or report.  The procedures for each event are covered in the relevant Event Conditions of Entry.
10.4.5	It is the responsibility of each Affiliate Coordinator to ensure that all their players, officials and teams behave themselves whilst participating in a QTF event.  The TFA National Integrity Framework and TFA Code of Conduct is inclusive in all participant registration and is available from <a href="http://www.touchfootball.com.au/policies/integrity/">www.touchfootball.com.au/policies/integrity/</a> .
10.4.6	On any written complaint that is made to the Event Manager, CEO or delegate, which is prejudicial to the interests or welfare of the Association, its Administration, the game of Touch or on the part of any Member of the Association, the CEO and or the Board shall have the power to deal with such complaint and in the exercise of the power hereby conferred may disqualify, suspend, fine or otherwise deal with any person or body they find to have been guilty of such conduct.  This power also extends to an official of the QTF citing an incident of conduct prejudicial to the sport of touch.

## 11. EVENT OPERATIONS

### 11.1 CONTROL OF THE EVENT

11.1.1	The QTF Event Manager, in conjunction with the CEO or their delegate will be in charge of all matters relating to a QTF Event.  All matters not covered in the General Conditions of Entry will be determined by the above Officials and their decision will be final.
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### 11.2 COMPETITION SPECIFIC INFORMATION

11.2.1	All Competition specific information will be determined for each event and covered in the Conditions of Entry for that event. This can include but not limited to; competition points, game timings, draw formula, championships points, etc.
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### 11.3 AFFILIATE COORDINATOR/ TEAM MANAGEMENT RESPONSIBILITIES

11.3.1	QTF will provide either an Information Booklet or Online Briefing Video directly to all Affiliate Coordinators and Team Management prior to each event. All questions should be directed to the QTF Event Manager.
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	It is the responsibility of Affiliate Coordinators and Team Coaches, Managers or Officials to view the information, as it is expected that all information within is understood.
11.3.2	If deemed necessary, QTF will request the Affiliate Coordinator and Team Management to attend meeting(s) at the commencement of and/or during the specific event. Reasonable notice will be provided to those involved.

## 11.4 MATCH BALLS

11.4.1	All matches must use the official QTF STEEDEN Match Ball in all games throughout the tournament. All teams receive a ball from QTF at the allocated Team Check-In / Managers Meeting.  It is the responsibility of both teams to bring the provided official QTF match ball for use within that match. Balls will not be replaced if lost. Only faulty balls can be returned and swapped.
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## 11.5 TROPHIES

10.5.1	This will be determined for each event and covered in the Conditions of Entry for that event.
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## 11.6 PRESENTATIONS

11.6.1	Presentations will take place at an appointed time after the completion of Finals games. For the Venue, Dates and Times of the presentation ceremonies please refer to the Event Conditions of Entry.
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## 11.7 WEATHER

11.7.1	<p><b>Extreme Weather</b></p> <p>In the event of extreme weather conditions, QTF will be guided by recommendations in the TFA Electrical Storm and Wet Weather Guidelines and Extreme Heat Guidelines available at <a href="https://touchfootball.com.au/policies/sport-policies/">https://touchfootball.com.au/policies/sport-policies/</a>.</p>
11.7.2	<p><b>Weather Affected Matches</b></p> <p>Rescheduling of Rounds or Matches affected by weather will be moved to the next available timeslots, fields or rounds (where practical). QTF reserves the right to organise the affected games in whatever format which will assist the games to occur in as equal conditions as possible.</p> <p><b>Rescheduling of Matches</b></p> <p>If due to any other extraordinary circumstances that a game cannot be completed to full time, the game may be rescheduled as soon as possible at a time and on a ground arranged by Tournament Management, in consultation with both Teams.</p> <p>If the game has commenced, and cannot continue to 50% completion, the following will apply:</p> <ol style="list-style-type: none"> <li>1. The game will start from the beginning and must be completed up to the regulation full time.</li> <li>2. The score will commence at 0-0.</li> </ol> <p>Any game that has 50% of time or more completed, the score at that time will be deemed to be the final result of the game.</p> <p>If due to time constraints or any other reason that a game cannot be rescheduled the following will occur:</p> <ol style="list-style-type: none"> <li>1. Games that did not continue to 50% completion will be abandoned and a 0-0 score will result.</li> </ol> <p>When any type of weather affects a finals series, where games need to be cancelled, the top team in each pool will be awarded joint champions.</p> <p><b>Note:</b> QTF reserves the right to judge and adjust to suit the conditions as required. For events that play in</p>

	<p>a non-break touchdown turnaround format, half time will be deemed as 50% of the time left in the match.</p>
<p><b>11.7.3</b></p>	<p><b>Air Quality</b>            The air quality may vary throughout an event due to pollution (such as caused by bushfires) in the region. As such, QTF will continue to monitor air quality. All participants including players, referees and spectators need to be aware that we will have measures in place to either alter playing conditions, the draw or to postpone/cancel games should we feel that it is necessary. If conditions at any time are deemed dangerous, due to smoke or fire, QTF will act accordingly. Decisions on actions taken will be in consideration of <a href="#">TFA Air Quality Guidelines</a>.</p> <p>In the event that games need to be rescheduled due to air quality, please refer to Clause <b>11.7.2 Rescheduling of Matches</b>.</p> <p>Participants with chronic health problems, particularly respiratory and cardiac, need to consider the risks of playing in a smoke-filled environment. QTF encourages all players, and their families, to consider the health risks associated with exercising in a smoke-filled environment. If anyone is participating and starts getting symptoms, they should be brought off the field immediately and given medical attention.</p>

## 11.8 TENTS, FOOD HANDLING & ICE BATHS

<p><b>11.8.1</b></p>	<p>Refer to relevant Event COE for advice on tents, food handling &amp; ice baths</p>
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## 11.9 FORCE MAJEURE

<p><b>11.9.1</b></p>	<p>A. If QTF is unable to perform, in whole or part in any obligation under these regulations of a Force Majeure Event, QTF is relieved of that obligation under these regulations to the extent, and the period it is unable to perform.</p> <p>B. In addition to, QTF has no obligation to refund to any individual or team any fees paid if it is unable to perform by reason of a Force Majeure Event.</p> <p><b>FORCE MAJEURE EVENT:</b> for the purposes of these regulations a force majeure event includes but is not limited to any or all of the following:</p> <ul style="list-style-type: none"> <li>• Acts of God including flood, drought, earthquake, storm, cyclone, fire, explosion, epidemic; or</li> <li>• War or Act of Terrorism; or</li> <li>• Riot or civil disturbances; or</li> <li>• Permanent injunction of any duly constituted court of competent jurisdiction; or</li> <li>• Any fact, circumstance, matter or thing beyond the reasonable control of QTF.</li> </ul> <p><b>Event Cancellation Refund Policy</b></p> <ul style="list-style-type: none"> <li>• Where the QSC event cannot be conducted at the date, time and venue due to a Force Majeure Event, QTF has no obligation to refund any registration fees or reschedule the event.</li> <li>• QTF will however endeavour to refund registration fees, less any costs which have been outlaid and cannot be recovered by QTF.</li> <li>• QTF will advise participants within 14 days of event date of any participant refund that will be made available.</li> </ul>
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## 11.10 ALCOHOL & DRUG USE

<p><b>11.10.1</b></p>	<p>A. It is a condition of the liquor license that liquor cannot be brought into the venue/grounds. Attendees other than the licensee, found bringing liquor into the premises are liable for an on the spot fine for breaching the Liquor Act 1992.</p>
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- B. QFT reserve the right to refuse entry to, or to remove from, the event any persons who are drunk or disorderly or whose conduct is unlawful or offensive or who are not entitled to attend the event. Any person who causes a disturbance or who refuses to comply with reasonable requests from QTF Management may be removed from the venue.
- Alcoholic beverages must not be removed from the venue and must be consumed within the designated licensed area.

## 11.11 RISK, INDEMNITY, DAMAGE & LOSS

11.11.1	<p>Attendees attend the event at their own risk: Attendees are deemed to have:</p> <ul style="list-style-type: none"> <li>Understood that attending an event has inherent and obvious risks;</li> <li>Accept all the risks of attendance and all inherent and obvious risks from attending an event: and</li> <li>Voluntarily assumed all the risks in attending an event whether described in these terms and conditions or not.</li> </ul> <p>Risk of attendance at the event may include (but are not limited to);</p> <ul style="list-style-type: none"> <li>Being struck by a ball or other moving objects.</li> <li>Exposure to heat, sun, rain, wind, or storm without any protection from the elements.</li> <li>Acts of violence and other harmful acts (intentional or inadvertent) committed from another individual.</li> </ul>
11.11.2	<p>Attendees assume all risk of any damages or loss (including property damage, personal injury, economic and consequential loss) however it arises at the event. Attendees bring personal effects onto the premises at their own risk. Neither the QTF or local council will be responsible for any damage to or loss of theft of an attendee's personal property.</p>

## 11.12 POLITICAL OR OFFENSIVE SIGNAGE

11.12.1	<p>Attendees wearing or display political, religious, or offensive signage or logos, which in the opinion of QTF Management may cause a hazard or compromise safety may be asked to remove offending materials. Persons are restricted for the sale of goods or services or giving away political, religious, advertising, or promotional materials without prior written approval from QTF.</p>
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## 11.13 DANGEROUS OR PROHIBITED ITEMS

11.13.1	<p>Items which, in the opinion of QTF Management that have the potential to cause injury or a nuisance or inconvenience to any other persons will not be permitted at the event. These include controlled, dangerous, or illegal substances, flares, fireworks, laser pointers, loud hailers and weapons of any description any may include certain musical instruments, flags and flagpoles and any other weapons of any description any other items considered by QTF Management to have the potential to cause injury or a nuisance or inconvenience to any other person.</p>
11.13.2	<p>Attendees choosing to use confetti and shredded paper will be on-charged any cleaning cost associated with cleaning up the items. Used as a celebration tool confetti and shredded paper can be environmentally damaging especially when used at an outdoor venue and therefore will be prohibited.</p>
11.13.3	<p>Professional cameras, audio recording devices or video cameras (including tripods and drones) that can use captured information for commercial purposes without the prior approval of QTF Management will be prohibited.</p>



## 11.14 SMOKING

### 11.14.1

QTF Events are held at venues that do not permit smoking within the precinct.

If permitted, smoking, including the use of electronic cigarettes is banned within 10 meters of playing and viewing areas during organised under 18-sporting events as well as 5 meters of non-residential building entrances (club house and toilet facilities). Attendees found to be smoking within these areas will be asked to move to a designated smoking area or face removal from event and possible fines if they continue to smoke within the prohibited areas.

## 11.15 REFUSAL OF ENTRY

### 11.15.1

The right of admission is reserved. QTF reserve the right to refuse entry to, or remove from the event any person who:

- Is drunk and disorderly or whose conduct is unlawful or offensive.
- Causes a disturbance or refuses to comply with a reasonable request from QTF management.

## 11.16 SPONSORSHIP & LOGO DISPLAY

### 11.16.1

Any public display of an Affiliates logo and or their partners must receive express permission of the QTF prior to the event.

Penalty: \$500 maximum per breach.

N.B Sponsors and or partners that directly conflict QTF partners at QTF events will not be granted display permissions

## 11.17 MERCHANDISING

### 11.17.1

The Merchandising of QTF events will be the responsibility of QTF and its suppliers.

### 11.17.2


No affiliate, their sponsor or any third party can sell or provide merchandise at or to an QTF event without the express written consent of the QTF Events Manager.



## APPENDIX 1 – TOUCH FOOTBALL CONCUSSION REPORT

CONCUSSION REPORT PROCESS IS REQUIRED TO BE COMPLETED FOR ALL SUSPECTED CONCUSSIONS.

# Touch Football Concussion Report



### Personal Details

Name  Email

Address

P/C

Contact Phone Numbers W  H  M

### Incident Report Details

Date  Time  am/pm Team Name

Opposition Team Name  Venue

Filed No

### Injury and Concussion History

Mechanism and nature of Injury

Details of any previous concussions including date, treatment and timeframe for return to competition

*If a medical practitioner is present, attach completed SCAT5 to this document.*

### Injured Participant Declaration, or parent/guardian/coach Declaration

To the best of my knowledge, the above details surrounding my injury are true and accurate. I have been given and understand the concussion information sheet.

Name  Relation

Signature

Date

### Tournament Official Declaration

To the best of my knowledge, the details surrounding the injury are true and accurate. The injured participant is a registered and financial member of our association

Name  Position

Signature  Date

Contact Phone Numbers W  H  M

Email

## APPENDIX 2 – RETURN TO SPORT POLICY (ADULT – 18 YRS+)



# RETURN TO SPORT AND CLEARANCE PROCESS FOR ADULT 18 OR OLDER

If an athlete has been diagnosed with a concussion, or if no medical practitioner was present and they have a suspected concussion, they must follow the return to sport process outlined below. Before they are to return to competition, the clearance form must be signed by their treating physician.

The return to sport protocol is designed to gradually progress exercise levels back to competition and will take a minimum of seven days following the resolution of all symptoms, however this can take longer depending on the athlete's symptoms.

Rest and recovery is the first stage immediately after concussion. Rest means not undertaking any activity that provokes symptoms. This stage should last at least 24-48 hours, however can be longer if symptoms persist.

Following 24-48 hours of rest without symptoms, the progressive protocol outlined below is to be followed. Each stage of the progression should take at least 24 hours. If any symptoms worsen during exercise, the athlete should go back to the previous stage. Strength or weight training should be added only in the later stages (3 or 4 at the earliest). If symptoms persist more than 10-14 days, the athlete should be referred to a medical practitioner with expertise in concussion management.

The '[Return to Competition Medical Clearance Form](#)' must be completed and signed by the athlete's treating physician before they are to return to competition.

Stage	Activity	Goal of Each Stage
1. Daily activities while remaining symptom-free	Daily activities that do not provoke symptoms	Gradually reintroduce work or school activities
2. Light aerobic exercise	Walking, swimming or stationary cycling at a slow to medium pace. No strength or weight training.	Increase heart rate
3. Sport-specific exercise	Running drills in football or skating drills in ice hockey. No activities with head impact	Add movement
4. Non-contact training drills	Harder training drills. e.g passing etc. Start progressive strength or weight training.	Exercise, coordination, and mental load
After receiving medical clearance		
5. Full contact training	Normal training activities	Restore confidence and assess skills by coach
6. Return to play	Normal game play	



## APPENDIX 3 – RETURN TO SPORT POLICY (CHILD UNDER 18)



# RETURN TO SPORT AND CLEARANCE PROCESS FOR CHILD UNDER 18

The management of sport related concussion in children (5-12) and adolescents (13-18) require special paradigms suitable for the developing child and a more conservative approach.

The priority when managing concussion in children should be returning to school and learning, ahead of returning to sport. This needs to be graduated and guided by physician's instructions.

It is suggested the graduated return to play protocol should be extended such that a child does not return to contact/collision activities less than 14 days from the resolution of all symptoms.

If there are no symptoms following 48 hours of physical and mental rest, the return to sport protocol can commence.

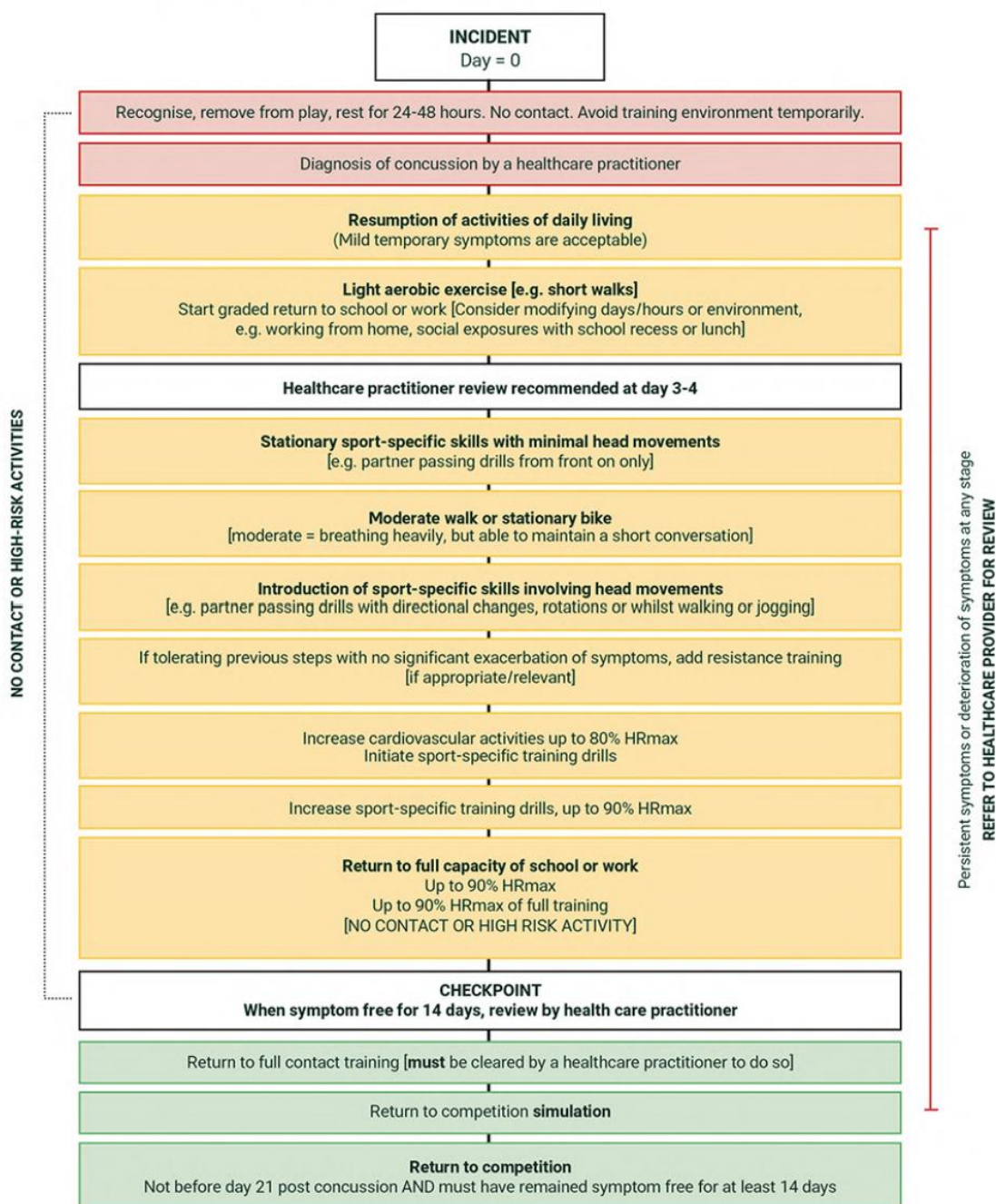
Each stage of the progression should take at least 48 hours. If any symptoms worsen during exercise, the athlete should go back to the previous stage. Strength or weight training should be added only in the later stages (3 or 4 at the earliest). If symptoms persist more than 4 weeks, referral to a medical practitioner with expertise in managing concussion should be considered. Before the athlete returns to competition, the ['Return to Competition Medical Clearance Form'](#) needs to be completed and signed by the athlete's treating physician.

Stage	Activity	Goal of Each Stage
1. Daily activities while remaining symptom-free	Daily activities that do not provoke symptoms	Gradually reintroduce work or school activities
2. Light aerobic exercise	Walking, swimming or stationary cycling at a slow to medium pace. No strength or weight training.	Increase heart rate
3. Sport-specific exercise	Running drills in football or skating drills in ice hockey. No activities with head impact	Add movement
4. Non-contact training drills	Harder training drills. e.g passing etc. Start progressive strength or weight training.	Exercise, coordination, and mental load
After receiving medical clearance		
5. Full contact training	Normal training activities	Restore confidence and assess skills by coach
6. Return to play	Normal game play	

## APPENDIX 4 – GRADED RETURN TO SPORT FRAMEWORK FOR TOUCH FOOTBALL

NB: Athletes will not be allowed to return to competition within 21 days.

Figure 3: Graded return to sport framework for Touch Football



Reference: Australian Concussion Guidelines, 2024



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