



BUNDABERG TOUCH ASSOCIATION INCORPORATED (BTA)

REPRESENTATIVE POLICY

Bundaberg Touch Association Inc (IA56226)

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Affiliated with Central Queensland Touch Association, Queensland Touch Football and Touch Football Australia

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DEFINITIONS

BTA – Bundaberg Touch Association

CQTA – Central Queensland Touch Association

QTF – Queensland Touch Football

TFA – Touch Football Australia

1. BTA REPRESENTATIVE COORDINATOR

The Bundaberg Touch Association may appoint a Representative Coordinator from time to time for the purpose of managing and administering the BTA Representative Team programs including, but not limited to (*IAW BTA Representative Coordinator Role Description*):

- a) Maintain an up-to-date knowledge of the Central Queensland, Queensland Touch Football and Touch Football Australia events, locations and dates.
- b) Present (in consultation with the appointed Team Manager) to the BTA Management recommendation on the cost per player, (established via a shared cost method) and outlining the cost to the Association for the officials of the team.
- c) Declare open team and official nominations, and provide a timetable for the selection of each team (*in consultation with the Coaching Coordinator*).
- d) On closing of nominations, a list of officials seeking positions with each team to be presented at the next BTA Management meeting.
- e) Provide the list of players recommended for selection to the BTA Management (*in consultation with the Coaching Coordinator*.)
- f) Collection of completed – player profiles – signed obligation forms including codes of behaviour – parent/guardian agreement – medical forms.
- g) Responsible for the booking and confirmation of all, transport, accommodation associated with the team/s.
- h) Prepare and submit all relevant event documentation to the appropriate hosts within the required time prior to closing date.
- i) Submit progress reports regularly to the BTA Management.
- j) All issues relating to the BTA Representative Teams uniforms (playing, training, walkout) including try-on, orders and distribution.
- k) Liaising with all team members, coaches and officials to ensure the needs of athletes are met and team members, coaches and officials are appropriately dressed, disciplined and informed of schedules, especially for training, competition and official functions.
- l) Ensuring all welfare and safety requirements for the team.
- m) Athletes under 18 years of age must be supervised at all times.
- n) Liaising with an appropriate person regarding any athlete's inappropriate behaviour, misconduct, injuries or illness.
- o) Being responsible (in conjunction with the treasurer) for all financial details, including collecting receipts and providing a financial statement of monies expended.
- p) Being responsible for team transport and hire vehicles if required.
- q) Organising meal arrangements in liaison with the coach or other officials.

2. SELECTION PANELS

- 2.1** Each Bundaberg representative team shall be selected by an appointed Selection Panel/s comprising a minimum of two (2) persons - Coach and another people nominated and approved by the BTA Management Committee.
- 2.2** No member for the time being of any Selection Panel shall be eligible to be a playing member of any Bundaberg representative team, the selection of which is the responsibility of that Selection Panel.
- 2.3** A Selection Panel may be instructed to select more than one team.
- 2.4** The BTA Management Committee shall appoint the Coaching Coordinator as chairperson for the Selection Panels.
- 2.5** When selecting representative teams, the Selection Panel must confer with the appointed Coach (if appointed) of the team being selected and may, at their discretion; refer to information from any other source deemed appropriate.
- 2.6** Selected teams shall be subject to ratification by the BTA Management Committee.
- 2.7** Players (Parents/Guardians of Under 18 players) who are unsuccessful in selection may request feedback through the Selection Panel Chairperson.
- 2.8** Any coach/selector that has a family member e.g. child/nephew/partner trialling for selection will not have a vote on that player trialling for selection. This will be openly stated to all trialling players/parents/guardians.

3. SELECTION OF BTA REPRESENTATIVE PLAYERS

- 3.1** To be eligible for selection in any Bundaberg representative team/squad, a player must, at the date of closure of nominations/trials for selection:
 - (a) be a current registered/financial member of the Bundaberg Touch Association Inc.
 - (b) be playing in the current season, and
 - (b) have submitted to BTA his/her expression of interest for selection.
- 3.1.1** To be selected in a Bundaberg under age representative team, a player must be under the team divisional age in accordance with the Age Restrictions Conditions of the CQTA or QTF.
- 3.2** Players will not be permitted to be selected in multiple teams, one must be in their age/gender division.
- 3.3** The BTA Management Committee may approve the selection of such other representative teams as may be required from time to time.
- 3.4** Any player in a Bundaberg team who wishes to withdraw at any time after selection shall notify the Manager and Secretary in writing of his/her intention to withdraw and of the reason for such withdrawal.
- 3.5** Some unsuccessful players may be appointed as 'Shadow Players' who may be given the opportunity to continue to participate in training and games to assist with their development and in the event of other players being injured or unavailable for any reason. If shadow players are required the coach may call them in to replace a withdrawn player in a manner that best suits the team i.e. replace a winger with winger.

- 3.6** No person may serve simultaneously in the capacity of a player and an official in any Bundaberg team except in extenuating circumstances as determined by the BTA Management Committee from time to time. Where extenuating circumstances occurs at a championship the BTA President (or delegate) will be the authority to determine exception.
- 3.7** All selected players are to receive a Representative Player Handbook.
- 3.8** Within fourteen (14) days after his/her selection into a team, each player selected shall forward to the Team Manager or delegate:
- (a) his/her player declaration
 - (b) a player medical information form
 - (c) uniform order form
 - (d) non refundable bond as set by the BTA Management Committee

Failure to comply with the above may result in withdrawal for the representative team.

*Note: Where a player has to withdraw due to a medical condition or extenuating circumstances, the BTA Management Committee **may**, on the provision of a medical certificate/written supporting evidence, refund the bond.*

- 3.9** Payment of costs associated with a player's selection in a Bundaberg representative team must be forwarded to the Treasurer via the Manager by the date set.
- 3.10** All selected players are required to **attend all** scheduled training sessions. Players who are absent for a number of scheduled training sessions **may** be required to show cause why they should retain their position in the team.
- 3.11** Where any player fails to comply with the requirements of 3.8, 3.9 and 3.10, that player's position in the team will be the subject of consideration by the BTA Management Committee.
- 3.12** A player in breach of the relevant player declaration may be removed from the team by the BTA Management Committee at their ultimate discretion.
- 3.13** A BTA player may not be released to another Association/Club if they have not made themselves eligible for selection in a Bundaberg representative team.

4. DISPENSATION, INJURY OR ILLNESS DURING SELECTION

- 4.1** If players are unable to attend the endorsed trial / championship they **may** submit a dispensation request in writing to the Representative Coordinator prior to the trial / championship. Any request received less than seven (7) days prior to the trial/championship will not be considered except for requests based on illness (supported by a medical certificate).
- 4.2** For medical dispensation, a medical certificate should also be provided, stating the nature and extent of the injury/illness, along with the expected recovery time.
- 4.3** For work commitments, a letter from the Players' Employer (with contact name, phone number for verification, if required).
- 4.4** It is the responsibility of the player to provide the request prior to the selection event/trial. Verbal notification for dispensation **will not** be accepted, unless under extenuating circumstances (eg compelling family reasons, illness).
- 4.5** Player dispensation requests will be reviewed by the Representative and Coaching Coordinators who will provide a recommendation for consideration by the BTA Management.

- 4.6 All dispensations, along with team selections, will be ratified by the BTA Management. Players will be notified of the result together with any relevant communication on team selections. .
- 4.7 Acceptance of dispensation does not equate to automatic selection.
- 4.8 BTA will give consideration based on the information provided and reserves the right to refuse acceptance of the dispensation request.

5. SELECTION OF BTA REPRESENTATIVE TEAM OFFICIALS

- 5.1 To be eligible for selection in any Bundaberg Representative team, an official must, at the date of closure of nominations for selection:
- (a) be a registered member of the Bundaberg Touch Association Inc
 - (b) have the minimum accreditation requirements as per BTA & QTF guidelines (e.g. Coaching, Blue card);
 - (c) Currency at club/association level in that role is preferable, and
 - (d) have submitted to the Secretary his/her nomination for selection.
- 5.2 In addition to the players selected therein, every Bundaberg Representative Touch side shall include as officials:
- (a) a coach;
 - (b) an assistant coach;
 - (c) a manager (may be appointed after team selection);
 - (d) a referee/s (*as per tournament conditions of entry*)

BTA may also consider other support staff as determined by the BTA Management e.g bus driver.

- 5.3 All nominees will be notified of the outcome of their nomination in writing within 7 days of the BTA Management Committee Meeting where appointments have been made. Unsuccessful nominees may request feedback from the BTA Management Committee.
- 5.4 Any official in a Bundaberg Representative team who wishes to withdraw at any time after selection shall notify the Secretary promptly of his/her intention to withdraw and of the reason for such withdrawal.
- 5.5 The Association may subsidise each representative official for travelling and accommodation costs estimated to be incurred, and the BTA Management Committee shall determine the amount of such subsidy at the time the budget is adopted.
- 5.6 No person may serve simultaneously in the capacity of a player and an official in any Bundaberg team except in extenuating circumstances as determined by the BTA Management Committee from time to time.
- 5.7 An official in breach of the relevant Official declaration may be removed from the team by the BTA Management Committee at their ultimate discretion.
- 5.8 A BTA official may not be released to another Association/Club if they have not made themselves eligible for selection in a Bundaberg representative team.

6. BTA REPRESENTATIVE TEAM OFFICIALS

6.1 COACH

- a) The Coach shall have control of the team on the field during training, warm up or in match play, and liaises with the Manager re: discipline, training etc.
- b) To develop players to the standard required to be competitive at a Junior Level.
- c) To provide leadership and discipline.
- d) Support Bundaberg Touch in the implementation / adherence to the Bundaberg Touch Association policies and procedures.
- e) Attend all training programs and camps required by Bundaberg Touch.
- f) Develop and monitor fitness for all players.
- g) Provide regular training sessions (once per week is sufficient).
- h) Provide opportunities and support the Assistant Coach to develop and improve their capabilities by allocating roles appropriate to their development stage.
- i) Coaches will compile and provide appropriate selection criteria for their team that would include appropriate physical, psychosocial/sociological, game skill, game awareness skills.
- j) Provide player feedback on performance (strengths/improvement areas).
- k) Provide feedback to Contribute to post-tournament review.

6.2 ASSISTANT COACH

- a) To provide support to the coach to develop players to the standard required for the team to be competitive.
- b) To liaise and work closely with the Coach and Manager in the delivery of programs for the players.
- c) To work closely with the Bundaberg Touch Coaching Coordinator and other Support Staff in the implementation / adherence to policies and Code of Behaviour for players and coaching staff.
- d) Assist the Coach in the following areas:
 - i. Attend all training programs and camps required by the Bundaberg Touch and/or the Coach Coaching Program for players
 - ii. Monitor fitness for players
 - iii. Attend regular training sessions and other duties as delegated by the Coach
 - iv. Contribute to post-tournament review

6.3 MANAGER

- a) Primarily, ensure the wellbeing and enjoyment of players – *allow players to think only of playing.*
- b) Demonstrate leadership and discipline to players and coaching staff alike.
- c) Be fully conversant with and accept Bundaberg Touch policies and procedures, code of conduct and dress code with respect to representative tour requirements and to create awareness with players and coaching staff as to their responsibilities.
- d) Be accountable to the Bundaberg Touch Management Committee.
- e) Be fully conversant with Tournament Conditions and attend any Meetings required by either the Coaches or the Tournament Convenor. Ensure coaching staff are familiar with conditions, draw etc.
- f) Develop the Manager's role with the Coach and liaise constantly on all matters pertaining to player training commitments, social activities, tour matters.
- g) Maintain a register of training attendance/illness/injury/behaviour and other concerns.
- h) Attend all training programs and camps required by the Bundaberg Touch and/or the Coach
- i) Prepare post-tournament report and provide to Bundaberg Touch within 21 days of completion of tournament.
- j) Liaise directly with the Bundaberg Touch Representative Coordinator with respect to all uniform, travel, accommodation and tour requirements.
- k) Liaise directly with the Coach on all matters relating to training and fitness.
- l) Liaise with coaching staff with respect to their requirements in the lead-up and at the Tournament.
- m) Contribute to post-tournament review.

- n) Report any serious issues of discipline and behaviour to the Bundaberg Touch Association Management.

7. BTA REPRESENTATIVE TEAMS - GENERAL

- 7.1 Subject to 5.1, general authority over any Bundaberg Representative team, including officials, shall repose in the Team Officials (*Manager, Coach and Assistant Coach,*) and all members of such team shall submit to that authority and comply fully, at all times, with the directions of the Manager.
- 7.2 Save and except where the President or another officer of the Association in lieu of the President is travelling with or as part of a Bundaberg Representative team, the agreed Team Official of the team shall be deemed the official representative of the Association for all purposes connected with the team.
- 7.3 All personnel selected in a Bundaberg Representative team shall at all times abide by the procedures and guidelines as set in our representative team policy documents. Where any such personnel breach of the policy occurs, such is to be reported to Secretary and the BTA Management Committee may dismiss that person from the team and direct to choose a replacement.
- 7.4 During championships, tournaments or on tour, the selection of a playing team shall be the responsibility of the relevant Coach in consultation with the Assistant Coach having regard to advice from the Manager as to any illnesses, injuries or disciplinary action which would exclude a player from consideration.

*Coaches need to ensure that all players (with the exception of injuries/illness/disciplinary action) have been provided **sufficient opportunity** to participate in the championship. This is at the discretion of the coach and he/she must be able to justify game allocations at the request of the BTA Management Committee, if required.*

- 7.5 BTA adopts the following policy/procedures:
- Bundaberg Touch Association Illegal Drugs Policy. The purpose of this policy is to ensure the association committee and association members understand the association's position regarding illegal drugs and how it will respond to a drug-related incident within its jurisdiction.
 - Touch Football Australia (TFA) Member Protection Policy. The Member Protection Policy aims to ensure ethical and informed decision making and responsible behaviour in our sport. The Member Protection Policy contains the Touch Codes of Conducts for Officials, Coaches, Players, Administrators, Parents/Guardians and Spectators.
 - Touch Football Australia (TFA) Disciplinary Regulations Manual.
 - Touch Football Australia (TFA) Extreme Weather Guidelines.