



TABLE OF CONTENTS

SECTION 1. INTRODUCTION

Operations Manual
Revision Status of Manual

SECTION 2. CONSTITUTION AND INCORPORATION

The Constitution
Legislative Responsibilities
Certificate of Incorporation

SECTION 3. GOALS AND OBJECTIVES

Goals and Objectives
Method of Support Funding
Junior Development
Senior Development
Official Development

SECTION 4. A.G.M. PROCEDURES

Requirements for the Annual General Meeting
Agenda of the AGM
Meeting Procedure
Representatives
Requirements following the AGM.

SECTION 5. COMMITTEE

Committee Structure
Committee Position Descriptions
Committee Contact Details
Committee Meetings
Committee Communication
NBTA Member Communications

SECTION 6. FINANCIAL REPORTS AND BUDGET

Budget
Audit for Financial Reports
Detailed Financial Records
Accounts and Cheques
Department of Fair Trading

SECTION 7. INSURANCE

Contents Insurance
Player Insurance & lodging a claim.
General Insurance requirements

SECTION 8. TOMAREE SPORTS COUNCIL

Tomaree Sports Council
Tomaree Sports Council - Voting Rights

SECTION 9. OVAL USAGE AND MAINTENANCE

Tomaree Sports Complex
Oval Usage Nominations
Cost of Oval Usage
Maintenance Reports
Field Lights
Light Usage Accounts
Tomaree Sports Complex Layout
Line Marking

SECTION 10. COMPETITION GUIDELINES

Advertising
Registrations
Team Registration Fees
Summer Competition and Functions
Winter Competition and Functions
Team Competition Grades
Playing Days
Point Score
Finals Format
Prizes

SECTION 11. JUNIOR COMPETITION GUIDELINES

Junior Competition
Registrations
Divisions
Points Score
Presentations

SECTION 12. RULES OF PLAY

TFA. Rules & NBTA Requirements
Local Rules
Player Send Off
Judiciary Guidelines & Associated Forms

SECTION 13. N.S.W. TOUCH FEES AND REGISTRATIONS

Fees and Charges
Registration Forms
Competitions Run by NSW and TFA
Data Base

SECTION 14. CANTEEN OPERATION

Access to Canteen and Key Holders
Beer Fridge Access
Canteen Processes

SECTION 15. LIQUOR LICENSE

Liquor License
Function Dates Application

SECTION 16. REFEREES

Referee Processes & Statement of Duties

SECTION 17. REPRESENTATIVE COMPETITION

Representative Policy & Selection Processes
Representative Co-Ordinator/s – Statement of Duties
Director of Coaching - Statement of Duties
Selector Co-Ordinator - Statement of Duties

SECTION 18. FIRST AID

C.P.R.
First Aid Kits
Risk Management
Sports Trainer/Strapped/Massage Therapist

SECTION 19. SPONSORSHIP/GRANTS/FINANCIAL PAYMENTS & SUPPORT

Club Sponsors & Sponsorship Agreements
Club Peron of the Year
Fundraising Activities
Grants
Tender Submissions
Course Cost Support for Club Personnel
Hardship Support for Members
Higher Level Selection Support Payments
Donations
Scholarships
Family Discount Scheme
Committee Appreciation Events
Referee Payment Structure for Local Competitions
Referee Payment Structure for Representative Competitions
Purchasing Processes & Approved Suppliers
Canteen Co-ord Payments
Competition Co-ord/ Payments

SECTION 20. KEY DATES AND SCHEDULES

SECTION 21. SUNDRY AND MISCELLANEOUS

Archives
Documents
Website
Club Email
Club Telephone

SECTION 22. LIST OF APPENDECIES

This Operations Manual is to be used as a guide for the elected NBTA Committee to perform various duties necessary for the correct operation and function of the Nelson Bay Touch Association.

This Manual is to be updated as required to allow for the alteration of dates, costs and other contingencies and approved by the Executive Committee. A Revision Status for the manual is located on page 5. It is recommended that the Executive Committee undertake a formal review upon election to their positions after the AGM. The information contained herein must be read and understood at the inception of each new Committee. This should be undertaken as soon as possible after the A.G.M.

This Operations Manual have been formulated from the experience of past Committees, along with feedback gathered from players, officials, volunteers, and other bodies.

The following pages reflect the experience gained and provide a general guide to the best way to conduct the sport of "Touch" in Nelson Bay.

Before making any changes to the processes used by the Association, please consider carefully, the consequences and ramifications of such changes on the sport of Touch in Nelson Bay and apply a due diligence review process for all changes identified.

Operations Manual - Revision Status

Rev/Date	Section Changed	Reason for Change	Approval Date by Executive
Mar11	Operation Manual Released. Section 19 content to be updated at a later stage. Action Raised in Register for update.	Manual Released for use	07/04/11
May 12	Operations Manual refined for 2012; Updates reflect the new Exec positions and Section 19 updates. It is noted that changes relating to Section 11 are still to be considered prior to the Junior Competition start.	Manual Released for use; pending future changes to Section 11.	12/05/12

2.1 The Constitution

The Nelson Bay Touch Association Constitution which should be read and understood by each new Committee. Information regarding the Constitutional requirements of an “Incorporated Association” is available from “The Department of Fair Trading.” The refined NBTA Constitution was endorsed at the 2012 AGM.

NBTA Logo will be reviewed regularly and included on official.

2.2 Legislative Responsibilities

The Committee’s responsibilities are governed by the **Associations Incorporation Act 2009**. Information regarding the requirements of an “Incorporated Association” is available from “The Department of Fair Trading.”

In the running of the Nelson Bay Touch Association the organisation must also ensure that the operations of the NBTA club comply with specific requirements defined by the following.

- Port Stephens Council requirements
- Touch Football Australia
- NSW Touch
- Hunter Hornets
- WHS Legislative requirements
- Child Protection Legislative requirements
- Dept. of Fair-Trading requirements
- Dept. of Gaming and Racing requirements
- Sponsorship Agreements
- The Good Sports Program
- Food Handling requirements

In addition to the above requirements the NBTA will ensure appropriate due diligence reviews are undertaken in relation to decisions made to satisfy our corporate governance and common law requirements.

To aid with the identification of requirements and ensure continued conformance & compliance, this Operations Manual and the attached Appendices have been developed. The NBTA Executive engages personnel on the NBTA Committee with the required competence levels to perform their role. When skills gaps are identified, appropriate training and education are sorted out to bridge any gaps. Position Descriptions and a Skills/Competency Register is available for Committee personnel; refer Section 5.

2.3 The Certificate of Incorporation is to be held at the club. The incorporation number is Y205 9723. ABN number is 21 060 972 950.

SECTION 3. GOALS AND OBJECTIVES

3.1 Goals and Objectives

The Goals and Objectives of the Nelson Bay Touch Association are formally defined within the "Constitution" of the club. The Constitution is supported by the Strategic Plan and the associated Annexures of the Strategic Plan, including the "Plan on a Page" document. In working towards these goals and objectives all members of the Nelson Bay Touch Association will comply with club policies and procedures as implemented/approved by the NBTA Executive Committee.

To support the NBTA Club track all issues raised both during Committee Meetings and ongoing from Club Personnel and Committee personnel the NBTA Committee has developed an "Action Register." All Actions raised will be allocated to a responsible authority within the Committee for action to close the issue out. The Register will be maintained electronically by the Secretary and action status updated during committee meetings. A priority ranking system is to be used to aid with allocating resources and prioritising actions raised.

3.2 Method of Support Funding

Nelson Bay Touch Association shall:

- Operating a Canteen
- Run Raffles
- Conduct Functions
- Charge fees to players.
- Offer advertising through sponsorship arrangements.
- Sell goods and products.
- Become involved in any suitable functions which gain a profit for the club and provide support for the game.
- Obtain Grants

3.3 Development

Junior Development

Nelson Bay Touch should run a junior competition and conduct coaching clinics for juniors in support of the club objectives. Junior representative squads and teams will also be selected to promote and develop junior players to the highest possible levels.

A Schools Liaison position has been created within the NBTA committee which is responsible for developing relationships with the schools in the Port Stephens area and acting as the point of contact with these schools to support the development of touch for school aged children. The role will work to identify and co-ordinate opportunities to promote touch skill development for school aged children. The position will also keep local schools informed of NBTA events including opening dates for registrations.

3.4 Senior Development

Nelson Bay Touch shall run senior competitions and conduct coaching clinics for senior players in support of the club objectives. Senior representative squads and teams will also be selected to promote and develop senior players to the highest possible levels. Where possible, players will be selected within the appropriate age division teams, however the Rep Co-ords and the Executive Committee through consultation with Coaches, Selectors, and the players themselves may position players in teams for the benefit of NBTA.

Abilities Development

NBTA will run an all-abilities program as part of the park touch competitions. NBTA may elect to select a representative squad to promote and develop all abilities players to play at the highest possible levels. NBTA may run skill development courses to support all abilities players to develop their skills and knowledge of the game and develop as a player to broaden their pathways within the game of touch.

3.5 Official Development

Nelson Bay Touch should run and/or provide access to members to engage in coaching clinics/courses, referee clinics/courses, selector clinics/course as well as committee administrative courses in support of the club objectives. Nelson Bay Touch will also identify Committee members to attend the annual NSW Touch State Conference to assist in the development of officials in support of Nelson Bay Touch. NSW Touch also provides clubs with access to supporting documentation via their website.

Training costs are to be budgeted for, with an emphasis on a return on that investment to the club for any financial outlay.

Online training via NSWTA and TFA is available to members. NBTA will endeavor to run courses to develop players, referees, coaches, and selectors.

www.dsr.nsw.gov.au

SECTION 4. A.G.M. PROCEDURES

4.1 Requirements for the Annual General Meeting

- a. The Association financial year is 1 April to 31 March.
- b. The AGM will be conducted in accordance with the NBTA Constitution.
- c. The Annual General Meeting shall be prior to the N.S.W.T.A. Annual General Meeting.
- d. All financial records are to be sent to the elected Auditor prior to the AGM.

4.2 Agenda of the A.G.M.

The following items must be dealt with at the AGM.

- The President and the various NBTA Co-ords will present written reports along with members of the Executive as required.
- Constitution amendments, as per constitutional requirements.
- The Treasurer's independently audited financial report is presented.
- An independent person should chair the AGM.
- A list of positions vacant and a description of the duties of each position.
- All written notices of motion for the coming year.

4.3 Meeting Procedure

- The AGM is declared open by the President. All special guests are recognized and everyone is welcomed.
- The President's report is read out.
- The Treasurer's report is read, and the Audited report is tabled. Comments and questions are called for from the floor.
- All other reports are read.
- The President introduces the Chairperson for the election of the Directors and declares all positions vacant.
- The Chairperson responds and again declares all positions vacant then proceeds to announce all received nominations and if 2 or more nominations are received a silent ballot vote will be distributed on the night to enable members to vote. Ballot papers will be placed into a locked ballot box and opened by 2 officials. The chairperson will oversee the counting of the votes. The chairperson will call for nominations for any position for which no written

submissions have been received. This process continues until all positions on the Executive have been filled.

- A failure to fill at least 5 of the following positions: of President, Vice President, Secretary, Treasurer, Park Co-Ordinator, Rep Co-Ordinator and Technical Director will mean **No Competition**.
- Determine the signatories for financial operations of the club this must include a minimum of 2 signatures, two of whom should be the treasurer and the President.
- Other positions do not need to be filled on the night and the Executive has the power to appoint other people to positions on the committee, as per the Constitution.
- Notices of motion are read out and voted on. All notices of motion voted on (positive or negative outcome) are binding until the next AGM and cannot be overruled or altered by the incoming committee.

4.4 Team Representatives

To ensure that the Association is acting with the best interest of its members, each park competition senior team must nominate at the time of registration a team delegate as per the constitution. AGM attendance requirements are outlined with the constitution.

4.5 Requirements following the AGM.

The committee meeting held directly after the AGM is to review the Event Calendar for the upcoming year. Other urgent club matters are to be discussed, including the review of this Operations Manual and associated (including the Strategic Plan) and any Induction requirements for new Committee members.

Following the AGM the Committee will determine the dates for the Park Touch Competition, meeting dates and the secretary will book the required dates via Port Stephens Council (PSC) web page facility booking form. Consideration must be given to offer sporting clubs as Tomaree sporting grounds are a shared facility. The web page and social media coordinator will advertise meeting and competition dates.

Function dates are required to be set and re-instatement of the Liquor License using the relevant forms completed and sent "if required." For further information relating to liquor sales, refer to Section 15.

The secretary will complete all appropriate forms required by the Department of Fair Trading as per the act and the treasurer will pay all required fees required for operating an association.

SECTION 5. COMMITTEE

5.1 Committee Structure

The Committee structure is required to be in accordance with the NBTA Constitution.

5.2 Committee Position Descriptions

The Committee manages the club on behalf of its members. It has the responsibility to:

- Co-ordinate the planning of activities in a manner which ensures the aims and objectives of the club are fulfilled and all legal requirements are complied with.
- Carry out the recommendations of members as expressed at the annual general meetings.
- Provide members with detailed information regarding the running of the club.
- Monitor the performance of the club officials (according to their job description and due diligence processes).
- Ensure that all the committee members are well-versed in past activities and the reasons for previous decisions, making sure any deviations from these are fully considered.
- Planning and budgeting for the future.
- Ensure that all members of the committee are role models in leadership.

The committee provides a variety of services including research, planning, event organisation, administration activities, coaching and seeking sponsorship for the organisation.

The **President** is the principal leader and has overall responsibility for the Associations administration. From a strategic perspective, the President should set the overall annual committee 'agenda' (consistent with the views of members), help the committee prioritise its goals and then try to keep the committee on track by working within that overall framework at the operational level, the major function of the President is to facilitate effective committee meetings.

The **Vice President** shall assume all duties and responsibilities in the absence of the President. The Vice should also assist the President in the effective operation of the Association.

The **Secretary** is the chief administration officer of the Association, providing the co-ordinating link between members, the Management and Working committees and outside agencies. Ideally an effective Secretary is someone who can maintain confidentiality on relevant matters, organise and delegate tasks, assist the President and Treasurer in the efficient administration of the Association and oversee the general running of the club's affairs to provide the committee with accurate records and a concise picture of the day-to-day operations of the club.

The **Treasurer** is responsible for preparing the various club budgets, planning for the association's financial future, regular monitoring of revenue and expenditure, and helping other committee functional areas with financial matters. Members assisting in financial management should have the necessary skills to complete the tasks or are provided with relevant training.

The **Park Co-Ordinator** is responsible for Supporting and guiding competition coordinators in their roles to ensure that competitions can operate smoothly and fairly. This role **must be held by a member who has held a competition coordinator role prior and have a sound knowledge of the current operation systems for competitions. Park coordinator is responsible for registering the volunteer team on the competition data system.**

The **Competition Co-Ordinators** shall take registrations, organise draws, update the database and run competition nights. Co-ordinators are the first contact people have and need to be polite, informative, and efficient The Comp Co-ords report to the Park Co-ordinator. Ensure they complete safety checks as per PSC requirements. Report any hazards in accordance with PSC procedures.

Junior Park Coordinator is responsible for construction the competition structure in line with NSWTA requirements suing their operational system. Consulting with the referee coordinator to ensure referee development is occurring. Communicating with team representative to ensure

teams are aware of the competition requirements and changes. Point of call for teams to notify any changes or forfeits. Making decisions for cancellations of games for the safety of members.

The **Senior Co-Ordinators will consist of ladies, men's, all abilities, and mixed coordinators.** They are responsible for the provision of support to the various senior competition. Duties also include promoting and encouraging Senior development at local and representative level and developing strategies with the Junior Co-ordinator for transitioning Junior players through to the Senior competitions. No competition will run if a coordinator is not allocated to competition.

The **Technical Director** should hold a minimum level 1 qualification (Coaching, Selecting or Refereeing) and be able to co-ordinate activities of the various Committee reports to provide ongoing opportunities for club capability development.

The **Child Protection Officer** is responsible for reviewing, approving the release of the Child Protection & Intervention Policy and providing education for NBTA personnel on the content to ensure compliance. Verifying members WWC numbers in line with the policies and procedures of the office of children's guardian.

The **Port Stephens Sports Council Delegate** is to assist the committee prioritise its goals and then try to keep the committee on track by working within that overall framework (the Strategic Plan and the requirements identified within this Operations Manual). The role is designed to aid NBTA with building capability within the committee and assisting with applying good Corporate Governance. TO ensure NBTA has a voice within the council and promote the needs of NBTA to the sports council.

The **Representative Co-Ordinator/s** shall be responsible for organising trials, selections and all aspects involved with representative teams attending tournaments and submit projected and actual costings to the Committee (in consultation with the Treasurer). The Co-Ordinator/s shall mediate between Committee, selectors, coaches, players, and referees on all representative matters. The Rep Co-ords report to the Technical Director.

The **Director of Referees** is to keep a database of all qualified referees, organise training courses, inform referees of their requirements for local and representative competitions. Develop and maintain strategies for ongoing development and mentoring of referees as well as develop financial strategies to support NBTA and referees. The Director of Referees reports to the Technical Director.

- Referee Co-Ord position may be split into multiple positions – Each local competition should have a referee co-ord to assist with referee allocations. If the referee Co-ord is not a referee the most senior referee on the night may assist with allocations.
A Representative referee Co-Ord shall be appointed to assist with tournament policies and procedures around representative tournaments and referee requirements. This person will consult with the NBTA Representative Senior and Junior Co-ords and NBTA Team Coaches re referee requirements at representative competitions. The representative referee co-ord position shall be held by an experienced referee.
All referee Co-Ord's shall help develop referees for representative competitions.
- Referee courses will be run by qualified referee presenters, as required, to ensure NBTA maintains suitable referee numbers. If there are not enough course participants to run a local course, participants may attend other affiliate referee courses. The participant will pay for the referee's course and keep the receipt. The referee will be reimbursed for their course payment once they have completed refereeing six local NBTA affiliate games.

- Upon Rep Team Selection each Player will receive a letter of selection which will contain details of the need for referees with Team Nomination into Tournaments. The letter will contain details of how to become a referee. Team Managers via their team chats will invite interested personal to contact the Manager if they would like to become a referee. The Manager will provide the Referee Coordinator with the interested parties details. The Referee Coordinator will contact the interested person to arrange training and mentoring of the new referee.
- The Referee Coordinator will allocate a Referee to each representative team in collaboration with team manager.
- The team manager will notify the referee coordinator if the team referee is unable to attend an event due to illness or injury or extenuating circumstances as soon as they become aware of their inability to attend.
- The referee coordinator will notify the team manager if the team referee is unable to attend an event due to illness or injury or extenuating circumstances as soon as they become aware of their inability to attend.
- The Referee Coordinator, Team Manager Representative Coordinator and Committee will endeavour to find a replacement referee including reaching out to hornets and NSWTA.
- In the event a replacement referee is not found, and a team needs to be withdrawn the team to be withdrawn will be in line with the conditions of entry of the event.

The **Coaching Coordinator** must hold a minimum level 1 qualification and be able to organise coaching courses and clinics, encourage more people to become coaches and assist with the development of all club coaches, through mentoring. The Coaching Coordinator must ensure they run a coaching course annually to support the development and recruitment of coaches. The Coaching Coordinator reports to the Technical Director.

The **Selector Co-ordinator** is to keep a database of all qualified selectors, organise training courses, inform selectors of their requirements for local and any representative selections and encourage more people to become selectors and assist with the development of all club selectors, through mentoring and courses the selectors coordinator must run a selectors mentor or training program annually. The Selector Co-ordinator is required to collaborate effectively with the Rep Co-ords and Director of Coaching. The Selector Co-ordinator reports to the Technical Director.

The **Schools Liaison** position is responsible for developing relationships with the schools in the Port Stephens area and acting as the point of contact with these schools to support the development of touch for school aged children. The role will work to identify and co-ordinate opportunities to promote touch skill development for school aged children. The position will also keep local schools informed of NBTA events and park competitions and registrations dates.

The **Judiciary Chairperson** is responsible for managing any issues/ complaints reported or viewed by the members when breaches of Tournament Conditions, the NBTA Code of Conduct Agreement, the Member Protection Policy or the Child Protection & Intervention Policy occur. The position is also responsible for reviewing and approving the release of the NBTA Judiciary Guidelines. These positions maybe determined by the committee prior to any disciplinary hearing, it can be a member of the community who has the skills and knowledge to chair a disciplinary hearing.

The **Canteen Co-ordinator** is responsible for the operation of the NBTA Canteen facility. The role will be responsible for managing and ordering stock (chips, lollies, drinks etc) sold. Managing the “float” and counting and receipting monies in accordance with the Treasurers requirements. The role is responsible for reviewing the canteen procedures to ensure food is handled in accordance with the food act of NSW and that the canteen operates in accordance with the “Good Sports” guidelines.

The **Fundraiser Co-ordinator/s** positions are responsible for identifying and co-ordinating all NBTA fundraising events. Business cases and event plans are required to be developed so that the NBTA Committee can identify the costs and potential financial benefits to be realised by NBTA, as well as the identified risks associated.

The **social media** position is responsible to co-ordinating opportunities to advertise the NBTA activities and achievements to the Port Stephens community as well as identifying opportunities to keep NBTA members better informed. The role will work closely with the Web site Administrator, the role will also maintain/oversee the NBTA Facebook site.

The **line marker** is responsible for co-ordinating field marking operations for NBTA and developing working relationships with other field users (Soccer, Aus Tag) to develop a memorandum of understanding (informally only) regarding responsibilities for the ongoing marking of fields. The Ground Managers will be OH&S inducted and trained in the correct operation of the NBTA Line Marker. The role will be responsible for managing line marking assets including ink to be purchased from PSC.

The **Equipment Officer** is responsible for developing and maintaining the asset registers for the club. The role is also responsible for liaising with the Rep Co-ords to develop protocols for the issue and return of club equipment. The role will work closely with the Treasurer to make equipment purchasers as required.

Uniform coordinator will be responsible for the stock control of uniforms including ordering and distribution of uniforms. Seeking uniform suppliers, coordinating with NSWTA to have uniform strips approved prior to ordering.

The **Events Co-ordinators** are responsible for acting as the point of contact for when NBTA organises or hosts events. The roles will ensure PSC requirements are conformed to in relation to venue use and develop responsibilities and accountabilities for key aspects in relation to hosting events (e.g. PWM, Schools Touch Events, NBTA Summer Grand Final Day, NBTA Junior Selection Trials).

The **Trophies & Honours** position is responsible for the identification of opportunities to honour NBTA players, volunteers, officials, and life members (including the PSC Sports Awards and NSW Touch Awards). The role is also responsible for the management of trophies/awards issued by the club for local competitions. The role is also responsible for the development and review of criteria used for all NBTA Honours/Awards. The role will work closely with the Publicity Officer to advertise trophy/award recipients.

The **Tenders & Grants Co-ordinator** is responsible for developing and managing the NBTA criteria for financial assistance/grants to NBTA members for completion of training courses, higher level selection payments, donations, Scholarships and for hardship support criteria/payments for members. The role is also responsible for the identification of suitable grants for NBTA and completing required documentation. The role will identify opportunities for financial support from local, state, and federal governments. The role will work closely with the NBTA Executive, PSC, and other facility users (e.g. Soccer), to improve the opportunities for successful outcomes. The role will also work closely with the NBTA Executive, the Rep Co-ords, the Event Co-ords and the PSC to submit Tenders for events to be held by NBTA.

The **Web-site Administrator** is responsible for managing the NBTA website and liaising with all Committee in relation to content. The website administrator outsourced by the committee. IF the role is outsourced the committee will determine which information is to be placed or uploaded to the site.

Sponsorship coordinator – The role of the sponsorship coordinator is to attract and retain club sponsors. Be the primary contact for sponsors and promote their business within the club. The sponsorship coordinator will collaborate closely with the president, treasurer, and coordinators to determine the needs of the club. Provide the committee with recommendations for sponsorship for consideration by the committee. Develop sponsorship documentation and agreements, support and assist sponsors to complete documentation within a timely manner. In liaison with the treasurer review sponsorship agreements to ensure all sponsorship funds have been received. Invite all sponsors to events of the club, collaborate with coordinators for a

sponsorship day. Provide sponsors with acknowledgment certificates and information on how their sponsorship benefited the players within the club.

5.3 Committee Meetings

Committee meetings will be notified to members via social media and web page in accordance with the constitution.

5.4 The NBTA Committee members should be kept informed of action items of a day-to-day nature by email from the registered secretary email address and or phone. Each executive competition and rep coordinator will be allocated a club email address Email addresses should be identified within the club contact list to assist the Secretary with allocating email actions to committee persons with responsibility. All outgoing emails shall be with the approval of the Executive committee in accordance with the Constitution. Park Coordinators will be provided with a mobile phone to enable team delegates and representatives to communicate with coords directly to ensure smooth operations of weekly competitions.

5.5 NBTA Members are too kept informed via the website, Facebook site, via email contacts and telephone contacts (as appropriate). All Team Managers/Delegates are required to provide email and telephone contact details to allow for this occur. NBTA Co-ords and NBTA Committee members are responsible for keeping teams/players/parents/officials informed using a combination of methods. All member correspondence to be approved by NBTA Executive prior to release.

SECTION 6. FINANCIAL REPORTS AND BUDGET

6.1 Budget

The Treasurer is responsible for maintaining budgets for the clubs' operations. All competitions (both local and representative) will be costed, with appropriate due diligence processes applied for all financial decisions and approvals to ensure long term sustainability of the club. Budget/Costing templates shall be documented and provided to the Committee for review; The Financial management of the club will include the maintenance of all financial records. This will include the previous year's actual taking as per the audited accounts. All proposed budgets for club requirements will be approved by the Executive Committee.

6.2 Audit of Financial Reports

An audit shall be undertaken on the financial records of the Association and any accounts of the sub-committees. The auditor is to be elected at each AGM. All financial records are to be sent to the elected Auditor no later than Mid-April as defined within section 4.1.

6.3 Detailed Financial Records

Detailed financial records shall be kept by the Treasurer with the support of the Administration Assistant. All receipts and accounts received shall be properly recorded and duly paid if approved by the Executive Committee and tabled at committee meetings. Representative and Competition financial reports should be maintained to assist with all future planning.

It is the responsibility of all Committee Members to apply good Corporate Governance/Due Diligence processes to all financial decisions made by the Nelson Bay Touch Committee. It is also the responsibility of all Nelson Bay Touch Committee members to continually review the financial position of the club.

Note: see section 19 for information relating to; SPONSORSHIP/ GRANTS/ FINANCIAL PAYMENTS & SUPPORT.

6.4 Accounts and Cheques

Working accounts are currently held with the Commonwealth Bank of Australia (CBA) and term deposit accounts also held with accounts reviewed and approved by the NBTA Executive. The Treasurer is responsible for ensuring suitable numbers of signatories of the Executive committee are established. All accounts and all cheques must be signed by two (2) members to be valid. The cheque books are to be held by the treasurer.

6.5 Department of Fair Trading

The Secretary/Treasurer shall complete all online forms following the AGM to ensure All facets to ensure compliance.

The Department of Fair Trading
Registry of Co-Operatives and Associations
PO Box 22
Bathurst NSW 2795
Ph: 02 6333 1400
Toll Free: 1800 502 042

SECTION 7. INSURANCE

7.1 Contents Insurance

Shall be maintained with a registered Insurance Company to a value determined by the NBTA Committee. The value shall be in accordance with requirements specified by NSWTA and PSC. Building Insurance is affected by Port Stephens Council.

It is the responsibility of the Secretary to ensure Insurances are current and appropriate.

It is the responsibility of the Equipment Officer to develop an Asset Register/s for NBTA.

The Asset Register/s is held at the club house.

7.2 Player Insurance & Lodging a Claim

Player insurance is maintained through the TFA Touch Registration fees. All non-playing officials must register into the volunteer team on the NSWTA data base prior to each competition commencing. This includes all committee members, selectors, team officials, to provide for insurance coverage e.g. Referees, canteen member, volunteers etc.

All injuries sustained at the touch fields will be recorded within the Injury Register within the club house. Players/official/volunteers wishing to make a "claim" visit TFA site and complete appropriate documents. [TFA Insurance - Touch Football Australia](#)

Coordinators notified of an injury must follow the TFA guidelines: [Insurance - Touch Football Australia](#)

7.3 General Insurance Requirements

This refers to public liability. If any member conducts voluntary work, the insurance shall be extended to include a small workers compensation policy. It is the Secretary's responsibility to ensure that appropriate insurances are in place and will be reviewed by the Executive Committee annually.

As a Tomaree Sports Council member (refer Section 8) it is a requirement that a PSC booking be submitted for use of the fields by the NBTA secretary. The responsible person using the fields (Rep Co-ord, Coach, Competition Co-ord, NBTA Committee member) has verified that the PSC Terms and Conditions of Facility Hire" will be complied with, in case of any injury/incident. Terms and conditions of facility hire is located on PSC web page.

All NBTA Committee personnel are to be familiar with requirements detailed within the NBTA – Risk Management Strategy document and to verify that "controls" identified within the doc are in place. This will ensure their due diligence responsibilities have been fulfilled in the case of any injury/incident.

8.1 Tomaree Sports Council

The Tomaree Sports Council is made up of representatives of all sporting and leisure clubs on the Tomaree Peninsular. The council meets every 3 months and the agenda and information for these meetings is sent out 2 weeks before any given meeting. The NBTA delegate is to attend every meeting, reporting back to the committee any relevant information or outcomes. Any item on the proposed agenda which may have a bearing on Nelson Bay Touch should be brought to the attention of our committee so that an official position can be arrived at prior to the meeting. NBTA is required to pay a fee to the Tomaree Sports Council based upon the number of registered users per competition.

8.2 Tomaree Sports Council - Voting Rights

Touch has only one vote and only authorised delegates may vote. These delegates are first delegate and two alternate delegates and must be nominated by the Nelson Bay Touch Committee. Delegates must complete a delegate package and submit to the Council 3 weeks prior to any meeting to allow for processing and approval from the Council. Delegates should hold a position on a Nelson Bay Touch Association committee and the first delegate is usually the President. Term of office is unlimited unless delegates resign from the committee or are terminated by Port Stephens Council.

SECTION 9. OVAL USAGE AND MAINTENANCE

9.1 Tomaree Sports Complex

Oval usage at Tomaree Sports Complex is controlled by the Tomaree Sports Council (TSC) and Nelson Bay Touch Association are required to submit projected oval usage for summer and winter each year, to the Secretary at their request. As Soccer use the fields for competition and training in the Winter, field usage should be discussed with Soccer to ensure a harmonious relationship between the two clubs is maintained.

Refer Port Stephens Council for any assistance.

9.2 Oval Usage Nominations

The usage nominations should incorporate the times and dates of use for summer and winter competitions and all respective training days. Preference will be given to competition use in all instances. Competition days are Monday (Men's) & Wednesday (Mixed) in the Winter. The Summer Competitions are Wednesday (Juniors and Women's), Thursday (Men's) and Friday (Mixed).

Representative training is held on Tuesday and one other day to be determined most suitable to the teams and their coach. The PSC "Recreation Services Officer" will co-ordinate usage between other users and advise of approved usage time. Should extra days be required for unscheduled events, contact the PSC "Recreation Services Officer," and advise of requirements. A PSC FUA is to be submitted by NBTA Secretary or other competent person for all field usage requirements this includes, training, competitions, gala days, skills development sessions, selection trials, Grand Final day and Representative Tournaments held at the Tomaree Fields. This request will then be accepted or declined in accordance with other user commitments.

9.3 Cost of Oval Usage

Accounts are received from the TSC for club fees and oval usage. Oval usage fees are based on the cost per player are available via the PSC Web site. Player numbers are requested by the Treasurer for all competitions and Nelson Bay Touch supplies this information in writing each year to PSC when requested. In addition, an annual electricity fee is charged and again this fee is specified via the PSC website. Additional fees are also charged for Field usage for a Gala Day. Refer to the PSC website for updated costings in relation to field usage costs.

9.4 Maintenance Reports

Maintenance issues should be directed to PSC Customer Service to be logged on the CRM system.

9.5 Line Marking

9.6

It is the responsibility of the NBTA Grounds Manager and Executive Committee to co-ordinate line marking of fields. Discussions with other field user clubs/ associations to establish agreements will minimise effort (e.g. Soccer marks fields in the Winter) for NBTA and associated costs.

Water based Ink can be purchased from the PSC by the drum for use, additional suppliers can be sought out to reduce costs. A line marking unit has been purchased by NBTA for this requirement. Safety Data Sheets detail risks and hazards associated

with line marking ink and personal protective equipment requirements. All new operators are to familiarise themselves with line marking through “on-the-job” training with competent operators prior to undertaking line marking tasks. Refer to the NBTA Risk Management document.

SECTION 10. COMPETITION GUIDELINES

10.1 Advertising

Advertising for the Winter competition is to be done prior to the end of the summer comp and vice versa. Social media and web page are to be used to provide competition information, School liaison officer to notify schools and request they place advertisement in their newsletters.

10.2 Registrations

Registrations will be online via the NSW or TFA competition platform.

All non-playing officials (referees, competition co-ordinators, canteen members etc) are required to register into the volunteer team on the NBTA team registration platform.

Junior Parents/Guardians are also to be recorded for Club Voting rights (refer clause 6.1 of the constitution).

10.3 Team Registration

11 The team delegate registers the team on the club data system, Minimum of 8 players per team, nominate a Team Manager and Team Duty Referee as per the Team/Player Code of Conduct requirements. Code of Conduct requirements are displayed on web page.

11.1

Playing fees are to be determined by the committee prior to the commencement of the competition.

Players must complete online registration and pay the registration fee.

Summer Competition and Functions

12 The committee will determine competition start and completion dates at the first committee meeting following the AGM. Coordinators will collaborate with the park touch coordinator as to grading and requirements for trials weeks based upon the number of registered teams. When determining competition dates the committee will consider peak times for touch including final series, state cup, NTL, tournaments such as PWM and gala days. Along with the availability, health and wellbeing of players, referees, officials. The need for the fields to have a period of restoration for rejuvenation.

Christmas functions are usually a BBQ or Pizza's for the Senior Competitions. Alternatively, a function at a licensed venue can be organised. All costings will be determined by the committee prior to the function.

The Grand Final day is usually held on a Saturday, with a BBQ. Presentations are held at the field, immediately following games.

12.1 Team Competition Grades

The competition is dependent on the number of registered teams with a minimum of four (4) teams per grade. Each competition is graded A, B, C etc. and teams will be graded accordingly after trial period and at the discretion of the park coordinator in liaison with competition coordinators. Grade numbers should minimise the requirement for a bye within the competition to maximise the number of games played.

12.2 Point Score (Refer; Team / Player Code of Conduct Agreement for clarification)

Win:	3 points
Draw:	2 points (nil touchdowns)
Loss:	1 point
Forfeit Loss:	Nil
Forfeit Win:	3 points (and 5 nil scoreline)
Bye:	2 points (nil touchdowns)
Unregistered player:	Forfeit Loss e.g. Nil point

12.3 Playing Days to be determined by committee prior to each competition season

12.4 Finals Format to be determined by park coordinator in liaison with competition coordinators.

12.5 Prizes

Prizes may be cash or “trophies” (hats, mugs, bags etc) and the value will be decided by the NBTA committee. No alcohol or lottery tickets are to be given in accordance with Department of Gaming and Racing laws.

SECTION 11. JUNIOR COMPETITION

11.1 Divisions 12 Junior

Divisions to be determined by park coordinator taking into consideration NSWTA and TFA requirements. Maximum of 3 current representative players per team, unless the team plays up an age group.

Senior

Divisions to be determined by park coordinator. Juniors must be 14 or turning 14 within the competition period to register into a senior team, Players under 14 may apply to the committee for special consideration to be eligible to play by the appropriate expressions of interest from. Expressions of interest to play in seniors competition forms will be considered at the next committee meeting. When determining if a player is eligible to play in a senior competition the committee will take into consideration NBTA current park touch policy including players experience, ability, safety of all players.

12.1 Points Score

Win:	3 points
Draw:	2 points (nil touchdowns)
Loss:	1 point
Forfeit Loss:	Nil
Forfeit Win:	3 points (and 5 nil scoreline)
Bye:	2 points (nil touchdowns)
Unregistered player:	Forfeit Loss e.g. Nil point

12.2 Presentations

On the last round game of the season, each junior player will receive a “trophy/ medal/ gift” at a value to be determined by the committee a drink and bag of chips or lollies followed by a sausage sizzle.

Grand Final day can either be held on the Saturday in accordance with Section 10.4 or held on the last afternoon of the competition. The decision is at the discretion of the
Nelson Bay Touch committee.

SECTION 12. RULES OF PLAY

12.1 Touch Football Australia (TFA) Rules

The NBTA competitions are run in accordance with the TFA Rules. The rules can be downloaded from the TFA Website.

All NBTA players upon registration will agree to abide by the code of conduct. All club members and parents/guardians are to be familiar with and comply to both the "TFA Member Protection Policy" and code of conduct.

The Competition Co-Ordinator's may require all players to "sign-on" before play to track player eligibility for finals. These requirements will be communicated to Team Managers/Delegates as required.

All team Managers/Delegates responsible for Juniors are required to hold a current Working with Children number (WWC)

12.2 Local Rules

If required, Local rules may be brought into play, by the NBTA Committee. These rules must be passed at a committee meeting, by majority vote, and noted in this manual.

Current local rules; as per current park touch competition policy

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12.3 Player Send Off

12.3 Player Send Off - Players may be given a "forced substitution" prior to being sent for a "period of time." Players sent for a period of time, more than twice in any one game, must be sent off for the remainder of that game. The player will then serve an immediate 2 (two) games suspension from play, this includes both local affiliated and representative competition games. The suspension will be in whichever games occur sooner. NBTA forms used to record player send offs, forced suspensions or incidents are available at Appendix 21. Players have the right of appeal, which is to be in writing to the Secretary, within 7 (seven) days of the offence.

12.4 Judiciary Guidelines

NBTA will abide but the current TFA member protection policy.

13.1 Fees and Charges

The committee will determine all fees and charges for competition and representative levy's taking onto consideration on costs from PSC, NSWTA and TFA.

13.2 Competitions Run by NSW and TFA

14 The committee will determine which events teams will participate in run by NSWTA, TFA and other affiliates. Before determining which events to enter teams into the committee will seeking views and wishes of coaches. When determining which events to participate in the committee will consider what is in the best interests of player and team development.

15

In addition, NBTA is regularly approached by NSW Touch and local schools to support competitions/development sessions held in the area.

15.1 Database

16 TFA and or NSW determine which Date base NBTA operates under. NBTA will ensure that all users of the system are protected and committee members with access to the data base will abide by the clubs polices including member protection. NO committee member mat use information from the data base for personal benefit.

SECTION 14. CANTEEN OPERATION

14.1 Access to the Canteen and Key Holders

15 PSC has introduced a digital key system, at the first committee meeting following the AGM the committee will determine whom will have access to buildings or areas of Tomaree sports complex. The secretary will notify PSC of access custodians. Please note there are limited access codes available to NBTA.

15.1 Beer Fridge Access

Note: Currently no alcohol is not being sold through the NBTA Canteen refer Section 15. IF NBTA determines alcohol will be sold the committee will need to reactivate the liquor licence and abide by the liquor laws.

15.2 Canteen Procedures

NBTA operates a canteen Days of operation will be determined by the committee based upon the needs of the members.

NBTA also operates a hot food service at larger events such as gala days, grand finals and regional junior and senior tournaments. Items to be sold will be determined by the events or canteen coordinator prior to the event.

NBTA canteen and event coordinator will ensure all volunteers are aware and abide by current food safe act when selling and preparing food for events. Safe food handling procedure will be displayed in all area's food is being sold and prepared by volunteers.

HAND WASHING FACILITIES

The canteen area includes a hand basin with hot running water which can be used for hand washing. Domestic soap and sanitisation liquid is provided.

SECTION 15. LIQUOR LICENSE

15.1 Liquor License

The Association currently holds a "SUSPENDED" Permanent On-Licence (Function) Liquor License and the Licensee should be the President of the Club or another Committee member with required skill set. When there is a change of President/Licensee, an application to transfer the license needs to be completed and sent to the Licensing Court of NSW, GPO Box 7060, Sydney NSW 2001, Ph: 02 9995 0894 Fax: 02 9995 0819.

All responsibilities for the operation of the licence remain with the President/Licensee. A House Policy is to be placed in the club house, in full view, always.

15.2 Function Dates Application

This license allows the association to trade liquor up to 26 times per year. Notification of association functions are to be lodged with the Licensing Court at least 28 (twenty-eight days) before the date of the first function.

16.1 Referee Processes

The Nelson Bay Referees responsibilities and accountabilities are derived from the TFA Referees Policy. The referee coordinator is responsible for the development of referees within the club to ensure the club has sufficient referees to operate park touch and to attend tournaments. In addition, the Director of Referee/s provides referee development and support through the following.

- Engagement of suitable participants in Level 1 Referee training approved by NSW Touch, and higher-level courses as required.
- Engagement of young, qualified referees within the “Referee Mentoring Program.” Requirements in relation to the mentoring program e.g. course participants, expected outcomes, educational material, feedback, and support mechanisms as well as costings and timings for the program are to be tabled at an NBTA meeting for clarification, acceptance, and approval of the Program prior to engagement.
- Engagement of all NBTA affiliated Referees in ongoing Referee development programs to improve performance.
- Providing player/coach and parent education forums on rules and interpretations as required.

Financial support provided to NBTA Referees is to be budgeted for within competition costings (including NBTA competitions and Representative competitions) with be budgets tabled at an NBTA meeting for clarification, acceptance, and approval prior to each competition.

The Director of Referee/s is responsible to identify appropriate qualified Referees to support NBTA Representative teams when attending tournaments.

The Director of Referee/s is responsible to maintain a data base of NBTA Qualified Referees including their current contact details and referee grade, to aid with identification of Referee assets within NBTA.

The Director of Referee/s is responsible to consult with the various Competition Co-ordinators to ensure appropriate Referee assets are available to support all NBTA Competitions.

The Director of Referee/s is responsible to consult with Competition Co-ordinators and NBTA Committee members as well as players and parents to identify appropriate players/parents etc to engage in formalised Referee training to increase referee numbers at NBTA. The Director of Referees reports through to the NBTA Technical Director.

- No Junior referee, (under 18), is to referee adult competitions unless they are buddied with an adult referee in Ladies, Mixed and Men’s competitions. A junior referee that has been assessed by a Referee coach and deemed capable of refereeing adult competitions may be appointed to such games without supervision.

SECTION 17. REPRESENTATIVE COMPETITION

17.1 Representative Policy

The full NBTA Senior and Junior Selection Polices, including Code of Ethics forms are to upload to NBTA web page and reviewed annually. All NBTA Coaches and Managers and officials are required to complete a Working with Children Check

The Representative Co-ordinators are responsible for consulting with the Technical Director, Director of Coaching, Selector Co-ordinator, and the Member Protection Officer to co-ordinate selection trials required, as well as any skills development sessions to be held. All requirements in relation to selection trials and skills sessions as well as representative tournaments requirements are to be tabled at an NBTA meeting for clarification, acceptance, and approval prior to engagement. The Representative Co-ord's report through to the NBTA Technical Director.

In addition, the Representative Co-ords are responsible for reviewing and conforming to Tournament Conditions of Entry requirements and completing documentation as required. Key club activities (eg. calling for coach/manager nominations, calling for player nominations, appointment of coaches/ managers, team/squad selection information, training details as well as post event results) are to be advertised via the website so that members are kept well informed.

17.2 Director of Coaching

The Director of Coaching is to consult with the Technical Director, Representative Co-ords (refer Section 17.1) in the support of Representative teams.

The Nelson Bay Coaches responsibilities and accountabilities are derived from the TFA Coaches Code of Ethics document. In addition, the Director of Coaches provides coaching development and support through the following.

- Engagement of suitable participants in Level 1 Coaches courses approved by NSW Touch, and higher-level courses as required.
- Engagement of all NBTA affiliated Coaches in ongoing coaching development programs to improve performance.
- Providing player/coach and parent education forums on rules and interpretations as required.

Financial support may be provided to NBTA Coaches NBTA committee will determine the level of remuneration prior to representative season.

The Director of Coaching is responsible to identify appropriate qualified Coaches to support NBTA Representative teams when attending tournaments.

The Technical Director and Coaching Director are responsible for maintaining a register of NBTA Qualified Coaches including their current contact details and coaching levels held, to aid with identification of coaching assets within NBTA.

The Director of Coaching is responsible to consult with the various Competition Co-ordinators to ensure appropriate Coaching support is made available to support all NBTA Competitions. The Director of Coaching is responsible to consult with Competition Co-ordinators and NBTA Committee members as well as players and parents to identify appropriate players/parents etc to engage in formalised Coaching training to increase Coaching numbers and skill level at NBTA. The Director of Coaching reports through to the NBTA Technical Director.

Coaches' coordinator will provide all coaches with information on where to locate resources to support their coaching including resources available on NSWTA and TFA websites.

It is a requirement that all NBTA coaches complete the play by the rules program as specified in event conditions of entry requirements. The coaching coordinator will ensure all coaches complete the required training before commencing their role as coach.

These resources are located online via the play by the rules and associated SSO and NSO websites. All coaches and managers are required to complete a working with children check (WWC) and provide the club with their WWC number, Date of birth and full name. The representative coordinator and member protection officer will ensure NBTA records are always current.

www.dsr.nsw.gov.au

17.3 Selector Co-ordinator

The Selector Co-ordinator is to consult with the Technical Director, the Representative Co-ords (refer Section 17.1) and Director of Coaching (refer Section 17.2) in the support of Representative teams.

The Nelson Bay Selectors responsibilities and accountabilities are derived from the TFA Selectors Code of Ethics document. In addition, the Selector Co-ordinator provide selector development and support through the following.

- Engagement of suitable participants in Level 1 Selector courses approved by NSW Touch, and higher-level courses as required.
- Engagement of all NBTA affiliated Selectors in ongoing selector development programs to improve performance.
- Providing player/coach and parent education forums on selection processes as required.

Financial support may be provided to NBTA Selectors NBTA committee will determine the level of remuneration prior to representative season.

The Selector Co-ordinator is responsible to identify appropriate qualified Selectors to support NBTA when attending tournaments. The Technical Director and the Selector Co-ordinator are responsible for maintaining a register of NBTA Qualified Selectors including their current contact details and Selector Level, to aid with identification of Selector assets within NBTA.

The Selector Co-ordinator is responsible to consult with Competition Co-ordinators and NBTA Committee members as well as players and parents to identify appropriate players/parents etc to engage in formalised Selector training to increase Selector numbers and skill level at NBTA. The Selector Co-ordinator reports through to the NBTA Technical Director.

It is a requirement that all NBTA Selectors complete the play by the rules program as specified in event conditions of entry requirements. The selectors coordinator will ensure all selectors complete the required training before commencing their role as selector.

These resources are located online via the play by the rules and associated SSO and NSO websites. All selectors are required to complete a working with children check (WWC) and provide the club with their WWC number, Date of birth and full name. The representative coordinator and member protection officer will ensure NBTA records are always current

SECTION 18. FIRST AID

18.1 C.P.R.

A C.P.R. chart is to be provided within the NBTA clubhouse for reference by personnel. It is the responsibility of the NBTA Committee to periodically review the CPR Chart for currency/accuracy and replace as required. Appropriate training is to be sort and funding provided at the discretion of the NBTA committee

- NBTA will source a registered First Aid trainer to provide training for all park touch and representative coordinators. The cost of attending the course will be covered by NBTA. The course will be offered to members to complete at their own cost.
- 18.2 First Aid Kit
- A comprehensive suitable first aid kit is to be located within the cub house. It will be their responsibility of competition coordinators to regularly check the contents of the kit. (Minimum of monthly and at the commencement of competition season).

18.4 Sports Trainer/ Strapper/ Massage Therapist

The NBTA Committee will endeavour to support representative players by providing a physio to attend tournaments.

19.1 Sponsorship Agreements

The sponsorship coordinator is responsible for developing, reviewing, and honouring all Sponsorship agreement/s developed.

Formalised agreements should be documented and provided to all sponsors, with a copy maintained as a record for NBTA to minimise any ambiguity in relation to the context and content of the agreement. Any club sponsors considered should be in-line with the persona of the club. Our “Corporate Image” should be considered as well as our requirements under the Gaming and Racing requirements and the Good Sports program.

19.2 Club Sponsors

A list of Club Sponsors is maintained by the organisation. Where possible the club sponsors shall be considered for any purchasing provided their pricing is in-line with any competitors offer.

The NBTA website shall be updated to reflect our sponsors and advertise their support of NBTA to our member base.

19.3 Club Captains

The NBTA committee will elect junior rep club captains following representative selection and prior to the first tournament. The committee will seek 2 nominations from the coaches of the 18 girls’ and boys’ teams who are in their final year of playing for NBTA Junior rep teams. The committee will discuss the nominations and elect one male and one female club captain. Nominations should consider the players attitude, support for the club, commitment to training, good sportsmanship, leadership, loyalty to the club, they have played in all eligible NBTA comps, years of representation, and not be based solely upon ability. In the event NBTA does not have an under 18’s team the nominations will come from the next oldest age group team i.e.: under 16’s.

19.4 Fundraising

The Fundraising Co-ordinators on the NBTA Committee are responsible to identify potential fundraising opportunities and events. The NBTA Committee has previously held; Race Days, Balls, Hundred Club, Raffles and memorabilia auctions. Any potential fundraising event is to be approved by the NBTA Executive before commencing, engaging into any contracts. An Event Sub-Committee should be formed and progress/status updates provided at the NBTA Committee meetings. All financial outlays are to be approved by the NBTA Executive, with a budget/costing spreadsheet/report developed to ensure all returns are in keeping with the workload to be completed by the committee. The Treasurer is responsible for ensuring all records are appropriately maintained and financial dealings are as per the NBTA protocols.

19.5 Grants

The NBTA Tenders and Grants position along with all members of the NBTA Committee are responsible for periodically reviewing any potential grant opportunities that NBTA could attract. All grant applications are required to be reviewed by the Executive to ensure they are within keeping with the direction of the club.

The Treasurer is responsible to ensure any financial reporting of grant moneys received/spent is completed as required and records maintained.

19.6 Tenders

The NBTA Tenders and Grants position along with the NBTA Executive Committee are responsible for periodically reviewing any potential tender opportunities. All tender applications are required to be reviewed by the Executive to ensure they are within keeping with the direction of the club.

The Secretary is responsible to ensure any tender documents completed are verified for content, prior to submission and records are maintained to assist with completion for the future. Where possible assistance should be considered from members of the TSC, PSC, Hunter Hornets and NSW Touch as required.

19.7 Course costs support for club personnel.

The NBTA committee is responsible for approving all re-imbursement costs associated with members obtaining qualifications; skills in support of NBTA operations eg. refereeing, coaching, selecting, fitness, first aid and administration courses. Reimbursement will occur following the member giving back to the club for a minimum period to be determined by the committee annually.

19.8 Hardship support for members

Any NBTA member identified by the NBTA Committee as possibly undergoing personal/financial hardship can be eligible to receive "support." All records should be kept confidential with the members of the NBTA Executive identified to review possible support options available. The NBTA Executive should first consider providing opportunities for members to engage if refereeing duties to attract refereeing game payments. Any/all support provided should be sustainable, applied consistently and in-line with our Club objectives.

19.9 Higher level selection support payments

The NBTA Committee shall, when possible, provide support payments to NBTA members (Players, Coaches, Managers, Selectors and Referees) who are successful at making NSW and Australian Teams. Any support payments made will be to members who have represented for NBTA at recent events. The NBTA committee will determine the amount of remuneration at the first meeting following the AGM. Members will need to apply to the committee for remuneration using the appropriate form. When determining if a member is eligible for remuneration, the committee will consider the level of kind support the member has given to the club.

The NBTA Executive shall ensure that any/all support provided is sustainable, applied consistently and in-line with our Club objectives.

19.10 Donations

All Donations including sympathy gifts/flowers made by NBTA are to be approved by the Executive Committee. The NBTA Executive shall ensure that any/all support provided is sustainable (long term), applied consistently and in-line with our Club objectives.

Donations can also include the provision of a Scholarship to members/ families of the NBTA to promote continued engagement (refer 19.9).

The Treasurer is responsible to ensure all financial reporting of donations moneys received/spent is completed as required and records maintained.

19.11 Scholarship Programs

The NBTA Committee may establish a scholarship program to recognise and assist junior/senior players/officials develop their skills. Scholarships shall also be considered to assist talented junior players/officials engage within our various competitions if hardship conditions have been identified.

A criterion is to be established for all Scholarship Programs offered, and due diligence applied when assessing possible candidates.

The NBTA Trophies & Honours position along with all members of the NBTA Committee is responsible for periodically reviewing the scholarship programs offered by NBTA. All Scholarship offered are required to be reviewed by the Executive to ensure they are within keeping with the direction of the club. The emphasis of any/all scholarships offered should be on building capability within the club.

The Treasurer is responsible to ensure all financial reporting/recording of Scholarship moneys spent is completed as required and records maintained.

19.12 Family Discount Scheme

A Family discount scheme has been established to provide limited financial support to members with large families. The NBTA Committee shall review and approve this scheme, and the associated funding support offered each year

The NBTA Park Co-ordinator and the Rep Co-ordinators are to familiarise themselves with the criteria and provide advice to members, when it is identified, that a family may have an entitlement.

The Treasurer is responsible to ensure all financial recording of Family Discounts provided to members is completed as required and records maintained.

19.13 Committee Appreciation events

The NBTA Executive Committee shall, when possible, provide approval for funding to be provided to provide gifts/presents and/or meals/drinks as recognition for the work conducted by the NBTA Committee and identified members. The NBTA Executive shall ensure that any/all support provided is sustainable, applied consistently and in-line with our Club objectives.

The Treasurer is responsible to ensure all financial recording of any appreciation gifts/events provided to the NBTA Committee is completed as required and records maintained.

19.14 Referee Payments Local Competitions

All NBTA Referees engaged to referee local Senior Competition Games will be paid the following benefits should be realised.

- The NBTA Committee will be able to identify operating costs for all our competitions to aid with setting budgets prior to all competitions. This will enable proposed budgets to be developed for all NBTA Senior competitions.
- All NBTA Badged Referees are provided opportunities to develop their refereeing skill sets through refereeing at our local competitions.
- Incentives are made available (eg. Referee Payments) to attract more NBTA Members to gain a Referee Qualification.

- The Competition Refereeing Standard should improve through the engagement of Qualified Referees in place of Duty Team members (potentially unqualified and not competent).
- Competition player management of poor behaviour should improve as the new process will provide greater consistency in how poor player behaviours are managed both on the field and post-game (referee reporting) and actions warranting the referral to the NBTA Judiciary.
- Opportunities will be available to have players undertake Refereeing activities to generate an income to support their touch. This could be players able to Referee to off-set rego costs or representative costs for players/referees.

The NBTA Director of Referees will be Co-ordinating Referee appointments for games, along with the various Competition Co-ords and it is hoped that these appointments will be organised in advance of the actual competition night.

Each team must nominate (on Team Registration form) and supply a duty referee when scheduled. The duty referee/s are to report to the Touch Hut three minutes before commencement of the play to collect game score card, whistle

19.14(a) Referee Payments Juniors

For the Junior Competition, the Director of Referees along with the Junior Co-ordinator shall establish a Refereeing Fee for Junior teams that do not wish to undertake their refereeing duty themselves. This shall be communicated to Junior Team Managers, so they can approach the club for assistance in identifying a Referee to provide support to their team. The responsible team shall pay this money to the Referee.

The Director of Referees along with the Junior Co-ordinator shall establish a Refereeing Mentoring Program from time to time to provide support to newly qualified/inexperienced Referees (this will include holding a referee course and mentor support program. All financial outlays for each program are to be approved by the NBTA Executive, with a budget/costing spreadsheet/report developed. The emphasis of any/all programs offered should be on building capability within the club. The NBTA Executive shall ensure that any/all support provided is sustainable, applied consistently and in-line with our Club objectives.

The Treasurer is responsible for ensuring all records are appropriately maintained and financial dealings are as per the NBTA protocols.

19.15 Referee Representative Tournaments

To encourage NBTA Members to engage in Refereeing courses and then commit to supporting representative teams, all NBTA Referees will be paid in-line committee agreed remuneration.

The Treasurer is responsible for ensuring all records are appropriately maintained and financial dealings are as per the NBTA protocols.

It is the responsibility of the representative team manager to find and nominate their team referee following team selection. NO team will be entered into a tournament without an allocated referee. Team managers may collaborate with the referee coordinator to determine who is available to support their team. If a referee needs to withdraw from a tournament, it is the responsibility of the team manager to seek a replacement. If a team is unable to find a replacement their team will be withdrawn from the tournament. It is recommended teams encourage parents or siblings of players to become a referee to avoid force withdrawal from tournaments.

19.16 Purchasing Processes

All purchasing activities undertaken will ensure due diligence processes are applied. Where possible various quotes will be sought for items to be considered for purchase. If the product/service, is one offered by a NBTA Sponsor then the sponsor will normally be provided with an opportunity to provide the product/service, provided the price is consistent with other quotes. The Canteen and or events Co-ordinator and the Equipment Officer are responsible for the purchased to be made by the club, under the control of the Treasurer.

A minimum of 3 out of the 7 executives need to discuss any required "short notice purchases" and agree up to a limit of \$1,000 maximum. The purchase must be tabled at the next committee meeting. In the event of any purchase requirements over \$1,000 will require tabling at the next committee meeting with a majority rules approval by committee members in attendance at the meeting. Section 18.4 of the Constitution identifies that 5 committee members constitute a quorum.

The Treasurer holds the NBTA Cheque Books for the club and is responsible for ensuring Banking Signatories have been established and are current. A "two signature system" is required for all purchases made via cheque and for any cash transactions made. (Refer section 6.4).

The NBTA Executive shall ensure that any/all purchases are endorsed, continually reviewed, are sustainable and in-line with our Club objectives. The Treasurer is responsible for ensuring all records are appropriately maintained and financial dealings are as per the NBTA protocols. The Treasurer is also responsible to provide education to the Committee on financial requirements.

19.17 Canteen Co-ordinator Payments

To encourage NBTA Members to support the club in the operation of the Canteen, the Canteen Co-ordinator will be paid in-line committee agreed remuneration to be determined annually.

All working hours/payments for each competition are to be approved by the NBTA Executive prior to engagement.

The NBTA committee shall ensure that any/all payments provided are reviewed ongoing, are sustainable and in-line with our Club objectives. The Treasurer is responsible for ensuring all records are appropriately maintained and financial dealings are as per the NBTA protocols.

19.18 Co-ordinator Payments

To encourage NBTA Members to support the club in the organisation of our local competitions, the Competition, park, and rep Co-ordinator/s will be paid in-line with Committee agreed remuneration to be reviewed annually.

The NBTA Executive shall ensure that any/all payments provided are reviewed ongoing, are sustainable and in-line with our Club objectives. The Treasurer is responsible for ensuring all records are appropriately maintained and financial dealings are as per the NBTA protocols.

SECTION 21. SUNDRY AND MISCELLANEOUS

21.2 Archives

All records should be archived in date order and if possible, item order. All records should be kept at the Touch canteen/clubhouse. All records maintained should be reviewed annually to identify if destruction/ disposal can be undertaken in-line with regulatory requirements. The Executive Committee holds the responsibility and authority to identify appropriate records for destruction and to ensure destruction is undertaken in an appropriate manner, taking into consideration regulatory requirements.

21.2 Documents

All Documents, letters, forms etc are to be maintained electronically by the Secretary, treasurers or coordinators on the data base or club external hard drive or laptop
A Hard Copy folder of this Operations Manual is to be maintained within the club house for use by all Committee personnel. All records maintained should be reviewed annually to identify if destruction/ disposal can be undertaken in-line with regulatory requirements. The Executive Committee holds the responsibility and authority to identify appropriate records for destruction and to ensure destruction is undertaken in an appropriate manner, taking into consideration regulatory requirements.

Note: consideration should be taken to allow for long term recording of electronic records to allow for a NBTA History to be maintained.

21.3 Internet / Facebook sites

The Intranet site update process is the responsibility of the Website Administrator. The Website should be reviewed ongoing by all Committee personnel with any current information requirements/updates provided to the Web-site Administrator for uploading and removal of out-of-date information. The Web-site Administrator and Publicity Officer should regularly liaise to ensure the Web Site is provided to members as a valuable tool. Responsibility for the Facebook site rests with the Publicity Officer. All electronic media and advertising material considered to be "sensitive material" eg. photographs and personal data will be reviewed by the Child Protection Officer prior to uploading or providing to other media. Permission must be sought by members upon registration for photos to be taken during competitions and tournaments.

21.4 Club Email

All emails will be received and actioned as required by the Secretary of NBTA with approval by Executive Committee when required.

21.5 Club Telephones

22 All coordinators will be provided with a club mobile to enable them to communicate with team delegates and call emergency services if required.