

Memorandum

TO: TOUCH FOOTBALL AUSTRALIA STAKEHOLDERS
FROM: LAUREN ATKINSON – AFFILIATION SERVICES COORDINATOR
SUBJECT: THE AFFILIATE MANAGEMENT RESOURCE INITIATIVE
MODULE 10: DISCIPLINARY REGULATIONS
DATE: 15 FEBRUARY 2013

Touch Football Australia (TFA) is proud to continue an initiative introduced in 2011 to support affiliate volunteers in the area of competition management. The Affiliate Management Resource Initiative (AMRI) has been developed with the goal of creating suggested procedures, templates or guidelines for competition management.

TFA within the 2011-2015 Strategic Cycle has an objective to 'Provide Best Practice Administration at all levels'. More specifically we aim to deliver results for Target 4.b. Core Strategies developed to professionalise the delivery of events/competitions for participants. A full outline of the strategic plan can be downloaded from the website www.austouch.com.au.

The Affiliate Management Resource Initiative has progressed significantly through the research and development phase of 2012. The sheets are designed to save volunteer time and offer ideas, with the opportunity to create a better experience for the end participant of the sport. Within a competitive sports industry, as a sport, we need to look for an edge over our competitors recruiting and retaining members.

The program at this point in time has identified 11 Modules. Each module has been drafted, and as they are completed, they will be released electronically for use and feedback. Previously released modules include:

Module 1: Benchmarking & Analysis released 2/09/2011
Module 3: SportingPulse Guides & Support released 29/09/2011
Module 8: Referee Management released 13/10/2011
Module 6: General Management released 10/11/2011
Module 7: Competition Risk Management released 13/12/2011
Module 5: Administration & Finance released 18/04/2012
Module 4: Online Registration & Payments 09/07/2012

The eighth module to be released is Module 10: Disciplinary Regulations. The module provides further information to support the latest Disciplinary Regulations. It briefly summarises the Disciplinary Regulations Manual and how unacceptable conduct is managed within Touch Football. Examples of the information you may receive from this process, include the following;

1. How to deal with unacceptable behaviour.
2. How the system works and the Reporting Process.
3. Definitions and Tribunal guidelines.
4. Grading of offences and penalties
5. Templates for Tribunal witnesses, members, chairpersons and officials to use before, during and after a hearing.

It is important to understand the importance of the Disciplinary Regulations. Having a clear understanding of how to deal with unacceptable behaviour, the processes and procedures that are setup, will allow affiliates to run their competitions smoothly and minimize injustice and disputes from occurring. More importantly it illustrates member's and officials responsibilities.

Provided on the following page, is more information regarding the different aspects of the module and its uses. If you would like to access the relevant 'Cheat Sheets', please visit the TFA Clubhouse sealed section of www.austouch.com.au or please contact me directly on the below information.



Yours Sincerely,

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Module 10: Disciplinary Regulations

Disciplinary Regulations Synopsis/ Reporting Process Flowchart

This document briefly summarises the Disciplinary Regulations Manual; in particular, the changes to be introduced in 2012, how the system works, grading the offences/penalties. As well as highlighting definitions and Tribunal guidelines.

Hints and Tips Sheets 1 & 2/ Tribunal Hearings

These include information about recommended Hearing procedures, the use and presentation of evidence and recommended penalties. Hints and Tips (2) outlines the composition, jurisdiction and powers of Tribunals, reporting procedures and attendance at Tribunals.

Information on the organisation and preliminaries of hearings, forms of reports, procedures and penalties are summarised within the Tribunal Hearings document.

Checklists 1, 2, 3 & 4

Checklists 1, 2 & 3 outline key facts; steps and information for referral prior, during, and after Tribunals are convened. Checklist 3 provides useful tips for referees/officials at giving evidence at a Touch Football Tribunal.

FAQ's/ EOI Letter Template & EOI Application Form

A frequently asked questions document is also attached, to help answer any queries or questions someone is most likely to ask, as a quick reference. The EOI is an expression of interest letter template for affiliates to use, for approaching members of their affiliate, professionals if interested in being part of the disciplinary process.

Appendix Templates

These templates are to help members of Tribunals, Officials and relevant TFA Authorities to keep records of evidence, witnesses, decisions and findings that arise from a Tribunal or Appeal Tribunal.

Version Control Register

Material Title: The Affiliate Management Resource Initiative

Material Type: Templates

Material Developed by (Author): Lauren Atkinson – Affiliation Services Coordinator

Workplace for Use: All documents

Version Number	Release date	Amendments made (brief notes)	Authorised by	Archive date
1	30/01/2013	First Copy	Marianne Maguire	