



Mackay Touch

By-Laws

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# Mackay Touch Association

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**Doc Name:** Mackay Touch Association By-Laws

**Doc Owner:** Mackay Touch Association

## Amendments

<b>Version Number:</b>	<b>Date:</b>	<b>Description</b>	<b>Initial</b>
1	11 Aug, 2010	Update and Include all by-laws currently known	KMM (Admin)
2	March, 2014	Updated and added rule 12 Drop Off Procedure	SC (Admin)
3	17 Jan, 2015	Updated	SC (Admin)
4	28 Nov, 2015	Updated and added rule 3, 5.1a, 6.1a, 6.1b, 6.1c, 6.4, 6.5, 6.7, 6.8, 6.9, 6.16	SCarvolth (Admin)
5	20 January 2017	Updated and added rules 2, 5.1, 6.1a, 6.1c, 6.2, 6.3, 6.5, 6.8, 6.10, 6.18	CHolt (ADMIN)
6	3 March 2019	Updated and added rules 1, 5.1a, 5.1.d, 6.1, 6.2, 6.7, 6.11, 6.14, 6.17	BWyer (Admin)



## 1. Definitions

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Bylaws are the rules and regulations adopted by Mackay Touch Association Inc. Bylaws are more flexible than the articles of incorporation because they are easier to amend. Bylaws are a rule adopted by an organization in order to regulate its own affairs and the behaviour of its members.

The Executive Committee may from time to time make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

## 2. Organization Structure

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### Executive Positions

President

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

Treasurer

Administrator/Secretary

### Committee

Junior Touch Coordinator

Referees Director

Coaching Director

Junior Administrator

## 3. Meetings

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1. Regular Meetings will be held.
2. Special meetings may be held at any time when called for by the President or a majority of Executive members.
3. Agendas shall be provided at least 2 days in advance.
4. 14 days' notice will be given for general meetings.
5. 21 days' notice for an AGM meeting.
6. All Club must supply their Club contact details, in writing, for the AGM.

## 4. Definition of Mackay Touch Association

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We have games being played on three different nights, Monday, Wednesday and Friday. Mondays include the Senior Divisions (30 years and over only) and the Open Divisions. Wednesdays is Open Mixed Division and Friday is the Juniors playing day. Monday for the Junior Mixed

For those playing for the first time, teams are put in a pool in a division to start the competition. However, this may change depending on early results. By this we hope to keep the teams in anyone division as close as possible.

Game times and referees will be posted on the website by Friday of each week and also displayed on the notice board.



## 5. Mackay Touch Competition Procedures

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### 5.1 Administration Procedures for all Teams

Nominate your team online by Close date for competition to secure your team for season start date at [www.mackaytouch.com.au](http://www.mackaytouch.com.au) under the relevant tab (Senior or Junior) and all players to be registered to their team using a team code. (Ask your team contact for this code). This is compulsory for Touch Football Australia (TFA) Insurance/registration purposes to ensure all members are covered by insurance. All players must be registered prior to taking the field. If a player is not registered, they are not entitled to take to the field. Any new players during the season must register prior to playing their first game.

- a. A \$50.00 registration fee per player per competition must be paid prior to taking the field. If the registration fee is not paid in full prior to taking the field players will be notified that they cannot play until registration fee is fully paid. Registration is \$50 per competition (to date competitions include Men's, Women's, Over 30's and Mixed). It is the responsibility of each player to pay their fees. A strict NO PAY NO PLAY policy will be enforced for all players participating in all Mackay Touch Football competitions. If a player takes the field un-financial in the Mackay Touch Association competition, the game will be counted as a forfeit.
- b. A fee for the Junior Season will be decided by the Executive/Management Committee prior to the season start. The fee will be inclusive of Registration and game fees.
- c. Game fees are \$60.00 must be paid **PRIOR** to playing.
- d. Unregistered players are not covered by insurance therefore they cannot take to the field until they have followed procedure and registered online. This ensures that insurance and legal requirements are met. Players must be registered to the teams playing in the game. This process is done online PRIOR to taking the field. If a player takes the field unregistered the game will be counted as a forfeit.
- e. Teams can collect a folder from admin for keeping of your owning records and returned after game but not necessary. At the end of the game if the score/players are correct, sign the scorecard. (Kept by referee and returned to Admin).

### 5.2 Officiating procedures for all Referees'

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- a. Collect referee's scorecard from donga.
- b. Check both teams - fingernails, jewellery, shoes (no long fingernails, no jewellery, no metal tags, screw ins or long tags on shoes)
- c. At half time do a head count of both teams and add to scorecard
- d. Ensure correct referees names are on scorecard
- e. Return referee's scorecard to Administration.
- f. Referees are to be in full correct uniform. If you do not have a shirt, please ask for one at the donga.

Mackay Touch Association also supports **zero tolerance** towards referees and shall be enforced by all referees.

Mackay Touch Association also supports a 15-minute cooling off period after a game. This is at the request of the game referee/s.

## 6. By-Laws

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## **6.1 TEAM AND CLUB CONCEPT:**

**The Mackay Touch Competition is based on a team and club Concept.**

### **CLUB CONCEPT AND TEAM CONCEPT -FIXTURE GAMES**

All club teams are to name their top 6 players for all grades before the second week of the competition. Irrespective of age or gender, each TOP 6 player can only play up one division on any given fixture night. Each team within the club structure must nominate a Top 6. Those players who are not named in the top 6 may play up or down one (1) Division. Any club that allows a top 6 player to play down in any grade with any of their other club teams, both teams will lose 3 competition points and the game will be classed as a forfeit. A player must play 5 round games in their nominated division (before being eligible for any other grade) and have played 3 round games up a division and 5 round games down a division to be eligible to play in that division semis & finals. A player in a club may play more than one (1) game for their club on any given fixture night, as long as the above conditions apply. All games must be played on night scheduled, unless games interrupted by rain/lights or other extenuating circumstances.

For teams in grades other than A Grade utilising this rule can only have a maximum of fourteen (14) players. However, they cannot have more than the team they are playing against. (i.e. Team 'A' utilising this rule cannot have the maximum 14 players allowed if the team they are playing has 11 players. In this case they would only be permitted to have 11 players. **Please note this clause does not apply to A Grade.**

A Grade Player/s may only play in the lowest Competition of C Grade (This means a player that is playing in an A Grade Women competition, therefore CAN NOT play lower than C Grade in a Mixed competition). If this player/s wishes to play in a lower competition than C Grade, the player must, in writing, request authorization from Mackay Touch.

If a player takes the field using a false name, the Team Captain or Team contact will receive a 2-week suspension.

If the Top 6 from each club team isn't submitted to Mackay Touch Administrator before the second week, each game played will be counted as a forfeit.

Players may play up any division i.e. C Grade players may step up to A Grade. Players **CAN NOT** play down two divisions.

A player may not "fill in" for another team at any time or when that player is from a "bye/forfeiting" team. Any team that allows a player to play a game, from another team, will lose 3 competition points and the game will be classed as a forfeit. The player will receive an automatic 2-week suspension. If a player takes the field using a false name, the team captain or Team contact will receive a 2-week suspension. This suspension of the Team contact, or team captain will be decided by the Mackay Touch Association Executive Committee.

Fill in player is any player that is NOT registered or NOT financial or plays for another team.

Players playing from a lower grade club team must write the players name on the score sheet and place the players registered grade next to there name.

### **JUNIOR CLUB CONCEPT –MACKAY JUNIOR TOUCH FIXTURE GAMES ONLY**

All clubs must have a minimum of 4 teams within the club. It is encouraged that teams align with current clubs, however not required.

Clubs must, in writing, notify Mackay Touch that they are starting a club or are aligning with a current Club. The Club must include Club name, Team names and Age groups.

Children playing within the club are only allowed to play a second game for an age group higher than they are currently playing (i.e.U12 player can only play in the age groups U14 and above). Players cannot play a second game in the same age group within

the club or another team. Any team that allows a player to play a second game within the same age group within the club or another team, both teams will lose 3 competition points and the game will be classed as a forfeit.

When playing for an age group other than their own players must write their names onto the scorecard and notify the referee and opposition Coach/Manger.

There must be a minimum of 3 clubs in Junior for this concept to take place.

## 6.2 Trial Player:

- The player can't be registered to any team within that competition they are trialling in.
- Players can only play three (3) games in total after this they must pay the registration fee for their competition.
- If the Trial player takes the field for the 4 game, and hasn't paid \$50, the team that they are playing for will forfeit and lose 3 competition points
- Trial Player's games DO count towards eligibility for finals, however the games played for that team only count. The \$50 Registration fee must be paid.
  - i.e. If a player plays 2 games in Mixed and 1 game in Over 30's and the player chooses to play Over 30's ONLY that 1 game will count towards eligibility in the competition NOT the games played in Mixed.
- Trial payment - \$10/game which DOES NOT come off the registration fee. *So, if a player plays 2 games and wants to continue playing it will cost them \$50.* This payment must be paid prior to taking the field, failure in paying prior to playing will result in the team that they are playing for forfeiting and lose 3 competition points
- The receipt will need to accompany the player to the game and shown to the referee for that game.
- After the 3 trial GAMES the player must pay \$50 prior to taking the field.
- Trial player must see Mackay Touch Administrator prior to playing any game to register. To be covered by insurance.
- No TRIAL player can take the field three (3) weeks prior to Semi Finals

## 6.3 UNIFORMS:

All teams must be in full uniform by the **4<sup>th</sup> week** of competition. This includes identical shirt with number and similar shorts. Shoes and socks must be worn. Any player not in full uniform will not be able to take the field. Referees have the authority to send players from the field if not in full Uniform. Women wearing leggings or long tights of any sort must have them of the same colour as the team shorts, not multi colours etc. All teams must nominate uniform colours before season starts as part of the online nomination forms.

## 6.4 CHANGING TEAMS OR CLUBS:

Players may change from club to club or to another team, without missing any scheduled fixture games, provided the player supplies The Executive with a written release from the previous club or team, before the next fixture game takes place.

## 6.5 FORFEITS:

If teams are to forfeit, they must contact Mackay Touch prior to 12.00pm the day of competition. Any team that does not notify Mackay Touch by phone (leaving a voice message will be accepted. Messages via Facebook will **NOT** be accepted) before 12.00pm the day of competition will not be charged game fees. Teams that forfeit after 12.00pm and before 5.00pm will incur a \$60 forfeit fee and any team that contacts Mackay Touch after 5.00pm or does not show up will incur a fee of \$120. This fee must be paid prior to playing your next competition game. If three (3) or less players turn up to play, to gain recognition for games played

they must pay the full game fee (\$60.00), and must be present for the full game, with the opposition team captain/representative and referee to sign their game card at the end of the game time. The opposition will fill in their game card with only those present, referees to sign. (Opposition team does not have to stay for full game) If 4 players these players must play the game.

Teams must be in attendance at the playing field, five (5) minutes before the commencement of their match. Any team that cannot field a team on the scheduled date with at least the minimum of four (4) players (mixed must meet the requirement of a maximum of 3 males and a minimum of 1 female) after five (5) minutes of the siren going will be required to forfeit.

In the case of a forfeit the non-offending team will be countered towards eligibility. The Non-offending team will not be required to pay game fees or mark their team sheets unless a scratch match is played.

Any team that forfeits three (3) games may immediately be removed from the competition unless an acceptable reason is presented to the MTA executive.

Any team that forfeits a game during the final series may be removed from the competition.

The FOR and AGAINST score for a forfeited game will be 5-0 to the non-offending team

For any scratch matches (forfeit) to be played the forfeiting side must pay their games fees on the fixture night. Scratch matches must only be played by the teams and players displayed in the draw. A player may not “fill in” for another team at any time or when that player is from a “bye/forfeiting” team. Any team that allows a player to play a second game with another team, both teams will lose 3 competition points and the game will be classed as a forfeit.

After a game has been played and it is found that a team has played an unregistered and/or un-financial player that game will become a forfeit and the offending team will lose 3 points. The Non-offending team will receive a For and Against points of 5 – 0, however if the non-offending team win be more than 5 Touchdowns all For points will count i.e. Team A plays an unregistered player and losses the game 9 – 0. The non-offending teams For and Against point will be 9 – 0. The offending team will receive **NO** For and Against point

#### **6.6 PROVISION OF REFEREES:**

All teams must provide at least one (1) referee. It is deemed to be these individuals' responsibility to fulfil all their allocated Refereeing duties. If unavailable it is the teams/referee responsibility to organise a replacement. The team will lose 3 competition points, a fine of \$100.00 and the nominated team referee will receive a suspension of two (2) weeks. In the case where the team takes turns in the refereeing duties and someone doesn't fulfil their role it will then become the team contact/captain that will receive the penalty. The suspension of two (2) weeks may be overturned if the referee referees four (4) games prior to playing their next competition game.

NOTE: A free Level 1 referee's course is held every season for all new and current Referees.

#### **6.7 SUBMISSION OF SCORECARDS & GAME FEES:**

All team must pay their game fee to the Administration **PRIOR** to the start of the game.

If a player is playing within the Club Structure and is subbing up or down (refer to rule 6.1) the player maybe written on the card with the grade to player registered in, beside their name.

#### **Scorecards Signatures - Option1**



### Signing of scorecard

At the conclusion of each match the referees shall confer and mark the final score on the scorecard. Following, each team captain (preferably) or other team representative is to check the scorecard and sign below their team name as agreement of the true and correct final score. Upon each of the team representatives signing the scorecard, the final score shall become a matter of fact.

### Disputed scorecard

Prior to signing the scorecard, the team representatives may confer with the referees if the final score is disputed. The final score on the card may only be changed by one of the officiating referees and only if each of the officiating referees agrees to the change.

### Disputed score

If the team representative does not agree with the final score, they may choose not to sign the scorecard. A disputed score may be raised with the administrator or president by the team captain, coach or manager and does not have to be in writing.

### Dispute resolution

In the event that the scorecard is not signed by one or both of the team representatives, the administrator is to determine a provisional score through conferring with any or all of the officiating referees, team representatives and the referee's director. The final score shall then be determined by the President. Upon the President's decision the final score shall become a matter of fact.

To remove any doubt:

The "team representative" may be any one of the team players, coach or managers.

- Nothing in these bylaws restricts the administrator or president from consulting any person or utilising any means as appropriate (e.g. a recording of the match) to determine the provisional or final score.
- The president has sole discretion to determine the final score, which may include deeming the result a draw or a win to one of the teams.
- If the match is a finals match, the president may require the match to be replayed, including for a shortened period or by drop-off procedure.
- If the president is not available, the normal procedures of delegated authority apply.
- Once the score becomes a matter of fact, the result may only be changed at the discretion of the president.
- The above procedures apply whether the dispute is raised in writing or verbally. However, if a written dispute is made, the letter shall be listed as inwards correspondence at the next regular meeting.

**Scorecards Signatures - OPTION 2** - Any disputed scores shall be determined by the president.

## **6.8 COMPETITION ROUNDS:**

The number of competition rounds shall be determined by the number of weeks of the competition and catch-up games may be held after consultation with the Mackay Touch Executives.

If a grade has an uneven number of teams in the competition, Mackay Touch will endeavour to arrange an inter pool game. If you are playing an inter pool game both teams will receive points, however if the team in a higher grade loses, the higher graded team will not receive the competition points.

There will be no **for and against** points for an inter pool game. If interpool games can be arranged by Mackay Touch, then teams are required to play them. If a team chooses to take the bye no points will be awarded for the bye.

It may be necessary for some teams to have a bye each week.

#### **6.9 COMPETITION POINTS:**

In the case of a team that forfeits, the teams forfeiting will be allocated 0 points 'FOR' and 5 points 'AGAINST'. The non-offending team will be counted as a 'BYE' and points allocated accordingly.

If a team is not in attendance after five (5) minutes has expired, the game is deemed a forfeit. The offending team is penalised one touchdown after the first minute for every minute thereafter up to 5 minutes.

#### **6.10 QUALIFYING FOR FINALS:**

Before a player may qualify for a semi or final, that player must have played 5 round games with that team during that Season (club rules apply for players playing in two divisions) For the purpose of this rule byes and trial games do count, (only one per fixture night).

If it is found that a player has participated in a finals game and has not been recorded as having played 5 competition round games, the team they played for will forfeit the game and will no longer be eligible to play in the final's series.

#### **WORK AND RAINED OUT GAMES DO NOT COUNT FOR GAMES PLAYED.**

If there is a reason to support a player's inability to attend the games. Required, a letter must be submitted to the Executive, with supporting documents e.g. a doctor's certificate. Any player injured may be put on the game card (noted at the beginning of the game **INJ initialled by referee only**), with the Referee and opposing Captain signing card at the END of the game. However, the injured player must be present for the full game to qualify.

If the case of unforeseen circumstances (eg. power failure) these games will count toward eligible.

All teams that compete in the finals must be fully paid and have no outstanding rego fees, game fees or other accounts outstanding.

#### **6.11 NUMBER OF TEAMS IN FINAL SERIES:**

If there are ten (10) or more teams in a division, then it will be top five (5) teams who will progress into final series.

If there are five (5) to nine (9) teams in a division, then it will be the top four (4) teams who will progress.

If there are four (4) teams, then the top four (4) teams will progress into the finals.

Finals format will be 1 v 2 (Winner to GF), 3 v 4 (Knockout), next final game will be loser of 1 v 2 plays winner of 3 v 4.

If there are three (3) or less teams in a division then it will be the top two (2) teams who will play the final.

Final series for Juniors will be part of the Conditions of Entry

Mackay Touch has the right to combine two (2) grades together and prior to finals split the grade and play finals with the option of all teams playing finals. i.e. A and B Grades combined with 6 teams. Prior to finals the grades are split into 3 A Grade and 3 B Grade. Mackay Touch may play 1<sup>st</sup> place straight into Grand Final and teams 2 and 3 playoff.

#### **6.12 DISCIPLINARY (JUDICIARY) RULE:**

A player dismissed from the field of play by the referee, for the remainder of the game, will receive an automatic two (2) weeks



suspension, and may be required to attend a Judiciary hearing. All parties retain the right to appeal; this must be within 48 hours. Mackay Touch Association has adopted the Touch Football Australia Disciplinary Regulations with the inclusion - the suggested sentence be doubled if a Referee is from the Junior ranks (Under 18).

If any suspended player takes the field, that game will be counted as a forfeit and the team will lose 3 competition points. Mackay Touch will review the suspension of the player and under the Touch Football Australia Disciplinary Regulations Manual act accordingly.

The notification of a suspension will be sent to a player via email and followed up with either a phone call or posted mail.

#### **6.13 INTERRUPTED GAMES:**

Should a game be interrupted due to injury or any other Extenuating circumstance, the following is the policy:

Prior to half-time - the game is to result in a draw.

After half-time - the game is to stand as it was when play stopped. However, if a field is available the game may be changed to the vacant field, and play will continue.

#### **6.14 AGE REQUIREMENTS:**

All players must be **turning 13 in the year of competition** in order to be eligible to participate in any MTA open competition. (MTA Open Men's, Women's or Mixed Competition)

All players in the Over 30 division must be **turning 30 in the year of competition**.

Players under the age of 13 may be eligible to play in the Open competition under the following circumstances –

- Players must have made at least NQ Cyclones and/or Capricornia Representative Touch sides
- Must be joining a club not a single team
- Mackay Touch must receive written approval from the club taking the player on
- Each player will be accepted individually
- Each player must be registered online and financial

Mackay Touch reserves the right to not accept a player who is under the required age.

#### **6.15 DROP OFF PROCEDURE**

After regulation time, when a defending team who has had previous possession knocks the ball down, the touch count will re-start rather than the game ending at that point. In this instance, the attacking team has not lost possession and therefore play should continue.

In the instance where three touchdowns have been scored in three consecutive or equivalent sets of six during drop-off by alternate teams, the team that did not tap off at the start of the drop-off will have a right of reply in order to score a touchdown. This right of reply will continue until a team fails to score of a set of six.

#### **6.16 REQUESTS FOR EXTENUATING CIRCUMSTANCES:**

Any request for extenuating circumstances must be received in writing by the Executive. All extenuating circumstances should be included in the letter to enable the Executive to consider the request effectively. Letter must be received at least 48 hours prior to game being played.



## **6.17 DISPUTES AND PROTESTS POLICY**

Mackay Touch has developed a disputes and Protests Policy. This process needs to be followed in the event of a dispute.

The policy is outlined in Schedule I and all disputes must be in writing and completed on the official Mackay Touch Association Disputes & Protests Form (Schedule J)

If a player/team wishes to appeal a decision of a suspension of a player, the Disputes and Protests form must be submitted within 24 hours after Mackay Touch notifies the nominated player.

## **6.18 FORCE MAJEURE**

If Mackay Touch is unable to perform, in whole or in any obligation under these Regulations by reason of a Force Majeure event, Mackay Touch is relieved of that obligation under these Regulations to the extent, and the period it is unable to perform.

Mackay Touch has no obligation to refund any team or individual competition fees paid if it is unable to perform by reason of a Force Majeure event.

**All below listed by-laws can be referred to in more detail within the various TFA Policies. Visit [www.touchfootball.com.au](http://www.touchfootball.com.au) to download available policies.**

- **INJURIES, HEALTH AND SAFETY:**

- First Aid and Insurance

Ice is always available for the immediate treatment of injuries at the canteen area.

All injuries must be reported to the [Administrator/ Competition Coordinator] who will then supply an Injury Report Form and advise the proper procedures (regarding insurance procedures).

The Touch Football Australia and Sportscover remain committed to providing the touch football community with a National Insurance Scheme for all registered members. Whilst the policy provides basic levels of cover for players and others participating in Touch Football, it is not all encompassing and does not seek to replace the need for private health and other insurances.

The TFA National Insurance Scheme webpage and resources are provided so that Players and Affiliate Administrators throughout Australia may have immediate access to the policy benefits and procedures of the insurance program. Please visit [www.touchfootball.com.au](http://www.touchfootball.com.au) for policy details.

- *Blood Rule*

Any player with a bleeding cut or abrasion is to leave the field immediately and have the cut or abrasion cleaned and covered. At this time any blood-stained clothing must also be either cleaned or replaced before the player can return to the field. On the rare occasion that a player is required to remove their playing apparel for blood, it is recommended that all team are in full uniform, however Mackay Touch understands that teams may not have a spare playing clothes, then a different playing shirt may be worn. A different playing shirt is only to be worn in the game where the blood rule is applied.

- *Pregnancy*

For recommendations on participation for pregnant players, reference should be made to the separate TFA Member Protection Guidelines.

It is recommended that if a Pregnant player wishes to continue to play, they get their doctor to advise them of the risks associated, and write a letter notifying Competition Administration that they have been advised and agree to continue to play anyway.

- *Drugs*

Reference should be made to the separate TFA Drugs and Anti-Doping Policy.





## Disputes & Protests Policy

1. All disputes must be in writing and completed on the official Mackay Touch Association Disputes & Protests Form (Schedule J) and must be lodged with Admin within 30 minutes following the completion of the match, or relevant incident if not directly related to a match. If a player/team/Club wishes to appeal a decision of a suspension of a player, the Disputes and Protests form must be submitted within 24 hours after Mackay Touch notifies the nominated player.
3. The Disputes & Protests Form must be accompanied by a protest fee of \$200.00 (which will only be refunded if the protest is upheld). Any such form must be signed and authorised by the relevant Captain/Coach/Manager, and/or in their absence, the Club delegate. **Protests against Refereeing decisions will not be accepted.**
3. As soon as practicable after receipt of the Form, the Mackay Touch Executives, will convene a judiciary of three (3) person to determine the relevant matter. The judiciary will be formed from members of the Organising Committee who are not involved in any way with the dispute.
4. A Notice of Judiciary Hearing will be served on all relevant parties to the dispute, to allow them to present any evidence in respect of the dispute or complaint.
5. If the incident is relevant to an occurrence during a match, a Referee / Official's report will be called for and entered as evidence of the occurrence(s) that resulted in the complaint / dispute. The Referee may also complete a further more detailed report if required.
6. At the conclusion of the judiciary hearing all relevant parties will be advised in writing on the committee's decision. This decision will be issued on a Notice of Finding (Schedule J).
7. The Notice of Finding will be issued to the Captain/Coach/Manager of the relevant teams involved, (or their appointed club delegate), and any such service is deemed to be served on all parties or persons under the control of that Captain/Coach/Manager or club.
8. The Mackay Touch Association Committee's decision on such protest or complaint shall be final.



# Disputes & Protests Form

I hereby lodge a protest following: (situation)

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**Made on:**

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**Grounds of Protest:**

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**Evidence to be called and/or submitted:**

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**Club:**

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**Team:**

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**Date:**

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**Signed:**

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**Position:**

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