

TEAM MANAGEMENT MANUAL JUNIOR STATE CUP

**2018 Junior State Cup, The Regional Sporting
Complex & Tuffins Lane Fields – Port Macquarie**



OUTLINE

The following Team Management Manual contains event information regarding the NSW Touch Football 2018 Junior State Cup. This is further detail to the [2018 Junior State Cup Team Management & Participant Video](#).

On behalf of NSWTA, we wish you every success at the tournament.

WELCOME AND THANK YOU

On behalf of New South Wales Touch Association (NSWTA) – Welcome to Port Macquarie, the official destination partner and hosts for the 2018 Junior State Cup!

NSWTA acknowledges your ongoing dedication and commitment which continues to enable Touch Football to prosper across our state. Everyone has applied significant time and effort in preparing for this event and NSWTA greatly appreciates your support.

We trust that you have an enjoyable Touch Football experience at this event and in the future.

OBJECTIVE OF THE EVENT

The Junior State Cup is a unique event on the Touch Football calendar. The event is an affiliation based competition for all NSWTA members to participate in. The event continues to showcase emerging talent from teams across NSW and provides a great opportunity for all participants to be identified for future State and/or regional representative teams.

HOSTS

NSWTA extends our sincere gratitude to our hosts, Port Macquarie Hastings Council. Many of you will be familiar with the destination and venue, however additional details are below:

- Accommodation
 - o For Accommodation assistance please contact the very helpful people at the Port Macquarie Tourist Information Centre
 - Website – <http://www.portmacquarieinfo.com.au/>
 - Phone – 1300 303 155
- Attractions
 - o The above website also has lots of useful information on:
 - Things to see and do whilst in Port Macquarie
 - Events
 - Travel Information
 - Deals on local attractions and tours

TOURNAMENT OFFICIALS AND CONTACT DETAILS

Outlined below are the key NSWTA event staff members contact details should you need assistance during the event. Tournament Control is located at the Stadium. Multiple Information Areas will also be staffed at the event.

There are also 3 Information Hubs: one at the entrance to the Stadium, one along the footpath in the central fields next to Field 28 and one near Tuffins Lane next to Field 10. These Information Hubs should be the first point of call for all enquiries.

PRIMARY EVENT CONTACTS

Daniel Rushworth – Sport Manager

Mobile – 0409 360 363

Location – Roaming

Kylie Hearne - Business Operations Manager

Mobile - 0420 990 395

Location - Roaming

Keith Lee – Event Coordinator

Mobile – 0407 893 615

Location – Roaming

Kathryn Pryer – Event Officer

Mobile – 0407 497 806

Location – Roaming

MEDICAL ASSISTANCE

Each Affiliate is required to have their own medical staff at the event. Affiliate medical staff in most cases will be the first responders to any injuries. It is highly recommended that each Affiliate ensures their medical staff are suitably qualified.

NSWTA will have an event medical team onsite for serious injuries.

- Head of Medical – Steve Cunningham
- Tournament Doctor – Dr Martin Jaffe

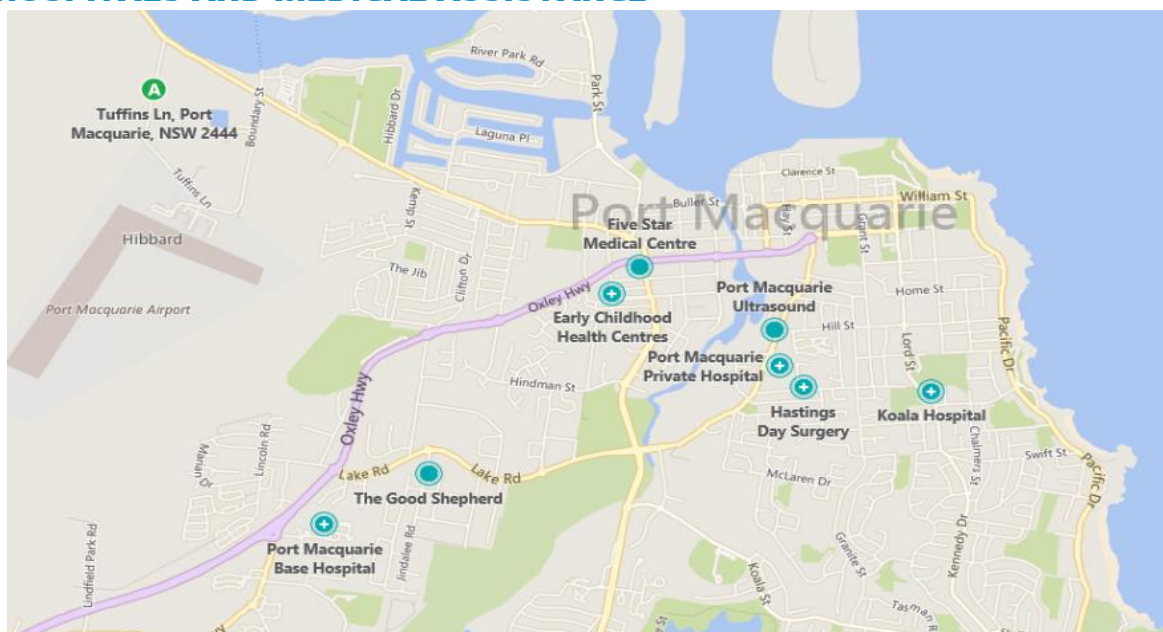
NSWTA medical will respond to serious injuries on the request of Affiliate medical staff. Event staff will assist this process via radio communication with the NSWTA Medical team.

We remind Affiliates that it is a requirement that Injury Reports Forms are completed and copies provided to medical staff and injured individuals for insurance purposes.

The appropriate injury report form will be provided by NSWTA medical Team and this should be kept for further injury claims

Please contact NSWTA in the week following the event to gain copies of scorecards and/or information to assist with the lodgement of any claims.

HOSPITALS AND MEDICAL ASSISTANCE



If medical assistance is required before, during or after hours, the nearest hospital to the stadium is:

Five Star Medical

- Address: 158 Gordon Street, Port Macquarie New South Wales 2444
- Phone: 02 6584 1000

Additional Medical Centre and Hospitals within the Port Macquarie region are listed below.

Port Macquarie Private Hospital

- Address: Lake Road, Port Macquarie New South Wales 2444
- Phone: 02 6582 9800

The Good Shepherd

- Address: 10 Jindalee Road, Port Macquarie New South Wales 2444
- Phone: 02 6581 4494

Port Macquarie Base Hospital

- Address: Wrights Road, Port Macquarie New South Wales 2444
- Phone: 02 5524 2000

Although the majority of Affiliates provide an exceptional duty of care towards their athletes, Affiliates are reminded the NSWTA Medical team is for serious injuries only.

COMMUNICATION WITH AFFILIATE COORDINATORS

Affiliate Coordinators are encouraged to frequent the Tournament Control Area if they have any issues, problems or questions.

An Affiliate Coordinator meeting may be called at any time during the event if required for urgent and/or matters that affect all Affiliates (i.e. contingencies in the event of poor weather).

2018 EVENT FEEDBACK

The evaluation process for the 2018 Junior State Cup will include an online survey to all participants who have registered online. The survey provides NSWTA with critical planning information for future tournaments.

The results of the survey will be published and circulated to Affiliates after the tournament.

REGISTRATION INFORMATION

TEAM REGISTRATION FORMS

There has been a change in the submitting time for the Team Registration Forms for each of the teams competing at the 2018 NSWTA Junior State Cup.

No forms will be accepted after 9.00am on Tuesday 13th February and the Team will receive the penalty mentioned below.

A team/club representative MUST submit the form by scanning and emailing to Keith Lee keith.lee@nswtouch.com.au

13th February. prior to 9.00am on Tuesday

Team Registration Form Submitting Guide

1. All Playing Numbers must be completed on the form for it to be accepted.
2. All Playing/Team Management Signatures must be completed, if not these can be done at tournament control prior to the team's first game.
3. Failure to complete point 1 will result in the 4 point penalty being incurred
4. Failure to complete point 2 will result in the team forfeiting all games until document is completed

Penalty: Should any team fail to comply with either of the above two options than they will be deducted 4 competition points commencing Friday morning as well as forfeit any games until the document is submitted.

LATE REGISTRATION REQUEST PROCEDURE

A Late Registration Request Form was sent to all Affiliate Coordinators and is for affiliated members to use in only extenuating circumstances for inclusion in replacing already registered players. The deadline has been well advertised to members and associations as set out per the Tournament Conditions of Entry advertised by the NSWTA.

By completing this form it does not guarantee participation in the requested event. This process has strict guidelines which must be adhered to and therefore the member may not gain inclusion in the event.

All members whose request is accepted will need to complete the online registration process in person on Thursday 15th February between 4pm-8pm at the Port Macquarie Regional Sports Stadium, Boundary Street

Port Macquarie.. All members will be notified in writing by the NSWTA Event Coordinator prior to arriving in Port Macquarie.

N.B Replacement Player Forms need to be completed by the nominated Affiliate Coordinator and submitted to NSWTA Event Coordinator Keith Lee via Keith.Lee@nswtouch.com.au by 5pm Friday 9th February.

DRUG TESTING

As a national sport we remind all participants that the Australian Sports Anti-Doping Authority (ASADA) could conduct random Drug Testing at any time. Full compliance to any requests is required and you must ensure your participants are aware of the TFA [Anti Doping Policy](#).

IMAGES

Images of children can be used inappropriately or illegally. NSWTA requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own.

They should also make sure the parent/guardian understands how the image will be used. To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets.

Unless otherwise notified, NSWTA has the right to use any images of participants and officials for promotional purposes.

LEGAL GUARDIANSHIP ISSUES

In instances where persons under the age of 18 will be in attendance at this event. Our expectations around your role and responsibilities we provide you some additional information related to legal guardianship.

This communication contains general advice only and does not take into account individual objectives, circumstances and or a legal view. The information contained in this communication is only to offer some additional information on this particular area and individual research and advice should be sort for your personal circumstance.

Guardians - A guardianship is a legal right given to a person to be responsible for the food, health care, housing, and other necessities of a person deemed fully or partially incapable of providing these necessities for him or herself.

What Are a Guardian's Duties?

The guardian makes decisions about how the person lives, including their residence, health care, food, and social activity. The guardian is intended to monitor the person, to make sure that the person lives in the most appropriate, least restrictive environment possible, with appropriate food, clothing, social opportunities, and medical care.

Communication with the Parents

Ensure you are informed of any medical concerns, including food allergies. In addition, you'll need to agree on things like sleeping arrangements, the administration of over-the-counter medications, and procedures for contacting the parents in an emergency.

AUSTRALIAN SPORTS COMMISSION HARASSMENT GUIDELINES

The Australian Sports Commission has put together a number of guidelines for harassment free sport as outlined in the link below.

[Australian Sports Commission Code of Conduct](#)

NSW TOUCH FOOTBALL/TOUCH FOOTBALL AUSTRALIA RESPONSIBILITY CODE

NSWTA has developed a Responsibility Code for participant use. A copy is available in the Manager Pack and will be displayed around the venue. NSWTA encourage all participants to abide by the code.

RISK MANAGEMENT NOTES

NSWTA has in place various policies and processes for dealing with Risk Management and Crisis Management. With these organisational policies we hope to provide prompt, effective emergency responses and reduce accidental losses from natural and man-made disasters.

EVENT EMERGENCY PROCEDURE

Evacuation Procedure

If a decision is made to evacuate the venue during the tournament the following process will be undertaken:
Event/Stadium Staff will ensure general exits are open with instructions communicated.
Event/Stadium Staff will notify nearby patrons and instruct them to the nearest exit.
Event Patrons will be notified via the stadium loudspeaker system with the following:

“LADIES AND GENTLEMEN, THE MANAGEMENT HAVE REQUESTED THAT ALTHOUGH YOU ARE IN NO IMMEDIATE DANGER, FOR YOUR SAFETY WE HAVE TO STOP THE GAMES TEMPORARILY AND EVACUATE THE STADIUM. PLEASE ASSIST BY REMAINING CALM AND MOVE IN THE DIRECTION INDICATED BY THE NEAREST EXIT SIGNS OR EVENT STAFF.”

Patrons will be asked to remain in a safe area outside the grounds until the threat has been eliminated. The evacuation points are adjacent Field 2 for the Tuffins Lane Fields and Field 1 for Stadium patrons unless instructed otherwise.

FOOD HANDLING

Affiliates are reminded of the risks associated with food handling. Affiliates are required to follow processes and policies around food handling. Included in your hard copy pack will be a fact sheet on food handling. Please also visit [Food Standards](#) for more information.

WATER SAFETY

Many Affiliates conduct onsite recovery processes for their athletes which involve using bins, pools or spas. These items must comply with local water safety laws, a copy is provided within this pack for further reference.

Unsupervised bodies of water may be present throughout the venue. NSWTA reminds all spectators and participants to supervise any children at all times.

Some venue hoses are made of polyvinyl chloride (PVC), which uses lead as a stabiliser and therefore are not suitable to drink from. Please do not fill up water containers using these types of hoses and fill up these containers straight from a tap.

ELECTRICITY AND APPLIANCES

NSW Touch Football does not provide access to electricity, nor can we provide support or equipment that is required to ensure it is compliant to legal requirements.

TRAVEL TO AND FROM PORT MACQUARIE

Due to recent roadwork developments on the new Pacific Highway (M1), it is advised that all participants and spectators enter and exit Port Macquarie via the Oxley Highway instead of Hastings River Drive.

TRAFFIC MANAGEMENT AND PARKING

With a large number of participants and spectators attending the event, it is expected that parking may become difficult at peak times; therefore, we recommend you allow additional time in all preparations.

Vehicles parked outside of car parks, on roadsides and areas that are not permitted will have their cars towed at their costs.

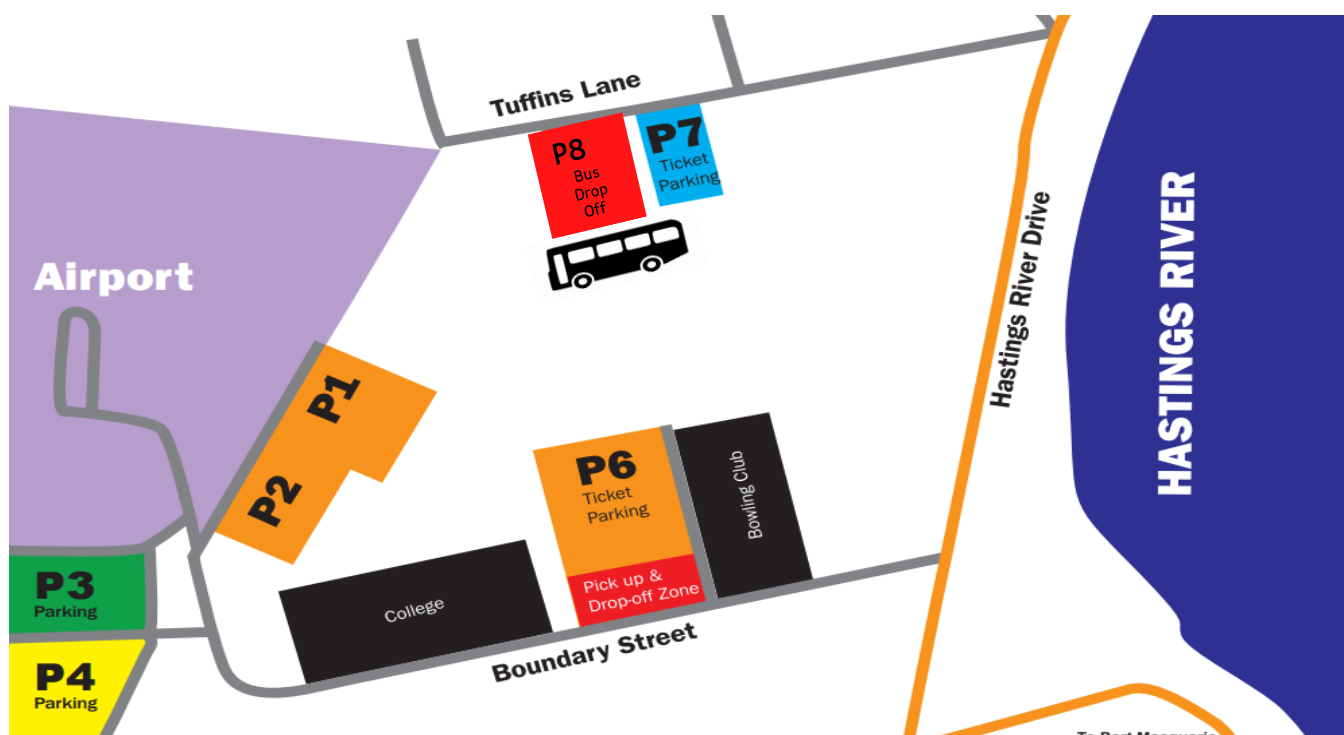
Parking off Boundary Street

Access to the main car park is off Boundary Street and will require extreme care from all drivers and pedestrians. Bays P1-P4 are available and P6 is available to those who hold a car pass. There is a drop off/pick up zone at the entrance to P6. All drivers are encouraged to adhere to the speed limit, directions of signage, temporary barriers or traffic control staff. This is for the safety of all participants and pedestrians in particular.

Parking off Tuffins Lane

Parking is available in bay P7 for those who hold car passes located off Tuffins Lane and will also require extreme care from all drivers and pedestrians. All drivers are encouraged to adhere to the speed limit, directions of signage, temporary barriers or traffic control staff. This is for the safety of all participants and pedestrians in particular.

Parking Map



Mini Bus Parking

Mini-Bus parking is available off the Boundary Street Entrance at P6 and Coach (over 22-seaters) parking is off site. Please be careful and use common sense when using these areas as individual parking bays are not marked. Do not park in muddy areas as you may not be able to get out when you want to. Please do not park vehicles in or block gate access areas.

A designated car and bus drop-off zone is also available at the Boundary Street entrance. This will be the point for bus drop offs and all bus drivers are to use this point to limit risk of a pedestrian/vehicle accident to their participants during the competition.

Town Bus Service Route Information

The NSW Touch Football and Port Macquarie-Hastings Council are providing a FREE regular bus service throughout the 2018 Junior State Cup for the convenience of all participants.

This service is free and will be running Friday through to Sunday from various points across Port Macquarie.

The buses will continuously run throughout each day of the event. 5 buses on Friday and Saturday will run from 6am-8pm and on Sunday from 6am-12pm. 2 buses will run on Sunday 12pm-6pm. The buses will not be running on a schedule due to the variance in traffic across Port Macquarie over the weekend, however will be leaving at approximate intervals of 30-60 minutes.

Bus Routes			
Start Point	Glasshouse (Bus #1)	Short Street (Bus #2)	Flynn's Beach (Bus #3)
Finish Point	Tuffins Lane Fields Bus Bay	Tuffins Lane Fields Bus Bay	Tuffins Lane Fields Bus Bay
Amount	2 buses	1 bus	2 buses
Waiting Time	Approx. 30-60mins	Approx. 30-60mins	Approx. 30-60mins

Venue Shuttle Bus Service Route Information

In addition to the Port Macquarie bus service, there will be a mini bus shuttle continuously running from Parking 3/4 stopping via the Stadium and Tuffins Lane bus drop off, this will complete a reverse trip back to P3/4. This service will be available to use as a return trip to P3 and P4 in the evening although there may be delays due to the heavy amount of exiting traffic from the venue.

This mini bus will be running during the following times. There is no set schedule due to the variance in traffic.

Friday / Saturday	6:30am-1pm & 3pm-6:30pm
Sunday	6:30am-10am & 2pm-5pm

General

Vehicles are requested to slow down when approaching the car-park and give way to pedestrians. Please proceed with **caution and low speed** around the event precinct as pedestrians in this area have right of way at all times. The internal car park is mainly to be driven in at the beginning of the day and left until the end to reduce traffic.

If you are planning to come and go throughout the day, please use the external public access car parking

directly outside the venue. It is also recommended this is used as it will provide a quicker exit and less traffic congestion throughout the event.

TENT SET UP INFORMATION

It is important to note for first-timers and experienced participants alike the rules around vehicle access on site at the Tuffins Lane Playing Fields precinct, especially throughout the weekend and for tent set up.

Tuffins Lane Access

During playing hours, Tuffins Lane P7 parking will only be accessible with a 2018 Tuffins Lane Car Pass that is provided from NSWTA and not for sale.

Please note that for vehicles that do not have car passes, there is to be no vehicle access into Tuffins Lane outside of the designated times listed below.

Tent Set Up Times

General vehicle access times to allow for tent set up throughout the duration of the weekend are as follows:

Tuffins Lane General Public Access Times				
	Thursday	Friday	Saturday	Sunday
Morning	No Access	5:30am-6:30am	5:30am-6:30am	5:30am-6:30am
Afternoon	2pm-7pm	6:30pm-8pm	6:30pm-8pm	1pm-7pm

All unauthorised vehicles must be off site outside of the above times.

VENUE DRIVING CONDITIONS

- There is to be no unauthorised access on the Port Macquarie Regional Stadium precinct or Tuffins Lane Playing Fields precinct prior to Thursday 2:00pm.
- Vehicles CANNOT be reversed on site – ALL vehicles MUST enter and exit site moving in a forward direction ONLY.
- Site speed limit is 5km/hr (walking pace) and pedestrians have right of way.
- There is **NO** driving on the playing fields

SECURITY

There will be overnight security for the duration of the event. Although there is security present, NSW Touch Football recommends that all valuables are not left at the fields overnight. There have also been issues during

the day with bags and uniforms going missing and we ask for all participants and spectators to be vigilant with their belongings.

CONDITIONS OF ENTRY REMINDERS

It is each participant's responsibility to review and comply with the Conditions of Entry for the event. It is important that Affiliate Coordinators and Team Officials remind themselves of the Conditions for each event, as they do adjust and change. Frequent considerations to remember include but are not limited to;

Drop-off Rule

i) When the match is drawn at the expiration of full time, the referee will wait until the ball is dead; halt play and then signal to the tournament official that the game is drawn. Both teams will remain in position on the field prior to the commencement of the "drop off". Each team will reduce their playing strength by one (1) on-field player. Recommencement will be signalled by tournament control. The referee will remain at the mark. Neither team is permitted to leave the field of play.

ii) The Drop-off will commence with a roll ball to the team in possession, at the same field position and with the same touch count when the game was halted; (i.e. the team retaining possession at the designated number of touches, or a change of possession due to the sixth touch, that is a direct continuation in play.

All other rules to the "Drop Off" remain unchanged.

NB. "Drop Offs" may not be used in all NSWTA events. The Conditions of Entry for an event will confirm if the "Drop Off" is being utilised.

Uniforms

All Affiliates playing uniforms are to be correctly numbered, be of the same design and must be correct for all games of competition. Approved Touch Football shoes must be worn in accordance with rule 3.2 of the TFA rulebook. Please note that predominantly white shirts are **NOT** allowed (to avoid confusion with the Referees).

Affiliates **must** register uniform design and colours to be approved by NSWTA prior to being utilised at a NSWTA Tournament. **ALL AFFILIATES MUST** forward current and/or new designs, in colour, to the office of the NSWTA **by the 1st of July each year**. The NSWTA reserves the right to reject designs. If a design was rejected the Affiliate will need to submit a new design.

All playing uniforms must include

- Identification numbers: All players are to wear an identifying number on the back of their shirt/singlet, not less than 16cm in height and clearly displayed.
- No temporary measures such as tape will be permitted to replace numbers.
- A one or two digit number which meets the requirements set out above.
- No three digit numbers will be permitted.
- Zero (0) can only be used in the following sequence 0 (not 01, 02 etc.) 10, 20, 30, 40, 50, 60, 70, 80 and 90.
- The only playing numbers permissible between 0-99.

Males: The Affiliate uniform must be manufactured in a material that is acceptable by NSWTA. That includes playing shirts/singlet, shorts, socks and hat (hat is an optional wear item). A male team may only wear one type of uniform and cannot be mismatched in type. In the case of Affiliates not supplying players with hats the acceptable hat will be that of the NSWTA available at the merchandise tent. Special dispensation can be sought through the Event Coordinator.

Females: The female uniforms must be manufactured in a material that is acceptable to NSWTA. Teams uniforms may be bodysuits, two piece body suits, two piece uniform of playing shirts/singlet and bike pants or shorts- all with socks and hat (hat is an optional wear item). In the case of Affiliates not supplying players with

hats the acceptable hat will be that of the NSWTA available at the merchandise tent. Special dispensation can be sought through the Event Coordinator.

Team Management: The Affiliate uniform must be manufactured in a material that is acceptable by NSWTA. That includes Jacket/Hoodie or similar, club Polo Shirt, club or plain black shorts/pants, socks, club hat (only required in the playing area and is an optional wear item) and must wear closed in footwear. Team Management may only wear one type of uniform and cannot be mismatched in type. In the case of Affiliates not supplying Team Management with club hats, the acceptable hat will be that of the NSWTA available at the merchandise tent. Special dispensation can be sought through the Event Coordinator.

Affiliate Hat: The Affiliate Hat is only the currently submitted and approved version. Multiple versions or designs of Affiliate Hats are no longer permitted (i.e. All players in all teams must wear the exact same hat).

Compression Garments:

The wearing of compression garments is permitted however these must be worn under the approved Affiliate uniform. In all cases compression garments are not to be worn in place of the affiliate uniform.

Dispute Resolution

Protest Forms or Incident Report Forms can be obtained from the Information Area.

Further information can be found from the NSWTA website – [NSWTA Disciplinary Regulations](#)

Timeframes for submitting reports (i.e. length of time after matches) are noted in the Conditions of Entry and will be strictly adhered to and require a fee.

Protests against general referee decisions will not be considered.

Scoresheets and Disputes

It is the responsibility of each team to allocate the appropriate person to sign the score sheet at the end of each game. The appropriate person can be seen as the Coach or Team Manager. In signing the score sheet the nominated person on behalf of their team has acknowledged and accepted the information on the score sheet to be correct. This information includes:

- Full time scores
- Playing Numbers
- Touchdown scorers
- Send Offs or Period of Times' sanctions.

NSWTA encourages all referees, team players and officials to communicate throughout the game to make sure that all parties have responsibility in ensuring that the score sheet is correct.

If you do not agree with the information on the score sheet, do not sign the score sheet and lodge a protest via the Affiliate Coordinator as indicated above.

If the score sheet has not been signed and the time has passed for a protest to be lodged, the information on the score sheet will be recorded.

If the information on the score sheet is unclear, the relevant parties may be contacted to confirm.

If a team does not agree with the score on the score sheet, they are to lodge a protest via the Affiliate Coordinator as indicated above.

The following information is to be provided with the protest:

- The team that tapped off an direction of play

- The order the scoring occurred (including player numbers of both teams)
- The half-time and full-time scores.

The opposing team will be called to verify the score. If they do not agree or in the event of inconclusive evidence the score will be recorded as the score that the referees have recorded.

Alternatively, video evidence can be provided and the evidence will be used if conclusive.

Coaching Positions and Communication with the Referee

A coach may position themselves at the end of a field. If they are at the end of the field they must remain five metres behind the dead ball line. Where a fence, spectator line or advertising signage prevents this they must remain behind the fence or advertising signage.

Any coaching / management staff at the end of a playing field cannot issue any verbal or physical commands directly to the team they are observing and can only communicate to the team or other coaching/management staff in the interchange area by returning to the interchange area or by use of electronic communication equipment.

During a match, only the team captain can communicate with a referee.

During the game, at halftime and after the conclusion of a match, the team manager or coach can approach the referees to communicate on the score and to sign the score sheet but are not to engage in "heated" discussion.

Further information is available from the NSWTA website – [Junior State Cup](#)

WEATHER

The climate in Port Macquarie is susceptible to fluctuating weather patterns. NSWTA reserves the right to organise the affected games in whatever format which will assist the games to occur in as equal conditions as possible.

Hot Weather

In the event that games need to be rescheduled due to hot weather, it will be replayed at a later time on the same night or earlier the next day (as practically applied).

Games will not commence if the temperature exceeds 38 degrees, games will be postponed until such time that the temperature decreases.

If the temperature reaches 36 degrees, any games underway will be completed and any subsequent games will be played with regular breaks throughout the duration of the game.

NSWTA will return to the regular format, guided by a drop in temperature back below 36 degrees.

Wet Weather

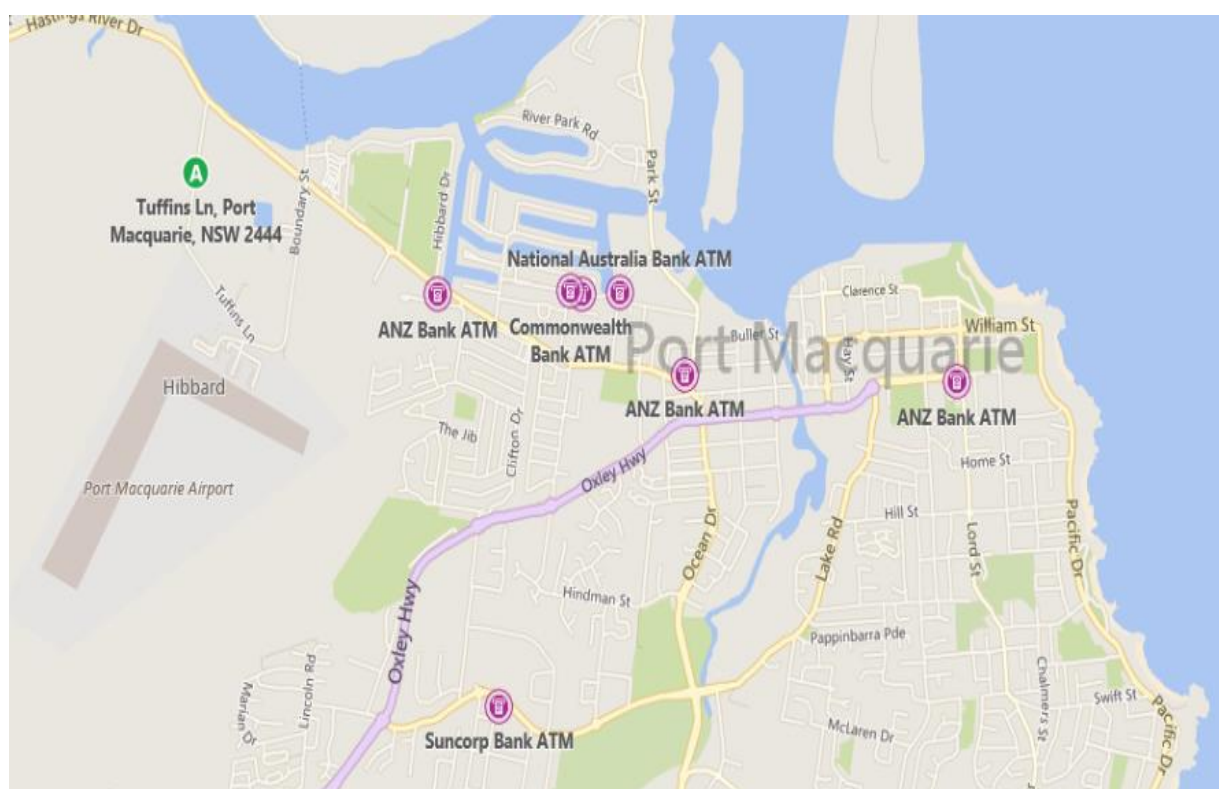
Rescheduling of Rounds washed out by rain or other inclement weather will be moved to the next available time slots either later into the night or very early the next morning (where practical).

VENUE INFORMATION

There is an ATM at the Hibbard's Sports Club located opposite the Port Macquarie Regional Stadium off Boundary Street, Port Macquarie.

In addition, the closest ATM's in the Port Macquarie region are listed below.

- ANZ Bank ATM - Address: 100 Hastings Drive, Port Macquarie New South Wales 2444
- Suncorp Bank ATM - Address: corner Park and Bay Street, Port Macquarie New South Wales 2444
- NAB ATM - Address: 70 Horton Street, Port Macquarie New South Wales 2444
- Westpac ATM - Address: Level 1, 1 Bay Street, Port Macquarie New South Wales 2444
- Commonwealth Bank ATM - Address: corner Bay Street and Park Street, Port Macquarie New South Wales 2444



Rubbish

There will be rubbish bins around the venue and we ask for your cooperation to ensure the cleanliness of the venue. It is the responsibility for Affiliates to clean their own tent areas. Please leave the areas in the same clean state as you found them in. If there are other areas of the venue that need cleaning, please contact an Event Staff member. Fines may be applied to Affiliates for non-compliance

FOOD AND BEVERAGE

Alcohol Service

All participants are to refrain from bringing glass containers of any type into the venue. This is an alcohol free event.

Food and Beverage

Port Macquarie Touch Association will organise vendors for the event which will be located across the facility.

WARM UP FIELDS

During the event there is to be no training on the main playing surface (stadium field) at any time. Any teams doing this or looking to do this will be instructed to leave by Event Staff. No team should be on the main playing surface unless they are scheduled to participate in that relevant timeslot.

Therefore, teams are not permitted to enter the main playing surface until after the full-time siren has occurred in the preceding game and should be off the field before the following game starts. Teams can warm up in available areas throughout the venue.

EVENT PARTNERS

The following NSWTA partners will be activating at the event and have a range of products available to purchase at affordable prices.

Hyper Active Merchandising

<http://hypermerchandising.com.au/>

Hyper Active Merchandising is NSWTA's official event merchandiser and has a large range of event merchandise including apparel, water bottles, caps and much more.

Hyperactive is also selling NSWTA Referee Uniforms on behalf of BLK at the event.

NSW Touch Football APP

The primary source of Information and results for the tournament will be the NSW Touch App. The NSW Touch App can be downloaded for free onto your handheld through 'Google Play' or 'Apple iTunes App Store'. Please ensure all officials and players download the app before the tournament to ensure you receive tournament information and push notifications.

Website

NSWTA's website can be viewed from <http://www.nswtouch.com.au/>.

The event also has a dedicated website where the fixtures and results will be available that can be viewed from [Junior State Cup 2018](#).

Social Media

The NSWTA Facebook, YouTube, Instagram and Twitter accounts will also be used extensively to communicate during the event:

http://www.twitter.com/nsw_touch

<http://www.youtube.com/touchfootbballaus>

<http://instagram.com/nswtouch>

<https://www.facebook.com/nswtouch>

ONSITE INFRASTRUCTURE / SERVICES OVERVIEW

Water Supply

A number of permanent fixed water supply points are available around the venue.

Water usage should be conducted in a safe and responsible matter at all times and must comply with any water restrictions enforced at the time of the event.

Tent Infrastructure

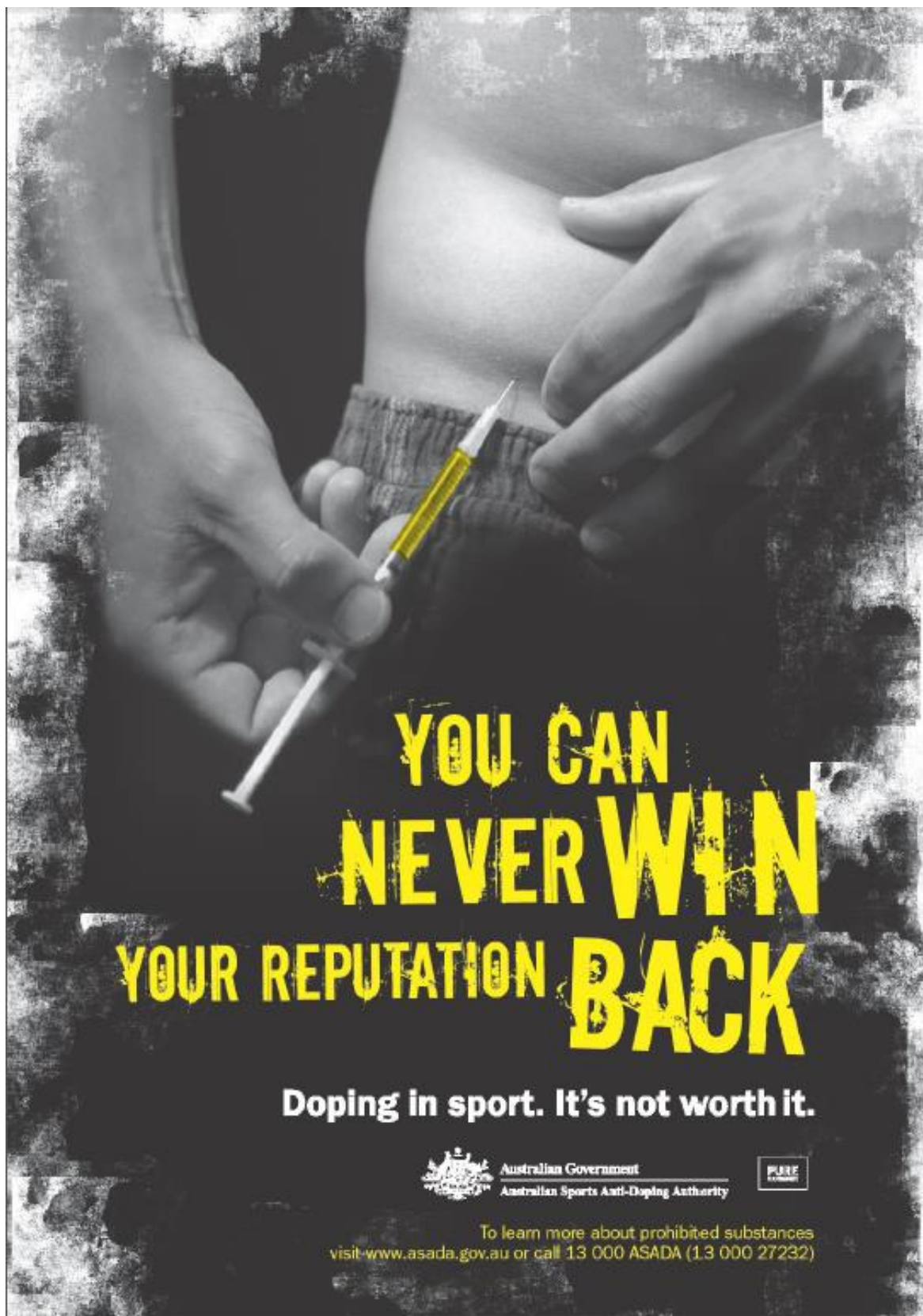
Additional infrastructure may be accommodated if details including power requirements are made available. Authorisation and placement of such infrastructure will be in consultation with Regional Sporting Complex & Tuffin's Lane Fields and subject to suitable power being available where it is to be located prior to commencement of the tournament.

2018 JUNIOR STATE CUP

The dates, location and format of the 2018 Junior State Cup is to be held at Tuffins Lane Sports Fields, Port Macquarie NSW on 16th -18th February.

TENT & VENUE MAP





Discipline Protocol

TFA Responsibility Code Extracts

- Operate with the rules and spirit of our sport, promoting fair play over winning at all costs.
- Display control and courtesy to all involved with our sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of our sport.
- All interactions whether in person or through other mediums must adopt appropriate and responsible behaviour.

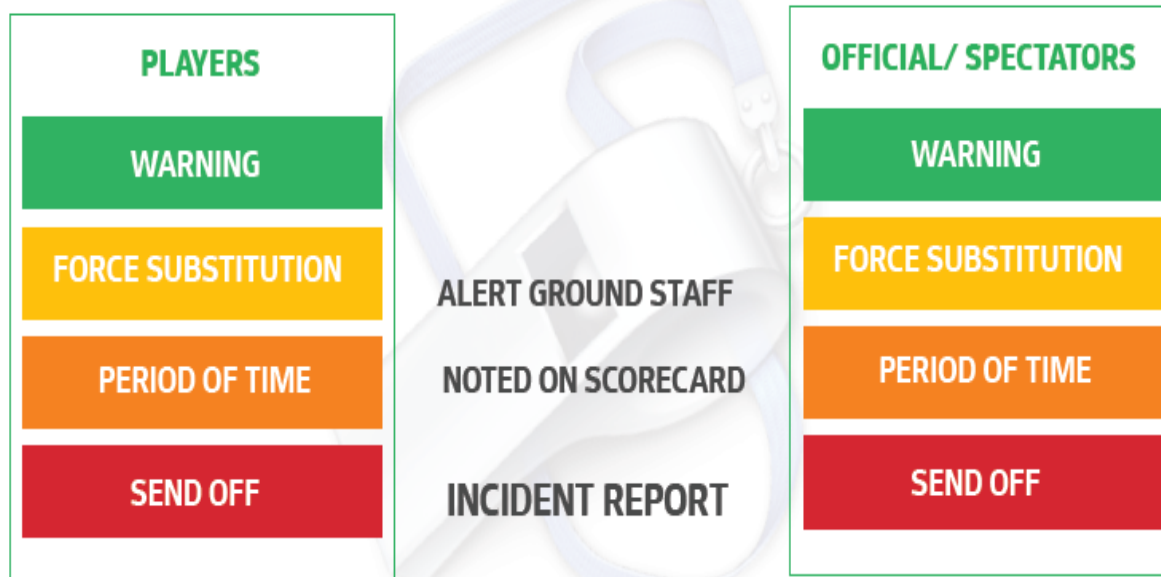
Abuse: includes physical abuse and emotional abuse. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

TFA Member Protection Policy 2015/16 (version 2)

Harassment: is any type of behaviour that the person does not want and that is offensive, abusive, belittling and threatening.

TFA Member Protection Policy 2015/16 (version 2)

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



The lodging of an Incident Report by a referee may lead to a suspension or a sanction including but not limited to a fine or suspension to the offending party. This will be determined in accordance with the TFA 2016 NYC, HNNSC and AC Conditions of Entry and the TFA Disciplinary Regulations.





HEALTH AND HYGIENE FOR FOOD HANDLERS

The Food Safety Standards contain requirements that apply only to food handlers. These requirements relate to health and hygiene and have been included to ensure that food handlers take steps to avoid contaminating food. A food handler is anyone who handles food or items that may come into contact with food, such as eating and drinking utensils. All food handlers are legally obliged to comply with the health and hygiene requirements set out in the Food Safety Standards.

Food businesses must inform all food handlers of their health and hygiene obligations under the Food Safety Standards. To help food businesses comply with the requirement, a copy of the health and hygiene requirements has been included as part of this fact sheet. You could ask all food handlers to sign a form, to say that they have received this fact sheet and the attached requirements. This is a good way of keeping checks on who has been advised. It also provides evidence that this requirement has been fulfilled. You may want to delegate this responsibility to one person in your organisation so that a consistent approach is taken and no volunteers are missed.

Health requirements

If you are ill or have an infection you can easily transfer harmful bacteria or viruses to food.

Do not handle food if:

- you are ill with vomiting, diarrhoea, fever or sore throat with fever; or
- your doctor has diagnosed that you have or carry a foodborne illness.

If you have volunteered for an event and then become ill with any of the above symptoms, let the event organiser know that you can no longer work. This is very important, no matter how short-staffed the event may be. Food handlers who are ill can easily make food unsafe. Not only is it against the law, it is not worth the risk. If you start to feel unwell while you are at an event, stop handling food and let the event organiser know immediately.

If you have:

- infected sores on your hands, arm or face; or
- any discharges from your ear, nose or eyes (such as a cold)

You can continue to handle food provided you take extra precautions to prevent food being contaminated. For example, cover the skin sore or take medication to dry up the discharge.

Hygiene requirements

General hygiene

Each food handler must take all precautions to ensure that food or surfaces that come in contact with food are not contaminated by his or her body or anything he or she is wearing. This includes hair, saliva, mucus, sweat, blood, fingernails, clothes, jewellery or bandages.

You are required to:

- avoid handling ready-to-eat food such as salads and cooked food use tongs or other implements instead;
- wear clean outer clothing;

- make sure bandages and dressings on exposed parts of your body (such as the hands, arms or face) are covered with waterproof coverings;
- not eat over uncovered food or equipment and utensils;
- not sneeze, blow or cough over uncovered food or equipment and utensils; and
- not spit, smoke or chew tobacco where food is handled.

Handwashing

The most important measure to protect food from contamination is proper handwashing because clean and dry hands limit the transfer of harmful organisms to food. The Food Safety Standards require food handlers to wash their hands whenever hands are likely to be a source of contamination of food, including:

- before handling food;
- between handling raw food and food that is ready to eat, such as cooked food and salads;
- after using the toilet;
- after smoking, coughing, sneezing, blowing the nose, eating or drinking;
- after touching hair, scalp, mouth, nose or ear canal; and
- after handling rubbish and other waste.

There are five steps that should be followed when washing hands. These are:

- wet hands under warm running water;
- soap hands, lathering well;
- rub thoroughly, including the wrists and between the fingers;
- rinse in clean water; and
- Dry thoroughly on paper towel, leaving no moisture on the hands.

Division 4 - Health and hygiene requirements

Subdivision 1 - Requirements for food handlers

13 General requirement

A food handler must take all reasonable measures not to handle food or surfaces likely to come into contact with food in a way that is likely to compromise the safety and suitability of food.

14 Health of food handlers

(1) A food handler who has a symptom that indicates the handler may be suffering from a food-borne disease, or knows he or she is suffering from a food-borne disease, or is a carrier of a food-borne disease, must, if at work:

- (a) report that he or she is or may be suffering from the disease, or knows that he or she is carrying the disease, to his or her supervisor, as the case may be;
- (b) not engage in any handling of food where there is a reasonable likelihood of food contamination as a result of the disease; and
- (c) if continuing to engage in other work on the food premises - take all practicable measures to prevent food from being contaminated as a result of the disease.

(2) A food handler who suffers from a condition must, if at work:

- (a) if there is a reasonable likelihood of food contamination as a result of suffering the condition - report that he or she is suffering from the condition to his or her supervisor; and
- (b) if continuing to engage in the handling of food or other work - take all practicable measures to prevent food being contaminated as a result of the condition.

(3) A food handler must notify his or her supervisor if the food handler knows or suspects that he or she may have contaminated food whilst handling food.

15 Hygiene of food handlers

- (1) A food handler must, when engaging in any food handling operation:
- (a) take all practicable measures to ensure his or her body, anything from his or her body, and anything he or she is wearing does not contaminate food or surfaces likely to come into contact with food;
 - (b) take all practicable measures to prevent unnecessary contact with ready-to-eat food;
 - (c) ensure outer clothing is of a level of cleanliness that is appropriate for the handling of food that is being conducted.
 - (d) only use on exposed parts of his or her body bandages and dressings that are completely covered with a waterproofed covering;
 - (e) not eat over unprotected food or surfaces likely to come into contact with food;
 - (f) not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food;
 - (g) not spit, smoke or use tobacco or similar preparations in areas in which food is handled; and
 - (h) not urinate or defecate except in a toilet.
- (2) A food handler must wash his or her hands in accordance with subclause (4):
- (a) whenever his or her hands are likely to be a source of contamination of food;
 - (b) Immediately before working with ready-to-eat food after handling raw food; and
 - (c) Immediately after using the toilet
- 3) A food handler must, when engaging in a food handling operation that involves unprotected food or surfaces likely to come into contact with food, wash his or her hands in accordance with subclause (4):
- (a) before commencing or re-commencing handling food;
 - (b) immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances; and
 - (c) after touching his or her hair, scalp or a body opening.
- (4) A food handler must, whenever washing his or her hands:
- (a) use the hand washing facilities provided;
 - (b) thoroughly clean his or her hands using soap or other effective means, and warm running water; and
 - (c) thoroughly dry his or her hands on a single use towel or in another way that is not likely to transfer pathogenic micro-organisms to the hands.
- (5) A food handler who handles food at temporary food premises does not have to clean his or her hands with warm running water, or comply with paragraph (4)(c), if the appropriate enforcement agency has provided the food business operating from the temporary food premises with approval in writing for this purpose.

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Harassment-free Sport

Information Sheet Series



Ethical Rights and Responsibilities– Coaches

Coaching can be a thoroughly enjoyable and rewarding experience. Coaches have a unique opportunity to help athletes develop the skills, knowledge and confidence they need to improve and succeed in their sport.

The role of the coach has changed considerably over the years. Increasingly, coaches are being required to deal with complex ethical issues such as sportsmanship, drugs in sport, cheating, bullying, respect for officials, abuse of power and harassment and discrimination.

As the role of the coach has become more complex and challenging, the legal and moral expectations placed on the coach have also changed considerably.

It is therefore essential that coaches operate professionally and with integrity in their relationships with those who participate in or associate with their sport.

This information sheet clarifies for coaches their ethical:

- **RIGHTS** – just and fair entitlements due to a person in a coaching role
- **RESPONSIBILITIES** – obligations a person in a coaching role would be expected to meet

The ethical rights and responsibilities listed below are general and universal in nature. All coaches should be provided with these rights and should be required to meet these responsibilities in conducting their duties as coaches. Coaches may be obliged, however, to meet other or additional ethical requirements as stated in other documents such as [member protection policies](#) or [codes of conduct](#). Coaches who are accredited with the [National Coaching Accreditation Scheme \(NCAS\)](#) are also bound by their sport's Code of Ethics.

For more information on NCAS visit <http://www.ausport.gov.au/coach/ncas.asp>. It is important that there is a balance between the rights due to a coach and the responsibilities a coach is required to fulfil. This will assist coaches to meet legal obligations and community expectations, ensure the safety of participants and enjoy the work they do as a coach.

From an ethical perspective, every coach has the RIGHT to:

- A safe environment free from discrimination, harassment and abuse.
- Be treated fairly and with respect and dignity by players and participants (including parents, managers, officials, club members, supporters) in carrying out the duties required of a coach.
- Guidance and support from club officials, board and staff members.
- Encouragement and courtesy from the sporting community.
- A fair process and the principles of natural justice being consistently applied, should the coach become the subject of or involved in a complaint, allegation or investigation within the sport.
- Access to clearly articulate legal and moral standards and requirements through codes, policies, rules, regulations, guidelines and procedures manuals as defined by the sporting organisation.
- Training, development and educational opportunities, so that the coach's techniques, methods and skills remain current and effective.

From an ethical perspective, every coach is RESPONSIBLE for:

- Providing a safe environment for players and participants (including officials, parents, team and club members and opponents) that is free from discrimination, harassment and abuse.

- Treating all players and participants fairly, with respect and dignity regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
- Ensuring any physical contact with players is appropriate to the situation and necessary for the player's skill development.
- Being acutely aware of the power they have as a coach over players and the trust the players put in them. Avoiding any situations with players that could be construed as compromising, inappropriate or intimate.
- Developing the sporting skills, knowledge and experiences of players and participants.
- Ensuring they provide all athletes equal time, attention and sporting opportunities whenever possible.
- Maintaining an uncompromising adherence to their sport's standards, rules, regulations, codes and policies and encouraging players to do likewise. Coaches must accept both the letter and spirit of the rules.
- Understanding and complying with their state child protection requirements.
- Not using their involvement with the sport, a member association or an affiliated club to promote their own beliefs, behaviours or practices where these are inconsistent with those of the sport or club.
- Refraining from any behaviour that may bring their sport or club into disrepute.
- Providing feedback to players and other participants in a manner sensitive to their needs and avoiding overly negative feedback.
- Accepting and respecting the role of officials and encouraging players to do likewise.
- Maintaining and improving coaching skills and qualifications through development, training and education opportunities.

For more detailed information, visit or contact:

- ASC [Sport Ethics Unit](http://www.ausport.gov.au/ethics/coachofficial.asp): contains specific information on [ethical issues and coaching](#). <http://www.ausport.gov.au/ethics/coachofficial.asp>
- ASC [Coaching and Officiating Unit](http://www.ausport.gov.au/coach/index.asp): has a broad collection of information and tools for coaches, including information on the [National Coaching Accreditation Scheme](#) and the [National Coaching Scholarship Program](#). <http://www.ausport.gov.au/coach/index.asp>
- [Play by the Rules](http://www.playbytherules.net.au): Provides information and online training on harassment, discrimination and abuse issues for coaches www.playbytherules.net.au

Ethical Rights and Responsibilities– Directors/Managers

Directors and managers have a unique opportunity to contribute to the operation and future planning of their organisation and assist all those that participate to develop and succeed in the sport. The roles of director and manager have evolved considerably over the years. Increasingly, directors and managers are required to implement, monitor and review policies and procedures to address complex ethical issues such as harassment and discrimination, drugs in sport, child protection, violence and gambling. As the roles of director and manager become more complex and challenging, the legal and moral expectations placed on them have also changed considerably.

It is therefore essential that directors and managers operate professionally and with integrity in performing their duties and in their relationships with those who participate in or associate with their sport.

This information sheet clarifies for directors and managers their ethical:

- **RIGHTS** – just and fair entitlements due to a director or manager
- **RESPONSIBILITIES** – obligations a director or manager would be expected to meet.

The ethical rights and responsibilities listed below are general and universal in nature. All directors and managers should be provided with these rights and should be required to meet these responsibilities in conducting their duties. Directors and managers may be obliged, however, to meet other or additional ethical requirements as stated in other documents such as codes of conduct, employment contracts and certified agreements. Directors who are members of the [Australian Institute of Company Directors](#) are also bound by

their Code of Conduct. For more information on the Australian Institute of Company Directors visit <http://www.companydirectors.com.au/>

It is important that there is a balance between the rights due to a director or manager and the responsibilities a director or manager is required to fulfil. This will assist directors and managers to meet legal obligations and community expectations, ensure the sustainability of their organisation and enjoy the work they do.

From an ethical perspective, every Director and Manager has the RIGHT to:

- A safe environment free from discrimination, harassment and abuse.
- Be treated fairly and with respect and dignity by players, participants (including parents, managers, officials, club members, supporters) and colleagues (sponsors, key stake holders, other directors and members of management) in carrying out the duties required of a director or manager.
- Support and encouragement from organisation officials, board and staff members.
- A fair process and the principles of natural justice being consistently applied, should the director or manager become the subject of or involved in a complaint, allegation or investigation within the sport.
- Access to clearly articulated legal and moral standards and requirements through codes, policies, rules, regulations, guidelines and procedures manuals as defined by the sporting organisation and government agencies such as departments of sport and recreation and the Australian Sports Commission.

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- Professional development opportunities, so that the director or manager's knowledge and skills remain current and effective.

From an ethical perspective, every Director or Manager is RESPONSIBLE for:

- Providing a safe environment for players and participants (including coaches, officials, parents, team and club members and opponents) that is free from discrimination, harassment and abuse.
- Treating all players and participants fairly, with respect and dignity regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
- Being acutely aware of the authority they have as a director or manager and the trust members put in them. Avoiding any situations that could be construed as compromising, inappropriate or a conflict of interest or duty.
- Acting with honesty, care, responsibility, diligence and in good faith.
- Acting in the best interests of the organisation now and in the future. Taking responsibility for their actions
- Taking improper advantage of the position of director or manager or making improper use of information acquired as a director or manager.
- Maintaining an uncompromising adherence to their sport's standards, rules, regulations, codes and policies and encouraging members to do likewise.
- Understanding and complying with legislation which apply to their organisation, including environmental protection, child protection, occupational health and safety, equal opportunity, association incorporation and privacy laws.
- Not using their involvement with the sport, a member association or an affiliated club to promote their own beliefs, behaviours or practices where these are inconsistent with those of the sport or organisation.
- Maintaining and improving skills, and knowledge through development, training, education and networking opportunities.
- Promoting fair play, team work and appropriate sporting behaviour.
- Refraining from any behaviour that may bring the sport or club into disrepute.
- Conducting themselves with integrity and honour and being a positive role model for others.

For more detailed information, visit or contact:

- ASC **Sport Ethics Unit**: contains resources and information on ethical issues in sport.
<http://www.ausport.gov.au/ethics>
- ASC **Sport Innovation and Best Practice Unit**: provides support and assistance to national sporting organisations on governance and business management issues.
<http://www.ausport.gov.au/ibp/index.asp>
- **Play by the Rules**: provides information and online training on harassment, discrimination and abuse issues. www.playbytherules.net.au

GAME 1		GAME 2	
Team Name:	Team Name:	Team Name:	Team Name:
Time:	Field	Time:	Field
Touchdown Scorer (No.)	Touchdown Scorer (No.)	Touchdown Scorer (No.)	Touchdown Scorer (No.)
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GAME 3		GAME 4	
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GAME 5		GAME 6	
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Time:	Field	Time:	Field
Touchdown Scorer (No.)	Touchdown Scorer (No.)	Touchdown Scorer (No.)	Touchdown Scorer (No.)
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GAME 7		GAME 8	
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GAME 9		GAME 10	
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GAME 11		GAME 12	
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Please note that no scoring protests will be held unless this sheet is used as evidence, protests must be submitted within 20 minutes of the completion of the game, and can only be submitted by the Affiliate Coordinator



*Wishing you and your team all the best for the 2018 Junior
State Cup and most importantly – Have fun!*