

**Queensland School Sport**



# **13-19 years Touch Football Competition Procedures**

**Updated 24/01/2018**



QUEENSLAND GOVERNMENT

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This document **must** be read in conjunction with the  
QSSMG Competition Procedures.

## **1 Queensland School Sport Internal Structures**

### **1.1 Sport Specific Committees and Advisory Groups**

The Queensland School Sport (QSS) 13-19 years Touch Football sports specific committee follows:

- Queensland School Sport Management Group (QSSMG) Competition Procedures.
- Queensland School Sport 13-19 years Touch Football Competition Procedures

QSS 13-19 years Touch Football Competition Procedures and QSSMG Competition Procedures must be read in conjunction with one another.

### **1.2 Registration of New Sports**

### **1.3 Alternative Procedures Enabling Participation at a School Sport Australia Competition**

### **1.4 De-registration of Sports**

### **1.5 Sport Specific Committee Reports**

### **1.6 State Sport Committee Finances**

## **2 Approval of Competitions**

## **3 Competition Programs**

### **3.1 State Championships (Inter-regional Competition)**

#### **3.1.1 Draw**

3.1.1.1 The draw for the State Championships shall be constructed by the QSS 13-19 years Touch Football executive or a committee member appointed by them.

3.1.1.2 The draw shall be modified each year to accommodate local requirements, but shall be based on a “Three Pool System” on Day 1 with teams being ranked according to the previous year’s Championship final placing. All regional teams will play ranking games on Day 2 and 3 before heading into a “Three Tiered Finals Series”. These finals series will be Trophy, Plate and Bowl.

#### **3.1.2 Invitational teams/byes**

3.1.2.1 All Invitational teams shall seek approval from the QSS 13-19 years Touch Football Committee.

3.1.2.2 In the case of uneven numbers in playing pools, the host region.

3.1.2.3 Shall be given first option to provide a second regional team.

### 3.1.3 Length of Championships

3.1.3.1 The length of competition shall be determined by the QSS 13-19 years Touch Football Committee, however, where possible, all championships shall be conducted at a time which ensures that the best possible officials are available (referees etc.).

3.1.3.2 State Championships may follow a two or three day format, but should be timed to finish with a Sunday final.

### 3.1.4 QSS 13-19 years Touch Football Age Divisions

3.1.4.1 Conduct State Championships in four divisions at a State Championship being – 18 years Boys, 18 Years Girls, 15 Years Boys, and 15 Years Girls.

3.1.4.2 The age eligibility for each division shall be determined as follows. The player must be the required age as at 31 December in the year of competition.(i.e. a player must be 18 years of age or younger by the 31 December in the year of the competition to be eligible to compete). Players turning 19 in the year of competition, (or 16 in the case of the 15 years division), shall be ineligible.

## 3.2 State Championship Competition Rules

3.2.1 The rules of touch as set down by Touch Football Australia (current edition) will be used unless stated otherwise below.

3.2.2 Teams can select up to a maximum of 14 members, with a maximum of six players on the field at any one time.

3.2.3 The age groups for 15 years State Championships is strictly 15 years and under as 31 December in the year of competition, and for 18 years State Championships, 18 years and under as at 31 December in the year of competition.

3.2.4 All round games will be 15 minutes each way, with a five minute half time break.

3.2.5 All “finals series” games (i.e. ranking games, semi-finals and the grand finals) will be twenty minutes each way, with a five minute break at half time, and no time off for injury.

3.2.6 The tournament committee shall adjudicate on all matters of concern, including protests. The committee shall comprise:

- Championship Convenor
- QSS 13-19 years Touch Football Executive Chairman (or proxy)
- One person nominated by the QSS 13-19 years Touch Football Executive

3.2.7 All protests shall be lodged with the committee, (in writing), within ten minutes of the termination of the game in question. Protests relating to referee decisions shall not be accepted by the committee.

3.2.8 Coaching is only permissible from the sub box. Coaches may take up position behind either score-line but must remain quiet. This rule applies to all team participants and the referee may ask for the removal of any person contravening this rule.

- 3.2.9 If a player is sent off (not a period of time) in any game, his/her penalty shall be decided by the Championship Committee. There shall be no right of appeal of the decision of this committee.
- 3.2.10 All Preliminary, Ranking and Finals games will be 20 minutes each way, with a five (5) minute half time break.

The teams shall play a Preliminary Round competition in three (3) Pools with the teams being seeded based on the final finishing positions from the last 3 QSST State Championships. The teams shall be placed in Pools as follows:

Teams finishing: 1st, 6th, 7th, 12th in Pool A,

Teams finishing: 2nd, 5th, 8th, 11th in Pool B,

Teams finishing: 3rd, 4th, 9th, 10th in Pool C

- 3.2.11 At the completion of the Round Robin, the teams shall be ranked according to the match points gained. Teams shall progress to either the "**A Series**" (first three ranked teams in each pool) or the "**B Series**" (the remaining teams in each pool).

#### 3.2.11.1 "**A**" Series

Teams shall play five Ranking Games against the other teams in the "A" Series to determine their ranking from 1 – 6.

Teams that finish the ranking games in positions 1 – 6 will go into a quarter final series.

Following the ranking games the first (1) ranked team will play eighth (8) in Quarter Final 1. Second (2) will play seventh (7) in Quarter Final 2. Third (3) will play sixth (6) in Quarter Final 3 and fourth (4) will play fifth (5) in Quarter Final 4.

All Quarter Final winners will progress through to the Trophy Series.

All Quarter Finals losers will progress through to the Plate Series.

TROPHY Series Semi Final No.1 (Field 1) winner Quarter Final 1 v winner Quarter Final 4

TROPHY Series Semi Final No.2 (Field 2) winner Quarter Final 2 v winner Quarter Final 3

PLATE Series Semi Final No.1 (Field 1) loser Quarter Final 1 v loser Quarter Final 4

PLATE Series Semi Final No.2 (Field 2) loser Quarter Final 2 v loser Quarter Final 3

#### **B**" Series

Teams shall play five Ranking Games against the other teams in the "B" Series to determine their ranking from 7 – 12.

Following the ranking games the seventh (7) ranked team will play second (2) in Quarter Final 2. Eighth (8) will play first (1) in Quarter Final 1.

Teams that finish "B" series ranking games in positions 9 – 12 will go straight into the Bowl Series.

3.2.12 Match Points (during Round Robin Series) shall be awarded as follows:

- Win 3 pts
- Draw 2 pts
- Loss 1 pt
- Forfeit 0 pts

3.2.13 If after the round robin is completed and points are equal for any rank positions, then the following general rule shall apply, except for the special conditions as outlined in rule (14) below:

- Round game result
- Best difference (For minus against)
- Best percentage (For divided by against, multiplied by 100)

3.2.14 If after the round robin is complete and:

- (i) Two teams are tied for third place in the pool. The following shall apply:
  - round game result
  - drop off
- (ii) Three teams are equal first in a pool. The following shall apply - they shall be separated using differences then percentages. If percentages are equal then a drop off shall be used.
- (iii) Three teams are equal second in a pool. The following shall apply - the team with the best differences, then percentages, shall progress directly to the trophy qualifying game. The remaining two teams shall contest a drop off with the winner progressing to the trophy series and the loser contesting the plate series.
- (iv) Three teams are equal third in a pool. The following shall apply:
  - a multiple drop off will be contested
  - the team with the highest ranking after differences then percentages are applied, shall progress directly to the final drop off
  - the remaining two teams will contest an elimination drop off with the winner progressing to the final drop off. the winner progresses to the trophy series.

3.2.15 In the event of drawn games in the trophy series, the drop off shall be used. (except for the ranking game - 3rd vs 4th, where equal ranking will apply).

3.2.16 In the event of drawn games in the plate series (semi-finals and final only), the drop off shall be used. In all other games (qualifying & ranking), the team with the higher ranking at the end of the round robin shall progress or equal ranking will apply.

3.2.17 A 'blood bin' policy shall operate in all games (referees shall direct all players to leave the field to have wounds attended).

3.2.18 All players must be 'bona fide' students of the region they represent unless permission to the contrary has been obtained from the QSS 13-19 years Touch Football Committee

3.2.19 The Team Registration Form must be completed prior to the first round and submitted to the administration.



3.2.20 The QSS 13-19 years Touch Football Committee accepts no claim for any injuries sustained by the participants or loss of personal property. Participants are encouraged to take out the relevant insurances.

3.2.21 In the event of inclement weather or other unforeseen circumstances which may affect the program, the QSS 13-19 years Touch Football shall follow the policy below:

**Situation 1:** If Round games are incomplete and no further play is possible.

*Decision* – Championship cancelled and State squads selected by selectors in consultation with regional coaches. Rankings remain same for next year's Championships.

**Situation 2:** If round games are incomplete and limited play available.

*Decision* – Complete rounds. First ranked teams play off in final. Cross pool ranking games for all other places. State squads selected as above.

**Situation 3:** If round games completed and no more play possible.

*Decision* – as in 1. above.

**Situation 4:** If round games are completed and limited time available.

*Decision* – Reduce playoffs to final four (trophy only). Cross pool ranking games for all other places. State teams selected as per selection policy.

At all times, the rescheduling of games and the Tournament in general, will be determined by the QSS 13-19 years Touch Football Executive, in consultation with the host Region, and the Convenor.

3.2.22 The QSS 13-19 years Touch Football reserves the right to interpret the above conditions in the interests of all participants, should the situation warrant.

### 3.3 School Based Competitions

3.3.1 All Schools Championships – Rules and Conditions

3.3.1.1 The Touch Football Australia (ATA- Current edition) rules shall apply unless otherwise stated below.

3.3.1.2 Teams shall be limited to a 14 players only (max six on the field).

3.3.1.3 The age requirements are:

- Open divisions – 18 years and under at 31 December (in year of competition)
- Junior divisions – 15 years and under as at 31 December etc.
- Year eight mixed – enrolled as a full time year eight student. 13 years and under as 31 December

3.3.1.4 All players shall be bona fide students of the school they represent, and there shall be no combination of school teams or players, without prior approval (in writing) from the tournament committee.

3.3.1.5 Where schools have more than one team entered, players may play for one team only, and schools must place their best team at the No.1 position, second best team at the No.2 position etc.

3.3.1.6 All teams are required to complete the team registration sheet prior to their first scheduled game. Players are required to sign the sheet. Should this sheet not be received on time, no points will be allocated for games played until the sheet is received. Players who are registered must play

at least one game in the rounds to qualify for the finals. Players cannot be added to the sheet once it is submitted.

- 3.3.1.7 All nominated schools must be accompanied by a teacher.
- 3.3.1.8 All teams must wear a numbered uniform which corresponds to the registration sheet. No team shall be allowed to compete if they do not satisfy this requirement. Also note – football boots or boots with screw in tags, or the style with extra high baseball cleats are banned and players will be asked to leave the playing field.
- 3.3.1.9 Coaches are not permitted to coach or call instructions from behind the score-line and must remain in the sub box. They may choose to stand at an end of the field but they accordingly must remain silent. This rule applies to all members of a team, including parents, staff, and other team members. It will be strictly enforced.
- 3.3.1.10 The Championship format shall be:
  - 3.3.1.10.1 Teams shall play in seeded pools where a round robin will exist.
  - 3.3.1.10.2 Seedings shall be assessed by the QSS 13-19 years Touch Football Committee. Byes are usually given to seeded teams).
  - 3.3.1.10.3 Progress to the final series is dependent on the number of playing pools (see Finals Series Progression.)
  - 3.3.1.10.4 Where extra places are required to fill final series spaces, that is, the best seconds or thirds shall be determined by differential and or percentages (see Final Series Progression).
  - 3.3.1.10.5 Where teams are tied for places the following shall apply:
    - i) Match result if applicable – i.e. two teams tied.
    - ii) best differences (i.e. for minus against)
    - iii) percentages (i.e. for divided by against, multiplied by 100)
    - iv) Drop off
  - 3.3.1.10.6 All games shall be 25 minutes in duration – no haltime break, except grand finals which will consist of 2 x15 minute halves and a five minute break at half time.  
  
(Note: teams shall not be required to reverse direction on the scoring of a touchdown during round games).
  - 3.3.1.10.7 In the event of ties in round games the result shall stand. In the finals series.  
  
(i.e. Quarters, Semis etc.), all ties shall require the 'drop-off' to be played.
- 3.3.1.11 Players sent from the field (not a period of time) in a match shall be required to serve a two game penalty, with no appeal.
- 3.3.1.12 Any team who is required to forfeit without valid reason shall be subject to a \$100 fine for each game forfeited.

3.3.1.13 Protests/appeals should be written and in the hands of the administration within twenty minutes of the game in question.

Please note – protests regarding referee decisions will not be accepted.)

3.3.1.14 All protests shall be adjudicated on by the championship committee consisting of - the convenor, a QSS 13-19 years Touch Football executive member and one other invited person.

3.3.1.15 Schools/teams/or individuals, who breach any of the above conditions/ rules, or the School Sport Code of Conduct, shall be disqualified and banned from further "all schools" championships.

(Note – all penalties carry over to affiliated community Touch competitions throughout Australia.)

3.3.1.16 QSS 13-19 years Touch Football reserves the right to interpret and amend the above rules as required in the interests of the tournament and participants.

### 3.3.2 Metropolitan and Districts Finals Series – Rules and Conditions:

3.3.2.1 There shall be four divisions:

- Open division is 18 years and under, i.e. cannot turn 19 in the year of competition)
- Year 10 division – year 10 students as per enrolment
- Year 9 division is year 9 student etc.
- Year 8 student is year 8 student etc.

3.3.2.2 TFA rules of touch apply (current edition) including max 14 players per team.

3.3.2.3 Games are 20 minutes each way with a five minute half time break.

3.3.2.4 Drawn games at the end of regular time will follow the drop off procedure.

3.3.2.5 Game schedule unless otherwise advised, will be year eight and ten games first time slot, (boys and girls) at 1.30 pm, and year nine and open divisions (boys and girls) will commence at 2.30pm. Finals day as per program.

3.3.2.6 Schools may opt to change the schedule above in extenuating circumstances, however, both schools need to agree, and the convenor must be notified prior to game day. These changes will only be permitted in the rounds and up to finals day. There will be no change to the schedule for finals day (see rule 3.3.2.7 below).

3.3.2.7 "Finals Day" will be set by the convenor of the metropolitan finals competition in accordance with school sport calendar. Schools/teams who cannot commit to the Finals Day will be required to forfeit (excepting wet weather considerations).

3.3.2.8 All school teams are required to wear numbered uniforms and no team will be permitted to compete unless each player can be clearly identified (ATA rules).

3.3.2.9 Students are permitted to play up in a higher year level or division but not down.(i.e. there is no restriction on the number of games that can be played on the one day).

- 3.3.2.10 Players who are sent off in any game (not a period of time) will be required to serve an automatic two game suspension.
- 3.3.2.11 The winning school shall be required to forward the game result (except on Finals day) to the convenor by electronic mail no later than 24 hours after the game is completed. results shall be posted to the website.
- 3.3.2.12 All protests and or appeals need to be in writing, and received by the coordinator within 24 hours of the relevant game. Protests will be deliberated on by the QSS 13-19 years Touch Football Committee, and their decision shall be final.

### **3.4 Sponsorship**

## **4 Access to State Championships**

### **4.1 Eligibility**

### **4.2 Centres of Athletic Development**

### **4.3 Guidelines for Gender Equity in Sport**

## **5 Conduct of State Championships**

### **5.1 Championship Host**

- 5.1.1 The Host Region:
  - 5.1.1.1 Prepare a budget for the championships and liaise with the QSS 13-19 years Touch Football Committee on the content of this budget.
  - 5.1.1.2 Prepare a program booklet for all officials which may contain logistical information and organizational matters.
  - 5.1.1.3 Arrange where necessary all billeting, accommodation for officials, catering, and transport arrangements for the championship.
  - 5.1.1.4 Distribute regular bulletins which include the conditions of play and other relevant tournament details, or as provided by the QSS 13-19 years Touch Football Committee.
  - 5.1.1.5 Advise the QSS 13-19 years Touch Football Committee of the venue, accommodation available for officials and cost, and any other matters relevant to the championship organisation.
  - 5.1.1.6 Liaise with the local community organizations (i.e. local Touch Associations) and seek their assistance, including the referee's director.
  - 5.1.1.7 Ensure that the playing fields are appropriately marked and are of suitable standard (see CARA requirements).
  - 5.1.1.8 Organize and conduct a march past or similar and an opening ceremony.
  - 5.1.1.9 Be responsible for the running of the tournament including time keeping, scoreboard, announcing etc.

- 5.1.1.10 Ensure all trophies, medallions, individual awards, and thank you presentations are organized.
- 5.1.1.11 Organize the state conference venue and the state dinner for officials. Cost for the dinner should be conveyed as soon as possible.
- 5.1.1.12 Organize appropriate first aid facilities for the duration of the event.
- 5.1.1.13 Service any sponsors according to QSS policy.
- 5.1.1.14 Ensure that the Code of Conduct is adhered to at all times.
- 5.1.1.15 Attempt to secure media coverage where possible.
- 5.1.1.16 Liaise with QSS 13-19 years Touch Football contact person for state championships at all times.
- 5.1.1.17 Where a QSS 13-19 years Touch Football representative is unavailable, ensure all championship records are maintained.

## 5.2 Participation

### 5.2.1 Background

In 2006 Qld Secondary Schools Touch adopted the TFA Policy which allowed for more than the usual 14 players in a team at a National Championships. This policy allowed for a maximum of 16 players in a team although only 14 could be used in any one game. The intent of the TFA policy was to ensure that teams were covered for injury over what had become an extremely difficult event. The onus is on competing teams to use more than 14 players at their discretion.

### 5.2.2 Recommended Guidelines

Given that that you must only play a maximum of 14 players in any given game, the selection of more than this number will necessitate the leaving out of one or two players in some games. While the QSS 13-19 years Touch Football recognizes the right of the coach to select and configure his team as he sees fit, there is a case for ensuring a degree of equity for all team members.

To this end the following guidelines are recommended where coaches have a squad of 15 or 16 players.

- 5.2.2.1 Players need to be selected on the basis that all players have equal opportunity to impress for final selection both during training /preparation and at the national event. Do not select players as a first 14, and then one or two reserve players.
- 5.2.2.2 At the first team briefing (usually on selection) ensure all players are aware of the policy – that is – that there are more than 14 players and someone will have to miss out come finals time. Parents also need to know that this is the case and that if they are unhappy, then they may need to reconsider the invitation to compete.
- 5.2.2.3 Players should receive at least 75% game time over the duration of the event (e.g. in a ten game championship – a minimum of 6 to 6.5 games would be considered fair). Players should be rotated as fairly as possible.
- 5.2.2.4 Any player who is not selected in a semi-final or final needs to be counselled with regard to their deficiencies (what to work on for the future etc.) Ensure all players are provided pertinent feedback early enough for them to work on any problems in training or games.

- 5.2.2.5 Players not selected/rested etc. should be given another duty to perform to assist the team (e.g. stats. collection, helping in the sub box, etc.). Players should not be disconnected from the team or left to their own devices.

### **5.3 Finance**

#### **5.3.1 Championship Levy**

The levy shall be set by the QSS 13-19 years Touch Football in consultation with the Host.

Region, and or championship convenor, for approval by QSS (as per QSS Policy).

### **5.4 Accommodation Framework**

### **5.5 Event Officials**

#### **5.5.1 Referees**

The QSS 13-19 years Touch Football shall liaise closely with the Qld Touch Football Referees Association to ensure that dates are suitable and well-advertised. The use of student referees is to be encouraged wherever possible.

### **5.6 Complaints Management**

### **5.7 Meetings**

### **5.8 Health and Safety**

#### **5.8.1 Hydration guidelines**

- drink water
- drink fluids
- drink water
- drink fluids

Queensland School Sport programs provide both sporting and educational opportunities for students. The purpose of these guidelines is to ensure that students become aware of the benefits of proper hydration practices before, during and after physical activity.

It is essential therefore that all team management at Queensland School Sport events ensure that students are not placed at risk and are properly hydrated before participating in physical activity.

#### **5.8.2 Key Messages**

The following messages should be used to help convey the benefits of proper hydration.

- thirst is a poor indicator of fluid need
- hydrate before, during and after play

#### **5.8.3 Suggested Procedures**

The following procedures are suggested for all Queensland school sport events:

- 5.8.3.1 Host regions should ensure that water is available at all venues at all times and if necessary, water carriers should be provided during matches. Other fluids which may be used include diluted sports drinks, diluted cordial and diluted fruit juices. Carbonated drinks should not be used.
- 5.8.3.2 The procedures to be followed for providing fluid to students during competition should be clearly identified at the pre-event meeting or in pre-event bulletins.
- 5.8.3.3 Sports which do not have appropriate scheduled re-hydration strategies (e.g. drinks breaks) should implement strategies for allowing fluid to be provided to participants during matches.
- 5.8.3.4 Scheduled breaks in matches should be used to actively promote the benefits of hydration to participants.
- 5.8.3.5 Where possible, team management should actively promote the use of interchange rules as a tool to prevent dehydration.
- 5.8.3.6 Participating teams may designate their own water carriers. These may be adults but cannot be the team coach.
- 5.8.3.7 No water carrier is to engage in the coaching of individuals or the team whilst on the field of play.
- 5.8.3.8 Regional School Sport Boards should ensure that all their teams are provided with individual water bottles for every event. During matches, these should be located immediately next to the playing area to enable players to help themselves (at appropriate times) during matches.

## **5.9 Excursions and Functions**

## **5.10 State Team Selections**

## **5.11 Host Report**

## **5.12 Travel Subsidy**

## **5.13 Requests for Access to Students**

## **5.14 Loss or Damage of Equipment at State Championships**

## **5.15 Photography**

## **5.16 Trophies and Presentations**

## **5.17 Areas of Responsibility**

## **5.18 Minimum Venue Standards**

## 5.19 Regional Delegates Role

# 6 Queensland Teams

## 6.1 State Team Selection Policies

- 6.1.1 The number of players selected shall be determined by the QSS 13-19 years Touch Football, and may exceed 14 in the 18 years age group in accordance with the National Championships Official Entry Conditions. (Where more than 14 players are selected state coaches shall follow the relevant "Player Participation Guidelines").
- 6.1.2 Six shadow players shall be selected and named.
- 6.1.3 The replacement of a selected player in the state team shall be made by the state coach, who has the option of re-shuffling the composition of the team in order to fill the vacant position with the most appropriate shadow player.
- 6.1.4 Should the list of shadow players be exhausted, the state coach shall refer the matter to the QSS 13-19 years Touch Football Executive for further review and consultation with the relevant selection panel.
- 6.1.5 Selection Panel
  - 6.1.5.1 The Queensland team and shadows shall be announced at the closing presentation. The number of selectors for each division (men's or women's, 18's or 15's) shall be five, one of whom shall be the Queensland coach.
  - 6.1.5.2 The Queensland coach shall be the chairperson of the selection panel.
  - 6.1.5.3 Applications for the position of selector must be submitted on the official form and received by the QSS 13-19 years Touch Football Secretary by the advertised date. This date shall be no later than one week prior to the State Championships. Late applications shall not be accepted.
  - 6.1.5.4 The appointment of selectors shall be by preferential ballot conducted by post prior to the State Championships.
  - 6.1.5.5 Where insufficient nominations are received the QSS 13-19 years Touch Football Executive shall invite suitably qualified persons to fill the position(s).
  - 6.1.5.6 Where possible all selectors shall be an accredited TFA selector.
- 6.1.6 Selection Procedures
  - 6.1.6.1 Selectors shall meet on a regular basis on each day of the competition.
  - 6.1.6.2 Selectors shall follow the selection procedures as outlined in the selectors booklet. This booklet shall be maintained as a written record of observations and assessments, and as such shall be retained by the QSS 13-19 years Touch Football at the conclusion of the Championships.
  - 6.1.6.3 Provision shall be made for team coaches to provide information to Selectors where applicable. Selectors may obtain a verbal or written report from team coaches regarding their player's performances, should they feel it necessary.



- 6.1.6.4 Selectors will be allocated to all pool games (rounds), however subsequent allocation shall be at the discretion of the State selectors.
- 6.1.6.5 Any 'deadlocks' shall be decided by the Queensland coach.
- 6.1.6.6 Selectors shall not discuss the progress of selections with any individual outside the panel, other than allowed for in 6.1.6.3 above.

## **6.2 Selection Policy Guidelines**

- 6.2.1 The major criterion for selection will be the performance of the player at the State Championships. Areas of performance considered shall include:
  - i) The skills exhibited by the player.
  - ii) The fitness level of the player.
  - iii) The performance of the player as a member of a team.
  - iv) The attitude and behaviour of the player on and off the field.
- 6.2.2 A player who is ill or injured at the time of the State Championships may be considered for selection provided that a medical certificate is supplied (QSS Policy).
- 6.2.3 A player who is representing at a higher level competition at the time of the State Championships (e.g. TFA or QTF) may be considered for selection (QSS Policy).
- 6.2.4 To be eligible for selection players must participate in all games at the State Championships unless injured or other extenuating circumstances intervene. (QSS Policy)

## **6.3 Participation at National Events**

Player Participation Guidelines – for State Teams/Coaches (18 years Division).

### **6.3.1 Background**

In 2006 Qld Secondary Schools Touch adopted the TFA Policy which allowed for more than the usual 14 players in a team at a National Championships. This policy allowed for a maximum of 16 players in a team although only 14 could be used in any one game. The intent of the TFA policy was to ensure that teams were covered for injury over what had become an extremely difficult event. The onus is on competing teams to use more than 14 players at their discretion.

### **6.3.2 Recommended Guidelines**

Given that that you must only play a maximum of 14 players in any given game, the selection of more than this number will necessitate the leaving out of one or two players in some games. While the QSS 13-19 years Touch Football recognizes the right of the coach to select and configure his team as he sees fit, there is a case for ensuring a degree of equity for all team members.

To this end the following guidelines are recommended where coaches have a squad of 15 or 16 players.

- 6.3.2.1 Players need to be selected on the basis that all players have equal opportunity to impress for final selection both during training /preparation and at the national event. Do not select players as a first 14, and then one or two reserve players.
- 6.3.2.2 At the first team briefing (usually on selection) ensure all players are aware of the policy – that is – that there are more than 14 players and

someone will have to miss out come finals time. Parents also need to know that this is the case and that if they are unhappy, then they may need to reconsider the invitation to compete.

- 6.3.2.3 Players should receive at least 75% game time over the duration of the event (e.g. in a ten game championship – a minimum of 6 to 6.5 games would be considered fair). Players should be rotated as fairly as possible.
- 6.3.2.4 Any player who is not selected in a semi-final or final needs to be counselled with regard to their deficiencies (what to work on for the future etc.) Ensure all players are provided pertinent feedback early enough for them to work on any problems in training or games.
- 6.3.2.5 Players not selected/rested etc. should be given another duty to perform to assist the team (e.g. stats. collection, helping in the sub box, etc.). Players should not be disconnected from the team or left to their own devices.

## 6.4 Appointment of Team Officials

The selection of State team officials shall follow the relevant QSS Policy. Official appointments include:

- 18 years Boys State Coach
- 18 years Boys State Manager
- 18 years Girls State Coach
- 18 years Girls State Manager
- 18 years Sports Trainer
- 15 years Boys State Coach
- 15 years Boys State Manager
- 15 years Girls State Coach
- 15 years Girls State Manager

Below are the basic qualifications for State team officials:

### **Coach:**

- must hold current TFA Talent Level (Level 2 Coaching Accreditation or higher)
- recommended - current First Aid qualification

### **Manager:**

- must hold current TFA Foundation (Level One) Coaching accreditation
- recommended - hold current First Aid qualification

### **Selector:**

- recommended - hold current TFA Talent Level (Level 2) Coaching accreditation

#### 6.4.1 Criteria for Selection of Sports Trainer Position

##### 6.4.1.1 Qualifications for the Position

- The Trainer must possess both a current sports trainer or equivalent qualification, as well as a current first aid/resuscitation qualification

- Any or all of those listed below are also preferable but not compulsory:
  - Sports medicine qualification
  - Foundation Level (Level 1) coaching (touch) certificate
  - Massage therapy qualification or similar

#### 6.4.1.2 Experience Relative to the Position

- demonstrated experience within the sport of touch and working with Touch teams (preferably representative/elite)
- demonstrated experience/knowledge of the requirements and or demands of touch tournaments
- demonstrated experience working with sporting teams and or elite youth in general

#### 6.4.1.3 Has demonstrable strengths which could contribute to the overall needs of staff and students and thereby enhancing the performance of the state team generally:

- ability to provide coaches with technical support (touch specific etc.)
- ability to provide professional assistance in areas of – training and performance, recovery procedures, general first aid, massage, strapping etc.)
- ability to communicate with, and interact generally with, elite students and their state coaches

#### 6.4.2 Below are the basic duties of appointed Officials:

##### **Coach:**

- provide players with an Information guide. This may include - fitness program, training schedule, tactical considerations etc.
- provide the QSS 13-19 years Touch Football with a proposed program of intended activities and or requirements
- complete the relevant risk assessments for the activities
- liaise with team Manager as to role required etc.
- ensure the Codes of Behaviour are adhered to
- provide a good role model for players
- at the conclusion of the event, provide a brief report which may include recommendations etc.

##### **Managers:**

- contact the Coach and discuss requirements and or proposed program
- complete relevant risk assessments for all activities
- assist the coach with training sessions where necessary
- ensure players meet Team Levy deadlines
- liaise with the QSS 13-19 years Touch Football regarding gear and equipment requirements
- assist with collection and distribution of gear etc.
- ensure the Code of Behaviour is understood and adhered to by all players

- liaise with parents regarding any difficulties
- ensure players are adequately hydrated prior to, during, and after, training and competition
- ensure all injuries are properly treated and monitored
- submit a report at the conclusion of the event which includes a summary of game results and recommendations

## **6.5 Uniforms**

## **6.6 Travel Policy**

## **6.7 Queensland Team Preparation**

## **6.8 Risk Management**

### **6.8.1 Important Links**

HLS-PR-012: Management Risks in School Curriculum Activities

<http://education.qld.gov.au/strategic/eppr/health/hlspr012/>

Curriculum Activity Risk Assessment (CARA) Guidelines

<http://education.qld.gov.au/strategic/eppr/health/hlspr012/resources/touch.pdf>

- HLS-PR-013: Developing a Sun Safety Strategy  
</strategic/eppr/health/hlspr013/>
- SCM-PR-002: School Excursions  
</strategic/eppr/schools/scmpr002/>
- HLS-PR-005: Injury, Illness and Dangerous Event Recording and Reporting  
</strategic/eppr/health/hlspr005/>
- HLS-PR-003: First Aid for Schools and Non-school Locations  
</strategic/eppr/health/hlspr003/>

## **6.9 Guidelines for Interstate Exchanges / Non School Sport Australia Events**

## **6.10 International Tours**

## **6.11 Costs**

# **7 Accommodation framework**

# **8 Codes of Conduct**

## **8.1 Team Members, Parents and Spectators**

### **8.1.1 As a team member:**

- 8.1.1.1 Take responsibility for your own conduct and performance
- 8.1.1.2 Compete by the competition conditions and rules.
- 8.1.1.3 Never argue with the judge's, referee's or umpire's decision.
- 8.1.1.4 Control your temper – no criticism by word or gesture.
- 8.1.1.5 Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- 8.1.1.6 Be a good sport. Encourage and support your team members.
- 8.1.1.7 Show respect for yourself, your team mates, officials, your opponents and their skills.
- 8.1.1.8 Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, Facebook, email and texts.
- 8.1.1.9 Smoking, drinking of alcoholic beverages or the use of any illegal substances is strictly forbidden.
- 8.1.1.10 Entering or remaining upon restricted licensed premises unless under the supervision of team officials or billeting parents is strictly forbidden.
- 8.1.1.11 Going to bed at a reasonable hour will assist your own and your team's performance.
- 8.1.1.12 Wearing the official team uniform at all times, as directed by team management/ officials.
- 8.1.1.13 Check - in and check - out with team management/officials each day.
- 8.1.1.14 Stay in the designated team area and support other team members during times when you are not competing.
- 8.1.1.15 Follow all directions of team management/officials.
- 8.1.1.16 Ensure that you have telephone numbers of team managers with me at all times that you are not with the team.
- 8.1.2 As a guest in motels, colleges, caravan parks and surf clubs etc.
  - 8.1.2.1 Check for any damage to premises on arrival and notify your team official.
  - 8.1.2.2 Keep your room tidy – make your own bed, help with chores.
  - 8.1.2.3 Do not leave the accommodation area without permission from the team manager.
  - 8.1.2.4 Be aware of which teacher is on supervision duty.
  - 8.1.2.5 Know where your team officials are staying.
  - 8.1.2.6 Where toilets/shower/laundry facilities are away from sleeping areas, it is advisable to attend in pairs.
  - 8.1.2.7 Mixed sharing of rooms is not permitted.
- 8.1.3 Parent's Code of Conduct
  - 8.1.3.1 Cooperate with the school to achieve the best outcomes for your child.

- 8.1.3.2 Support team and event officials in maintaining a safe and respectful learning environment for all students.
  - 8.1.3.3 Maintain positive relationships with team officials regarding your child's learning, wellbeing and conduct.
  - 8.1.3.4 Encourage participation by your children.
  - 8.1.3.5 Provide a model of good sportsmanship for your child to copy.
  - 8.1.3.6 Be courteous and constructive in your communication with players, team officials, game officials and sport administrators.
  - 8.1.3.7 Encourage honest effort, skilled performance and team loyalty.
  - 8.1.3.8 Make any new parents feel welcome on all occasions.
  - 8.1.3.9 Do not interfere with the conduct of any events.
  - 8.1.3.10 Do not interfere with any billeting arrangements. Once requested, you must accept the billet allocated by the host centre.
  - 8.1.3.11 If you consider there are problems with your child's billet consult with the team manager.
  - 8.1.3.12 Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, Facebook, email and texts.
- 8.1.4 Spectator's Code of Conduct
- 8.1.4.1 Demonstrate appropriate social behaviour.
  - 8.1.4.2 Remember children play for enjoyment. Don't let your behaviour detract from their enjoyment.
  - 8.1.4.3 Let game officials conduct events without interference.
  - 8.1.4.4 Support skilled performances and team play with generous applause.
  - 8.1.4.5 Demonstrate respect for opposing players and their supporters.
  - 8.1.4.6 Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, Facebook, email and texts.
- 8.1.5 Breach of the Code
- 8.1.5.1 Team Members

Team managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents' cost. Queensland School Sport (QSS) is responsible for imposing any longer term consequences.

Furthermore, QSS may provide a report to your school and you may be subject to discipline in accordance with the Education (General Provisions) Act 2006 (EGPA).

Students will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA.
  - 8.1.5.2 Parents and Spectators

Team managers and event organizers may deal immediately with any breaches of this code by warning offenders about their conduct, asking offenders to leave venues, and calling police to intervene where necessary. Queensland School Sport is responsible for imposing any longer term consequences such as written warnings, or barring attendance at future events for a period or indefinitely.

Parents and spectators should note that it is an offence to insult (meaning "to treat insolently or with contemptuous rudeness, to abuse") an officer of a state educational institution - Section 333 Wilful Disturbance, of the Education (General Provisions) Act 2006 (EGPA).

Parents and spectators will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA.

## **8.2 Team Officials**

# **9 Team Officials – Duty of Supervision**

# **10 Procedures for the Investigation and Recording of Misconduct**