



Griffith Touch Association **Incorporated**

PO Box 1053
GRIFFITH NSW 2680

ABN: 54 023 573 864



THE GRIFFITH TOUCH ASSOCIATION INCORPORATED:

BY-LAWS

1. MEETINGS:

- a) The office bearers of the Association shall have the power to meet and deal with urgent business that arises from time to time.
- b) A properly constituted Annual General Meeting or Special General Meeting may appoint any person as an honorary member of the Association in recognition of services rendered in promoting the interest and objects of the Association.
- c) The Committee may determine a minimum number of Representatives from each team, to be present at the Annual General Meeting or Special General Meeting and in doing so, may determine the penalties for such non-attendance.
- d) On the third Thursday of each month, a Committee Meeting will be held unless otherwise determined by the Executive.

2. LIFE MEMBERSHIP:

- a) Life Members of the Association are entitled to all privileges of the Association, as enjoyed by the Members, and may be presented with the Associations Life Membership Blazer.
- b) Nominees must have at least five (5) years continuous membership and must be members of the Association. The year of joining shall count as the first year of membership.



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- c) The Committee must meet prior to the A.G.M. and may submit a recommendation to the A.G.M. a maximum of two (2) members.
- d) The Nominee for Life Membership, when a member of the Committee, cannot or will not be permitted at the Meeting when the selection takes place.

3. DUTIES:

OFFICE BEARERS:

- a) **PRESIDENT** - Is accountable for the overall guidance and co-ordination of Touch affairs in Griffith, utilising all personnel, financial and material resources at their disposal to achieve optimum results in all areas of Touch in Griffith. The President will be the principle Spokesperson on all Touch matters.
- b) **VICE PRESIDENT** - Deputises for the President, as required, in Meetings, functions etc., to ensure the goals and objectives agreed by the General Committee and delegated to the President to carry out, are fulfilled.
- c) **SECRETARY** - To carry out the duties of the Administrator if absent from the Meetings.
- d) **TREASURER** - It is the duty of the Treasurer to collect and receive all monies due to the Association. To ensure the correct books and accounts are kept, showing the financial affairs of the Association.



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DIRECTORS:

At its first General Meeting following the A.G.M. in each year the General Committee shall elect the following:

- e) **DIRECTOR OF REFEREES** - Accountable for the development, selection, grading and control of all Referees under direct control of the Association. Also, will be the liaison officer between the Griffith Touch Association and the Griffith Touch Referees Association. This director should have a minimum Level 2 referee's badge & preferably hold a Level 3 referees badge plus be willing to undertake the referees coaching course.
- f) **PUBLICITY OFFICER** - Responsible for the initiation, contact, follow up and ongoing review of all matters affecting the media exposure and publicity generally including social media of Touch in Griffith, with all advertising to be approved by the President.
- g) **DIRECTOR OF TOURNAMENTS** - Responsible for the planning and development of all tournaments conducted under the auspices of the Griffith Touch Association. Also responsible for planning travel and accommodation matters concerning the G.T.A. representative teams.
- h) **DIRECTOR OF COMPETITION** - To work in conjunction with the administrator to ensure the smooth running of Touch competitions conducted by the Association. Is also the contact for all late nomination forms and for their approval or rejection.
- i) **DIRECTOR OF EQUIPMENT** - Is responsible for maintenance and protection of all playing equipment of the Association and inform the Committee of replacement.
- j) **DIRECTOR OF SOCIAL FUNCTIONS** - To plan and organise social functions involving the Association.



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- k) **DIRECTOR OF JUDICIARY** - Is responsible for planning and the development of an independent Judicial Committee who shall investigate and deal with reports by referees who have dismissed players from the field of play during games conducted by the G.T.A., or who reported players for misconduct. The Director shall also inform all persons involved of the Meetings and the Judicial results.
- l) **DIRECTOR OF JUNIOR TOUCH** - Is responsible for the planning and development of Junior Touch competitions conducted under the auspices of the G.T.A.
- m) **DIRECTOR OF COACHING** - Will be responsible for the planning and development of coaching for all G.T.A. Members. This Director will be required to have at least a Level One coaching certificate.
- 4. ADMINISTRATOR** - A knowledge of the game of Touch Football would be preferable.
- This administration Job is a part time position (paid monthly) with work to be done both at home and at the oval.
- Competitions begin in October with Monday Men's/Women's (6pm & 7pm), Tuesday Juniors (5pm to 8pm) and Wednesday Mixed (6pm & 7pm). However work will need to be done through August/September in readiness for the Summer Competition. Competition ends in February/March with a break over the Christmas/New Year's Holidays and school holidays for juniors. Administrator may need to attend Junior Gala days, which are during school hours.
- Computer work involves putting results into computer, writing up of minutes for meetings (held each Thursday of the month), judiciary reports, council requests for fields and an understanding of Facebook and webpages.
- Touch football has its own computer program to print out sheets and referee cards.



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Administrator will have access to the GTA computer and its printer. Administrator will also need to be prepared to store paperwork at home.

Administrator will also be responsible for customer service. This includes finding teams for those who don't have one, speaking over the microphone to inform players and referees of what is coming up, tournaments, changes and referee infringements.

There is minimal handling of money involved.

This position will be for a 1 year period.

5. POWERS OF THE JUDICIARY COMMITTEE:

- a) The Judiciary Committee shall have the power to fine, disqualify or otherwise deal with persons found guilty after investigations of a report submitted to them.
- b) The Committee's decision shall be final and subject only to the right of appeal to the Judiciary Appeals Board.

6. JUDICIARY APPEALS BOARD:

- a) All appeals against the findings of a Judicial nature shall be heard by a full Committee meeting of the Griffith Touch Association.
- b) The Secretary / Administrator of the Association must be notified in writing of the intending appeal within seven (7) days of the Judiciary Committees findings.



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- c) All motions of appeals are to be accompanied by one hundred dollars or an amount determined from time to time by the Committee, which shall be forfeited if the appeal is found to be frivolous or groundless.
- d) Pending the result of such an appeal, any suspension all ready imposed will continue.
- e) All appeals will be conducted and heard in terms of Clauses 3 and 4 of the Constitution.

7. PLAYERS DRESS AND EQUIPMENT:

UNIFORMS - All participating players are to be correctly attired in team uniforms of distinctive colour or design approved by the General Committee. All uniforms are to be in accordance with the rules specified from time to time by the Touch Football Australia.

Teams will have two weeks to be in correct attire for the competition unless the Administrator has been advised in writing. (eg. Correct uniform required for Round three.)

CAPS - Are permitted and must be of a soft suitable nature and may be in any colour.

BREACHES - Breaches of the above **BY-LAMS** (7) may result in penalties being imposed by the Committee.

8. OFFICIAL UNIFORM:

- a) The representative uniform of the Association shall be coloured predominately blue and white.



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- b) The uniform shall bear the Associations and sponsors emblem, plus any requirements by our governing bodies. The design of which shall be determined by the Committee.

9. REPRESENTATIVE FIXTURES:

- a) Any players who makes themselves available for Representative fixtures and then withdraws without reasonable excuse may be liable to a two (2) match suspension from the competition conducted by the Griffith Touch Association.
- b) All requests for withdrawals shall be in writing and handed to the Secretary / Administrator within seven days before the fixture.
- c) **Deferment of Games** - Four or more players must be involved in a Representative fixture approved by the G.T.A. Committee.
The date for the deferred game will be decided by the Committee in consultation with the two team captains involved. In case of dispute, the final decision will be made by the G.T.A. Committee.
In a Mixed team situation, the number of players absent, before a deferment will be granted, will be at the discretion of the current G.T.A. Committee.
- d) Any monies won by teams representing the Griffith Touch Association shall be returned to the Association.
Monies excluded are: for individual efforts, (eg. sprints, relays etc.)



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- e) All representative uniforms owned by the Association shall be returned immediately after the matches.
Any loss of uniforms or part there of, the person will be held responsible for.

All uniforms supplied by the G.T.A. maybe purchased on a 60% / 40% basis for the first complete set only.
Any further purchases will be at full price.

- f) Failure to comply with By Law 9. e) may result in suspension from further games conducted by the Association until such time as
- 1) The uniform is returned in full.
 - 2) Compensation is given to the Association for replacement of such items not returned.

- g) All representative teams require at least eleven players before the G.T.A. will nominate the team for tournaments. All teams wishing to participate in a Tournament must provide the Team Entry fee before the team will be nominated by the Griffith Touch Association

- h) Griffith Representative Personnel will receive a forty (40%) subsidy of the total cost to the Association, of travel, accommodation and player levy, involved with a Representative tournament.
(Player levy includes the cost of entry fees, first aid equipment, tent hire and team ball.)

In the event of Country, N.S.W. and Australian Representatives, each case will be assessed individually by the Committee. (Documentation of accounts will be required)



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10. **COMPETITION:**

- a) All competitions conducted by the G.T.A. shall be played under the Rules approved by Touch Football Australia.
- b) All players participating in competitions conducted by the Association shall abide by the duties drawn by the Committee prior to the start of the Competition concerned.
- c) No player shall play in more than one team in the same competition. (Except under conditions stated in 10. d)
If a player nominates in more than one team, one nomination fee will be forfeited.
- d) In the case of not enough teams nominating to form a separate division of the competition, these teams may be graded in another appropriate division. (eg. Womens teams in the winter competition may be graded into the mixed divisions)
- e) Players under the age of fifteen at the commencement of the competition must have written parental consent attached to the nomination forms.
- f) Any team playing unregistered players will forfeit the game.
- g) Teams will consist of a maximum of fourteen players and a minimum of eleven.
- h) Teams may register late nominations up to the conclusion of Round three of the competition. Such late nominations shall not participate in the competition until approval is given by the Griffith Touch Association Executive.



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- i) If the nominated team shirts are not available for the commencement of the competition, the team must wear a shirt in the nominated colour. If after two rounds of competition the uniforms are still not available, a letter must be submitted to the Committee explaining the situation. (eg. Full uniform required for the third round of competition.)
- j) Before a Team Registration will be accepted on Nomination night, that team must have one or more active, badged Referees, not including a paid non playing referee.

This referee must make themselves available to the Director of Referees, when required or organise a substitute to fulfil their duty.

In the event that the Team Referee does not fulfil their duty, the team that the Referee represents, will be suspended from competition for one game. This will be deemed as a forfeit & the team will forfeit \$20 bond money for first offence & \$30 for their second & third offence.

- k) Three forfeits from any one team constitutes dismissal from the competition.
- l) **Late Start** - If a team is not ready to commence the game at the second hooter, a **ONE** touchdown penalty will be awarded to the non-offending team and one touchdown for every two minutes thereafter until ten minutes have elapsed, and the game deemed a 6-0 forfeit.



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For example:

LATE START	One touchdown awarded
TWO MINUTES LATE	Two touchdowns
FOUR MINUTES LATE	Three touchdowns
SIX MINUTES LATE	Four touchdowns
EIGHT MINUTES LATE	Five touchdowns
TEN MINUTES LATE	Six touchdowns and the GAME DECLARED A FORFEIT.

Teams must have a minimum of four players to start the game. Mixed teams must have a minimum of one male on the field to commence play.

- m) **TEAM DUTIES** - Teams in the first time slot, must collect hats and scoreboard for their field prior to the game from the control centre.

Winning teams must return signed scoresheet to the control centre and place in the scoresheet box.

Teams playing in the last time slot, must collect and return the hats and scoreboard to the control centre.

All teams are responsible for keeping the ovals clean.

- n) **CAPTAINS DUTIES** - Captains are responsible for making sure the scoresheet is signed prior to commencement of second half by all players participating in the game and that the scores are correct. The captain is the contact person for the G.T.A. Committee.

- o) **COMPLAINTS** - All complaints for matters involving the competition must be in writing and forwarded to the Administrator.



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10. THE FINALS SERIES:

- a) All finals are to be played for the same time duration as the competition games.
- b) Finals series structure to be decided by the Griffith Touch Association according to the points ladder.
- c) In the event of teams having equal points, percentages will determine the placing's on the ladder, except in the case of equal fourth position, a play off will decide the fourth position.
- d) In the event of a draw at full time, all games will be decided by the **DROP OFF SYSTEM**, (rules as per T.F.A.)
- e) In the event of a draw in the Consolation Finals, the team highest on the ladder, shall be deemed the winner.