



WAIKATO TOUCH ASSOCIATION POLICIES

WTA Committee

PASSED: 9 August 2023

WAIKATO TOUCH ASSOCIATION POLICIES

Effective October 2022

Review date September 2025

1. WHAKATAKI/INTRODUCTION

These policies form part of the Quality Management System of the Waikato Touch Association Inc. (WTA). They exist to support, develop and serve the sport of Touch in the Waikato region for the enjoyment of all.

2. PUTAKE/PURPOSE

The purpose of the WTA policies is to assist the Waikato Touch Association (WTA) to uphold its core values and create a safe, fair and inclusive environment for those associated with our sport. The WTA Executive committee are the policy 'owners' and have been approved by them for use in WTA business.

Copies of all WTA policies are available online on the WTA website www.waikatotouch.co.nz or by contacting the WTA office on admin@waikatotouch.co.nz

3. MA WAI?/FOR WHOM?

The policies of WTA are broadly applied to, but are not limited to, the following people or groups of people:

- 3.1 All persons appointed or elected to any executive position, boards, committees and sub-committees of WTA;
- 3.2 All WTA employees;
- 3.3 All paid or voluntary persons, including, but not limited to, any persons in a coaching role, managing role, team support role (for example; physiotherapists, psychologists, masseurs and trainers) and others;
- 3.4 All players
- 3.5 All referees and any other officials;
- 3.9 All WTA members, including life members;
- 3.6 All persons, organisations, modules and module personnel that is a member of or affiliated to WTA;
- 3.7 All parents, guardians, caregivers, members of the public, including spectators and extended family or support, sponsors or invited guests.

The WTA policies will continue to apply to a person even after she/he/they have cancelled/withdrawn/had stopped their association of any kind with WTA, and if disciplinary action against any person/s has begun.

4. KAWENGA/RESPONSIBILITIES OF WTA

Waikato Touch Association must:

- 4.1 Develop, Consult, approve, implement, review and comply with these policies;
- 4.2 Ensure that these policies are enforceable;
- 4.3 Make these policies publicly available on the WTA website.
- 4.4 Ensure all employed staff have access to; and are trained in the policies.
- 4.5 Continue to monitor and review these policies on at least a 3 year cycle.

5. KAWENGA TANGATA/INDIVIDUAL RESPONSIBILITIES

Individuals bound by WTA policies are responsible for:

- 5.1 making themselves aware of these policies and their content;
- 5.2 following, complying with and abiding by any and all relevant provisions of the policies;

IHIRANGI/CONTENTS

REPRESENTATIVE

1. WTA Representative Coach Appointment Policy
2. WTA Representative Manager Appointment Policy
3. WTA Representative Player Eligibility Policy
4. WTA Trials Policy
5. WTA Trial and Selection Policy
6. WTA Announcement of WTA Squad/Team Policy
7. WTA Dispensation for Selection Because Of Injury, Illness or Other Policy
8. WTA Selection/Non-Selection Enquiries Policy
9. WTA Player Agreement Policy
10. WTA Replacement of a Team Member Policy
11. WTA Age Grade Policy
12. WTA Withdrawal from Representative Squad/Team Policy
13. WTA Referee Endorsement Policy

HEALTH, SAFETY, WELLBEING AND INTEGRITY

14. WTA Child Protection Policy
15. WTA Supervision Policy
16. WTA Recreational Drugs and Alcohol Policy
17. WTA Smokefree/Auahi Kore Policy
18. WTA Dismissal of Player/Official Policy
19. WTA Formal Complaints Policy
20. WTA Motor Vehicle Policy
21. WTA Safe Driving Policy

FINANCIAL

22. WTA Fundraising Policy
23. WTA Funding Policy
24. WTA Sponsorship Policy
25. WTA Cash Handling Policy
26. WTA Team Fees Approval policy
27. WTA Administration fee policy
28. WTA Team management allowance Policy

ADMINISTRATION

29. WTA Apparel and Uniforms Policy
30. WTA Use of WTA Logo and/or Branding Policy
31. WTA Trophies and Awards Policy

REPRESENTATIVE POLICIES

REPRESENTATIVE COACH APPOINTMENT POLICY

All WTA Coaching Positions of any type for any WTA Teams are to be appointed by WTA appointed Coaching Director/s or WTA appointed person/s.

Coach Selection Criteria

Potential Representative Coaches are expected to complete requirements set out in the Expressions of Interest application form available at www.waikatotouch.co.nz

Eligibility:

- WTA will ensure that potential coaches are able to fulfil any requirements expected of them as set out in the Expressions of Interest application form and as required by WTA at any particular time.
- WTA expects all coaches are to complete a Foundation Coaching Course or equivalent, where relevant/required and will support coaches to do so.
- Potential WTA Coaches of all types (eg, head coach, assistant coach) applying for grades at Under 16 age level and above are expected to have completed at least a Development Coaching Course OR are actively working towards completing one, or similar.
- WTA mandatorily requires all potential coaches of all types to complete a Police vet form and for a 'clean' police vet report to be returned, for the duration of the WTA role.

Preferred Criteria:

- Positive role model
- Emotionally intelligent
- Skills in teaching and coaching others
- Ability to work with other people positively
- Touch skills, knowledge and experience
- Sound planning, organisation and communication skills

Application Process

1. WTA will publicly advertise coaching roles and call for applications
2. Applicants will submit an expression of interest for a coaching position to WTA
3. Applications will be considered and appointments made by WTA
4. In the case of multiple applicants WTA may choose to short list, interview and select

Interview Process

In situations where multiple applicants exist and WTA has decided to short list and interview candidates;

1. An interview panel of no less than 2 WTA appointed members will convene
2. Candidates will be interviewed and WTA will
 - a. Decide to make an appointment, or
 - b. Decide to readvertise the role, or
 - c. Decide to shoulder tap, or
 - d. Decide not to fill the role

PLAYER/COACH POLICY

Any person appointed by the Waikato Touch Association as a player/coach is required to pay their financial contribution towards their player costs, excluding accommodation and food. Only the accommodation and food costs for the player/coach will be covered by the players as per the normal practice within WTA.

REPRESENTATIVE MANAGER APPOINTMENT POLICY

All WTA Manager Positions of any type (eg manager, assistant manager) for any WTA Teams are to be appointed by WTA appointed Coaching Director/s or WTA appointed person/s.

Manager Selection Criteria

Potential Representative Managers are expected to complete requirements set out in the Expressions of Interest application form available at www.waikatotouch.co.nz

Eligibility:

- WTA will ensure that potential managers are able to fulfil any requirements expected of them as set out in the Expressions of Interest application form and as required by WTA at any particular time.
- WTA expects all managers to complete any training provided or recommended and will support managers to do so.
- WTA mandatorily requires all potential managers of all types to complete a Police vet form and for a 'clean' police vet report to be returned, for the duration of the WTA role.

Preferred Criteria:

- Positive role model
- Emotionally intelligent
- Skills in communication, organisation and relationship management
- Ability to work with other people positively
- Prior team management skills are an advantage

Application Process

- 1 WTA will publicly advertise manager roles and call for applications
- 2 Applicants will submit an expression of interest for a manager position to WTA
- 3 Applications will be considered and appointments made by WTA
- 4 In the case of multiple applicants WTA may choose to short list, interview and select

Interview Process

In situations where multiple applicants exist and WTA has decided to short list and interview candidates;

- 1 An interview panel of no less than 2 WTA appointed members will convene
- 2 Candidates will be interviewed and WTA will
 - e. Decide to make an appointment, or
 - f. Decide to readvertise the role, or
 - g. Decide to shoulder tap, or
 - h. Decide not to fill the role

Recommendations

- 1 Appointed coaches may recommend a person to WTA to be appointed as a Manager

- 2 WTA will either support the recommendation and appoint the manager, or
- 3 Not support the recommendation and utilise the application/interview process above

REPRESENTATIVE PLAYER ELIGIBILITY AND SELECTION POLICY

WTA will have systems in place for determining eligibility and selection of representative players.

Policy Application

1. Players must be registered with an affiliated¹ Waikato Touch Module and play no less than half (50%) of the games scheduled at that module.
2. Players who are part of any unaffiliated module are not eligible for selection.
3. Players who have monies owing to WTA are ineligible for selection.
4. WTA may vary the eligibility and selection requirements at any time with the prior approval of the Executive of WTA
5. In cases where player trials have been determined necessary by WTA, a player is expected to attend and trial to be selected.
In exceptional cases where a player cannot attend any set trial/s they may apply for dispensation to WTA. Dispensations must provide the reason for not trialling and are approved or not at the discretion of WTA.
6. Any players registering to play for Under 10's through to Under 18's (Junior/Youth teams) can only trial for teams in their age group. Any player wishing to play up a grade must seek prior approval by WTA and abide by any conditions that may be in place at any time.
7. Players under the age of 18 years and over the age of 14 years in the year of the tournament, may not trial for Youth/Open teams, unless deemed 'exceptional'. If an exceptional player is wanted for trials by an Open Coach, they must apply to the WTA Committee for a dispensation which then must be approved by WTA Committee.
8. Players may only represent one province in any one season. All combinations affected: player/coach, player/manager, coach/coach, manager/manager, coach/manager. The only exceptions to this rule are if;
 - i. WTA are unable to field the required team option, OR
 - ii. WTA has been asked for and has granted permission

¹ A WTA module is deemed 'Affiliated' whereby they:

- 3.1 Have been sanctioned by Waikato Touch;
- 3.2 Have filled out and signed the Affiliation Agreement Form and submitted to Waikato Touch by the due date;
- 3.3 Have paid Competition Organiser Fees to Touch New Zealand pre-season;
- 3.4 Have paid affiliation fees to Waikato Touch by the date specified by the WTA Committee & have no unpaid fees from the previous season.

REPRESENTATIVE TRIALS AND SELECTION POLICY

WTA will ensure process and practice is in place for any trial events that provide fairness and transparency.

WTA will ensure that any WTA trials;

1. Are advertised
2. Are professionally organised, managed and run
3. That players trialling will be safe, cared for and communicated with
4. That Conflicts of Interest are professionally managed

WTA Selection process and practice will ensure;

1. Teams/squads are publicly confirmed by WTA
2. Squad numbers must be approved by WTA before announcement

Rule for trialling at a higher grade

WTA is supportive of development for age group players for age group teams promoting 'balance is better' ideals. WTA does recognise that in some cases players may wish to be considered for a higher grade than their age. WTA has the following guidance for the ability to trial up a grade.

1. WTA will encourage players to trial/play for their current age grade
2. In rare cases WTA may approve a player to trial/play up. Players can only trial "**one** year above their current age grade". A player needs to be in their last year of their age grade to trial/play up. (ie: 13 turning 14 in the current season and wanting to trial for U16s)
3. If players register for an U14s Junior grade and then trial and are selected for an U16s Youth grade they will need to commit fully to both teams. Should they wish to withdraw from any of the teams they will need to withdraw from the higher grade team and commit to the lower grade team in the first instance.
4. Any player that trials for a higher grade team only and doesn't get selected for that team forfeits the right to be considered for the lower grade team.

SELECTION OF WTA SQUADS/TEAMS POLICY

1. WTA squads/teams will only be selected/announced in grades that have confirmed regional or national competition and/or development activities as directed by WTA or Touch NZ.
2. WTA teams will be selected for grades that are present during the WTA Trials unless WTA executive determines otherwise.
3. No more than eighteen (20) players are to be selected and announced for any WTA squad on final trial date.
4. Official WTA Teams will consist of 16 players for youth/opens and masters teams with the opportunity to select 2 non-travelling reserves.
5. Teams including and below under 14 may choose a number of players that ensures full participation of junior players.
6. A squad must be reduced to the required 16 players two calendar months at the youth, opens and masters grades prior to the national event.
7. Teams need to consist of 12 financial players at the designated WTA date to be considered viable.

ANNOUNCEMENT OF WTA SQUADS/TEAMS POLICY

WTA will make a public announcement of all WTA squads/teams once selection has been confirmed. Only WTA can publicly announce teams.

Policy Application

1. The announcement of any selected WTA squad/team will be performed by WTA or their delegated representative.
2. The announcement of these squads/teams will take place no more than 5 working days after completion of the final trial date.

DISPENSATION FOR SELECTION BECAUSE OF INJURY, ILLNESS OR OTHER POLICY

A player, who is unable to participate for exceptional reasons, in the WTA Trial Process can apply for dispensation for selection to a WTA squad/team.

Policy Application

1. It is the responsibility of the player/caregiver concerned, to notify WTA staff prior to or on the first trial date.
2. At the discretion of TWA evidence may be required.
3. WTA will consider all dispensations submitted and either approve or decline the dispensation in relationship with team coaches. .
4. Acceptable reasons to request dispensation include but are not limited to,
 - Bereavement
 - Injury
 - Illness
 - Representative Sporting Commitment
 - Work

SELECTION / NON-SELECTION ENQUIRIES POLICY

Players/guardians may only query a WTA selection decision if the query is about them/their dependant. Any queries must be in writing to the appropriate WTA representative at the time of the query.

Policy Application

1. WTA receives written query. .
2. WTA investigates and responds in writing to the query within 10 working days of receipt.

REPRESENTATIVE PLAYER AGREEMENT POLICY

1. It is the policy of WTA that WTA squad players are required to complete and/or sign a Registration & Player Declaration form and a Code of Conduct. These forms shall state the responsibilities of all parties.
2. Failure by a player to sign or agree to the conditions of this form will render him/her ineligible for further involvement in the WTA squad for which they are selected.
3. Persons under the age of 18 are required to have the WTA Registration & Player Declaration form completed by a parent or guardian, on behalf of the player.

Policy Application

1. A copy of the WTA Registration & Player Declaration form will be filed at the offices of WTA and a player may request a copy at any stage.
2. In the event of any default by the player in terms of his/her obligations under their player agreement, WTA will do any one or more of the following:
 - Suspend the player from playing in any match.
 - Cancel the individual's Player Registration & Player Declaration and hereby their position in the WTA Squad by written notice to the player,
 - Take such lawful action as WTA sees fit, including, but not limited to, procedures and penalties for any disciplinary action as outlined in the Touch NZ Judicial, Disciplinary and Appeal Procedures manual.

REPLACEMENT OF A WTA PLAYER POLICY

Where there is a need to replace a player in a team/squad, the replacement player will be drawn from within the WTA squad, reserve squad lists or unsuccessful trialists in the first instance and where players of a desired replacement position exist, and thereafter from non-trialists.

Policy Application

1. All requests to find a replacement player must be notified to the WTA coaching Director by a coach in the first instance and their express permission given to find a replacement.
2. It is the strong preference of WTA that replacement players are drawn from the original trialists that were unsuccessful. Any desire by a coach to do otherwise requires the express approval of the WTA Coaching Director.

Grounds for Replacement, Grounds include but are not limited to,

- Injury or Illness: where a player has been injured or declared ill and is unable to continue in a team and has withdrawn may be replaced.
- Breach of Discipline: where a player has been removed from a team for a breach of any WTA policy, code, conduct, rule or standard may be replaced.
- Ineligibility: Any players who WTA has assessed as ineligible after being selected may be replaced.

WITHDRAWAL FROM WTA SQUAD/TEAM POLICY

A player who is withdrawing from a team for a reason considered valid and acceptable by WTA will remain eligible for future selection.

Policy Application

1. Any player who is withdrawing from a WTA squad/team is asked to do so in writing to the team Coach.
2. Any deposits are NON-REFUNDABLE and NON-TRANSFERABLE

WTA REFEREE ENDORSEMENT POLICY

PURPOSE

Waikato Touch Referees that wish to attend Touch NZ & WTA sanctioned tournaments and events as a referee, must seek approval from WTA first. (does not apply to Paa Wars).

WTA has an obligation to ensure that it is portrayed in a manner showing its values as a leader in organising, managing, and administering the Sport of Touch in the Waikato. Players, coaches, managers, and referees are the face of WTA and therefore are required to uphold these values. This policy seeks to provide a high level of representation from any player, coach, manager, or referee.

APPROVAL

Approval is given once a referee has satisfied the WTA criteria and process.

CRITERIA

- Referees are to show how they will support WTA in the development of referees in the province.
- A referee must attend one or more modules on a regular basis during the season. (Determined by each module)
- A referee must attend any Waikato trials when requested to do so.
- The correct form and process needs to be completed, at the beginning of the season so that a quick endorsement can be given at the appropriate time.
- A referee must inform the Provincial Director of referees of any on field or off field incidents that could hinder the endorsement process.
- A referee must comply with the WTA Code of Conduct policy.
- Any financial liabilities to any association, club, module or any other debt needs to be cleared.
- All referees must abide by Health & Safety policies set by Modules, WTA and Touch NZ.

PROCESS AND PROCEDURE

1. The WTA Referee Endorsement policy form to be completed. Form to be found on WTA website.
2. All appropriate Rules, Regulations, and Codes to be read and understood
3. Expression of Interest (EOI) application and any other commitments in regards to the EOI need to be completed
4. Confirmation to the Tournament Organisers, or Association of attendance.

HEALTH & SAFETY POLICIES

CHILD PROTECTION POLICY

WTA acknowledges its responsibility to ensure children are safe and well. WTA has guidelines to identify and respond appropriately to concerns of risk, abuse and neglect, and to support WTA to understand and fulfil their role in keeping children safe via this policy.

Rationale:

To effectively safeguard children's safety is to have a comprehensive and effective policy and attached guidelines and procedures. This Policy is written under the principle that people involved with any works associated or connected to WTA have a right to feel safe and comfortable.

Contributing legislation:

This policy has been written in accordance with the following legislation:

- Education and Training Act 2020
- Children, Young Persons and Their Families Act, 1989
- Crimes Act, 1961
- Domestic Violence Act, 1995
- Health Act, 1956
- Health and Disability Sector Standards Regulations, 2001
- Privacy Act, 1993
- Health Information Privacy Code, 1994
- Vulnerable Children's Act, 2014
- Care of Children Act, 2004
- Employment Relations Act, 2000
- Human Rights Act

2. Scope

2.1 This policy covers all people associated with services provided by WTA and any others that WTA utilises in the provision of services, and who may have direct or indirect contact with all people associated with the provision of services associated with any relationship. This includes professionals contracted or invited to provide services.

3. Definitions

3.1 For the purposes of this policy “vulnerable person” means any minor or impaired person that is involved in any way in supporting the provision of services, but does not include any person who is or has been married or in a civil union (Children, Young Person, and Their Families Act 1989, Section 2).

3.2 The Children, Young Persons and their Families Act, 1989, defines child abuse as "...the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person”.

4. Principles

4.1 This Child and Vulnerable Persons Protection Policy confirms the commitment of WTA, to the protection of children and vulnerable peoples and proceeds to:

- outline the standards and principles by which all persons involved in the delivery of services will abide
- define child abuse
- outline the action to be taken by persons staff where any form of abuse or ill-treatment is known or suspected
- establish what action is required when allegations are made against persons associated with the delivery of services
- explore the implications for training

4.2 WTA will ensure that:

Any professional or other person/persons if required are carefully selected with the principles of this policy in mind. Any other person/persons that may be required are aware of the Child and Vulnerable Persons Protection Policy and accompanying procedures and/or guidelines.

4.3 All services provided by WTA for the safety and wellbeing of children and vulnerable persons adhere to the principles of partnership, protection and participation; and the rights and responsibilities accorded by Te Tiriti o Waitangi.

5. Responsibilities

5.1 Any person responsible for the provision of services that may directly witness child or vulnerable persons abuse or have allegations, made by a child or an adult, may have it relayed to them.

5.2 WTA will take all reasonable steps to:

- be aware of, and alert to, potential indicators of abuse or neglect
- record a factual account of any concerns they have, or that are brought to their attention
- appropriately seek advice and support from their Designated Person for Child / vulnerable person Protection who will then contact external agencies if appropriate
- work in co-operation with the whanau, parents and caregivers, unless this compromises the safety of the vulnerable person/child.

5.4 The statutory responsibility to investigate allegations of child / vulnerable person abuse rests with Child Youth and Family and the Police.

Key role of the Designated Person for Child / vulnerable person Protection

As part of the duty of care the WTA Coaching Director will be the designated person for child / vulnerable person protection. Roles for the designated person for child / vulnerable person protection are as followed

- **Ensure** the needs and rights of children / vulnerable person come first i.e. the safety and wellbeing of each child / vulnerable person is paramount
- Ensure that all allegations are managed appropriately. No investigation will occur without appropriate consultation and a decision whether a response from Child Youth and Family or the Police is required
- **Ensure** that the Child / vulnerable person Protection Policy is effectively implemented with all persons associated with any aspect of service delivery.
- **Ensure** that all associated persons are aware of, and have access to, full copies of the procedures for reporting child / vulnerable person abuse
- Ensure that all persons associated with any aspect of work with children / vulnerable persons are police vetted-

6. Child Protection Procedures

6.1 All coaches and management team will respond to concerns of child abuse by following the identified procedures, consulting appropriately and collaborating with external agencies.

6.2 The procedures set out below will help coaches and management team with:

- the identification of abuse
- handling disclosures, whether verbal or behavioural, from a child
- reporting procedures

Identification of abuse

6.3 If the Designated Person for Child Protection is unavailable for advice and guidance then members should consult with the coach. At any time coaches and management team may seek advice from Child Youth and Family (0508 FAMILY) regarding child protection concerns.

Further information regarding signs and indicators of abuse is included in the Appendix.

Handling disclosures from a child

6.5 If a child makes a verbal disclosure to the coach or management team it is important that they take what the child says seriously. This applies irrespective of the setting, or the member of staff's own opinion on what the child is saying.

Further information regarding responding to a disclosure is included in the Appendix.

6.6 Under no circumstances should a coach or management team attempt to conduct an investigation or deal with concerns regarding child abuse alone. Any incidents, concerns or suspicions must be reported following the procedures set out below.

Child-on-Child Harmful Behaviours

6.7 It is important to be aware that children can harm other children. These behaviours are outside of what may be considered the normal range, and can extend to bullying, violence or sexual assault. Therefore, when a child alleges inappropriate harmful behaviour by another child then the child protection procedures outlined in this policy must be considered for both the children.

Suicidal Concerns or Self-Harming Behaviours

6.8 It is important to be aware that children can harm themselves or attempt suicide. When a child identifies thoughts of suicide, or self-harming behaviour, this must be immediately notified to the Designated Person for Child Protection. If immediate action is required phone 111.

Reporting procedures

6.9 All concerns of potential, suspected or alleged abuse must be brought to the attention of the Designated Person for Child Protection. If the Designated Person for Child Protection is unavailable then consultation should occur with the head coach. A decision will be made as to whether to seek further advice or notify Child Youth and Family.

6.11 Although the parent or caregiver of the child will usually be informed of concerns, there may be times when those with parental responsibility may not be initially informed. This may happen when:

- the parent or caregiver is the alleged perpetrator
- it is possible that the child may be intimidated into silence
- there is a strong likelihood that evidence will be destroyed
- the child does not want their parent or caregiver involved and they are of an age when they are competent to make that decision

Sharing Information and Confidentiality

6.12 The safety of a child is paramount. At times a child is unable to speak for or protect themselves. Therefore the coaches and management team of Galaxy Waikato Touch Incorporated has a greater responsibility to know when and how to share appropriate information with external agencies to protect the safety and wellbeing of children.

6.13 Giving information to protect children better is not a breach in confidentiality. Wherever possible the family/whanau should be kept informed of what information has been shared and to which agency, and for what purpose. Principle 11 of the Privacy Act, 1993, states "disclosure of the information is necessary to prevent or lessen a serious threat"

6.14 Should WTA be contacted with a request for information or access to interview a child then the following procedure will be followed:

- Confirm identity and credentials of person requesting information
- Notify the Designated Person

- Identify specific information required and purpose
- Check information held – do the coaches and management team have the information requested
- Designated Person in conjunction with the head coach will identify a way forward and provide permission

Depending on the reason for the request, and risk to children as judged case by case, inform the family that information has been requested, by whom and seek permission. If this is a child protection issue, permission from the family is not required.

Document all steps in process. Ensure that all documentation is placed on the child's child protection file.

Action to be taken by the Designated Person for Child Protection

6.15 Concerns regarding alleged or suspected abuse will first be raised to the Designated Person for Child Protection. If further guidance is required then consultation will occur with the head coach. A decision will be made whether this information needs to be escalated to Child Youth and Family.

6.16 All decisions taken, including if the concern does not require notifying Child Youth and Family, must be recorded in writing and kept securely in a Child Protection file with the reasons clearly identified and explained.

RECREATIONAL DRUG & ALCOHOL POLICY

WTA is committed to ensuring the health and safety of all people associated with its operations and to providing a safe environment. WTA and its members, including groups, modules and clubs also have a legal duty to take reasonable care of participants in Events. WTA recognises that the use of recreational drugs and alcohol can adversely affect an individual's performance and behaviour and can be a contributing factor towards making the sport unsafe, increasing the likelihood that injuries, damage to persons will or could occur. This policy was created and put in place to protect people's health and safety and the enjoyment of the sport for all. This Policy is designed to ensure that WTA complies with its legal obligations and reinforces its commitment to the safety of all participants.

Prohibited Activities - The use of recreational drugs and/or alcohol can affect an individual's ability to safely participate in events and can contribute to dangerous incidents. Any person to whom this Policy applies must not and are prohibited from:

Alcohol

- Possessing or consuming alcohol if under the age of 18
- No person, regardless of age, is permitted to possess or consume alcohol within the reserves Liquor Ban areas
- Operating a motor vehicle while under the influence of alcohol
- Misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol
- Purchasing or serving alcohol to or for an underage person
- Being dangerously intoxicated to the point where the law mandates being taken into custody
- Creating, offering, or engaging in drinking games and other behaviours designed for the purpose of becoming intoxicated through the abusive use of alcohol

Drugs/Illegal Substances

- use, consume, possess, manufacture, sell, purchase or otherwise transfer a legally prohibited substance at a Location, unless the Prohibited Substance is a prescribed medication that the person using has a medical certificate or TUE (Therapeutic Use Exemption) for;
- have a blood alcohol reading of more than 250mcg per litre of breath for persons 18 years and over, or zero for persons under the age of 18, at a Location before, during, or immediately after their participation in a WTA event;
- have any legally prohibited substances in their system at a WTA location or event, unless legally prescribed;

Sanctions

Any person who breaches any of the provisions of the clause above will be subject to WTA disciplinary procedures for breach of policy and any conduct rules that may be in place at any time.

SMOKEFREE/ AUAHI KORE POLICY

WTA IS committed to creating a Smokefree culture. We aim to provide a healthy environment for everyone to enjoy. We support our children/tamariki and youth/rangatahi by providing positive Smokefree role models. We comply with the Smokefree Environments Act 1990 and endorse the Council's

smokefree sports grounds policy. We support the Government's goal of a Smokefree nation by 2025. WTA will take all reasonable steps to ensure that all WTA activities and events (eg, practises, games, tournaments and competitions) are Smokefree.

Policy Application

1. That any breaches of the policy will be addressed.
2. That all WTA members, supporters and premises users are informed of the Smokefree policy.
3. That any member under the age of 18, affiliated with any WTA event, is not engaged in smoking activities or in possession of smoking implements and/or utensils (includes vaping and vaping devices)

DISMISSAL OF WTA PLAYER/OFFICIAL POLICY

WTA will ensure that the conduct and standing of members and officials upholds the integrity of WTA and the sport. If WTA deems that any member of WTA breaches WTA integrity expectations then that person may be removed from their position or the sport in the region. More specifically matters will relate to but are not limited to, breaches of:

- any criteria set out in the WTA Players Registration & Declaration.
- the WTA Code of Conduct.
- Any other rules, codes or regulations that may exist at any particular time.

Policy Application

1. Concern may be raised by an individual or group.
2. WTA will investigate the matter with any formal investigation process in place or deemed appropriate at a particular time.
3. Findings of any investigation will be provided to WTA or any delegated individual or group who based on the investigation findings make a decision.
4. Decision will be communicated.
5. An individual/group may appeal a decision within 10 working days of having received the decision via the President of WTA.
6. Any appeal will be considered by the Executive of WTA who will have 30 days to make a final decision.

FORMAL COMPLAINTS PROCEDURE POLICY

WTA will make any and all reasonable efforts to address formal complaints as they arise from members of WTA and other people as appropriate.

Policy Application

1. A formal complaint must be made in writing.
 2. No formal complaint can be raised by a person on behalf of another person.
 3. A formal complaint must be sent to the WTA administrator in the first instance detailing the facts, the issues, the remedy/solution sought.
 4. All formal complaints are considered private and confidential in the first instance.
 5. The WTA administrator will record the formal complaint in a WTA complaint register.
 6. If a formal complaint should relate to the WTA Administrator then the formal complaint will be sent to the President of WTA.
-

7. upon receipt of the formal complaint the WTA administrator will advise the President of WTA who will either investigate the matter themselves or delegate the matter to be investigated.
8. WTA will make a decision based on the investigation findings.
9. At the completion of the investigation WTA will advise the outcome of the complaint to the complainant and record the decision in the complaint register to close out the complaint.
10. A complainant who is not satisfied with any WTA decision may appeal the decision via the WTA administrator. The WTA executive will review any decision and make a full and final decision.
11. All complaints will be investigated and decisions made within 30 days of receipt of the formal complaint.

USE OF WAIKATO TOUCH VEHICLES POLICIES

MOTOR VEHICLE POLICY

1. Why do we have this policy?
 - 1.1. Employees/Volunteers of Waikato Touch often have to travel for work, development or event purposes. Waikato Touch will take all reasonable and practical steps to provide employees/volunteers with safe and reliable motor vehicles while on business related travel.
 2. What does this policy cover?
 - 2.1. Who can drive a vehicle and when a vehicle may be used.
 - 2.2. Accidents and maintenance.
 3. Who does this policy apply to?
 - 3.1. This policy applies to all vehicle users including passengers
 4. When can a company vehicle be used?
 - 4.1. Waikato Touch will provide motor vehicles for employees/volunteers to use while on approved work, development or event related travel.
 - 4.2. No company motor vehicle is to be used for personal use unless specifically stated in the employee's employment agreement.
 5. Who can drive the vehicles?
 - 5.1. Only drivers with a Full Class A driver's licence may drive company vehicles. Driving without a valid licence is strictly prohibited and the company will seek to recover any damages or losses caused as a result from the responsible party.
 - 5.2. Waikato Touch may at any time check with the NZ Transport Agency as to the status of the employee's driver licence if they are a registered driver.
 - 5.3. The driver must comply with any terms or conditions of their licence such as restricted hours, wearing of glasses, class of vehicle etc.
 - 5.4. If an employee has their driver licence suspended or revoked it is the employee's responsibility to inform the WTA Administrator or Exec Chair and refrain from driving a company motor vehicle.
 6. What are the guidelines on role allocated motor vehicles?
 - 6.1. Certain employees may be entitled to the limited use of a role allocated vehicle provided by Waikato Touch and may be required to store the vehicle at home overnight with approval from the relevant person. Such a vehicle is provided as a tool of trade and is provided as it is essential for the employee/volunteer to carry out their duties.
 - 6.2. The motor vehicle is to be used for all company related travel and to drive to and from work only, except for incidental personal travel requirements such as stopping at a school, or supermarket while on that journey.
 - 6.3. The motor vehicle must be available for business use by other employees when the employee is in the office and doesn't require the vehicle.
 - 6.4. No other personal use of the motor vehicle is permitted including at the weekends and on
-

holidays.

6.5. Personal usage will be monitored, and employees may be asked to reimburse the organisation for personal use and for any fuel charged to the organisation.

7. What are the guidelines on motor vehicles where personal use is allowed?

7.1. Employees who are allocated motor vehicles as part of their employment package will follow the below protocols, unless specifically stated otherwise in their individual employment agreement.

7.2. While the employee is in the office, the vehicle will be available for other employees to use if a pool car is not available.

7.3. Motor vehicles will be available for reasonable personal use by the employee, except when on annual leave or for extended personal use, during which time the employee should pay for all fuel used.

7.4. The employee is expected to keep the vehicle in a clean and tidy state.

7.5. For role allocated and personal use vehicles there may be a requirement to exchange vehicles with another employee or fleet vehicle if the contracted kilometres are running higher or lower than expected.

8. What are the guidelines on transporting third parties?

8.1. Some areas of the business may transport third parties in company motor vehicles.

In this case the driver is required to ensure passengers adhere to safety instructions such as wearing seat belts. It is also important that the driver follows the rules of the road at all times.

9. What happens if I have an accident?

9.1. All employees must report any incidents that occur while company motor vehicles are in their possession. An incident report form and insurance form will need to be completed and handed to the administrator as soon as practicable after the incident occurring.

9.2. The organisations insurance covers all accidents involving the vehicle with the exception of when the employees' driver licence has been revoked or if the vehicle has been misused.

9.3. A higher excess applies where a driver is under the age of 21, between the age of 21 and 25 and where a driver is over 25 but has held a full licence for less than 2 years.

10. How are the vehicles maintained and fuelled?

10.1. Vehicle users will ensure that they remove any rubbish from the vehicle after use. This includes vacuuming the vehicle if required. If a vehicle needs further cleaning, the administrator should be notified who may arrange for a valet or car wash at the company's expense.

10.2. All company motor vehicles warrant of fitness, road user charges, registration and servicing will be monitored by the administrator. However, it remains the driver's responsibility to ensure that these are displayed correctly when they drive the vehicle and to report these if out of date to the administrator.

10.3. Drivers with role allocated and personal use vehicles must check that the warrant of fitness, road user charges and servicing are up to date on a regular basis and report this to the administrator as soon as practical if they are out of date.

10.4. If a vehicle doesn't start or is unable to be driven safely, roadside assist can be called to assist with this.

10.5. All drivers are responsible for refuelling the vehicles. Each vehicle will be issued a fuel card for the Waikato Touch preferred petrol company.

11. When is a car fitted with telematics?

11.1. All motor vehicles are fitted with telematics units.

11.2. Panic buttons can be requested and installed at the discretion of the association.

11.3. Telematics units are installed to:

11.3.1. Locate employees in the event that there is a concern for their safety including in the case of a natural emergency or working alone. The health and safety lead is responsible for checking the location of staff members when required.

11.3.2. Track driver behaviour to ensure safe driving, including employees staying within signposted legal speed limits.

11.3.3. Ensure that vehicles are used for work related use.

11.4. Speeding management process:

11.4.1. For speeds over 115km per hour or more than 20km over the road speed limit the administrator is notified.

11.4.2. For speeds over 120km per hour or more than 30km over the road speed limit the administrator and exec chair are notified.

11.4.3. For serious and recurring incidents, the line manager will make a note on the Vehicle users file to be addressed.

12. References and relevant legislation

12.1. Land Transport Act 1998

12.2. Health and Safety at Work Act 2015

SAFE DRIVING POLICY

1. Why do we have this policy?

1.1. Waikato Touch wants all our vehicle users to be safe while driving, by:

1.1.1. Being compliant with traffic legislation

1.1.2. Being conscious of road safety and good driving habits

1.1.3. Ensuring vehicles are in a safe, clean and roadworthy condition

1.2. By doing these things, and setting out our expectations, we will ensure drivers return home every day, reduce the risk of crashes, and protect passengers and other road users.

2. What does this policy cover?

2.1. Driver, employer and passenger responsibilities.

2.2. Unsafe driving conditions.

2.3. Keeping our vehicles in good condition.

3. Who does this policy apply to?

3.1. This policy applies to all Waikato Touch vehicle users

4. What is Waikato Touch responsible for?

4.1. Waikato Touch will take all steps to ensure company vehicles are as safe as possible and will not require vehicle users to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue etc.

4.2. Waikato Touch will provide basic first aid kits in vehicles.

4.3. All company vehicles will be serviced according to manufacturers and lease provider recommendations.

4.4. Maintenance schedules will be kept of all vehicles which are completed each time the vehicles are serviced.

4.5. Waikato Touch will give each vehicle user a thorough induction to the company's motor vehicle and safe driving policies.

4.6 Provide accommodation where a driver is too tired to make a return journey.

4.7. Waikato Touch may at its discretion require a worker to undertake driver education before being able to use company vehicles.

5. What is expected of drivers?

5.1. Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work.

5.2. Display a high level of professional conduct when driving a company vehicle.

FINANCIAL POLICIES

FUNDRAISING POLICY

WTA allows fundraising to occur subject to the following;

General Policy Application

1. All fundraising activities for WTA teams must acquire the prior approval of WTA Committee.
1. Requests for fundraising approval can be sent to the WTA Administrator.
3. Records and receipt of all monies raised as part of any fundraising activity must be kept.
4. All fundraising activities must comply with NZ law.
5. All promotional material for any fundraiser including WTA's name and/or logo must be sighted and approved by WTA.
6. No person directly or indirectly employed by or volunteering for WTA shall accept commissions, bonuses or payments for fundraising activities on behalf of WTA.
7. No general solicitations shall be undertaken by telephone or door-to-door.
8. WTA may stop, cancel, prohibit a fundraising activity if it feels it is detrimental to WTA.

FUNDING POLICY

The purpose of this policy is to establish the framework and guidelines within WTA for funding (grant) applications.

Policy Application

1. No individual groups (teams, committees) are permitted to apply directly on behalf of a WTA or where WTA is mentioned or funding is for the purposes of any WTA activity without the express permission of WTA.
 2. Teams or groups wanting funding for particular goods or services, must adhere to the following procedure:
 - a) Contact the WTA Administrator stating what you require funding for, and if applicable, which Granting Organisation you wish to apply to.
 - b) The WTA Administrator will confirm whether the application is valid, and whether the Granting Organisation is suitable. They must take into account whether such an application will have any impact on WTA's overall funding plan (e.g. ability to apply for funds to keep the organisation financially viable).
 - c) Request from the Committee a copy of minutes ratifying WTA Committee approval to support the funding application.
 - d) Prepare two copies of the application and submit both to the WTA Administrator for final sign off by WTA.
 - e) The WTA Administrator will return a copy to submitter for sending and retain one copy for WTA records.
 3. The WTA Committee are liable for all funding applications made using WTA name, support and for any purpose attached to a WTA team, and are open to inspection and/or audit by the DIA. We
-

allow applications to be made by teams/groups on the understanding that such an inspection or audit will find no issues.

SPONSORSHIP POLICY

WTA is committed to ensuring that its financial arrangements are carried out in an ethical manner. The purpose of this policy is to establish the framework and guidelines WTA for the creation of productive partnerships between WTA and the private sector i.e. sponsorship alliances with corporations, foundations, individuals and other non-government organisations.

Principles

The following are the fundamental principles that shape our relationships with sponsors:

1. Sponsorship of WTA or of any symposium, project, programme or event will not entitle any sponsor to influence any decision of WTA.
2. WTA will not enter into any alliance or partnership with any corporation or organisation where the association with the prospective partner or acceptance of the sponsorship would jeopardise the financial, legal or moral integrity of WTA or adversely impact upon WTA's standing and reputation in the community.
 - a. All tobacco sponsorships are prohibited.
3. WTA will accept sponsorships as an additional source of revenue generation provided that all sponsorship alliances are developed and maintained within the regulations embodied in this sponsorship policy.
4. All sponsorship alliances or partnerships must be consistent with existing WTA policies.

Policy Application

1. All prospective sponsorships to be sourced by WTA staff, team management, or committees, must all be approved in writing by WTA.
2. Any WTA staff, team management, committee or other WTA members preparing sponsorship proposals or arranging meetings under the name of WTA, must first fully disclose the prospective sponsors, and must submit proposals to WTA before presenting material or meeting with any party.
3. Sponsorship over \$10,000.00 will be embodied in written contractual agreements between WTA and the sponsorship partner.
4. When sourcing sponsorship for clothing, it must comply with the WTA Uniforms rules in place at any time.

SETTING FEES/LEVIES POLICY

From time to time, in order to fulfil its strategic objectives and initiatives, WTA may charge a fee or levy to its members and/or players to supplement WTA's external revenues or maintain its current level of reserves. This policy provides guidance over WTA's ability to set such fees or levies.

Policy application

WTA may set fees / levies where:

- The setting of fees / levies is deemed essential to the future sustainability of WTA
 - There is a specific need or intended application for the fees / levies being set
-

- The setting of fees / levies is appropriately documented and in accordance with WTA's constitution
- WTA's fees / levies shall be determined as follows:**
- WTA will calculate the minimum fee level required to fulfil WTA's strategic objectives and/or maintain WTA's reserves at the current level, and then present this to the WTA Committee
 - The WTA Committee will review this calculation and will set the fees / levies for the next year at a level calculated by WTA.
 - The implementation and review of these Setting Fees & Levies policies are the responsibility of the WTA Committee.

ADMINISTRATIVE POLICIES

APPAREL AND UNIFORMS POLICY

WTA will receive and be responsible for any approval for any requests for apparel items not currently provided for by existing WTA contracts and partnerships. Individuals or groups representing WTA in an official capacity are required to wear the apparel as issued, directed and approved by WTA.

1. WTA officials can request and require any athlete or person operating under the banner of WTA to remove any items of clothing that do not comply with the WTA Uniforms policy or WTA contracts.
2. The production and manufacture of all apparel brandishing the WTA logo (including Referee Uniforms) must be ordered and administrated through the WTA Office unless otherwise agreed upon by the WTA Committee.
3. Any apparel items being produced for people/groups attached to WTA and that seek to use WTA logo must comply with WTA logo standards and brands as approved by WTA.
4. No individual is permitted to use the WTA name, brand, images or commit to any purchase without the express permission of WTA.
5. No individual or group representing WTA will be entitled to wear apparel that is in conflict with any sponsored or supplied clothing.
6. Players, officials and members of WTA will comply with any uniform/apparel rules that may be set down by TNZ or tournament organisers.

USE OF WAIKATO TOUCH ASSOCIATION LOGO AND/OR BRANDING POLICY

The use of WTA postnominals, name and logo are important tools for people to clearly identify themselves as the Waikato Touch Association.

The following rules therefore apply to the use of WTA, the logo and name.

1. No person will be permitted to use the WTA logos, brands, images without the express permission of WTA.
 2. No person is permitted to use the logos, brands and images of WTA in any manner that may mislead any person.
-

TROPHIES AND AWARDS POLICY

This policy is to ensure that the correct procedure for receipt of team trophies and awards is adhered to.

Policy Application

- All team awards received by any Waikato Touch representative team received at any tournament will remain the property of WTA unless otherwise agreed.
 - Any individual awards will remain the property of the individual recipient.
-

APPENDICES

Waikato Touch Association Members code of conduct – (effective 2022)

- **Waikato Touch Association “Members” can include but are not limited to: Committee Members, Representative Coaches and Managers, Referees, Affiliated Module organisers, Volunteers, Players and their families.**
- Operate within the rules and spirit of our sport, promoting fair play over winning at any cost
- Encourage and support opportunities for people to learn appropriate behaviours and skills
- Support opportunities for participation in all aspects of Touch
- Treat each person as an individual
- 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
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years
- Adopt appropriate and responsible behaviour in all interactions
- Ensure Responsible and Moral Behaviour around the use of Alcohol or other form of substance
- Act with integrity and objectivity, and accept responsibility for your decisions and actions
- Ensure your decisions and actions contribute to a safe environment
- Ensure your decisions and actions contribute to a harassment free environment
- Do not tolerate harmful or abusive behaviours
- Ensure responsible behaviour when using social media including Facebook, Twitter and forms of email.

Coaches Code of Conduct (effective 2022)

- Place the safety and welfare of athletes above all else
 - Be a positive role model and employ behaviour that does not bring Waikato Touch Association into disrepute in all engagements including module, coaching, training activities
 - Promote respect for the ability of your opponents, referees and all officials
 - Help each person (athlete, official etc.) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback
 - Any physical contact with a person should be appropriate to the situation and necessary for the person’s skill development
 - Commit to providing a quality service to your athletes
 - Embrace your position as a positive role model for your sport and athletes
 - Be honest and do not allow your qualifications to be misrepresented
 - Be consistent and impartial when making decisions
 - Address unsporting behaviour and promote respect for all people
 - Avoid any situation which may lead to a conflict in interest
 - Act honestly, in good faith and in the best interests of the sport as a whole
-

- Ensure that any information acquired, or advantage gained from the position is not used improperly
 - Conduct your responsibilities with due care, competence and diligence
 - Do not allow prejudice, conflict of interest or bias to affect your objectivity
 - Encourage children to participate and have fun
 - Provide a model of good sportsmanship for your child/Athlete to copy
 - Focus on the child's effort and performance rather than winning or losing
 - Never ridicule or yell at a player for making a mistake or losing a competition
 - Respect the performances and efforts of all people
 - Reject the use of violence in any form, whether it is by spectators, coaches, officials or athletes
-