



Queensland

POLICY

2022 - 2024

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Introduction

1. About this Manual

1.1. Overview

Qld Oztag is committed to providing for its stakeholders a safe, ordered, secure and caring environment which is conducive to playing and coordinating the sport of Oztag. All practical measures will be taken to ensure that all Oztag related areas (including tournaments, individual venues, and fields) under the control of Qld Oztag is safe and that the behaviour of all persons under the control of the Qld Oztag is safe, however responsibility for implementation of this manual lies with all stakeholders involved.

The Qld Oztag Policy Manual is a set of consistent guidelines for an acceptable standard of professional conduct within Qld Oztag. The policies contained within the manual also address the broader issues of ethical responsibility and encourage greater transparency and accountability in our organisation.

1.2. Who is covered by the Policies?

All interested parties of Oztag are covered by the policies including (but not limited to):

- Coaches
- Selection policy staff
- Players
- Parents
- Spectators

1.3. What is a Breach of Policy?

It is a breach of this policy manual for any person to which this policy applies, to have been found to have:

- Done anything contrary to this policy manual (and policies contained within)
- Brought the sport, any Oztag Association, any Oztag venue, and the State Association (Qld Oztag) into disrepute.
- Disclosed to any unauthorised person or organisation any Qld Oztag information that is of a private, confidential or privileged nature.
- Made a complaint they knew to be untrue, vexatious, malicious or improper.
- Failed to comply with a penalty imposed after a finding that the individual has breached a policy.
- Failed to comply with a direction given to the individual during the discipline process.

Note: Ignorance of the contents of this Policy Manual (or any specific Policy contained within) will not be accepted as an excuse for any breach.

1.4. Reporting Alleged Breaches in Policy

1.4.1. Procedure

- Any person may report an alleged breach of any policy contained within this manual.

- Any person, making allegations about a breach of policy or involved in an investigation of such matters, has an obligation to act in a discreet and confidential manner.
- A report writing document for reporting incidents has been written for Oztag Stakeholders to use ('Reporting Incidents and Writing Effective Reports'). Please refer to the Qld Oztag website, intranet system or contact Qld Oztag for a copy.
- All matters related to allegations and investigations should be dealt with at a local venue level (as per the breaches of policy section of this manual) and escalated to the Qld Oztag Head Office as required.

1.4.2. Victimisation

- Qld Oztag aims to ensure our reporting procedure has integrity and is free of unfair repercussions or victimisation.
- If at any point in the process the Qld Oztag Head Office considers that a complainant has knowingly made an untrue allegation, or the allegation is vexatious or malicious, the matter may include disciplinary action against the complainant.
- All practical measures will be taken to make sure that people involved in an allegation are not victimised by anyone for coming forward with an allegation or for helping to sort it out. Disciplinary measures will be imposed on anyone who victimises another person for making an allegation.

1.5. What Happens if I Breach Policy?

While the policy's manual purpose is educative, it also acts to regulate behaviour. However not every breach of policy must be the subject of a formal investigation and determination. The nature of the breach, the seriousness of the breach, whether the breach is a repeat offence or an isolated incident, and resolution path chosen by the Qld Oztag Head Office and/or person making the allegation will determine an informal or formal means of dealing with the breach.

Regardless of the situation an investigation into alleged misconduct will provide to an Oztag party:

- An opportunity to respond to any information and/or decisions/judgments made (including automatic penalties received).
- Transparency about the processes and information used to reach a decision/judgment.

For specific details on the disciplinary process please refer to the Breaches of Policy section of this manual.

Policy

2. Anti-Social Behaviour Policy

Anti-social behaviours are actions that harm or lack consideration for the well-being of others. Anti-social behaviour is labelled as such when it is deemed contrary to prevailing norms for social conduct. Anti-social behaviour can cover a wide range of behaviour and includes, but not limited to:

- Physical assaults, acts of violence, fighting
- Discriminatory behaviour
- Bullying
- Damaging property
- Verbal abuse and insults of any Oztag stakeholder
- Condescending and offensive language or signals including overzealous “supporting” and swearing
- Intimidation including threatening violence

As well as having an overarching anti-social behaviour policy, Qld Oztag also has individual policy targeting specific anti-social behaviour or Qld Oztag stakeholders:

- No punch policy
- Anti-Bullying policy
- Code of conduct
- Referee Dissent Policy

Breaches of this policy (i.e. any Qld Oztag Stakeholder conducting anti-social behaviour) will result in actions taken as per the Breaches of Policy section of this manual.

2.1. No Punch Policy

The No Punch Policy information must be displayed at any Qld Oztag event ([Appendix 2.1](#)). Details of the policy include:

- Any player who throws a punch (even in retaliation) will be sent off (if during a game) and will be disqualified from the event with no right of appeal.
- “Punch” refers to all forms of striking including but not limited to kicking, heads butting, and slapping.
- If there are extenuating circumstances e.g.; serious nature of the offence, it may be deemed necessary to:
 - Convene a tribunal hearing post the event.
 - Increase the length of the suspension immediately. The length of penalty will be at the Venue Manager’s / Tournament Director’s discretion.
- Suspensions will affect the player’s ability to play in any Oztag regular season competition, tournament and event.

2.2. Anti-Bullying Policy

Qld Oztag does not tolerate bullying conducted by any Qld Oztag stakeholders at any Qld Oztag event and/or via social media. The Anti-Bullying policy information must be displayed at any Qld Oztag event ([Appendix 2.2](#)). Details of the policy include:

- Any player who is bullying anyone involved in a Qld Oztag events including but not limited to players, referees and spectators for any reason will be sent off (if during a game) and disqualified from the event with no right of appeal.
- If there are extenuating circumstances e.g.; serious nature of the offence, it may be deemed necessary to:
 - Convene a tribunal hearing post the event.
 - Increase the length of the suspension immediately. The length of penalty will be at the Venue Manager's / Tournament Director's discretion.
- Suspensions will affect the player's ability to play in any Oztag regular season competition, tournament and event.

2.2.1. Types of Bullying

There are four broad types of bullying:

- **Direct physical bullying:** includes hitting, kicking, tripping, pinching and pushing or damaging property.
- **Direct verbal bullying:** includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.
- **Indirect bullying:** is often harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes:
 - lying and spreading rumours
 - playing nasty jokes to embarrass and humiliate
 - mimicking
 - encouraging others to socially exclude someone
 - damaging someone's social reputation or social acceptance.
- **Cyberbullying:** is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

2.3. Referee Dissent Policy

The Referee Dissent Policy information must be displayed at any Qld Oztag event ([Appendix 2.3](#)). Definition of Dissent: Hold or express opinions that are at variance with those commonly or officially held.

Dissent may include:

- Both aggressive and passive behaviours/language directly or indirectly towards the referee.

- This can include verbal or nonverbal communication.
- This can include on field and off field behaviours.

Questioning the Referee:

If the player/s have a question they can relay it in the following manner:

- To their captain who can chat to the referee.
- Questions from the captain need to be done respectfully at halftime or during the course of play without inhibiting the flow of the game. The preference to be half time.

It is proposed that in situations where *dissent* has been used the process outlined below is to be used. You will notice that *NO rest* on the sideline will be used, this rest option in regards to *dissent* appears to be adding to the escalation of verbal issue where players can go to the sideline and continue to question calls and is not effectively assisting the referee.

Dissent Process:

- Warning
- Sinbin
- Send off

2.4. Code of Conduct

The following code of conduct highlights the level of expected behaviour when participating in / attending Qld Oztag events including (but not limited to) regular season competitions and tournaments or within the Qld Oztag domain including (but not limited to) promotional programs. Consequences for not honouring this code of conduct are identified in Breaches of Policy section of this manual. Please ensure that you have read and understand this code prior to participating in / attending Qld Oztag events.

2.4.1. Players, Parents and Spectators

The Players, Parents and Spectators Code of Conduct can be found in [Appendix 2.4](#).

Players

Expectations of players:

All Players

- Play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted.
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.

- Treat all participants as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Display modesty in victory and graciousness in defeat.
- Cooperate with your referee, coach, team-mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respects the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Refrain from any form of sexual harassment towards players or other officials.
- Will not arrive at a venue intoxicated or under the influence of drugs.
- Will not drink alcohol at a junior event.
- Accept responsibility for your actions and decisions.
- Thank the opposition and officials at the end of the game.

Representative Players

- Accept the conditions set by Qld Oztag Management and by my coach, and will adhere to these conditions.
- Display honourable sporting behaviour both on and off the field at all times.
- Wear the official uniform as directed by Qld Oztag Management and abide by the instructions of the Qld Oztag Management.
- Abide by both the rules and spirit of the sport.
- Be available for training sessions organised by Qld Oztag Management and/or by my coach.
- Inform my coach and Qld Oztag Management of any personal injury or medical condition that will affect my ability to play Oztag.
- Be available for promotion opportunities for Qld Oztag sponsors.
- Acknowledge Qld Oztag and its sponsors as opportunities arise.
- Agree to the use, in print and electronic publications which promote Qld Oztag, of photographic and video image of me for which Qld Oztag holds copyright.

As a billeted guest:

- Be courteous.
- Social activities other than those organised or approved by host centres are not permitted.
- Advise your billets when and where you will be.
- If delayed unexpectedly, contact your hosts immediately.
- Pay for phone calls – don't borrow money.
- Respect the wishes and routine of your billeting family.
- Be responsible – you are representing your family, your venue, and your Region.

- Bring a small gift for your billeting family or write a letter of thanks.
- Say THANK YOU – often!
- Do not consume alcohol, smoke, use any illegal substances or partake in substance abuse.
- YOU MUST NOT LEAVE / CHANGE YOUR BILLET UNLESS PERMISSION HAS FIRST BEEN GIVEN BY THE TEAM MANAGER. PLAYERS WHO DO SO WITHOUT PERMISSION MAY BECOME INELIGIBLE FOR PARTICIPATION IN THE REMAINDER OF THE EVENT.

As a guest in motels, colleges, dormitories, caravan parks, surf clubs etc:

- Check for any damage to premises on arrival and notify your team official.
- Keep your room tidy – make your own bed, help with chores.
- Do not leave the accommodation area without permission from the team manager.
- Know where your team officials are staying.
- Where toilets/shower/laundry facilities are away from sleeping areas, it is advisable to attend in pairs.
- Mixed sharing of rooms is not permitted.

Parents

Expectations of parents:

- Remember that children participate in sport for their enjoyment.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and settle disagreements without resorting to hostility or violence.
- Not use bad language nor harass players, officials, spectators or other coaches.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Provide a model of good sportsmanship. Remember that children learn by best example.
- Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Will not arrive at a venue intoxicated or under the influence of drugs.
- Will not drink alcohol at a junior event.
- Assist a coach or official when requested.
- Accept responsibility for your actions and decisions.

- Thank the opposition, coaches and officials at the end of the game who gave their time to conduct the event.

Spectators

Expectations of spectators:

- Remember that players participate in sport for their enjoyment and benefit, not yours.
- Respect the performance and efforts of all players.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

2.4.2. Coaches / Managers and Selection Policy Staff

The Coaches/Managers and Selectors Code of Conduct can be found in [Appendix 2.5](#).

Coaches / Managers

Expectations of coaches/managers:

- Place the safety and welfare of the Oztag participants above all else.
- Show concern and caution toward sick and injured players. Follow the advice of physician when determining whether an injured player is ready to recommence training or competition.
- Remember that players participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at players for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of Oztag and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All players are deserving of equal attention and opportunities.
- Help each player reach their potential – respect the talent, development stage and goals of each player.
- Avoid overplaying the talented players; the just average need and deserve equal time.
- Not use bad language nor harass players, officials, spectators or other coaches.

- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with Oztag. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices.
- Any physical contact with players should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of player regardless of their gender, ability, cultural background or religion.
- Refrain from any form of sexual harassment towards players or other officials.
- Will not arrive at a venue intoxicated or under the influence of drugs.
- Will not drink alcohol at a junior event.
- Embrace your position as a positive role model for Oztag.
- Abide by the Qld Oztag Training Sessions policy as per the Qld Oztag Tournaments Policy and Procedures manual.
- At no time will a player be replaced from a team due to missing a non-compulsory training session.
- At no time will you put your hands on a player in aggression (e.g. hitting, punching).

Selection Policy Staff

Expectations of all staff members involved in the implementation of the Qld Oztag Selection Policy:

- Act honestly, in good faith and in the best interest of Oztag 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.
- All players are deserving of equal attention and opportunities.
- Give all Oztag participants a 'fair go' regardless of their gender, ability, cultural background or religion.
- Do not allow prejudice, conflict of interest or bias affect your objectivity.
- Compliment and encourage all Oztag participants.
- Be impartial, consistent, objective and courteous when making decisions.
- Avoid any situations that may lead to or be construed as a conflict of interest.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Not use bad language nor harass players, officials, spectators or other coaches.
- Display control, respect and professionalism to all involved with Oztag. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.

- Any physical contact with players should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of player regardless of their gender, ability, cultural background or religion.
- Refrain from any form of sexual harassment towards players or other officials.
- Will not arrive at a venue intoxicated or under the influence of drugs.
- Will not drink alcohol at a junior event.
- Embrace your position as a positive role model for Oztag.
- Accept responsibility for your actions and decisions.

3. Health and Safety Policy

3.1. Incident Management

3.1.1. General Requirements

It is the requirement for all parties involved with Oztag to:

- Know location of and have clearly marked a safe unimpeded access to and from the fields/ playing area for emergency services vehicles.
- Report all incidents.
- Promptly and properly assess and treat any injury.
- Take remedial action to prevent further occurrences.

Player Requirements

Additional to those mentioned above it is the requirements that a player:

- Follow the Health and Safety Policy to ensure their own health and safety and the health and safety of the players.
- Abide by the official rules of Oztag.
- Sign the team sheet and review the indemnity information.
- Pay full competition fees to ensure they are insured and affiliated with Australian Oztag.
 - This includes seeking individual insurance should the insurance provided by Oztag not be sufficient.
 - This includes holding a current Official registration card.

3.1.2. Completing an Injury Report

The procedure for completing an injury report is:

1. Referee writes on the game card the time and nature of the injury.
2. Referee reports the injury to the Venue Manager.
3. Venue Manager and referee complete the injury report which is retained for their own records ([Appendix 3.1](#)).

4. Injury report is mailed, or emailed to Qld Oztag.

3.1.3. Handling an Injury - General

The procedure for handling an injury in general is:

1. Referee to assess severity of injury - Ask player if they are able to move.
2. At no time should you attempt to move the player if they are unable to move themselves.
3. If player is able to move assist them to the sideline and continue game.
4. If player is unable to move call ambulance if needed.
5. Make player as comfortable as possible until ambulance arrives e.g. blankets, and ice.

Please refer to the Incident Management flow charts and fact sheets

(Appendix 3.2) Venue Incident Management Minor

(Appendix 3.3) Venue Incident Management Major

(Appendix 3.4) Venue Incident Management Critical

(Appendix 3.5) Asthma Fact Sheet

(Appendix 3.6) Concussion Fact Sheet

(Appendix 3.7) CPR (adult) Fact Sheet

(Appendix 3.8) Fracture & Dislocation Fact Sheet

(Appendix 3.9) Nosebleed Fact Sheet

(Appendix 3.10) Severe Bleeding Fact Sheet

(Appendix 3.11) Spinal & Neck Injury Fact Sheet

(Appendix 3.12) Sprain & Strain Fact Sheet

3.1.4. Handling an Injury - Blood Bin

The procedure for handling an injury involving blood is:

1. Any player who is bleeding is not to take the field, or if already on the field is to leave it immediately and have the bleeding effectively stopped. At this time any blood stained clothing must be either properly cleaned or replaced. (Appendix 3.10)
2. If the player does not leave the field immediately, the Referee must stop the game and ask the player to leave the field (normal substitution rules apply).
3. Once the flow of blood has been stemmed, the cut or abrasion cleaned and covered and any blood stained clothing and equipment cleaned or replaced, the player may return to the field and continue play.
4. If bleeding cannot be controlled and the wound securely covered, the player must not continue in the game.

3.2. Incident Avoidance

It is the requirement for all parties involved with Oztag to:

- Wear suitable footwear (boots of grass sports shoes)
 - Boots cannot have metal or screw in studs
- Not interfere with or misuse anything provided for your health, safety or welfare including the obstruction of emergency vehicle access
- Report any known potential hazards to referee or Venue Managers
- Take reasonable care for your own health & safety and that of others (other players, referees, and spectators) who may be affected by what you do or not do on the Oztag field
- Not arrive at a venue intoxicated or under the influence of drugs.

3.2.1. Player Requirements

Additional to those mentioned above it is the requirements that a player:

- Wear official Oztag shorts NO EXCEPTIONS!
 - All Oztag shorts must be purchased via the Venue Manager/venue. Shorts purchased direct by an external supplier (with particular note to sublimated shorts) will not be able to be worn.
- Not wear jewellery during games with the exception of stud earrings.
- Not wear sunglasses. Glasses needed for vision corrective purposes are worn at their own risk.
- Tuck playing shirts into shorts.
- Correctly use all equipment provided by Oztag including Tags.

3.3. Concussion

3.3.1. What is Concussion?

“Traumatic brain injury” is the broad term used to describe injuries to the brain that are caused by trauma. The more severe injuries typically involve structural damage, such as fractures of the skull and bleeding in the brain. Structural injuries require urgent medical attention. Concussion typically falls into the milder spectrum of traumatic brain injury and reflects a disturbance in brain function. Concussion does not involve structural damage or any permanent injury to the brain tissue.

Concussion is caused by trauma to the brain, which can be either direct or indirect (e.g. whiplash injury). When the forces transmitted to the brain are high enough, they can "stun" the nerves and affect the way in which the brain functions. This results in a range of symptoms and signs depending on the area of the brain that is affected. Common symptoms of concussion include:

- headache
- blurred vision
- dizziness
- nausea
- balance problems
- fatigue

- feeling “not quite right”
- confusion
- memory loss
- reduced ability to think clearly and process information.

Because we are dealing with a functional injury rather than structural damage, the changes are temporary and recover spontaneously if managed correctly. The recovery process, however, is variable from person to person and injury to injury. ([Appendix 3.6](#))

3.3.2. Potential Complications

A number of complications can occur following concussion. These include:

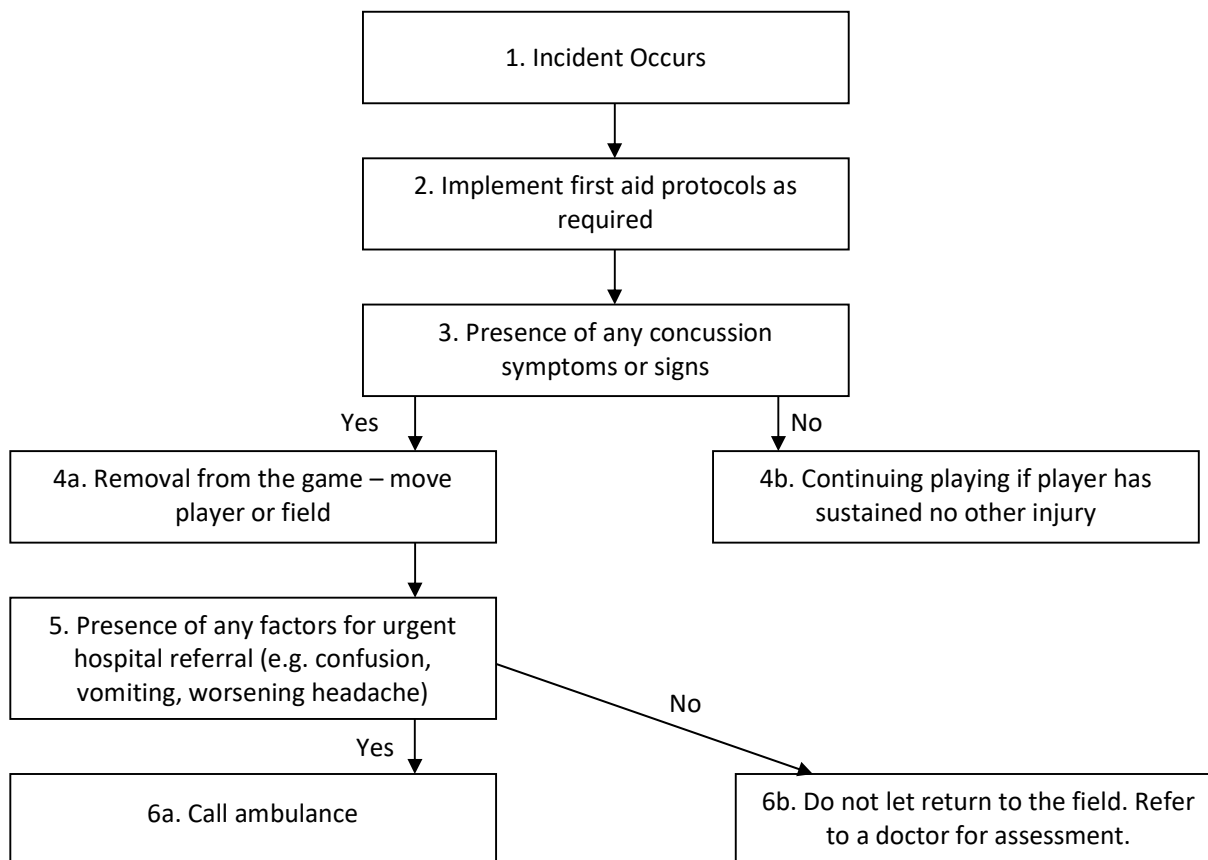
- Higher risk of injury or repeated concussion on return to play
- Prolonged symptoms (lasting more than 14 days)
- Symptoms of depression and other psychological problems
- Severe brain swelling (particularly in young players)
- Long term damage to brain function

In general, complications are not common. The risk of complications is thought to be increased by allowing a player to return to play before they have recovered. This is why it is important to recognise concussion, make the diagnosis and keep the player out of competition and/or training until the player has recovered.

3.3.3. Incident Management

Figure 3.1 provides a summary of how a concussion incident should be managed.

Figure 3.1: Incident management of a concussion

**Note:**

- This procedure should be used in conjunction with the general Incident Management procedure.
- For any player with loss of consciousness, basic first aid principles should be used (i.e. Airways, Breathing, CPR).
- Care must also be taken with the player's neck, which may have also been injured in the collision.
- An ambulance should be called, and these players transported to hospital immediately for further assessment and management.

The most important steps in the initial management of concussion include:

1. Recognising the injury
2. Removing the player from the game
3. Referring the player to a doctor for assessment

Recognising the Injury

Any one or more of the following visual clues can indicate a possible concussion:

- Visible clues of suspected concussion
 - Loss of consciousness or responsiveness

- Lying motionless on ground/Slow to get up
- Unsteady on feet/Balance problems or falling over/Lack of coordination
- Grabbing/Clutching of head
- Dazed, blank or vacant look
- Confused/Not aware of plays or events
- Loss of consciousness, confusion and memory disturbance are classical features of concussion. The problem with relying on these features is that they are not present in every case.
- Other symptoms that should raise suspicion of concussion include: headache, blurred vision, balance problems, dizziness, feeling “dinged” or “dazed”, “don’t feel right”, drowsiness, fatigue, difficulty concentrating or difficulty remembering.

Removing the Player from the Game

- Any player with a suspected concussion must be removed from the game. This will require:
 - Moving the player from the field, or if not possible (e.g. the player is unconscious).
 - Moving the game to another field.
- If neither option is possible then the game will be called off.
- Initial management must adhere to the first aid rules, including airway, breathing, circulation, and spinal immobilisation.
 - Due care of the neck/cervical spine must be given when removing any player after a head knock. Immobilisation of the neck in a cervical collar by a qualified first aid provider is required.
 - Removing the player from the game allows the first aid provider time and space to assess the player properly.
 - Any player who has suffered a concussion must not be allowed to return to play in the same game. Do not be swayed by the opinion of the player, trainers, coaching staff, parents or others suggesting premature return to play.

Referring the Player to a Doctor

- Management of head injury is difficult for non-medical personnel. In the early stages of injury, it is often not clear whether you are dealing with a concussion or there is a more severe underlying structural head injury.
- For this reason, ALL players with concussion or a suspected concussion need an urgent medical assessment (with a registered medical doctor).
- If a doctor is not available at the venue, then the player should be sent to a local general practitioner or hospital emergency department.
- If an ambulance is not called arrangements must be taken to ensure the affected player is not driving themselves to receive medical attention.
- If the concussion is severe enough and/or the player is unconscious an ambulance should be called.
 - Do not move an unconscious player – await arrival of the ambulance.

When to call an Ambulance

- Urgent hospital referral is necessary if there is any concern regarding the risk of a structural head or neck injury.
- Urgent transfer to hospital is required if the player displays any of the following:
 - Loss of consciousness or seizures
 - Confusion
 - Deterioration after their injury (e.g. increased drowsiness, headache or vomiting)
 - Neck pain or spinal cord symptoms (e.g. player reports numbness, tingling, weakness in arms or legs)
- Overall, if there is any doubt, call an ambulance.

3.3.4. Follow Up Management

It is the policy of the Qld Ozttag that where a player or official/referee has been knocked unconscious or have concussion they do not re-commence active involvement prematurely. Table 3.1 outline the timelines to be adopted as appropriate in each of the circumstances:

Table 3.1: Follow up management of a concussion

Grade	First Concussion	Second Concussion	Third Concussion
1. Mild	May return to play the following week if asymptomatic.	Return to play in two weeks. If asymptomatic at that time for one week.	Terminate season. May return to play next season if asymptomatic.
2. Moderate	May return to play if has been asymptomatic for one week.	Minimum of one month rest may return to play then if has been asymptomatic for one week; consider terminating season.	Terminate season. May return to play next season if asymptomatic.
3. Severe	Minimum of one month rest. May return to play if has been asymptomatic for one week.	Terminate season. May return to play next season if asymptomatic.	NA

Note: Asymptomatic is defined as having no headaches, dizziness, impaired orientation, concentration or memory during rest or exercise.

3.4. Pregnancy

3.4.1. Overview

Qld Ozttag is committed to providing an inclusive sporting environment for pregnant women involved in its activities. Qld Ozttag expects that everyone bound by this policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation in our sport that disadvantage them. We will not tolerate any unlawful discrimination or harassment against pregnant women or women who may become pregnant. If any person feels they are being harassed or discriminated against by another person

or organisation bound by this policy, they are encouraged to inform Queensland of the breach in policy and appropriate action will be taken.

While many sporting activities are safe for pregnant women to participate in, there may be particular risks that apply to some women during pregnancy. Those risks will depend on the nature of the particular sporting activity and the particular pregnant women's circumstances. Qld Oztag will take reasonable care to ensure the safety, health, and well being of pregnant women and their unborn children. We will advise pregnant women that there may be risks involved, and encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, are of utmost importance in their decision making about the extent and manner in which they participate in our sport. We encourage all pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation in particular sporting activities. We will only require pregnant women to sign a disclaimer if we require other participants to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

3.4.2. Australian Sports Commission Guidelines

Qld Oztag agrees with the values, objectives and ideals of the Australian Sports Commission with respect to participation of pregnant women in sport. It identifies with and adopts the Guidelines issued by the Commission set out below:

- Underpinning all comments and guidelines in this document is the consensus of the forum that decisions about the participation of pregnant women in sport must be made in consultation with medical advisers.
- While there is no proof that a woman playing sport has ever damaged her unborn child, it should be noted that there is also little recorded evidence on the issue.
- Medical experts who took part in the National Forum on Pregnancy and Sport advised that damage to the womb of the kind that could injure an unborn child is usually associated with forces equivalent to those occurring in a car accident. All medical experts agreed that falls and direct contact of the kinds that occur during contact sports were unlikely to cause damage to the womb or the unborn child.
- A ban on pregnant women's participation in sport may contravene state and federal anti-discrimination laws. A pregnant participant has the right to lodge a complaint against the banning organisation on the grounds of discrimination because of pregnancy.
- Organisations can ask all participants to provide information concerning their health - including a pregnancy - that may be important to a treating doctor should an accident occur (however, participants are not obliged to provide this information).
- There are no recorded legal cases in Australia in which a child who has sustained sports-related prenatal injuries has taken action against a mother, a mother's doctor, an organiser or an official of the sport, or a fellow participant. The only Australian example of a child successfully suing its mother for prenatal injuries involved injuries sustained in a motor vehicle accident (Lynch v Lynch - 1991).
- A mother can provide a legal disclaimer that she will not take action against an organisation, and an indemnity (protection for costs) for any action her child may take against an organisation in the future. However, a mother cannot sign a disclaimer on behalf of her unborn child.
- Upon reaching adulthood (or through an adult representative), a child who suffered a prenatal injury may make a claim against its mother or any other entity that can be found to have been negligent, including a sporting organization.

- Organisations should ensure that their public liability insurance, professional indemnity insurance, and directors and officers insurance are current and do not contain exclusions for pregnant participants.
- Administrators of sporting organisations should seek up-to-date information on the benefits and risks of exercise during pregnancy.
- While the benefits of women staying active during pregnancy are well documented, all decisions about the matter should be made by the individual participant in consultation with medical advisers.

3.4.3. Frequently Asked Questions

These questions and answers can only be used as a very general guide, as each person's circumstances, and so all cases, are different and must be treated individually from a counselling point of view. This section should not be regarded as legal or medical advice and should not be acted on as such. Professional legal or medical advice should be obtained if further assistance is required.

Question 1 *How can a sporting organisation best protect itself against potential claims for injuries to pregnant women or their fetuses that occur in sport?*

Sporting organisations should advise pregnant women who wish to continue playing sport that there may be risks, and that they should obtain medical advice about their health, and about whether to keep playing and for how long. They can do this by including that information in the registration form for that sport or competition, and by displaying a similar notice in a prominent place where participants will see it.

Sporting administrators may ask participants to sign a release that will indemnify the administrator and the sporting organisation if claims are made for injury that occurred during sporting activity. However, the obligation to take reasonable care to prevent injury or harm to participants cannot be removed, and agreements of this sort cannot always protect the organisation or its administrators. Agreements that seek to absolve organisations from liability for injuries in respect of pregnancy alone may be discriminatory too, and could then attract other litigation.

Other ways in which sporting organisations can protect themselves against such claims include ensuring that:

- their insurance is up to date and that it provides appropriate cover
- they have taken reasonable steps to ensure that the rules of the game are followed
- they have taken reasonable steps to ensure that the playing environment is safe for all players
- their policy documents clearly outline their position on pregnancy in sport (for example, a club may have a policy that pregnant women should continue to play if they wish to and if medical advice supports that choice).

Question 2 *Can participation in sport bring on a miscarriage in a pregnant woman?*

The advice of Sports Medicine Australia, the Australian Medical Association, the Royal Australian and New Zealand College of Obstetricians and Gynaecologists and the Australian College of Sports Physicians is that it is very unlikely that continuing to participate in most sports could result in a miscarriage. They also consider that it is very unlikely that a sporting injury or a fall could cause a miscarriage, if women follow the advice of their medical advisers, exercise within reasonable limits, and follow the other precautions outlined in the Health and Medicine section following.

If a player in the team I coach became pregnant just before she was to captain a team at the Commonwealth Games, and still desperately wanted to play, but my sport had a ban in place on pregnant participants, would she be able to challenge that ban? Provided she could show that she was not selected solely on the basis of her pregnancy, and that she was capable of performing the duties of the role adequately, she would be able to challenge the ban. The selection policy of the sport will influence such cases and, if sports' selection policies do not state clearly that selection is based on merit and ability alone, they could be found to be discriminatory.

Question 3 *Do participants in the team I coach have to tell me when they become pregnant and, if so, when?*

Everyone has the right to privacy. Subject to any agreement participants may have made to the contrary, they are under no obligation to inform you, as coach, or other participants about their pregnancy. Participants should consult with medical advisers about the risks and, with their help, make an informed decision about whether to continue playing and when to stop. However, if they do not tell you or your club that they are pregnant, and they or their unborn children are later injured, they could be found liable for exposing themselves to an avoidable risk. For instance, if a training regime could have been modified to suit their condition and fitness level, but you didn't know they were pregnant and so didn't make that modification, they might be liable.

Question 4 *What should I do if a pregnant player wants to continue to play in a team I coach?*

Advise the player to obtain medical advice before making the decision about continuing to play. Warn the player that there may be risks and that she should discuss these with her doctor, as well as whether it is safe for her to continue participating and, if so, for how long. Support the player's right to make her own decisions about her health, and her right to the benefits of an active life. With the agreement of the woman concerned, advise your sporting association that you are coaching a pregnant player and ask administrators to ensure that insurance is up to date and provides appropriate cover.

Question 5 *As a coach, what advice can I give to a player in my care who is opposing a pregnant player?*

People's perceptions about pregnancy often lead them to believe that pregnant women are more vulnerable to injury than they actually are, particularly in the first trimester (the first three months) of pregnancy. You, as coach, could recommend that participants obtain relevant medical information about the risks and benefits of playing when pregnant to ensure that they are aware of the facts of the situation. This can apply to anyone engaged in sport or physical activity who has difficulty accepting pregnant women on the field of play: education may be the key to better attitudes.

Question 6 *If a pregnant woman continues to play despite medical advice, what should the association do?*

The association should counsel her about obtaining and acting on appropriate medical advice. It may also recommend that she use an independent doctor, not the club doctor, to avoid a potential conflict of interest and to prevent the club taking on additional responsibilities for the participant. Administrators should ensure that all insurance is up to date and provides appropriate cover. If she continues to play despite medical advice to the contrary, then the association may have to consider its position and seek legal advice. Administrators, officials and coaches should not give medical or legal advice themselves.

Question 7 *Should an association formalise its guidelines about pregnancy in sport by having women sign a disclaimer, release or indemnity if they wish to continue to play while pregnant?*

It is a good idea from a legal perspective. The more the association does to protect itself and its participants, the more likely it is to avoid liability. Administrators should obtain legal advice about the form and wording of documents to be used for these purposes.

3.4.4. Playing Oztag / Disclaimer Form

Qld Oztag require any pregnant players sign a disclaimer ([Appendix 3.5](#)) should they still wish to participate in any Qld Oztag hosted events including tournaments. This disclaimer can be used by venues for regular season competitions any venue hosted tournament/event.

3.5. Sun Smart

3.5.1. Overview

Qld Oztag endorses a policy of safe and healthy behaviour in carrying out its activities outdoors, particularly having regard to effects of sun exposure. We recognise skin damage is caused by over exposure to the sun's ultraviolet rays through direct and indirect light. It also recognises:

- Skin changes caused by the cumulative effects of UV rays include premature aging, wrinkling, and various types of skin cancer
- Sun safety relates not only to the wearing of sunscreen
- It is important to realize that wearing protective clothing (not only hats) and providing shade is especially important in preventing damage to the skin
- That adequate hydration is critical when taking part in physical activities

3.5.2. Queensland Cancer Fund Recommendations

As a result, Qld Oztag adopts the recommendation of the Queensland Cancer Fund as to the steps to minimize exposure to UVR, namely:

- Avoid the sun between 10.00am and 2.00pm
- Seek shade (as UVR reflects off many surfaces, including grass other methods of skin cancer protection should also be utilised)
- Slip on a shirt (long sleeves and collars provide extra protection as do close weave fabrics and darker colours)
- Slop on sunscreen. 30+ broad spectrum, water-resistant is best. Apply to manufacturer's specifications to clean, dry skin at least 20 minutes before sun exposure. Reapply every 2 hours or more frequently if perspiring
- Slap on a broad-brimmed hat or legionnaire style hat
- Wear sunglasses ideally wrap around style to provide maximum protection for your eyes. Please note that sunglass cannot be worn while playing Oztag.

3.5.3. Qld Oztag Recommendations

Qld Oztag also provides the following recommendations for all relevant Oztag parties:

- Qld Oztag encourages its Officials and all participants to be a Sun Smart role model for children.
- To avoid damage to lips, clear lipsticks incorporating sunscreens should be applied.
- Ensure sufficient water is taken regularly, at least every hour and more frequently during strenuous activity. If away from your hometown, bottled water from a food retailer is best for avoiding stomach upset.
- To the extent that it is reasonable and practicable to do so, the draw for games should be arranged to have a break between 10.00am and 2.00pm, or if that is not practicable, the number of games that any one team plays during that period should be limited.
- Ensure that there is sufficient shade for all participants and spectators and that it is of an adequate nature.

3.6. Severe Weather

3.6.1. Storms

If storms are present on game night/day the following option may be able to be used by venue:

1. Do not call games off too early as storms on most occasions are only brief.
2. If games have already commenced and storms are close use the following ideas:
 - Keep the clock running; if the storms pass and the fields are playable continue with the game that was in progress.
 - If time has elapsed for a specific timeslot commence the next game.

The severity of the storms will play a role in the decision. Player safety is always the main priority.

3.6.2. Rain

If rain has been a factor always a Venue Manager should check fields to see if they are playable. Players will want to know if games will take place or not. Obviously the amount of rain and the quality of the field will determine whether they are playable or not. On any rain affected fields player safety and damage to the fields must be brought into consideration. The following is a venue checklist for rained out days:

- Contact venue for their opinion on the fields' playability
- Venue Manager to go and see for him/herself
- Ensure website is updated if games are to be called off
- Let team delegates know well in advance if games are not going to go ahead

4. Equity and Harassment Policy

4.1. Anti-Discrimination and Harassment

People have a right to be treated with respect in all aspects of their life. Equally, you have a responsibility to treat others with respect. These rights and responsibilities are critical in ensuring an environment in which all people are safe, respected and treated fairly. To that end Qld Oztag condemns harassment of any

form and aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.

Qld Oztag recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed. Therefore, all Qld Oztag parties are responsible for treating their all other Oztag parties and with respect and consideration. Equity, fairness and respect to others must underpin our relationships with others.

All Qld Oztag parties should be valued for the diversity they bring to Qld Oztag. It is illegal to harass and or discriminate against a Qld Oztag party on the following grounds:

- Race
- Religion
- Gender
- Political or industrial affiliation
- Sexual preference
- Pregnancy (or breastfeeding)
- Family responsibilities
- Social origin
- Criminal record
- Age
- Medical condition
- Marital status
- Physical, mental and intellectual ability

Qld Oztag prohibits all forms of harassment and discrimination not only because it is against the law, but because it is extremely distressing, offensive, humiliating and/or threatening and creates an uncomfortable and unpleasant environment. Issues that arise in relation to any of the above matters will be dealt with according to the applicable legislation as well as under the Qld Oztag Code of Conduct.

The Anti-Discrimination Policy information must be displayed at any Qld Oztag event ([Appendix 4.1](#)). Details of the policy include:

- Any player who is discriminatory against anyone involved in a Qld Oztag events including but not limited to players, referees and spectators for any reason based on including but not limited to race, religion, gender and sexual preference will be sent off (if during a game) disqualified from the event with no right of appeal.
- If there are extenuating circumstances e.g.; serious nature of the offence, it may be deemed necessary to:
 - Proceed with formal means of resolution - convene a judicial hearing post the event.
 - Proceed with informal means of resolution - which may involve an increase the length of the suspension immediately or give a suspension for a players' multiple sin-bin offences. The length of penalty will be at the Coordinator's discretion.
- Suspensions can affect the player's ability to play in any Oztag regular season competition and event.

4.1.1. Examples of Harassment

The following are examples of harassment:

- Physical contact or requests for sexual favours
- Physical threats or acts
- Persistent following (stalking)
- Suggestive looks implying a sexual interest
- Persistently disrupting an individual or interfering with their personal property
- Jokes, derogatory or dismissive comments
- Languages or gestures that are insulting, belittling or threatening
- Circulating, displaying written or pictorial material that is offensive or belittling
- Preventing access to facilities

At its worst, sexual harassment can involve indecent exposure, obscene telephone calls and sexual assault. Sexual harassment and physical threats to people or property may also be reported to the Police for investigation as possible criminal offences. It is important to note that harassment is based on the perception of the receiver. Humour and jokes do not constitute harassing behaviour for some whilst others may find them offensive.

Harassment should not be confused with advice or counselling on performance or work-related behaviour of an individual or group which might include critical comments indicating performance deficiencies. Feedback or counselling on performance or work-related behaviour differs from harassment. Feedback or counselling is intended to assist improve performance and will be constructive and provide advice and recommendations.

4.2. Sexual Abuse/Misconduct

It is the policy of the Qld Ozttag that complaints of sexual abuse or misconduct are dealt with in a compassionate, timely and understanding way while at the same time protecting the rights of both the complainant and the person accused. Qld Ozttag adopts the following principles in dealing with complaints of sexual abuse or misconduct:

- All complaints are taken very seriously. Though they must be investigated carefully before any conclusion may be reached, complaints are not to be dismissed out of hand as unbelievable.
- Qld Ozttag will respect the privacy rights of complainants and victims. Qld Ozttag will not require confidentiality clauses in agreements settling claims.
- Where allegations of abuse involve children, we report those matters to the police.
- Awareness is to be maintained throughout the venue/area that abuse may occur.
- The rights of a person accused of wrongdoing are also protected and the presumption of innocence is retained.
- Any person found to have sexually abused children or to have engaged in serious sexual misconduct will not be permitted to continue to exercise a role that exposes vulnerable people to harm or further harm.
- All claims are to be handled with attention to the needs and wishes of the victim and as expeditiously as possible.

- Qld Oztag will do nothing to impinge on the rights of any person to go to the police or seek redress through the courts.

4.3. Equal Opportunity and Equity

It is the policy of the Qld Oztag that:

- All venues/associations, community groups and schools providing Oztag programs should ensure that all participants have equal access to coaches and instructors, facilities, services and resources, and have an equally wide choice of competitions and related activities.
- The promotion of Oztag should be actively pursued for both sexes and access to facilities, equipment, coaches, sponsorship, media coverage and benefits associated with Oztag should be available to both.
- All participants in Oztag are to be given equal opportunity for involvement and participation regardless of sex, ethnic background, disability, social and economic circumstances, geographic location and age or skill level.
- All affiliates providing Oztag programs are encouraged to develop and implement strategies to encourage children and youth with a disability to participate in their programs.
- Racial and religious customs should be taken into consideration in designing participant access to programs.

5. Junior Players Policy

5.1. Overview

It is well established that regular participation in sport and physical recreation is vital for young people's health, physical and mental development, and wellbeing. Young people will only want to continue to participate in sport if they enjoy the experience. Therefore, the purpose of this junior player's policy is to assist in the provision of quality experiences in Oztag for young people. It will encourage the provision of safe, enjoyable and accountable environments for everyone involved in junior Oztag ranging from grass roots social participants to individuals within the sport's elite programs.

As duty of care issues become increasingly important, providers of junior Oztag activities must be familiar with, and put into practice, procedures to ensure young people have a positive experience in Oztag. The health and welfare of junior participants must be central to all objectives which include providing:

- Fun experiences
- Safe and supportive environments
- Skill development, challenge and the joy of achieving
- Access for all to participate
- A clear pathway for improvement
- Equal opportunities for all young people

This policy contains guiding principles for all parties involved with Oztag to assist in achieving objectives. It should be recognised that this policy presents recommended standards for junior participation, but that circumstances will at times require flexibility in adherence to these recommendations.

5.2. What is a Junior?

For an Oztag competition, junior age groups are catered for up to and including the age of 15. However, for the purposes of this policy Qld Oztag will follow child protection legislation, in which a child is generally defined as a person less than 18 years of age. The age of a participant is considered the age they turn in the year of participation, NOT the actual age at the time of participation.

5.2.1. Tournaments

For junior representative team trials that are conducted in the calendar the year prior to the tournament a junior player must trial for the age they will be in the year of the tournament, not the age they are in the year of the trial.

5.3. Tournament Indemnity

5.3.1. Parental Consent Form - Representative Tournaments

All junior representative players competing in representative tournaments are required to have a Parental Consent Form completed ([Appendix 5.1](#)). The form must be completed for each tournament a junior player competes in, not simply complete one form for a calendar year. These forms are to be distributed and retained by the venue for the venue in which they play for.

5.3.2. Indemnity Form

Juniors under the age of 16 are generally not permitted to play in a senior tournament. However, if a parent wishes this to occur a Venue Manager must receive a signed indemnity form ([Appendix 5.2](#)) from the parent stating they give consent for their child to play in the senior tournament, they understand the issues surrounding this and they accept responsibility of this. These forms are to be distributed and retained by the Venue Manager for the venue in which they play for.

Note:

- The form only needs to be applied when the junior player is playing in a senior age division i.e. it would not be needed to be completed if the junior is playing in U17 age groups or younger.
- The Indemnity Form would need to be signed as well as the Parental Consent form above.

5.4. Child Protection

5.4.1. Overview

Children have a fundamental right to be safe from any form of abuse whilst involved in sport. Child protection involves legal as well as moral obligations. In Qld Oztag it is also governed by policy requirements applicable to all parties involved with Oztag. Every person bound by this policy must always place the safety and welfare of children above all other considerations.

5.4.2. What is child protection?

Child protection is about keeping children safe from abuse and protecting them from people who are unsuitable to work with children. Under current child protection legislation, a child is generally defined as a

person less than 18 years of age. Child protection is a responsibility of Qld Oztag and all parties involved with Oztag. It is a particular responsibility of people whose work involves a direct relationship with children.

5.4.3. What is child abuse?

Child abuse relates to children at risk of harm. This could be due to:

- Physical abuse including non-accidental injury and/or harm to a child
- Sexual abuse/sexual misconduct comprises any sexual act or sexual threat imposed on a child, including suggestive behaviour and inappropriate touching
- Emotional abuse comprises behaviours that may psychologically harm a child, including severe verbal abuse, and threats of abuse or excessive and unreasonable demands
- Neglect including situations where a child is harmed by the failure to provide them with the basic physical and emotional necessities of life

5.4.4. Is child protection an issue for Qld Oztag and sport generally?

Sport is a particularly vulnerable area for potential child abuse because it:

- involves a large number of people under the age of 18
- frequently involves overnight trips
- usually involves close relationships between adults and children, where the adults are in positions of trust and are able to assert authority and power over children

While our obligations toward protecting children are universal, there are particular activities conducted by Qld Oztag that involve one or more of the above situations. These include, but need not be limited to regular season competitions, and representative tournaments.

5.4.5. Policy Requirements

Qld Oztag acknowledges that all our parties provide a valuable contribution to the positive experiences of our juniors. Qld Oztag aims to ensure this continues and to protect the safety and welfare of its junior participants. Several measures will be used to achieve this such as:

- Prohibiting any form of abuse against children.
- Providing opportunities for our juniors to contribute to and provide feedback on our program development.
- Requiring all those who have contact with children to obtain a “Blue” card.
- Ensuring our codes of conduct, particularly for roles associated with junior sport, are promoted, enforced and reviewed.
- Providing procedures for raising concerns or complaints.
- All communication for a junior player is done so via a parent/care giver, NOT directly with a junior player.
- Qld Oztag requires that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within our sport, to report it immediately to the police or relevant government agency, and Qld Oztag.

- All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.

5.4.6. Blue Card

To provide any junior tournaments or clinics, or simply to referee junior games, Venue Managers, Development Officers, coaches of junior teams and referees must possess a “Blue Card”. This is at the expense of the individual applying (\$40 online if you are employed by Qld Oztag, or \$0 if you are a volunteer). Paying online is the most efficient and cost-effective way to obtain your blue card. To apply for a card please visit www.bluecard.qld.gov.au or call 1800 113 611. A copy of the blue card must be provided to Qld Oztag.

5.4.7. Junior Player Communication

All communication for a junior player is to be done so on an as-needs basis. Information such as training and tournament information will be all that is necessary and must be done via a parent/care giver. At no time can personal communication be conducted directly with a junior player via phone, social media or otherwise.

5.5. Administering Medication

The following guidelines are adapted from the Education office Gazette as advice to state schools. These form an adequate basis for adoption by Qld Oztag. If all these conditions and guidelines are strictly observed, the Solicitor General’s Office has, in the case of schools, advised that should action be brought, the possibility of a teacher or other adult person on the school staff authorised by the principal to give medication to a student being found to have been negligent would be minimised.

5.5.1. General

- A parent/legal guardian must, in the first instance, make, a written request to the team coach or manager, which must then be forwarded onto Qld Oztag.
- A coach or manager authorised by Qld Oztag to give medication to a minor, may accept responsibility to give medication to a minor while on tour or while involved in Qld Oztag approved activities, following such written request from a parent/legal guardian.
- Where a coach, manager or other adult person authorised by Qld Oztag to give medication to a minor, is to administer medication, the instructions provided should be written on the medication container by the pharmacist at the medical practitioner’s direction. The Coach, Manager or other authorised person should not accept the instructions solely of the parent/legal guardian. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered.
- At all times, medication must be kept clearly identified and in a secure place.

5.5.2. Oral medication

- A coach, manager or other person authorised to give medication to a minor, may give oral medication, provided it is given strictly in accordance with instructions written on the medication

container by the pharmacist at the medical practitioner's direction and is requested by a parent/legal guardian in writing.

- Non-prescribed oral medications (such as analgesics and over the counter medications) should not be administered by coaches, managers or other persons acting on behalf of Qld Oztag.

5.5.3. Injections

- Coaches, managers or other persons acting on behalf of Qld Oztag must not give intravenous injections.
- Types of injections other than intravenous injections may be given – following a written request from a parent/legal guardian – only by coaches, managers or other adult persons acting on behalf of Qld Oztag who are authorised by Qld Oztag to give medication to a minor and who:
 - are experienced in the procedure of giving such injections
 - are willing to give such injections
- Injections may then only be given in circumstances where:
 - there are full written instructions from the medical practitioner on the giving of such injections
 - an explanation is given by the medical practitioner of possible complications arising from the giving of such injections

5.5.4. Record Keeping

- An official Register for the Administration of Medication ([Appendix 5.3](#)) to minors must be maintained and must contain a record of all occasions when medication is administered to a minor.
 - This must be kept by the person authorised by Qld Oztag to administer the medication (coach, manager or other adult persons acting on behalf of Qld Oztag).
 - Once the need for the authorised person to deliver the medication has stopped (e.g. at the completion of the representative tournament), a copy of this register must be sent to Qld Oztag.
- Each entry in the Register is to be completed by the authorised person administering the medication, immediately after the medication is administered.
- Each entry in the Register must contain the following:
 - the date the medication was administered
 - the time the medication was administered
 - the name of the person receiving the medication
 - the name of the medication administered
 - the exact dosage of medication administered
 - the method of administering the medication
 - the signature of the person administering the medication
- The written request from the parent/legal guardian who requested the administration of medication must be held and kept with the Register.

5.6. Long-Term Involvement

As a sport, the ability of Oztag to be delivered within a range of environments (representative tournaments, regular season, school programs) with varying team sizes (typically two, four and six players) as either a single-gender or mixed gender activity, and always as a safe, non-contact sport makes it conducive to a long-term involvement by participants. Given increasing rates of child obesity and other health-related issues Qld Oztag has a social responsibility to engage children in a long-term involvement in the sport and promote a healthy lifestyle. To achieve this outcome the sport of Oztag must deliver a participation pathway that offers quality experiences to junior participants. This requires Oztag programs to be:

- Fun, enjoyable and challenging
- Safe
- Convenient to the lifestyle demands of children and their caregivers

5.6.1. Ongoing Participation

- Junior Oztag is to be presented as a fun and enjoyable experience, providing all participants with the opportunity to achieve personal and team success.
- Coaches, referees, administrators, parents/carers and spectators are to provide positive support for participants and encourage them to achieve personal and team success.
- All participants are to have the option to engage in both social and representative participation opportunities.
- Junior participants are to be encouraged to take on roles as administrators, coaches and referees within junior programs. However, in all instances appropriate adult supervision must be provided to comply with duty of care requirements.

5.6.2. Presenting Oztag

- Junior Oztag programs are to provide a broad range of participation options to accommodate individual differences to ensure that all participants can achieve success.
- Junior participants are to receive an appropriate level of engagement within any participation opportunity, providing equality of opportunity for all participants.
- Junior Oztag programs are to be delivered in locations and at times and durations that have been identified as maximising participation as a result of their suitability for young people and their parents/carers.

5.6.3. Motivation

- Junior participants are to gain positive experiences from their involvement in Oztag.
- Junior Oztag is to be delivered in a manner that enables participants to feel that their ongoing involvement in the sport is valued.
- Delivery personnel within junior Oztag programs are to display positive attitudes and interact appropriately with participants at all times.

- Delivery personnel and elite Oztag athletes are role models to junior participants. As such they have a responsibility to motivate participants and aid in the development of a long-term involvement in the sport by junior participants.
- Parents/carers, schools and officials within the sport are to be encouraged to assist in supporting the long-term involvement of participants in the sport.
- Junior participation opportunities must deliver the sport in an appropriate format to meet the preferences of participants. This includes the provision of mixed gender teams and programs.

5.7. Getting Young People Involved

Qld Oztag is committed to providing opportunities for any individual interested in participating in Oztag to access the sport. We are aware that marginalisation (on the basis of ability, disability, ethnicity, gender and sexuality, geographical location, indigenous background, social class and socio-economic status, and body image) can create barriers to accessing sport, Oztag programs endeavour to provide equity of access.

Oztag programs can contribute to the physical, social and emotional development of participants by providing an inclusive environment that protects the right of all young people to engage in the sport on an equal basis.

5.7.1. Ability

- All junior participants will be provided with an equal opportunity to reach their potential within the sport.
- The notion of every participant having the opportunity to participate is to override the focus on winning within junior Oztag programs.
- Program personnel and delivery agents are to encourage participation by all, irrespective of perceived ability. To this end, negative perceptions about the ability of a participant or participants are not to be communicated in any form.

5.7.2. Body Shape

- Program personnel and delivery agents are to avoid creating situations where attention is focused on the critical appraisal of young people's bodies.
- No talent search programs using body shape as an indicator are to be applied.

5.7.3. Disability

- Participation opportunities within junior Oztag will be accessible to young people with disabilities.
- Parents/carers will be supported to encourage and assist the participation within Oztag of their young people with disabilities.

5.7.4. Ethnicity

- The sport of Oztag has strong support for culturally and linguistically diverse communities.
- Program delivery is not to infringe on the cultural and religious beliefs and practices of junior participants and their parents/carers.

5.7.5. Gender & Sexuality

- Junior Oztag programs are to be delivered in a manner that encourages participation by both genders, including the provision of both mixed-gender opportunities and gender specific opportunities.
- Language and behaviours that demean young people on the basis of their gender or sexuality will not be tolerated.

5.7.6. Geographical Location

- In order to aid participation by young people from regional and remote areas modifications to team composition will be considered where necessary. This includes mixed-gender and multi-school teams being formed.
- Where necessary, junior Oztag programs will be modified to suit local playing facilities and conditions.
- Junior Oztag programs will be accessible by young people in regional areas.

5.7.7. Indigenous Australia

- Junior Oztag programs will be accessible by young people from Indigenous communities.

5.7.8. Socio-Economic Status

- Venues are to actively engage in the process of accessing community funding to support the participation opportunities of young people in junior Oztag programs, in particular representative opportunities.
- Administrators and coaches are to be encouraged to coordinate means of assisting the travel of young people to and from training and competition.

5.7.9. Equity of Opportunity

- All young people are to have an equal opportunity to participate in junior Oztag programs and have the opportunity to reach their potential within the sport.

5.8. Physical Growth and Maturation

Qld Oztag recognises that physical activity is essential for the normal growth and development of children and that participation in Oztag benefits physical growth and maturation. However, there is a duty of care requirement of Oztag providers to monitor and adjust training and competition programs to suit the physical development and maturation of each participant. Excessive training and competition can have adverse effects on physical growth and maturation and Oztag providers must recognise this and deliver appropriate programs.

5.8.1. Training

The Qld Oztag Tournament Policy and Procedure manual contains information on the maximum number of training days a coach can conduct leading into a tournament, and other relevant information for conducting trainings sessions for junior players. Please refer to this manual for more information.

5.8.2. Competition

- Where it is necessary to create divisions within programs or competitions these divisions should be established on skill level and chronological age.
- Mixed-gender teams and programs are permitted in all junior Oztag programs until such time as it is deemed that skills, physical maturation and psychological development make it prudent to deliver gender-specific experiences.
- Modifications to playing equipment and the rules are to be implemented to cater for the physical growth and maturation of players, with the primary modification being smaller field sizes.
- Competition should be postponed or cancelled when the temperature is deemed unfit to play.

5.9. People Making It Happen

The individuals involved in delivering Oztag programs to junior participants are key figures in determining the quality of the Oztag experience. As such, Qld Oztag has a responsibility to support these people to ensure that they are familiar with the programs they are delivering and their role in the program and understand the desired outcomes of junior programs. Key figures in junior programs include:

- Coaches
- Young people
- Parents and carers
- Teachers

5.9.1. Coaches

- Coaches are expected to display high standards of behaviour, at all times acting as a role model.
- Opportunities are to be presented to coaches that educate them about the roles they are expected to take on for the benefit of the young people in their team.
- Coaches are to be encouraged to undertake training and updating activities to develop their coaching methods and safety procedures.
- Encourage enjoyment of sport.
- Provide equal encouragement to girls and boys to participate, acquire skills and develop confidence.
- Coaches must possess a Blue Card if they are coaching Junior teams ([section 5.4.6](#)).

5.9.2. Young People

- Junior participants are to be encouraged into roles as coaches, referees and administrators within junior Oztag programs.

- The behaviour of junior participants is to be monitored and appropriate action taken to prevent and/or resolve incidents of physical and/or verbal abuse.
- Junior participants are to be encouraged to always play fair and acknowledge the performance and contribution of others.

5.9.3. Parents and Carers

- Parents and carers are to be encouraged to take an active role in their young people's sport.
- Parents and carers are to be made aware that the primary focus of junior Oztag programs is fun, friendship and personal and team achievement and that their involvement should encourage this philosophy.
- Encourage children to participate, without forcing them to do so.
- Focus on effort and performance rather than on the outcome. Never ridicule or yell at a child for making a mistake or losing an event.
- Encourage children to always play according to the rules.
- Be models of good sports behaviour for children to copy.
- Be courteous in their communication with players, coaches, officials and administrators.
- Support all efforts to remove verbal and physical violence from sporting activities.

5.9.4. School Teachers

- Teachers are to be offered to purchase the resources to promote and support the participation of their students in junior Oztag programs.
- Opportunities are to be presented to teachers to enable them to develop their knowledge and skills with regard to Oztag and its presentation to students.

5.10. Quality Coaching

Coaches play a critical role in the development of Oztag players and need to be able to conduct effective coaching sessions. This requires an understanding of coaching pedagogy, learning processes and the developmental stages of junior participants. Planning for each session and the season needs to address not only what is presented but how it will be presented to optimise learning, safety and enjoyment.

Qld Oztag has a responsibility to ensure that coaches of junior Oztag have the knowledge to effectively develop junior participants. To assist in this area Qld Oztag has developed a Coaches Information Manual. This manual is to be distributed to all coaches involved in the sport of Oztag.

6. Privacy Policy

6.1. Overview

During the course of business Qld Oztag collects personal information on its players, and other stakeholders. This personal information is securely stored electronically and accessed only by the Qld Oztag Board of Management for the purposes of service provision and general business. This includes, but is not restricted to:

- Competition management
- Personalised service provision
- Information provision
- Financial management
- Insurance purposes

In conducting its business Qld Oztag may be required to distribute personal information to other organisations. Qld Oztag will only distribute the information it has permission to do so with and will only distribute information to organisations with acceptable privacy policies in place. All personal information collected is stored electronically with all reasonable means taken to protect the information from loss, theft and misuse. All Qld Oztag staff are informed of and required to abide by this privacy policy to ensure the security and appropriate use/handling of all stored information.

Should any player, or other stakeholder feel that Qld Oztag has breached this policy please contact the Qld Oztag CEO. All complaints will be investigated, and appropriate action taken to rectify the breach. Qld Oztag will only release personal information upon receipt of a written request signed by the individual in question. Each request will be treated as a single occurrence released to the named party only, and subsequent enquiries will require a new written request.

6.2. Photography

6.2.1. Senior Policy

Photography and images will be used by Qld Oztag and its venues. In doing so the following principles will be applied:

- Anyone taking photographs or recording at any Oztag event must have a valid reason for doing so.
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to the player's coach, Venue Managers, tournament director, or Qld Oztag Board of Management.
- Any person who objects to having their photograph or footage of them taken should notify the coach or the Qld Oztag Board of Management otherwise it is presumed that photographs may be so taken and that any images may be used on the website, Oztag related publications or in press-releases.

6.2.2. Junior Policy

Qld Oztag appreciates that photography of players is a sensitive area in relation to junior players. Therefore, a policy on the video/photographic images of children under the age of 18 has been produced. First and foremost:

- Any adult seeking to take photographs of any player must first speak with the coach of that team ideally or as an alternative, the Venue Managers, tournament director. This is a fundamental requirement, not just a courtesy.
- If any of the players' parents or people looking after them who are present object, then no photographs may be taken.

In addition:

- All young people must be appropriately dressed for the activity taking place.

- Photography or recording should focus on the activity rather than a particular young person and personal details, such as their address, should not be revealed.
- Where an individual has achieved success in the game, permission must be gained from a parent/guardian and the young person to use the images and relevant details.
- Wherever possible, photographs/recordings should represent the diverse range of young people participating in Oztag.
- Anyone taking photographs or recording at any Oztag event must have a valid reason for doing so.
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to the player's coach, Venue Managers, tournament director, or Qld Oztag Board of Management.
- Any parent/guardian who objects to their child being photographed or footage of them being taken should notify the coach or the Qld Oztag Board of Management otherwise it is presumed that photographs may be so taken and that any images may be used on the website, Oztag related publications or in press-releases.

6.3. Media Release

Photographs and/or video footage (image and voice recordings) of any players (seniors or juniors) are used for promotional events for Qld Oztag or individual venues within Qld Oztag. These photo and footage are collected using outsourced professional photographers. Is at any time a person does not want their photographs taken at any Oztag event that and Non-Consensual Media Release Form ([Appendix 6.1](#)) must be completed by the subject. If the subject is a child (under the age of 18), then the form must be completed by his / her parent / guardian.

6.4. Technology and Privacy

There are privacy considerations for use of technologies e.g. sending SMS or emails. Any information posted or distributed via technologies to a mass audience (i.e. not to a specific individual) should not include identifying information such as:

- first name and/or surname
- contact details – Phone, email, addresses
- Oztag member number

When sending an email all addresses must be included as BCC'ed so that they are not identifiable to other recipients.

6.4.1. Respecting Privacy

If at any time a player (or other recipient) decide that they don't want to receive messages anymore (either through email or on SMS) they can unsubscribe. To opt out a player need simply reply to the email with "opt out" or "stop".

6.4.2. Further Advice

There is additional information to be aware of in the use of technology in relation to privacy:

- The principles of Data Protection relate to the Australian Privacy Act 1988, as well as the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (<http://www.comlaw.gov.au/Details/C2012A00197>)

7. Fraud Policy

The Qld Oztag Fraud Policy establishes a policy framework within which fraud prevention and related risk management is addressed. Qld Oztag has adopted the Federal Government's definition of fraud, which is:

"Inducing a course of action by deceit or other dishonest conduct, involving acts or omissions or the making of false statements, orally or in writing, with the object of obtaining money or other benefit from, or evading a liability to (Qld Oztag or any of its associations)."

Where a person is suspected of having committed fraud, it will be considered serious misconduct and legal action will be taken. If any person genuinely believes or suspects that person is committing or has committed fraud, it is their responsibility to report this to the Qld Oztag Board of Management.

8. Oztag Brand Policy

8.1. Oztag Logo

The official Oztag logos (below) can be only used by a registered Qld Oztag association and in any Qld Oztag sanctioned event.

- Australian Oztag Logo -



- Qld Oztag Logo -



At no time is it permissible to produce or use any derivative of these logos, nor is it permissible to produce and use any logo alluding to the sport of Oztag. Doing so is a breach in copyright law and legal action will be pursued.

8.2. Oztag Name

The word Oztag is the only word that can be used by any Qld Oztag association and in any Oztag event for any reason (including promotion). At no time is it permissible to produce or use any derivative of this name, nor is it permissible to produce and use any name alluding to the sport of Oztag (League Tag, Rugby Tag). Doing so is a breach in copyright law and legal action will be pursued.

9. Insurance and Registration Policy

9.1. Players Insurance

Insurance is available to all Oztag registered players. Insurance is provided as part of a players team fees on two levels:

1. Medical insurance - An information sheet has been provided with specific details on this ([Appendix 9.1](#) is an example).
2. Loss of income - An information sheet has been provided with specific details on this ([Appendix 9.2](#) is an example).

Note:

- It is imperative that injury reports ([Appendix 3.1](#)) are completed fully and correctly to avoid any issues if an insurance claim is made.
- If an insurance claim is being made, players will need the Venue Manager to complete a section of the insurance claim form. This highlights the importance of the injury report.

9.1.1. Player Requirements

It is the requirement that a player:

- Ensure appropriate insurance cover for yourself by paying team fees.
- Ensure you are aware of the insurance coverage limitations and to seek additional coverage if required.

9.1.2. Shorts

- **Official Oztag Shorts or Tights** must be worn during competition. These can be purchased at the admin desk on sign-on nights and during the competition (\$25 for shorts and \$35 for tights).
- All Oztag shorts must be purchase via the Venue Manager/venue. Shorts purchased direct by an external supplier (with particular note to sublimated shorts) will not be able to be worn.
- **Loan shorts** are available with keys held as Security for return to player who may have forgotten their shorts.

9.2. Player/Team Registration

9.2.1. Registered Players

For individual players to be insured they must have their registration details completed fully and correctly. The following points must be adhered to in the registration process:

- Online registrations are compulsory via the MySportsEdge system, this includes the payments of fees.
- Online registration must be completed prior to the start of a season to secure a position on the 1st weeks draw.

9.2.2. Substitute Players

There are three types of substitute players:

- Casual – These are players that are not currently playing within the existing competition. This may include registered Oztag players that have played in a previous competition or someone that is a non-registered Oztag player and has never played previously.
- Current / Fill in – These are players currently playing within the existing competition for another team.
- FIFO workers – These are players that register for a team but cannot commit to a full season due to work commitments.

Casual Players

- Can only play casually for the one team.
- There cannot be more than 2 casual players playing for a team at any one game.
- Must visit the admin desk prior to taking the field to pay a \$10 fee via the My sports Edge system (this is online only).
- If they are not a registered Oztag player, they will also be required to pay the appropriate membership fee.
- Casual players are not eligible for finals.

Fill-In Players

- Opposing team must agree to the fill-in player/s.
- Maximum of 2 fill-in players per team.
- Fill-in players cannot create subs.
- Each fill-in player will result in 2 points being awarded to the opposing team.
- Fill-in players can only fill in for 1 division below what they are currently registered for i.e. Player is registered in an A Grade Men's team, can only fill in for A and B Grade Men's teams (same applies for mixed).
- Any team that is found not to have followed the above will have their game forfeited.
- If a team breaches the above for a second time their competition points will be removed and not returned.

FIFO Players

- To be determined a FIFO player must consult with their local Venue Manager.
- FIFO players agree to pay \$10 per game that they play i.e. do not have to pay full fees.
- There can be an unlimited amount of FIFO players on anyone team as long as the full \$1100 team fees is being covered.
- FIFO players will not be considered Fill-In or Casual players i.e. there will be no restrictions or penalties applied when they do play.
 - This will only occur for teams FIFO players are registered to. If not, they will be considered a casual player.

9.2.3. Right of Refusal

Any Venue Manager / Tournament Director has the right to refuse any person entry into and / or participation in any Oztag competition, tournament or event. The person has the ability to lodge an appeal with Qld Oztag as per section 12 of the Policy Manual.

9.3. Certificate of Currency

All Qld Oztag Associations are covered for:

- Public liability
- Product liability
- Professional indemnity

For a copy of Insurance Certificate of Currency please contact Qld Oztag.

9.4. Player Refunds

The policy for player refunds applies to all Oztag events including tournaments and regular season competitions. The policy is:

1. Registration is not transferable to another player, event, season, competition or tournament.
2. Non-attendance does not qualify for a refund.
Note: If competitions are postponed no refund will be available as rounds will be caught up. A tournament which is postponed will be rescheduled and no refund will be available.
3. An injured player may be eligible for a registration refund if a medical certificate is provided and a replacement player is found. Note: Uniform fees will not be refunded.
4. Non-attendance due to suspension will not entitle you to a refund regardless of timing to event/season/competition.
5. Tournament Shadow/Development players will receive a refund for their registration if they are not brought into the team. Any gear ordered will be provided.

10. Social Media Policy

This policy follows the Social Media policy written by Australian Oztag and aims to provide guidelines to follow when using social media. This policy does not apply to the personal use of social media platforms by Oztag players, referees or officials that makes no reference to the game of Oztag or related issues.

It is important that the reputation of Qld Oztag and its affiliated associations, all competitions and the game generally is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that refers to Oztag.

When an Oztag representative (association, Venue Manager, referee, development officer, coach, team manager, representative players or domestic players) discusses their involvement in the game of Oztag on social media, they are expected to behave and express themselves appropriately and in ways that are consistent with AOSA's and Qld Oztag's values and policies. The web is not anonymous and Oztag representatives should assume that everything they write can be traced back to them.

10.1.1.Scope

This policy applies to all Qld Oztag stakeholders including but not limited to Head Office staff, Venue Managers, venue administrative assistants, referees, development officers, coaches, team managers, players, relatives / associates of players and any other spectators of Qld Oztag events.

This policy covers all forms of social media including, but not limited to:

- Managing a profile page on social or business networking sites (i.e. Facebook, Twitter etc.)
- Sharing photo or video content (i.e. Instagram, YouTube etc)
- Commenting on blogs for business or personal reasons
- Leaving product or service reviews on retailer / customer review sites
- Taking part in conversations on public and private web forums or
- Editing a Wikipedia page
- Publishing negative or derogatory comments involving Oztag

The intent of this policy is to include anything posted online where information is shared that might affect players, staff, sponsors or Qld Oztag as an organisation and the reputation of the game in general. When using social media all representatives must respect the brands of Qld Oztag and follow the guidelines in place to ensure that Oztag's intellectual property or its relationship with sponsors is not compromised or the organisation is brought into disrepute.

10.1.2.Usage

Using social media, such use:

- Must not contain, or link to, defamatory or harassing content – this also applies to the use of illustrations or nicknames;
- Must not comment on, or publish confidential information;
- Must not bring the Qld Oztag Group Inc. Association or the game of Oztag into disrepute in any way; or
- Must not be in breach of any of Qld Oztag's Codes of Conduct in any way.
- Must abide by the Junior Player Policy i.e. no direct contact is to be made with a junior player. Communication must be done via their parent/caregiver.

11. Smoking, Drug and Alcohol Policy

The purpose of the Smoking, Drug and Alcohol Policy is to provide guidelines for the management of smoking, and the use or misuse of alcohol and illicit drugs within Qld Oztag and all associated venues, tournaments and other events. Key objectives include protection of the health and welfare of all Oztag stakeholders, protection of the reputation of Qld Oztag and taking a socially responsible position on a key health issue.

It is the intention Qld Oztag to have its activities conducted in an atmosphere of enjoyment and safety. The aim of this policy is to minimize the impact of smoking, illicit drugs and alcohol upon Qld Oztag, its stakeholders, and its activities. In doing this Qld Oztag expects to achieve the following:

- Adoption of the Queensland Anti-Smoking legislation

- Prohibition of illicit drug use within Qld Oztag and related activities
- Responsible consumption of alcohol by its stakeholders where appropriate

11.1. Anti-Smoking Legislation

Queensland's Tobacco & Other Smoking Products Act 1998 states that:

- Smoking is banned within 10 metres of viewing and playing areas at organised under-18 sporting events. The ban also applies during training and at any intervals or breaks in play. The coverage of the ban includes the sporting ground or playing area, the viewing area for a water sport, public seating at the grounds and any other area reserved for use by the competitors and the officials. This also includes a 10-metre non-smoking buffer zone from all of these locations.
- An organised under-18 sporting event is one that is arranged in advance and is conducted by a professional or amateur sporting body or education institution according to established rules.

Any person in breach of this legislation will not only be in breach of Qld Oztag Policy but also will be breaking the law.

11.2. Drug and Alcohol

Alcohol and illicit drug misuse is a social and health problem, which is responsive to prevention, and appropriate diagnosis and treatment. Qld Oztag aims to encourage moderation and a responsible attitude toward the consumption of alcohol, and minimize alcohol and illicit drug related harm to its members.

11.3. Scope

This policy covers the personal use of alcohol and other drugs, generally for recreational and social purposes. It is not intended to cover performance enhancing drugs which are used for entirely different reasons, and not applicable to a social sport arena.

This policy applies to all Qld Oztag stakeholders including but not limited to Head Office staff, Venue Managers, venue administrative assistants, referees, development officers, coaches, team managers, players, relatives / associates of players and any other spectators of Qld Oztag events.

This policy covers all forms of Oztag activities including, but not limited to:

- Tournaments
- Regular season competitions
- Charity events
- School programs
- Promotional events
- Community programs
- Representative team trials and training

11.4. Policy Application

- Qld Oztag stakeholders should not be adversely affected by alcohol whilst engaged in senior Oztag activities.
- A zero tolerance level exists to anyone in breach of the Anti-Smoking legislation.
- A zero tolerance level exists to alcohol at Junior events. Qld Oztag stakeholders will not be affected by alcohol whilst engaged in junior Oztag activities.
- A zero tolerance level exists to illicit drugs and other illegal substances at all Oztag events. No Oztag stakeholder may possess, use or supply an illegal/illicit drug. Illicit drugs include:
 - Cannabinoids (hashish, marijuana, THC and other biologically similar substances)
 - Stimulants (amphetamine, cocaine, dimethamphetamine, methamphetamine, methylamphetamine and other biologically similar substances)
 - Narcotics (diamorphine (heroin), methadone, morphine, pethidine, oxycodone and other biologically similar substances)
- Qld Oztag stakeholders should observe local, state and federal laws in relation to using, possessing, giving or selling alcohol or illicit drugs.
- Qld Oztag has a legitimate interest in taking appropriate action if smoking, alcohol or illicit drug use is adversely affecting health, safety or performance of an individual or group within Oztag activities, or brings Qld Oztag into disrepute.
 - If illicit drugs are involved or a breach in the Anti-Smoking legislation legal action will be taken and the police will be involved.
- Qld Oztag does not condone or support the use, possession, cultivation or trafficking of illicit drugs or the misuse and abuse of prescription or other medication.

11.5. Responsibilities

11.5.1.All Stakeholders

- Adopt the smoking, drug and alcohol policy
- Adopt responsible behaviour in relation to smoking, alcohol and other drugs

11.5.2.Players

- Players must not attend Oztag activities if adversely affected by alcohol or illicit drugs.

11.5.3.Staff

Staff refers to:

- Head Office staff
- Venue Managers
- Venue Administrative Assistants
- Referees
- Development Officers

State Wide

- Staff must not attend Oztag activities if adversely affected by alcohol or illicit drugs.
- If Qld Oztag determines that a staff member is impaired by alcohol or illicit drug use, they may direct that staff member to cease work immediately.

Venue/Tournament

- Staff members at a venue level are responsible for setting parameters for acceptable behaviour and addressing inappropriate behaviour in its stakeholders (players, coaches, managers, parents and spectators).
- Staff are not expected to diagnose or counsel members who appear to be misusing alcohol or illicit drugs; however they do have a responsibility, where appropriate, to encourage members to seek assistance if they believe misuse of alcohol or illicit drugs is occurring.
- Appropriate action where required:
 - If illicit drugs are involved the offending person should be asked to leave the vicinity of the event immediately and police are to be involved.
 - If smoking is involved and a breach of the Anti-Smoking legislation occurs the offending person should be asked to abide by the legislation immediately or police are to be involved.
 - If alcohol is involved at a junior event the offending person should be asked to leave the vicinity of the event immediately.
 - If alcohol is involved at a senior event the staff member is to make a judgement call on the state of the person and his/her affect on the safety/well-being on him/herself and others.
 - Players who attend games (regular season and tournaments) or representative practices under the influence of alcohol or other drugs are a danger to themselves and other players. The danger may be either physical through affected co-ordination or aggression through reduced emotional control. Therefore any player presenting for a match or practice who in the opinion of the coach or other senior club official is under the influence of alcohol or other drug, will not be permitted to play or train. They could be asked to sit on the bench or be sent home. Reasonable care should be taken to ensure that they can go home safely.

12. Breach of Policy – Disciplinary Process

This section applies to any breaches of Oztag Game Rules; the Oztag Code of Conduct and Qld Oztag Policy.

12.1. Overview

This section describes and governs all disciplinary actions and processes arising out of breaches of Oztag Game Rules; the Oztag Code of Conduct and Qld Oztag Policy and applies to all Participants during regular season competitions or tournaments authorised and/or conducted by the State Association or its affiliated Associations.

12.1.1. Glossary of Terms

Advocate	A person who attends an Appeal Tribunal to assist and/or speak on behalf of a Participant involved in an Appeal.
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Appeal	An action instigated by a Participant who has been issued with a Black Card to challenge that Black Card.
Appeal Tribunal	A tribunal, of not less than 3 and not more than 5 persons appointed by the State Association to hear and determine an Appeal.
Appeal Rules	means the rules for the conduct of Appeals by an Appeal Tribunal as amended from time to time and published on the Qld Oztag website.
Appellant	A Participant who lodges an Appeal.
Booking	A timed temporary suspension penalty given by a Game Official to a Participant at any time during a Game.
Competition	means regular seasonal events in which Games are played during specified months in each calendar year: • Autumn Season: played typically between February and May, • Winter Season: played typically between June and August; and • Summer Season: held typically between September and December.
Contravening Conduct	means conduct which contravenes Oztag Game Rules or the Oztag Code of Conduct or otherwise violates the spirit of the Game, even if the contravening conduct is not listed as a breach of the Oztag Game Rules or the Oztag Code of Conduct.
Day	means a business day and excludes Saturday and Sunday, public holidays and any other shutdown period as determined or sanctioned by the State Association from time to time.
Disqualified	means and includes a reference to being banned, suspended or disqualified from being a Participant during a period of disqualification or suspension.
Eligible Participant	means a Participant who is not disqualified banned or serving a suspension or who is otherwise not an Ineligible Participant.
Field of Play	The field or playing surface on which a game of Oztag is played.
Game	means a game of Oztag played under the Oztag Game Rules and controlled by one or more Referees.
Game Official	means any Referee, Venue Manager or Tournament Director officiating at a Game, Competition or Tournament.
Incident Report	A written report on any incident involving Contravening Conduct.
Ineligible Participant	means a Participant who is disqualified, banned or serving a suspension and included any unregistered player.
Infringement Penalty	means any sanction for any Contravening Conduct.
Misconduct	means any Contravening Conduct, at any time before, during and after a Game, including when the ball is out of play and during half-time, other than conduct for which a Referee may or has issued an Infringement Penalty, which warrants disciplinary intervention in the form of a sanction, such as a caution or dismissal.
Misconduct Penalty	means a Penalty Card issued to a Participant for Misconduct.
Month	means a calendar month.
Oztag Association	means an association affiliated with and authorised by the State Association to conduct Competitions and/or tournaments.

Oztag Code of Conduct	means the code of conduct for the game of Oztag as amended from time to time and published on the Qld Oztag website.
Oztag Event	means any Competition or Tournament or event sanctioned or sponsored by the State Association.
Oztag Game Rules	means the rules of the game of Oztag as amended from time to time and published on the Qld Oztag website.
Participant	Any Player, Team Official, Game Official or Spectator.
Penalty Area	means an area within the Playing Area, adjacent to the Field of Play, , designated as the Penalty Area by a Venue Manager or a Tournament Director.
Penalty Card	means a Yellow Card; Red Card or Black Card issued to a Participant for a Misconduct Penalty.
Player	Any Player (including any substitute or substituted Player) who is registered with the State Association to play Oztag.
Playing Area	Includes the Field of Play and also includes the area within a 100-metre radius of the centre point of the Field of Play.
Qld Oztag Policy	means the Qld Oztag Policy Manual as amended from time to time and published on the Qld Oztag website.
Referee	means an on-field official appointed by a Venue Manager or Tournament Director to control a Game, whether or not called a referee, umpire, linesman, lineswomen or linesperson, goal umpire, off-field referee, video referee.
Registration Address	means the Postal or Email address given by a Participant to the State Association, Oztag Association, Venue Manager or Tournament Director.
Report Writer	Any Participant submitting an Incident Report.
Run Lines	To act as a linesman or touch judge during a Game.
Sin Bin	An area within the Penalty Area where an offending Player can be sent for a period of time, after receiving a Yellow Card Penalty during a Game.
Spectator	Any person attending an Oztag Event who is not a Player, Game Official or Team Official.
State Association	Qld Oztag.
Subject Person	A Participant who is the subject of an Incident report.
Suspended Participant	A Participant who has been issued with: • a Red Card in respect of which the period of any suspension or ban has not expired; or • a Black Card which has not been revoked by an Appeal Tribunal and in respect of which the period of any suspension or ban has not expired.
Team	A group of a minimum of 5 and maximum of 16, consisting of Players and Team Officials, nominated to play for a group and given a designation.
Team Official	means and includes Coaches, managers, trainers, runners and medical support.
Tournament	Any event sponsored or authorised by Qld Oztag which is not a Competition, consisting of a specific number of Games played over a specific period, usually occurring over 1 and up to 5 consecutive days.

Tournament Director	includes any person delegated by the Tournament Director to assist the Tournament Director to conduct and manage a Tournament.
Tribunal Chairperson	A person appointed by the State Association or a Tournament Director to act as a member and Chairperson of an Appeal Tribunal.
Tribunal Member	Any person appointed by the State Association or a Tournament Director to act as a member of an Appeal Tribunal.
Venue	Any sporting field, arena or area where a Competition or Tournament is played or held.
Venue Manager	Includes any person delegated by the Venue Manager to assist the Venue Manager to manage a Venue.
Week	A reference to a week in relation to a suspension means a Competition week and not a calendar week. For example, a suspension for six weeks is not be counted as six consecutive calendar weeks, but is six Competition weeks in length.
Year	means 12 calendar months.

12.2. Infringements and Misconduct

12.2.1. Penalty Cards

Game Officials have wide discretion to penalise “unsporting behaviour” which violates the Oztag Game Rules; the Oztag Code of Conduct, the Qld Oztag Policy and the spirit of the game.

A Game Official is not permitted to issue a Misconduct Penalty in a Game in which the Game Official is also a Player.

In addition to Referees awarding Infringement Penalties, Game Officials will use Penalty Cards in regular season Competitions and at Tournaments to warn, reprimand or penalise any Participant who in their opinion engages or is engaging in Misconduct.

Any Participant is liable to be sanctioned for Misconduct.

The colour of the Penalty Card used by a Game Official will indicate the type or seriousness of the offending conduct and the level of sanction or punishment being imposed.

Three colours of Penalty cards are used.



Yellow Red Black

Yellow Card

Yellow Cards are issued by Referees as an official on field caution, known as a Booking. The length of a Yellow Card Booking is in the absolute discretion of the Referee showing the Yellow Card, but it must not be for a period exceeding 10 minutes.

A Participant who has been shown a Yellow Card must immediately leave the Field of Play and go to the Sin Bin and remain there until the Booking has expired. A Participant must only return to the Field of Play after the Booking has expired with the permission of a Referee.

If a Player is serving a Yellow Card penalty and a try is scored by the opposing team, the Player may, with the permission of a Referee, return to the Field of Play immediately. A Player may not be replaced while serving a Yellow Card penalty, although he or she may be replaced with a different Player after the suspension has expired.

A Participant who receives a second Yellow Card in the course of a Game is sent off by being shown a Yellow Card, immediately followed by a Red Card.

The accumulation of 4 Yellow Cards by a Participant in a Competition or a Tournament will result in the offending Participant being disqualified for the remainder of the Competition or the Tournament. A Participant who has been disqualified for the remainder of a Competition or a Tournament for having accumulated 4 Yellow Cards during the Competition or the Tournament may not appeal his or her disqualification.

Red Card

A Red Card will be shown to a Participant who accumulates two Yellow Cards over the course of a Game, or who is engaging or has engaged in Misconduct during a Game which deserves more serious sanction than a caution (Yellow Card).

A Participant who receives a Red Card is sent off and must leave the Playing Area immediately and not take any further part in the Game. Failure to do so may result in the Participant being issued with a Black Card and/or a suspension.

A Player who is sent off may not be replaced by a substitute.

A single straight Red Card (i.e. not one received as a result of two successive Yellow Cards) will result in the offending Participant being disqualified for a minimum of 2 Competition Weeks or 2 Tournament Rounds at all Venues. If a Referee issues a straight Red Card for serious Misconduct the Venue Coordinator or Tournament Director may also issue the Participant with a Black Card (in addition to the Red Card) and impose a greater penalty.

A Participant who is serving a Red Card suspension must not enter any Playing Area while under that Red Card suspension. Failure to comply with this injunction will result in a Black Card being issued to the Participant.

A Participant who has been issued with a Red Card may not appeal his or her disqualification.

Black Card

In cases of serious Misconduct, a Participant may be issued with a Black Card. A Black Card may only be issued by, a Venue Manager, Tournament Director, the State Association or by an Appeal Tribunal.

It is not necessary for a Participant to be shown a Black Card. It is sufficient for a Venue Manager, Tournament Director, State Association or an Appeal Tribunal to tell a Participant orally that a Black Card has been issued to the Participant.

A Participant who is suspended for a period of greater than 24 Weeks is deemed to have been issued with an **automatic Black Card**.

A Participant who is issued with a Black Card is banned effective immediately and must leave the Venue immediately.

A Participant who is serving a Black Card ban or disqualification must not enter any Venue without the express written permission of the State Association or an Appeal Tribunal while under that Black Card ban or disqualification. Failure to comply with this injunction will result in a further Black Card being issued to the Participant.

A Participant who has been issued with a Black Card suspension of less than 24 Weeks is not entitled to lodge an Appeal against that suspension; to the intent that a Participant may only Appeal against a suspension of greater than 24 Weeks.

A Venue Manager or Tournament Director may, but is not obliged to set a specified term for a Black Card ban. If no term is set for the expiry of the ban it will be considered to be an indefinite ban.

An Appeal Tribunal may, but is not obliged to:

- (a) set a specified term for a Black Card ban. If no term is set for the expiry of the ban it will be considered to be an indefinite ban;
- (b) give written permission for a Participant to enter a Venue during a period of disqualification or suspension to participate as a Team Official, Game Official or Spectator, but not as a Player.

If there is no Appeal against a Black Card ban the State Association may but is not obliged to, of its own accord and not as an Appeal:

- (a) set a specified term for a Black Card ban. If no term is set for the expiry of the ban it will be considered to be an indefinite ban;
- (b) give written permission for a Participant to enter a Venue during a period of disqualification or suspension to participate as a Team Official, Game Official or Spectator, but not as a Player.

However, where a decision has been made by an Appeal Tribunal in relation to a Black Card the State Association, Venue Manager or Tournament Director is bound by that decision and must not modify or overrule it.

Appealing an Indefinite Ban

A Participant who is subject to an indefinite ban after an Appeal Tribunal Hearing must not file an Appeal to have the ban lifted for 3 years after the date of the Appeal Tribunal Hearing at which the ban became an indefinite ban.

After the expiration of 3 years, the Participant may lodge a further Appeal which will be considered on its merits in accordance with the Appeal Rules and at which time the ban may be lifted, become a fixed term ban or be confirmed as an indefinite ban. If an indefinite ban is confirmed by the Appeal Tribunal there is no further right to Appeal the ban.

12.2.2. Procedure for Issuing a Penalty Card

To issue a Yellow or Red Penalty Card a Game Official must hold the Yellow or Red Penalty Card above his or her head while looking or pointing towards the Participant who has committed or engaged in the Contravening Conduct.

In cases of extreme Misconduct, a Black Card may be issued to a Participant at any time during or after completion of a Game, a Competition or a Tournament.

A Black Card may also be issued under the Infringement Penalties schedule in [section 12.4.2](#).

It is not necessary for a Participant to be shown a Black Card. It is sufficient for a Venue Manager, Tournament Director, State Association or an Appeal Tribunal to tell a Participant orally that a Black Card has been issued to the Participant.

However, a Participant who is issued with a Black Card must also be sent a written notice setting out the reason or reasons why the Black card has been issued. The notice may be sent by email or Express Post addressed to the Participant at the Participant's Registration Address within 7 Days after the Black Card is issued.

If a Game Official shows a Participant a Penalty Card, that Game Official must, as soon as practicable, make a written note of the name/and or Player number of the Participant to whom the Penalty Card is issued either:

- on the back of the Penalty Card issued,
- back of the score card; or
- in the Game Official's notebook

and must include a written statement in the Game Report setting out the reason for showing the Penalty Card to the Participant.

A copy of notes made by a Game Official in relation to the issuing of a Penalty Card must be retained by the Venue Manager and/or the Tournament Director until any Appeal(s) in relation to the Penalty Card have been concluded.

A Game Official issuing a Penalty must also complete an Incident Report ([Appendix 12.1](#)) and deliver it to the Venue Manager and/or the Tournament Director within 3 days hours of issuing the Penalty Card.

A Black Card may only be shown or issued by the State Association, a Venue Manager, Tournament Director, or by an Appeal Tribunal. The templates ([Appendix 12.2 and Appendix 12.3](#)) should be used when issuing an Infringement Penalty and/or Red/Black Penalty Card.

12.3. Report Writing

In the event of infringements and Misconduct, witnesses may be required to produce a report of the incident. A report writing document for reporting incidents has been written for Oztag Stakeholders to use ('Reporting Incidents and Writing Effective Reports'). Please refer to the Qld Oztag website, intranet system or contact Qld Oztag for a copy.

12.4. Infringement Penalties

The following information applies specifically to breaches of the Oztag Code of Conduct including, but not limited to, the Anti-Social Behaviour Policy, Drug and Alcohol Policy, Junior Policy, Privacy Policy and Fraud Policy.

12.4.1. Application of Infringement Penalties

Infringement Penalties may be imposed for breaches of the Oztag Code of Conduct. The reason for imposing Infringement Penalties is to discourage unacceptable behaviour by Participants both on and off the Field of Play.

The Infringement Penalties framework in section 12.4.2 is provided as a guideline. The suspension lengths and applicable Penalty Cards listed in Table 12.1 are suggestions only.

A Game Official, State Association or the Appeal Tribunal may, at their discretion, impose a suspension which is higher or lower than the suggested suspension length.

Provocation is NO excuse for Retaliation. Oztag has ZERO TOLERANCE to:

- Violence and/or abuse directed to Game Officials.
- Discriminatory behaviour, violence and/or abuse.
- Bullying.
- Violent play and conduct by and towards Participants.

Fulfilling the Penalty

Without the express written permission of the State Association or an Appeal Tribunal, a Disqualified Participant:

- Cannot participate in any Oztag activities until the penalty has been completed in full.
- Is excluded from participating in Oztag activities as a Player including but not limited to Competitions, representative trials, Tournaments and charity events and:
 - is excluded from all Qld Oztag venues not just the Venue or Tournament where the Contravening Conduct occurred; and
 - is excluded from all divisions that person competes in, not just the division in which the Contravening Conduct occurred.

The length of suspension applies to the number of Competition Weeks, and not simply the number of games missed. For example, if a Participant is suspended for 4 weeks, this constitutes 4 complete Competition rounds, and not just 4 single Games. This is of significance to Players who compete in multiple divisions or at multiple Venues:

- Divisions: In which case missing 2 games per round for mixed, men's or women's division does not constitute 2 "Weeks"; or
- Venues: In which case missing a total of 2 games from 2 separate Venues does not constitute 2 "Weeks".

If a Player's suspension is not completed in full prior to the end of a season it will carry over to the following season. A Player who moves Venues at the end of a season will still be required to complete the suspension at the new Venue, including running any lines that are yet to be completed. A Player must first be registered (i.e. fully paid up) at the new Venue before the suspension rounds will be counted as served at the new Venue. Suspension rounds will not be considered as served by a Player who is not registered at the new Venue.

Running Lines

At Competition level, before a Player can return after a suspension, it is mandatory for that Player to 'Run-lines' as a touch judge in order to complete the suspension. Where a Player is:

- Sin binned: the Player must run 2 lines subsequently, in addition to any other penalty.
- Sent off: the Player must run 4 lines subsequently, in addition to any other penalty.
- Suspended for:
 - 3-6 weeks: the Player must run 6 lines subsequently, in addition to any other penalty;
 - 7-14 weeks: the Player must run 8 lines subsequently, in addition to any other penalty;
 - 15-28 weeks: the Player must run 10 lines subsequently, in addition to any other penalty;
 - 29-42 weeks: the Player must run 12 lines subsequently, in addition to any other penalty;
 - greater than 42 weeks: the Player must run 15 lines subsequently, in addition to any other penalty;

Breach of Suspension, Ban or Disqualification

If a Player who is Disqualified plays in any Team while an Ineligible Participant, the Team will forfeit that game. If it happens again, the Team will be stripped of all Competition points and ALL Team Members will be issued with a Black Card.

Any Disqualified Player who breaches his or her suspension or disqualification will be issued with a Black Card.

Unregistered Players Specific Infringements

- Only registered players can take the field.
- Any team found to have fielded an unregistered player will have its competition points deducted for the season, and the Team Delegate (acting Captain) will also be subject to a Black Card suspension.
- If at any time a Player is found to have lied to a Game Official, he or she will be subject to a Black Card suspension.

Penalties issued at Tournaments

If a penalty issued at a Tournament cannot be served in full because there are not enough games remaining in that Tournament, the remaining suspension length will be carried over to local Competition Weeks.

For example, if a Participant receives a 12-week penalty at a Tournament but there are only 4 games remaining in that Tournament, s/he will have a carryover penalty of 8 weeks at their local Competition. The Participant will be suspended from 4 Tournament games and for a further 8 Competition Weeks.

If a Player is issued a penalty at a Tournament that is subsequently carried over to Competition Weeks, that Player must also run-lines to complete their penalty.

Tournament Specific Infringements

In the event that:

- (a) there is a breach of player eligibility at a Tournament; or
- (b) a player withdraws from their Team following selections,

then the following penalties will be incurred in addition to the penalties contained in section 12.4.2.

1. Breach of Player eligibility:

A breach of player eligibility will result in automatic disqualification of the Team from the Tournament.

The Coach/Manager and Player at fault will be automatically ineligible to participate in all Oztag Tournaments up to the start of the corresponding Tournament in the Year following the Year in which the breach occurred to the intent that the penalty will be lifted to enable participation in the next corresponding Tournament, will be permitted, subject to any other suspension, ban or disqualification being served at that time.

2. Player withdrawal from Team following selections

Players who make themselves eligible for representative selection and subsequently withdraw from their Team following selections being made will be automatically ineligible for all Oztag Tournaments up to the start of the corresponding Tournament in the Year following the Year in

which the breach occurred to the intent that the penalty will be lifted to enable participation in the next corresponding Tournament, will be permitted, subject to any other suspension, ban or disqualification being served at that time.

Any breach of Policy will mean the Participant guilty of breaching Policy will be automatically ineligible for representative selection up to the start of the corresponding Tournament in the Year following the Year in which the breach occurred to the intent that the penalty will be lifted to enable participation in the next corresponding Tournament, will be permitted, subject to any other suspension, ban or disqualification being served at that time.

Note: The No Punch Policy at Tournament means that any punch thrown at a Tournament results in an immediate removal from the event.

12.4.2. Automatic Infringement Penalties

Infringements which occur both on and off-field are classified into 4 levels (1-4) depending on the severity of the infringement. The Venue Manager or Tournament Director may determine the level of the Infringement Penalty (Table 12.1).

Some infringements will automatically result in a Penalty Card being issued to the Participant, whether or not a Penalty Card has been shown to the Participant.

A Participant who has been issued with a Penalty which carries a suspension of less than 24 weeks cannot appeal against that Automatic Penalty.

Table 12.1: Infringement Penalties

Infringement	Length of Suspension				Penalty Card
	Level 1	Level 2	Level 3	Level 4	
Rough play (i.e. level below fighting)	2 weeks	3 weeks	4 weeks	5 weeks	N/A
Fighting	7 weeks	14 weeks	42 weeks	Indefinite Ban	Level 3 or 4 Automatic Black
Discriminatory behaviour (refer to section 4.1)	7 weeks	14 weeks	42 weeks	Indefinite Ban	Level 3 or 4 Automatic Black
Bullying	7 weeks	14 weeks	42 weeks	Indefinite Ban	Level 3 or 4 Automatic Black
Abusive language or signals	2 weeks	7 weeks	28 weeks	Indefinite Ban	Level 3 or 4 Automatic Black
Anti-Social / Bad Sporting behaviour	2 weeks	7 weeks	28 weeks	Indefinite Ban	Level 3-4 Automatic Black

Violence and/or abuse directed to Game Officials	N/A	28 weeks	42 weeks	Indefinite Ban	Level 2-4 Automatic Black
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12.4.3. Suspended Participant Register

A Suspended Participant Register ([Appendix 12.4](#)) must be maintained by all Venues and must be posted and kept up to date on the Qld Oztag intranet system by each Venue Manager and Tournament Director to assist with managing adherence to this Policy.

12.5. Appeals

12.5.1. Right of Appeal

A Participant may lodge an Appeal only if the Participant has:

- (a) been issued with a Black Card; and
- (b) a suspension of 29 weeks or more.

A Participant who receives a Penalty which carries a suspension period of less than 29 weeks may not appeal the Penalty, even if he or she has been issued with a Black Card.

Any person who is issued with a Black Card by an Appeal Tribunal may lodge an Appeal to the State Association, which must appoint another Appeal Tribunal to hear and determine the Appeal against the issuance of the Black Card in accordance with the Appeal Rules.

The decision of an Appeal Tribunal to confirm a Black Card issued by a Game Official or another Appeal Tribunal is not to be considered as the issuance of a Black Card by the Appeal Tribunal and is not subject to an Appeal, except in the case where the Appeal Tribunal specifies that a fixed term ban under the Black Card should become an indefinite ban. All other decisions of the Appeal Tribunal will be final and not subject to any review or further appeal.

There is no appeal against the forfeiture of Competition points or Tournament points.

A person appointed to act as a member of an Appeal Tribunal, who acts in good faith, without malice and in the absence of fraud, will be indemnified by the State Association against any claim for loss, compensation, cost or damages incurred defending a claim arising from that person acting as a member of an Appeal Tribunal.

A quick guide to the appeal process exists for use and convenience by Venue Managers ([Appendix 12.5](#)).

12.6. Appeal Tribunal Rules

12.6.1. How to Appeal

A Participant who satisfies the criteria in section 12.5.1 may appeal against his or her Penalty by submitting an Appeal Notice ([Appendix 12.6](#)), to the State Association, which must be accompanied by the Appeal Fee.

There must be one Appeal Notice and Appeal Fee lodged per Appellant.

The Appeal Notice and the Appeal Fee must **BOTH** be lodged with the State Association within seven days of the date on which the Black Card was issued.

Non-payment of the Appeal Fee means that no valid Notice of Appeal has been lodged.

Payment of the Appeal Fee outside the seven days means that the Notice of Appeal is not validly lodged. The State Association may, in its absolute discretion appoint an Appeal Tribunal to hear an Appeal that has not been validly lodged and the Appeal Tribunal appointed to do so may, in its absolute discretion, allow the Appeal to be heard as if it had been lodged validly, or refuse to hear the Appeal because it has not been lodged validly.

12.6.2. Suspensions Pending an Appeal Tribunal Hearing

Every suspension or disqualification will remain in full force and effect pending the hearing and determination of an Appeal.

12.6.3. Actions Following Receipt of an Appeal Notice

The State Association must appoint an Appeal Tribunal to hear and determine an Appeal within 10 days of the receipt of a valid Notice of Appeal by the State Association.

An Appeal Tribunal appointed by the State Association to hear and determine an Appeal must convene a hearing within 14 days of the State Association appointing the Appeal Tribunal.

An Appeal Tribunal convened to hear an Appeal may, in its absolute discretion, adjourn the hearing and determination of the Appeal to a date more than 21 days after the receipt of the Notice of Appeal by the State Association if the Appeal Tribunal considers it fair and just to do so.

The State Association must provide the members of an Appeal Tribunal and the Appellant with a Notice of Appeal Tribunal Hearing ([Appendix 12.7](#)) and copies of every relevant Incident Report, witness statements and Game Officials' notes related to the issue of the Penalty Card and the subject of the Appeal.

An Appeal Tribunal may, in its absolute discretion, hear and determine an Appeal by reference only to the written documents provided to it, known as an 'Appeal on the Papers'.

At the request of the Appellant, or where considered necessary by the Appeal Tribunal, the Appellant, relevant Game Officials and witnesses who have provided written witness statements may be required to attend the Appeal Tribunal Hearing in person and the persons attending may be permitted by the Appeal Tribunal, in its absolute discretion, to ask and be asked questions and make oral submissions to the Appeal Tribunal in addition to the written evidence already before the Appeal Tribunal.

The Appeal Tribunal proceedings and findings must be recorded in the Minutes of the Appeal Tribunal Hearing ([Appendix 12.8](#)) and signed by the Chairperson.

A Notice of Finding of the Appeal Tribunal ([Appendix 12.9](#)) must be sent by the State Association to all relevant parties as follows:

- The Appellant/s
- The relevant Game Officials
- The Incident Report Writer(s)
- The State Association (Qld Oztag)

The State Association must keep an electronic file containing copies of **ALL** documents relating to every Appeal Notice lodged for a period of not less than 6 years from the date on which it first received an Appeal Notice, whether or not valid and whether or not an Appeal Tribunal hearing took place.

12.7. Procedural Issues of the Appeals Tribunal

12.7.1. Location

Appeal Tribunal Hearings will be conducted at a location determined by the Chairperson appointed by the State Association to chair the relevant Appeal Tribunal. At the discretion of the State Association, for convenience and to avoid cost where possible, an Appeal may be heard by an Appeal Tribunal by videoconferencing, teleconferencing, or by using any other appropriate technology.

Where an Appeal is heard on the papers, the Tribunal Members are under no obligation to physically convene in the same location, but may in their absolute discretion, utilise videoconferencing or teleconferencing technology in making a determination on the Appeal.

12.7.2. Timing

Appeal Tribunal Hearings will be conducted at a time that the appointed Chairperson considers is convenient to all parties.

12.7.3. Attendance

The Chairperson will determine who will be permitted to be present during an Appeal Tribunal Hearing, or any part of it, depending on the circumstances of the matter. Such persons include:

- The Tribunal members: whose responsibility it is to hear all the relevant information, make decisions of fact and decide on any appropriate action. The number of persons appointed to the Tribunal shall be at the discretion of the State Association, depending on the circumstances. The appointed members of the Tribunal must be in attendance at all relevant times.
- Game Officials.
- The Appellant.
- An Advocate for an Appellant or a Subject Person who may appear to represent and assist the Appellant or a Subject Person.
- Relevant Witnesses.
- Guests/Observers: who are persons invited by the appointed Chairperson to attend, but who must not take any part in the proceedings.
- Technical Officials: who are experts in a particular matter relevant to the Appeal who is invited by the appointed Chairperson to attend to answer questions on technical matters that may arise during the hearing.

12.7.4. Recording of Events

Sound or video recording of an Appeal Tribunal Hearing must only be made with the explicit permission of the appointed Chairperson. In the absence of any request being made to tape record or video record the events, it shall be deemed that no authority or permission has been granted.

12.7.5. Nature of the Hearing

All members of an Appeal Tribunal should be objective rather than subjective in their consideration of the facts set out in the Appeal Notice, relevant Incident Reports and witness statements, and make fair decisions based on the information presented to them.

The standard of proof in all Appeal Tribunal hearings is "on the balance of probabilities", which means that the Tribunal members, after hearing all the evidence, in order to reject an Appeal they must be satisfied that "more likely than not" the Contravening Conduct occurred and the Penalty Card issued was justified or some other Penalty is justified in all the circumstances.

12.7.6. Non-Appearance of Persons

If a person is served with a written Notice to Appear by the State Association that person must appear in person at an Appeal Tribunal Hearing.

Subject to satisfactory proof of service of the Notice to Appear being given to the Chairperson, if a person served with a Notice to Appear fails to appear at any Appeal Tribunal Hearing, then, in the absolute discretion of the Chairperson:

1. if the Chairperson considers that the appearance of that person is necessary, the hearing may be adjourned to a time when the person is able to appear before the Appeal Tribunal.
2. the hearing may continue in the absence of that person and a decision on the relevant Appeal may be made with, or without, reference to any written evidence submitted by or on behalf of the person.

In the event that a person fails or refuses to attend an Appeal Tribunal hearing and/or fails or refuses to provide a satisfactory explanation for such non-appearance that person may be issued with a Black Card and may be suspended until they appear before the Tribunal.

12.7.7. Adjournments

In the event that it is necessary or appropriate for an Appeal Tribunal Hearing to be adjourned, the Chairperson may (but is not obliged to) adjourn the hearing for such a period of time as he or she considers may be necessary or appropriate in all the circumstances.

If it is necessary or appropriate for an Appeal Tribunal Hearing to be adjourned to a date that is longer than 21 days after receipt of a valid Notice of Appeal by the State Association, the Appeal Tribunal may, but is not obliged to, suspend the operation of any ban or disqualification until the Appeal Process is completed. Any suspension of the operation of any ban or disqualification pending the hearing of an Appeal must be a unanimous decision of all members of the Appeal Tribunal.

12.7.8. Information Supplied at a Hearing

All persons attending a hearing and supplying information to the Appeal Tribunal are expected to provide such information in a truthful and respectful manner. Any person, considered to be deliberately disrespectful or supplying false or misleading information during an Appeal Tribunal Hearing, maybe issued with a Black Card by the Appeal Tribunal.

12.7.9. Video Evidence

Any party to an Appeal Tribunal Hearing may provide information by way of a video presentation.

The party wishing to present video evidence must provide suitable viewing equipment. The minimum display requirement is a tablet device. A mobile phone will not be accepted as suitable viewing equipment. It is a matter for the Appeal Tribunal, in its absolute discretion, to determine whether the quality of video evidence presented to it is of any assistance in determining an Appeal.

12.7.10. Membership of the Appeals Tribunal

Each Appeal Tribunal will be constituted by 3 and up to 5 individuals appointed by the State Association.

A person:

- with a personal or team interest in the outcome of an Appeal; or
- who issued the Penalty Card the subject of the Appeal; or
- who is or is likely to be a witness on the Appeal,

must not be appointed to the Appeal Tribunal hearing the Appeal.

The Chairperson must be appointed from the Appeal Tribunal members.

The State Association will have regard to gender and equity considerations and may, but is not obliged to, adjust the composition of an Appeal Tribunal having regard to such considerations.

12.7.11. Interference with Functions and Duties of an Appeal Tribunal

If any person interferes or attempts to interfere with the independence and impartiality of an Appeal Tribunal, the Chairperson must adjourn the hearing immediately without making any decision and must report the circumstances immediately to the State Association in writing.

Any person reported by the Chairperson to the State Association for interfering or attempting to interfere with the independence and impartiality of the Tribunal will be issued a Black Card by the State Association and that person shall have all of the rights of Appeal of any other person issued with a Black Card.

12.7.12. Powers and Authorities of the Appeal Tribunal

1. The Appeal Tribunal shall have the power and authority to require any Association member to appear before it in order to provide such information which, in the opinion of the Chairperson, is necessary to enable the Appeal Tribunal to fulfil its functions and duties.
2. Advice of the requirement for any person to appear before the Appeal Tribunal shall be in writing and delivered to that person at least 3 days in advance of the hearing.
3. Persons not served with any notice to appear, may appear on their own volition and, only at the discretion of the Chairperson. They may give evidence and answer questions before the hearing for the benefit and information of the Appeal Tribunal.
4. The Appeal Tribunal shall have the power to impose all or any of the following penalties on any Participant:
 - Exclusion from any Games, Tournaments or Association grounds or meetings or other events for any specified number of matches or specified time period.
 - Forfeiture of any Competition and/or other points.
 - A combination of any of the above or any other disciplinary action as considered appropriate.

5. In any case where the Appeal Tribunal sees fit to impose any or all of the above penalties, the members shall take into account the seriousness of the circumstances and:
 - The level of punishment that should be imposed.
 - The need to remove the Subject Person/s from Oztag Competitions and/or Tournaments for the protection of other members.
 - The need to set a level of penalty that acts as an example and deterrent to other persons.
 - The implications on those who witnessed the incident.
 - A desire to rehabilitate the Subject Person/s.
6. Upon hearing any Appeal, the Appeals Tribunal has the power to decide to:
 - Confirm, reduce, commute or increase any such penalties as already imposed; and/or impose any such new penalties as outlined in this policy manual.
 - Allow the appellant to have legal representation on the hearing of the Appeal, and/or have legal counsel present to assist the Appeal Tribunal, at the Appellant's own cost.

12.7.13. Appeal Fees

1. Appeal fees for an Appeal are:
 - a) \$750.00 for an Appeal on the Papers; or
 - b) \$2,000.00 for an Appeal on written AND verbal submissions.

The Appeal fees are payable to the State Association (Qld Oztag) on lodgement of an Appeal.

2. An Appeal fee may be paid via Electronic Bank Transfer to:

Account Name: Qld Oztag Group
Bank: ANZ
BSB: 014-531
Account No: 161896995
Ref: [Use Appellant's Surname]

NOTE: An Appellant's surname must be used as a reference when making a deposit for the Appeals fee, otherwise the fee might not be able to be tracked and an appeal may be rejected for non-payment of the Appeal fee. It is the Appellant's responsibility to ensure this reference information is included.

3. Where an Appeal has been upheld by an Appeal Tribunal and the suspension, ban or disqualification is wholly overturned and extinguished, the State Association will refund 75% of the Appeal fee in full to the Appellant, with 25% retained to offset the State Associations costs of convening the Appeal Tribunal.
4. Where an appeal has been upheld by an Appeal Tribunal and the suspension, ban or disqualification is reduced but not overturned or extinguished, the Appeal Tribunal hearing the Appeal may, but is not obliged to, recommend to the State Association that up to half of the Appeal fee be refunded to the Appellant and the State Association will refund the amount recommended to the Appellant.
5. Where an Appeal is wholly rejected by an Appeal Tribunal and the suspension, ban or disqualification has been confirmed or increased by the Appeal Tribunal, the Appeal fee will be forfeited in full by the appellant to the State Association.

Appendices

Appendix 2.1 – No Punch Policy



NO PUNCH POLICY



- Any Player who throws a punch (even in retaliation) will be sent off (if during a game) and will be disqualified from the event with no right of appeal.
- “Punch” refers to all forms of striking including but not limited to kicking, heads butting, and slapping.
- If there are extenuating circumstances e.g.; serious nature of the offence, it may be deemed necessary to increase length of the suspension immediately. The length of penalty will be at the Venue Manager’s / Tournament Directors discretion.
- Suspensions can affect the player’s ability to play in any Oztag event.

Appendix 2.2 – Anti-Bullying Policy



ANTI-BULLYING POLICY



- Any player who is bullying anyone involved in a Qld Oztag event including but not limited to players, referees and spectators for any reason will be sent off (if during a game) and will be disqualified from the event with no right of appeal.
- If there are extenuating circumstances e.g.; serious nature of the offence, it may be deemed necessary to increase length of the suspension immediately. The length of penalty will be at the Venue Manager's / Tournament Directors discretion.
- Suspensions can affect the player's ability to play in any Oztag event.

Appendix 2.3 – Referee Dissent Policy



REFEREE DISSENT POLICY



Definition of Dissent: Hold or express opinions that are at variance with those commonly or officially held.

***Dissent* may include:**

- Both aggressive and passive behaviours/language directly or indirectly towards the referee.
- This can include verbal or nonverbal communication.
- This can include on field and off field behaviours.

Questioning the Referee:

If the player/s have a question they can relay it in the following manner:

- To their captain who can chat to the referee.
- Questions from the captain need to be done **respectfully** at halftime or during the course of play without inhibiting the flow of the game. The preference to be half time.

It is proposed that in situations where ***dissent*** has been used the process outlined below is to be used. You will notice that ***NO rest*** on the **sideline** will be used, this rest option in regards to ***dissent*** appears to be adding to the escalation of verbal issue where players can go to the sideline and continue to question calls and is not effectively assisting the referee.

Dissent Process:

- Warning
- Sinbin
- Send off

Appendix 2.4 – Players, Parents and Spectators Code of Conduct



CODE OF CONDUCT (Players, Parents & Spectators)



The following code of conduct highlights the level of expected behaviour when participating in / attending QLD OZTAG events. Consequences for not honouring this code of conduct are identified in the Qld Ozttag Policy Manual. Please ensure that you have read and understand this code prior to participating in / attending QLD OZTAG events. Further information is available by contacting the Qld Ozttag Head Office, on 1300 4 OZTAG.

Please be aware that ignorance of the contents of this Code will not be accepted as an excuse for any breach.

Expectations of Players

All Players

- Play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted.
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Display modesty in victory and graciousness in defeat.
- Cooperate with your referee, coach, team-mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respects the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Refrain from any form of sexual harassment towards players or other officials.
- Will not arrive at a venue intoxicated or under the influence of drugs.
- Will not drink alcohol at a junior event.
- Accept responsibility for your actions and decisions.
- Thank the opposition and officials at the end of the game.

Representative Players

- Accept the conditions set by Qld Ozttag Management and by my coach, and will adhere to these conditions.
- Display honourable sporting behaviour both on and off the field at all times.

- Wear the official uniform as directed by Qld Oztag Management and abide by the instructions of the Qld Oztag Management.
- Abide by both the rules and spirit of the sport.
- Be available for training sessions organised by Qld Oztag Management and/or by my coach.
- Inform my coach and Qld Oztag Management of any personal injury or medical condition that will affect my ability to play Oztag.
- Be available for promotion opportunities for Qld Oztag sponsors.
- Acknowledge Qld Oztag and its sponsors as opportunities arise.
- Agree to the use, in print and electronic publications which promote Qld Oztag, of photographic and video image of me for which Qld Oztag holds copyright.

As a billeted guest:

- Be courteous.
- Social activities other than those organised or approved by host centres are not permitted.
- Advise your billets when and where you will be.
- If delayed unexpectedly, contact your hosts immediately.
- Pay for phone calls – don't borrow money.
- Respect the wishes and routine of your billeting family.
- Be responsible – you are representing your family, your venue, and your Region.
- Bring a small gift for your billeting family or write a letter of thanks.
- Say THANK YOU – often!
- Do not consume alcohol, smoke, use any illegal substances or partake in substance abuse.
- YOU MUST NOT LEAVE / CHANGE YOUR BILLET UNLESS PERMISSION HAS FIRST BEEN GIVEN BY THE TEAM MANAGER. PLAYERS WHO DO SO WITHOUT PERMISSION MAY BECOME INELIGIBLE FOR PARTICIPATION IN THE REMAINDER OF THE EVENT.

As a guest in motels, colleges, dormitories, caravan parks, surf clubs etc:

- Check for any damage to premises on arrival and notify your team official.
- Keep your room tidy – make your own bed, help with chores.
- Do not leave the accommodation area without permission from the team manager.
- Know where your team officials are staying.
- Where toilets/shower/laundry facilities are away from sleeping areas, it is advisable to attend in pairs.
- Mixed sharing of rooms is not permitted.

Expectations of Parents

- Remember that children participate in sport for their enjoyment.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.

- Encourage children always to play according to the rules and settle disagreements without resorting to hostility or violence.
- Not use bad language nor harass players, officials, spectators or other coaches.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Provide a model of good sportsmanship. Remember that children learn by best example.
- Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Will not arrive at a venue intoxicated or under the influence of drugs.
- Will not drink alcohol at a junior event.
- Assist a coach or official when requested.
- Accept responsibility for your actions and decisions.
- Thank the opposition, coaches and officials at the end of the game who gave their time to conduct the event.

Expectations of Spectators'

- Remember that players participate in sport for their enjoyment and benefit, not yours.
- Respect the performance and efforts of all players.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Consequences for breaches of this Code

- Please refer to the Qld Oztag Policy Manual (Breaches of Policy section) for consequences of breaching this code.

Appendix 2.5 – Coaches, Managers and Selection Policy Staff Code of Conduct



CODE OF CONDUCT (Coaches, Managers and Selection Policy Staff)



The following code of conduct highlights the level of expected behaviour when participating in / attending QLD OZTAG events. Consequences for not honouring this code of conduct are identified in the Qld Ozttag Policy Manual. Please ensure that you have read and understand this code prior to participating in / attending QLD OZTAG events. Further information is available by contacting the Qld Ozttag Head Office, on 1300 4 OZTAG.

Please be aware that ignorance of the contents of this Code will not be accepted as an excuse for any breach.

Expectations of Coaches / Managers

- Place the safety and welfare of the Ozttag participants above all else.
- Show concern and caution toward sick and injured players. Follow the advice of physician when determining whether an injured player is ready to recommence training or competition.
- Remember that players participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at players for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of Ozttag and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All players are deserving of equal attention and opportunities.
- Help each player reach their potential – respect the talent, development stage and goals of each player.
- Avoid overplaying the talented players; the just average need and deserve equal time.
- Not use bad language nor harass players, officials, spectators or other coaches.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with Ozttag. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices.
- Any physical contact with players should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of player regardless of their gender, ability, cultural background or religion.
- Refrain from any form of sexual harassment towards players or other officials.
- Will not arrive at a venue intoxicated or under the influence of drugs.
- Will not drink alcohol at a junior event.

- Embrace your position as a positive role model for Oztag.
- Abide by the Qld Oztag Training Sessions policy as per the Qld Oztag Tournaments Policy and Procedures manual.
- At no time will a player be replaced from a team due to missing a non-compulsory training session.
- At no time will you put your hands on a player in aggression (e.g. hitting, punching).

Expectations of all staff members involved in the implementation of the Qld Oztag Selection Policy:

- Act honestly, in good faith and in the best interest of Oztag 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.
- All players are deserving of equal attention and opportunities.
- Give all Oztag participants a 'fair go' regardless of their gender, ability, cultural background or religion.
- Do not allow prejudice, conflict of interest or bias affect your objectivity.
- Compliment and encourage all Oztag participants.
- Be impartial, consistent, objective and courteous when making decisions.
- Avoid any situations that may lead to or be construed as a conflict of interest.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Not use bad language nor harass players, officials, spectators or other coaches.
- Display control, respect and professionalism to all involved with Oztag. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Any physical contact with players should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of player regardless of their gender, ability, cultural background or religion.
- Refrain from any form of sexual harassment towards players or other officials.
- Will not arrive at a venue intoxicated or under the influence of drugs.
- Will not drink alcohol at a junior event.
- Embrace your position as a positive role model for Oztag.
- Accept responsibility for your actions and decisions.

Consequences for breaches of this Code

- Please refer to the Qld Oztag Policy Manual (Breaches of Policy section) for consequences of breaching this code.

Appendix 3.1 – Injury Report Form

 INJURY REPORT 					
PERSONAL DETAILS:					
Name	Rego #	Team Name	DOB	Address	Phone
INCIDENT DETAILS:					
Date	Time	Venue	Field	Referee	Opposition Team
INJURY DETAILS:					
Nature of the injury					
How did the injury occur?					

Appendix 3.2 – Venue Incident Management – Minor

Venue Incident Management- Minor

(Cut, Graze, Sprain, Strain, Minor Bleeding, Minor Concussion)

Player/ injured and reports to referee



If required Referee stops game and checks on player's wellbeing



Player to report to admin for first aid. Should this not be able to occur fellow team member to report injury to admin and Venue Manager



Venue Manager/Admin to refer to first aid cheat sheets for administering first aid for patient if required



First Aid Incident form to be completed and kept on file for remainder of the season

Appendix 3.3 – Venue Incident Management - Major

Venue Incident Management - Major

(Fractures/Breaks, Dislocations & Spinal Injuries)

Injured player reported to referee



If required Referee stops game and checks on player's wellbeing. Make comfortable where possible.



Referee to then report injury to admin and Venue Manager. If ambulance is required access gates unlocked.



Venue Manager to call 000 and report injury. Stay with the injured player until ambulance arrives. Follow Ambulance advice along with referring to first aid cheat sheets. Referee to also stay and be of assistance if needed.



First Aid Incident form to be completed and kept on file for remainder of the season

Appendix 3.4 – Venue Incident Management - Critical

Venue Incident Management - Critical

(Any incident in which is considered a life/death situation)

Referee stops game as soon as made aware and contacts Admin/Venue Manager



Venue Manager to attend field and start plan.

- **Patient assessed- DRABC**
- **Ambulance called-** *This can be done by any person who is capable with a phone and needs to be in proximity of those who are administering first aid.*
- **Access to the grounds needs to be opened for easy entrance on ambulance arrival.**
- **First aid provided based off first aid cheat sheet and Ambulance Call Centre advice.**
- **Where possible it is advised that those who know first and are willing to assist are engaged.**
- **Should CPR be commenced where possible have multiple people to rotate through compressions to avoid fatigue.**
- **Provide privacy screening while first aid is occurring using any of the following. Sheet, Towels, Umbrella**



- **Any Staff or willing bystanders can be engaged to assist in making sure everyone stay well clear of the incident.**
- **Should spectators become uncomfortable with the situation be sure to move them away and provide reassurance.**



- **Should incident result in a death all remaining games for the night will be postponed.**



- **Post incident a First aid Incident report should be completed with the most accurate timeline possible.**
- **Debrief to occur with those who were in attendance and advising that there is support available to communicate any feelings they may have.**
- **Queensland Oztag Head Office staff contacted following incident and advised on current status.**



- **Queensland Oztag will provide assistance to any person who requires it post incident. This will be provided through external Social Workers.**

Appendix 3.5 – Asthma Fact Sheet



First aid fact sheet

Asthma emergency



An asthma emergency is potentially life-threatening.

Most people who suffer asthma attacks are aware of their asthma and should have an action plan and medication. They may wear a medical alert device.

In an emergency, or if a patient does not have their own reliever, use another person's reliever (if permitted under local state or territory regulations), or one from a first aid kit.

If the patient is having difficulty breathing but has not previously had an asthma attack, follow **WHAT TO DO**

Signs and symptoms

Mild to moderate asthma attack

- increasingly soft to loud wheeze
- persistent cough
- minor to obvious difficulty breathing

Asthma emergency

- symptoms get worse very quickly
- little or no relief from inhaler
- severe shortness of breath, focused only on breathing
- unable to speak normally
- pallor, sweating
- progressively more anxious, subdued or panicky
- blue lips, face, earlobes, fingernails
- loss of consciousness

What to do

- 1 Follow DRSABCD.
- 2 Help the patient to sit down in a comfortable position.
- 3 Reassure and stay with the patient.
- 4 If requested, help the patient to follow their action plan.

How to give medication (4:4:4)

Use a spacer if available.

- 1 Give 4 separate puffs of blue/grey reliever puffer:
 - shake the inhaler
 - give 1 puff
 - take 4 breaths
 - repeat until 4 puffs have been given.
- 2 Wait 4 minutes
- 3 If there is no improvement, give 4 more separate puffs of blue/grey reliever as above.
- 4 If the patient still cannot breathe normally, **call triple zero (000)** for an ambulance.
- 5 Keep giving 4 puffs every 4 minutes (as above) until medical aid arrives.

In a medical emergency call Triple Zero (000)

DRSABCD Danger ▶ Response ▶ Send for help ▶ Airway ▶ Breathing ▶ CPR ▶ Defibrillation

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Appendix 3.6 – Concussion Fact Sheet



First aid fact sheet

Concussion



Any person who has suffered loss of consciousness or an altered state of consciousness after a blow to the head should not return to their activity (eg sport) and should see a medical practitioner urgently.

Signs and symptoms

Some or all of the following may indicate concussion:

- loss of consciousness
- persistent headache
- faintness, dizziness
- confusion
- loss of memory, particularly of the event
- blurred vision
- slurred speech
- altered or abnormal responses to commands and touch
- vomiting within a few hours after a head injury
- wounds to the scalp or face.

What to do

- 1 Follow DRSABCD.
- 2 If the patient is conscious and no spinal injury is suspected, place the patient in a position of comfort (usually lying down) with their head and shoulders slightly raised.
- 3 Advise them to seek medical attention.
- 4 If the patient is unconscious and a neck or spinal injury is suspected, place the patient in the recovery position, carefully supporting the patient's head and neck, and avoid twisting or bending during movement.
- 5 Call triple zero (000) for an ambulance.
- 6 Ensure the patient's airway is clear and open. Keep the patient's airway open by lifting their chin. DO NOT force if the face is badly injured.

Head injury

- 1 Control any bleeding with direct pressure at the point of bleeding. If you suspect the skull is fractured, use gentle pressure around the wound.
- 2 If blood or fluid comes from the ear, secure a sterile dressing lightly over the ear. Lie the patient on their injured side, if possible, to allow the fluid to drain.
- 3 Ensure an ambulance has been called, noting the patient's condition so that you can report it to the paramedics.

In a medical emergency call Triple Zero (000)

DRSABCD Danger ▶ Response ▶ Send for help ▶ Airway ▶ Breathing ▶ CPR ▶ Defibrillation

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Appendix 3.7 – CPR (Adult) Fact Sheet



First aid fact sheet

CPR adult or child (over 1 year)



CPR is the action of giving 30 compressions followed by 2 breaths. Try to achieve 5 sets of 30:2 in about 2 minutes (or 100–120 compressions/minute). If unwilling or unable to give breaths, giving compressions only is better than not doing CPR at all.

Give 30 compressions



- 1 Position the patient on their back, on a firm surface, and kneel beside the patient's chest.
- 2 Locate the lower half of the sternum (breastbone) in the centre of the chest.
- 3 Place the heel of one hand on the lower half of the sternum and the heel of your other hand on top of the first hand.
- 4 Interlock the fingers of your hands and raise your fingers.
- 5 Press down on the sternum.
- 6 With your arms straight, press down on the patient's chest until it is compressed by about one-third.
- 7 Release the pressure. Pressing down and releasing is 1 compression.
- 8 Give 30 compressions.



Giving 2 breaths

- 1 Open the airway by tilting the head and lifting the chin.
- 2 With the head tilted backwards, pinch the soft part of the nose closed with your index finger and thumb, or seal the nose with your cheek.
- 3 Open the patient's mouth by placing your thumb over the chin below the lip and supporting the tip of jaw with the knuckle of middle finger. The chin is held up by your thumb and fingers to open the mouth and keep the airway clear.
- 4 Take a breath and place your lips over the patient's mouth, ensuring a good seal. Blow steadily for about 1 second, watching for the chest to rise.
- 5 Turn your mouth away from the patient's mouth. Watch for their chest to fall. Listen and feel for signs of air being expelled. Maintain head tilt and chin lift.
- 6 Take another breath and repeat the sequence above. This is now 2 breaths.
- 7 If the chest does not rise, recheck the mouth and remove any obstructions. Make sure the head is tilted and chin lifted, and ensure there is a good seal around the mouth (or mouth and nose).

In a medical emergency call Triple Zero (000)

DRSABCD Danger ► Response ► Send for help ► Airway ► Breathing ► CPR ► Defibrillation

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Appendix 3.8 – Fracture & Dislocation Fact Sheet



First aid fact sheet

Fracture / dislocation



- It can be difficult to tell whether an injury is a fracture, dislocation, sprain or strain. If in doubt, always treat as a fracture.
- DO NOT try to force a broken or dislocated bone back into place.

Signs and symptoms

Fracture

- pain or tenderness at or near the site of the injury
- swelling
- deformity
- discolouration, redness, bruising
- loss of function
- the patient felt or heard the break occur
- a coarse grating sound is heard or felt as bones rub together

Dislocation

- pain at or near the site of the injury
- difficulty or inability to move the joint
- abnormal mobility of the limb
- loss of power
- deformity (such as an abnormal lump or depression)
- tenderness
- swelling
- discolouration and bruising

What to do

Fracture

- 1 Follow DRSABCD.
- 2 Ask the patient to remain as still as possible.
- 3 Control any bleeding, cover any wounds and check for other fractures.
- 4 Immobilise the broken bone by placing a padded splint along the injured limb.
- 5 Secure the splint by passing the bandages above and below the break to prevent movement. Tie the bandages firmly and away from the injured side.
- 6 For a leg fracture, also immobilise the foot and ankle. Support the limb while bandaging.
- 7 Check that the bandages are not too tight and watch for signs of loss of circulation to the limb every 15 minutes.
- 8 Seek medical aid.

Dislocation

- 1 Follow DRSABCD.
- 2 Rest and support the limb using soft padding and bandages.
 - For a **shoulder injury**, support the arm as comfortably as possible.
 - For a **wrist injury**, support the wrist in a sling.
- 3 Apply a cold pack directly over the injured joint, if possible.
- 4 Seek medical aid.
- 5 Check circulation of the limb. If circulation is absent, call triple zero (000) for an ambulance. Massage the limb gently to try to restore circulation.

In a medical emergency call Triple Zero (000)

DRSABCD Danger ► Response ► Send for help ► Airway ► Breathing ► CPR ► Defibrillation

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Appendix 3.9 – Nosebleed Fact Sheet



First aid fact sheet

Nose bleed



Many nose bleeds do not have an obvious cause, but some may be because of:

- a blow to the nose
- excessive blowing
- sneezing
- high blood pressure
- changes to altitude.

What to do

- 1 Ask the patient to breathe through their mouth and not to blow their nose. Encourage the patient to spit out blood rather than swallow it.
- 2 Help the patient to sit down with their head slightly forward.
- 3 Pinch the soft part of the patient's nostrils, just below the bridge of the nose, for at least 10 minutes.
- 4 Loosen any tight clothing around the patient's neck.
- 5 If bleeding persists, seek medical aid.

Placing a cold pack on the patient's neck and forehead may help the bleed. A cold pack is unlikely to cause any harm.

In a medical emergency call Triple Zero (000)

DRSABCD Danger ► Response ► Send for help ► Airway ► Breathing ► CPR ► Defibrillation

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Appendix 3.10 – Severe Bleeding Fact Sheet



First aid fact sheet

Severe bleeding



- Bleeding should be managed as **severe and life-threatening** if it cannot be controlled by firm, direct and continuous pressure, and/or there are signs of shock.
- If it is obvious that severe and life-threatening bleeding is present, controlling bleeding before the Airway and Breathing can be lifesaving. Send for help early by calling triple zero (000) for an ambulance.

Signs and symptoms

As well as the obvious sign of blood coming from a wound, signs and symptoms of severe bleeding include:

- weak, rapid pulse
- pale, cool, moist skin
- pallor, sweating
- rapid, gasping breathing
- restlessness
- nausea
- thirst
- faintness, dizziness or confusion
- loss of consciousness.

Examples of severe and life-threatening bleeding include the following situations:

- an amputated or partially amputated limb above the wrist or ankle
- shark attack, propeller cuts
- or similar major trauma to any part of the body.

What to do

- 1 Follow DRSABCD.
- 2 Apply gloves if available. Help the patient to lie down. Remove or cut the patient's clothing to expose the wound.
- 3 Apply firm, direct and continuous pressure on the bleeding wound initially with your hands until the bleeding stops. The patient or a bystander can do this.
- 4 When available, apply a pad or dressing in or directly over the wound and apply firm, direct and continuous pressure until the bleeding stops.
 - If an object is embedded in or protruding from a wound, apply pressure on either side of the wound and place pads around the object before bandaging.
- 5 Once bleeding is controlled secure the pad by bandaging firmly, ensuring the pad remains directly over the wound. Observe for any further bleeding.
- 6 Continue to check the patient's vital signs (consciousness, breathing and pulse) and look for recurrence of bleeding. Do not give the patient anything to eat or drink.
- 7 If the bleeding is not controlled and:
 - the bleeding is on a limb, apply an arterial tourniquet (if available) and tightened until the bleeding stops. Advise the patient that this will cause pain.
 - the bleeding is not on a limb, remove existing dressings and apply a haemostatic dressing (if available) in or directly over the wound and apply firm, direct and continuous pressure until the bleeding stops.
- 8 Call Triple Zero (000) for an ambulance.

In a medical emergency call Triple Zero (000)

DRSABCD Danger ▶ Response ▶ Send for help ▶ Airway ▶ Breathing ▶ CPR ▶ Defibrillation

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Appendix 3.11 – Spinal & Neck Injury Fact Sheet



First aid fact sheet

Spinal and neck injury



- If the patient is unconscious as a result of a head injury, you should always suspect a spinal injury.
- DO NOT move a patient with a suspected spinal injury unless they are in danger. Movement may cause further injury.
- Twisting, compressing or bending an injured spine may increase the damage. If the patient must be moved, take extreme care to keep the spine straight and avoid twisting or bending. Where the neck is involved, support the head and neck with your hands.
- Do not apply a cervical collar.

Signs and symptoms

- pain at or below the site of the injury
- tenderness over the site of the injury
- absent or altered sensation below the site of the injury, such as tingling in hands or feet
- loss of movement or impaired movement below the site of the injury

What to do

Unconscious breathing patient

- 1 Follow DRSABCD.
- 2 Call triple zero (000) for an ambulance.
- 3 Place the patient in the recovery position. Carefully support their head and neck, and avoid twisting or bending during movement.
- 4 Ensure the patient's airway is clear and open.
- 5 Hold the patient's head and neck steady to prevent twisting or bending of the spine.

Conscious patient

- 1 Follow DRSABCD.
- 2 Call triple zero (000) for an ambulance.
- 3 Keep the patient in the position found. Only move if in danger.
- 4 Reassure the patient. Ask them not to move.
- 5 Loosen any tight clothing.
- 6 Hold the head and neck steady to prevent twisting or bending of the spine.

In a medical emergency call Triple Zero (000)

DRSABCD Danger ▶ Response ▶ Send for help ▶ Airway ▶ Breathing ▶ CPR ▶ Defibrillation

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Appendix 3.12 – Sprain & Strain Fact Sheet



First aid fact sheet

Sprain and strain



It can be difficult to tell whether an injury is a fracture, dislocation, sprain or strain. If in doubt, always treat as a fracture.

Signs and symptoms

Sprain

- intense pain
- restricted movement of the injured joint
- rapid development of swelling and bruising

Strain

- sharp, sudden pain in the region of the injury
- usually loss of power
- muscle tenderness

What to do

- 1 Follow DRSABCD.
- 2 Follow RICE:
 - **Rest** – rest the patient and the injured part
 - **Ice** – apply an ice pack or cold pack for 15 minutes every 2 hours for 24 hours, then for 15 minutes every 4 hours for 24 hours
 - **Compression** – apply a compression bandage firmly to extend well beyond the injury
 - **Elevation** – elevate the injured part.
- 3 Avoid HARM:
 - **Heat**
 - **Alcohol**
 - **Running** or other exercise of the injured area
 - **Massage**.
- 4 Seek medical aid.

In a medical emergency call Triple Zero (000)

DRSABCD Danger ► Response ► Send for help ► Airway ► Breathing ► CPR ► Defibrillation

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Appendix 3.13 – Pregnant Player Disclaimer



Pregnant Player Disclaimer



I _____
 Of _____
 DOB: _____
 Qld Oztag Number: _____

hereby agree to disclose, to Qld Oztag's Tournament Director that I suspect, or have confirmed, I am pregnant.

I understand and acknowledge that

1. This disclosure will be kept in confidence within management of the tournament.
2. This disclosure is intended to support my choices regarding my pregnancy, and actively participating in the Oztag State Cup.
3. That I have a duty of care to myself and my unborn child/children relating to the medical advice I receive.
4. That I choose to participate on my own free will and accept full responsibility.
5. That I do not hold Qld Oztag responsible for any injury or illness that occurs to myself or my child as a result of playing.

Player		Qld Oztag	
Signature:		Signature:	
Date:		Date:	

Appendix 4.1 – Equity and Harassment (Anti-Discrimination) Policy



ANTI-DISCRIMINATION POLICY



- Any player who is discriminatory against anyone involved in a Qld Oztag event including but not limited to players, referees and spectators for any reason based on including but not limited to race, religion, gender and sexual preference will be sent off (if during a game) and will be disqualified from the event with no right of appeal.
- If there are extenuating circumstances e.g.; serious nature of the offence, it may be deemed necessary to increase length of the suspension immediately. The length of penalty will be at the Venue Manager's / Tournament Directors discretion.
- Suspensions can affect the player's ability to play in any Oztag event.

Appendix 5.1 – Parental Consent Form

		Parental Consent Form (Tournament Participation)			
Venue:			Tournament:		
Personal Details					
Personal details requested are to enable contact to be made with a child's parents / caregivers in the event of an emergency and are strictly confidential.					
Child's name:				DOB:	
Address:					
Home No.		Mobile:		Work:	
Parents / Guardians Names:					
Any relevant family history:					
Player Medical History					
It is the Parent's/Caregiver's responsibility to ensure that the player is adequately covered for medical/hospital/dental and personal accident and injury insurance. Qld Oztag cannot accept financial liability for any of these expenses.					
My son/daughter has been immunized against (show year if known):					
Medicare number:				Asthma	Yes / No
Date of last tetanus injection:				Date of Hep B Vaccination:	
Asthma Medication Available (give details):					
My son/daughter is known to be allergic to:					

Any other relevant medical history:	
Is your son/daughter suffering from an injury/condition which is likely to be aggravated by the competition?	Yes / No
If yes, Please state injury or condition:	
Authorisation	
I..... being the legal guardian of (Oztag Registration number) hereby give consent to participate in the Oztag Tournament at their own free will and entirely at their own risk. I understand that by giving consent I have agreed: - To allow my child to participate in any competition arranged by or participated in by Qld Oztag during the period from the date of this agreement up to and including the conclusion of the tournament and I hereby give my permission for him/her to use such forms of transport for travelling as may be deemed necessary. - That during the period of the competition in which my child participates and during such travelling and other activities as may be deemed necessary, my child shall be under the sole direction of the person/persons duly appointed in charge of the team/ teams in which he/she is included. Note: The child is still the Parent/Caregivers responsibility for the duration of the event. - To meet the costs associated with participation in the competition. I also agree to meet additional costs for any illness, injury, and where necessary, accident or unforeseen circumstances which may occur during the periods of the activities in which my child participates and during such travelling and other activities as may be deemed necessary. - I have read the Code of Conduct, understand its contents and conditions, and accept the parental responsibilities contained therein. - To authorise the obtaining on my behalf of such medical assistance as my child may require in the event of an accident or illness and guarantee to meet any costs incurred. - To authorise the administering of pain relief if this is deemed necessary by the medical officer attending.	
Parent/Guardian Signature:	Date:

Appendix 5.2 – Indemnity for Juniors Playing in Senior Tournament



Indemnity for Juniors Playing in Senior Tournament



Venue:

Tournament:

I..... being the legal guardian of
..... (Oztag Registration number) hereby
declare and agree that he/she is participating in the Oztag
Senior Tournament at their own free will and entirely at their own risk. We agree that he/she will abide by
all rules as determined by the organisers.

We further warrant that he/she is in a fit state of health to play in an older age division and understand that
while risk management strategies are in place at our venue, I allow he/she to participate in Oztag knowing
that injuries may still occur.

Parent/Guardian Signature:

Date:

Appendix 5.3 – Register for the Administration of Medication

 Register for the Administration of Medication 			
Date	Time	Name of Person Receiving Medication	Name Medication
Dosage (Exact)	Method of Administering		Signature of Person Administering
Date	Time	Name of Person Receiving Medication	Name Medication
Dosage (Exact)	Method of Administering		Signature of Person Administering
Date	Time	Name of Person Receiving Medication	Name Medication
Dosage (Exact)	Method of Administering		Signature of Person Administering
Date	Time	Name of Person Receiving Medication	Name Medication
Dosage (Exact)	Method of Administering		Signature of Person Administering

Appendix 6.1 – Media Release Form



Non-Consensual Media Release Form



Subject Details		
Name (Player):		
Oztag registration number:		
Mobile No.:		
Email:		
Team Name:		
Division:		
Shirt Number:		
Is the subject under 18 years of age?	☐ Yes	☐ No
If yes, name of parents / guardians:		
Media Consent		
I understand that by signing this from I do not consent: - For the subject's image, video or name to be used in the promotion of Sunshine Coast Council, Qld Oztag and/or its individual venues including (but not limited to): ☐ Websites ☐ Posters ☐ Flyers ☐ Banners ☐ Cinema Advertising ☐ You Tube Footage		
Signature: (parent if subject is under 18)		
Date:		

Appendix 9.1 – Insurance Information Sheet



SPORTS INJURY INSURANCE COVER INFORMATION

Effective 01 January 2020 to 01 January 2021

Procedures for Reporting a Claim

1. The injured player must report any injury sustained whilst playing the game of Oztag to game officials on the night the injury occurred.
2. Player to contact **Sportscover via their dedicated Claims Website** at <http://www.sportscover.com/contact/claims/australasia/>. All information and procedures for lodging a claim is contained in this link. **The Policy Number is PMEL99/0114072**
3. Player will not be able to make a claim if they do not have an Oztag Registration Number
4. Private Health Insurance **MUST** be claimed on first before submitting a claim to Sportscover.
5. Medicare Costs for the Gap cannot be claimed for. Unfortunately, the Health Act does not allow for any general Insurer to provide any cover in regard to medical expenses for which any Medicare benefit is payable. This includes what is known as the Medicare gap.

Any expenses must be incurred within 12 months of the insured person sustaining the injury.

AN EXCESS OF \$200 APPLIES TO EACH CLAIM

Summary of Insurance Coverage

Policy Limit for Medical is \$2,500 per injury per annum.

Non – Medicare medical benefits Covers 50% of the invoice.

Physiotherapy benefit is as follows:

- Visits 1 to 5 95% of the fee charged, less rebates from other sources
- Visits 6 to 10 80% of the fee charged, less rebates from other sources
- All other visits 75% of the fee charged, less rebates from other sources

Appendix 9.2 – Loss of Income Insurance Flyer



INSURANCE COVER INFORMATION LOSS OF INCOME - SENIOR PLAYERS ONLY

Effective 01 January 2020 to 01 January 2021

Procedures for Reporting a Claim

1. The injured player must report any injury sustained whilst playing the game of Oztag to game officials on the night the injury occurred.
2. In the event of a Senior Player incurring loss of income as a result of an injury sustained whilst playing Oztag, please provide details as soon as practically possible by contacting Sportscover Claims Department, quoting **Policy Number PMEL99/0114072**

Sportscover Australia Limited
Level 1, 271-273 Wellington Road,
Mulgrave, Victoria 3170
Phone: 61 3 8562 9100
Fax: 61 3 8562 9111
Email: asiapac.claims@sportscover.com

3. Player will not be able to make a claim if they do not have an Oztag Registration Number.

Summary of Insurance Coverage

Loss of Income - The amount payable is the lesser of 75% Net Income Lost or \$210 Per Week

The Excess Period is 10 Days

The Maximum Benefit Period is 52 Weeks

Injury Assistance - The maximum amount per claim is \$1,500 Limit

Note: Cover is only provided if the Insured person was engaged full time in their Occupation up to the time of their bodily injury.

Appendix 12.1 – Incident Report



Incident Report



Game Details			
Venue		Date:	
Division:		Grade:	
Participating Teams:	Team 1:	Team 2	
Report Writer Details			
Name:		Signature:	
Position (e.g. Game Official, Player or Spectator):			
Team (if applicable):			
Subject Person Details			
Name	Team (if applicable)	Penalty	
Report Details (Statement of facts surrounding the Incident)			
Office Use Only			
Report Received by:		Signature:	
Date		Time:	
Assessment (circle):	Apply penalty	No action needed	Other action required
Penalty Applied:			
Other action (if applicable):			

Appendix 12.2 – Issuing an Infringement and/or Red Card

Date

Dear.....

RE Incident: On [Date at Venue]
[Team] V [Team] Field 2 - [TIME]

This notice is to inform you that as a result of your actions in an incident on [Date], you have been have been issued with a [Infringement - Level Type]/[Infringement - Level Type and a Red Card] as per Queensland Oztag Policy.

[Infringement - Level Type]/[A Red Card] carries a [Suspension length] ban from participating in any Oztag event in any venue within Queensland from [DATE] until [DATE].

You are also required to run-lines as a touch judge for [X number] games in order to complete your suspension.

If you require more information about this notice, please contact the Venue Manager.

Yours in Sport,

[Venue Managers Name]

[Venue Name]

M:

E:

Appendix 12.3 – Issuing a Black Card or an Infringement with an Automatic Black Card

Date

Dear.....

RE Incident: On [Date] at Venue
[Team] V [Team] Field 2 - [TIME]

This notice is to inform you that as a result of your actions in an incident on [Date], you have been have been issued with a [Black Card]/[Infringement - Level Type and an Automatic Black Card] as per Queensland Oztag Policy.

A Black Card means that you are banned from attending or participating in any Oztag event within Queensland from [DATE] until [DATE].

Whilst serving the Black Card ban, you are not permitted to enter any Queensland Oztag Venue. Failure to comply with this injunction will result in a further Black Card being issued to you.

You are also required to run-lines as a touch judge for [X number] games in order to complete your suspension.

If your suspension is 29 weeks or more, you may appeal against your penalty by submitting an Appeal Notice (Attached) which must be accompanied by an Appeal Fee. The Appeal Notice and the Appeal Fee must both be lodged with the State Association within seven days of this notice. All appeals can be sent to info@queenslandohtag.com.au

Appeal fees for an Appeal are:

\$750.00 for an Appeal on Paper only; or

\$2,000.00 for an Appeal on written AND verbal submissions (in person).

If you require more information about this notice, please contact the Venue Manager.

Yours in Sport,

[Venue Managers Name]

[Venue Name]

M:

E:

[illegible]

Appendix 12.5 – Appeals Process Quick Guide



Quick Guide to Appeal Process



Appeals Process

1. Appoint the Appeal Tribunal within 10 days of receiving the Notice of Appeal. The Tribunal should consist of 3-5 people, including the Chairperson.
2. Collect email addresses and mobile numbers of all Tribunal Members, Provide the names and contact details of all Members to the Chairperson.
3. Appoint date and time for the Appeal Hearing (chairperson to set and advise). The Appeal Tribunal must hear and determine the appeal within 14 days of the appointment of the Tribunal, unless the Tribunal determines that it is fair and just to adjourn the hearing to more than 21 days from receipt of the Notice of Appeal.
4. Collate all relevant info (Notice of Appeal, incident reports, witness statements and Game Official's notes).
5. Provide the Appeal Tribunal and Applicant with all supporting info outlined in point 4 along with the Notice of Appeal Tribunal Hearing.
6. The Chairperson of the Appeal Tribunal will make contact with the other Tribunal Members prior to the hearing to confirm teleconference details, date and time.
7. The Applicant has the opportunity to provide any further information that they would like the Tribunal to consider. This should be sent to appeals@oztag.com by the date provided on the Notice of Appeal Tribunal Hearing.
8. If any further information is provided by the Applicant, Qld Oztag must provide this to the Chairperson and all other Tribunal Members prior to the hearing.
9. The Appeal Tribunal will determine the outcome of Appeal via teleconference with reference only to the written documents provided to it.
10. The proceedings and findings of the Appeal must be recorded in the Minutes of Appeal Tribunal Hearing (Appendix 12.8) and returned to Qld Oztag to keep on file.
11. Upon determination of the appeal the Chairperson must complete the 'Notice of Findings' (Appendix 12.9) and return to Qld Oztag.
12. Qld Oztag must send the Notice of Findings to all relevant parties including the Applicant, the Game Official, Incident Report Writers and Qld Oztag.
13. Qld Oztag must keep an electronic copy of all documents relating to the Appeal for 6 years.
14. Where the suspension, ban or disqualification:
 - a) has been wholly overturned and extinguished, Qld Oztag must refund 75% of the Appeal fee to the Applicant.
 - b) is reduced but not overturned or extinguished, the Tribunal may, but is not obliged to, recommend that Qld Oztag refund up to 50% of the Appeal fee.
 - c) has been confirmed or increased, the Appeal fee is forfeited in full.

All correspondence should come from the appeals@oztag.com email address.

Appendix 12.6 – Appeal Notice



Appeal Notice



Game Details			
Venue		Date:	
Division:		Grade:	
Participating Teams:	Team 1:	Team 2	

RE: Appeal

I hereby appeal against the findings and penalty applied on the following date: ____/____/____.

Grounds for Appeal:
The evidence to be submitted is:

☐ I have made the electronic transfer in an amount of \$750/\$2,0000 for payment of the Appeal fee.

Account Name: Qld Oztag Group
 Bank: ANZ
 BSB: 014-531
 Account No: 161896995
 Ref: [Use Appellant's Surname]

Appellant Name:		Team (if applicable):	
Signature:		Date:	

Appendix 12.7 – Notice of Appeal Tribunal Hearing



Notice of Appeal Tribunal Hearing



Date:	
To:	
Of:	

RE: Appeal Tribunal Hearing

You are hereby advised that you are requested to appear before the Appeal Tribunal for the hearing and determination in relation to the following:

Statement of Appeal:	
Subject Person:	

A copy of the incident report is attached for your perusal.

Should you wish to provide any evidence, this evidence must be submitted at the above hearing. Evidence which may be submitted includes any further evidence in relation to the original Judiciary Hearing.

Hearing Details	
Venue:	
Date:	
Time:	

If you will not be attending the hearing, or are unable to make it please call ASAP, to possibly arrange another suitable time.

Name:	
Position:	
Signature:	
Phone	

Appendix 12.8 – Minutes of Appeal Tribunal Hearing



Minutes of Appeal Tribunal Hearing



Hearing Details			
Venue:		Date:	
Time:			
Present			
Chairperson:			
Member 1:			
Member 2:			
Member 3:			
Member 4:			
Subject Person			
Name:			
Statement of the Incident			
Notes			
Decision			
Chairperson Signature:		Date:	

Appendix 12.9 – Notice of Appeal Tribunal Hearing Findings



Notice of Appeal Tribunal Findings



Date:	
To:	
Of:	

In the matter of:

Statement of Appeal:	
Subject Person:	

Appeal Tribunal Findings / Decision
Further Recommendations

Appeal Tribunal Members Present	
Chairperson:	
Member 1:	
Member 2:	
Member 3:	
Member 4:	

Chairperson Signature:		Date:	
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