

# TEAM MANAGER'S

## Information Booklet



**City Touch Office**

**Email: [office@citytouch.com.au](mailto:office@citytouch.com.au)**

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**Phone: +61 7 3367 6259**

### **Team Manager (TM):**

The TM is responsible for the communication between the office and their team. By signing up as the TM and nominating the team, please ensure you have read your roles and responsibilities in the [Competition Regulations](#).

### **Individual Registration:**

Players must be individually registered to the team prior to taking the field. Once the team has been nominated online, all players are required to individually register to the team on MySideline. This can be completed on the City Touch Website: [Join Your Registered Team](#)

**Please note: You, as the Team Manager, must also register to the team as a player.**

The TM will be able to view the registered players to the team at any time throughout the season. Upon nominating their team, the TM will receive access to [MySideline Manager](#). Once logged in, **click on the menu button** in the top left corner, then **Select your team** (The most recently registered team will appear at the bottom of this drop down list). **Select My Members** to view your registered players.

### **Individual Registration – Touch Football Australia (TFA) National Membership:**

[Touch Football Australia National Membership](#) – **Every Individual player will need to pay a \$22 affiliation fee to Touch Football Australia upon registering to play each financial year.** Membership includes:

- Insurance Cover for Injury (Registration Date must precede the date of injury)
- Affiliated Membership with Touch Football Australia – [What does this mean?](#)
- Finals Eligibility later in the season. (Unregistered Players will be unable to take the field through finals).
- Access to important information updates, opportunities, and events.
- Access to other [Membership Benefits](#).

### **MySideline Game Times:**

MySideline is used nationally. **Game times will appear in the time zone that your device is set to!** If you are in another time zone and your phone automatically updates date and time, the Mysideline website will display game times in this current time zone. If this is unclear, or just to avoid any error, please ask a teammate currently located in Brisbane to double check your game time.

### **Draw Release**

Draws will be released Friday prior to Round 1 games commencing. Team Managers will be notified once the draw is published. Initially only Round 1 is released due to the number of late changes, nominations and pull outs. Rounds 2 & 3 & 4 will then be published. After initial grading Rounds 5 – 10 will then be released. Rounds 11 – 14 will then be released after grading reassessment at Round 10.

### **Grading**

When nominating, pools start at Pool 1 (the most competitive grade) and can extend up to Pool 4 (The Most Social grade). Teams are graded after Round 3 into Grades (B, C, D, etc..). Any grading requests

must be submitted in writing to the office before Round 3 to be taken into consideration. The office will monitor grades up until round 10 to ensure they remain competitive and enjoyable.

### **Social Media**

**Join us on Socials!** Follow us on Facebook and Instagram @CityTouchFootball for all the latest information, photos, and competition updates. We would also love to see your team pictures! Send through any photos or videos of you and your team to City Touch via FB Messenger or tag us in your photos and/or stories.

### **PCT Player Hub**

Premier Touch and City Touch have launched the [PCT Player Hub](#) which is designed to assist teams in finding extra players and individuals in finding teams across both competitions. We encourage all team managers to join the player hub if ever in the need of extra players or subs throughout the season.

### **Rules**

City Touch use the [TFA 8<sup>th</sup> edition rules](#). Full documents and policies can be viewed [here](#).

Our competition is 7 a-side. If a team wishes to play 6 a-side the opposing team and referee will need to agree to permit play.

### **Seasons/Dates**

City Touch – play 2 seasons throughout the year! Winter and Summer. For specific information about an upcoming season, please visit the City Touch Website.

The season will play for 14 fixture rounds plus three rounds of finals including, Quarter Finals, Semi Finals and Grand Final matches.

### **Venues and Competitions**

<u>Venue</u>		<u>Competition Nights</u>	
		<u>Monday</u>	<u>Wednesday</u>
Newmarket	Commercial Hockey Fields, Finsbury Street, Newmarket	Mixed, Mens, Womens	Mixed, Mens
Enoggera	Everton Park Junior Rugby Club, Horse Blake Oval, 95 Hurdcotte Street, Enoggera	(Newmarket Overflow)	
Chelmer	Western Districts Cricket Club, Graceville Memorial Park, Plumridge Street, Chelmer	Mixed	Mixed

### **Free Game Ball**

All teams receive a free ball at Round 1 which the TM can collect from the Venue Organiser. We do not replace balls, please write the team's name on the ball.

### **Team Fees**

Team fees are due as one payment only. Please do not deposit the money in increments as this is hard for our finance department to track. CT are not responsible for tracking who has paid your fees. This is the TM's role. You can pay by bank transfer or over the phone with a bank card.

**Please have your invoice number ready when preparing to make your payment.**

Please refer to the website for more information on [competition fees](#).

### **Wet Weather**

Wet weather line – **+61 7210 44019**

Wet weather update: <https://citytouch.com.au/weatherupdate/>

TM's and players will not be directly contacted in the event of wet weather. It will be the team's responsibility to check the wet weather updates through the two processes above. Pass the number and the website link above to your team mates to also check this prior to the games commencing. Please also refrain from calling the office so that the phone line is free for the latest venue updates.

### **Forfeit Games**

TMs must notify the Competition Manager of a forfeited game by 4pm of game day. Multiple forfeits after 4pm will see the team removed from the competition. Please refer to the [Competition Regulations](#) for more information.

*\*If you are no longer able to manage the team, notify the office with the new TM details (Name, contact number and email). City Touch will require the new contact to confirm that they are taking over the TM responsibilities, including the invoice being re-sent under their name.*

### **Uniforms**

All team shirts must be matching in colour with visible numbers on the back. This will be enforced by referees at the venue after round 5. Players may not be able to take the field after round 5 if they are not wearing the correct attire.

### **Referees**

CT are always on the lookout for new referees on board! We run several Level 1 courses throughout the year. If you are a referee or keen to give it a go, please email Darren our Referee Development Officer on [referees@premiertouch.com.au](mailto:referees@premiertouch.com.au)

### **Injuries/Insurance**

Injuries are an unfortunate part of all sports. In the event of a serious injury, City Touch insurance coverage can be utilised to help players get back on the field. More details can be found on our website here: [Injury and Insurance Cover](#). Please ensure that all injuries are reported on the night to the on-field referee or venue organiser.

***Players must be registered online through Mysideline prior to the date of injury to ensure coverage.***

### **Special Requests**

City Touch accepts **one special request per team**. The following special requests will be accepted:

- Mixed Team and either Men's/women's team not to clash
- Early games only/No Late games (First 2 timeslots)
- Late games only/No Early games (Last 2 timeslots)

Special requests must be submitted via e-mail to [office@citytouch.com.au](mailto:office@citytouch.com.au). Only once your special request has been confirmed by the office via e-mail has your request been entered. We cannot grant specific time slots, but we will do our very best to accommodate. Please note that due to draw restraints, requests cannot be granted every week but will be met as often as possible for a minimum of 70% of the season.

**\*Requests must be submitted before the draw is released\***

### **Public holidays**

City Touch does not play on public holidays or state of origin nights.

**Behaviour** – ZERO tolerance to abuse.

City Touch is a social competition affiliated to the Touch Football Australia Rules and Guidelines. All participants at all City Touch venues must abide by the National Touch Football Code of Conduct.

Please view the [TFA Code of Conduct](#) for more information.