



LOCAL TOUCH MODULE
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2019-2020 ENTRY INFORMATION

Welcome to Local Touch Modules. Don't hesitate to call if you're unsure about anything. Please note the following:

- Vicky McLellan is the Module Manager, with Sara Prendergast assisting her as Module Administrator. All paperwork is handled by Sara.
- This Module is affiliated to Touch North Harbour & Touch New Zealand.
- Before entering, please understand that we are strict on uniforms and registrations. Please ensure you read the relevant sections of this document regarding these requirements.
- Venues cannot be confirmed until the Council allocate all bookings. Local Touch have applied for Becroft Park for our Tuesday Senior Module. Venues will be known by early September. We know this isn't ideal, but could we ask teams to please be patient, and remain flexible when entering.
- In this pack is all relevant information pertaining to our competition (all of this information can be found on our website). **Team entries must be completed online.**
- **Fees are \$550 per team.**

ENCLOSURES
Competition Information (4 pages)
Rules & Regulations (3 pages)
Code of Conduct (1 page)
Online Entries & Payment <i>\$200 deposit per team required</i>
Online Player Registrations <i>Via the new Touch New Zealand registration system; due before first game</i>



www.touchnorthharbour.co.nz



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2019-2020 COMPETITION INFORMATION

THE COMPETITION

- Tuesday night - Mens, Mixed
(Note: due to low numbers in the past few years, we are no longer offering a Thursday night)
- Divisions Summary (*dependent on entries*):
 - Tuesday Mixed 3-4 Divisions
 - Tuesday Men's 1-2 Divisions
- Divisions are normally made up of 8 teams.
- The first 3 weeks are grading games. Teams are then put into their grades, and play a full round robin followed by a top four bottom four, over 10 weeks.
- Semi Finals and Finals will be played during the last two weeks.

VENUE

- Venues cannot be confirmed until the Council allocate all bookings. Local Touch have applied for Becroft Park, Forrest Hill on Tuesday nights.
- Venues will be known by early September.

TIME OF GAMES

- Games are two 20 minute halves, with no half time break.
- Games are between 6pm-8pm. Standard times are 6.00pm, 6.40pm, 7.20pm. However for the first few weeks with early sunset, games will be only 35mins (6.00pm, 6.35pm, 7.10pm).
- We do not take game time requests. Game times usually rotate each week.

SEASON DATES

First Round Games begin:	Tue 22 nd October 2019
Last Games before Xmas:	Tue 10 th December 2019
Restart:	Tue 7 th January 2020
Final Round Games:	Tue 4 th February 2020
Semi Finals:	Tue 11 th February 2020
Finals:	Tue 18 th February 2020

TEAM ENTRY PROCEDURE

- ENTRY MADE **ONLINE**; FEES TO BE **DIRECT CREDITED**.
- Your entry must be done using the form on the Local Touch website: www.localtouch.co.nz
- No verbal, emailed, or hard copy forms accepted.
- Entries will be accepted in order of receipt and deposit made. As soon as all spaces are filled, entries will close. First in first served.
- Your \$200 deposit per team must also be received with entry. When you submit your online entry, you will be taken to an online Payment form. (see Finances section below).

FINANCES

FEES INFORMATION

- **Fees are \$550.00 per team.**
- If fees are paid in full before **Friday 6th September**, you are eligible for the Earlybird fee of **\$500.00** per team.

- A **\$200** deposit per team is due **with online entry**.
- The balance of **\$350.00** per team is due **Friday 18th October**.
- If fees are not paid in full before your first game, a \$50 penalty fee will be charged.
- Teams withdrawn after they have entered, will not be refunded their entry fee.
- Teams that haven't paid in full by the first competition game will be withdrawn from the Module.
- If you are getting sponsorship/funding to cover fees you will still need to pay your subs on time. We will not wait for your sponsorship/ funding to come through.

PAYMENT PROCEDURE

- After you have submitted your online entry, you will be taken to the Payment page on our website. Please fill out the payment form and complete your bank transfer. (We do not accept cheques or cash).
- To return to the Payment page to pay balance on your fees, go to www.localtouch.co.nz and click on the Fee Payment dropdown off the Entries & Registrations button.

PRIZEMONEY

- As we don't know at this stage the number of divisions in each grade until entries close, the below table is a guideline only.
- Note: Prizemoney is based on all grades being filled (6 teams min.).

TUESDAY GRADES	1 ST	2 ND	3 RD	4 TH
DIVISION 1: MIXED, MENS	550	375	275	85
DIVISION 2: MIXED, MENS	410	215	85	40
DIVISION 3: MIXED	260	140	40	30
DIVISION 4: MIXED	200	100	30	30

EXPENDITURE

- The following expenditure is for the benefit of those people who question what their fees are spent on. Contrary to popular belief, the Module Manager receives very little of the fees. As you can see, there are a large number of expenses in running a Module. Before the season has even begun, at least 4 weeks' worth of work (collating entries, grading draw, printing draws, phone enquiries, liaising with Council and Clubs) just to get the Module ready for the first games.
- If you have any concerns how your fees are being spent, please don't hesitate in contacting Vicki Ph 021 263 6804.

Advertising	1800.00
Venue Costs	3400.00
Clubrooms	4000.00
Administration & Website	11500.00
Referees	12500.00
Module Coordinator Fee	3000.00
Touch NZ & Harbour Affiliation Fees	5200.00
Touch Balls	1100.00
Touch Rule Books, Score Cards	1200.00
Prizemoney	7765.00

PLAYER REGISTRATION

- Registration of your players must be completed **ONLINE** via the Touch New Zealand registration system. We will not accept emailed or hard copies.
- A link and instructions will be emailed out to team managers. This will be done September/October.
- Team Managers will have the ability to add details of their team players themselves or email each player a unique link to update their own details.
- Teams must be registered in the online system before their first game* (22nd October).

**Note: The Module Manager has the discretion to take 'competition round points' off for every week the Registration Form is not handed in.*

- Please ensure you read the registration section of the Rules & Regulations regarding registering your team.
- Looking for extra players? Email sara@localtouch.co.nz.

REFEREES

- Qualified referees will be provided where possible.
- Please know that we do everything we can to get referees to cover games. Unfortunately there is a shortage of qualified referees, and there's no guarantees how many will turn up on the day.
REFEREES PAID \$20 PER GAME
- **The beginners 'Touch Module Referee Course'** is done online at www.touchnz.co.nz The cost is \$10. Go to the Referee page; at the bottom there is a link to the Courses section; once on the Courses page scroll down and click where it says "Click here to purchase the course".
- Touch North Harbour run TNZ Level One Refereeing Courses – for more information on these courses or to register, go to www.touchnorthharbour.co.nz.
- To register as a Local Touch Referee, or to enquire about becoming a Touch Referee, please contact Vicki McLellan, 021 263 6804.

COACHING

- If you have anyone in your team interested in coaching, Touch North Harbour run TNZ Induction and Level One Coaching Courses – for more information on these courses or to register, go to www.touchnorthharbour.co.nz.

REPRESENTATIVE TRIALS

- The Touch North Harbour Senior Representative Trials date is yet to be announced. It is usually scheduled early November 2019.
- Only Grades with appointed Coaches will be offered by Harbour. Any player from any affiliated Module can attend these trials – this includes all players from Local Touch Modules.
- Go to www.touchnorthharbour.co.nz to find out more about Representative Trials and when to sign up.

DRAWS & RESULTS

- Season Draws, and weekly Results will be published on: www.localtouch.co.nz

RULES AND REGULATIONS

- A copy of the Rules & Regulations are enclosed in this pack, and are available on our website www.localtouch.co.nz
- Please note that all teams must fill out Team Cards to monitor for any breaches to rules.
- Please ensure you and ALL of your team are familiar with these Rules.

FIRST AID

- Each team is responsible for their own first aid. The coach/manager should be aware of any special medical conditions of a player.

CLUBROOMS

- The Clubrooms/Bar at our venues will only open if there is a demand. If your team/club is keen on drinks after your game, please let us know.
- Toilet facilities are available at both our venues.

PRIZEGIVING

- Prizemoney will be distributed to teams straight after their Finals on Tue 18th February 2020.
- Prizemoney is given to 1st - 4th placed teams from Finals (if a team forfeits competing in the Finals, they forfeit prizemoney too).
- If there is a demand, we can organize to open the bar and provide food during/after Finals.





RULES & REGULATIONS

PLAYING RULES OF THE GAME

- The Touch New Zealand 8th Edition rules will apply unless otherwise stated.

REGISTRATION

- Teams are 6-a-side.
- Teams may register up to 14 players.
Teams shall submit the names of players and other details **before the first round** using the online Sporty system. (**Note: The Module Manager has the discretion to take 'competition round points' off for every week the Registration Form is not handed in.*)
- Additional or replacement players must be registered with the Module Administrator *before* they take the field.
- No new players may be registered in the seven rounds prior to finals day. (Note: swapping already registered players between Club teams is not considered additional players; see separate rule below).
- The penalty for a team being unregistered* or playing unregistered players is forfeiture of all points scored in games in which the offence took place. The non-offending team will be awarded the game 5-0 or retain the points scored, whichever is the greater.
- Players may play in only one team per grade (mens, mixed). In cases of non-compliance, the penalty will be *both* teams s/he has played for will lose competition round points (the points that count towards finals; not grading points). However dispensation can be sort for the following:
 - Players in a Women's team entered in Mixed Division, who want to play in a Mixed side also.
 - Players in a Mixed team, who want to play in a lower graded family* Mixed side (*a family team constitutes a majority of children in the team).
- Clubs with more than one team, like all teams, must register their teams prior to the first game; however a grace period for game 1 and 2 (grading round only) will be given for Clubs to switch players. Therefore by game 3, players must stay in their registered team, and cannot be swapped again.
- Clubs may have players from a lower division team 'play up'. However any player who plays up in a specific team on three (3) occasions is considered to be a member of that team once they have taken the field to play on the third occasion. They will not be allowed to play back down for their original team (See Team Card procedure below).
- Teams that qualify for Finals must use the same players that played in the weekly competition.
- Players must play 46% round robin games for their team (= 6 out of 13), to be eligible to participate in finals *for their team*.
- Any week that you don't have enough registered players, management will allow your team to declare "fill ins" on the Team Card, take a default (on paper) but still play the game.

TEAM CARDS

- ALL Teams are required each week during the competition rounds to pick up a Team Card *before* they take the field. They are to be collected from the Module Manager **every week**, at least 5 minutes prior to the start of your game; the card is to be marked off by a team member and handed into the referee at the start of the game (Team Cards are printed with registered players).
- The referee **must sign** the Team Card as receipt of payment.
- Only names of those players taking the field are to be marked off on the Team Card.
- Do not make changes to the Team Card; any additions or withdrawal of players must be updated on the TNZ online registration system, prior to that player playing.

- Team Captains feel free to check the oppositions card at the start and conclusion of the game.
- These cards are then marked off against the Team's Registration Form. If no card is handed in, no players will be marked off for that week and may risk not being eligible for Finals.
- If using a player from a lower division team from the same Club, note the player's name and their normal team name on the Team Card.
- If using 'fill in' players, ensure you note "fill in" next to their name(s) on the Team Card (the team may play with fill ins, but will take the default).

POINTS SYSTEM

- Points to be awarded:
 - 3 = win
 - 2 = draw
 - 1 = loss
 - 0 = default (win by default = 5-0 win, loss by default = 0-5 loss)
 - -1 = out of uniform
- The competition round points from the first round will be carried forward.
- In the weekly competition, draws count.
- If at the end of the qualifying round two teams have equal points, the team who beat the other will be placed ahead. If still undecided, the points scored for will be divided by the points scored against and the team with the highest points differential will be placed ahead.

DURATION OF GAME

- Games shall be **20-minute** halves with **no** half time break.

VENUE

- It is the Module Manager's responsibility to ensure the field dimensions are as *close to* the Touch NZ rules as possible and are coned each week.
- Keep off fields when closed, and note that **no** training is permitted pre-season. Any team caught training on Module fields will be withdrawn from the module. The fields have work done on them during September and October by the Council, and if used during this time, will jeopardize the future of this Module.

UNIFORM

- All players must wear identical shirts with numbers (numbers no less than 10cm high).
- All players must wear the same coloured shorts.
- No player is to play in bare feet.
- Teams have 3 weeks grace from the first playing night after which teams will lose one point for every game out of uniform. This will be monitored.

DEFAULTS

- Defaults must be registered with the Module Manager by 12.00 noon on the day of play.
- The Module Manager will then be responsible to inform the opposition.
- If no notification is received from a defaulting team, they will be given a warning. If non-notification occurs a second time that teams place in the competition will be jeopardized.
- Please note: "A team will be considered to be in default should they not field a team within the first ten minute period of the game. For every two minutes that a team is late, then one touchdown will be awarded against that team to a maximum of five touchdowns."

CANCELLATIONS

- We only cancel if the council closed the grounds. We do not cancel because of rain.
- Cancellations will be broadcast by 3.00pm:
 - Via the Local Touch website
 - Via the Local Touch managers email database
 - Via the Local Touch Facebook page
- If we are forced to cancel, we will try to make up the round if time allows. The draw will be adjusted accordingly. Always follow the draw online.

REFEREEING

- The referee is the sole judge on matters of fact and is required to adjudicate on the rules of the game during play.
- Instances of players commenting on refereeing decisions, to the referee, during the game will not be tolerated.
- We seek the team managers' co-operation in ensuring that referees are shown every courtesy in their demanding job.

DISCIPLINE & PLAYER MISCONDUCT

- Violence will not be tolerated in any form from any player, coach, referee or spectator. The fore mentioned must all abide by the Touch North Harbour Code of Conduct (please find attached).
- All teams are held responsible for the behaviour of their supporters.
- An automatic two week suspension will be placed on any player who is ordered of the field by a referee.
- Please refer to Rule 18 of the Touch New Zealand 8th Edition Rule Book.

PROTESTS

- The only protests accepted shall be ones involving a violation of playing rules or the use of an ineligible or unregistered player.
- Individual(s) or teams initiating eligibility protests are responsible for providing information to support the protest. Local Touch may not be able to 'prove' ineligibility.
- A protest that involves referee's judgments shall not be accepted.
- Protests must be submitted to the Module Manager preferably during, or within 30 minutes of the completion of the game.
- Protests are to be made on the official forms as supplied by the Module Manager. A fee of \$10.00 is to accompany the protest.
- Appeals are to be made on the official forms as supplied by the Module Manager. A fee of \$20.00 is to accompany the appeal.
- The above mentioned fees will be returned if the protest/appeal is valid and accepted.



CODE OF CONDUCT

Code for Players & Team Officials

1. Play the game for enjoyment.
2. Play by the Laws of the Game.
3. Never argue with the referee. Let your captain ask any relevant questions.
4. Play with control. Do not lose your temper.
5. Play for yourself and your team – your team's performance will benefit and so will your own.
6. Be a 'good sport'. Applaud all good play whether by your team mates or by your opponent/s.
7. Respect your opponents. Treat all players, as you would like to be treated.
8. Co-operate with team officials, your team-mates and your opponents.
9. At the final whistle applaud and thank your opponents and the referee for the match.
10. Play hard but fairly, never set out to injure your opponent/s.
11. Win with humility – lose with dignity.

Code for Spectators

1. Do not use profane language or harass referees, players or coaches.
2. Remember, you are there to encourage and support your own team not to denigrate or to abuse the opposition in any way.
3. Applaud good play by the opposition as well as good play by your own team.
4. Show respect for your team's opponents. Without them there would not be a match.
5. Condemn the use of violence in all forms at every opportunity.
6. Verbal abuse of players or referees cannot be accepted in any shape or form. Players or referees are not fair targets for rude behaviour.
7. Encourage players to play by the Laws of the Game.

Non-Compliance

- Harassment and profane language on and off the field will not be tolerated. If you cannot abide by the Code, think twice about playing at this Module. The majority come to play touch and enjoy their social time with their friends and family. We will not have children having to watch bad behaviour and listen to profane language.
- One warning will be given to any person not obeying this Code of Conduct. A repeat offence will result in expulsion from this Module.