



Team Information

Mixed & Opens & Over 30's

2026 – Season 2 (Summer)





FOREWORD

Welcome to our 2026 Summer Mixed and Open & Over 30's competitions!

This Team Information Pack is designed to help teams, Team Managers, and players understand how the competition runs, including how to nominate and pay, how player registration and insurance works, what a Duty Referee is, and the key dates and requirements you'll need to stay on top of during the season.

This pack should be read in conjunction with the relevant Competition Rules and the Touch Football Australia Playing Rules, as well as any applicable codes of conduct and disciplinary regulations, which together set the standards and requirements that apply to all participants.

Team Managers are encouraged to share this pack with their players, and to contact the TTF Office if anything is unclear before it becomes a problem on the night.

We're excited to have you involved and we appreciate the role Team Managers play in keeping competitions running smoothly, fairly, and safely for everyone.

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TEAM ENTRY

Competition Nights & Divisions

This Team Information Pack contains an overview of our Mixed (Monday nights) and Open & Over 30's (Wednesday nights) competitions that are played in the summer months of the year – between August and December.



Monday Night Mixed

15 rounds + Semi Final + Grand Final

Commences 17/08/2026
Grand Finals 07/12/2026



Tuesday Night Over 30's

18 rounds + Semi Final + Grand Final

Commences 19/08/2026
Grand Finals 09/12/2026

① For more information about our other competitions, visit townsvilletouch.com.au/competitions

Team Nomination Fee

The **Nomination Fee** in our **Mixed and Over 30's** competitions is **\$990 (per team)**, and we require a **50% deposit** (\$495) to be paid **upfront** to secure your team's place in the competition. This can be paid online when nominating your team, via Direct Deposit (preferred), or in person during competition hours via Credit/Debit Card or cash.

The remaining balance (\$495) must be paid in full **on or before your team's second match** in the competition, and if you do so you'll receive a free touch football for your team. See below for more details about our payment options.

Teams that haven't paid their Team Nomination Fee in full after their second match will incur a Late Fee (\$110), and if the full balance (including any additional fees) is not paid by the last match in the third week of competition will be temporarily suspended from the competition until their balance is received in full.

① **Payment plans are available!** Even though we're one of the cheapest team sports, we understand that everyone's financial situation is different, so we are happy to help you set up payment plans for your team's Nomination Fee if you require it. **Please reach out to the TTF Office before nominating to get started.**

Team Withdrawal & Refunds

We know circumstances change, so if your team needs to withdraw from the competition for any reason, we'll do the following:

1. if your team withdraws at least five (5) days before the competition starts, we'll refund your Team Nomination Fee (or what you've already paid) minus an Administration Fee (\$15); or
2. if your team withdraws less than five (5) days before the competition starts or within the first two (2) weeks of the competition, you'll still need to pay the deposit amount (50%), though no Administration Fee will be added.
3. if your team withdraws after the first two (2) weeks of the competition, you'll be liable for the full Nomination Fee and Late Fee (if charged) and will not be refunded any amounts already paid.

Please note:

- Your players may not be eligible for a refund of your State and/or National Membership Fee(s) if your team withdraws from the competition, as this is beyond the control of TTF.
- Until all outstanding fees are paid to TTF, your team's players will be placed on the "Unfinancial" list and will not be permitted to play in any touch football competition.

Nominating Your Team

Our team nomination process is entirely online through **MySideline** – the competition and membership platform provided by Touch Football Australia (TFA) and the National Rugby League (NRL).

To nominate your team into one of our competitions:

1. Go to townsvilletouch.au/teams/nominate and take note of the information on the screen (including the Competition Rules)
2. Click the “Nominate My Team” button (at the bottom of the screen)
3. Choose the competition

Note: there may be several competitions that appear, so be careful when choosing!

4. Complete the nomination form, making sure to provide:
 - a. (required) the details of your team’s **primary contact person**.
 - b. (optional) the contact details of another person (in case we can’t reach your primary contact)
 - c. (required) the contact details of your team’s **Duty Referee**.

See the Duty Referee section of this booklet for more information.

5. Pay either:
 - a. The Team Nomination Fee deposit (50%)
 - b. The Team Nomination Fee in full (can be paid online during registration)

Note: See the Payment Methods section of this guide for more information.

6. Invite your players to register, via:
 - a. the email you receive, which will let you to invite people to join your team (by entering their email addresses); and/or
 - b. tell your players to go to townsvilletouch.com.au/register, choose the competition, and search for your team’s name.

Once we’ve received your team’s nomination, the TTF Office will be in contact with you (via email) to confirm your place in the competition.

Payment Methods

Your Team Nomination Fee can be paid in the following ways:

 MYSIDELINE	MySideline (Credit/Debit Card required)
	Note: you will only be able to pay the full Team Nomination Fee online, as MySideline cannot accept part-payments.
	Direct Deposit (preferred)
	Account Name: Townsville Touch Football BSB: 064-817 Account Number: 0092 2673 Reference: Please provide your team’s name so we can identify your payment
	In person (Cash or EFTPOS)
	During competition hours we accept payments via cash, or via Credit/Debit Card (Mastercard, Visa, Apple Pay, Google Pay)

Note: Need a Tax Invoice? If you need a Tax Invoice because you’re nominating your team on behalf of a business or organisation, please contact the TTF Office and we’ll be happy to help.



PLAYERS

Player Registration

Once your team has been nominated, your players will need to register into it. You'll receive an email from MySideline confirming your team's nomination and telling you to invite your players to join. Click the link and enter your players' email addresses so they receive an invitation via email.

You can also tell your players to go to townsvilletouch.com.au/register, where they can choose the competition and then search for your team's name.

- ① **Remember:** *Players might be charged the State (QTF) and National (TFA) Membership Fee(s) if they are registering for the first time in the financial year (see Membership Fee(s)).*
- ① *All registrations are managed in MySideline. Returning players will need to log into their existing MySideline profile (NRL Account) to register, while new players will be guided through creating one.*

Membership Fee(s)

TTF doesn't charge an individual Membership Fee to players because it's already covered by your Team Nomination Fee.

There are however State and National Membership & Insurance fees, which are paid online during the registration process for players. Each fee is payable only **once per financial year** (July 1 to June 30), so if you've already registered to play touch football during this time you won't be charged the fee(s) again.

The current (as of 1 July 2026) State & National Membership Fee(s) are:

- State (QTF) Membership — **\$35 per player**
- National (TFA) Membership — **\$30 per player**

- ① *These fees are set by our state and national bodies, and TTF does not have any control over the price or method of payment (payment is only accepted via debit/credit card, online when registering).*

Fill-In Players

If your team doesn't have enough regular players available, you can organise fill-in players but there are some things you need to be aware of:

1. **All players** (even fill-in players) **must** be recorded in the TTF Team Manager app in every match they participate in.
2. A player is only covered by our insurance if they are a registered member (player) in one of our competitions and recorded correctly in the TTF Team Manager app (our insurer will ask us for proof that you played). Accidents and injuries happen in sport, so it's strongly recommended that your fill-in players complete the registration process as soon as possible!
3. You cannot use fill-in players during the Finals Series, as all players must have played at least four (4) matches for your team to qualify.

Forfeits

If your team needs to forfeit a match, you must notify the TTF Office by **no later than 4pm on match day** (so that we can let the other team and referees know, and/or make adjustments to the draw), otherwise your team will lose an additional three (3) competition points.



TEAM MANAGERS

Role & Responsibilities

Before entering your team into one of our competitions, you (or someone from your team) will need to take on the role of **Team Manager**, who will:

- Be the **primary contact person** for your team and communicate with TTF on team concerns.
- Make sure **all players receive relevant information** they need to be aware of, including where and when they are playing each week.
- Make sure **all fees are paid** to TTF by the relevant due dates (see *Team Nomination Fee*).
- Make sure **all players are registered** correctly (see *Registering as a Player*).
- Make sure **all players (including any fill-in players) are entered into the TTF Team Manager app** and correctly recorded each match.
- Notify the TTF Office in a **reasonable time** if their team needs to forfeit a match.
- Make sure **all players** abide by the Playing Rules, Competition Rules, Codes of Conduct, and all other relevant TTF policies and procedures.

TTF's Team Manager App

To record who plays for your team each, TTF uses a web-based app called **TTF Team Manager**. All Team Managers are given information about how to access the app at the start of the season, and they must make sure their players are recorded correctly for each match they play in.

🕒 All players must be recorded correctly before the match "closes" in the app, which occurs one (1) hour after full-time.

⚠️ Once a match has "closed" in the app, it cannot be re-opened!

The records in the TTF Team Manager app are the only proof accepted by TTF that a player took part in a match. If a player is not correctly recorded, then that match will not count towards their qualification to play in the Finals Series. It also forms part of the process for insurance claims (in case of injury), as our insurer requests records of whether an injured person played in a match.

🕒 The app also allows your Team Manager to view your opponent's list of players, to make sure that it is accurate and to aid you in lodging any protests in case of a breach of the Competition Rules.



REFEREES

There are two “types” of referees in our competitions:

- **Full-Time Referees** are “independent” referees who are not aligned with a team (as a Duty Referee). They are appointed to referee all (or most) weeks and generally referee more than one match each night.
- **Duty Referees** are people organised and nominated by their team, and each must be available to referee if they are appointed by the Referee Coordinator. They can choose to referee every week, or only when needed.

All referees (including Duty Referees) are managed and appointed by the Townsville Touch Referees Association (TTRA), via a Referee Coordinator for each of our competitions. Where possible, the Referee Coordinator will appoint Full-Time Referees to all matches, but there will be some weeks during the competition that your team’s Duty Referee will be needed.

Requirements of Teams & Duty Referees

- ① **Every team must nominate at least one (1) Duty Referee**, who will be contacted by the Referee Coordinator to confirm their experience, whether they would like to be appointed every week (or just when needed), and provide access to some basic resources to help them get started (if they’ve never refereed before).
- ① **Duty Referees don’t need to have experience or accreditation**, though it will help. The competition is social by nature, and Duty Referees will only be appointed to matches that they’ll be suitable for. They’ll always be appointed alongside a more experienced referee to help guide them.
- ① **Your Duty Referee doesn’t have to be a player in your team**, though if you organise someone from outside your team to take on the role then your team will still need to make sure that they attend their appointed matches.
- ① **If we appoint your team’s Duty Referee**, their name will be listed on the draw and it will be your team’s responsibility to make sure your Duty Referee (or a replacement, if they aren’t available) officiates the appointed match.
- ▲ **If your Duty Referee (or replacement) doesn’t show up**, your team will lose two (2) competition points and may be suspended from their next match (which will be counted as a forfeit by your team).
- ▲ **If you can’t find someone to be your Duty Referee**, the TTRA will appoint your Team Manager and you’ll need to cover any matches that they are appointed to.

Requirements of All Referees

All referees (including Duty Referees), must do the following:

1. **Register as a referee to TTF and the TTRA** to ensure they are covered by insurance in the same way that players and officials are. The registration process also allows referees to provide their bank details to receive their match payments.
2. **Complete the scorecard correctly** after each match, which includes:
 - a. **Making sure their own name is clearly written** on the scorecard. If they have replaced another referee (or are filling-in for the team’s Duty Referee) they must cross out that person’s name and write their own instead; and
 - b. **Making sure the scores are marked correctly** for each team, including writing the **final score**; and
 - c. **Making sure both teams (via their captains) agree with the score**, and sign the scorecard (or if they disagree and cannot come to a conclusion immediately after the match) mark the scorecard accordingly; and
 - d. **Making sure any injuries and/or dismissals are noted** on the back of the scorecard.
3. **Returning the scorecard and pencil** to the Referees Room after each match.
4. **Return borrowed referees’ shirt and/or whistle** to the Referees Room on the night after their last game.

Appointments & Availability

Where possible, at least two (2) referees are appointed to every match in our competitions. Newer or lesser experienced referees (which is often the case for team Duty Referees), are always paired with a more experienced referee so they are supported as much as possible.

If Duty Referees are needed, the Referee Coordinator will do their best to rotate through the list of Duty Referees as evenly as possible so that teams are not unfairly expected to referee more often than others. There are many factors considered when appointing referees, so it may not be possible to ensure even rotation.

Referee appointments are generally made by Tuesday evening in the week prior to a round, so referees should contact the Referee Coordinator prior to 5pm each Tuesday if they will not be available for the coming week.

If a team's Duty Referee has notified the Referee Coordinator (on time) that they will not be available, then in general their team will not be appointed.

① We run on a "common sense" basis but will not accept repeated instances of a team's Duty Referee making themselves unavailable. If the Referee Coordinator believes that a Duty Referee or their team is not fulfilling their requirements, then they will be appointed regardless of their advised availability and handled in accordance with the Competition Rules.

Referee appointments, once made, will be sent to Team Managers by the TTF Office and also made available to the public on the TTF website.

Uniform & Whistles

Referees only need to wear the TTRA's official on-field shirt for their matches. Club or team shorts are okay to be worn while refereeing, as are any other suitable shorts.

The TTRA has shirts available for borrowing (for free) on the night, though they must be returned after use so they can be laundered.

Whistles are also available for borrowing, and though they are cleaned after each use we strongly recommend that all referees buy their own.

Referees who want to buy their own uniforms (including the official shorts) and/or whistles can buy them from the TTRA – <https://store.ttra.au>.

Match Payments

All referees (including Duty Referees) are paid **\$20.00 per match** by the TTRA, provided their name is clearly written on the scorecard.

▲ We run on a "no name = no payment" basis, as the scorecards are the only form and recognised record of the match.

Payments are made in bulk to registered referees via Direct Deposit (to their nominated bank accounts) at the end of the season.



ADMINISTRATION, SERVICES & OTHER INFORMATION

Competition Administration

The TTF Office can be emailed any time, though office hours are between 1-5pm on Tuesday to Friday each week. The TTF Clubhouse, at 33A Paxton Street, North Ward, is only staffed during competition hours.

Competition Fixture Draw

The draw for each round of fixtures will be completed on a weekly basis until the team nomination period closes, after which TTF will complete and release the full season draw.

Once available, fixtures will be emailed by TTF directly to Team Managers and other members of TTF's mailing list, and will be visible on the TTF website – townsvilletouch.com.au/draw.

In general, referee allocations will also be included on the draw, though referees should contact the competition's Referee Coordinator if they are unsure.

Weather & Other Restrictions

If we need to cancel matches due to weather, or other restrictions such as public health orders, etc., we'll reach out to all Team Managers (as their team's primary contact person) via email as soon as possible, as well as to our wide community via our website and social media channels.

① Our weather guidelines are available on our website – townsvilletouch.com.au/info/weather

Venue & Parking

All TTF competitions are played at Queens Park in North Ward. Off-street parking is available, with entry/exit via Paxton Street, and on-street parking is allowed in the designated bays in the surrounding streets.

▲ If parking in Kennedy Street, between Queens Park and Queens Gardens, please be aware of the restricted parking bays in front of the childcare centre, as these are reserved for the safe drop-off and pick-up of children attending the centre.

▲ At no time should vehicles be parked on any grassed area around surrounding Queens Park.

General Use of Fields

Use of Queens Park, other than for our scheduled matches, is not allowed without approval from TTF and the Townsville City Council.

① If your team would like to use the fields for training, please contact the TTF Office who can assist you with more information.

Bar

TTF runs a bar with a wide variety of alcoholic and non-alcoholic drinks, including soft drinks, energy drinks, and water, as well as a limited selection of confectionery, and crisps.

Alcohol Sale & Consumption

TTF's bar is licenced to sell alcohol to our members and guests; however all alcohol can only be consumed within the licenced area – the paved and fenced area surrounding our clubhouse. It is against the law to consume alcohol bought from our bar outside this area, or to bring your own alcohol onto the grounds.

▲ TTF practices the responsible service of alcohol and reserves the right to refuse service at any time.



Glass & Metal Bottles & Containers

For the safety of our players and officials, glass and metal objects (including water bottles) are not allowed on the grounds. Players and officials who bring metal water bottles (such as Yeti's, etc.) must place them inside a designated container (provided by the team or TTF) that is a safe distance away from the field. Due to the potential for glass water bottles to smash, they are expressly banned from all TTF events and competitions.

Smoking, Vaping & E-Cigarettes

Smoking or vaping of any substance, and the use of e-cigarettes, is not allowed on the grounds or within five (5) metres of the TTF Clubhouse at any time.

Intoxication & Illicit Substances

Any person suspected of being under the influence of alcohol or illicit substances will not be allowed to take part (as a player, coach, team official, or referee) in a TTF match, may be asked to leave the venue, and may be subject to further sanction in accordance with the TFA Disciplinary Regulations, or TTF's own policies and procedures.

First Aid

TTF staff and officials are not medically trained or qualified and will not administer First Aid other than to immobilise and apply ice (if needed). Ice and wound coverings (band-aids, etc.) are available from the TTF Clubhouse.

If a serious injury or medical incident occurs and requires urgent treatment, the Team Manager (or other available person) should phone an ambulance (000) from their own mobile phone so that they are able to answer questions about the patient and incident.

- ▲ *After an ambulance is called, please advise TTF (via the Administration Window) as soon as possible to organise the closest entry point to Queens Park, or (if needed) to arrange other matches to be halted while the ambulance access the venue.*

Reporting Injuries

If a member of your team is injured during your match, your Team Manager should ask the referees to **note the details on the back of the scorecard**. This will make sure there is a record for insurance purposes.

An **Injury Report** should also be made at the Administration Window **on the night**, or no later than the next business day. The TTF Office will help the injured person through starting an insurance claim (if needed) but does not manage this process on their behalf.

- ① *For more information about reporting an injury, please visit the Administration Window during competition hours, or contact the TTF Office.*

Insurance Coverage

Our insurance is provided through our national governing body – Touch Football Australia – which includes accident, injury, and public liability; however, income protection is not included in the coverage. Only registered members (participants, officials, etc.) are covered, so we require all players to be registered before stepping onto the field.

- ① *For more information about insurance, please visit touchfootball.com.au/insurance.*

Match Balls

Each team that has paid their Team Nomination Fee in full by their second match of the competition will receive a **free match ball**.

- ① *Teams that pay after their second match will need to supply their own match ball.*

A limited number of match balls are available to be borrowed from the TTF Clubhouse but may only be used for matches in the competition and must be returned after each match. If a ball is lost and/or not returned, the person or team will be billed for the cost of its replacement.



Match Procedure

Before your match, your Team Manager should **record all players** (including any “fill-in” players) for the match in the TTF Team Manager app. If your Team Manager is away, they must organise someone else to do this for them.

After your match (before you leave), your Team Manager should:

1. **Double-check** that all players from your team who played in the match are *correctly recorded in the app*.
▲ *Remember – once the match closes in the app, it cannot be re-opened! If your players aren't recorded, the match won't count towards their finals eligibility.*
2. **Check and confirm the score** with the referees. If there is a dispute about the score, and it can't be resolved at the field, do not sign scorecard. You will then need to submit a Protest to TTF, which can be done at the Administration Window.
▲ *If you dispute a score, but don't submit a Protest to TTF, the score will stand as it is on the scorecard.*

Discipline & Behaviour

In participating in a TTF competition, all players and officials accept that they are bound by the **Competition Rules**, including any associated **Playing Rules**, **Codes of Conduct**, protocols, policies, and procedures.

- ① *TTF manages disciplinary incidents per the Disciplinary Regulations for Touch Football, as published by Touch Football Australia and amended from time to time.*

If in disciplinary incident occurs in or around a match, a formal **Incident Report** should be lodged with TTF within 24 hours.

All players and officials must refrain from:

- Continual or intentional breaches of the Playing Rules
- Swearing, foul, abusive, or derogatory language which includes comments, words, or actions.
- Verbal abuse including language, comments, or words that threaten or denigrates a player, referee, official, or spectator based on their religion, sexual orientation, disability, race, colour, or national/ethnic origin.
- Talking back to or arguing with a referee or official.
- Dissent or disapproval towards a referee following a decision.
- Intentional physical contact not permitted by the rules, or fighting with a player, referee, official, or spectator.
- Repeated and/or excessively hard or overvigorous touches.
- An action deemed, in the ultimate discretion of the referee or TTF to bring the sport into disrepute.

Under the **Disciplinary Regulations for Touch Football**, a player who is serving a suspension (even from another association or competition) cannot play, coach, referee, or otherwise be involved in any touch football match until that suspension has ended.

- ① *More information about the Incident Report process, or the Disciplinary Regulations, is available from the Administration Window during competition hours, or the TTF Office.*



SCHEDULE A. IMPORTANT COMPETITION DATES

1.	Team Nominations due for inclusion into the first round of competition.	5pm Wednesday 12 Aug 2026
2.	Team Nomination Fee Deposit (50%) due.	On or before the team's first match
3.	Start of competition (first round).	Monday Mixed: 17 Aug 2026 Wednesday Open/O30: 19 Aug 2026
4.	All players and officials required to be registered. <i>Not covered for insurance and ineligible for finals until registered.</i>	Prior to their first match
5.	Late Fee imposed on teams with outstanding balances	Immediately after the team's second match
6.	Teams with outstanding balances (Team Nomination Fee and Late Fee) suspended from the competition until fully paid. <i>All players listed as "unfinancial" and unable to play until fully paid.</i>	After the third round of competition
7.	Teams must be in uniform. (6 th round of competition)	Monday Mixed: 21 Sept 2026 Wednesday Open /O30's: 23 Sept 2026
8.	Player & Officials Registrations close. <i>Cannot participate in the Finals Series if not registered.</i>	Midnight - Wednesday 25 Nov 2026
9.	Semi Finals	Monday Mixed: 30 Nov 2026 Wednesday Open/O30's: 2 Dec 2026
10.	Grand Finals	Monday Mixed: 7 Dec 2026 Wednesday Open/O30's: 9 Dec 2026



SCHEDULE B. QUEENS PARK VENUE MAP





Townsville Touch Football sincerely thanks all our sponsors, and we urge all members to support these very special businesses and organisations who are supporting us!

