



# Junior Touch Championships 2018

## TEAM ENTRY BRIEF

In our World, the future of Touch is already here

# Foreword

This is the team entry brief for the Junior Touch Championships 2018 to be delivered in Stirling, Scotland, during the period 17 - 19 August 2018.

The information is provided to National Touch Associations (NTAs) and squad managers to continue planning, and supplies finalised information on the tournament, team entry process and finances.

Junior Touch Championships 2018 in this document may also be written JTC2018.



**JUNIOR TOUCH**  
CHAMPIONSHIPS



Working in partnership

## Executive Summary

- 1.1 The 2018 Junior Touch Championships will be conducted at the University of Stirling, Scotland during the period 17 - 19 August 2018. The venue is now confirmed.
- 1.2 As in previous years, participants will not pay an EFT or FIT levy.
- 1.3 The **4th Edition** FIT Playing Rules will be used at JTC2018. FIT regulations shall apply. However, the JTC Trust reserves the right to alter certain aspects to ensure the best outcome for participants. These modifications are contained within this brief.
- 1.4 This Brief is designed to allow Member Country NTAs to continue planning, and supplies finalised information on the tournament, team entry process and finances.
- 1.5 Both European and non-European FIT member countries are invited to participate.
- 1.6 This document should be read in conjunction with Brief 1.
- 1.7 In all documents, the term 'event' refers to the JTC. For the avoidance of doubt, the event officially begins on Thursday at noon, and runs until Monday at noon. Regulations regarding noise, child protection and the like are in force during this time.
- 1.8 In all documents, the term 'venue' refers to all areas which host the JTC. This includes all areas of play, (pitches and warmup), accommodation, catering, reception areas; as well as all areas within 50m of these.

## Outline Tournament Timetable

- 2.1 The tournament is currently proposed to run from the morning of Friday 17 August to Sunday 19 August inclusive.
- 2.2 The organising committee has drawn up a high level timetable for delivery of the tournament as set out below. This is based on the EOIs which have been received, and so may be subject to adjustment when team entries are confirmed. However the start and end time and dates are fixed, to allow teams to plan flights/leave etc.
- 2.3 In 2018, teams will need to arrive on **Thursday evening** and you should plan accordingly until such time as the JTC Trust has a better view on levels of likely participation. We expect to finish late afternoon on Sunday, to allow teams to travel home Sunday evening.

<i>Date</i>	<i>Time</i>	<i>Event</i>
<b>Friday 17 August 2018</b>	0900	Pool Games commence
	1800	Planned finish time
<b>Saturday 18 August 2018</b>	0900	Pool Games
	1800	Quarter Finals / Pool Games
<b>Sunday 19 August 2018</b>	0900	Semi Finals / Grand Finals
	1600	Planned finish time

- 2.4 The tournament organising committee (TOC) will not provide confirmation to NTAs or teams on when it is safe to purchase flights; this decision is solely the responsibility of the NTA. However, the TOC will provide guidance on the level of risk.

At the time of writing this brief, there is a low risk on significant change (teams and dates), and medium risk of minor changes (processes, finances). This will be reduced to low / no risk at the close of Team Entry.

## Playing Venue

- 3.1 The venue for JTC2018 will be:

University of Stirling  
Stirling  
Scotland FK9 4LA  
<https://www.stir.ac.uk/>

- 3.2 The venue is a safe environment with facilities including catering and accommodation. All participant accommodation is on site, but squads are free to choose otherwise. The organising committee is not able to provide assistance in booking alternatives or provide transport from alternative accommodation locations.
- 3.3 In 2018, the booking of on-site accommodation and catering must be made directly with the University of Stirling.
- 3.4 All pool games, semi-finals, seeding games and grand finals will take place at the same venue.

## Insurance

- 4.1 The tournament organising committee will arrange for Public Liability and Employers insurance to cover the event and volunteers.
- 4.2 Cancellation insurance will not be provided. Severe weather (force majeure) forcing the loss of play is not something the organising committee can control.
- 4.2.1 The risk of losing some play during the tournament due to adverse weather is moderate. Such loss will be minimised (shortened duration / games) but is considered as a typical risk of participation.
- 4.2.2 The risk of losing all play over all three days due to severe adverse weather is considered low enough not to offset it by high insurance costs.
- 4.3 Participants are strongly advised to purchase their own personal injury insurance for the tournament through our partners Sportscover.com.

## Team Entry

5.1 Initial EOIs for JTC2018 were received and a summary is shown below.

MIXED 18		MIXED 15		GIRLS 18		BOYS 18	
Definite	Prob/Poss	Definite	Prob/Poss	Definite	Poss	Definite	Poss
Czech Rep.	Channel Island	Czech Rep	Scotland	England	Euro	England	MET
England	Netherlands	England	Netherlands	Ireland		Ireland	
France		France		MET		Scotland	
Ireland		Ireland		Scotland		Wales	
MET		MET		Wales			
Scotland		Wales					
Wales							

5.2 National Touch Associations are now invited to submit formal Team Entries for JTC2018.

5.3 Teams may be entered in the following divisions:

- Mixed 18
- Mixed 15
- Girls 18
- Boys 18

5.4 Team and squad conditions can be found in Brief 1. Furthermore, teams and individuals will be eligible to participate in JTC2018 under the following conditions:

- Team and squad conditions written in Brief 1 are adhered to.
- NTAs are fully-paid members of the Federation of International Touch.
- Payments are received in accordance to the Finances section of this brief.
- Member NTA and participating individuals will be subject to their own personal insurance cover. EFT, Scottish Touch Association, the JTC Trust or the TOC will not be responsible for injury or the loss of personal belongings. Nevertheless, the organising committee will arrange public liability and venue damage insurance for the event.
- Only players eligible to represent their respective country in age-related divisions may participate in JTC2018, unless an exemption has been granted. Eligibility for NTAs and players can be found on our website.
- Member countries may only enter one team per division.
- Team Registration Forms must be submitted to the organising committee six weeks prior to the tournament.

## Participant Levy

- 6.1 The following participant fee is expected to apply to those wishing to participate at JTC2018. These fees are based on expected participants (from EOI), and may fluctuate slightly depending on the actual team confirmation.

<i>Fee</i>	<i>Amount</i>
<b>Participant Fee</b>	£60.00 per player – see 6.2
<b>Full Board Accommodation (optional)</b>	£150.50 – see Section 8

Team coaches and managers are not subject to a participant fee.

- 6.2 For transparency, the following will provide a guide on how the participant fee is spent, in order to deliver the tournament. The breakdown is not a complete list, but a rough guide to provide a better understanding of how fees are used.

<i>Fee Item</i>	<i>Breakdown</i>	<i>Amount</i>
Marquees	Marquees	£ 15.51
Event Management	Bins, first aid, physios, sound system,	£ 12.32
	Pitch hire, balls, pitch marking, power	£ 6.23
	Toilets and cleaning	£ 11.94
Security	Overnight field security	£ 1.75
Insurance	Public liability	£ 2.32
Medals and Awards	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> place, MVP, division winners	£ 3.66
Underwriting <sup>1</sup>	Finances for 2018, early payments & deposits	£ 1.38
Volunteers	Catering and accommodation subsidy	£ 3.22
	Tournament accountancy, volunteer gifts	£ 1.67
<b>Total</b>		<b>£ 60.00</b>

Notes:

1. The JTC Trust has already placed deposits for JTC2018 prior to any income generated from team entry from funding from the previous year. This amount allows the organising committee for JTC2019 to secure venues, accommodation and catering early in 2019.

## Finance Structure

The following Gateways (or stages) represent key dates for your NTA. Participating NTAs **must complete payments by these dates** in order to progress towards participation at JTC2018.

The organising committee will not chase NTAs for payments. There are only four key dates to remember so please make a note of them. If you miss a deadline, your NTA will fail to move through the gateway and your teams will be removed from participation.

### Gateway 1 - Registration form (deadline 30 March)

- 7.1 NTAs will need to submit their accommodation requirements by **30 March** through this form: <https://goo.gl/forms/IMifBcJwHJ2KHMI73> (this will also be circulated by email). This is a short form which confirms the numbers of players and accommodation bookings needed, so please fill it out as soon as possible to help the tournament organising committee and the University to plan the best possible tournament.

### Gateway 2 - Payment of accommodation deposit (deadline April 20, 2018)

- 7.2 The Gateway 2 Deposit secures your team entry. Paying this means that your NTA has placed a booking with the University as well as provided a guarantee of your team's entry to the tournament. It means that the organising committee are better able to calculate costs with complete confidence, further reducing risk to JTC participating nations. Furthermore, it allows all NTAs to make travel arrangements early, thus potentially reducing the overall cost burden to participants.
- 7.3 The Gateway 2 Deposit is due by **20 April, 2018**. The deposit is equal to 50% of the accommodation fee, so should be around £75.25 per person. Your NTA's exact total will be confirmed by the University of Stirling, based on the form you submit in March. Your NTA will therefore need to have confirmed your squad size by this point but you do not yet have to name participants or provide any dietary information.
- 7.4 You must pay your deposit directly to the University accommodation booking office; various payment options (including BACS/credit card) are available.

University of Stirling – Commercial Operations Team  
Cottrell Building  
University of Stirling  
Stirling  
Scotland  
FK9 4LA  
+44 (0) 1786 466000  
[stirlingvenues@stir.ac.uk](mailto:stirlingvenues@stir.ac.uk)

Your team entry will be confirmed once the deposit is received and the division is confirmed. Please note that this deposit is not refundable.

### **Gateway 3 - Payment of participant fees (deadline 25 May, 2018)**

- 7.5 Gateway 2 is payment of tournament participant fees to the JTC Trust, due by **25 May, 2018**. This is currently planned to be around £60 per player, though as set out above may vary slightly according to final team entries. A confirmed figure will be provided shortly after the Gateway 2 deadline of 20 April, along with payment details.
- 7.6 This payment will cover the costs of the tournament, set out above at 6.2. Please note that this fee is not refundable unless the division you enter is withdrawn by the JTC Trust (however this is very unlikely).

### **Gateway 4 - Payment of remaining accommodation balance (deadline 29 June, 2018).**

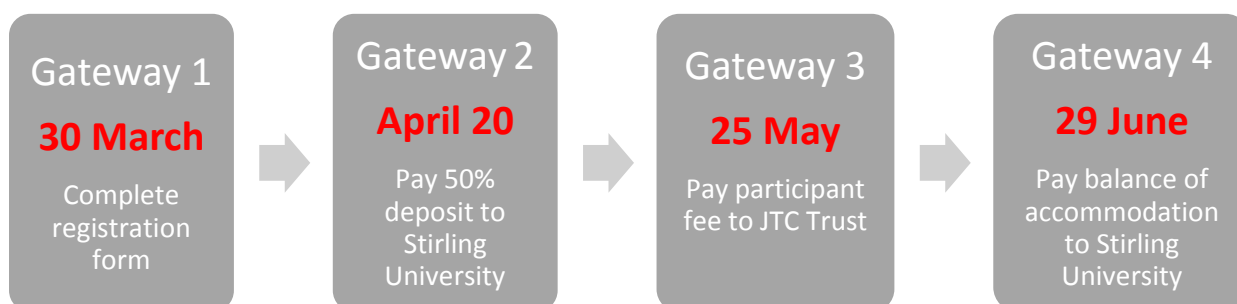
- 7.7 Gateway 3 is payment of the remaining accommodation balance (this has been split to ease the financial burden on NTAs and parents). All accommodation fees must be paid in full by **29 June, 2018**. This will be the remaining balance of the accommodation fee, so should be around £75.25 per person, but the exact total will depend on previous payment. Your NTA's total will be confirmed by the University of Stirling. You must pay your deposit directly to the University accommodation booking office (contact details above at 7.4); various payment options (including BACS/credit card) are available.

Names and dietary information must be submitted to the University by this date in line with the University's accommodation requirements.

Squad names and numbers must also be confirmed to the JTC Trust at this point for tournament planning (e.g. scorecard generation).

### **Payment Details**

- 7.8 Paying these fees late not only jeopardises your participant's entry, but the participants from all other NTAs. **Please ensure that these fees are paid on time** as late payments will have a severe impact on the tournament.
- 7.9 The payment details for the University of Stirling will be provided directly to you during your discussions with the accommodation office. The payment details for the JTC Trust will be made available in due course.
- 7.10 Participating NTAs are responsible for paying any bank transfer fees that may apply.





## Accommodation and Catering

- 8.1 Participants are invited to stay at University of Stirling with full board. All accommodation is on-site within walking distance of the fields, and will comprise of single rooms within an apartment. Cooking facilities will not be available.
- 8.2 NTAs will need to submit their accommodation requirements by **30 March** through this form: <https://goo.gl/forms/IMifBcJwHJ2KHMI73>. The University booking office will then invoice you directly for the payment of the Gateway 2 Deposit by **20 April** [note that this **MUST** be received by **20 April** at the latest or your accommodation will not be booked].
- 8.3 The remainder of the accommodation fee will be due by **29 June 2018** as part of Gateway 4 (detail set out above in section 7). This will also be paid directly to the University of Stirling.
- 8.4 Squads are not obliged to take up this offer, and are free to find and take up their own accommodation and catering. The tournament organising committee will do its best to assist with recommendations / assistance, but do not have the resources to book this on your behalf. Please confirm your preference on the form.
- 8.5 The following is a breakdown of costs.
- 8.5.1 Accommodation is Thursday night (16 August), Friday night (17 August) and Saturday night (18 August). Check in is available from 3pm on Thursday. Check out will be on Sunday 19 August.
- 8.5.2 If you require accommodation for other dates, you can make a separate booking with the University (or elsewhere). The tournament organising committee does not have the resources to make bookings outside the dates shown in 8.5.1.
- 8.5.3 Full board includes breakfast and lunch on Friday, Saturday and Sunday, and dinner on Friday and Saturday evenings (but not Thursday).
- 8.5.4 We expect that the cost of this full board package to be £150.50 per person. This will cover the dates below.

	Thursday	Friday	Saturday	Sunday
Lunch	-	£8.50	£8.50	£8.50
Dinner	-	£14.50	£14.50	
Bed and Breakfast	£32.00	£32.00	£32.00	
<b>Total</b>	<b>£32.00</b>	<b>£55.00</b>	<b>£55.00</b>	<b>£8.50</b>
<b>Grand Total</b>				<b>£150.50</b>

## Transport to and from the Venue

- 9.1 The organising committee will not be providing shuttle services on Thursday or Sunday, as there are direct local buses from the train station to the university on both days.

## Additional Notes

- 10.1 Please ensure that you have read and understood **Section 4 Team Entry Conditions** and **Section 5 Squad Conditions** contained within Brief 1.
- 10.2 The JTC Trust Exemption Policy (and all policies) can be found on our website. [www.juniortouchchamps.org](http://www.juniortouchchamps.org).

## Calendar

- 11.1 NTAs / squad managers are invited to utilise the Microsoft Outlook calendar, which already includes all the deadlines for your convenience. You can find this on our website.

## JTC Trust Assistance

- 12.1 Paying deposits and fees on time allows the organising committee to accurately develop the tournament by paying for goods and services for you by its due date.

However, it is understandable that some participants / NTAs will struggle to meet the deadlines. It is critical to the success of the tournament that you notify us of any issues in meeting these dates. Your NTA will still pass through the Gateways provided that we are kept informed.

The JTC Trust is better able to nullify the impact of late payments provided that the organising committee is made aware of the expected late payment. Ultimately: please help us to help you.

## Contact

- 13.1 To contact the organising committee, in the first instance you should email the [admin@juniortouchchamps.org](mailto:admin@juniortouchchamps.org)
- 13.2 Further information will be provided over the coming months.



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