



Team Management Pack

Essential information for Coaches and Managers

2026 Edition

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Version: 2026-1

Last updated: Friday 21 August 2026

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WELCOME

Welcome and thanks for volunteering your time as a junior touch football coach and/or team manager this season!

We have prepared this Team Management Pack to help you in your role, so that you know the many requirements that we have of you this season.

Your job is not always an easy one, but we are confident that you will find it a truly rewarding experience.

Your Club Officials are your “go-to” people for all things junior touch, so do not be afraid to have a chat to them if you have any concerns or queries throughout the season.

We have done our best to make sure this pack has enough information to answer most (if not all) of the regular questions we receive, but in case it doesn't, remember to speak to your Club Official's as they will help you get the answer. *(If its something that we should put into future version of this pack, ask them to let us know!)*

You will also find more information on our website – tjt.org.au – and we will continue to update it over the course of the season, so be sure to check back regularly.



Advice for using this info pack

We recommend that you keep a physical or digital copy with you when you are at Queens Park, so that you always have a reference to the important information contained within it.

TTF TEAM MANAGER APP

Since 2020 we've left pesky paper team sheets behind and moved to a completely online system. Now we've got our own Team Manager app to help make your job easier!

To get started, you'll need to do the following:

STEP 1. Get your TEAM CODE from your club.

Ask your club for your TEAM CODE, which is a sequence of six (6) letters and numbers.

You can use your code on multiple devices, so each team's coach and manger can both have access.

Warning

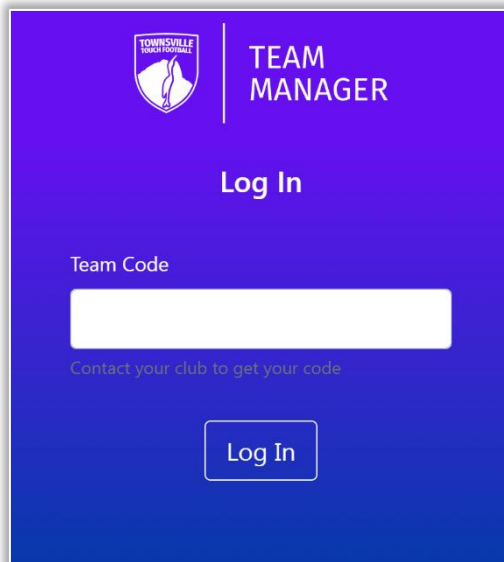
Each team has a unique code, so keep yours safe. If someone else knows your team's code, they can make changes to your team's roster without your permission or knowledge.

STEP 2. Open the APP on your phone's web browser.

On your phone's web browser, open to the URL below:

<https://manager.tsvtouch.club>

The first time you visit, you'll open to the login screen, which will look similar to the image below.



The screenshot shows a login interface for the TTF Team Manager. At the top left is the Townsville Touch Football logo. To its right, the text 'TEAM MANAGER' is displayed. Below this, the heading 'Log In' is centered. Underneath is a text input field labeled 'Team Code'. Below the input field, a small note reads 'Contact your club to get your code'. At the bottom center is a button labeled 'Log In'.

STEP 3. Enter your TEAM CODE and log in.

Enter your team code into the box provided and press the “Log In” button. Once you’ve done this, most up-to-date phones will remember your team code for you and log you in each time!

If you coach or manage more than one team, the app will remember all of them for you!

STEP 4. (Optional) Install as an app.

The TTF Team Manager app is a simple website, so it can be accessed on your smartphone and tablet, as well as your laptop and desktop computer.

Because it was built specifically with smartphones in mind, most modern and up-to-date phones can install it as an app. To install it as an app, tap the menu button (☰) and press the “Install as App” button.

If the app doesn’t appear, it means your phone’s browser can’t install it, but you can still continue to use it the way you already are.

Once installed, you’ll be able to find the “Manager” app on your home screen or in your app drawer (depending on your type of smartphone).

Please note: the app is not available from app stores, it can only be installed via the URL: <https://manager.tsvtouch.club>



The app is built to work best in up-to-date versions of Apple’s Safari, Google’s Chrome, and Mozilla’s Firefox web browsers apps. Your experience may vary in other or out-of-date browser apps.

STEP 5. Create your players.

Your first task once you’ve logged-in is to create your playing roster, which will currently be empty.

To add players to your roster, tap the menu button (☰) and go to My Team.

Under the Playing Roster, tap the “Create New Player” button and enter their shirt number, as well as their first and last name’s.



This information cannot be changed once you enter it, so make sure you get all shirt numbers, and spelling correct!

STEP 6. View your matches.

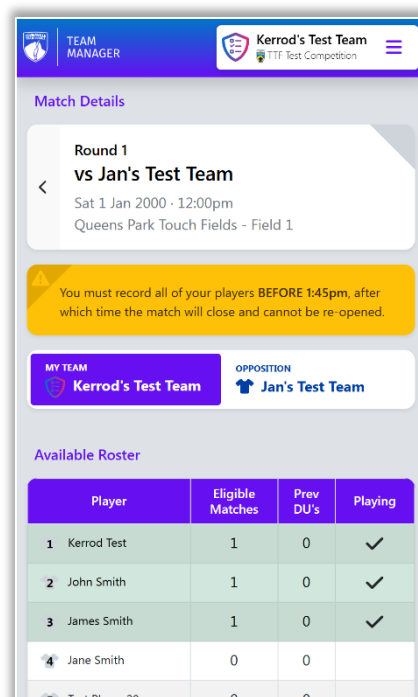
Your next match will be displayed at the top of the Dashboard. Tapping on it will let you manage your playing roster for that match.

You can also view your team's full match schedule (when it's released by TJT) by tapping the menu button (≡) and going to Match Schedule.

STEP 7. Record your players.

When viewing your current match in the app, you'll be able to manage your playing roster.

You'll only be able to do this on the day of the match, and each match is open from midnight onwards, but automatically **closes 1 hour after your match finishes**, so **don't forget!** If you forget, you will forfeit your match.



To record a player as “playing”, just tap on the empty space next to their name (under the “Playing” or “Played” heading).

A green tick will then appear, indicating that you have recorded that player as having played that match.

If you make a mistake, just tap on the incorrect player's tick and it will disappear.



Every time you “tick” a player, they are saved and recorded automatically, so there’s no “save” button that needs to be pressed.

STEP 8. (Optional) Switch to another team.

If you coach/manage more than one team, just tap the menu button (≡) and then tap the “Switch Team / Log Out” button.

Your previous team/s will be shown under the “Quick Login” heading, and all you need to do is tap on your team to quickly return to its dashboard.

To add a new team, just enter the new TEAM CODE into the box and log in. After your first login, it will be remembered.

STEP 9. Report issues to your club.

If you experience any issues while using the app, report them to your club so they can investigate.

Where possible, provide a screenshot of any error messages!

Note: Your club and TJT won’t help you record your players if you forgot to do them in time. Once the match closes (1 hour after full time) it cannot be re-opened.

PRE-MATCH PROCEDURES

STEP 1. Arrive at the field with enough time to organise your players.

At training, you should organise with your players and parents a specific time to arrive at your playing field.

Remember: do not congregate too close to active fields!

STEP 2. Organise your players.

Make sure you have enough players to take the field (minimum of four), or contact your club to help you find younger players to fill-in.

*Remember: players from another team in your age group **cannot** fill-in!*

STEP 3. Record all players in the TTF Team Manager app.

Use your phone/tablet to access the TTF Team Manager app, open your current match, and tap on the empty box next to each of your player's names.

Each player is recorded instantly, so if you accidentally record a player, just tap on the tick to remove it.

If you need to add new players, tap the menu button (≡) and go to My Team, then press the "Create New Player" button.

STEP 4. Warm-up your team.

Now that all your players are here and recorded, start your warm-up.

Remember: be mindful of the matches currently being played!

STEP 5. Make sure your interchange area only contains players, coaches, and officials.

No spectators must be within five (5) metres of any field, so make sure your player's parents aren't too close to the field.

Remember: as a Coach or Manager, it is your responsibility to ensure that all parents are behaving! If you have trouble with a spectator, flag down one of our delegates (they are wearing bright orange vests) to help. You do not need your own club's delegate, because they all have the power to remove a spectator if needed.

POST-MATCH PROCEDURES

STEP 1. Confirm the score with the referees and sign the scorecard.

The scorecard must be signed by your team's Coach or Manager.

If you do not (and can't resolve it with the opposing Coach/Manager), the referees will mark the scorecard as "Disputed" and you **must** lodge a protest **to your club** on the night.

Once you have spoken to your club, they will bring it to the attention of TJT.

STEP 2. Make sure any late players are recorded.

If you had late players arrive, make sure you open the TTF Team Manager app and record them!

Remember: you only have one (1) hour after the match to record your players, so don't forget!

STEP 3. Supervise your players until their parents/guardians collect them.

As the coach and/or manager of your team, you have a duty of care to ensure that your players are collected safely by their parents/guardians.

If a parent/guardian is late or cannot be found, ask one of your Club Official's to contact them.

WATER BOTTLES

Please remember that metal and glass bottles are banned from Queens Park because they present a hazard to our participants (if stepped on) and become dangerous when broken.

Do not permit your players to bring glass or metal water bottles.

For avoidance of doubt – Yeti (and similar) bottles/containers are not permitted!



**NO GLASS OR
METAL BOTTLES**

**PLEASE DO NOT BRING GLASS
OR METAL ONTO THE FIELDS**



SCORECARDS & PROCEDURE

Referees will bring the scorecard with them to the match, and are **the only people allowed to handle it**. Scorecards are no longer required to be signed at the end of the match; the referees will ask you if you agree with the score instead.

Accepting or Disputing the Score

If both coaches/managers agree with the score, the referees will circle "ACCEPTED" on the scorecard.

If you dispute the score, you should quickly discuss with the other team's coach/manager to determine the score. If you can't reach an agreement, the referees will circle "DISPUTED".

Note: Referees may have other matches to go to after yours, so you will only have a short time to discuss with the opposing coach/manager before the referee/s will automatically mark the card as "Disputed"

If you dispute a score, you **MUST** speak to your **club's official delegate to TJT** and they will have **24 hours** to lodge a Score Dispute. If the dispute is not received within 24 hours, the score submitted on the card will be accepted.

Warning: You cannot dispute a score because you disagree with refereeing decisions. If you refuse to accept the score because of this, the score submitted on the card will be accepted.

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		Sterie Wonder Ray Charles																																														
DIV: 7B	DATE: 21/08/2026																																															
FIELD: 1A	TIME: 5:00pm																																															
Redskins Black Hawks	TEAM NAMES	Grammar Gold																																														
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SPECTATORS AROUND MY MATCH

As a coach and/or manager, **you** are responsible for ensuring any spectators around your match adhere to the rules.

No Spectators in the Interchange Area

The interchange areas are for players, coaches, and officials only! Before your match starts, be sure to remove any parents and spectators.

No Spectators Within 5m of the Field

If you notice that any spectators are within five (5) metres of the field, even if they are just walking through, you must direct them to move **immediately**.

This is for the safety of your players and our officials, so please be vigilant!

Field Layouts & Spectator No-Go Zones

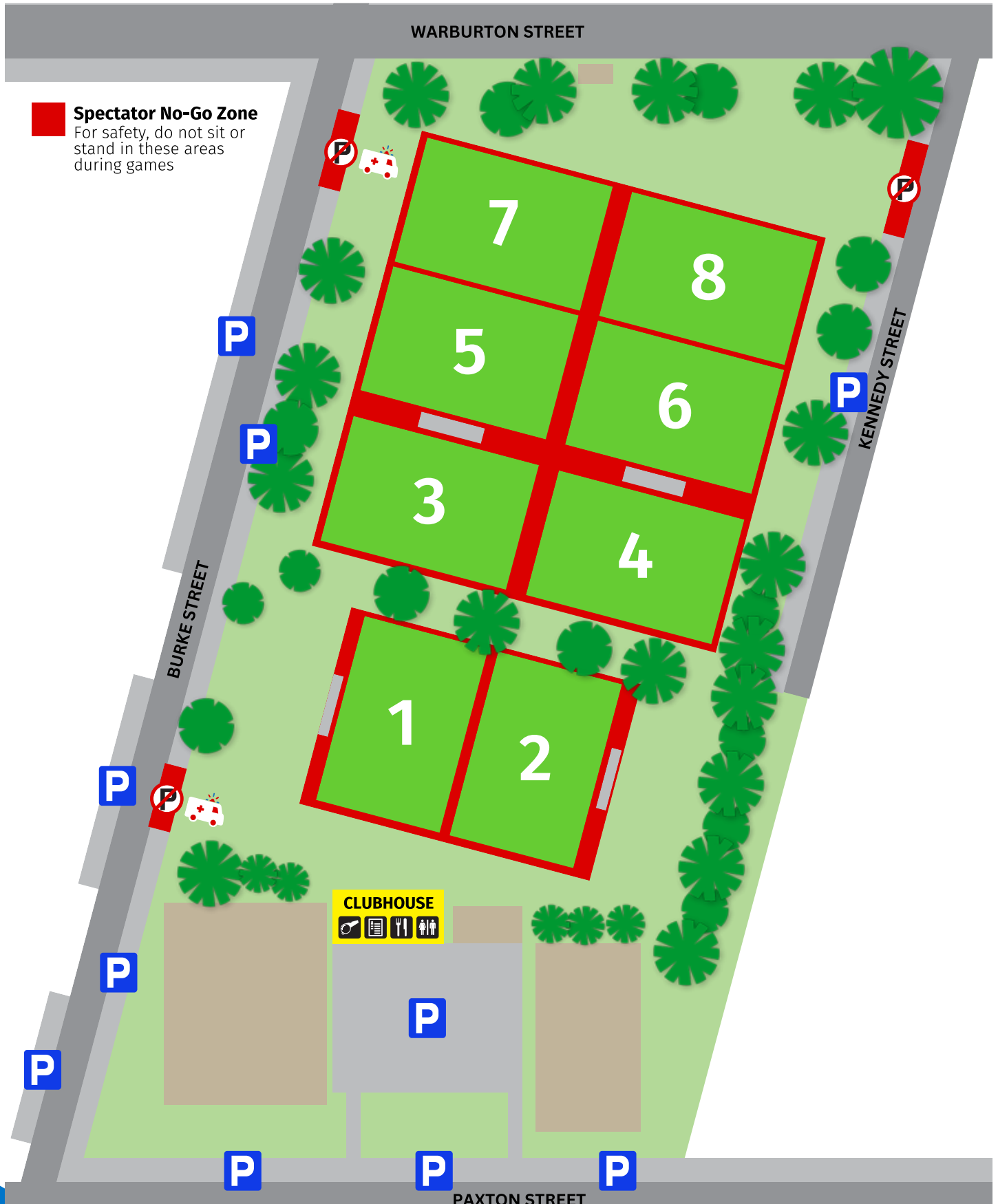
The next two pages of this pack contain layouts of Queens Park. The areas which are off-limits to spectators ("Spectator No-Go Zones") are in red.

Parents and spectators can obtain a copy of the field layouts from the TJT website - <https://tjt.org.au/play/location>.

FIELD LAYOUT 7-10'S AGE GROUPS

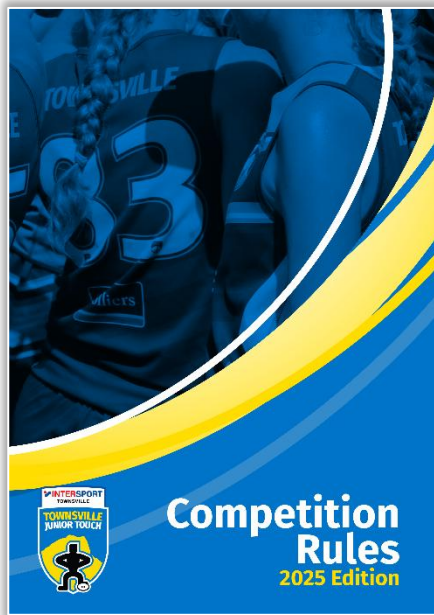


FIELD LAYOUT 11-16'S AGE GROUPS



COMPETITION & PLAYING RULES

You can find a copy of both the TJT Competition Rules, which govern how the competition is conducted, and the TFA Playing Rules, which govern how the game is played, on the TJT website.



Competition Rules

The TJT Competition Rules regulate:

- Competition structure
- Team & Player Nominations
- Playing Uniforms
- Byes, Forfeits, Withdrawals
- Referees
- Check-In Process
- Points
- Match Procedure
- Interrupted Matches & Match Changes
- Interchange Areas
- Protests, Reports & Discipline

Download your copy from: <https://tjt.org.au/play/rules>

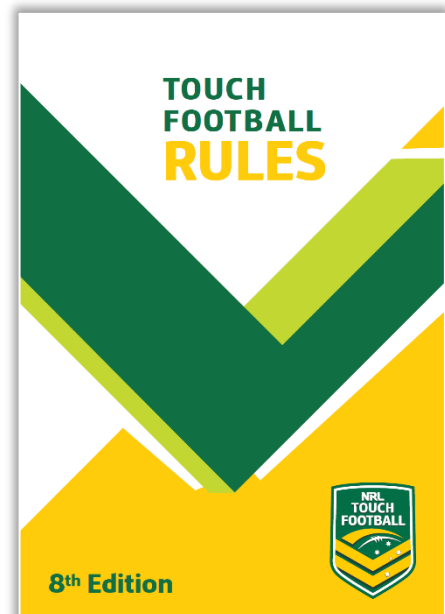
Playing Rules

The current edition of the playing rules, the **8th Edition**, was released by Touch Football Australia in January 2020.

The Playing Rules are supplementary to the Competition Rules and regulate how the game is played on the field.

Download your copy from: <https://tjt.org.au/play/rules>

Video's to help you understand the rules are also available via <https://ttra.org.au/rules>.



PLAYING UNIFORMS

All players are required to wear your club's playing uniform, and if they don't then your team could lose competition points.

You will need to make sure you liaise with your Club Officials if your players don't have the correct uniform.

At a minimum, all players must:

- Wear **your club's playing shirt**; and
- Wear the shorts of the **same predominant colour**.

The term "predominant" means that the strongest or main colour takes up at least 80% of the visible surface of the clothing. If your club's primary colour is blue, then wearing blue shorts with a small white stripe is acceptable, however wearing white shorts with a blue stripe is not and would result in your team losing points for being "out of uniform".

Make sure you know what your club's expectations are before your match. Your club may instead expect that all your players wear the official club shorts due to sponsorship agreements, etc. and will inform TJT to deduct points from your team if your players do not wear them.



Your club maintains regular contact with TJT to inform them of any supply issues and will let you know if an exemption period has been granted for your team.

R U OK? ROUND

Each year, Townsville Junior Touch Football holds a special round of competition known as “R U OK? Round” to help promote mental health across the touch football community.

R U OK? Round 2026 will be held on **Thursday 10th and Friday 11th September.**

Our **R U OK? Round** is all about inspiring everyone to ask that simple but important question “Are you OK?” and start a conversation that could change a life.

That’s because we believe in the work of **R U OK?**, an organisation working to inspire everyone to meaningfully connect with the people around them and support anyone struggling with life.

Conversations that are geared towards helping people feel supported and connected can make a difference. When we invest more time in our relationships, it can make it easier for people to speak up, access help if needed and access it early.

Wear something yellow!

We love seeing how creative our players can get, so we’re encouraging your team to find new and inventive ways of wearing something yellow and help us raise awareness.

Our uniform rules are relaxed for R U OK? Round, but there’s still one rule you need to follow: make sure you wear your club’s playing shirt during your match. Everything else is up to you!

That mean’s you can wear yellow shorts, yellow socks, yellow hats, yellow shoelaces, or even yellow shoes! As long as you still wear your club’s playing shirt when you play, you’re good!

Do something more

If you want to do something more to support the R U OK? charity, consider purchasing some of our fundraising merchandise from the administration window, or going online to <https://store.ruok.org.au/>

We’ll also take cash and coin donations on the day!

RESCHEDULE OR FORFEIT A MATCH

If your team can't play a scheduled game, you have a few options.

Reschedule a match

Contact your club as soon as you are aware that your team won't be able to play and ask them to request the opposing team to reschedule it.

Provided the other team agrees you'll be able to play the match on either a Monday or Wednesday night at Queens Park at either 6:15pm or 7:05pm (provided a field is available).



All rescheduled matches must be played before the next scheduled round of games.

Clashes with representative touch football

If your team has a majority of players away at a representative touch football event, the opposing team cannot refuse your request, though you still need to negotiate a date and time to play the rescheduled match.

Be sure to read up on the TJT Competitions Rule for more information about rescheduling matches.

Forfeiting a match

If your team can't play its scheduled match, and it can't be rescheduled, you'll be required to forfeit it.

You must let your club know as soon as possible so that they can contact the opposing team and TJT to inform them of the forfeit.

Teams that forfeit without giving appropriate notice will lose competition points.

If your team forfeits a second time in the season, TJT and your club will require you to give a valid explanation about why. If your reason is not acceptable, TJT or your club may move to remove your team from the competition.

A third forfeit by your team in the season will result in your team being immediately removed from the competition.



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