



REGISTRATION INFORMATION PACK

Presented
by **bms.**

Raising
funds for | **Leukaemia
Foundation®**

Team Registration Information Pack

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Contact

For assistance with your registration, please contact;

Katrina Biddle
Partnerships Manager
0499 008 076
katrina.biddle@bmsgroup.com

For event information, visit www.bmsgroup.com/BMSCharityCup

Team Registration Inclusions

- **Registration for up to 12 players**
 - o You may register less than 12 players, noting the minimum number of players required for a game to take place is four (4) players on the field at any one time.
 - The minimum requirement for players on the field is three (3) females and one (1) male at any one time.
 - o Players are not required to work for your company, although all players registered will be playing for and representing your company team.
- **Registration of a non-playing team manager**
 - o This is optional and not required.
 - A great way to get another staff member involved without the pressure of playing.
- **Insurance**
 - o Insurance is being covered for all members of your team by Touch Football Australia.
 - Insurance does not cover attendance at the post-event function.
- **Customised team jerseys**
 - o Up to 13 jerseys can be ordered for your team.
 - o You will work with the jersey supplier to customise the design, colours, and additional logos to appear on your team's jersey.
 - More information on customised jerseys can be found in this document.
 - o Jerseys must be ordered by Monday 5 August to ensure delivery in time for the event.
- **Match ball**
 - o Each team will be provided with a match ball to use during the event and to keep afterward.
 - Ensure you bring your ball to each match on the day.
- **Donation to event charity**
 - o A portion of your registration fee will be donated to the event charity – Leukaemia Foundation
 - This donation is tax deductible and will be identified on your tax invoice.
- **Entry to post-event function**
 - o All registered players and team managers will have access to our post-event function held at Ballymore Stadium
- **Cash prizes to be won and donated to charity of choice.**
 - o Each grand final team will win a cash prize, this prize is to be donated to the charity of each team's choice.
 - o A cash prize is awarded to the winner of the 'Fastest on the Field' dash for cash, this prize can be kept by the winner or donated to charity.

Registration fee: \$3500 (inc GST) per team

Additional tickets to the post-event function can be purchased at \$75 per person.

- Purchase additional tickets at the time of team registration, or
- Contact Katrina to purchase your tickets.
 - o katrina.biddle@bmsgroup.com

Team Registration Process

To register a team to take part in the BMS Charity Cup, complete the following steps. You must first register the team before individual players or team managers can register.

Register a Team

1. Go to <https://bit.ly/BMSCharityCupTeamRegistration>
2. Open the details for the event by clicking the arrow at the right of the event name, then select 'Register.'
3. Login with your NRL Account; if you do not have an existing account, you can create one.
4. Complete the 'Team Details' form and select 'Next.'
 - a. Note: the contact for the team can be the team manager or a player
5. Complete the 'Additional Questions' to confirm invoicing details.
6. You have the option to purchase additional tickets to the BMS Charity Cup Social Function. Input the number of tickets you wish to purchase, then select 'Add Items'
 - a. Note: tickets are included for all registered players/manager, this is an option for non-players to attend the function.
 - b. If you don't wish to purchase tickets at this stage, select 'Skip'
7. Agree to the TFA Terms and Conditions of participation by ticking the check box.
8. Select 'Complete Registration'
 - a. Note: Registration price will show as \$0 as we are not taking payment through the registration system. BMS will invoice your company for your team registration fee and any additional social function tickets purchased.
9. You now have the opportunity to invite players to your team.
 - a. If you know your team members, add their email addresses to the form, and they will be sent a link to join your team.
 - b. If you do not know all your team members or do not have their email addresses at this stage, you can invite them at a later date.
10. You will receive two emails;
 - a. Registration Successful: confirming the registration for your team. In this email, there will be links to register yourself to the team and invite others.
 - i. Please ignore the link to the apparel partner, as we have a separate apparel partner for this event.
 - b. Admin Permissions: this email is confirming you have permission to view and edit your team as the team admin. In this email will be a link to MySideline Manager which you will use to edit your team
 - i. For information on how to use MySideline Manager, follow this link <https://touchfootball.com.au/mysideline/mysideline-manager/>

Register a Player into a Team

1. Go to www.touchfootball.com.au
2. Click 'Register' in the top right-hand corner of the page.
3. Select 'Player'
4. Search for your team's name.
5. Open the details for your team by clicking the arrow at the right of the team's name, then select 'Register.'
6. Select your profile or select 'Add A New Participant'
7. Select your profile
 - a. If you have played touch football previously, your existing profile should appear. Verify your profile, if requested.
 - i. If after this step, you are taken back to the main register screen, complete steps 4 and 5 again. Your profile should now appear with your team. Select your profile and continue the registration process.
 - b. If you have not played touch football previously, create a profile by completing all required registration details.
8. Complete all Registration and Participant Details.
9. Agree to the Event Participation Agreement by signing the Adobe form (this will open in a new tab) and confirming you have signed the form by ticking the check box in the registration form.
 - a. You will be sent an email to confirm your email, please select 'Confirm my email address' to finalise the form.
 - b. You will be emailed a copy of the signed Participant Agreement.
10. Agree to the TFA Terms and Conditions of participation by ticking the check box.
11. Select 'Complete Registration'
 - a. Note: Registration price will show as \$0 as we are not taking payment through the registration system. BMS will invoice your company for your team registration fee.
12. You will receive an email confirming your registration to your team.

Register a Non-playing Team Manager into a Team

1. Go to www.touchfootball.com.au
2. Click 'Register' in the top right-hand corner of the page.
3. Select 'Coach, Trainer or Volunteer'
4. Search for your team's name.
5. Open the details for your team by clicking the arrow at the right of the team's name, then select 'Register.'
6. Select your profile or select 'Add A New Participant.'
 - a. If you have played touch football previously, your existing profile should appear.

- i. If after this step, you are taken back to the main register screen, complete steps 4 and 5 again. Your profile should now appear with your team. Select your profile and continue the registration process.
 - b. If you have not played touch football previously, create a profile by completing all required registration details.
7. Complete all Registration and Participant Details.
8. Agree to the Event Participation Agreement by signing the adobe form (this will open in a new tab) and confirming you have signed the form by ticking the check box in the registration form.
 - a. You will be sent an email to confirm your email, please select 'Confirm my email address' to finalise the form.
 - b. You will be emailed a copy of the signed Participant Agreement.
9. Agree to the TFA Terms and Conditions of participation by ticking the check box.
10. Select 'Complete Registration'
 - a. Note: Registration price will show as \$0 as we are not taking payment through the registration system. BMS will invoice your company for your team registration fee.
11. You will receive an email confirming your registration to your team.

Team Registration Invoicing

BMS will invoice your company once you have registered your team in the registration system.

You will be invoiced:

- for \$3500 (inc GST) per team you have registered.
- for any additional Charity Cup Social Function tickets pre-purchased.
- as per the details in your team registration form.
- with a line item for your tax-deductible donation to the event charity.

Note: all team members are not required to be registered at the time of invoicing.

Registration payments must be received before **20 September 2024**.

Should you need to adjust the details for your team registration invoice, please contact Katrina Biddle (katrina.biddle@bmsgroup.com).

Team Uniform

Custom Team Jerseys

Custom team jerseys for up to 12 players and one team manager are included in your registration fees. Additional jerseys or additional team products may be purchased from the supplier at a cost to the team.

Jerseys must be **ordered by Monday 5 August** to ensure they arrive in time for the event.

Please work with our jersey supplier to design and order your jerseys/

George Smith
Paladin Sport
0451 874 116
george.smith@paladinsports.com
www.paladin.sport

Design Requirements

- Each company will choose the design and colours for their jerseys and add their company logo/s and team name.
- Teams should avoid pink as the base colour for their team jersey to avoid confusion with the referees on the field.
- All jerseys will have the event logo, charity logo, and BMS logo included in their design, and feature a large number (1 – 13) on the back.

Uniform Requirements

- All players must play in matching uniforms.
- Custom team jerseys are included in your registration fees.
 - o Teams are required to order their team jerseys from the event supplier.
- Players may wear their own tights or shorts with their team jersey, or the team may choose to purchase custom team shorts/tights at their own cost.
- Enclosed joggers or football boots with molded soles must be worn by all players.
 - o No screw-in studs, spikes, or bare feet will be allowed.
- Hats or caps are permitted to be worn during a match provided they are safe.
- Glasses may be worn if they are safe and securely attached.
- No jewellery or accessories may be worn.
 - o Jewellery unable to be removed (such as medical bracelets) must be taped.
- Should the weather be wet or cold, additional layers may be worn underneath the team jersey.
- Fingernails must be short.