



## **Touch Switzerland (TS) Participation - European Touch Championship (ETC22)**

**01 – 07 August 2022 – Nottingham England**

**To: TS Team Coaches and Managers, Club Presidents, TS Executive, TS Tour Manager**

### **Overview**

Four teams will represent TS at ETC22: Mixed Open, Women's 27s, Men's 30s and Men's 45s.

A maximum of 81 TS representatives will attend this event; 64 players, 4 coaches, 4 physios, 4 referees, 4 Team Managers and 1 Tour Manager.

On 31 January 2022 three documents [Enclosures 1-3] were released by Gary Reynolds – FIT Event Manager, ETC22. These were circulated to the Team coaches and Tour Manager. Content in those documents is generally not duplicated here. The intent of these TS Letters is to detail the administrative and logistic requirements internal to TS to ensure we are prepared for the ETC22 and meet all imposed requirements from the FIT Event Manager prior to arrival at the event.

A TS Tour Manager is appointed for this tournament. The TS Events Manager will provide limited coordination remotely. The TS roles of the Tour Manager and Events Manager are attached. Page 8 of the General Conditions [Enclosure 3] gives specific guidance to the Tour Manager on FIT assigned duties.

The TS Tour Manager is: Peri Marks, email: [peri.h.marks@gmail.com](mailto:peri.h.marks@gmail.com) phone: +41795892953.

Team Coaches are responsible for preparation and attendance of their Team, working together where appropriate and possible with the support of the TS Tour Manager. Team Coaches are also responsible for the identification of team support staff as applicable.

### **Tournament Scope and Rules**

FIT International Playing Rules – 5<sup>th</sup> Edition – 2020 as detailed in Enclosure 2 and 3.

### **Player Eligibility & Expectations**

See Page 8 and 10 of Enclosure 3

### **Team Eligibility**

In the event ETC22 does not receive a minimum registration of five teams in a division, at the discretion of the organising body, that division may not progress. If this affects TS teams preparing for the ETC22 tournament, the TS Executive and Coaches will look at alternatives as required.

### **Coach Eligibility**

In addition to the requirements in the General Conditions document all coaches must be a minimum current Level One accredited coach. See Page 5 of Enclosure 2.

## **Tournament Timings**

### **Monday 01 August 2022**

Travel to tournament – first night of accommodation.

Time TBA: Briefing for all team managers and player accreditation.

### **Tuesday 02 August 2022**

Time TBA: Opening Ceremony

The tournament will be conducted between Tuesday 2nd August and Saturday 6th August 2022.

Some teams may not play games on Tuesday, dictated by division size. Specific details to come.

### **Saturday 06 August 22**

Time TBA: Tournament Close

### **Sunday 07 August 22**

~1000hrs      Check-out of accommodation, depart ETC22.

## **Team/Player Registration Timings**

Team acceptances will be issued prior to 01 June 2022. Participant registration will open at 12:00 on 01 June 2022 and close at 12:00 on 24 July 2022. Page 15 of Enclosure 3 gives more detail.

Player registration is on-line and must be completed by individual players with Coach/Tour Manager oversight. No collective 'team sheets' are submitted for this tournament.

The Tour Manager must provide a signed statutory declaration prior to the start of the event that all registration details, including players date of birth and playing numbers, are correctly recorded in the event registration system. Upon the acceptance of their entry, enquiries for any Member or their teams must be made by the nominated Tour Manager. All correspondence from FIT will be sent to the Tour Manager. It is the responsibility of the Tour Manager to ensure that all representatives of the Member are conversant with these General Conditions and the event-specific Conditions Of Entry document.

TS player registrations will not be conducted/accepted without prior payment of fees into the TS account. Late player withdrawals (after payment) are to be managed through Team Managers with the Tour Manager. Ideally late withdrawals will be replaced by reserve/standby players to maintain team integrity and budgets.

## **Referees**

TS will provide four referees to the tournament. All referee coordination is to be through the TS Referee coordinator – Peter Keiser. Costs for the four referees will be met by the player contribution fee under 'support staff'.

## **TS Support Staff**

TS have planned for 4 coaches, 4 physiotherapists, 4 referees, 4 Team Managers and 1 Tour Manager: a total of 17 non-playing support staff. These staff will have the following expenses met by a TS player contribution: all transportation costs, meals, mandated functions and accommodation. 13 of the 17 staff, excluding referees, will also have a TS uniform provided. All teams have a physiotherapist who will stay assigned and accommodated with that team.

All support staff in this category should claim their consolidated ETC22 out of pocket expenses directly to the TS Treasurer, information to the TS Tour Manager. Note accommodation, meals and uniform costs will be paid directly by TS Treasurer and as such do not require a claim.

## Finance

Early Bird Payment for four TS teams has been made of £1900.00 per team.

Player costs have been calculated at **CHF1061.00** (TBC). This covers the following items:

Own Accommodation 6 nts – <b>£48.50/nt +VAT</b> Single room with linen, share ablutions, breakfast and dinner, wi-fi & tea/coffee	<b>£349.00</b>
Team registration – <b>£7600.00/64</b> players	<b>£119.00</b>
Own Lunch packs – 6 days	~ <b>£60.00</b>
Own Presentation dinner	~ <b>£20.00</b>
Own compulsory playing kit (Playing shirt, shorts and TS polo/T-shirt)	CHF130.00 / <b>£106.00</b>
Support Staff costs / 64 players (see below) <b>£14034.00</b> CHF17038.34	CHF267.00 / <b>£220.00</b>
Non-compulsory clothing	Not included
Travel costs	Not included
<b>Total</b>	CHF1061.00 / <b>£874.00</b>

Support staff costs are estimated below distributed across 64 players.

<b>Support staff costs</b>	<b>4 coaches, 4 physio, 4 ref, 4 Team Mngrs, 1 Tour Mngr</b>	<b>17 support staff</b>
Flights	~CHF270.00	CHF4590.00 <b>£3744.00</b>
Ground transport (CH & UK)	~CHF100.00	CHF1700.00 <b>£1387.00</b>
Accm (single room)	<b>£349.00</b>	<b>£5933.00</b>
Lunches – 6 days @GBP10	~ <b>£60.00</b>	<b>£1020.00</b>
Support staff clothing (see note under uniforms).	CHF150.00	CHF1950.00 (13 staff, no refs) <b>£1590.00</b>
Compulsory functions (Est for 2 functions?)	~ <b>£40.00</b>	<b>£360.00</b> (9 staff, no physios, no Team Mngrs)
<b>Total</b>		<b>£14034.00</b> CHF17038.34

Player payments are to be made against the following schedule:

Payment 1: **CHF400.00** - Wednesday **27 April 22** [Meet 1<sup>st</sup> accm deposit]

Payment 2: **CHF350.00** (Minimum) - Wednesday **11 May 22** [Meet 15 May accm payment, and compulsory uniform, plus add any extra uniforms costs ordered by individual]

Final payment: ~**CHF300.00** - Wednesday **29 June 22** [Meet 01 July accm final payment].

Note: Final payment will be adjusted with updated costs and final player numbers. The final player number (currently 64) affects the calculation of the Support staff and registration payment costs.

Players are invited to combine payments 1 and 2, or 1, 2 and 3 should they find that simpler. The final payment amount will be confirmed by the TS Tour Manager NLT **Friday 24 June 22**.

Players should use one of these codes as the payment reference: ETC2022/MXO, ETC2022/W27, ETC2022/M30 or ETC2022/M45.

**Beneficiary** TOUCH SWITZERLAND, 8132 Egg bei Zürich  
**IBAN** CH20 8069 1000 0083 3479 0

It is NOT necessary to include surname if an individual is making their own payment. In the event a third party is making the payment on behalf of a player, player name and TEAM are to be included.

Players who are in credit for the cancelled European Touch Championships 2020 will have their amount adjusted by TS Treasurer. Lists of players in credit will be provided to Coaches/Managers.

### **Uniforms**

TS teams will wear the uniform arranged by the TS Tour Manager which must comply with page 11 of the General Conditions [Enclosure 3].

**Indicative** uniform costs are CHF130.00 for the compulsory uniform which comprises a playing top, playing bottoms and presentation (TS team) t-shirt. Players may elect to order additional items which will be coordinated through Team Coaches/Managers. All uniform costs are to be met in payment 2. The CHF350.00 payment covers only the compulsory items. Any additional uniform items are to be added to this payment by individuals.

The wearing of compression garments is permitted, worn under the approved uniform.

Support staff (excluding referees) will be provided with a TS Team Polo/T-shirt(s) and Tracksuit, or shorts/Tracksuit Top Hoodie (based on personal preference) to a maximum of CHF150.00. Support staff exceeding this amount requested to make payment for any additional costs by **Wed 11 May 22**.

### **Accommodation**

A TS accommodation booking for 78 players and support staff, excluding referees, at Nightingale Hall on the University Park Campus has been made at a total cost of **£27237.60** (~CHF33068.50). Any changes to this accommodation requirement must be advised to the Tour Manager without delay so adjustments can be made to the final booking prior to payment NLT 01 July 22 when the final accommodation payment is due. No changes will be accepted after this date and TS will remain liable for the cost of any cancelled bookings. TS has entered into a contractual agreement for this accommodation booking.

£9079.20 to be paid by 27 April 22

£9079.20 to be paid by 15 May 2022

£9079.20 to be paid on 1 July 2022

The players fee includes accommodation for six (6) nights for all players and 17 support staff, noting the referees are not booked with the TS booking, but rather in the tournament block booking for all referees. A map of the campus is enclosed.

[Nottingham conference venues with accommodation \(nottinghamconferences.co.uk\)](http://nottinghamconferences.co.uk)

## **Team Managers**

Four Team Manager rooms have been booked. Team Manager costs have been included in the player contribution calculations above. The Team Manager is by appointment of the Team Coach.

## **Transport**

Team Coaches, with the support of the Tour Manager, are responsible for the coordination of players transport to and from the tournament. It is expected players will book their own travel and arrive in time for the tournament briefings/start. Local transport in the UK may be coordinated between Team Coaches and the Tour Manager as required.

## **Meals**

Breakfast and Dinner from check in Mon 01 Aug to check out Sun 07 Aug 22 have been included with the accommodation booking.

Lunch options have not yet been finalised by the ETC22 and will be circulated for consideration by the Tour Manager once received. Support staff lunch costs have been estimated in the player contribution costs at this point at £10.00 per day. They have also been included in the players fee for the player with the assumption TS will elect to make a bulk lunch booking for all if made available. The estimate has been made at £10.00 per lunch per person which would seem generous.

## **Tournament Function**

Players are expected to attend the end of tournament function/presentation. TS Team uniform for the event will be determined by the Tour Manager, hence the requirement for all staff to have a TS Team polo/t-shirt. Those unable to attend this final activity are to advise their Coach/Manager. No re-imburements for any function will be paid or separated from the player contribution costs. Costs to cover these functions has been included in player costs and contributions for support staff. The estimate has been made at £20.00 for the players function and £40.00 for 9 support staff to attend mandated events for Coaches etc.

## **Covid-19 considerations**

No guidance has been issued in the event the tournament is affected specifically by covid-19 restrictions. Team Coaches/Tour Manager are expected to review any covid-19 guidance in both Switzerland and the UK prior to travel and ensure players are well informed of their obligations in each county and at the tournament, including any impacts on travel cancellation policies etc.

## **Records**

All persons accept that by participating in this event they may be photographed and/or filmed and that these images may be used by FIT for promotion of the sport Page 12 of General Conditions.

The TS Tour Manager will coordinate the collection records of the TS participation and submit photos, reports, footage etc to TS webpage manager. Player consent to use the photography will be assumed with the submission. As a minimum a team photo and game results are to be submitted.

The TS Social Media representative is also in attendance as the W27 Team Manager and will assist the TS Tour Manager with this activity.

## Next Update

As new details are received from ETC22 they will be circulated through TS coaches and committee. All updates and published documents will also be hosted on the TS webpage.

The next actions are;

- Finalise uniform orders (TS TM) - **Underway**
- Finalising team selections (TS Coaches) – **Monday 25 April 22**
- Announce Teams (Webmaster) – **Wednesday 27 April 22**
- Collect player payments (TS Coaches, Managers, Treasurer) - **see payment schedule**
- Confirm lunch arrangements and any function/s attendance requirements and costs (note budgets do currently include these items) (TS TM)
- Accommodation payments 2 and 3 (Treasurer, Secretary) – **see payment schedule**
- Next Newsletter – as required – date TBC (TS TM)

## TS Points of Contact

TS ETC Tour Manager: Peri Marks [peri.h.marks@gmail.com](mailto:peri.h.marks@gmail.com)

Mixed Open Coach: Pasqual Neuweiler [p.neuweiler@hotmail.com](mailto:p.neuweiler@hotmail.com)

Women's 27s Coach: Rebecca Fitzgerald [rebeccamarywalker@gmail.com](mailto:rebeccamarywalker@gmail.com)

Men's 30s Coach: Peter Ryland [pdr@pdr.cx](mailto:pdr@pdr.cx)

Men's 45s Coach: Michael Abromowitz [mike@in2touch.com](mailto:mike@in2touch.com)

Referee Coordinator: Peter Keiser [referees@touchswitzerland.ch](mailto:referees@touchswitzerland.ch)

Treasurer: Peter Ryland [treasurer@touchswitzerland.ch](mailto:treasurer@touchswitzerland.ch)

Secretary: Ania Tomaszewska [secretary@touchswitzerland.ch](mailto:secretary@touchswitzerland.ch)

Webmaster: Roger Beck [webmaster@touchswitzerland.ch](mailto:webmaster@touchswitzerland.ch)

Social Media: Maddie Parker [maddieparker51@gmail.com](mailto:maddieparker51@gmail.com)

TS wish players and coaches the best of luck and health for this tournament and look forward to a full review on return.

*Emily Cameron*

Events Manager Touch Switzerland

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03 April 2022

Enclosures :

1. ETC2022 Memo 1 – 31 Jan 2022 – Gary Reynolds – FIT Event Manager ETC22
2. European Championships 2022 – Conditions of Entry – 1 – 31 Jan 2022
3. European Championships 2022 – General Conditions – 2.0 – 31 Jan 2022
4. TS Tour Manager and Events Manager roles
5. Map of Nottingham University Park Campus