



# Cambridge Touch Association Club and Committee Handbook

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# 1 Introduction

## 1.1 Mission statement

The Cambridge Touch Association (CTA) is a non-profit and voluntary organisation that wants people to want to get involved in touch – and enables them to do it. This includes player, referees, coaches, administrators, and support staff at all levels.

## 1.2 CTA objectives

The aims and objectives of the CTA are:

- To organise regular social touch where both new and experienced players can play for fun and fitness
- To organise competitive local leagues that develop players and referees
- To develop players to compete for places in the Hornets and Bees representative teams
- To develop players to compete for places in regional and national representative teams
- To create a competitive atmosphere where the opposition, referees, and officials are treated with respect
- To encourage the participation of women, youth, and the Cambridge community
- Provide a benchmark within England for the organisation and development of a regional touch association.

## 1.3 Governing bodies

The CTA is a member of the England Touch Association (ETA) who in turn is a member of the Federation of International Touch (FIT). The ETA is also a member of the European Federation of Touch (EFT).

The CTA adheres to the rules and policies of FIT & the ETA; except where explicitly stated in the policy section.

# 2 Committee structure, roles, and responsibilities

## 2.1 Committee management

The Committee structure has many roles requiring different skills and commitment, some of which must be held by Committee members and others that may be held by Club members outside of the Committee.

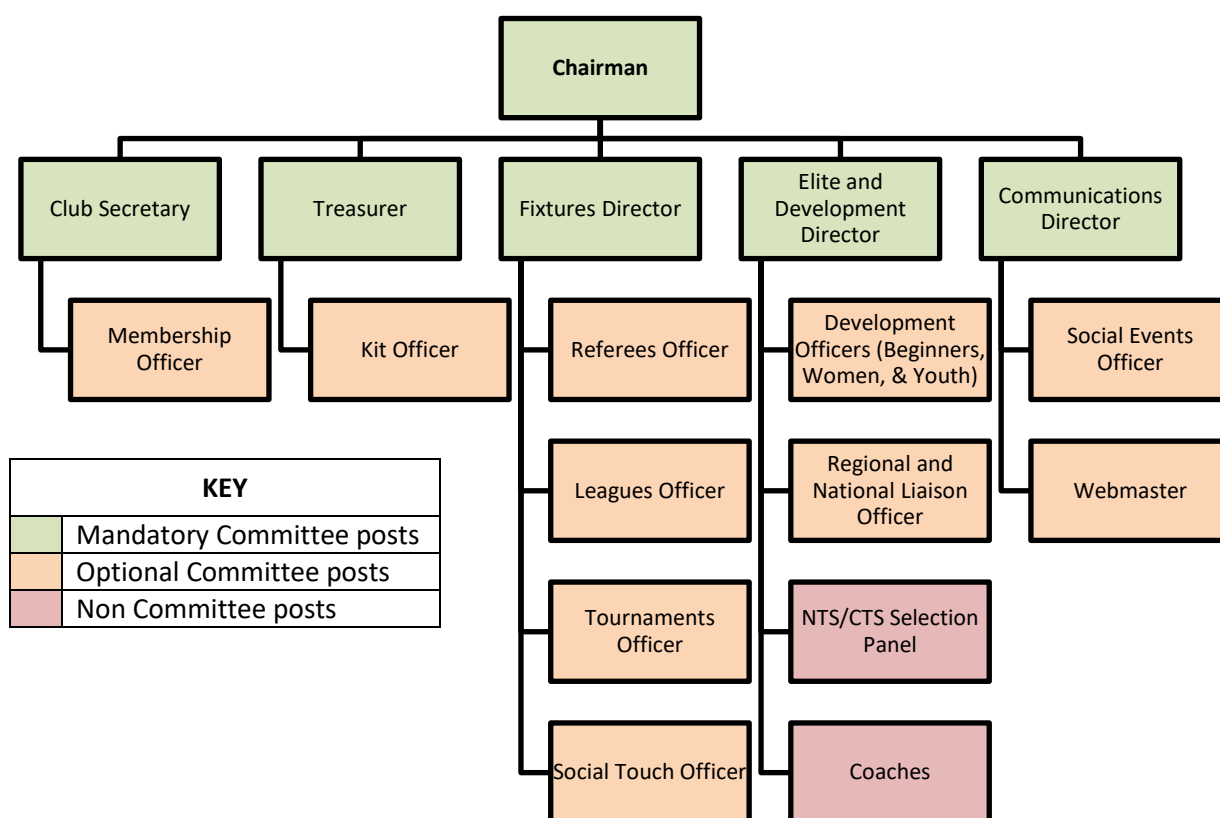
The Committee works best with approximately 5-7 members with the other roles being taken by Club members. Members may hold more than one office and roles may be shared or delegated. Sub committees may be formed to spread the work load.

As a member of the Committee a person should attend all Committee meeting and holds voting rights. The positions highlighted in green in the diagram below show positions that must be held by Committee members.

The roles highlighted in orange in the diagram below may be held by Club members outside the Committee. These members do not hold voting rights and only need attend Committee meetings as required.

Between January and August each year the Committee should aim to meet approximately every 6 weeks.

## 2.2 Committee structure



## 2.3 Roles and responsibilities

The table below list key responsibilities for each role. It is not intended to be comprehensive or binding. Responsibilities may be delegated by mutual agreement of the concerned parties.

Roles	Responsibilities
<b>Chairman</b>	<ul style="list-style-type: none"> <li>• Chairs meetings of the Committee</li> <li>• Sets agenda and controls discussions in club meetings</li> <li>• Acts as an ambassador of the club</li> <li>• Arbitrator and conciliator when disagreement arises</li> <li>• In conjunction with the Club Secretary, point of reference for external agencies</li> <li>• Chairs the disciplinary panel</li> </ul>
<b>Club Secretary</b>	<ul style="list-style-type: none"> <li>• Principal administration officer – the main link between members executive committees and outside agencies</li> <li>• First point of contact for an outsider</li> <li>• Writes agendas and minutes in club meetings</li> </ul>
<b>Coaches</b>	<ul style="list-style-type: none"> <li>• Set training calendar and content of training sessions</li> <li>• Nurture players to achieve their best performances</li> <li>• Manage the teams on the day of the tournaments</li> <li>• Appoints captain(s)</li> <li>• Sets game plan</li> <li>• These posts require a CRB check (via the ETA)</li> </ul>

<b>Communications Director</b>	<ul style="list-style-type: none"> <li>• Point of contact for any media enquires</li> <li>• Creates press releases</li> <li>• Manages and updates content for the website and Facebook page</li> <li>• Writes the newsletters and approves club wide communications</li> <li>• Works to promote and advertise all CTA activities</li> </ul>
<b>Development Officers (Beginners, Women, &amp; Youth)</b>	<ul style="list-style-type: none"> <li>• Promotes and encourage participation and growth among target groups</li> <li>• Organises training and mentoring</li> <li>• Looks for suitable tournaments (outside CTS/NTS) for development</li> <li>• Youth Development Officer will also co-ordinate with schools to encourage participation</li> <li>• These posts require a CRB check (via the ETA)</li> </ul>
<b>Elite and Development Director</b>	<ul style="list-style-type: none"> <li>• Co-ordinates the activities of the Development Officers and Coaches to the benefit of the Selection Panel</li> <li>• Appoints Coaches and the Selection Panel</li> <li>• Liaises with the ETA on coaching courses</li> <li>• Chairs the Selection Panel</li> <li>• This post requires a CRB check (via the ETA)</li> </ul>
<b>Fixtures Director</b>	<ul style="list-style-type: none"> <li>• Co-ordinates the diary of all fixtures for the leagues, tournaments, and social touch events</li> <li>• Is the escalation point for any disputes regarding the leagues</li> <li>• Books for pitches for all club events</li> </ul>
<b>Kit Officer</b>	<ul style="list-style-type: none"> <li>• Manages kit stock</li> <li>• Arranges new orders with suppliers</li> <li>• Tracks payment from members in conjunction with Treasurer</li> </ul>
<b>Leagues Officer</b>	<ul style="list-style-type: none"> <li>• Organises the leagues including draw, refereeing, and volunteers</li> <li>• Advertises and promotes the leagues and works with the Membership Officer and Treasurer to collect entries, membership details, and payment</li> </ul>
<b>Membership Officer</b>	<ul style="list-style-type: none"> <li>• Holds and continually updates data and details of all members</li> <li>• Assists with recruitment and publicity</li> <li>• Can assist treasurer with collecting subscriptions</li> </ul>
<b>NTS/CTS Selection Panel</b>	<ul style="list-style-type: none"> <li>• Selects NTS and CTS teams to represent the CTA</li> <li>• Co-ordinates availability</li> <li>• Provides feedback (when requested) on reasons for non-selection</li> </ul>
<b>Referees Officer</b>	<ul style="list-style-type: none"> <li>• Encourages, recruits, develops and organises training for all club referees</li> <li>• Acts as point of contact for ETA courses</li> </ul>
<b>Regional and National Liaison Officer</b>	<ul style="list-style-type: none"> <li>• Co-ordinates with the Midlands and ETA on activities within the club as and when necessary</li> <li>• Represents the CTA at the ETA AGM and any other meetings as required</li> </ul>
<b>Social Events Officer</b>	<ul style="list-style-type: none"> <li>• Organises all club social events</li> <li>• Prepares calendar and promotes events</li> </ul>
<b>Social Touch Officer</b>	<ul style="list-style-type: none"> <li>• Sends regular reminders about social touch</li> <li>• Arranges the fields to be set up for play</li> <li>• Sends notifications of cancellation or relocation</li> <li>• Meets &amp; greets new players and encourages them to join league teams</li> </ul>

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<b>Tournaments Officer</b>	<ul style="list-style-type: none"> <li>• Required when the ETA allocates the CTA a tournament or where the CTA decides to host its own tournament</li> <li>• Co-ordinates all aspects of the tournament (advisably with a sub-committee and volunteers); including advertising, entry, refereeing, draw, equipment, and facilities etc</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Approves budgets and control costs</li> <li>• Collects subscriptions</li> <li>• Administers club accounts</li> <li>• Pays registration fees</li> </ul>
<b>Webmaster</b>	<ul style="list-style-type: none"> <li>• Develops website with links to others</li> <li>• Ensures that all information on the website is accurate and up to date</li> <li>• Ensures that the website promotes and advertises events and matches</li> </ul>

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## 2.4 Committee rules of procedure

1. Committee meetings shall be arranged at least two weeks in advance (unless deemed an emergency)
2. To hold a Committee meeting a quorum of at least 3 members is required
3. Relevant matters (e.g. changes to policy or approval for spending) shall be put to vote. In the case of equal votes the chair of the meeting shall have the casting vote.
4. Minutes of all meetings including sub-committees shall be kept and formally adopted.

## 2.5 Annual general meeting (AGM)

1. The committee shall convene AGMs not more than 15 months after the previous AGM
2. The committee shall be given not less than 21 days notice in writing of the AGM
3. The AGM shall be publicised at least seven days in advance by leaflets and posters
4. At the AGM the Club members shall elect a Committee
5. The Committee shall hold office until the conclusion of the AGM

## 2.6 Dissolution of the CTA

1. A motion to dissolve the CTA may be presented at the AGM
2. The motion will be passed with the agreement of three-quarters of attendees
3. In the event the motion is passed; any surplus assets will be divided among selected Cambridge based youth sports organisations

# 3 Policies

## 3.1 Membership policy

1. Membership to the CTA is automatically conferred when entering as a registered player in a team in the CTA leagues
2. Prior to the commencement of the league a player is considered a member for selection purposes if it is reasonable to expect them to register in a team for the forthcoming league.

This may be based on:

- a. If they were a member in the previous year
- b. If they have just relocated to Cambridge

- c. If they have just become active in Cambridge touch (particularly social touch) and are looking for or have found a team
  - d. If they have been actively attending training sessions
- 3. Where a player is unable to participate in the leagues (e.g. due to work commitments) but plays an active role in Cambridge touch; a social membership may be granted on application to the Committee.

## 3.2 Selection policy

### 3.2.1 Hornets and Bees

1. Selection is open to all members of the CTA
  - a. Squad training will be held to develop potential player and to aid selection
2. Players selected are to be paid-up members of CTA
  - a. The only exception to this is when not enough players are available to field a full team, in which case non-members may only be selected for the Bees
  - b. On no account should a non-member be selected when a member is available for selection
3. Selection is based primarily on perceived playing ability for a given position within the team.
  - a. Consideration of future potential, club involvement, and flexibility can also be made although this should be secondary to perceived playing ability in a given position.
4. Non-attendance at mandatory training sessions without reasonable justification will exclude a player from selection for the following tournament
5. Players should let the captains know of their availability ASAP
6. Players with irregular availability should expect to be selected as required
7. All players are required to purchase a playing shirt and shorts
8. Where arbitration is required, a player shall first contact the Selection Panel to discuss the issue. If further arbitration is required; the Chairman will make the final decision.

### 3.2.2 Wasps

1. The Wasps are the CTA touring/social tournament team. The name may be used in conjunction with CTA kit with the permission of the Elite and Development Director
2. Teams may be mixed or single sex depending on the tournament
3. The selection policy is up to the organiser of the team, but depending on the tournament, the Committee would encourage:
  - a. Including as many CTA members as possible
  - b. Selecting players who will represent the CTA positively
  - c. Confirming selection as soon as possible

## 3.3 Financial policy

1. Operates a float as agreed by the Committee
2. Holds no more than £5000 at the end of the calendar year
3. Proposals for training and development costs should be put in writing to the CTA for approval
4. Where a member of the CTA is representing the Committees interests in an official capacity they may have their additional costs reimbursements (e.g. travel costs to the ETA AGM etc)
5. Applications for financial support may be made in confidence to the Committee for assistance with travel costs and/or kit. Applications will be considered where it can be demonstrated:
  - a. Why the costs cannot be met by the applicant

- b. What alternatives have been investigated (e.g. second hand kit and/or lift sharing etc)
- c. A clear commitment to the CTA (e.g. participation in social touch, the leagues, and, in particular, volunteering time for coaching, refereeing, and/or at CTA events)
- d. Any requests will also be taken into consideration within the context of the overall CTA budget

### **3.4 Cambridge Touch Summer Leagues Rules of Entry**

#### **3.4.1 League operations policy**

1. The draw will be devised based on the number of teams and the number of weeks in the league. The draw shall endeavour to give all teams a fair and balanced draw
2. Teams will be awarded 4 points for a win, 2 point for a draw, 1 point for a loss, and 0 points for a forfeit
  - a. If a team forfeits the score shall be recorded as 5-0 in favour of the team that did not forfeit
3. All players on a team will be treated fairly and equally by the league operators, the referees and the players. Any team not wishing to play against an opponent who has legitimately registered in the league, will forfeit the game.
4. Should teams be placed with an equal number of points, “points difference” followed by “points for” shall be used to differentiate teams. Should they still not be separated a coin toss will be used.
5. Prior to the circulation of the finals draw; any team that withdraws will be removed from the draw and the next team will take their place. After the draw has been circulated a team may only forfeit; which will result in a 5-0 win to the team that did not forfeit.

#### **3.4.2 League team policy**

1. Teams **MUST HAVE** at least 3 female (or junior) players on the pitch – if this is not able to be met the team will (a) forfeit 5 touchdowns and play with a maximum of 4 men or (b) continue to play with a maximum of 3 men. This is the captain’s choice. Teams fielding fewer than 4 players within two minutes of the game start time will be forced to forfeit. A team may play a maximum of 2 games with the above concessions
2. Minimum of two female players per team
3. Maximum of one under 15 boy within tier 1 teams (born on or after 1st August) per squad can be played as females. These boys will be judged by the committee as to whether their size, speed, skill, and/or experience are considered greater than that of the average female player. Please submit the details of players to the committee in advance of the league. Maximum of two under 15 boys for tier 2 teams.
4. Anyone wishing to have more under 15 players in their side may do so but these players will be counted as men
5. Players can only be registered to one team in that team’s tier



6. A top tier team can only register a maximum of 16 players. If a player in a team with 16 registered players is no longer able to play in the team, then that player may be replaced with a new player. This is subject to the approval of the Committee
7. FINALS: any player must have been registered with a team at least three weeks in advance. Any exemptions requests must be sent to the Committee at least 48 hours in advance of the finals
8. A top tier player can only be registered for one second tier team
9. Female only teams do not follow the points rule.
10. A tier 2 team can register a maximum of 3 registered tier 1 players.

### 3.4.3 Disciplinary policy

1. The CTA does not tolerate behaviour that is offensive or disrespectful. Either on or off the pitch at events either organised by the CTA or where the CTA is being represented (this includes FIT tournament events or training events)
  - a. Examples of inappropriate behaviour are:
    - i. Physical intimidation (e.g. hard touches or overbearing behaviour)
    - ii. Verbal and written intimidation (e.g. swearing, shouting, undermining referees and/or officials, sledging)
    - iii. Violence (e.g. shoving, tripping, or punching)
    - iv. Refusal to adhere to the instruction of the team coaches, captain, or event officials
  - b. The repetition of such behaviours will result in more severe action
  - c. Action will also be taken when the ETA has also enforced its disciplinary policy
2. The Disciplinary Panel is chaired by the Chairman and is completed by the Elite and Development Director and the Fixtures Director
3. Disciplinary issues will be dealt with in the following manner

Level	Example	Action
<b>Minor</b>	Occasional or low level intimidation and/or refusal to adhere to instructions.	Referee or official will advise that the behaviour is inappropriate and must stop. In a game this may result in a penalty, forced sub, or sending off
<b>Major</b>	Repeated or moderate intimidation and/or refusal to adhere to instructions.	Disciplinary Panel will be informed and a formal written warning will be sent to the player. People may be interviewed to ensure a full understanding of the incident(s). Actions may include sanctions such as match bans or deductions of team points
<b>Critical</b>	Violence and/or escalation from a major incident	Disciplinary Panel will be informed and a formal written warning will be sent to the player. People may be interviewed to ensure a full understanding of the incident(s). Players may be banned. The ETA and/or police may be informed where appropriate

4. Where a player is 18 or under their parent/guardian will be informed. If a player is representing a school, the co-ordinating teacher will be informed
5. An appeal containing further information may be submitted in writing to the Disciplinary Panel within 7 days for consideration

## 4 Guidelines and recommendations

### 4.1 PSL and key contacts

Contact Name/ Organisation	Contact Details	Notes
Anthony French Cambridgeshire City Council	<a href="mailto:Anthony.French@cambridge.gov.uk">Anthony.French@cambridge.gov.uk</a> 01223 457000	Contact to arrange field booking and markings on the CCC operated fields (e.g. Coldham's Common and Parker's Piece). VERY difficult to get hold of and to get confirmations from. Book well in advance.
Abbey Pool/Better	<a href="mailto:Ruairi.mackenzie@gll.org">Ruairi.mackenzie@gll.org</a> <a href="mailto:Kelly.cornwell@gll.org">Kelly.cornwell@gll.org</a> 01223 213352	We need to contact the Abbey (Better) whenever we arrange the booking of the fields at Coldham's with the Council
Richard Sports Kit Samurai	<a href="mailto:info@sportskit.net">info@sportskit.net</a> 01763 261336	

### 4.2 Yearly cycle

Date	Description
January	Hold first Committee meeting
March/April	Following Easter begin league 1. League should aim to end prior to school exam period
April	Start Monday night social touch shortly after the start of British Summer time (around the first/second week of April)
October	Finish Monday night social touch in conjunction with the end of British Summer Time