



Pan Pacific
Masters Games
GOLD COAST | AUSTRALIA



6-14 November 2010



"Play it, Live it, Love it!"



TEAM PLANNING GUIDE – TOUCH

This year the process for registering a team has changed substantially and we have created this team planning guide to assist team organisers in the preparation for, and registration of, their team.

1) Overview

In 2010, team organisers will be required to register a team by creating a team name and code then registering and paying for a minimum number of players, which for Touch is five (5) players. This process has been implemented to ensure that only legitimate teams are created which will assist with event planning and ultimately make your entire Games experience better!

2) How to get Started

Once you have decided that you would like to enter a team in the Pan Pacific Masters Games your first job is to drum up some interest from your fellow players and organise the minimum number of players so that you can secure a place in the competition for your team. You will then need to collect payment and some personal and contact details from each player.

Registration Fees

There are two types of Fees:

1. Games Fee

Competitors: **\$95 per person**

Non-Playing Officials: **\$75 per person**

Supporters: **\$70 per person**

2. Sport Fee

Touch Sport Fee: **\$50 per player**

Notes:

- i) There is a \$5 online entry discount on the above Games Fees
- ii) A \$20 Late Fee will be incurred for entries after 3 September, 2010

- iii) The Games Fee is paid by each person only once regardless of how many sports are entered
- iv) The Competitor Games Fee is for anyone playing in a sport
- v) The Non-Playing Official Games Fee is for team managers, umpires, scorers, coaches or officials who will not be playing but still want to be officially linked to the team and be eligible for a medal should the team place
- vi) The Supporter Games Fee is for family or friends of player who would like to attend the nightly entertainment
- vii) You will only be able to create and manage teams if you are a Competitor or Non-Playing Official

Personal & Contact Details required from each player

- First Name
- Surname
- Date of Birth
- Gender
- Email Address
- Postal Address
- Suburb
- State
- Postcode
- Country
- Emergency Contact Name
- Emergency Contact Number

3) Team Creation Registration Process

Once you have collected the fees and relevant information from a minimum of five players (or you can enter the whole team in one go if you'd prefer) you are now ready to register the team with us! There are two methods of entry to choose from – online or paper. Remember that each online entry receives a \$5 discount off the Games Fee!

1. Online Registration

Go to our website www.mastersgames.com.au and follow the 'Enter Online' links to take you to the registration system.

You will be asked to select your entry type (Competitor, Non-Playing Official or Supporter). Remember only Competitor or Non-Playing Officials can create and manage teams.

Once you select your entry type and enter your personal details you will need to create the team and register the minimum requirement of players to secure your team. You can enter more than the minimum (or even your whole team) or add Non-Playing Officials just as long as you have the minimum number of players you will then be able to continue.

The next screen will ask if you want to proceed to payment or register another person. Remember you will not need to register anyone that you have already added to the team as a player or a Non-Playing Official. It is only if you need to add someone as a Supporter or someone in a different sport.

Upon payment you will be charged the relevant Games Fee and Sport Fee for each player and Non-Playing Official you registered. Remember if a player has previously registered in another sport you will only be charged for their Sports Fee – please note that this will ONLY work if the player's first name, surname and date of birth is an EXACT match to the details the player originally registered with.

Players will be emailed a username and password to be able to log on and update their personal details or add another sport they may be playing.

2. Paper Entry Form Registration

If you would prefer to submit your team entry via the mail each player must complete a paper entry form and sign the participation agreement. Once you have entry forms for the minimum number of players you can send all these forms together with one payment and we will create the team and register each person for you.

The forms must be posted to us (no faxed entries accepted) at:

Pan Pacific Masters Games
PO Box 4920
Gold Coast Mail Centre, QLD, 9726
Australia

4) Registration for Additional Players

Once the team has been created and the minimum player criteria reached, additional players may register themselves individually (either online or via the paper entry form) and add themselves to the team using the team code created by the team organiser.

5) Questions

If you have any questions about the Touch competition please visit the Touch page our [website](#).

If you have any questions about the entry process, please call the games office on 07-5668 9888 (International +61 7 5668 9888) or email us at info@mastersgames.com.au