



Date: Wednesday 22nd March 2006

From: Marianne Maguire – National AusTouch Coordinator

Subject: Operating procedure for Registration of AusTouch Centre & AusTouch Promotional Material

The Touch Football Australia (TFA) is responsible for the distribution and management of the AusTouch Promotional Material utilised in the running of AusTouch Centre's through out Australia.

Registration of each centre is a required by TFA. This needs to be maintained for Insurance and Communication reasons.

The TFA is using the 1800 number on all promotional activities. Therefore registration days and session dates need to be outlined for placement on the AusTouch website & to answer general enquires from the public. A form will be required to be filled out for each centre that is operating. Furthermore it is a requirement that this form is submitted before Equipment Kit ordering can take place.

The TFA has available for ordering A4 Posters, A3 Posters and Flyer/Registration Forms to assist in the promotion of your centre.

The TFA has provided these materials in order to assist in the promotion of all AusTouch related activities. It is expected that the materials be over printed with a Laser Printer detailing local details.

Orders need to allow at least 2 weeks (10 working days) prior to the commencement of the AusTouch Centre Promotional Period. These orders should be lodged directly with the ATA by Faxing to 02 62852820 or email ata@austouch.com.au .

If you have any questions relating to these areas, then please contact the National AusTouch Coordinator which can be reached on 0402 893113.



AusTouch Centre Registration

Please ensure that this forms details are legible.

Name of Centre:	
Day of Operation:	Duration of Sessions:
Registration Date:	Start time of Sessions:
Starting date of Operation:	Length of Program:

Location of Centre		
Venue:	Street Address:	
Suburb/Town:	State:	Postcode:

Local AusTouch Coordinator:		
Name*:	Street Address:	
Suburb/Town:	State:	Postcode:
Contact ph*:	Alternative Number:	
Email*:	Alternative Number:	

* Required to be supplied and will be published on the AusTouch Website & in Promotional Material. Phone number supplied must have answer machine or service.

As the **Local AusTouch Coordinator** I understand my obligations as outlined in as AusTouch Centre Administration and the contracts I have signed to be involved in the AusTouch Program. I will abide by the Procedures and Policies of both the Touch Football Australia & my local AusTouch State and Region. To the best of my ability I will maintain the professional standard of the centre I am in charge of and will ensure a positive experience for the AusTouch Participants and related stakeholders.

Name: _____ **Signature:** _____
Date: _____

State or Regional AusTouch Manager Section		
Name*:	Street Address:	
Suburb/Town:	State:	Postcode:
State/Regional Body:	Position Held:	
Contact ph*:	Alternative Number:	
Email*:	Alternative Number:	

* Required to be supplied and will be published on the AusTouch Website & in Promotional Material. Phone number supplied must have answer machine or service.

Ordering of Promotional Material – Ordering only by State/Regional Body

AusTouch Flyers/Rego Forms:	AusTouch A4 Posters:
AusTouch A3 Posters:	

Ordering of AusTouch Kits – Ordering only by State/Regional Body

AusTouch Kits:	
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As the State or Regional AusTouch Manager these items will be sent to you to be distributed to the various Centre's & Local Coordinators. By ordering these items I understand that the TFA will Invoice the above body for the \$24 per AusTouch Kit plus a Standard Postage Fee. We will provide names & registration forms directly relating to the number of AusTouch Kits ordered at the completion of Centre's sessions.

Name: _____ **Signature:** _____
Date: _____