PLAYER FEES, REFUNDS AND WITHDRAWAL POLICY

Waikato Touch Association Incorporated

Policy owner	WTA Executive Committee
Operational lead	Operations Co-ordinator
Status	Approved
Approved by	WTA Executive Committee
Effective date	19th August 2026
Review cycle	At least every two years
Related documents	Representative Programme Policy; Financial Management Policy; Player Registration and Declaration; Withdrawal and Refund Request

Alignment note: This policy provides the detailed fee and withdrawal rules supporting the Representative Programme Policy. The confirmed Junior deposit is $25 and the separate Junior withdrawal fee is $50 after teams are finalised.

1. Purpose

This policy supports the financial sustainability of WTA programmes and fairly manages costs committed for players and teams. Selection is a commitment to the full programme, and late withdrawal can leave unrecoverable registration, uniform, travel, accommodation and tournament costs.

2. Scope

This policy applies to Junior, Youth, Under-21, Opens and Masters representative programmes and to selected players and their parent or legal guardian where applicable.

3. Definitions

Term	Meaning
Programme fee	The total amount charged by WTA for the player's approved programme.
Programme start date	The first scheduled team activity, including training, camp or competition, whichever occurs first.
National tournament date	The first day of the team's final national competition.
Committed cost	A cost WTA has paid, contracted, reserved or cannot reasonably recover or avoid.
Written request	Email, approved online form or another written method accepted by WTA.

4. Deposits

Programme or circumstance	Deposit
Junior representative teams	$25 non-refundable deposit per player, due within 10 days of selection.
Youth, Under-21, Opens and Masters	$100 non-refundable deposit per player, due within 10 days of selection.
Two or more children from one family selected	$50 per child for programmes that would otherwise require the $100 deposit. The Junior deposit remains $25.

- The deposit secures the player's position and contributes to initial non-recoverable costs.
- Failure to pay by the due date may result in the position being offered to another player.
- Deposits are non-refundable and non-transferable except where the Executive Committee approves genuine exceptional circumstances.
- Accepting selection and/or paying the deposit confirms acceptance of this policy.

5. Programme fees and payment schedules

- WTA will provide the programme fee or best available estimate and a payment schedule.
- Fees reflect approved programme costs and may be amended where tournament, travel, accommodation, uniform, supplier or governing-body costs materially change.
- Amounts must be paid by the due dates unless WTA approves a payment plan.
- Questions about an invoice should be raised promptly; a query does not automatically suspend an undisputed payment.
- All money is administered under the Financial Management Policy. Team management cannot privately change fees, promise refunds or receive programme money into a personal account.

6. Payment plans

- A person unable to meet the schedule must contact WTA before the second scheduled payment date.
- The proposal must state payment dates, amounts and a final payment date.
- A plan is effective only when WTA approves it in writing.
- The player must keep WTA informed before a payment is missed.
- WTA may revise or cancel a plan if it is not followed, while considering genuine hardship fairly.

7. How to withdraw

1. Submit the withdrawal in writing to WTA and copy team management for awareness.
2. State the player, team, withdrawal date, reason and whether a medical or exceptional-circumstances assessment is requested.
3. Provide reasonable supporting information where applicable.
4. Return WTA property and complete any required handover.
5. WTA confirms the financial assessment and any refund or outstanding balance in writing.

Replacement players: The appointment of a replacement does not automatically remove or reduce the withdrawing player's liability. Any reduction depends on costs WTA can actually avoid or recover and requires WTA approval.

8. Withdrawal timeframes

Timing or circumstance	Financial treatment
More than three months before the national tournament	Deposit forfeited. Additional fees paid are refunded in full.
Between three months and one month before the national tournament	Deposit forfeited. 50% of the remaining programme fee is payable or retained. Any excess paid is refunded.
Within one month of the national tournament, including during the season	Deposit forfeited. The player remains liable for committed costs, which may be up to 100% of the programme fee.
Junior local programme after teams are finalised	$50 withdrawal fee applies, reflecting administration, trial and team costs already incurred.
Junior programme from 1 December	No refund except an approved medical or exceptional-circumstances outcome.

Where a programme does not have a national tournament, WTA will apply the closest reasonable equivalent date or the Junior local-programme rule and will explain the basis used.

9. Medical withdrawals

- A medical withdrawal must be supported by a certificate or appropriate confirmation from a registered health practitioner.
- A $50 administration fee applies and the deposit remains non-refundable.
- Any refund is based on committed and recoverable costs; a full refund is not guaranteed.
- Only health information reasonably required to assess the request will be collected and it will be handled confidentially.

10. Exceptional circumstances

- Serious injury, bereavement or another genuine exceptional situation may be considered by the Executive Committee.
- The request must be in writing and include reasonable supporting information.
- The Executive Committee will consider fairness, consistency, committed costs, amounts recovered and financial impact.
- Approval and a full refund are not guaranteed. The decision and reasons will be recorded and communicated.

11. Non-payment and player eligibility

- A withdrawing player remains responsible for any amount due under this policy.
- WTA may withhold future selection, participation or a transfer request while an amount is overdue, subject to applicable rules and fair consideration of the circumstances.
- WTA may notify an authorised governing body, provincial body or module where financial status lawfully affects eligibility.
- WTA may use appropriate debt-recovery action after reasonable notice and attempts to resolve the amount.
- A player is not treated as meeting an approved plan if the plan has been materially breached without a revised written agreement.

12. Programme or tournament cancellation

If WTA cancels a programme, or a tournament is cancelled because of circumstances beyond WTA's control, the Executive Committee will determine any refund after identifying committed costs, supplier recoveries and the fair allocation of remaining funds. WTA will communicate the basis of the decision. A replacement event or materially revised programme may be offered where reasonable.

13. Refund administration

- Approved refunds will normally be returned to the original payer or another verified account.
- WTA may offset an approved refund against another overdue amount owed by that player or payer where lawful and clearly communicated.
- Bank details and any change must be independently verified.
- Refund calculations and approvals must be retained with the player account record.
- No coach, manager or team official may approve or promise a refund.

14. Decision-making and review

- Routine calculations may be administered by the Operations Co-ordinator under delegation.
- The Executive Committee decides exceptional circumstances, material disputes and departures from the standard rules.
- Conflicts of interest must be declared and managed.
- A person may ask WTA to correct a factual or calculation error; this is not an automatic right to reconsider a properly applied policy decision.
- The Executive Committee may amend the policy for future programmes and will publish or communicate the current version.

15. Approval

Approved by	Ani Nock
Approval date	19th August 2026
Effective date	19th August 2026
Next review date	30th June 2028
Version	1.0