



# **GENERAL CONDITIONS OF ENTRY**

**TO BE READ IN CONJUNCTION WITH THE  
RELEVANT EVENT'S CONDITIONS OF ENTRY**

## CONTENTS

<b>SECTION 1: DEFINITIONS</b> .....	4
Hunter Western Hornets Touch Association Tournaments.....	4
Organisation.....	4
Affiliate.....	4
Unaffiliated.....	4
Invited Team.....	4
Affiliate co-ordinator.....	4
Officials.....	4
Volunteers.....	4
Doping Policy.....	5
Member Protection Policy.....	5
Interstate Player.....	5
Touch Football Australia.....	5
Agreement to enter Hornets events.....	5
<b>SECTION 2: RESPONSIBILITIES</b> .....	6
Players responsibilities.....	6
Affiliate responsibilities.....	6
Hornets responsibilities.....	7
Officials and Referees.....	8
<b>SECTION 3: REQUIREMENTS</b> .....	9
Player eligibility.....	9
Proof of age.....	10
Coaches/Managers eligibility.....	10
Referee's.....	10
<b>SECTION 4: UNIFORMS</b> .....	11
Quality.....	11
<b>SECTION 5: WORKING WITH CHILDREN</b> .....	12
Working with Children checks (WWC).....	12
Guardianship.....	12
Supervision of under age participants.....	13
<b>SECTION 6: IMAGES</b> .....	13
<b>SECTION 7: DIVISIONS AND CATEGORIES</b> .....	13
<b>SECTION 8: LATE ENTRY AND REFUNDS</b> .....	14
<b>SECTION 9: TEAM REGISTRATION</b> .....	14
<b>SECTION 10: AFFILIATE ENQUIRIES</b> .....	14
<b>SECTION 11: EVENT OPERATIONS</b> .....	15
Teams.....	15
Team managers briefing.....	15
Insurance.....	15
Control of the event.....	15
Match balls.....	15
Competition points.....	15
Club championship points.....	15
Duration of games.....	16
Field layout.....	16
Trophies.....	16
Presentation.....	16
Tents.....	16

Player numbers.....	16
Draw Formula.....	16
Forfeits.....	16
Non notified forfeits.....	17
Forfeit affected positions.....	17
Determining positions for finals series.....	18
Final series.....	18
Medical.....	18
Blood bin.....	19
Concussion.....	19
Force Majeure.....	19
Weather.....	20
<b>SECTION 12: RULES.....</b>	<b>21</b>
Drop off procedure.....	21
Substitution and sub box.....	21
Coach and Referee communication – Mutual Respect Policy.....	22
Send offs.....	23
Period of time.....	23
Minimum length – period of time.....	24
<b>SECTION 13: PROTEST, DISPUTES AND DISCIPLINE.....</b>	<b>24</b>
<b>SECTION 14: TRAVEL ARRANGEMENTS.....</b>	<b>25</b>
<b>SECTION 15: DOPING POLICY.....</b>	<b>26</b>
<b>SECTION 16: BREACHES OF RESPONSIBILITY.....</b>	<b>26</b>

<b>SECTION 1: DEFINITIONS</b>	
1.1	<b>Hunter Western Hornets Touch Association Tournaments</b>
	The Hunter Western Hornets Touch Association (Hornets) conduct a number of tournaments throughout the year. Peter Wilson Memorial Championships, Hornets Championships and the Don Green Western Junior Championships form the basis of the Talent Identification selection process for Hornets representative teams at all levels. The Central Coast Junior Championships is a gala day and as such not used as a Talent Identification selection tournament.
1.2	<b>Organisation</b>
	Hornets are one of 6 regional bodies for the sport of touch in NSW and are controlled by the state body, New South Wales Touch Association (NSWTA).
1.3	<b>Affiliate</b>
	Affiliate means a local entity that conducts and/or administers touch football or touch football competitions and is a member of the NSWTA.
1.4	<b>Unaffiliated</b>
	Means an entity that conducts and/or administers touch football or touch football competitions and is <b>NOT</b> a member of the NSWTA. These include, but are not limited to the following: <ul style="list-style-type: none"> <li>• National Touch Rugby Association (NTRA)</li> <li>• Touch Rugby League (TRL)</li> <li>• Other locations known as unaffiliated competitions</li> </ul>
1.5	<b>Invited Team</b>
	An invited team is a team that has been invited to compete at a tournament. When competing at the tournament, an invited team is subject to all General Conditions, tournament specific Conditions of Entry, Policies and Guidelines as implemented by Hornets and NSWTA to conduct tournaments.
1.6	<b>Affiliate Co-ordinator</b>
	The person appointed by the affiliate to act on behalf of the affiliate and responsible for liaising with Hornets in regards to the tournament they have entered.  It is recognised that the affiliate co-ordinator has the delegated authority of the affiliate and can make decisions, including financial ones, without consultation.
1.7	<b>Officials</b>
	Officials are referees, coaches, assistant coaches, team managers, assistant team managers, sports trainers, physiotherapists, doctors, association administrators and any other person appointed to a position of responsibility in an affiliate or a Hornets tournament.
1.8	<b>Volunteers</b>
	Are persons, whether they be members of the association or not, who volunteer to assist with the running of a tournament. They are also recognised as officials of a tournament.

1.9	<b>Doping Policy</b>
	The Hornets Doping Policy is as adopted by NSWTA and determined by Touch Football Australia (TFA) Board of Management. The policy relates to TFA's position on all doping practice matters. Hornets conform to this policy.
1.10	<b>Member Protection Policy</b>
	The Hornets Member Protection Policy is as determined by NSWTA Board of Management and relates to Hornets position on all behavioural matters of participants at Hornets controlled tournaments or representative team members. Hornets also adopt the TFA Member Protection Policy which operates in conjunction with the NSWTA Member Protection Policy. For the purpose of this document 'Member Protection Policy' refers and references both policies.
1.11	<b>Interstate Player</b>
	Is a player who is regularly domiciled at a residential address outside the NSW state borders.
1.12	<b>Touch Football Australia</b>
	Touch Football Australia is the national governing body of the sport.
1.13	<b>Agreement to Enter Hornets Tournaments</b>
	To abide by the Hornets General Conditions and the tournament specific Conditions of Entry.
	To meet their financial obligation to Hornets, both as an affiliate and for the tournament entered by the timelines outlined in the tournament specific Conditions of Entry.
	Not to participate in unaffiliated competitions.
	To complete all competitive requirements of the Hornets tournament entered, including all finals matches as outlined in the Conditions of Entry.
	To ensure that all compliance matters required under the Hornets affiliate responsibilities have been met prior to entry.
	To lodge with Hornets, on behalf of their members, any pool player nomination entries, in accordance with the eligibility and timelines outlined in the tournament specific Conditions of Entry.
	To comply with any requirement outlined in the General Conditions or the tournament specific Conditions of Entry documents for the provision of officials.
	That a penalty for failure to comply with any of the above items may be incurred.

<b>SECTION 2: RESPONSIBILITIES</b>	
2.1	<b>Players Responsibilities</b>
	To complete individual player registration and participant declaration through Hornets online player registration process.
	To play to the best of their ability at all times.
	To abide by the General Conditions and tournament specific Conditions of Entry of Hornets tournaments.
	To behave at all times in a manner that does not bring Hornets or the affiliate into disrepute as per Hornets constitution and Member Protection Policy.
	If required, when attending a function/media request on behalf of Hornets to wear the official uniforms supplied by their affiliate or Hornets as requested by Hornets.
	Attend all Hornets meeting/judiciary/disciplinary hearing requests as required.
	To abide by the Member Protection Policy as outlined in the General Conditions document.
	To make themselves available as a first choice for Hornets teams.
	An invited team is a team that has been invited to compete at a tournament. When competing at the tournament, an invited team is subject to all General Conditions, tournament specific Conditions of Entry, Policies and Guidelines as implemented by Hornets and NSWTA to conduct tournaments.
2.2	<b>Affiliate Responsibilities</b>
	To gain entry to Hornets tournaments, affiliates will respond within the required time lines as per the tournament specific Conditions of Entry and be compliant in all required areas.
	Ensure all financial responsibilities in relation to tournament entry have been met.
	Be of a high repute and integrity.
	<p>Submit to Hornets by the closing date set down in the tournament important dates:</p> <ul style="list-style-type: none"> <li>• List of all unfinancial players</li> <li>• List of all suspended players</li> <li>• A Statutory Declaration that all players qualify under the General Conditions and tournament specific Conditions of Entry</li> </ul> <p>The closing date for these forms can be found in the tournament specific Conditions of Entry.</p>
	An affiliate must comply with the referee qualification for the tournament they have entered for their nomination to be accepted.
	<p>Ensure that the teams representing the affiliate are in official uniform. Official clothing is determined as:</p> <ul style="list-style-type: none"> <li>• Playing shirt/singlet</li> <li>• Shorts or body suit</li> <li>• Socks</li> <li>• Hat (optional item)</li> </ul> <p>Special dispensation may be sought through the Tournament Director.</p>

	Appointment of an affiliate co-ordinator for the tournament entered. Affiliate co-ordinators responsibilities include handling all liaison between the affiliate and Hornets.
	<p><b>Final Team Submission</b></p> <p>Team nominations, player sign on forms (including new players), dispensation requests and full team payments must be finalised and lodged on the <b>dates advised in the tournament specific Conditions of Entry</b>.</p> <p>Pool player requests are to be made in conjunction with the tournament time-line.</p>
	<p><b>Communication</b></p> <p>Each affiliate co-ordinator <b>must submit their email address and mobile phone number</b>. All correspondence during the tournament will be sent out via the nominated affiliate email address.</p> <p>A request for a decision or ruling is to be in writing to Hornets.</p>
	Nominate and supply officials as and when required.
	<p>To abide by the Member Protection Policy as outlined in this document.</p> <p>The affiliate co-ordinator is also responsible for ensuring that the affiliates players and officials have been instructed on the Member Protection Policy and are aware of their responsibilities.</p> <p>Failure of the affiliate co-ordinator to comply with this clause may see the affiliate being subject to penalty.</p>
	Affiliates can use and promote their name and Hornets name in good faith to promote the sport of touch football. Any use of Hornets logo must receive written authorisation from Hornets and must utilise the Hornets style guide.
	To behave at all times in a manner that does not bring the sport into disrepute.
	Attend all Hornets meeting/judiciary/disciplinary hearing requests as required.
	Maintain a community engaging, domestic social touch football competition open to all participants. Regularly undertaking activities to grow the said competition.
2.3	<b>Hornets Responsibilities</b>
	Plan and develop the regional calendar including leading and administrating each Hornets tournament.
	Setting the standard of grounds, field markings and facilities at which Hornets tournaments will be played.
	Determine the programme of matches to ensure the best advantage (equal opportunity) of all the competing teams and the media's promotion of the event.
	Establish the systems for determining the winners at the end of the tournament.
	Keep affiliates up to date with current trends and information. Formulate a process for affiliates to express their concerns and comments on any matter. A request for a decision or ruling is to be quantified in writing by Hornets to the affiliate.
	Establish an appropriate programme preventing the practice of stacking of teams to ensure that a steady flow of players is available for all affiliates.
	Hornets to supply all required pro-forma documents to affiliates.

	To distribute pool player lists in accordance with the tournament time-lines. Final ratification of all teams is to be made prior to commencement of the tournament and in liaison with all associate bodies.
	Determine the judicial procedures of Hornets tournaments.
	To abide by the Member Protection Policy.
	To ensure match results are updated on the Hornets website and SportsTG app at the completion of each competition round.
2.4	<b>Officials and Referees</b>
	To officiate and perform to the best of their ability at all times.
	To abide by the General Conditions and tournament specific Conditions of Entry.
	To behave at all times in a manner that does not bring Hornets, the affiliate or the sport into disrepute as per Hornets constitute and Member Protection Policy.
	To avail themselves at all reasonable times for the media as requested by their affiliate or Hornets.
	To abide by the Member Protection Policy.
	All officials must have applicable accreditation to the appointed position.
	To comply with all instructions given by Hornets.
	To enforce all Conditions of Entry requirements relating to games at specific tournaments, including the Mutual Respect Policy and Procedure.
	To complete all reports within the required timeframes.
	Attend all Hornets meeting/judiciary/disciplinary hearing requests as required.



SECTION 3: REQUIREMENTS	
3.1	<b>Player Eligibility</b>
	<p>Must be registered into the national database (via Touch Football Online), actively participating financial member with the NSWTA affiliate they wish to represent in the current competition or in the previous competition.</p> <p>The onus is on the affiliate to prove that a player is registered and participating in their competition. Upon a protest or report an affiliate found to be using a player that they cannot verify complies with this condition, to the satisfaction of Hornets, is liable to have the team and or the player disqualified from the tournament.</p>
	<p>Must be registered into the national database (via Touch Football Online), participating and financial member within their chosen NSWTA affiliate/s having participated in a minimum of 5 domestic competition games in 1 division in the current affiliate competition or previous affiliate competition.</p>
	<p>The staging of qualification knockouts, tournaments or competitions over a 3 day weekend or successive weekends does not qualify the player to meet the 5 game criteria set out above. The minimum standard for Hornets is that of a weekly competition running no less than 10 weeks based on 1 round per week.</p>
	<p>An affiliate may seek dispensation from Hornets for an individual from the 5 game qualifications for a player who has represented their affiliate uninterrupted for a period of 7 years or greater. The individual must meet all other criterion and regulations. Any such request must be in writing to the Technical Director.</p>
	<p>If a player wishes to participate in a Hornets tournament and the affiliate in which they are registered has not nominated a team in the category they prefer to play in, they must make written application to Hornets to be granted permission to participate. The process for this will be via a pool system.</p>
	<p>Any individual being declared unfinancial or under a current suspension is ineligible to enter Hornets tournaments.</p> <p>Any affiliate conducting a competition not registered with NSWTA is not eligible to enter Hornets tournaments.</p> <p>Any coach/manager/player/official etc who participates in any touch football competition not affiliated with NSWTA or TFA (therefore being unaffiliated), will be ineligible to participate in a Hornets tournament. This does not stop them from participating at domestic competitions, simply at representative level.</p> <p>Please remind all coach/manager/player/official that all Hornets tournaments are governed by the "Unaffiliated Rule", which reads:  <b>"IF A PLAYER, REFEREE, OFFICIAL, ETC PARTICIPATES IN AN UNAFFILIATED COMPETITION, REGARDLESS OF WHETHER THEY ALSO PLAY IN AN AFFILIATED COMPETITION, THEY WILL BE INELIGIBLE TO PARTICIPATE IN A HORNETS, NSWTA OR TFA TOURNAMENT FOR A PERIOD OF 12 MONTHS"</b>.</p>
	<p>Any affiliate wishing to access the player pool can only access a maximum of 3 players per affiliate, per decision in the initial round of the draft.</p>

	Under this system, the onus is on the affiliate to provide a Statutory Declaration that the player/s meet all the requirements as well as notifying Hornets of any player/s under suspension or are unfinancial. Affiliates for their own protection should contact the player/s previous affiliate to ensure the player/s is eligible.
	For the purpose of determining where the seasons commence and conclude, season 1 is deemed to commence on January 1 and conclude on June 30 of each year and season 2 is deemed to commence on July 1 and conclude on December 31 each year.
3.2	<b>Proof of Age</b>
	<p>Team managers of all age categories must have readily available proof of age for all players in their team. The following will only be accepted as proof of age:</p> <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• NSW driver licence</li> <li>• Passport</li> <li>• Proof of age card</li> </ul> <p>Teams using players without the required proof of age are liable to be disqualified if a protest is lodged and the player concerned cannot verify their age. Any player who cannot provide this identification will be disqualified from further competition.</p>
3.3	<b>Coaches/Managers Eligibility</b>
	<p>All coaches and managers must be a current member and be registered with the NSWTA affiliate they represent, in the current competition or previous competition. The coach must be at the accreditation as set out in the specific tournament Conditions of Entry.</p> <p>In extenuating circumstances, the coach or manager may seek dispensation by placing their request in writing to Hornets prior to the tournament by the closing date set down in the tournament specific Conditions of Entry.</p>
3.4	<b>Referees</b>
	Affiliates are required to nominate 1 referee per team nominated plus 1 additional referee per affiliate. Minimum age for a referee at a senior tournament is 16. Minimum age for a junior tournament is 14. Any request for dispensation outside this clause needs to be in writing and endorsed by the Regional Director of Referees prior to consideration by Hornets.
	<b><i>PLEASE BE ADVISED THAT UNDER NO CIRCUMSTANCES WILL NOMINATIONS BE ACCEPTED WHICH DO NOT INCLUDE THE CORRECT REQUIREMENTS OF REFEREE NOMINATIONS.</i></b>
	Nominated referees are to be accredited and up to the standard that is required to referee games at a Hornets tournament.
	Nominated referees <b>must be registered and participating with your affiliate</b> for eligibility and insurance purposes and must be regularly officiating at your affiliate in the current competition or previous competition.

	<p>If a referee is nominated by an affiliate and the referee doesn't participate at the nominated affiliate, the nomination will be rejected. In extenuating circumstances Hornets may accept nominations from affiliates not utilising their own referees. This will only be considered in line with the threshold level of referees required for the tournament and under the following guidelines.</p> <ul style="list-style-type: none"> <li>Whilst the rule states the referees must be participating at an affiliates competition, if an affiliate cannot fulfil this, then as a minimum 75% of their quota must be from their affiliate and they must provide a plan showing how they will address their deficiency, to which they would be given 2 years to satisfy.</li> </ul>
	<p>If the referees nomination is not completed, team nominations will not meet requirements.  <b>Players and team management are unable to qualify as referees under this clause.</b></p>
	<p>Nominated referees will be contacted by Hornets to verify that the referee is aware that they have been nominated by the affiliate.</p> <p>During the verification process, if a referee is unaware that they have been nominated by the affiliate, the affiliate will be advised and may have a team and/or the affiliate withdrawn from the competition.</p>
	<p>Any affiliate not fulfilling referee nomination requirements will not be accepted into the tournament. Any affiliate who nominates a referee who withdraws and is not subsequently replaced by the affiliate will incur a fee of <b>\$300.00 per referee.</b></p>
	<p>Any affiliate that wishes to obtain information about referee courses is to contact Hornets Regional Director of Referees. Check <a href="http://www.hornetstouch.com.au">www.hornetstouch.com.au</a> for the latest dates and venues for technical courses.</p>
	<p>From time to time affiliates may loan a referee to another affiliate so they can fulfil their quota. In this case, the referees loaned CANNOT be taken back. Please ensure your referees are locked in before loaning out any spare referees.</p>
	<p>If an affiliate nominates a referee that is under the age of 18 years, they must nominate a guardian to accompany the referee who also meets the Working with Children compliance. Under no circumstances will Hornets appoint a guardian to the said referee.</p>

<h2>SECTION 4: UNIFORMS</h2>	
	<p><b>Quality</b></p>
	<p>All affiliate playing uniforms are to be correctly numbered, be of the same design and must be correct for all games of the tournament. Approved touch football shoes must be worn in accordance with rule 3.2 of the TFA rulebook. Please note that predominantly white shirts are <b>NOT</b> allowed (to avoid confusion with the referees).</p>

	<b>SECTION 5: WORKING WITH CHILDREN</b>
5.1	<b>Working with Children Check (WWCC)</b>
	<p>In June 2013 significant changes were introduced to the Child Protection and Working with Children requirements which apply to all touch football clubs, Affiliates and regions and their members.</p> <p>The purpose of these changes by the NSW State Government is to improve the safeguards and child protection processes that help to keep touch football safe and enjoyable for all participants.</p> <p>All NSWTA affiliates MUST be compliant with the legislation as of April 1 2016 and have implemented these requirements within their membership.</p> <p>The Working With Children Check (WWCC) is a legal requirement that applies to persons who work or volunteer with children (U18). It checks the background of persons who work or volunteer with children in sport clubs, schools, child care centres, community groups, churches and other organisations.</p>
	<p>Once you verify a WWCC you must keep appropriate records that prove your members are cleared to work with children. You must also provide this record to Hornets.</p> <p>Each affiliate must register as an employee, have all coach/management teams undergo the prescribed check and verify all and report to Hornets prior to a Hornets tournament.</p> <p>Please refer to the accompanying Working With Children Check documentation to understand the process required.</p>
5.2	<b>Guardianship</b>
	<p>In some instances persons under the age of 18 will be in attendance at Hornets tournaments. In understanding our expectations around your role and responsibilities we provide affiliates some additional information related to legal guardianship. This communication contains general advice only and does not take into account individual objectives, circumstances and/or legal view. The information contained in this communication is only to offer some additional information on this particular area and individual research and advice should be sort for your personal circumstance.</p> <p>Guardians: A guardianship is a legal right given to a person to be responsible for the food, health care, housing and other necessities of a person deemed fully or partially incapable of providing these necessities for him or herself.</p> <p>What are guardians duties? The guardian makes decisions about how the person lives, including their residence, health care, food and social activity. The guardian is intended to monitor the person, to make sure that the person lives in the most appropriate, least restrictive environment possible, with appropriate food, clothing social opportunities and medical care.</p> <p>Communication with the parents: Ensure you are informed of any medical concerns, including food allergens. In addition, you'll need to agree on things like sleeping arrangements, the administration of over-the-counter medications and procedures for contacting the parents in an emergency.</p> <p>Information provided and acknowledged from the following websites: <a href="http://www.expertlaw.com/library/estate_planning/guardianship.html">http://www.expertlaw.com/library/estate_planning/guardianship.html</a> <a href="http://singleparents.about.com/od/legalissues/ht/temporary_guard.html">http://singleparents.about.com/od/legalissues/ht/temporary_guard.html</a></p>

5.3	<b>Supervision of Under Age Participants</b>
	<p>Affiliates are responsible for the direct supervision of any player or official who is under the age of 18 years. All steps should be undertaken by an affiliate to protect these person's from all forms of harassment. This includes ensuring that:</p> <ul style="list-style-type: none"> <li>• These minors must be made fully aware of the Member Protection Policy</li> <li>• When travelling to, during and from the tournament, all care is taken to supervise minors.</li> </ul>

<b>SECTION 6: IMAGES</b>	
	<p>All persons accept that, by participating in this event, they may be photographed/filmed and that these images may be used by Hornets for promotion of the sport. Hornets will not pass any image/s onto a third party unless prior approval is sought. If you do not wish Hornets to be able to use your image/s or be filmed, you must notify Hornets in writing. Any person wishing to photograph/film games must seek written permission from team management of both teams before proceeding.</p>
	<p>Hornets reserve the right to take immediate possession of any video footage taken at a Hornets tournament that may assist Hornets in investigating any matter of judiciary, discipline or protest. All care of equipment, tape and data cards will be taken and returned to the owner upon determination of the judiciary, disciplinary hearing or protest.</p>

<b>SECTION 7: DIVISIONS AND CATEGORIES</b>	
	<p>Information on divisions and age requirements for each event can be found in the tournament specific Conditions of Entry.</p>
	<p>The <b>minimum</b> age for a player to play in an open Hornets tournament is 16.</p>
	<p>There must be a least 4 teams to make a category.</p> <p><b>NB</b> Any variance on this will be at the discretion of Hornets and only in extenuating circumstances.</p>
	<p>If there are less than 4 teams nominated, then those teams will join with the next closest category as determined by Hornets.</p>
	<p>An affiliate may normally only enter 1 team in a category. Additional teams will be accepted at the convenience of the competition. If additional teams are accepted, confirmation will only be given after closing date.</p> <p>If 2 teams are entered, the stronger of the teams will be known as team number 1 and the other will be known as team number 2. This will be determined by Hornets.</p> <p>Any affiliate that has 2 teams in a division will need to ensure that the additional team wear a different uniform when playing against their primary team. It is the responsibility of the affiliate to ensure a different playing strip is available and worn.</p> <p>Only 1 team will be eligible to earn points in the Club Championship points. This will be whichever of the 2 entries finishes higher.</p>

## SECTION 8: LATE ENTRY AND REFUNDS

Team nominations received after the relevant closing date will only be accepted at the convenience of the tournament (ie to replace a bye or another team withdrawal).

If an affiliate enters a team(s) and subsequently withdraws that team(s) after the closing date, the player registration fee will not be refunded.

A late fee of \$20 per player will be charged for registrations made after the player registration closing date.

## SECTION 9: PLAYER REGISTRATION

Hornets use the online individual player registration process for all of its tournaments.

This online registration process is provided through SportsTG and accessible up until the registration closing date. After this time no further registrations will be taken.

Once an affiliate has entered a Hornets tournament, the nominated affiliate co-ordinator will receive a username and code to login to the following website: [www.hornetstouch.com.au](http://www.hornetstouch.com.au). At the same time each affiliate co-ordinator will be provided with information to assist all individuals in the utilisation of this online process.

Once the online registration process is completed, a player sign on sheet will be emailed to the affiliate co-ordinator. It is the responsibility of the affiliate co-ordinator to distribute the player sign on sheet to their teams.

Player sign on sheets are to be signed by all team members and returned to Hornets as outlined in the timeline of that specific tournament. No player is to take the field until they have signed the player sign on sheet. Teams found breaching this condition of entry will automatically forfeit all games until this process is completed.

## SECTION 10: AFFILIATE ENQUIRIES

Upon the acceptance of their entry, enquiries for any affiliate of their teams must be made by the nominated affiliate co-ordinator. All correspondence from Hornets will be sent to the affiliate co-ordinator.

It is the responsibility of the affiliate co-ordinator to ensure all their coaches, managers and officials are conversant with the General Conditions and the tournament specific Conditions of Entry.

<b>SECTION 11: EVENT OPERATIONS</b>	
11.1	<b>Teams</b>
	For a NSWTA affiliate to be eligible to enter teams in a Hornets tournament, they must be financial and compliant with NSWTA and register all competitions they conduct.
	The teams must represent an affiliate within a NSWTA region.
	Teams may register an amount of players as indicated in the tournament specific Conditions of Entry.
11.2	<b>Team Managers Meeting</b>
	If deemed necessary a Team managers meeting will be held prior to the commencement of the tournament.
	No responsibility will be taken for any actions undertaken by team management who do not attend the team managers meeting.
	For details of the meetings please refer to the tournament specific Conditions of Entry.
11.3	<b>Insurance</b>
	For players to be covered by the TFA insurance scheme, they must be registered in a financial affiliate within their current competition.
11.4	<b>Control of the Event</b>
	The Tournament Director will be in charge of all matters relating to the tournament. Any matters not covered in the General Conditions or tournament specific Conditions of Entry will be determined by the above official and their decision will be final.
11.5	<b>Match Balls</b>
	All teams must use an official match ball in all games throughout the tournament. Each team is responsible for providing their own match ball.
11.6	<b>Competition Points</b>
	Will be determined for each tournament and covered in the tournament specific Conditions of Entry.
11.7	<b>Club Championship Points</b>
	Will be determined for each tournament and covered in the tournament specific Conditions of Entry.  Any team participating from outside the Hornets region will be ineligible for Club Championship points.

11.8	<b>Duration of Games</b>
	Will be determined for each tournament and covered in the tournament specific Conditions of Entry.
11.9	<b>Field Layout</b>
	The field layout will be finalised prior to each tournament. A field layout map will be available from <a href="http://www.hornetstouch.com.au">www.hornetstouch.com.au</a>
11.10	<b>Trophies</b>
	Will be determined for each tournament and covered in the tournament specific Conditions of Entry.
11.11	<b>Presentation</b>
	Presentations will take place at an appointed time after the completion of finals games.
11.12	<b>Tents</b>
	<p>An affiliate who wishes to erect a tent at the fields must request this in writing to the Tournament Director seeking approval. Correspondence must identify the size and structure of the tent.</p> <p>This must be submitted by the closing date set down in the tournament specific Conditions of Entry.</p> <p>Before erecting any tents of shade structures, affiliates <b>MUST</b> report to the Tournament Director to seek permission and location.</p> <p>Gas and naked flame (hot coals) barbeques for affiliates and spectators are not permitted at any venue where Hornets conduct tournaments.</p> <p>Tents are to be kept in a tidy manner during the event. At the end of the day, the tent area <b>MUST</b> be left in a tidy manner.</p>
11.13	<b>Player Numbers</b>
	Player numbers must be worn by all players and be in accordance with the TFA 7 <sup>th</sup> Edition Rule Book, rule 3.
11.14	<b>Draw Formula</b>
	If the pool system is used the pools will be determined by placing position of the teams previous years tournament. The final format will not be decided until all team nominations are received.
11.15	<b>Forfeits</b>
	Teams must be in attendance at their playing fields 5 minutes before the commencement of their match.
	It is the responsibility of each captain to report to the referee so the toss of the coin can be affected without loss of time. If a team is not at the field at the advertised starting time of the game, the attending team can be awarded the winning of the toss.



	One of the referees team will be positioned on the field for the 5 minutes. Where practicable one other member of the referees team will contact Tournament Control and advise them of the situation. One of the referees team will nominate a person to keep time.														
	The offending team will receive a maximum of 5 minutes from the commencement of the game (siren/whistle) to position the team on the field and be ready to commence play.														
	If the offending team is not in attendance after the 5 minutes has expired, the game will be deemed a forfeit and the non-offending team will be awarded a 5-0 win and competition points to the value of a win. The offending team will receive a score of 0-5 and no competition points.  The offending team will be penalised one touchdown after the first minute and one touchdown every minute thereafter up to 5 minutes. The time will be judged from the commencement of the game (siren/whistle) to the time when the 2 teams are ready to commence play.														
	The affiliate co-ordinator of the offending team will be required to give reasons in writing why their team should not be excluded from participating in any further matches. The Hornets Tournament Director will decide upon receipt of the report if the offending team's action warranted the need to forfeit the match. This written report must be submitted to the Tournament Director before the completion of the forfeited match.														
11.16	<b>Non Notified Forfeits</b>														
	When affiliate/teams do not notify the Tournament Director of their pending forfeit prior to the scheduled match as required by timelines in the tournament specific Conditions of Entry, a fine of \$300.00 may apply.														
11.17	<b>Forfeit Affected Positions</b>														
	<p>If 2 or more teams finish level on competition points and any of those teams were involved in a forfeited match in the round robin series, the forfeit may cause some obvious problems.</p> <p>When a non-offending team has been involved in a forfeit, the 'for and against' from that forfeit will not count in final calculations. Similarly for the other teams that finish on equal points, they will have the 'for and against' from that forfeited team deducted from their total. For teams involved in competing against teams on 2 occasions during the tournament, the calculations for the benefit of this rule will be corresponding game in each round</p> <p style="text-align: center;"><b>EXAMPLE</b></p> <table style="margin-left: 40px;"> <tr> <td>Team C -</td> <td>Forfeits to team A in game three (first round)</td> </tr> <tr> <td>Team A -</td> <td>Wins 5-0 on forfeit</td> </tr> <tr> <td>Team B -</td> <td>Defeats team C 5-1 in game four (first round)</td> </tr> </table> <p style="margin-left: 40px;">If after the round robin series, the 'for and against' is</p> <table style="margin-left: 40px;"> <tr> <td>Team A -</td> <td>50 for and 10 against (plus 40)</td> </tr> <tr> <td>Team B -</td> <td>60 for and 20 against (plus 40)</td> </tr> </table> <p style="margin-left: 40px;">The above results would be deducted first and the result is</p> <table style="margin-left: 40px;"> <tr> <td>Team A -</td> <td>45 for and 10 against (plus 35)</td> </tr> <tr> <td>Team B -</td> <td>55 for and 19 against (plus 36)</td> </tr> </table> <p>Therefore team B would gain the higher position.</p> <p>For the purpose of keeping record, if a forfeit occurs, the non-offending team will be rewarded with the 5-0 win and 3 competition points. The offending team will receive no competition points and a score of 0-5 against their record.</p>	Team C -	Forfeits to team A in game three (first round)	Team A -	Wins 5-0 on forfeit	Team B -	Defeats team C 5-1 in game four (first round)	Team A -	50 for and 10 against (plus 40)	Team B -	60 for and 20 against (plus 40)	Team A -	45 for and 10 against (plus 35)	Team B -	55 for and 19 against (plus 36)
Team C -	Forfeits to team A in game three (first round)														
Team A -	Wins 5-0 on forfeit														
Team B -	Defeats team C 5-1 in game four (first round)														
Team A -	50 for and 10 against (plus 40)														
Team B -	60 for and 20 against (plus 40)														
Team A -	45 for and 10 against (plus 35)														
Team B -	55 for and 19 against (plus 36)														



11.19	<b>Final Series</b>
	<p>Will be determined by the final number of accepted team nominations. The format for the final series will not be posted until such time as the draw has been finalised.</p> <p>Teams from within the NSW country regions, ie Southern Suns and Northern Eagles will be eligible for finals series.</p> <p>Teams from within the NSW Sydney regions, ie Rebels, Mets and Scorpions are ineligible for finals series. For these teams, the tournament will conclude after the last round game.</p>
11.20	<b>Medical</b>
	<p>Hornets will ensure medical coverage at all tournaments through our medical team. Location of the medical team will be identified on the venue map.</p> <p>It is recommended affiliates provide adequate medical coverage for their participants.</p>
11.21	<b>Blood Bin</b>
	<p>Any player with a bleeding cut or abrasion is to leave the field immediately and have the cut or abrasion cleaned and covered. At this time, any blood stained clothing must also be either cleaned or replaced.</p> <p>If the player does not leave the field immediately, the referee will stop the game and ask the player to leave the field (normal substitution rules apply).</p> <p>Once the flow of blood has been stemmed, the cut or abrasion cleaned and covered and any blood stained clothing and equipment cleaned or replaced, the player may return to the field and continue play.</p> <p>If bleeding cannot be controlled and the wound securely covered, the player must not continue in the game.</p>
11.22	<b>Concussion</b>
	<p><b>MILD</b>  <u>First Concussion</u> – may return to play if asymptomatic.  <u>Second Concussion</u> – return to play in 2 weeks. If asymptomatic at that time for 1 week.  <u>Third Concussion</u> – terminate season. May return to play next season if asymptomatic.</p>
	<p><b>MODERATE</b>  <u>First Concussion</u> – return to play after asymptomatic for 1 week.  <u>Second Concussion</u> – minimum of 1 month rest. May return to play then if it has been asymptomatic for 1 week; consider terminating season.  <u>Third Concussion</u> – terminate season. May return to play next season if asymptomatic.</p>
	<p><b>SEVERE</b>  <u>First Concussion</u> – minimum of 1 month rest. May return to play if have been asymptomatic for 1 week.  <u>Second Concussion</u> – terminate season. May return to play next season if asymptomatic.</p> <p><b>NB</b> Asymptomatic is defined as having no headaches, dizziness, impaired orientation, concentration or memory during rest or exercise.</p>

11.23	<p><b>Force Majeure</b></p>
	<p>If Hornets is unable to perform in whole or part, any obligation under these regulations of a Force Majeure tournament, Hornets is relieved of that obligation under these regulations to the extent and the period it is unable to perform.</p> <p>In addition, Hornets has no obligation to refund to any individual or team any fees paid if it is unable to perform by reason of a Force Majeure tournament.</p> <p><b>FORCE MAJEURE TOURNAMENT:</b> for the purposes of these regulations a Force Majeure tournament includes but is not limited to any or all of the following:</p> <ul style="list-style-type: none"> <li>• Acts of God including flood, drought, earthquake, storm, cyclone, fire, explosion, epidemic, or</li> <li>• War or</li> <li>• Terrorism or</li> <li>• Riot or civil disturbances or</li> <li>• Permanent injunction of any duly constituted court of competent jurisdiction or</li> <li>• Any fact, circumstance, matter or thing beyond the reasonable control of Hornets</li> </ul>
11.24	<p><b>Weather</b></p>
	<p><b>Hot Weather</b></p> <ul style="list-style-type: none"> <li>• In the event that games need to be rescheduled due to hot weather, it will be replayed at a later time on the same day or early the next day (where practical to do so).</li> <li>• Games will not commence if the temperature exceeds 36 degrees. Games will be postponed until such time that the temperature decreases below 36 degrees.</li> <li>• If the temperature reaches between 31-35 degrees, any games underway will be completed by being played as halves with a 5 minute break between the periods of play. A regular format will return once the temperature drops back below 31 degrees.</li> <li>• If the temperature reaches 30 degrees, regular communication of heat stress management strategies and/or warnings of possible risk will be relayed via the public address system.</li> </ul> <p><b>Wet Weather</b></p> <p>Rescheduling of rounds washed out by rain or other inclement weather will be moved to the next available timeslot (where practical). Hornets reserve the right to organise the affected games in whatever format which will assist the games to occur in as equal conditions as possible.</p> <p><b>Match reschedule</b></p> <p>If, due to any other extraordinary circumstances, a game cannot be completed to full time the game may be rescheduled as soon as possible at a time and on a ground arranged by the Tournament Director in consultation with both teams.</p> <p>If the game has commenced and cannot continue prior to half time, the following will apply:</p> <ul style="list-style-type: none"> <li>• The game will start from the beginning and must be completed up to the regulation full time.</li> <li>• The score will commence at 0-0.</li> </ul>

	<p>If half time has occurred and the game cannot continue, the following will apply:</p> <ul style="list-style-type: none"> <li>• The game will start from the beginning of the second half and must be completed up to the regulation full time.</li> <li>• The score will commence at the score that was recorded at half time.</li> </ul> <p>If a team refuses to complete the game when it has been resumed, that team shall forfeit the game.</p> <ul style="list-style-type: none"> <li>• Any game within 10 minutes of completion will be deemed to be complete with the score at the time being recorded as the final score.</li> </ul> <p>If, due to time constraints or any other reason a game cannot be rescheduled the following will occur:</p> <ul style="list-style-type: none"> <li>• Games that did not continue prior to half time will be abandoned and a 0-0 score will result.</li> <li>• The result of games that did not continue after and including half time will be the score at that point in time.</li> </ul> <p>When wet weather or hot weather affects a finals series, where games need to be cancelled, the top team in each pool will be awarded joint champions.</p> <p><b>Note:</b> The Tournament Director reserves the right to judge and adjust to suit the conditions as required. For events that play non break turnaround touch, half time will be deemed as 50% of the time left in the match.</p>
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<b>SECTION 12: RULES</b>	
12.1	<p>Hornets conduct events under the rules and conditions of the Touch Football Australia 7<sup>th</sup> Edition rule book, the General Conditions of Entry as well as the tournament specific Conditions of Entry.</p> <p>Hornets also have variations of these rules which are outlined in this section.</p>
12.2	<p><b>Drop Off Procedure</b></p> <p>Hornets will utilise the following procedure for any drop off in a Hornets tournament unless otherwise specified in the tournament specific Conditions of Entry.</p> <p><b>The Drop Off Procedure</b> When the match is drawn at the expiration of full time, the referee will wait until the ball is dead, halt play and then signal to the tournament official that the game is drawn. Both teams will remain in position on the field prior to the commencement of the drop off. Each team will reduce their playing strength by 1 on-field player. Recommencement will be signalled by tournament control.</p> <p><b>The referee will remain at the mark. Neither team is permitted to leave the field of play.</b></p> <p>The Drop off will commence with a rollball to the team in possession, at the same field position and with the same touch count when the game was halted, ie the team retaining possession at the designated number of touches, or a change of possession due to the 6 touch.</p>
	<p>The only change to this will be in the <b>Mixed divisions</b>. For this division, there will be a pre-determined order for the drop off.</p> <p>Bother teams will commence the drop off 3 males and 2 females. The next drop off will be male leaving 2 males and 2 females on the field. The next player to drop off will be a female leaving 2 males and 1 female on the field.</p>

	<p>In the case of a male player serving a period of time at the commencement of the drop off, the offending team will start with 2 males and 2 females on the field. If it is female serving a period of time, then the offending team will start with 3 males and 1 female on the field.</p>
	<p>All other rules to the drop off remain unchanged.</p> <p><b>NB</b> Drop offs may not be used in all Hornets tournaments. The tournament specific Conditions of Entry will confirm if the drop off is being utilised.</p>
12.3	<p><b>Substitution and Sub Box</b></p>
	<p>All interchanges must occur at or within the teams interchange area and only after the substituted player has crossed the boundaries and entered the interchange area. All interchanges must be made on one side of the field and without delay.</p> <p>Physical contact <b>does not have to be made</b> between interchanging players and players leaving or entering the field shall not hinder or obstruct play and must enter from an onside position. Following the scoring or a touchdown, players may interchange at will without having to wait for the substituted player to enter the interchange area.</p> <p><b>RULING:</b> A penalty awarded to the non-offending team 5 metres infield from where the substituted players left the field or where the substituting player entered the field whichever is the greater advantage.</p>
	<p>The only personnel allowed in the substitution boxes will be the 14 players participating in the game, the coach, assistant coach and manager nominated on the registration sheet. A maximum of 17 people. Authorisation from Hornets Tournament Director must be gained for any other person(s) to be in the substitution box.</p> <p><b>NB</b> Any player found to have left the substitution box to become involved in a melee, brawl or fight may be dealt with in the following way:</p> <ul style="list-style-type: none"> <li>• If in the referees opinion a player(s) of official(s) leaving the substitution box engages in <b>illegal play</b> that <b>would</b> under normal circumstances of general game play warrant being sent off, they should do so. This will incur a minimum 4 match suspension on top of any further suspension handed down by the judiciary.</li> <li>• If in the referees opinion a player(s) leaving the substitution box engages in activities that <b>would not</b> under normal circumstances of general game play warrant being sent off, they should: <ul style="list-style-type: none"> <li>Record the number of player(s) leaving the substitution box to become involved in a melee or brawl or fight</li> <li>Advise the captain that they will report those players to Hornets tournament control</li> <li>File a report at the end of the game noting those players for Hornets tournament control to take action against</li> </ul> </li> </ul> <p>The action of leaving the substitution box to become involved in a melee or brawl or fight will be an automatic 4 match suspension.</p>
12.4	<p><b>Coach and Referee Communication – Mutual Respect Policy</b></p>
	<p>All members be they referees, coaches, players, office-bearers and/or spectators have an obligation to be conversant with this protocol.</p>

	Referees are instructed to <b>no longer engage</b> with the player, coach, manager or official and will walk away from any possible confrontation reporting the same to Hornets Tournament Control.
	The <b>signing of the scorecard</b> will only take place by the <b>managers</b> of the teams. In the absence of managers for open/senior teams, the captains will be responsible for this. Should either try to engage the referees in discussion about the game or decision in the game, the referees will immediately <b>stop</b> those discussions and direct the manager to Tournament Control. Any dispute of the score must be raised in writing at Tournament Control.
	All need to be advised that while <i>Rule 18 Player note A</i> will remain in force, referees have been instructed not to tolerate abusive behaviour from the substitution box during the game and deal with it appropriately should it take place, by removing a player from the field.
	A player, coach, manager or official may not agree with the way a referee officiates a game, nor may he/she agree with decisions made, however there are proper procedures and avenues to handle such matters. Approaching referees after the game <b>is not the measure we allow</b> . We do however welcome feedback, reports or consultation under the proper guidelines. These are: <ul style="list-style-type: none"> <li>• Should you have an issue with a performance of a referee you may Consult, in a <b>calm manner</b>, with a Hornets referee panel member If necessary, they will orchestrate a meeting with the referee, coach and panel member Disputes or feedback are to be placed in writing and forwarded to the Tournament Director.</li> </ul>
	Breaches of the Mutual Respect Policy can incur a <b>suspension</b> and will be imposed under the control of the tournament. It may also lead to <b>possible fines for both the individual and affiliate</b> . Further to this, they may find themselves before a judiciary whereby the penalties may be imposed.  The Executive committee under the auspices of the Technical Director and Director of Referees have a clear view to have coaches, players and referees all working in the same direction. Incidents of abuse and confrontational behaviour that may escalate cannot be allowed to continue. In doing so, it is still our wish to pursue these partnerships to provide a better outcome for the game. As a matter of course, the onus is on you and your affiliate to ensure <b>all</b> your personnel are aware of this policy. Ignorance of the same <b>will not</b> be accepted as a defence.
	<b>Coaching Positions.</b> The only people who are allowed behind the score line are the coach or assistant coach or manager. A coach may position themselves at the end of the field. If they are at the end of the field they must remain at 5 metres behind the dead ball line. Where a fence, spectator line or advertising signage prevents this, they must remain behind the fence or advertising signage.  Any coaching/management staff at the end of a playing field cannot issue any verbal or physical commands directly to the team they are observing and can only communicate to the team or other coaching/management staff in the interchange area by returning to the interchange or by use of electronic communication equipment. Any person found to be disregarding this tournament rule will be asked to return to the interchange area. Coaches are reminded that they are under the jurisdiction of the Tournament Conditions and the referee regardless of being either in the interchange area or at the end of the field.  Failure to comply with this will result in individuals being asked to leave the venue for the duration of the game and may result in further action.
12.5	<b>Send Offs</b>
	Any player sent from the field for the remainder of the game will receive an automatic 2 match suspension unless the judiciary or disciplinary committee considers further action.

12.6	<b>Period of Time</b>
	Any player who receives 2 periods of time throughout the tournament (not in the same game), will receive an automatic 1 match suspension. Every subsequent period of time will receive an automatic 1 match suspension.
	<p>A player who is dismissed for 2 periods of time in the 1 game, will be dealt with in the following way:</p> <ul style="list-style-type: none"> <li>• Should the referee deem that both periods of time are not of a nature to warrant further suspension, the player, on the second offence will be sent to the end of the field for the remainder of the game. NO FURTHER action will take place. Should the referee deem the combined incidents serious enough, the player on the second offence will be sent from the field of play. In this instance, the player will receive an automatic 1 match suspension.</li> </ul>
	A 1 or 2 match suspension is to be served on the following 1 or 2 games in which the team actually plays. Byes do not count as a game played. A team that wins by a forfeit will count, however a team losing by forfeit, will not.
	A period of time applied to a player for a team offence will not be registered against an individual.
	In relation to players not moving forward off the line, the referee will warn the team to move forward. If they do not, he will penalise. If they again do not move forward, the referee will remove a player from the field to the junction of the sideline and the 5 metre line. The player will be able to return to the field of play once his/her team has possession. All participants need to recognise that this is not a period of time and will not be recorded on the score card.
12.7	<b>Minimum Length: Period of Time</b>
	<p>Any player sent for a period of time, will remain at the end of the field for a <b>minimum of 2 completed</b> sets of possession by <b>both</b> teams prior to being allowed to re-enter the field of play. Coaches and managers need to be aware that this is the <b>minimum period</b> a player will be off the field; the referee will still determine the length of the time depending on the severity of the offence.</p> <p>Any infringement that will cause the touch count to restart will simply be a continuation of that set. IE, should a defender knock the ball down or give away a penalty on the third touch, this does not constitute that his set has been completed, but rather is extended. Conversely if an attacking player causes the infringement so that a turnover takes place on the third touch, this will constitute a completed set.</p>



## SECTION 13: PROTEST, DISPUTES and DISCIPLINE

Protest and dispute matters will be heard and determined by either Hornets judiciary panel or a protest and dispute committee as appointed by Hornets executive committee.

The protest and dispute committee will be chaired by the appointed delegate of Hornets. In the case of a judiciary, it will include at least 2 further members.

All judiciary matters will be handled via Hornets Disciplinary Policy. Any hearings will be heard in accordance with the TFA Disciplinary Regulations.

Protests and disputes must be lodged in writing **within 30 minutes** of the conclusion of the game in question to the Tournament Director. At this time the protest and dispute will be assessed. If warranted it will progress to either the judiciary panel or the protest and dispute committee.

The protest is to be lodged and signed by the affiliate co-ordinator.

The protest will then be investigated by the protest and dispute committee and their decision will be returned to the affiliate co-ordinator.

Any notice to be served on any person to attend a hearing must be served on the affiliate co-ordinator and any such service is deemed to be served on all parties or persons under the control of the affiliate co-ordinator.

Hornets remind all parties that the following issues will not be open to appeal and/or protest and therefore formally advises all teams that they must be aware of this prior to the commencement of games:

- Rule 18.2 – The referee – the referee is the sole judge on matters of fact and is required to adjudicate on the rules of the game during play. The referee may impose any sanction necessary to control the match and in particular, award penalties for infringements against the rules.
- Rule 18.3 – Authority of the referee – players, coaches and officials of both teams are under the control of the officiating referee
- A team found playing an unregistered player will be disqualified

If a team does not agree with the score on the score sheet, they are to lodge a protest.

The following information is to be provided with the protest:

- Who tapped off
- The order the scoring occurred (including player numbers of both teams)
- The half time and full time score
- The Hornets issued score card

The opposing team will be called to verify the score. If they do not agree or in the event of inconclusive evidence, the score will be recorded as the score that the referees have recorded.

Alternatively, video evidence can be provided and the evidence will be used if conclusive.

All players sent from the field for the remainder of the game may be required to appear before a Hornets judiciary or disciplinary hearing. Hornets Disciplinary Policy and Procedure allows for the individual to take an early acceptance rather than appearing before a judiciary hearing.

Any player, official or other member of an affiliate who is the subject of a complaint or report may be required to appear before a Hornets judiciary or disciplinary hearing.

	In the case of a player being dismissed from the field of play for the remainder of the game, the team manager is required to report to the Tournament Director no later than 30 minutes after the game from which the player was dismissed where they may be issued with a Notice of Hearing outlining details of the disciplinary hearing and a copy of the written complaint or report.
	Disciplinary hearings will be conducted at the earliest possible convenience after provision of the report is handed to the team manager who will be responsible for passing the paperwork onto the player concerned.  In the case of a complaint or report being submitted on a player, official or other member, the Tournament Director will contact the affiliate co-ordinator who will be issued with a Notice of Hearing outlining details of the disciplinary hearing and a copy of the written complaint or report.
	It is the responsibility of each affiliate co-ordinator to ensure that all their players, officials and teams behave themselves during the competition. The Member Protection Policy is inclusive in all participant registrations and is available from <a href="http://www.hornetstouch.com.au">http://www.hornetstouch.com.au</a>
	On any written complaint that is made to the Tournament Director of conduct which is prejudicial to the interests or welfare of the association, its administration, the game of touch or on the part of any member of the association, shall have the power to deal with such complaint and in the exercise of the power hereby conferred may disqualify, suspend, fine or otherwise deal with any person or body they find to have been guilty of such conduct. This power also extends to an official of Hornets citing an incident of conduct prejudicial to the sport of touch.

	<b>SECTION 14: TRAVEL ARRANGEMENTS</b>
	Travel is to be arranged by the affiliate and their members.
	Any Hornets affiliate participating in a Hornets tournament and based further than 200km from the tournament venue, will be eligible for a 25% rebate (refund) on their total team registration costs. The rebate will be applied at the conclusion of the tournament.

	<b>SECTION 15: DOPING POLICY</b>
	Hornets will enforce the TFA Doping Policy at their tournaments. The Australian Sports Anti-doping Authority (ASADA) could, in accordance with their policy, random test any participant. Any indiscretions found will incur the penalties as prescribed in the TFA Doping Policy. This information can be obtained from the TFA website.

	<b>SECTION 16: BREACHES OF RESPONSIBILITY</b>
	In the event that a participant or affiliate breaches any responsibility as set down in the General Conditions or tournament specific Conditions of Entry documents, that participant or affiliate will be required to explain the breach to a duly convened meeting of Hornets executive committee.  In accordance with Hornets constitution, the penalty that may be applied through the power hereby conferred may disqualify, suspend, fine or otherwise deal with any person or body they find to have been guilty of such breach.

Any breach not mentioned in this document will be subject to a fine as determined by Hornets executive committee.

Any appeal against the determinations of the executive committee is to be lodged with the appeal fee of \$100.00. Such appeal fee will be refundable upon the appeal being upheld.