



# BASKETBALL QUEENSLAND

## Sanctioning Policy for International Inbound Tours

### 1. Area of responsibility

Technical Development

### 2. Date last updated

30 March 2008

### 3. Policy Number

POLTD6

### 4. Purpose

This policy has been developed

- To provide procedures and fees associated with all international inbound tours.
- To provide information for hosts/sponsors of international teams.

### 5. Policy

Basketball Queensland abides by the Basketball Australia procedures and regulations for inbound tours. Basketball Australia must approve international tours once they have been sanctioned by BQ. BQ will provide the necessary forms and information for Inbound Tour applications and requires the following prior to a tour being sanctioned: -

Associations wishing to host visiting international teams shall:

1. Be an affiliated member of Basketball Queensland, and in good financial standing, unless otherwise approved.
2. Accept full financial responsibility for the visiting tour whilst within their region.
3. Use only registered players and officials in competition. No tour will be sanctioned, if the visiting team proposes to play against an unaffiliated or unfinancial Association, Club or Team (excluding schools).

International Teams are required to :

1. Produce approval from their National Basketball Association to tour.

### ***Inbound Tour Fees (GST inclusive) per team***

Basketball Queensland Inbound Tour fees (GST inclusive) per team

	\$
Affiliated Associations	\$250 (charged to incoming teams)
Non-affiliated organisations	\$250 (charged to incoming teams)

Basketball Australia Inbound Tour fees (GST inclusive) per team

Teams	\$
Junior Teams (school teams and up to and including under 18 age division) <u>for each</u>	\$100
All other teams (18 years and above) <u>for each</u>	\$100
Oceania Countries and Basketball Australia organized tours	nil

### ***Procedure for Inbound Tour Applications - Step By Step***

*Stage 1 - Inbound Tour Application - to be completed by Host Organisation/Sponsor*

1. At least 6 months prior to touring date, complete the Basketball Australia Inbound Tour Application Form (Form 1).
2. Forward the completed form and combined sanctioning fees of BQ and Basketball Australia to BQ for consideration.
3. BQ will assess the application and, if approved, will forward to Basketball Australia for approval.
4. If BQ and Basketball Australia provide sanctioning, the host can contact individual centres to organise the specifics of the tour.
5. BQ is also available to organise additional competitions/matches at a negotiated fee on a case by case basis.

*Stage 2 - Permission from Touring Team's National Basketball Federation*

1. Two months prior to the touring team's arrival in Australia, written authorisation from the visiting team's National body must be obtained and forwarded directly to Basketball Australia.

*Stage 3 - Host Organisation/Sponsor to Submit Final Tour Schedule*

1. One month prior to the tour commencement date, a final and detailed schedule should be provided to BQ on the Basketball Australia Form 6 (provided by Basketball Australia once initial approval is obtained).

2. BQ will assess and approve or reject as appropriate and forward to Basketball Australia for final approval. Fees will be refunded if an application is rejected.

#### *Stage 4 - Submit Final Report After Tour*

1. Within 30 days of the final tour date, the host organiser is to forward a final report to BQ who in turn will forward to Basketball Australia.

Note: There is no Basketball Queensland form for inbound tours, the Basketball Australia application form is used for sanctioning purposes.

### **6. Benefits of Sanctioned Inbound Tours**

1. BQ will provide an official logo for use on event/competition/carnival promotional material, so that advertisement of official sanctioning can occur.
2. BQ will advertise the tour to membership via direct e-newsletter, BQ web site, and regional committees.
3. BQ will place sanctioned tour on calendar of events.
4. BQ will provide insurance coverage for all BQ members and participants. Non-affiliated organisations seeking sanctioning would be required to provide evidence of satisfactory insurance coverage for their players and or event.
5. BQ affiliated Associations will receive member discount on sanctioning fees.
6. BQ will publish all results and achievements of the tour on the BQ web site.
7. Sanctioned tours allow all affiliates and members to participate.

Graham Burns  
Chief Executive Officer  
Basketball Queensland  
PO Box 1281  
Milton Q. 4064



## **INWARD TOURS TO AUSTRALIA PROCEDURES AND REGULATIONS**

Overseas basketball teams wishing to play basketball in Australia must contact the State/Territory Basketball Association(s) where games will be played. If games are to be played in multiple states – approval must be received from ALL the respective State/Territory Associations.

Once approval is received from the relevant State/Territory Association(s) overseas teams must obtain sanction from Basketball Australia (BA). To receive sanctioning by BA an Australian Tour Organiser/Sponsor must be secured.

The Tour Organiser/Sponsor is responsible for the proper organisation of the tour and will serve as the official contact between the Overseas Team, Basketball Australia, the State Associations, Tour Hosts and the Department of Immigration.

Overseas teams must complete and submit an "Australian Inward Tour Application" form.

Overseas teams are required to pay the following fees to Basketball Australia:-

- **\$100 AUD** per Junior Team (includes GST)  
JUNIOR TEAMS (SCHOOL TEAMS AND UP TO AND INCLUDING UNDER 18 AGE DIVISION)
- **\$100 AUD** per team (includes GST)  
ALL OTHER TEAMS (18 YEARS AND ABOVE)

The fee must accompany the "Australian Inward Tour Application" form or the application will be void.

***The aforementioned fees do not apply for Oceania countries and Basketball Australia organised tours.***

### **Tour Organiser/Sponsor Responsibilities**

The Australian tour organiser/sponsor shall properly organise the visiting teams tour and in particular – adhere to and carry out the following procedures and regulations.

1. Initial contact for any overseas touring team matches must be made through the State Basketball Association and its nominated tour representative. (See State Contacts).
2. If a State Association:
  - a) Declines a particular tour and so stipulates, no further enquiries shall be made in that State.
  - b) If there is no objection by the State Association, the State will inform BA.
3. Basketball Australia's approval **must be** obtained for any tour arrangements to proceed. BA approval is conditional on completion and submission of the following:
  - a) At least **six (6) months** prior to the commencement of the proposed tour, the Official Basketball Australia "Australian Inward Tour Application" form must be completed and forwarded to Basketball Australia's office for approval.

**This Application must be signed by the Australian Tour Organiser and State Association, accompanied by the appropriate tour fee (if applicable).**

- b) **Two (2) months** prior to the visiting overseas team's arrival in Australia, the said team must attain permission from its National Basketball Federation to tour and such authority must be lodged in Basketball Australia's office.
  - c) **One (1) month** prior to the commencement of the tour, a final and detailed tour schedule must be submitted to Basketball Australia, the respective State Association(s) and each tour host, for final approval (see Form 6).
  - d) The final tour schedule must include all international and domestic travel details, all tour arrangements and conditions including any financial or other responsibilities of host centres.
  - e) The final tour schedule shall also show details of the touring party, players, officials, visitors etc., and details of all matches to be played.
  - f) Failure to provide this final tour information shall result in automatic withdrawal of BA sanction and the tour shall be cancelled.
  - g) Within **thirty (30) days** of the last tour match, the Australian tour organiser shall forward to Basketball Australia's office a FINAL REPORT, which shall include the results of all tour matches and any relevant comments by individual tour hosts and/or the Australian tour organizer.
  - h) For any team wishing to play an NBL or WNBL club, then that NBL or WNBL must register the game with their respective League office. The League office will then appoint the appropriate referees to those games and advise the club of the relevant fee.
4. Failure to provide the tour report will automatically result in the Australian tour organiser being ineligible to be an Australian Tour Organiser/Sponsor during the following calendar year.

STATE CONTACTS (as at 30 March 2008)

**Initial** contact for any touring matches must be made through the following persons as the State Nominated Tour Representative.

**ACT**

Mark Cartwright  
CEO  
Basketball Canberra  
P.O. Box 3268  
BELCONNEN DC  
ACT 2614  
Telephone (02) 6253 3066  
Fax (02) 6253 3060

**QUEENSLAND**

Graham Burns  
Basketball Queensland  
G.P.O. Box 1773  
BRISBANE QLD 4001  
Telephone (07) 3870 9333  
Fax (07) 3371 7239

**NEW SOUTH WALES**

Hannah Everett  
Basketball NSW  
P.O. Box 198  
FLEMINGTON MARKETS NSW 2129  
Telephone (02) 9746 2969  
Fax (02) 9746 1457

**SOUTH AUSTRALIA**

Danny O'Brien  
General Manager  
Basketball Association of SA  
PO Box 29  
FINDON SA 5023  
Telephone (08) 8444 6444  
Fax (08) 8444 6466

**TASMANIA**

David Scott  
Executive Director  
Basketball Tasmania  
PO Box 21  
NEWTOWN TAS 7008  
Telephone (03) 6228 1822  
Fax (03) 6228 1844

**WESTERN AUSTRALIA**

Andy Bennett  
Chief Executive  
Basketball WA  
PO Box 185  
FLOREAT WA 6014  
Telephone (08) 9284 0555  
Fax (08) 9284 0550

**VICTORIA**

Gerry Glennen  
Basketball Victoria  
Box 3 MSAC  
ALBERT PARK VIC 3206  
Telephone (03) 9927 6666  
Fax (03) 9927 6677

**NORTHERN TERRITORY**

Craig Campbell  
Administration Manager  
Basketball NT  
PO Box 42240  
CASUARINA PRIVATE BOXES  
NT 0811  
Telephone (08) 8945 4223  
Fax (08) 8945 3862

Note : For International Contact :  
- Australia Country Telephone and fax code : + 61  
- Delete "0" from area code

**BASKETBALL AUSTRALIA**  
**AUSTRALIAN INWARD TOUR APPLICATION (Form 1)**

**Complete and return with appropriate fee (s) to the relevant State / Territory Association (s):**

Your application must include a completed Inward tour form and fees. It is the State/Territory Association responsibility to forward this information & applicable fees on to BA.

1. TEAM NAME: .....

2. DIVISION: (Junior, Men, Women etc.)  
.....

3. COUNTRY OF ORIGIN: .....

4. AUSTRALIAN ORGANISER/SPONSOR:(Name, Address, etc.)  
**NOTE:** This person is responsible to Basketball Australia for the proper organisation of the tour.

NAME: .....

ADDRESS: .....  
.....  
.....

TELEPHONE: (B) (.....) .....

(H) (.....) .....

FAX:(.....) .....

Email: .....

5. OVERSEAS TEAM CONTACT :

NAME: .....

ADDRESS: .....  
.....  
.....

TELEPHONE: (B) (.....) .....

FAX:(.....) .....

Email: .....

6. PROPOSED TOUR DATES:

COMMENCE .....

FINISH .....

7. PROPOSED AREA OF TOUR - STATES/AREAS/CITIES:

.....  
.....  
.....

.....  
8. TOUR FINANCIAL CONDITIONS:  
.....  
.....  
.....

9. DETAILS OF ANY RECIPROCAL TOUR ARRANGEMENTS:  
.....  
.....  
.....

10. STATE ASSOCIATION  
SIGNATURE ..... DATE .....  
SIGNATURE ..... DATE .....  
SIGNATURE ..... DATE .....

11. AUSTRALIAN TOUR ORGANISER/SPONSOR

**INDEMNITY:**

..... Basketball Association hereby agrees to indemnify Basketball Australia in respect of any claim, action, loss or damage arising from any action, act or omission of any player, official or any person associated with the tour whether such action, act or omission takes place within or outside Australia and .....Basketball Association guarantees the repayment of any such costs.

..... Basketball Association shall take all reasonable steps to ensure that no player or official who participates in the tour shall do any act which shall reflect unfavourably upon, or bring into disrepute, Basketball Australia or basketball in Australia.

ON BEHALF OF THE ABOVE TEAM I UNDERTAKE TO OBSERVE ALL RULES, REGULATIONS, BY-LAWS ETC., OF BASKETBALL AUSTRALIA THAT MAY BE APPLICABLE FROM TIME TO TIME.

SIGNED (Secretary) :. .... DATE: .....

- NOTE:
- (1) No Tour can proceed without Basketball Australia's Approval
  - (2) All teams must complete and submit the required forms and fees.
  - (3) Australian Tour Organiser is responsible to abide by all BA procedures and regulations for the proper organisation of the tour
  - (4) Fee for each team must accompany application form:-
    - **\$100 AUD** per Junior Team (includes GST)  
Junior teams = school teams and up to and including under 18 age division.
    - **\$100 AUD** per team (includes GST)  
All other teams = 18 years and above.

*Note: Oceania teams scheduling tours in Australia are required to complete and submit the Australian Inward Tour Application but are exempt from the aforementioned fees.*

*Should you wish to pay via credit card please use the attached form.*

- (5) Prior to the overseas team's arrival in Australia, the Tour Organizer/Sponsor or representative of the sponsoring basketball



club/association, must sign a release and waiver Indemnity to BA as set out above, before consent is given by Basketball Australia.

**BASKETBALL AUSTRALIA OFFICE USE ONLY :**

DATE RECEIVED ..... FEE ENCLOSED :\$ .....

APPROVAL TO NEGOTIATE : ..... DATE : .....

**NOTIFICATION:**

AUSTRALIAN TOUR ORGANISER (DATE) : .....

STATE ASSOCIATION (DATE) : .....

TOURING TEAM (DATE) : .....

NATIONAL FEDERATION OF VISITING TEAM (DATE) .....

Basketball Australia, PO Box 7141, Alexandria, NSW 2015  
Ph: +61 2 9469 7200, Fax: +61 2 9469 7201, E-mail: info@basketball.net.au  
Australian Basketball Federation Inc. is incorporated in the ACT. ABN 13 115 179 561

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**Tour Application  
Credit Card Payment for Basketball Australia**

**\$100 (per team)**

**Team Name:** \_\_\_\_\_

**Tour Operator:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Name On Card:** \_\_\_\_\_

**Credit Card Type (circle): Mastercard / Visa / Bankcard**

**Credit Card Number:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Expiry Date:** \_\_ / \_\_\_\_

**Amount:** \_\_\_\_\_

**Card holders Signature:** \_\_\_\_\_



BASKETBALL AUSTRALIA FINAL APPROVAL APPLICATION FOR INWARD TOUR TO AUSTRALIA

TO: Dan Sloan  
Basketball Australia  
PO Box 7141  
Alexandria NSW 2015

**TEAM NAME:** .....

**AUSTRALIAN TOUR ORGANISER:** .....

**INTERNATIONAL TRAVEL ARRANGEMENTS:**

**ARRIVAL:** .....

**DEPARTURE:** .....

**TRAVEL ARRANGEMENTS IN AUSTRALIA:** .....

.....

**ACCOMMODATION ARRANGEMENTS IN AUSTRALIA:** .....

.....

**GAME ITINERARY:** include venues, opposition, tip off etc. **Please attach full details.**

**TOUR GROUP NUMBERS:** MALE PLAYERS.....  
FEMALE PLAYERS.....  
MALE OFFICIALS.....  
FEMALES OFFICIALS.....  
MALE VISITORS.....  
FEMALE VISITORS.....

**TEAM LIST:** Please attach full list of touring party

**TOURING TEAM'S NATIONAL FEDERATION** – you must attach approval letter from you National Federation.

**SIGNED TOUR ORGANISER:** .....**DATE** .....

**TOUR APPROVED: DATE:** ..... **SIGNED:** .....

**PLEASE NOTE:** Tour report to be forwarded to Basketball Australia within one (1) month of completion of tour.

Basketball Australia – PO Box 7141, Alexandria, NSW 2015  
Tel: +61 2 9469 7210, Fax: +61 2 9469 7201, E-mail: info@basketball.net.au  
Australian Basketball Federation Inc incorporated in the ACT. ABN 13 115 179 561



BASKETBALL AUSTRALIA  
FINAL APPROVAL APPLICATION FOR AN OVERSEAS TOUR

TO : Chief Executive  
Basketball Australia  
Fax: (02) 9469 7201

**NB: You must attach the letter of approval to tour from the National Federation you are visiting.**

TEAM NAME : .....

SECRETARY : .....

ADDRESS: .....

POST CODE : .....

TELEPHONE : (W)( ).....(H)( ).....

FACSIMILE : ( )..... Email:.....

ITINERARY OF TOUR : **including date of departure and return, games, venues, opposition etc. - please attach full details.**

**TEAM PERSONNEL :**

HEAD OF DELEGATION : .....

COACH : .....

MANAGER : .....

OTHER OFFICIALS : .....

PLAYERS : .....

.....

.....

FOREIGN PLAYERS: .....

.....

- NOTE:
- (i) Refer Item 10 and 11 of Regulations
  - (ii) No players other than the above permitted to tour

NAME UNDER WHICH TEAM WILL BE PUBLICISED AND PLAY : .....

NAMES AND INSIGNIA ON PLAYING UNIFORMS AND TRACKSUITS : .....

SIGNED : .....DATE : .....

TOUR APPROVED: ..... DATE: SIGNED: .....

Chief Executive, Basketball Australia

**PLEASE NOTE :** Tour report to be forwarded to Basketball Australia and your State Association within one (1) month of return.

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