



BASKETBALL QUEENSLAND

Sanctioning Policy for International Outbound Tours

1. Area of responsibility

Technical Development

2. Date last updated

30 March 2008

3. Policy Number

POLTD8

4. Purpose

This policy has been developed

- To provide procedures and fees associated with all international outbound tours.
- To provide information for teams travelling internationally.

5. Policy

Basketball Queensland abides by the Basketball Australia procedures and regulations for outbound tours. Basketball Australia's International Outbound Tours Procedures and Regulations - Touring Teams (Appendix 2), should be read prior to applying for teams to tour overseas. These regulations provide comprehensive guidelines and relevant forms to complete. To assist with this process a Step By Step set of instructions is outlined below.

All Associations and Clubs within Queensland who are touring out of Australia are required to pay the following sanctioning fees to Basketball Australia (through BQ).

Basketball Australia fees (GST inclusive) per team

Junior Teams (school teams and up to and including under 18 age division) <u>for each</u>	\$100
Senior teams (18 years and above) <u>for each</u>	\$100

Procedure for Outbound Tours - Step By Step

Stage 1 - Outbound Tour Application Form - to be completed by Touring Team

1. At least 6 months prior to touring date (no later), complete the Basketball Australia Outbound Tour Application Form (Form 1).
2. Forward the application form to BQ along with relevant fees (as per above) for in principle approval of tour. If State players/coaches other than QLD are involved - it is the responsibility of the Tour Organiser to obtain the other State Body's approval prior to forwarding to BQ. NB: State Coaching Director (State where Coach of tour resides) must sanction the official Coach of the tour.
3. If the tour is proposing to go to the USA - please ensure you read Basketball Australia's specific instructions carefully.
4. BQ will assess the application and, if approved, will forward to Basketball Australia for approval. Fees will be refunded if tour application is rejected.
5. If 'in principle' approval is provided by BQ and Basketball Australia, the host can contact individual centres to organise the specifics of the tour.

Stage 2 - Tour Organiser 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 Final Approval Form (provided by Basketball Australia once initial approval is given). For tours to the USA submit this form no later than two months in advance.
2. BQ will assess and approve or reject as appropriate and forward to Basketball Australia for final approval.

Stage 3 - 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 fee or form for outbound tours, the Basketball Australia application form is used for sanctioning purposes.

Graham Burns
Chief Executive Officer
Basketball Queensland
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INTERNATIONAL OUTBOUND TOURS PROCEDURES AND REGULATIONS - TOURING TEAMS

This document sets out the procedures and regulations to be observed in gaining approval for any team to play, outside of Australia.

1. Any basketball team wishing to play basketball outside of Australia must first obtain approval from Basketball Australia.

The procedures to obtain such approval are as follows :

1.1 "Australian OVERSEAS Tour Application" (Form 1)

1.2 Final approval for International Tour (Form 2)

2. AUSTRALIAN OVERSEAS TOURS APPLICATION

2.1 Written applications, shall be made on the designated form (Form 1), and sent to your State Association accompanied by a cheque (payable to Basketball Australia).

- \$100 (includes GST) for **each school team** (comprised solely of school students of the same school touring under the school name) or **Association U/18 team**.
- \$100 (includes GST) for **each senior team**

NB: Fees for teams touring to Oceania countries are exempt from Basketball Australia fees. All other procedures however must be completed.

2.2 Following State Association approval, the Application shall be forwarded to BA for consideration, together with the above fee. If approval to negotiate is not approved the amount shall be refunded.

2.3 For teams with players from more than one state, the following must occur:

- a. All States with players in such a team must sanction the tour.
- b. State Association need only approve those players from their State.
- c. The coach of the tour must be sanctioned by the State Coaching Director where the said coach resides.
- d. All players must have approval from their Club in writing, which must be sent with "application for approval" form.
- e. Someone **must** be designated as the primary person responsible for the conduct of the tour.

(further procedures for tour organisers of mixed teams are outlined on page 3)

3. Applications to negotiate overseas tours will be considered for tours commencing up to two years ahead.
4. Only under very exceptional circumstances shall approval be given to commence negotiations within six (6) months of the intended departure date.
5. Under no circumstances must a touring team be advertised or known as "Australia", "Australian Nationals" etc., please notify your host country of this fact.
6. Teams may be given permission to negotiate for games in a particular area against approved opponents only.

7. No commitment for return matches shall be made without written approval of Basketball Australia.
8. For proposed tours to the USA, please refer note the following :-
 - 8.1 All proposed tours to the USA MUST nominate one (1) person only in the USA as their "USA Tour Sponsor" on the "Australian Overseas Tour Application" form.
 - 8.2 Details required are on the Application Form
 - 8.3 No proposed tour to the USA will be approved without this information
 - 8.4 Sponsor application forms will be sent to the USA "Tour Sponsor" by the USA Basketball following notification from our Federation that the team has been given "approval to negotiate" the tour.
 - 8.5 It is suggested that your USA Basketball tour sponsor be a member of an organisation affiliated to USA Basketball otherwise a bond is required to be paid to USA Basketball.
 - 8.6 Your USA Tour Sponsor must strictly observe the sanction requirements of the USA Basketball. Failure to do so will automatically result in your tour being cancelled.
 - 8.7 If your USA tour sponsor is changed, you must immediately notify BA.
9. FINAL APPROVAL FOR INTERNATIONAL TOUR
When tour arrangements are completed, full details of the proposed tour shall be submitted by the touring team on the designated form, (Final Approval) to reach BA's Office no later than one (1) month prior to departure. For tours to the USA two (2) months prior to departure.
10. Should a team intend to use a player(s) who is (are) not a registered playing member of the touring team, such details must be listed in the Final Approval Tour Form. Written clearance or written permission must be received from the players original club and must be submitted with the Final Approval Tour Form. In case of a State team, the endorsement of the State Association is sufficient, except if players are from another State, then that State's approval is also required.
11. Should a Tour be cancelled after Final Approval from Basketball Australia has been given and subject to an acceptable reason for the cancellation, fees paid to Basketball Australia will be refunded less administration costs.
12. Where it is proposed to use a player or players who are not Australian citizens such details must be listed on the Final Approval Tour Form. Please note for USA tours the USA Basketball limits foreign players to a total of three (3) persons.
13. Approval must be obtained from Basketball Australia for team uniforms and team identification. Under no circumstances will approval be granted for uniforms with "Australia" on them.
14. A final report of the tour will be submitted to the State Association and BA within one (1) month of completing the tour.
15. Any adverse reports received from the host country concerning a tour will be investigated and appropriate action taken.
16. Before consent is given by Basketball Australia for the tour to depart Australia, the person who shall be primarily responsible for the organisation and conduct of the tour and for the players and officials participating in the tour or the secretary of the sponsoring basketball club or association shall execute a form of indemnity as Basketball Australia may require.

PROCEDURES FOR TOUR ORGANISERS OF MIXED TEAMS

Any touring group that is made up of members from different Associations, schools, clubs, must follow the procedures as set out below, to attain BA & State sanctioning. Failure to adhere to the following procedures will result in the tour not being sanctioned.

Tour organiser must:

- Approach Association, Club, School for permission to promote the proposed tour to its members. Get approval from these groups in writing.
- Once approval from the above is given, then write a letter of interest that can be handed out to the members from that organisation. Attach the organisations approval letter.
- Send to the relevant State Association/s:
 - Basketball Australia/State Association approval to negotiate a tour overseas form and fees.
 - Letter/s from those organisations who have given permission for their players to be approached.
 - List of those players approached.
 - Who will be coaching the combined team.

The rest of the procedures as per normal.

Sample letters you may wish to use :

1. Request letter to approach organisations for permission to speak to players.

Dear _____ (Club, Association, School)
Re: Proposed Overseas Tour as arranged by _____ (name of your organisation)

The (name of organisation) is proposing to organise a tour overseas to the USA (or other country) during the following period (time of year). It is our intention to have a touring group made up of the following: (Junior boys, girls, Senior men, women, age group) to play basketball in the region of (eg Seattle area, east coast, mid west of USA) during (month in the year).

As per Basketball Australia and State Association procedures for Tours Out of Australia , we kindly ask for your permission to invite players from your (club, Association, school), to go on this tour. If permission is given, can you please send a letter of permission to us. We would also seek your consent to circulate your letter with our letters of invitation to your members.

Your assistance is appreciated. Please call if you have any queries about the proposed tour.

2. Letter of invitation that can be distributed to players after approval from Organisation to do so.

(NAME OF ORGANISATION), (COUNTRY VISITING) BASKETBALL TOUR (DATES)
(name of Organising group) is seeking your interest to tour to (country) in (dates). Please read the enclosed information.

If you are interested, to assist in the administration of this tour, we will require this letter to be signed by your Club, Association, School (whichever is applicable) granting you permission to participate in this tour. This letter fulfills part of the sanctioning requirements for your State Association and Basketball Australia. If it can be returned to this office ASAP.

Player: -----
Association, Club, School: -----
State Registration Number: -----

We ----- (insert Assoc, Club, School) in the State of -----,
consent to ----- (insert name of player) participating in the sanctioned games
as scheduled for the (organising group name) tour group travelling to the (country visiting) in (period
of travel and year).

Name -----
Position: -----
Signature ----- Date: -----
Return letter to : (address of organising group)

Basketball Australia, PO Box 7141, Alexandria, NSW 2105
Ph: +61 2 9469 7210, 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

BASKETBALL AUSTRALIA
AUSTRALIAN OVERSEAS TOUR APPLICATION

TEAM NAME:

DIVISION: (Men, Women, Boys, Girls, Veteran, School)

SECRETARY:

ADDRESS :

..... Post Code:.....

PHONE: (B)(...)..... (H)(...).....

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

COACH ON TOUR:

PROPOSED DATES OF TOUR:

PROPOSED AREA OF TOUR:

STANDARD AND TYPE OF COMPETITION (eg, Colleges, High Schools, Clubs etc).....

FINANCIAL BASIS OF TOUR:.....

OVERSEAS TOUR ORGANISER/SPONSOR CONTACT DETAILS :

Name:

Address:.....

.....

Phone:.....Fax:.....Email:.....

PREVIOUS OVERSEAS TOURS:

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 andBasketball 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:

APPROVED:.....State Secretary DATE:..... APPROVED:.....Basketball Australia: DATE:.....
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SEND TO : Your State Association with the relevant fees (should you wish to pay via credit card please use the attached form). They in turn will forward on to Basketball Australia:

- NOTE (1) When this proposal is approved, Basketball Australia will enclose a further form which must be completed and returned one month prior to departure, for final approval (two months for USA tours). This second form will indicate team personnel, itinerary of games, travel etc.
- NOTE (2) For tours to the USA Basketball Australia cannot give approval to negotiate, until full details are provided about the person in the USA who is to be the "USA Tour Sponsor".
- NOTE (3) BA cannot be held responsible for any financial loss incurred if final approval is not given.
- NOTE (4) No application can be considered unless correct fee is attached to this application.
- NOTE (5) Refer also to BA Procedures and Guide.
- NOTE (6) Before any consent is given by Basketball Australia for the tour to depart Australia, the person who shall be primarily responsible for the organisation and conduct of the tour and for the players and officials participating in the tour or the secretary of the sponsoring basketball club or association shall execute a form of indemnity and guarantee in the form stated above.

Office Use Only

Fee Enclosed \$.....

Basketball Australia, PO Box 7141, Alexandria, NSW 2015
Ph: +61 2 9469 7210, Fax: +61 2 9469 7201, E-mail: infor@basketball.net.au
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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: _____

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CONSENT RELEASE AND INDEMNITY FORM

I consent to my child participating in the

Tour of ----- (country) in
----- (year).

I am aware the Head coach of the tour will be
and

The tour manager will be ----- . Other adults on the
Tour will be ----- and -----.

I have been provided with a copy of the travel insurance policy taken out in regard to
this tour and acknowledge its scope and limitations.

I agree to release and indemnify -----
(Association)

Basketball Australia and (State Association),

Their members, Directors, employees and coaches from any and all liability, including
but not limited to death, bodily injury, illness, sickness or property damage arising
during or from this tour.

Signed by Parent/Guardian, (please circle) of _____
(insert child name in full)

Name of Parent/Guardian -----

Signature of Parent/Guardian -----