

SACBCI International Outbound Tour Guideline

November 2018

Table of Contents

| | | |
|---|--|----|
| 1 | Introduction | 3 |
| 2 | Scope | 3 |
| 3 | SA Country Basketball approval..... | 3 |
| 4 | Basketball Australia approval | 4 |
| 5 | Selection of players, appointment of coaches, team managers and tour leader..... | 5 |
| 6 | Penalties for breaching the code of conduct, values or required behaviour | 6 |
| 7 | Conflict of interest..... | 7 |
| 8 | Outbound tour arrangements | 7 |
| 9 | Security and risk management | 8 |
| | Appendix 1 BA Australian overseas tour application | 10 |

1 Introduction

- 1.1 The aim of the SA Country Basketball International Outbound Tour Guideline is to clarify the requirements and standards for teams travelling and representing SA Country Basketball internationally, including security and risk management.

2 Scope

- 2.1 This Guideline is applicable to SA Country Basketball outbound international tours being considered for approval by Basketball Australia (BA).
- 2.2 This Guideline deals with all aspects of SA Country Basketball outbound international tours, including but not limited to:

- 2.2.1 SA Country Basketball approval;
- 2.2.2 Basketball Australia approval;
- 2.2.3 Selection of players, coaches, team managers, officials;
- 2.2.4 Travel arrangements
- 2.2.5 Insurance.

SA Country Basketball complies with BA procedures and regulations relating to international outbound tours.

BA International Outbound Tours Procedures and Regulations should be reviewed by SA Country Basketball and/or the Association or Club prior to applying for teams to tour internationally.

All Association and/or Clubs affiliated with SA Country Basketball who are considering touring internationally are required to seek prior approval (two stage process) and sanction from BA through SA Country Basketball.

3 SA Country Basketball approval

- 3.1 SA Country Basketball will only approve outbound international tours that meet the following requirements:
- 3.1.1 A request a minimum of six (6) months prior to the international tour:
 - (a) Australian Overseas Tour (AOT) Application (refer to Appendix 1)
 - 3.1.2 Submit the AOT application to SACBCI with the prescribed BA fee:
 - (a) International tours to Oceania countries are exempt from BA fees
 - 3.1.3 SACBCI will review the AOT application and provide in principle approval prior to submitting it to BA;
 - 3.1.4 If the AOT is declined by BA, the fee will be refunded.

4 Basketball Australia approval

- 4.1 On receipt, BA will consider the AOT application and provide approval for SACBCI, Associations and/or Clubs to commence negotiations for games for the outbound international tour;
- 4.2 Touring teams are prohibited from being advertised as “Australia,” “Australian Nationals,” please ensure the host country are aware of this requirement;
- 4.3 No commitment for return games can be made without expressed approval of SACBCI and BA;
- 4.4 Proposed tours to the USA must comply with the following requirements;
 - 4.4.1 Nomination of one (1) individual in the USA, as the “USA Tour Sponsor,” on the Australia Overseas Tour Application” form, details that required are:
 - (a) Name, address, contact number and email
 - 4.4.2 Sponsor application forms will be sent to USA Basketball advising of the “USA Tour Sponsor,” following notification of approval from BA, that the team has been given ‘approval to negotiate” the tour;
 - 4.4.3 If the “USA Tour Sponsor” is not a member of an affiliated organisation with USA Basketball, a bond will be required by USA Basketball;
 - 4.4.4 The “USA Tour Sponsor” must comply with the sanction requirements of USA Basketball or risk the tour being cancelled;
 - 4.4.5 If the “USA Tour Sponsor” is changed, immediate notification is required by SACBCI and BA.
- 4.5 Final approval for outbound international tour by BA
 - 4.5.1 Upon completion of tour arrangements, full details of the proposed tour shall be submitted on the designated Final Approval Form to SACBCI for BA:
 - (a) One (1) month prior to departure;
 - (b) Tours to USA two (2) months prior to departure.
 - 4.5.2 Teams with a player (s) that are not a registered player with the touring team must be listed on the Final Approval Form:
 - (a) Written clearance and/or approval must be received from the players original Association and/or Club and submitted with the Final Approval Form;
 - (b) The endorsement of SACBCI is sufficient for state teams, except if a player is from another state, approval from this state would be required;
 - (c) If it is proposed to use a player/s who is or are not Australian citizen/s their details must be submitted on the Final Approval Form, USA Basketball limits foreign players to a maximum of three (3).
 - 4.5.3 BA is required to approve team uniforms and identification to ensure the prohibition of the use of “Australia” on uniforms;
 - 4.5.4 A final report of the tour is required to be submitted to SACBCI EO within one (1) month of completing the tour;

- 4.5.5 Any adverse report received from the host country concerning the tour will be investigated and appropriate action taken;
- 4.5.6 Prior to final approval by SACBCI, BA and departure from Australia, the Association and/or Club shall execute an indemnity as required by SACBCI and/or BA (refer to Appendix 3).

5 Selection of players, appointment of coaches, team managers and tour leader

5.1 Values of representing SA Country Basketball:

- 5.1.1 Participation - positive role model and experience;
- 5.1.2 Inclusive - welcoming of all individuals regardless of ability, gender, race, religion, orientation or culture;
- 5.1.3 Ethical - conduct in accordance with codes of conduct, fairness, responsibility and respect;
- 5.1.4 Trust and integrity - open and transparent leadership;
- 5.1.5 Fun - enjoyment, good sportsmanship, welcoming environment;
- 5.1.6 Safe – safe environments that considers everyone’s physical and emotional wellbeing;
- 5.1.7 Healthy – active and healthy lifestyle.

5.2 Players

Players expressing an interest in representing SA Country Basketball on an outbound international tour must comply with the following requirements to be eligible:

- 5.2.1 Registered and affiliated financial member of an Association and/or Club and SACBCI;
- 5.2.2 Complete an expression of interest form and submit it to SACBCI;
- 5.2.3 Bottom age U18 or top age U16 players with a minimum age of 15 as at the time of selection;
- 5.2.4 Identified as future potential players for the SACBCI State team;
- 5.2.5 Meet the desired behavioural characteristics that reflect SACBCI values;
- 5.2.6 Potential to be socially compatible and display a sense of ‘team ethic’ within a group;
- 5.2.7 Highly receptive to coaching and being co-operative within the team coaching environment;
- 5.2.8 A maximum of ten players per team will be selected based on the above criteria for outbound tours.

Note: State team commitments take precedent above eligibility for an outbound tour.

5.3 Coaches, team managers, tour leader

Coaches and team managers expressing an interest in representing SA Country Basketball on an outbound international tour must comply with the following requirements to be eligible:

- 5.3.1 Member of an Association and/or Club affiliated with SACBCI;
- 5.3.2 Complete an expression of interest form and submit it to SACBCI;
- 5.3.3 Identified as future potential coach or team manager for the SACBCI State team;

- 5.3.4 Meet the desired behavioural characteristics that reflect SACBCI values;
 - 5.3.5 Potential to be socially compatible and display a sense of 'team ethic' within the coaching and team management group;
 - 5.3.6 One coach, one team manager per team will be selected based on the above criteria for outbound tours;
 - 5.3.7 The coach will be 100% subsidised, with the team manager 50% subsidised for the outbound tour, by the players, with the exception of tour exclusions.
- 5.4 Tour leader
- 5.4.1 Will be a member of SACBCI staff;
 - 5.4.2 One tour leader per tour;
 - 5.4.3 The tour leader will be 100% subsidised, by the players;
 - 5.4.4 The coach, team manager and tour leader will work as a team to ensure players have a rewarding, positive and safe experience, with the tour leader having final decision-making responsibility.
- 5.5 Selection and appointment of the coach and team manager
- 5.5.1 A panel consisting of the Executive Officer (EO), BSA Coach and High-Performance Manager and SACBCI High Performance Player and Coach Development Officer will review the coach and team manager expressions of interest and recommend appointments for Council Executive (CE) to ratify;
 - 5.5.2 The coach and team manager appointments will be valid for one outbound tour.
- 5.6 Selection of players
- 5.6.1 A panel consisting of the BSA High Performance Manager, SACBCI Coach and High-Performance Player and Coach Development Officer and the respective Team Coach will review the players expressions of interest and recommend selection of a team for the EO to ratify;
 - 5.6.2 Player selection will be valid for one outbound tour.
- 5.7 Selection and appointment of the tour leader
- 5.7.1 The EO will recommend the tour leader for CE to ratify.

6 Penalties for breaching the code of conduct, values or required behaviour

- 6.1 If a player, coach, team manager or official breach the SA Country Basketball code of conduct, values or required behaviour during an outbound international tour, the Tour Leader will request an incident report to be completed and upon receipt convene a hearing to consider the matter.
- 6.2 Penalties handed down from the hearing can have a significant effect on an individual therefore it is critical the proceedings are conducted fairly.
- 6.3 Penalties may include but are not limited to:
- 6.3.1 Exclusion for a period (games, activities or length of time);
 - 6.3.2 Financial penalty;
 - 6.3.3 Removed from the outbound tour and returned to home destination;
 - (a) No refund will be provided to an individual if they are returned home.

- 6.3.4 Loss of future selection for a representative team or position.
- 6.4 The hearing must follow the laws of natural justice (fair hearing):
 - 6.4.1 The individual that has been accused of misconduct must be advised of the nature of breach;
 - 6.4.2 The individual must be provided with an opportunity to respond;
 - 6.4.3 The hearing must be conducted in good faith.
- 6.5 The hearing will be conducted in accordance with SA Country Basketball Tribunal Procedure By-laws.

7 Conflict of interest

- 7.1 If known, a coach or team manager must declare if they have a 'conflict of interest' with any of the players who are eligible for selection for the outbound tour in which they are expressing an interest.
- 7.2 A conflict of interest is defined as a person who has a relationship with a player or group of players that may affect or may be perceived to affect their ability to view player selection objectively and allocate court time or manage appropriately on an outbound tour.
- 7.3 A conflict of interest is determined as:
 - 7.3.1 Being related (family) to a player or players who are eligible for selection in the age group and gender in which they are expressing an interest;
 - 7.3.2 Having a personal relationship with the player (friend of the family) with a player or players who are eligible for selection in the age group and gender in which they are expressing an interest;
 - 7.3.3 Any other relationship which may or be perceived to affect the ability of the coach or team manager to view player objectively and allocate court time or manage appropriately on an outbound tour;
- 7.4 A coach or team manager that is a direct relative of a player who is eligible for selection in the age group will not be selected or appointed. Other conflicts of interest will be assessed by SA Country Basketball in determining the selection and appointment of coaches and team managers.

8 Outbound tour arrangements

- 8.1 All outbound tours must be prepared and planned by a registered travel agency and/or tour operator in accordance with BA procedures and regulations relating to international outbound tours:
 - 8.1.1 Domestic or international flights for out bound tours must use the lowest available fare types, to suit match preparation and avoid unreasonable stop overs en-route to the destination;
 - 8.1.2 Accommodation should be a minimum of two to three-star quality and close as practical to the playing venue to reduce additional ground travel expense;
 - 8.1.3 The style of accommodation will be in accordance with meeting the requirements of one bed per person;
 - 8.1.4 Ground transportation will be the most efficient and cost effective for the group travelling, considering distance required to travel within the time period;

- 8.1.5 Reasonable parking expenses will be covered and should be confirmed in advance to secure the lowest possible rate;
- 8.1.6 Infringement notices will be the responsibility of the driver;
- 8.1.7 Mobile, data or wifi expenses for the tour leader will be limited, and require prior approval before incurring an expense;
- 8.1.8 Meals will be an additional expense per person as per the outbound tour proposal.

9 Security and risk management

- 9.1 SACBCI will ensure that the safety and wellbeing of players, coaches, team managers, tour leader, staff and volunteers is the primary consideration when determining whether travel, in particular international travel is approved and undertaken.
- 9.2 Travel approval may be revoked or reconsidered if there is a change in the conditions of the destination or country that would impact on the original approval of the travel.
- 9.3 Individuals will be briefed as early as possible prior to scheduled travel of potential security/risks. It will be at the individual's discretion to determine if they travel or not without fear of consequences, for reasons of personal safety.
- 9.4 Prior to travel the EO is responsible for assessing the following conditions:
 - 9.4.1 Whether the tour/travel is covered by SACBCI's travel insurance policy and/or adequate individual travel insurance is required;
 - 9.4.2 Alert level as defined by the Department of Foreign Affairs and Trade (DFAT) for the countries en-route and the destination as identified by Smart Traveller web site;
 - 9.4.3 Circumstances in relation to any of the following:
 - (a) Health;
 - (b) Terrorism;
 - (c) Civil unrest and/or political tension;
 - (d) Crime;
 - (e) Environment;
 - (f) Transportation safety;
 - (g) Natural disasters, weather and climate;
 - (h) Ease of exit.
 - 9.4.4 The following resources will be useful in making this assessment:
 - (a) Australian government/DFAT, Smart Traveller;
 - (b) Australian government/ Department of Health, health warnings;
 - (c) World Health Organisation;
 - (d) Centre of Disease Control (USA);
 - (e) Control Risks.
- 9.5 DFAT provides travel advisories across four different levels, the level of advice for a specific country or region reflects the Australian government's assessment of the security situation in the destination and is designed to assist travellers to assess the level of risk they would face in that location.

- 9.6 Individual travellers, coaches, team managers and tour leaders of each travelling group should subscribe to Smart Traveller to receive email notification if/when the travel advice for the selected destination/s is updated by DFAT.
- 9.7 Individuals travelling internationally on behalf of SACBCI should register their travel plans on the Smart Traveller website to enable the Australian government to contact each traveller should an emergency arise in the destination country/region.
- 9.8 SACBCI will register their travel with Smart Traveller and the most appropriate Australian Embassy or Consulate.

Appendix 1 BA Australian overseas tour application

TEAM NAME:

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

POSITION:.....

ADDRESS: Post Code:.....

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

Email:

COACH ON TOUR:

PROPOSED DATES OF TOUR:

PROPOSED AREA OF TOUR:

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

FINANCIAL BASIS OF TOUR:.....

OVERSEAS TOUR ORGANISER/SPONSOR CONTACT DETAILS:

Name:

Address:

.....

Phone:

Email:

.....

PREVIOUS OVERSEAS TOURS:

INDEMNITY:

I, ofbeing the (position) of thetouring basketball teams, hereby agree 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 I agree to personally guarantee the repayment of and will pay PROVIDED FURTHER that neither I nor any player or official who participates in the tour shall do any act which shall reflect unfavourably upon or bring into disrepute Basketball Australia, or upon 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.

INDEMNITY: SIGNED (Position): DATE:

| | |
|-------------------------------------|------------|
| APPROVED:.....State organsiation | DATE:..... |
| APPROVED:.....Basketball Australia: | DATE:..... |

SEND TO: Basketball Australia (transfers@basketball.net.au) with the relevant fees.

- NOTE (1) 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 (2) BA cannot be held responsible for any financial loss incurred if final approval is not given.
- NOTE (3) No application can be considered unless correct fee is attached to this application.
- NOTE (4) Refer also to BA Procedures and Guide.
- NOTE (5) 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.

| |
|--|
| <u>Office Use Only</u> Fee Enclosed \$..... |
|--|

BA TOUR APPLICATION

CREDIT CARD PAYMENT FOR BASKETBALL AUSTRALIA

\$100 AUD (PER TEAM)

Team Name: _____

Tour Operator: _____

Contact

Address: _____

Phone No: _____

Name on Card: _____

Credit Card Type (circle): MasterCard / Visa

Credit Card Number: _____ / _____ / _____ / _____

Expiry Date: _____ / _____

Amount: _____

Card Holders Signature: _____