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## 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, Basketball Victoria, Tour Hosts and the Department of Immigration and Ethnic Affairs.

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

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

- **\$100 AUD** per Team (includes GST) payable to Basketball Victoria
- **\$100 AUD** per team (includes GST) payable to Basketball Australia

The fees must accompany the "Australian Inward Tour Application" form or the application will be void. Both cheques and the form must be sent to Basketball Victoria.

***The aforementioned forms and 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 Basketball Victoria.
2. (a) If Basketball Victoria or Basketball Australia decline a particular tour and so stipulate, no further enquiries shall be made.  
b) If there is no objection by Basketball Victoria, **AND BA sanction has been granted**, the tour organiser shall be allowed to contact individual centres for tour matches.

3 BA & BV's approval **must be** obtained for any tour arrangements to proceed. BA & BV 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 "Australian Inward Tour Application" form must be completed and forwarded to Basketball Victoria's office for approval.

**This Application must be signed by the Australian Tour Organiser and be accompanied by the appropriate tour fee.**

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, Basketball Victoria 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 & BV sanction and the tour shall be cancelled.

g) Within **thirty (30) days** of the last tour match, the Australian tour organiser shall forward to BA & BV 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.

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.

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**AUSTRALIAN INWARD TOUR APPLICATION**

**Complete and return with appropriate fee (s) to the Basketball Victoria and any other State or Territory involved in the tour.**

Your application must include a completed Inward tour form and fees. Basketball Victoria will 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**

I ....., of ..... being the Manager, tour promoter or Secretary of the ..... Basketball Club or Secretary of the ..... Basketball Association hereby agree to indemnify Basketball Australia and Basketball Victoria 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, Basketball Victoria or upon basketball in Australia.

(SIGNATURE)..... DATE .....

- NOTE:
- (1) No Tour can proceed without BA and BV Approval
  - (2) All teams must complete and submit the required forms and fees.
  - (3) Australian Tour Organiser is responsible to abide by all BA and BV procedures and regulations for the proper organisation of the tour
  - (4) Fee for each team must accompany application form:-
    - **\$100 AUD** per Team (includes GST) to Basketball Australia
    - **\$100 AUD** per team (includes GST) to Basketball Victoria

**Both cheques must be sent to Basketball Victoria**

*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.*

- (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 and BV as set out above, before consent is given by Basketball Australia.

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**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) .....

**Tour Application**

**Credit Card Payment for Basketball Australia and Basketball Victoria**

**\$100 each (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:** \_\_\_\_\_