

Basketball ACT Travel Policy

Reviewed by the Board: 29 September 2026

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Version	Date Approved	Approved By	Summary of Changes
1.0	21 May 2021	Board	Policy developed
2.0	29 September 2026	Board	Review and update of definitions, athlete welfare and safeguarding, modified travel arrangements, ground transport and breach of policy

1. Purpose

- 1.1 The purpose of the Basketball ACT (BACT) Travel Policy (the Policy) is to ensure that all team travel involving overnight stays is planned, managed and delivered in a safe, efficient and consistent manner.
- 1.2 The Policy will outline BACT's booking processes, risk assessment processes, behaviour expectations and financial responsibilities which take place prior to the approval of any BACT travel requiring an overnight stay.

2. Definitions and Interpretations

- 2.1 **BACT:** ACT Basketball Inc. trading as Basketball ACT
- 2.2 **BA:** Basketball Australia
- 2.3 **Chief Executive Officer:** means a person appointed as chief executive officer by the Directors according to the powers conferred on them as defined within the BACT Constitution.
- 2.4 **Team Officials:** includes Head Coaches, Assistant Coaches, Development Coaches, Team Managers, referees acting in an official capacity, Basketball ACT staff, and any other Basketball ACT-appointed support personnel or service providers (including, but not limited to, athletic development staff and physiotherapists).
- 2.5 **Team Members:** includes athletes, referees, and all appointed team officials.
- 2.6 **Junior Performance Pathway Program:** includes but not limited to National Championship events, Canberra Basketball representative events, pre-nationals' competitions/events, or coach, referee and official development events
- 2.7 **Senior Performance Pathway Program:** includes but not limited to NBL1 teams, Waratah League and Youth League teams

3. Scope

- 3.1 This policy applies to all individuals involved in BACT travel, including team officials, referees, athletes, parents or guardians, and service providers.

4. Roles and Responsibilities

- 4.1 BACT or its travel management company will seek travel and accommodation arrangements that are most suited to the team needs and athlete performance in terms of location, comfort, facilities, services, safety and cost.
- 4.2 BACT provides the approved calendar of events for the U12 to U20 Performance pathways programs, Senior Performance Pathway Programs, and Referee Program each year to Team Officials. Calendars identify mandatory events and the associated approved travel arrangements (self-drive & accommodation or team travel).

5. Travel Approval Requirements

- 5.1 Following approval to attend an event, the Program Manager / Head Coach will liaise with the respective BACT Performance Pathway leads on trip logistics unless otherwise advised.
- 5.2 All logistics—including air and ground transport, accommodation, staff allowances, uniforms, equipment, and insurance—must be organised entirely through BACT or its nominated agent, regardless of the funding source(s).

6. Booking and Pre-Departure Information

- 6.1 For events involving team travel, athletes and officials must travel as a team unless prior written permission is granted by BACT for alternate arrangements.
- 6.2 BACT may, at its discretion, re-allocate responsibility for trip logistics to an appointed external tour organiser or appointed trip organiser.
- 6.3 Where BACT arranges team travel, Program Managers must submit the final travel itinerary to BACT no later than one (1) week prior to departure, including:
 - 6.3.1 Approximate departure and return times
 - 6.3.2 Names and licence numbers of all rental vehicle drivers
 - 6.3.3 Names of all travelling coaches and team managers
 - 6.3.4 Emergency Travel Information
 - 6.3.5 Program Managers will be provided with Emergency Travel Information by BACT or the Travel Organiser, including:
 - 6.3.5.1 Appointed travel management company contacts
 - 6.3.5.2 Travel insurance emergency contacts
 - 6.3.5.3 Relevant BACT staff contacts

6.3.5.4 Tournament or host organisation contacts

- 6.4 Flights must be booked as far in advance as possible to obtain best available fares.
- 6.5 Bookings must use the lowest available fare-type (generally non-flexible).
- 6.6 Flexible fares may only be booked with prior written approval from the Chief Executive Officer where there is a genuine business need.
- 6.7 Travellers must use any existing flight credits in their name where practical.
- 6.8 All domestic travel must be booked in Economy Class.
- 6.9 Travellers may upgrade at their own expense.

7. Risk Management

- 7.1 BACT is responsible for the safety, wellbeing and conduct of all people participating in Basketball ACT approved travel. BACT will not approve, support or endorse any travel arrangement that presents an unacceptable or unmanaged risk to participants or to the organisation.
- 7.2 BACT appointed officials must comply with all requirements of BA National Integrity Framework , BACT Policies, BA Anti-Doping Policy and all applicable Codes of Conduct always.
- 7.3 BACT appointed Head Coaches, Assistant Coaches and Managers are required to take reasonable steps in all circumstances to protect Team Members or an athlete in their care from reasonably foreseeable risks of harm.
- 7.4 At least one Team Official(s) will hold a current First Aid qualification within each travelling group and will be responsible for administering First Aid and medications when required in accordance with BACT Medication Administration Policy.
- 7.5 For BACT interstate events each team must have a minimum of two officials inclusive of one appointed Team Manager.
- 7.6 BACT will appoint two team managers to support U12 Canberra Basketball teams, where team travel is required.
- 7.7 Prior to all travel activities the following must be completed:
 - 7.7.1 Medical information consent form
 - 7.7.2 Overnight stay consent form
 - 7.7.3 Photography and filming consent form

- 7.8 For athletes under 18 years, parents/guardians must provide written consent to BACT for any alternate travel or accommodation arrangements for activities, including contact details of the responsible adult.

8. Athlete Welfare and Safeguarding

- 8.1 BACT appointed officials, contractors, parents, volunteers and other BACT staff who are travelling with minors must have current Working with Vulnerable People (WWVP) registration and submit, or have previously done so, scanned copies of their WWVP Card to BACT prior to engaging in any role with a BACT Junior and/or Senior Performance Pathway programs or Referee Program.
- 8.2 All appointed staff must have completed, signed, and submitted a BACT Coach, Manager or Referee Official Agreement.
- 8.3 BACT appointed Officials must complete online training regarding child safety practices for children and young people that will be provided by BACT.
- 8.4 BACT will undertake a Travel and a Child Safeguarding (where relevant) risk assessment. A copy of these documents will be provided to all Team Officials and to guardians on request.
- 8.5 Children under 18 years of age cannot be appointed as a Team Official or chaperone.
- 8.6 When there are teams travelling to events there must be, at a minimum, one female Team Official appointed to each girls' team or one male official to each boys' team. Where a same-gender Team Official is not available, alternative arrangements may only proceed with BACT approval, written consent from guardians (where applicable), and the implementation of additional safeguarding measures.
- 8.7 Any children under the age of 18 should not be roomed with anyone over the age of 18. If this cannot occur the minor should room with the next closest in age and same gendered athlete with written guardian approval.
- 8.8 No Team Official will share a room with an athlete.
- 8.9 No Team Official will enter an athlete's room on their own unless it is an emergency.
- 8.10 Meetings with athletes should be held in common areas where applicable, not bedrooms.
- 8.11 The Team Official should remain at the door when speaking to an athlete in their room.

- 8.12 Medical Personnel including physiotherapists should not provide treatment to an unaccompanied athlete or in athlete's room. Where practicable a designated treatment room will be identified and where the nature of the treatment permits, an 'open' door policy applied.
- 8.13 As far as practicable, Team Officials should ensure they are not left alone with a minor (under 18 years of age) unless it is an emergency, in a public space or unavoidable.
- 8.14 Where more than one athlete is accommodated in a room, athletes are to share with other athletes participating in the same gender category.
- 8.15 The Team Manager or Referee Official must ensure that athletes/referee's under the age of 18 years do not have access to alcohol in the rooms (for instance mini bars) and/or access to inappropriate movies or other media.
- 8.16 Alcohol, smoking/vaping and/or prohibited conduct under the Basketball Australia Improper use of Drugs and Medicine Policy are not to be consumed by anyone 18 years or older whilst attending Junior and Senior Performance Pathway Program competitions and/or events.

9. Modified Travel Requests and Requirements

- 9.1 Subject to BACT's prior written approval, athletes and officials may modify travel to and/or from an event. The following conditions apply:
 - 9.1.1 Where an athlete has other requirements, this needs to be communicated to BACT as soon as possible and will potentially incur extra costs.
 - 9.1.2 A written request must be submitted to BACT at least thirty one (31) days prior to travel.
 - 9.1.3 Once approved, modified travel details must be provided to BACT.
- 9.2 Any fare or price differences must be paid by the traveller directly to the travel organiser. No refunds will be provided for BACT Program or associated travel fees where a modified travel arrangement is approved.
- 9.3 No change requests will be accepted after the designated deadline, except in extenuating circumstances.
- 9.4 Team members who alter travel and do not meet the modified travel deadline will be responsible for organising their own travel and all additional costs incurred.
- 9.5 Travel Insurance for Modified Travel organised by the individual will not be covered by BACT travel insurance scheme.

- 9.6 For approved modified travel, the BACT trip organiser may assist with insurance changes. Any additional costs or fees associated with modifications are the responsibility of the traveller.

10. Accommodation

10.1 BACT staff when booking accommodation should ensure:

- 10.1.1 The type of accommodation to be used are appropriate to needs. (room set up, what facilities are in the room – for example, cooking appliances, access to public, access to in-house movies or mini-bar, pool access).The supervising official's accommodation should be is located within proximity to the children or young people they are supervising.
- 10.1.2 Any hazards associated with the accommodation and event venue are understood and mitigation strategies are in place through the event risk management plan
- 10.1.3 The type of transport required around the accommodation is appropriate to needs.
- 10.1.4 Supervision required and availability of officials is appropriate.
- 10.1.5 Any insurance requirements are met.
- 10.1.6 Provision of meals is adequate (in the accommodation, in place accessible by public, dietary requirements).
- 10.1.7 Emergency plans are identified and understood (identifying local medical services, first aid kit, first aid training for supervisors, medical history forms completed by participants and travelling supervisors).

10.2 Parents and supporters are asked not to arrange accommodation in the same hotel/apartments as the team unless prior consent is given by BACT.

11. Ground Transport

- 11.1 Ground transport must be the most appropriate and cost-effective option, considering luggage, safety, destination, and timing. Acceptable options include personal vehicles, rental cars, taxis, ride-share services, and public transport.
- 11.2 Where applicable, arrangements must comply with any exclusive service or sponsorship agreements.
- 11.3 Personal Vehicles

11.3.1 Use of personal vehicles will be used by team officials and/or referee's where self-drive and accommodate events are in place.

11.3.2 Team Officials will be provided a petrol allowance per event/tournament weekend to assist with covering the volunteer's expense.

11.4 Hire Cars

11.4.1 Rental cars may be used where economical and should be booked via BACT's travel agent using the most cost-effective rate.

11.4.2 Deviations require written approval from an Chief Executive Officer (CEO) or the Chief Operating Officer (COO)

11.4.3 Drivers must hold an appropriate licence and comply with all local driving laws.

11.4.4 Rental vehicles must be refuelled before return.

11.4.5 BACT travel insurance covers hire car excesses up to \$5,000 for travel more than 50km from home; excess reduction insurance is not required.

11.5 Toll Charges

11.5.1 BACT will cover tolls incurred in rental vehicles.

11.5.2 Drivers are responsible for arranging toll payments through the BACT toll charge guidelines process as communicated by BACT at the commencement of each program.

11.6 Driving Offences and Penalties

11.6.1 Drivers will be individually responsible for all and any penalties incurred for driving related offences whilst either in a hire car or personal vehicle whilst travelling for a Basketball ACT related activities.

12. Finances

12.1 Any travel with BACT and the associated finances will fall under the BACT Monies Owning Policy.

12.2 The BACT Junior and Senior Performance Pathway Programs are conducted on a user-pay basis and as such participants must complete full payment for activities prior to undertaking any activity.

12.3 BACT may arrange a payment plan for participants that are under legitimate financial hardship and unable to meet the full costs for a BACT Junior and Senior Performance Pathway activity.

- 12.4 Program Managers coordinate team/program budgets and provide an overall season budget in consultation with BACT for their respective program which is then communicated to participants at respective key program dates and updated throughout the season if required.
- 12.5 On acceptance into a Junior and Senior Performance Pathway Programs participants agree to pay any associated costs or event expenses as per program schedules. .
- 12.6 BACT will determine appropriate team travel, accommodation, and allowances for various competition events.
- 12.7 Failure to pay the travel/event invoice in full by the due date specified will result in the individual participant being withdrawn from the tour, travel arrangements cancelled, and the individual being liable for any cancellation costs (for example a change of name on an airline ticket).
- 12.8 All Athletes or Team Officials withdrawing after acceptance of their selection on the team/squad will be liable for all non-refundable travel and/or event expenses in alignment with the BACT Refunds and Returns Policy

13. Communication

- 13.1 Team Managers will inform parents of trip details.
- 13.2 The support of guardians is vital to the athlete/referee, and their mental wellbeing and every effort will be made to ensure that social/family time is allocated where appropriate/possible to do so around team commitments.
- 13.3 BACT requests that all parents and supporters refrain from contacting the athletes/referee at times other than those approved by the Team Official unless in an emergency.

14. Breaches of Policy

- 14.1 All Basketball ACT members, representatives and associated persons travelling in an official or approved capacity are required to always comply with this policy and all other Basketball ACT policies and procedures. Failure to comply with this policy may result in disciplinary action
- 14.2 Breaches of this policy may be referred to the BACT Performance Pathway Program Strike Policy or the BA National Integrity Framework to address individual or group disciplinary action

14.3 All team members and officials must adhere to BACT's Codes of Behaviour, all BACT/BA Policies and Athlete / Referee Agreements.

14.4 Team Members / Referee's must follow all reasonable instructions made by the relevant Head Coach, Program Manager or Referee Official while on a tour.

15. Related Documents

15.1 Basketball ACT Codes of Conduct

15.2 Basketball ACT Working with Vulnerable People Policy

15.3 Basketball ACT Monies Owing Policy

15.4 Medication Administration Policy

15.5 Alcohol and Smoking Management Policy

15.6 Basketball Australia National Integrity Framework

15.7 Basketball Australia Child Safeguarding Policy

15.8 Basketball Australia Member Protection Policy

15.9 Medical Information Consent Form

15.10 Overnight Stay Consent Form

15.11 Photography and Filming Consent Form

15.12 Basketball ACT Refunds and Returns Policy

15.13 Basketball ACT Performance Pathway Strike Policy

16. Review

16.1 This Policy is to be reviewed every two (2) years, however, is subject to ongoing monitoring and review by BACT at its sole discretion and depending on the needs of the business and in accordance with relevant legislation.