

FORM 1

UNIVERSITY OF NOTRE DAME ATHLETICS



ATHLETICS COMPLIANCE OFFICE
CERTIFICATION OF FOREIGN TOURS

Sport:

Location(s) of foreign tour:

Foreign tour dates: From To

Note: If the tour takes place during the academic year, all travel must occur during a designated vacation period. No class time may be missed for travel to and from and participation in a foreign tour.

Last time team listed above participated in foreign tour: From To

Note: Not more than once every four year, may a Division I member institution exempt games played on a certified foreign tour from counting toward the maximum number of permissible contests for that sport.

ELIGIBILITY

(Summer Tours): Were all participating student-athletes eligible for intercollegiate competition during the previous academic year? YES NO

(Academic Year Tours): Are all participating student-athletes regularly enrolled in the institution and eligible for intercollegiate competition? YES NO

Are incoming student-athletes participating on this foreign tour? YES NO

If yes, which of the following conditions from Bylaw 30.7.2.1 apply?

- The above mentioned sport has no limitations on preseason practice; therefore incoming student-athletes may not participate on a foreign tour prior to the beginning of his/her first term.
- The above mentioned sport has limitations on preseason practice; therefore it is permissible for eligible incoming student-athletes to participate on a foreign tour but only after the first permissible starting practice date or after the first day of classes (whichever occurs first).

MAXIMUM NUMBER OF CONTESTS/DATES OF COMPETITION

A team shall be limited to a maximum of three football games, 10 basketball games, or 10 contests or dates of competition in any other sport during and as part of the tour. List all contests/dates of competition:

1.	<input type="text"/>	6.	<input type="text"/>
2.	<input type="text"/>	7.	<input type="text"/>
3.	<input type="text"/>	8.	<input type="text"/>
4.	<input type="text"/>	9.	<input type="text"/>
5.	<input type="text"/>	10.	<input type="text"/>

Note: Your team shall not be permitted to compete against other American teams during the tour (except for teams composed of U.S. armed forces personnel stationed at U.S. military bases in foreign countries).

Rowing exception: It is permissible for rowing teams representing NCAA member institutions to compete against each other as part of the Henley Royal Regatta.

PRACTICE LIMITATION

Not more than 10 days of practice are permitted prior to departure. List all dates on which practice activities will occur prior to departure:

Day 1.	<input type="text"/>	Day 6.	<input type="text"/>
Day 2.	<input type="text"/>	Day 7.	<input type="text"/>
Day 3.	<input type="text"/>	Day 8.	<input type="text"/>
Day 4.	<input type="text"/>	Day 9.	<input type="text"/>
Day 5.	<input type="text"/>	Day 10.	<input type="text"/>

Head Coach Signature: Date:

Sport Administrator Signature: Date:

By signing this document, the University of Notre Dame certifies that the conditions set forth in Bylaw 30.7 have been met, thus making this tour permissible under applicable NCAA regulations.

Compliance Signature: Date:

PRINT

E-Mail to Sport Adm.

SUBMIT FORM

FORM 2

USA Basketball
Application for International Basketball Competition
Outside the United States

Office Use Only

Date: _____

Fee: _____

Please Type or Print Neatly

Team Name: _____

Tour Dates: From _____ To _____ **Number of Teams** _____

Men _____ **Women** _____ **Number of Games** _____

Counties Competing In: _____

Parent Organization: (example: NCAA, NFSHSA, NJCAA, etc) _____

Tour Reason: (Education, Exhibition, etc) _____

Tour Coordinator Information

Name: _____ **Company** _____

Address: _____
Street City State Zip

Phone: _____ **Fax** _____ **Email** _____

Coach Information

Name: _____

Address: _____
Street City State Zip

Phone: _____ **Fax** _____ **Email** _____

Team Manager Information

Name: _____

Address: _____
Street City State Zip

Phone: _____ **Fax** _____ **Email** _____

By signing below I agree to pay USA Basketball the appropriate fees for the appropriate amount of games that will be played on this tour. I also agree to include necessary information required to secure conditional sanctioning 30 days prior to the planned tour, and submit necessary information to obtain complete sanctioning within 30 days following the tour. My signature also certifies that I understand and will follow all of USA Basketball tour sanctioning policies and procedures, and will accept any and all consequences if I choose not to.

Return to:
Anna Robinson
USA Basketball
5465 Mark Dabling Blvd
Colorado Springs, CO 80918
Phone: 719.590.4800
Fax: 719.590.4811
arobinson@usabasketball.co

Authorized Signature

Date

Office Use Only

Approval: _____
Jim Tooley, Executive Director USA Basketball

Date: _____

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Jul 16, TBD (ET)

FIBA U17 World Championship

France

USA Basketball Foreign And Domestic Tour Sanctioning Procedures

[Women's Teams...](#)[STORE >>](#)

As the United States franchise-holder to the International Basketball Federation (FIBA), USA Basketball must adhere to the regulations and policies set forth by FIBA. Accordingly, listed below are USA Basketball's procedures for the following:

- Tours of Foreign Teams Within the United States
- Tours of United States Teams to Foreign Countries
- Non-Sanctioned Tours

APPLICATIONS:

- Foreign teams applying to play in the United States (PDF)
- United States teams applying to play overseas Document #1 (PDF)
Document #2 (PDF)

NOTE: Both of the above forms MUST be filled out

PROCEDURE 1

Tours of Foreign Teams Within the United States

Section 1.

- (a) Any foreign team desiring to tour the United States and play basketball must secure a USA Sponsor for the tour. The Sponsor may be an individual or an organization. The Sponsor shall serve as the contact between USA Basketball, the host institution, and the foreign team.
- (b) In the event that the Sponsor is not affiliated with USA Basketball through active, associate or affiliate membership, a performance bond in the amount of \$250.00 for each touring team shall be required 30 days prior to the arrival of the foreign team in the United States. Said funds must be in the form of a cashier's check or credit card payment. The bond will be returned to the Sponsor when all the procedures concerning such events are completed by the Sponsor. In the event the tour Sponsor is placed on probation and said Sponsor fails to complete all procedures within one year after the completion of the actual tour, USA Basketball shall retain the performance bond posted by the tour Sponsor.
- (c) The Sponsor shall be responsible for the following procedures to USA Basketball as they pertain to these tours:

CONDITIONAL SANCTION

- (1) Request permission from USA Basketball to invite a foreign team to tour in the United States for basketball competition by submitting the Application for International Basketball Competition in the USA.
- (2) Secure written approval from the national federation of the foreign team for travel and competition in the United States. Such written permission shall be forwarded to USA Basketball's national office 30 days prior to the arrival of the foreign team in the United States.

[VIDEO & AUDIO](#)

- (3) Provide a copy of the game schedule and the sanction fee per game of \$1,000 for NCAA Division I institutions and other professional leagues (such as NBA, CBA, NBDL, ABA, USBL, WNBA, ect.) and \$100 for all sanctioned games. Payment is due to USA Basketball thirty (30) days prior to the arrival of the foreign team in the United States. In addition, sanction fees for games involving foreign national teams are subject to an incremental fee as determined by USA Basketball.
- (4) Teams touring into the United States to play USA High School teams shall submit a game schedule, permission from the High School Federation of the State where they are playing and \$15.00 per game thirty (30) days prior to the arrival of the foreign team.
- (5) In the event that a preliminary or secondary game is played by the same host team and foreign team on the same day at the same site, it shall be considered one game.

COMPLETE SANCTION

- (1) Although the game may be played under any rules, only registered FIBA/USA Basketball officials shall be assigned to the games. A list of officials can be obtained from the USA Basketball Office. Accordingly, provide USA Basketball the names of the FIBA/USA Basketball officials assigned to work the games 30 days after the completion of the tour.
- (2) Provide USA Basketball with a tour resume including all game scores, a photograph and roster of the foreign team within 30 days after the completion of the tour.

Section 2.

Penalties.

Sponsors shall be penalized financially for not meeting the procedures and requirements. Such amounts will be deducted from the Sponsor's performance bond.

- (a) The non-use of FIBA/USA Basketball registered officials will result in a fine of \$25 per official not used in the competition. Said fine shall not exceed \$50.
- (b) Any sanction fees not submitted.

PROCEDURE 2

Tours of United States Teams to Foreign Countries

Section 1.

Teams from within the United States may develop their own tours provided they meet the requirements and procedures for such tours as follows:

CONDITIONAL SANCTION

- (a) Review any restrictions related to such competition with the national parent organization involved (NCAA, NAIA, NJCAA, AAU, NFSHSA, etc.). A copy of the waiver and/or letter of permission must then be forwarded to the USA Basketball national office.
- (b) Complete and return the USA Basketball application for International Basketball Competition Outside the United States at least 30 days prior to departure from the United States.
- (c) Secure written approval from the national federation of the foreign country in which you will compete. Such written permission shall be forwarded to USA Basketball's national office 30 days prior to date of departure.
- (d) A Team roster must be submitted thirty (30) days prior to departure. All-star teams must be specific with reference to the team composition as they may be a consideration when sanctioning, as all-star teams are subject to FIBA rules pertaining to letters of clearance. In any event, a letter of permission from the director of athletics of any team member with remaining eligibility is required before sanction will be given.
- (e) The sanction fee for such events shall be \$25.00 per game (to a maximum of \$300.00). All NCAA Division I institutions and otherwise professional teams (such as NBA, CBA, NBDL, ABA, USBL, ect.) shall pay a \$300 sanction fee. USA High School Teams taking foreign tours are \$15.00 per game. The sanction fee must be paid prior to departure.
- (f) In the event that a preliminary or secondary game is played by the USA institution and foreign team on the same day at the same site, it shall be considered one game.

COMPLETE SANCTION

- (a) The team must submit a schedule of games played, itinerary, photos, roster and a critique of the tour within 30 days after their return to the United States to obtain a complete sanction.

PROCEDURE 3

Non-Sanctioned Tours

Should any tour (Procedure 1 and 2) not receive sanction from the USA Basketball national office by the specified procedures, the following probationary action will be taken:

Section 1.

- (a) The USA Basketball national office will notify the tour sponsor or coordinator of the non-sanctioned tour giving written notice of a 60 day period. The sponsor will be allowed to complete delinquent procedures and obtain retroactive sanction during the 60 day period.
- (b) Should the required procedures remain delinquent, the tour coordinator/sponsor, U.S.A. institution and team staff member(s) will be placed on probation for a minimum of one year or until all procedures are completed following the one year period.
 - (1) Probation:
 - a. The tour coordinator/sponsor or U.S.A. institution may not pursue coordination of any international competition for the probation period.
 - b. Staff member(s) of the probationary team may not play in or coach any international games or become a national team staff member during the probation period.
 - c. If Sponsor fails to complete all procedures within one year after the completion of the actual tour, USA Basketball shall retain the performance bond posted by the tour Sponsor.

Should you require further assistance please contact Shannon Thayer at 719/590-4800 or via e-mail at sthayer@usabasketball.com.

[Back to the Team's Archive Page](#)

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FORM 3

Faculty Application for International Travel Involving Notre Dame Students.

Do not submit handwritten form. Please type the complete information onto the form. Please submit via hard copy to the Office of International Studies. NB: If your entry is too long for the space provided, please attach a separate page, numbered accordingly.

1. Responsible Faculty member(s) and all others who will accompany Notre Dame Students on the proposed trip:

[It is generally best to list all University employees who are in the travel party]

2. Dates of Trip:

3. Destination and Purpose of Trip:

4. Eligible participants (e.g. all Notre Dame undergraduates), students in a particular course:

[No need to list all names here; a list will be attached in response to Item 15. You can just state "all members of the men's/women's _____ team, including student managers."]

5. Is the trip an academic requirement of a course or program at Notre Dame; or, is participation in the trip optional to Notre Dame Students.

Required?

Optional?

6. Name, address, telephone number, and description of all location(s) where Notre Dame Students and faculty will stay during the trip.

[information for all hotels where you will stay]

7. Mode of travel to and from U.S.

[you will generally simply state something like "commercial air" and list the airline]

8. Describe all modes of participant travel within the country or countries visited during the trip:

[flights within the trip, buses, taxi, boat, etc. as appropriate]

9. Will liability waivers using a form approved by the University's Office of General Counsel be obtained from every participant before the proposed trip?

Yes

No

10. Describe any special safety or security measures to be taken in connection with the proposed trip:

[State that you will conduct a safety orientation for the travel party, that your athletic trainer will travel with you, that you have created an emergency contact list and emergency wallet cards with local emergency contact information, that you have reviewed the Department of State information, that you will have working cell phones]

11. Summarize responsible faculty member's prior travel to the country or countries participants will be visiting on the trip.

[if applicable]

12. Describe the orientation programs for the proposed trip (please attach written orientation materials and schedule).

[State that you will work with Jill Bodensteiner, Associate Athletics Director to prepare an agenda and provide an appropriate speaker to cover safety, conduct, and culture/language]

13. List the names, addresses, and telephone numbers where each responsible faculty member can be reached throughout the trip.

[provide cell phone numbers for several University employees and hotel phone numbers]

14. List emergency contact information in the United States for each responsible faculty member during the trip.

[see item 15]

15. List of emergency contact information in the United States and while traveling for each student traveling with faculty. (include name, address, tel # and ID# - attach separate sheet if necessary).

[see attached, and use the recommended format in Form 7]

16 After studying the information on safety in the US State Department "Consular Information Sheet" for the countries to which you will be traveling ([HTTP://STATE.GOV/TRAVEL/](http://STATE.GOV/TRAVEL/)) summarize below the advice to travelers and the measures you plan to take to prepare for safe travel. It is the faculty member's responsibility to remain informed of the latest consular information for the countries to be visited. If a Travel Warning should be issued for one or more of the proposed countries of travel, before or after the application is approved, it is the faculty member's responsibility to inform the Office of International Studies and to make alternative travel plans if necessary.

[for most countries, this should suffice: "Individuals will never go out alone; the travel party will be educated to beware of street pick-pockets; avoid public gatherings or demonstrations; zip/protect backpacks and purses; place passports in a safe place; carry emergency contact cards at all times; advise travel party not to pack valuables; travel only in approved transportation modes."

17. Describe your level of competence in the local language of the country/countries where you plan to travel.

18. Will the proposed trip include any field trips, side trips or inherently dangerous activities?

Yes

No

If yes, please describe in detail:

[assuming you are avoiding activities like rock climbing, bungee jumping, whitewater rafting]

19. Will a responsible Notre Dame faculty member be with the student participants at all times during the trip?

Yes

No

If not, please explain below.

20. After studying the information on health in the US State Department "Consular Information Sheet" for the countries to which you will be travelling ([HTTP://STATE.GOV/TRAVEL/](http://state.gov/travel/)), summarize below the information on health and the measures you plan to take to remain healthy while travelling.

["Our Athletic Trainer will be traveling with us, and he/she has reviewed the health information issued by the US Department of State, talked to the UHS travel nurse about recommended vaccinations, and has talked to a physician about carrying/dispensing medications."]

Please submit this application form at least 30 days prior to your planned date of departure to Ray Pellegrini, 105 Main Building, Notre Dame, IN 46556.

Please attach a detailed program itinerary, proposed orientation schedule and materials, copies of promotional, course and other materials provided to students and parents concerning the trip, etc. If student participation in this trip is optional, liability waivers using a form approved by the University's Office of General Counsel must be obtained from every participant before the proposed trip.

Signature _____ Date _____

REMEMBER TO PRINT, SIGN, AND SEND THIS FORM TO THE APPROPRIATE OFFICES - UNSIGNED ELECTRONIC COPIES ARE NOT ACCEPTABLE.

FORM 4

No. _____

**UNIVERSITY OF NOTRE DAME
REQUEST FOR TRAVELERS' CHEQUES**

Name

Campus Telephone No.

Department/Position

Budget Unit or Grant Number

Social Security No.

Travel Dates/Location(s)

Need By Date/Time

Business Purpose of Trip:

TOTAL TRAVELERS' CHEQUES REQUESTED

\$0.00

Signature

Coach's Signature

Date

Departmental Approval Signature

Thomas Nevala or Melissa L. Conboy

Approval Name (Please Print)

Date

Received Travelers' Cheques From University of Notre Dame

Signature

Cheque Number(s)

Amount

Date

Returned Travelers' Cheques to the University of Notre Dame

Signature

Cheque Number(s)

Amount

Date

FORM 5

Reset Form

Print Form



No. _____

REQUEST FOR TRAVEL ADVANCE

The University will issue travel advances to faculty, staff and students traveling on University business if the expected CASH expenditures of the trip exceed \$200. Cash expenditures are defined as expenses which cannot be charged on the American Express Corporate Card, another credit card, or paid directly by the University (such as hotel, airplane, car rental, etc.).

Requests for travel advances must be properly approved and submitted to Accounts Payable at least 5 working days prior to departure. Accounting for travel advances should be submitted within 15 days after completion of the trip, and before other travel advances or reimbursements are requested.

Any unsubstantiated portion of an advance outstanding after sixty (60 days) will be treated as salary, subject to withholding, on the employee's Form W-2. Students will have this amount charged directly to their student account.

FOAPAL CODES					
*Fund(6)	*Org(5)	*Account(5)	*Program(2)	Activity (5)	Location (4)

*Fields required for data entry (#) identifies the length of the number

Name/Title (Please Print) _____

Department _____ Campus Telephone No. _____

ND NetID _____ Travel Dates/Location (s) _____

Business Purpose of Trip:

Detail of Expected Cash Expenditures:

(Examples of cash expenditures include taxis, tolls, tips and meals not chargeable to the Corporate Card)

Description	Amount	Description	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

TOTAL TRAVEL ADVANCE REQUESTED

**Amount will be direct deposited unless instructed otherwise*

\$0.00

Signature _____

Date _____

Department Approval Signature _____

Approval Name (Please Print) _____

Date _____

Controller's Group Use Only

FOAPAL CODES					
Fund(6)	Org(5)	Account(5)	Program(2)	Activity (5)	Location (4)
100000	58050	12732	99		

Review/Date _____

FORM 6

FORM 7

Contact Numbers

★ [Tom Bacsik – (908) 510-8431]

Hotels:

Paris: +33-1-47-17-50-00
Nice: +33-4-92-47-79-79
Lake Como: +39-03-44-57 051
Florence: +39-055-589-456
Rome: +39-06-699-24250

★ *Cash, administrator or manager international cell phone number*

Contact Numbers

Tom Bacsik – (908) 510-8431

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FORM 8

University of Notre Dame Department of Athletics Orientation Agenda

I. Conduct Expectations (coaches)

- a. Alcohol
- b. Drug laws
- c. “Parietals”
- d. Other

II. Safety and Security

- a. Issues
 - i. Crime/different laws (sex-related offenses, drugs)
 - ii. Medical emergencies
 - iii. Transportation issues
 - iv. Natural disasters
 - v. Civil unrest
 - vi. Terrorism
- b. Tips
 - i. Department of State country-specific warnings
 - ii. Basic safety guidelines (e.g., pick pockets, traveling in groups, avoid demonstrations, passport storage)

III. Emergency Planning

- a. Communication tree
- b. Meeting points
- c. Use of emergency cards and emergency contact list

IV. Miscellaneous

- a. Understanding cultural differences (including shoes/dress)
- b. Language barriers
- c. Reputation of Americans

V. Foreign Tour Packing Checklist

Essentials

- Valid passport (and travel visa, if required)
- Drivers license or other photo ID
- Plane ticket(s)
- Backpack or other bag for daily use
- ATM Card and/or Credit Card

Clothes

- Walking shoes
- Jacket
- Waterproof/rain gear
- Dressy clothes (if needed)
- Practice/game apparel, equipment, and shoes

Personal

- Travel size toiletries, cosmetics
- Medication (in original container)
- Contacts, solution, glasses
- Sunglasses
- Towel

Other Items

- Batteries
- Book(s)
- Camera and battery
- Memory card
- Country-specific electrical adapter and converter
- iPod/MP3 and charger
- Watch or alarm clock
- Umbrella
- Ziploc/plastic bags
- Energy bars

Gifts

- Small items to exchange with key travel partners and local residents