

TOURNAMENT PARTICIPATION - PROCEDURES AND TRAVEL POLICY.

Football West must sanction all Western Australian affiliated clubs or Associations that travel interstate or overseas. This Policy is subject to periodical review, and can be amended or rescinded by Football West at any time.

Adherence to these procedures is a mandatory requirement and is essential to ensure the protection of our affiliates.

This information is provided to ensure that affiliates are aware of the appropriate requirements and responsibilities related to tournament participation.

The process for requesting PROVISIONAL SANCTION for an interstate or overseas tour / tournament by affiliates is as follows:

1. Applicants must be current affiliates of Football West.
2. All participating players must be currently registered with Football West and have been registered with the affiliate a minimum of three months prior to the tournament.
3. Any request for provisional sanction must be accompanied by confirmation that the committee of the affiliate has voted on and accepted a resolution supporting such participation.
4. Affiliates should seek provisional sanction no less than 3 calendar months prior to the event.
5. Any request for provisional sanction must detail the dates, location and tournament or competition name.
6. The names of all players and support staff attending the tournament or competition must be received by Football West 60 days prior to the event. Any further amendments required to this list after that date will be considered by Football West if made in writing, explaining the reasons for the change, and on the proviso that all other qualifying criterion have been met.
7. All accompanying staff to provide the appropriate Working With Children check number, where applicable, or Police Clearance to Football West.
8. Sanction may be granted during a Football West competition provided that any fixtures affected are rescheduled and played prior to the tournament commencing. Any additional costs associated with the rescheduling of the original fixtures will be the liability of the affiliate lodging the application.
9. Clubs must enter all tournaments and competitions under their affiliated name and the team name shall not include any reference which could be construed as implying that the team is a State or Football West representative team (e.g. Western Australia, WA, Football West. Australia).



10. Priority for selection of all registered players must be given to the Football West State or Development Squads and the affiliate must take no action to prevent such players being selected in such squads (e.g. prevent their players from trialing)
11. Final bookings for airfares, accommodation plus other related expenses and a commitment to participation must not be made until provisional sanction is granted by Football West.
12. The provision of comprehensive insurance coverage is the responsibility of the affiliate. The affiliate must provide documentation to Football West to show that appropriate travel and playing insurance is in place. This documentation is to be provided for all inter state, intra state or overseas travel.
13. The affiliate must establish, to the satisfaction of Football West, that all safety and risk management precautions are taken.
14. The affiliate must make every endeavor to ensure access to participation in tournaments and competitions is made available to all their members.
15. A non-refundable administration fee of \$250 is payable to Football West and must accompany the provisional application.

Provisional sanction will not be granted;

1. For players aged under 12 years at the date of the event.
2. Where the event conflicts with any relevant Football West Finals Series, Cup Final or event of similar standing.
3. Where more than two scheduled fixtures per participating team are required to be rescheduled.
4. To a club side for any competition or tournament in which a Football West State, Representative or Academy side is involved.
5. Where the tournament is not recognized or sanctioned by the local governing body.

Football West may grant provisional sanction to the affiliate if all of the above criteria are met.

Final sanction will be at the absolute discretion of Football Federation Australia.



Parental Consent form – Interstate/Overseas Football Tours

It is agreed that _____ has been selected to participate in an Interstate/Overseas football tour to be held at _____ between the dates of _____ and _____.

I _____ of _____
(name) (address)

State and agree to the following;

1. I am the parent/legal guardian of the player identified in this agreement.
2. I acknowledge that the player has been selected to participate in the interstate/overseas tour
3. If the player mentioned above is injured or sick and the accompanying tour officials regard it necessary to seek medical treatment or hospitalisation, I hereby give permission for the officials to do so.

I have read and understand this document. I agree to its terms and conditions.

Parent/Guardian: _____ Date: _____
(signature)

Witnessed by: _____ Date: _____
(signature)

Witness name: _____

Provisional Sanction for Interstate/Overseas Tours

Name of club: _____ Phone no.:

Tour dates: _____ Venue:

Tour Manager: _____ Phone No.:

Provisional sanction will be considered upon submission of the following documentation:

1. Full itinerary, including the purpose of the tour, dates, match schedules, venues, travel and accommodation details.
2. Name, address, phone number of club contact and tour organiser
3. Names, club and registration numbers of players travelling
4. Names, contact address and phone numbers of adults travelling as supervisors, coaches and/or officials
5. Relevant child protection declarations for all accompanying adults
6. Player and accompanying staff travel, sickness and travel insurance
7. Invitation from club/country association to attend the tournament
8. Appropriate visa for the country to be toured (where applicable)
9. Approval letters from the players parent/guardian, club and school.
10. Appropriate inoculations pertaining to the country being toured by the party (where applicable)

Copies of all of the above documentation must be forwarded to Football West no later than 60 days prior to departure in order to obtain provisional sanction.

Additional criteria can be found in the Tournament Participation Policy Procedures and Travel Policy (attached).

Once received Football West shall determine whether the tour is to be sanctioned, at which point details will be passed onto FFA for final sanction.

I hereby confirm that the committee of management of _____ Club has accepted a resolution supporting participation in the above tournament.

Name: _____ Signature

: _____
Club President

TOURNAMENT PARTICIPATION – PROVISIONAL SANCTION CHECKLIST

1	Have all participating players been registered a minimum of 3 months?	
2	Committee of Management declaration supporting the tour	
3	Tour details provided, including dates, venue and competition name	
4	Player, coach & officials names supplied	
5	Parent/guardian declaration received for all players	
6	Relevant Working with Children checks provided	
7	All affected fixtures rearranged	
8	Insurance details provided	
9	All other criteria met	