



BA TRAVEL POLICY

**REGARDING OVERSEAS TRAVEL FOR TEAMS AND PERSONS
REPRESENTING BASKETBALL AUSTRALIA**

Date adopted by BA Board 23 August 2009

Date Policy Effective 23 August 2009

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REPRESENTING BASKETBALL AUSTRALIA****Introduction**

With the volatility on the world stage it is important that Basketball Australia (BA) lays down guidelines which will determine whether or not BA will endorse or agree to teams or individuals travelling overseas representing BA.

As a responsible employer and organisation, the paramount concern for BA will always be to provide, so far as it is able, a safe and secure working environment. The same principles would apply to volunteers representing BA, who are not employees of BA. The interests of our employees and other persons representing BA will always be considered first and foremost, over and above the interests of any team / individual to travel to events / competitions / meetings.

General Principles

The general principles we have adopted in relation to overseas travel are as follows:

- 1 BA will not ask players, officials, volunteers or staff to travel when it is unsafe to do so;
- 2 BA will maintain constant contact with relevant embassies and the Department of Foreign Affairs and Trade in relation to safety;
- 3 Players, officials, volunteers or staff who have personal concerns about overseas travel will not be required to travel;
- 4 BA will have arrangements in place for immediate evacuation of staff, if that becomes necessary;
- 5 Safe travel guidelines have been developed and are listed below and all travellers are expected to behave in accordance with the guidelines.
- 6 BA in Australia will maintain regular contact with BA travellers who are currently overseas and are monitor their situations.

BA Practices

1. BA will take advice from, and be guided by, the Commonwealth Department of Foreign Affairs (DFAT) as to the safety and advisability of travelling to certain destinations. Information will firstly be sourced from DFAT's website: <http://www.dfat.gov.au/zu-cgi/view/Advice/General>
2. In the event of doubt or the need to seek further clarification, the Chief Executive of BA will speak to and seek advice from Senior Officers in DFAT.
3. BA will always endeavour to communicate the information and advice it receives from DFAT in a clear and transparent manner to all persons representing BA who may be affected by a decision whether to travel or not.
4. If a decision is made by BA that it is safe to travel to a particular destination, and an individual representing BA in a team or otherwise believes it is not safe and does not wish to travel, BA will respect and accept the position and decision of that individual.
5. The final decision on behalf of BA, as to whether or not it is safe to travel to a particular overseas destination after taking appropriate advice from DFAT, will be made by the Chief Executive and/or President of BA, whose decision shall be final.

Travel Guidelines

There are inherent risks in travelling and living overseas, and a few simple modifications to normal behaviour can minimise these risks.

The set of instructions below are to be treated as guidelines in the hope that travellers will minimise their risk and in this way ensure that their own security, and the success of their tour or visit overseas

Prior to Departure

1. Use the Internet to visit various links on the country, including country profiles, traveller's information and the Austrade website. Check the warnings about the country you are travelling to through the Australia Department of Foreign Affairs website or through the Internet Resources page to the Foreign Affairs country profile.
2. Discuss any warnings about the country with the BA General Manager responsible for your visit.
3. Ensure that you have a passport with at least two (2) blank pages and is valid for another six (6) months.
4. Ensure that you have checked with the travel agent regarding the need for visas to enter the countries you will visit. Be aware that visas can take up to two (2) weeks to issue.
5. If travelling to Asia, Africa, Middle East, some parts of the Pacific or Latin America, check with a travel vaccination centre regarding what shots and/or travel medicine you might require to take with you.
6. Be aware of what you have ticked on your visa application and be consistent as you fill out your entry form on arrival.
7. Photocopy your passport, visas, tickets and other important documents and ensure that these documents are carried in a separate area to your passport and tickets.
8. Take a photograph of your luggage in case of lost baggage.
9. On departure from home check that you have your (1) passport, visas (if separate to your passport), (2) information on your hotel address, (3) ticket, and (4) program.

Travel in Country

1. Do not drive in countries in Asia, Middle East, Africa or Latin America as driving conditions are extremely hazardous and locals sometimes see westerners as an opportunity to sue for money if you 'cause' an accident.
2. Do not use motorbike taxis, drive a motorbike or ride on a motorbike in any country.
3. Be aware that driving in the United States, Canada and continental Europe requires operating a vehicle on the right-hand side of the road. This may be an uncomfortable undertaking for many travellers.
4. If driving your own vehicle, carefully check the insurance conditions. For example, insurance may not cover you for the first 24 hours if you have just arrived on a flight lasting more than 12 hours.
5. Take only taxis that look reputable. Use hotel cars in preference to poor quality taxis. Best to organize a price before getting into a taxi, especially if a taxi is un-metered.

Some taxi drivers have meters but claim they do not work, so negotiate in any case. Ask advice regarding taxis in the country you are travelling.

6. Always wear your seat belt. Check vehicles for seat belts before getting in, avoiding those that do not.

Food and Drink

1. Drink only bottled water unless you know it is okay, such as Western Europe, United Kingdom, United States, Canada, New Zealand and some islands in the Pacific.
2. Do not eat food from street vendors as hygiene is often questionable.
3. Eat only fruit that you peel yourself. Do not eat fruit with the skins on unless you have washed it yourself. Avoid eating salads, rather sticking with cooked foods.

Money and Credit Cards

1. Use a hotel room safe or hotel reception safe deposit box to store valuables, passports and air tickets.
2. When travelling between destinations, use a money belt hidden under clothing to carry valuables.
3. Avoid wearing jewellery, carrying a handbag or wearing waist bags, as these are invitations to pick-pockets and muggers.
4. Make photocopies of all important documents before leaving home, such as passports, airline tickets, insurance, visas, etc for quick processing if these items are stolen.
5. Carry only one credit card when you leave the hotel.
6. When carrying cash or credit cards, store them in several locations on your body so if some of it is robbed, you still have other resources to get back to the hotel. Money-belts are good for this.

Personal Safety

1. Check travel warning tips from the Australia Department of Foreign Affairs and from travel guides before departing to your destination.
2. Do not go to nightclubs and dangerous areas alone, or even as a group without a local escort.
3. During recreation times **do not** engage in dangerous activities or extreme sports (SCUBA diving, para-sailing, rock-climbing, bungee-jumping to name a few).
4. When visiting a new city, walk with a purpose as if you have been here often. This sends signals to potential thieves and muggers that you are streetwise.
5. Occupational Health and Safety in many countries is of less concern to employers and governments than it is in Australia. Travellers are asked to be constantly aware of their surroundings to avoid dangers.