



**CAPITAL
FOOTBALL**

**TRAVEL AND
EVENT
SANCTIONING
POLICY**

VERSION 2

VERSION CONTROL

VERSION	DATE	AUTHOR	RATIONALE
1	10/17/2013	Capital Football	Created for 2014 Season
2	16/11/2022	Capital Football	Created for 2023 Season <ul style="list-style-type: none">- References to Safeguarding Policy- Update to the fee structure

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INTRODUCTION

With the increase in football's profile in Australia, more and more clubs and teams are looking to host or attend tournaments or travel to play games outside of the ACT. Capital Football (CF) receives many requests for sanctioning of a range of activities such as games, tournaments, clinics, fundraisers, and overseas trips. Sanctioning is required for any 'out of the ordinary' league competition that is not conducted by CF itself. Sanctioning is also required for any Capital Football club sending a team to compete interstate or internationally. Sanctioning is required to ensure that:

1. Standards are met in competition regulations.
2. Insurance requirements for CF club/teams are adequately covered and supervised appropriately.
3. Protocols are met such as CF club/teams are involved with others that are part of the Football Australia or FIFA Football family so that they receive those benefits.
4. Appropriate authorities including CF, are informed of CF registered clubs/entities visitations.
5. The status of the football activity is understood.

The following policy will help guide clubs and teams in relation to sanctioning for:

1. Those who are traveling to a non-Capital Football event or competition (domestically or internationally); or
2. Those who wish to host a competition, event or a visit by a non-Capital Football club.

The policy outlines what is required when requesting sanction from CF; the required sanction fee (Supplement 1); and the relevant request form that must be sent to and approved by Capital Football.

The included attachments may be used by the club when conducting an event or whilst travelling. A team or club that has received the appropriate sanctioning from Capital Football and/or Football Australia can only adopt the final use of the forms.

Please note that this policy supersedes any previous policies, agreements or understandings concerning the sanctioning of travel and events.

TRAVEL SANCTION REQUEST

A Capital Football affiliated club looking to travel either domestically (outside of the ACT) or internationally to compete in any football related event must seek sanction from Capital Football.

Please read the following policy before completing a request for sanction, as well as referring to the **Sanction Fee Schedule (Supplement 1)**.

CF TRAVEL SANCTION FORM

The **CF Travel Sanction Form** (Supplement 2) must be completed by the club/team wishing to travel and be submitted to Capital Football within the following timeline:

Domestic Travel – seven (7) business days prior to travelling

International Travel – twenty-one (21) business days prior to travelling (Football Australia must be informed of your sanction to travel). The Travel Sanction request must be directed to Capital Football Management, as well as ensuring that the relevant Competitions Coordinators are made aware of your travel request.

ATTACHMENTS

The **CF Travel Sanction Form** identifies a number of attachments required when submitting the request. These attachments provide sufficient information and assurances to allow the respective managers to consider the application in full. Depending upon the type of travel (location and length, as well as age of participants in the travelling party), not all of these attachments will be required:

- Copy of application to enter the event / invitation to join the event.
- Full itinerary for the activity, including relevant manager/tour leader contact details – to be used only for travel requests overnight or longer outside of ACT / NSW.
- Full list of players and officials from the club attending, including their FFA number/s.
- An undertaking from the tour leader that each member of the touring party has received a copy of the CF code of Conduct (Attachment A).
- Details of the insurance cover for the travelling players and officials for all visits outside Australia.
- Documentation covering Child Protection declarations and clearance from Schools and parents (where applicable).
- Approval letters from the player's club if different to the club participating on the tour.
- Evidence of Inoculations and Visa applications (where applicable).

Note: The Capital Football insurance policy does not cover injuries sustained on trips to the USA.

Furthermore: The Capital Football Insurance Policy does not act as a travel insurance policy. Teams wishing to be covered for Travel Insurance should take out a separate policy for their trip.

APPROVAL

Once the request has been submitted to Capital Football, along with the required attachments, it will be reviewed, and Capital Football will then provide a written response. In cases of approved travel, the signed form will be returned. Do not assume that submitting a request for sanction will automatically be approved.

It is then the responsibility of the travelling team to inform the organising body of the event/competition that sanction has been approved.

If Capital Football deems it inappropriate to sanction a request for travel, i.e., the event is not sanctioned by the FIFA affiliated body, a written response will be sent to the club outlining the reasons for the decision. This will be sent at the earliest possible opportunity to the relevant contact person.

HOSTING AN EVENT, TOURNAMENT OR GAME

HOSTING AN EVENT, TOURNAMENT OR GAME INVOLVING ONLY CAPITAL FOOTBALL MEMBERS

A club or team wishing to host a football event, tournament or game(s) that is not organised by Capital Football but features only teams from clubs that are affiliated to Capital Football, must apply in writing to CF Management for approval of that activity.

Events and competitions may include, but are not limited to:

- Social Competitions
- Gala Day Events
- Friendly matches
- Weekend tournaments
- Any match or series of matches where the result is allocated a value to determine a winner or Team/Club's placing for a finals series and/or a tangible prize is given.

Please read the following policy before completing a request for sanction, as well as referring to the Sanction Fee Schedule (Supplement 1).

CF EVENT AND COMPETITION SANCTION FORM

Any application to host a tournament or game(s) within the ACT or NSW must be written on Club Letterhead and include the **CF Event and Competition Sanction Form (Supplement 3)**.

The letter should be signed by the club president and identify the desire to host a football event. The **CF Event and Competition Sanction Form** will allow the event organiser to provide Capital Football sufficient detail regarding the event.

ATTACHMENTS

The **CF Event and Competition Sanction Form** identifies multiple attachments required when submitting the request. These attachments provide sufficient information and assurances to allow the respective managers to consider the application in full:

1. Copy of event/competition rules – not applicable for hosting a standalone friendly match.
2. Copy of event participant entry form - not applicable for hosting a standalone friendly match.
3. An understanding that your event will be charged the appropriate sanctioning fee as set out in the CF Travel and Event Sanctioning Policy - to be paid prior to beginning the event.

4. An undertaking that all entrants who have not paid for CF Insurance coverage through winter football and/or futsal registration fees - will be charged an additional \$12 per player to cover them for insurance.
5. An undertaking that all entrants will have an FFA number assigned to them through registering on PlayFootball.
6. An undertaking that all players and officials will be notified of and held accountable under the FA Code of Conduct.
7. Provide a list of all participants and officials within seven days of the event beginning where possible.

HOSTING TEAMS THAT ARE FROM OTHER FA MEMBER FEDERATIONS

In this situation, all the above sanctioning requirements apply as well as one additional document. Events or competitions wishing to include teams from other FA Member Federations must provide evidence of the team/club's travel sanction by the travelling team's Member Federation.

This evidence can be provided through an official sanction form provided by the appropriate Member Federation, or written approval from the appropriate Member Federation.

A club or team wishing to host a tournament or game(s) which includes teams that are not from Capital Football affiliated clubs, but they are still from within Australia, must apply in writing to CF Management for approval of that activity, at least four weeks prior to the proposed tournament or games.

HOSTING TEAMS FROM OVERSEAS

A club or team wishing to host an event, tournament or game(s) that includes teams from overseas must apply to Capital Football for approval. The application must be written on Club Letterhead and include the **CF Event and Competition Sanction Form** (Supplement 3). The application must be received by Capital Football at least one month before the proposed tournament or game(s) to allow the application to be duly considered by the Board and by Football Australia. Capital Football must seek sanction for the visit from Football Australia and must also advise the visiting team's Federation of the visit. This could add additional processing time to the application and should be considered when making your application. In addition, any other requirements under the respective Capital Football Competition Rules must be met.

CF EVENT AND COMPETITION SANCTION FORM

An application to host such a tournament or game(s) must include sufficient information and assurances to allow Capital Football to consider the application in full. This information can be provided on the **CF Event and Competition Sanction Form** (Supplement 3).

ATTACHMENTS

The required attachments for hosting an overseas team include:

1. All items outlined on page 6.
2. Contact details for the international team delegate.
3. Copies of the approval from the respective Governing federation for each team that is from outside Australia and from the respective local Associations for each team that is not a Capital Football affiliated club, but still from within Australia.
4. Indicative financial arrangements for the tournament or game(s), including sponsorship details.

APPROVAL

Once the request has been submitted with Capital Football, along with the required attachments, it will be reviewed, and Capital Football will then provide a written response. In cases of an approved event, the signed form will be returned.

An event / competition sanction fee invoice will then be raised and sent to the event contact.

If Capital Football deems it inappropriate to sanction an event, a written response outlining the decision will be sent at the earliest possible opportunity.

UNAPPROVED APPLICATIONS AND APPEALS

If an application to travel to or host an event or competition covered by this policy is not approved, the applying club / team may appeal that decision. Any appeal would be made under the relevant regulations or policies of Capital Football whichever is applicable (e.g., if the team competes in the Capital Football Junior League, any appeal will come under the Junior League Competition Regulations).

An appeal should be lodged with the CEO of Capital Football with their referral to the CF Board if necessary.

If an appeal is lodged, the application should not be considered sanctioned while the original decision is being reviewed.

RESPONSIBILITIES

Clubs or teams travelling to or hosting a tournament or game(s) have a responsibility to ensure the tournament runs safely and with minimal risk. There are several issues that team management in should familiarise themselves with before travelling or hosting approved tournaments or game(s). The following information will assist you:

1. All officials need to be aware of the Child Protection Act, the [Football Australia Safeguarding Policy](#), and their duty of care as a team official and representative of Capital Football when dealing with minors. Some points to note are:
 - a. Any Member who is responsible for supervising a Child in the context of any Football Activities should strive to ensure that those participants in the Member's care:
 - (a) positively engage within the delivery of the Football Activity or facility.
 - (b) behave appropriately toward one another; and
 - (c) are in a safe environment and are protected from external threats.
 - b. Where possible, Members should avoid unsupervised situations with a Child participating in any Football Activities (unless otherwise permitted in accordance with the FA Safeguarding Policy) and to conduct all Football Activities and/or discussions with such a Child in view of other adults. This assists in developing a safe, accountable, and responsible culture and environment within football. It is recommended that during any Football Activity or program the following adult-to-Child ratios be implied:
 - 1 adult per 10 Children aged 13 to 18,
 - 1 adult per 8 Children aged 9 to 12,
 - 1 adult per 6 Children aged 5 to 8, and
 - 1 adult per 3 Children aged 4 and under.
 - c. In other States, including NSW, officials may be required to agree to a Police check to ensure that they are a fit and proper person to be in charge of minors.
 - d. An official should not be alone with a team member without the knowledge of the team management.
 - e. avoid one-on-one situations with a Child in a change room area; all other adults should avoid using the change room area to, for example, undress, while any Children are present.

- f. adult supervisors need to ensure adequate supervision of Children in 'public' change rooms when they are used.
- g. adult supervisors should knock loudly and announce themselves before entering a changeroom or showers that are being used by a Child.
- h. No official of the opposite gender should enter team change rooms until all team members have completed changing.
- i. An official should always be in attendance during the treatment of injuries to team members.

2. A Tour Leader (for travel) or Event Manager (for clubs that are hosts) must be appointed. This person will be the primary point of contact for Capital Football and will be:

- a. Responsible for the overall organisation of the tour or event.
- b. Responsible for the establishment and enforcement of discipline and rules.
- c. Responsible for the financial management of the tour or event.

3. Each team participating in the visit or event must have a nominated Coach and a separate person acting as the team manager. The Coach and Manager will be responsible for the well-being and safety of the team members and will:

- a. Assist the Tour Leader or Event Manager as required.
- b. Be responsible for the team's training and games, including the provision of equipment.
- c.
- d. Inform the Tour Leader or Event Manager of any proposed actions relating to team members or other incidents which may affect team members (e.g. injuries, sickness, breaches of discipline).

4. Ensure each touring member is familiar with the relevant policies and guidelines that govern the activity. An activity that is approved by Capital Football is undertaken in accordance with the Capital Football Code of Conduct (attachment A) and the relevant League Rules and Regulations.

- a. Be aware of any local rules that may affect your team or other teams competing in the event, including restrictions that may be imposed due to convention or religion.

CONDUCT

Sanctioned teams playing in tournaments or games are ambassadors for football in the ACT as well as Capital Football. As such, the behaviour of all party members reflects not only upon themselves and their club, but also upon Capital Football as well as Football Australia.

The [Football Australia Code of Conduct](#) should be provided to all participants. While involved in a Capital Football sanctioned event, participants are expected to abide by this code.

All members of a traveling party or those involved in the organisation of an event must also be familiar with the [FFA Member Protection Policy](#)

DISCIPLINARY MATTERS

Disciplinary will be up to the respective Tour Leader/Event Manager and team officials. Matters of a serious nature that need to be referred to Capital Football for further action will be dealt with in accordance with the relevant Regulations where applicable. In such cases, the relevant Disciplinary Panel must send a written report to Capital Football within five working days for consideration.

Any member of the touring party whom Capital Football does not consider to be a fit and proper person to be part of a proposed visit may be removed from travelling as part of the tour. If such is the case, Capital Football must advise the Tour Leader in writing, stating the full reasons for this determination. An appeal may be lodged against such a decision within three working days of receiving the notification and the appeal must be heard in accordance with Capital Football Disputes & Disciplinary Regulations (DDR). Please note that the member removed from travelling with the touring party may not do so even if an appeal is pending. If this person travels as a member of the touring party, sanction of the tour will be withdrawn.

If a player receives a sanction in another jurisdiction, CF reserves the right to uphold that sanction within CF's competitions and/or events.

ACCIDENTS OR INJURY

Insurance cover will require specific information in relation to any injury or incident. To keep records of injuries or incidents, the Tour Leader or Event Manager, in conjunction with the respective team manager, must complete a report form for Capital Football in addition to any other form the Insurance Broker may require. A copy of the Capital Football Accident Report form is at attachment D. The completed form must be sent to Capital Football within five working days of the end of the Tour or the Event.

UNAPPROVED APPLICATIONS

If an application to play in or host a tournament or game(s) covered by this policy is not approved, the applying club/team may appeal that decision. Any appeal would be made under the relevant regulations or policies of Capital Football whichever is applicable (e.g., if the appeal is regarding a junior team/club, any appeal would come under the Junior League Competition Regulations and the DDR where applicable). If an appeal is lodged, the application should not be considered sanctioned whilst the original decision is being reviewed.

CONSENT TO PARTICIPATE

Clubs and Teams need to be aware that each player participating in a Capital Football sanctioned event must consent to do so. Minors (i.e., those under the age of 18) must have

the consent of their parent or guardian before participating. Attachments B and C are the respective consent forms that have to be completed prior to the commencement of any travel or other activity that is part of the event. These consent forms should be retained by the Tour Leader or team managers and must be produced upon request by Capital Football.

In consenting to participate in a Capital Football sanctioned event under this policy, the player and in the case of minors, their parent or guardian acknowledge that:

1. They will accept whatever form of transport is deemed necessary by the Tour Leader or Event Manager to travel to and from the event and any associated activities; and
2. During the period of the event in which they are participating and during any travelling or other activities that are part of the event or deemed necessary by the Tour Leader or Event Manager, they will be under the sole direction of the person(s) duly appointed and in charge of the event; and
3. They will meet the costs associated with participation in the event and any additional costs for any illness, accident, or unforeseen circumstances which may occur during travel and any activities in which they participate; and
4. They accept that the sending home of any team member due to inappropriate behaviour shall be at their expense

SUPPLEMENT 1

CAPITAL FOOTBALL SANCTION FEE STRUCTURE

Fee Name	Applies to	Covers	Fee Amount	Due
Club Event / Competition Sanction - Short	All Capital Football clubs wishing to conduct a competition for no longer than 4 days	Public liability insurance, player and official injury insurance, ability to advertise on the CF website, utilise CF dispute and discipline procedures, utilising CF competition policies and procedures where applicable, access to CF referees where possible	\$100 incl. GST	7 days before the beginning of the competition
Club Event / Competition Sanction – Medium Established	All Capital Football clubs wishing to conduct a competition for longer 4 days total – not the first year for competition	Public liability insurance, player and official injury insurance, ability to advertise on the CF website, utilise CF dispute and discipline procedures, utilising CF competition policies and procedures, access to CF referees where possible	\$100 incl. GST	21 days before the beginning of the competition
Club Event / Competition Sanction – Medium New	All Capital Football clubs wishing to conduct a competition for longer 4 days total –first year for competition only	Public liability insurance, player and official injury insurance, ability to advertise on the CF website, utilise CF dispute and discipline procedures, utilising CF competition policies and procedures, access to CF referees where possible	\$100 incl. GST	21 days before the beginning of the competition
Club Friendly Match	All Capital Football clubs wishing to host another club for a friendly match – limited to two days maximum between two clubs	Public liability insurance, player, and official injury insurance, utilise CF dispute and discipline procedures, utilising CF competition policies and procedures, access to CF referees where possible	N/A	3 days before the match
Club Travel Sanction - Domestic	Travel – domestic	Public liability insurance, player, and official injury insurance	N/A	
Club Travel Sanction - International	Travel – international	Public liability insurance, player and official injury insurance (excluding the USA)	\$100 incl. GST (non-refundable)	

SUPPLEMENT 2

TRAVEL SANCTION FORM

SUPPLEMENT 3

EVENT AND COMPETITION HOSTING FORM