



VICTORIAN BASKETBALL REFEREES ASSOCIATION INC
TOURNAMENT ATTENDANCE FORM
REFEREES AND REFEREE COACHES

(Approved at the VBRA March 2016 Board Meeting)

All VBRA registered referees are required to fill out this form if intending to referee at any tournament outside of their home association. Referees intending to attend a tournament outside of Victoria are required to submit this form to the VBRA in addition to having the form signed by a branch representative & advisor. **This form must be filled out and submitted no less than one week prior to attending the tournament.** Both the branch and the referee (and the VBRA if required) are advised to keep a copy of the completed form.

REFEREE/REFEREE COACH DETAILS:

Name: _____

Branch: _____ Grade: _____ VBRA Number: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: Home: _____ Mob: _____

Email: _____

TOURNAMENT DETAILS:

Tournament Dates: _____ until _____

Tournament Venue: _____

Controlling Association: _____

Contact Name and number: _____

BRANCH & REFEREE ADVISOR CONFIRMATION:

The details for the referee named are correct. This referee is not currently under suspension, and the branch & advisor endorses the referee's attendance at the tournament detailed above.

Branch representative (please print): _____

Signature: _____ Date: _____

Referee Advisor (please print): _____

Signature: _____ Date: _____

VBRA ACKNOWLEDGEMENT FOR INTERSTATE TOURNAMENTS:

VBRA Representative (please print): _____

Signature: _____ Date: _____



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Following a request to the VBRA Board, the following process should be applied when referees/referee coaches wish to attend tournaments outside their home Association.

Tournaments held within the State of Victoria

- The referee/referee coach should complete the VBRA Tournament Attendance Form and forward it to their Branch Nominee & Advisor to seek PRIOR approval to attend.
- The completed Tournament Form is to be retained by the Branch, in the event of any subsequent issues.
- The VBRA does not need to be advised, if there are any issues arising from this matter, the VBRA would contact the relevant Referee Branch where the Referee / Referee Coach belongs.

Tournaments held outside the State of Victoria

- The referee/referee coach should complete the VBRA Tournament Attendance Form and forward it to their Branch Nominee for the Branch & Advisor to complete their portion of the form & forward it to the VBRA Administrator for VBRA Approval.
(Be aware that this form needs to be submitted to the VBRA Administrator a minimum of seven days prior to leaving to attend the Tournament).
- When the VBRA approves the attendee, the relevant Branch & Advisor will be advised via email.
It is then up to the Branch to advise the referee concerned.
- If the VBRA does not approve the request, the relevant Branch & Advisor will be advised via email, including the reason for the non-approval.
It is then up to the Branch to advise the referee concerned.

It should not be assumed that approval will be given.

Referees, who have not been advised of approval, should contact the VBRA Referee Administrator.

PLEASE NOTE:

If a Referee/Referee Coach attends without the relevant approval, the official will still have responsibilities as an official, but if something happens the VBRA will have no liability.

NOTE:

Where the appointment is made by BA or the VBRA (e.g. National Championships) then the above process is not required).