



## BROWN UNIVERSITY Foreign Tour Form

*This form is to be completed and signed by the Head Coach, a Compliance Administrator, and your Sport Administrator prior to receiving clearance to plan for a foreign tour. As you gather more information and complete this form, you must receive clearance on each portion prior to continuing. Section I and II must be completed first prior to receiving initial clearance to continue this form. This form must be fully completed prior to your departure for the foreign tour.*

Sport: \_\_\_\_\_

Destination: \_\_\_\_\_

### I. Timing of Tour:

**17.31.1.2.1 Summer Vacation Period.** A foreign tour taken during the summer vacation period shall be considered to have occurred during the academic year after the summer for purposes of Bylaw 17.

**17.31.1.2 Timing of Tour.** A tour may only be scheduled during the summer-vacation period between the institution's spring and fall terms or during an academic year vacation period (other than a Labor Day vacation period) published in the institution's official catalog. All travel to and from the foreign country must take place during such a vacation period. However, if the team crosses the international date line during the tour, the change of date will be disregarded and the equivalent time as measured in the United States will be used to determine the institution's vacation period.

**17.31.1.2.2 Prohibition Prior to Championship Segment.** In sports in which separate dates are specified for the first permissible date of practice and the first permissible date of competition for the championship segment (e.g., women's volleyball, basketball, baseball), an institution may not engage in a foreign tour during the period beginning 30 days prior to the first permissible practice date until the first permissible date for a contest or date of competition in the championship segment in the applicable sport. In sports in which the same date is specified for the first permissible date of practice and the first permissible date of competition (e.g., gymnastics, lacrosse, swimming and diving), an institution may not engage in a foreign tour for a period of 30 days prior to the first day of the institution's declared playing and practice season (first permissible date of practice or competition) for the championship segment in the applicable sport.

Date of Departure (mm/dd/yy): \_\_\_\_\_

Is this date during a vacation period? Yes No If no, will SAs miss class or exams? Yes No

Have special arrangements been made to rearrange classes or exams? Yes No

Date of Return (mm/dd/yy): \_\_\_\_\_

Is this date during a vacation period? Yes No

If no, will SAs miss class or exams? Yes No

Have special arrangements been made to rearrange classes or exams? Yes No

Vacation period trip is taking place (i.e. Summer 2008): \_\_\_\_\_

Academic year tour counts towards (i.e. 2008-2009): \_\_\_\_\_

### II. Time Between Previous Tour:

**17.31.1.3 Time Lapse Between Tours.** An institution shall not engage in a foreign tour in each sport more than once every four years. In basketball, a student-athlete shall not participate in more than one foreign tour for a particular institution.

Destination of Last Foreign Tour: \_\_\_\_\_

Date of Departure of Last Foreign Tour (mm/dd/yy): \_\_\_\_\_

Date of Return of Last Foreign Tour (mm/dd/yy): \_\_\_\_\_

Vacation Period Trip Took Place (i.e. Summer 2008): \_\_\_\_\_

Academic year tour counted towards (i.e. 2008-2009): \_\_\_\_\_

Number of years between last tour and current proposed tour (ex. 04-05, 08-09 = 4 years): \_\_\_\_\_

**Basketball Only:** Have any SAs previously participated in a foreign tour for Brown University: Yes No

### III. Funding:

**VI-H-3-a:** Foreign trips must be considered special events, and funds for them must come from special gifts rather than from general athletic budgets

**International Travel:** Vice President for Athletics and Recreation and the Associate Director of Athletics, Business Operations must approve all foreign trips by any team. Coaches should complete the following questions. Following financial approval, meet with the Deputy Director of Athletics to complete the Foreign Travel Form that must be submitted to the Ivy Office at least 30 days prior to the intended date of departure.

Estimated Total Cost for Trip: \_\_\_\_\_

Estimated Total Amount for Special Gifts: \_\_\_\_\_

Estimated Total Amount of Student-Athlete Contributions: \_\_\_\_\_

Estimated Total Cost for Meals: \_\_\_\_\_

Estimated Total Cost for Lodging: \_\_\_\_\_

Estimated Total Cost for Miscellaneous: \_\_\_\_\_

### IV. Traveling Party:

**17.31.1.4 Eligibility of Student-Athletes.** The eligibility of student-athletes on the tour shall be governed by the following (see bylaw 12.8.3.6):

(a) If the tour takes place during the summer, the student-athletes shall have been eligible for intercollegiate competition during the previous academic year or shall have been enrolled at the institution as a full-time student during the previous academic year and have established by the beginning of the tour that he or she is eligible for competition during the academic year immediately following the tour; or

(b) If the tour takes place after preseason practice or the academic year has started, the student-athletes shall be regularly enrolled in the institution (14.2.1.1) and eligible for intercollegiate competition. A student-athlete who is subject to a transfer residence requirement is eligible to participate on a foreign tour, provided he or she is otherwise eligible for competition and was academically eligible for competition at his or her previous institution upon leaving the institution.

Total Travel Party Size: \_\_\_\_\_

Number of Student-Athletes (attach team roster with name and grad. year to this form): \_\_\_\_\_

Number of Coaches/Staff (attach names with team roster): \_\_\_\_\_

### V. Practice:

**VI-H-3-b:** A team making an out-of-season foreign trip may have 5 practice sessions prior to their departure, not to be held during an exam period. When classes are not in session, teams may hold one meeting per day in addition to the practice session.

**17.31.1.5 Practice Limitation.** Not more than 10 days of practice are permitted prior to departure. Practice is prohibited outside the playing season one week prior to the beginning of the institution's final examination period for the applicable regular academic term through the conclusion of the final examination period.

Trip is outside of declared playing season: Yes No

Date Practice Period Will Begin: \_\_\_\_\_

Date Practice Period Will End: \_\_\_\_\_

Number of Practices Occurring: \_\_\_\_\_

Practice period is during exam period:                      Yes              No

## VI. Contests:

**17.31.1.6 Maximum Number of Contests/Competition Dates.** 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.

**17.31.1.7 Opponents.** The team shall not compete during the tour against other American teams (colleges or other U.S. teams) other than teams composed of U.S. armed forces personnel stationed at U.S. military bases in foreign countries.

**17.31.1.7.1 Exception -- Women's Rowing.** It is permissible for rowing teams representing NCAA member institutions to compete against each other as part of the Henley Women's Regatta and the Henley Royal Regatta. (Adopted: 4/20/99, Revised: 7/30/10, 4/16/12)

Number of Contests (attach full schedule): \_\_\_\_\_

## VII. Incidental Expenses:

**17.31.1.9 Per Diem.** An institution may provide a student-athlete \$30 cash per day to cover unitemized incidental expenses incurred in connection with a foreign tour in his or her particular sport. This expense allowance may be provided each day of the tour, up to a maximum of 21 days.

Are you providing student-athletes with an expense allowance to cover unitemized incidental expenses incurred during the foreign tour?    Yes      No

If yes, how much per day? \_\_\_\_\_

Dates you will be providing: \_\_\_\_\_

Total amount you will provide per student-athlete: \_\_\_\_\_

## VIII. Passports:

**17.31.1.10 Passports.** An institution may purchase passports for its student-athletes that are required for travel in connection with a foreign tour, and student-athletes may retain ownership of such passports. The institution also may provide student-athletes with reasonable local transportation to obtain such passports.

Will passports be purchased for any student-athletes participating in the foreign tour?    Yes      No

Will transportation be provided to any student-athletes to obtain his or her passport?    Yes      No

\*\*\*If yes to either, attached list of student-athletes\*\*\*

Head Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Compliance Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sport Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Athletics and Recreation  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Director of Athletics, Business Operations  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Director of Athletics  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_