

# Marlborough Basketball Association Inc

## 2026 Policy on Representative Fees, Tournament Costs, Merchandise and Fundraising

### 1 Representative Fee

Players selected in an under 14, under 16, under 18, under 20, or senior representative team squad shall pay a representative fee. This will include non-travelling reserves. The representative fee is to offset some of the administrative costs of the representative program, stadium hire, referee costs, uniforms and equipment. It is not intended to recoup all costs and is not a fee to attend tournaments.

For 2026 where the representative trials/coaching camps are held over 6 weeks, each person registered for the trials/coaching camp will pay the representative fee regardless of selection to the final squads.

The representative fee will be payable on registration for the 6 week trial/coaching camp or where there is only one trial date, invoiced and paid on selection, before training commences. Should a player withdraw from the trials or the squad before they attend training, the fee is not payable or can be refunded. In all other cases, the fee is non-refundable.

Players will only pay one representative fee each year, regardless of the number of teams and tournaments they are selected for. The representative fees collected will be held in the representative fund bank account for use with representative programs and costs.

For 2026 the representative fee is \$50 per player.

### 2 Tournament Costs

Players will be invoiced based on the budgeted costs of each tournament. These costs will include team entry, accommodation, travel, food, coach and manager costs as well as any other costs required for the tournament. An estimate of costs can be provided.

Marlborough Basketball will contribute \$15,000 towards all teams travelling away and staying at least 1 night. This is split between the number of teams and apportioned equally based on the number of nights away. This subsidy will be deducted from the overall tournament costs on invoicing.

Where more than one team attends a tournament at the same time, some costs can be amalgamated and split equally between the number of players. For example, where accommodation for one team is \$1,000 and for another team it is \$1,200 and there are 10 players in each team, then the cost per player is \$110.

Invoices will be issued as soon as costs are confirmed and ideally, should be before the tournament commences, but may sometimes be invoiced after the tournament if costs and player numbers can't be confirmed in time. Invoices will be final regardless of the actual costs. No further amounts will be required to be paid or refunds made, except as provided below.

Payment is expected on the due date of the invoice unless an arrangement is in place.

Where a player withdraws from the team prior to the tournament and a replacement player is selected, the replacement player will be responsible for the payment of the invoice and a refund to the player withdrawing can be made, if paid.

Where a replacement player is not selected and a reduced number of players attend and invoices have not yet been issued, then the additional cost is split between the remaining players. If invoices have been issued, the invoices are not adjusted and the player withdrawing shall still be liable for the invoice unless the withdrawal was due to

circumstances outside of the players control such as injury or bereavement. In such cases, no payment is required and where payment has been made a refund will be made.

### **3      Merchandise and Training Gear**

Players can order merchandise and training gear online from the MBA/Pro Brands portal. (*Details are available on our website*). This will include reversible training tops for trials/coaching camps, warm up tops, hoodies, gear bags and caps. All purchases of MBA merchandise are voluntary, except for the reversible tops which must be purchased by players that are selected in a representative team. A new reversible top does not need to be purchased each year.

### **4      Fundraising**

Teams are encouraged to fundraise to help with their costs. It is important that all fundraising is approved by Marlborough Basketball and in particular;

The Operations Manager must approve the fundraising programme and any wording on information used in the promotion and ensure there is no conflict of interest with any Association sponsors. Naming rights or sponsors names cannot go on merchandise unless they have been approved as a Platinum or Gold sponsor.

A clear audit and accountability process must be in place to ensure it is transparent. This could include for example, a summary of the number of raffle tickets available, number sold, and amount banked. These should reconcile. Any raffle or similar should be drawn under Marlborough Basketball supervision or via video.

Legal responsibilities must be meet. For example, raffles with prizes over \$1,000 will require a licence.

All proceeds from fundraising must be banked into the Marlborough Basketball bank account.

Team managers must advise how the amounts raised are to be applied within the team, prior to fundraising commencing, eg, evenly applied or different amounts for each player depending on the amount they contributed to the fundraising event. The default apportionment will be allocating the fundraising equally between all players.

Fundraising must be clear in its purpose, eg U16 tournament in Christchurch or U16 tournaments in 2026. If it is for a specific tournament any surplus cannot be applied to another tournament or cost.

Fundraising can be applied towards merchandise only if this was a purpose for the fundraising.

Teams cannot apply for funding from gaming trusts or any other organisations and cannot be conflicting with MBA sponsors.

### **5      Refunds of Fundraising**

Where fundraising exceeds costs, players cannot benefit personally from the fundraising.

Fundraising is to be applied to the players invoices that it was undertaken for. Where there is a surplus this cannot be transferred to any other amount owing by that player unless it was within the terms of the fundraising event.

Any such surplus can be transferred to another player in that team if the team manager agrees.

Any surplus can be transferred to another family member or team provided it is within the terms of the fundraising event.

Any surplus cannot be refunded, however, where an invoice has been paid or partially paid and the fundraising covers the amount of payment, the amount paid, can be refunded.

MBA has a Community Fund that any member of MBA can apply to, towards costs. The fund has been established from donations from the community for this purpose and is limited to the amount of donations received.

More details, the eligibility criteria, and an application form are on the MBA website under resources.

If you or someone you know would like to donate to the Community Fund please contact the MBA office. Donations of \$5 or more are tax deductible.