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## 2019 BIG V APPLICATION FOR ENTRY

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**(03) 9837 8000**



**STATE BASKETBALL CENTRE**  
291 GEORGE ST  
WANTIRNA STH  
VIC 3152



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## SECTION 1 SUMMARY

### HOW TO APPLY

All documents including attachments (if any) must be submitted by hard copy or soft copy with original signatures (signatures scanned into document if by soft copy) by no later than Monday the 24<sup>th</sup> of September.

1. All documents must be signed by an authorized person of the Association
2. The Association is solely responsible for ensuring that all documents are submitted by the relevant time. Delays caused by delivery methods are the Associations responsibility. Late submissions of any documents will not be accepted, except where it is determined by Big V Basketball at its absolute discretion that the integrity of the application process will not be compromised.
3. By submitting an application to enter the Big V competition the Association will be deemed to have reviewed, acknowledged and without reservation or variation agreed to the following:
  - Basketball Victoria Constitution;
  - Senior Representative Commission Charter;
  - Big V Rules of Operation and any changes from time to time:
    - 1.3.1 Principles (a) New teams (b), (c), (d);
    - 1.3.2 Promotion and relegation (a), (b), (c);
    - 2.3.1 Member review (a-f)
  - Game day requirements including:
    - Minimum qualified Score Table requirements;
    - Minimum qualified Statisticians requirements or capacity to be qualified prior to the commencement of the competition;
  - Competing in all games fixtured in the 2019 season.

Big V Basketball may in its absolute discretion exclude any submission by an Association, which is not received in accordance with this clause.

### APPLICATION PROCESS AND TIMELINE

The application for entry process to compete in Big V Basketball includes the following:

- Assessment of applications by the Competition Manager and Assessment Panel (minimum of 3);
- Request for further information if required;
- Request to attend an interview if required;
- Recommendations presented to the Committee for approval;
- Associations are advised of acceptance of entry prior to the ACM;
- Associations advised of the competition and final structure at the ACM.



This document sets out the criteria, which Associations will have to address in their application for entry. In addition, it addresses some of the operational framework for the competition as a reference for Associations.

### COMPETITION STRUCTURE

An Association may apply to enter one team only of each gender in the age restricted divisions and one team only of each gender in the State Championship/Senior Divisions. Associations that already participate in a level of competition<sup>1</sup> equivalent to or of a higher standard than Big V State Championship are ineligible to enter a team in the Senior Division/s at this time. (Refer to Rule 1.2.1)

Once an application to enter the Big V competition has been accepted within the competition structure and the entry and annual fees have been established at the Senior Representative Commission ACM, an Association is liable for a minimum of 50% of the total Big V League Management Fee (entry and annual management fee) per withdrawn team (s). If an Association withdraws a team/s after the fixture has been finalised a forfeit fee for each game of the competition will apply. (Refer to Rule 2.4.4)

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<sup>1</sup> Such competitions would be those in which FIBA Oceania requires a Foreign Player Licence for applicable players



## SECTION 2 EXISTING ASSOCIATIONS

### NAME AND STATUS OF ASSOCIATION

<b>Registered Name</b>	
<b>Registered Address</b>	
<b>ACN/ABN</b>	
<b>Contact name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Website</b>	

*Attachment 1 Documents evidencing incorporation or any application to incorporate if not previously sent in previous entry application forms*

### BIG V TEAMS

Please indicate the following:

- The division/s the Association's team/s competed in 2018
- The division/s the Association's team/s are applying for in 2019
- Any new additional Association's team/s are applying for in 2019

<b>Men</b>		
	<b>2018</b>	<b>2019</b>
SCM		
D1M		
D2M		

<b>Women</b>		
	<b>2018</b>	<b>2019</b>
SCW		
D1W		
D2W		

<b>Youth-Age Restricted (23 and under refer to Rule 1.2.2)</b>		
	<b>2018</b>	<b>2019</b>
VYCM		
Y1M		
Y2M		

<b>Youth- Age restricted (23 and under refer to Rule 1.2.2)</b>		
	<b>2018</b>	<b>2019</b>
VYCW		
Y1W		
Y2W		



## VJBL TEAMS

Where an Association has VJBL teams, please indicate the following:

- The highest grade in which your #1 team competed in the below age groups in the 2018 season.

Male			Female		
Age Group	# of teams	#1 teams grade	Age Group	# of teams	#1 teams grade
U12			U12		
U14			U14		
U16			U16		
U18			U18		
U21			U21		



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## SECTION 3 NEW ASSOCIATIONS

### ELIGIBILITY

To be eligible to be apply to compete in Big V Basketball, an Association must be:

- An existing Association or entity affiliated with Basketball Victoria; or an
- Approved special purpose Association affiliated with Basketball Victoria.

### APPLICANTS IDENTITY AND PLAYING NAME

If any Association is, at the time of application for entry, not incorporated the Association must supply, at a minimum, evidence of lodgement of all incorporation documents with the relevant statutory authority.

An Association must provide:

- The registered name, address and evidence of incorporation of the Association;
- The Association's proposed playing names.

<b>Registered Name</b>	
<b>Registered Address</b>	
<b>Proposed playing name</b>	
<b>ACN/ABN</b>	
<b>Contact name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Website</b>	

Note: The proposed playing names must not:

- Be the same or similar to the name of any Basketball association in the same or immediately adjoining municipalities;
  - Existing Association members based in close proximity will be invited to provide an impact statement for consideration upon receipt of a new application for entry;
  - The impact statement /s will be made available to the Assessment Panel to consider prior to approval for a new entry.
- Make any reference to any ethnic name, nickname or slogan or any abbreviation thereof, sponsor or business or any word or words which in the reasonable opinion of Big V represents only one gender or are otherwise offensive;
- Make reference to a foreign country, place or state;
- Contain any reference direct or indirect to any organisation that is associated or synonymous with any political, racial or religious organisation



## TEAMS AND DIVISIONS

Please indicate the following:

- The division/s the Association's team/s are applying for in 2019:

Men	
	2019
SCM	
D1M	
D2M	

Women	
	2019
SCW	
D1W	
D2W	

Youth-Age Restricted (23 and under refer to Rule 1.2.2)	
	2019
VYCM	
Y1M	
Y2M	

Youth- Age restricted (23 and under refer to Rule 1.2.2)	
	2019
VYCW	
Y1W	
Y2W	

## JUNIOR DEVELOPMENT – VJBL

The assessment panel will take into consideration the number, age, gender and division of the associations VJBL teams for the purpose of sustainability, competitiveness and developing players for the future.

Where an Association has VJBL teams, please indicate the following:

- The # of teams and highest grade in which your #1 team competed in the below age groups in the 2018 season.

Male			Female		
Age Group	# of teams	#1 teams grade	Age Group	# of teams	#1 teams grade
U12			U12		
U14			U14		
U16			U16		
U18			U18		
U21			U21		





## SECTION 4 IMPORTANT INFORMATION

### Governance

An Association must appoint a Delegate that is empowered to make decisions, exercise voting rights and act as the contact for all communication with the competition's staff. It is a position of critical importance and as such requires an individual with Basketball administration experience and the ability to communicate effectively with all levels of the organisation.

In addition, an alternative contact must be appointed for continuity and to ensure an understanding of the competition requirements should the Delegate not be available.

A change in Delegate or alternative contact must be communicated to the competition staff within 3 days following the appointment.

The following information is required to demonstrate the capacity and sustainability to compete in the competition:

- Historical background of the association;
- Organisation structure highlighting:
  - Components related to the operation of the Big V program;
- Rationale for entry;
- Coaching appointments;
- Composition and strength of team (s) roster (ie names, previous clubs and level);
- Signed minutes from committee endorsing application (addition team/new association)
- Media support;
- Local government support;
- Commercial support.

### Finance

The annual League Management Fee will include the entry and administration fee and will be presented to the Associations at the ACM.

Referee and Referee Coach honorariums are paid centrally by Big V and are included in the annual League Management Fees. All other expenses are the responsibility and paid by the Association member and may include court hire, travel, accommodation, promotional activities, coach and player payments, uniform expenses etc.



Big V offers a number of annual rebates to Associations to offset referee and referee coach accommodation (regional) and travel.

An Association must demonstrate in its application for entry that it is able to pay the League Management Fee/s, are a financial member of BV, provide their last financial audit and a detailed 3 year budget forecast which separates senior, youth and junior components as well as information relating to:

- Past, present and future financial position
- Existing and potential commercial partnerships

### Facilities

Once an association has expressed an interest in formally applying for entry into the competition, the competition staff will arrange to visit and inspect (in accordance with the competition venue standards) the home playing venue and facilities.

An association must review the venue standards required for the competition and advise if they meet these requirements and provide information relating to the following:

- Venue details (complete audit attached)
  - Venue management;
  - Location;
  - Spectator capacity;
  - Court requirements;
  - Amenities (hospitality provisions, post match function area, team and officials change rooms)
  - Public announcement system with ability to play music;
  - Capacity and ability to record an upload home games;
  - Transport and parking provisions;
  - Accommodation providers within close proximity of the venue;
  - Medical provisions within close proximity of the venue;
  - Office support service (e.g. Wi-Fi, photo copier);
  - First Aid facilities.

### General matters

#### **Communications in relation to the application documents**

- (a) All enquiries from an Association regarding the application for entry and the submission by the Association must be in writing and directed to the Contact Person. The Contact Person's contact details are:

Email: [competitions@bigv.com.au](mailto:competitions@bigv.com.au)



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Big V may change the Contact Person or update the above contact details at any time by written notice.

- (b) The Contact Person and any person expressly authorised in writing by the Association (“**Authorised Representative**”) are the only people authorised to discuss the application for entry and any submission made by the Association, on behalf of Big V.
- (c) Big V prefers that communication in relation to the application for entry be by email. Big V will acknowledge receipt of any communication within 3 business days.
- (d) All questions must be submitted to the Contact Person in writing.

### **Applicant’s responsibilities**

- a) Big V has included the information in the application for entry to enable Association to consider whether they wish to participate in Big V. Big V has taken reasonable steps to ensure that the information provided in the application for entry is accurate, complete and not misleading, but does not warrant or represent that this is the case.
- b) Associations acknowledge that it is their own responsibility, before submitting an application for entry, to:
  - i. Examine the application for entry, any accompanying documents and any other information made available to the Association by Big V;
  - ii. Identify and obtain all information they may require to prepare and submit an application for entry;
  - iii. Obtain independent advice;
  - iv. Consider all the risk, contingencies, impacts and other circumstances which may affect its submission and its ability to perform in accordance with it;
  - v. Satisfy themselves as to the correctness of all information in its submission;
  - vi. Without limiting this clause, in submitting any application for entry made by the Association an Association acknowledges and agrees that it has not relied on any express or implied statement, representation or warranty as to the truth, accuracy or completeness of the information other than what is contained in the application for entry submission or otherwise provided by Big V;



- c) Each Association warrants and represents to Big V that the information contained in, and submitted with, its submission is complete and accurate in all material respects and may be relied upon by Big V and indemnifies Big V against and all losses incurred by Big V as a result of a breach of such warranties or the representations being incorrect;
- d) If an Association becomes aware of any error or omission in its submission, it must immediately notify the Assessment Panel of that error or omission. If the Assessment Panel considers such error or omission to be material, the Assessment Panel may cease consideration and/or evaluation of an application for entry. Further a failure to notify the Assessment Panel of that error or omission will render an Association ineligible to compete in Big V. Notwithstanding this clause the Assessment Panel may, in its absolute discretion, allow the Association to correct the error or omission in circumstances where the integrity of the application process will not be compromised.

### **Costs**

All costs incurred by an Association in connection with the application for entry or the submission of its application, are the sole responsibility of the Association. An Association expressly acknowledges and agrees that Big V will not have any liability in relation to any such costs incurred directly or indirectly by that Association.

### **Confidentiality**

Big V may, if it considers it appropriate to do so, require an Association to sign a confidentiality undertaking before releasing any confidential or commercially sensitive information to the Association. Big V shall not disclose any information contained in any submission by an Association without first obtaining its written consent.

### **Ownership and intellectual property rights**

Once submitted an application for entry becomes the property of Big V and will not be returned to the Association. Big V may use any information contained in an application for entry only for the purposes of the Assessment Panel assessing and evaluating that application.

All intellectual property rights in the application for entry, and in any materials prepared by Big V and distributed with, or in connection with, the application for entry belong to, and remain with, Big V.



### **Security, probity and other checks**

Big V may perform such investigations, including creditworthiness and probity investigations, as it deems necessary in relation to an Association, its officers, employees, contractors, partners, associates, subcontractors or related or associated entities and their officers, employees, contractors and subcontractors.

If required an Association must promptly provide, and/or authorise any third party to provide, Big V with such information or documentation as Big V requires while undertaking the investigations referred to in this clause.

### **Big V Basketball has no obligations**

Submission of an application for entry does not oblige Big V to enter into any discussions, negotiations or contractual arrangements with an Association.

### **Liability**

Neither Big V, nor its respective officers, directors, employees, contractors or agents, will be liable (in contract, tort, equity or otherwise) for any direct or indirect damages, losses, costs or expenses (including wasted costs, loss of profits or loss of business opportunity) incurred by an Association or any other person and arising in any way in connection with its submission of an application for entry, including in connection with:

- a) The preparation of a submission;
- b) The evaluation of a submission;
- c) Any investigations of, or by, an Association;
- d) The rejection or refusal of a submission;
- e) The variation, suspension or cancellation of the application process; or
- f) Any information given, or not given, to an Association;

By submitting an application (or any part thereof) for entry, an Association and its respective officers, directors, employees, contractors, advisers and agents hereby waives any rights and release Big V, or its respective officers, directors, employees, contractors, agents or advisers from any rights claims, suits, actions or demands which it may have either now or in the future arising out of or in connection with the application for entry process.

### **No influencing or disclosed benefits**

An Association must not directly or indirectly seek to influence any member of the Assessment Panel by:



- a) Offering any form of inducement or reward to any member of the Assessment Panel;
- b) Threatening any legal action against any member of the Assessment Panel or the organisation which they represent; or
- c) Threatening any commercial or other action, which would be detrimental to the interests of any member of the Assessment Panel or the organisation, which they represent.

### **Rights reserved**

The Assessment Panel reserves the right, at its discretion, exercised reasonably, to:

- a) Waive any irregularities or failure by an Association to comply with any of the requirements set out in the application for entry;
- b) Reject or not consider a submission by an Association, including one which complies with the requirements of this application for entry;
- c) Not give any reason to any person for any decision made by Big V in relation to the application process or an application for entry;
- d) Seek clarification of a submission by an Association;
- e) Exclude an Association at any time from participating in the application for entry process for any reason, including (but not limited to) capability, financial insecurity, operational requirements or otherwise;
- f) Evaluate any submission by an Association in accordance with any evaluation process determined by Big V;
- g) Take account of any other relevant information that Big V may have in its possession and make enquiries of any person to assist it in the evaluation process; and
- h) Conduct the application for entry process in such manner as it sees fit.

Big V reserves the right, at its discretion, exercised reasonably, to:

- a) Change any date set out in the application for entry by providing reasonable notice in writing to all Associations;
- b) Amend any part of the application for entry (including the scope of requirements to be met) by a providing reasonable notice in writing;
- c) Suspend or cancel the application for entry process and/or issue new application documents



Agreement

All Associations must sign this Agreement to enter in the Big V Basketball competition in accordance with the documents indicated under section one. By submitting an application for entry the Association warrants to Big V Basketball that it is properly authorised to sign the Agreement.

Please complete, sign and date this Agreement and return the document together with all attachments (including Certificate of Incorporation, if not previously sent):

[Insert name of Association or entity]..... hereby wishes to apply for entry to participate in the Big V Basketball State Representative Competition.

By signing this Agreement I warrant that I am authorised to do so on behalf of [insert name of Association or entity].....

**Date:**

.....

**Signature**

.....

**Full name of signatory**

**Please return the Agreement for entry with all necessary attachments to the Big V Competition Event Coordinator (Bethany Charles) to [competitions@bigv.com.au](mailto:competitions@bigv.com.au) or to 291 George Street, Wantirna South, 3152 by Monday the 24<sup>th</sup> of September 2018.**



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## SECTION 5 CHECKLIST

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### CHECKLIST

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- Rationale for entry (new associations and additional teams)
- Historical background of association (new association)
- Affiliated association with Basketball Victoria (including special purpose) (new association)
- Association details (registered name, ACN/ABN etc) (existing and new associations)
- Certificate of Incorporation (existing associations not previously sent in and new associations)
- Proposed playing name (new association)
- Team roster and coaching staff (new associations and additional teams)
- Signed minutes from committee endorsing application (new associations and additional teams)
- Completed venue audit (new associations and existing associations using new venue in 2019)
- Financial member of Basketball Victoria (no debts) (existing and new associations)
- Last financial audit (new associations and additional teams)
- 3 year detailed forecast budget which separates seniors, youth and juniors (new associations)

