



Basketball Victoria

2023 and 2024

Junior Country Championship

Events Tender Document

Tenders are called to host the 2023 and 2024 Basketball Victoria Country Championship Events. This document outlines the minimum requirements to host the Championships.

Contents:

Part One - Tender / Event Details

Part Two - Host Specifications

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Event Dates 2023:

Under 16 & Under 18 Division 1 & 2
February 18 & 19

Under 16 & Under 18 Division 3 & 4
March 18 & 19

Under 14
(3 Day Event)
April 14, 15, 16

Under 12
April 21, 22 & 23

Event Dates 2024:

Under 16 & Under 18 Division 1 & 2
February 17 & 18

Under 16 & Under 18 Division 3 & 4
March 16 & 17

Under 14
(3 Day Event)
April 5, 6, 7

Under 12
April 12, 13, 14

Closing Date: Sunday 6th February 2022

To be considered, your submission must be received by the closing date.

Email: matt.royal@basketballvictoria.com.au



Part One - Tender / Event Details

Tender Cover Sheet:

- Please identify which Championship/s the submission is subjected to.
 - Submissions are to be sent through to Matt Royal, Basketball Victoria.
 - Please supply accurate and detailed answers to each area plus any extra details you may think your association has which may be beneficial to the Championships.
 - Submissions must contain the following information on the covering letter
 - Name of Association making the submission
 - Name of Event/s tendering for
 - Full name of person preparing the submission
 - Official position of person preparing the submission
 - Signed and dated by person preparing the submission
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Non-Conforming Tenders

Basketball Victoria will consider non-conforming tenders if sufficient details are provided on why the tender is non-conforming and how this may or may not impact on the conduct of the event. Basketball Victoria must be satisfied that the tender generally meets the criteria required and that the weighting system for evaluations would be not impacted by the non-conforming areas.

Contact with Tenderers and any Referees

Clarification of any information provided in a tender may be sought by Basketball Victoria to assist in the evaluation process. Contact with tenderers will be through the Contact Person nominated on the tender documents. Approaches and responses will be recorded.

Basketball Victoria will evaluate tenders following the closing date against the established evaluation criteria and weighting system. *Whilst Basketball Victoria reserves the right to not award a tender*, it is expected that a preferred tender/Event Host will be notified within 14 - 21 days of the closure of the event tender. All unsuccessful tenders will then be notified within one week from this date.

Confirmation of Tender Particulars

To properly consider all tender submissions, Basketball Victoria may be required to visit and meet with the tenderer/association. This will be in particular when a venue is included that Basketball Victoria are not aware of or fully understand an area that is non-conforming.

Signed Memorandum of Understanding (MOU)

A signed MOU between preferred tender (host) and Basketball Victoria must be completed prior to 1 October 2022. Failure by any party to sign the MOU will mean that Basketball Victoria will commence negotiations with the second preferred tender for any event.



Evaluation Criteria

Basketball Victoria Events Tender Evaluation will be based on the following criteria;

1. Confirmation of Host Specifications
2. Venue & Locality Suitability
 - a. Court requirements
 - b. Accommodation availability
3. Promotion of Basketball
 - a. Marketing opportunities
 - b. Local Government support;
4. Financial cost to run event

Part Two - Host Specifications

The following criteria must be met;

- Must be an affiliated Association with Basketball Victoria.
- The Association must have fulfilled all financial obligations to Basketball Victoria.
- The Association must have met and discussed the submission with the Stadium Manager / Owner.
- The Association must operate PlayHQ registration system for your domestic basketball competition.
- The Association must operate an Aussie Hoops program.
- Your submission must detail how the Stadium Management / Owner supports the submission.
- Must provide the venue/s free from any conflicting sponsorship or marketing restrictions.

Please provide details for the following area:

1. Association members
2. Number of domestic teams
3. Basketball Victoria competitions your Association plays in (NBL1 South, Big V, CBL, VJBL)
4. Number of paid employees
5. Number of regular volunteers

Local Government

Whether the stadium/s to be utilised under this tender are owned or operated by your Local Council or not, it is important that associations develop relationships at this level. The following question relates to the association's discussions with their local council.

Please detail discussions that the association has had with the Local Government body regarding the preparation of this tender submission and how the Local Council is prepared to support the bid and the conduct of this event.

Aspects to consider might be:

Financial support, marketing, media, accommodation assistance, cleaning, access to event material/assets (microphone, speakers, podium, lectern, signage, transport, vehicles etc.,)

Please provide detailed answers to this question in your covering letter, in an attachment or in the submission documents.



Part Three - Tender / Event Specifications

Listed below are the required criteria to host the Basketball Victoria Junior Country Championships Events

Area 1: Venue/s

Provide a detailed description of the courts you are proposing to be utilised, including addresses and distance from the main venue. Please include a map that shows all venues on one page in your submission.

For all Basketball Victoria Junior Country Championship events the expectation is that 8 courts in no more than 3 venues will be the minimum requirement to be met.

1	Venue Name		No. of Courts	
	Venue Address		Town	
2	Venue Name		No. of Courts	
	Venue Address		Town	
	Distance - Main Venue	kilometres	minutes	
3	Venue Name		No. of Courts	
	Venue Address		Town	
	Distance - Main Venue	kilometres	minutes	
4	Venue Name		No. of Courts	
	Venue Address		Town	
	Distance - Main Venue	kilometres	minutes	

Please note: Court hire should be provided to Basketball Victoria free of charge. Should this not be the case please outline court hire costs for each venue in Area 4.



Expectations & Minimum Requirements

The following information is to be included in your submission documents along with any comments relating to each item.

1) Venue Specifications

- a. Tournament Office at Main Venue with minimum capacity for 10 people with access to: Power, Internet and printing facilities.
- b. Area to display Results at main venue (preferably on a digital screen)
- c. Ample & accessible toilets for males and females at all venues
- d. Referee Rooms at all venues that can be secured. Main venue to have access to: Power, whiteboard, Internet access.
- e. Area for stalls (Event partners) at main venue.
- f. Suitable presentation area within the main venue with minimum capacity for 200.
- g. Sole use of the facility.
- h. A minimum of 6 Shot Clocks for the Under 14 event and 8 for Under 16 & 18 Division 1 & 2. *1
- i. Minimum seating of 50 at all courts and 200 on main court.

2) Medical / First Aid

- j. First Aid Room at main venue.
- k. Availability of ice for medical purposes during the event at all venues.

3) Additional Information

- l. Mobile phone reception throughout all venues.
- m. Wireless Internet (WiFi) available throughout all venues for event staff.
- n. Area or room to be used for hospitality and/or educational purposes throughout the duration of the event with power.
- o. Drinking water available to the public.

4) Cleaning

- p. Both scheduled and emergency cleaning provision available throughout the duration of the event. *2
- q. Courts to swept and cleaned as required. (prior to first game each day of competition at a minimum)

5) Miscellaneous

- r. Specific area identified for the sale of event merchandise.
- s. What other retail areas will be operating during the event? *3
- t. Host tender will be required to provide a space for Basketball Victoria Sponsors & Partners at main venue.
- u. Canteen facilities operating for the duration of the event.
- v. Stadium Management available or on call for the duration of the event. *4

*1 Shot clocks can be temporary

*2 All venues to have a scheduled cleaning roster that must be agreed to by Basketball Victoria prior to signing of the MOU

*3 Basketball Victoria will be required to consider Host retail outlets which must be noted in MOU and agreed to.

*4 Roster and phone numbers to be provided



Electronic Scoring

PlayHQ scoring will be used at all Championship venues. It is expected that the host will provide the computers/devices and Internet access.

Basketball Victoria can provide assistance with this if required.

Sole Use of Venues / Leagues Access

Whilst it is important to maximise exposure of basketball, Basketball Victoria has through recent experiences determined that the venue/s must be free of all other commitments for the duration of the event. This includes any NBL1, Big V, VJBL or any State League type game. Basketball Victoria will consider games such as NBL, or WNBL, if the games are part of the final system where home court advantage is awarded.

Area 2 - Administration & Staff / Volunteer minimum requirements

Host / Preferred Tender must provide (from your local area) following positions:

Venue Staff (Management, Cleaning, etc)

Court Supervisors (1 per two courts)

Basketball Victoria will provide and the following at each event;

Referees

Referee Supervisors & Coaches

First Aid Staff

Results Administrator

Man 2 Man Supervisors at Under 12 & Under 14 events

Event Manager

Referee Manager

Provide information on how your association will cover these requirements along with any extra assistance you may be able to provide Basketball Victoria with?

Area 3 - Accommodation

Provide a detailed description of the following in your region: (including distance to venues)

Hotels

Motels

Caravan Parks

How will your association work with local tourism to provide visiting associations with details of accommodation options and local attractions?

Area 4 - Finances

For assistance with budgeting purposes for the event, provide an outline of any costs associated with this event that Basketball Victoria would be responsible for? (Excluding referee expenses)



Area 5 - Other

At the time of making this submission, what other events in the geographical area are to be conducted in your region, which will impact on Accommodation/Catering/Transport Availability requirements during the event and in the lead up to the event?

What are the benefits you see a Basketball Victoria event having on your region and what benefits would Basketball Victoria and visiting associations have by choosing your association to hold the event?

Basketball Victoria would like you to give detailed responses to any other areas you believe would improve the events.

We look forward to receiving your submission.

Regards,

Matt Royal

Leagues, Events, and Statistics Administrator
Basketball Victoria