



BASKETBALL

New Zealand

REGULATIONS

BOOK 2

**MEMBERSHIP AND ADMINISTRATION
REGULATION**

1 August 2018

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BOOK 2 – MEMBERSHIP AND ADMINISTRATION REGULATION

PART 1 - OVERVIEW OF MEMBERSHIP AND ADMINISTRATION REGULATION

- 1.1 **Purpose:** The purpose of this Membership and Administration Regulation is to set out the regulations and procedures for:
- membership of BBNZ
 - the Member Database
 - member obligations including fees
 - other administrative matters affecting members within BBNZ such as the Board application process, BBNZ Awards and procedures for voting at General Meetings.

PART 2 - APPLICATIONS FOR MEMBERSHIP

- 2.1 In accordance with Rule 11 of Constitution, the Board will determine the form and process for Associations and individuals to become Members of BBNZ. Once a form is developed, it will be attached in Appendix A. In the absence of such a form, BBNZ will advise the process and documentation on an ad-hoc basis.
- 2.2 **Registration of Members:** Each Affiliated Association shall operate a registration system for registering players and others participating in basketball as members, as prescribed by BBNZ and that system shall determine accurately the number and personal details of all players, coaches and officials of all age groups. These details shall be made available to BBNZ.

PART 3 - MEMBER DATABASE

- 3.1 **Member Database:** Under Rule 8.6b of the Constitution, each Affiliated Association must provide “a list, in the format determined by BBNZ, containing the names, contact details, gender, date of birth and any other information reasonably requested by BBNZ of all its members, which will be entered into the Member Database”.
- 3.2 **Privacy Act:** Under Rule 14.2 of the Constitution, “BBNZ and the Affiliated Associations shall, in collecting personal information from individuals for the Member Database, seek the consent of the individual concerned and at all times comply with the Privacy Act 1993”.
- 3.3 **The Huddle:** Is an online membership database and competition management system prescribed by BBNZ to receive each Affiliated Association’s list of all its members.
- 3.4 **National Registration Form:** Is an electronic member registration form generated by The Huddle to use and collect accurate member data via one consistent system. The National Registration Form will comprise compulsory fields set by BBNZ. These fields are subject to change throughout the calendar year.
- 3.5 Affiliated Associations shall operate and maintain a member database and registration system for its members as prescribed by BBNZ.
- 3.6 **Registration of Members:** Under Rule 3.1 of the BBNZ Internal Regulations “Each Affiliated Association shall operate a registration system for registering players and others participating in basketball as members, as prescribed by BBNZ and that system shall determine accurately the number, name, and address of all players, coaches and officials including juniors within each age grouping. These details shall be made available to BBNZ”.
- 3.7 Affiliated Associations will be permitted access to The Huddle and their respective association portal.
- 3.8 Affiliated Associations will have the ability to add fields to their respective National Registration Form.

- 3.9. Season rollover dates will be determined by BBNZ and communicated to each Affiliated Association.

PART 4 - AFFILIATED ASSOCIATIONS' OBLIGATIONS

- 4.1 **Certificate of Affiliated Associations Obligations:** Under Rule 8.5 of the Constitution, each Affiliated Association must “certify and provide sufficient evidence that it is complying with all of the obligations in Rule 8.4 of the Constitution on an annual basis in the manner described in Rule 8.5 or as requested by the Board”. The form of the certificate shall be prescribed by the Board.
- 4.2 **Zone Annual Plan:** Rule 8.4f of the Constitution requires each Affiliated Association to “work collaboratively with the other Affiliated Associations in its Zone to develop an annual basketball plan for the Zone in accordance with the Regulations”. The process for the Zone developing its annual plan for each year will be notified to all Affiliated Associations by BBNZ. A copy of the plan and any updates must be sent to BBNZ by the date identified by BBNZ in the annual notification.

PART 5 - MEMBERSHIP FEES

- 5.1 Rule 16.3 of the Constitution requires the membership fee and/or levy in the categories and amounts approved at the AGM to be paid by Members in the manner and on dates determined by BBNZ.

PART 6 - BBNZ BOARD

- 6.1 **Board Member Applications:** In accordance with Rule 20.12 of the Constitution, the Board Appointments Panel must prescribe an application form for every person seeking appointment or election to the Board. The form attached as Appendix C of this Regulation, is the prescribed form for applications to the Board.

PART 7- AWARDS

- 7.1 **Awards Overview:** The award structure is based on tiers with four tiers:
- a. Tier 1: Legends.
 - b. Tier 2: BBNZ Hall of Fame and awards for notable services over time.
 - c. Tier 3: Annual awards for service and those currently involved in the game.
 - d. Tier 4: Long Service and Life Membership.
- 7.2 **Purpose:** The purpose of the awards is to appropriately acknowledge members of our basketball community who have given tirelessly to our sport.
- 7.3 **Process:** The process for the Awards¹ is as follows:
- a. Awards will be awarded annually with nominations from any Affiliated Association or the Board to be called for by BBNZ in January. BBNZ will advise when nominations open and close.
 - b. For Tier 3 Awards (unless specified otherwise), the award period is 1 January to 31 December in each year.
 - c. The awards will be decided by the sign-off authority specified in this Regulation being the Awards Selection Committee, the BBNZ CEO, the BBNZ Board or an AGM.
 - d. The decisions of the sign-off authorities are final and there is no right of appeal.
 - e. Award recipients will be invited to an awards function.

¹ In 2016, all awards (except the Legend Award) will be considered for awarding. In 2017, the first of the Legends Awards will be awarded from the 2016 BBNZ Hall of Fame inductees.

Tier 1 Award

7.4 Legend Award

- a. Description: The Legend Award is awarded to any player, coach, technical official or contributor, who in the opinion of the BBNZ Board has achieved 'Legend' status in the sport of basketball and whose service to basketball is worthy of the highest honour.
- b. Criteria: The Legend Award is the ultimate award in the BBNZ Hall of Fame category and can be made only to persons who have been inducted into the BBNZ Hall of Fame previously. One Legend may be inducted each calendar year. In exceptional circumstances the Board may approve more than one Legend Award in each calendar year.
- c. Sign-off:
Recommended by: Can only be selected from past recipients of the Hall of Fame.
Selected by: Awards Selection Committee.
Approved by: BBNZ Board.

Tier 2 Awards

7.5 BBNZ Hall of Fame (BBNZHOF)

- a. Description: The BBNZ Hall of Fame (BBNZHOF) is created to recognise those people who have made a distinguished contribution to the sport of basketball in New Zealand at any level. The intention is to reflect the history of the sport in NZ. Inductees will be in four divisions:
 - i. coach
 - ii. player
 - iii. technical official
 - iv. contributor.
- b. Criteria:
 - i. A player must be retired for at least two years from the highest level of competition in which he/she competed to be eligible for induction into BBNZHOF.
 - ii. The Award will reflect distinguished contribution to basketball in New Zealand in one of the four divisions.
 - iii. A maximum of four inductees for each award in each division is allowed in any one year. In exceptional circumstances the BBNZ Board may approve more than four inductions in a division in any year.
 - iv. Awards do not have to be made in each division in each year.
 - v. Awards may be made posthumously.
- c. Sign-off
Recommended by: Affiliated Associations and BBNZ
Selected by: Awards Selection Committee
Approved by: BBNZ Board

7.6 Sir Lance Cross Award

- a. Description: Awarded to a person for exceptional services to basketball.
- b. Criteria: The criteria for this Award is meeting one or more of the following:
 - i. any person or organisation that, in the opinion of the Board, has given outstanding service to New Zealand Basketball at National and/or International levels over an extended period, and/or
 - ii. any person who, in the opinion of the BBNZ Board, has brought honour and achievement to New Zealand Basketball at the National or International level.
- c. Sign-off:
Recommended by: Affiliated Associations and BBNZ
Selected by: Awards Selection Committee
Approved by: BBNZ Board

7.7 Zena Gay Award

- a. Description: Awarded to a person who has made a notable contribution to women's basketball in New Zealand.
- b. Criteria: The criteria for this Award is meeting one or more of the following:
 - i. any person or organisation that, in the opinion of the BBNZ Board, has given outstanding service to New Zealand women's basketball at national and/or international levels over an extended period
 - ii. any person who, in the opinion of the BBNZ Board, has brought honour and achievement to New Zealand women's basketball at the national or international level.
- c. Sign-off:
Recommended by: Affiliated Associations and BBNZ
Selected by: Awards Selection Committee
Approved by: BBNZ Board

7.8 Murray McMahon Award

- a. Description: Awarded to a person who has made a notable contribution to men's basketball in New Zealand.
- b. Criteria: The criteria for this Award is meeting one or more of the following:
 - i. any person or organisation that, in the opinion of the BBNZ Board, has given outstanding service to New Zealand men's basketball at national and/or international levels over an extended period
 - ii. any person who, in the opinion of the BBNZ Board, has brought honour and achievement to New Zealand men's basketball at the national or international level.
- c. Sign-off:
Recommended by: Affiliated Associations and BBNZ
Selected by: Awards Selection Committee
Approved by: BBNZ Board

Tier 3 Awards

7.9 Male Player of the Year

- a. Criteria: Based on their national and international performance, their statistical performance and season accolades during the award period.
- b. Sign-off:
Recommended by: Tall Blacks Head Coach and BBNZ
Selected by: Awards Selection Committee
Approved by: BBNZ CEO

7.10 Female Player of the Year

- a. Criteria: Based on their national and international performance, their statistical performance and season accolades during the award period.
- b. Sign-off:
Recommended by: Tall Ferns Head Coach and BBNZ
Selected by: Awards Selection Committee
Approved by: BBNZ CEO

7.11 Most Valuable Player (MVP)

- a. Criteria: Based on their statistical performance and season accolades during the award period. They will have upheld the qualities of basketball including integrity, sportsmanship and leadership, and will be a role model for the game.
- b. Sign-off:
Recommended by: All National Coaches and BBNZ
Selected by: Awards Selection Committee
Approved by: BBNZ CEO

- 7.12 Carolyn Grey Award**
- a. Description: Female Coach of the Year.
 - b. Criteria: Awarded to a female coach who has given an outstanding contribution to coaching basketball in New Zealand in the award period.
 - c. Sign-off:

Recommended by:	BBNZ (Coach Development Manager)
Selected by:	Not applicable
Approved by:	BBNZ CEO
- 7.13 Keith Mair Award**
- a. Description: Male Coach of the Year.
 - b. Criteria: Awarded to a male coach who has given an outstanding contribution to coaching basketball in New Zealand in the award period.
 - c. Sign-off:

Recommended by:	BBNZ (Coach Development Manager)
Selected by:	Not applicable
Approved by:	BBNZ CEO
- 7.14 Lance McLoughlin Trophy**
- a. Description: Female Junior Player of the Year.
 - b. Criteria: Awarded to a female junior player who has achieved most in the award period and demonstrates the qualities of integrity, sportsmanship and character.
 - c. Sign-off:

Recommended by:	Junior Tall Ferns Head Coach
Selected by:	Not applicable
Approved by:	BBNZ CEO
- 7.15 Ambassadors Trophy**
- a. Description: Male Junior Player of the Year.
 - b. Criteria: Awarded to a male junior player who has achieved most in the award period and demonstrates the qualities of integrity, sportsmanship and character.
 - c. Sign-off:

Recommended by:	Junior Tall Blacks Head Coach
Selected by:	Not applicable
Approved by:	BBNZ CEO
- 7.16 Affiliated Association of the Year**
- a. Criteria: Includes growth in numbers, innovation, membership audit, competitions hosted and generally upholding the principles and integrity of basketball in their area in the award period.
 - b. Sign-off:

Recommended by:	Not applicable
Selected by:	BBNZ CEO
Approved by:	BBNZ Board
- 7.17 Cedric Cudby Volunteer Award**
- a. Description: Notable voluntary services to basketball in one of the following categories:
 - i. officiating
 - ii. coaching
 - iii. administration/management
 - iv. promotion of basketball.
 - b. Criteria: Awarded to a person who has made an outstanding contribution to basketball in New Zealand over 10 years or more at any level in any of the four categories listed. A maximum of two awards may be made in each year.
 - c. Sign-off:

Recommended by:	Affiliated Associations and BBNZ
Selected by:	Awards Selection Committee
Approved by:	BBNZ CEO

7.18 **Service to Coaching Award**

- a. Description: Notable contribution to coaching basketball in New Zealand (outside of the NBL/Internationals).
- b. Criteria: Awarded to a coach who has given an outstanding contribution to coaching basketball in New Zealand over a prolonged period of time.
- c. Sign-off:
 - Recommended by: Affiliated Associations and BBNZ
 - Selected by: Awards Selection Committee
 - Approved by: BBNZ CEO

7.19 **Ian Goodwin Services to Officiating**

- a. Description: Notable contribution to officiating (refereeing, score bench and statistics) in New Zealand (outside of the NBL/Internationals).
- b. Criteria: Awarded to an official of basketball who has given an outstanding contribution to officiating basketball in New Zealand over a prolonged period of time.
- c. Sign-off:
 - Recommended by: Affiliated Associations and BBNZ
 - Selected by: Awards Selection Committee
 - Approved by: BBNZ CEO

Tier 4 Awards

7.20 **Long Service Awards**

- a. Description: 30, 40 and 50 year service awards.
- b. Criteria: To honour people who have contributed 30, 40 or 50 years to basketball in New Zealand at any level. All recipients will receive the 30, 40 or 50-year pin with the 50-year contributors also receiving a plaque.
- c. Sign-off:
 - Recommended by: Affiliated Associations and BBNZ
 - Selected by: Awards Selection Committee
 - Approved by: BBNZ CEO

7.21 **Life Membership of BBNZ**

- a. Under Rule 10 of the Constitution, Life Membership of BBNZ can be granted, in accordance with that rule.
- b. Description: To recognise outstanding contribution to basketball or basketball administration within New Zealand.
- c. Criteria: The primary requirement is high-level personal effort or initiative, in one of the designated areas that has contributed to the performance/s of players, technical officials, coaches, administrators, other volunteers and/or to the development and status of the sport of basketball in New Zealand.
- d. Sign-off:
 - Recommended by: Affiliated Associations and BBNZ Board members
 - Selected by: BBNZ Board
 - Approved by: BBNZ AGM to be voted on with a majority of three-quarters of the case in favour of the proposed life member.
- e. Life Members have the rights and obligations as members of BBNZ as set out in the Constitution.

PART 8 - GENERAL MEETINGS

- 8.1 **Proxy Voting at General Meetings:** The prescribed proxy form is in **Appendix D** of this Regulation.
- 8.2 **Postal or Electronic Voting at General Meetings:** The prescribed Postal or Electronic voting form is in **Appendix E** of this Regulation.

PART 9 - TERMINATION OF MEMBERSHIP

- 9.1 The Rules relating to termination or suspension of Membership (including the grounds for, process to be followed, and consequences) are set out in Rule 15 of the Constitution.
- 9.2 Rights of Appeal for a Member whose Membership is terminated under Rule 15 are contained in Book 5 of these Regulations.

BOOK 2 APPENDICES

Appendix A - BBNZ Membership Form

To access the BBNZ individual membership form use this following link:
www.thehuddle.co.nz.

Appendix B - Member Database Terms and Conditions of Access

Each Affiliated Association has been granted access to “The Huddle”, BBNZ’s online registration system via SportsTG.

In order to access individual association portals, nominated users from each Affiliated Association are to create a SportsTG Passport. This can be done via <https://passport.sportstg.com/login/>.

Each Affiliated Association will determine how many users are granted access to their association portal.

An updated National Registration Guide will be disseminated to all Affiliated Associations. This Guide can also be located online via www.thehuddle.co.nz.

Each affiliated association shall use best endeavours to allow permission for BBNZ to communicate basketball related information to their members.

Appendix C - Board Member Application Form

Full Name		
Residential Address		
City & Post Code		
Phone		
Mobile		
Email		
Position Applied For (Please Tick)	<input type="checkbox"/>	Appointed Member
	<input type="checkbox"/>	Elected Member
	<input type="checkbox"/>	Both
Signature		
Date		
<p>Please attach a letter of application and current CV. Send to: Basketball New Zealand PO Box 6052, Marion Square Wellington 6141 bbnz@nz.basketball</p>		

Appendix D - Proxy Form for General Meetings

Refer to the BBNZ website <http://nz.basketball/About-Us/Annual-General-Meeting>

Appendix E - Postal and Electronic Voting Form for General Meetings

Refer to the BBNZ website <http://nz.basketball/About-Us/Annual-General-Meeting>