

Sports controlling body

FEBRUARY 2022
CD/16/96753

This package contains the application and information material for approval as the sports controlling body for an approved sports betting event.

How to apply

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
- save your progress and continue at a later time
- print the completed form to sign and return.

You are still able to print the form and complete it by hand if you prefer.

This form has been design to be completed using the free Adobe Acrobat Reader software. To download this free software, please visit the following link or search for the free "Adobe Acrobat Reader" on your devices app store.

This form may not function as intended if you use any other software.

Send application to:

Victorian Gambling and Casino Control Commission
GPO Box 1988
Melbourne Vic 3001

or lodge in person at:

Level 3, 12 Shelley Street Richmond VIC 3121

or via email to:

contact@vgccc.vic.gov.au

Need help?

For more information on how to apply for a liquor or gambling licence or permit:

- visit the Victorian Gambling and Casino Control Commission (VGCCC) website at vgccc.vic.gov.au
- telephone the VGCCC on 1300 182 457
- email the VGCCC at contact@vgccc.vic.gov.au

Sports controlling body

Directions for completion

Answer every question and use BLOCK letters.

- If a question does not apply, or if there are no details to disclose in response to a particular question, print N/A (not applicable) in response.
- If the space available is insufficient, please supply the required information on an attachment page(s). If you do so, begin each answer with the title and reference of the question you are responding to.

You must carefully review the application form and lodgement checklist (see page 4) to ensure it is fully completed and that all required attachments are provided. This simple check could save unnecessary delays in registration and processing time of the application.

The application form may be returned to you if you do not provide a response to all applicable questions, or if all required attachments are not enclosed.

Who can apply for approval as a sports controlling body?

Any organisation that considers that it meets the legislative requirements in Section 4.5.14 of the Gambling Regulation Act 2003 (the Act) can apply to the Victorian Gambling and Casino Control Commission (the VGCCC) for approval as the sports controlling body for a sports betting event.

What does approval as a sports controlling body permit?

Approval permits a sports controlling body to enter into agreement/s with sports betting provider/s for a betting service to be offered on the events nominated by the sports controlling body. The agreement must provide for the sharing of information to ensure integrity in sports and sports betting, state if a fee is payable by the sports betting provider to the sports controlling body in respect of the event and specify the amount of the fee or how it is to be calculated.

Nomination of an authorised officer to complete the applications form on behalf of the applicant

For the purposes of this application, the **'applicant'** must nominate an **'authorised officer'** responsible for the completion of the application form and for the certification of all information provided.

The authorised officer is typically the Chairman of the Board of Directors/Committee of Management, Managing Director, Chief Executive Officer, Public Officer, Club/Company Secretary or a Social Club President.

Requirements for notification of change

While your application is in progress:

Between lodging the application and a decision being made, the VGCCC must be notified in writing about any changes to the information provided in, and any documents lodged with the application. Failure to provide the VGCCC with updated information may result in the application being refused, or any approval granted being subsequently cancelled.

Following approval:

The sports controlling body has an ongoing responsibility to notify the VGCCC of changes in its situation and must inform the VGCCC of all agreements with sports betting providers and any changes subsequent to approval. Whenever a material change takes place, written notice must be given to the VGCCC within 14 days of the change taking place. If the VGCCC is not notified of a material change, disciplinary action may be taken against the Sports controlling body and/or the Sports controlling body may be prosecuted and fined up to 60 penalty units.

False or misleading information

In accordance with Section 10.5.16 of the Act, it is an offence to give information that is false or misleading in a material particular. Providing information that is false or misleading may result in the non-approval of your application and prosecution resulting in a fine of up to 60 penalty units.

Payment details

The prescribed fee must accompany an application for approval as a sports controlling body. Please refer to Gambling Fees and Fines at vgccc.vic.gov.au to confirm the current application fee for approval as a sports controlling body. Note that, once an application has been registered, the application fee is non-refundable. The application fee can be paid by:

- cheque or money order, made payable to the Victorian Gambling and Casino Control Commission
- Eftpos or credit card (Visa, MasterCard or AMEX) 'Fee Payment' details on page 11.

If you wish to make payment by credit card, please lodge your completed application with the VGCCC and we will contact you directly to arrange payment if your application is accepted

Privacy policy

The Victorian Gambling and Casino Control Commission is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Gambling Regulation Act 2003*. Credit card details will be destroyed once your payment has been processed.

Confidentiality provisions

Information provided in your application must not be disclosed by the VGCCC or its staff to someone else, except for the purposes stated in Division 6 of Chapter 10 of the Act (to access these provisions go to vgccc.vic.gov.au).

Lodgement Checklist

The following documentation, where applicable, **must** be submitted:

if the applicant is a company:

- a **copy** of the Certificate of Registration
- a **copy** of the Constitution/Replaceable Rules

if the applicant is an incorporated association:

- a **copy** of the Certificate of Incorporation
- a **copy** of Rules/Constitution and Statement of Purpose
- a **copy** of the minutes of the most recent meeting confirming committee members

a chart illustrating the relationship of the company or incorporated association to other sporting/key bodies associated with the sport.

a **copy** of the minute or resolution that provides the authority to appoint an authorised officer to act on behalf of the applicant and to complete this form.

acknowledgement in relation to public hearings - refer to page 13.

an historical organisational extract from the Australian Securities and Investments Commission (ASIC), (only applicable if the associated entity is a company) – refer to question 4 and attachment 1.

audited financial statements for the most recently completed financial year.

comments/documents relating to sports controlling body criteria to be provided as attachments.

Sports controlling body

Applicant details

1. Full name of applicant (applying company or incorporated association):

2.(a) If the applicant is a company, please provide the following details:

Australian Company Number (ACN*):

Australian Business Number (ABN**):

Date of registration:

(b) If the applicant is an incorporated association, please provide the following details:

Association's Incorporation Number (ACN*):

Australian Business Number (ABN**):

Date of incorporation:

3. Registered office and contact details:

Postal address:

Email address:

Daytime telephone number (business hours contact details):

4. Has the applicant's name or business/trading name changed in the last three (3) years?

► YES ► NO

If **NO**, proceed to the next question.

If **YES**, provide additional details:

Name changed from:

Name changed to:

Date of change:

Have further details been provided on an attachment page?

► YES ► NO

5. Details of authorised officer completing this form on behalf of the applicant:

First name:

Middle name(s):

Surname:

Email address:

Daytime phone number (business hours contact details):

After hours phone number:

Mobile phone number:

Note: The authorised officer **must** provide a **copy** of the minute or resolution that provides the authority to act on behalf of the applicant **and** to complete this form.

Have further details been provided on an attachment page?

► YES ► NO

*ACN is a unique nine-digit number issued by the Australian Securities and Investments Commission to companies.

**ABN is a unique identifier issued by the Australian Business Register which is operated by the Australian Tax Office.

Event details

IMPORTANT INFORMATION

Section 4.5.12 (2) (b) of the Act states that an organisation body applying for approval as a sports controlling body “must specify the sports betting event for which the applicant seeks approval”.

6. For which event or events is the applicant seeking to be the sports controlling body?

Name of event/s:

In your submission please address the following:

(a) Is the event or events currently approved for betting purposes?

► YES ► NO

(b) If the answer to question (a) is **NO**, has an application been made to the Commission for approval of the event for betting purposes?

► YES ► NO

(c) If the answer to question (b) is **YES**, when was the application submitted to the Commission?

(d) If the answer to question (b) is **NO**, please note that the event must be approved by the Commission for betting purposes **BEFORE** the application as a Sports Controlling Body can be considered.

IMPORTANT INFORMATION

Sports controlling bodies must inform the VGCCC of **all** betting contingencies identified in **all** agreements with sports betting providers.

1. In accordance with section 4.5.8 of the *Gambling Regulation Act 2003* the VGCCC will consider:

- (a) whether the event or class is exposed to unmanageable integrity risks
- (b) whether the event or class is administered by an organisation that is capable of administering enforcing rules or codes of conduct designed to ensure the integrity of the event or class
- (c) whether betting on the event or class is—
 - (i) offensive; or
 - (ii) contrary to the public interest; and
- (d) except in the case of a sporting event or class of sporting event, whether the approval would represent an unreasonable extension of the scope of gambling in Victoria.

2. The VGCCC may have regard to any other matter in determining whether to approve an event, class of event or betting competition.

Sports controlling body criteria

Important

In your submission:

- tick the appropriate box for each checkpoint
- provide supporting comments and documents as attachments.

1. The applicant controls, organises or administers the event or events.

(a) The applicant can demonstrate, with regards to the event, that it:

controls or,	Yes	No
organises or,	Yes	No
administers	Yes	No

If you answered **NO** to any of the above, provide details of the involvement of other organisation(s).

Compared to the other organisations identified above, indicate how the applicant is the most appropriate in terms of control/organisation/administration.

(A copy of the constitution and a chart illustrating the organisation's position in the structure of the sport must be provided)

(b) The applicant has an operable and current three-year (or longer) strategic plan that addresses all aspects of the sport, including integrity, associated with the event. Yes No

(c) The applicant can demonstrate that it is responsible for the promotion associated with the event. Yes No

(d) The applicant annually conducts regional and/or state and/or national and/or international competitions in open and/or age groups as deemed appropriate for the sport. Yes No

(e) The applicant represents a sport that has been established in Australia for a period of time and has had a high level of involvement in the sport for that period. Yes No

Have further details been provided on an attachment page? Yes No

2. The applicant has adequate policies, rules, codes of conduct or other applicable mechanisms designed to ensure the integrity of the event/s.

(a) The applicant has formally committed to protect the interests of all parties by identifying, managing and monitoring risks associated with the event. Yes No

(b) The applicant has a set of rules relating to the event that all participants and officials must observe. Yes No

(c) The applicant has relevant Codes of Conduct including one relating to gambling which are provided to all participants and officials Yes No

(d) The applicant has procedures to ensure that the Codes of Conduct are observed. Yes No

Have further details been provided on an attachment page? Yes No

3. The applicant supports compliance with relevant international codes and conventions applicable to the event/s that relate to integrity in sport.

(a) The applicant can provide a list of the relevant international and/or national codes and conventions that apply to their event Yes No

(b) The applicant has a current anti-doping policy, which complies with the World Anti-Doping Code (WADA) and/or World Anti-Doping Agency International Standards and/or the Australian Sports Anti-Doping Agency National Anti-Doping scheme (ASADA), in a code of conduct or similar policy Yes No

(c) The applicant has a current policy on player behaviour and protection of participants and officials (harassment, EEO, discrimination) that reflects the standards of similar international or national sporting organisations. Yes No

(d) The applicant has procedures to ensure that agreed international, national or other relevant standards/codes are observed. Yes No

Have further details been provided on an attachment page? Yes No

4. The applicant has the expertise, resources and authority necessary to administer, monitor and enforce the integrity systems.

(a) The applicant has been an incorporated association or company, for a minimum of three years, and associated with the sport in general throughout that time.	Yes	No
(b) The applicant has a board/management team with the necessary skills to effectively carry out its role.	Yes	No
(c) The applicant's board/management team meets at least on an annual basis, reviews the financial performance and risks of the organisation, and implements strategies as required.	Yes	No
(d) The applicant has produced annual audited financial statements in accordance with Australian Accounting Standards and annual reports for the past three years. (Please attach both for most recent completed year.)	Yes	No
(e) The applicant can demonstrate it has the capability to manage information received and provided regarding betting activities associated with the event.	Yes	No
(f) The applicant has access to the necessary technical expertise to provide guidance to all participants and officials and to manage the integrity systems used.	Yes	No
(g) Breaches of the applicant's integrity procedures are managed with disciplinary action that is enforceable.	Yes	No
Have further details been provided on an attachment page?	Yes	No

5. The applicant has clear policies on the provision of information that may be relevant to the betting market.

(a) The applicant has policies and procedures in place regarding the final composition of participants in the event and the provision of that information to the betting market.	Yes	No
(b) The applicant has policies and procedures in place for the timing and publicising of any changed circumstance which could affect the performance of participants in the event or the outcome of the event.	Yes	No
(c) The applicant can demonstrate it has arrangements in place to educate participants and officials it controls on prohibitions regarding betting and publicising information.	Yes	No
(d) The applicant has policies and procedures (e.g. Code of Conduct) in place prohibiting participants and officials it controls, directly or indirectly connected with the event, from disclosing information not generally available which could be relevant to the betting market.	Yes	No
(e) The applicant can demonstrate that agreed sanctions are in place for managing participants and officials, directly or indirectly connected with the event, who breach its policies on control of information which could be relevant to the betting market.	Yes	No
Have further details been provided on an attachment page?	Yes	No

6. The applicant has clear processes for reporting the results of the event/s and hearing appeals and protests regarding those results.

(a) The applicant has systems and procedures in place for determining the official results of the event.	Yes	No
(b) The applicant has systems and procedures in place for dealing with cancellations, appeals, and/or protests regarding the results of the event.	Yes	No
(c) The applicant has systems and procedures in place for communicating the results to the market for the purposes of betting.	Yes	No
(d) The applicant currently includes, or intends to include, the procedures referred to in (c) in agreements with Sports Betting Providers.	Yes	No
Have further details been provided on an attachment page?	Yes	No

7. The applicant has clear policies on the sharing of information with sports betting providers for the purpose of investigating suspicious betting activity.

(a) The applicant has arrangements in place with participants and officials directly associated with the event to access relevant personal information to be provided to, and received from, betting providers.	Yes	No
(b) The applicant has arrangements in place with participants and officials to bring to its attention any information which may affect the integrity of any event/s it controls.	Yes	No
(c) The applicant has, or will enter into, agreements with sports betting providers for access to the necessary betting records of customers to protect the integrity of the event/s on which betting may take place.	Yes	No
(d) The applicant has, or will enter into, agreements with sports betting providers for notification of suspicious betting activities or other information which may affect the integrity of any event/s it controls. Have further details been provided on an attachment page?	Yes	No
Have further details been provided on an attachment page?	Yes	No

8. The applicant can demonstrate that it is the most appropriate body to be approved as the sports controlling body for the event.

(a) The applicant has extensive coverage of the event in terms of its membership base and other factors such as agreements with the media.	Yes	No
(b) The applicant has formal agreements with the bodies it represents to achieve agreed objectives.	Yes	No
(c) The applicant expects no other sporting bodies to object to its approval as a Sports controlling body on the grounds of "appropriateness".	Yes	No
Have further details been provided on an attachment page?	Yes	No

9. The applicant can demonstrate that its approval as a sports controlling body would be in the public interest.

(a) The applicant can demonstrate that its approval is in the best interest of the sport	Yes	No
(b) The applicant intends to provide a proportion of revenue received from Sports Betting Providers towards projects for the community (eg. facilities for players, spectators, junior players, etc).	Yes	No
(c) Betting on this event is unlikely to have any detrimental effect on the sport or on the broader community	Yes	No
(d) The applicant's member groups will benefit if, as a sports controlling body, it becomes the main/single point of contact for dealing with sports betting providers (i.e. sharing costs of personnel, legal, etc).	Yes	No
(e) The applicant becoming a sports controlling body will improve participation/development of the sport and benefit the sport at "grass roots" level.	Yes	No
(f) The applicant has had any approval, authorisation or registration, issued by a gaming or gambling regulator, suspended, cancelled, amended, revoked or been the subject of disciplinary action by a regulatory body.	Yes	No
(g) During the last 10 years, has there been and legal action taken against the applicant which has been finalised, either by a court hearing or settled out of court, or is still pending, in Victoria or elsewhere?	Yes	No
(h) Has the applicant ever been found guilty of any criminal offence, or is there any investigation or charge currently pending in Victoria or elsewhere?	Yes	No
Have further details been provided on an attachment page?	Yes	No

10. The applicant is:

A National Sports Organisation (NSO) recognised by the Australian Sports Commission	Yes	No
The delegated body of the recognised International governing body for the sport.	Yes	No
Have further details been provided on an attachment page?	Yes	No

Advertising requirements

Within 14 days of applying for approval as a sports controlling body, the applicant must publish in a newspaper circulating throughout Australia, or newspapers circulating generally in each State and Territory of Australia, a notice containing the prescribed information (as detailed below) and a statement that any person may object to the approval by giving notice in writing to the VGCCC within 28 days of the date of publication, stating the grounds for objection. Set out below is the suggested format of the notice.

Evidence must be provided as soon as this has been done to enable processing of the application.

Suggested format of the public notice

(Authorised officer's name), as the authorised officer on behalf of *(applicant's name)* of *(applicant's business address)* has applied to the Victorian Gambling and Casino Control Commission for approval as a sports controlling body.

In accordance with section 4.5.13 of the *Gambling Regulation Act 2003* (the Act), any person may object to an application for approval by giving notice in writing to the VGCCC, within 28 days from the date of this newspaper, stating the grounds for objection.

The notice should be addressed to:

Major Licences & Approvals

Licensing Division

Victorian Gambling and Casino Control Commission

PO Box 1988, MELBOURNE VIC 3001

In determining whether to approve an applicant as the sports controlling body for a sports betting event, the VGCCC must have regard to matters specified in section 4.5.14 of the Act. Further information may be obtained from the VGCCC on telephone 1300 182 457.

Date of the publication of the notice:

Name/s of the newspaper/s in which it was published:

Declaration by authorised officer

I, the undersigned declare that all statements contained in and all matters accompanying this application are true and correct in every detail and fully disclose all information required to complete the application.

X _____
Signature of authorised officer

Date:

Printed name of authorised officer

X _____
Signature of witness

Date:

Printed name of witness (any adult can be a witness)

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IMPORTANT INFORMATION

Applications must be accompanied by the relevant fee. Please note that once an application has been registered, the application fee is non-refundable. To confirm the current fee, refer to the 'Gambling fees' fact sheet on our website. The application fee can be paid by:

- cheque or money order, made payable to the Victorian Gambling and Casino Control Commission; or
- credit card (Visa or MasterCard)

If you wish to make payment by credit card, please lodge your completed application with the VGCCC and we will contact you directly to arrange payment if your application is accepted

Privacy – the VGCCC is committed to responsible and fair handling of personal information consistent with the *Policy and Data Protection Act 2014* and its obligations under the *Liquor Control Reform Act 1998*. Credit card details will be destroyed once your payment has been processed.

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Public hearings under Section 10.1.22 of The Act

Gambling Regulation Act 2003

Important Information about Public Hearings

Section 10.1.22 of the *Gambling Regulation Act 2003* (the Act) requires the Victorian Gambling and Casino Control Commission (the VGCCC) to conduct certain aspects of its business in public. The matters the VGCCC must decide in public include applications for approval as sports controlling bodies.

This means that any material provided by you in respect of your application for approval as a sports controlling body, both now and in the future, may be publicly disclosed in the course of the decision-making process..

However, under section 10.1.22 (3) of the Act the VGCCC may direct that an inquiry or meeting or part of an inquiry or meeting be held in private if it considers:

- (a) it necessary to do so to prevent the unreasonable divulgence of information relating to the personal affairs of any person including a deceased person; or
- (b) it is otherwise in the interests of justice or the public interest to do so.

The following 'Acknowledgment in relation to public hearings' must be completed by all applicants for approval as a sports controlling body. The acknowledgment requires you to certify that you have read and understand this important information about public hearings. It also provides you with the opportunity to make submissions to the VGCCC as to why it should decide to consider this application in private.

Please note that any reasons you provide will be considered, but the final decision of whether your request for approval will be decided in private or in public will be made by the VGCCC.

If you have any questions regarding the public hearing process please contact the VGCCC on telephone 1300 182 457, or email your enquiry to sports.betting@vgccc.vic.gov.au.

Acknowledgment in relation to public hearings

Gambling Regulation Act 2003 - Section 10.1.22

Name: _____ of
(Full name of applicant)

Address: _____
(Full address of applicant)

Authorised officer: _____
(Full name of the authorised officer signing the application on behalf of the corporation)

As the authorised officer completing the application form on behalf of the corporation, I hereby state that:

- (i) I have read the 'Important Information About Public Hearings' detailed above; and
- (ii) I understand that material which is relevant to this request for approval as a sports controlling body, whether provided now or in the future, will be liable to be publically disclosed in the course of the decision-making process.

Further, I hereby advise the VGCCC that (*tick the appropriate box below*):

The applicant has no objection to this application being heard in public.

The applicant objects to this application being heard in public and has attached a statement of reasons as to why this application should be decided in private.

Signed: X
Signature of authorised officer

Date:

Attachment 1 – Historical organisational extract

Background

A historical organisational extract identifies the type, status, registered address, roles within the organisation, share structure, members and charges and documents lodged (current and historical) of organisations registered with the Australian Securities and Investments Commission (ASIC).

When making a search application to ASIC, ensure that you specify that you require a historical organisational extract and not a current organisational extract. A historical organisational extract identifies both current and historical information about the applicant, while the current extract identifies only current information. If this application form is lodged with an extract other than an historical organisational extract it will be considered incomplete.

In addition, the historical organisational extract must have been issued within three months of the date of lodgement of this form. If you fail to meet any of these requirements (i.e. you do not provide a historical organisational extract or you enclose either a photocopied extract or an extract issued more than three months prior to the date of lodgement of this form) the application form will be considered incomplete.

All matters detailed in the applicant's historical organisational extract are taken into consideration by the Victorian Gambling and Casino Control Commission. Should you wish to dispute or amend any of the information disclosed in the applicant's historical organisational extract you should do so with ASIC prior to lodging your application.

Fee for searching ASIC databases

Fees are payable for searching ASIC databases. ASIC fees for on-line/telephone searches through brokers may differ from the fees charged at an ASIC business centre. Information brokers, however, may charge a service delivery fee in addition to the ASIC fee. The delivery fee may vary between brokers. ASIC does not regulate the amount of broker delivery fees.

ASIC can advise you of the cost of obtaining a historical organisational extract.

How to apply for your historical organisational extract

A historical organisational extract can be obtained from ASIC. You may also contact ASIC's Infoline or refer to the ASIC website to obtain details of regional ASIC business centres and ASIC representatives, or information brokers.

Contact details

Website: asic.gov.au

Email: info.enquiries@asic.gov.au

ASIC's Infoline: 1300 300 630