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Event Sanctioning Process

The NWBA Bylaws and Policies & Procedures require all NWBA events to be sanctioned by the NWBA. NWBA events may include, but are not limited to, hosting a NWBA game between two teams; NWBA tournament (more than two registered NWBA teams); NWBA clinic/camp; NWBA fundraiser; and any other type of wheelchair basketball event involving NWBA members. The NWBA will not formally recognize or promote an event until reviewed and approved.

Please be prepared to provide event information during the Event Sanction Application. We understand arrangements may not be finalized at this time, however, try to make your application as detailed as possible.

1) The approval process for a NWBA sanctioned event requires a submission of an Event Sanction Application.

   a. An Event Sanction Application must be submitted at least 15 days prior to start of an event to provide full consideration as an NWBA sanctioned event. Events submitted 14 days or less prior to the start of an event may incur a $200 fine and not be approved as NWBA sanctioned events.

2) NWBA sanctioned events must follow the following guidelines:

   a. Only NWBA registered athletes may participate. Only use active rosters generated from the team webpage on the NWBA website.

   b. Only NWBA registered teams may participate. Each registered team is only allowed to roster one team for each NWBA sanctioned event.

   c. Only NWBA registered non-athletes can sit on the bench of a team during competition. Reference team roster on NWBA website.

   d. Only NWBA registered floor officials may be used for competition. If an unregistered floor official works any portion of the sanction, the game results will not count towards any postseason play.

   e. All scores must be submitted within 24 hours of the conclusion of an event. Score input is the responsibility of an Event or Tournament Director of an NWBA sanctioned event.
Event Sanctioning Process cont.

3) Any infraction shall be reported to the NWBA Executive Director for investigation by the NWBA Ethics Committee. Any infraction of a guideline from Section 12.2 may receive an imposed fine up to $500 and/or all competition results may be void from NWBA record and postseason consideration.

4) Competition for NWBA-sanctioned events for a regular season may start on October 1. Competition must be completed for consideration for postseason play as established by Divisional Guidelines and set forth each season by the NWBA.

1) Event Details
   Event Name, Event Director, Date and Location

2) Venue Information
   Point of Contact, Location and Amenities

3) Insurance
   Copy of Certificate of Insurance if not requested insurance from NWBA; NWBA must be listed as additionally insured.

4) Competition Information
   Divisions, Tournament Designation Request, Team Fees, Services to Teams, Event Flyer, Event Registration Form, Event Logo

5) Officials and Volunteers
   Name of Head Official, Services to Officials and Volunteers

6) Documents & Communication
   Flyer, Registration Form, Logo, Website, Social Media, Emergency Response Plan

Once you submit your application please allow 3-5 business days to be reviewed and approved. A confirmation email will be provided once approved.

Please visit www.nwba.org/eventsanction for more information.

Click the link below to complete an Event Sanction Application

Event Designation

NWBA sanctioned events may be awarded a designation for competition occurring during their event. The following are the event designations for NWBA sanctioned events.

Conference Tournament/Championship
NWBA Conferences host a competition that serves as the Conference Tournament/Championship. The selection process, competition format and dates for Conference Tournament/Championship is set forth by delegates of the conference and approved by the Conference Commissioner. Please consult your Conference Commissioner for further clarification.

Regional Qualifying Tournament – Junior Division
Junior Division Regional Qualifying Tournaments serve as qualifying tournaments for the National Tournament. Selection of Junior Division Regional Qualifying Tournaments is awarded by the Junior Division Executive Committee. Regional Qualifying Tournaments will receive qualifying bids to the National Tournament per the following criteria:

- Five (5) Teams or less = 1 bid
- Six (6) Teams or more = 2 bids

Please consult the Junior Division Guidelines regarding details and competition format for Junior Division Regional Qualifying Tournaments. Please consult the Junior Division Commissioner and Executive Committee for further clarification.

Classification Event
NWBA Classification Events are events that will have a Classification Panel present to review and certified player classifications. Events selected as a NWBA Classification Event are reasonable to provide travel, meals and lodging support to NWBA Classifiers. The cost of these services will be the reasonability of the event host.
The NWBA Event Resource Checklist will provide an overview and reference material to assist in the planning and implementation of NWBA sanctioned events.

**NWBA Event Checklist**

The following are important to remember for Event Directors of NWBA Sanctioned Events.

- Complete Event Sanction Application on file with the NWBA.
- The NWBA has reviewed and approved your event.
- Evidence of insurance coverage.
- Rosters have been generated from the team webpage on the NWBA website.
- Only NWBA registered athletes are participating in competition.
- Only NWBA registered coaches and team representatives are sitting on a team’s bench during competition. Reference team roster on NWBA website.
- Only NWBA registered floor officials are being used for competition.
Roles

The following are some recommended assigned roles for an NWBA Sanctioned Event.

**Event/Tournament Director** – Responsible for oversight of all aspects of an event.

**Basketball Operations Lead** – Responsible for oversight of all aspects of basketball operations and competition (courts, basketballs, scoring table, scoreboards and shot clocks).

**Volunteer Lead** – Responsible for all volunteers including scheduling, training and management of volunteers.

**Head Official** – Responsible for scheduling floor officials, address competition discrepancies and rulings.

**Head Classifier (if applicable)** – Serve as the point of contact for the on-site classification panel.

**Volunteer Table Officials** – Responsible for performing the duties of scorebook, game clock and shot clock.

**Event Operations Staff/Volunteers** – Responsible for providing support for event operations.
**Venue**

The following are some necessary venue operational areas for an event.

**Courts** – Necessary court available base on competition format and teams. Important to note spacing necessary for spectators, benches, scoring table and open space surrounding court/field of play.

**First Aid** – Area to provide on-site medical staff (if present) or emergency medical personnel to conduct first aid.

**Event Operations** – Area to organization all aspects of the tournament. Store equipment and stage awards

**Team Check-In** – Area to allow teams to receive information and team packages.

**Volunteer Check-In** – Area to allow volunteers to receive information necessary to volunteer.

**Officials Room** – Area to allow floor officials to have privacy. Can be combined with Classifiers Room as a Hospitality Room if space is limited.

**Classifiers Room** – Area to allow classifiers to have privacy. Can be combined with Officials Room as a Hospitality Room if space is limited.

**Team Area/Wheelchair Storage** – Area to allow teams to store team equipment or wheelchairs on-site at the venue.

**Optional** – Concessions, Photo Area, T-shirt sales, special event, etc.

**Safety**

It is important to develop and educate all key personnel regarding your emergency action plan. This helps to minimize the risk of an incident occurring and ensures the safety of all event attendees.
**Game Summary Sheet**

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**Postgame Instructions:** Leave this sheet at the game table with score sheets/game folder and someone will be by to pick it up.

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iScout – App Live Scoring

iScout Basketball is the premier application for live tracking of basketball statistics. iScout is fully integrated with the NWBA website. iScout Basketball iOS app update is available in the iTunes app store for both iPad and iPhone. SportsEngine users will now be able to login with your SportsEngine accounts on the iScout app, discover games from your SportsEngine website, score games (with or without an internet connection) and upload stats back to the website as frequently as you choose to do so. See your stats at any point in the game.

Click Link Below for SportsEngine User Guide for iScout

• Setting Up
• Collecting Data
• Tips
• Video Tutorials
• And More

Click Link Below to Download iScout

For more questions contact iScout Support at:
support@iscoutsports.com
Processing Event Results

**Develop Game Folders** – Event Operations Staff/Volunteers

- Create Game Folders to hold score sheets for all games. Score sheets should be prepopulated with information from registration forms, but **verified by team rosters on the NWBA website**, for all games possible.

**Game Summary Sheet** – Volunteer Table Officials

- Responsibility of the Volunteer Table Officials to complete **immediately** following each game.
- Completed Game Summary Sheet should be put into Game Folder.

**Game Folders** – Volunteer Court Monitors

- Volunteer Court Monitors will pick up completed Game Folders **immediately** following each game.
- Completed Game Folders will be delivered by Volunteer Court Monitors.
  - Drop-off location at Event Operations Table for completed Game Folders.

**Game Folders** – Event Operations Staff/Volunteers

- Verify completed Game Folders have signed Score Sheets and accurate Game Summary Sheet.
  - Cross reference scores from Score Sheets with Game Summary Sheet.
    - **If score discrepancy exist immediately contact floor officials, table officials, Lead Official and Event Director.**

**Brackets** – Event Operations Staff/Volunteers

**Locations**

**Onsite Brackets**

- Write complete team names with team score for game following.
- Circle the winning team score.
- Write complete team names in bracket for each team’s next game.

**Website & Social Media** – If platforms available

- Post a summary of game, day and event to platforms.

**Questions contact Event Director.**
NWBA Incident & Injury Report

EVENT NAME ___________________________

DATE OF EVENT_________________________

Name: __________________________________________________________

Address: _________________________________________________________

Contact Phone: ___________________________________________________

Contact Email: ____________________________________________________

Incident Location: _________________________________________________

Date and Time: ____________________________________________________

Were Authorities Contacted: Yes No __________________________

Who Was Contacted (NWBA, Police, Fire, Ambulance):
_______________________________________________________________

Was Emergency Transportation Required: _____________________________

Where Transported To (Name, Address, Phone):
_______________________________________________________________

Brief Description of Incident: _______________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
Brief Description of Injury(ies): .................................................................
.............................................................................................................
Who Was Involved? ..........................................................................
.............................................................................................................
Treatment Provided: ...........................................................................
.............................................................................................................
Any Restrictions: ...............................................................................  
.............................................................................................................
Any Follow Up Recommended with Physician: ..............................
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Contact Information of Those Involved: ...........................................
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.............................................................................................................
Insurance Information of Claimant (Carrier and Policy Number, if available):
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.............................................................................................................
Witness Statement(s): .......................................................................  
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Return To Tournament Director If more paper is needed, please staple to report.
Shot Clock Instructions

Set Clock to: 30 seconds - All Divisions (no shot clock used in Prep)

Start:

• When ball is touched inbounds
• The official will signal with a whirling motion of the hand with pointed index finger and arm extended upward

Stop:

• When a whistle is blown
• Time out

Reset:

• When ball changes possession
• When ball hits rim of basket
• Following personal foul or technical foul
• After every made basket

When Not to Reset:

• Defensive team touches the ball but does not gain possession
• Time Out
• When shot is taken but ball does not hit the rim

TURN SHOT CLOCK OFF WHEN THERE IS LESS THAN 30 SECONDS ON THE GAME CLOCK
Game Clock Instructions

Set Clock to:

- Adult & Women's Division: Four 10 minute quarters
- Varsity & Intercollegiate Division: Two 20 minute halves
- Prep Division: Four 8 minute quarters

Start:

- On jump ball when official drops his arm
- On pass inbounds when ball is touched by inbounds (Official will drop his arm)
- When possession is gained after a missed free throw

Stop:

- When a whistle is blown
- Time out
- Free throws
- After EVERY made basket during the **LAST MINUTE OF THE GAME**

Halftime:

- Set clock for 8, 10 or 20 minutes depending on level of play
Time Outs

ALL TIME OUTS START WHEN OFFICIAL TELLS THEM TO START

Each team has:

- Adult & Women’s Division:
  - Four full timeouts
  - Three 30 second timeouts

- Varsity & Intercollegiate Division:
  - Four full
  - Two 30 second timeouts

- Prep Division
  - Four full timeouts

30 second timeout:

- Signaled by touching shoulders with two hands
- Start timer when teams are to their huddle
- Buzz horn once at 20 second mark
- Buzz horn twice at 30 second mark

Full time out:

- This is 60 seconds
- Signaled by holding arms out parallel to ground
- Start timer when teams are to their huddle
- Buzz horn at 45 seconds
- Buzz horn twice at 1 minute mark

Equipment time out:

- 45 seconds
- Buzz horn at 30 seconds
- Buzz horn twice at 45 seconds
SPONSORSHIP OPPORTUNITIES

- On-site booth for company activation
- Opportunity to provide a full page company advertisement in the printed program
- Opportunity to bring marketing signage and a banner stand
- Company logo included on the tournament t-shirts
- Company logo included in the Sponsors section of the printed program
- Tournament-shirts
- Company logo and link displayed on the web site
- Social media mentions, including recognition on the NWBA Facebook page
- Inclusion in promotional e-mail blasts
- A basketball or jersey signed by team

The NWBA has two local NWBA Sponsorship Deck templates for NWBA teams and organizations to customize for their team and event in the NWBA Resource Center (https://www.nwba.org/resourcecenter).

If you need assistance in the development of a local sponsorship deck materials, please email Will Waller to set up a time to discuss at will@nwba.org.
Event Information

The following is additional information to provide on flyers, handouts and/or an event information package to teams attending your event.

- Venue Location
- Hotel Information
- Transportation Information
- Surrounding Restaurants
- Tournament Logistics
- All necessary tournament contacts
- All necessary addresses
- Nearest hospitals

The NWBA has two Promotional Flyers for NWBA teams and organizations to customize for their team and event in the NWBA Resource Center (https://www.nwba.org/resourcecenter).
Competition Format

There is no required format for competition for NWBA Sanctioned Events. However, typically best practices for formatting competition are as follows:

- Guarantee three games for all teams
- Avoid back-to-back games for teams if possible
- Schedule uncommon opponents when possible

Please note that Conference Tournaments and Junior Division Regional Tournaments may require teams to play out games until all team places are awarded. Additionally, Conference Tournaments and Junior Division Regional Tournaments may require seedings of teams by Divisional or Conference Leadership. Please consult the Division Guidelines and procedures of your conference.

Double Elimination
All teams start in the winner’s bracket and continue advancing like a single elimination bracket. When a loss occurs for the team the first time, they are dropped down to a specific spot in the losers’ bracket and continue advancing in the drop down bracket as they win. After losing a second game a team would be ineligible for the championship.

Single Elimination
Winners continue advancing in the bracket playing other winners until a champion is determined. Additional games are played outside contention for the championship, but to award final placement of teams.

Pool Play/Round Robin
Separate teams into different round robin groups or flights. Winners or top seeds (#1 & #2) of each flight advance to a single elimination play-off bracket.
Communication Plan

Pre Event
• Send out email invitations 2-3 months in advance
• Follow-up phone invitations 1-2 months in advance
• Post on Facebook & Social Media 1-2 months in advance
• Send out reminders and updates 2-3 weeks in advance
  • Tournament competition schedule should be set 2-3 weeks in advance.

During Event
• Live Stream on Facebook
• Score Updates via Twittercast from iScout
• Game Updates via iScout
• Bracket Updates (on-site)

Post Event
• Event directors must input scores within 24 hours on NWBA website
• Post & share a completed bracket
• Post & share award recipients
• Post & Share Photos
• Send Thank You Letters to attending teams, staff, volunteers and sponsors
Awards Ballot

Ten players at each levels of play will be selected to the All-Tournament Team. A Most Valuable Player will be given to each gender for all levels of play. One coach from each team will submit one ballot for their level of play.

A person receiving a MVP will not also be included on an All-Tournament Team. A person receiving a MVP vote will be awarded 11 points towards the All-Tournament Team selection. Do not vote for the same person for MVP and All-Tournament Team. You must vote for at least one female and one Class I.

Please submit your ballot to the Event/Tournament Director prior to the championship game/s. Awards will be presented after the championship game/s.

You may NOT vote for anyone on your team roster.

Male MVP ___________________________ 11 points

Female MVP ___________________________ 11 points

Rank 1) ___________________________ 10 points

Rank 2) ___________________________ 9 points

Rank 3) ___________________________ 8 points

Rank 4) ___________________________ 7 points

Rank 5) ___________________________ 6 points

Rank 6) ___________________________ 5 points

Rank 7) ___________________________ 4 points

Rank 8) ___________________________ 3 points

Rank 9) ___________________________ 2 points

Rank 10) ___________________________ 1 points

Team Name: ____________ Coach Name: ____________
Do’s & Don’ts of NWBA Events

The following are important do’s and don’ts to consider when hosting an NWBA Sanctioned Event

**Do’s**

- Allow NWBA registered teams to compete
- Allow only NWBA registered athletes & staff on bench
- Allow NWBA registered floor officials to officiate
- Report scores to the NWBA
- Report injuries and incidents to the NWBA
- If designated as a Junior Division Regional or Conference Tournament follow procedures for competition format
- **HAVE FUN!**

**Don’ts**

- Allow unregistered teams to compete
- Allow unregistered NWBA athletes & staff on benches
- All unregistered NWBA floor officials to officiate