

**National Wheelchair Basketball Association (NWBA)  
GAMES STAFF SELECTION PROCEDURES  
2019 PARAPAN AMERICAN GAMES  
MEN'S & WOMEN'S WHEELCHAIR BASKETBALL  
October 10, 2017**

These procedures provide for selection of National Wheelchair Basketball Association's (NWBA) Games Staff [Team Leader, Coach(es), and/or Additional Officials] for the 2019 PARAPAN AMERICAN GAMES. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOC and the NGB/HPMO/PSO.

1. Describe the specific Games Staff position(s) that the NGB/HPMO/PSO is requesting.

<b>USOC Role Name - (Games Function)</b>	<b>Responsibility</b>
Coach (1 Head Coach, 2 Assistant Coaches per team)	Prepare athletes/teams for success on the field of play.
Medical Staff (1 Athletic Trainer per team)	Support team by providing medical services to athletes that prevent or treat injuries before, during and/or after competition.
Team Leader (1 per team)	Serve as primary point of contact and liaison between the USOC and NGB before, during and after the Games.

2. What are the NWBA's criteria for the above Games Staff position(s) (attach a job description, if any)?

NWBA's Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
  - 2.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant Games that may change his/her background check status, the nominee must inform the NWBA and/or USOC.
- 2.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.3. Have the ability to work effectively with the USOC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills.
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 2.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 2.7. Be available for entire duration of the Games.
- 2.8. Have the NWBA's approval to make financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport.
- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport.

- 2.11. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.12. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.13. Be a currently employed staff member or contractor of the NWBA.
- 2.14. Be listed on NGB's/HPMO's/PSO's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position.
- 2.16. Successfully complete the USOC's safe sport awareness training and education program.

In addition, Medical Personnel must:

- 2.17. Possess the appropriate certifications.
- 2.18. Pass a medical credential review in addition to the approved USOC Games Background Check, which will be a combined check managed through USOC Sports Medicine (separately arranged background checks will not be considered).
- 2.19. Meet the required experience and proficiency levels as determined by USOC Sports Medicine and outlined in Attachment A and the documents found at <http://www.teamusa.org/About-the-USOC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.
- 2.20. Be approved for nomination through the USOC's Sports Medicine Division.

In addition, Coaches Must:

- 2.21. Head Coach Criteria
  - 2.21.1. Must have at least five (5) years of wheelchair basketball coaching experience at any level at the time of selection.
  - 2.21.2. Must have at least three (3) years of head coaching experience at the time of selection.
  - 2.21.3. Must have a minimum of at least two (2) years of experience in international competition.
  - 2.21.4. Must abide by NWBA Code of Conduct.
  - 2.21.5. Must be chosen with regard to their coaching ability, knowledge of wheelchair basketball, character, tact, disciplinary judgment, leadership skills, and sense of responsibility
  - 2.21.6. Demonstrates proficient knowledge of the sport. Proven ability to train and prepare athletes for competition. Able to maximize the potential of athletes. Able to communicate technical, tactical and strategic information to athletes and other coaches.
- 2.22. Assistant Coach Criteria
  - 2.22.1. There will be two assistant coaches
  - 2.22.2. The assistant coaches each must satisfy the following requirements:
    - 2.22.2.1. Must have at least five (5) years of wheelchair basketball coaching experience at any level at the time of selection.
    - 2.22.2.2. Must have a minimum of at least two (2) years of experience in international competition.
    - 2.22.2.3. Must abide by NWBA Code of Conduct.

- 2.22.2.4. Must be chosen with regard to their coaching ability, knowledge of wheelchair basketball, character, tact, disciplinary judgment, leadership skills, and sense of responsibility.
- 2.22.2.5. Demonstrates proficient knowledge of the sport. Proven ability to train and prepare athletes for competition. Able to maximize the potential of athletes. Able to communicate technical, tactical and strategic information to athletes and other coaches.

In addition, Team Leader must:

**2.23. Team Leader Criteria**

- 2.23.1. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.23.2. Must abide by NWBA Code of Conduct.
- 2.23.3. Must be chosen with regard to their ability, knowledge of wheelchair basketball, character, tact, disciplinary judgment, leadership skills, and sense of responsibility

**3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):**

The NWBA will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current NWBA employees and/or contractors that meet the criteria in #2 above.

**4. Describe the removal of Games Staff:**

An individual who is to be nominated to the above-listed Games Staff position(s) by the NWBA may be removed as a nominee for any of the following reasons, as determined by the NWBA.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the NWBA Executive Director/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the NWBA. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NWBA, his/her injury will be assumed to be disabling and he/she may be removed.
- 4.3. Inability to perform the duties required.
- 4.4. Violation of the NWBA's Code of Conduct (Attachment B)

Once the Games Staff nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable NWBA Code of Conduct, the USOC's Games Forms apply. The USOC's Games forms are available as part of Games Registration prior to the respective Games.

**5. Describe the replacement of Games Staff:**

In the event that the Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the applicable criteria listed in #2 above.

6. Which group/committee will make the final approval of the Games Staff position(s)?

For those positions that will not be filled with existing NWBA employees or individuals on contract with the NWBA, the following entities will make final approval of Games Staff positions.

NWBA High Performance Committee  
NWBA Board of Directors

7. Conflict of Interest:

An individual involved in the selection process who has a conflict of interest must disclose this information, and recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection of the Games Staff position(s). If there is an issue concerning whether a conflict of interest exists, the NGB's/HPMO's/PSO's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

The Games Staff Nomination Form with the Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOC on or before:

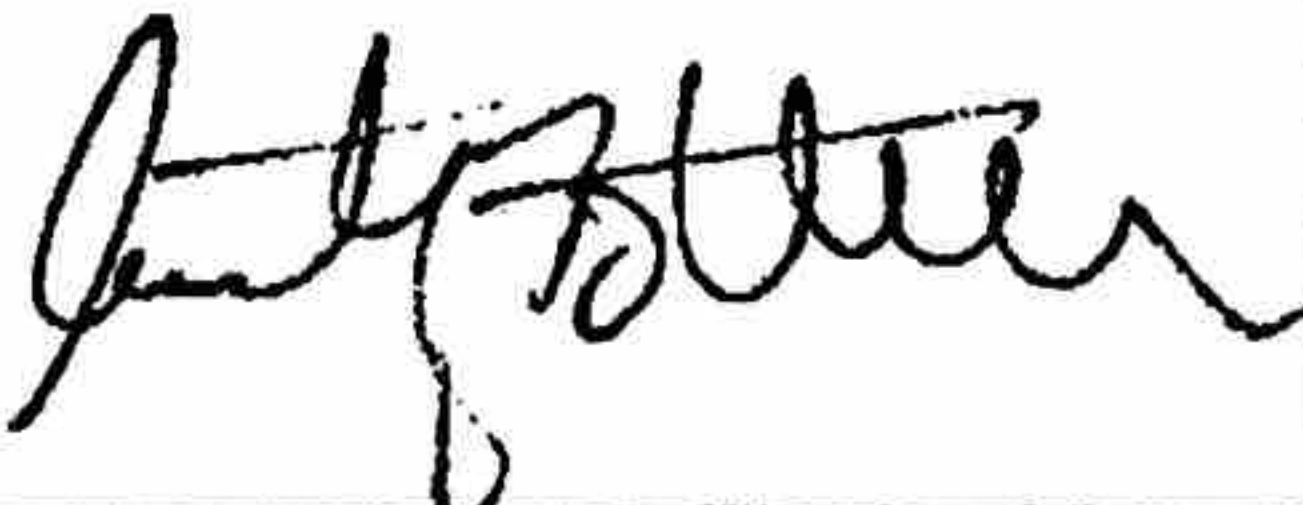

JUNE 7, 2019

9. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by the NGB/HPMO/PSO in the following locations:

9.1. Web site: <http://www.nwba.org/>

9.2. These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	ANTHONY BARTKOWSKI		10/10/17.
USOC Athletes' Advisory Council Representative*	Steven Serio		10/19/17

\* If the USOC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

**\* Signature by the Athlete Representative constitutes that he/she has read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by the NGB/HPMO/PSO, he/she may submit those reasons in writing to his/her Sport Performance Team.**

**\* If, for some reason, a sport does not have an elected USOC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.**

## **Attachment A**

### **USOC Sports Medical Games Requirements**

#### **PURPOSE**

The USOC has developed medical requirements to ensure the safety of athletes during Games (Olympic, Paralympic, Pan American and Para Pan American, etc.). This policy addresses equipment requests and minimum standards for all NGBs and medical providers attending games.

#### **POLICY**

##### **1. Requests**

NGBs must identify medical support requests to the USOC Sports Medicine department. These requests must specify any supplies, equipment, and other medical support provided at the Games. Anti-doping concerns or comments should also be identified. Collected information will be reviewed by the USOC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOC Sports Medicine. In cases where medical services or materials are not identified, the USOC cannot guarantee support for additional or late requests because of time, budget and other factors.

##### **2. NGB Health Care Providers**

NGBs must nominate and allocate Games credentials to NGB identified health care provider(s) to support the NGB sports medicine needs during the games. Any potential NGB medical provider who *could* be nominated to provide services must be identified by the NGB no later than the due date for the respective Games Long List. Additionally, all NGB medical providers must meet the criteria as identified in the NGB's approved Additional Officials Selection Procedures, along with the additional criteria outlined below.

The medical staffing list will include anyone who will potentially be credentialed by the NGB and/or use a day pass to provide services at an Olympic/Paralympic Village or a High Performance Training Center. Health care providers must meet minimum qualification standards which are identified below by their specialty without exception. NGBs must ensure their identified medical staff can meet these standards prior to advancing their nomination for a Games credential or day pass access. If the provider is not licensed in the United States, they may be ineligible to be credentialed. In order to meet expected standards of care and mitigate risk management issues, selected provider(s) must meet the below minimum qualifications in addition to the Selection Procedures criteria to provide medical services at games. These qualifications include:

- 1) Meet all criteria identified in the USOC Volunteer Program Application for specific specialty (Attachments located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)). On occasion, specific supporting documentation will be requested at the discretion of USOC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOC standards with the National Center for Safety Initiatives (NCSI)

- 3) Review of the venue emergency action plan with USOC Sports Medicine staff prior to the first scheduled practice or event.
- 4) Complete required Medical Team Education Modules addressing Anti-Doping, Safe Sport and/or other prerequisite training.

Appendix: Location of criteria:

- Athletic Trainer Qualification Criteria – located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Physical Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Doctor of Chiropractic Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Physician Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- Massage Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)

**Attachment B**  
**National Wheelchair Basketball Association (NWBA)**  
**High Performance Code of Conduct**

All athletes and coaches of the National Wheelchair Basketball Association's (NWBA) National Wheelchair Basketball Teams ("Participants") must agree to abide by the following Code of Conduct. The determination of compliance therewith shall be made by the NWBA.

**1. General Philosophy**

- 1.1 All participants shall exhibit behavior and attitude reflective of respect for self and for others both on and off the basketball court.
- 1.2 Participants shall conduct themselves in a manner indicative of representatives of the United States of America, demonstrating consideration for the rights, privileges, and welfare of others.

**2. Team Guidelines**

- 2.1 Once a USA wheelchair basketball team assembles, participants will generally live, travel and train as a team.
- 2.2 Participants shall comply with uniform and apparel requirements as designated by the NWBA. Athletes will be permitted to wear the footwear of their choice, subject to IWBF regulations.
- 2.3 Participants shall attend all team meetings, functions and competitions as directed by the head coach, team staff, and/or NWBA.
- 2.4 Participants must comply with all team rules as set forth by the NWBA and team staff.
- 2.5 Participants must attend media, promotional and team meetings, and may voluntarily attend marketing appearances as reasonably requested by the NWBA.
- 2.6 Participant must be a member in good standing with the NWBA and IWBF.
- 2.7 Participant must be eligible to compete under the rules and regulations of the NWBA and the IWBF.

**3. Alcohol Use**

- 3.1 Participants must comply with all policies regarding the possession and/or consumption of alcohol as set forth by the NWBA and team staff.

**4. Anti-Doping**

4.1 An athlete shall adhere to IPC, WADA, FIBA, USADA and/or USOC anti-doping protocol, policies and procedures.

4.2 Violations will be managed through the United States Anti-Doping Agency.

## 5. Housing

5.1 Participants shall comply with NWBA and coaching staff housing policies, and reside in housing assigned by the NWBA during training and competition where applicable.

5.2 If property is damaged, those responsible shall be called to account for such actions, and arrange for financial settlement to the property or parties concerned.

## 6. Curfew

6.1 Participants shall comply with curfew policies, as established by the head coach or his/her designee according to team schedule and with respect to other personnel in the housing facility.

6.2 Noise control will be a part of curfew guidelines.

## 7. General Behavior

7.1 Participants shall show respect for differing dining customs.

7.2 Participants shall show verbal respect for all team delegations, host communities, and/or countries.

7.3 Participants shall adhere to guidelines concerning proper attire as specified by the head coach or the NWBA.

7.4 Participants will respect the property of others whether personal or public.

7.5 Participants will respect members of the NWBA, the IWBF, their USA Wheelchair Basketball team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse.

7.6 Participants will act in a way that will bring respect and honor to themselves, their teammates, the NWBA and the IWBF; and Will remember that at all times they are an ambassador for their sport, team, the NWBA and the IWBF.

## 8. Sportsmanship

8.1 Participants shall exhibit good sportsmanship.

8.2 Participants shall demonstrate proper attitudes toward and respect for officials.

8.3 Participants shall not perform acts of intentional violence.

8.4 Participants shall demonstrate proper respect during the playing of the national anthem.

#### **9. Disciplinary Actions**

9.1 Disciplinary action will be determined by the NWBA. If such disciplinary action involves an athlete's removal from the team, the athlete will be entitled to a hearing under NWBA procedures and/or USOC Section 9.

9.2 Any activity by a Participant which constitutes an unsportsmanlike, illegal, immoral or unethical act may be grounds for disciplinary action including suspension and/or dismissal from the team.

9.3 Conduct detrimental to the NWBA may be grounds for disciplinary action including suspension and/or dismissal from the team.

9.4 Conduct detrimental to the team may be grounds for disciplinary action including suspension and/or dismissal from the team.

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I pledge to uphold the spirit of the National Wheelchair Basketball Association (NWBA) High Performance Code of Conduct (the "Code"), which offers a guide to my conduct as a member of any NWBA National Team (the "Team").

I have familiarized myself with the Code and understand that acceptance of its provisions is a condition to play in the NWBA and the International Wheelchair Basketball Federation (IWBF).

I acknowledge that I have a right to a hearing if my opportunity to compete is denied or if I am charged with a violation of this Code.

I am aware of the NWBA complaint procedure set by the NWBA Bylaws.

#### **ATHLETE OMBUDSMAN**

I may contact the USOC Athlete Ombudsman Office BY telephone at 719-866-5000, or by email at [athlete.ombudsman@usoc.org](mailto:athlete.ombudsman@usoc.org) for further information regarding my rights under this Code that are not answered by the National Wheelchair Basketball Association.

I, the undersigned, fully understand the regulations established by this Code of Conduct, and hereby agree to abide by them as stated. I understand that failure to abide by the Code as determined by the NWBA may result in appropriate disciplinary action as determined by the NWBA, including dismissal from the team.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

#### **PARENT/GAURDIAN CERTIFICATION**

(For Participants Under the Age of 18 as of the Date of Signature)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date