



NATIONAL WHEELCHAIR
BASKETBALL ASSOCIATION
WEBINAR SERIES

NWBA Webinar Series

presented by ABC Medical

Event Sanctioning and Hosting Successful NWBA Events





Thank you to ABC Medical for supporting the NWBA!



NWBA Webinar Series

Presented By  **ABCmedical**
Adapt. Believe. Compete

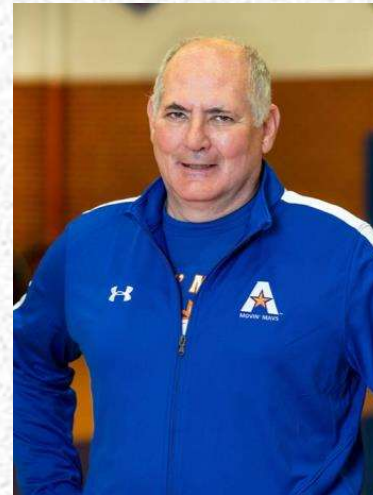
Presenters



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Tina Cain, NWBA Business and Compliance Manager

Doug Garner, Assistant Director Campus Recreation – Adapted Sports and Recreation, Head Wheelchair Basketball Coach for UT Arlington Movin' Mavs, and past NWBA Junior Division Commissioner.



Session Objectives



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This webinar is designed to help participants understand:

1. the NWBA event sanction application process
2. the importance of the NWBA Event Resource Guide
3. the importance of the Quality Control System
4. the requirements and expectations for operating/hosting an NWBA sanctioned event

Event Sanction Application



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The NWBA has a number of general application and forms for NWBA operations. Please explore the tabs below, and if you are looking for a form not found, please contact **Brandon McBeain** at the NWBA.

GENERAL APPLICATIONS AND FORMS **EVENT SANCTION APPLICATION** JUNIOR DIVISION FORMS CLASSIFICATION FORMS ADULT DIVISION II & III FORMS POLICY VIOLATION REPORT

CONFLICT OF INTEREST AND GIFTS & ENTERTAINMENT

EVENT SANCTION APPLICATION

NWBA Event Types (may include, but are not limited to):

- hosting a NWBA game between two teams;
- series of games between NWBA registered teams (does not have to be hosted on consecutive day/s)
- NWBA tournament (more than two registered NWBA teams);
- NWBA clinic/camp; and
- any other type of wheelchair basketball event involving NWBA members.

Event Sanction Application



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Minimum requirements to add an event to the NWBA Calendar as an

“Unsanctioned” event: *(submit as far in advance as possible)*

- 1) Event Details - *Event Name, Event Director Name and Event Dates*
- 2) Proposed Location Information - *Event Location and Point of Contact*
- 3) Competition Information - *Divisions and Tournament Designation Request*
- 4) Waivers and Acknowledgements

“Sanctioned” event status includes the above and the following:

(submit at least 15 days before event)

- 1) Confirmed Venue Information - *Point of Contact, Location and Amenities*
- 2) Insurance - *Copy of Certificate of Insurance if not requested insurance from NWBA*
- 3) Additional Competition Information - *Team Fees, Services to Teams, Event Flyer, Event Registration Form, Event Logo*
- 4) Officials and Volunteers - *Name of Head Official, Services to Officials and Volunteers*
- 5) Documents & Communication - *Flyer, Registration Form, Logo, Website, Social Media, Emergency Response Plan*

Submit events as early in the season as possible - Application fees (\$25) will be fully refunded for events that are not hosted

Event Sanction Application



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Application Deadline

Event Sanction Application must be submitted at least 15 days prior to start of an event

Season

- Competition regular season starts October 1
- Competition must be completed for consideration for postseason play as established by Divisional Guidelines and set forth each season by the NWBA

Infraction

- Reported to the NWBA Ethics Committee for investigation
- Infraction of NWBA Policies & Procedures may receive an imposed fine up to \$500 and/or competition results be void from NWBA record and postseason consideration

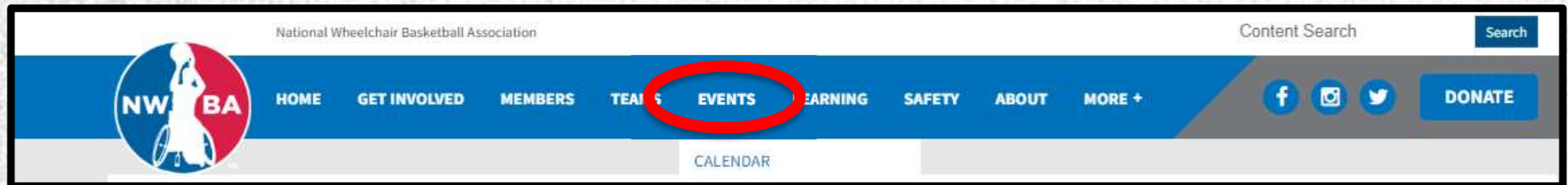
Results

- All scores must be inputted on the NWBA website within 24 hours of the conclusion of an event
- Event Directors have access to input scores

NWBA Calendar *(list of sanctioned and unsanctioned events)*



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sportengine

National Wheelchair Basketball Association

Content Search

GET INVOLVED MEMBERS TEAMS **EVENTS** LEARNING SAFETY ABOUT MORE +

EVENTS > CALENDAR SCORES & SCOREBOOK **SANCTIONED EVENTS** **UNSANCTIONED EVENTS** RFP FOR NATIONALS 2023 NATIONALS

Calendar

CALENDAR VIEW MONTH LIST VIEW DAY VIEW

← July 2022 →

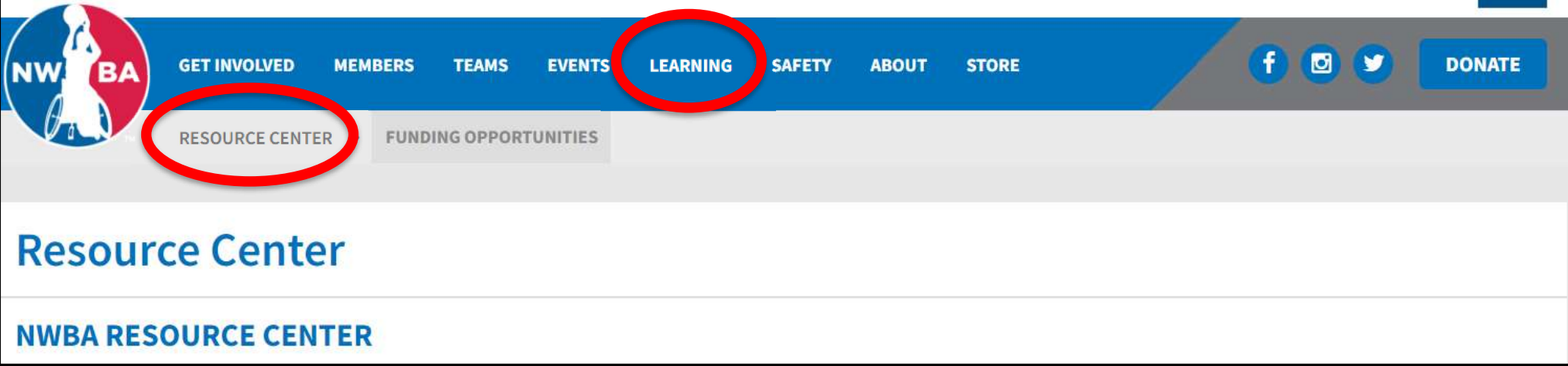
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|---|---|---|---|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 2022 AMERICAS CUP All Day Event São Paulo, State of São Paulo, Brazil Tag(s): Home National Teams Calendar Events 22-23 WEBINAR SERIES: EVENT SANCTIONING | 14 2022 AMERICAS CUP All Day Event São Paulo, State of São Paulo, Brazil Tag(s): Home National Teams Calendar Events | 15 2022 AMERICAS CUP All Day Event São Paulo, State of São Paulo, Brazil Tag(s): Home National Teams Calendar Events | 16 2022 AMERICAS CUP All Day Event São Paulo, State of São Paulo, Brazil Tag(s): Home National Teams Calendar Events |

Need Help?

Event Resource Guide



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NWBA

GET INVOLVED MEMBERS TEAMS EVENTS **LEARNING** SAFETY ABOUT STORE

RESOURCE CENTER FUNDING OPPORTUNITIES

Resource Center

NWBA RESOURCE CENTER

NWBA EVENT RESOURCE GUIDE

The NWBA Event Resource Guide will provide an overview and reference materials to assist in the planning and implementation of NWBA sanctioned events. All Event Directors must review the Event Resource Guide thoroughly and are required to follow those Guidelines.

If you have questions please contact Brandon McBeain at brandonmcbeain@nwba.org.



Event Resource Guide

Event Resource Guide



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- Event Sanctioning Process
- Quality Control System
- Event Designation
- NWBA Event Checklist
- Event Roles
- Venue
- Processing Event Results
- Incident & Injury Report
- Shot Clock Instructions
- Game Clock Instructions
- Time Outs
- Sponsorship Opportunities
- Event Information
- Competition Format
- Communication Plan
- Awards Ballot
- Game Summary Sheet



Event Resource Guide

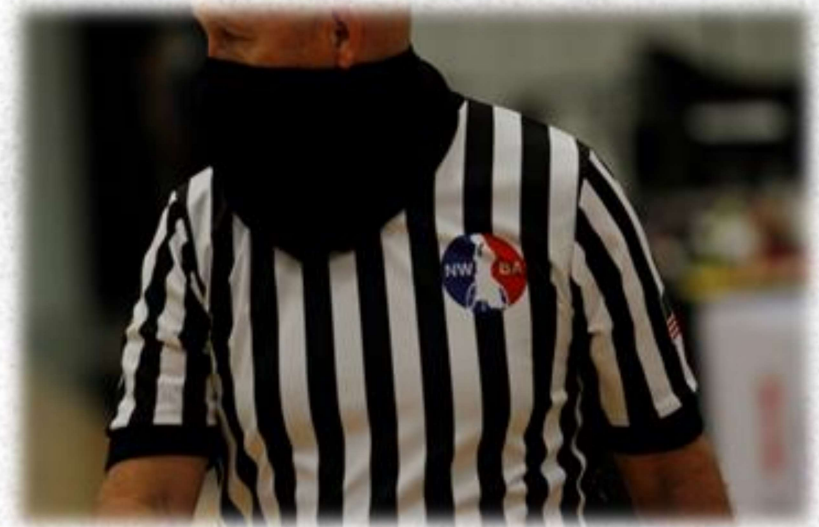


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Update for 2022-2023 Season

Regional Lead Officials:

- Austen Hendrickson - Central (OK, MO, NV, TX)
- Lacorie Steppe - East (CT, MA, NY, MD, NC, SC, VA)
- Matt Schneider – North (IL, IN, WI, MI, MN)
- Sarah Sowers - West (CO, CA, OR, MT, UT, WA, AZ)
- Gary Piercy – South (NE, MS, AR, IA, KS, KY, TN, OH, PA, AL, FL, GA)



Responsibilities include:

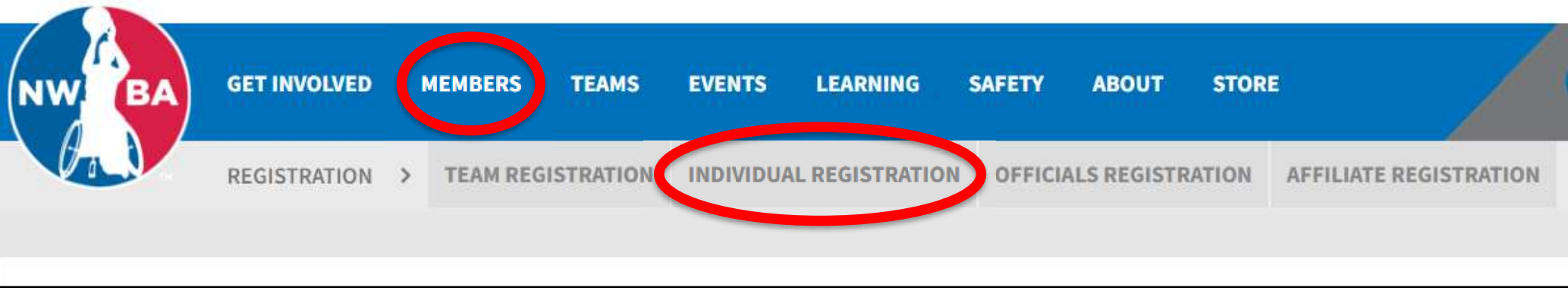
- communicate with and evaluate officials in their respective geographic regions;
- be a point of contact for event directors;
- assist with testing and training; and
- recruit and onboard new officials.

Event Sanction Application



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Note: Once an event is 'sanctioned', Event Directors must submit a current season NWBA Non-Athlete Membership Registration in order to be compliant with the Minor Athlete Abuse Prevention Policies (MAAPP) as well as the Background Check Policy.



REGISTRATION LINKS

Team Registration **MUST** be complete prior to that Team's affiliated participants submitting an Individual Registration. [Click here for more information on Team Registration.](#)

Individuals with multiple roles should submit multiple Registrations--Athlete Registration prior to Non-Athlete Registration. Review additional details below in the Membership Categories section.

[CLICK HERE TO REGISTER AS JUNIOR ATHLETE](#)

[CLICK HERE TO REGISTER AS ADULT ATHLETE](#)

[CLICK HERE TO REGISTER AS NON-ATHLETE](#)

Quality Control System

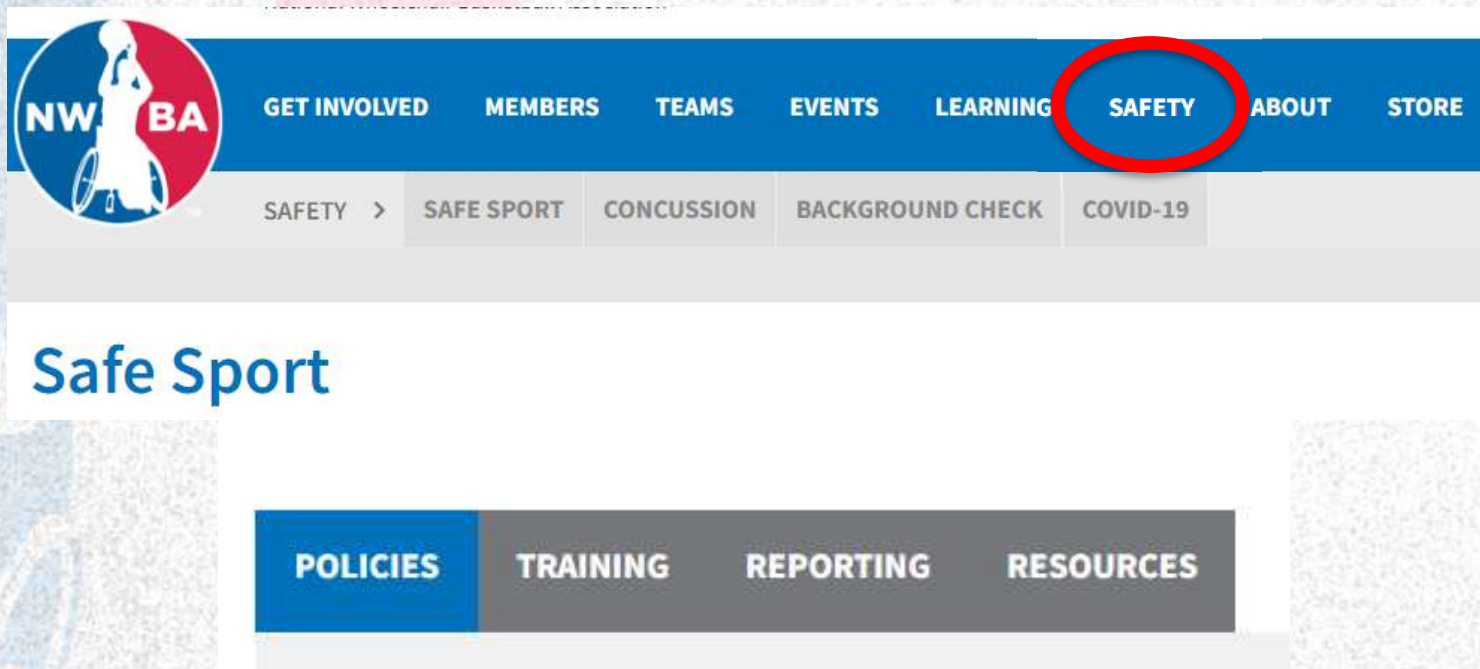


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Application of Policies – MAAPP and Background Screen

NWBA Safety Policies & Information: <https://www.nwba.org/safety>

- Policies
- U.S. Center for SafeSport's Centralized Disciplinary Database (CDD)
- Signage/Flyers
- Training info – required and optional
- Minor Consent Form Templates: *Per the Minor Athlete Abuse Prevention Policies (MAAPP), teams inclusive of minor athletes should collect appropriate consent forms. Each team can use their own, but templates are posted on the NWBA website*



Quality Control System



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Participants

Adult Participants required to have a verified complete NWBA Athlete and/or Non-Athlete Registration 10 days prior to their first competition at a NWBA sanctioned event:

- NWBA Staff (Employees, Interns)
- NWBA Members: Junior Athlete, Adult Athlete and Non-Athlete (age 18+) including:
 - Board of Directors
 - Coaches
 - Officials
 - Team Support Staff (Administrator, Statistician, Medical Professional, Equipment Manager, Team Classification Reviewer, Personal Care Attendant)
 - Classifier
 - Team Representative
 - Committee Leadership (Standing, Ad hoc, Task force)
 - Divisional and Conference Leadership
 - Event Director / Sanction Holder
 - Local Organization Committee
 - USA National Team Staff
- NWBA Independent Contractors w/Regular Contact or Authority
- Vendors w/Regular Contact (i.e., vendors invited by the NWBA to be at an event especially if it is more than one event)

Quality Control System



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Participants

Individuals who may have Regular Contact or Authority (required to complete Training):

- NWBA Independent Contractors
- Volunteers (i.e., facility directors, competition managers, etc.)
- Vendors (i.e., invited by the host organization)
- Medical (i.e., athletic trainers / PTs / massage / etc.) not affiliated with a team (i.e., staff from the facility providing preventative medicine/treatments during the event)



Quality Control System



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Participants

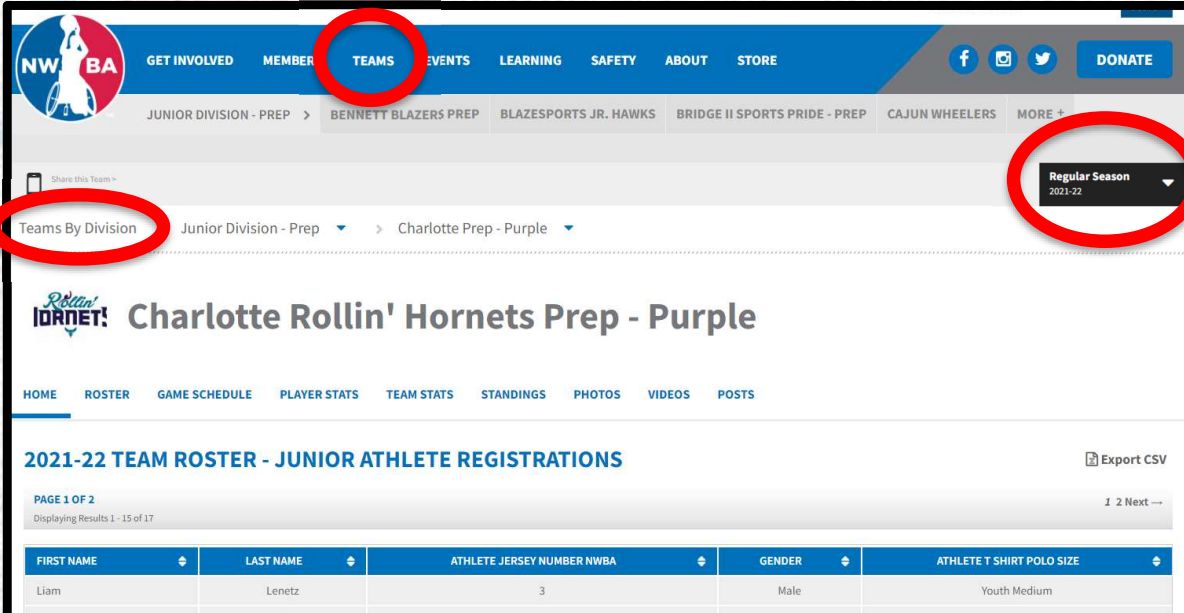
Example list of individuals tend to be participants of an event and are required to receive Policies and Reporting Communication and checked against the Exclusion List:

- staff / interns / volunteers helping to run the event
- facility managers (i.e., staff who are helping with the event who have keys or access throughout the building)
- Security
- EMTs, / Medical (responding to an emergency)
- concession stand / catering staff
- merchandise / sales
- media / reporters
- Announcers
- national anthem singers
- live stream staff (camera operators, broadcasters, etc.)
- photographers
- videographers
- VIPs
- Interpreters
- other volunteers (ticket takers, stats, clock, score table, awards, credential checks, bathroom/locker room checks, etc.)

Quality Control System

Roster Verification

- Confirm that only current season NWBA registered and rostered Junior Athletes, Adult Athletes and Non-Athletes are participating in the event:
 - <https://www.nwba.org/nonteamaffiliated>
 - <https://www.nwba.org/page/show/6549668-teams-by-division-2021-22>
- Confirm that only NWBA registered floor officials are being used for competition:
<https://www.nwba.org/officials>
- Confirm that only current season NWBA registered teams are participating in the event and that each registered team only rosters one team per division for each NWBA sanctioned event: <https://www.nwba.org/page/show/6549668-teams-by-division-2021-22>



The screenshot shows the NWBA website's 'Teams By Division' page. The top navigation bar includes 'GET INVOLVED', 'MEMBER', 'TEAMS', 'EVENTS', 'LEARNING', 'SAFETY', 'ABOUT', and 'STORE'. The 'TEAMS' menu item is circled in red. Below the navigation bar, the 'Regular Season 2021-22' dropdown is circled in red. The 'Teams By Division' link is also circled in red. The page displays the 'Charlotte Rollin' Hornets Prep - Purple' team roster for the '2021-22 TEAM ROSTER - JUNIOR ATHLETE REGISTRATIONS'. The roster table shows the following data:

| FIRST NAME | LAST NAME | ATHLETE JERSEY NUMBER NWBA | GENDER | ATHLETE T SHIRT POLO SIZE |
|------------|-----------|----------------------------|--------|---------------------------|
| Liam | Lenetz | 3 | Male | Youth Medium |

Quality Control System



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Communications

Event Participants and Team Representatives

Reference email templates in Event Resource Guide and provide in-person day of the event

Signage

Post signage throughout any/all venue(s) - focusing on areas that are well populated as well as any door or wall that leads to an area that is not observable and interruptible (e.g., entrances, team check-in, storage areas, restrooms, locker rooms, changing rooms, etc.)

- 'MAAPP At-A-Glance' flyer
- 'Restroom/Locker Room Notice' flyer
- 'Training Room' flyer
- 'MAAPP and Reporting Links and QR Codes' flyer



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**ONE-ON-ONE INTERACTIONS BETWEEN
ADULTS AND MINOR ATHLETES MUST BE
OBSERVABLE AND INTERRUPTIBLE**

The NWBA is committed to building a sport community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct.

Minor Athlete Abuse Prevention Policies
The NWBA strictly adheres to the MAAPP which established clear requirements for interactions between Adult Participants and Minor Athletes.



SCAN ME

Reporting
If you experience or if you have reasonable suspicion of any violations of prohibited conduct or the MAAPP, please report it immediately.



SCAN ME

More information can be found at:
www.nwba.org/safesport

Quality Control System



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Risk Assessment

Eliminate all vulnerabilities and eliminate applicable risks for:

- One on One Interactions
 - Check for areas that are potential risk for One-on-One Interactions
 - If there are rooms that are not being used, close and locked the door.
 - Actively monitor for One-on-One interactions throughout the competition.
- Massage and Athletic Training Modalities
 - Locker Rooms/Changing Areas
 - Post the 'Restroom/Locker Rooms flyer'
 - Perform Regular/Random Monitoring of Restrooms/Locker Rooms
- Social Media/Messaging (Includes Texts and Emails)
 - No communication should be sent to an individual minor athlete, but rather use group communications only and copy other adults, including the minor's parents.
- Local and Team Travel
 - Only NWBA registered athletes and non-athletes included on the team roster posted on NWBA website should be included with team travel.

Event Directors, or their designees, should conduct random checks throughout all areas of the facility and throughout the dates/times of the event to ensure safety.

Questions?

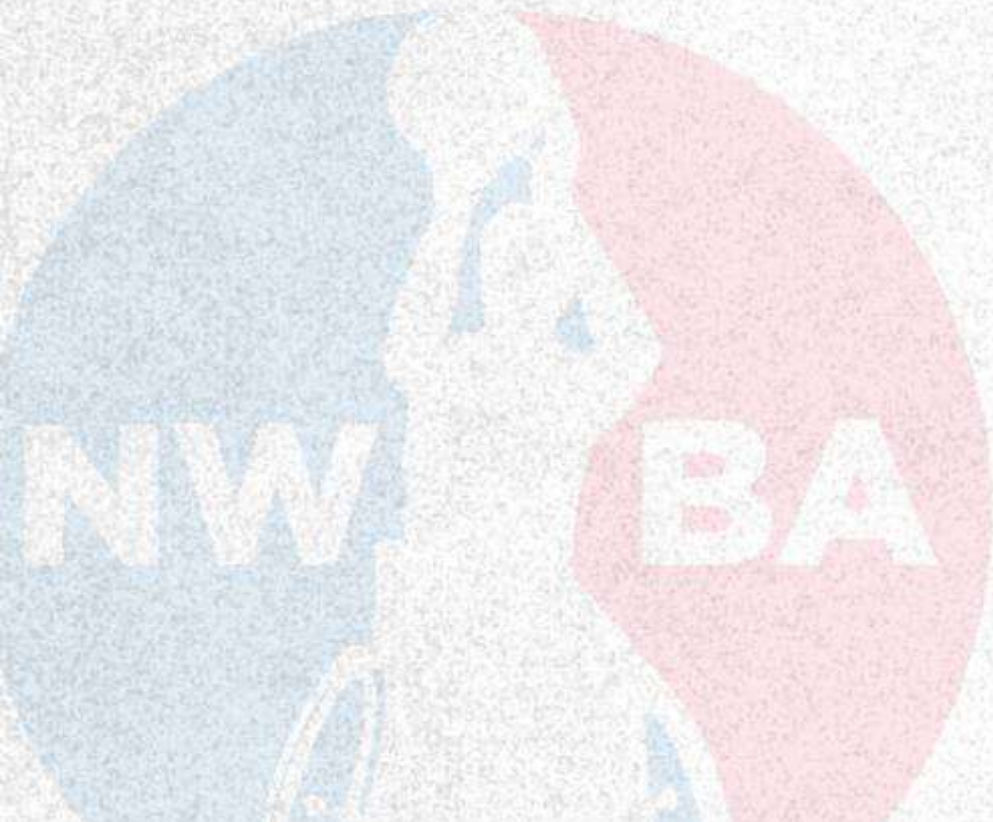


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Contacts

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Tina Cain: tina@nwba.org



Thank you!



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NWBA Webinar Series:

<https://www.nwba.org/webinarseries>

Next Up:

Wednesday, July 27, 2022 at 6:30pm MT



The graphic is a blue, semi-circular banner with a red dotted border. It features the NWBA logo on the left, the text "NATIONAL WHEELCHAIR BASKETBALL ASSOCIATION" in the center, and "NWBA Webinar Series" and "Presented By ABCmedical" on the right. Below the banner is a circular photo of Brandon McBeain, the NWBA Director of Membership Services and Programs. To the right of the photo is a "SAVE THE DATE" stamp. At the bottom is a blue button with the website URL.

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**"Registering as a NWBA Team
and Member"**

Brandon McBeain
NWBA Director of
Membership Services
and Programs

**SAVE
THE
DATE**

www.nwba.org/webinarseries