

National Wheelchair Basketball Association (NWBA)
NWBA, hereinafter, "NGB / HPMO"
GAMES STAFF SELECTION PROCEDURES
2020 TOKYO PARALYMPIC GAMES
MEN'S & WOMEN'S WHEELCHAIR BASKETBALL
November 6, 2019

AMENDED August 6, 2020

Following the IPC's announcement that the Tokyo 2020 Paralympic Games have been rescheduled to take place August 24-September 5, 2021, this notice and the information below serve as an announcement of amendment(s) to the National Wheelchair Basketball Association's Staff Selection Procedures. It was confirmed that these Games would still be referred to as the Tokyo 2020 Paralympic Games. Therefore, references to the Paralympic selection process, Paralympic qualification system, Paralympic Team, Paralympic Trials and Paralympic Games may still reflect '2020' in these selection procedures.

Section of Procedures	Page #	Amendment Description
Section 8: Date of Nomination	<i>Page 4</i>	Nomination date for Medical Staff added as January 15, 2021. Nomination date updated from July 10, 2020 to July 10, 2021.

These procedures provide for selection of the National Wheelchair Basketball Association Games Staff of one Head Coach, two Assistant Coach (es), one Team Leader, Medical, Strength & Conditioning, Nutritionist and Sports Psychologist for the 2020 Tokyo Paralympic Games. However, accreditation allocation is not guaranteed and will be based on final USOPC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOPC and the NGB/HPMO.

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

USOPC Role Name - (Games Function)	Responsibility
Head Coach	Serve as the primary lead for team activities and directive to prepare athletes/teams for success on the field of play.
Assistant Coach(es)	Serve at pleasure of the Head Coach; while preparing athletes/teams for success on the field of play.
Team Leader	Serve as primary point of contact and liaison between the athletes, games staff, USOPC and NGB/HPMO before, during and after the Games.

Medical (ATC, Physio, Physician, PA, Massage)	Provide appropriate medical care to the athletes.
Strength & Conditioning SME	Provide individualized training programs; own testing on strength and conditioning criteria to track progress; track adherence to plans and support coaches with updates
Nutrition SME	Provided individualized nutrition plans; set up and review labs to identify deficiencies; support athletes on supplements that are compliant with USADA / WADA, but that help augment performance
Sport Psychologist	Educate team on field of sport psychology to build comfort with this domain; conduct group sessions leveraging expertise and that begin to raise capability; be available conduct one on one assessments and exercises to move athletes closer to peak performance despite stressors

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

NGB/HPMO Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOPC 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 NGB/HPMO and/or USOPC.
- 2.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games (Must not have any travel restrictions).
- 2.3. Have the ability to work effectively with the USOPC and NGB/HPMO.
- 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 USOPC including attendance at USOPC Games related meetings.
- 2.7. Be available for entire duration of the Games, and training / competition requirements leading up to the Games.
- 2.8. Have the NGB/HPMO approval to make financial decisions regarding the Team (*if applicable*).
- 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 NGB/HPMO.
- 2.14. Be listed on NGB/HPMO Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position (*if applicable*).
- 2.16. Successfully complete the US Center for SafeSport's 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 USOPC Games Background Check, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
- 2.19. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (Attachment A and <http://www.teamusa.org/medicalvolunteer>)
- 2.20. Be approved for nomination through the USOPC's Sports Medicine Division.

In addition, Coaches Must:

- 2.21. Possess a high level of specific technical and tactical knowledge of the sport.

In addition, Other Positions (*i.e. Team Managers, Strength & Conditioning, Nutritionists, Sport Psychology roles, etc.*) must:

- 2.22. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.

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

The NGB/HPMO will not solicit applications for individuals interested in these positions. These individuals have already been identified and listed on our "Long List" that needs to be submitted to the USOPC. Our goal is to minimally have 1 back up per position. Each candidate in the pool must meet the criteria as listed under Section 2. Experience working with the respective team throughout the 2020 Quad (**now extended to 2021**) will be considered in addition to criteria in Section 2.

The priority of Head Coach will be the current respective Wheelchair Basketball National (Ultimately Paralympic) Team Head Coach for each team.

The priority for Assistant Coach(es) will be the current respective Wheelchair Basketball National (Ultimately Paralympic) Team Assistant Coach (es) for each team.

The priority for Team Leader will be the current respective Wheelchair Basketball National (Ultimately Paralympic) Team Leader for each team.

The priority for Medical Staff will be the current respective Wheelchair Basketball National (Ultimately Paralympic) Medical staff for each team.

The NGB/HPMO will work with the USOPC to identify individuals to serve in support services roles of Strength & Conditioning SME, Nutrition SME and Sport Psychologist.

The Selection Committee, described in Section 6, will nominate the current respective Head and Assistant (es) unless they retire, withdraw or are removed per Section 4.

With final approval being conducted by the Selection Committee, the current respective Head and Assistant (es) coaches will provide input on candidates for Team Leader and Medical Staff.

Should a staff member need to be replaced, the Selection Committee will make recommendations on up to 3 candidates from the "Long List" who meet all the criteria outlined in Section 2 and who provides the best opportunity for success of the respective team at the 2020 Paralympic Games. Those recommendations will be considered by Selection Committee, and Head and Assistant coach (es) (when applicable), to determine one candidate to be interviewed by at least one member of the Selection Committee, and Head and Assistant coach (es) (when applicable). If the candidate is approved, by Selection Committee, they will be named as the replacement staff member.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB/HPMO Chief Executive Officer or President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the NGB/HPMO. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB/HPMO, 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 NGB/HPMO's Code of Conduct (Attachment B).

Once the Games Staff nomination(s) is accepted by the USOPC, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable NGB/HPMO Code of Conduct, the USOPC's Games Forms apply. The USOPC'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 and be selected via the process outlined in Section 3.

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

The NGB/HPMO High Performance Staff Selection Committee will make the final approval.

- NGB/HPMO Chief Executive Officer
- NGB/HPMO High Performance Committee Chair
- *One athlete representative to ensure 20% representation
- *Two members of the High Performance Committee

*Note: roles are not necessarily mutually exclusive

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/HPMO Board of Directors and/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 USOPC on or before:

Medical Staff: January 15, 2021

All other Staff: July 10, 2021

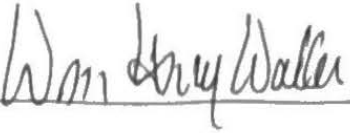

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: www.nwba.org

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

9.2. Other (if any):

Position	Print Name	Signature	Date
NGB/HPMO President or Chief Executive Officer	William Waller		8/14/20
USOPC Athletes' Advisory Council Representative*	Steven Serio		October 2, 2020

* If the USOPC 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, 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 USOPC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.

Attachment A

USOPC Sports Medical Games Requirements

PURPOSE

The USOPC 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 USOPC 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 USOPC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOPC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOPC Sports Medicine. In cases where medical services or materials are not identified, the USOPC cannot guarantee support for additional or late requests because of time, budget and other factors.

2. HPMO 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 USOPC Volunteer Program Application for specific specialty (Attachments located at www.teamusa.org/medicalvolunteer). On occasion, specific supporting documentation will be requested at the discretion of USOPC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOPC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOPC 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
- Physical Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Doctor of Chiropractic Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Physician Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Massage Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer

Attachment B

NWBA Code of Conduct

An electronic signature is obtained during all individual registration sessions (Junior Athlete, Adult Athlete & Non-Athlete) for the NWBA Code of Conduct.

In order to maintain a level of decorum throughout the NWBA, the Board of Directors has voted to institute the following Code of Conduct:

POLICY:

1. The Code of Conduct is effective for all NWBA teams, coaches, assistant coaches, players, team representatives, team reviewers, team leaders/managers, team athletic trainers and medical personnel, officials, classifiers, commissioners, Executive Committee members, Committee members, Board Directors, NWBA staff member, volunteers, parents/guardians, spectators, and any other affiliates, at all times during all practices, games, tournaments, and other NWBA events;
2. The Code of Conduct shall begin at the time the first person enters any facility for games or practices (home or away) until departure of the last person;
3. Code violators may be warned.
4. The NWBA Ethics Committee shall review alleged violations of the Code of Conduct to determine if a violation has occurred.
5. The NWBA Board of Directors may impose a sanction determined by Board of Directors, in accordance with the NWBA Bylaws and Policies and Procedures, for any Ethics Committee determination of a violation of the Code of Conduct.

CODE:

Every team, coach, assistant coach, player, team representative, team reviewer, team leader/manager, team athletic trainer or medical personnel, official, classifier, commissioner, Executive Committee member, Committee member, Board Director, NWBA staff member, volunteer, parent/guardian, spectator, and any other affiliate shall:

1. Act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct, physically, emotionally, and verbally;
2. Respect the rights of all individuals to fair treatment and equal opportunity, free from discrimination or harassment of any type, including without limitation

discrimination on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or otherwise.

3. Know, understand, and comply with all applicable laws, rules and regulations, and Codes of Conduct;
4. Be a member in good standing of the NWBA;
5. Will refrain from conduct detracting from any player's ability to play wheelchair basketball;
6. Respect the property of others, whether personal or public;
7. Respect all members of the NWBA, including coaches, officials, NWBA representatives and elected officials, spectators, and all other affiliates;
8. Act in a manner that will bring respect and honor to all members of the NWBA and the Association;
9. Conduct themselves in a sportsmanlike, professional, and respectful manner on and off the court, for all NWBA functions or functions related to NWBA business.

Furthermore, every team, coach, assistant coach, player, team representative, team reviewer, team leader/manager, team athletic trainer or medical personnel, official, classifier, commissioner, Executive Committee member, Committee member, Board Director, NWBA staff member, volunteer, parent/guardian, spectator, and any other affiliate shall not:

1. Abuse either verbally or physically any player, coach, assistance coach, team reviewer, team leader/manager, official, classifier, commissioner, Executive Committee member, Board Director, NWBA staff member, volunteer, parent/guardian, spectator, or other affiliate of the NWBA;
2. Discriminate against any individual for any reason.
3. Throw any object on or off the field of play in the manner as to create a safety hazard to anyone.
4. Taunt anyone by means of baiting or ridiculing a threat of physical violence to anyone.

ENFORCEMENT:

1. Coaches, team representatives, and team leaders/managers shall have the primary responsibility for their own conduct and the conduct of their assistant coaches, players, team reviewer(s), team athletic trainers and medical personnel,

parents/guardians, spectators, and any other affiliates, and should abide and impose the appropriate provision of the Code of Conduct when necessary.

2. Officials shall have the primary responsibility for their own conduct and can enforce ejection of any coach, assistant coach, player, team representative, team reviewer, parent/guardian, spectator or other affiliate that breaks code.
3. Division and Conference Commissioners shall have the responsibility for their own conduct and of enforcing the Code of Conduct for the respective Conference and Division for which they are appointed.
4. The NWBA Executive Director and Board of Directors shall have the responsibility for their own conduct and for the conduct of every team, coach, assistant coach, player, team representative, team reviewer, team leader/manager, team athletic trainer or medical personnel, official, classifier, commissioner, Executive Committee member, Committee member, Board Director, NWBA staff member, volunteer, parent/guardian, spectator, and any other affiliate, and may enforce the Code of Conduct for anyone that violates the Code of Conduct.

PUNISHMENT:

Any team, coach, assistant coach, player, team representative, team reviewer, team leader/manager, team athletic trainer or other medical personnel, official, classifier, Commissioner, Executive Committee member, and Committee member found in violation of this Code of Conduct by the Ethics Committee shall be subject to sanctions imposed in accordance with the NWBA Bylaws, Policies and Procedures, as determined by the NWBA Board of Directors.

ACKNOWLEDGEMENT

I have received and read the document entitled "NWBA Code of Conduct." I understand that this Code of Conduct is NWBA policy, and I agree to abide by all of its requirements.

Signature

Date

Printed Name

Position