

National Wheelchair Basketball Association (NWBA) Contractor, Employee and Volunteer Selection Procedures 2024 Paralympic Games

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SECTION 1: OVERVIEW

These procedures provide the qualification requirements for selection to NWBA's Staff for the 2024 Paralympic Games ("Games Staff"). 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 National Wheelchair Basketball Association as the National Governing Body ("NGB").

SECTION 2: GAMES STAFF REQUIREMENTS

2.1 MINIMUM REQUIREMENTS FOR ALL GAMES STAFF

1. Undergo a background screen in accordance with the current [USOPC Background Check Policy](#) prior to nomination.
 - Should a nominee experience an 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 USOPC.
2. Have a valid passport at the time of nomination that does not expire for six months after the conclusion of the Games.
3. Be familiar with and abide by the [USOPC Athlete Safety Policy](#), the U.S. Center for SafeSport's [SafeSport Code for the Olympic & Paralympic Movements](#), and the [USOPC Minor Athlete Abuse Prevention Policies \(MAAPP\)](#).
4. Be available for the entire duration of the Games (if requested).
5. Demonstrate ability to work effectively with the USOPC, athletes and other Team personnel.
6. Have strong administrative, communication and organizational capabilities needed for Games Staff role.
7. Have NWBA approval prior to making any financial decisions regarding the Team.
8. Be responsible for the Team's adherence to all rules regarding discipline at the Games.
9. Fulfill all duties and requirements of the USOPC and NWBA including attendance at USOPC Games related meetings.
10. Be in good health and able to withstand the physical rigors of traveling and working with the Team.
11. Be listed on the NWBA long list.
12. Be in good standing with IWBF, NWBA, USOPC, U.S. Center for SafeSport, and USADA.
13. Successfully complete all USOPC Games Registration requirements by the stated deadline.
14. Successfully complete the U.S. Center for SafeSport's training requirements by the stated deadline.
15. Successfully complete all anti-doping training required for Games Staff role by the stated deadline.
16. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, IWBF and/or the local organizing committee.

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2.2 ADDITIONAL REQUIREMENTS FOR ALL SPORTS MEDICINE PROVIDERS

1. Possess appropriate certifications/licenses as applicable
2. In addition to the approved USOPC Games Background Check, pass a medical credential review which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
3. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine (<https://www.usopc.org/athlete-services/medical/volunteer-program>).
4. Meet the minimum criteria and provider requirements defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
5. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.
6. Be approved for nomination through the USOPC's Sports Medicine Division.
7. Complete all mandatory Games training by the stated deadline.

2.3 ADDITIONAL REQUIREMENTS FOR ALL SPORTS SCIENCE PROFESSIONALS

1. Meet the minimum criteria defined in the [USOPC Sports Science Credentialing Policy](#) (see additional resources).
2. Possess the appropriate professional certifications.
3. Pass licensure/credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sport Performance (separately arranged background checks will not be considered).
4. Possess appropriate experience relative to the position/field of practice for which they may be nominated.
5. Be approved for nomination through the USOPC's Sports Science Division.
6. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to provide services at the Games).

SECTION 3: GAMES STAFF ROLES THAT WILL BE FILLED BY NWBA/USOPC EMPLOYEES

Roles filled by NWBA/USOPC Employees	Responsibility
Strength & Conditioning (1) – Men's and Women's Teams	Provide appropriate strength and conditioning services to the athletes.
Nutritionist (1) – Men's Team	Provide appropriate nutrition services to the athletes.
Nutritionist (1) – Women's Team	Provide appropriate nutrition services to the athletes.

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SECTION 4: GAMES STAFF ROLES THAT WILL BE FILLED BY CONTRACTORS OR VOLUNTEERS

Roles filled by Contractors	Responsibility
Team Leader (1) – Men’s Team	Serve as primary point of contact and liaison between the USOPC and NWBA before, during and after the Games.
Team Leader (1) – Women’s Team	Serve as primary point of contact and liaison between the USOPC and NWBA before, during and after the Games.
Head Coach (1) – Men’s Team	Prepare athletes/teams for success on the field of play.
Assistant Coach (up to 3) – Men’s Team	Prepare athletes/teams for success on the field of play.
Medical (1) – Men’s Team	Provide appropriate medical care to the athletes.
Head Coach (1) – Women’s Team	Prepare athletes/teams for success on the field of play.
Assistant Coach (up to 3) – Women’s Team	Prepare athletes/teams for success on the field of play.
Medical (1) – Women’s Team	Provide appropriate medical care to the athletes.
Sport Psychologist (1) – Men’s and Women’s Teams	Provide appropriate mental health services to the athletes.
Roles filled by Volunteers	Responsibility
If/As Needed for Replacements Only	If/As Needed for Replacements Only

4.1 MINIMUM REQUIREMENTS FOR ALL CONTRACTORS AND VOLUNTEERS

1. Have a signed NWBA Contractor or Volunteer Agreement on file by the stated deadline.
2. Be a member in good standing with the NWBA
3. Successfully complete the current season NWBA Non-Athlete Membership Registration process

4.2 MINIMUM REQUIREMENTS FOR SPECIFIC GAMES STAFF ROLE

A) TEAM LEADER

1. Have relevant management experience
2. Have relevant Games Staff experience from a previous Delegation Event, IF/CF or world championship event within the last four (4) years (preferred).
3. NWBA/Wheelchair Basketball and High Performance Program experience (preferred).

B) COACH/PERFORMANCE MANAGER

1. Possess a high level of competency regarding IWBF rules and regulations governing the sport.
2. Have extensive (current coach and/or a minimum of five years of coaching) experience working with elite level wheelchair basketball athletes.
3. Have relevant Games Staff experience from a previous Delegation Event, IF/CF or world championship event within the last four (4) years (preferred).
4. NWBA/Wheelchair Basketball and High Performance Program experience (preferred).

C) SPORTS MEDICINE PROVIDERS (INCLUDING MENTAL HEALTH PROFESSIONALS)

1. Possess appropriate experience relative to the position/area of expertise for which they are being nominated.

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2. Have relevant Games Staff experience from a previous Delegation Event, IF/CF or world championship event within the last four (4) years (preferred).
3. NWBA/Wheelchair Basketball and High Performance Program experience (preferred).

D) SPORTS SCIENCE PROVIDERS

1. Possess appropriate experience relative to the position/area of expertise for which they are being nominated.
2. Have relevant Games Staff experience from a previous Delegation Event, IF/CF or world championship event within the last four (4) years (preferred).
3. NWBA/Wheelchair Basketball and High Performance Program experience (preferred).

SECTION 5: METHOD USED TO IDENTIFY AND NOMINATE CONTRACTOR AND VOLUNTEER GAMES STAFF

NWBA does not plan to solicit applications for the Games Staff position(s) listed above. NWBA intends to fill all Games Staff position(s) with current USOPC employees, NWBA employees and/or NWBA contractors.

In the event that a volunteer is needed to fill a replacement Games Staff position listed above, the High Performance Committee and NWBA CEO will consider individuals who meet the criteria outlined in Section 2 and Section 4 and who submit their interest to the NWBA by emailing info@nwba.org before the stated deadline (<https://www.nwba.org/usawb>).

SECTION 6: APPROVAL OF GAMES STAFF NOMINATIONS

6.1 NWBA/USOPC EMPLOYEE AND CONTRACTOR GAMES STAFF

The NWBA High Performance Committee and NWBA CEO (or designee) will have the final approval for all Games Staff.

Committee Name: NWBA High Performance Committee (current members listed below-reference NWBA website for updates: <https://www.nwba.org/managementleadership>)

Chair, David Greig
Athlete Representative (10-Year +), Eric Barber
Athlete Representative (10-Year), Gail Gaeng
Member, TBD
Member, TBD

6.2 VOLUNTEER GAMES STAFF

In the event that Volunteer Games Staff are needed to replace NWBA/USOPC employees and/or NWBA Contractor Games Staff, the NWBA High Performance Committee and NWBA CEO (or designee) will have the final approval for all Volunteer Games Staff.

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Committee Name: NWBA High Performance Committee (current members listed below-reference NWBA website for updates: <https://www.nwba.org/managementleadership>)

Chair, David Greig
Athlete Representative (10-Year +), Eric Barber
Athlete Representative (10-Year), Gail Gaeng
Member, TBD
Member, TBD

SECTION 7: REMOVAL OF GAMES STAFF

7.1 NWBA JURISDICTION

- a. NWBA has jurisdiction over Games Staff nominees prior to submission of staff entries by name by the USOPC to the Local Organizing Committee.
- b. An individual who is nominated for a Games Staff role by the NWBA may be removed as a nominee for any of the following reasons, as determined by the NWBA:
 - i. Voluntary withdrawal. Games Staff nominee submits a written letter of withdrawal to the NWBA CEO.
 - ii. Injury or illness. A physician (or medical staff) approved by NWBA provides certification that the individual has a debilitating condition. If an individual refuses to provide verification of their illness or injury by a physician (or medical staff), their injury will be assumed to be debilitating and they may be removed from the Games Staff.
 - iii. Inability to meet Games Staff requirements and/or perform required duties.
 - iv. Code of Conduct violation. Individual violates the NWBA Code of Conduct: <https://www.nwba.org/aboutpoliciesprocedures>
 - v. SafeSport Policy violation. Individual violates the NWBA SafeSport Policy and their participation is limited or not allowed due to sanctioned imposed or temporary measures implemented <https://www.nwba.org/safety>
 - vi. Anti-doping violation. Individual violates NWBA, USADA and/or USOPC anti-doping protocol, policies, and procedures.
 - vii. Removal of contract/employment. Individual is removed from their position as an NWBA/USOPC contractor or employee.

7.2 USOPC JURISDICTION

- a. Once Games Staff nominations have been submitted by the USOPC to the Local Organizing Committee, the USOPC has jurisdiction.
- b. USOPC's Games Forms apply in addition to the NWBA Code of Conduct. The Games Forms are specific to each Games and are made available during the Games registration process.

7.3 REPLACEMENT OF GAMES STAFF

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- a. If a nominated Games Staff member is unable to perform their duties due to injury, illness, Code of Conduct or SafeSport Program violation or other unforeseen circumstances that would result in the need to replace them, the replacement candidate must meet all applicable Games Staff requirements listed in Sections 2-4.
- b. All replacement candidates must be selected using the same process outlined in these selection procedures.

SECTION 8: CONFLICT OF INTEREST

8.1 GAMES STAFF CANDIDATES

Prior to nomination, all Games Staff candidates must comply with the [NWBA Conflict of Interest Policy](#) and must submit a conflict of interest disclosure form for review by the NWBA Ethics Committee.

8.2 GAMES STAFF SELECTION COMMITTEE

All members of the selection committee (see Section 6) must comply with the [NWBA Conflict of Interest Policy](#), to include completing and submitting a disclosure form consistent with the NWBA Conflict of Interest Policy before convening the committee.

Any member of the selection committee who has an actual, possible, or perceived conflict of interest must disclose it to the NWBA's ethics committee prior to the start of the selection process and/or recuse him/herself from the review process and/or voting. A conflict of interest exists when a personal, family, financial, professional, club, team or business interest of the committee member poses a direct or indirect relationship, connection, or affiliation, past or present, with a staff candidate in contention for the applicable team selection that could compromise the committee member's ability to participate in the selection process in an unbiased manner. If a conflict exists, the NWBA's ethics committee shall review the conflict and determine the committee member's level of involvement (e.g., whether that committee member must recuse him/herself from participating in discussions and/or voting). For example, if it is determined that a committee member must recuse him/herself from voting, the ethics committee may still determine that a committee member who has relevant and necessary information with respect to staff candidate experience, for example a national team coach or high performance director, may, if requested by the selection committee, provide such information to the committee so long as such information is provided in a fair and unbiased manner and so long as the committee member with the conflict of interest does not vote toward the final decision. The committee member must not otherwise influence other members of the committee in the selection process.

Additionally, any person with a good faith belief that a committee member has a conflict of interest may report the alleged conflict of interest to the NWBA's Ethics Committee by submitting a Policy Violation Report: <https://www.nwba.org/applications>. Reports may also be made anonymously through the [USOPC's Integrity Portal](#). No committee member shall retaliate in any way against a person who, in good faith, reports an alleged conflict of interest.

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Any recused individual shall be replaced in accordance with the NWBA's selection committee appointment process.

SECTION 9: DATE OF GAMES STAFF NOMINATION

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

- Medical staff: 6/20/2024
- Non-Medical staff independent of athlete selection: 7/19/2024
- Non-Medical staff dependent on athlete selection: 7/19/2024

SECTION 10: REQUIRED DOCUMENTS

In addition to the USOPC Games Forms requirements, the following documents are required to be signed by all Games Staff as a condition of nomination to the Paralympic Games:

- NWBA Membership Registration: <https://www.nwba.org/individualregistration> which includes Code of Conduct: <https://www.nwba.org/aboutpoliciesprocedures> (Appendix D within NWBA Policies & Procedures)
- NWBA Conflict of Interest Disclosure Form: <https://www.nwba.org/aboutpoliciesprocedures> (Appendix A within NWBA Policies & Procedures)

SECTION 11: QUESTIONS REGARDING SELECTION PROCEDURES

Individuals may contact the NWBA staff member(s) listed below for information about these selection procedures.

Name: Tina Cain

Position: NWBA Business and Compliance Manager

Email: tina@nwba.org

Phone: 317-331-8767

SECTION 12: GRIEVANCES

The NWBA Grievance Procedures can be found here within Article Fourteen of the NWBA Bylaws linked here: <https://www.nwba.org/aboutpoliciesprocedures>

Section 9 of the USOPC Bylaws provides a process for an individual to file a complaint with the USOPC against NWBA alleging that he/she has been denied, or threatened to be denied, with the opportunity to participate in a Protected Competition, as defined in the USOPC bylaws. Additional information on how to file a complaint can be found here: <https://www.usopc.org/legal/section-9-complaint-form>

SECTION 13: NON-RETAILATION

The USOPC and NWBA have zero tolerance for retaliation against people who make good faith reports of potential ethical, policy, or legal violations, or who cooperate with investigations of those reports. That means no USOPC or


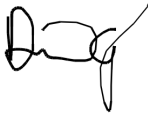
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NWBA staff, Board or Committee member, or volunteer may threaten, harass, discriminate against, or take any negative employment or related action (e.g., discharge, demotion, suspension, negative review) on that basis. Additional information can be found in the NWBA Whistleblower Policy and USOPC's [Speak Up Policy](#).


- Individuals may report concerns to the NWBA's Ethics Committee by submitting a Policy Violation Report: <https://www.nwba.org/applications>.
- Individuals may report concerns to the USOPC confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935.

SECTION 14: CERTIFICATION OF SELECTION PROCEDURES

The following individuals approved these selection procedures and through their signature, certify that the procedures comply with the USOPC's Selection Procedures minimum standards.

POSITION	NAME	SIGNATURE	DATE
NWBA Chief Executive Officer	David Shaffer		01/26/2024
NWBA High Performance Committee Chair	David Greig		01/30/2024

The following individual affirms that he/she read and understands the selection procedures.

POSITION	NAME	SIGNATURE	DATE
Team USA Athletes Commission Representative*	*Gail Gaeng NWBA AAC Chair (<i>due to Steve Serio's stated Conflict of Interest</i>)		01/30/2024

* If the Team USA AC Representative has delegated authority to the Alternate Representative to sign the Selection Procedures, attach a letter from the Team USA AC 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 Athlete Selection Procedures being submitted by the NWBA, he/she may submit those reasons in writing to his/her USOPC Sport Performance Team.

* If, for some reason, a sport does not have an elected Team USA AC Representative, the NWBA must designate an athlete from that sport to review and sign the Selection Procedures.

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Date	Revisions
January 26, 2024	Original document published

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APPENDIX A – STAFF RESOURCES

USOPC DISPUTE RESOLUTION UNIT (DRU)

USOPC's DRU oversees the administration of dispute resolution services to athletes and other members of NWBAs for grievances under the USOPC's jurisdiction to ensure the complaints are heard in a timely and fair manner.

To contact the DRU:

EMAIL: DRU@usopc.org

WEBSITE: <https://www.usopc.org/governance/dispute-resolution>

USOPC ETHICS AND COMPLIANCE

USOPC's Ethics and Compliance team is responsible for ensuring the USOPC and NWBA comply with the Ted Stevens Olympic and Amateur Sports Act, their own bylaws and policies, and any other applicable laws or regulations. Any individual may report concerns confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935 to report their concern over the phone.

USOPC SECURITY AND ATHLETE SAFETY REPORTING PORTAL

Individuals can report an incident of emotional, physical, or sexual misconduct, a violation of the Minor Athlete Abuse Prevention Policies (MAAPP) or a general security incident or concern through the [Safety Reporting Portal](#). Individuals may also report to the USOPC over the phone at 719-866-3869.

SAFESPORT HELPLINE

The SafeSport Helpline provides crisis intervention, referrals, and emotional support specifically designed for athletes, staff, and other SafeSport participants affected by sexual violence. Through this service, support specialists provide live, confidential, one-on-one support that is available 24/7. Individuals can call the Helpline at 866-200-0796 or visit www.safesporthehelpline.org.

Delegation of Selection Procedure Authority to sign the
Selection Procedures for the 2024 Paralympic Games

October 8, 2023

I, Steve Serio, the USOPC AAC Representative for the National Wheelchair Basketball Association, hereby delegate my authority to sign the 2024 Paralympic Games Athlete and Staff Selection Procedures to Gail Gaeng, the NWBA AAC Chair.

As an athlete planning to participate in the Men's Paralympic Games Team Selection Process, I have a conflict of interest with regard to the 2024 Paralympic Games Athlete and Staff Selection Procedures.

Steven Serio

19 Oct 2023

Signature

Date

Steve Serio
USOPC AAC Representative for NWBA