



TEAM GUIDEBOOK

2021-2022 SEASON

Table of Contents

Page 3: Welcome Letter

Page 4: Board of Directors

Page 5: Session Objectives

Page 6: Return to Play & COVID-19

Page 7: Planning for the Season

Page 8: Planning for the Season (Continued)

Page 9: Divisional & Conference Leadership

Page 10: Governance

Page 11: Membership

Page 12: Season Checklist

Page 13: Registration Dates & Fees

Page 14: Division & Conference Dues

Page 15: Team Payment Options

Page 16: Season Details

Page 17: Team Forms

Page 18: Team Forms (Continued)

Page 19: Individual Forms

Page 20: Individual Forms

Page 21: Classification

Page 22: Individual Registration

Page 23: Education & Training

Page 24: Athlete Safety

Page 25: Scoring Guide

Page 26: Postseason Timeline (Adult & Women's)

Page 27: Postseason Timeline (Junior & College)

Page 28: CAF and NWBA Training Zone presented by Nike

Page 29: Resource Center

Page 30: Important Reminders

Page 31: Season Management Webinar

Welcome Letter

Dear NWBA Member,

We extend to you our warmest welcome to the National Wheelchair Basketball Association. We are truly honored to have you a part of our organization and to be alongside us as we grow and develop. We thank you for your continued support and loyalty for what we do and stand for as the oldest and largest disable sports organization.

The NWBA was founded in 1949 on the premises of providing qualified individuals the tools needed to learn, play and compete. We are celebrating our 73rd season for the NWBA as we embark on play for 2021-22.

Everyday we strive to lead and inspire our members in order to win on and off the court. Thank you for believing in our leadership, guidance and overall development. We wish you the best of luck and welcome you aboard to an organization that is truly life changing. Let myself or our leaders know if there is anything at all we can do for you.

Thank You,

Tim Fox
President NWBA

Board Of Directors

Roles of The NWBA Board of Directors

The NWBA Board of Directors shall represent the interests of the wheelchair basketball community for the NWBA and its athletes by providing the NWBA with policy, guidance and strategic direction. The Board shall oversee the management of the NWBA affairs, and the Executive Director shall oversee the day-to-day management of the NWBA. Visit <https://www.nwba.org/managementleadership> for more information on the NWBA Board of Directors.

Tim Fox
President

Stephanie Wheeler
Member

Ryan Martin
Vice President

Matt Pierre
Member – (Independent)

Mike Godsey
Treasurer

Teresa Skinner
Member

Dug Jones
Secretary

Dan Ferreria
Member

Gail Gaeng
Member – AAC Chair

Steven Curtis
Member

Andrea Woodson – Smith
AAC Vice Chair

Michelle Alban
Member – (Independent)

Darlene Hunter
Member – USOPC Athlete representative

Guidebook Objectives

By the end of this guidebook, the participants will be able to:

- 1) Better understand the NWBA structure and operations from a team perspective.
- 2) Recognize the importance and planning for team compliance in areas of registration (team & individual), trainings/certifications, athlete safety, divisional requirements, and postseason eligibility.
- 3) Develop a plan for necessary action to ensure your team is successful in your season performance on and off the court!



Return to Play & COVID-19

NWBA's Return to Play

The NWBA took very intentional and systematic approach to seeking input from athletes, other members, divisional leadership and other stakeholders on the NWBA's return to play for the 2020-21 season. This included a membership survey, team representative survey and ongoing dialogue with divisional leadership/local organizing committees. More information regarding the NWBA's approach and guidelines for Return to Play can be found at <https://www.nwba.org/returntoplay>.

COVID-19 Resources & Updates

The NWBA has centralized important resources and information on the COVID-19 pandemic. These resources are provided to NWBA members by the most trusted health organizations and applicable information for you to reference as it relates to COVID-19. Please feel free to visit <https://www.nwba.org/covid19> for access to these resources.

Both webpages will be updated on a regular basis

This information is still very applicable to the approach to the 2021-22 NWBA season.

Planning for the Season

Establish a Team/Season Identity

- Practice/Playing Inter-squad Games to Winning a NWBA National Championship
- Variables include team foundation, resources (\$ and equipment), # of athletes, commitment level, facility access, or vacation time.
- This should be done prior to first team activity – virtual option in the current COVID-19 environment.

Establish and Preform in Team Roles

- A team will only be successful in team operations if they have clear roles (and expectations) for the individuals involved with the team.
- From Team Rep to Head Coach to Team Reviewer to Treasurer – i.e. “Money Person”, they are all important must for a team.

“There's nothing wrong with setting goals, but it doesn't mean a thing if you don't pay attention to the day-to-day details.”

Don Shula – Miami Dolphins - NFL Wins Leader by a Coach

Planning for the Season (continued)

Establish a Team Budget

- Registration fees – NWBA and tournament fees
- Equipment Needed – Basketballs to Chairs to Team Jerseys/Swag
- Facility Rental – Practice & Competition
- Other Team Expenses (lodging, travel, trailer maintenance, etc.)
- Revenue Opportunities – team fees, fundraising, donors*

Solicit Athlete Interest

- For returning and new athletes
 - We always should be looking for the “next Steve Serio”
 - Recruitment is key to the success of your team and the NWBA

Establish a Team Calendar

- Practice schedule; including reserving practice space (Request for Insurance covered later)
- Competition schedule; hosting games/event vs. attending
- Match up against NWBA and divisional dates/deadlines

*Make sure to check out NWBA Webinar Series segment on “Understanding Grants” available at <https://www.nwba.org/webinarseries>

Divisional & Conference Leadership

The Division Executive Committees provide leadership and oversight to operations for each division of play in the NWBA. Please feel free to contact your divisional leadership with questions or matters related to your team's division of play. Contact information for each leadership group is included in the links below.

Junior Division Commissioner: Mike Bauler

Junior Division Executive Committee: <https://www.nwba.org/juniordivisionec>

Adult Division Commissioner: Buddy Barnes

Adult Division Executive Committee: <https://www.nwba.org/adultdivisionec>

Women's Division Commissioner: Junior Rodriguez

Women's Division Executive Committee: <https://www.nwba.org/womensec>

Intercollegiate Commissioner: Jon Buford

Intercollegiate Executive Committee: <https://www.nwba.org/intercollegiatecontactinfo>

The following is links to the Conference Leadership for the Junior and Adult Divisions.

To view the Junior Division Conference Leadership, click here: <https://www.nwba.org/juniorconferences>

To view the Adult Division Conference Leadership, click here: <https://www.nwba.org/adultconferences>

Governance

NWBA Bylaws

The NWBA Bylaws are an outline of the organization rules that are approved and distributed by the NWBA Board of Directors. Available by visiting <https://www.nwba.org/aboutpoliciesprocedures>.

NWBA Policies & Procedures

The NWBA Policies & Procedures provide an overview of the policies and procedures. Available by visiting <https://www.nwba.org/aboutpoliciesprocedures>.

Division Guidelines

The NWBA Division Guidelines are guidelines set for specific operations for each division of play within the NWBA. The Division Guidelines are set by delegates of a division and approved by the Executive Committee of each division. Available by visiting <https://www.nwba.org/divisioninfo>.

NWBA Governance Chair – Dug Jones – dugjones11@gmail.com

Membership

All athletes and non-athletes must be an active member in good standing with the NWBA prior to engaging in any team activities or NWBA sanctioned events. This ensures insurance coverage can be provided and compliance measures are met for athlete safety policies of the NWBA.

Updated Dues Structure

The NWBA Board of Directors adopted a new multi-year membership dues structure through the 2023-24 NWBA season. Below is an updated table on the long-term NWBA Membership Dues Structure. During the 2021 NWBA Annual Assembly it was announcing a freeze* on dues again for 2021-22.

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Adults	\$30	\$30	\$5 \$30	\$50 \$30	\$50	\$50
Juniors	\$25	\$25	\$25	\$25	\$25	\$25
Non-Athletes	\$50	\$50	\$50 \$60	\$50 \$60	\$50	\$50
Teams	\$600	\$600	\$600	\$700 \$600	\$700	\$700
Sanctions	\$0	\$25	\$60 \$25	\$70 \$25	\$75	\$75

*With exception to Non-Athletes with an increase due to cost of background checks

Season Checklist

- Complete Team Registration
 - Complete Adult Division II & III Roster Form, Letter of Intent and Season Review - if applicable
- Submit a Request for Certificate of Insurance Application for practice location/s
- Submit any Event Sanction Application for team hosted activities
- Complete Consideration of Eligibility – applicable athletes
- Complete Player Transfer Request – applicable athletes
- Review Division Guidelines Complete Individual Registration
 - Complete Junior Division Forms for Each Athlete prior to Registering
 - High School Athletes
 - High School Verification Form – Annual Update Required
 - Only New Athletes (did not participate in 2020-21 season; one-time submission)
 - Junior Minimum Disability Form
 - Birth Certificate
- Complete SafeSport Certification – All applicable Individuals
 - Review and Implement SafeSport Code and NWBA’s Minor Athlete Abuse Prevention Policies
- Complete Team Reviewer Certification – Team Reviewer
- Review & Verify Roster
- Review and Attend NWBA Calendar for Sanctioned Events
- Receive Approval Signatures and Submit Complete Classification Roster
- Submit and/or Verify Scores on NWBA website for any Competition
- Submit Postseason Application
- Have Fun Playing the Sport We All Love!!!**

Registration Dates & Fees

Registration Dates

Team Registration

- Opens at 5 p.m. Mountain time on Sunday, August 1st

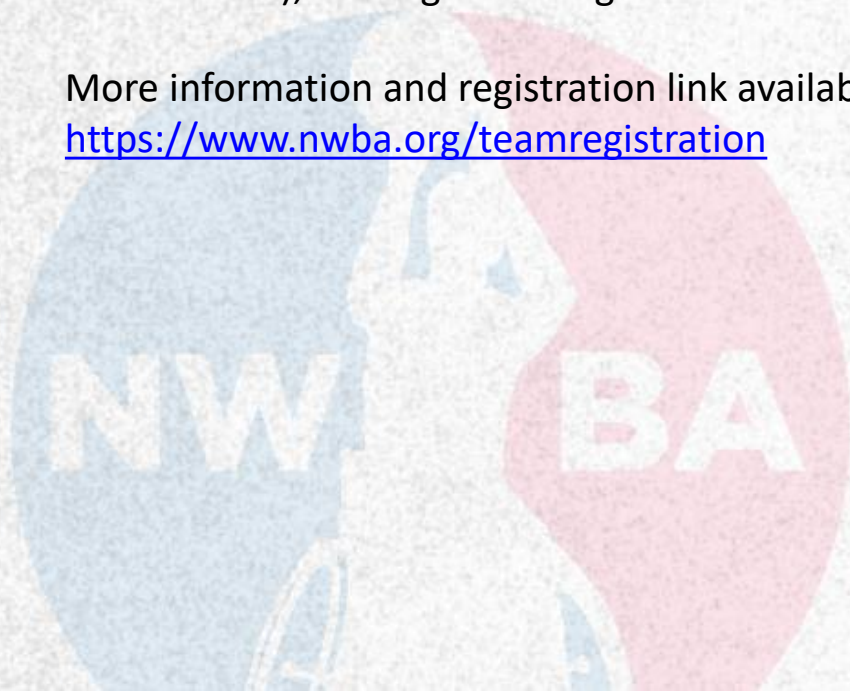
Registration Fees

Team Registration - \$600.00 per team

- Freeze on dues from 2020-21 season; [update from multi-year dues structure listed on bottom of this page](#)
- All teams, returning and new (non returning teams from the 2020-21 NWBA season), are eligible to register at the team registration fee of \$600 at anytime.

More information and registration link available at

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



Division & Conference Dues

Divisions and Conferences in the NWBA have established dues for its operations. The NWBA does not determine the dues set by a Division and/or Conference. These funds are held in reserve for use by the Division or Conference. To streamline the registration process for teams the NWBA will collect dues during Team Registration.

Most divisional dues, conference dues and regional qualifying fees (Junior Division only) have been waived by applicable divisional leadership for the 2021-22 season.

Adult Division

Division III Dues - ~~\$50.00~~ per team

Conferences

Arkansas Valley \$0

Carolina \$137.50 (*conference to invoice directly*)

Eastern \$0

Florida ~~\$200.00~~

Gulf Coast \$0

Mid-American ~~\$100.00~~

Midwest ~~\$150.00~~

Southern California ~~\$150.00~~

Independent Team - No Conference Affiliate \$0

Junior Division

Division Dues - \$75.00

Conferences

Midwest - \$75.00

Women's Division

Division Dues - ~~\$200~~

Intercollegiate Division

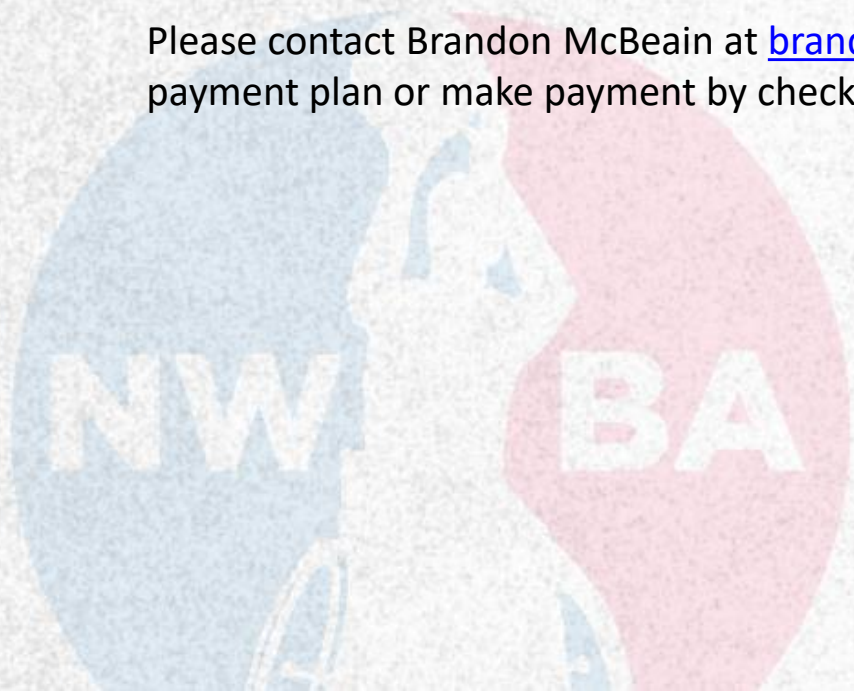
Division Dues - \$1,000

Team Payment Options

Teams have multiple payment options available to them to make payment for team registration fees. These payment options include the following:

- Pay in Full during registration
- To make payment by check you must contact the NWBA prior to completing an entry for 2021-22 Team Registration.

Please contact Brandon McBeain at brandonmcbeain@nwba.org to establish a payment plan or make payment by check.



Postseason Timeline & Season Details

The divisional leadership exercised their own governance in establishing flexibility within their divisional guidelines to accommodate the following season details for the 2021-22 NWBA season. Charts below available on www.NWBA.org recent announcement - https://www.nwba.org/news_article/show/1184921.

The following is the 2021-22 postseason timeline for the Adult and Junior Division teams to be eligible to participate in their respective national tournament.

December 1: Team Registration Deadline (team must registered to be eligible for postseason play)

January 1: Roster Deadline – **Adult Division** (Player Transfers can be submitted until December 31)

January 15: Roster Deadline – **Junior Division**

February 3: Post Season Applications are OPEN

February 24: Post Season Applications are DUE

March 1: Invites are sent out

March 3: Last Day for Bids to be Accepted

March 13: Last Day Games are Considered for Seeding

March 22: Seedings are Announced

March 30 – April 3: 2022 NWBA Toyota Adult & Junior National Championships – Gameplay starts on March 31 for Adults and April 1 for Juniors

Team Forms – Adult Division II & III

Adult Division II & III Roster Form, Letter of Intent and Season Review

Adult Division II and Division III teams must complete an entry for registration including Roster Form, Letter of Intent and Season Review for the review and approval of the Adult Division Executive Committee. The Adult Division Executive Committee will review and provide a determination for all teams requesting to participate in Adult Division II & III for the 2021-22 season.

- Adult Division III teams should submit information by September 15.
- Adult Division II teams should submit information by September 15.

Please note the information collected during this registration session is for the consideration of the Adult Division Executive Committee when reviewing and approving rosters for the 2021-22 season.

Registration is available at <https://www.nwba.org/applications>

also applicable teams will receive an automated message following entry for 2021-22 Team Registration

The information from the Adult Division II & III Roster Form, Letter of Intent and Season Review are not being used by the NWBA National Office. The NWBA will utilize information collected during Individual Registration session and information provided by the Classification Committee for NWBA operations for team rosters. Thus, all individuals must still complete an individual membership/registration when available for their applicable roles served (Adult Athlete, Junior Athlete and/or Non-Athlete).

Team Forms (continued)

Certificate of Insurance Request

All NWBA registered members, individual/team/affiliate, are eligible for insurance coverage. Insurance coverage is necessary for practice location, fundraising events and competition (games/tournaments).

UPDATE: NWBA insurance coverage will not include liability and accident claims related to COVID-19 regardless of timing, return-to-play protocols or government mandate.

NWBA Incident & Injury Form

Please complete the following form if an incident and/or injury occurs at an NWBA practice, event or competition. Please return completed forms to Team Rep or Event Sanction Holder **AND** Brandon McBeain at brandonmcbeain@nwba.org.

For more info and accessing the forms visit <https://www.nwba.org/applications>

Event Sanction Application

The NWBA require all events to be sanctioned which 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. More info and application available at <https://www.nwba.org/applications>.

Individual Forms

Consideration of Eligibility

Please ensure you have reviewed and completed the necessary information and processes for player eligibility with the NWBA. This information and processes should be completed **PRIOR** to completing Athlete Registration. Please visit <http://www.nwba.org/playereligibility> for more information on player eligibility.

Player Transfer

An Application for Player Transfer is required for any player considering playing on a different team than the one they played on last season. You must complete this application to submit Player Transfer Request, no other forms will be considered. You will be contacted via email once your transfer has been reviewed and a decision has been made.

Please also review the NWBA Policies & Procedures and Division Guidelines for more information on player transfers (also divisional season details presented for 2021-22 season).

Visit <https://www.nwba.org/playertransfer> for more info or complete a player transfer request.



Individual Forms – Junior Division

Junior Division

The forms listed below are used for operations within the Junior Division of the NWBA. These forms are needed to complete an entry for Junior Athlete Registration. Please visit <https://www.nwba.org/juniordivision> for more information on Junior Division forms.

High School Verification Form – Annual Update

- All Athletes in High School

Only new athletes (did not participate in 2020-21 season)

- Junior Minimum Disability Form – One-time submission
- Birth Certificate – One-time submission

These athletes will be reviewed by the Junior Division Executive Committee for eligibility.

Prep Exemption Form – Annual Update

- All players 13 and up (still in high school) with significant neurological (i.e. muscular dystrophy, cerebral palsy) and/or cognitive disabilities (i.e. cerebral palsy, traumatic brain injury, spina bifida with hydrocephalus/shunt malfunctions) which affect mobility, coordinated movement, strength, and endurance.

Player Exemption Application – Annual Request

- The following is application for Player Exemption Application for the NWBA Junior Division. This application allows athletes of the Junior Division to submit petitions and exemptions for consideration of additional year of eligibility and team placement.

Classification

Team Reviewer

All teams for all divisions of play must have at least one person certified as a Team Reviewer, except Prep teams in the Junior Division. There is no cost to become a team reviewer. For more information on Team Reviewer position please visit <http://www.nwba.org/teamreviewer> or view slide on Educational & Training.

Classification Forms

The Team Reviewer should use the following forms to follow procedures for the classification process for their athletes and team. All forms below available at <https://www.nwba.org/classificationform>.

Classification Roster

- All certified Team Reviewers must fill out a [Classification Roster Form](#) for their team. Team Reviewers must obtain approval and signatures of Team Reviewers from the first two opposing teams. A third Team Reviewer may be consulted if approval/signature is not received from one of the first two Team Reviewers.
- Completed and signed Classification Rosters should be submitted to Brandon McBeain, at brandonmcbeain@nwba.org within 72 hours of approval, at such time as two Team Reviewers have agreed to the proposed classification for each player on the roster. Team Reviewers that do not submit approved rosters may be fined \$200 and/or deemed ineligible for postseason play (NWBA Policies & Procedures 5.3 (6.)).

Classification Worksheet

- The [Classification Worksheet](#) can be used by team reviewers to organize their players classifications and rationales for discussion with other team reviewers or notes on why they chose a specific classification for a player.

Classification Roster – Game Format

- This [Classification Roster – Game Format](#) can be used to keep track of your team and opposing team's classification points during games.

Individual Registration

Individual registration includes the following Individual Membership Categories per Article IV of the NWBA Bylaws: Athlete; Coach; Official; Classification; Team Representative; Statistician; Athletic Trainer; Team Classification Reviewer; Equipment Manager; Administrator; Volunteer; Divisional and Conference Leadership; Board Directors; Hall of Fame; and Affiliate. Individual Registration will be separated into two categories: Athlete and Non-Athlete.

Athletes that also serve in Non-Athlete roles should complete both Athlete Registration and Non-Athlete Registration.

Individual Registration opens Sunday, August 1st. For information to be provided when available.

Individuals must have a verified, complete Registration prior to participating in any NWBA activities. A verified, complete Athlete and/or Non-Athlete Registration includes the successful completion of the following certifications: Background Check (Non-Athlete only), SafeSport Trained (all Adult Participants-age 18 and older), Coaches Certification (if applicable), Officials Certification (if applicable), Team Reviewer Certification (if applicable). **NWBA policies require registration to be complete 10 days prior to any activities to ensure compliance.**

Team Registration

A team must complete Team Registration prior to an individual completing an Athlete or Non-Athlete Registration. Visit <http://www.nwba.org/teamregistration> for more information on Team Registration.

[Link to Complete Adult Athlete Registration:](#)

[Link to Complete Junior Athlete Registration:](#)

[Link to Complete Non-Athlete Registration:](#)

Education & Training

NWBA Level I Coaches Certification

Head Coaches are **required** to complete the Level I Coach Certification; Assistant Coaches are encouraged to complete. Visit <http://www.nwba.org/coachcertification> to complete.

- Valid for two years from date of completion
- Complete no later than September 30 or within 45 days of registering

UPDATES FOR 2021-22 COMING ON COACHING CERTIFICATION*

Floor Officials Test

Any individual wanting to register as a Floor Official, must complete all requirements of the Non-Athlete Membership/Registration process, AND the annual Floor Officials Test. The information for this test will be shared by the Rules Committee and NWBA when available.

Classifiers Clinic & Test

Any individual wanting to become a NWBA certified Regional Classifier, or test to become a National Classifier (further requirements exist for this level), must attend an NWBA Classification Clinic. These clinics are held in-person training clinics held in conjunction with NWBA sanctioned events; allows for transfer of developed knowledge to be exercised directly to competition at hand. More information will be provided as Classification Clinics are established.

***Make sure to check out NWBA Webinar Series segment on “NWBA American Development Model” available at <https://www.nwba.org/webinarseries>**

Athlete Safety

Concussion Safety

The National Wheelchair Basketball Association understands the severity of concussions, and is dedicated to preventing them within our organization. We have utilized the practices of the Centers for Disease Control and Prevention HEADS UP Program to help educate our members on the prevention of concussions, and what to do in the case of suspected concussions. Please visit <http://www.nwba.org/concussionsafety> to view more information on concussion safety.

SafeSport

The U.S. Center for SafeSport updated the SafeSport Code on April 1, 2020 and the NWBA implemented a new Minor Athlete Abuse Prevention Policies (MAAPP) on June 1, 2020. The new Code and MAAPP make the following "Applicable Adults" subject to the mandatory training requirements and jurisdiction of the outlined Code and MAAPP:

- All members of the National Wheelchair Basketball Association that are 18 years or older. Individuals that are 17 years old must complete the U.S. Center for SafeSport training, with parental consent, no later than their 18th birthday.
- All adults engaged in any activities with NWBA members that are minor athletes:
- These adults include, but is not limited to, board of directors, employees, staff, contractors, interns, etc.

Visit <http://www.nwba.org/safesport> to view SafeSport Code, the NWBA's MAAPP, resource materials, to fill a SafeSport Report, SafeSport Training for Youth Athletes and much more info.

NWBA Webinar Series presented by ABC Medical

Segment #4: NWBA Athlete Safety: Creating a Safe Environment for All to Play, Learn and Compete

Scoring Guide

NWBA Sanctioned Competition/Event - Score Input

NWBA event sanction holders and registered teams have access to input team scores on team webpage and NWBA website. To input team scores you are required to:

- a) have permission to score games (granted by NWBA)
- and
- b) be logged into www.NWBA.org.

Permission will be initially granted to the individual and profile that completed an entry for Event Sanction Application and Team Registration. Please contact the NWBA to request permission for access to team page for additional individuals.

All scores must be submitted within 24 hours of the conclusion of a game or event. Score input is the responsibility of an Event or Tournament Director of an NWBA sanctioned event. However, Team Representatives will have access to input and edit scores.

Step-by-step text instructions, tutorial videos and score input information available at <https://www.nwba.org/scores>.

CAF and NWBA Training Zone presented by Nike

The goal of CAF's Wheelchair Basketball Training Zone, in collaboration with the National Wheelchair Basketball Association, is to help develop and introduce athletes of all ages and abilities to the sport of wheelchair basketball through:

- A comprehensive training video library
- Support through CAF's annual grant program as basketball wheelchairs are the most requested and funded item
- Information on local adaptive sports groups who have wheelchair basketball teams and tournaments hosted
- Collaboration with the NWBA, the national governing body in the sport

To view the entire CAF and NWBA Training Zone webpage, click [here](#).

Improve wheelchair basketball skills and training with [these videos](#) created for athletes with physical challenges and coaches.



TRAINING ZONE

PRESENTED BY



Resource Center

Teams are encouraged to visit the Resource Center at <https://www.nwba.org/resourcecenter> for valuable information and resources.

- **How To Videos On The NWBA Website**
- **Event Resource Guide**
- **NWBA Style Guide and Logos**
 - Request for Use to NWBA required
- **Promotional Partner Offerings – (including Molten basketball discounts)**
- **Fundraising Tools**
- **Other Resources**

Important Reminders

1. **Only** athletes and non-athletes (coaches, etc.) listed on the team webpage on the NWBA website are registered members of the NWBA and may be listed on an active roster.
2. **Only** NWBA registered athletes may participate in competition in any portion of NWBA sanctioned events.
3. **Only** NWBA registered coaches and team representatives can sit on the bench of a team during competition. Registration status is dependent on completing necessary training and certifications.
4. **Only** games played at NWBA sanctioned events will be considered as official NWBA games and part of team's seasonal records.
5. **Only** games played between NWBA registered teams count towards NWBA standings and records.
6. Please make sure to complete an entry and review guidelines for the Event Sanction Application for all NWBA competition.

Season Management Webinar

*Navigating the
NWBA Season*

[View the NWBA Season Management Webinar here.](#)