

**National Wheelchair Basketball Association (“NWBA”)
COACH SELECTION PROCEDURES
2017 U.S. Men’s U23 World Championships
Men’s Wheelchair Basketball
June 8-16, 2017**

These procedures provide for selection of the NWBA Coaches (1 head coach and up to 3 assistant coaches) for the 2017 U.S. Men’s U23 World Championships Team. Final determination on total number of coaches will be determined by allocations of delegation size by the IWBF and organizing committees of the America’s Zone Qualifier and Men’s U23 World Championships.

1. The following is the NWBA’s criteria for Coach positions (job description attached)

Coaches must:

- 1.1. Successfully pass the National Center for Safety Initiatives’ (NCSI) background screen in accordance with the current NWBA Bylaws and Policies.
 - 1.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant Event that may change his/her background check status, the nominee must inform the NWBA immediately in writing to the NWBA Executive Director and/or NWBA President.
- 1.2. Possess a valid passport that does not expire until at least six months after the conclusion of the World Championships.
- 1.3. Be available for entire duration of the Selection Camp, America’s Zone Qualification Event, Training Camps, and World Championships.
- 1.4. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 1.5. Must successfully complete USOC SafeSport Certification within the last two years from the date of submission.
 - 1.5.1. Candidates must include their USOC SafeSport Certification with the NWBA upon submission of their NWBA Coaching Pool Application.
 - 1.5.2. [Click here](#) for the USOC SafeSport Certification Online Course or by visiting: <https://training.teamusa.org/store/details/1>.
- 1.6. Possess demonstrated coaching competence and success at the national and/or international level for wheelchair basketball.
- 1.7. Possess the ability to devise and implement a program of training and competition that leads to sustained competitive success.
- 1.8. Have the ability to establish and maintain positive relationships with athletes, coaches, team leader and support services personnel.

- 1.9. Must possess excellent written and oral communication skills.
 - 1.10. Be current staff members who have experience working with the current pool of National Team athletes.
 - 1.11. Must have proof of successfully passing a Coach Education program within the last five years, or has coached an NWBA International Team at an international competition, IWBF World Championships, Parapan Am Games, and/or Paralympic Games since 2009, or have equivalent coaching experience in the sport of wheelchair basketball.
2. Describe the process that candidates should follow to express interest in being considered for a Coach position:

Head Coach (1 coach) and Assistant Coaches (up to 3 coaches):

- All interested candidates, who are registered members of the NWBA, must complete and submit the Coach Pool Candidate Form Application to the NWBA no later than November 16, 2016, by submitting to Brandon McBeain of the NWBA via email at brandonmcbeain@nwba.org.
- Candidates can find the 2017 U.S. Men's U23 World Championships Coach Selection Procedures and NWBA Coaching Pool Application at www.nwba.org.

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

The NWBA will provide all NWBA registered coaches an opportunity to submit an application (Attachment B) to the NWBA no later than November 16, 2016. The Selection Procedures and Coaching Pool Application will be posted on the NWBA website at www.nwba.org.

Interested candidates must email their Coaching Pool Applications to Brandon McBeain of the NWBA to brandonmcbeain@nwba.org, and be received no later than November 16, 2016.

The NWBA Coach Selection Committee will evaluate all received applications and contact the selected coaches for Head Coach interviews. The NWBA Coach Selection Committee will select the most qualified coaches who meets and exceeds the criteria as outlined in Section 1 for interviews.

The NWBA Coach Selection Committee will conduct interviews with the selected candidates via conference call and then select a head coach who best meets and succeeds the criteria outlined in Section 1.

Assistant coaches will be evaluated by the NWBA Coach Selection Committee and will select the most qualified coaches who meet and exceed the criteria as outlined in Section 1. The Selection Committee will evaluate with the Head Coach providing input.

4. Describe the removal of a Coach:

An individual who is to be nominated as a Coach may be removed as a nominee for any of the following reasons, as determined by the NWBA:

- 4.1. Voluntary withdrawal. Coach nominee must submit a written letter to the NWBA Executive Director by email to: jimscherr@nwba.org.
- 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 Code of Conduct (Attachment A).
- 4.5. Inability to meet National Team process and performance goals.

Once a Coach nomination is accepted by the NWBA, the NWBA has jurisdiction over the Coach, at which time, in addition to any applicable NWBA Code of Conduct, the NWBA's Code of Conduct and Grievance Procedures apply.

5. Describe the replacement of a Coach:

In the event that a nominated Coach is unable to perform the duties of Coach due to 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 and exceed the criteria listed in Section 1 above and, if applicable, come from the pool of candidates described in Section 3 above.

6. Which group/committee will make the final approval for the Coaches?

The Selection Committee consists of:

- NWBA Executive Director and/or designee
- NWBA High Performance Committee members (2), if available.
- 1 athlete representative to ensure 20% representation, from the High Performance Committee, if available.
- 1 member of the Junior Division Committee
- 1 member of the Intercollegiate Division Committee

7. Conflict of Interest:

Any individual who is being considered for a Coach position or has any other conflict of interest and is involved in the selection process must disclose this information, recuse him or herself and not influence others regarding the discussions, meetings or decisions involving selection of the Coach.

8. Publicity/Distribution of Procedures:

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

- 9.1. Web site: www.nwba.org

ATTACHMENT A

NWBA Code of Conduct



Adopted 8/20/11

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1 Introduction

The National Wheelchair Basketball Association (“NWBA”), in our pursuit of excellence, provides qualified individuals with physical disabilities the opportunity to play, learn and compete in the sport of wheelchair basketball. The NWBA accomplishes this mission through its commitment to:

- Honesty, integrity, and trustworthiness in all dealings.
- Respect for the rights, differences, and dignity of others.
- Accountability and transparency.
- Unequivocal excellence in all aspects of the organization.
- Our rich tradition as a solid foundation.
- The development of our members and our community.
- The pursuit of competitive excellence.

The NWBA has adopted this Code of Conduct to support these values and with the expectation that the people who work for, or on behalf of, the NWBA conduct themselves consistent with these values and with the NWBA’s mission.

2 Applicability

This Code of Conduct applies to all employees, volunteers, board members, committee and task force members, and national team staff members of the NWBA.

3 Reporting Obligations

No code of conduct can address every situation, nor can it take the place of good judgment and integrity. The NWBA maintains an “open door” for anyone who has questions or concerns. The NWBA will support all efforts to comply with this Code of Conduct. If you need advice or assistance concerning the application of any aspect of these standards, consult your supervisor or manager, the Executive Director, the Chair of the Ethics Committee, or a member of the NWBA Board of Directors. You are expected to seek advice and clarification promptly when you are uncertain about proper actions or practices.

You should be alert and sensitive to situations that could result in unethical, illegal or improper actions. You have an obligation to report potential or actual violations of this Code of Conduct to your supervisor or manager, the Executive Director, the Chair of the Ethics Committee, or a member of the NWBA Board of Directors, or any other designated reporting authority identified by the NWBA.

Under no circumstances will an individual be subject to any disciplinary or retaliatory action for filing, in good faith, a report of a violation or potential violation of the Code of Conduct. However, filing known false or malicious reports will not be tolerated, and anyone filing such reports will be subject to appropriate disciplinary action.

4 Legal Compliance

The NWBA requires that you follow the Code of Conduct and abide by all applicable NWBA policies and procedures; United States federal, state and local law as applicable, including the Ted Stevens Olympic and Amateur Sports Act, codified at 36 U.S.C. §§ 220501 – 220529; and foreign law as applicable. If you ever encounter a conflict of law, such as a conflict between United States and foreign law, or have any questions about the legality of any action, contact the NWBA Executive Director or Chair of the Ethics Committee for further information and guidance.

5 Commitment to Integrity

The NWBA is committed to honesty and integrity as the cornerstone of our activities. In turn, the NWBA expects you to conduct yourself in an ethical and legal manner as a representative of the NWBA. This requires that you:

Respect the rights of all individuals to fair treatment and equal opportunity, free from discrimination or harassment of any type under applicable law.

Know, understand and comply with all applicable laws, regulations and codes of conduct.

Ensure that all NWBA work and transactions are handled with honesty and recorded accurately.

Protect information that belongs to the NWBA, our workers, volunteers, members and customers.

Never use NWBA assets or information for personal gain.

Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of the NWBA and act accordingly.

Additionally, the NWBA finds sexual and physical abuse intolerable and in direct conflict with NWBA and Paralympic ideals. The NWBA is committed to ensuring that it and its employees, volunteers, board members, committee and task force members, and national team staff members promote an environment free from such abuse; and such commitment extends not only to the NWBA's workplace, but also to the creation of safe sporting environments for athletes. To that end, the NWBA forbids any form of sexual or physical abuse, whether in the workplace or outside it, and including instances involving athletes.

You have a duty to report any alleged sexual or physical abuse occurring in the workplace or at any NWBA supported training or sport activity to the Executive Director, the Chair of the Ethics Committee, or a member of the NWBA Board of Directors, or any other designated reporting authority identified by the NWBA

6 Ethics Program

The NWBA has established an independent Ethics Committee and has a designated Ethics Committee Chair who reports jointly to the NWBA Board of Directors and the Executive Director or his/her designee. The Ethics Committee Chair will monitor ethics reports and conduct ethics education at the NWBA.

The Ethics Committee Chair works closely with the Executive Director to ensure that the Ethics Committee is involved in ethics issues as appropriate.

7 Conflicts of Interest

The NWBA has instituted a Conflict of Interest Policy that requires that any conflicts of interest, whether actual or apparent, be reported promptly to the Ethics Committee. A copy of the Conflict of Interest Policy may be found on the NWBA's website.

You are subject to the conflict of interest policy, including its mandatory reporting of conflicts. In addition, all NWBA employees and Board members are required to complete an annual conflict of interest disclosure and certification.

A conflict of interest arises when you have an interest in, obligation to, or relationship with any business, property, or person that could affect your judgment in fulfilling your responsibilities to the NWBA. You are expected to refrain from any activity or investment that constitutes, or might appear to constitute, a conflict of interest. You are also required to disclose to the Ethics Committee any outside activity, relationship or investment in which you are involved or may become involved that is, or has the potential for appearing to be, a conflict of interest. If you require guidance in this area, your supervisor, the Executive Director, the Ethics Chair or a member of the NWBA Board of Directors, or any other designated reporting authority identified by the NWBA should be consulted.

For example, you are not to have a material holding in, or a professional affiliation with, an organization or affiliate with which the NWBA does business or with which the NWBA competes, except as prescribed by NWBA rules and policies and with the knowledge and approval of the Chair of the Ethics Committee, who will consult with the full Ethics Committee as appropriate. You may not use your position at the NWBA to benefit yourself, your relatives, friends or your private enterprises. A family or other personal relationship with a NWBA member, vendor, or competitor also may present a conflict of interest.

You must disclose to the Chair of the Ethics Committee any outside activity, relationship or investment in which you are involved or may become involved that is, or has the potential for appearing to be, a conflict of interest. The Chair of the Ethics Committee will consult with the full Ethics Committee as appropriate. If you have any question about whether something may constitute a conflict, it is suggested that you seek guidance from your supervisor, the Chair of Ethics Committee, or another executive member.

8 Business with or in Foreign Countries

Business conduct in foreign countries may sometimes differ from the United States, both in terms of common practice and legality. The NWBA requires that all business matters be conducted in an ethical and legal manner.

Gifts: The giving of gifts to, and receiving of gifts from, foreign nationals or representatives of foreign governments is governed by a complex set of US and foreign laws. Generally, the giving and receiving of such gifts is very limited or prohibited. Before offering a gift to a foreign national, you must receive the approval of the Chair of the Ethics Committee. In addition, if an exchange of gifts is both a legal and normal practice, the giving and receiving of such gift(s) will be subject to the NWBA's Gift Policy.

Payments: It is a felony under United States laws for the NWBA, any of its staff, or anyone acting on its behalf to give, offer, promise or authorize a payment to a foreign official, foreign political party or official thereof, or any candidate for foreign political office, for the purpose of corruptly obtaining or retaining business for the NWBA. United States law also makes it a felony to pay money or anything of value to a commission agent, sales representative or consultant when there is knowledge or firm belief that the payment will be used to corruptly influence a government official in connection with business the NWBA is attempting to obtain or retain. Political contributions will not be made by or on behalf of the NWBA in foreign countries. The NWBA will observe the laws of foreign countries in which it operates concerning payments of agents' fees and commissions, provided these laws are not in conflict with United States law. You are not to engage in activities designated to circumvent foreign laws concerning retaining or paying sales representatives and consultants.

Export Control Laws: It is the NWBA's policy to comply with the export and re-export control rules and regulations under the Export Administration Regulations (EAR) administered by the United States Department of Commerce and the International Trade in Arms Regulations (ITAR) administered by the United States Department of State. You are not to engage in any export-related transaction on behalf of the NWBA which would violate these regulations. NWBA executive management have been instructed to ensure that all who are involved in export-related transactions comply with all applicable export control requirements.

9 Business Relationships

It is imperative that all NWBA, supplier, vendor and other business relationships are managed in a fair, equitable, ethical and legal manner consistent with the Code of Conduct, all applicable law and good business practices. Wherever practical, the NWBA provides a competitive opportunity for suppliers and vendors' business, and we enlist their active support in ensuring that we meet customer expectations regarding quality, cost and delivery. Decisions to hire or engage a vendor or supplier should be made on the basis of objective criteria, and not on the basis of personal relationships, friendships or the opportunity for personal gain, financial or otherwise. Prior to entering into a transaction or contract for a purchase or potential purchase that involves an actual or perceived conflict of interest, you should consult with the Chair of the Ethics Committee.

10 Personal Use of Organization Resources

It is the responsibility of each of you to protect and preserve the NWBA's resources. NWBA resources include such things as company time, materials, supplies (including food), equipment (including vehicles), information, electronic mail and computer systems, facilities and other property. These resources are provided to you to fulfill the NWBA's mission and work and are to be maintained and used for authorized NWBA-related purposes only. The use of NWBA resources for personal financial gain is strictly prohibited except where expressly authorized. You should consult the Employee Handbook for further details. If you have a question about use of any NWBA resources, you should contact your supervisor. You should report any improper use of NWBA resources to your supervisor or manager, Human Resources, the Chair of the Ethics Committee or other executive member.

The NWBA also has a Gift Policy that applies to giving and receiving any type of entertainment or gifts in connection with your work with NWBA or its member organizations. The Gift Policy also covers gifts to U.S. state, and local government employees. You should consult the Gift Policy, and if necessary obtain permission pursuant to the policy, before giving or receiving any entertainment or gifts. A copy of the Gift Policy may be found on the NWBA website.

11 Political Activities and Contributions

NWBA and its representatives comply with all federal, state and local laws governing participation in government relations and political activities. Additionally, NWBA funds or resources are not contributed to individual political campaigns, political parties, or other organizations that intend to use the funds primarily for political purposes. The NWBA also does not permit any political literature, campaign materials or politically orientated information, materials, posters, signs, or buttons to be displayed, circulated or otherwise present on NWBA property or in the course of conducting work for the NWBA.

There are some very limited exceptions to this policy. At times, the NWBA may ask individuals to make personal contact with government officials or to write letters to present the NWBA's position on specific issues. Before doing so, you should confirm with the Chair of the Ethics Committee that such contact is authorized and in compliance with this policy, and that you are knowledgeable on the specific issues about which you have been asked to speak. You may, of course, participate in the political process on your own time and at your own expense, so long as you do not give the impression that you are speaking on behalf of or representing the NWBA in such activities. Nor can you be reimbursed by the NWBA for any personal contributions for such purposes.

If you are seeking public office, you may use vacation time or request leaves of absence to campaign or hold office. The NWBA will not make contributions to any political candidate or party.

12 NWBA Information

You are each responsible for the integrity and accuracy of organization documents, communications and financial records. All financial information must reflect actual transactions and conform to generally accepted accounting principles. It is a violation of the Code of Conduct to alter or falsify information, including any record or document, to intentionally make a false or exaggerated statement or claim to anyone, or to mislead anyone. Anyone having concerns regarding questionable accounting or auditing matters should report their concerns to the Chair of the Ethics Committee, which will refer the matter to the Board of Directors' Audit Committee.

NWBA's information assets are valuable to the organization, and it is NWBA policy that all NWBA representatives must diligently protect this information from loss, theft, inadvertent or unauthorized disclosure or misuse. It is essential that everyone do their part to protect NWBA information, whether stored in computers, files or elsewhere. You must not discuss with or disclose to any unauthorized persons inside or outside the NWBA any information that is confidential or not publicly available.

NWBA business should not be discussed with unauthorized persons. You should be careful about discussing NWBA information and activities in the presence of, or within hearing distance of, unauthorized personnel. You should also not seek or accept any information to which you and the NWBA are not legitimately entitled, regardless of the source.

Your obligations to maintain the confidentiality and protection of NWBA information does not end even if your employment or other relationship with the NWBA may end.

13 Intellectual Property

The NWBA protects the ownership of its intellectual property as set forth in the Employee Handbook. In addition, you should contact NWBA’s Executive Director or President of the Board of Directors regarding any anticipated use of intellectual property that does or may belong to someone else.

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