



# Event Resource Guide



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## Event Sanctioning Process

### Requirements

As outlined in the [NWBA Policies and Procedures](#):

NWBA events may include, but are not limited to, hosting an NWBA game between two teams; series of games between NWBA registered teams (does not have to be hosted on consecutive day/s, NWBA tournament (more than two registered NWBA teams); NWBA clinic/camp; NWBA fundraiser; and any other type of wheelchair basketball event involving NWBA members. The NWBA will not formally recognize or promote an event until reviewed and approved as an NWBA sanctioned event.

1. The approval process for an NWBA sanctioned event requires submission of an [Event Sanction Application](#). *In addition to submitting all event information, potential Event Directors must certify to have participated in/watched the [NWBA EVENT SANCTIONING WEBINAR](#) - (<https://www.nwba.org/webinarseries> - select 'Sanctioned Events' tab) and have reviewed this NWBA EVENT RESOURCE GUIDE and to agree to implement these guidelines at the Event.*
  - a. An Event Sanction Application must be submitted at least **15 days** prior to the start of an event to provide full consideration as an NWBA sanctioned event.
  - b. Events submitted **14 days** or less prior to the start of an event may incur a \$200 fine and not be approved as NWBA sanctioned events.
2. NWBA sanctioned events must follow these **Guidelines for Participants**; if there are non-compliant individuals participating in any portion of the sanctioned event, the event may be unsanctioned and game results will not count towards any postseason play. **Note:** *Please ensure the drop-down menu in the top right of the webpage has the **Current Season** selected to view current registered teams/rosters.*
  - a. **Teams:** Only NWBA registered teams may participate. Each registered team is only allowed to roster one team for [each division](#) of an NWBA sanctioned event.
  - b. **Team Rosters:** Only NWBA registered athletes included on the team roster and non-athletes included as 'eligible' on the team roster may participate. [Team Rosters are posted on the NWBA website](#)



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- i. Only registered and rostered athletes and ‘eligible’ status non-athletes are allowed to be affiliated with the respective team (i.e., sit on the bench, in the same locker room, storage room, etc. included with team travel and lodging, team meetings, team communications, etc.).
    - ii. Non-athletes may include but are not limited to coaches, team representatives, drivers, volunteers, interpreters, medical professionals, athletic trainers, photographers, media, videographers, statisticians, equipment managers, team classification reviewers, personal care attendants, etc.
  - c. **Officials:** Only [NWBA registered floor officials](#) included on the Officials roster may participate (i.e., work games)
  - d. **Classifiers:** (*If the sanctioned event is hosting approved classification*) Only [NWBA registered classifiers](#) included on the Classifiers roster may participate
  - e. **Non-Team Affiliated:** Only [non-athletes included with an ‘eligible’ status](#) on the Non-Team Affiliated rosters may participate
3. All **scores** must be submitted within 24 hours of the conclusion of an event. Score input is the responsibility of an Event Director of an NWBA sanctioned event.
  4. Any **infraction** shall be reported to the NWBA COO for investigation by the NWBA Ethics Committee. An infraction of any guideline outlined in the NWBA Policies and Procedures may receive an imposed fine of up to \$500 and/or all competition results may be void from NWBA record and postseason consideration.
  5. Competition for NWBA sanctioned events for **regular season play may start on October 1**. Competition must be completed for consideration for postseason play as established by Divisional Guidelines and set forth each season by the NWBA.
  6. **Event Directors must follow these Guidelines to avoid any infractions or un-sanctions.**

### **Code of Conduct**

The Code of Conduct is effective for all NWBA Affiliates which is outlined as part of the NWBA Policies and Procedures which can be found here:

<http://www.nwba.org/aboutpoliciesprocedures>



## **Quality Control System (QCS)**

### **Overview**

The following requirements should be adhered to at all NWBA sanctioned events--local, regional, divisional, national, and international levels. **“It is the responsibility of each Event Director and the host organization/facility of any NWBA sanctioned event to monitor and enforce the requirements set forth in this protocol.”**

### **Policies**

#### **Minor Athlete Abuse Prevention Policies (MAAPP)**

As outlined in the [MAAPP](#), Adult Participants (i.e., participants 18 years of age or older) must complete SafeSport Training on an annual basis (further details are outlined in the Education and Training Policy and Categories of Individuals Chart-Appendix C within the MAAPP).

#### **Background Check**

In addition, the [Background Check Policy](#) within the NWBA Policies and Procedures outlines eligibility for NWBA membership and for participation in NWBA programs and services.

### **Requirements**

#### **Participant Types**

- All participants identified in each of the Policies sections above **MUST** complete SafeSport Training (which is tracked through all NWBA Membership Registrations) and/or a background check which is integrated into the NWBA Non-Athlete Membership Registration.
- Participants not required to complete SafeSport Training and/or the Background check per the Policies section above must be included on the Participant List, receive Communications, checked on the Exclusion List (i.e., CDD), etc. as outlined in each of the appropriate sections of this QCS.

#### **Education and Training/Background check**

If a participant required to complete SafeSport Training and/or the Background check per the Policies is not included/not listed with ‘eligible’ status on the appropriate roster listed on the NWBA website, they are not eligible to participate



in NWBA activities—i.e., an NWBA sanctioned event.

As outlined in the NWBA Policies and Procedures, all individuals must have a verified complete NWBA Athlete and/or Non-Athlete Registration **10 days** prior to their first competition at a NWBA sanctioned event. All individuals registering after the said deadline may not be eligible to participate.

For emergency or extraordinary circumstances only, last-minute substitutions must be pre-approved by the NWBA National Office and will only be approved if all requirements of the Policies are met (i.e., paid Membership Registration, SafeSport Training completed during the current season, passed status for the Background check, etc.).

After the closing of registration, Event Directors should generate/Print/Save electronically Rosters\* and Lists from the NWBA website to easily reference and confirm that all individuals participating in any portion of the sanctioned event are compliant—*Reference **Guidelines for Participants** section.*

### **Exclusion List - Verification**

Event Directors must check the [U.S. Center for SafeSport's Centralized Disciplinary Database \(CDD\)](#) to ensure that any individual included on that list should be prohibited from participating in the event and also from participating in any capacity (i.e., any individual/role included in the Participant List section below). Steps should be taken to ensure that credential/access is not approved for those individuals before the event and that those individuals do not participate during the event.

**NOTES:** *Any individual who has been affiliated with the NWBA and is: included in the CDD, currently under Administrative Hold due to a Safe Sport alleged violation report or designated inactive status by the NWBA Ethics Committee will automatically be prevented from submitting an NWBA Membership Registration or removed from Team Rosters (whichever is applicable) which is why it is very important to check the Rosters on the NWBA website to ensure that all participants are registered for the current season and in good standing with the NWBA. In addition, NWBA Team Registration AND Individual Membership Registration are required to register for a sanctioned event. An individual who is Suspended/Banned or on an Administrative Hold, will not have a membership in a current status, and will therefore not be able to submit the registration form.*



## **Communications**

### **Signage**

Event Directors should post the following throughout any/all venue(s) being used for an event focusing on areas that are well populated as well as any door that leads to an area that is not observable and interruptible (e.g., entrances, team check-in, storage areas, restrooms, locker rooms, changing rooms, etc.)

- ‘MAAPP At-A-Glance’ flyer
- ‘Restroom/Locker Room Notice’ flyer (with designations for ‘Athletes Only’ or ‘Teams Only’ or ‘Minor Athletes Only’)
- ‘Training Room’ flyer
- ‘MAAPP and Reporting Links and QR Codes’ flyer

*All flyers and documents referenced above can be found by visiting:*

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

### **Protocol for Communicating Quality Control System to Event Directors**

This Event Resource Guide is posted on a public page of the NWBA website <https://www.nwba.org/resourcecenter> and is provided to all Event Directors through the Event Sanction Application registration/process in Sports Engine (i.e., upon approval of an Application, an automatic email is sent to each Event Director with a link to this Guide outlining the requirements to be reviewed and followed).

If any changes are made to the Event Resource Guide throughout the season, the updated document will be shared.

Additionally, all Event Directors are required to agree to the **Sanctioned Event Host Acknowledgement** within the Event Sanction Application as detailed on Page 3 in Requirements #1.

### **Protocol for Communicating to Event Participants**

At least **30 days** before any NWBA sanctioned event (OR as soon as possible after invitations are confirmed), the Event Director will email all known event/competition participants the ‘NWBA Policies and Reporting Information’ (email template is included at the end of this Event Resource Guide).

Any event participant who does not receive the email notification **30 days** prior to the NWBA sanctioned event should be provided with an electronic copy as early as possible in advance of the event or provided a hard copy to review in-person day of the event along with the ‘MAAPP At-A-Glance’ document and ‘MAAPP and Reporting Links and QR Codes’ flyer.



Briefing Notes and Sample Scripts are also included at the end of this Event Resource Guide for reference.

**NOTE:** *The NWBA Individual Membership Registration process includes a SafeSport Acknowledgement which is required and includes information regarding the SafeSport Code and MAAPP as well as reporting information. In addition, follow-up emails with SafeSport Training information and instructions provided directly from SportsEngine are sent to all participants who submit an NWBA Individual Membership Registration.*

### **Event Participant Lists**

Event Directors should maintain a participant list for each sanctioned event to ensure that all participants are sent the ‘NWBA Policies and Reporting Information’ email and to verify all participants are not included on the ‘Exclusion List’ The categories/roles to include are further explained below.

**Per the MAAPP, below is a chart designating categories of Adult Participants within the NWBA who must follow the Required Prevention Policies and who are required to complete Training as outlined in the Education & Training Policy (A.1). Questions about this chart should be sent to the NWBA at [compliance@nwba.org](mailto:compliance@nwba.org)**

- NWBA Staff (Employees)
- NWBA Members: Junior Athlete (age 18+)
- NWBA Members: Adult Athlete (age 18+)
- NWBA Members: Non-Athlete (age 18+)
  - Board of Directors,
  - Coaches,
  - Officials,
  - Team Support Staff (Administrator, Statistician, Medical Professional, Equipment Manager, Team Classification Reviewer, Personal Care Attendant),
  - Classifier,
  - Team Representative,
  - Committee Leadership (Standing, Ad hoc, Taskforce),
  - Divisional and Conference Leadership,
  - Event Director / Sanction Holder
  - USA National Team Staff
- NWBA Independent Contractors



In addition, the following individuals, if participants of an event, are also required to complete Training:

- Medical (i.e., athletic trainers /PTs/massage /etc.) not affiliated with a team (i.e., staff from the facility providing preventative medicine/treatments during the event)

The following is an example list of participants that are typically part of an event and are required to follow the Required Prevention Policies—they must receive the Policies and Reporting Communication and be checked against the Exclusion List. *These participants are encouraged to complete the ‘SafeSport for Volunteers’ Course (contact [compliance@nwba.org](mailto:compliance@nwba.org) for additional details):*

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

### **Risk Assessment**

*The MAAPP At-A-Glance document is a great reference to post/have/know and it can be downloaded [here](#) (under the ‘Resources’ tab)*

***All one-on-one In-Program Contact between an Adult Participant and a Minor Athlete must be observable and interruptible, except in emergency circumstances or with a documented exception.***



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Event Directors should proactively complete a risk assessment related to the policies within the MAAPP and eliminate all vulnerabilities that may exist to mitigate and/or eliminate applicable risks.

- Meetings
- Individual Training Sessions
- Manual Therapy and Therapeutic and Recovery Modalities
- Locker Rooms and Changing Areas
- Electronic Communications
- Transportation
- Lodging and Residential Environments

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

### NOTES:

- *All event participants should be verified eligible against the Participant List through some sort of check-in process at the beginning of the event and monitored throughout the entire event.*
- *Event Directors should provide credentials or wristbands or something to easily identify participants of the event apart from spectators/non-participants.*
- *All event volunteers, security, and officials should help with checking for credentials/wristbands throughout the event to ensure that only verified participants are within the field of play (i.e., equipment storage, on court/team bench, athlete/team designated restroom/locker room, etc.).*

### **References**

Event Directors should reference the following websites and reach out to the NWBA (contact details included on the first website linked below) if you have any questions or need clarification:

- [NWBA Safety Policies & Information](#)
- [Reporting alleged violations and misconduct](#)
- U.S. Center for SafeSport [Minor Athlete Abuse Prevention Policies](#) Information
- Minor Consent Form Templates: Per the Minor Athlete Abuse Prevention Policies (MAAPP), teams inclusive of minor athletes should collect appropriate consent forms. Each team can use their own, but templates are posted here <https://www.nwba.org/safesport> (under the 'Resources' tab).



## **Event Designation**

NWBA sanctioned events may be awarded a designation for competition occurring during their event. The following are the event designations for NWBA sanctioned events.

### **Conference Tournament/Championship**

NWBA Conferences host a competition that serves as the Conference Tournament/Championship. The selection process, competition format, and dates for Conference Tournament/Championship is set forth by delegates of the conference and approved by the Conference Commissioner. Please consult the appropriate Conference Commissioner for further clarification.

### **Regional Qualifying Tournament – Junior Division**

Junior Division Regional Qualifying Tournaments serve as qualifying tournaments for the National Tournament. Selection of Junior Division Regional Qualifying Tournaments is awarded by the Junior Division Executive Committee. Regional Qualifying Tournaments will receive qualifying bids to the National Tournament per the following criteria:

- Five (5) Teams or less = 1 bid
- Six (6) Teams or more = 2 bids

Please consult the [Junior Division Guidelines](#) regarding details and competition format for Junior Division Regional Qualifying Tournaments. Please consult the Junior Division Commissioner and [Executive Committee](#) for further clarification.

### **Classification Event**

NWBA Classification Events are events that will have a Classification Panel present to review and certify player classifications. Events selected as a NWBA Classification Event are reasonable to provide travel, meals and lodging support to NWBA Classifiers. The cost of these services will be the responsibility of the event host.



## Event Checklist

The following Checklist will provide important reminders, an overview and reference materials to assist in the planning and implementation of NWBA sanctioned events.

- Review the [Event Sanctioning and Hosting Successful NWBA Events Presentation](#) and watch the [Sanctioned Events Webinar](#)
- Submit an [NWBA Event Sanction Application](#):
  - NWBA has reviewed and approved the event
  - NWBA has reviewed and denied the event—submit a new Event Sanction Application with further details.
- Submit [NWBA Request for Certificate of Insurance Application](#) (if needed)
- Submit additional information required for event status to be updated from “Unsanctioned” to “Sanctioned” (if necessary) which includes; Confirmed Venue Information, Insurance, Additional Event Information, Officials & Volunteers, and Documents & Communication. *Assistance in editing a registration entry is available in [this article](#)*
- Ensure event status is “Sanctioned” on the [NWBA website](#)
- Ensure that event information is included and updated within the [NWBA Calendar](#)
- If designated as a Junior Division Regional or Conference Tournament, follow procedures for the competition format
- Print/Save electronically the Rosters from the NWBA website to easily reference and confirm that all individuals participating in any portion of the sanctioned event are compliant—Reference Guidelines for Participants section.
- Post signage as outlined in the Quality Control System section of these Guidelines.



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- Follow Communication protocol/send emails/share documents on-site with all Event Participants and Team Representatives as outlined in the Quality Control System section of these Guidelines.
- Print scoresheets, instruction sheets, game summary sheets, etc. that are included at the end of this [Event Resource Guide](#).
- Proactively mitigate and/or eliminate applicable risks as outlined in the Quality Control System section of these Guidelines.
- Report injuries and incidents to the NWBA: [NWBA Incident & Injury Report](#)
- Submit all scores within 24 hours of the conclusion of an event. Score input is the responsibility of an Event or Tournament Director of an NWBA sanctioned event. Detailed instructions are available [here](#).
- Arrange check-in area and process and provide some sort of identifier for event participants. Ideally, it is a credential that is event specific with the name and role of the participant printed directly on the credential.
- HAVE FUN!**



## **Roles**

The following are recommended assigned roles for an NWBA Sanctioned Event:

**Event/Tournament Director** – Responsible for oversight of all aspects of an event.

**Basketball Operations Lead** – Responsible for oversight of all aspects of basketball operations and competition (courts, basketballs, scoring table, scoreboards and shot clocks).

**Volunteer Lead** – Responsible for all volunteers including scheduling, training, and management of volunteers.

**Head Official** – Responsible for scheduling floor officials, addressing competition discrepancies, and rulings.

**Head Classifier** (if applicable) – Serve as the point of contact for the on-site classification panel.

**Volunteer Table Officials** – Responsible for performing the duties of scorebook, game clock, and shot clock.

**Event Operations Staff/Volunteers** – Responsible for providing support for event operations.



## **Venue**

The following are some necessary venue operational areas for an event; all of which should follow the guidelines outlined in the Quality Control System section and be restricted and/or observable and interruptible where appropriate in accordance with the Minor Athlete Abuse Prevention Policies (MAAPP).

**Courts** – Necessary courts available based on competition format and teams. Important to note the spacing necessary for spectators, benches, scoring tables, and open space surrounding the court/field of play. There should be ample space between the bench and spectators.

**Participant Check-In** (Teams, Volunteers, etc.) – Area for all participants to receive information, pick-up team/event information, and check-in for verification of eligibility and credential/wristband, etc. before and during competition.

**Medical/First Aid** – If teams are not providing their own, events must provide on-site medical staff or emergency medical personnel.

**Event Operations** – Area to organize all aspects of the tournament, store additional on-court equipment and stage awards.

**Officials Room** – Area to allow floor officials to have privacy. Can be combined with Classifiers Room as a Hospitality Room if space is limited.

**Classifiers Room** – Area to allow classifiers to have privacy. Can be combined with Officials Room as a Hospitality Room if space is limited.

**Team Area/Wheelchair Storage** – Area to allow teams to store team equipment or wheelchairs on-site at the venue.

**Restrooms** – It is important to ensure that wheelchair-accessible restrooms are available within the venue.

**Emergency Plan** - It is important to develop and educate all key personnel on the emergency action plan. This helps to minimize the risk of an incident occurring and ensures the safety of all event participants and spectators.

**Optional** – Concessions, Photo Area, Merchandise sales, etc.



## **Processing Event Results**

### **Develop Game Folders – *Event Operations Staff/Volunteers***

- Create Game Folders to hold score sheets for all games. Score sheets should be prepopulated with information from registration forms, but verified by team rosters on the NWBA website, for all games possible.

### **Game Summary Sheet – *Volunteer Table Officials***

- Responsibility of the Volunteer Table Officials to complete immediately following each game.
- Completed Game Summary Sheet should be put into Game Folder.

### **Game Folders – *Volunteer Court Monitors***

- Volunteer Court Monitors will pick up completed Game Folders immediately following each game.
- Completed Game Folders will be delivered by Volunteer Court Monitors.
- Drop-off location at Event Operations Table for completed Game Folders.

### **Game Folders – *Event Operations Staff/Volunteers***

- Verify completed Game Folders include signed Score Sheets and accurate Game Summary Sheet.
- Cross-reference scores from Score Sheets with Game Summary Sheet.

***If score discrepancies exist, immediately contact floor officials, table officials, Lead Official, and Event Director.***

### **Brackets – *Event Operations Staff/Volunteers***

#### ***Onsite Brackets***

- Write complete team names with team score for the game following.
- Circle the winning team score.
- Write complete team names in bracket for each team's next game.

#### ***Website & Social Media – If platforms are available***

- Post a summary of the game, day, and event to platforms.

#### ***Additional Resources:***

- [Free Bracket Generator](#)
- [NWBA Scores information and videos](#)



## **Shot Clock Instructions**

**Set Clock to:** 30 seconds - All Divisions (no shot clock used in Prep)

### **Start:**

- When ball is touched inbounds
- The official will signal with a downward chopping motion to start the game clock

### **Stop:**

- When a whistle is blown
- Time out

### **Reset:**

- The official will signal with a whirling motion of the hand with a pointed index finger and arm extended upward
- When ball changes possession
- When ball hits rim of basket
- Following personal foul or technical foul
- After every made basket

### **When Not to Reset:**

- Defensive team touches the ball but does not gain possession
- Time Out
- When a shot is taken but the ball does not hit the rim

**TURN SHOT CLOCK OFF WHEN THERE IS LESS THAN 30 SECONDS  
ON THE GAME CLOCK**

*Reference the current NWBA Rules: <https://www.nwba.org/officialsresources>*



## **Game Clock Instructions**

### **Set Clock to:**

- Adult & Women's Division: Four 10-minute quarters
- Varsity & Intercollegiate Division: Two 20-minute halves
- Prep Division: Four 8-minute quarters

### **Start:**

- On jump ball when official drops his/her arm
- On pass inbounds when ball is touched by player (Official will drop his/her arm)
- When possession is gained after a missed free throw

### **Stop:**

- When a whistle is blown
- Time out
- Free throws
- After EVERY made basket during the **LAST MINUTE OF THE GAME**

### **Halftime:**

- All divisions have a 10-minute halftime

*Reference the current NWBA Rules: <https://www.nwba.org/officialsresources>*



## **Time Outs**

**ALL TIME OUTS START WHEN OFFICIAL TELLS THEM TO START**

**Each team has:**

Adult & Women's Division:

- Four full timeouts
- Three 30 second timeouts

Junior Varsity & Intercollegiate Division:

- Four full
- Two 30 second timeouts

Junior Prep Division

- Four full timeouts

**30 second timeout:**

- Signaled by touching shoulders with two hands
- Start timer when teams are to their huddle
- Buzz horn once at 20 second mark
- Buzz horn twice at 30 second mark

**Full time out:**

- This is 60 seconds
- Signaled by holding arms out parallel to ground
- Start timer when teams are to their huddle
- Buzz horn at 45 seconds
- Buzz horn twice at 1-minute mark

**Equipment time out:**

- 45 seconds
- Buzz horn at 30 seconds
- Buzz horn twice at 45 seconds

**Reference the current NWBA Rules: <https://www.nwba.org/officialsresources>**



## **Sponsorship Opportunities**

- On-site booth for company activation
- Full-page company advertisement in the printed program
- Bring marketing signage and a banner stand
- Company logo included on the tournament t-shirts/giveaways
- Company logo included in the Sponsors section of the printed program
- Tournament shirts/apparel/merchandise
- Company logo and link displayed on the web site
- Social media mentions, including recognition on the NWBA Facebook page
- Inclusion in promotional e-mail blasts
- A basketball or jersey signed by team

The NWBA has two local NWBA Sponsorship [Deck Templates](#) for NWBA teams and organizations to customize for their team and event in the NWBA Resource Center.

For additional assistance with development of local sponsorship materials, please email, NWBA Membership Services Manager, Erich Groezinger at [erichgroezinger@nwba.org](mailto:erichgroezinger@nwba.org).



## **Event Information**

The following is a list of suggested additional information to provide on flyers, handouts and/or an event information package to teams attending events.

- Venue Location
- Hotel/Lodging recommendations
- Transportation recommendations
- Surrounding Restaurants
- Tournament Logistics
- All necessary tournament contact details
- All necessary addresses
- Nearest hospitals

The NWBA has [Promotional Posters](#) for NWBA teams and organizations to customize for their team and event within the Resource Center of the NWBA website.

[Communications, flyers, consent forms, and other documents](#) pertaining to the Quality Control System are available on the Safety page of the NWBA website.



## **Competition Format**

There is no required format for competition for NWBA Sanctioned Events.

However, typically best practices for formatting competition are as follows:

- Guarantee three games for all teams
- Avoid back-to-back games for teams if possible
- Schedule uncommon opponents when possible

Please note that Conference Tournaments and Junior Division Regional Tournaments may require teams to play out games until all team places are awarded. Additionally, Conference Tournaments and Junior Division Regional Tournaments may require seedings of teams by Divisional or Conference Leadership. Please consult the Division Guidelines and procedures of the appropriate conference.

### **Double Elimination**

All teams start in the winner's bracket and continue advancing like a single-elimination bracket. When a loss occurs for the team the first time, they are dropped down to a specific spot in the losers' bracket and continue advancing in the drop-down bracket as they win. After losing a second game a team would be ineligible for the championship.

### **Single Elimination**

Winners continue advancing in the bracket playing with other winners until a champion is determined. Additional games are played outside contention for the championship to award the final placement of teams.

### **Pool Play/Round Robin**

Separate teams into different round-robin groups or flights. Winners or top seeds (#1 & #2) of each flight advance to a single elimination playoff bracket



## **Communication Recommendations\***

### **Pre-Event**

- Send out email invitations 2-3 months in advance
- Follow-up phone invitations 1-2 months in advance
- Post on Facebook & social media 1-2 months in advance
- Send out reminders and updates 2-3 weeks in advance
- Send out a reminder for Team Reps to confirm their Team Roster on the NWBA website is correct 1 month in advance
- Send out NWBA Policies and Reporting 1 month in advance
- Tournament competition schedule should be set 2-3 weeks in advance.

### **During Event**

- Live Stream
- Score Updates via Twittercast from iScout
- Game Updates via iScout
- Bracket Updates (on-site)
- Post signage and share information per the Quality Control System

### **Post-Event**

- Event directors must input scores within 24 hours on NWBA website
- Post & share a completed bracket
- Post & share award recipients
- Post & Share Photos
- Send Thank You Letters to attending teams, staff, volunteers, and sponsors

*\*One-on-one communications with minor athletes is strictly prohibited as outlined in the Minor Athlete Abuse Prevention Policies (MAAPP)*



## **Awards Ballot**

Ten players at each level of play will be selected to the All-Tournament Team. A Most Valuable Player will be given to each gender for all levels of play. One coach from each team will submit one ballot for their level of play.

A person receiving an MVP will not also be included on an All-Tournament Team. A person receiving an MVP vote will be awarded 11 points towards the All-Tournament Team selection. Do not vote for the same person for MVP and All-Tournament Team. Individuals must vote for at least one female and one Class I.

**Coaches/Team Reps are not eligible to vote for players on their own team.** If a coach does not turn in a ballot, no member of their team is eligible to win an award. The NWBA also recommends providing a ballot to the referees/officials to complete for each level of play, as they offer an unbiased perspective to evaluate performance.

Click the link below to fill out an electronic awards ballot. This ballot contains a formula that will automatically calculate an athlete's total points. Ballots will be made available prior to the event, ensuring ample time for voting is available.

Ballots should be submitted to the Event/Tournament Director prior to the championship game/s. Awards will be presented after the championship game/s.



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*Coaches/Team Reps may not vote for anyone on their team roster*

**Male MVP** \_\_\_\_\_ **11 points**

**Female MVP** \_\_\_\_\_ **11 points**

**Rank 1)** \_\_\_\_\_ **10 points**

**Rank 2)** \_\_\_\_\_ **9 points**

**Rank 3)** \_\_\_\_\_ **8 points**

**Rank 4)** \_\_\_\_\_ **7 points**

**Rank 5)** \_\_\_\_\_ **6 points**

**Rank 6)** \_\_\_\_\_ **5 points**

**Rank 7)** \_\_\_\_\_ **4 points**

**Rank 8)** \_\_\_\_\_ **3 points**

**Rank 9)** \_\_\_\_\_ **2 points**

**Rank 10)** \_\_\_\_\_ **1 points**

**Team Name:** \_\_\_\_\_

**Coach Name:** \_\_\_\_\_



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**Game Summary Sheet**

<b>Date:</b>	<b>Game Start Time:</b>	<b>Court #:</b>
<b>Winning Team/Score:</b>		
<b>Losing Team/Score:</b>		
<b>Game Notes:</b>		

*Postgame Instructions: Leave this sheet at the game table with score sheets/game folder*

**Game Summary Sheet**

<b>Date:</b>	<b>Game Start Time:</b>	<b>Court #:</b>
<b>Winning Team/Score:</b>		
<b>Losing Team/Score:</b>		
<b>Game Notes:</b>		

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<b>Date:</b>	<b>Game Start Time:</b>	<b>Court #:</b>
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## Resource Templates

### Policies and Reporting Email Template (communicated to all event participants)

Dear Participants,

As you prepare for the upcoming event (*insert name of event*), we want to remind you that safety is of the utmost importance to the NWBA. To continue our commitment to providing a sports community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct, it is critical that you review the Policies and reporting protocol listed below and understand the requirements. **As an Adult Participant and/or a potential participant at this event, these policies apply to you, and you must abide by them.** Below you will find some important highlights; however, it is important for you to review the policies thoroughly (linked below).

#### Policies

Below you will find links to the SafeSport Code, Minor Athlete Abuse Prevention Policies (MAAPP) and NWBA Policies and Procedures (which includes the Code of Conduct). Participants are required to be familiar with and comply with these Policies. The MAAPP is a collection of prevention and training policies that bind adult participants and organizations in the U.S. Olympic & Paralympic Movement, and establishes clear requirements for interactions between Adult Participants and Minor Athletes. Minor Athletes, and their parent/legal guardian, should also be familiar with the MAAPP. For Reference:

- [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#):
- U.S. Center for SafeSport's [SafeSport Code for the U.S. Olympic and Paralympic Movement](#) (SafeSport Code)
- [NWBA Policies and Procedures](#)

#### Prohibited Conduct

All Participants at this event are expected to refrain from engaging in Prohibited Conduct as defined in the Policies noted above. Prohibited Conduct includes, but is not limited to the following:

- Sexual misconduct
- Child abuse
- Emotional misconduct
- Physical misconduct
- Bullying
- Harassment
- Hazing
- Violations of the NWBA MAAPP

#### Reporting Requirements

All individuals, regardless of membership with the NWBA, are encouraged to report SafeSport alleged violations. All Adult Participants are REQUIRED to report SafeSport alleged violations. Report to The Center (see details below) if you have reasonable suspicion of sexual misconduct or harassment, child abuse (including child sexual abuse), or intimate relationships involving an



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imbalance of power. The Center also accepts reports of emotional and physical misconduct (including but not limited to bullying, hazing, stalking, and harassment) within the U.S. Olympic and Paralympic Movement. Reports of emotional and physical misconduct can also be reported directly to the NWBA (see details below). Individuals should not attempt to conduct their own investigation. There are no fees for filing a SafeSport report with the U.S. Center for SafeSport or the NWBA. Please use the links below to report an allegation of Prohibited Conduct and/or to review the protocol for reporting all concerns involving alleged or suspected sexual misconduct, physical misconduct, emotional misconduct, or violations of the MAAPP.

- Report a SafeSport alleged violation to the U.S. Center for SafeSport:
  - Call 833-5US-SAFE (587-7233) or
  - Visit [here](#)
- [Report a SafeSport alleged violation to the NWBA](#)
- [Reporting additional details](#) (under the 'Reporting' tab)

### **Training Requirements**

Adult Participants required to complete Training are outlined in the [Education & Training Policy \(A.1\) of the MAAPP](#). Adult Participants and all participants at this event should contact the NWBA at [tina@nwba.org](mailto:tina@nwba.org) if there is a question about who is required to complete SafeSport Training. *Only Adult Participants who have completed Training and are compliant with the NWBA will show on an active Team Roster and/or Non-Team Affiliated List on the NWBA website. These individuals are the only individuals eligible to participate in NWBA activities.*

### **Training Opportunities**

Trainings are available for Minor Athletes and Parents/Legal Guardians--these are not mandatory, but highly encouraged. Additional information is available [here](#) (under the 'Resources' tab)

If you have any questions after reviewing these Policies or protocol, please contact Tina Cain, NWBA Business and Compliance Manager: [tina@nwba.org](mailto:tina@nwba.org) or the NWBA Ethics Committee: [Management and Leadership Teams](#) (select the 'Ethics Committee' tab).

Thank you for helping us in this effort to drive an organization-wide culture of safety and compliance. Good luck at your event!

Sincerely,  
XYZ



## **Team Representatives Email Template**

Dear Team Reps,

I hope all is well.

Please review the items listed below in preparation for the (*insert name of event*). Action items are marked in red text.

### **Roster Verification**

As a reminder, because of the NWBA verification process—membership/registration, classification, SafeSport, background screen, etc., we will only use the rosters that are on the NWBA website for the event (i.e., Team check-in, scoresheets, etc.). **Please take a moment today to ensure that your [Team Roster listed on the NWBA website](#) is correct:** . Be sure to check that everyone on your team is included on the roster (athletes and non-athletes—see Registration section below), jersey numbers are correct, shirt sizes are correct, classifications are correct, etc. **All Team Rosters must be FINAL by (*insert deadline*).**

### **NWBA Membership Registration**

**As a reminder, EVERYONE who travels with your team to an NWBA Event/Activity (other than spectators) MUST have a completed, verified Athlete or Non-Athlete Registration.** Anyone who is at Nationals with your team without the appropriate Registration will be required to submit an NWBA Non-Athlete Membership Registration AND will not be allowed to be with your team at the event (i.e., they can't be with the team during the games/on the bench, in the same locker room, storage area, etc. and they can't be included with the team travel and lodging reservations, team meetings, communications, etc.) until after their Membership Registration is submitted, SafeSport Training is completed and their background check is processed which can take up to two weeks. Along with the typical coach, team representative, etc. roles, examples of additional staff may include: drivers, volunteers, interpreters, medical professionals such as athletic trainers, photographers, media, videographers, team reviewers, statisticians, equipment managers, team classification reviewers, personal care attendant, etc.

### **Minor Consent Form Templates**

**Per the Minor Athlete Abuse Prevention Policies (MAAPP), teams inclusive of minor athletes must collect appropriate consent forms and be able to provide a copy if requested by the NWBA.** Each team can use their own consent forms, but templates are attached in case you would like to use what is provided by the U.S. Center for SafeSport (these are also posted on the Safesport Section of the [NWBA Website](#), *under the 'Resources' tab*).

Feel free to contact me if you have any questions.

Thanks,  
XYZ



**NWBA SANCTIONED EVENT**

**THIS LOCKER/CHANGING ROOM IS MONITORED BY STAFF**

This Locker Room Has been Checked:

DATE	TIME	INITIALS
<i>Please print clearly</i>		

*More information on SafeSport and the Minor Athlete Abuse Prevention Policies can be found at: [www.nwba.org/safesport](http://www.nwba.org/safesport)*



## Additional Notes/Scripts

### Event Participant Briefing Bullet Points

*Examples of on-site briefing, may include, but are not limited to:*

- Our organization strictly adheres to the Minor Athlete Abuse Prevention Policies also referred to as the MAAPP which includes limitations on one-on-one interactions between adults and minors. If you are not familiar with these policies, they can be found at: <https://www.nwba.org/safesport> (refer to signage around venue/facility).
  - The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult.
    - Observable and Interruptible means the contact must be able to be seen by another individual; another individual must be able to stop the interaction easily.
- You have an active role in keeping athletes at this competition safe. If you see something suspicious or something that makes you uncomfortable during the competition, please immediately contact the Event Director and report it to The U.S. Center for SafeSport: 833-5US-SAFE (587-7233). Additional Reporting Details, including how to report electronically, can be found at: <https://www.nwba.org/safesport> (select the ‘Reporting’ tab)
- Locker/Changing Rooms
  - Volunteers should use only the spectator/public Bathrooms and will not have access to team/athlete locker rooms *unless you are assisting USADA (if applicable)*.
  - Locker rooms/Bathrooms will be monitored regularly.
  - No cameras or recording devices permitted in locker rooms, changing areas, showers, or bathrooms.
- Only NWBA Registered Athletes and Non-Athletes and specific credentialed event staff are allowed on the field of play (i.e., courts, team benches, etc.).
  - Non-athlete members must have an accreditation/credential. If no identification is produced, report it to a Floor Official or the Event Director.
- Changing clothes on the court is prohibited. Changing should take place in LOCKER ROOM/BATHROOM.



- Athletic Training Room/Classification Room (*if applicable*)
  - Only pre-approved/credentialed staff will have access to the Athletic Training/Classification Room (current SafeSport Training must be completed)
  - Another Adult Participant must be physically present for the athletic training modality, massage, or rubdown
  - For Minor Athletes: consent forms must be documented and treatment must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin, or genitals are always covered
  
- Good sportsmanship is expected at all times.
  - Prohibited conduct includes, but is not limited to, Sexual misconduct, Child abuse, Emotional misconduct, Physical misconduct, Bullying, Harassment, Hazing, Violations of the MAAPP
  - Drugs, alcohol, smoking are not permitted.
  - Please treat each other with respect and HAVE FUN!
  
- Remember, you have an active role in keeping athletes at this competition safe.



### **Event Participant / Team & Participant Scripts**

*Examples of on-site scripts, may include, but are not limited to:*

### **Registration – verbal MAAPP and reporting information for Day-of Individuals:**

- Present and refer to printed ‘MAAPP and Reporting Info’ email
- “As a reminder, while participating in this event, you are required to adhere to NWBA Policies. This includes the SafeSport Code and the Minor Athlete Abuse Prevention Policies (MAAPP) which limits one-on-one interactions between adults and minors. These policies are available at [www.nwba.org](http://www.nwba.org).”
- “Adult Participants are required to report allegations of Prohibited Conduct, to include violations of the MAAPP. While mandatory reporting requirements apply to Adult Participants, we encourage anyone who becomes aware of, or experiences misconduct or abuse, to report those allegations. For additional information regarding Reporting, please visit: [www.nwba.org/safesport](http://www.nwba.org/safesport).”
- “Please review this MAAPP At-A-Glance document here as well as Reporting information (printed). The QR Codes posted around the facility reference this same information if you would like to reference in the future.”

### **Adult Participant who hasn’t completed Training**

- “As a participant in this event, you are required to have completed SafeSport Training that is valid through the end of this event. Since you are not yet compliant with this requirement, you are unable to participate until it is complete.”
- “Depending on which Training you need to complete, it will take anywhere from 30 minutes – 90 minutes. You are welcome to leave to complete the Training now and come back when it is complete to receive your credential/wristband/access.”
- “You will need to present a current SafeSport Training certificate to be able to receive your credential and participate in this event (either paper copy or email to [tina@nwba.org](mailto:tina@nwba.org))”
- “Printed instructions are here (printed) if you need assistance with accessing the Training”

### **Misc.**

- **Scenario:** Individual (athlete, coach, etc.) shows up without an NWBA Membership Registration as they are hoping to be a day-of participant.
  - “There is no option to be a day-of registrant. Registrations for NWBA Sanctioned Events are required to be submitted 10 days in advance. You



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are not allowed to participate as an athlete/coach/etc.; however, you may choose to stay as a spectator.”

- “*Tickets can be purchased* \_\_\_\_\_.”  
(if applicable)
- “You are required to submit an NWBA Non-Athlete Registration (complete SafeSport Training and Background screen), but because you have already violated the MAAPP by traveling with the team without being compliant with our Policies, those must be completed for due diligence.
- If needed, contact the Event Director or Tina at 317-331-8767 to help you.
- **Scenario:** Individual (athlete, coach, official, volunteer, etc.) confirmed to be on a banned/suspended list is trying to receive a credential and participate. CDD List to reference is here: <https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/>.
  - “Hello [Individual], you are not permitted to participate and therefore we can not provide you with a credential nor access to the event. You should have received notice from the U.S. Center for SafeSport or your National Governing Body about your status and ineligibility to participate. Therefore, I will have to ask you to leave the premises.”
  - Inform [tina@nwba.org](mailto:tina@nwba.org) and the Event Director of the incident including the name of the individual, date, time and overview of the conversation.