

# **National Wheelchair Basketball Association**

## **Adult Division Policies and Procedures**

### **Article I**

#### Purpose

The purpose of the Adult Division is to provide a progressive level of competition for community-based wheelchair basketball teams. The Adult Division consists of three (3) Divisions – Division I, Division II, Division III.

### **Article II**

#### Membership

- A. Adult Division teams shall be locally based, with players being permanent residents of the same city, town, or immediate geographic area. Teams drawing from a large geographic area will be considered carefully for membership in the appropriate Adult Division.
- B. Teams meeting the geographic criteria and interest in wheelchair basketball, whose rosters include adult men (but may include Women and Junior players), shall be eligible for the Adult Division.
- C. Rostering players who are not permanent local residents may cause a team to be disqualified from membership in the Adult Division.

### **Article III**

#### Organization

##### **Section 1 – Executive Committee**

- A. The establishment and direction of the general policies of the Adult Division between annual meetings is committed to an Executive Committee of nine members and an Adult Division Commissioner, who will serve in ex-officio, non-voting capacity.
- B. The Adult Division Executive Committee shall consist of:
  1. Chairman
  2. Vice Chairman
  3. Secretary / Treasurer
  4. Three (3) at-large members
  5. Three (3) Athlete Representatives selected by the Athlete Advisory Council or the Adult Division Executive Committee
- C. All Executive Committee members are required to:
  1. Be Registered Individual Members of the NWBA
  2. Complete and Submit Annual Conflicts of Interest Disclosures
  3. Complete and Submit Annual Gifts and Entertainment Disclosures
  4. Maintain strong interest in and commitment to furthering community based, competitive wheelchair basketball competition.
- D. Officers will be NWBA members who have a strong interest in and commitment to furthering community based, competitive wheelchair basketball competition.

- E. For the transaction of business, a quorum shall consist of a majority of the members of the Executive Committee. The Executive Committee shall meet as follows:
  - 1. Prior to the annual meeting
  - 2. At such times, the Chairman may direct
- F. The Executive Committee shall:
  - 1. Transact the business and administer the affairs of the Division in accordance with the policies of the NWBA.
  - 2. Report its proceedings to the members at the annual meeting.
  - 3. Name a replacement for any vacancy on the Executive Committee to fulfill the obligations of that office until the next annual meeting when an individual is elected to serve the remaining part of the term of the vacated office.
  - 4. Liaison with the NWBA Board of Directors.
- G. The Executive Committee may transact business by correspondence, phone, email, social networking, or other methods as it may deem advisable.
- H. An Executive Committee member who is unable or unwilling to carry out his/her responsibilities may be removed from his/her position by vote of the Executive Committee, or a vote of the delegates present at the annual meeting.
- I. The Adult Division Executive Committee will set individual and team registration deadlines according to NWBA Bylaws and Policies and Procedures. The individual and team registration deadline is December 31 of the registration year or as announced by the Adult Division. Teams or individuals not completing registration by the deadline will not be eligible for post-season play.

## **Section 2 – Terms of Office**

- A. Executive Committee Members will serve for 3-year terms.
- B. Terms will be staggered to assure that approximately 1/3 of the Executive Committee Members are elected each year.
- C. An Executive Committee Member may be reelected.
- D. Newly elected Executive Committee Member will assume their positions at the end of the annual meeting at which they are elected.

## **Section 3 – Nominations**

- A. The Executive Committee will accept nominations for the following roles of (Chair, Vice Chair, Secretary / Treasurer and Three (3) At-Large Members in accordance with the following guidelines:
  - 1. Executive Committee Secretary will shall submit to the NWBA Executive Director a list of Open Positions to be posted on the NWBA website no later than ninety (90) days before the annual meeting.
  - 2. All potential Candidates must submit in writing a letter of interest and resume to the Secretary of the Division no later than sixty (60) days preceding the annual meeting. No nominations will be accepted from the floor.
  - 3. Executive Committee Secretary will submit the slate of Candidates to the NWBA Executive Director no later than forty-five (45) days preceding the annual meeting.

4. The NWBA will electronically copy the slate of Candidates to all Adult Division Active Members of the NWBA at least thirty (30) days before the annual meeting.

#### **Section 4 – Elections**

1. Elections for the Adult Division Executive Committee Members (Chair, Vice Chair, Secretary / Treasurer and Three (3) At-Large Members) will take place at the Adult Division Annual Meeting.
2. Elections will be conducted by the Secretary / Treasurer of the Executive Committee. If the Secretary / Treasurer Position is up for election, the highest-ranking position (Chair or Vice Chair) not up for election will conduct the election.
3. The Adult Division Team Delegate, in accordance with the NWBA by-laws, shall cast their votes for all positions on a single, secret ballot at the annual meeting.
4. Election will be by a majority vote.
5. Ballots will be counted by the Division Commissioner or NWBA National Staff and/or Interns. Vote may also be conducted by show of hands if all nominees remove themselves from the room.
6. Results shall be tabulated and announced prior to the conclusion of the meeting.

#### **Section 5 – Division Commissioner**

- A. The Division Commissioner for the Adult Division shall be appointed to the office by the Present of the NWBA upon the recommendation of the Adult Division. The Division Commissioner of the NWBA for the Adult Division serves the role and fulfills the duties described in Section V of the NWBA Policies and Procedures manual.
- B. Upon notification of a vacancy in the Adult Division Commissioner position, the Executive Committee will solicit nominations and make a recommendation to the NWBA President, in a timely manner.

#### **Section 6 – Annual Meeting**

- A. Conduct
  1. The Adult Division will conduct an annual meeting.
  2. All Adult Division member teams will be notified of the meeting date and time at least forty-five (45) days in advance by NWBA website, email, social networking and other electronic media.
- B. Voting
  1. Voting privileges are in accordance with NWBA By-Laws:
    - a. Individuals who are U.S. citizens, at least 18 years of age, and / or are the Team Representative for their respective NWBA Registered Adult Team shall be entitled to one vote in all matters submitted to a vote of the Division. No other voting privileges are conferred upon these members. All voting delegates shall be a member of the NWBA at least sixty (60) days prior to the date of the election or membership vote (Annual Meeting date) in order to be eligible to vote in such election and/or membership vote.
  2. Other representatives of Member teams, Associate members and other NWBA members (i.e. Conference Commissioners, Committee Members, Board Members) may attend and participate in the proceedings but will not have a vote.

3. The certification and voting of delegates shall be conducted as follows:
  - a. In order to vote, the delegate's name must be included on team roster (player of staff) for the present season.
  - b. Each delegate will have one vote.
  - c. Whenever the Division votes by roll call, whether written, show of hands, or via voice, on any question, on demand of any delegate, the names of delegates as they vote shall be checked by the Secretary / Treasurer in order to verify the authority of the voter.
  - d. Voting by proxy shall not be allowed.

## **Article IV**

### **Player Eligibility**

#### **Section 1 – Rostering of players**

- A. Roster
  1. An Adult Division roster may include up to 15 veteran players. Players over the age of 50 and novice players may be added in addition to the 15.
  2. An Adult Division player may also roster with a team in the Adult or Junior divisions, if (s)he, meets the qualifications for that Division. This is allowed to promote development of women and junior players.
- B. Dual Roster
  1. A player may not be rostered on more than one Adult Division team.
  2. When a player is listed on the roster of two or more Adult Division teams:
    - a. The team holding a signed letter of intent from the player in question shall have the right to list such player on their roster.
    - b. If no team has a letter of intent from the player in question, the player in question shall be ruled a contested player and will be ineligible until the Division Commissioner rules which team may list such player on their roster.
      - i. A player who signs two or more Letters of Intent to play for different teams in the Adult Division in the same season shall be declared ineligible to play for that season.

#### **Section 2 – Player Transfers**

- A. Between Season Transfers
  1. Any player wishing to transfer to an Adult Division team must submit a Player Transfer Request Form (found on the NWBA website) to the Division Commissioner by September 1 for consideration. The request should include all pertinent information available as to the reason for the transfer request.
  2. If the player is changing residence to play for a new team, the Commissioner may require verification that the player has moved to a new residence. The following forms of verification will be accepted:
    - a. Driver's license or state ID card with the new residence address
    - b. Voter registration card with new residence address

c. Other verification of new residence may be accepted at the discretion of the Division Commissioner

B. Player Team History/Transfer without Relocation

1. If player has not played for a minimum of 1 year on any NWBA team, (s)he no longer has “history” with a specific team. (S)he may then transfer to a new team without change of residence requirement.
  - a. As with any new player (s)he must play for the most proximal team.
  - b. If player who has sat out at least one season to remove history does not want to play for the most proximal team (s)he must submit, to the Division Commissioner, a letter signed by the Team Representatives and Conference Commissioner for each team geographically closer to his/her most proximal team than the team (s)he is requesting to roster.
  - c. The Division Commissioner will review all letters and will determine whether the player may transfer. Lack of approval by one or more teams or Conference Commissioners will be given significant consideration in the determination.
  - d. Upon approval the new team will become the player’s permanent team.
  - e. The Division Commissioner will notify the player and all concerned teams/Conference Commissioners of the decision.

C. In Season Transfers

1. In the case that an NWBA player moves his/her permanent residence after his/her name has been entered on the roster of an NWBA team, (s)he may apply for an In-Season Transfer.
2. The In-Season Transfer will be considered if it occurs on or after September 1 and on or before December 31 of the same calendar year.
3. Relocation of permanent resident must be geographically closer to another Adult Division Team.
4. To apply for In Season Transfer, the player will submit a transfer form and any requested verification to the Division Commissioner.
  - a. Incomplete or unsigned forms will not be considered.

D. Transfer Approval

1. Once the Division Commissioner receives all required information, (s)he will make a ruling within fifteen (15) days. The player may not play for the new team in an NWBA game until notification of approval has been received.
2. An unapproved player participating in games prior to the Division Commissioner’s decision may result in sanctions for the player and the team.
3. NO TRANSFERS WILL BE APPROVED AFTER DECEMBER 31.

E. Appeal

1. If a player does not agree with the decision of the Adult Division Commissioner, (s)he may appeal to the Adult Division Executive Committee. Appeals must be submitted in writing to the Chair of the Committee within ten (10) days of receipt of notification of decision.
2. The Executive Committee will meet and render a decision within fifteen (15) days of receipt of the appeal. The player may not play for the new team in an NWBA game until the notification of result of appeal has been received.

- a. If a player participates in an NWBA game while his or her appeal is under consideration, the player and team may be sanctioned, and those games will be forfeited.

### **Section 3 – Professional Players**

- A. At the peak of their abilities, players may earn professional contracts from overseas teams outside of the NWBA Adult Division. The Adult Division supports the continued growth of our sport and athletes throughout the world.
- B. Process for Playing Professionally Overseas
  1. Upon being offered a professional contract and acceptance, your current NWBA Adult Division Team Representative will have to submit a letter of release which states that the player is no longer under contract or has no obligation to any NWBA team.
    - a. The letter of release should go to the player, the NWBA Adult Division, NWBA Executive Office Program Manager or Director, and the newly contracted team.
    - b. Receipt of the letter must be confirmed by the NWBA Executive Office. The letter may be sent via email and can be confirmed by email. The letter of release is in effect the moment it is received by the NWBA Adult Division and NWBA Executive Office Program Manager or Director.
  2. Upon confirmation, the player is free to accept the professional contract and all compensation.
  3. The NWBA team the player was last registered with remains the team of record for the player. There is no other obligation between the player and the NWBA team.
- C. Process for Professional Players Returning to Play in the NWBA Adult Division
  1. Players who wish to return to the NWBA from their professional team must obtain a letter of release from their professional team signifying the player has no obligation and is no longer under contract with the professional team.
    - a. Player must submit the letter to the NWBA Adult Division, NWBA Executive Office Program Manager or Director, and former team representative.
    - b. Upon confirmation of receipt, the letter of release is in effect the moment it is received by the NWBA Adult Division and NWBA Executive Office Program Manager or Director.
  2. The player is free to start and complete the NWBA Adult Division player registration process. All registration procedures apply including all deadlines and eligibility confirmation before the player is eligible to participate.
  3. A player whose contract ends before the registration deadline and completes the registration process before this deadline is eligible to play in the NWBA.

### **Article V**

#### **Penalties**

The Executive Committee may make recommendations to the Adult Division Commissioner at any time during the season regarding any Adult Division team believed to have knowingly provided incomplete or inaccurate information on their roster, which would otherwise disqualify the team for membership in the Adult Division. Fines, forfeiture of games or suspension from play for the remainder of the season may be assessed by the Adult Division Commissioner.

Teams falsifying information on a letter of intent or other documents will be declared ineligible for post-season play for the current season and may be required to forfeit pertinent games.

## **Article VI**

### **Post Season Play**

#### **Section 1 – National Championships**

- A. All Adult division teams in good standing, having completed a schedule of no less than ten (10) games against other NWBA member teams in Division I, Division II, Division III, Intercollegiate Division, or Women Adult Division shall be eligible to enter into post season competition for their respective Division for the Adult Division National Championships. Games against Junior Division or non-NWBA (i.e., international) teams will not be counted for eligibility. **(Note: Division III teams must play five (5) of the ten (10) games minimum against Division III teams to qualify for post season).**

#### **Section 2 – Application for Post Season Play**

- A. Any division team desiring to compete in post-season competition must submit an application to the Division Commissioner for a berth in the National Tournament.
- B. Teams will submit an Application for Post-Season Play form.
  - 1. Applications must be submitted to the Division Commissioner on or before the announced deadline. To ensure receipt, a duplicate copy of the application should also be forwarded to the Tournament Ranking Committee (TRC) Chair listed on the application form. Teams may submit their form prior to concluding scheduled play but will amend their application by promptly reporting the results of any games played against other NWBA teams after the submission of their application and prior to the deadline.
  - 2. Any Adult Division team that fails to submit an Application for Post-Season Play form by the published deadline will not be considered for a National Tournament berth.
- C. The Tournament Ranking Committee shall have the authority to penalize any member team which it can reasonably ascertain has provided incomplete or inaccurate information on their Application for Post-Season Play form in an effort to gain a more favorable rank or tournament seed. The penalties may include but are not limited to a reduction of rank or seed, and/or disqualification from post-season play for that season.
- D. All teams submitting a complete Application for Post-Season Play form by the deadline will be considered for placement in post-season play.
- E. The Application for Post-Season Play form shall include the following information:
  - 1. Team identification data as requested.
  - 2. Results of all conference games played, and the order of finish in the conference.

3. Results of all non-conference or exhibition games played against any NWBA member team, from October 1 until the application deadline.
  4. A Coach's Poll which shall consist of a ranking, from best to worst, of all teams played during the season.
  5. Report of any significant roster changes, such as additions or deletions of veteran players.
- F. Failure of a team to submit all requested documentation will result in the team being fined in an amount to be determined by the Adult Division Commissioner.

### **Section 3 – Seeding and Game Assignment**

- A. The Tournament Ranking Committee shall rank all teams applying for berths in the National Tournament. The ranking shall be a consensus of competitiveness or competitive level of the teams and shall be used in awarding playoff berths and determining playoff seeding. The following information shall be considered and weighed in determining the rankings:
1. Win – Loss record. Consideration shall be given to the competitive level of opponents.
  2. Head-to-head competition between teams.
  3. Competition between mutual opponents.
  4. The consistency of a team's rating in the Coach's Poll.
  5. Any significant roster changes such as additions and/or deletions of veteran players.
  6. The point spread or margin of victory shall not be considered a factor for the winning team.
- B. Within 48 hours of assignment of teams, the TRC will contact each team representative to inform him of team's National Tournament assignment. Rankings and assignments will also be posted on the NWBA website.

### **Section 4 – Failure to Meet Playoff Assignment**

- A. Each team that applies and is awarded a berth in the National Tournament shall be responsible for participating.
1. The circumstances related to a qualifying team's failure to play its scheduled National Tournament opponent should be judged as pardonable or non-pardonable.
    - a. Pardonable circumstances are those involving unanticipated events over which the team has no control (i.e., extreme weather conditions, loss of player personnel for medical reasons, mechanical breakdown en route, etc.) and which occur immediate to the playing of the game.
    - b. Non-pardonable circumstances are those events and factors, which occur in advance of the scheduled game and are, claimed as direct reasons for a team's withdrawal from the game (i.e., disagreement with assignment, lack of finances, player personnel employment schedules, difficulties in organizing team transportation).
  2. The penalty for qualifying team's failure to play in the National Tournament attributed to non-pardonable circumstances shall be disqualification from post-season for the next season and a \$500 fine. The Division Commissioner, with the approval of the Executive Committee, may impose whatever other penalties are judged to be appropriate.

### **Section 5 – National Tournament (Refer to NWBA Policies and Procedures: Section 8)**

## **Article VII**

### **Amendments**

- A. Amendments to the Adult Division Guidelines can be proposed annually by:
  - 1. Proposed Amendments to the Adult Division Guidelines shall mail and/or email a copy to the Secretary of the Executive Committee sixty (60) days preceding the annual meeting.
  - 2. The Secretary of the Executive Committee will submit proposed amendments to the NWBA Executive Director and Executive Committee no later than forty-five (45) days preceding the annual meeting.
  - 3. The NWBA will electronically copy the proposed changes to all Adult Division Active Members of the NWBA at least thirty (30) days before the annual meeting.
  - 4. Proposed changes can be approved by a simple majority.  
All approved changes to amendments take effect at the start of the new season, unless otherwise specified.

## **Article VIII**

### **Self-Management**

The Adult Division has the responsibility and authority to govern its affairs, draft legislation and conduct business specific to the Adult Division. No legislation shall be passed that is incongruent with the NWBA Bylaws or Policies and Procedures.

## **Article IX**

### **Divisions**

#### **A. Division I**

- 1. Top 20 Ranked Adult Teams as determined by the Tournament Ranking Committee will be placed in Division I.
- 2. The bottom 2 ranked Teams in Division I will have the option to submit to the committee to play Division II in the next season.
- 3. Division I teams may apply for probationary status in Division II. Probationary status will allow teams to play regular season/conference games as a Division II team.

#### **B. Division II**

- 1. Top 30 Ranked Teams outside of Division I as determined by the Tournament Ranking Committee will be placed in Division II.
- 2. A Division II team may have a maximum of ONE (1) current cycle U.S. National Team Member (U23 or National Team), regardless of Country.
- 3. The Top 2 Ranked Teams at the conclusion of the NWBT will be moved to Division I in the next season. Division I teams may apply for probationary status in Division II. Probationary status will allow teams to play regular season/conference games as a

Division II team. Probationary Division II teams **WILL NOT** be eligible for the NWBA Division II National Tournament during their probationary (1 year) period.

4. Division II teams not part of the previous season's Top 20 of their respective Division may apply for probationary status in Division III. Probationary Division III status is applied to teams seeking to move to Division III or newly formed teams considering Division III. Probationary status will allow teams to play regular season/conference games as a Division III team. Probationary Division III teams **WILL NOT** be eligible for the NWBA Division III National Tournament during their probationary (1 year) period.

C. Division III

1. All remaining teams outside of Division I and II will be placed in Division III.
2. The Division consists of new and recreational teams.

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3. Division III teams are not allowed to roster any Current cycle National Team Members (U23 or National Team).
4. The Top 2 Ranked Teams at the conclusion of the NWBT will be moved to Division II in the next season. Teams will be evaluated for the upcoming season based upon their roster and differentiation of said roster from the previous year (if applicable), based on current existing standards (bulleted points below). Once a team is approved for a lower division based on the objective guidelines of the composition of their roster, if there seems to be inequity in parity of play in the division, based upon tournament results, The ranking committee can nominate one or both teams in the final to be moved to the next division, if a majority vote of the top 20 teams in the division agree, then the nominated teams shall be promoted unless a roster change is instituted.
5. An annual fee of \$50 has been requested of each Division III team. Fees will be collected and banked. Establishing a Treasury for Division III will over time allow a source of revenue for fundraising projects of interest to Division III teams without impacting other NWBA Divisions. These funds may also be used to assist the NWBA with projects that benefit Division III teams should it become necessary. Teams requesting Hardship Status will be granted exceptions not to exceed two (2) seasons.
6. No more than 2 players with classifications of 3.5 or higher are permitted to be on the court at the same time.
7. Division I or Division II teams not part of the previous season's Top 20 of their respective Division may apply for probationary status in Division III. Probationary Division III status is applied to teams seeking to move to Division III or newly formed teams considering Division III. Probationary status will allow teams to play regular season/conference games as a Division III team. Probationary Division III teams WILL NOT be eligible for the NWBA Division III National Tournament during their probationary (1 year) period.

#### **D. Division Assignment**

1. Upon team registration and roster submission for the new season, all teams will be evaluated by the Divisional Committee for the upcoming season to determine appropriate Divisional Assignment for the season.
2. The Top Two (2) Ranked Teams in Division II and Division III from previous season's NWBT will automatically move up a division. However, a team that finishes in the Top Two (2) in Division II and Division III may submit to remain in the same division from the previous season. The Team will be evaluated based upon their roster and differentiation of said roster from previous season and determine if there is to be inequity in parity of play within the division.