

National Wheelchair Basketball Association (NWBA) Staff (Contractor, Employee and Volunteer) Selection Procedures 2025 IWBF Americas Cup

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SECTION 1: OVERVIEW

These procedures provide the qualification requirements for selection to NWBA's Staff for the 2025 IWBF Americas Cup. However, accreditation is not guaranteed and is based on final IWBF credential allocation. Responsibility of allocated accreditations will be managed by the National Wheelchair Basketball Association as the IWBF Member Organization.

In alignment with the NWBA High Performance Plan, the goals of the NWBA High Performance Committee are to compile a staff pursuant of the highest level of performance on a global scale for the Americas Cup Team in the effort to sustaining National Team podium performance levels in the future.

The 2025 [Americas Cup](https://iwbf.org/events/) tournament will serve as the qualifier for the IWBF World Championships. Once finalized, the IWBF will announce the dates and location of this event as well as the World Championships event on their website: <https://iwbf.org/events/>

SECTION 2: STAFF REQUIREMENTS

2.1 MINIMUM REQUIREMENTS FOR ALL STAFF

1. Complete and remain compliant with all Americas Cup Application/Registration requirements by stated deadlines.
 - i. NWBA Membership Registration: <https://www.nwba.org/individualregistration> which includes Code of Conduct: <https://www.nwba.org/aboutpoliciesprocedures> (Appendix D within NWBA Policies & Procedures) as well as SafeSport Training and a background screen in accordance with the current [NWBA Background Check Policy](#).
 - ii. NWBA Conflict of Interest Disclosure Form: <https://www.nwba.org/aboutpoliciesprocedures> (Appendix A within NWBA Policies & Procedures)
 - iii. *Should a staff nominee experience an 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.*
2. Have a valid passport at the time of selection that does not expire for six months after the conclusion of the Americas Cup.
3. Be familiar with and abide by the NWBA Policies & Procedures, the NWBA Minor Athlete Abuse Prevention Policies (MAAPP), and the U.S. Center for SafeSport's SafeSport Code for the Olympic & Paralympic Movements.
4. Be available to travel and be on-site for the entire duration of all Americas Cup Team activities which includes, but is not limited to, the Try-Out Camp, Selection Camp, Training Camps, and the Americas Cup competition if requested.
5. Fulfill all duties and requirements of the NWBA including attendance at required NWBA and IWBF related meetings if requested.

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6. Be in good standing with IWBF, NWBA, U.S. Center for SafeSport, and USADA.
7. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, NWBA, IWBF and/or the local organizing committee.
8. Be in good health and able to withstand the physical rigors of traveling and working with the Team.
9. Possess high level, specific technical and tactical knowledge of the sport as needed for the specific role.
10. Have thorough knowledge and understanding of IWBF rules and regulations-including classification and anti-doping.
11. Demonstrate ability to work effectively and establish harmonious relationships with the NWBA, IWBF, athletes and other Team personnel.
12. Demonstrate professionalism and strong moral and ethical leadership qualities.
13. Demonstrate ability to manage conflict or crisis and remove distractions for athletes.
14. Promote and administer a fair, ethical and safe environment for all players and staff.
15. Have strong administrative, communication and organizational capabilities and skills.
16. Have NWBA approval prior to making any financial decisions regarding the Team.
17. Promote and administer Team's adherence to all rules and Code of Conduct.
18. Maintain consistent communication and work collaboratively with the NWBA National Office and High Performance Committee.
19. Manage budget in a manner that achieves both optimal performance and fiduciary responsibility; and support financial and/or development opportunities led and managed by the NWBA, including but not limited to, peer-to-peer fundraising, appearances, autographs, etc. to generate additional funding and/or resources for the NWBA High Performance Program.
20. Represent and promote affiliated organizations—i.e., the NWBA, USA Basketball, USOPC and/or the IWBF in a positive and professional manner at all times.
21. Perform other reasonable duties as assigned by the NWBA High Performance Committee and appropriate representatives of the NWBA that support the mission and needs of the USA Wheelchair Basketball Team and the NWBA.

2.2 ADDITIONAL REQUIREMENTS FOR ALL COACHES (HEAD COACH AND ASSISTANTS):

- 1 Have extensive experience working with elite level wheelchair basketball athletes--currently coaching in a full-time salary or volunteer role and/or a minimum of five years of consistent wheelchair basketball coaching experience.
- 2 Have relevant international Staff experience from a previous Delegation Event, IPC, or IWBF event within the last four (4) years (preferred).
- 3 NWBA/Wheelchair Basketball and High Performance Program experience (preferred).
- 4 Prior success coaching in NWBA postseason (e.g., Junior, Adult, Collegiate, or Women's Divisions) demonstrated by appearances in Divisional final four or equivalent (preferred).
- 5 Demonstrated ability or interest to coach, teach and manage at the international level (preferred).
- 6 Assist with the selection process and selection of the 2025 IWBF Americas Cup Team pursuant to the

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terms of the pertinent Athlete Selection Procedures if requested.

7. Develop and implement training programs and assist the High Performance Committee with schedules for the 2025 Americas Cup Team to attain the highest possible level of success through medal winning performances if requested.
8. Develop and implement monthly performance evaluations for all athletes selected to the 2025 IWBF Americas Cup Team if requested.

2.3 ADDITIONAL REQUIREMENTS FOR ALL SPORTS MEDICINE PROVIDERS

1. Possess appropriate experience relative to Team needs.
2. Have relevant international Staff experience from a previous Delegation Event, IPC, or IWBF event within the last four (4) years (preferred).
3. NWBA/Wheelchair Basketball and High Performance Program experience (preferred).
4. Possess appropriate certifications/licenses as applicable.
5. In addition to the approved NWBA Background Check, pass a medical credential review which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
6. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine (<https://www.usopc.org/athlete-services/medical/volunteer-program>).
7. Meet the minimum criteria and provider requirements defined in the USOPC Sports Medicine Provider Credentialing Policy.
8. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the IWBF Americas Cup) and medical equipment submission requirements if necessary.
9. Manage Team medical forms.

2.4 ADDITIONAL REQUIREMENTS FOR ALL SPORTS SCIENCE PROFESSIONALS

1. Possess appropriate experience relative to Team needs.
2. Have relevant international Staff experience from a previous Delegation Event, IPC, or IWBF event within the last four (4) years (preferred).
3. NWBA/Wheelchair Basketball and High Performance Program experience (preferred).
4. Meet the minimum criteria defined in the [USOPC Sports Science Credentialing Policy](#) (see additional resources).
5. Possess the appropriate professional certifications.
6. Pass licensure/credential review in addition to the approved NWBA Background Check, which will be a combined check managed through USOPC Sport Performance (separately arranged background checks will not be considered).
7. Possess appropriate experience relative to the position/field of practice for which they may be nominated.

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8. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice at the IWBF Americas Cup) and medical equipment submission requirements if necessary.

2.5 ADDITIONAL REQUIREMENTS FOR ALL TEAM LEADERS

1. Possess appropriate management experience relative to Team needs.
9. Have extensive experience working with elite level wheelchair basketball athletes--currently managing in a full-time salary or volunteer role and/or a minimum of five years of consistent wheelchair basketball team management/team representative experience (preferred).
2. Have relevant international Staff experience from a previous Delegation Event, IPC, or IWBF event within the last four (4) years (preferred).
3. NWBA/Wheelchair Basketball and High Performance Program experience (preferred).

SECTION 3: STAFF ROLES THAT MAY BE FILLED BY NWBA/USOPC EMPLOYEES/CONTRACTORS

NWBA/USOPC Employee/Contractor Roles	Responsibility
Strength & Conditioning (1)	Provide appropriate strength and conditioning services to the athletes.
Nutritionist (1-2)	Provide appropriate nutrition services to the athletes.
Sport Psychologist (1)	Provide appropriate mental health services to the athletes.

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

Contractors or Volunteers may be required to have a signed NWBA Agreement on file by a stated deadline.

Contractor or Volunteer Roles	Responsibility
Team Leader (1)	Organize Team logistics and serve as primary point of contact for the team before, during, and after the Event.
Head Coach (1)	Prepare athletes/teams for success on the field of play.
Assistant Coach (up to 3)	Prepare athletes/teams for success on the field of play.
Medical (1)	Provide appropriate medical care to the athletes.

SECTION 5: METHOD USED TO IDENTIFY AND SELECT STAFF

NWBA will not solicit applications for the Staff role(s) listed in Section 3. Those roles will be filled by current USOPC and/or NWBA employees.

NWBA will solicit applications for the Staff role(s) listed in Section 4 according to the following Application guidelines (Section 5.1).

In the event that a replacement is needed to fill a Staff position listed above, the NWBA High Performance

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Committee and NWBA High Performance Manager or CEO (or designee) will consider individuals who meet the criteria outlined in Section 2.

5.1 APPLICATION TIMELINE

Outlined on the NWBA website: <https://www.nwba.org/usawb>

5.2 APPLICATION PROCESS

All Staff positions included in Section 4--head coach, assistant coach, medical, team leader are required to submit a National Team Application to be considered for selection to the Americas Cup Team Staff which will represent the USA Team at the 2025 IWBF Americas Cup.

5.3 TENTATIVE CAMP AND COMPETITION SCHEDULE

Outlined on the NWBA website: <https://www.nwba.org/usawb>. Updates will be shared directly with applicants/selected staff.

SECTION 6: APPROVAL OF STAFF SELECTIONS

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

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

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

SECTION 7: REMOVAL OF STAFF

7.1 REPLACEMENT REASONS

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

1. Voluntary withdrawal. Staff nominee submits a written letter of withdrawal to the NWBA High Performance Manager or CEO.
2. Injury or illness. A physician (or medical staff) approved by NWBA provides certification that the individual has a debilitating condition. If an individual refuses to provide verification of their illness or injury by a physician (or medical staff), their injury will be assumed to be debilitating, and they may be removed from the Staff.
3. Inability to meet Staff requirements and/or perform required duties.

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4. Code of Conduct violation. Individual violates the NWBA Code of Conduct: <https://www.nwba.org/aboutpoliciesprocedures>
5. SafeSport Policy violation. Individual violates the NWBA Minor Athlete Abuse Prevention Policies or the U.S. Center for SafeSport's Policies and their participation is limited or not allowed due to sanctioned imposed or temporary measures implemented <https://www.nwba.org/safety>
6. Anti-doping violation. Individual violates NWBA, USADA and/or USOPC anti-doping protocol, policies, and procedures.
7. Removal of contract/employment. Individual is removed from their position as an NWBA/USOPC contractor or employee.

7.2 REPLACEMENT OF STAFF

1. If a selected Staff member is unable to perform their duties due to any reason outlined in Section 7.1 or other unforeseen circumstances that would result in the need to replace them, the replacement candidate must meet all applicable Staff requirements listed in Sections 2.
2. All replacement candidates must be selected using the same process outlined in these selection procedures.

SECTION 8: CONFLICT OF INTEREST

8.1 STAFF CANDIDATES

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

8.2 STAFF SELECTION COMMITTEE

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

Any member of the selection committee who has an actual, possible, or perceived conflict of interest must disclose it to the NWBA's ethics committee prior to the start of the selection process and/or recuse him/herself from the review process and/or voting. A conflict of interest exists when a personal, family, financial, professional, club, team or business interest of the committee member poses a direct or indirect relationship, connection, or affiliation, past or present, with a staff candidate in contention for the applicable team selection that could compromise the committee member's ability to participate in the selection process in an unbiased manner. If a conflict exists, the NWBA's ethics committee shall review the conflict and determine the committee member's level of involvement (e.g., whether that committee member must recuse him/herself from participating in discussions and/or voting). For example, if it is determined that a committee member must recuse him/herself from voting, the ethics committee may still determine that a committee member who has relevant and necessary information with respect to staff candidate experience, for example a national team coach or high performance director, may, if requested by the selection committee, provide such information to the committee so long as such information is provided in

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a fair and unbiased manner and so long as the committee member with the conflict of interest does not vote toward the final decision. The committee member must not otherwise influence other members of the committee in the selection process.

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

Any recused individual shall be replaced by the NWBA High Performance Committee in consultation with the NWBA Ethics Committee if necessary.

SECTION 9: QUESTIONS REGARDING SELECTION PROCEDURES

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

Name: Tina Cain

Position: NWBA Business and Compliance Manager

Email: tina@nwba.org

Phone: 317-331-8767

SECTION 10: GRIEVANCES

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

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

SECTION 11: NON-RETAILATION

The NWBA has zero tolerance for retaliation against people who make good faith reports of potential ethical, policy, or legal violations, or who cooperate with investigations of those reports. That means no NWBA staff, Board or Committee member, or volunteer may threaten, harass, discriminate against, or take any negative employment or related action (e.g., discharge, demotion, suspension, negative review) on that basis. Additional information can be found in the NWBA Whistleblower and Anti-Retaliation Policy. <https://www.nwba.org/aboutpoliciesprocedures>

- Individuals may report concerns to the NWBA's Ethics Committee by submitting a Policy Violation Report: <https://www.nwba.org/applications>.

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- Individuals may report concerns to the USOPC confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935.

SECTION 12: CERTIFICATION OF SELECTION PROCEDURES

The following individuals approved these selection procedures.

POSITION	NAME	SIGNATURE	DATE
NWBA Chief Executive Officer	David Shaffer		11/12/2024
NWBA High Performance Committee Chair	David Greig		11/12/2024

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

POSITION	NAME	SIGNATURE	DATE
Team USA Athletes' Commission – NWBA Representative	Steve Serio		11/14/2024

* If the Team USA AC Representative has delegated authority to the Alternate Representative to sign the Selection Procedures, attach a letter from the Team USA AC Representative indicating the reason he/she has delegated authority.

* Signature by the Athlete Representative constitutes that he/she has read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Athlete Selection Procedures being submitted by the NWBA, he/she may submit those reasons in writing to his/her USOPC Sport Performance Team.

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

Revision History

Date	Revisions
November 12, 2024	Original document published