



**NATIONAL  
WHEELCHAIR  
BASKETBALL  
ASSOCIATION**

**Intercollegiate Division Guidelines**

**2015-2016 Season**

# Table of Contents

Article I.	NAME.....	4
Article II.	PURPOSE.....	4
Article III.	ELIGIBILITY AND RECRUITING .....	4
Section 3.01	Team Eligibility.....	4
Section 3.02	Student Athlete Eligibility .....	6
Section 3.03	Student Athlete Recruitment.....	7
Section 3.04	Emerging Associate Team Transition Period .....	7
Article IV.	ORGANIZATION.....	8
Section 4.01	Division Officers .....	8
Section 4.02	Duties of the Officers .....	9
Section 4.03	Team Representatives.....	11
Section 4.04	Voting Eligibility .....	11
Section 4.05	Terms of Office .....	11
Article V.	COMMITTEES .....	12
Article VI.	MEETINGS .....	12
Section 6.01	Annual Meeting .....	12
Section 6.02	Additional Meetings .....	12
Section 6.03	Voting Rights and Responsibilities .....	12
Article VII.	PRACTICE AND COMPETITION TIME LIMITS .....	13
Section 7.01.....		13
Section 7.02.....		13
Section 7.03.....		13
Article VIII.	OFFICIALS .....	13
Section 8.01	Competition Host Responsibilities .....	13
Section 8.02	Division Responsibilities.....	13

Article IX. SHOT CLOCK and TIME LINE.....	14
ARTICLE X. CONDUCT OF THE NATIONAL INTERCOLLEGIATE WHEELCHAIR BASKETBALL TOURNAMENT .....	14
APPENDIX A.....	16
Intercollegiate Division Recruiting Guidelines .....	16
APPENDIX B.....	24
Intercollegiate Division Recruiting Calendar.....	24
APPENDIX C.....	25
Appeal Process .....	25
APPENDIX D.....	27
Intercollegiate Division Forms .....	27
Letter of Intent.....	28
Academic All America Team .....	31
Academic All American Nominee Application Form.....	32
Intercollegiate Division Awards .....	34
NWBA Intercollegiate Division Hall of Fame.....	35
NWBA Intercollegiate Division Hall of Fame Nominating Form .....	37
Appendix E .....	41
Important Dates for the Division .....	41

## **Article I. NAME**

The name of this organization shall be the Intercollegiate Division of the National Wheelchair Basketball Association (NWBA). Within the Intercollegiate Division there shall be the American and National Conferences.

## **Article II. PURPOSE**

The purpose of this organization shall be to promote the development of the sport of wheelchair basketball at the collegiate level. The Intercollegiate Division will operate within the Constitution and Bylaws of the National Wheelchair Basketball Association.

## **Article III. ELIGIBILITY AND RECRUITING**

### ***Section 3.01 Team Eligibility***

- (a) Teams must by agreement take the name of a college or university, have registered students from that university or college playing on their team and use the university or college facilities for games and or practices.
- (b) Teams must have all players with a local address (within 25 miles of campus) at which they reside for the majority of the year and which allows them to train with the team on a weekly basis at minimum.
- (c) Teams will be required to play in at least two college tournaments against collegiate division teams in order to be eligible for the collegiate national championship tournament. Teams certainly can schedule more than two tournaments if they choose. All teams are responsible for their own scheduling in order to allow teams to schedule based on their own budget situation and so that there is greater flexibility in travel.
- (d) Teams are welcome to adhere the full extent of the NCAA and or NAIA Guidelines if that is what is deemed best for their program and their student athletes, but the guidelines in this document are all that is required for membership into the Intercollegiate Division. The Intercollegiate Guidelines shall apply to all teams in the Intercollegiate Division regardless of a team's conference selection. To the extent an Intercollegiate Division Guideline conflicts with any other rule and/or guideline of another governing body (i.e. NCAA rule and/or guideline), the Intercollegiate Division Guideline shall control.
- (e) Teams must adhere to the membership requirements of all NWBA teams and also adhere to the college eligibility requirements set aside for Intercollegiate Division teams.

- (f) Teams are obliged to make application to the NWBA and follow the required NWBA guidelines for membership in the parent organization. The Intercollegiate Division Commissioner and President will then confer to assist in the acceptability and placement process.
- (g) Teams shall be obliged to pay annual dues, which will be determined by all Intercollegiate Division members at the annual business meeting each year. These Intercollegiate Division dues will be over and above those dues required of each member team by the NWBA. Payment of these Intercollegiate Division dues must be in the hands of the Division Treasurer no earlier than September 1 of the year in question and no later than October 31 of that same year.
- (h) Teams must submit rosters and adhere to NWBA requirements. In addition, all listed players must meet the college athletic eligibility requirements set forth by their particular institution. It is the responsibility of each participating team to submit to the Intercollegiate Division Commissioner:
  - (i) Information regarding the calendar for the academic year at their institution so that registration dates and semester breaks will be duly recorded.
  - (ii) A team roster in which each player has been certified by the institution's intercollegiate eligibility review officer, stating which players have been certified to meet the specific institutional intercollegiate athletic eligibility requirements for participation for each season or as new players are added to the roster. The team is also responsible for informing this representative of the eligibility requirements of the Intercollegiate Division. The list of eligible players is to be forwarded to the team representative. Any incorrect information, be it by error or falsification of records, will result in forfeiture of all games played under false pretenses.
  - (iii) These rosters must be submitted no later than fourteen (14) days prior to the opening game of the Intercollegiate Division season and also seven (7) days prior to the start of the second semester/quarter/trimester of school.
  - (iv) In case of any question, misunderstanding or protest regarding the eligibility of a particular player or team arises; an Reporting Event Form (REF) must be completed and submitted to the Intercollegiate Division Commissioner who will render a decision.
  - (v) If a Team fails to pay its NWBA or Intercollegiate Division dues within ten (10) days of the listed due date they shall forfeit all membership and voting rights. In order to be reinstated they must once again apply for Intercollegiate Division membership.

## **Section 3.02      Student Athlete Eligibility**

- (a) Students that are on the roster and compete must be enrolled full time at the institution for which they are competing.
  - (i) For Intercollegiate Division members in the American Conference, full time students enrolled at a partner community or junior college (within 25 miles of campus) will also be eligible.
  - (ii) Teams in the American Conference with rosters comprised entirely of full time student athletes as described in this section will be eligible for Full Membership.
  - (iii) Full Time Enrollment is considered 12 credits undergraduate, 9 credits graduate.
  - (iv) Junior college athletes lose eligibility (one year for each year rostered) if rostered on the college team's Intercollegiate Division roster.
- (b) Student athletes may compete in 5 years of intercollegiate wheelchair basketball. Any games played will be regarded as a complete year.
- (c) Only years played on a college team count against a player's eligibility. For example if a player leaves a program and plays on a DIII or Championship Division team for one or more seasons - those years do not count against eligibility.
- (d) Students must complete the necessary credits to progress through their eligibility accordingly:
  - (i) All new student-athletes can compete in year 1 with no academic restraints.
  - (ii) To begin a second year of eligibility, student-athlete must have passed 24 credits.
  - (iii) To begin a third year of eligibility, student-athlete must have passed 48 credits.
  - (iv) To begin a fourth year of eligibility, student-athlete must have passed 72 credits.
  - (v) To begin a fifth year of eligibility, student-athlete must have completed 96 credits.
- 1) If a student does not meet the above requirements and is rendered ineligible for the next semester, that student will become eligible the semester after ineligibility based on the their next two semesters. (ex. Player A is ineligible for the fall as they only passed 21 credit hours the previous year. That player becomes eligible in the winter semester based on passing 24 or more hours from their previous winter semester, summer semester and current fall semester.)
- 2) All players must pass at least 6 credit hours in the fall and 6 credit hours in the winter semesters to be eligible for the next semester of play.
- 3) No more that 6 credit hours from the summer semester may count towards player eligibility.

- 4) Repeated courses: if originally passed, but with a less than satisfactory grade, do not contribute towards eligibility credits. If the course was failed, the hours do contribute.
- (e) Once a student athlete has completed 24 credits, he/she must maintain a cumulative GPA of 2.0 to be eligible to compete.
  - (i) Procedure for Student Athlete Eligibility verification
    - 1) Each team administrative officer must submit their team roster and pertinent information, as outlined in the NCAA Rule Book, to the University eligibility representative so that he or she may review each athlete in relationship to the NCAA guidelines for participation in intercollegiate athletics at that institution. The next step would be for this individual to forward the roster of these eligible participants to the Intercollegiate Division Commissioner.
  - (f) Any student-athlete that transfers from one NWBA Intercollegiate Division team to another NWBA Intercollegiate Division team is not eligible to compete for one full year from date of last time competing with previous institution. The one full season of inactivity does count as a year of eligibility lost. The previous coach may waive the one-year of inactivity requirement.

### ***Section 3.03      Student Athlete Recruitment***

- (a) Prospective student-athletes must not be contacted for recruitment until the day following completion of their sophomore year in high school.
- (b) National letters of intent cannot be signed before Sept 1 of a prospective student athlete's senior year in high school.
- (c) Teams will not provide any financial inducements to prospective student athletes during the recruitment process to persuade them to attend their institution.

### ***Section 3.04      Emerging Associate Team Transition Period***

- (a) New teams entering the Intercollegiate Division will be allowed a 5-year transition period and granted Associate Membership during their first five years after joining the division.
- (b) Associate Member Teams will pay division dues and will be allowed to fully participate in division regular season tournaments, and participate as a voting member at all division meetings.
- (c) Associate Member Teams will be allowed to attend and compete in the National Championship, and will be inserted into the Championship hosting rotation. All

games played by Associate Member teams vs. Full Membership Teams at the National Championship will be forfeited by the Associate Member team.

- (d) Associate Member Teams may roster community members or non-student athletes that reside within 25 miles of campus.
- (e) Associate Member Teams may NOT roster any students who have exhausted their 5 years of college eligibility while playing for other teams within the NWBA Intercollegiate Division.
- (f) Associate Member Teams will be asked to strive for the following goals during their 5-Year transition period. Progress towards these goals will be reviewed individually with the conference commissioner following each season.
  - (i) Year One - At least 1 Full Time Eligible Student Athlete
  - (ii) Year Two - At least 2 Full Time Eligible Student Athletes
  - (iii) Year Three - At least 3 Full Time Eligible Student Athletes
  - (iv) Year Four - At least 4 Full Time Eligible Student Athletes
  - (v) Year Five - At least 5 Full Time Eligible Student Athletes
- (g) Associate Member Teams receive Full Membership status and benefits if at any point during their first 5 years they meet all the Eligibility and Membership Guidelines outlined for all regular Full Member Teams.

## **Article IV. ORGANIZATION**

### ***Section 4.01 Division Officers***

The titles of the Intercollegiate Division officers shall be (1) Commissioner, (2) President, (3) Vice-President, (4) Secretary, (5) Treasurer. Any individual, who is dedicated to the growth and the best interests of the Intercollegiate Division, regardless of race, color, gender, national origin, sexual orientation, or disability will be considered to be eligible for these offices.

## **Section 4.02      *Duties of the Officers***

### **(a) COMMISSIONER**

- (i) Shall perform all duties and responsibilities of the office which are defined for this office in the NWBA Policies and Procedures, Article V: Division Commissioners and the NWBA Bylaws, Article 11: Divisions;
- (ii) be appointed by the President of the Board of Directors and shall serve at the pleasure of the President of the Board of Directors;
- (iii) administer the rules and regulations of the NWBA, and in particular:
  - a) make, enforce, and communicate decisions based upon interpretations of the Bylaws, Policies and Procedures, rules and regulations established by the NWBA and the Intercollegiate Division,
  - b) keep the Board of Directors apprised of decisions made and interpretations rendered,
  - c) maintain, record, and distribute administrative forms, proceedings, correspondence and other materials relating to competition and player eligibility,
  - d) submit an annual report to the Intercollegiate Division President for inclusion in the President's annual report to the Board of Directors,
  - e) other duties as assigned by the President of the Board of Directors.
- (iv) update and be responsible for publishing the Division standings, scores, and statistics on a regular basis;
- (v) be responsible for All-American ballots;
- (vi) represent the Division at the annual NWBA meeting and other meetings as deemed appropriate by the executive committee;
- (vii) coordinate the appeals process regarding issues pertaining to the Division Guidelines when requested by member schools;
- (viii) be responsible for administration of academic eligibility reviews and academic eligibility compliance matters;
- (ix) inform conference team representatives of all review decisions related to eligibility concerns at the annual meeting each year;
- (x) be familiar with Division policies and help schools with their compliance and understanding of these policies;
- (xi) be responsible for all eligibility reviews and inform petitioning team representatives of decisions within 10 days of submission of review petitions;
- (xii) serve as an ad hoc member of the Eligibility Review and Infractions Review Committees.

- (xiii) The Commissioner shall have the authority to determine matters on a case-by-case basis in the event the Bylaws, Policies and Procedures, rules and regulations established by the NWBA and the Intercollegiate Division do not address all of the issues in a particular situation.

**(b) PRESIDENT**

- (i) Shall be responsible for calling and conducting all business meetings;
- (ii) preside over all business meetings;
- (iii) appoint committees as needed;
- (iv) represent the Division under the guidelines set forth in the NWBA Policies and Procedures, Article III: Division Structure;
- (v) assist with the development of the season schedule of games;
- (vi) work with the Treasurer on a working budget for the division for the next season by June 30<sup>th</sup>.

**(c) VICE-PRESIDENT**

- (i) Shall preside over all business meetings in the absence of the President;
- (ii) assist the President in the appointment of committees;
- (iii) perform other duties as assigned by the President;
- (iv) oversee the Academic All American process for each season.

**(d) SECRETARY**

- (i) Shall be responsible for recording meeting minutes and activities;
- (ii) be responsible for distributing minutes of meetings to each Intercollegiate Division officer and team representative within fourteen (14) days of the end of the scheduled business meetings.

**(e) TREASURER**

- (i) Shall be responsible for opening and maintaining a bank and/or checking account in the name of the Intercollegiate Division;
- (ii) be responsible for collecting Intercollegiate Division dues and any other assessments deemed necessary by the Intercollegiate Division from each member team;
- (iii) be responsible for keeping record of these holdings and reporting the status of the account to each team and conference officer on December 1 and June 1 each year;
- (iv) assist the President with the yearly budget.

### **Section 4.03      *Team Representatives***

Each team is required to designate, in writing, the name, mailing address, and telephone number of an individual whom they want to serve as their team representative for the duration of the season in question. This information must be sent to the Intercollegiate Division Commissioner prior to September 1 of each new season. The team representative should be either a coach or program administrator.

### **Section 4.04      *Voting Eligibility***

Intercollegiate Division officers and each team representative, with the exception of the Intercollegiate Division Commissioner, should be allowed to vote when elections are held or when a vote is required for motions before the Intercollegiate Division at all scheduled business meetings or by mail or email vote when necessary. A simple majority shall decide the outcome of all elections or votes. Voting by proxy shall not be allowed. In the event that a team representative is also a Division officer they will only have one vote, no individual will have multiple votes.

### **Section 4.05      *Terms of Office***

Each officer shall be elected for a term of three years on a scheduled rotating basis.

- i) The President shall be elected during the initial season (1978) and this office shall be up for re-election again every third year thereafter. (1981, 1984, 1987, 1990, 1993,1996,1999,2002,2005,2008,2011,2014,etc.)
- ii) The Vice-President shall be elected during the initial season (1978) and this office shall be up for re-election again in 1979 and then again every third year thereafter. (1982, 1985, 1988, 1991, 1994, 1997,2000,2003,2006,2009, 2012,2015, etc.)
- iii) The Secretary shall be elected during the initial season (1978) and this office shall be up for re-election in 1980 and then again every third year thereafter. (1983,1986,1989,1992,1995,1998,2001,2004,2007, 2010, 2013, etc.)
- iv) The Treasurer shall be elected during the initial season (1978) and this office shall be up for re-election in 1980 and then again every third year thereafter. (1983,1986,1989,1992,1995,1998,2001,2004,2007, 2010, 2013, etc.)
- v) The Offices of Secretary and Treasurer may be combined if the membership deems this necessary when they are up for election.
- vi) Team representatives shall be appointed on a yearly basis. It is the responsibility of each team to appoint or elect their representative.

## **Article V. COMMITTEES**

The President shall have the power to appoint such standing committees that the Intercollegiate Division may consider necessary and they shall establish the number of members and tenure of these committees.

## **Article VI. MEETINGS**

### ***Section 6.01 Annual Meeting***

There shall be an annual meeting of this Intercollegiate Division each year. The dates and location will be determined by the President of the Division and communicated to the team representatives and Intercollegiate Division Commissioner no later than one month prior to the meeting date.

### ***Section 6.02 Additional Meetings***

Other Intercollegiate Division meetings will be held when the Intercollegiate Division President deems them necessary.

### ***Section 6.03 Voting Rights and Responsibilities***

A simple majority on any issues is all that is required to either pass or reject a motion brought before the delegate body. All elections will be by voice vote unless otherwise suggested as addressed in Article Six, Section 6.03(e).

- a) Each Intercollegiate Division member team shall be entitled to one vote, which shall be used by the team representative or a designated delegate. Voting by proxy shall not be allowed.
- b) Each Intercollegiate Division officer shall be entitled to one vote. Voting by proxy shall not be allowed (unless they have already voted as a team representative).
- c) Any Intercollegiate Division officer, team delegate, or team member may submit their proposals, or proposed amendments to the Intercollegiate Division Guidelines at any scheduled Intercollegiate Division meeting. These proposals should be submitted to the Intercollegiate Division Secretary one-month prior to the scheduled meeting so that they can be included on the agenda for the annual meeting.
- d) Fifty percent (50%) of the voting membership will constitute a quorum, at any regular or special meeting.
- e) At the suggestion of at least one voting member, voting on issues that affect the entire membership shall be by written ballot with tallying of ballots overseen by the Intercollegiate Division Commissioner, or a selected representative in his/her absence.

## **Article VII. PRACTICE AND COMPETITION TIME LIMITS**

### ***Section 7.01***

A student-athlete's participation in athletically related activities is limited to a maximum of four hours per day and 20 hours per week.

### ***Section 7.02***

Mandatory team practices may begin each season on October 1. Teams will not practice during finals week or three weeks following the National Tournament each year.

### ***Section 7.03***

Practices outside the playing season (October 1 until 3 Weeks Following Nationals) can be conducted only on a volunteer basis and shall be limited to a maximum of four hours per day and 20 hours per week.

## **Article VIII. OFFICIALS**

### ***Section 8.01 Competition Host Responsibilities***

- (i) Game fees not to exceed \$55.00
- (ii) Provide housing for officials
- (iii) \$15 meal per diem
- (iv) Rental Cars for officials
- (v) Mileage per diem based of \$0.40 per mile up to the cost of an airline ticket for the same destination.

### ***Section 8.02 Division Responsibilities***

- (i) Official travels expenses outside the local area will be paid for by the Division.
- (ii) Any player or coach ejected from an Intercollegiate Division game must also sit out their teams following Intercollegiate Division game. The lead official will also forward a letter to the Intercollegiate Division Commissioner regarding the incident so that it is on file with the Division.

## **Article IX. SHOT CLOCK and TIME LINE**

- (i) All NWBA Intercollegiate Division competitions (men and women) will be played with a 35 second shot clock.
- (ii) All NWBA Intercollegiate Division competitions (men and women) will be played with a 10 second time line.

## **ARTICLE X. CONDUCT OF THE NATIONAL INTERCOLLEGIATE WHEELCHAIR BASKETBALL TOURNAMENT**

Responsibilities of the Host of the National Intercollegiate Wheelchair Basketball Tournament (NIWBT) are to:

- a) Arrange for and underwrite the expense involved in the provision of a suitable gymnasium facility and equipment for all games;
- b) promote the tournament to the best of its ability;
- c) provide transportation, lodging and meals for appointed NWBA Approbated officials;
- d) if necessary, arrange for adequate and suitable space for the conduct of the annual meeting of the Intercollegiate Division, which could be held during the tournaments;
- e) pay game officials at a rate established by the Intercollegiate Division Supervisor of Officials;
- f) arrange for the purchase and engraving of the following awards:  
National Championship (Timothy J. Nugent Trophy)

Individual Awards to National Champion 15

Team Trophy for 2 <sup>nd</sup> Place	1
Team Trophy for 3 <sup>rd</sup> Place	1
Team Trophy for 4 <sup>th</sup> Place	1
Most Valuable Player Award	1
Sportsmanship Award	1
All-American 1 <sup>st</sup> and 2 <sup>nd</sup> Team	10
Academic All-American Award	5

- g) print a tournament program, which includes:
  - a. a photograph of each of the competing teams in the tournament and a brief biography of all players along with their positions and jersey number.
  - b. a history of wheelchair basketball as edited and approved by the President of the NWBA

- c. records of past National Intercollegiate Wheelchair Basketball Tournaments
  - d. information pertinent to wheelchair basketball and wheelchair sports which would have general interest and educational value.
- 
- h) provide an official tournament scorebook, which becomes part of the files of the NWBA at the completion of the tournament;
  - i) arrange for the typing, printing, and distribution of statistics for each team;
  - j) Arrange for certified personnel to perform the duties of official scorer, official timer, statisticians, spotters, and public address announcer;
  - k) Provide daily scores and game summaries to the NWBA National Office to be published on the NWBA website.

## **APPENDIX A**

### **Intercollegiate Division Recruiting Guidelines**

- I. Eligibility Effects of Recruiting Violation
  - a. The recruitment of a student-athlete by a member institution or any representative of its athletics interests in violation of the Intercollegiate Division's legislation, as acknowledged by the institution or established through the Intercollegiate Division's enforcement procedures, shall be brought to the attention of the Intercollegiate Division Commissioner by completing a Reporting Event Form (REF). It will be the determination of the Intercollegiate Division Commissioner what actions and or sanctions will occur to the member institution.
- II. Recruiting by Representatives of Athletics Interests.
  - a. Representatives of an institution's athletics interests are prohibited from making in-person, on or off-campus recruiting contacts, or written or telephonic communications with a prospect or the prospect's relatives or legal guardians, unless the head coach is present.
- III. Permissible Recruitment Activities for Enrolled Student-Athletes.
  - a. Off-Campus Contacts
    - i. Off-campus, in-person recruiting contacts that are unavoidable incidental contacts between enrolled student-athletes (or other enrolled students) and a prospect are permissible if such contacts do not occur at the direction of a coaching staff member.
  - b. Electronic Communication
    - i. Contact of a prospective recruit during the open period , July 1st of the start of the prospective recruit's senior year is permitted, but counts towards the institutions 8 times per month and 3 times per week. The coach must be informed of this contact.
  - c. Official Visits

- i. An enrolled student-athlete may participate as a student host during a prospect's official visit to the institution's campus. As a student host, a student-athlete may receive the following:
  - 1. A maximum of \$30 for each day of the visit to cover all actual costs of entertaining the prospect (and the prospect's parents, legal guardians or spouse), excluding the cost of meals and admission to campus athletics events. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. It is permissible to provide the student host with an additional \$15 per day for each additional prospect the host entertains. In the event that several students host a prospect, the \$30 per day entertainment money may be utilized to cover the actual and necessary expenses incurred by the prospect and all hosts. Only one student host per prospect may be provided a free meal if restaurant facilities are utilized;
  - 2. A complimentary meal, provided the student host is accompanying the prospect during the prospect's official visit;
  - 3. A complimentary admission to a campus athletics event, provided the admission is used to accompany a prospect to that event during the prospect's official visit.
  - 4. Each institution must identify their student athlete host as their official student representative.

d. Unofficial Visits

- i. A prospect on an unofficial visit may stay in an enrolled student-athlete's dormitory room, provided the prospect pays the regular institutional rate for such lodging.

IV. Impermissible Recruitment Activities for Enrolled Student-Athletes

a. Recruitment Expenses

- i. An institution may not provide an enrolled student-athlete with transportation or expenses to recruit a prospect except those expenses specified as permissible when a student-athlete serves as a student host.

b. Transportation

- i. A student-athlete acting as a student host shall not be provided an automobile by the institution or representatives of its athletics interests for use by the host or the prospect during a prospect's official visit to the campus.

c. Student Host

- i. A student-athlete serving as a student host must be enrolled and athletically eligible in the member institution being visited by the prospect.

V. Evaluation

- a. Evaluation is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect's educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

VI. Letter of Intent.

- a. The Letter of Intent referred to is the official document administered by the NWBA Intercollegiate Division and utilized by member institutions to establish the commitment of a prospect to attend a particular institution.

VII. Prospective Student-Athlete

- a. A prospective student-athlete ("prospect") is a student who has started classes for the ninth grade. An individual remains a prospective student-athlete until
  - i. the individual officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution's regular academic year (excluding summer)

VIII. Recruiting

- a. Recruiting is any solicitation of a prospect or a prospect's relatives [or legal guardian(s)] by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletics program.

#### IX. Recruited Prospective Student-Athlete

- a. Actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete at that institution are:
  - i. providing the prospect with an official visit;
  - ii. having an arranged, in-person, off-campus encounter with the prospect or the prospect's parent(s), relatives or legal guardian(s);
  - iii. initiating or arranging a telephone contact with the prospect, the prospect's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment.

#### X. Representative of Athletics Interests

- a. A "representative of the institution's athletics interests" is an individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who is known (or who should have been known) by a member of the institution's executive or athletics administration to:
  - i. have participated in or to be a member of an agency or organization promoting the institution's intercollegiate athletics program;
  - ii. have made financial contributions to the athletics department or to an athletics booster organization of that institution;
  - iii. be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospects;
  - iv. be assisting or to have assisted in providing benefits to enrolled student-athletes or their families;
  - v. have been involved otherwise in promoting the institution's athletics program.

#### XI. Telephone Calls Initiated by Prospect at Prospect's Expense

- a. Institutional staff members may receive telephone calls placed by a prospect at the prospect's own expense at any time, including before July 1 following the prospect's junior year in high school.

## XII. Official-Visit Exception

- a. Institutional staff members may make unlimited telephone calls to a prospect during the five days immediately preceding the prospect's official visit to that institution.

## XIII. Letter-of-Intent Signing

- a. Any in-person, off-campus contact made with a prospect for the purpose of signing a letter of intent or other commitment to attend the institution or attendance at activities related to the signing of a letter of intent or other commitment to attend the institution shall be prohibited.

## XIV. Delivery of Letter of Intent

- a. In-person, off-campus delivery of a letter of intent by an institutional staff member shall be prohibited. The letter may be delivered by express mail, courier service, regular mail, email, or facsimile machine.

## XV. Approved Events

- a. It is permissible for athletics staff members who are responsible for conducting an approved athletics event (Summer Sports Camps, hosting junior tournaments) involving high-school students to come in normal contact with participants; however, under no circumstances may recruitment take place.

## XVI. Offers and inducements

- a. The following are not permitted:
  - i. an employment arrangement for a prospect's relatives;
  - ii. gift of clothing or equipment;
  - iii. cosigning of loans;
  - iv. providing loans to a prospect's relatives or friends;
  - v. cash or like items;
  - vi. any tangible items, including merchandise;
  - vii. free or reduced-cost services, rentals or purchases of any type;

- viii. free or reduced-cost housing;
- ix. use of an institution's athletics equipment (e.g., for a high-school all-star game)

XVII. Highlight Film/Videotape/Audio Tape

- a. An institution may show a highlight film/videotape/audio tape to a prospect or the prospect's coach but may not send it to or leave it with the prospect or coach.

XVIII. Entertainment

- a. An institution may entertain a prospect and his or her parents [or legal guardian(s)] or spouse, at a scale comparable to that of normal student life, only on the institution's campus (or, on an official visit, within 30 miles of the institution's campus).
- b. It is not permissible to entertain other relatives or friends of a prospect at any site.
- c. A member institution may not arrange or permit excessive entertainment of a prospect on the campus or elsewhere (e.g., hiring a band for a dance specifically for the entertainment of the prospect, a chauffeured limousine, a helicopter).

XIX. Automobile

- a. A member institution may pay the prospect's actual round-trip transportation costs for his or her official visit to its campus, provided a direct route between the prospect's home and the institution's campus is used.
  - i. Use of a limousine or helicopter for such transportation is prohibited.
- b. When a prospect travels by automobile on an official paid visit, the institution may pay round-trip expenses to the individual incurring the expense at the same mileage rate it allows its own personnel. Any automobile may be used by the prospect, provided the automobile is not owned or operated or its use arranged by the institution or any representative of its athletics interests.
- c. The institution or representatives of its athletics interests shall not provide an automobile for use during the official visit by the prospect or by a student host.

XX. Official (Paid) Visit

- a. A member institution may finance only one visit to its campus for a prospect.
- b. Meals and Lodging While in Transit
  - i. It is permissible for an institution to pay a prospect's actual costs for reasonable expenses (e.g., meals, lodging) incurred while traveling to and from campus on the official visit.

XXI. Unofficial (Nonpaid) Visit

- a. A prospect may visit a member institution's campus at his or her own expense an unlimited number of times.
- b. A prospect may make unofficial visits before his or her senior year in high school.
- c. A prospect on an unofficial visit to an institution may pay the actual cost of meals (or the regular cost of training-table meals) and eat with other prospects who are on their official visits or with enrolled student-athletes.

XXII. Sports Camps and Clinics

- a. An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, and in which prospects participate.
- b. An institution's sports camp or clinic shall be one that:
  - i. places special emphasis on a particular sport or sports and provides specialized instruction, practice or competition;
  - ii. involves activities designed to improve overall skills and general knowledge in the sport;
  - iii. offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.
  - iv. A member institution's sports camp or clinic shall be open to any and all entrants (limited only by number and age).
  - v. at all camps, there shall be a designated time of not more than 2 hours permitted to discuss college programs. Every institution will be given an open invite to all college sports camps. If institutions forfeit their right to

attend one of these camps, the host institution and any other institution present may still have the 2 hours allotted to discuss their programs.

## **APPENDIX B**

### **Intercollegiate Division Recruiting Calendar**

- 1.) Institutions are not allowed to contact a prospective recruit prior to August 1<sup>st</sup> of a prospective recruit's Junior year of high school. From August 1<sup>st</sup> through June 30<sup>th</sup> of a prospective recruit's Junior year, institutions are permitted only one contact per month.
- 2.) July 1<sup>st</sup> following a prospective recruit's Junior year, through the signing of a Letter of Intent by a prospective recruit is an open recruiting period. During this time an institution may contact a prospective recruit up to 8 times per month, with no more than 3 contacts made in any one week.
- 3.) The Letter of Intent signing period begins October 1<sup>st</sup> of the prospective recruit's Senior year. The Letter of Intent is an open period and remains open until the prospective recruit signs or until April 1<sup>st</sup> (the end of the signing period) of the prospective recruit's Senior year. After April 1<sup>st</sup> of the prospective recruits senior year, if the individual has not signed with any institution, then it becomes an opening recruiting period on that individual and they may be contacted as often as deemed necessary by any institution until that prospective recruit signs a Letter of Intent.
- 4.) Once a prospective recruit signs a Letter of Intent, the signed Letter of Intent is submitted to the Commissioner of the Intercollegiate Division. The Commissioner will then email all division institutions that this individual has signed a Letter of Intent with a certain institution and that all other institutions are no longer permitted to contact this recruit. It is the institutions responsibility to send a copy of the final signed Letter of Intent back to the recruit for their records.

## APPENDIX C

### Appeal Process

The Intercollegiate Division (ID) of the National Wheelchair Basketball Association (NWBA) shall adhere to the following reporting event guidelines during its 2012-2013 season:

- 1) If a school seeks to report an event (rules violation, transfer appeal, eligibility matter, etc.) to the Commissioner of the ID (Commissioner), a representative of the school shall complete a Reporting Event Form (REF). The school shall send the REF, along with any supporting documentation, to the Commissioner. The school representative shall certify that the information provided to the Commissioner is true and correct to the best of that person's knowledge. A school shall not anonymously submit a REF and supporting documentation to the Commissioner. However, any information submitted shall remain confidential between the Executive Director of the NWBA, the President of the ID and the Commissioner. This information shall only be released to outside parties under the following circumstances:
  - a) By consent of the reporting school.
  - b) To comply with any law or court order.
  - c) To comply with a request made by a person or entity that is reviewing a decision of the Commissioner on appeal.
  - d) To secure legal advice that the NWBA, in its sole discretion, deems necessary.
  - e) To prevent bodily harm to any person associated with the ID.
  - f) To the extent necessary to maintain the integrity of the NWBA and/or the ID.
- 2) The Commissioner shall review the REF and the supporting documentation and determine if further action is needed.
  - a) If further action is needed, the Commissioner shall communicate with the appropriate school's Compliance Officer and Head Coach and inform them of the event. The Compliance Officer and Head Coach shall have fifteen (15) days to formally respond and provide any additional documentation to the Commissioner.
  - b) If further action is not needed, the Commissioner shall reply to the Compliance Officer and Head Coach of the reporting school and inform them that no further action will be taken on the reported event.

3) The Commissioner shall review the response and additional documentation and determine if a hearing is necessary.

a) If a hearing is necessary, the Commissioner shall contact the appropriate parties and conduct a hearing by telephone. The parties shall testify under oath or affirmation. The hearing may be continued from time-to-time as necessary. The Commissioner shall issue a report containing findings and conclusions of the event within ten (10) days of the final hearing.

b) If a hearing is not necessary, the Commissioner shall issue a report containing findings and conclusions of the event within ten (10) days of receiving the response and documentation from the school.

4) If any party determines that an appeal of the Commissioner's decision is necessary, it shall comply with Section 13 of the NWBA Bylaws regarding grievance procedures.

## **APPENDIX D**

### **Intercollegiate Division Forms**

- 1.) Letter of Intent
- 2.) Yearly Team Eligibility Report Form
- 3.) Academic All American Form and Criteria
- 4.) All American Forms for Each Tournament
- 5.) Hall of Fame Nomination Form and Criteria
- 6.) Reporting Event Form (REF)

## Letter of Intent

### Intercollegiate Division of the National Wheelchair Basketball Association

20\_\_ – 20\_\_

Administered by the Intercollegiate Division Commissioner

Name of Prospect \_\_\_\_\_

Last

First

Middle

Permanent Address \_\_\_\_\_

Street

City

State

Zip Code

Signed \_\_\_\_\_

Date \_\_\_\_\_

Athletics Director (or Coaches Supervisor)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Wheelchair Basketball Coach

This is to certify my decision to enroll at the \_\_\_\_\_

(Name of Institution)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Prospect's Signature

\_\_\_\_\_  
Prospect's Social Security Number

\_\_\_\_\_  
Prospect's Date of Birth

Signed \_\_\_\_\_

Date \_\_\_\_\_

Parent/Legal Guardian (if under age 21)

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Telephone Number

**I certify that I have read all terms and conditions included in the pages of this document. I have discussed them with the coach and/or other staff representatives of the institution named above, and I fully understand, accept and agree to be bound by them.**

Period

Initial Signing Date

Final Signing Date

October 1<sup>st</sup>

April 1<sup>st</sup>

## Important – Read Carefully

It is important to read this entire document before signing. After signing return this to the institution for which you have signed your intent to enroll. Upon the institution receiving this signed document, a copy will be sent back to you and the original sent to the NWBA Intercollegiate Division Commissioner. One copy will be also made by the institution for their records. Copies transmitted by facsimile are considered to be valid.

1. **Initial Enrollment in Four-Year Institution.** This Letter of Intent ( LI) is applicable only to prospective student-athletes who will be entering four-year institutions for the first time as full-time students.
2. **Letter Becomes Null and Void.** This LI shall be declared null and void if the institution with which I signed notifies me in writing that I have been denied admission or, by the opening day of classes has failed to provide me with written notice of admission, provided I have submitted a complete admission application. Also this LI will become null and void if I do not attend the institution for one academic year. The LI also becomes null and void if the institution that I signed with discontinues wheelchair basketball.
3. **Only One Valid LI Permitted.** I understand that I may sign only one valid LI. My signature on this LI nullifies any agreements, oral or otherwise, which would release me from the conditions stated within this LI.
4. **Recruiting Ban After Signing.** I understand all institutions are obligated to respect my signing and shall cease to recruit me upon my signing this LI.
5. **Institutional Signatures Required Prior to Submission.** This LI must be signed and dated by the Director of Athletics and the authorized supervisor of the coach before submission to me and my parents (or legal guardian) for our signatures. My parent or legal guardian is required to sign this LI if I am less than 21 years of age at the time of my signing.
6. **Falsification of LI.** If I falsify any part of this LI, or if I have knowledge that my parent or guardian falsified any part of this LI, I understand I shall forfeit the first year of my athletics eligibility at any institution.
7. **Returning the LI.** I must return the LI to the institution of my choice. It is the institutions responsibility to forward the signed LI to the Intercollegiate Division Commissioner no later than one week from the final signing day of that period.
8. **Coaching Contact Prohibited at Time of Signing.** A coach or an institutional representative may not hand deliver this LI off campus or be present off campus at the time I sign the original LI.
9. **Player Transfer.** Any student that has signed a LI must compete for the institution they signed with. If a player wishes to transfer after signing this LI or after competing with an institution they must sit out and forfeit one year (concurrent) of eligibility.
10. **Appeals.** All appeals to the transfer rule or any other item outlined in this document must go in writing to the Intercollegiate Division Commissioner.

## Academic All America Team

### 1. The Academic All America Team Selection

- a. The Intercollegiate Division Commissioner, President and Vice President will comprise the selection committee for the NWBA Intercollegiate Division Academic All America Team.

### 2. Selection Criteria

- a. To be nominated the student athlete must
  - i. be a starter
  - ii. a reserve that plays in 75 percent of all Intercollegiate Division games played during the season;
  - iii. completed one full year of academics at the institution they are attending.
- b. Universities may nominate as many athletes from their team that have met the criteria.

### 3. Minimum Grade Point Average

- a. To be nominated a student-athlete must have a 3.2 (cumulative not quarterly/semester) GPA (based on a 4.0 scale) or higher.

### 4. Nominations

- a. All nominations must be in typed form and sent to the Intercollegiate Division Vice President no later than February 21st.

### 5. Academic All America Team Announcement

- a. Winners will be announced at the awards banquet during the NIWBT.



## Academic All American Nominee Application Form

Name of Nominee:

---

Nominee's University:

---

Nominee's Year in School (Soph. Jr. or Sr.):

---

Total Number of Credit Hours Completed by Nominee:

---

Current Overall Grade Point Average (or Cumulative GPA) of Nominee:

---

Nominee's Major:

---

Name and Position of Individual Filing Application:

---

Number of CID Games Completed by Nominee this Season (CID ONLY):

---

Other Academic Achievements & Honors of Nominee:

---

Please write a brief summary of why you feel this individual is worthy of this award.



# Intercollegiate Division Awards

## OFFICIAL BALLOT

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

**Coach or Player's Name:** \_\_\_\_\_

**Choose the student-athlete from each team that you feel best exhibited the following characteristics during the current season:**

*Effort Personal Conduct On/Off the Court  
Respect for Others Unselfishness Leadership*

*Enthusiasm Discipline Consistency  
Positive Mental Attitude*

*Poise Mental Toughness Persistence  
Acceptance of Responsibility*

**YOU CANNOT VOTE FOR PLAYERS FROM YOUR OWN TEAM. You MUST complete each blank area with a selection**

**Please list the student-athlete (one from each class) who you believe is the top in his/her class (5 points for each selection)**

**Class 1 (Name & Team) 1.** \_\_\_\_\_

**Class 2 (Name & Team) 1.** \_\_\_\_\_

**Class 3 (Name & Team) 1.** \_\_\_\_\_

**Class 4 (Name & Team) 1.** \_\_\_\_\_

**Now please vote for 4 student-athletes (with no consideration for Class) in rank order, as point values will be assigned to each selection.**

**Player (Name & Team)**

2. (4 pts.) \_\_\_\_\_

3. (3 pts.) \_\_\_\_\_

4. (2 pts.) \_\_\_\_\_

5. (1 pt.) \_\_\_\_\_

**Player of the Year (Name & Team)**

1. (3 pts.) \_\_\_\_\_

2. (2 pts.) \_\_\_\_\_

3. (1 pts.) \_\_\_\_\_

**Frank M. Brasile Sportsmanship Award (Name & Team)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*Please return completed ballot to Intercollegiate Division Commissioner.*

## NWBA Intercollegiate Division Hall of Fame

The purpose of the NWBA Intercollegiate Division Hall of Fame is to recognize those individuals who, through leadership and character, have made exceptional contributions to the honor and prestige of the NWBA Intercollegiate Division and who have continued to demonstrate the values learned through participation in intercollegiate athletics in their daily lives.

### 1) AUTHORIZATION

- a) By authorization of the Intercollegiate Division of the National Wheelchair Basketball Association (NWBA), the following process and guidelines are established to hold an election every year for the purpose of inducting members to the NWBA Intercollegiate Division Hall of Fame from the ranks of retired players, coaches, officials, and administrators.

### 2) ELECTORS

- a) The members of the NWBA Intercollegiate Division Hall of Fame shall be eligible to vote.

### 3) ELIGIBLE CANDIDATES

- a) Candidates must meet the following requirements to be eligible:

#### i) Student-Athletes

- (1) Nominees must be a graduate of the college or university they represented.
- (2) The candidate shall be eligible to be nominated no earlier than seven (7) years after his/her graduation.
- (3) The candidate must have made a positive impact to the team for which he/she played, including demonstrated athletic achievement, exemplary leadership qualities and character, and/or a significant contribution to the sport.
- (4) Suggested minimal guidelines for consideration:
  - (a) An All-Conference First Team selection
  - (b) An Academic All-American selection
  - (c) Membership(s) on international team(s)
  - (d) A Recipient of MVP(s) or Sportsmanship(s) Recognition

#### ii) Coach/Administrator/Officials

- (1) Nominees must have coached or been a staff member within the Division for at least five (5) years.
- (2) The nominee shall have demonstrated an ability to enhance the athletic experience of the student-athlete, while serving as a positive role model through exemplary leadership and character.
- (3) The candidate shall be eligible to be nominated no earlier than seven (7) years after his/hers retirement.

(4) Suggested minimal guidelines for consideration:

- (a) Season's Records
- (b) Conference, area or national "Coach of the Year"
- (c) Significant professional recognition
- (d) Post-season records
- (e) Coach of an international team(s)

iii) In case of death of an active player/coach/administrator/official who has been retired for less than seven (7) years, and a candidate who is otherwise eligible, shall be eligible in the next regular election held at least six (6) months after the date of death or after the end of the seven (7) year period, whichever occurs first.

#### **4) METHOD OF ELECTION**

- a) NWBA Intercollegiate Division Hall of Fame Screening Process: The Division Commissioner shall nominate an individual, with the approval of the Division Officers, to prepare a ballot listing in alphabetical order eligible candidates as set forth in Section 3. Names for nominations may be submitted to the screening process at any time by anyone who has been involved in the Intercollegiate Division as an athlete, administrator, official or coach. NWBA Intercollegiate Division Hall Of Fame Nomination Forms are available through the Intercollegiate Division Commissioner's Office and are to be completed and forwarded to the individual coordinating the screening and the preparation of the ballot. This individual shall have no voting rights. Term of this appointment shall be five (5) years.
- b) Nominations are due to the NWBA IDHOF Chair by 23:59 hours on December 31st of the year preceding the year in which the election will be held.
- c) The electors shall be the current members of the NWBA Intercollegiate Division Hall of Fame.

#### **5) Time of Election**

- a) The duly authorized coordinator of the NWBA IDHOF shall prepare, date and via E-mail or United States Postal Mail, mail ballots to each elector no later than the 1<sup>st</sup> day of January in each year in which the election is held.
- b) The top 5 candidates at or above seventy-five (75%) percent of the ballots cast shall be elected to the NWBA Intercollegiate Division Hall Of Fame.
- c) The elector shall sign and return the completed ballot within fifteen (15) days. The vote shall then be tabulated by the duly authorized representative of the NWBA IDHOF.
- d) The results shall be transmitted to the Commissioner of the Intercollegiate Division. The Commissioner shall release the results for publication no later than the 31st of January.

#### **6) Review and Recognition**

- a) This process shall be subject to review annually.
- b) The Hall Of Fame selection process shall work with the Commissioner's Office to present the inductees with appropriate recognition.

**NWBA Intercollegiate Division Hall of Fame Nominating Form**  
**(please type)**

Nominee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

College or University: \_\_\_\_\_

Years Competing with the College or University (e.g. 2001-2006): \_\_\_\_\_

Degree/Major/Year Graduation: \_\_\_\_\_

<b>Recognition</b>	<b>Year(s) Received</b>
Academic All American	_____
All-American 1 <sup>st</sup> Team	_____
All – American 2 <sup>nd</sup> Team	_____
International Team Member	_____
While a Collegian	_____
NIWBT MVP	_____
NIWBT Sportsmanship	_____
NIWBT Championship	_____
Team Member	_____
Other	_____
	_____

**NIWBT Records**

Records (e.g. Most Rebounds per tournament)      Quantification      Year

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Team Records**

Records (e.g. Most Rebounds per season)      Quantification      Year

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

In addition to the aforementioned quantifiable, demonstrated athletic achievements, explain how the nominee has made a positive impact on the team for which he or she played, including exemplary leadership qualities and character, and/or a significant service and contribution to the sport.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name:

---

Title:

---

Postal Address:

---

Contact information:

Home:

---

Work:

---

Cell:

---

EMAIL:

---

# National Wheelchair Basketball Association

## Intercollegiate Division

### Reporting Event Form (REF)

Name of School:

Person Completing Form:

Title:

Date:

1. Briefly describe the event that you are reporting and attach any supporting documentation to this form:
2. If appropriate, cite the relevant portions of the NWBA or NCAA governing documents that relate to the event:
3. If the event is a "self-reporting" violation, briefly describe the action that the school will take to correct it:
4. If the event is not a "self-reporting" violation, indicate what action you believe should be taken by the Intercollegiate Division:

I hereby certify that the foregoing information is true and correct to the best of my knowledge:

---

Signature

## Appendix E

### Important Dates for the Division

<b>Function</b>	<b>Date(s)</b>
Intercollegiate Dues	September 1 <sup>st</sup> through October 31 <sup>st</sup>
First Official Day of team Practice	October 1 <sup>st</sup>
Letter of Intent Signing Period	October 1 <sup>st</sup> through April 1 <sup>st</sup> of Recruits Senior Year of High School
Eligibility Rosters Due to Commissioner	2 weeks prior to the 1 <sup>st</sup> game of season or 2 <sup>nd</sup> semester, 7 days after start of the semester
Hall of Fame Nominations	December 31 <sup>st</sup>
Academic All American Ballots	February 21 <sup>st</sup>
Rookie/Freshman Nominations	February 21 <sup>st</sup>
All American/Sportsmanship/POY Nominations	February 28 <sup>th</sup>