Intercollegiate Division GUIDELINES

2011-2012 Season

GUIDELINES

Article One – NAME

The name of this organization shall be the Intercollegiate Division of the National Wheelchair Basketball Association (NWBA)."

Article Two – PURPOSE

The purpose of this organization shall be to promote the development of the sport of wheelchair basketball on the collegiate level in conjunction with the Constitution and By-Laws of the National Wheelchair Basketball Association.

Article Three – MEMBERSHIP

- I. Each member team of the Intercollegiate Division must adhere to the membership requirements of all NWBA teams and also adhere to the college eligibility requirements set aside for Intercollegiate Division teams. (Appendix A)
- II. <u>Admission for Membership</u>. New Intercollegiate Division members are obliged to make application to the NWBA and follow the required NWBA guidelines for membership in the parent organization. The NWBA Commissioner will then confer with the Division President for the Intercollegiate Division to assist in the acceptability and placement process.
- III. <u>Dues</u>. Each Intercollegiate Division team 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.
- IV. <u>Team Roster</u>. Team rosters must adhere to NWBA requirements. In addition all listed players must meet the college athletic eligibility requirements set forth by their particular institution as outlined in Appendix A.
- V. <u>Provisions for Dropping Membership of a Team</u>. If a member 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.

Article Four – ORGANIZATION

<u>Division Officers</u>. 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, or disability will be considered to be eligible for these offices.

I. Duties of the Officers

A. PRESIDENT

- i. . Shall be responsible for calling and conducting all business meetings. Shall preside over all business meetings
 - ii. Shall appoint committees as needed
 - iii. Shall represent the Division under the NWBA guidelines.
 - iv. Shall assist with the development of the season schedule of games.
 - v. Shall work with the Treasurer on a working budget for the division for the next season by June 30^{th}

B. VICE-PRESIDENT

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

C. SECRETARY

- i. Shall be responsible for recording meeting activities
- ii. Shall 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

D. TREASURER

- i. Shall be responsible for opening and maintaining a bank and/or checking account in the name of the Intercollegiate Division
- ii. Shall be responsible for collecting Intercollegiate Division dues and any other assessments deemed necessary by the Intercollegiate Division from each member team
- iii. Shall 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. Shall assist the President with the yearly budget

E. COMMISSIONER

- i. Shall perform all duties and responsibilities of the office which are defined for this office in the NWBA Constitution, By-Laws, and Executive Regulations: Division Commissioners shall be appointed by the President of the Board of Directors and shall serve at the pleasure of the President of the Board of Directors. Division Commissioners shall administer the rules and regulations of the NWBA, and in particular:
- make, enforce, and communicate decisions based upon interpretations of the Bylaws, and rules and regulations established by the NWBA,
- keep the Board of Directors apprised of decisions made and interpretations rendered,
- maintain, record, and distribute administrative forms, proceedings, correspondence and other materials relating to competition and player eligibility,

- submit an annual report to the President for inclusion in the President's annual report to the Board of Directors,
- other duties as assigned by the President of the Board of Directors.
- ii. Shall update be responsible for publishing the Division standings, scores, and statistics on a regular basis.
 - iii. Shall be responsible for All-American ballots
 - iv. Shall represent the Division at the annual NWBA meeting and other meetings as deemed appropriate by the executive committee.
 - v. Shall coordinate the appeals process regarding issues pertaining to the Division Guidelines when requested by member schools.
- vi. Shall be responsible for administration of academic eligibility reviews and academic eligibility compliance matters.
 - vii. Shall inform conference team representatives of all review decisions related to eligibility concerns at the annual meeting each year.
 - viii. Shall be familiar with Division policies and help schools with their compliance and understanding of these policies.
- ix. Shall be responsible for all eligibility reviews and inform petitioning team representatives of decisions within 10 days of submission of review petitions.
 - x. Shall serve as an ad hoc member of the Eligibility Review and Infractions Review Committees
 - <u>Team Representatives</u>. 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. One of these team representatives should be either a coach or program administrator.
 - IV <u>Voting Eligibility</u>. 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.

<u>Terms of Office</u>. Each officer shall be elected for a term of three years on a scheduled rotating basis. (except the)

- a. 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.)
- b. 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.)
- c. 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.)

d. 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.)

<u>NOTE</u>: The Offices of Secretary and Treasurer may be combined if the membership deems this necessary when they are up for election.

Team representatives shall be appointed on a yearly basis. It is the responsibility of each team to appoint or elect their representative.

Article Five – 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 Six – MEETINGS

- I. <u>Annual Meeting</u>. There shall be an annual meeting of this Intercollegiate Division each year. The dates and location will be determined by the Division Chair and forward to the team representatives and Division Commissioner no later than one month prior to the meeting date.
- II. <u>Additional Meetings</u>. Other Intercollegiate Division meetings will be held when the Intercollegiate Division President deems them necessary.
- III. <u>Voting Rights and Responsibilities</u>. 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 III, 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.
 - 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 (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.

<u>Article Seven</u> - Time Limits for Athletically Related Activities

a. **Daily and Weekly Hour Limitations—Playing Season.** A student-athlete's participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week.

b. Weekly Hour Limitations—Outside the Playing Season.

Outside of the playing season, from the institution's first day of classes of the academic year to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year, only a student-athlete's participation in required weight-training, conditioning and skill-related instruction shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of eight hours per week with not more than two hours per week spent on skill-related workouts. All athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period for the applicable academic term through the conclusion of each student-athlete's final exams.

- **c. Skill Instruction** Participation by student athletes in individual skill-related instruction permitted outside the institution's declared playing season, from the institution's first day of classes of the academic year to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year. More than four student-athletes from the team may be involved in skill-related instruction with their coaches from the beginning of school through the week prior to finals starting. Prior to the beginning of school and after finals of the second semester, no more than four student-athletes from the same team may be involved in skill-related instruction with their coach(es) at any one time in any facility.
- **d. Required Day Off—Playing Season.** During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week, except during participation in the NIWBT.
- **e. Travel Day.** A travel day related to athletics participation may be considered as a day off, provided no countable athletically related activities occur during that day.
- f. Length of Playing Season. The length of an institution's playing season shall be limited to the period of time between the start of preseason practice (and the end of the regular playing season.
- g. Preseason Practice—On-Court Practice. A member institution shall not commence on-court preseason basketball practice sessions prior to October 1
- **h. Permissible Conditioning Activities.** Team conditioning or physical-fitness activities supervised by coaching staff members may be conducted on or off court but shall not begin prior to the beginning of the institution's academic year. Such activities shall be limited to eight hours per week.

- **i. Prohibited Activities.** Prior to the start of on-court preseason basketball practice, members of the institution's coaching staff may not be involved with one or more team members at any location in any of the following activities:
- (a) Setting up offensive or defensive alignments;
- (b) Chalk talks;
- (c) Discussions of game strategy;
- (d) Reviewing game films or videotapes;

Article 8: Officials

Section 1:

- A.) Host teams will be responsible for the following:
 - 1.) Game fees: this has been \$55.00 for the past few years.
 - 2.) Housing for officials
 - 3.) Meal Per Diem: This has been \$15.00 per day based on 2 days.
 - 4.) Rental Cars for officials
 - 5.) Mileage per diem based on .40per mile up to the cost of an airline ticket for the same destination.

B.) Division Responsibilities:

Any official flying in should be paid for by the division along with any airport parking fees.

Section 2: 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 9: Clock/Timeline

- A.) All Intercollegiate Wheelchair Basketball Division Competitions will be played with a 24 second Shot Clock (change from 35 second shot clock)
 - B.) All Intercollegiate Wheelchair Basketball Division Competitions will be played with an 8 second time line (change from 10 second timeline)

Conduct of the National Intercollegiate Wheelchair Basketball Tournament

Responsibilities of the Sponsor of the National Intercollegiate Wheelchair Basketball Tournament 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) Arrange for suitable transportation services at tournament expense for all participants in the tournament where required
- (f) Pay game officials at a rate established by the Intercollegiate Division Supervisor of Officials.
- (g) Arrange for the purchase and engraving of the following awards:

AWARDS	NUMBER	CHARGED TO
National Championship	1	NWBA
(Timothy J. Nugent Trophy)		
Individual Awards to National Champions	15	Tournament
Team Trophy for 2 nd Place	1	Tournament
Team Trophy for 3 rd Place	1	Tournament
Team Trophy for 4 th Place	1	Tournament
Most Valuable Player Award	1	Tournament
Sportsmanship Award	1	Tournament
All-American 1 st and 2 nd Team	10	Tournament
Academic All-American Award	5	Tournament

- (h) Print a tournament program, which includes 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. The program shall also contain a history of wheelchair basketball as edited and approved by the Commissioner of the NWBA, records of past National Intercollegiate Wheelchair Basketball Tournaments, and information pertinent to wheelchair basketball and wheelchair sports which would have general interest and educational value.
- (i) Provide two new and unused basketballs for use in the tournament

- (j) Provide an official tournament scorebook, which becomes part of the files of the NWBA at the completion of the tournament
- (k) Arrange for the typing, printing, and distribution of statistics for each team
- (I) Arrange for certified personnel to perform the duties of official scorer, official timer, statisticians, spotters, and public address announcer

APPENDIX A

Intercollegiate Division

ELIGIBILITY REQUIREMENTS & REGULATIONS

- 1. Each team <u>must</u> be a member of the NWBA. Specifically it should be a registered NWBA sanctioned team and the members of this team may not appear on any other teams' roster.
- Each team member <u>must</u> meet the institution's guidelines for participation in intercollegiate athletics. Specifically, this means that each team member must adhere to the <u>same intercollegiate guidelines</u> (omitted the word eligibility from in front of guidelines) as the able-bodied athletes participating in intercollegiate sports as enforced by the specific intercollegiate governing body at the institution in question (i.e. NCAA, NAIA). The following are amendments to the NCAA Guidelines for the Intercollegiate Wheelchair Basketball Division.
 - A.) Must meet full time status for their institution. No less than 12 credit hours per semester must be attempted and completed.
 - B.) Students must pass a minimum of 24 credit hours per academic year. If a student does not meet this requirement 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.)
 - C.) All players must pass at least 6 credit hours in the fall and winter semesters to be eligible for the next semester of play.
 - D.) No more that 6 credit hours from the summer semester may count towards player eligibility.
 - E.) Repeated courses: if originally passed, but with a less than satisfactory grade, do not have the hours contribute. If the course was failed, the hours do contribute.

The timeline for participation will be enforced as follows:

To begin year of participation	must have passed
One (1)	0 credits
Two (2)	24 credits
Three (3)	48 credits
Four (4)	72 credits
Five (5)	96 credits

 Repeated courses: If originally passed, but with a less than satisfactory grade, the hours do not contribute. If the course was failed, the hours do contribute.

The student-athlete's cumulative Grade Point Average must emulate the following schedule:

Freshman	1.8
Sophomore	1.8
Junior	1.9
Senior	2.0
Fifth Year	2.0

- 3. The following are the exceptions to Section 2 for player eligibility: Beginning with the 1997-98 season
 - A.) Every new collegiate athlete (undergraduate & graduate) may participate for five (5) years on an eligible Intercollegiate Division team.
 - B.) Time between seasons may elapse, but if the athlete has rostered with any other NWBA team during that elapsed time, he/she loses eligibility years equal to those rostered.
 - C.) Junior college athletes lose eligibility (one year for each year rostered) if rostered on the college team's Intercollegiate or Open Division roster. (No junior players are permitted on any Intercollegiate Roster)
 - D.) If an Intercollegiate Division team is ineligible at the start of a given season, but opts to play as a non-Intercollegiate Division team in the Intercollegiate Division, a year of eligibility is forfeited for each player rostered.
 - E.) The student-athlete may not be enrolled as a Vocational School or Junior College student at the college in question and still be eligible for competition in Intercollegiate competition. (If a student is in this situation and is rostered on the Intercollegiate team, they lose one full year of eligibility.)
- 4.) Exceptions to these requirements and regulations may be submitted on an individual bases to the Intercollegiate Division Commissioner. The Commissioner will determine if they will be moved onto the Intercollegiate Division Eligibility Review Committee.

- 5.) It is the responsibility of each participating team to submit:
 - A.) To the Intercollegiate Division Commissioner information regarding the calendar for the academic year at their institution so that registration dates and semester breaks will be duly recorded.
 - B.) To the Intercollegiate Division Commissioner 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.
 - C.) 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.
 - D.) In case of any question, misunderstanding or protest regarding the eligibility of a particular player or team arises, a decision to resolve the problem will be made by the Intercollegiate Eligibility Review Committee (ERC). All ERC review decisions will be forwarded to the team representative as soon as possible.

The Intercollegiate Eligibility Review Committee will consist of three individuals selected upon the suggestion of the Intercollegiate Division Commissioner and brought to the Intercollegiate Division delegate body for a vote. These individuals should have a thorough understanding of the Intercollegiate Division as well as college eligibility standards.

6.) PROCEDURE FOR STUDENT ATHLETE ELIGIBILITY VERIFICATION

A.) 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.

B.) After this has been accomplished and you find that you have questions regarding specific individuals because they may have been ruled to be ineligible for play under institutional intercollegiate guidelines, a petition for eligibility consideration may be submitted to the Intercollegiate Eligibility Review Committee which reviews each particular petition on its own merits. This committee serves as an additional review committee that takes into consideration specific disability related complications that may not be covered under NCAA guidelines.

APPENDIX B

Intercollegiate Division Recruiting Guidelines

- 1.) Eligibility Effects of Recruiting Violation. The recruitment of a student-athlete by a member institution or any representative of its athletics interests in violation of the ID's legislation, as acknowledged by the institution or established through the ID's enforcement procedures, shall be brought to the attention of the Intercollegiate Division Commissioner. It will be the determination of the Intercollegiate Division Commissioner through input and evaluation from the Intercollegiate Infractions Review Committee on what actions and or sanctions will occur to the member institution.
- 2.) Recruiting by Representatives of Athletics Interests. 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.
- 3.) Permissible Recruitment Activities for Enrolled Student-Athletes.
- (a) Off-campus contacts. 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. 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. 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:
 - (i) 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:
 - (ii) A complimentary meal, provided the student host is accompanying the prospect during the prospect's official visit;

- (iii) 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.
- (iv) Each institution must identify their student athlete host as their official student representative.
- (d) Unofficial visits. A prospect on an unofficial visit may stay in an enrolled studentathlete's dormitory room, provided the prospect pays the regular institutional rate for such lodging.
- 4.) Impermissible Recruitment Activities for Enrolled Student-Athletes.
- (a) Recruitment expenses. 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. 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. A student-athlete serving as a student host must be enrolled and athletically eligible in the member institution being visited by the prospect.
- 5.) Evaluation. 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.
- 6.) Letter of Intent. The Letter of Intent referred to is the official document administered by the Intercollegiate Division and utilized by member institutions to establish the commitment of a prospect to attend a particular institution.
- 7.) Prospective Student-Athlete. A prospective student-athlete ("prospect") is a student who has started classes for the ninth grade. An individual remains a prospective student-athlete until one 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)
- 8.) 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.
- 9.) Recruited Prospective Student-Athlete. Actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete at that institution are:

- (a) Providing the prospect with an official visit;
- (b) Having an arranged, in-person, off-campus encounter with the prospect or the prospect's parent(s), relatives or legal guardian(s);
- (c) 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.
- 10.) Representative of Athletics Interests. 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:
- (a) Have participated in or to be a member of an agency or organization promoting the institution's intercollegiate athletics program;
- (b) Have made financial contributions to the athletics department or to an athletics booster organization of that institution;
- (c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospects;
- (d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families;
- (e) Have been involved otherwise in promoting the institution's athletics program.
- 11.) Telephone Calls Initiated by Prospect at Prospect's Expense. 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.
- 12.) Official-Visit Exception. 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.
- 13.) Letter-of-Intent Signing. 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.
- 14.) Delivery of Letter of Intent. 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.
- 15.) Approved Events. 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.

- 16.)OFFERS AND INDUCEMENTS: The following are not permitted;
- (a) An employment arrangement for a prospect's relatives;
- (b) Gift of clothing or equipment;
- (c) Cosigning of loans;
- (d) Providing loans to a prospect's relatives or friends;
- (e) Cash or like items;
- (f) Any tangible items, including merchandise;
- (g) Free or reduced-cost services, rentals or purchases of any type;
- (h) Free or reduced-cost housing:
- (i) Use of an institution's athletics equipment (e.g., for a high-school all-star game)
- 17.) Highlight Film/Videotape/Audio Tape. 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.
- 18.) ENTERTAINMENT: 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). It is not permissible to entertain other relatives or friends of a prospect at any site. 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).
- 19.) Automobile: 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. Use of a limousine or helicopter for such transportation is prohibited. 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. 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.
- 20.) OFFICIAL (PAID) VISIT: A member institution may finance only one visit to its campus for a prospect.
- 21.) Meals and Lodging While in Transit. 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.
- 22.) UNOFFICIAL (NONPAID) VISIT: A prospect may visit a member institution's campus at his or her own expense an unlimited number of times. A prospect may make unofficial visits before his or her senior year in high school. 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.

- 23.) SPORTS CAMPS AND CLINICS: 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. An institution's sports camp or clinic shall be one that: (a) Places special emphasis on a particular sport or sports and provides specialized instruction, practice or competition;
- (b) Involves activities designed to improve overall skills and general knowledge in the sport;
- (c) Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport. A member institution's sports camp or clinic shall be open to any and all entrants (limited only by number and age).
- (d) At all camps, there shall be a designated time of not more that 2hours 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.

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Intercollegiate Division Recruiting Calendar

- 1.) Institutions are not allowed to contact a prospective recruit prior to August 1st of a prospective recruit's Junior year of high school. From August 1st through June 30th of a prospective recruit's Junior year, institutions are permitted only one contact per month.
- 2.) July 1st 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 in the prospective recruits Senior year October 1st. The Letter of Intent is an open period and remains open until the prospective recruit signs or until April 1st (the end of the signing period) of the prospective recruit's Senior year. After April 1st 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

Intercollegiate Forms

- 1.) Letter of Intent
- 2.) Yearly Team Eligibility Report Form3.) Academic All American Form and Criteria
- 4.) All American Forms for Each Tournament
- 5.) Hall of Fame Nomination Form and Criteria

Intercollegiate Division of the National Wheelchair Basketball Association - Letter of Intent

$20_{-}-20_{-}$ Administered by the Intercollegiate Division Commissioner

Name of Prosp	ect			
	Last	First	M	iddle
Permanent Ado	dress			
	Street	City	State	Zip Code
Signed		_	Date	
Athletics Direc	etor(or Coaches Supervisor)			
•		_	Date	
Wheeld	chair Basketball Coach			
	is to certify my decision to o		(Name if In	nstitution)
	ct's Signature	_		
Prospec	ct's Social Security Number	_	Prospect's	Date of Birth
			Date	
	Legal Guardian (if under age			
Print N	ame of Parent/Legal Guardia	– n	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.

Important – Read Carefully

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

- Initial Enrollment in Four-Year Institution. This LI is applicable only to prospective studentathletes 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 is the institution that I signed with discontinues wheelchair baskethall.
- Only One Valid NLI 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.
- **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 it.
- **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 forfeit one year of eligibility and sit out that year they forfeit.
- **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.

Institution:					Filing Period:	20	S
ast Name	Name First Name Class Student ID Number in Schoo	Date of Birth	Full-Time	Major	Degree Hours Passed - Previous Year	С	
				Enrollment			
				(circle)			
				Yes or No			
				Yes or No			
				Yes or No			
				Yes or No			-
				Yes or No			+
				Yes or No			-
				Yes or No			+
				Yes or No			+
				Yes or No			+
				Yes or No			1
				Yes or No			1
				Yes or No			1
				Yes or No			+
				Yes or No			
				Yes or No			
							_

(I certify that the student-athletes listed above are in good academic standing and maintain satisfactory progress toward a degree. Distribution: Original to Conference Commissioner; Copy to Team Representative

Academic All America- Intercollegiate Division

- 1. **The Academic All America Team**: Will be selected by the ID Commissioner, President and Vice President.
- 2. **Selection Criteria:** To be nominated the student athlete must be a starter or reserve that plays in 75 percent of all ID games played during the season. Student-Athletes must have completed one full year of academics at the institution they are attending, Universities may nominate as many athletes from their team that have met the criteria.
- 3. **Minimum Grade Point Average:** 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. All nominations must be in typed form and sent to Intercollegiate Vice President no later then February 21^{st} .
 - 5. Winners will be announced at the awards banquet during the NIWBT.



INTERCOLLEGIATE DIVISION 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 Competed 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.

RETURN THIS FORM TO:

Intercollegiate Vice President deadline for submission of forms is February 21st.

College Division Awards COLLEGE DIVISION College 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 09-10 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 conside	ration for Class) in rank order, as point values will be
assigned to each selection.	
Player (Name & Team)	
2	(4 pts.)
3	(3 pts.)
4.	
5.	
Player of the Year (Name & Team)	
1 (3 pts)	
2(2 pts)	
3 (1 pt)	
Frank M. Brasile Sportsmanship Award (Nam	e & Team)
1	,
2	
3.	

Please return completed ballot to Intercollegiate Division Commissioner.

INTERCOLLEGIATE WHEELCHAIR BASKETBALL HALL OF FAME

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

- AUTHORIZATION: By authorization of the Intercollegiate Wheelchair Basketball 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 Intercollegiate Wheelchair Basketball Hall of Fame from the ranks of retired players, coaches, officials, and administrators.
- 2. ELECTORS: The members of the Intercollegiate Wheelchair Basketball Hall of Fame shall be eligible to vote.
- 3. ELIGIBLE CANDIDATES Candidates to be eligible must meet the following requirements:

Student-Athletes:

- A. Nominees must be a graduate of the college or university they represented.
- B. The candidate shall be eligible to be nominated no earlier than seven (7) years after his/her graduation.
- C. 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.

Suggested minimal guidelines for consideration:

An All-Conference First Team selection

An Academic All-American selection

Membership(s) on international team(s)

A Recipient of MVP(s) or Sportsmanship(s) Recognition

Coach/Administrator/Officials:

- A. Nominees must have coached or been a staff member within the Division for at least five (5) years.
- B. 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.
- C. The candidate shall be eligible to be nominated no earlier than seven (7) years after his/hers retirement.

Suggested minimal guidelines for consideration:

Season's Records

Conference, area or national "Coach of the Year"

Significant professional recognition

Post-season records

Coach of an international team(s)

D. 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. Intercollegiate Wheelchair Basketball 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 Division as an athlete, administrator, official or coach. Intercollegiate Division Hall Of Fame Nomination Forms are available through the Commissioner's Office 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 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 Intercollegiate Wheelchair Basketball Division Hall of Fame.
- D. Time of Election: The duly authorized coordinator of the IDHOF shall prepare, date and via E-mail or United States Postal Mail, mail ballots to each elector no later than the 1sl day of January in each year in which the election is held. The top 5 candidates at or above seventy-five 75% of the ballots cast shall be elected to the Intercollegiate Wheelchair Basketball Division Hall Of Fame of the NWBA. (note: we need to discuss the potential of not realizing 5 candidates at 75% of the ballots and how to proceed if that were to occur?) 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 IDHOF.
- E. The results shall be transmitted to the Commissioner of the Intercollegiate Wheelchair Basketball Division of the NWBA. The Commissioner shall release the results for publication no later than the 31st of January.
- F. This process shall be subject to review annually.
- G. The Hall Of Fame selection process shall work with the Commissioner's Office to present the inductees with appropriate recognition.

Intercollegiate Wheelchair Basketball Hall of Fame Nominating Form (please type)

Nominee's Name: D	ate:	
College or University:		_
Degree/Major/Year Graduation:		_
Recognition Year(s)		
Academic All American		
All-American 1st Team		
All – American 2 nd Team		
International Team Member		
While a Collegian		
NIWBT MVP		
NIWBT Sportsmanship		
NIWBT Championship		
Team Member		
NIWE	Γ Records	
Records (e.g. Most Rebounds per tournament)		Year
Team	Records	
Records (e.g. Most Rebounds per season)	Quantification	Year

In addition to the aforementioned quantifiable, demonstrated athletic achievements, explain how has the nominee 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.

Submitted by:	
Name:	
Postal Address:	
Phones:	
Home:	_
Work:	-
Cell:	_
EMAIL:	

Appendix D

Important Dates for the Division

Function Date(s)

Intercollegiate Dues September 1st through October 31st

First Official Day of team Practice October 1st

Letter of Intent Signing Period October 1st through April 1st of Recruits Senior Year

of High School

Eligibility Rosters Due to Commissioner 2 weeks prior to the 1st game of season or 2nd

semester, 7 days after start of the semester

Hall of Fame Nominations

Academic All American Ballots

Rookie/Freshman Nominations

December 31st
February 21st
February 21st

All American/Sportsmanship/POY Nominations February 28th