**MEMORANDUM OF UNDERSTANDING**

To: Tournament/Venue Co-Directors

From: NWBA National Office & NWBT Working Committee

Date: May 2, 2019

Re: Hosting Adult & Women’s National Wheelchair Basketball Tournament(s) (2020)

The National Wheelchair Basketball Association (NWBA) is pleased to license the rights to host and serve as the Local Organizing Committee for an Adult and/or Women’s Division National Wheelchair Basketball Tournament/s as part of the 2020 Toyota National Championship Series, per the agreement contained within this Memorandum of Understanding. **(X)** is the Local Organizing Committee (LOC) and host organization for the terms of this agreement.

The goal for all events within the Toyota National Championship Series is to create lasting memories via a great athlete and member experience. Our intent is to also help the selected LOC in further promoting wheelchair basketball in their community. This will evoke pride in local athletes and ideally help attract more athletes, fans and partners. Our goal, and obligation, is to do this in the most financially responsible way possible. We believe with the below formula, and hard work by all, we can do this (minimally) at a breakeven level for the LOC and NWBA. Any profit created is expected to go to the LOC for more local adaptive sports programming.

1. **Tournament Dates**
   1. Between the dates of March 5 – April 6, 2020
2. **Tournament(s) and Competition Format**
   1. Toyota National Adult/Women’s Division **(X)** Wheelchair Basketball Tournament
      1. 16 teams – 3-4 days of competition
   2. *Potential to combine additional Adult/Women’s Divisional National Championships*
      1. Additional 16 teams per division– 3-4 days of competition
   3. Single elimination tournament with games to final placements of 16th overall
   4. A minimum of four (4) games per team guaranteed
   5. No back-to-back games in competition schedule
   6. Division Leadership, on behalf of the NWBA, to determine competition schedule (bracket), and review with LOC no later than ten days prior to competition start date.
   7. The selection of teams for participation shall be determined by the Adult/Women’s Divisional Executive Committee and Ranking Committee
      1. Proposed tournament flow based on venue availability and other determining factors
      2. See attached sample tournament bracket
3. **Tournament Logo**
4. The NWBA is responsible for logo design, which shall include title and presenting level sponsor(s) and NWBA mark.
   1. NWBA will share final draft with LOC and make best effort to reflect host organization in logo design.
   2. Target completion of logo is December 31st, 2019.
5. **Sponsorships**
   1. The NWBA maintains all title and presenting level sponsorship opportunities associated with the National Wheelchair Basketball Tournaments. Any revenues generated through these sale(s) are solely the NWBA’s
   2. The LOC may sell sponsorships, including ‘hosted by’ sponsorship with revenues going to support the event(s) / to the host LOC during the term of the agreement; however, no conflicting sponsors may be solicited
      1. NWBA Protected Sponsorship Categories
         1. Vehicle, Automotive – Toyota
         2. Medical Supply Company – ABC Medical
         3. Athletic Apparel, Footwear, etc. – Nike
         4. Basketball – Molten
         5. Others TBD
   3. The NWBA is granted the right to fulfill its existing sponsorship agreements in and around the competition venues, which may include, but is not limited to:
      1. Booth Space/Vendor Tables
         1. Sponsor space and tables determined by NWBA and term agreements
         2. Preferred minimum of 20 slots of 10’ x 10’ space
      2. Vinyl signage
         1. 3’ x 10’ is the preferred sizing
         2. Number of signs per sponsor is dependent on term agreements
      3. Courtside signage
      4. Floor decals
      5. Product displays in and around the venues
      6. Basketball hoop decals
      7. In-game promotions
      8. PA Announcements
      9. Special events and activities
   4. The NWBA and LOC agree to communicate sponsorship categories being solicited to confirm no potential sponsorship conflicts exist for both parties.
      1. LOC agrees to work with the NWBA to ensure consistency in look and feel of activation around the event (e.g. signage quantities of local sponsors, sizing, placement, etc.)
      2. LOC must confirm details of terms agreement with sponsors with the NWBA
   5. The LOC will coordinate sponsorship deliverables with the NWBA
6. **Entry Fees and Registration**
   1. The NWBA and LOC shall determine the entry fees annually for the year(s) in which the event is held per the MOU.
      1. 2020 - $500 per team (16 teams = $8,000; 32 teams = $16,000; etc.)
      2. All entry fee revenue is collected by NWBA and distributed to the LOC, which will drive a common process for teams across all events in the 2020 Toyota National Championship Series.
      3. The NWBA will administer registration and deadlines for entry per the NWBA Policies and Procedures and NWBA Adult Division Guidelines.
   2. The NWBA will co-develop competition waiver(s) for all participants, which includes, but is not limited to:
      1. Athletes, coaches, team representatives, officials, athletic trainers, physicians, NWBA volunteers, LOC volunteers, NWBA Board of Directors, NWBA staff, and LOC staff.
      2. All active members of the NWBA for the current season will not need to resubmit this information.
   3. The NWBA will share Team Representative contact information for all teams registered in respective tournaments.
   4. The LOC agrees to provide all volunteer contact information to the NWBA. LOC will need to obtain permission from volunteers prior to providing information.
   5. LOC to provide registration check-in area for teams at host hotel and/or competition venues.
   6. LOC to provide event t-shirts to all volunteers and event staff.
      1. The NWBA will create a common design across 2020 Toyota National Championship Series
      2. Common approach drives less administrative steps for all parties
   7. LOC to provide t-shirts to all registered participants (with already agreed tournament logo)
7. **Competition Venues**
8. To be proposed by LOC and agreed upon by the NWBA; must meet specifics outlined within this document.
9. The venues will be contracted for three to four competition days (Thurs/Fri – Sun), and available one day prior (by 4:00PM) for tournament staff and sponsors to setup
   1. LOC should make best effort to accommodate court space and time for practices prior to the start of competition
10. The field of play will consist of: **(LOC TO DESCRIBE in sub-bullets)**
11. The LOC is responsible to confirm basketball court playing space meets regulations required for competition:
    1. NWBA uses NCAA court dimension requirements: [click here for diagram](https://www.ncaa.org/sites/default/files/2017MBBWBB_NCAA_Basketball_Court_Diagram_20170622.pdf).
    2. Note the following for Adult and Women’s Divisions
       1. Hoop Height – 10 feet
       2. Three Point Line – 20 feet 9 inches
12. The LOC is responsible for securing the venue(s) for tournament play and is responsible for all fees and expenses related to the venue(s) contract for the national tournament and related functions
13. The LOC shall ensure adequate tables and chairs are provided at each court for team benches, scorers, officials, classifiers, NWBA observers, and web streaming.
    1. 2-4 tables (based on table size) at center court with 5-10 chairs
       1. Table officials – scoreboard operator, scorebook, shot clock and spotters
    2. Feature courts additional 3-5 chairs
       1. Web stream – camera operator and commentators
       2. PA announcer
    3. 4-5 chairs per bench (on same side of court as scorer’s table)
    4. One table and three chairs opposite of scorer’s table in center or corner of court for classifiers.
14. The LOC shall provide at least two high speed Wi-Fi connections for NWBA usage (tournament staff and livestreaming) throughout the duration of the event.
15. The LOC shall provide water coolers in and around the field of play for teams and is responsible for maintaining throughout the competition.
16. The LOC shall ensure certified medical personnel (e.g. Certified Athletic Trainers, EMTs, etc.) are required to be onsite at any venue where competition occurs, and during all hours of play.
    1. This should be in addition to having basic first aid supplies on hand.
17. The venues shall be ADA compliant
18. The venues shall have ample space for secure wheelchair storage
19. The LOC shall establish an area in competition venues for Operations Center
20. The LOC to identify an area for an official’s locker room and ‘lounge’
    1. LOC to provide food to lounge for officials and NWBA tournament staff
       1. Request to venue to allow outside food for this area of the event
21. The LOC to make best effort to provide at least one room in venues for NWBA as a work center and meeting area
22. The LOC to ensure venues has ample spectator seating for all courts
    1. This should include ample space around the courts for wheelchair users
23. The NWBA shall provide additionally insured certificates to the LOC and the competition venues.
24. **Competition Equipment**
25. The NWBA shall provide competition basketballs
26. LOC to provide any and all tournament supplies for court tables:
    1. Table Official Instructions
    2. Game Summary Sheets
    3. Game Folders
    4. Scoresheets
    5. Stopwatch
    6. Pens and Pencils
    7. Airhorns
    8. Brackets (two foam boards per division)
       1. 3” X 4” is the preferred sizing
27. LOC to ensure each court has a scoreboard and shot clock
28. LOC to conduct meeting with NWBA officials with all scorekeepers prior to competition.
29. Two sound systems are required in venue
    1. Venue-wide sound system to make broad announcements to the entire venue
       1. Wireless microphone required
    2. Centralized sound system is required around the feature court/s
       1. Used for PA announcer, Opening Ceremonies and Awards Presentations
       2. Wireless microphone required
       3. AUX compatibility to link computer or phone for music. Required direct line; Bluetooth option would be in addition to direct line.
30. **Hotel(s)**
31. The LOC shall contract the headquarter hotel and hold room(s) for NWBA personnel
    1. Hotel room rate should not exceed $130 per room night; NWBA suggestion based upon historical rates and membership feedback.
       1. Targeted maximum room rate per night will oblivious be dependent on market
32. The LOC shall provide adequate hotel(s) for participants to stay for the competition
33. The LOC shall provide the NWBA a list of hotels with its addresses, phone, and rate for inclusion in the tournament fact sheet and registration information
34. The LOC is responsible to provide and pay for hotel rooms for:
    1. All officials (maximum occupancy of 2 per room)
       1. Please see “Officials 5.” For more details.
35. The LOC, while balancing member costs, should contract hotels with a per night hotel room rebate, and said rebate revenue is retained by the LOC. LOC should also negotiate a compensated room ratio, and leverage free rooms to avoid additional cost for officials & classifiers.
36. Potential meeting space needed for NWBA Annual Assembly and annual meetings. Notification of meeting space requirements and need must be made by the NWBA 90 days prior to the start of the event.
    1. Meeting Space Requirements
       1. Conference Room – Capacity 350
       2. Meeting Rooms – Four
          * Capacity 100 – 2
          * Capacity 25 – 2
37. **Fact Sheet**
38. The NWBA produces a tournament Fact Sheet that contains event information, dates, hotels, schedule, activities, special events, etc.
39. The LOC has the option to include additional information as necessary and approved by the NWBA
40. The Fact Sheet is typically first published in early January. This is an evergreen document that is updated as information becomes available
41. **Awards**
42. The NWBA will design all awards
43. The LOC to source (using NWBA preferred vendor) the following awards:
    1. Per Tournament
       1. Championship Team Trophy
       2. Second and third place team trophies
       3. Individual medallions for first, second and third place team members
          * 20 per team/60 medallions total
       4. Most Valuable Player
       5. Sportsmanship Award
          * Captain James S. Ure Award – Adult Division I
          * Sportsmanship Award – Adult Division II
          * Tim Stout – Adult Division III
          * Timothy VanderMeiden Memorial – Women’s Division
       6. 1st Team All-Tournament – 5
       7. 2nd Team All-Tournament – 5
       8. 3rd Team All-Tournament – 5
44. The NWBA shall provide the National Championship t-shirts for the respective winning teams
45. **Hall of Fame**– Pending Approval of Frank Burns (HOF Chair) and HOF Committee
46. The annual NWBA Hall of Fame activities include the following:
    1. Hall of Fame Committee Reception (approximately 20 attendees)
    2. Hall of Fame Induction Ceremony (approximately 125 attendees)
    3. Hall of Fame Post Induction Celebration
47. Hall of Fame Committee Reception is the responsibility and paid for by the Hall of Fame Committee.
48. Hall of Fame Induction Ceremony will be the responsibility of LOC and NWBA to identify the location of the annual Hall of Fame Induction Ceremony, typically conducted at the conclusion of the second day of competition and at the host hotel.
    1. A presentation screen(s) must be available for the presentation of HOF class induction awards by the NWBA Hall of Fame Committee.
    2. A sound system is required for NWBA Hall of Fame Committee presentations.
    3. The LOC may not charge a fee to attend banquet.
    4. The LOC will cover the cost of the awards, space, light refreshments and AV requirements.
    5. The availability of a cash bar is preferred, but not required.
    6. The photographer shall be provided by the LOC for images, which provides full rights to the NWBA.
49. Hall of Fame Post Induction Celebration is the responsibility of the Hall of Fame Committee. The Hall of Fame Committee will cover the cost of space/room for the Hall of Fame Post Induction Celebration.
50. The NWBA will coordinate with the Hall of Fame Committee on coverage of cost associated with travel and lodging of class inductees and Hall of Fame Committee Chairman.
    1. NWBA to cover the following cost to attend by a class inductee and Hall of Fame Committee Chairman
       1. One room for two nights
       2. Air travel or gas reimbursement up to $400
          * Receipts must be provided for gas reimbursement
       3. No food per diem or reimbursement will be provided
51. **Ticket Sales and Credentials**
52. To support a breakeven event, the LOC is strongly encouraged to charge for entry
    1. LOC shall maintain similar ticket prices of prior NWBA National Tournaments
    2. 2019 Ticket Pricing Used
53. Pre-Sale Tickets
    * All Session Tickets
      + Adults- $26.00
      + Children (11-18 years old)- $10.00
    * Single Session Tickets
      + ​​​​​​​Adults- $15.00
      + Children (11-18 years old)- $7.00
54. On-Site Tickets
    * ​​​​​​​All Session Tickets
      + ​​​​​​​Adults- $32.00
      + Children (11-18 years old)- $12.00
    * ​​​​​​​​​​​​​​Single Session Tickets
      + ​​​​​​​Adults- $19.00
      + Children (11-18 years old)- $10.00
55. The LOC retains any and all ticket sales revenues for the event
56. The ticket must include the proper name of the tournament, including sponsor name(s) and logo; 60 days prior to event information will be provided to LOC
57. The LOC provides the NWBA with the necessary complimentary ticket(s) and/or credentials to fulfill sponsor requirements and personnel
58. The LOC is responsible to produce all credentials for teams, officials, NWBA staff, sponsors, etc.
59. The credential shall include the NWBA/event logo and a location for team name and/or individual name/affiliation
60. The NWBA may assist in providing value in kind support or required deliverable to a NWBA sponsor of sourcing the lanyards or credentials for the event.
61. **Concessions**
62. The LOC shall provide concessions for attendees and agrees to provide “healthy options” for attendees.
63. The LOC may negotiate with concessionaire for a revenue split.
64. The LOC shall retain any and all revenues generated from concession sales.
65. **Event Parking**
66. NWBA discourages charging event parking, in order to mitigate member experience
67. If the venues charges for parking, the LOC shall provide parking passes for NWBA personnel:
    1. NWBA representatives
    2. NWBA officials
    3. NWBA sponsors
68. The LOC shall retain any and all revenues generated from parking fees, if agreed upon with venues.
69. **Event Merchandise**
70. The NWBA shall retain merchandise rights and operate the merchandise ‘store’
71. All logo usages shall be approved by the NWBA
72. NWBA will utilize Nike as the exclusive apparel and soft goods provider
73. NWBA retains any and all revenues generated from merchandise sales.
74. **Special Events**
75. The Adult and Women’s Division National Wheelchair Basketball Tournaments may feature various special events
76. The NWBA is responsible for organizing and implementing during the tournament and will be promoted accordingly. All agreed upon special events to be finalized within 30 days of the event, and incorporated into the final tournament flow
77. The special events may include, but not limited to:
    1. Skills competition; 3-point shoot-out, etc.
78. The LOC shall provide volunteers as requested by the NWBA to assist in the overall support of any and all special events. 30-day notice prior to event, volunteer number needed
79. **Volunteers and Security**
80. The LOC is responsible for the recruitment of volunteers to assist in overall operation and administration of the event
81. The NWBA and LOC mutually agree to work in identifying specific roles for volunteers.
82. Volunteer roles required (role descriptions to be provided):
    1. Registration and Team Check-in
    2. Tournament Information
    3. Court Management (balls, tournament supplies, court cleaning, etc.)
    4. Scorekeepers
    5. Timers/Shot Clock
    6. Ticketing and Admission
    7. Credentialing
    8. Score runners
    9. Tournament Assistance
    10. Web Stream
    11. Sponsor promotions
    12. Marketing
    13. Media Services
    14. Banquet Services
83. With the impact of the event and long hours, it is recommended to have waves of volunteers (e.g. multiple shifts for each day, particularly Friday and Saturday)
84. The LOC and NWBA shall conduct a volunteer training seminar prior to the event
    1. Specifically, for Volunteer Table Officials in roles of scoreboard operator, scorebook, shot clock and spotters.
85. The LOC agrees to provide security to the venues overnight (or security procedures) and roving security during the event to ensure a safe environment for all participants.
86. **Photography**
87. The LOC shall contract a photographer for the event
88. The photographer agrees to provide all images to the NWBA for promotional purposes at no additional cost
89. Photographs may be used in web, print, social network purposes
90. Photographer is credited: Courtesy of NWBA/PHOTOGRAPHER NAME
91. Agrees to provide the digital assets to the NWBA no later than 7 days post the event
92. **Media Rights**
93. The NWBA maintains any and all broadcast rights of the event and distributes on its own terms and conditions.
94. Livestreams to be originated from NWBA Channels, and LOC can share.
95. NWBA will have final approval of any advertisements played during livestream.
96. The NWBA reserves the right to approve/disapprove media credential access.
97. **Officials**
98. The NWBA and LOC shall recruit officials for the tournament.
99. The NWBA Director of Officials and NWBA shall approve all officials.
100. The LOC is responsible for pay all officials’ game fees, which is established by the NWBA and shall not exceed $60 per game per official.
101. The LOC shall reimburse (with proper receipts) a reasonable travel expenses to the assigned officials to and from the tournament.
     1. Best and reasonable efforts made to secure quality officials who can drive to event to avoid exorbitant air travel.
     2. Model to be determined by NWBA and NWBA Director of Officials to drive commonality across national tournaments.
102. The LOC shall provide hotel rooms for all officials, at double occupancy as best possible.
     1. If an official request a single room, it is their responsibility to pay for all hotel expenses
     2. If an official wants to arrive early or stay later, the hotel room expense is the responsibility of the official
103. Officials are required to check-in the day prior to the first day of competition
104. **Operational Meetings**
105. The NWBA and LOC shall conduct preparational meetings as mutually agreed upon leading into the hosting of the event. Cadence will be determined, based on proximity to event
106. The NWBA and LOC agree to conduct a maximum of two daily meetings during the event to ensure logistics and administrative requirements are completed accordingly
     1. Meetings are typically 60 minutes prior to the first games and at the end of each day
107. **Multiyear Bids**
     1. Consideration may be provided for multiyear bids during this formal bid process. The NWBA reserves the right to accept or award only an initial year (2020) of commitment to the host any event in the Toyota National Championship Series.
     2. The NWBA National Office, NWBT Working Committee and NWBA Board of Directors will develop a formal evaluation based on the benchmarks and deliverables outlined in this MOU.
        1. The results of this evaluation will be shared and discussed directly with a host/LOC within 30 days of conclusion of an event.
     3. The NWBA National Office, NWBT Working Committee and NWBA Board of Directors will communicate with the host/LOC within 60 days of the conclusion of an event if additional year/s will be awarded from their initial bid submission.

**Revisions to Memorandum of Understanding**

All revisions to this MOU/document must be mutually agreed upon by both parties, LOC and NWBA. The revisions should be made to this document; with approval being provided by both parties. Acceptable approval method is initials to revisions to most current version of this document.

*Thank you in advance for your willingness to host an event/s that is part of the 2020 Toyota National Championship Series. The NWBA looks forward to assisting with fulfillment of all deliverables outlined in this document to ensure a successful and enjoyable experience for those participating and attending your event/s.*

***\*\*\*Signatures required on final draft\*\*\****

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Representative 1 Date Board Member 1 Date

LOC NWBA Board of Directors

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Representative 2 Date Brandon McBeain Date

LOC NWBA Staff