

Wheelchair & Ambulatory Sports USA

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Policy and Procedure Manual



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BUDGET PROCESS AND APPROVAL

BUDGET PREPARATION

All expenditures made in the name of Wheelchair & Ambulatory Sports, USA (WASUSA) are subject to and governed by the annual operating budget approved by the Executive Committee and Board of Directors (BoD). The Executive Committee and BoD also approve an annual budget for capital expenditures.

The initial part of the budget process begins with the staff. According to the following timetable, the Director of Operations (DoO) in conjunction with the Treasurer will prepare revenue projections for the coming year. With these in hand, the DoO and the Treasurer will work with the committee chairs to determine each committee's financial needs for existing and on-going programs. They will also prepare proposals for any new programs the committees deem appropriate for the upcoming year.

The DoO and the Treasurer will prioritize the prospective programs within each committee. The preliminary budget will contain sufficient detail so the Executive Committee can determine the appropriateness and cost/benefit of the respective programs.

The DoO will review the viability and performance of existing programs. New pilot programs for the upcoming budget year will be reviewed and appropriate budget worksheets for such programs will be developed.

THE ROLE OF THE TREASURER

With regard to the budget process, the Treasurer should be the functional liaison between DoO, the Executive Committee, and the BoD . The Treasurer's responsibility is to work with the DoO (in the absence of a DoO, the Executive Committee) and the staff and contract bookkeeper to assure that the product that is delivered to the Executive Committee is in proper form. It is not the Treasurer's function to pass on the appropriateness of any specific budget items. It will, however, be appropriate for the Treasurer to participate fully in the review process as a member of the Executive Committee.

THE ROLE OF THE BOARD

To amend, add, or delete a budget item, the primary place for change should be the BoD or Executive Committee in the interim between board meetings. Once the budget has been adopted, the staff, the Treasurer, and the BoD are responsible for implementing and enforcing the budget.

BUDGET AMENDMENT AND PERFORMANCE REVIEW

The budget should be approved as a living document, one with built-in flexibility. The DoO (in the absence of the DoO, the Executive Committee) should be charged

to work within the budget. This means that s/he must be ever vigilant as to overrunning any specific budget category. S/he should be looking at the whole of the committee budgets to determine that the intent of the BoD is being carried out by the expenditure of funds within the committee. It is, ultimately, the DoO (in the absence of the DoO, the Executive Committee's) responsibility to review and approve all changes in the manner in which budgeted funds are to be expended. Minor changes to the budget programs already approved should be handled administratively by the DoO (in the absence of the DoO, the Executive Committee.) The DoO (in the absence of the DoO, the Executive Committee) is responsible to the BoD to bring the expenditures in at year-end with the minor categories within 5% of budget, and all expenditures at or under budget.

For new programs adopted during the year, and previously approved programs that have been greatly expanded, the BoD will consider budget amendments to adequately fund the programs.

In order to determine that funds are being spent in conformity with the budget, a monthly budget to actual expenditures report will be provided to the Treasurer and members of the BoD by the staff and contract bookkeeper.

BUDGET TIMETABLE

Budget preparation is critical to the Company's ability to monitor programs and to support services. The following timetable is to be followed on an annual basis in developing the budget for the following calendar year:

February and March: Prepare budget worksheets for each program to be covered by the budget

May: Present the preliminary budget to the Executive Committee

July and August: Review and finalize programs for the budget year

November: Present the budget to the BoD for ratification

FINANCIAL POLICIES

Any funds held in trust for athletes should be maintained in a separate escrow interest bearing account. Interest should be credited to the athlete's account and maintained on the WASUSA books and records. The Finance Committee should determine an appropriate service charge for services rendered in connection with these funds, and deduct that amount, giving proper notice to the athlete.

Investment of WASUSA funds will be made only into guaranteed securities or securities with an "A" rating.

The Chair of the Finance Committee and/or Chair of the Board and one representative from the Finance Committee shall be charged with the management of the WASUSA investment account.

WASUSA will conduct its fiscal business on a calendar year, January 1 through December 31.

In the absence of a DoO, the Treasurer will fulfill these functions.

CONTROLS AND PROCEDURES

The objective of internal control is to provide reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition, and that reliable financial records are maintained in order to prepare accurate financial statements in a timely manner.

WASUSA is dedicated to ensuring that all financial operations are conducted under the highest standards of integrity and ethics and in compliance with strict internal controls to safeguard the organization's assets and provide a strong financial foundation. WASUSA operates on a calendar year, and all financial records are maintained on an accrual basis.

WASUSA will strive to reach a goal of maintaining operating reserves of a minimum of 50% of its annual operating expenditures budget.

FINANCIAL REPORTS

The Treasurer shall prepare unaudited financial statements monthly for the BoD.

The Executive Committee will engage an independent CPA to conduct an annual audit as needed, and audited financial statements will be presented to the BoD.

Financial statements are to be prepared in compliance with generally accepted accounting principles and will be published according to the following schedule:

- Monthly statements: 15 days after the end of the month
- Annual unaudited statements: 45 days after the end of the year
- Audited statements: 120 days after the end of the year
- Financial statements are prepared using the accrual method and will contain budget and year-to-date actual information

CASH RECEIPTS AND DEPOSITS

Funds received will be deposited intact into WASUSA's Operating account on a daily basis.

Cashing of checks out of cash receipts or petty cash is prohibited.

The sources of funds are to be documented on a deposit worksheet with copies of checks attached.

Restricted contributions are tracked in the accounting system, and documentation is maintained as to the purpose of the contribution.

All contributions in excess of \$200 should be provided with a tax receipt no later than February 15 of each year

CASH DISBURSEMENTS

Disbursements are to be made by issuing checks drawn on established WASUSA accounts.

No checks may be made out to cash.

Requests for any reimbursement must be supported by original documentation attached to a properly completed check request form.

All bills and requests for reimbursement must be reviewed and approved for payment by the DoO. The review must be documented on the request form.

All checks require original signatures. Signing of blank checks in any circumstance is prohibited. Blank checks are to be kept in a locked cabinet.

There shall be no separate checking accounts for projects carried out under the direction of any committee/NGB/RSO/ADF without the express authorization of the BoD.

All WASUSA funds must be received and disbursed by the DoO for WASUSA. All requests for disbursements for any committee/NGB/RSO/ADF must be approved by the DoO.

CREDIT CARDS

The DoO, (in the absence of DoO, the Chairman of the Board) shall be the only individual with a corporate credit card.

All other credit card transactions are to be made on personal credit cards and paid by the individuals holding the cards. Reimbursements will be made upon presentation of proper documentation and request for reimbursement. These requests must be received within 30 days of the statement date. Requests that are received after that time or without original receipts will not be reimbursed.

CASH ADVANCES AND OTHER PAYMENTS TO STAFF

Payroll advances will not be made to any employee.

Loans to employees and volunteers are prohibited.

All staff compensation is to be paid, with the proper taxes withheld and remitted.

PAYMENTS TO BOD

No compensation will be paid to any member of the BoD for services as a member of the Board.

Board members will be reimbursed for reasonable travel expenses, submitted in writing within 30 days of attendance at BoD' or Committee meetings.

Reasonable travel expenses may include airfare (coach class), taxi or mileage reimbursement.

Loans to Board members are prohibited.

Expense reports for the Chairman must be approved by the Treasurer. Other Board members, Committee chairs and the DoO' expense reports must be approved by the Chairman.

PURCHASE ORDER PROCEDURES

All purchases of any goods or services require an approved purchase order. All information on any fees the vendors charge for freight, shipping/handling, set-up, screening, etc. must be part of the purchase order. Purchases over \$250 require BOD approval before purchases are initialed. Purchases over \$1000 must receive 3 competitive bids and BOD approval prior to placing an order. The order will be placed with the company that submits the bid reflecting the best overall value.

The purchase order must be approved prior to making purchases. The DoO is responsible for completing the purchase order and obtaining proper approval. The DoO will then contact the vendor and make all arrangements for the purchase.

The goods purchased will be counted upon receipt. Any adjustments for discrepancies in the order will need to be handled by the person who arranged the purchase with the vendor. The DoO must be notified of the discrepancies right away.

Check requests for honoraria, subscriptions, per diem, etc. do not need a purchase order when WASUSA will not be billed nor have goods delivered.

Purchases made by staff while on a WASUSA business trip for goods or services that could not be purchased or anticipated ahead of time may be purchased and recorded on the employees travel expense report (not a P.O.). This does not apply to goods or services that can be prearranged.

For expenses incurred during a weekend meeting that could not have been foreseen, use of a credit card for minor purchases is permitted. Receipts are to be turned in to the DoO on the next business day with a completed travel expense report, indicating the purpose of the charge and what account number and class will be used. No purchase order is needed for charges not to exceed \$100. Hospitality must be budgeted or approved by the DoO, before it is charged to a credit card or paid in any other manner.

All invoices are to be sent by vendors to the DoO. When making purchasing arrangements, vendors must be notified that invoices are to come to the attention of the DoO. The purchaser will make approval for payment of an invoice after the DoO has properly processed it.

AUTHORIZATIONS

A corporate resolution by the BoD approving authorized check signers shall be maintained.

Authorized signatures: DoO and Treasurer

No petty cash fund is authorized for national headquarters operation.

GRANTS

All money grants or in-kind contributions shall be recorded as general revenues of WASUSA. Obligations contained in the grant or gift contract shall be included in the budgeted expenses of WASUSA. All grant requests will be approved by the DoO.

TRAVEL AND REIMBURSEMENT

PERSONAL TRAVEL AND EXPENSE REIMBURSEMENT

The WASUSA expense policy must promote good business practice and ensure that the external compliance requirements are satisfied. Consistent with these goals, WASUSA must comply with IRS "accountable plan" rules related to business expenses. An accountable plan must satisfy the following three requirements:

- Expenses must have a valid business connection or purpose
- Expenses must be adequately substantiated
- Advances in excess of substantiated expenses must be returned within 30 days from the end of the trip

If accountable plan rules are not satisfied, the IRS could determine that advances and expenses are reportable and taxable income to the individual.

Business expenses are defined as payments for activities that primarily benefit WASUSA and are necessary and appropriate in the conduct of WASUSA business. WASUSA funds should not be used to make personal purchase for any individual to avoid paying sales tax, even if reimbursed fully by that individual.

Substantiation of business expenses provides evidence that an expense was incurred and documents that it is business related (e.g. receipts or bills with description of business connection or purpose). Original receipts or bills should always be provided to substantiate business expenses.

Reimbursement for out-of-pocket expenses is made for those occasions where it is necessary for authorized individuals to expend their own funds.

Expenses submitted later than 30 days will NOT be reimbursed. Adequate documentation must accompany each voucher. This includes original itemized hotel receipts, transportation tickets (a copy of the itinerary is not acceptable), and receipts for ALL other expenses.

- Airfare will be reimbursed only for trips exceeding a two-hour, one way driving time
- When driving a personal vehicle, reimbursement will be at the current IRS rate
- Reasonable parking fees at an airport shall be reimbursed
- Change in travel plans that results in increased airfare will be a personal expense, unless judged to be an emergency by the DoO and Chairman or Treasurer
- When meetings take place in conjunction with a national championship or the annual meeting, expenses will not be reimbursed for those individuals attending in a capacity beyond the meeting. For those attending just the meeting, expenses will be paid
- To be reimbursed for travel costs to an authorized meeting of WASUSA, the traveler must arrange to arrive before the scheduled beginning of the meeting and to depart after the scheduled termination of the meeting. Deviation from this policy must be approved by the DoO and by the Chairman or the Treasurer of WASUSA
- Travel expenses paid by sponsors and other third parties for staff and Board members shall be paid directly to WASUSA, rather than to the individuals involved
- Authorization must be given by the DoO, (in the absence of the DoO, the Treasurer) where such funds have been budgeted for the respective committee

All requests for payment should be made on the reimbursement request form. Original receipts for all expenditures should be attached, although copies of telephone bills with relevant calls highlighted, the individual called and the purpose of the call documented will suffice.

Reimbursement request forms are sent directly to the DoO. All reimbursement request forms must be signed by the individual incurring the expenses prior to sending them to the DoO. The DoO will obtain approval from the Chairman.

STAFF MEALS/PER DIEM

The Executive Committee shall approve all WASUSA staff travel. Per diem rates will be paid to staff traveling. Per diem is meant to cover meals and incidental costs. When meals are provided and on travel days, per diem rates will be adjusted accordingly.

For meetings conducted at hotels, "Company" will provide a per diem allowance to defray a portion of food costs. The daily limit is \$59 which reflects the IRS per diem rate for the WASUSA headquarters in St Louis, MO. The daily rate for meal reimbursement or per diem must be prorated for partial days.

Meals provided by WASUSA are not eligible for reimbursement. For example, if the lunch meal is provided at no cost on a day when the traveler is entitled to per diem, the daily rate is reduced. Please refer to the IRS website for current rate information.

COMMITTEES

The Bylaws provide for standing committees as the Board may consider necessary and may establish the number of members and tenure of all committees. Committees include but will not be limited to the Junior Committee, the National Selection Committee, and Sport Technical Committees.

JUNIOR COMMITTEE

Composition. The Junior Committee shall be a permanent body established with Wheelchair & Ambulatory Sports, USA and under the jurisdiction of the BoD. The Junior Committee shall consist of a Chairperson appointed by the Board Chairperson and a minimum of eight other members. The members shall have a specific interest and knowledge of the junior program. The committee shall represent a cross section of member organizations of WASUSA.

Duties. The Junior Committee shall:

- Establish qualifying standards for entry into the National Junior Disability Championships
- Call for bids from potential National Junior Disability Championships hosts, evaluate such bids, and determine which competition shall be recommended to the BoD for designation as the National Junior Disability Championships
- Maintain records and statistics pertaining to performances in Junior competition
- Appoint a mutually agreed upon member to advise each National Governing Body on junior-related concerns
- With the prior approval of the BoD, initiate such other activities as will provide a consistent national framework and promote interest in the Junior program

Interpretation of Rules and Bylaws. The Junior Committee shall:

- Have final authority for interpretation of Junior Administrative Rules and Bylaws
- Make recommendations to the National Governing Bodies and Sport Technical Committees with regard to junior rules and standards
- Acknowledge final authority for interpretation of Junior Sports Rules rests with the pertinent National Governing Body or Sport Technical Committee

SITE SELECTION COMMITTEE

Composition: The Site Selection Committee shall be a permanent body established with Wheelchair Sports, USA and under the jurisdiction of the BoD. The Site Selection Committee shall consist of a Chairperson appointed by the Board Chairperson and other members as selected by the Site Selection Committee Chairperson based on their qualifications, experience, and demonstrated interest and commitment to disabled sports and conduction of WASUSA special events.

Duties: The Site Selection Committee shall:

- In coordination with the national office, National Governing Bodies, Sport Technical Committees, Regional Sports Organizations, and the Junior

Committee are responsible for the implementation process for the major site selection of national competitions, meetings and workshops

- The Site Selection Committee is authorized to solicit games sites for a 4-year period for national events and develop a bid package with input from the Regions
- Pursue sites, solicit bids, and make recommendations to the WASUSA BoD as to major meetings and competitions
- Update, revise and distribute bid packets as needed
- Actively recruit local organizing committees and sites in which to conduct events.

Leadership. The Site Selection Committee shall elect officers as it may deem necessary.

ATHLETE ADVISORY COMMITTEE

Composition. The Athlete Advisory Committee shall be a permanent body established with Wheelchair & Ambulatory Sports, USA and under the jurisdiction of the BoD. The Athlete Advisory Committee shall consist of a Chairperson appointed by the Board Chairperson and a minimum of one representative selected to represent each National Governing Body or Sport Technical Committee. Each representative selected must qualify as an athlete as described in these Bylaws and shall have competed, within the previous ten years, at the national championship level in the sport which he or she represents.

Duties. The Athlete Advisory Committee shall advise the National Delegate Assembly and BoD on matters affecting active athletes, including methods to maintain open communication between active athletes and policy-making bodies.

Leadership. The Athlete Advisory Committee shall elect officers as it may deem necessary.

BUDGET AND FINANCE COMMITTEE

Composition. The Chairperson of the Budget and Finance Committee shall be the Board Treasurer. The Chairperson of the Committee shall appoint members to the Finance Committee based on their qualifications, experience, and demonstrated interest and commitment to disabled sports and to WASUSA.

Duties. The Finance Committee shall:

- Review all financial statements of WASUSA including the annual audit, and shall make reports to WASUSA
- Review all restrictions imposed by funding sources and make reports to the BoD
- Review and approve contractual agreements and other matters relating to the general finances of the corporation, including but not limited to investments and contracted and salaried staff within policies established by the BoD
- The Committee shall annually receive the operations and programs budget request from the standing committees and sub-organizations and shall prepare and submit a budget and all subsequent budget revisions to the BoD

Leadership. The Finance Committee shall elect officers as it may deem necessary.

COACH, ATHLETE AND OFFICIAL EDUCATION COMMITTEE

Composition: The Coach, Athlete, and Official Education Committee shall be a permanent body established with Wheelchair and Ambulatory Sports, USA and under the jurisdiction of the BoD. The Coach, Athlete, and Official Education Committee shall consist of a Chairperson appointed by the Board Chairperson and other members appointed by the Coach, Athlete, and Official Education Committee based on their qualifications, experience, and demonstrated interest and commitment to disabled sports. Each committee member will maintain expertise in their area. Appointments are subject to the approval of the WASUSA BoD.

Duties: The Coach, Athlete, and Official Education Committee shall:

- Be responsible for the implementation of coaches, athletes, and officials education, guidelines and recognition in coordination with the WASUSA national office, the National Governing Bodies, and Sport Technical Committees
- Coordinate a comprehensive, multi-level curriculum for coaching athletes with disabilities
- Establish a disabled sports coaching principles for introductory level
- Develop sport specific Level 2 and a sport specific model and handbook in coordination with National Governing Bodies and Sport Technical Committees
- Throughout implementation of coaches, athletes, and officials education curricula, offer technical and advisory support and expertise to National Governing Bodies and Sport Technical Committees
- Develop and utilize examination and evaluation of disabled sports principles, sport specific and master level curricula
- In conjunction with the WASUSA National Office, develop and maintain a National Directory of WASUSA Coaches and Officials qualifications

Leadership. The Coach, Athlete and Official Education Committee shall elect officers as it may deem necessary.

DEVELOPMENT COMMITTEE

Composition. The Development Committee shall be a permanent body established with Wheelchair and Ambulatory Sports, USA and under the jurisdiction of the BoD. The Development Committee shall consist of a chairperson appointed by the Board Chairperson and other members as selected by the Development Committee Chairperson based on their qualifications, experience, and demonstrated interest and commitment to WASUSA.

Duties. The Development Committee shall:

- Foster the closest possible relationship between Wheelchair and Ambulatory Sports, USA and public or private organizations such as:
 - Associations
 - Government agencies
 - Academic institutions

- In order to assist in the development of disabled sports through contributions of:
 - Cash
 - Facilities
 - Personnel
 - Programs which benefit Wheelchair and Ambulatory Sports USA
- The specific duties of the committee shall include recommending fundraising policies to the BoD which address such issues as:
 - Wheelchair and Ambulatory Sports, USA image
 - Fundraising activities
 - Diversity of funding sources
 - Acceptable methods and sources of solicitation
 - Identifying potential sources of support
 - Providing the Executive Committee with introductions to key corporation and foundation contacts
 - Identify a group of donors named "Wheelchair & Ambulatory Sports Friends and Alumni"

Leadership. The Development Committee shall elect officers as it may deem necessary.

HALL OF FAME AND AWARDS COMMITTEE

The Hall of Fame and Awards Committee shall be a permanent body established with Wheelchair and Ambulatory Sports, USA and under the jurisdiction of the BoD. The Development Committee shall consist of a chairperson appointed by the Board Chairperson and other members as selected by the Hall of Fame and Awards Chairperson based on their qualifications, experience, and demonstrated interest and commitment to WASUSA.

Duties: The Hall of Fame Committee shall:

- Receive nominations from the membership to maintain an ongoing nominations list from which the names shall be selected annually for submission to the BoD
- Submit to the BoD before May 1 of each year, the names of no more than six athletes in Category 1 and no more than two individuals in Category 2
- Recommend four WASUSA Hall of Fame members annually who, along with the WASUSA Executive Committee, will form the Hall of Fame Selection Panel
- In the spirit of recognition and appreciation The Hall of Fame and Awards Committee shall make recommendations to the Board of Directions for the selection of individuals for an Emeritus category to recognize those who have contributed 25 years or more of service to WASUSA programs

Leadership: The Hall of Fame and Awards Committee shall elect officers as it may deem necessary.

INTERNATIONAL GAMES PREPERATION COMMITTEE

Composition: The International Games Preparation Committee shall consist of a Chairperson appointed by the Board Chairperson and one representative from each

WASUSA National Governing Bodies and Sport Technical Committees. Additional members shall include one representative from WASUSA Sports Science and Classification Committee, one representative from Junior Committee, and one representative from the International Relations Committee.

Duties: International Games Preparation Committee shall:

- Review all invitations for multi-sport competitions open to U.S. disabled athletes
- Make recommendations to the BoD after analyzing the factors and resources involved in accepting the invitation
- Undertake responsibility for determining team size, funding requirements, team Director, and supportive personnel to accompany the team, which is to be approved by the Executive Committee
 - Include administrative costs in international team budgets.
 - Support administrative staff on international teams by at least 2/3 the cost of the trip
- Sports Sections may assist in raising funds to help support their respective athletes for international competition.
- Report the status of U.S. team involvement in the competition for submission to the BoD.
- Coordinate the planning and implementation of multisport elite training camps that are held in preparation for an international multisport competition
- Present a written post event evaluation to the BoD

INTERNATIONAL RELATIONS COMMITTEE

Composition. The International Relations Committee shall consist of a Chairperson appointed by the Board Chairperson and a minimum of three members with knowledge and experience in the organization and operation of the international disabled sports organizations.

Duties. The International Relations Committee shall:

- Advise the BoD on all matters related to the relationship of WASUSA to each international organization with which it is affiliated
- Review and analyze all matters, which impinge on WASUSA involvement in international affairs
- Offer recommendations to the BoD when called upon for the official representatives of WASUSA to all international organizations with which WASUSA has an established membership relationship

Leadership. The International Relations Committee shall elect officers as it may deem necessary.

MEMBERSHIP COMMITTEE

Composition: The Chairperson of the Membership Committee shall be the Board Vice Chair. The Committee Chairperson shall appoint members to the Membership Committee based on their qualifications, experience, and demonstrated interest and commitment to disabled sports and to WASUSA.

Duties: The Membership Committee shall:

- Receive and investigate all applications for membership and actions relating to membership in WASUSA
- Report to the BoD and the National Delegate Assembly with recommendations as to the disposition of any such matter
- Review the status of each recognized National Governing Body, Sport Technical Committee, and Regional Sports Organization every four years to evaluate the continued ability of each organization to meet the relevant criteria for its recognition and authority as defined in the Constitution and Bylaws
- Recommend policies and procedures to the BoD and to the National Delegate Assembly related to the annual registry of athletes

Leadership. The Membership Committee shall elect officers as it may deem necessary.

NOMINATIONS COMMITTEE

Composition: The Nominations Committee shall be a permanent body established with Wheelchair and Ambulatory Sports, USA and under the jurisdiction of the BoD. The Nominations Committee shall consist of a Chairperson appointed by the Board Chairperson and 4 other members selected by Nominations Committee Chairperson based on their qualifications, experience, and demonstrated interest and commitment to WASUSA.

Duties. Annually, the Nominations Committee shall:

- Propose a list of Officers and Directors at least equal in number to the number of Officers and Directors terms expiring in that year
- Submit the names of all nominees for each position
- File the nominations of the Nominations Committee with WASUSA National Office no fewer than fourteen days prior to any election
- Prepare the ballot list to be given to the members of WASUSA at check in at the National Delegates Assembly
- Members of the Nominations Committee may not accept nomination to the officer or at-large Director positions to be filled
- Accept nominations for any position from the floor at the annual meeting of the National Delegate Assembly. Only certified delegates may make nominations from the floor.
- Confirm the willingness of the nominee to serve if elected by filing a written statement with the chairperson of the Nominations Committee prior to the vote on the position he/she seeks
- Verify all nominees are current members in good standing in WASUSA and in a member organization of WASUSA
- Declare the specific position sought by each nominee at the time the nomination is made

Leadership. The Membership Committee shall elect officers as it may deem necessary.

SPORTS SCIENCE AND CLASSIFICATION COMMITTEE

Composition: The Sports Science and Classification Committee shall be a permanent body established within Wheelchair and Ambulatory Sports, USA and under the jurisdiction of the BoD. The Chairperson of the Sports Science and Classification Committee shall be appointed by the Chairperson of the BoD to serve a four-year term. The Chairperson of the Committee shall appoint members to the Sports Science and Classification Committee.

Duties: The Sports Science and Classification Committee shall:

- Be responsible for the classification of all competitors
- Rule on any and all protests submitted for the reexamination of any competitor
- Verify any competitor's classification if he has either broken a national record, submitted a proof of Performance form, or his classification has changed during the previous year
- Advise the BoD on developments in classification practices both within and outside the United States
- Develop a panel of qualified classifiers to function within WASUSA at both regional and national competitions;
- Strive to refine classification techniques to allow optimum classification for those with multiple or unique impairments
- Maintain current and accurate records on all qualified classifiers;
- Annually furnish the WASUSA National office a current listing of all qualified classifiers
- Develop a group of qualified, classified trainers who, through educational workshops, standardize classification techniques throughout the country;
- Serve as a resource to WASUSA in the areas of research, testing, training, injury prevention and treatment through workshops, publications, and exhibitions
- Develop public relations with Community Based Organizations (CBO's), schools, recreation programs, hospitals, rehabilitation centers and other medical facilities for outreach, support, and recruitment of new WASUSA members

ATHLETES' RIGHTS POLICIES

No individual or organizational member of WASUSA may deny or threaten to deny any eligible athlete, coach, trainer, manager, official, or administrator the opportunity to participate in any international competition, Paralympic Games, Pan Am Wheelchair Games, World Championships, or any NGB/RSO approved event if selected by WASUSA or one of its members. In addition, WASUSA shall by all lawful means protect the right of an Athlete to participate if selected as an Athlete representing the United States in any of the above mentioned competitions.

Any Athlete who alleges that he or she has been denied the opportunity to compete in any of the above mentioned competitions, shall immediately inform the BoD Athlete Representative who shall promptly investigate and attempt to settle the controversy without delay. In the event that action by WASUSA is warranted, the matter will be promptly referred to the Executive Committee, which will decide

the nature and extent of the action to be taken in each case within 30 days. Such steps may include but not limited to, advising the DIRECTOR of the USOC and submitting the matter to the American Arbitration Association.

By maintaining membership in WASUSA, each member organization agrees that any controversy may be submitted to binding arbitration and agrees to be bound by the arbitrator's award.

The rights granted to athletes under this policy shall equally apply to any coach, trainer, manager, administrator, or other official seeking participation in any of the above mentioned competitions.

The Executive Committee may authorize appropriate action which may include supporting legal actions taken by an athlete against a sports or regional organization that is not a WASUSA member when it appears that this is the most effective remedy for the protection of the athlete's rights and the athlete so requests.

INTERNATIONAL POLICIES

The IGPC shall enforce the use of a comprehensive Code of Conduct. The Code shall include strict guidelines relating to the use of banned substances including recreational drugs. Each team member shall receive a copy as a part of their contract to compete. This would include a release allowing for the search of personal belongings. It shall also include consequences of Code violations. All Team members shall provide signature that they have read and understand the Code of Conduct prior to travel.

Any Team member found with illegal drugs will be immediately removed from competition and sent home at their own expense. The Team member may appeal this decision to the Team Leader, NGB Coach, and athlete representative for final decision.

The Team Leader of any international multi-sport team may drop athletes from the team based on the number of staff available for the trip.

The Team Leader has the authority to approve research access to members of the WASUSA team and staff.

The Team Leader and the Director are directed to develop a line item budget for each Team trip and reviewed by the Executive Committee.

WASUSA shall continue its membership in IWAS, pay annual dues to IWAS, and send one representative to the Council of Nations Meetings.

APPEALS & ARBITRATION POLICIES

WASUSA may censure, suspend, or expel any member of the corporation (including RSOs, NGBs, & STCs) including any athlete, coach, official, member of any committee who has violated any WASUSA rules, policies, or regulations, or who has

acted in a manner that brings disrepute upon WASUSA. WASUSA may also conduct hearings on any matter affecting the corporation.

At any hearing conducted from the filing of a complaint, all parties shall be given a reasonable opportunity to present oral or written evidence and present factual or legal claims as desired. Hearings shall be open to the public and recorded and a copy made available to each interested party. The rules of evidence generally accepted in administrative proceedings shall be applicable.

The burden of proof shall be on the complainant. Upon completion of presentation of the evidence, WASUSA may move to dismiss for failure to sustain burden of proof. If such motion to dismiss is denied, WASUSA then shall present evidence in opposition to the complainant and in support of its position.

In matters involving athletes or other WASUSA members (including RSOs, NGBs, & STCs) during a National or International athletic event, an investigation and report of the facts shall be given to the Board Chair. In matters occurring during the course of a Regional or National athletic event the Adult or Junior Division shall make the investigation and report. In matters occurring during an International athletic event, the Games Planning Committee shall make the investigative report.

Every appeal to the WASUSA BoD shall be initiated by a petition given to the DoO and accompanied by a \$50 filing fee. The fee shall be returned if the petition is upheld but forfeited if rejected.

A final and binding decision shall be rendered within 75 days from the filing of the petition by a majority of the BoD based on the evidence submitted. A written decision shall be sent to all parties.

If a complainant is dissatisfied with the decision by the WASUSA BoD, they may appeal the decision through arbitration. Arbitration shall proceed according to the commercial rules of arbitration. The arbitrators are empowered to settle any dispute.

Each contesting party may be represented by legal counsel or authorized representative at the arbitration proceeding. The parties may offer any evidence which they desire and the arbitrators shall be the sole judges of the relevancy of the evidence offered.

Final decisions by the arbitrators shall be legal and binding.

GENERAL POLICIES

WASUSA shall produce an Annual Report assigned to the Board Secretary.

WASUSA Board members are prohibited from membership on the BoD of any other national wheelchair sports organizations.

WASUSA staff may not hold any positions on the WASUSA BoD.

The Executive Committee shall hold more meetings rather than have more frequent full Board meetings.

The DoO may be authorized to secure an Executive on Loan from a major corporation who will assist WASUSA in marketing the private sector for fund raising.

The Director is authorized to identify and secure national sponsors for WASUSA services.

The Director is directed to produce a quarterly operations report.

WASUSA shall not endorse specific manufactured products.

Membership dues received during October and later may be applied to the following membership year.

The distribution of the WASUSA mailing list is to be approved by the Executive Committee

WEBSITE POLICIES

WASUSA shall maintain a calendar of events of all programs and the DoO shall develop the format for publication on the WASUSA website.

The WASUSA Rulebook shall be available on the website for download. Any fees charged for downloading the individual sport or complete rulebook may not be tied into membership dues.

The WASUSA Hall of Fame shall be maintained on the website.

The WASUSA Emeritus Award shall be maintained on the website.

WASUSA may provide access to information, products or services offered on websites that are owned or operated by other companies ("third party websites"). WASUSA recommends awareness that access through the use of hyperlinks that automatically move from a WASUSA website to the third party site.

WASUSA cannot endorse, approve or guarantee information, products, services or recommendations provided at a third party website. WASUSA is not responsible for the content or accuracy of any third party website and shall not be responsible for any loss or damage of any sort resulting from the use of a link on its websites nor will it be liable for any failure of products or services advertised or provided on these linked sites.

WASUSA offers links on an "as is" basis. When visiting a third party website by using a link on a WASUSA site, the WASUSA privacy policy or security practices no longer apply. The data collection, use and protection practices of the linked site may differ from the practices of WASUSA sites.

Indications of a linked website:

- Instead of a WASUSA address, the URL of the linked website appears
- The linked website opens in a new browser window
- The appearance of the linked site, including its colors and graphic design is significantly different from the WASUSA site
- The linked site or page does not appear in a new browser, but may include one or more of the following:
 - The logo of a different company appears in a prominent location on the linked website, along with the words "Powered by," "Brought to you by," or "Provided by"
 - The layout and content of the navigation tools on the left-hand side of the linked site or in the header at the top of the new website are different from WASUSA navigation
 - One of the navigation links refers to a description of the company that sponsors the website, possibly titled "About (Third Party's Name)"
 - A third party's privacy policy and terms of use statement are identified instead of WASUSA's
 - Information in the footer at the bottom of the website contains information about a company other than WASUSA

PERSONNEL POLICIES

Under Development