



**UNITED STATES OF AMERICA DEAF BASKETBALL  
(USADB)**

CONSTITUTION  
BYLAWS  
EXECUTIVE BOARD MANUAL  
REGION MEMBERSHIP  
AUTHORITY & DUE PROCESS  
FISCAL POLICIES  
TEAM REPRESENTATIVE COUNCIL  
GENERAL TOURNAMENT RULES AND REGULATIONS  
NATIONAL PROGRAM DIRECTOR GUIDELINES  
HALL OF FAME

*As of May 2018*

*(Ratified in accordance with the April 2018 Executive Committee in Austin, TX.)*

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# CONSTITUTION

## ARTICLE I Name

### **Section 1.01: Name**

The name of this organization shall be the USA Deaf Basketball, Incorporated (“USADB”), hereinafter referred to as the Organization.

### **Section 1.02: Relationship**

The Organization has relationship with the USA Deaf Sports Federation (“USADSF”) and the USA Basketball (“USAB”), a United States Olympic Committee National Governing Body in basketball.

### **Section 1.03: Mission for United States of America Deaf Basketball (USADB)**

A national basketball organization serving Deaf and Hard of Hearing athletes who desire to participate in organized sports activities. The annual national basketball tournament is recognized as Thomas Elliott/Art Kruger Memorial National Tournament. The purpose of the USADB is to develop a sense of good sportsmanship, congenitally and leadership skills among interested and talented players. Participants for International basketball games are also selected from the most promising players at these tournaments to represent USADB internationally.

## ARTICLE II Objectives

### **Section 2.01: General Goals and Objectives**

The general goals and objectives of the Organization shall be to:

- a) develop and promote participation in national deaf adult basketball competitions and recreational events;
- b) simulate healthful physical, moral, and cultural education for deaf basketball enthusiasts in the United States (“US”);
- c) promote and protect the mutual interests of all member organizations of the Organization;
- d) promote and develop young deaf basketball players through youth basketball camps; East-West All Stars Classic and other clinics and events as feeder programs for national and international teams.
- e) oversee the training and development of youth and adult teams to the U-21, Pan Am Games, World Championships and Deaflympics.

## ARTICLE III Compliance

### **Section 3.01: Non-Profit**

This Organization shall be a non-profit organization under Section 501(c)(3) of the Internal Revenue Service (the “IRS”) tax code.

### **Section 3.02: Tax Filing Obligations**

Specifically, the IRS Form 990 or any such required forms shall be filed on time. City/State sales taxes, where applicable, and any other applicable taxes shall be remitted to the appropriate government agency.

## **ARTICLE IV Indemnification**

### **Section 4.01: Indemnification Coverage**

The Organization shall indemnify each of its present officers, employees or official representatives, against all expenses actually and reasonably incurred by such person (including, but not limited to, judgments, costs and counsel fees) in connection with the defense of any pending or threatened litigation to which such person is, or is threatened to be made, a party because such person is or was serving in such capacity. This right of indemnification shall also apply to expenses of litigation, which is compromised or settled, including amounts paid in settlement, if the Organization shall approve such settlement. Such person shall be entitled to be indemnified if he acted in good faith and in a manner he reasonably believed to be in, and not opposed to, the best interests of the Organization. The termination of any litigation by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner reasonably believed to be in, and not opposed to, the best interests of the Organization.

### **Section 4.02: Determination of Payments**

Any amount payable as indemnification under this Article shall be determined and paid by the Organization pursuant to a determination by a majority vote of the Executive Board, that such person seeking indemnification has met the standards of conduct set forth in this Article.

### **Section 4.03: Expenses**

Any expenses incurred by such person in connection with the defense of any litigation may be made by the Organization in advance of a final disposition of such litigation upon receipt of an undertaking by such person to repay such amount if it is determined under (2) hereof that such person is not entitled to be indemnified under this Article.

### **Section 4.04: Additional Rights**

The right of indemnification under this Article shall be in addition to, and not exclusive of, all other rights to which such person may be entitled.

### **Section 4.05: Insurance**

The Executive Board may, at its discretion, authorize the purchase of insurance on behalf of any person's indefinable under this Article. Such insurance may include provisions for indemnification of such persons for expenses of a kind not subject to indemnification under this Article.

## **ARTICLE V Parliamentary Procedures**

### **Section 5.01: Parliamentary Procedures**

Any parliamentary procedures not covered specifically by the existing rules of the Organization shall be determined by referring to the current edition of Robert's Rules of Order. The Presiding officer shall appoint a parliamentarian before every meeting, and, upon request, the appointed parliamentarian shall advise the Presiding officer on proper procedures.

## **ARTICLE VI Dissolution**

### **Section 6.01: Distribution of Assets and Monies**

In the event of dissolution of the Association, all tangible assets shall be sold and all monies realized there from, together with any other monies remaining, shall be equally distributed to all Regions that have 501(c)(3) status.

### **Section 6.02: Liabilities**

In no case shall the regions be liable for any debts of this organization.

[--- End of Constitution ---]

## **BYLAWS**

### **Article I: Membership**

#### **Section 1.01: Genders**

Use of the pronouns "he" and "his" shall not be construed in any way as limiting officers and participants of the Organization to the masculine gender only.

#### **Section 1.02: Individual Membership**

Individuals shall be members of this Organization in one of the following classifications:

- a) USADB Board member and staff
- b) Affiliated Region officer
- c) Coaching staff and players
- d) Any past USADB Board officer may assist USADB Board for up to four (4) years after the end of his term.

#### **Section 1.03: Regional Territory**

The national territory of USADB shall be divided into eight regions, subject to change as the occasion may demand.

- a) Central Athletic Association of the Deaf  
Ohio, Kentucky, Illinois, Indiana, Michigan, Wisconsin with Greater Erie, PA and Greater Pittsburgh, PA.
- b) Eastern Athletic Association of the Deaf  
New York, Delaware, New Jersey, Pennsylvania, Maryland, District of Columbia with exception of Greater Erie, PA, Greater Pittsburgh, PA and Northern Virginia.
- c) Farwest Athletic Association of the Deaf  
Arizona, Southern Nevada, New Mexico, Hawaii, Southern California.
- d) Midwest Athletic Association of the Deaf  
Missouri, Iowa, North Dakota, South Dakota, Minnesota, Kansas, Colorado, Wyoming, Nebraska, and Illinois counties in Greater St. Louis MO.
- e) New England Athletic Association of the Deaf  
Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island.
- f) Northwest Association for the Deaf Basketball  
Utah, Idaho, Washington, Montana, Oregon, Alaska, Northern California and environs of Fresno, California.
- g) Southeast Athletic Association of the Deaf  
Virginia, West Virginia, Tennessee (except Greater Memphis, TN), North Carolina, South Carolina, Georgia, Alabama, Florida, and Puerto Rico.



- h) Southwest Basketball Association of the Deaf  
Texas, Louisiana, Mississippi, Arkansas, Oklahoma and Greater Memphis, TN.

#### **Section 1.04: Members in Good Standing**

To maintain membership in good standing, members shall abide by the Constitution, By-Laws, and Guidelines and maintain interest in the activities of the USADB.

### **Article II: Executive Board**

#### **Section 2.01: Officers**

The Executive Board officers of the USADB shall be as follows: Commissioner, Deputy Commissioner, Secretary, Treasurer and Public Relations Director. There shall be staff members of the USADB as follows: National Program Director, International Director and Youth Director.

#### **Section 2.02: Duties**

- a) Transact the business and administer the affairs of USADB in accordance with USADB Constitution, Bylaws, Guidelines and Rules and Regulations;
- b) Executive Board officers represent and oversee National tournament;
- c) Report its proceedings at the Team Representative Council;
- d) Appoint ad-hoc committees for matters, as it deems necessary, and appoint a chairperson of the ad-hoc committees who shall report on committee activities to the Commissioner.

#### **Section 2.03: Elections and Procedures**

The officers of the USADB shall be appointed to two-year terms and may not be appointed for more than three consecutive terms in the same office. Officers shall assume their positions on July 1st.

- a) The Commissioner, Secretary and Public Relations shall be appointed in April of the even-year.
- b) The Deputy-Commissioner and Treasurer shall be appointed in April of the odd-year.
- c) There shall be a nominating committee consists of three (3) to five (5) individuals to help recruit candidates and participate in the interview process leading to appointment of the new officers

#### **Section 2.04: Duties of Executive Board and Staff**

Duties of Executive Board and Staff are defined in the Executive Board manual.

#### **Section 2.05: Duties of Region Membership**

Duties of Region Membership are defined in the Regional Membership Manual.

#### **Section 2.06: Meetings, Quorum and Electronic Meeting:**

- a) The Secretary shall publish the place and time of all regular Executive Board meetings at least one month in advance. The Commissioner or a majority of the Executive Board may call for a special meeting. A quorum of three officers is needed to conduct official business.
- b) Electronic Meetings  
The Executive Board may utilize the most appropriate electronic technology to conduct its quarterly and special meetings and to address urgent issues. Results of motions that were made in such manner shall be announced by Secretary through USADB website and at Team Representative Council at the National Tournament.
- c) Executive Board, along with Executive Committee shall hold an annual meeting in person during the USADB National Tournament weekend.

- d) Minutes of the Executive Board and any of its committee meetings shall be posted on the USADB website for public consumption.

**Section 2.07: Removal of an Officer**

By a two-thirds (2/3) vote of the Executive Board, an officer may be removed for cause, including failure to perform his assigned duties, or for conduct tending to impair his usefulness as a member of the Executive Board.

**Section 2.08: Vacancy**

All vacancies on the Executive Board shall be filled by the Executive Board. Such appointments shall be for the duration of the unexpired term. This will not constitute term as limited in Section Three of this Article.

**Section 2.09: Parliamentarian**

At the periodical meeting of the Executive Board, the order of business shall be followed in accordance with the Robert Rules of Order parliamentary procedure. When needed, the Commissioner shall appoint a neutral person who has knowledge on the parliamentary procedure to serve as the Parliamentarian.

**Article III: Standing Committees**

**Section 3.01: Executive Committee**

The Executive Committee shall consist of the USADB Executive Board and one officer appointed by each affiliated region. This committee shall be empowered to propose, review and approve the standard policy operating procedures including Policy and Procedures Manual (PPM) and to advise the USADB Executive Board and Staff on the USADB Guidelines including overseeing the criteria, evaluations, four-year planning, goal-oriented planning, long-range planning, objectives, priorities, resolutions, and others.

**Section 3.02: Governance Committee**

The Governance Committee shall consist of the Deputy Commissioner as a liaison officer and three other members appointed by the Deputy Commissioner, with the approval of the Executive Board. It shall have the authority to propose revisions and amendments to the Constitution, Bylaws, and Guidelines of the Organization, and shall present them for action at the meeting of the Executive Board. As a Grievance Appeals Board, it shall have the authority to adjudicate all grievances.

**Section 3.03: Fiscal Committee**

The Fiscal Committee shall consist of the Treasurer as chair and two (2) to five (5) members with the approval of the Executive Board. It shall have the authority to handle all matters pertaining to the establishment of the annual budget of the organization, and to prepare a quadrennial budget of projected income and expenses of the organization.

**Section 3.04: Hall of Fame Committee**

The Hall of Fame Committee shall consist of the Chairperson appointed by the USADB Commissioner with the approval from USADB Board and two (2) to six (6) other members. It shall have the authority to handle all matters pertaining to the preparation of the induction prior to and of the ceremony at annual USADB National Tournaments. It shall consider worthy candidates to be inducted into the USADB Hall of Fame who have displayed exceptional performance or service to the deaf in the world of basketball as athletes, coaches, leaders, writers, officials and old timers.

### **Section 3.05: Ad-Hoc Committee**

The Commissioner and the Executive Board may establish ad hoc committees. Ad hoc committees shall address such duties as directed, report to the Executive Board, and expire upon the completion of their reports.

## **Article IV: Proposals**

### **Section 4.01 Proposals**

- a) Any affiliated Region or participant may submit a written proposal to the Executive Board. Such submission must be made at least 15 days in advance of an Executive Board meeting. The proposal will then be considered by the Executive Board for official action, and such proposals may be referred to appropriate committees for further consideration and to report findings and/or recommendations back to the Board.
- b) The Executive Board may accept or reject any recommendation of any committee by majority vote.

## **Article V: Team Representative Council**

### **Section 5.01: Members**

Members of the Team Representative Council shall consist of one member from each team registering for and participating in the USADB national tournament during the season with a form signed by the USADB Secretary.

### **Section 5.02: Role and Functions**

The role and functions of the Team Representative Council is to advise and consult with the USADB on rules in the guidelines affecting the USADB tournament, teams, and coaches/players including but not limited to: number of games, players and teams eligibility, players' rights, and players' code of conduct. The Council may make proposals for amendments to the Bylaws.

### **Section 5.03: Meetings and Quorum**

- a) The Team Representative Council meeting shall be held annually prior to the USADB National Tournament.
- b) For transaction of business at the Team Representative Council meeting, a quorum shall consist of two third (2/3) of the eligible members.

### **Section 5.04: Notice of Meetings**

The Secretary shall send notice of the meeting sixty (60) days prior to the annual USADB tournament.

## **Article VI: Conducts of USADB and its Members**

### **Section 6.01: Non-Discrimination Policy**

USADB and its participants shall not discriminate against any individual on the basis of race, creed, religion, sexual orientation, national origin, sex, age, disability, marital status, political affiliation, or any other class protected by Federal, state, or local laws.

### **Section 6.02: Conduct Policy**

USADB and its participants shall engage in appropriate conduct in conformance with the traditions of USADB tournament and events at all times and in all places. Coaches and managers shall be responsible for the conduct of their teams and players.

### **Section 6.03: Illegal Conduct and Jurisdiction**

Any persons found to violate the rules of behavior or regulations governing the use of properties, facilities in the state, county or city where the tournament is held shall be subject to the jurisdiction of the host city.

### **Section 6.04: Whistleblower Protection Policy**

This Whistleblower Policy is intended to encourage and enable USADB board members, officers, staff, participants and others to raise serious concerns internally so that USADB can address and correct inappropriate conduct and actions. For reporting procedure, please see Appendix B.

### **Section 6.05: No Retaliation Policy**

It is contrary to the values of USADB for anyone to retaliate against any board member, officer, staff or participant who in good faith reports an ethics violation, or a suspected violation of USADB bylaws & law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of USADB. Any person who retaliates against someone who has reported a violation in good faith is subject to discipline. For reporting procedure, please see Appendix B.

## **Article VII: Use of Name and Logo**

### **Section 7.01: Organization's Name and/or Logo**

The use of the Organization's name and/or logo is mandatory on all printed materials, including but not limited to: correspondence, awards, certificates, T-shirts, caps, flyers, merchandise, advertisements, stationery, and banners.

## **Article VIII: Amendments**

### **Section 8.01: Procedures**

Amendments to the USADB Bylaws and its organizational documents except for Rules and Regulations of its Team Representative Council may be made in writing by

- a) Any USADB officer and staff
- b) Any affiliated Region officer
- c) Any player or coach of the participating team
- d) Any past USADB officer as defined in Article I, Section II, Part D

### **Section 8.02: Process**

- a) Proposed amendment to the USADB Bylaws and organizational documents except for the Rules and Regulations shall be made in writing to the Executive Board at least fifteen (15) days in advance of an Executive Committee meeting.
- b) The proposal will then be considered by the Executive Board for official action, and such proposals may be referred to appropriate committees for further consideration and to report findings and/or recommendations back to the board.
- c) The Executive Board may accept or reject any recommendation of any committee by majority vote.
- d) Any USADB elected officer may make motion at any time during Executive Committee meeting

### **Section 8.03: Final Approval and Implementation**

All amendments that are proposed shall be submitted to the Executive Board at the annual meeting. Amendments shall only be approved by at least a two-third (2/3) vote by the Executive Committee. Amendments that are approved at the Annual meeting shall become effective on May 1st.

## **EXECUTIVE BOARD MANUAL**

### **Article I: Officers and Staff Roles and Duties**

#### **Section 1.01: Requirement for Officer**

The majority of the Executive Board shall be Deaf and Hard of Hearing.

#### **Section 1.02: Duties of the Executive Board**

1. Transact the business and administer the affairs of USADB in accordance with USADB Constitution, Bylaws and Rules and Regulations;
2. Executive Board members to represent and oversee National tournament;
3. Report its proceedings at the Team Representative Council;
4. Appoint ad-hoc committees for matters, as it deems necessary, and appoint a chairperson of the ad-hoc committees who shall report on committee activities to the Commissioner;
5. a chairperson of the ad-hoc committees who shall report on committee activities

#### **Section 1.03: Commissioner**

The Commissioner shall have the following duties:

1. be the chief executive officer of the USADB and shall enforce the provisions of the Constitution, Bylaws, Rules and Regulations and Guidelines of the USADB;
2. appoint, with the approval of the Executive Board, the Chairs and members of all standing and ad hoc committees and shall serve ex-officio as a member of all committees and Team Representative Council;
3. preside at all meetings of the Executive Board;
4. oversee International and Youth programs; and
5. assign duties to other officers and all committees as deemed necessary.

#### **Section 1.04: Deputy-Commissioner**

The Deputy-Commissioner shall have the following duties:

1. perform all of the duties of the Commissioner in the temporary or permanent absence of the Commissioner;
2. rule on all questions pertaining to the Constitution, Bylaws, and Guidelines, rules and regulations of the USADB;
3. oversee National Program;
4. serve as Chair of the following standing committees: Governance Committee, Nominating Committee, and All Star Team Selections Committee; and
5. update the Constitution, Bylaws and Guidelines within thirty (30) days of any revision and ratification, to be posted on the webpage.

#### **Section 1.05: Treasurer**

The Treasurer shall have the following duties:

1. be responsible for all matters pertaining to budgets and funds of the USADB and all of its committees;
2. oversee the expenditure of all grants available to the USADB and its committees in cooperation with the Executive Board;
3. monitor all fund-raising activities;
4. prepare an annual fiscal plan for the USADB;

5. coordinate with the national tournament committee's bookkeeper on tournament-related finances;
6. submit annual audited financial reports.
7. require to complete USADB's annual financial statement reports and these subject reports shall be provided to the Executive Board.
8. serve as Chair of the Fiscal Committee.

#### **Section 1.06: Secretary**

The Secretary shall have the following duties:

1. keep accurate records of the meetings of the Executive Board, Executive Committee and Team Representative Council meetings.
2. distribute copies of the last year's proceedings of Team Representative Council meeting to all USADB Board members, Executive Committee and the members of Team Representative Council seven (7) days prior to the USADB National Tournament.
3. distribute copies of the proceedings of board meetings to all officers within 60 days of the close of the meeting;
4. on behalf of the USADB, direct all communications for qualifying events for national and developmental teams;
5. keep a complete and accurate record of all basketball events held under the auspices of the USADB; and
6. keep track of Lifetime Pass holders
7. perform and maintain official USADB correspondence duties and records.

#### **Section 1.07: Public Relations Officer**

The Public Relations Officer shall have the following duties:

1. serve as the official liaison to the media;
2. be responsible for outreach and advertising of all USADB events;
3. coordinate live reporting and statistics of national tournaments;
4. coordinate a daily e-newsletter for the national tournament, when feasible
5. work with the National Program Director to gather all game and statistical paperwork to be submitted to the Secretary within thirty days for the official file at the conclusion of the national tournament
6. supervise the art and design work for national tournaments, such as tickets, flyers, posters, etc.
7. oversee the USADB website content, provide direction and updates to the webmaster on a regular and consistent basis (weekly, bi monthly); and
8. be responsible for soliciting sponsorships, advertisers and exhibitors for the national tournament by October of each year for the following year.

#### **Section 1.08: National Program Director**

The National Program Director shall have the following duties:

1. report directly to the Executive Board.
2. follow and update a detailed and comprehensive tournament checklist and Tournament Guidelines, subject to approval of Executive Board.
3. work closely with Public Relations Director on national tournaments artwork, such as tickets, flyers, posters, and others.
4. work closely with the Deputy Commissioner on the gym inspection.
5. shall appoint an Assistant Tournament Director (preferably a local chair) each year, subject to approval of Executive Board.
6. work closely with local gym and hotel contact persons.

7. work with National Officials Coordinator each year to develop a cost analysis comparing costs of using local or national officials (referees) and make recommendations to the Board for approval.
8. develop guidelines for Men's Division I, II, III and Women's Division I and II.
9. shall appoint a men's and a women's tournament liaison to be on the floor during the tournament and help oversee all aspects of a smooth running
10. review and verify all basketball players' eligibility per current rules and regulations. Refer to the Team Representative Council those eligibility situations that might require review
11. recommend team seeding and national tournament brackets with schedule of games on each division for seeding committee's review.
12. shall coordinate and run the Team Representative Council meeting.
13. make the decision and recommendation on the ball choices of the tournament.
14. develop, recommend and coordinate procedures and training for scorekeepers, statisticians, timekeepers, trainers, and the all-star selection committee, subject to the approval of the Board.
15. monitor and prepare reports and statistics of national tournaments.
16. be responsible for ordering and distributing all awards for the national tournament.
17. handle situations at tournaments where athletes, coaches, fans or any other persons at the tournament demonstrate unsportsmanlike behavior.
18. submit all game and statistical paperwork to the Secretary within thirty (30) days of the conclusion of the national tournament.
19. evaluate the tournament program and make recommendations to improve future tournaments.
20. upon request, provide leadership, guidance, and support for international and youth activities.
21. perform other duties as may be assigned by the Executive Board.

#### **Section 1.09: International Director**

The International Director shall have the following duties:

1. be responsible for all correspondences with USA Deaf Sports Federation (USADSF).
2. copy the USADB Commissioner on all correspondence and communications.
3. oversee all other international affairs and USA Basketball Teams
4. oversee the USA Deaf Basketball Program for all International-related events.
5. oversee preparation of the national teams for the international sanctioned events such as Pan Am Deaf Games, World Deaf Basketball Championship, and Deaflympics.
6. oversee all facets of the men's and women's basketball program including coordinating team trials, team training camps, exhibition games, and international competitions.
7. serve as the staff liaison to all USA Deaf Sports Federation and Deaf International Basketball Federation.
8. oversee all logistics, including on-court game operations and transportations, as well as ordering and distribution of apparel.
9. appoint the selection committee to screen the coaching applications.
10. oversee the selection committee's selection process in selecting best available coaches for the national teams.
11. appoint the Selection committee to attend the tryout and make recommendation or selection of the best potential athletes to represent on the National team.
12. submit all recommendations to USADB Executive Board for final approval.
13. submit quarterly financial reports for all International-related events to the USADB Board; and

14. attend the annual USA Basketball Board of Directors Meeting, with the Commissioner of USADB.

### **Section 1.10: Youth Director**

The Youth Director shall have the following duties:

1. be responsible for all correspondence regarding youth programs
2. recruit and appoint youth camp director(s) for boys and girls, subject to approval of USADB Executive Board
3. oversee the annual youth basketball camps
4. recruit and appoint the annual East & West All-Star coordinator
5. oversee the coordinator's selection process in selecting the committee, the best potential high school seniors and coaches to represent on the East & West All-Star teams
6. provide all financial reports for any youth program-related events to the USADB Executive Board on a quarterly basis in January, April, September and December.
7. provides oversight of youth committee funds with the USADB Treasurer; and
8. become "self-funded and self-supported" with little financial assistance from USADB National funds.

## **Article II: Authority and Empowerment**

### **Section 2.01: Authority**

The Board shall be the final authority for any and all issues connected with any national tournament, but not for any dispute between region and team/player of its own region unless the dispute is appealed.

### **Section 2.02: Empowerment**

The Board shall be empowered to take such action as a majority of its members believes appropriate in the event the Board has knowledge that the Constitution, Bylaws, and Guidelines of the Association have been violated, regardless of a lack of formal complaint, submitting a written and oral report at the Executive Committee and Team Representative Council.

## **Article III: Meetings**

### **Section 3.01: Meetings and Notice**

The Executive Board shall meet at least bi-monthly at an agreed upon time and place or through video-conferencing or Internet chat room or any methods of conferencing. An official Executive Board meeting requires that each board member have written and/or electronic notice at least two weeks in advance.

## **Article IV: Committees of the Organization**

### **Section 4.01: General Description**

Each committee shall report on matters within its jurisdiction to the Executive Board. The duties and responsibilities of each committee shall be set in the Bylaws. All annual committee budget items shall be approved in advance by the Executive Board.

### **Section 4.02: Appointments and Terms of Chairs and Members**

The Commissioner, with the approval of the Executive Board, shall appoint the Chairs and members of all committees. The term of ad hoc committee members shall expire upon the completion of their work and forwarding of their reports.



### **Section 4.03: Procedures, Duties, and Reports**

All committees, unless otherwise required by the Constitution, Bylaws, and Guidelines of the Organization, or by vote of the Executive Board, shall determine their own rules or procedures, including reasonable notification of meetings. The Commissioner or the Executive Board may assign other duties to each committee as needed. Each committee shall send a report of its meetings to the Executive Board on a regular basis.

### **Section 4.04: Absences and Vacancies**

The absence of a committee member, without adequate excuse, from two or more consecutive meetings may be construed as his resignation from such committee by majority vote of the other members of the committee. Vacancies in all committees may be filled immediately by the Chair of that committee on an interim basis, subject to ratification by the Executive Board.

### **Section 4.05: Conducting Meetings**

Committee meetings shall be conducted in the following manner:

- (a) Each committee shall have a designated member from the Executive Board to oversee and ensure that communication takes place at all levels.
- (b) The Chair of the committee shall consult with the Organization's liaison officer to establish a mutually convenient meeting site, date, and time.
- (c) The meeting shall remain open to all members of the Organization, but it may be permissible for an executive session to be called for discussion of personnel or legal matters.
- (d) The Chair of the committee shall appoint a member of the committee to be a secretary to take the minutes of the meeting.
- (e) The minutes from the committee meeting shall be made available to every committee member and the Organization's liaison officer within 45 days of the date of the meeting.

### **Section 4.06: Budget**

Each committee shall have its own budget with the Chair of the committee being responsible for managing each budget allocation. The sources of allotment shall vary from committee to committee.

### **Section 4.07: Copies of Committee Minutes**

Each committee shall submit such copies of the minutes of the committee's meetings to the Secretary for filing and record-keeping purposes.

## **Article V: Lifetime Pass**

### **Section 5.01: Lifetime Pass**

- (a) Past USADB Commissioners automatically and other USADB past officers who have served more than four (4) continuous years on the USADB Executive Board.
- (b) The Board reserves the right to give the lifetime passes (one or two lifetime passes) to the current tournament host chairperson(s) who completed the current national tournament.

## **Article VI: Installment and the Oath of Office**

### **Section 6.01: Installment and the Oath of Office**

The Installation Ceremony shall take place immediately before adjournment of the Executive Board meeting. During this Installation Ceremony, newly elected and re-

elected officers of the USADB shall be sworn in by this oath at the Installation Ceremony by the Past Commissioner.

*“Do you solemnly swear: (1) to support the Bylaws of the USADB and the Rules and Regulations of its Team Representative Council, (2) to perform the duties of your office to the best of your ability, (3) to be firm and fair to all, and (4) to work toward the betterment of the USADB?”*

*Each shall respond: “I, {name}, do.”*

----End of Executive Board Manual-----

## **REGION MEMBERSHIP**

### **Article I: Transfers of Teams Between Regions**

Requests for transfers of a team from one region to another shall be formally submitted by the team in writing to its regional secretary before January 15th. Approval of both affiliated regions is required before the request can be acted upon at the Executive Committee meeting. Upon approval of the Executive Committee, the transfer shall become effective immediately.

### **Article II: Regional Officers' Addresses**

Regional Secretaries shall submit to the USADB Secretary within ten (10) days after their regional election, the names, addresses, telephone numbers and e-mail addresses of the newly elected regional officers.

### **Article III: Regional Reports**

Regional secretaries shall submit to the USADB Executive Board the reports or minutes of their regional House of Delegates meetings ten (10) days prior to the USADB Executive Committee meeting that follows.

### **Article IV: Financial Obligations**

Regions shall settle all outstanding financial obligations including, but not limited to, debts, fees, and fines from the previous year and current year by July 15<sup>th</sup>.

### **Article V: Rule Enforcement**

1. Regions shall have their own rules and regulations. However, any team who attends USADB National Tournament must abide by USADB's Bylaws and Tournament Rules and Regulation.
2. USADB forms are due to USADB Secretary postmarked by March 1<sup>st</sup> deadline.
3. No affiliated region can suspend, disqualify or penalize a team or player(s) at the expense of USADB Bylaws Rules & Regulations and Guidelines without consulting or collaborating with USADB.

### **Article VI: Benefit of Region Affiliation in Good Standing**

1. Voice and voting privileges at Annual Board of Director meeting.
2. Active participation on the Executive Committee including all types of communication.
3. Honor all team and player suspensions imposed by other regions and USADB.
4. Usage of USADB logo and name in their promotional materials.
5. Sit on as nominating committee for Board nominations

### **Article VII: Loss of Benefits for Region Affiliation Not in Good Standing**

When the Executive Board declares, with consultation from the Executive Committee, a region not to be in good standing, the region will lose all the benefits afforded in Article VI, until any and all outstanding financial obligations shall be settled before complaints, hearing request, or appeals will be accepted and processed as proscribed by the bylaws.

### **Article VIII: No Region Affiliation**

This covers regions that are not affiliated due to any reasons, including not functional regional or have folded:

#### **Section 8.01: Teams**

Teams are welcome to participate in National Tournament and allowed to have a voice and vote at Team Representative Council.

#### **Section 8.02: Region Officers**

Any Region that is not affiliated will not have voice and vote at the annual Executive Committee meeting or sit on the Executive Committee.

### **Article IX: Region Disaffiliation/Re-affiliation Procedures**

In order for a regional sport organization to qualify for affiliation with USADB, it must be able to provide detailed written rationales for disaffiliation decisions if any and to allow for necessary information to be re-affiliated with USADB.

### **Article X: Bypassing Region**

Teams can enter the USADB National Tournament in one of the following ways:

1. Regional Tournament
  - (a) Championship teams in Division I - Men's & Women's
  - (b) A region runner-up team (Men's) may choose either Division I or II and notify USADB of its selection
2. Bypass Request

A team may bypass the regional tournament if one of the following is true:

  - (a) the region is not hosting a tournament
  - (b) the region is not in good standing with USADB
  - (c) approval from the Executive Committee by submitting letter of request and list justification to USADB Secretary to forward to Executive Committee no later than February 15<sup>th</sup>
3. A team can be eligible for the USADB Tournament in case of an unfortunate situation, subjected to USADB Board's decision.

-----End of Region Membership Manual-----

## **AUTHORITY AND DUE PROCESS**

### **Article I: Rule Interpretation**

#### **Section 1.01: Binding Decisions**

Any decision rendered by the USADB shall be binding upon all members of the USADB, unless a grievance is appropriately filed.

### **Section 1.02: Request for Interpretations**

Requests for interpretations of rulings and/or Bylaws shall be made to the Deputy Commissioner through the proper channels. Copies of such decisions shall be made available upon request from interested parties.

### **Section 1.03: Ruling of the Deputy Commissioner**

The ruling of the Deputy-Commissioner shall be binding. The ruling shall remain in force until an appeal is reviewed by the Executive Board.

### **Section 1.04: Suspension**

1. USADB may suspend a participant (team, coach, player, or any member of the team, i.e. manager or statistician) for reasonable cause. USADB shall provide the participant with written notice of the suspension at the participant's last known address. After receipt of the notice, the participant may be given an opportunity for a hearing. The suspension shall include reasonable conditions to which the participant must comply. Upon compliance with said conditions, the suspension shall be rescinded.
2. The written notice of suspension shall contain, at a minimum, the following:
  - (a) names and addresses of the involved parties;
  - (b) the factual basis upon which the suspension is issued;
  - (c) the grounds upon which the suspension is based;
  - (d) the condition of the suspension;
  - (e) and the remedies for rescinding the suspension.

### **Section 1.05: Suspension Hearing Procedures**

The suspension hearing procedures shall be as follows:

1. Within 15 days after receiving the notice of suspension, the participant may file, by mail or electronic mail, a request for hearing with the Commissioner of the suspending organization. The hearing shall be held within 30 days after receipt of the request for hearing.
2. Three disinterested and impartial deaf individuals shall be appointed as officers (of the hearing process) by the Commissioner to conduct the hearing. The member shall have the right to object to appointment of any one of the hearing officers based upon reasonable grounds. The two remaining hearing officers shall appoint another person for replacement.
3. At the hearing, all parties shall be given a reasonable opportunity to present oral (signed) or written evidence, to cross-examine witnesses, and to present such factual or legal claims as desired. The burden of proof shall be upon both parties. One of the officers shall keep notes of the proceedings.
4. At the conclusion of the hearing, the hearing officers shall render their decision in writing and state the factual basis for their decision.

### **Section 1.06: Appeal Procedures**

The appeal procedures shall be as follows:

1. At the conclusion of the hearing, hearing and within 15 days after the date of the hearing officers' decision the participant shall have the right to file, by mail or Electronic mail, a written appeal to the USADB Executive Board.
2. The written appeal shall contain, at a minimum, the following:
  - a) names and addresses of all involved parties;
  - b) the alleged grounds for suspension;
  - c) supporting evidence or documentation forming the basis of the appeal; and
  - d) the relief sought.

3. Copies of all written notes, evidence, decisions, and other documents shall be forwarded to the USADB Executive Board.
4. In case an appeal is filed with the USADB, the Governance Committee shall act as the reviewing board.
5. All parties shall have the opportunity to be heard before the reviewing board. The reviewing board may then rule in favor of the participant or make any written modification of the suspension and its conditions. The reviewing board shall state the reason for its decision.
6. The participant may have the right to appeal the reviewing board's decision within 15 days to the Executive Board. All copies of the evidence and written decisions by the Governance Committee shall be provided to the Executive Board for review and a final decision.

### **Section 1.07: Member's Participation Rights During Suspension**

The participant may be barred from competition in any event sanctioned by the USADB during the hearing process, except when a monetary amount owed is less than \$50.00.

### **Section 1.08: Filing of Complaints**

Any other matter not concerning suspension may be filed as a complaint by any participant. The complaint shall be filed with the USADB Deputy Commissioner and the procedure for addressing the complaint shall be similar to that set out in the Appeals Procedures

### **Section 1.09: Flexibility of Procedures**

The procedures are intended to be flexible, and any omission of any provision shall not affect the outcome of the final decision. Any decision made by a certified or qualified official during athletic competition shall be final.

## **Article II: Hearing Procedures**

### **Section 2.01: Procedures**

The hearing procedures shall be as follows:

1. A hearing shall be conducted pursuant to the filing of a challenge or a complaint as provided in Article I:
  - a) grievance on binding decisions,
  - b) appeal on ruling of Deputy-Commissioner,
  - c) request for hearing on suspension, or
  - d) appeal on ruling of hearing officers.
2. All parties shall be given a reasonable opportunity to present oral or written evidence, to cross-examine witnesses, and to present such factual or legal claims as desired.
3. Hearings shall be open to the public. In addition, the proceedings shall be recorded and a transcript thereof made available to each interested party upon request and payment thereof.
4. The rules of evidence shall not be strictly enforced; instead, rules of evidence generally accepted in administrative proceedings shall be applicable.

### **Section 2.02: Burden of Proof**

The burden of proof shall be upon the challenger or complainant who shall also initially have the burden of going forward with the evidence. Upon completion of the presentation of the petitioner's evidence, the respondent may move to dismiss for failure to sustain the burden of proof. If such motion to dismiss is denied, the respondent shall

then have the burden of going forward with evidence in opposition to the challenge or complaint and in support of its position.

----- End of Authority and Due Process -----

## **FISCAL POLICIES**

### **Article I: Fiscal Year**

The fiscal year of the USADB shall be January 1st through December 31st.

### **Article II: Financial Authority**

The Executive Board shall have the authority and the right to delegate authority to solicit, collect, or receive and to disburse funds for the support of its activities and for financing the participation of the US Basketball team in international and national competitions.

1. The USADB Treasurer shall prepare an annual tournament budget.
2. The USADB Treasurer shall keep the Tournament Director and USADB Executive Board apprised of tournament expenditures on a monthly basis.
3. The USADB Treasurer shall prepare an itemized and complete financial accounting within 90 days of the completion of the tournament.

### **Article III: Services with Compensation**

1. All officers, directors, and members of the committees of the Organization shall act and serve with compensation in the aid of the educational purposes of the Organization.
2. The per annum compensation fund shall be, in an amount determined in Appendix A, which the Executive Board has the final authority of how to distribute the fund.
3. Procedures & Obligations: The recipients of the compensation shall be compensated after they complete their respective duties in reasonable manner.
4. The Treasurer shall be compensated after completing its respective duties and after the financial reports are audited by the audit committee and file annual Internal Revenue Service 990 form.

### **Article IV: Expenses of the Organization**

The expenses of the Organization shall be as follows:

1. Receipts from dues and all other resources shall be devoted solely to defray expenses of the Organization.
2. Routine expenditures for sums below \$100.00 shall be made from a petty cash fund authorized by the Commissioner and replenished when necessary by additional authorization.
3. Expenditures for sums more than \$100.00 shall be authorized by signature of the Commissioner.
4. The Organization shall be authorized to pay per diem expenses in an amount determined in Appendix A, to the Executive Board Officers for their attendance at meetings for the Executive Board Meeting at the USADB National Tournament
5. Mileage expenses shall be based on 'IRS Standard Mileage Rates' driven in service of charitable organizations. (Refer to [www.irs.gov](http://www.irs.gov))

### **Article V: Collection of Fees, Dues, Applications, and Forms**

1. The Treasurer shall set up a system of collecting and administering the fees, dues, applications, and forms.
2. Check policy: An amount, as determined in Appendix A, shall be imposed on any returned checks.

3. Team picture fine, in an amount determined in Appendix A, shall impose to any team who provide poor quality pictures or not supplied any pictures.

#### **Article VI: Lifetime Pass Fees**

1. Lifetime passes shall be honored only when the owner is present with the proper credentials, which show membership in good standing with USADB.
2. Lifetime pass holders shall pay a flat rate of \$25.00.

#### **Article VII: CPA-Approved Financial Accounting Software**

All of the Organization's financial reports shall be entered into and compiled by CPA-approved financial accounting software.

#### **Article VIII: CPA Audit of the Organization's Financial Reports**

The procedures for auditing the financial reports shall be as follows:

1. The Treasurer's annual financial reports shall be audited by the selection of three of the Organization selected representatives determined by Executive Board.
2. The Executive Board shall be responsible for the hiring of a CPA to audit all of the Organization's funds as well as the annual financial reports

#### **Article IX: No Reimbursements for Loss of Wages**

There shall be no reimbursement for the loss of wages for any members of the Organization to any meeting of the Organization.

#### **Article X: Waiver of Liabilities**

No individual officer, director, or member of a committee of the Organization shall be held personally liable in respect to any debt or other obligation incurred in the name of the Organization or any of its committees pursuant to authority granted directly or indirectly by the Executive Board. The Executive Board shall adopt a standard form or contract restricting recourse for payment to the assets of the Organization.

#### **Article XI: Donated Items and Gifts**

Any committee member or committee receiving donated items and gifts from resources such as industry, business, corporations, et cetera shall report the said donated items or gifts to the Secretary. These shall be considered property of the Organization and recorded by the Secretary. The items shall be forwarded to the Executive Board on request or on completion of their use by any committee member or committee.

#### **Article XII: Travel Policy**

USADB officers and staff are expected to travel by the most efficient and economical modes of transportation possible. The lowest available economic class airfare must be purchased or the lowest cost for other modes of transportation must be reimbursed whichever is lower. When, for reasons of personal convenience, travelers elect to opt out the most cost effective for any mode of transportation, will bear the additional expense, if any, over and above the cost that would be normally be financially acceptable by USADB. For example, if traveler prefers to drive to the USADB tournament destination for personal convenience, the reimbursement for mileage travel will only be accepted at maximum in value equivalent to the cost of airfare that would travel to the same destination. Vice versa, if the cost of airfare is greater than mileage travel to the destination, the traveler would bear responsible for additional expense over and above the cost of mileage travel.

-----End of Fiscal Manual-----

## TEAM REPRESENTATIVE COUNCIL

The Team Representative Council meeting shall be held prior to each USADB tournament. This meeting shall be presided by the National Program Director and have the following Order of Business:

1. Review and discussion of questionable player eligibilities;
2. Final acceptance of all team rosters for the entire tournament;
3. Review and discussion of latest changes in the current rules and regulations;
4. To make revisions to the tournament Rules and Regulations if necessary;
5. To conduct a Question and Answer session with the Head Officials if available;
6. Proposed amendments to the Bylaws, Rules and Regulations, and Policies;
7. Status of team/player registrations, and report of any missing items on these registrations.
8. Information regarding the general activities of USADB organizations that may affect teams and/or players;
9. Announcement of tournament planning including seeding bracket and/or game schedule

----- End of Team Representative Council -----

## GENERAL TOURNAMENT RULES AND REGULATIONS

Refer to Bylaws, Article V: Team Representative Council for Meeting Procedure

### Article I: Name of the Tournament

USADB National tournament shall be promoted as Thomas Elliott/Art Kruger Memorial National Tournament.

### Article II: Meeting Date

The Team Representative Council meeting shall coincide with the USADB National tournament.

### Article III: Player and Team Eligibility

#### Section 3.01: Eligibility Rules

No Discrimination toward any athlete on the basis of race, nationality, sex, color, religion or creed.

#### Section 3.02: Player Eligibility Rules

- (a) Players representing a team shall be deaf or hard of hearing.
- (b) Players shall have an unaided hearing loss of 55db or greater in the better ear. A recent (two or less years old) certified audiogram shall be provided no later than March 1st upon request.
- (c) Hearing persons shall not play on any USADB member team. Teams desiring to have hearing coaches shall be permitted to do so.
- (d) **High School student/player.** Any high school student/player shall not play for any USADB team in the same academic year unless he has exhausted his high school eligibility. No one under the age of 18 years shall be permitted to play.
- (e) **College student.** Any college student who practiced with, suited up with or played for a collegiate team at any time during the college basketball season shall not be eligible to play for any USADB team during that same season, in accordance with NCAA regulations.



- (f) **Free Agent.** A player may join a team outside of his/her respective territory as a free agent and must stay with that team for at least one season. Men's teams are allowed to use up to two free agents. Teams must identify free agents using the appropriate code on the official roster form. **Trial Period 2017-2018 Basketball Season.** Women team shall be allowed up to 3 International players under the age of 40 and with unlimited Free Agents.

### Section 3.03: Player Residency Rules

Any player whose residency, place of employment, or attendance at an educational institution is questionable shall show proof thereof to USADB Secretary. For player's residency in question, a valid proof shall be a current government issued photo identification (driver's license, state/territory issued identification, or any identity document). For player's place of employment in question, at least two valid proofs shall be W2 form, employee ID, or any employment related proof for residency validation within the place of employment plus any current government issued photo identification. For player's attendance at an educational institution in question, at least one valid proof shall be a school ID card with photo with current academic year plus any current government issued photo identification. Location shown in current government issued photo identification (driver's license, state/territory issued identification, or any identity document) shall not override player's current residency within the place of employment or educational institution after valid proofs or supported documents provided the player in question is not residing within the region of player's current government issued identification (driver's license or state/territory issued identification) and is not subjected to a free agent. Provides such residency within that region at least thirty (30) days).

Acceptable Residency Proof/Identification	Residency Period	How many proofs?	Number of Proofs Shall Provide
<p>Current government issued photo identification with the player's <u>current address</u>:</p> <p>(A current government issued photo identification is defined as): Driver's license or State/territory issued ID.</p> <p>NOT a student ID, work ID, store membership card, etc.</p>	Has reside in region at least 30 (thirty days)	<p>One (1) proof</p> <p>(If your government issued photo ID is your current address.)</p>	1
<p>Current government issued photo identification (see above) with non-current address AND Two (2) valid proofs:</p> <p>Two (2) proofs shall be provided of your current residency address <u>if different than your government issued photo ID</u>:</p> <ul style="list-style-type: none"> <li>o W2 form</li> <li>o Employee ID with address where employed</li> <li>o Current school ID</li> <li>o Any valid proof</li> </ul>	Has reside in region at least 30 (thirty days)	<p>Three (3) proofs</p> <p>(Your government issued photo ID <u>AND</u> two proofs if your government issued photo ID is not your current address)</p>	3

### **Section 3.04: Protests**

Any protest regarding the eligibility of any team or any player shall be made before the start of the national tournament.

### **Section 3.05: Violations of the Eligibility Rules**

Any violation of these rules shall result in the suspension of the member teams and/or the player for a period one (1) year. Any player who is suspended by USADB, have the right to appeal under USADB Authority and Due Process.

### **Article IV: USADB Registration Forms**

1. The USADB secretary shall supply on the USADB website official team's registration, USADB Rules and Regulations and waiver forms on or before October 1st. USADB team members thereof shall not be allowed to devise or make use of any other type of player's registration forms as such shall be considered invalid.
2. The annual team registration fee shall be determined in Fiscal Manual for national tournament. The monies are due within 72 hours after the end of region tournament.
3. Team registration forms shall be mailed to USADB Secretary by March 1st.
4. All basketball guidelines as posted from the USADB Secretary are binding.

### **Article V: Team Registration Rules.**

1. All forms, team pictures and all fees are due to the USADB Secretary within 72 hours after the end of region tournament. If any team fails to do that, they shall be subjected to a fine, in amount as determined in Fiscal Manual. The fine shall be paid in full before they can participate in the USADB National Tournament.
2. The maximum of 15 participants (coach, players, assistant coach, statistician, and/or manager) shall be enforced.
3. No scratch out, line-outs, white-outs, cross-offs! Once written and signed, it must be left as-is on the form and that player is considered registered for the team, even if he/she is ejected, dropped from the team or not needed. In the "Type" column, please use P for Player, A for Free Agent, C for Coach, AC for assistant coach, M for Manager, or S for Statistician.
4. Coach is required to sign and date on the bottom of the team registration form. Date of signature shall read as follow: 02/15/15 or before that date. Coach must sign the form acknowledging the players are legally on the team. Coach is fully responsible for all information on the forms. Forged or proxy signature and false signatures are not allowed and will result in disqualification of the coach, manager, player or all three from the national tournaments.
5. A fee of \$10 per replacement dress-able player will be levied after the final women's team roster has been submitted to USADB either at the conclusion of regional tournament or by registration deadline for teams bypassing regional tournaments. If a team falls below 10 dress-able players ten (10) days before the tournament, the team is allowed to add sufficient number of dress-able players to the roster (for a total of 10 dress-able players). A team with more than 10 dress-able players is not eligible to replace players. Replacement players will not be accepted after ten (10) days before the tournament. This applies to women's players only. Men's players and other non-player like coaches, managers, etc. are not eligible. Replacement for men's players are case-by-case basis (below 8 dress-able players and \$25 fee).
6. No player shall be on two or more teams UNLESS a) team folds and b) team is not going to USADB. And can sign with another team under the conditions:
  - a) Player is released from team
  - b) Both team coaches accept

- c) Affiliate region allows it
- 7. No player shall sign on another team registration form WITHOUT WRITTEN permission/agreement from ALL coaches. (and if crossing regions, permission from affiliated regions or USADB for non-affiliated regions)

#### **Article VI: National Tournament Seeding Procedure**

- (a) A team of 5 members shall agree by majority vote on the seeding of teams entering the national tournament. (one for men and one for women)
- (b) Five (5) members will consist of Tournament Director, four (4) at-large members (who shall not be players or coaches) that be in place and approved by USADB Executive Board by October 1st.
- (c) The 16 teams will be divided into 4 groups with four teams in each group.
  - a. Group 1: Top 4 teams
  - b. Group 2: Top Second 4 teams
  - c. Group 3: Third 4 teams
  - d. Group 4: Fourth 4 teams
  - e. Rankings of teams will be based on last year's National Tournament results. Teams that did not play in previous National Tournament but won Region championship will be in higher group before the rest of teams.
- (d) Order of Draw:
  - a. Top Two (2) Teams from each Region will be Seeded #1 through 8 via Coaches Poll
  - b. Seeded #9 to #12 (3rd Places or below in Regions) will be Drawn
  - c. Seeded #13-#16 (bottom 4) will be drawn
  - d. Two (2) teams from Same Region cannot be on the same side (every effort will be made possible by Bracket Committee to avoid conflicts)
  - e. Top Two (2) Teams from each Region will automatically play in Division 1. 3rd place or below teams have choice to play in either Division 1 or 2. If an issue arises about assigning a team to either Division 1 or 2, National Director/Commissioner will make final decision.
- (e) Once the bracket is filled, it becomes official.
- (f) USADB Tournament Director will announce a day and time of drawing which will be videotaped and posted online.
- (g) **TEMPORARY two-year trial until 2019.** Affiliate regions only. Combine women teams from 8 regions into 4 region tournaments.

#### **Article VII: CISS Criteria for Pathological Definition of Deafness**

The Organization shall adhere to the CISS criteria for pathological definition of deafness for each athlete, so that each athlete having a hearing loss of at least 55 decibels in the better ear.

##### **Section 7.01: Copy of Hearing Test Administered by a Certified Audiologist**

Each athlete shall provide the Secretary with a copy of his most recent hearing test, performed by a certified audiologist and showing the level of hearing loss in decibels.

#### **Article VIII: Proof of Insurance**

Each participating team is required to have proof of insurance at the time of the national tournament. USADB identifies an insurance during the basketball season as their choice of insurance for the national tournament. All participating teams are required to register with the identified insurance for the national tournament. No other insurance will be accepted.

## **Article IX: USA Deaf Basketball Coaches and Players Code of Ethics**

1. Will place the emotional and physical well-being of my team ahead of a personal desire to win.
2. Will treat my teammates, coaches and managers as individuals; remembering the large range of emotional and physical development we all share.
3. Will take responsible measures to honor all commitments I make towards my team and my club.
4. Will lead by example in demonstrating fair play and sportsmanship to all my teammates and opponents.
5. Will do my best to attend all practices and help make them fun, educational and Beneficial for my teammates and club.
6. Will provide a sports environment for my team and club that is free of drugs, tobacco, gambling and alcohol. I will also refrain from their use at all sports events and related club activities.
7. Will be knowledgeable of the USADB basketball rules and requirements. I will honor those written in the USADB by-laws to my fullest commitment.
8. Will remember that I am privileged to perform in the USADB and that the game is meant to be for fun. I will also exhibit proper behavior methods at each USADB basketball game, to all spectators, officials, officers, and commissioners.

## **Article X: Basketball Rules**

At the annual USADB National Tournament, the rules shall be:

1. All Games in the annual USADB Basketball Tournament will be played twenty (20) minutes per half.
2. There shall be five (5) minutes overtime in case of a tie in any basketball games during the Annual Basketball Tournament. All games in the annual USADB Basketball Tournament shall have two (2) or three (3) basketball officials recognized by the National Collegiate Athletic Association (NCAA) or International Association of Basketball (IBO). All games will be followed by NCAA Rules and Regulations.
3. Any participation teams that do not have its players on the court, ready, at their initial scheduled time shall forfeit their game to their opponent. If a participating team has less than five (5) players in uniform on the court at the start of a game, that team shall forfeit their game to their opponent. At least ten (10) minutes before the scheduled starting time, each team shall supply the scorekeepers with the name and numbers of each team member and the designated five (5) starters.
4. All games in the annual USADB basketball tournament shall have electronic scoreboards, plus visual shot clocks, if gym provides. The visible possession arrow display shall be located at the scorer's and timer's table. The red-warning light will be placed behind each backboard to indicate when the period-ending horn has sounded.
5. Each team that participates in any games of the USADB Basketball Tournament shall be subject to the alike basketball uniform ruling for all players of the team with jersey numbers six inches (6") high on the back and four inches (4") on the front. The numbers on the front and back of the team jersey shall be the same color and style. A team jersey designed to be worn inside the pants shall be tucked inside the pants and the pants shall be above the hips and worn properly. Numbers on uniforms will not be restricted. A player not conforming to this uniform policy shall be directed to leave the game.
6. The home team shall wear light colored uniforms and the visiting team dark. The team that violates this policy shall change. Mismatched shorts and under shorts showing beneath the uniform shorts shall not be allowed.

7. Jewelry shall not be worn. Taping to cover jewelry is not acceptable. Medical alert medal is not considered jewelry, and must be taped and made visible.
8. Additional rules regarding eligibility of the annual USADB tournament shall be determined at the annual Team Representative Council.
9. Note: Additional ruling may be found in the NCAA Rules and Regulations -- <http://www.usabasketball.com/rules/rules.html>

#### **Article X: Time Schedule of Games**

1. The seeding committee shall communicate the results of the drawings and pairings to the Tournament Director and Local Support Committee Liaison by the last weekend of March.
2. The tournament shall start as early as 8am on Thursday morning of tournament weekend.

#### **Article XI: Balls, Referees, Timers, Scorekeepers**

1. The USADB shall provide at least two official basketballs for all the games of the basketball tournament.
2. The USADB shall hire only certified referees. There shall be 2 referees per game, except championship games, which shall have 3 certified referees.
3. Referees are expected to be members of their International Association of Approved Basketball Officials or National Federation of State High School Associations (NFSHSA).
4. Preference may be given to referees with NCAA certification. There shall be no discrimination based on hearing loss, gender or race.
5. Referees are expected to be in top physical condition.
6. Deaf referees must be members in good standing of the Deaf Basketball Officials and USA Deaf Basketball.
7. The Local Support Committee shall provide the official scorekeeper(s) and timer(s), to help keep score and time during the basketball tournament.
8. The Local Support Committee shall be responsible for obtaining qualified volunteer scorekeeper(s) and timer(s).

#### **Article XII: Lifetime Pass for Championship Team**

Members of the USADB Division I championship team who have actually participated in the USADB tournament. (Limited to 15 people per team).

-----End of General Tournament Rules and Regulations -----

### **NATIONAL PROGRAM DIRECTOR GUIDELINES**

- I. USADB Tournament Director and Local Support Committee
- II. Date of Tournament
- III. Flyers
- IV. Registration
- V. Passes
- VI. Hotel Lodgings
- VII. Gymnasiums
- VIII. Interpreters
- IX. Exhibit Booths
- X. Program Book and Advertisements

- XI. Trophies/Plaques/Awards
- XII. Advance Tournament Planning Schedule/Checklist

### **Section I: USADB Tournament Director and Local Support Committee**

1. The USADB Executive Committee shall appoint the Tournament Director for the upcoming basketball tournament.
2. The Local Support Committee shall appoint or elect a liaison at least two years prior to the USADB Basketball tournament.
3. The liaison shall provide reports to the USADB Tournament Director. The liaison shall be encouraged to read through the USADB Rules and Regulations. The Rules and Regulations may be downloaded from website or obtained from the Tournament Director.
4. The liaison should make photocopies of these guidelines for his/her local support committee where necessary.

### **Section II: Date of Tournament**

The USADB tournament shall be held on any weekend between the 1st weekend of April and 1st weekend of May. Every effort shall be made to avoid any conflicts with the Easter holiday or any other religious holiday. The USADB Executive Board shall announce the date at least one year in advance.

### **Section III: Flyers**

- a) The USADB Tournament Director shall have a flyer prepared with prices set by the USADB Executive Committee at least 12 months prior to the USADB tournament. Flyers with itemized prices may not be distributed by the Local Support Committee to any USADB member without written approval from the USADB Executive Board. Once approved, the prices shall not be changed.
- b) The Local Support Committee shall assist in distribution of the flyers to all USADB member and other appropriate parties at least seven (7) months before the USADB tournament. The USADB Secretary will furnish the updated addresses of all the current USADB member.

### **Section IV: Registration**

1. The USADB Treasurer shall use the official USADB two-color NCR form, with sequential numbers, (white for USADB and yellow for registered person) as the combo ticket sales invoices. A receipt book should be on hand for other purposes.
2. The Local Support Committee shall work with the USADB Treasurer at the registration. The USADB Treasurer shall secure all receipts, monies and registration forms.
3. The USADB Treasurer shall see to it that the NCR forms include a waiver clause and must be signed by the individual participant. This combo ticket applies to all individuals including local support committee members, volunteers, USADB officers, regional Commissioners, players, coaches, managers, lifetime holders, guests and individual fans.

### **Section V: Passes**

1. The officers of the USADB (Commissioner, Deputy-Commissioner, Secretary, Treasurer, Public Relations, and specific staff members) and any USADB Hall of Fame inductees (for that year) shall be given complimentary passes to all events held during tournament.
2. The events held during the USADB tournament should include the Local Support Committee's social events if they are not already included in the USADB combo ticket.

3. The USADB Executive Board may decide if its board members and staff shall pay part of the combo cost.
4. Players (limited to 15 individuals, including a coach and a manager, per participating team) shall be given complimentary passes to all tournament games and social events (awards and Saturday night social). If a meal is included in the Saturday night event, an additional fee to cover meal cost may be charged to all 15 team members.

### **Section VI: Hotel/Lodging**

1. The Tournament Director and the Local Support Committee liaison shall negotiate with a local or national hotel for a block of rooms. The following criteria must be adhered to:
  - a) Shall reserve 5 nights (Tuesday through Saturday) at the tournament headquarters, a room each for the USADB officers (Commissioner, Deputy Commissioner, Secretary, Treasurer, Public Relations Director, National Program Director and designated staff support for USADB.
  - b) The USADB Treasurer shall be responsible for the USADB expenses. Officers and National Program Director shall be requested to share rooms if USADB financial circumstances prohibit individual rooms.
  - c) May reserve 50 plus additional rooms until the room block cutoff deadline (usually 30 days before the start of the tournament) for any others such as USADB staff, team and public. USADB Tournament Director will negotiate responsibility of expenses at time of contract.
2. The Tournament Director and the Local Support Committee liaison shall make these room reservations at least 12 months prior to the tournament. These reservations shall be double-checked from time to time prior to the tournament. (Sometimes hotel management changes without notice)

### **Section VII: Gymnasiums**

1. The Tournament Director shall inspect the gymnasium and work with USADB Player Representatives. They should ensure that there are electronic scoreboards and shot clocks provided for each court in the gym(s). Four or more basketball courts are recommended because of the large number of participating teams.
2. The Local Support Committee shall provide at least four (or more) official basketballs (two for men's games and two for women's games) for all games of the tournament.
3. The Tournament Director to select certified referees (two referees per regular game and 3 referees per championship game). There shall be no discrimination based on hearing loss, gender, or race, etc.
4. The Local Support Committee shall ensure there are sufficient official scorekeeper(s) and timer(s) to help keep score and time during the national basketball tournament. Such volunteers/workers shall be worked out with USADB Commissioners. The USADB Executive Board shall approve the official scorekeeper(s) and timer(s).
5. USADB shall use the Stat Crew software for the tournament.

### **Section VIII: Interpreters**

The Local Support Committee shall provide interpreter(s) to communicate with referees/umpires and others where necessary. Provisions shall also be made to provide an interpreter for any injured player who needs medical attention or to go to hospital.

### **Section IX: Exhibit Booths**

1. 100% of all revenues generated from the exhibit booths shall be considered the sole revenue of the USADB.
2. Exhibitors shall be given a maximum of two combo tickets at a predetermined flat rate.

3. Each exhibitor shall occupy only 36 square feet per paid booth, as designated by the USADB Tournament Director. One 6 ft. table x 6 ft. = 36 sq. ft.)
4. The local support Committee shall assist with arrangements for the exhibit hall for the USADB.
5. Contracts shall be signed with all exhibitors.
6. USADB reserves the right to reject any exhibitor with a history of problems or who has demonstrated unprofessional behavior in the past.
7. Exhibitors shall not be allowed to sell merchandise with USADB logos.
8. The USADB Executive Board shall approve all contracts.

### **Section X: Program Book and Advertisements**

1. The Local Support Committee should have program books ready to print two weeks prior to the tournament. Check with print shop to ensure two weeks is enough time. If not, prepare earlier!
2. The Local Support Committee should contact the USADB Commissioners at least two (2) months prior to the tournament, to submit the summary of statistics, All Stars, records, and Basketball Hall of Fame lists and other items of interest from USADB's past tournaments for printing in the program book.
3. At least 15 days prior to the tournament, the USADB Secretary shall send the Local Support Committee copies of the signed players registration forms and a tournament bracket sheet for printing the team rosters and bracket in the program book.
4. The Local Support Committee shall provide 25 program books to the USADB Commissioner and 10 program books to the USADB Commissioners.
5. The Local Support Committee shall provide each team with program books free of charge for players who actually show up.

### **Section XI: Trophies/Plaques/Awards/Certificates**

1. USADB, with the assistance of the local support committee if any, shall arrange for trophies, plaques or awards for the Men and Women's Divisions, as follows:
  - a) Champions (*18" large USA map plaque AND a basketball*)
  - b) Runner-Ups (*15" medium USA map plaque*)
  - c) Third Place (*12" small USA map Plaque*)
  - d) Consolation Winner (*12" x 10" plaque*)
  - e) First All-USADB Tournament Team (5) (*gold medal with ribbon*)
  - f) Second All-USADB Tournament Team (5) (*silver medal with ribbon*)
  - g) Most Valuable Player (*10" x 8" plaque*)
  - h) Most Outstanding Player (*10" x 8" plaque*)
  - i) Outstanding Rookie Player (*10" x 8" plaque*)
  - j) Coach of the Tournament (*10" x 8" plaque*)
  - k) Team Sportsmanship (*10" x 8" plaque*)
  - l) USADB East/West HS (Boys & Girls) All-Stars (*Medals*)
2. Certificates:
  - a) Most Assists
  - b) Most Rebounds
  - c) Most Points
  - d) Most Three Points
  - e) Most Blocks
  - f) Most Steals
3. The Local Support Committee shall have the trophies, plaques or awards engraved as follows:
  - a) Line 1. USA Deaf Basketball \_\_\_\_Annual Men's **or** Women's National Tournament
  - b) Line 2. Year and City/State



- c) Line 3. Name of Award or Order of Finish
- d) Line 4. Name of donor, if any
- e) The Tournament Director must approve engraving for all Awards.

*Plaque/Trophies Wording Sample:*

USA Deaf Basketball  
 67<sup>th</sup> Annual Men's National Tournament  
 Thomas Elliott/Art Kruger Memorial Tournament  
 2011 Bloomington, MN.  
**Champions**  
*Donated by XYZ Company*

**Section XII: Advance Tournament Planning Schedule/Checklist**

All these steps should help for S-M-O-O-T-H tournament planning. If the Local Support Committee Liaison has any problems with the tournament, he/she should ask the USADB Tournament Director.

**Timeline of Required Planning Activities Prior to Basketball Tournament Date**

1. 24 months prior to the tournament Date:
  1. The Local Support Committee should appoint or elect their liaison.
  2. Have skeleton committee appointed to look for facilities and help determine tournament dates
  3. Select headquarters and gymnasiums.
  4. USADB Tournament Director shall sign all contracts for securing headquarters and gymnasiums.
  5. Electronic scoreboards and shot clocks shall be available at EACH court - if gym provides them.
2. 12 months prior to the tournament Date:
  1. Make reservations for USADB officers' rooms, meeting rooms, and ballroom/hall
3. 9 months prior to the tournament Date:
  1. Should have committee organization set up.
  2. Tournament committee should have first meeting and make it monthly!
4. 6 months prior to the tournament Date:
  1. All committees should be active.
  2. Furnish a satisfactory report to the USADB Tournament Director before or on October 1st Physical facilities should be checked out and schedule developed to put them in first- class condition.
  3. USADB should sign a contract for referees/umpires, if needed
5. 3 months prior to the tournament Date:
  1. Committees should continue to meet regularly and have plans well under way.
  2. Trophies/Plaques/Awards should be ordered.
  3. Be sure all needed equipment has been ordered.
  4. Program books should be prepared.
6. 2 months prior to the tournament Date:
  1. Get statistics, All-time Records, All Stars, and Hall of Fame information from the USADB Secretary and Commissioners for the program book.
  2. All committee plans finalized.
  3. Tickets and badges (or wristbands) should be ordered.

7. 1 month prior to the tournament Date:
  1. Concessions should be ordered.
  2. All needed equipment on hand i.e.: balls, etc.
  3. Meeting of tournament committee -- last big check.
  4. Tournament awards should be ready.
8. 3 weeks prior to the tournament.
  1. Get registration forms from the USADB Secretary or USADB Treasurer
  2. Training sessions for scorekeepers, timers, etc.
  3. Final check on availability of interpreter(s) & photographer(s).
  4. Buy color print film for photographer(s) and check on availability of one-hour photo service, if needed.
9. 2 weeks prior to the tournament Date:
  1. Final check on number of referees.
  2. Final major check of tournament committee to see that all is ready.
  3. All committees meet for final check of responsibilities.
  4. Program books should be printed after getting forms and brackets from USADB Commissioners.
10. Final week prior to the tournament Date:
  1. Registration entries and tickets with badges (or wristbands) should be ready for all combination ticket holders, players, coaches, managers, delegates, USADB officers, and USADB Hall of Fame members.
  2. Check in detail with all committee chairpersons to see that their responsibilities have been carried out. Use a form check to be sure.
  3. Prepare a large tournament bracket sheet and time-court schedule for tournament site.
  4. Double-check the confirmations of the USADB officers' rooms and meeting rooms.
11. After the tournament Date:
  1. Before leaving for home, Local Support Committee Liaison should check with hotel to see if any damages, people skipping out on payment of rooms and to leave the hotel on a good note.
  2. The USADB Secretary and Local Support Committee Liaison should send all committee persons, referees, interpreters, hotel personnel, newspapers, and all others having a responsibility for the tournament. This is the key to allow you to develop great public relations for the future.
  3. All financial obligations should be completed.

<If you have any suggestions for these Guidelines, please share it with the USADB Deputy Commissioner.>

----End of National Program Director Guidelines-----

## **HALL OF FAME**

The purpose of the USADB Hall of Fame shall be to honor people have displayed exceptional performance or service to the deaf in the world of sports in basketball as athletes, coaches, leaders, writers and officials. The USADB Hall of Fame was established in 1951.

## **Section I. The USADB Hall of Fame Mission Statement**

1. The mission of the USADB Hall of Fame is to recognize people who have displayed exceptional performance or service to the deaf or hard of hearing in the sport of basketball as athletes, coaches, leaders, writers, and officials.
2. Those names you find in the USADB Hall of Fame were dedicated for their contributions to our rich history of efforts and accomplishments in the original American Athletic Association of the Deaf (AAAD) that has come to be known as the USADB.
3. They are role models and set a benchmark for deaf and hard of hearing individuals to compete, coach, officiate, lead, or write.
4. USADB recognizes individuals in the following categories: Athletes, Coaches and Officials Leaders and writers.

## **Section II. Hall of Fame Ceremony**

USADB shall have the annual Hall of Fame Ceremony on Saturday with the Awards after the conclusion of the tournament whenever feasible.

## **Section III: Hall of Fame Selection Criteria**

1. Any interested individual or group may name candidates for the USADB Hall of Fame.
  - a) The nominator name shall not be disclosed.
  - b) It shall be the responsibility of the nominator to supply supporting materials, including the current address of the nominee.
  - c) A summary of the nominee's qualifications, not to exceed 300 words, shall be prepared and included with the nomination.
  - d) Failure to submit complete information shall result in rejection of the nomination for consideration.
2. Persons who are nominated shall be deaf or hard of hearing citizens of the United States and shall be nominated based on their outstanding performances, integrity, sportsmanship, and character. No consideration shall be given to race, religion, creed, gender, or geographical residence.
3. In order to be eligible, players shall have been retired as active players in basketball for at least three (3) years and shall have been out of high school for at least ten (10) years.
4. Athletes still active in basketball for recreational purposes (church leagues, YMCA, etc.) shall not be considered as active for the purpose of eligibility in the annual USADB Hall of Fame nominations.
5. Athletes who are still active in sports other than in basketball that for which they are being nominated shall be eligible for election provided that they meet the provisions of paragraph (C) above in basketball for which they are being nominated.
6. Coaches shall have been active in coaching basketball for at least ten (10) years.
7. Leaders and writers shall have contributed at least ten (10) years of service to basketball.
8. Officials shall have been certified or accredited by a National Governing Body in basketball and shall have worked as a basketball referee or a basketball official for at least fifteen (15) years.
9. Elections in the category of Athletes, Coaches, Leaders, Writers and Officials in basketball shall be every year at the discretion of the USADB Hall of Fame, Awards and Recognition Committee.
10. No elected officer of the USADB shall be eligible for nomination to the USADB Hall of Fame while still in office.
11. No person shall be elected to more than one basketball category of the USADB Hall of Fame.

#### **Section IV: Selection Panel**

Propose Up to Thirty (30) USADB Hall of Fame Panelists as suggested by our USADB Hall of Fame Committee:

1. (8) USADB Officers & Staff - Commissioner, Deputy Commissioner, Secretary, Treasurer, Public Relations, Tournament Director, International Director and Youth Director
2. (8) USADB Regional Presidents of active regions
3. (7) USADB Hall of Fame Committee
4. AAAD/USADB Hall of Famers to be selected from Hall of Fame inductees

#### **Section V: Guidelines**

1. We must nominate those inductees without any regard to race, religion, creed, gender or geographical residence in hard financial times in getting the inductees to come especially with airfares or transportation, hotel lodgings, etc. for aforementioned USADB National Tournaments.
2. Ways and Means of Raising Funds for our USADB Hall of Fame Fund in soliciting such sponsorships, etc. for USADB National Tournaments.
3. Securing all information, materials, photos, program books, videotapes pertaining to past AAAD/USADB National Basketball Tournaments, etc. to our USADB Hall of Fame from USADSF and/or from our basketball community through social media.
4. Preparation of the USADB Hall of Fame Awards in the form of USADB plaques, possibly with USADB Tournament Director and others in order to cut costs for such USADB HOF Awards for USADB National Tournaments.
5. Preparation of the USADB Hall of Fame Ceremony Mini-Program Book or Leaflet for USADB National Tournaments.
6. Preparation of the inclusion of the USADB Hall of Fame Announcement of New Inductees with Photos in USADB Souvenir Program Book distributed at USADB National Tournaments.
7. Selection of the USADB Hall of Fame Ceremony Master/Mistress of Ceremony to emcee at the USADB National Tournament.
8. Preparation and coordination of the USADB Hall of Fame Ceremony with USADSF Hall of Fame Ceremony where feasible.
9. Preparation of the publicity of our new USADB Hall of Fame Inductees with Photos in our USADB website and other media avenues.

#### **Section VI: Scoring**

Sixty-five (65) total possible points based on 5-3-1 voting as follows: 1st Choice - 5 points; 2nd Choice - 3 points; 3rd Choice - 1 point)

#### **Section VII: Proposed USADB HOF Timetable**

**January 15:** Electronic mail out USADB HOF Nomination Papers

**February 1:** Final Deadline for HOF Nominations

**February 15:** Electronic mail out USADB HOF Candidates to up to 30 Panelists

**February 28:** Announcement of our USADB HOF Inductees

**Tournament Saturday:** USADB's HOF Ceremony

----End of Hall of Fame-----

## Appendix A (Annual Dues, Fines, and Fees Table)

<b>USADB Team Entry Fee</b> <i>(include players/coaches on form)</i>	<b>XXX</b>
<b>USADB National Men's Team Entry Fee</b> <b>72 Hours Within Regional Tourney</b> <b>After 72 Hours Regional Tourney</b>	<b>\$400/team</b> <b>\$450/team</b>
<b>USADB National Women's Team Entry Fee</b> <b>72 Hours Within Regional Tourney</b> <b>After 72 Hours Regional Tourney</b>	<b>\$350/team</b> <b>\$400/team</b>
<b>USADB Membership Fees</b>	<b>XXX/year</b>
<b>USADB Returned Check</b>	<b>\$25.00</b>
<b>USADB Team Picture Fine</b>	<b>\$50.00/team</b>
<b>Replacement Player Fee</b>	<b>\$10.00/per women's player</b> <b>\$25.00/per men's player</b>
<b>USADB Lifetime Pass Holders</b> <b>Combo Ticket to National Tournament</b>	<b>\$25.00 per holder</b>
<b>USADB Executive daily per diem</b>	<b>\$20.00 per day</b>
<b>USADB Region Affiliation Dues</b> <i>(Before December 31<sup>st</sup>)</i>	<b>\$300.00/year</b>
<b>USADB Region Dues</b> <b>Late Penalty Fee</b> <i>(After December 31<sup>st</sup>)</i>	<b>\$100.00</b>
<b>USADB Region Team Roster Forms</b> <b>Late Penalty Fee</b> <i>(After March 1st)</i>	<b>\$100</b>

## **Appendix B: Reporting Procedure & Whistleblower Protection Policy**

### **Whistleblower Protection Policy**

USADB requires board members, officers, staff, and participants to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. We must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Procedure**

USADB has an open-door policy and suggests that all persons share their questions, concerns, suggestions or complaints with USADB officers. If you are not comfortable speaking with USADB officers or you are not satisfied with USADB's response, you are encouraged to speak with another USADB officer. USADB officers are required to report complaints or concerns about suspected ethical and legal violations to the USADB Executive Committee or designated individual who has the responsibility to investigate all reported complaints.

### **Compliance Officer**

The Compliance Officer may be a board member, the Executive Director, or a third party designated by USADB to receive, investigate and respond to complaints. The Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

### **Accounting and Auditing Matters**

The Compliance Officer will advise the USADB of all complaints and their resolution on compliance activity relating to accounting or alleged financial improprieties. The Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling & Conclusion of Reported Violations**

USADB will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.