

## BYLAWS

### CHAPTER NINETEEN. USADB National Tournament Guidelines

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#### USADB Tournament Local Support Committee Guidelines

#### USADB Tournament Director and Local Support Committee

- The USADB Executive Committee shall appoint the Tournament Director for the upcoming basketball tournament.  
-- *Effective 4/05/2006* --
- The Local Support Committee shall appoint or elect a liaison at least two years prior to the USADB Basketball tournament.  
-- *Effective 4/05/2006* --
- 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 Tournament Director.

-- *Effective 4/05/2006* --

- The liaison should make photocopies of these guidelines for his/her local support committee where necessary.

-- *Effective 4/05/2006* --

#### Date of Tournament

- The USADB tournament shall be held on the 1st or 2nd weekend of April. 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.

-- *Effective 4/05/2006* --

#### Flyers

- 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 club without written approval from the USADB Executive Board. Once approved, the prices shall not be changed.

-- *Effective 4/05/2006* --

- The Local Support Committee shall assist in distribution of the flyers to all USADB member clubs 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 clubs.

-- *Effective 4/05/2006* --

#### Registration

- 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. The Local Support Committee shall work with the USADB Treasurer at the registration. The USADB Treasurer shall secure all receipts, monies

and registration forms. 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 presidents, players, coaches, managers, lifetime holders, guests and individual fans.

-- Effective 4/05/2006 --

#### Passes

- 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. 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. The USADB Executive Board may decide if it's board members and staff shall pay part of the combo cost.

-- Effective 4/05/2006 --

- 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.

-- Effective 4/05/2006 --

#### Transportation

- The USADB Tournament Director with the Local Support Committee liaison shall negotiate with a local or national car rental agency for a block of cars/vans to be made available for the regional championship teams and invited teams, as needed. The USADB may arrange for airport transportation of teams, if needed.

-- Effective 4/05/2006 --

#### Hotel/Lodging

- 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:  
*-- Effective 4/05/2006 --*
  
- Shall reserve up to 16 regional championships teams subject to USADB Financial Committee's Recommendation (Section 13.08 (f)). If 10 or less team members show up for the tournament, they shall be given only 2 rooms.  
 NOTE: The number of nights depends on the number of courts available and starting time of the games on Thursday  
*-- Effective 4/05/2006 --*
  
- Shall reserve 4 nights (Wednesday through Saturday) at the tournament headquarters, a suite for the USADB President, a room each for the USADB officers (Vice President, Secretary, Treasurer, Public Relations Director, Tournament Director, and designated staff support for USADB. The USADB Treasurer shall be responsible for the USADB expenses. Officers shall be requested to share rooms if USADB financial circumstances prohibit individual rooms.  
*-- Effective 4/05/2006 --*
  
- Shall reserve (upon request by the region) rooms for 4 nights (Wednesday through Saturday) for each Regional President at the region's expense.  
*-- Effective 4/05/2006 --*
  
- May reserve 10 additional rooms until the "block" cutoff deadline (usually 30 days before the start of the tournament) for any others such as USADB staff, deaf referees, or sportswriters. USADB Tournament Director will negotiate responsibility of expenses at time of contract.  
*-- Effective 4/05/2006 --*
  
- 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)  
-- Effective 4/05/2006 --

#### Gymnasiums

- 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.  
-- Effective 4/05/2006 --  
-- Effective 4/11/2007--
- USADB Men's and Women's Player Representatives shall decide the times of the games and submit the timetable to the USADB Executive Board for approval.  
-- Effective 4/05/2006 --
- 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.  
-- Effective 4/05/2006 --
- The USADB Men's and Women's Player Representatives shall work with 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.  
-- Effective 4/05/2006 --
- 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).  
-- Effective 4/05/2006 --
- USADB shall use the StatCrew software for the tournament.  
-- Effective 4/05/2006 --

### 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.  
-- *Effective 4/05/2006* --

### Exhibit Booths

- 100% of all revenues generated from the exhibit booths shall be considered the sole revenue of the USADB.  
-- *Effective 4/05/2006* --
- Exhibitors shall be given a maximum of two combo tickets at a predetermined flat rate.  
-- *Effective 4/05/2006* --
- 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)  
-- *Effective 4/05/2006* --
- The local support Committee shall assist with arrangements for the exhibit hall for the USADB.  
-- *Effective 4/05/2006* --
- Contracts shall be signed with all exhibitors.  
-- *Effective 4/05/2006* --
- USADB reserves the right to reject any exhibitor with a history of problems or who has demonstrated unprofessional behavior in the past.  
-- *Effective 4/05/2006* --
- Exhibitors shall not be allowed to sell merchandise with USADB logos.  
-- *Effective 4/05/2006* --
- The USADB Executive Board shall approve all contracts.  
-- *Effective 4/05/2006* --

### Program Book

- 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!  
-- *Effective 4/05/2006* --
- 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.  
-- *Effective 4/05/2006* --
- 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.  
-- *Effective 4/05/2006* --
- The Local Support Committee shall provide 25 program books to the USADB President and 10 program books to the USADB Commissioners.  
-- *Effective 4/05/2006* --
- The Local Support Committee shall provide each team with program books free of charge for players who actually show up.  
-- *Effective 4/05/2006* --

#### First Aid/Athletic Trainers

- Local Support Committee shall make arrangements on behalf of USADB for quick first aid treatment, location and quick knowledge of nearest hospital or medical clinic.  
-- *Effective 4/05/2006* --
- Athletic trainers shall be provided for the duration of the tournament.  
-- *Effective 4/05/2006* --

#### Team Pictures

- The Local Support Committee shall provide photographer(s) for posing each team two times

(30 minutes before their first game of the tournament).

-- *Effective 4/05/2006* --

- The Local Support Committee shall buy color print film and check the availability of a local one-hour photo service. Pictures shall be gloss and clear. The pictures (two copy each) shall be ready by the championship game. Digital cameras/photos may be used in lieu of film.

-- *Effective 4/05/2006* --

- The USADB will reimburse the expenses of the films, pictures, and film developing service to the Local Support Committee. Cost of the pictures shall be negotiable and reasonable up to \$50.00 according to USADB budget, if needed.

-- *Effective 4/05/2006* --

- Arrangements can be made with a professional group to do this as long as the charges and responsibility for are pre-determined and agreed upon.

-- *Effective 4/05/2006* --

#### Trophies/Plaques/Awards

The Local Support Committee shall arrange for trophies, plaques or awards for the Men and Women's Divisions, as follows:

-- Effective 4/05/2006 --

- First to Fourth Place finishers
- Basketball to Each Championship Team
- Five First Team All Stars
- Five Second Team All Stars
- Most Valuable Player
- Most Assists
- Most Rebounds
- Most Points
- Team Sportsmanship
- Individual Sportsmanship
- Coach of the Tournament

The Local Support Committee shall have the trophies, plaques or awards engraved as follows:

-- Effective 4/05/2006 --

- Line 1. USA Deaf Basketball \_\_\_Annual Men's or Women's National Tournament
- Line 2. Year
- Line 3. Name of Award or Order of Finish
- Line 4. Name of Local Support Committee
- Line 5. Name of donor, if any
- The Tournament Director must approve engraving for all Awards.

#### Financial Report

- The USADB Treasurer shall prepare an annual tournament budget.  
-- Effective 4/05/2006 --
- The USADB Treasurer shall keep the Tournament Director and USADB Executive Board apprised of tournament expenditures on a monthly basis.  
-- Effective 4/05/2006 --
- The USADB Treasurer shall prepare an itemized and complete financial accounting within 90 days of the completion of the tournament.  
-- Effective 4/05/2006 --

#### Times of Games

- The USADB Player Representatives shall communicate the results of the drawings and pairings to the Tournament Director and Local Support Committee Liaison by the last weekend of

March.

-- Effective 4/05/2006 --

- The USADB Player Representatives shall decide the times of the games and submit the timetable to the USADB Executive Board for final approval. (see Appendix B - Game Schedules)  
-- Effective 4/05/2006 --

**Balls, Referees, Timers, Scorekeepers**

- The USADB shall provide at least two official basketballs for all the games of the basketball tournament.  
-- Effective 4/05/2006 --
- The USADB shall hire only certified referees. There shall be 2 referees per game, except championship games, which shall have 3 certified referees.  
-- Effective 4/05/2006 --
- Referees are expected to be members of their International Association of Approved Basketball Officials or National Federation of State High School Association (NFSHSA).  
-- Effective 4/05/2006 --
- Preference may be given to referees with NCAA certification. There shall be no discrimination based on hearing loss, gender or race.  
-- Effective 4/05/2006 --
- Referees are expected to be in top physical condition.  
-- Effective 4/05/2006 --
- Deaf referees must be members in good standing of the Deaf Referees Association and USA Deaf Basketball.  
-- Effective 4/05/2006 --
- The Local Support Committee shall provide the official scorekeeper(s) and timer(s), to help keep score and time during the basketball tournament.  
-- Effective 4/05/2006 --

- The Local Support Committee shall be responsible for obtaining qualified volunteer scorekeeper(s) and timer(s). The USADB Player Representatives shall approve the official scorekeeper(s) and timer(s).  
-- Effective 4/05/2006 --

#### Hall of Fame Ceremony

- USADB shall have the annual Hall of Fame Ceremony on Saturday night with the Awards after the conclusion of the tournament whenever feasible.  
-- Effective 4/05/2006 --

#### Dance/Awards

- The dance/awards event shall be held in a ballroom at the headquarters or a hall on Saturday night. The size of ballroom may vary depending on the Local Support Committee city. The ballroom should be able to accommodate at least 1,000 persons. The ballroom reservations should be made at least 12 months prior to the tournament.  
-- Effective 4/05/2006 --
- Local Support Committee is required to have good security during and after the ballroom event.  
-- Effective 4/05/2006 --

#### Meetings

##### USADB Basketball Council

- The meeting of the USADB Basketball Council shall be held on Wednesday afternoon (2 p.m. to 6 p.m.) at the headquarters or other convenient location.  
-- Effective 4/05/2006 --
- The Local Support Committee should make the meeting room reservations at least 12 months prior to the tournament.  
-- Effective 4/05/2006 --
- Meeting equipment (overhead projector, overhead markers, screens, whiteboard, markers, etc.) should be furnished in the meeting room.  
-- Effective 4/05/2006 --
- Water should be provided for meeting attendees.  
-- Effective 4/05/2006 --

#### Coaches/Managers

- The meeting of team players/coaches/managers should be held at least four hours prior to the meeting of the USADB Basketball Council.  
-- Effective 4/05/2006 --

#### Athlete Advisory Council Meeting

- The meeting of the Athlete Advisory Council should be held at least two hours prior to the meeting of the USADB Basketball Council.  
-- Effective 4/05/2006 --

#### 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.  
-- Effective 4/05/2006 --
- Basketball Tournament Date:  
-- Effective 4/05/2006 --
- 24 months prior to the tournament Date:  
-- Effective 4/05/2006 --
- The Local Support Committee should appoint or elect their liaison.  
-- Effective 4/05/2006 --
- Have skeleton committee appointed to look for facilities and help determine tournament dates  
-- Effective 4/05/2006 --
- Select headquarters and gymnasiums.  
-- Effective 4/05/2006 --
- USADB Tournament Director shall sign all contracts for securing headquarters and gymnasiums.  
-- Effective 4/05/2006 --
- Electronic scoreboards and shot clocks must be available at EACH court.  
-- Effective 4/05/2006 --

- 12 months prior to the tournament Date:  
-- *Effective 4/05/2006* --
- Make reservations for USADB officers' rooms,  
meeting rooms, and ballroom/hall  
-- *Effective 4/05/2006* --
- 9 months prior to the tournament Date:  
-- *Effective 4/05/2006* --
- Should have committee organization set up.  
-- *Effective 4/05/2006* --
- Tournament committee should have first meeting  
and make it monthly!  
-- *Effective 4/05/2006* --
- 6 months prior to the tournament Date:  
-- *Effective 4/05/2006* --
- All committees should be active.  
-- *Effective 4/05/2006* --

- 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.  
*-- Effective 4/05/2006 --*
- USADB should sign a contract for referees/umpires, if needed  
*-- Effective 4/05/2006 --*
- 3 months prior to the tournament Date:  
*-- Effective 4/05/2006 --*
- Committees should continue to meet regularly and have plans well under way.  
*-- Effective 4/05/2006 --*
- Trophies/Plaques/Awards should be ordered.  
*-- Effective 4/05/2006 --*
- Be sure all needed equipment has been ordered.  
*-- Effective 4/05/2006 --*
- Program books should be prepared.  
*-- Effective 4/05/2006 --*
- 2 months prior to the tournament Date:  
*-- Effective 4/05/2006 --*
- Get statistics, All time Records, All Stars, and Hall of Fame information from the USADB Secretary and Commissioners for the program book.  
*-- Effective 4/05/2006 --*
- All committee plans finalized.  
*-- Effective 4/05/2006 --*
- Tickets and badges (or wristbands) should be ordered.  
*-- Effective 4/05/2006 --*
- 1 month prior to the tournament Date:  
*-- Effective 4/05/2006 --*
- Concessions should be ordered.

-- Effective 4/05/2006 --

- All needed equipment on hand i.e.: balls, etc.  
-- Effective 4/05/2006 --
- Meeting of tournament committee -- last big check.  
-- Effective 4/05/2006 --
- Tournament awards should be ready.  
-- Effective 4/05/2006 --
- 3 weeks prior to the tournament. Date:  
-- Effective 4/05/2006 --
- Get registration forms from the USADB Secretary or USADB Treasurer  
-- Effective 4/05/2006 --
- Training sessions for scorekeepers, timers, etc.  
-- Effective 4/05/2006 --
- Final check on availability of interpreter(s) & photographer(s).  
-- Effective 4/05/2006 --
- Buy color print film for photographer(s) and check on availability of one-hour photo service, if needed.  
-- Effective 4/05/2006 --
- 2 weeks prior to the tournament Date:  
-- Effective 4/05/2006 --
- Final check on number of referees.  
-- Effective 4/05/2006 --
- Final major check of tournament committee to see that all is ready.  
-- Effective 4/05/2006 --
- All committees meet for final check of responsibilities.  
-- Effective 4/05/2006 --
- Program books should be printed after getting forms and brackets from USADB Commissioners.

-- Effective 4/05/2006 --

- Final week prior to the tournament Date:  
-- Effective 4/05/2006 --
- 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.  
-- Effective 4/05/2006 --
- Check in detail with all committee chairpersons to see that their responsibilities have been carried out. Use a form check to be sure.  
-- Effective 4/05/2006 --
- Prepare a large tournament bracket sheet and time-court schedule for tournament site.  
-- Effective 4/05/2006 --
- Double-check the confirmations of the USADB officers' rooms and meeting rooms.  
-- Effective 4/05/2006 --
- After the tournament Date:  
-- Effective 4/05/2006 --
- 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.  
-- Effective 4/05/2006 --
- 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 your club to develop great public relations for the future.  
-- Effective 4/05/2006 --
- All financial obligations should be completed.  
-- Effective 4/05/2006 --

- If you have any suggestions for these Guidelines, please share it with the USADB Vice President.  
-- *Effective 4/05/2006* --

