

Women's Basketball Coaches Association  
Policy Governing the Application and Approval of Requests  
for Meeting Space at the WBCA Convention by not-for-profit Special Interest Groups  
Revised Sept. 1, 2019 (revisions highlighted)

Philosophy

The WBCA Convention — the nation's largest meeting of women's and girls' basketball coaches— provides a unique opportunity for members and affiliated constituent groups to connect and share among themselves and with each other. Convention attendees benefit when they engage within smaller subgroups of the membership, especially concerning diversity of race and ethnicity, gender and gender identity, sexual orientation, national origin, disability, or other expression of their unique experience. They also learn about the activities of affiliated constituent groups that work closely with the WBCA to promote and enhance the sport by interacting with representatives of those organizations. This policy encourages these diverse groups to come together as part of the larger convention by establishing clear and consistent guidelines and procedures that allow the WBCA to better accommodate, facilitate and help promote their meetings and social gatherings.

**1.0 Definitions.**

**1.1 WBCA Membership Subgroups.**

- A. These groups may reflect any subset of WBCA individual membership – active, inactive associate, or affiliate – whose purpose is to discuss issues related to the association, sport, profession, position or class (including race, ethnicity, gender or gender identity, disability, religion, sexual orientation, etc.) and whose collaboration is organic and lacks formal structure (e.g., legal incorporation, staff, formation and assignment by WBCA bylaws, etc.)
  
- B. Industry professionals – whether individual or allied members – are specifically excluded as their purpose is to profit from WBCA members (coaches, administrators, etc.) and/or to network with current, former or potential clients. They are encouraged to participate by exhibiting within the WBCA Courtside Expo and/or being a WBCA official sponsor.

## 1.2 Formalized Groups.

- A. Groups, associations, and/or other nonprofit organizations that are working within women's basketball and/or athletics, which have a formalized structure (e.g., bylaws, legal incorporation, staff, etc.) and have a pre-existing history of not less than five (5) years of participation in the WBCA Convention. Individuals or organizations that are operating for profit are not eligible.

## 2.0 Process of Application, Approval or Denial and Participation Requests for Meeting Space by Special Interest Groups

2.1 **Membership.** Organizers of groups in Section 1.0 must hold and maintain a WBCA individual membership (active, inactive, associate or affiliate). Applications from groups defined in Paragraphs 1.2 and 1.3 may be representatives of WBCA allied member organizations or individual members who are lawful representatives of the organization making application. Memberships must be maintained from the point of approval through the end of the event.

- A. **Meeting Attendees.** Individuals attending meetings of Special Interest Groups must be registered to attend the WBCA Convention. All meetings must be inclusive, meaning that all convention attendees must be welcome to attend.
- B. **Application Process.** The application process and deadline for application will be posted on WBCA.org. Requests made after the deadline posted will not be considered.
  - (1) All applications for meeting space must be submitted online. A separate request must be submitted for each proposed meeting and/or function.
  - (2) The WBCA staff will designate the date and time block within the greater convention schedule during which all meetings of Special Interest Groups must take place. Organizers must agree to hold their meetings on the date and during the time block specified.

- (3) Meeting space is limited and will be assigned on a first-come, first-served basis. Organizers must agree to hold their meetings in the rooms they are assigned.
- (4) Individuals attending meetings of Special Interest Groups must be registered to attend the WBCA Convention. All meetings must be inclusive, meaning that all convention attendees must be welcome to attend.
- (5) Host of the meeting/function needs to be a WBCA member however is not required to register for the convention.

**2.2 Approval Procedures.** All Special Interest Group requests received by the deadline will be reviewed by the WBCA staff to determine if the group meets the criteria set forth and has submitted the application completely and in good faith. The WBCA Diversity & Inclusion Committee will then review the applications and submit their recommendations to the WBCA Executive Committee. The Executive Committee will review recommendations and may submit questions and/or objections via email, in person or via conference call.

**A. Reasons for Denial.** Reasons for denial of meeting space by the WBCA Executive Committee include, but are not limited to:

- (1) Space within the contracted WBCA hotels or convention center is limited.
- (2) The application for space is received after the deadline or not properly submitted.
- (3) The group demonstrates a lack of good faith in the planning or implementation of its meeting.
- (4) The group's mission or policies are not consistent with the WBCA.
- (5) The group's participation is disruptive or otherwise detrimental to the WBCA, its membership, or the convention.

- B. Revocation of Approval.** The WBCA reserves the right to revoke the approval of meeting space to any Special Interest Group at any time for the reasons stated in 2.2A or such other reasons as the WBCA Executive Committee deem are in the best interests of the WBCA.
- C. Meeting Space Use.** Applicant agrees to abide by all policies and penalties stipulated in the contract with the meeting space provider(s) (i.e., hotel or convention center) including, but not limited to, prompt payment and fulfillment of food and beverage contracts, damages to room or furniture, ordering of electrical or audio/visual needs, etc.
- D. Assignment and Changes to Meeting Dates, Times and Locations.** Once approved, any changes in date, time or location of the meeting or function will be at the sole discretion of the WBCA staff. All meetings and functions must start and end within the designated time block. The WBCA staff has absolute and final determination of the location and time of all meetings and/or functions held during the WBCA Convention, including those held by Special Interest Groups. Once an organization has participated, without incident, for five (5) consecutive years, the organization may apply for a multiple-year agreement of up to a maximum of three (3) years. The WBCA reserves the right to issue approvals on a per year basis, versus granting multiple-year approvals.
- E. Sponsorships.**
- (1) Meetings and/or functions held by Paragraph 1.1 applicants may not be sponsored, assigned, sublet or sold and are considered an asset of the association that may be sold exclusively by the WBCA through its current sponsorship channels and procedures.
  - (2) Meetings and/or functions held by groups applying under Paragraph 1.2 cannot be sponsored without prior review and written approval by the WBCA. Rare exceptions may be made for existing official WBCA partners. The application organization must apply for approval for such cross-sponsorship before the event. An event that promotes an unapproved sponsor will be cancelled, and the Special Interest Group will lose its ability to participate in the WBCA Convention for a minimum of one (1) year.

**F. Promotion of Special Interest Group Meetings.**

- (1) All promotional materials distributed by the Special Interest Group must be approved by the WBCA staff **before** the meeting.
- (2) The use of any WBCA logo or mark on any promotional material shall be prohibited unless **prior** permission is granted in writing by the WBCA.
- (3) The content of any handouts, flyers or surveys created for the meeting or function must be approved by the WBCA staff **before** the meeting.
- (4) The WBCA may, as it deems appropriate, agree to list meetings/functions on its convention schedule (digital platforms and printed) and to provide limited space for onsite signage (when appropriate).

**G. Release and Indemnification of WBCA.** The organizer of the Special Interest Group meeting must agree that:

- (1) It is solely responsible for the conduct and content of the meeting and that the WBCA bears no such responsibility.
- (2) WBCA's approval of the Special Interest Group meeting request signifies only that the WBCA will provide space and is not an endorsement of the conduct or content of the meeting.
- (3) As a condition of being granted meeting space, the applicant agrees to abide by the deadline, policies and procedures of approval and enforcement and agrees to abide by any and all decisions made by the WBCA's officers, directors, employees, representatives and agents. Furthermore, the applicant agrees to release, defend and hold harmless the same from all claims, actions, damages, costs and fees arising from their use of the space and this agreement.

**H. Final Approval.** The WBCA Board of Directors has final review of and authority to determine, in its sole discretion, all decisions regarding requests for meeting space at the WBCA Convention, including without limitation procedures, approval, content and complaints.