

Nonscholastic Event Participant Management Step-by-Step

This step-by-step guide is for operators of NCAA-certified **nonscholastic** events (events) and includes instructions for handling participants in the event. Some information contained in this document will assist with pre-event activities and check-in while other information explains how to report participants as part of the post-event review form (PERF). There is also information about reviewing warning icons and steps necessary to ensure compliance with the prospective student-athlete (PSA) address/ residency requirements.

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Explanation of the Participant List

The Participant List in the Basketball Certification System (BBCS) is where the **nonscholastic** event operator will access teams, PSAs and coaches who will be participating AND where the operator will report to the NCAA who actually participated in the event.

HOT TIP: Because the same tool is used for accessing and reporting participants, the Enforcement Certification and Approvals Group (ECAG) suggests that operators **incorporate the BBCS into the event check-in** procedures. Updating the BBCS Participant List online with any roster updates reported at check-in as check-in occurs will expedite the submission of the post-event review form (PERF). Essentially, once the event's check-in procedures are complete (including addressing any athlete address issues), the event's Participant List would also accurately depict which PSAs and coaches really participated in the event and you would be done with the section of the PERF that takes the most time to complete. SEE: [Suggested Event Check-In Procedures](#).

PERF Requirement

If nonscholastic event certification (event) was granted and Division I coaches were given the opportunity to attend and observe PSAs, the operator will be required to submit a PERF. **The PERF is required even if zero Division I coaches attended.** Since certification was granted, a PERF is required. The largest part of the PERF will be to accurately report all PSAs and coaches who participated in the event using the Participant List in the BBCS.

Operators of both team and individual nonscholastic events are required to submit a complete list of participants.

- Individual event operators will search and add PSAs and coaches to their event's Participant List in the BBCS.
- Team event operators will see rosters on their Participant List in the BBCS that were created for that event.

NOTE: Operators should check both the Teams and Individuals tabs for participants and make any needed changes to accurately identify who participated in the event.

The Participant List and the Post-Event Review options will appear on the Manage button menu on the Applications tab immediately after ECAG has changed the status of an event application to approved.

To begin, select the appropriate Teams or Individuals tab to manage the participants for your event.

Team events are those where the operator answered the "Athletes will be registering for this event/league as" question with the following answer on the About tab of the event application:

Individual events are those where the operator answered the "Athletes will be registering for this event/league as" question with one of the following answers on the About tab of the event application:

If the event was both an individual & team event as illustrated in the instances below, then you will need to submit event participant information on both the Teams and Individuals tabs.

Athletes will be registering for this event/league as: (select ALL that apply)	Pre-existing TEAMS x	INDIVIDUALS who are placed on teams x
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Athletes will be registering for this event/league as: (select ALL that apply)	Pre-existing TEAMS x	INDIVIDUALS who are NOT placed on teams x
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Athletes will be registering for this event/league as: (select ALL that apply)	Pre-existing TEAMS x	INDIVIDUALS who are placed on teams x	INDIVIDUALS who are NOT placed on teams x
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REMINDER: Operators should check both the Teams and Individuals tabs for participants and make any needed changes to accurately identify who participated in the event.

Individual Nonscholastic Event Operator Participant Entry (Individuals Tab)

On the Individuals tab of the Participant List:

HOT TIP: Operators of Individual events involving Junior College or two-year college PSAs should tell their participants to use their parent's address on their profile and select "With My Parents" as the address type instead of using the address where they live at school. This will prevent the PSA from having to upload any kind of proof of residency, making it easier for the operator to find and add the athlete to the Participant List in the BBCS.

1. Click the green Open Search within the Add Individual Coaches and Athletes to Event section to expand the search section. This section will allow for you to search for coaches and PSAs to tie to your event.

Teams	Individuals
Add Individual Coaches and Athletes to Event	
View Individual Participants	
Show 12 entries	
Search:	
First Name Last Name Position City State Role Action	

2. Search for each PSA and coach participating in your event by name. You must enter a Country and State in order to perform the search, those fields will default to the same country and state as the bench address; so, when looking for PSAs/coaches from another state, you will need to change this field.

Teams Individuals

Add Individual Coaches and Athletes to Event Close Search

Search by:

First Name Last Name Position Country State Search

First Name Last Name Position City State Role

3. Click the green Add to Event button for those individuals who will be participating in your event.

Teams Individuals

Add Individual Coaches and Athletes to Event Close Search

Search by:

First Name Last Name Position Country State Search

	First Name	Last Name	Position	City	State	Role
+ Add to Event	D	Adams		Fort Wayne	Indiana	Coach
+ Add to Event	G	Adams	SF	Elizabeth	Indiana	Athlete

WARNING:

1. **Can't Find.** If you do not find the PSA or coach when you complete a search, they have not created a profile in the BBCS and are NOT ELIGIBLE to participate in NCAA-certified events at this time.
2. **No Green Button.** If you find the coach or PSA, but there is not a green button next to their name, there are additional steps that he/she must complete before being eligible. These individuals are NOT ELIGIBLE to participate in NCAA-certified events currently.
 - a. **PSAs.** Only those PSAs that have confirmed their BBCS account, acknowledged receipt of the educational resources and completed their school information will be available to add to the Participant List. Those who have not done so will display in results without a green Add to Event button.
 - b. **Coaches.** Only those coaches that have a USA Basketball (USAB) Gold License that has been verified by ECAG in the BBCS, will appear in search results.

4. **Only coaches and PSAs who are searchable and can be added to the Participant List should be allowed to participate in the event.** Searching and adding PSAs/coaches in the BBCS will be your indication of who is eligible to participate; so, it is recommended that you use the Participant List feature during check-in procedures to ensure compliance.
5. As you click the Add to Event button, those individuals will be added to the View Individual Participants list just below. This is the list of individuals associated with your event.

The screenshot displays the 'View Individual Participants' section of the BBCS system. It features a table with the following data:

First Name	Last Name	Position	City	State	Role	
Antoine	Jordan		Owings Mills	Maryland	Coach	Remove from Event
Anysa	Jordan	SF	Fairmont	West Virginia	Athlete	Remove from Event
Billy	Jordan	SF	Mesa Crown Point	Arizona Indiana	Athlete	Remove from Event
Caleb	Jordan	SG	Midlothian	Texas	Athlete	Remove from Event

At the bottom of the interface, there is a green button labeled 'Finalize Participant List'.

If you add someone by accident, you can use the red Remove from Event button to delete the individual from your list of participants. PSAs and coaches can be removed from the Participant List until the Finalize Participant List button has been pressed.

Team Nonscholastic Event Operator Participant Entry (Teams Tab)

Overview

Operator's must report who participated with each team in that event. This is not an indication of who checked in with the team. This is an indication of **EVERY PSA and EVERY coach that participated with the team AT ANY POINT during your event.** You will need to monitor games and keep adequate records, box scores, etc. to validate the team's participation.

Sort to Find Teams Most Recently Added or Edited

The operator can sort the list of teams by any of the column headers. As a result, sorting the list of teams by the Update Date will show which teams on the list have been added or edited since the operator last looked at or exported the data, which could be useful when creating event packets or preparing rosters for check-in.

Participant List: Event 4/20/18

Teams Individuals

View Submitted Rosters Close View Rosters

[Export Selected Rosters \(CSV\)](#)

Show 12 entries Search:

<input type="checkbox"/>	Team Name	Coach Name	City	State	Update Date	
<input type="checkbox"/>	Penny Cat	Test Lewis	Indianapolis	Indiana	03/08/2018	View Roster View Roster Details
<input type="checkbox"/>	test	Ryan-TEST Tuesday	Rochester	Indiana	02/22/2018	View Roster View Roster Details
<input type="checkbox"/>	Test Team Jersey Numbers	Test Lewis	Indianapolis	Indiana	03/14/2018	View Roster View Roster Details

Roster Views

Event operators access the rosters on their Participant List by clicking the Manage button next to the team's name and selecting either the Edit Roster or View Roster Details option.

<input type="checkbox"/>	Team Name	Coach Name	City	State	Update Date	Action
<input type="checkbox"/>	test	Ryan-TEST HC McNeil	test	Indiana	03/05/2019	MANAGE

Showing 1 to 1 of 1 entries

- Edit Roster
- View Roster Details
- Delete Roster

Edit Roster Option

The Edit Roster option will show you a snapshot of all PSAs and coaches associated with that team's bench that are eligible to participate with the team. The individuals that the coach previously indicated would be participating in your event will have a green Remove from Roster button; those who were NOT previously selected will have blue Add to Roster button.



1	Spencer Aaron (M)	Greenwood, Indiana	<input checked="" type="checkbox"/> Remove from Roster
4	 TestAthTwo TestAthTwo (M)	Noblesville, Indiana	<input checked="" type="checkbox"/> Remove from Roster
3	 Chase Testa (M)	test, Idaho	<input type="checkbox"/> Add to Roster
2	Drew Abrahamson (M)	West Lafayette, Indiana	<input type="checkbox"/> Add to Roster

The operator is required to report who participated in the event using the Edit Roster option. SEE: [Operator Identifying Team Participants](#).

View Roster Details Option

The View Roster Details option will open a more detailed roster and more specific information about the team participants will be included.



Roster Athletes									
Athlete Name	Phone	Address	Email	Jersey Number	Height	Graduation Year	School Name	Position	
Julian Barr	708 446 8614	556 Cherry Lane Chicago, Illinois 60601	jessica_barr@ncaatest.org	14	62	2019	Lincoln Way East	SG	
 Ryan Jordan	111-111-1111	111 Fort Wayne, Indiana 46825	AthleteBBCS@gmail.com	3	5ft11in	2012	Northrop	PG	

From this view the operator can see the details for any of the warning icons that display and can access any of the documentation submitted by the coach/operator in response to an address justification. NOTE: These icons will never disappear and nothing that the coach does will remove these icons; they are there to prompt coaches, operators and NCAA staff to investigate the circumstances further to ensure compliance.

Operator Identifying Team Participants

On the Teams tab of the Participant List:

1. Click the green Open Search within the Search by Coach to Add Roster to Event section to expand the search section. This section will allow for you to search for coaches and PSAs to tie to your event.

Teams Individuals

Search by Coach to Add Roster to Event [Open Search](#)

View Deleted Rosters [Open Deleted Rosters](#)

View Submitted Rosters [Close View Rosters](#)

The Participant List below only shows rosters that are currently eligible. Teams waiting on an organization to accept financial responsibility or whose coach has NOT finalized the financial disclosure section of their bench will NOT appear.
NOTE: Once you finalize your participant list, roster status will no longer update. DO NOT FINALIZE until after the event is over and you are ready to submit your PERF.

Show 12 entries Search:

<input type="checkbox"/>	Team Name	Coach Name	City	State	Update Date	Action
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2. Review list of existing team rosters that have opted into your event.

In the example below, only one team (FL All Stars) has created a roster for this event. [NOTE: If the operator is aware of teams who have registered for their event, but that do not appear on this list, the operator will need to make some phone calls or send emails to alert those coaches to complete the team building process for their event to make sure the coaches participating in the event arrive prepared to participate.]

View Submitted Rosters [Close View Rosters](#)

[Export Selected Rosters as CSV](#)

<input type="checkbox"/>	Team Name	Coach Name	City	State	
<input type="checkbox"/>	FL All Stars	Walt Disney	Jacksonville	Florida	Edit Roster View Roster Details Delete

[Finalize Participant List](#)

3. The operator will need to edit the roster to ACCURATELY depict which coaches and PSAs on the team participated in that specific event. Begin by selecting the Edit Roster option next to a team name.

4. When the roster snapshot opens, ALL the PSAs and coaches on the bench who are eligible to participate with the team (completed all prerequisites AND accepted the bench coach's invitation) will be visible.
NOTE: You may need to use the scroll arrow to view the entire list of potential participants.

No.	Name	Role	Hometown	
	William Riker	Coach	Noblesville, Indiana	<input type="checkbox"/> Add to Roster
	Brad Smith	Coach	Carmel, Indiana	<input type="checkbox"/> Add to Roster
	Robin Lucas	Coach	Noblesville, Indiana	<input type="checkbox"/> Add to Roster
	James Knight	Coach	Noblesville, Indiana	<input type="checkbox"/> Add to Roster
15	Jane Bailey	PF	Collegeville, Indiana	<input type="checkbox"/> Add to Roster
00	Julie Black	C	Cincinnati, Ohio	<input type="checkbox"/> Add to Roster

5. The individuals that the coach previously indicated would be participating in your event will have a green Remove from Roster button; those who were NOT previously selected will have blue Add to Roster button.

1	Spencer Aaron (W)	Greenwood, Indiana	<input checked="" type="checkbox"/> Remove from Roster
4	TestAthTwo TestAthTwo (M)	Noblesville, Indiana	<input checked="" type="checkbox"/> Remove from Roster
3	Chase Testa (M)	test, Idaho	<input type="checkbox"/> Add to Roster
2	Drew Abrahamson (M)	West Lafayette, Indiana	<input type="checkbox"/> Add to Roster

6. Click the button next to coaches and PSAs as needed so that the roster accurately identifies ALL coaches and PSAs that participated with this team in your event. You will need to review the score sheets when updating the rosters. Green buttons mean they did participate, blue buttons mean they did NOT.
7. The coach was required to enter a jersey number for each PSA before the roster could be saved, but the operator should verify that the numbers are accurate and make any needed corrections. The jersey number field will only be editable for PSAs with a green button and then the field will be a required field. Jersey numbers that appear are auto populated from what the coach entered on their bench. The same jersey number cannot be used on two different players.

4	TestAthTwo TestAthTwo (M)	Noblesville, Indiana	<input checked="" type="checkbox"/> Remove from Roster
3	Chase Testa (M)	test, Idaho	<input type="checkbox"/> Add to Roster
2	Drew Abrahamson (M)	West Lafayette, Indiana	<input type="checkbox"/> Add to Roster

Operator's Ability to Update Team Rosters

The BBCS will allow a coach to edit his/her team roster up until 11:59 PM the day before the event's start date. After that, the Edit Roster option will be unavailable and will reflect Event in Progress.

My Rosters							
Search: <input type="text" value="search any column"/>							
<input type="checkbox"/>	Date	Team	Season	Event Name	Location	Operator	**
<input type="checkbox"/>	11/18/2016 -- 11/18/2016	TEAM FL2	Test Season 2016	Post Season Test Todd	test Anderson Indiana	Korey Smith tesmith@ncaa.org 111-000-2242	Event In Progress
<input type="checkbox"/>	11/18/2016 -- 11/18/2016	FL All Stars	Test Season 2016	Test - Post Event Submission	HC fort wayne Indiana	Jon Jammer mcneilr55@hotmail.com 999-999-9999	Event In Progress
<input type="checkbox"/>	06/24/2017 -- 06/25/2017	test	Summer 2017	Todd Test SS	aaa Hope Indiana	Korey Smith tesmith@ncaa.org 111-000-2242	EDIT ROSTER

Once the status says Event in Progress, the event operator CAN search the coach's bench and ADD PSAs/coaches who were omitted from the roster. NOTE: The operator CANNOT add PSAs/coaches that were not on the coach's bench. Additionally, if an operator adds an PSA to the roster, he/she will need to make sure that doing so did not trigger any additional warnings or flags on the team's roster. If additional warnings are triggered, those would need to be addressed and documented properly prior to the participation of the PSA(s).

Operators should make **ALL** roster corrections **PRIOR TO** the team's participation in the event to ensure compliance. Using the Participant List feature during team check-in procedures will help with this and is recommended. Team event operators will be responsible for editing all rosters to reflect the PSAs and coaches on that team that participated.

EXAMPLE: An operator may write down a coach's name who has provided documentation that they have their USAB Gold License thinking that he/she can add the coach to the roster later. But when the operator attempts to do so, the coach does not return in the BBCS search because he/she is not NCAA eligible in which case, the coach participated in the event in violation of NCAA requirements. Make ALL additions PRIOR TO participation.

Team Appears on Operator's List that IS NOT Participating

If a team appears on the operator's Participant List that did NOT participate in the event, the operator can use the red Delete button to remove the team from the event. **BEWARE** – once removed, the team cannot be put back without completely rebuilding the roster and if the operator does not have an accurate copy of the roster to do so, would NOT be able to correct this mistake.

<input type="checkbox"/>	Team Name	Coach Name	City	State			
<input type="checkbox"/>	FL All Stars	Walt Disney	Jacksonville	Florida	Edit Roster	View Roster Details	Delete

Team Participated that IS NOT on Operator's List

If when the operator reviews the Participant List there are teams missing, the operator will need to correct this issue in one of the following ways:

1. Notify team coaches way in advance of all additional things that they need to do to participate in an NCAA-certified event.
2. Contact the team coach via email or telephone PRIOR TO THE EVENT and require the coach to complete all the required steps necessary to participate. The earlier you do this, the better so that the team arrives at the event prepared to participate.
3. Require the coach to sit with a member of the event staff and complete the roster at event check-in. [NOTE: If the coach has not taken all the preliminary steps such as creating a BBCS account, having all his/her PSAs/coaches to create and activate their BBCS account, added all PSAs/coaches to the bench, gotten approval from the team's organization, etc. this option will be near IMPOSSIBLE. If attempted, this be a long, tedious process requiring some PSAs, coaches, and perhaps, the person of authority at the team's organization to create BBCS accounts, steps taken to invite them to the bench, those invitations accepted by appropriate parties, organization to accept financial responsibility for the team, and then – the operator can find out from the coach who is actually participating in the event and create the team's roster. **Therefore, operators MUST COMMUNICATE with their coaches that TEAMS CANNOT WAIT UNTIL THE LAST MINUTE to create rosters.** In that regard, option 1 with option 2 as a backup is the best option.]

Operator Creating Rosters for Teams that Participated

1. Click the green Open Search button to expand the Search by Coach to Add Roster to Event section. This search section will allow the operator to search and add rosters that participated in the event, but do not appear in the Participant List.

The screenshot displays the 'Search by Coach to Add Roster to Event' section of the BBCS Participant Management interface. At the top, there are tabs for 'Teams' and 'Individuals'. Below the tabs, the section title 'Search by Coach to Add Roster to Event' is followed by a green 'Open Search' button. Underneath, there are two expandable sections: 'View Deleted Rosters' with a 'Open Deleted Rosters' button, and 'View Submitted Rosters' with a 'Close View Rosters' button. A light blue informational box contains the following text: 'The Participant List below only shows rosters that are currently eligible. Teams waiting on an organization to accept financial responsibility or whose coach has NOT finalized the financial disclosure section of their bench will NOT appear. NOTE: Once you finalize your participant list, roster status will no longer update. DO NOT FINALIZE until after the event is over and you are ready to submit your PERF.' Below this box are three export buttons: 'Export Selected Rosters (CSV)', 'Export Selected Rosters with Warning Flags (CSV)', and 'Export Flagged Athletes (CSV)'. At the bottom, there is a 'Show 12 entries' dropdown and a search input field labeled 'Search:'. Below the search field is a table header with columns: 'Team Name', 'Coach Name', 'City', 'State', 'Update Date', and 'Action'.

- The operator will need to enter the country/state of the team and/or the name of the coach who created the team's bench to search and find teams. You will have to select the bench that includes the PSAs that will make up the team roster you are trying to create; you will NOT see the team name and cannot search by a team name because the name is not entered until the coach creates the roster.

Teams Individuals

Search by Coach to Add Roster to Event Close Search

Search by:

First Name Last Name USA Indiana Search

First Name Last Name City State

- Select the green Create Roster button next to the applicable coach's name within the search results.

Teams Individuals

Search by Coach to Add Roster to Event Close Search

Search by:

First Name Last Name USA Indiana Search

	First Name	Last Name	City	State
Bench Not Available	SandyTest	Coach	Indianapolis	Indiana
	Michael	Jackson	Mooreville	Indiana

NOTE: If there is not a green Create Roster button and instead there is a warning icon with the message Bench Not Available, the coach is not currently eligible to have teams in NCAA-certified nonscholastic events.

- Enter a Team Name.

Create Men's Roster for ECAG Demo on 04/26/2019 -- 04/26/2019 ×

Click on each coach or player you wish to add to the roster. Once all information has been entered and selections made, click "Save Roster" to create a roster for your selected event.

Team Name:

- ALL the PSAs and coaches on the bench who are eligible to participate with the team (completed all prerequisites AND accepted the coach's bench invitation) will be visible.

No.	Name	Role	Hometown	
	William Riker	Coach	Noblesville, Indiana	<input type="checkbox"/> Add to Roster
	Brad Smith	Coach	Carmel, Indiana	<input type="checkbox"/> Add to Roster
	Robin Lucas	Coach	Noblesville, Indiana	<input type="checkbox"/> Add to Roster
	James Knight	Coach	Noblesville, Indiana	<input type="checkbox"/> Add to Roster
15	Jane Bailey	PF	Collegeville, Indiana	<input type="checkbox"/> Add to Roster
00	Julie Black	C	Cincinnati, Ohio	<input type="checkbox"/> Add to Roster
				<input type="button" value="Save Roster"/> <input type="button" value="Cancel"/>

NOTE: You may need to use the scroll arrow to view the entire list of potential participants.

- Select the blue Add to Roster button next to each person's name that will be participating with this team in the event. Once selected, the Add to Roster button will turn green, a check will appear in the box on that button and the label will change to Remove from Roster. NOTE: Only coaches that have a USAB Gold License # that has been verified by NCAA staff will appear in search results.

1	Spencer Aaron (M)	Greenwood, Indiana	<input checked="" type="checkbox"/> Remove from Roster
4	TestAthTwo TestAthTwo (M)	Noblesville, Indiana	<input checked="" type="checkbox"/> Remove from Roster
3	Chase Testa (M)	test, Idaho	<input type="checkbox"/> Add to Roster
2	Drew Abrahamson (M)	West Lafayette, Indiana	<input type="checkbox"/> Add to Roster

- A field will appear for the jersey number of each PSA. This field will default to the jersey number entered by the coach when the PSA is added to the bench, but can be edited here. If no jersey number was entered on the bench, the field will be blank on the roster and a jersey number must be added.

No.	Name (Gender)	Role	Hometown
	Ryan-TEST HC McNeil	Coach	test, Indiana
1	tyler aamodt (M)		east grand forks, Minnesota
4	Chase Testa (M)		test, Idaho
	Lebron James (M)		test, Indiana
2	Spencer Aaron (M)		Greenwood, Indiana
	TestAthTwo TestAthTwo (M)		test, Illinois

8. A unique number **MUST** be entered for each PSA identified as participating; so the operator will either need to enter or edit the jersey number on the roster so that the roster is **ACCURATE**.
9. When selecting PSAs, be watchful of PSA with Warning Icons.
10. **WARNING** – If you select an PSA that requires Justification Documentation, the coach will **NOT** be able to submit that justification via the BBCS **once the event has started**. However, documentation is still required, and the **operator will be responsible for submitting the documentation** to ECAG as part of their PERF.

The operator should collect the required documentation and **MUST** be confident that the PSA has met the residency requirements before allowing the PSAs to participate with the team. If there is **any question or concern**, the operator **SHOULD NOT** allow the PSA to participate with the team in his/her event without NCAA approval because if a PSA participates in an event in violation, **future certification of the event may be affected**.

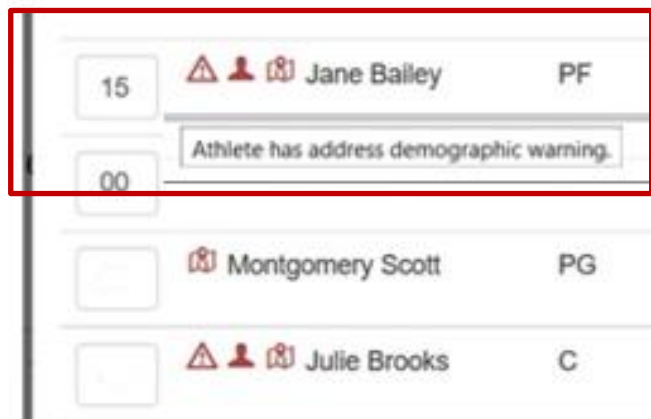
11. Click the green Save Roster button.

Operator View of Roster Warnings

To assist the operator in complying with the NCAA PSA address/residency requirement, PSAs added to the bench with potential issues will be identified with warning icons visible to the operator on both the Edit Roster and View Roster Details options.

Hovering over the icons will display a generic warning messages explaining the potential issues that need to be resolved prior to participating in your event.

NOTE: These icons will never disappear and nothing that the coach does will remove these icons; they are there to prompt coaches, operators and NCAA staff to investigate the circumstances further to ensure compliance.



Potential Violation Warnings and Justifications

Event operators access the rosters on their [Participant List](#) by clicking the [Manage](#) button next to the team's name and selecting either the [Edit Roster](#) or [View Roster Details](#) option.

<input type="checkbox"/>	Team Name	Coach Name	City	State	Update Date	Action
<input type="checkbox"/>	test	Ryan-TEST HC McNeil	test	Indiana	03/05/2019	MANAGE <ul style="list-style-type: none"> Edit Roster View Roster Details Delete Roster

Showing 1 to 1 of 1 entries

The BBCS will identify PSAs with potential PSA address/residency issues with warning icons visible to the operator using either the [Edit Roster](#) or [View Roster Details](#) option or looking at the coach's bench. Hovering over the icons will display a generic warning message that will provide more specific details about the warning. These icons are an indication to the event operator that this PSA may not be eligible to play with the team. **This does NOT mean the PSAs is prohibited from playing with the team.** A description of each icon is identified below. More information about each is included in the [Explanation of Warning Icons](#) section of this document.

	The PSA is also on another coach's bench (the other coach will be identified). It is permissible for an PSA to appear on more than one bench at a time. Coach's just need to make sure that the PSA does not violation the number of games or number of hours requirements.
	The PSA is from an adjoining state, but not in the same metro area. This PSA will count as an out-of-state PSA for the team.
	The PSA is from a non-adjoining state or from a different country.
	The PSA is on another roster for this event's date range. Coaches and event operators need to make sure that the PSA does not violation the number of games or number of hours requirements.
	The PSA has demographic validation warnings. [This could be that the PSA has the same address and/or phone # of another PSA or coach; has an address that requires documentation which would force the coach to submit a justification; etc.]
	Coach/event operator needs to investigate the PSA's address(es) further to ensure that the PSA meets the residency requirements to participate with the team and avoid potential violations. [This is likely to be due to the address type the PSA has selected. Coach/operator will need to review the documentation submitted (or collect additional documentation to submit with the justification or PERF) and make sure that the PSA meets the requirements to play on this team.]

Each flagged PSA also appears with a yellow bar below the PSA's entry when using the [View Roster Details](#) option. This may be because the PSA has more than one address entered on his/her profile, entered one of the address types that require documentation and manual inspection of that documentation, the PSA recently had a change of address, or the same address/phone number was entered for another individual who does not appear to be related to this PSA.

My Bench - Athletes							Close Bench - Athletes
Filter Bench: search any column							
Name	Invitation Status	Position	Address	City	State	Zipcode	
Duck, Donald	Sent	PG	888 Deer Lane	Orlando	Florida	32803	Delete
The following users on the bench have the same address: Donald Duck, Jimmy Cricket							REQUIRES Justification >>
My Bench - Coaches							Close Bench - Coaches
Name	Invitation Status	Address	City	State	Zipcode		
Cricket, Jimmy	Sent	888 Deer Lane	Orlando	Florida	32803		Delete

EXAMPLE: In the previous image, PSA Donald Duck and assistant coach Jimmy Cricket have the same address, but the two have different last names and therefore, DO NOT appear to be related. So, a red REQUIRES Justification option appears on the detailed view of the roster.

The coach is required to submit a statement of explanation and supporting documentation. In some cases, the documentation uploaded by the PSA may be enough to validate compliance. If the information on the PSA's profile is insufficient (EXAMPLE: the PSA just uploaded a selfie from their phone, or a photo of their team), then the coach will need to upload additional documentation.

ECAG will review these documents and issue a decision indicating whether the PSA meets the residency requirements and can utilize the address to participate with the team. This decision will be documented in the BBCS and will be visible both to the coach and to the operator. The Justification button will change color and messaging depending on the status of the justification. Clicking the button will reveal more information about the justification.

18	2 Delete	7 Delete	2 Delete
PENDING Justification >>	APPROVED Justification >>	DENIED Justification >>	PENDING Justification >> More Info Needed

Prior to the start of the event, event staff will need to identify all teams with potential issues and of those, which ones DO NOT have a decision posted or have a been DENIED by ECAG. A report has been added to the BBCS to assist operators in identifying these issues. SEE: [Team Event Participants Export](#).

Operator Review of Justifications

Operators will utilize the View Roster Details option to review the specifics of a justification. From this view, the operator can click on the hyperlinked PSA's address to see more details about the issue, read the explanation statement from the coach, access any document uploads (either by the coach in the justification or uploaded by the PSA during registration) and see any ECAG decision or request for information.

Athlete Name	Phone	Address	Email	Jersey Number	Height	Graduation Year	School Name	Position
Donald Duck	999-999-8887	888 Deer Lane Orlando, Florida 32803	Athlete2BBCS@gmail.com		5ft9in	2021	Duck High	PG

Address Type	Street	City	State	Country	Zip
Biological parent(s)	888 Deer Lane	Orlando	Florida	USA	32803

Warning Type	Warning Text	Justification Description	Justification Upload	Status
ADDRESS	The following users on the bench have the same address: Donald Duck, Jimmy Cricket	Assistant coach and athlete are father and son. See attached for proof.	relationship.txt	APPROVED
MULTI-ROSTER	Athlete Donald Duck is also on roster "TEAM FL2" for this event's date range			

ECAG Decision Not Rendered. If ECAG has NOT rendered a decision, it is still possible for the PSA to participate with the team. The event operator will need to review the justification and supporting documents to determine if the PSA meets the rules. If the operator is confident that the PSA has met the residency requirements, the operator can permit the PSAs to participate with the team. However, if there is **any question or concern**, the operator **SHOULD NOT** allow the PSA to participate with the team in his/her event until the NCAA has rendered a decision because if an PSA participates in an event in violation of the residency requirements, **future certification of the event may be affected**.

WARNING - When certain address types are utilized or when an PSA has multiple addresses that can be used (multiple parent addresses, school address, guardianship, host family, etc.), the operators needs to verify that the address is legitimate and meets the ECAG address/residency requirements. **EXAMPLE:** check to see that the PSA has completed a full academic year prior to using a school address; documenting legal guardianship (not just a power of attorney letter), etc.

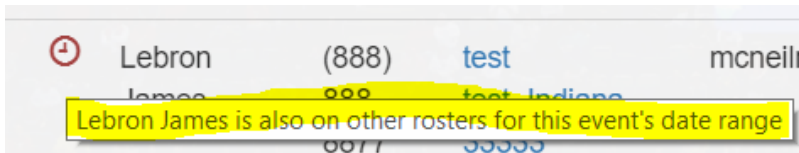
See the Athlete Address Requirements and Documentation of Proof Flow Chart included as a **supplement at the end of this document** or posted to the Basketball Certification Resources section of www.ncaa.org/basketballcertification for assistance in determining what documentation is **REQUIRED** to be collected to **PROVE** they can use the address to play for the team.

Explanation of Warning Icons

PSA on Multiple Teams /Schedule Restriction Warning



A clock icon will appear on both the Edit Roster and View Roster Details options of a team if an PSA appears on multiple teams. Hovering over this warning icon reveals the message that the PSA is also on another coach's bench. This is a warning to track the PSA's participation and coaches and event operators need to make sure that the PSA does not violate the number of games or number of hours requirements.



REMINDER:

- It is permissible for an PSA to appear on more than one bench at a time.
- PSAs may participate in no more TWO games on any one day and no more than 14 hours in week. The daily game limit restriction is per PSA and NOT per team.

Multi-Team Warning – View Roster Details Option

From the event operator's view of a roster in the View Roster Details perspective, a clock icon will identify any PSA who appears on more than one roster during the same date range as their event.






Coaches have a similar view when they access their bench. The difference for coaches is that the coach will see a head and shoulder icon, the coach will be able to see the name of the other coach, and the coach's bench view indicates PSAs on multiple benches, not necessarily an indication the PSA is playing on multiple teams on the same day.

Operator View:

Roster Athletes (click on address to view warnings)				
	Athlete Name	Phone	Address	Email
	Chase Testa	(888) 888-8888	test test, Idaho 33333	philroun
	Chris Moore	(219) 555-5555	123 Smith Street Greenwood.	csmoore
Chris Moore is also on other rosters for this event's date range				
	Drew Abrahamson	(765) 479-2505	1317 Any Place Drive West Lafayette, Georgia 47906	adrewst

Coach View:

My Bench - Athletes				
	Name (Gender)	Invitation Status	Position	Address
	aamodt, tyler (M)	Accepted		2115 Nowhere Avenue
	tyler aamodt is also on these coach's benches: ["Jonathan Adams", "christopher adams"]			
	Aaron, Spencer (M)	Accepted		175 Anywhere Court test
Athlete has two Addresses with type of Biological Parent that are located in two different sta				
	Abrahamson, Drew (M)	Accepted		1317 Any Place Drive 1770 Sport Street

Multi-Team Warning – Edit Roster Option



The operator's Edit Roster view will also use clock icons to identify PSAs who appear on more than one roster during the same date range as their event. Additionally, there will be a bulleted list of warning messages at the top of the roster identifying these same issues. Coaches see the same thing when the access one of their rosters. These messages serve as a warning to both the coach and the operator that these PSAs have the potential to violate the NCAA schedule requirements.

Edit Men's Roster for ECAG Demo on 04/26/2019 -- 04/26/2019

Active - Team is eligible to participate in event.

- Athlete Chase Testa is also on rosters "12", "16u", "TEAM 1", "TEAM 2", "TEAM 3", "Test Team Adams", "team", "team1", "team1" and "test team for status" for this event's date range.
- Athlete LeBron James is also on rosters "12", "16u", "TEAM 1", "TEAM 2", "Test Team Adams", "team", "team1" and "test team for status" for this event's date range.
- Athlete Spencer Aaron is also on rosters "12", "16u", "TEAM 1", "TEAM 2", "TEAM 3", "Test Team Adams", "team", "team1", "team1" and "test team for status" for this event's date range.
- Athlete TestAthTwo TestAthTwo is also on rosters "TEAM 1", "TEAM 2", "TEAM 3", "Test Team Adams", "team1", "team1" and "test team for status" for this event's date range.
- Athlete Chris Moore is also on rosters "How time flies flyers" and "Running Headless Chickens" for this event's date range.
- Athlete Drew Abrahamson is also on rosters "12", "16u", "TEAM 1", "TEAM 2", "TEAM 3", "Test Team Adams", "team", "team1", "team1" and "test team for status" for this event's date range.

Team Name: test

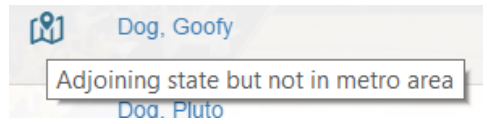
No.	Name (Gender)	Role	Hometown	
	Ryan-TEST HC McNeil	Coach	test, Indiana	<input checked="" type="checkbox"/> Remove from Roster
1	  Spencer Aaron (M)		Greenwood, Indiana	<input checked="" type="checkbox"/> Remove from Roster
	Spencer is also on other rosters for this event's date range			

Save Roster
Cancel

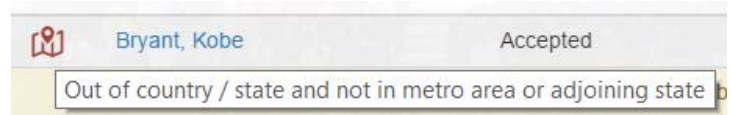
PSA Address/Residency Warnings

United States PSAs who reside in a different state than the team/organization's address will be flagged with a map icon. When hovering over the map icon, the visible message provides the specific issue being flagged.

Out-of-State. US PSAs who have a residency address that is out-of-state from the team's address BUT IS IN an adjoining state will be flagged with a blue map icon. These PSAs count as one of the allowable three out-of-state PSAs for boy's teams. The BBCS should limit the number of out of state PSAs on a roster for the operator in compliance with the NCAA rules.










Impermissible PSA. In rare instances, an PSA may have had a residency address that allowed a coach to place them on a bench/roster that was later determined to be an impermissible address, the PSA will be flagged with a red map icon. Operators should NOT allow an PSA with a red map icon to participate; the PSA will need to have a legitimate address that has been proven with documentation to be compliant with NCAA rules. This could occur for either of these reasons:



- **Non-Adjoining State.** The permissible address that remains is out-of-state from the team's/organization's address and is NOT from an adjoining state.
- **Different Country.** The permissible address that remains is in a different country from the team's/organization's address. All PSAs on the team must have residency in the same country as the team's/organization's address.

Metro Area. Out-of-state PSAs who meet the requirements to utilize the metro area exception will NOT be flagged with a map icon because they do NOT count as an out-of-state PSA and are permitted to participate with the team.

EXAMPLE (below): Players (Goofy, Pluto, Ashley, Kobe) are out-of-state players as they do not reside in team address state of FL. Goofy is marked with a blue map icon as being in an adjoining-state since he resides in GA. Both Kobe and Ashley reside in the state of IN which is not an adjoining state and are marked with red map icons. Pluto's residency (Eatonton, GA) is within the same metro area of the team address (Jacksonville, FL) and is not marked with a map icon at all.

My Bench - Athletes							
				Filter Bench: <input type="text" value="search any column"/>			
	Name	Invitation Status	Position	Address	City	State	
	 Bryant, Kobe	Accepted	SG	411 Lawn Drive	rising sun	Indiana	
The following users on the bench have the same phone number: Kobe Bryant, Jimmy Cricket							Justifi
	 Thompson, Ashley	Accepted	C	10025w 450s	Shirley	Indiana	
	 Dog, Goofy	Accepted	SG	1155 Evergreen Dr 555 Chance Ln	Atlanta Rising Sun	Georgia Indiana	
	Dog, Pluto	Accepted	PG	5788 Bear Dr	Eatonton	Georgia	
	Duck, Donald	Accepted	PG	888 Deer Lane	Orlando	Florida	
The following users on the bench have the same address: Donald Duck, Jimmy Cricket							Edit Pe

Justifications - Confirming Compliance for Certain Address Types

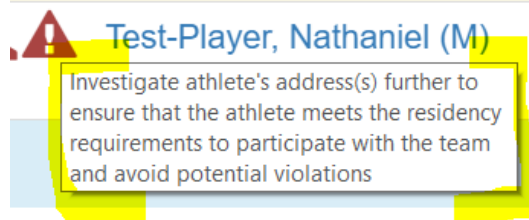
If an PSA on the bench (visible from the [View Roster Details](#) option) is utilizing one of the following address types, the PSA will upload documentation when they register to validate the address is compliant with the minimum standard of PSA address requirements (residency requirements) to utilize that address to participate with a team:

- Live with a Legal Guardian
- Live with a Host Family
- Live at a Boarding School
- Other



A red triangle with an exclamation point icon will appear next to the PSA's name on the bench/roster when one of these address types has been used on the PSA's profile.

Hovering over this warning icon reveals this message:



This is an indication of your responsibility as a coach/operator to ensure that the address being utilized by the PSA for participation with the team is compliant with the PSA address requirements (ECAG residency requirements). See the [Athlete Address Requirements and Documentation of Proof Flow Chart](#) posted to the Basketball Certification Resources section of www.ncaa.org/basketballcertification to better understand those restrictions and the necessary documentation of proof.

Clicking on the PSA's name will reveal all information on the PSA's profile including the "Lived Since Date" and any uploaded documents.

Email	test_player@hotmail.ca	Phone #	2899277319
Addresses (1)	(With my parent(s)) 5456 Elm Street Greenwood, Indiana USA 46032 Lived Since: 02/10/2019 Staff View After App Approved (2) (1) (1) (3).PNG	Addresses (2)	(With my parent(s)) 222 Test Dr Test City, Arizona USA 55555 Lived Since: 02/04/2019 Operator Delete Incomplete Roster_RM (6).jpg
Gender	M	Height	5ft1in

This information should be reviewed to determine if the PSA meets the PSA address requirements (ECAG residency requirements) to participate with the team in the event. Coaches for the team are responsible for ensuring that the documents uploaded prove that the address is compliant with the PSA address requirements (ECAG residency requirements). If documentation is insufficient, the coach should supplement it with additional documentation and submit it with an explanation statement in the justification.

Phone # and/or Address Match Warning

The contact information for an PSA must be specific to that PSA. The same address and telephone number cannot be utilized for multiple individuals who are not related nor can a coach's information be submitted in lieu of the PSA's information. Like residency justifications, the BBCS will identify PSAs whose phone number and/or address is also submitted elsewhere with a yellow bar below the PSA's entry on the coach's bench. These matches occur in the following instances:

- Player to coach
- Player to player
- Player to team address

The screenshot shows a web interface titled "My Bench - Athletes" with a "Filter Bench:" search bar. Below is a table of athletes with columns: Name, Invitation Status, Position, Address, City, State, and Zipcode. Three athletes are listed: Dog, Goofy; Dog, Pluto; and Duck, Donald. Each has a "Delete" button. Below the table, there are four yellow warning boxes, each with a "REQUIRES Justification >>" button. The first warning states "Athlete address matches team address." The second and third warnings state "The following users on the bench have the same phone number: Goofy Dog, Donald Duck". The fourth warning states "The following users on the bench have the same address: Donald Duck, Jimmy Cricket".

Name	Invitation Status	Position	Address	City	State	Zipcode	
Dog, Goofy	Sent	SG	1155 Evergreen Dr 5555 Magic Dr 555 Chance Ln	Atlanta Jacksonville Rising Sun	Georgia Florida Indiana	30301 32099 47040	Delete
Athlete address matches team address. REQUIRES Justification >>							
The following users on the bench have the same phone number: Goofy Dog, Donald Duck. REQUIRES Justification >>							
Dog, Pluto	Sent	PG	3766 Bear Dr	Canton	Georgia	31506	Delete
Duck, Donald	Sent	PG	888 Deer Lane	Orlando	Florida	32803	Delete
The following users on the bench have the same address: Donald Duck, Jimmy Cricket. REQUIRES Justification >>							
The following users on the bench have the same phone number: Donald Duck, Goofy Dog. REQUIRES Justification >>							

EXAMPLES:

- Players (Goofy & Donald) share the same phone number.
- Assistant coach (Jimmy) and player (Donald) share the same address.
- Player (Goofy) shares the same address as the team address listed.

Reminder of Possible Penalties

Participation of a PSA in violation of the PSA address requirements (ECAG residency requirements) may result in penalties described in the Adverse Actions section in the Event Guidelines and Requirements document posed in the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification including the withdrawal of current or denial of future NCAA eligibility to coach in an NCAA-certified event for all coaches associated with the participating team for a **period of up to five years**.

Operator Export of Participant Lists

Individual Event Participants Export

1. Navigate to the Individuals tab.
2. Select the check box next to the individuals that you want to export.
3. Click the Export Selected Participants as CSV button.

Teams Individuals

Add Individual Coaches and Athletes to Event [Open Search](#)

View Individual Participants [Close View Individuals](#)

[Export Selected Participants as CSV](#)

Show 12 entries Search:

	First Name	Last Name	Position	City	State	Role	Action
<input type="checkbox"/>	Test	Tester		NCAA Test	Indiana	Coach	Remove from Event

Team Event Participants Export

1. Navigate to the Teams tab.
2. There are three different CSV reports on the Teams tab for exporting participants.

Teams Individuals

2014 BASKETBALL

View Deleted Rosters

View Submitted Rosters

[Export Selected Rosters \(CSV\)](#) [Export Selected Rosters with Warning Flags \(CSV\)](#) [Export Flagged Athletes \(CSV\)](#)

3. The first button, Export Selected Rosters (CSV) includes all the roster data and was intended for assisting in **creation of event packets** but should also be **helpful in enforcing the coach eligibility requirements**. Warning icons for athletes are not included or identified on this export.
4. Select the check box next to the teams that you want to export.

- Click the Export Selected Rosters as CSV button.

The CSV file will download locally onto your computer/device and can be opened in the desired program (Word, Excel, etc.).

BE AWARE: The coach's birth year is included on this report and should reveal the coach's age to ensure that the individual checking in as that name IS IN FACT the person who passed the background check. Father/son pairs often have the same name and have been known to utilize each other's identities to circumvent background check requirements; so, this information is provided to the operator to avoid those violations.

C	D	E	F	G	H	I	J	K	L	M	S
Role	Gender	Name	Address	Address	Other	Address	City	State	Country	Zip	Birth Year
Team is eligible to participate in event.						6718 Astra	Louisville	Indiana	USA	40258	
Coach		CourtneyTEST MooreTEST				123 main s	Indianapo	Indiana	USA	46259	1976

REMINDER: The Export Selected Rosters (CSV) report does NOT reflect if the PSAs on those rosters have flags as seen within the BBCS in various areas (e.g., bench, View Roster Details, etc.). It is merely a list of all teams with their coach/PSA participants for that specific event.

Team Event Participants Export of Potential Violations (Flagged PSAs)

The other two buttons, Export Selected Rosters with Warning Flags (CSV) report and the Export Flagged Athletes (CSV) report, are provided to assist operators with their event check-in and to help the operator avoid violations. These exports identify the teams/players who are flagged in the BBCS with a warning icon or that require a justification of some kind to avoid having to manually open each roster online. by allowing the operators to easily identify which teams may require extra attention at check-in and allow staff to conduct additional research, request additional information, collect documentation, etc. in order to avoid potential violations of residency and resulting ineligibility for future certification.

- Navigate to the Teams tab.
- Select the check box in the header row to select all of rosters for the event.

View Submitted Rosters
Close View Rosters

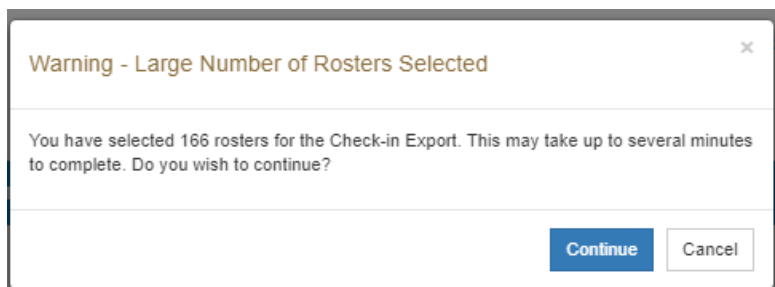
Export Selected Rosters (CSV)
Export Selected Rosters with Warning Flags (CSV)
Export Flagged Athletes (CSV)

Show 12 entries
Search:

Team	Name	Coach Name	City	State	Update Date	Action
<input checked="" type="checkbox"/>	12	CourtneyTEST MooreTEST	Louisville	Indiana	02/21/2019	MANAGE
<input checked="" type="checkbox"/>	16u	CourtneyTEST MooreTEST	Louisville	Indiana	02/21/2019	MANAGE
<input checked="" type="checkbox"/>	team	CourtneyTEST MooreTEST	Louisville	Indiana	02/21/2019	MANAGE
<input checked="" type="checkbox"/>	TEAM 1	Ryan-TEST HC McNeil	test	Indiana	02/07/2019	MANAGE

- Click either the Export Selected Rosters with Warning Flags (CSV) button or the Export Flagged Athletes (CSV) button and the CSV file will download locally onto your computer/device and can be opened in the desired program (Word, Excel, etc.).

NOTE: Due to the number of teams and complexity of the query being performed to create this report, it may take a couple minutes for the BBCS to generate the report.



Export Selected Rosters with Warning Flags (CSV) Report

The Export Selected Rosters with Warning Flags (CSV) report looks like the regular Export Selected Rosters (CSV) report, but includes three additional columns (address type, address warnings and validation).

	A	C	D	E	F	G	H	
1	Team	Role	Gender	Name	Address Type	Address Warnings	Other Warnings (Expand row and col to see all)	Ac
2	TEAM 1							67
3	TEAM 1	Coach		CourtneyTEST MooreTEST				12
4	TEAM 1	Athlete	M	Chase Testa	At a boarding school	Check for compliance to residency rules		ts

This export will include every single roster for the event and will allow operators to print off a list of rosters where he/she can quickly see if an PSA has any flags that they need to be aware of when team is checking into the event (e.g., out-of-state, same address, same phone #, document required address type, multiple addresses, participating on more than one roster at same time, & 'Other' address type)

This report will list ALL addresses for an PSA. The justifications and warnings are on separate rows within the report and reflect the same justifications and warnings as reflected on the coach's bench and operator's Participant List on the View Roster Details option.

Report also includes the status of any justifications that require submitted justification in the Other Warnings column. EXAMPLE:

	A	C	D	E	F	G	H	
1	Team	Role	Gender	Name	Address Type	Address Warnings	Other Warnings (Expand row and col to see all)	
2	TEAM 1							
3	TEAM 1	Coach		CourtneyTEST MooreTEST				
4	TEAM 1	Athlete	M	Chase Testa	At a boarding school	Check for compliance to residency rules		
5	TEAM 1	Athlete	M	Chase Testa	With a host family	Check for compliance to residency rules		
6	TEAM 1	Athlete	M	Chase Testa	With my parent(s)			
7	TEAM 1	Athlete	M	Chase Testa			PENDING -- Athlete has an Address Type of With a host family. Justification is required. .	
8	TEAM 1	Athlete	M	Chase Testa			Athlete Chase Testa is also on rosters 16u, TEAM 1, TEAM 2, TEAM 3, Test Team Adams, team, team1, team1, test, test team for status for this event's date range	
9	TEAM 1	Athlete	M	Drew Abrahamson	At a boarding school	Check for compliance to residency rules		
10	TEAM 1	Athlete	M	Drew Abrahamson	With a host family	Check for compliance to residency rules		
11	TEAM 1	Athlete	M	Drew Abrahamson			MORE INFO -- Athlete has an Address Type of At a boarding school. Justification is required. .	
12	TEAM 1	Athlete	M	Drew Abrahamson			Athlete Drew Abrahamson is also on rosters 16u, TEAM 1, TEAM 2, TEAM 3, Test Team Adams, team, team1, team1, test, test team for status for this event's date range	
13	TEAM 1	Athlete	M	TestAthTwo TestAthTwo			APPROVED -- Athlete has an Address Type of With my parent(s) and lived in this address for less than three months. Justification is required. Athlete has an Address Type of At a boarding school. Justification is required.	

There will be blank rows between teams.

Export Flagged PSAs (CSV) report

The Export Flagged Athletes (CSV) report allows an operator to export a list of PSAs at their event that are flagged with issues that require justification or have warning icons noted. The format of the report looks different than the other two exports.

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Athlete Name	Gender	Phone	Email	Birth Yr	Athlete	Address Type	Address	City	State	Country	Zip	Lived Since	Address Warnings	Other Warnings (Expand row and col to see all)
2															
3	Chase Testa	M	(888) 881	philrour	1993	Yes	At a boarding school	test	test	Idaho	USA	33333	12/1/2018	Check for compliance to residency rules	
4	Chase Testa	M	(888) 881	philrour	1993	Yes	With a host family	tes	test	Indiana	USA	33333	12/3/2018	Check for compliance to residency rules	
5	Chase Testa	M	(888) 881	philrour	1993	Yes									PENDING -- Athlete has an Address Type of With a host family. Justification is required. .
6	Chase Testa	M	(888) 881	philrour	1993	Yes									Athlete Chase Testa is also on rosters 16u, TEAM 1, TEAM 2, TEAM 3, Test Team Adams, team, team1, team1, test, test team for status for this event's date range

This report **ONLY** includes those PSAs who have flags that need to be reviewed; not every PSA on the team. So, an event that may have a spreadsheet with 842 rows of data on the Export Selected Rosters with Warning Flags report may only have 38 rows on the Export Flagged Athletes (CSV) report because those are the only PSAs that need additional scrutiny. This report will also include the three additional columns (address type, address warnings and Other Warnings).

The Export Flagged Athletes (CSV) report will list ALL addresses for an PSA. The justifications and warnings are on separate rows within the report and reflect the same justifications and warnings as reflected on the coach's bench and operator's Participant List on the View Roster Details option. Report also includes the status of any required coach justification.

Review of the Information and Statuses from these Flagged Reports

Both the Export Selected Rosters with Warning Flags (CSV) report and the Export Flagged Athletes (CSV) report include the three additional columns that highlight the same justifications and warnings as reflected on the coach's bench and operator's Participant List on the View Roster Details option. These columns are:

1. Address Type (parent, guardian, school, etc.)
2. Address Warnings which will either say:
 - a. **Has more than one Biological Parent** – Operator needs to ensure that the PSA's parent is in the same state (or adjoining state) as the team and has lived there longer than three months before the event's start date. This can be determined by looking at the Lived at Since column for that address.

When you see a residency warning on an PSA, open the View Roster Details view and click on the PSA's address, which is a hyperlink. There you will see the PSA's address and address type.

- If the PSA has two (2) biological parent addresses listed and both are in the same state, then the PSA is eligible to use either address to participate with a team from that same state or an adjoining state.
- If the PSA has two (2) biological parent addresses in different states, the PSA can use either address to play for a team from either state or from an adjoining state.

- b. **Check for compliance to the residency rules** – Operator needs to review the justification and supporting documents in the BBCS to determine if the PSA meets the NCAA residency requirements to participate with the team.

When you see a residency warning on an PSA, open the View Roster Details view and click on the PSA's address, which is a hyperlink. There you will see the PSA's address and address type.

BE AWARE:

- If the PSA chose the address type Other and entered text such as "home", "parents", or other language indicating they live with their parents, you can assume that they can use that address to participate.
 - If the PSA chose one of the other address types and the documentation uploaded supports their use of the address, then they can use that address to participate.
3. Other Warnings (Expand row and col to see all) column. If the coach was required to submit a justification in the BBCS, this will be visible in the Other Warnings (Expand row and col to see all) column. The status of the NCAA decision will be indicated in all capital letters followed by two dashes just before the description of the required justification. Below is an explanation of each status that could appear:
 - **APPROVED** – the NCAA has already reviewed the justification and the PSA may participate with the team in NCAA-certified nonscholastic events;
 - **DENIED** – the NCAA has already reviewed the justification and the PSA is may NOT participate with the team in NCAA-certified nonscholastic events;
 - **OPEN** – a justification is required, but the coach has not submitted one yet. Until the coach has submitted a justification with an explanation/reason for why he/she believes that the PSA meets the address/residency requirements AND submitted necessary supporting documentation of proof. **The PSA should NOT be permitted to participate with the team.**
 - **PENDING** – the NCAA has NOT made a decision as to whether the PSA meets the residency requirement to participate with the team. The operator will need to review the justification explanation and supporting documents to determine whether that PSA meets the NCAA requirements to participate with the team (see reminder below).
 - **MORE_INFO** – the coach has submitted the required justification, but the information initially provided is insufficient. As a result, the NCAA cannot render a decision and has requested additional information. The MORE_INFO note will identify the information requested by the NCAA. If the coach can present the identified documentation to the event operator at the event, then the operator can treat the justification the same as a PENDING justification. If the requested information is not provided to the NCAA or to the event operator, then the PSA should NOT be permitted to participate with the team (see reminder below).

REMINDER - If ECAG has NOT rendered a decision, it is still possible for the PSA to participate with the team. The event operator will need to review the justification explanation and supporting documents to determine if the PSA meets the rules. If the operator is confident that the PSA has met the residency requirements, the operator can permit the PSAs to participate with the team. However,

if there is **any question or concern**, the operator **SHOULD NOT** allow the PSA to participate with the team in his/her event until the NCAA has rendered a decision because if an PSA participates in an event in violation of the residency requirements, **future certification of the event may be affected**.

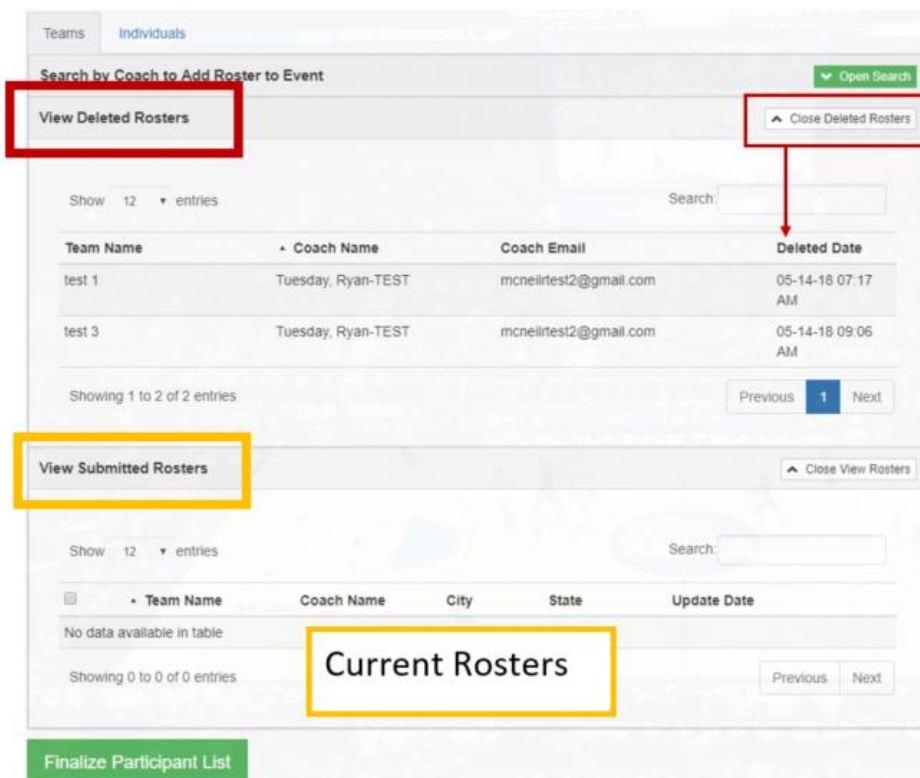
List of Deleted Teams Export

At times, teams may get deleted on accident by the event operator or a team coach may have started a roster and later removed it. Operators can see a list of teams/rosters that have been removed from their Participant List if needed to assist in correcting the mistake or to know which rosters to remove from the event/coaches/packet prior to printing.

1. Navigate to the Teams tab.
2. Click the Open Deleted Rosters button.



3. This will expand the View Deleted Rosters section. [Clicking Close Deleted Rosters button will collapse the list of deleted rosters.]



Operator Finalizing Participant List

After the event is over and ALL the event participants have been identified, the operator will need to finalize the Participants List with the green Finalize the Participants List button at the bottom of the page.

« My Events

Participant List: Post Season Test Todd

Teams Individuals

Search by Coach to Add Roster to Event [Open Search](#)

View Submitted Rosters [Close View Rosters](#)

[Export Selected Rosters as CSV](#)

Show 12 entries Search:

<input type="checkbox"/>	Team Name	Coach Name	City	State			
<input type="checkbox"/>	Team bbb	Korey Smith	Anderson	Indiana	Edit Roster	View Roster Details	Delete
<input type="checkbox"/>	TEAM FL2	Walt Disney	Jacksonville	Florida	Edit Roster	View Roster Details	Delete

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

[Finalize Participant List](#)

BE AWARE that once the PERF has been submitted, the rosters will be **READ ONLY**. If needed, the operator can re-open the Participant List, but the rosters will be read-only, and changes cannot be made.

The Participant List **MUST** be finalized BEFORE an operator can submit their PERF. Once finalized, the green Finalize the Participants List button will disappear.

Teams Individuals

View Submitted Rosters [Close View Rosters](#)

[Export Selected Rosters as CSV](#)

Show 12 entries Search:

<input type="checkbox"/>	Team Name	Coach Name	City	State		
<input type="checkbox"/>	Team bbb	Korey Smith	Anderson	Indiana	Edit Roster	View Roster Details
<input type="checkbox"/>	TEAM FL2	Walt Disney	Jacksonville	Florida	Edit Roster	View Roster Details

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

[Finalize Participant List](#)

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You've finalized your Participant List!
Be aware that you'll still need to submit your PERF.

Reopening a Finalized Participant List

You shouldn't finalize your Participant List until the event is over, and you are ready to submit your PERF. If the Participant List is in a finalized state, coaches cannot add rosters to your event nor can you access the rosters and identify who on them participated in your event.

If you finalized your Participant List in error, it can be reopened AS LONG AS the PERF remains in a Participant List state. Once the PERF is submitted, the operator cannot reopen the Participant List.

1. Log in to the BBCS.
2. Go to the Operators tab.
3. Find the event with the Participant List you need to edit.
4. Click the blue Manage button and select Participant List.
5. Click the red Reopen Participant List button.

The screenshot shows the 'View Submitted Rosters' section of the BBCS interface. At the top, there are tabs for 'Teams' and 'Individuals'. Below the tabs, there are two sections: 'View Deleted Rosters' with a 'Open Deleted Rosters' button, and 'View Submitted Rosters' with a 'Close View Rosters' button. Under 'View Submitted Rosters', there are three export buttons: 'Export Selected Rosters (CSV)', 'Export Selected Rosters with Warning Flags (CSV)', and 'Export Flagged Athletes (CSV)'. Below these buttons, there is a 'Show' dropdown set to '12 entries' and a search bar. The main part of the interface is a table with the following columns: 'Team Name', 'Coach Name', 'City', 'State', 'Update Date', 'Status', and 'Action'. The table contains 7 entries, all with a status of 'Active'. Each entry has a 'MANAGE' button in the 'Action' column. At the bottom of the table, there is a 'Showing 1 to 7 of 7 entries' label and a pagination control with 'Previous', '1', and 'Next' buttons. Below the table, there is a red button labeled 'Reopen Participant List'.

Team Name	Coach Name	City	State	Update Date	Status	Action
12	CourtneyTEST MooreTEST	Louisville	Indiana	02/21/2019	Active	MANAGE
16u	CourtneyTEST MooreTEST	Louisville	Indiana	02/21/2019	Active	MANAGE
team	CourtneyTEST MooreTEST	Louisville	Indiana	02/21/2019	Active	MANAGE
TEAM 1	Ryan-TEST HC McNeil	test	Indiana	02/07/2019	Active	MANAGE
TEAM 2	Test Tester	indianapolis	Indiana	02/07/2019	Active	MANAGE
TEAM 3	christopher adams	test	Illinois	02/07/2019	Active	MANAGE
team1	christopher adams	test	Illinois	02/08/2019	Active	MANAGE

Once the Participant List is editable again, you will be able to adjust the team rosters so that they reflect who participated in the event.

REMINDER: Once the PERF has been submitted, the rosters will be **READ ONLY**.

The Participant List MUST be finalized BEFORE an operator can submit the PERF.

Suggested Event Check-In Procedures

TEAM Event Suggested Check-In

Set Deadlines/Consequences in Advance

It is suggested that you set a deadline for your coaches to add players and coaches to their roster in the BBCS and alert them that anyone who DOES NOT appear on the roster by that date WILL NOT be permitted to participate in the event. If there is any chance that an athlete or coach will be traveling with the team to your event, they should be added to the roster by this date. This will allow you to print out rosters from the BBCS that include ALL the names of potential participants to utilize at check-in. This will also assist you in producing a more accurate event/coaches' packet.

Unlike in the past, it will be nearly impossible for a coach to show up to an event unprepared and complete all the steps necessary to participate in the event. Coaches **CANNOT procrastinate** and you should make sure they know this before they spend money to travel with a team to your event and are not permitted or their participation will be delayed because of the coaches' failure to be prepared.

Print Your Rosters

Using the [Participant List](#), print out the rosters for your event to use at your event check-in tables. All athletes and coaches identified with a green [Remove from Roster](#) button will be included on the [Export Selected Rosters \(CSV\)](#) report (SEE: [Operator Export of Participant Lists](#)), which is another reason setting a deadline for your team submissions can be beneficial.

Identify No-Shows on Printed Rosters

If you set a deadline for your team submissions and the coaches complied, the exported rosters should print with all potential participants listed on the roster. At check-in, the coach would simply mark up the printed roster and cross out who on the roster is NOT participating in your event. These corrections could be made to the [Participant List](#) later prior to submitting the PERF. Keep your score sheets and check-in sheets with hand written edits in case they are requested from ECAG. [NOTE: You should also keep a copy of the event results (identifying which teams played at which times) as ECAG may request those as well in order to ensure that teams and athletes did not play more than the allowable games per day. If the team played in multiple events at the same time, ECAG will need to compare the results of both events.]

Last Minute Adds at Check-In

Emergency exceptions always occur, and if you desire to, you could choose to allow last minute additions in some circumstances. To accomplish this, set up one "online check-in station" where a staff member is logged in to the BBCS and can access the event's [Participant List](#). At that station, staff could use the [Edit Roster](#) view for the team and click the blue [Add to Roster](#) button to select coaches/PSAs who need to be added that the coach didn't get added prior to the operator established deadline. [NOTE: Only people who are on the coach's bench can be added by the event operator.]

Accurate Rosters

If the coach submitted an accurate roster (no one needs to be removed and no one needs to be added) there is nothing else for the operator to do with this team on the [Participant List](#). It is suggested that you have the coach sign-off on the printed roster that the players and coaches that appear on the roster are, in fact, who is participating with this team in your event. Separate the accurate rosters from those that need adjustments made online. You will need to keep these check-in sheets with the coach's signature in case they are requested from ECAG, but you will not have to do anything with these to complete your PERF. [NOTE: Having the coach sign the roster is acceptable to confirm that the roster is accurate without any changes, but a coach's signature does NOT absolve the operator from doing their due diligence to address issues identified on a roster.]

Inaccurate Rosters

For those rosters where coaches had to mark out coaches or players that were initially included but will not be participating, the operator will need to make those adjustments to the [Participant List](#) online in the BBCS. These rosters would go to the "online check-in" station and if that staff member has down time, they could input these adjustments. It is suggested that the staff member initial and date/time mark the paper roster to indicate the work is complete. If these don't get done prior to the end of check-in, they can be done later while the event is taking place or anytime within the two-month window that the operator must complete the PERF. These are THE ONLY rosters that will need to be accessed by the event staff for adjustments prior to submitting the PERF. To make these rosters accurate, the staff with the login credentials would utilize the [Participant List](#), open the [Edit Roster](#) view for the team and then click the button for the coach/PSA to accurately identify those who participated with the team. A green button means they participated.

Issues Operator Must Address BEFORE Athlete Participation

The BBCS will flag potential residency issues that may exist on the teams connected to the event. Prior to the start of the event, staff will need to identify all teams with potential issues and of those, which ones DO NOT have a decision posted from ECAG. This can be accomplished using the roster export tools built in to the BBCS. SEE: [Export Selected Rosters with Warning Flags \(CSV\)](#) and/or [Export Flagged Athletes \(CSV\)](#) report.

If ECAG has not made a decision, the operator will need to make a judgement call based on the documentation that has been uploaded to the BBCS. If no documentation was submitted with the justification in the BBCS, then the operator is required to collect the documentation that demonstrates the athlete has met the NCAA athlete address/residency requirements before allowing the athlete(s) to participate. Operator should retain documentation collected for submission with the PERF. SEE: [Operator Review of Justifications](#)

If there is any question or concern, the operator SHOULD NOT allow the athlete to participate with the team in his/her event until the NCAA has rendered a decision. Participation of an athlete in violation of the NCAA residency restrictions may affect future certification of the event. [REMINDER: Having the coach sign the roster as accurate does NOT absolve the operator from doing their due diligence to address issues identified on a roster.]

INDIVIDUAL Event Suggested Check-In

Set Deadlines/Consequences in Advance

It is suggested that you set a deadline for all participating athletes and coaches to create a profile in the BBCS. This will allow you to be able to search for and add these participants to your event's [Participant List](#) prior to them arriving at the event and will also assist you in producing a more accurate event/coaches' packet.

Lookup Registered Athletes and Hired Coaches in Advance

Add participants to your [Participant List](#) at the time that they are hired as a coach or when the participant pays/registers with you to attend. [See: [Individual Nonscholastic Event Operator Participant Entry \(Individuals Tab\)](#).]

Last Minute Adds at Check-In

If an athlete arrives who does not have an active profile in the BBCS, you will need to make sure that they can create one on site (for minors, the parent should create the profile). They should be able to do this from their smartphone or you can provide computers or tablets for them to do so, but it would be easier for everyone if you force them to do this before arriving. If allowed to create their profile on-site, the athlete will need to watch and confirm that they watched the educational video along with the acknowledging receipt of the other educational resources; complete the [School Information](#) tab; and if they are participating with a team at other events and have been flagged with address issues, will need to submit proof of address documentation before you can search and find them to add to your [Participant List](#).