

Justification Process Step-by-Step (Proof of Athlete Address/Residency)

The BBCS will identify athletes who may be in violation of athlete address requirements (ECAG residency requirements) with a yellow bar below the athlete's entry on the coach's bench. This may be because the prospect 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 prospect 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 prospect.

The coach WILL be required to submit a justification statement and supporting documentation for all flagged athletes via the red REQUIRES Justification button on the bench. In some cases, the documentation uploaded by the athlete may be enough and so the coach will not need to submit additional documentation. The BBCS, however, will still require that a document gets uploaded. If this is the case, the coach can type up a response that says, "see documents on athlete's profile" and upload that text document.

If the information on the athlete's profile is insufficient (for example: the athlete just uploaded a selfie from their phone, or a photo of their team), then the coach will need to include documentation that validates the address as compliant with submit a justification statement and supporting documentation when the justification is submitted.

The coach will need to obtain documentation from the athlete's family that validates that the prospect is compliant with the minimum standard of residency requirements. The coach must then submit that documentation to ECAG via the red REQUIRES Justification button on the coach's bench. Documentation is required BEFORE the athlete can be added to an event roster.

Example. Athlete 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 button appears on the coach's bench for that athlete and the coach must submit an explanation and documentation before the athlete can be placed on a roster.



WARNING – As long as there is a red REQUIRES Justification button on the coach's bench, the athlete CANNOT be added to a roster in the BBCS. Once the coach submits a justification, regardless of whether ECAG has rendered a decision or not, the athlete can be added to a roster and the justification can be reviewed by the event operator. An ECAG decision is NOT required BEFORE the coach can add the athlete to a roster. Only the UPLOADING of the documentation is required. The athlete CAN be added to a roster with or without ECAG's decision.

See the Athlete Address Requirements and Documentation of Proof Flow Chart included as a **supplement at the end of this document**. The flow chart is also posted to the Basketball Certification Resources section of

www.ncaa.org/basketballcertification to determine if an athlete's address type meets the requirements AND what documentation is REQUIRED to be collected to PROVE they can use the address to play for your team.

Submitting Bench Justification Documentation for Athlete

1. Click the red REQUIRES Justification button and a new window will open.
2. Enter an explanation/reason for why you believe that the athlete meets the address/residency requirements to participate with your team.
3. Click the Upload a Document button and upload supporting documents to substantiate the justification and the identified relationship.
4. Once attached, the document(s) will be listed underneath the File Name column.
5. Enter a description of the file and click the Submit Justification button.
6. The Submit Justification button will be inactive until the following has been included: justification, uploaded documentation, and file name, otherwise the Submit button will be inactive.

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. After the justification, has been submitted, the REQUIRES Justification button will change from red to yellow and will say PENDING Justification.

WARNING – As long as there is a red REQUIRES Justification button on the coach's bench, the athlete CANNOT be added to a roster in the BBCS. Once the coach submits a justification, regardless of whether ECAG has rendered a decision or not, the athlete can be added to a roster and the justification can be reviewed by the event operator.

An ECAG decision is NOT required BEFORE the coach can add the athlete to a roster. Only the UPLOADED of the documentation is required. The athlete CAN be added to a roster with or without ECAG's decision.

ECAG Decisions on Justifications for Athlete

1. After the coach, has submitted the justification, ECAG will be notified that there is information to review and a decision needs to be rendered.
2. ECAG will review these documents.
WARNING - High Volume – Delayed Processing. The number of justifications required and submitted by the BBCS is extreme. That volume plus the timing when coaches most often create their bench/rosters makes it impossible for ECAG to review and render a decision on all justification prior to the start of events.
3. If additional information is needed for ECAG to render a decision, the request will be made through the bench justification process. The button will indicate PENDING Justification >> More Info Needed.

Abbott, Alexis (F) Sent PG ***** Indianapolis Indiana 46241 18

Please submit a detailed reason why Ryan is the coolest.

PENDING Justification >> More Info Needed

4. When the coach clicks to open the justification entry screen, a new section will appear in red with a message back to the coach explaining what must be submitted to staff in order to render a decision on the justification.

Submit Justification (ECAG needs more information. See below!)

REQUIREMENT: The same address and telephone number cannot be provided for multiple athletes that are not part of the same family AND the coach's information cannot be submitted in lieu of an athlete's phone number or address.

ISSUE: Please submit a detailed reason why Ryan is the coolest.

RESOLUTION: Please provide reason/justification for why these individuals share the same contact information and you believe this should be allowed. You will also need to upload supporting documents to substantiate your justification and the identified relationship using the Upload Documentation feature below. After you submit, NCAA Enforcement Certification and Approvals Group (ECAG) will be notified and your justification will be either approved or denied.

RISK OF PENALTY: If the justification is straight forward, documentation is clear and the relationship is compliant with the NCAA guidelines (ex. same family, but different last names), the event operator may allow the athlete to participate with the team. If it is unclear, however, whether the justification is acceptable and the athlete participates with the team prior to NCAA approval of the justification, it is done at the event operator's and all team coaches' risk of penalty.

Please resolve the following items either by uploading additional supporting document(s), or by explaining your justification in the area below and re-submit this justification.

- You didn't provide enough documentation to support why Ryan is the coolest. Yeah, he's awesome, but is he really the coolest?

5. The coach will need to submit a response and upload additional documents.
6. After the coach submits a response, the justification button will go back to a PENDING Justification status.

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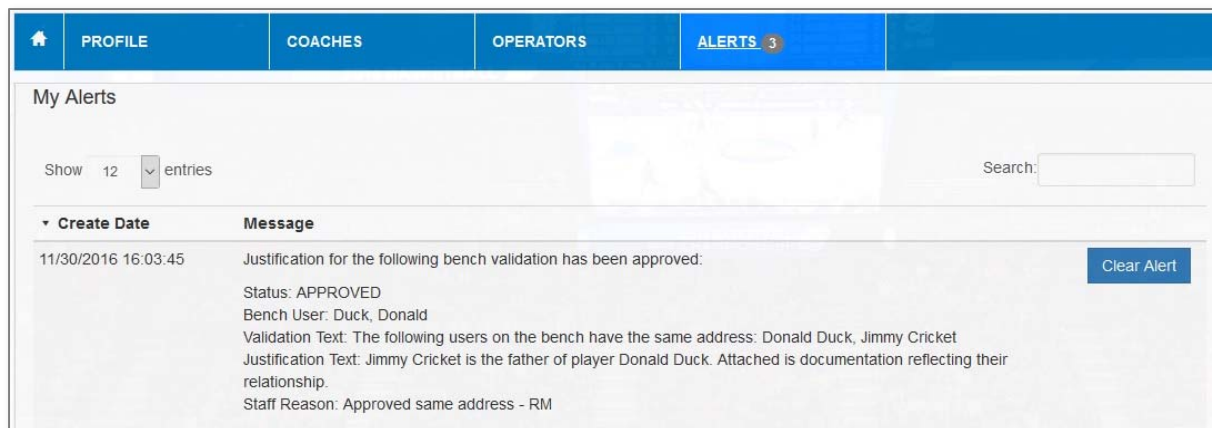
Please submit a detailed reason why Ryan is the coolest.

PENDING Justification >>

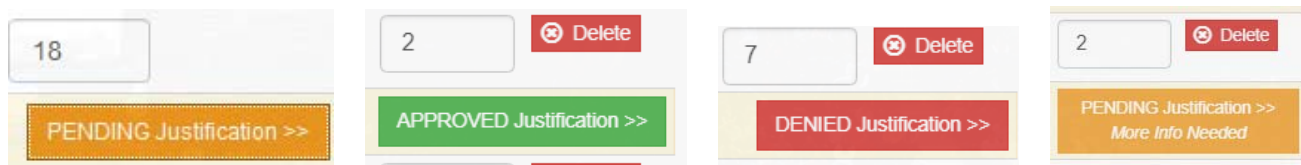
- ECAG will review these documents and indicate whether the athlete meets the requirements and can or cannot utilize the address to participate with the team.

WARNING - High Volume – Delayed Processing. The number of justifications required and submitted to the BBCS is extreme. This volume plus the timing when coaches most often create their bench/rosters makes it impossible for ECAG to review and render a decision on all justification prior to the start of events.

- When ECAG has rendered a decision, the coach will receive an alert within his/her ALERTS section. (An email WILL NOT be sent.)



- The coach can review the decision by returning to the COACHES section. 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.



ECAG Decision Not Yet Posted – Athlete Might Be Able to Play

Athlete CAN be put on Roster and MIGHT still be able to play.

CAN be put on roster. An ECAG decision is NOT required BEFORE the coach can add the athlete to a roster. Only the UPLOADING of the documentation is required. The athlete CAN be added to a roster with or without ECAG's decision.

MIGHT still be able to play. If ECAG has NOT rendered a decision, it is still possible for the athlete to participate with the team. The event operator will need to review the justification explanation and supporting documents to determine if the athlete meets the rules. If the operator is confident that the prospect has met the residency requirements, the operator can permit the athletes to participate with the team. However, 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 because if an athlete participates in an event in violation of the residency requirements, **future certification of the event may be affected.**

Operator Request when Reviewing Justifications for Athlete

When the operator views the roster to identify who is participating with the team in his/her event, those athletes who were identifies as potential issues that required justification are flagged with a warning icon.

The icon is an indication to the event operator that this athlete may not be eligible to play with the team but is not a for sure that the athlete cannot play with the team.

Edit Roster for Todd Test SS on 07/12/2017 -- 07/12/2017

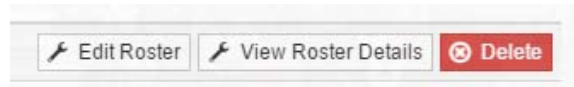
Click on each coach or player you wish to add to the roster. Once all information has been entered and selections made, click "Save Roster" to create a roster for your selected event.

Team Name:

No.	Name	Role	Hometown	
	Walt Disney	Coach	test, Shirak	<input checked="" type="checkbox"/> Add to Roster
	Jimmy Cricket	Coach	Orlando, Florida	<input type="checkbox"/> Add to Roster
14	Kobe Bryant	SG	rising sun, Indiana	<input type="checkbox"/> Add to Roster
16	Ashley Thompson	C	Shirley, Indiana	<input type="checkbox"/> Add to Roster
13	Goofy Dog	SG	Atlanta, Georgia	<input checked="" type="checkbox"/> Add to Roster
	Pluto Dog		Eatonton, Georgia	<input checked="" type="checkbox"/> Add to Roster
19	Donald Duck	PG	Orlando, Florida	<input checked="" type="checkbox"/> Add to Roster

Athlete has address demographic warning.

Operator can use the View Roster Details button to access the full roster and access additional information about athletes and justifications.



From this view, the operator can 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 athlete 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			

If ECAG has NOT rendered a decision, it is still possible for the athlete to participate with the team. The event operator can view the justification documents and if the operator is confident that the prospect has met the residency requirements, the operator can permit the athletes to participate with the team. However, 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 because if an athlete 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 athlete 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. For example: check to see that the athlete 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.

Athlete Address Requirements and Documentation of Proof Flow Chart



Address Type	What is Required to Use the Address	How to Prove the Address Can be Used
SPRING SEASON (Event Guideline Section XIII 8(A)(b)(4)))		
Host Family Address* Event Guideline Section XIII 8(A)(b)(3)	<ol style="list-style-type: none"> The host family address is in the same locale as the school the athlete is attending; and The athlete was present on the first day of the fall semester; and Has maintained enrollment at the same school the entire academic year; and Anticipates completing the academic year at the same school. 	<p>Non-US athlete</p> <ol style="list-style-type: none"> Transcript from school showing athlete was at school on the first day of fall semester and grades to date; I20 application for the school they are currently attending; and F1 Visa. <p>US athlete</p> <ol style="list-style-type: none"> Transcript from school showing athlete was at school on the first day of fall semester and grades to date.
Boarding School Address* Event Guideline Section XIII 8(A)(b)(1) & (2)	<ol style="list-style-type: none"> The athlete was present on the first day of the fall semester; and Has maintained enrollment at the same school the entire academic year; and Anticipates completing the academic year at the same school. 	<p>Non-US athlete</p> <ol style="list-style-type: none"> Transcript from school showing athlete was at school on the first day of fall semester and grades to date; I20 application for the school they are currently attending; and F1 Visa. <p>US athlete</p> <ol style="list-style-type: none"> Transcript from school showing athlete was at school on the first day of fall semester and grades to date.
Legal Guardian Address** Event Guideline Section XIII 8(A)(a)(2)	<ol style="list-style-type: none"> The guardianship was established in a court of law or by government agency; and The parents' rights have been permanently severed; and The guardianship was not established for the purposes of attending school or to play basketball. 	<ol style="list-style-type: none"> Copy of court order or state agency placement order granting custody of athlete to legal guardian.
SUMMER SEASON		
Host Family Address* Event Guideline Section XIII 8(A)(b)(3)	<ol style="list-style-type: none"> The host family address is in the same locale as the school the athlete is attending; and The athlete has lived with the host family and attended the same school for a one full academic year. 	<p>Non-US athlete</p> <ol style="list-style-type: none"> Transcript from school showing one full year of attendance; and I20 application for the school they are currently attending; and F1 Visa. <p>US athlete</p> <ol style="list-style-type: none"> Transcript from school showing one full year of attendance.
Boarding School Address* Event Guideline Section XIII 8(A)(b)(1) & (2)	<ol style="list-style-type: none"> The athlete has attended the school for one full academic year. 	<p>Non-US athlete</p> <ol style="list-style-type: none"> Transcript from school showing one full year of attendance; and I20 application for the school they are currently attending; and F1 Visa. <p>US athlete</p> <ol style="list-style-type: none"> Transcript from school showing one full year of attendance.
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* After the full academic year requirement has been met once and the athlete moves, the athlete does not have to complete another full academic year. The athlete can use the new address after it has been established and maintained for a minimum of three months. See Event Guideline XIII 8(A)(b)(5).

**Court appointed guardianship is rare and most of the "guardianships" athlete's claim do not meet ECAG requirements. However, the athlete can still use the address if they meet the host family requirements for the respective season (Spring or Summer) above.