

Justification Process Step-by-Step

(Proof of PSA Address/Residency)

The BBCS will identify PSAs with potential PSA address/ residency issues with warning icons. Each flagged PSA also appears with a yellow bar below the PSA'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. This is a statement that explains the circumstances and supporting documentation that validates the address is compliant with PSA address requirements (ECAG residency requirements). The coach submits the Justification via the red REQUIRES Justification button on the bench. In some cases, the documentation uploaded by the PSA may be the proof required 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 PSA's profile" and upload that text document.

If the information on the PSA's profile is insufficient (for example: the PSA just uploaded a selfie from their phone, or a photo of their team), the coach will need to obtain documentation from the PSA'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 PSA can be added to an event roster. See: [Submitting Bench Justification Documentation for Athlete](#).

EXAMPLE: PSA Donald Duck and assistant coach Jiminy 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 PSA and the coach must submit an explanation and documentation before the PSA can be placed on a roster.

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	Oriando	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	Oriando	Florida	32803	Delete		

WARNING: If there is a red REQUIRES Justification button on the coach's bench, the PSA CANNOT be added to a roster in the BBBS. Once the coach submits a justification, regardless of whether ECAG has rendered a decision or not, the PSA 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 PSA to a roster. Only the UPLOADING of the documentation is required. The PSA CAN be added to a roster with or without ECAG's decision.

See the Athlete Address Requirements and Documentation of Proof Flow Chart that is posted to the Basketball Certification Resources section of www.ncaa.org/basketballcertification to determine if an PSA'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 PSA

1. Click the red REQUIRES Justification button and a new window will open.
2. Enter an explanation/reason for why you believe that the PSA 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 screenshot shows a 'Submit Justification' window with the following elements:

- 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:** The following users on the bench have the same address: Donald Duck, Jimmy Cricket
- 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.

Address Match Justification (Required)

Jimmy Cricket is the father of player Donald Duck.
Attached is documentation reflecting their relationship. **#2**

#4 File Name	File Description
Justification.txt	#5 Birth Certificate

#3 Upload a Document **#6** Submit Justification Cancel

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.



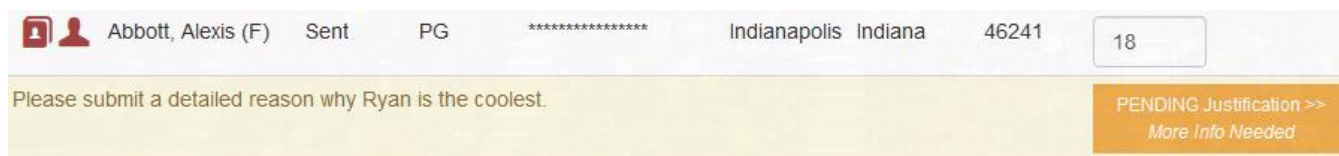
WARNING – As long as there is a red REQUIRES Justification button on the coach's bench, the PSA CANNOT be added to a roster in the BBCS. Once the coach submits a justification, regardless of whether ECAG has rendered a decision or not, the PSA can be added to a roster and the justification can be reviewed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

ECAG Decisions on Justifications for PSA

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. Due to the large amount of justifications submitted in the BBCS and 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 to process the justification, ECAG will request additional information in the BBCS. The coach will receive both an alert and email letting him/her know that additional information is needed, and the button will become yellow and the text will change to 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 identifying the additional information needed and explaining what additional documents are required before ECAG can 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?

- The coach will need to submit a response and upload additional documents as requested.
- After the coach submits a response, the justification button will return to a PENDING Justification status.

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

Please submit a detailed reason why Ryan is the coolest.

PENDING Justification >>

- ECAG will review these documents and indicate whether the PSA 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 email that a decision has been rendered and an alert will be posted within his/her ALERTS section.

HOME

PROFILE

COACHES

OPERATORS

ALERTS 3

My Alerts

Show 12 entries

Search:

Create Date	Message	
11/30/2016 16:03:45	Justification for the following bench validation has been approved: Status: APPROVED Bench User: Duck, Donald Validation Text: The following users on the bench have the same address: Donald Duck, Jimmy Cricket Justification Text: Jimmy Cricket is the father of player Donald Duck. Attached is documentation reflecting their relationship. Staff Reason: Approved same address - RM	Clear Alert

9. This decision will be documented in the BBCS and will be visible both to the coach and to the operator. 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.

18

PENDING Justification >>

2

Delete

PENDING Justification >>
More Info Needed

2

Delete

























APPROVED Justification >>

7

Delete

DENIED Justification >>

10. Icons may also change color to communicate approval. Some of the address book icons on the roster below have changed to green to communicate that the justification is approved. Note: Although that icon is green, the others for the PSA remain red; so, the PSA is not 100% cleared. Coach/operator still needs to address concerns for the other two icons.

Team Name:		TEAM 1		
No.	Name (Gender)	Role	Hometown	
	Ryan-TEST HC McNeil	Coach	test, Indiana	 Remove from Roster
1	   Spencer Aaron (M)		Greenwood, Indiana	 Remove from Roster
4	   Drew Abrahamson (M)		West Lafayette, Georgia	 Remove from Roster
2	   TestAthTwo TestAthTwo (M)		test, Illinois	 Remove from Roster
33	   Chase Testa (M)		test, Idaho	 Remove from Roster
5	 LeBron James (M)		test, Indiana	 Remove from Roster
	 tyler aamodt (M)		east grand forks, Minnesota	 Add to Roster
	  Chris Moore (M)	SF	Greenwood, Indiana	 Add to Roster

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

[PSA 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 PSA to a roster. Only the UPLOADING of the documentation is required to be added to the roster. The PSA CAN be added to a roster with or without ECAG's decision. In reverse, that also means that just because the BBCS will allow you to add an PSA to the roster does NOT mean that they are eligible to play with the team.

MIGHT still be able to play. 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 prospect 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 a PSA participates in an event in violation of the residency requirements, **future certification of the event may be affected.**







Operator Request when Reviewing Justifications for PSA

When the operator views the roster to identify who is participating with the team in his/her event, they will also have visibility to the warning icons and justifications. The icon is an indication to the event operator that this PSA may not be eligible to play with the team but is not a for sure that the PSA 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.


Save Roster

Cancel

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

 Edit Roster

 View Roster Details

 Delete

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 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			

Again, if ECAG has NOT rendered a decision, it is still possible for the PSA 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 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 a 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. For 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](#) 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.