

Prepare for Nonscholastic Event Step-by-Step

This step-by-step guide is for operators of NCAA-certified **nonscholastic** events (events) and includes information believed to be helpful or to serve as reminders as the operator prepares for the event.

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Nonscholastic Event Operators Must Ensure Basketball Certification System (BBCS) Registration of All Participants

Operators of NCAA-certified nonscholastic events (events) are responsible for ensuring that ALL participants have registered in the BBCS. **Failure to ensure registration of all prospective student-athletes (PSAs), coaches, and teams causing an inaccurate Participant List, resulting in denial of the post-event review form (PERF) and rendering the event ineligible for certification the following year.**

Individual Events - Accessing the [Participant List](#) prior to the event will allow you to add PSAs and coaches as they are hired and register in the BBCS, allowing you to make sure everyone has a BBCS profile and are eligible to participate.

HOT TIP: Operators of individual events involving 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.

Team Events - Accessing the [Participant List](#) prior to the event will allow you to see teams with a BBCS roster in comparison to your registrations so event staff can contact team coaches without a roster and require them to register BEFORE ARRIVING at the event. Be aware that a team may create a roster for your event, but you will NOT see it until either the coach or the team organization has accepted financial responsibility for the team.

Because future certification may be affected, **it is suggested that operators be sure that all participants have completed ALL requirements prior to participation in the event.** This way, the operator has leverage to ensure that it gets done. For example, the team/individual can be withheld from participating without a refund until they comply with the necessary requirements. Once the team/individual has left the event, it will be nearly impossible

to get them to comply and the event will not be able to successfully complete the PERF, rendering the event ineligible the following year.

NOTE: Because complete and accurate participant information is necessary to successfully complete the PERF, some operators have imposed a deadline for all BBCS activity (PSA/coach profiles, team rosters, etc..) in order to participate in their event, which also helps to produce a more accurate event/coaches' packet. **This is the operator's prerogative** and is encouraged by Enforcement Certification and Approvals Group (ECAG).

Operator Familiarity with Post-Event Review Form (PERF) Requirements

It is suggested that operators make themselves familiar with what will be required in the PERF submission prior to the event to ensure that all necessary information is collected from participants and coaches while they are present at the event. This may include the collection and retention of residency documentation to prove PSAs have a permissible address to participate with a team.

WARNING: Because future certification of the event depends on the accuracy of the information provided by the coaches/PSAs in the BBCS, it is suggested that operators require the team information to be accurate and any documentation of proof needed to be collected before allowing the team to participate.

Operator to Notify Participants in Advance of Requirements

Operators are responsible for making sure that all coaches, persons of authority for an organization of teams, and PSAs participating in their event are aware of all NCAA requirements and are compliant. The operator is required to notify all participants in advance of steps they will need to complete before they can participate in an NCAA-certified event. This includes, but is not limited to:

1. Registration requirements in the BBCS;
2. Obtaining a USA Basketball (USAB) Gold License;
3. Bench/roster creation; and
4. The necessity of doing all these activities in advance to their travel to the event.

Operators should include information about NCAA requirements for coaches and PSAs on their website, flyers etc. This should include the link to the basketball certification website (www.ncaa.org/basketballcertification), the link to register in the BBCS (<https://BBCS.ncaa.org>) and the link for coaches to complete the USAB Gold License (<https://www.usab.com/youth/development/coach/process-for-becoming-a-licensed-coach.aspx>).

OPERATOR COMMUNICATION WARNING:

Because ECAG can only communicate with teams/organizations who have registered in the BBCS in previous years and is unaware of new/unexperienced teams/organizations who may be participating in an event, the responsibility of communicating what teams need to do before arriving at an event falls to the event operator. Operators are encouraged to communicate with participating teams early and often.

It is important to communicate to coaches that they need to accomplish all of steps outlined below **BEFORE THEY SHOW UP** to your event. If these steps are NOT completed before arriving at the event, **it will be nearly impossible** for the team to complete all the necessary steps to be eligible for participation in the event.

- All coaches must obtain a USAB Gold License;
- All PSAs and coaches must register in the BBCS;
- Coaches who are NOT the person of ultimate authority for the team and instead are part of an organization that is financially responsible will need to inform the organization of the new requirement for them to register and manage the addition of teams in the BBCS.
- Administrative coach must claim financial responsibility for their team or connect to an organization that is financially responsible AND been accepted into the organization by the organization's person of authority PRIOR TO an event operator seeing a team's roster(s).
- Administrative coach must build their team bench in the BBCS (send invitations to PSAs and coaches);
- Coaches and PSAs must accept the invitation to be added to the team's bench;
- Submit justifications for PSA's on their bench that have residency issues;
- Create the roster(s) for your event in the BBCS; and

Unlike in years past, **the coach CANNOT procrastinate**, and it is the event operator's responsibility to make sure that participating coaches realize this before they travel to an event and the team is denied participation for being unprepared.

Operator Familiarity with Event Residency Requirements

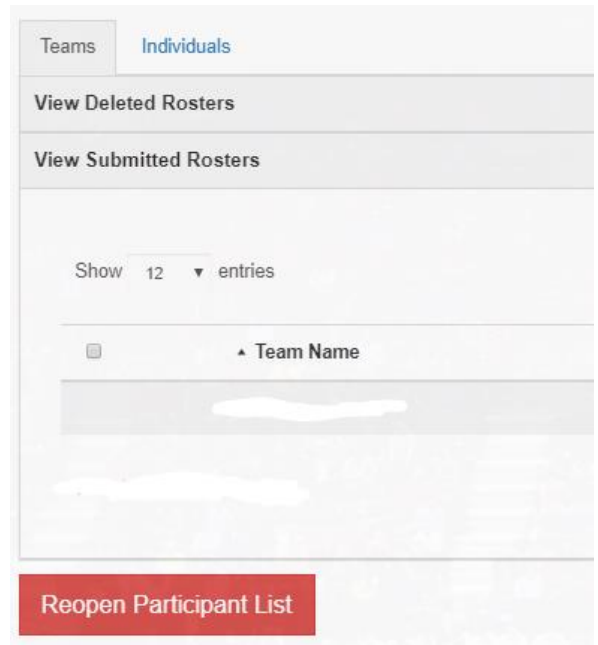
Operators need to familiarize themselves with the [PSA Address Requirements to Participate with Team \(Residency Requirements\)](#) posted in the [Nonscholastic Event Guidelines and Requirements](#) document on www.ncaa.org/basketballcertification and in the [Athlete Address Requirements and Documentation of Proof Flow Chart](#) in the resource box on the same webpage.

Do NOT Finalize Participant List Early

Operators should NOT finalize the Participant List until the PERF is ready to be submitted. If the Participant List is in a Finalized state, coaches CANNOT add rosters to the event and the operator CANNOT access the rosters and identify which PSAs and coaches for each team participated in the event.

BE AWARE: Operators are expected to access each roster on the Participant List and identify which coaches and PSAs on the team participated in the event. Operators should NOT just verify that the list of teams is accurate and finalize the Participant List. If there are issues on a roster or with an PSA's residency and the operator submits the roster with errors, if the coach/PSA at issue did not really participate in the event, you may not be permitted to report that later. The Participant List is the one chance you have to report who participated and if allowed to rectify, administrative errors must be proven to be considered. Therefore, ECAG suggests that operators keep check-in sheets and score sheets until the PERF has been approved. **The initial submission of rosters is expected to accurately depict who participated in the event.**

If you accidentally finalized the Participant List, just access the list and click the Reopen Participant List button.

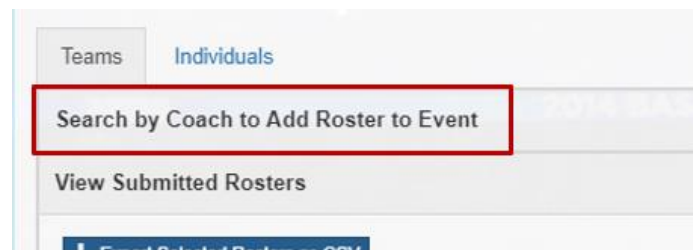


Operator May be Able to Add a Team to the Participant List

If there is a team checking in that neglected to add a roster prior to the start of the event, the operator may be able to add the team to the Participant List as long as the coach has an active bench, all coaches/PSAs have been added to that bench and the coach has either claimed financial responsibility for the team or connected to an organization whose person of authority has accepted financial responsibility for the team. Since meeting all these requirements is unlikely, it is preferable for the operator to require coaches to complete their rosters PRIOR TO TRAVELING to the event because if a roster cannot be created or coaches/PSA are present who do not appear on the roster, they **should not be permitted to participate in the event.**

NOTE: If there are PSAs who do not appear on the bench, the coach will need to go through the normal bench invite process, which will require the PSA(s) to accept the invitation before they would appear on the bench for the event operator to see.

If the Participant List is editable, you will see a Search by Coach to Add Roster to Event section. [If you do not see this section, you may have finalized your Participant List on accident. See the instructions in the [Do NOT Finalize Participant List Early](#) section.



1. Click on the Search by Coach to Add Roster to Event section to expand the section.

2. Enter the coach's name and click the Search button.

Teams Individuals

Search by Coach to Add Roster to Event Close Search

Search by:

First Name Last Name Country State Search

3. When the search results return, click the Create Roster button.

Search by:

john Last Name USA Georg Search

	First Name	Last Name	City	State
Create Roster	JohnTest	Adams	TestCity	Georgia

If you see Bench Not Available instead of the Create Roster button, the coach has not completed all the necessary steps to have an eligible team in your event and the team should not be allowed to participate.

Search by:

sandy Last Name USA Indian Search

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

4. A popup window will appear with that coach's bench. A note across the top will indicate that information is needed, instructing you to add coaches and players that will be participating.

Edit Men's Roster for Test Event for Screenshots on 04/26/2019 -- 04/26/2019

Needs Team Information - Add coaches and players that will be participating

5. Enter the Team Name.

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: Test Team Adams

6. The Team Address will auto populate from what was entered on the bench. The Team Address may or may not be the same as the head coach's address.

7. All 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 and have a blue Add to Roster button. Some PSAs on the roster may be eligible but cannot be added to the roster until the coach submits a bench justification. These will be identified with Bench Justification Request or Info Provided has been Denied warning.

Team Name:

No.	Name (Gender)	Role	Hometown	
	Test Adult User	Coach	Indianapolis, Indiana	<input type="checkbox"/> Add to Roster
	Caleb TestPlayer (M)	SF	Brownsburg, Indiana	<input type="checkbox"/> Add to Roster
	Nathaniel Test-Player (M)	PG	Greenwood, Indiana	Bench Justification Required or Info Provided has been Denied
	Joseph TestKid (M)	PG	Noblesville, Indiana	<input type="checkbox"/> Add to Roster
	JACOB TestAthlete (M)	SG	Plainfield, Indiana	Bench Justification Required or Info Provided has been Denied

8. 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 the button and the text will change to Remove from Roster.

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 Lafavette, Indiana	<input type="checkbox"/> Add to Roster

9. When a new roster is created, the jersey numbers from bench will be pre-filled, but can be changed if needed. The coach will need to enter a UNIQUE jersey number for each PSA that is being added to the roster (two PSAs would not be playing with the same shirt number).





10	Bryce Abbott (M)	Rochester, Indiana	<input type="checkbox"/> Add to Roster
15	Kyle Achor (M)	West Lafayette, Indiana	<input type="checkbox"/> Add to Roster
	Korey Smith (M)	SF Hope, Indiana	<input type="checkbox"/> Add to Roster

Once the PSA has been added to the roster, the jersey numbers become editable. Edit the jersey numbers for accuracy. The same jersey number cannot be used on two different players.

<input type="text" value="10"/>	Bryce Abbott (M)	Rochester, Indiana	<input checked="" type="checkbox"/> Remove from Roster
<input type="text" value="15"/>	Kyle Achor (M)	West Lafayette, Indiana	<input checked="" type="checkbox"/> Remove from Roster

10. Hit the Save Roster button.

11. When selecting PSAs, be attentive to PSAs with Warning Icons.

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

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 prospect has met the residency requirements before allowing the PSA(s) 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 via the Justification process in the BBCS because if an PSA participates in an event in violation, **future certification of the event may be affected**.

SEE: PSA Address Requirements to Participate with Team (Residency Requirements) section of the Event Guidelines and Requirements, Team Event Participants Export of Potential Violations (Flagged PSAs) section of the Event Participant Management Step-by-Step and the Athlete Address Requirements and Documentation of Proof Flow Chart posted on www.ncaa.org/basketballcertification.

PSA Address Issues Requiring Attention BEFORE Participation

The BBCS will flag potential PSA address/residency issues that may exist on teams that appear on the event's Participant List. When these PSAs are identified, the coach will be required to provide an explanation and upload justification documentation in the BBCS. ECAG will review these documents and indicate whether the PSA meets the 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.

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 of Potential Violations (Flagged PSAs) posted in the Event Guidelines and Requirements document on www.ncaa.org/basketballcertification.

It is important to address any of the identified issues and collect any needed documentation BEFORE the PSA's coach/team participates when the individual/team can be withheld from competition without refund if they refuse to cooperate.

If ECAG has NOT rendered a decision, it is still possible for the PSA to participate with the team, but you will need to make a judgement call based on the documentation available. Similarly, if a DENIED decision has been rendered, but the team is able to produce adequate documentation at the event to demonstrate the PSA has met the NCAA residency requirements, the operator may choose to allow the PSA to participate with the team if he/she is completely confident that the prospect has met the residency requirements.

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. Participation of an PSA in violation of the NCAA residency requirements may affect future certification of the event. SEE: Athlete Address Requirements and Documentation

of Proof Flow Chart. SEE: Operator Review of Justification Documents for Athlete section of the Event Participant Management Step-by-Step document on www.ncaa.org/basketballcertification.

If no documentation or inadequate documentation was submitted with the justification in the BBCS, then the operator is required to collect the documentation that demonstrates the PSA has met the NCAA residency requirements **BEFORE** allowing the PSA(s) to participate. **Operator should retain documentation collected** and upload it to the Notes tab of the PERF. ECAG may also request the documentation used by the operator in the decision-making process, so it is advisable to save all documentation for the minimum of one year.

Staff Guidelines - Considerations When Hiring or Acquiring Staff

- NO individual who has been found guilty or pleaded guilty in a court of law for having been involved in sports bribery, point shaving or game fixing is permitted to be on staff or as a participant in an NCAA-certified event;
- Compensation provided to event personnel must be consistent with the going rate for personnel of like teaching ability and event experience;
- Operators are required to have qualified medical personnel present **at EACH facility** utilized by the event.
- Operators are responsible for having staff/volunteers to enforce the separate seating areas and for clearing out any general spectator from the designated college coaches' section; so, make plans to have enough staff to do so. It is suggested that the separate coaches' section be for NCAA coaches only and that both two-year college and media representatives be required to sit elsewhere if possible.
- Operators of team events need to plan to have enough registration staff to enforce the NCAA residency requirements and document collection; documenting which coaches and PSAs listed on the roster will participate in the event; and reviewing roster information for any warnings posted in the BBCS.

Event Staff involved in Operating or Managing the Event

Event operators need to make sure that ALL individuals involved in operating or managing the event have a USAB Gold License and are registered as a Coach/Operator in the BBCS. These are staff people who are in a managerial or leadership role, not just someone assisting or working in an administrative role (check-in staff, concessions, janitorial staff, score keepers, etc.). Those people who would be the "go to" person for all emergencies or issues at each event facility would need to have a USAB Gold License number. Events utilizing multiple facilities would be required to have someone with a USAB Gold License number "in charge" (site director, gym supervisor, organizer, coordinator) at each facility. The event operator will be **required to search for and add these staff members as part of the PERF submission**.

Required Medical Personnel

Qualified medical personnel must be present at **EACH facility** utilized by the event. The intent of this legislation is to ensure that someone is available to tend to participating PSAs in case of emergency. The term "qualified medical personnel" is intentionally broad, but at a minimum means an individual trained to respond quickly to emergency situations regarding medical issues, traumatic injuries and accident scenes, can administer CPR and utilize a defibrillator.

Demographic Information for Event Staff

Event operators will need to collect the name, address and telephone number for any volunteer or employee utilized at the event beyond those involved in the operation or managing of the event. This would include, but is not limited to, the administrative staff, clock and stat personnel, score keepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc. This information will be required as part of the PERF submission.

Operators Responsibilities in Checking Participating Coaches

As a condition of certification, event operators are required to verify that all individuals involved in coaching activities have been deemed as NCAA eligible **prior to his/her participation** in the event. This requirement applies to both team and individual events/camps. If the event is more skills and drills in nature and coaches are not utilized for team competition, the individuals involved in instruction will still need to obtain a USAB Gold License, have their USAB Gold License number validated by ECAG and have been verified to be NCAA eligible by ECAG within the BBCS, as this is considered "coaching activities".

With the launch of the NEW BBCS in 2017, only NCAA eligible coaches can create a team roster in the BBCS. Similarly, a coach cannot be added to a roster in the BBCS until they have fulfilled the NCAA educational and background check requirements and been deemed as NCAA eligible. The same would apply for individual event operator searching for coaches to add to their participant list; only NCAA eligible coaches will be visible to add.

For these reasons, **ONLY** coaches who have met the requirements to be eligible for participation in NCAA-certified events can be found via the search mechanism in the BBCS. If a coach does not have a BBCS profile OR has one, but it is not fully functional, the event operator **must prohibit this individual from participating in coaching activities. This requirement is strictly enforced and FAILURE to comply may impact future certification of the event.**

Demographic Information for Individual Event Coaches Hired

Operators of individual events who hire their coaches will need to require those individuals to create a Coach/Operator profile in the BBCS. When the operator completes the Participant Management portion of the event's PERF, the operator must search for and add all individuals who will participate in coaching activities at the event to their Participant List prior to the coach's participation to ensure the coach has completed the necessary requirement to be eligible to participate in NCAA-certified events.