

Team Building Step-by-Step

For Participating in NCAA-Certified Nonscholastic Events

This step-by-step guide is for coaches of teams participating in NCAA-certified **nonscholastic** event (event) and includes instructions on how to create teams in the Basketball Certification System (BBCS). In order to create a team, all coaches and prospective student-athletes (PSA) for the team must first register in the BBCS. Additionally, someone must be identified to be financially responsible for the team, which may require the person of authority for an organization of teams to register in the BBCS as well and then be linked with the team.

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Getting Started

Coaches in NCAA-certified non-scholastic events (events) are required to create a roster in the BBCS for EACH event in which they have teams participating. To do this, the coach must first create a bench.



The bench is a list of ALL PSAs and coaches within the team/organization that could be placed on a roster. A coach will only have one (1) bench,

but will be able to utilize the individuals associated with that bench to create an endless amount of team rosters.



1. Log into the BBCS website (<http://bbcs.ncaa.org>).
2. Until a coach has obtained a USA Basketball (USAB) Gold License AND **until the Enforcement Certification and Approvals Group (ECAG) has been notified by USAB directly and verified in the BBCS that a USAB Gold License has been issued, the account owner is blocked from performing any activity in the BBCS beyond creating a user account** including team building. Instead the message below will appear, and the coach will be forced to come back later to continue with the bench creation process.

You do not have an approved USA Basketball GOLD License on file for 2020!

Before you can complete any of the BBCS requirements as a coach or event/league operator in 2020, you must first obtain a USA Basketball GOLD License AND be validated by the ECAG staff as eligible to participate in NCAA-certified events (**this process takes 24 to 48 business hours**). Be sure to indicate that you will participate in NCAA-certified activities on your USAB application.

CAUTION ! Failure to identify yourself as a participant in NCAA-certified activities on your USAB application will prevent you from accessing the required coach/operator sections in the BBCS resulting in your inability to operate an NCAA-certified event/league or coach in an NCAA-certified event.

For updates or questions, call 317-917-6322 or submit them through our contact form.

PROFILE COACHES OPERATORS ALERTS

My Bench My Rosters My Invitations

I acknowledge that as an NCAA-certified coach I am responsible for each of the following:

- I understand that a prospective student-athlete (PSA) participating with my organization in NCAA-certified events CANNOT participate in more than three games on any one day and as a coach, I am responsible for making sure that the PSAs on my team are compliant (even if participating on multiple teams).
- I understand that a PSA participating with my organization in NCAA-certified events CANNOT participate in more than five games in any two consecutive days and as a coach, I am responsible for making sure that the PSAs on my team are compliant (even if participating on multiple teams).
- I understand that any individual who participates in coaching activities or sits on the bench with my team is required to be identified as NCAA eligible in the NCAA Basketball Certification System (BBCS) (USAB License + NCAA compliant).
- I understand that if someone NOT identified as NCAA eligible in the BBCS participates in coaching activities with my team (even if done from the stands or via text), I may lose my ability to coach in an NCAA-certified event for a period of up to 5 years.
- I understand that as a coach, I am responsible for making sure that all of the athletes on my team(s) comply with the NCAA residency requirements (i.e. adjoining state rule, permissible address of residence, etc.), are compliant with one of the exceptions outlined in the guidelines posted online or have been granted a waiver.
- I acknowledge that I will be held accountable for all information made available to me, via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise. My failure to adhere to these requirements may result in my denial of present and/or future certification from the NCAA.
- I acknowledge that certification is granted based on the information submitted in the BBCS and that I am responsible for reporting to the NCAA all changes to such information that may occur after initially submitted. My failure to notify the NCAA of any changes may result in my denial of present and/or future certification from the NCAA.
- I acknowledge that as a coach participating in an NCAA-certified event, I agree to cooperate with the NCAA in connection with its investigation and analysis of possible NCAA rules violations, even if the violations are unrelated to basketball certification or scouting service rules and guidelines. I acknowledge that I have read the provisions of Adverse Actions Guidelines and am aware of applicable penalties for the provision of false and misleading information to the NCAA.
- I acknowledge that as a coach participating in an NCAA-certified event, I agree to be legally bound by the terms and conditions established by the NCAA and made available to me, via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise, and that such terms and conditions shall have immediate effect upon my eligibility to participate in NCAA-certified events and leagues.

3. Once ECAG has validated the coach's USAB Gold License number and verified his/her NCAA eligibility, the COACHES section will reveal a list of attestations.

4. The coach will be required to acknowledge EACH statement by selecting each box and then clicking the I Agree button.
5. The coach will NOT be permitted to create a bench until ALL boxes are checked.

Financial Responsibility

Once the I Agree button has been selected, the bench will open, and the coach will need to identify who is financially responsible for the team – the coach, an organization or both.

2020 Bench 2020 Rosters Invitations

My 2020 Bench

You must complete the bench financial attestations before a bench can be created.

- **Yes** = You are the ultimate person of authority for your teams and therefore, financially responsible.
- **No** = You are a coach for a team within an organization where someone else is the ultimate person of authority and therefore, financially responsible. Someone at the Organization will be required to submit financial disclosure at the end of the season and their failure to do so may impact your team's eligibility next year.

Financial Attestations

Are you financially responsible for teams on this bench?

Associated Organizations

If any team created from this bench is part of an organization(s), click the "Add Organization" button below to link your team to that Organization.

Coach is the Person of Ultimate Authority for the Team

1. If the coach is the person of ultimate authority for the team, is financially responsible and has the receipts, invoices, etc. for the operation of the team to submit to the NCAA later, then the coach should select YES to the question that appears in the Financial Attestations section.
2. If YES is selected, the coach will need to enter the date the team was originally established/created. This is the date of origin, not the date you are creating this roster, but when the team came into existence.

My Bench

You must complete the bench financial attestations before a bench can be created.

- Yes** = You are the ultimate person of authority for your teams and therefore, financially responsible.
- No** = You are a coach for a team within an organization where someone else is the ultimate person of authority and therefore, financially responsible. Someone at the Organization will be required to submit financial disclosure at the end of the season and their failure to do so may impact your team's eligibility next year.

Financial Attestations

Are you financially responsible for teams on this bench? Yes No

Established Date:

I acknowledge that I am financially responsible for my team(s), am responsible for submitting financial disclosures when the season is over and understand that failure to do so may impact my team's eligibility the following year.

I attest that I am the person who has ultimate responsibility for implementing the decisions of the team/team organization's governing body, or for supervising

3. The coach will then be required to acknowledge EACH of the financial attestations by selecting each box and then select either the Save and Continue button (or the Save Changes button – visible on return logins) at the bottom of the screen.

I acknowledge that I am financially responsible for my team(s), am responsible for submitting financial disclosures when the season is over and understand that failure to do so may impact my team's eligibility the following year.

I attest that I am the person who has ultimate responsibility for implementing the decisions of the team/team organization's governing body, or for supervising the management, administration, or operation of this team/team organization and duly authorized to complete this registration, accept ultimate responsibility for non-compliance and make the attestations required by ECAG.

I agree to maintain complete and accurate financial records, which include without limitation general ledgers, contracts, payments, receipts, records of in-kind donations, sales records, bank statements, loans, IRS filings, governmental disclosures, detailed list(s) of all related entities (i.e. companies any of the team's coaches, directors and officers have control or ownership in) for a period of at least 7 years following the nonscholastic basketball season.

I agree to provide the NCAA or a 3rd party working on behalf of the NCAA all financial records requested.

I agree to be subject to audit by the NCAA or a 3rd party working on behalf of the NCAA.

I attest that to the best of my knowledge, all the information/disclosures submitted are accurate and acknowledge that if any information, financial interests or transactions are not disclosed or inaccurate, your team(s)/organization of team(s) may be rendered ineligible for participation in NCAA-certified events.

Associated Organizations

If any team created from this bench is part of an organization(s), click the "Add Organization" button below to link your team to that Organization.

4. The bench tab for the current year will immediately open and you can proceed with the team building process beginning with entering the team's official address. Go to [Bench Creation](#). HOWEVER, until the financial responsibility information is finalized, event operators will **NOT** be able to see the rosters you have created. See: [Finalize Financial Responsibility](#). If your team is also part of an organization, do NOT finalize until completing the steps in [Organization is the Ultimate Authority for the Team](#).

WARNING - Coaches for organizations should NOT say they are financially responsible if the organization is the entity that will have income and expense information on file for the team because the coach's inability to provide the required financial information later may negatively impact the team's future eligibility to participate in NCAA-certified events.

Organization is the Ultimate Authority for the Team

1. If the coach is NOT the person of ultimate authority for the team, and instead is part of an organization that is fully or partially responsible for the team's finances. then the coach should select NO to the question that appears in the Financial Attestations section.



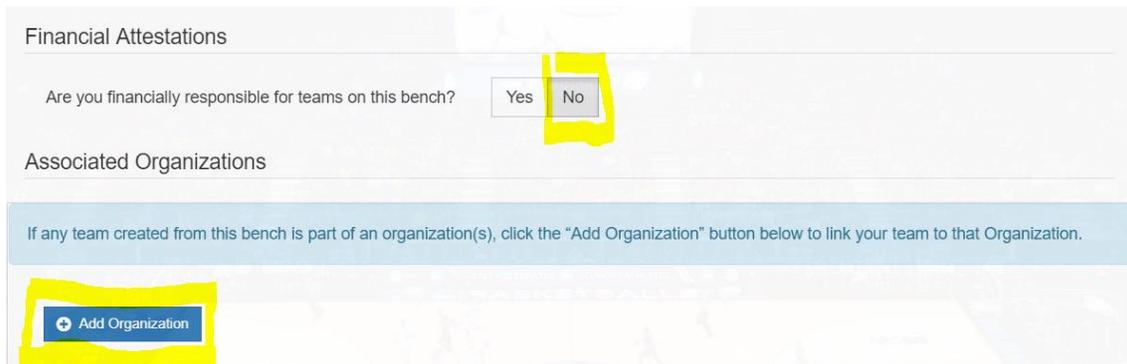
Financial Attestations

Are you financially responsible for teams on this bench? Yes No

2. If NO is selected, the coach will need to link their team to the organization that they are a part of before the coach is permitted to build his/her team.

NOTE: In order for the coach to search and find the organization, the person of ultimate authority for an organization of teams will be required to register in the BBCS and manage the addition of teams to the organization. This may require the coach to **inform the organization of this requirement**. Instructions for registering an organization is posted to the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification.]

3. Select the Add Organization button and the Search and Select Organization modal will open.



Financial Attestations

Are you financially responsible for teams on this bench? Yes No

Associated Organizations

If any team created from this bench is part of an organization(s), click the "Add Organization" button below to link your team to that Organization.

+ Add Organization

4. Enter part of the name of the organization your team belongs to into the search field and select the Search button.



Search and Select Organization

Please search for your team's organization. Enter the organization name and click the "Search" button and then select one from the list. If your team's organization cannot be found, contact the business owner and have that person register the organization with BBCS.

Ted

Search Cancel

5. If the organization is approved in the BBCS you will be able to click the Select button for that organization.

Please search for your team's organization. Enter the organization name and click the "Search" button and then select the organization from the list. If your team's organization cannot be found, contact the business owner and have that person register the organization with BBCS. Once they have done so, you will need to come back and add the organization before creating your team.

Organization Name

(Enter at least 2 characters of the organization name)

1)Testorgnotcreated **Address:** Indianapolis, Indiana 46543 **Country:** USA

2)OrgforTeddy **Address:** westdesmoines, iowa 50259 **Country:** USA

Selected Organization Name:

NOTE: If the organization does NOT appear on the list, the coach will need to communicate with that organization in person and make sure that the person of ultimate authority for an organization of teams has registered in the BBCS and created the organization. If they have, it is probably just awaiting NCAA approval. If they have not, they will need to do so before the coach can create a bench or create rosters that are visible to event operators. Instructions for registering an organization is posted to the [Basketball Certification User Manuals](#) section of www.ncaa.org/basketballcertification.]

6. When an organization is selected, an additional attestation will appear. The coach will need to acknowledge the attestation by selecting the check box, then the Confirm and Close button will become active and can be selected.
7. Click the Confirm and Close button.
8. The organization will be added to your Associated Organizations section. The organization will receive an alert and an email indicating that you are requesting to link your team to the organization and the organization will need to either accept or reject that request.

Associated Organizations

If any team created from this bench is part of an organization(s), click the "Add Organization" button below to link your team to that Organization.

Show 5 entries Search:

Organization Name	Organization Address	Business User Full Name	Business User Email/Phone	Action
OrgforTeddy	westdesmoines, iowa 50259, USA	teddy teddy	teddy@gmail.com / (454) 364-5645	<input type="button" value="Remove"/>

Showing 1 to 1 of 1 entries Previous Next

9. NOTE: **Up until the time you finalize**, you can add/remove an organization to your bench and/or edit the financial information on the 2020 \$ Responsibility tab.
10. If the organization request has been sent, you can navigate to the bench tab for the current year and proceed with the team building process beginning with entering the team's official address. See: [Bench Creation](#).

BE AWARE: Acceptance by the organization is not required before you can create your bench or event-specific rosters; **HOWEVER, until the financial responsibility information is finalized AND the organization has accepted your request, the event operator will NOT be able to see those rosters.** See: [Finalize Financial Responsibility](#).

Someone Must Be Responsible

BE AWARE: Either the coach or an organization must be financially responsible. You will NOT be able to edit your information so that no one is responsible. If the coach linked to an organization, but also claims financial responsibility, then the coach could withdraw the request to be linked to the organization.

Financial Attestations

Are you financially responsible for teams on this bench?

Established Date:

I acknowledge that I am financially responsible for my team(s), am responsible for submitting financial disclosures when the season is over and understand that failure to do so may impact my team's eligibility the following year.

[Save Changes »](#)

Associated Organizations

If teams on your bench are affiliated with organizations please click the "Add Organization" button below to select and add to the list.

Show 5 entries Search:

Name	Phone	Street	City	Country	State	Zip	Request Status
OrgforTeddy	(454) 364-5645	34552	westdesmoines	USA	Iowa	50259	PENDING <input type="button" value="Withdraw Request"/>

However, if the coach is not responsible and only one organization request has been added, then you will NOT be able to withdraw from that organization without either accepting responsibility or linking to another organization.

Financial Attestations

Are you financially responsible for teams on this bench? Yes No

[Save Changes >](#)

Associated Organizations

If teams on your bench are affiliated with organizations please click the "Add Organization" button below to select and add to the list.

Show 5 entries Search:

Name	Phone	Street	City	Country	State	Zip	Request Status	
OrgforTeddy	(454) 364-5645	34552	westdesmoines	USA	Iowa	50259	PENDING	Cannot Withdraw

If you add another organization, both will appear with a withdraw button, until you click the button for one of them, then it will once again be locked and identifying the person/entity responsible will be necessary before proceeding.

Financial Attestations

Are you financially responsible for teams on this bench? Yes No

[Save Changes >](#)

Associated Organizations

If teams on your bench are affiliated with organizations please click the "Add Organization" button below to select and add to the list.

Show 5 entries Search:

Name	Phone	Street	City	Country	State	Zip	Request Status	
OrgforTeddy	(454) 364-5645	34552	westdesmoines	USA	Iowa	50259	PENDING	Withdraw Request
Testorgnotcreated	(212) 321-4321	700 w street	Indianapolis	USA	Indiana	46543	PENDING	Withdraw Request

Finalize Financial Responsibility

Regardless of whether the coach or an organization is financially responsible, the coach will need to take the steps to Finalize Financial Responsibility once the information is entered on the bench.

2020 Bench **2020 \$ Responsibility** 2020 Rosters Invitations

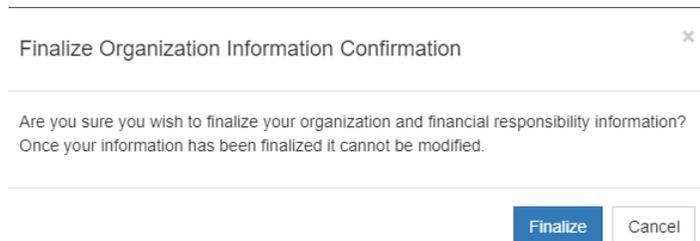
My 2020 Bench
 (Inactive - Financial Responsibility Not Finalized)

WARNING: Until the financial responsibility is finalized, event operators will **NOT** be able to see the rosters you have created.

1. When you are ready to finalize your financial responsibility information, open the \$ Responsibility tab for the current year.
2. Select the Finalize Financial Responsibility button in the pink box at the top.



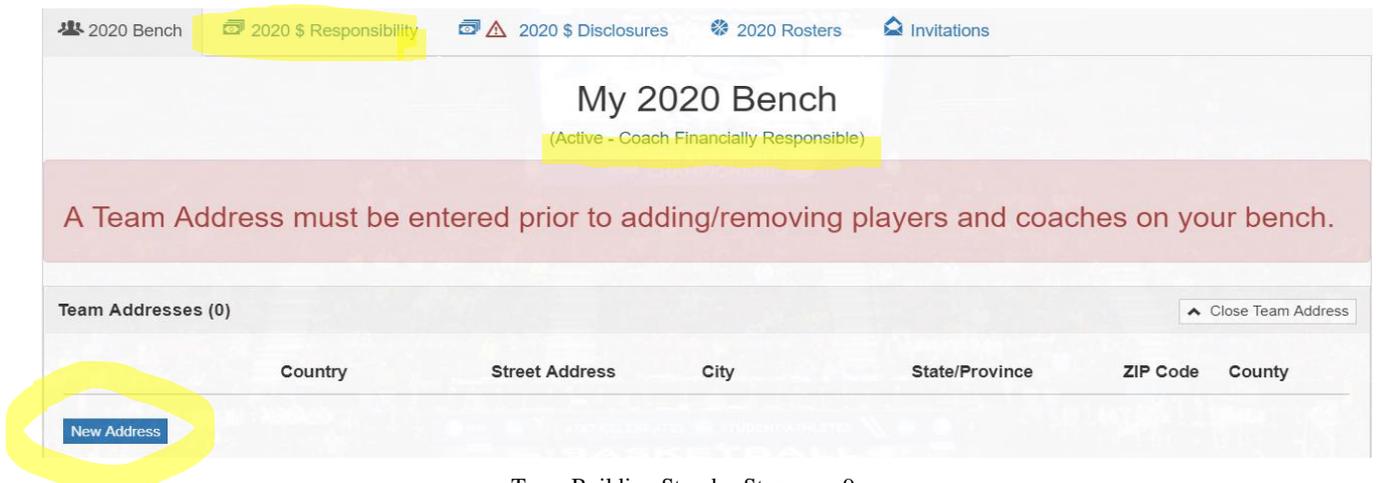
3. You will be asked to confirm that you are ready to finalize this information.



Remember that once you finalize responsibility you cannot make any edits without contacting ECAG (844/562-6201 option 2; or using the [ECAG Contact Form](#)).

Once finalized, you can navigate to the bench tab for the current year and see that the status of your bench has changed to Active.

If the coach claimed responsibility, the bench will show as Active – Coach Financially Responsible. Notice that the warning icon on the \$ Responsibility tab has disappeared.

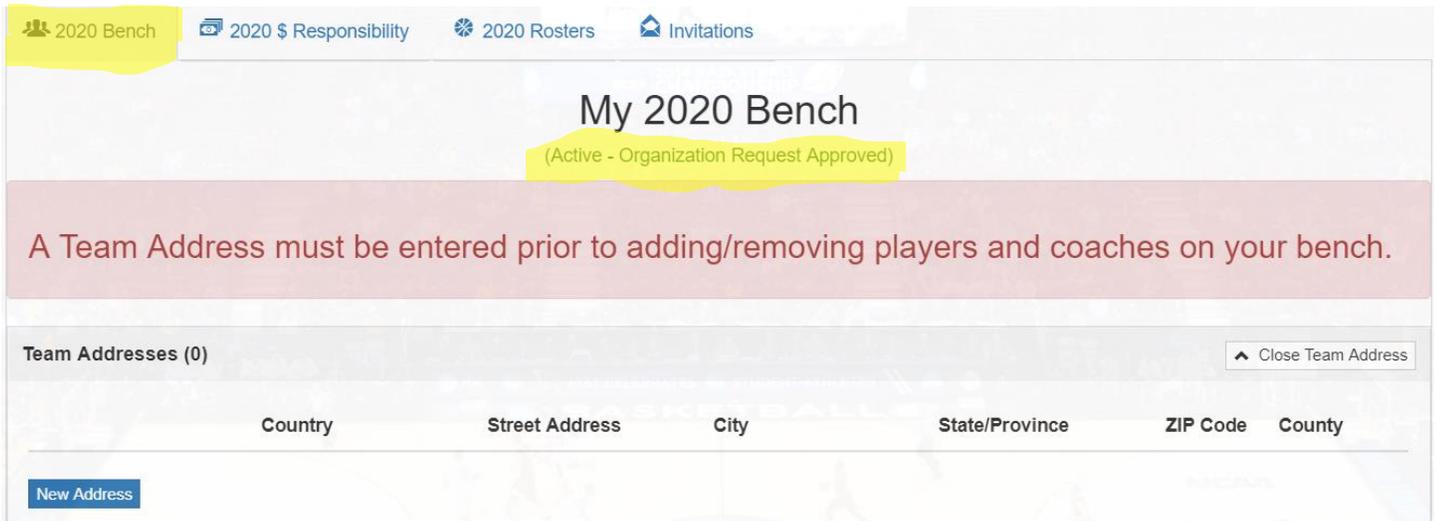


If an organization request was sent, but the organization has not yet responded, the bench will remain inactive until the organization has taken responsibility for the team. The status will show as Inactive – Organization Request Pending. Notice that the warning icon on the \$ Responsibility tab has disappeared.

You can view the status of your organization requests on the \$ Responsibility tab in the Associated Organizations section.

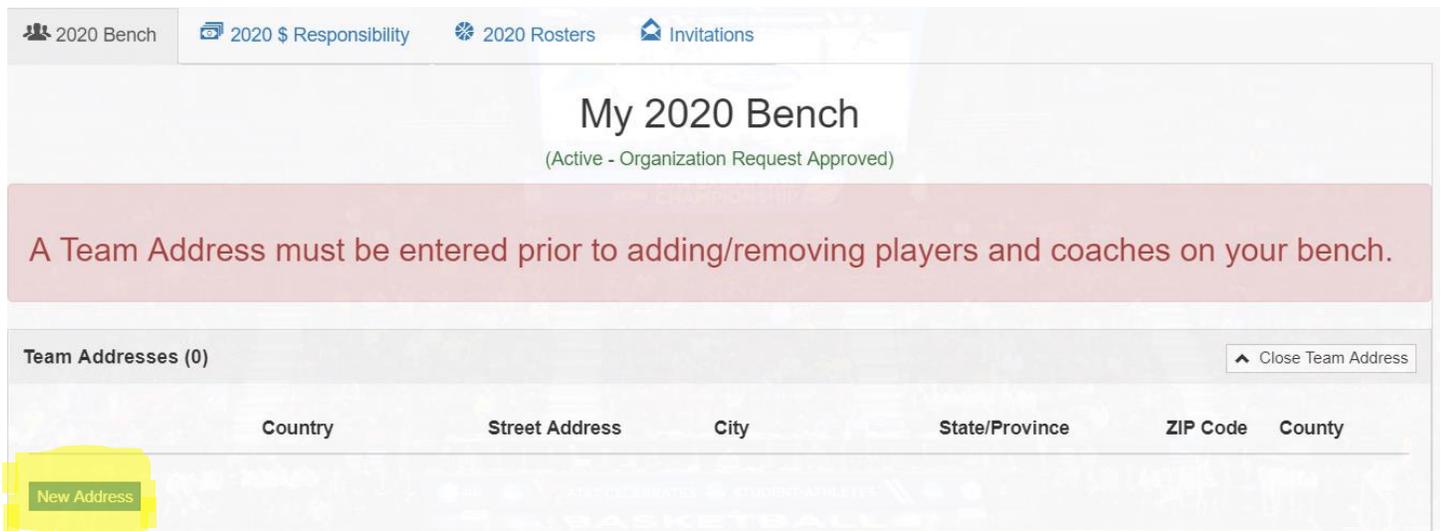
Name	Phone	Street	City	Country	State	Zip	Request Status
CatsPaws LLC	(123) 456-7890	1234 Main street #3	Indianapolis	USA	Indiana	46206	PENDING

Once the organization has accepted responsibility for the team, the bench status will change to Active – Organization Request Approved.



Bench Creation - Coach

1. Open the bench tab for the current year.



2. Select the New Address button and enter the team's official address. A coach CANNOT search for PSAs/coaches until the team's address has been added.

To assist the coach with complying with the ECAG residency requirement, this address will determine the eligibility of the players that can be added to his/her bench. Additionally, as PSAs are added to the bench, the coach will be alerted of potential rule violations and in some cases, required to provide documentation to ensure compliance.

3. Review saved team address entry for accuracy.



The coach may edit the team address up until the point that a roster is created. After a roster for an event has been created, the coach WILL NOT be able to make edits to the address without contacting ECAG (844/562-6201 option 2; or using the [ECAG Contact Form](#)).

[Similarly, in the rare circumstance that a coach needs to add a 2nd address, the coach will need to contact ECAG and provide justification for why more than one address is necessary.]

4. Select Open Search within the Add Coaches and Athletes section. This will expand the section to search and add individuals (players and assistant coaches) to the bench.



5. If a US address has been specified as the team address, the state will automatically default to the state listed within the team address. A reminder of this appears in the comment in the blue box.



6. The Role column will identify whether the individual is a PSA or a coach.

Close Search

by your home state, to view other locations, select the 'State' heading in table below

Last Name Position State

First Name	Last Name	Position	City	State	Role
Donald	Duck	PG	Orlando	Florida	Athlete

7. Be aware of the buttons highlighted in the image below. It may be necessary to use them to expand and or collapse windows to see the bench completely.

My Bench - Athletes	Open Bench - Athletes
My Bench - Coaches	Open Bench - Coaches

Coach Adding PSAs to Bench Instructions

1. Search for the PSA by name. Be aware of the following search restrictions:
 - a. Only PSAs who have confirmed their registration AND completed ALL the required steps to be eligible (added school information, validated receipt of educational resources, uploaded required address documents, etc.) will appear in search; AND
 - b. In the case of US addresses, only PSAs that are in the same state, same metro area or in an adjoining state to the team address will appear in search; AND
 - c. In the case of non-US addresses, only PSAs that are in the same country as the team address will appear in search;

In the example pictured below:

- 1) Mickey Mouse is not found when searched. This is an indication that either he has not confirmed his registration or does not have an address that is consistent with the ECAG PSA address/residency requirements for this team. In that regard, Mickey does not show up in the list of available PSAs.

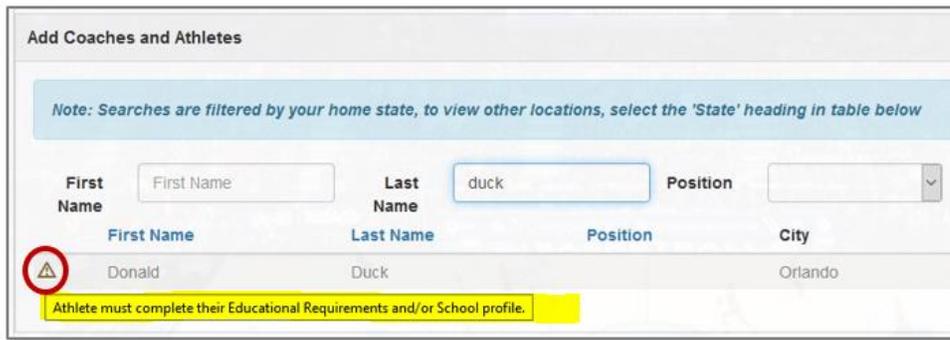
Add Coaches and Athletes

Note: Searches are filtered by your home state. To view different locations, select a state from

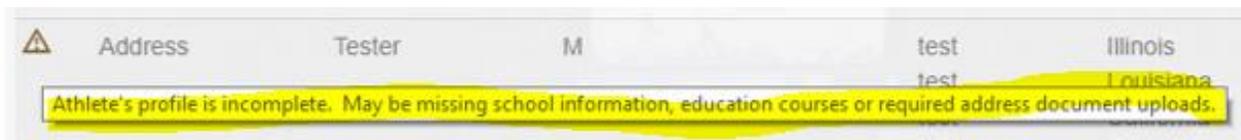
Filter Results:

First Name	Last Name
No results found.	

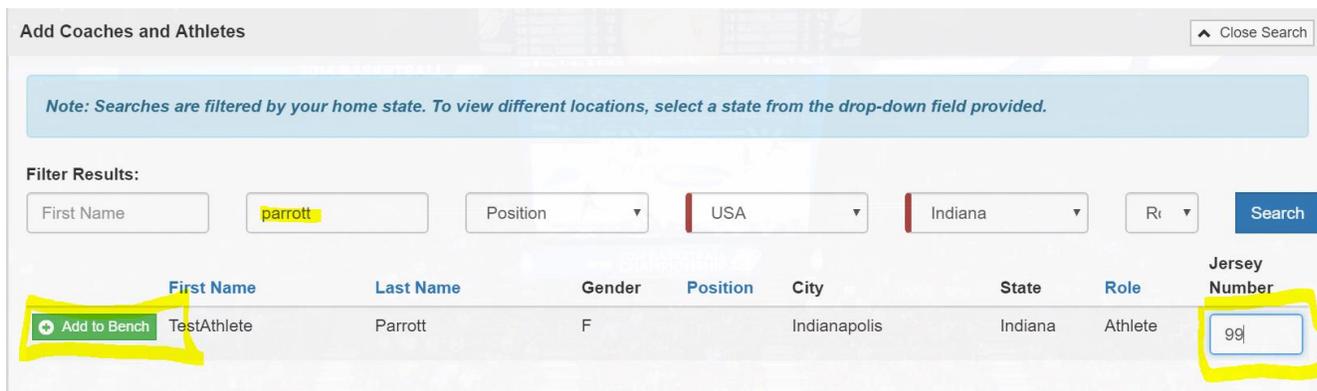
- 2) Donald Duck has confirmed his registration; so, he appears when searched. However, there is a warning icon next to Donald Duck's name. When hovering over that icon, the highlighted message displays to tell the coach why the PSA is NOT currently able to be placed on the bench.



WARNING: Coaches will NOT be able to add a PSA to their bench if any of the PSA's addresses requires documentation uploads and zero documentation has been uploaded. So, if just one address for a PSA requires documentation that has not been uploaded, that PSA will appear in bench search but with an inactive account.



2. If the PSA has completed all his/her required steps, the coach will see a green Add to Bench button next to the PSA's name.

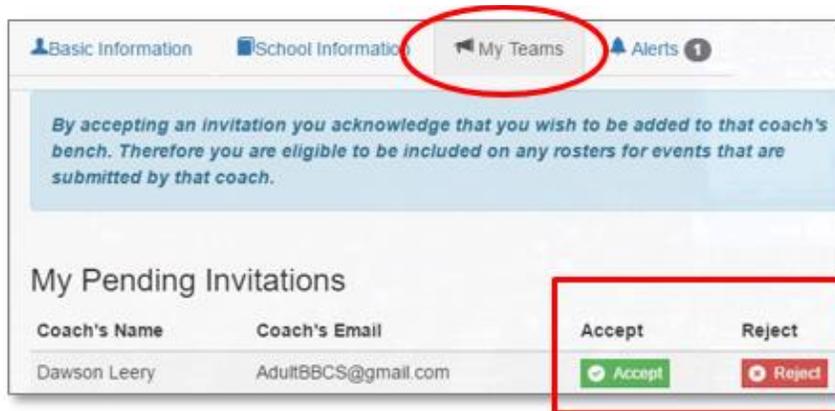


3. Enter the PSA's jersey number if you know it. If the coach does not know what jersey number the PSA will be using when adding them to the bench, it can be entered later.
4. Click the green Add to Bench button and the PSA will:
 - a. Be added to the bench;
 - b. Receive an email and a BBCS alert that the coach has invited them to the bench; and

- c. Appear in the My Bench – PSAs section; the invitation status for the PSA will appear as Sent and the jersey number entered when the PSA was added will appear. Jersey numbers can be updated at any time.

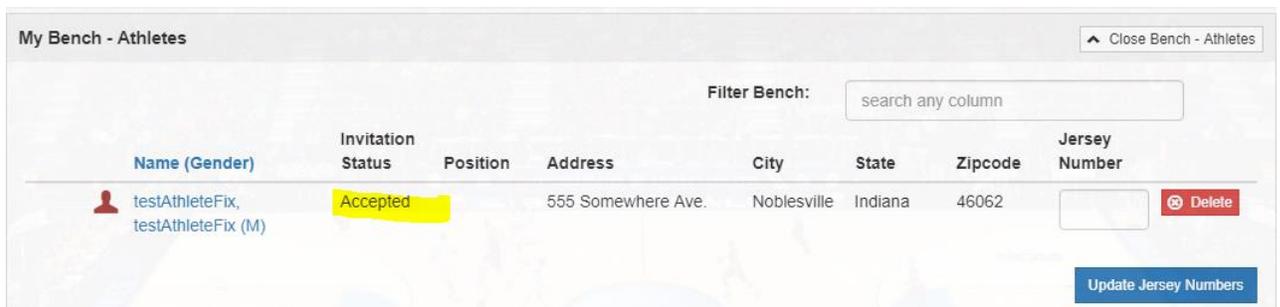


- 5. **PSA Response.** The PSA will be required to Accept or Reject the invitation to the coach's bench.



Until the PSA accepts the coach's invitation, the coach WILL NOT be able to view all the information on the PSA's profile and WILL NOT be able to add the PSA to a team roster.

- a. **Accepts.** When the PSA accepts the bench invitation, the Invitation Status column will update to Accepted and the PSA's name becomes a hyperlink that will open more information about that PSA. The PSA can now be added to a roster.



- b. **Rejects.** If the PSA rejects the invitation, they will disappear from the coach's list of pending invitations and they will be removed from the bench completely. However, the coach can always invite the PSA to the bench again if needed (PSA rejected by mistake, changed their mind, etc.).

- To assist the coach in complying with the ECAG PSA address/residency requirement, PSAs added to the bench with potential issues will be identified with warning icons visible to the coach 'on both the bench and the roster(s). Hovering over the icons will display a generic warning message that will provide more specific details about the warning. The coach should review all PSAs on bench and address any warnings. A description of each icon is outlined in the [Potential Violation Warnings and Justifications](#) section.

Coach Adding Other Coaches to Bench Instructions

- Search for the coach by name. Only adults that have confirmed their registration, obtained their USAB Gold License, had their USAB Gold License Number validated by ECAG and been verified to be NCAA eligible within the BBCS will appear in search results and available to add onto the bench.

Add Coaches and Athletes Close Search

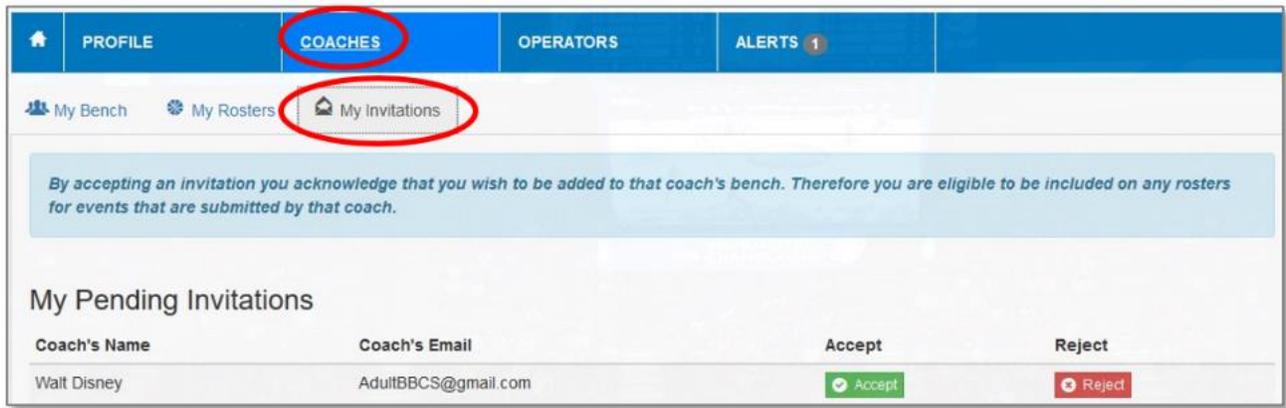
Note: Searches are filtered by your home state, to view other locations, select the 'State' heading in table below

	First Name	Last Name	Position	City	State	Role
<input type="button" value="Add to Bench"/>	Jimmy	Cricket		Orlando	Florida	Coach

- If the coach has completed all the required steps to be eligible, a green Add to Bench button will appear next to the coach's name.
- Click the green Add to Bench button and the coach will:
 - be added to the bench;
 - Receive an email and a BBCS alert that the coach has invited them to the bench; and
 - Appear in the My Bench – Coaches section and the invitation status for the coach will appear as Sent.

My Bench - Coaches						
	Name	Invitation Status	Address	City	State	Zipcode
★	Parrott, TestUser	Not Available	700 West Washington Street	Indianapolis	Washington	99037
	User, Test Adult	Sent	1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206

- Coach Response.** The coach will be required to Accept or Reject the invitation to the coach's bench.



Until the invited coach accepts the bench coach's invitation, the bench coach WILL NOT be able to view all the information on the invited coach's profile and WILL NOT be able to add the invited coach to a team roster. See: [Bench Invitation Process - Coach](#) for detailed instructions.

- a. **Accepts.** When the coach accepts the bench invitation, the Invitation Status column will update to Accepted and the coach's name becomes a hyperlink that will open more information about that coach. The coach can now be added to a roster.

Name	Invitation Status	Address	City	State	Zipcode	
★ Parrott, TestUser	Not Available	700 West Washington Street	Indianapolis	Washington	99037	
User, Test Adult	Accepted	1802 Alonzo Watford Sr. Drive	Indianapolis	Indiana	46206	Delete

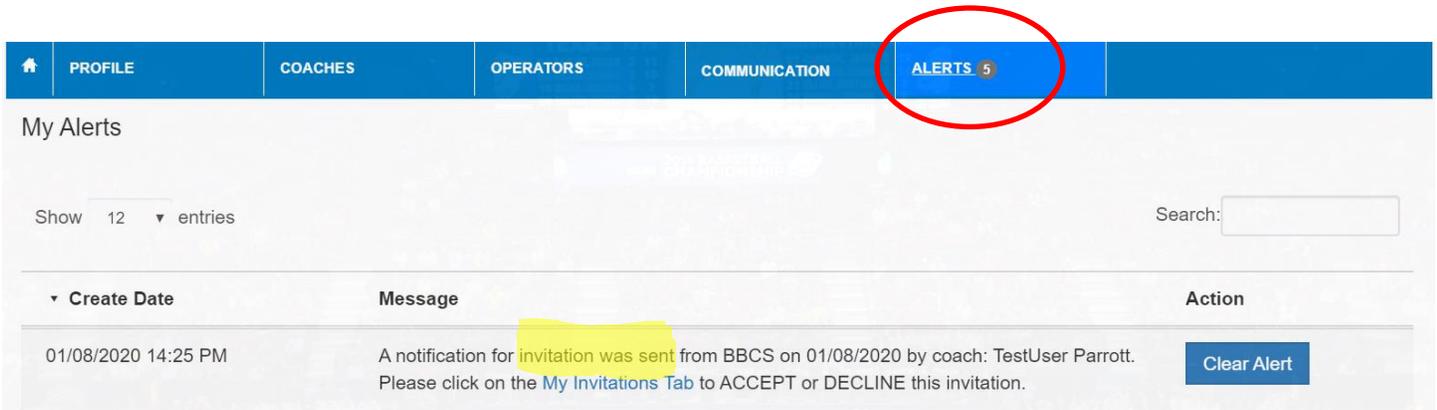
- b. **Rejects.** If the coach rejects the invitation, they will disappear from the bench coach's list of pending invitations and will be removed from the bench completely. However, the bench coach can always invite the coach again if needed (coach rejected by mistake, etc.).

Bench Invitation Process – Coach

1. When a coach searches for a coach/PSA and clicks the green Add to Bench button next to their name, that individual will be notified via email:

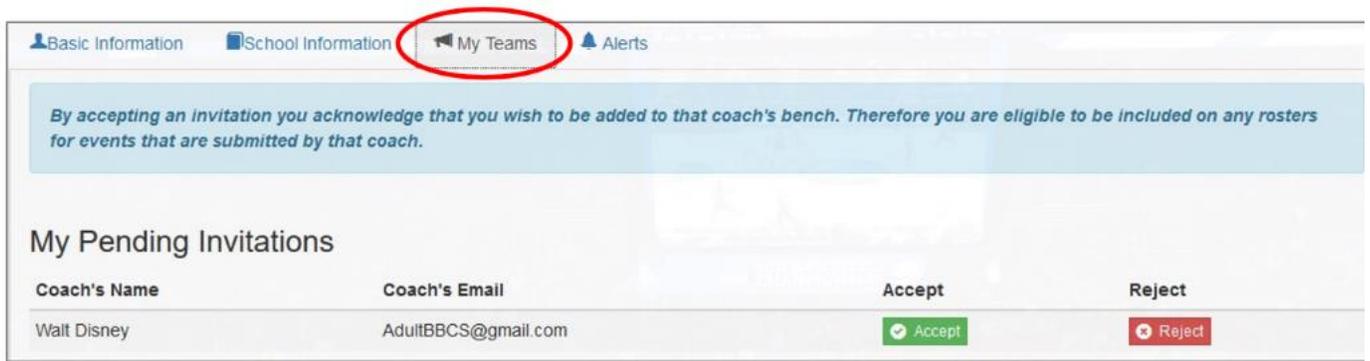


and in an alert in the BBCS.

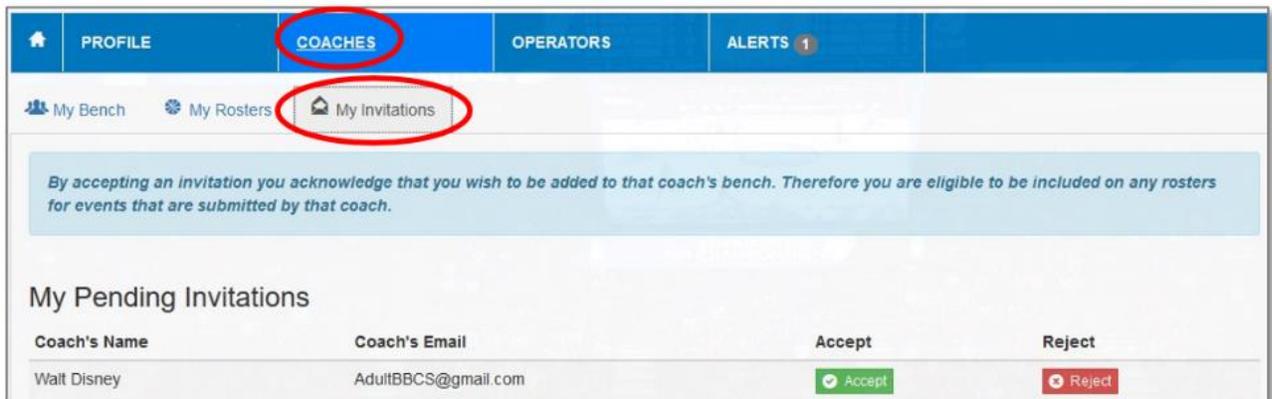


2. The invited coach/PSA will be required to Accept or Reject the bench coach's invitation. NOTE: You WILL NOT be able to view all the information on that individual's profile or add them to a roster until they Accept the invitation.

PSAs will need to navigate to the My Teams Tab to Accept or Reject your bench invitation.



Other coaches will need to navigate to the COACHES section in the blue bar and then select the My Invitations tab to Accept or Reject your bench invitation.



Coach Visibility of Sent Bench Invitations

1. When a PSA/coach accepts or rejects your invitation, you will receive an alert under the ALERTS section. You will NOT be notified by email.

My Alerts

Show 12 entries

Search:

▼ Create	Date	Message	Action
	01/08/2020 14:40 PM	Test Vitale has declined the request on 01/08/2020 to be added to your bench. The bench has been revalidated as a result of this user's removal. Please refresh your bench.	Clear Alert

Once you have read the Alert, you can use the Clear Alert button to move the message from your primary alert list to the archived list.

2. When accepted, you will also see that the Invitation Status on the bench has changed and additional information about that person is accessible by clicking their name, which is not hyperlinked. Rejected invitations and deleted PSAs/coaches will disappear completely.

	Athlete, SandyTest (M)	Sent	*****	Indianapolis	Indiana	46206	
	B, Brittany (M)	Accepted	22 Street	Mooresville	Indiana	46158	1
Email	hh1212@yahoo.com		Phone #	(896) 896-5555			
Addresses (1)	(With my parent(s))						
	22 Street Mooresville, Indiana USA 46158 <i>Lived Since:</i> 06/22/2010						
Gender	M		Height	5ft3in			
Player Position			Jersey #				
School Name	hi		School Address	yo street Mooresville, Indiana USA 46158			

PSA Jersey Numbers

The bench coach can enter jersey numbers for each PSA on their bench that will be the default number that appears when a new roster is created. (The number can still be changed on the roster as well.)

Add Jersey # when Inviting PSA to Bench

When a bench coach searches for a PSA to add to the bench, the jersey number can be entered in the field at the far right prior to clicking the green Add to Bench button and...

Note: Searches are filtered by your home state. To view different locations, select a state from the drop-down field provided.

Filter Results:

First Name: Position: USA Indiana Role:

First Name	Last Name	Gender	Position	City	State	Role	Jersey Number
<input type="button" value="Add to Bench"/>	TestAthlete	Parrott	F	Indianapolis	Indiana	Athlete	<input type="text" value="99"/>

it will carry over onto Bench:

Parrott, TestAthlete (F) Sent ***** Indianapolis Indiana 46206

Add Jersey # from the Bench

The coach can also enter the numbers on the bench once the PSAs have already been added:

My Bench - Athletes

Filter Bench:

Name (Gender)	Invitation Status	Position	Address	City	State	Zipcode	Jersey Number
Abbott, Bryce (M)	Accepted		900 E 400 S	Rochester	Indiana	46975	<input type="text"/>
Abdhir, Salman (M)	INACTIVE		test- testing-	test test	California Indiana	22222 33333	<input type="text"/>
Abdualli, Rage (M)	Accepted		5555 Somewhere Ave.	Noblesville	Indiana	46062	<input type="text"/>
Achor, Kyle (M)	Accepted		6284 Musket Way	West Lafayette	Indiana	47906	<input type="text"/>
Allen, DJ (M)	Accepted		10018 Gerig Rd 33333 11111	Leo test test	Indiana Indiana Connecticut	46765 33333 55555	<input type="text"/>

But to get them to save, the coach must click the 'Update Jersey Numbers' button. Whenever jersey numbers are changed on the bench, they will carry over to any new roster created.

My Bench - Athletes

Filter Bench:

Name (Gender)	Invitation Status	Position	Address	City	State	Zipcode	Jersey Number
testAthleteFix, testAthleteFix (M)	Accepted		555 Somewhere Ave.	Noblesville	Indiana	46062	<input type="text" value="5"/> <input type="button" value="Delete"/>

Unique Jersey #s

Since some coaches may have PSAs from multiple teams listed on their bench, the BBCS WILL allow you to have PSAs with the same jersey number on your bench. However, when creating a roster, the coach will be required to enter a unique jersey number for each PSA.

Warning Icons

To assist the coach in complying with the ECAG PSA address/residency requirement, PSAs added to the bench with potential issues will be identified with warning icons visible to the coach on both the bench and the roster views. Hovering over the icons will display a generic warning message that will provide more specific details about the warning. The coach should review all PSAs on the bench and address any warnings when it may be necessary to submit a Justification and supporting documentation. A description of each icon and an explanation of the justification process is outlined in the [Potential Violation Warnings and Justifications](#) section.

The bench has been created!
Be aware that a team roster will still need to be created for EACH event in which a team will participate.

Introducing Bench Tags Feature in 2020

1. A new feature has been added to the BBCS for the 2020 season called "Bench Tags." The bench tag will act as a keyword filter that can be used to search or narrow down the list of athletes/coaches on a bench. This feature can be utilized to assist with roster creation when multiple teams exist on the same bench.
2. To utilize bench tags, log in to your BBCS account by navigating to <https://web3.ncaa.org/bbcs/login> and entering your credentials.
3. Once logged in, select the coaches tab, then the "2020 Bench" sub-tab. From there, select the drop-down arrow labeled "Open Manage Tags" as the illustration shows below.

The screenshot displays the BBCS user interface. At the top, a navigation bar includes tabs for 'PROFILE', 'COACHES', 'OPERATORS', 'COMMUNICATION', and 'ALERTS 6'. The 'COACHES' tab is circled in red. Below this, a 'Select A Year' dropdown menu is set to '2020'. A secondary navigation bar contains '2020 Bench', '2020 \$ Responsibility', '2020 Rosters', and 'Invitations', with '2020 Bench' circled in red. The main content area is titled 'My 2020 Bench (Active - Organization Request Approved)'. It features several sections: 'Team Addresses (1)' with an 'Open Team Address' dropdown; 'Manage Bench Tags' with an 'Open Manage Tags' dropdown circled in red; 'Add Coaches and Athletes' with an 'Open Search' dropdown; 'My Bench - Athletes' with an 'Open Bench - Athletes' dropdown; and 'My Bench - Coaches' with an 'Open Bench - Coaches' dropdown.

4. You can then create a new bench tag of your choosing. Don't forget to "Add Bench Tag" once finished.

2020 Bench | 2020 \$ Responsibility | 2020 Rosters | Invitations

My 2020 Bench

(Active - Organization Request Approved)

Team Addresses (1) Open Team Address

Manage Bench Tags Close Manage Tags

You can manage custom tags for your bench here. Tags can then be assigned in the "My Bench - Athletes" and "My Bench - Coaches" sections. Filtering on tagged athletes and coaches can then be applied.

Create New Bench Tag

Bench Tag Add Bench Tag Cancel

5. You can create multiple bench tags that can be found under the heading "List of Bench Tags."

My 2020 Bench

(Active - Organization Request Approved)

Team Addresses (1) Open Team Address

Manage Bench Tags Close Manage Tags

You can manage custom tags for your bench here. Tags can then be assigned in the "My Bench - Athletes" and "My Bench - Coaches" sections. Filtering on tagged athletes and coaches can then be applied.

Create New Bench Tag

Bench Tag Add Bench Tag Cancel

List of Bench Tags

Show 5 entries Search:

Tag Name	Added By	Added On	Modified By	Modified On	Action
Coaches for Specific Event		01/10/2020 10:27:15		01/10/2020 10:27:15	MANAGE
Athletes for Specific Event		01/10/2020 10:43:32		01/10/2020 10:43:32	MANAGE

6. Once a bench tag has been saved, you can add specific tags to coaches/athletes. To do so, open your coaching/athlete bench that is directly below.
 - a. In the following example, we have selected "My Bench – Coaches." The same method would be used when selecting tags for athletes as well.

b. Now, your bench of added coaches should be visible.

7. Find the "Tags" headline to the right of the page to add them to individual coaches. Click in the "Select Bench Tags" box to add your tag.

Name	Invitation Status	Address	Tags
★ Parrott, TestUser	Not Available	700 West Washington Street Indianapolis, Washington, 99037	Not Available
Ryan-TEST HC	Accepted	700 West Washington Street Indianapolis, Washington, 99037	Select Bench Tags
Vitale, Test	Sent	700 West Washington Street Indianapolis, Washington, 99037	

8. Save the tag when finished to clear error message.

My Bench - Coaches Close Bench - Coaches

Tags:

Name	Invitation Status	Address	Tags
★ Parrott, TestUser	Not Available	700 West Washington Street Indianapolis, Washington, 99037	Not Available
Ryan-TEST HC	Accepted	700 West Washington Street Indianapolis, Washington, 99037	<input type="text" value="Event B x"/> <input type="button" value="Delete"/> <div style="background-color: #fff9c4; padding: 2px; display: inline-block;">Unsaved Changes </div>
Vitale, Test	Sent	700 West Washington Street Indianapolis, Washington, 99037	<input type="text" value="Event A x"/> <div style="background-color: #fff9c4; padding: 2px; display: inline-block;">Unsaved Changes </div>

9. Your tag has now been added to the individual coach(es). If you have a large number of coaches/athletes on your bench and you want to search for a specific individual or group of individuals with the same tag, you can do so by clicking in the "Tags" dialog box.

My Bench - Coaches Close Bench - Coaches

Tags:

Coaches for Specific Event

Event A

Event B

Ex.) Athletes for Specific Event

Name	Invitation Status	Address	Tags
★ Parrott, TestUser	Not Available	700 West Washington Street Indianapolis, Washington, 99037	Not Available
Vitale, Test	Sent	700 West Washington Street Indianapolis, Washington, 99037	<input type="text" value="Event A x"/>

10. You can search for one or multiple tags at the same time. You can also apply filters to narrow your search further.

My Bench - Coaches Close Bench - Coaches

Tags:

Filter coach list

Name	Invitation Status	Address	Tags
★ Parrott, TestUser	Not Available	700 West Washington Street Indianapolis, Washington, 99037	Not Available
Vitale, Test	Sent	700 West Washington Street Indianapolis, Washington, 99037	<input type="text" value="Event A x"/>

My Bench - Coaches Close Bench - Coaches

Tags:

Filter coach list

Name	Invitation Status	Address	Tags	Action
★ Parrott, TestUser	Not Available	700 West Washington Street Indianapolis, Washington, 99037	Not Available	
Ryan-TEST HC	Accepted	700 West Washington Street Indianapolis, Washington, 99037	<input type="text" value="Event B x"/>	<input type="button" value="Delete"/>
Vitale, Test	Sent	700 West Washington Street Indianapolis, Washington, 99037	<input type="text" value="Event A x"/>	

11. Lastly, you can always add additional tags or delete previously saved tags by navigating to the "Create New Bench Tag" and the "List of Bench Tags" sub tabs.

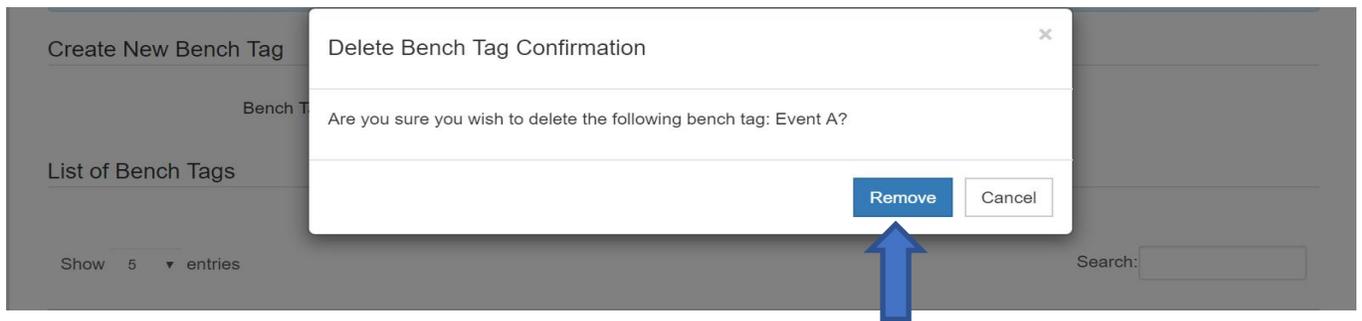
- a. To delete, select the "Manage" dialog box that's located under the "Action" tab.
- b. Once selected, you'll have the option to save or delete the tag. Simply select the delete option, then remove and the tag will disappear.
- c. Please note however that you will be unable to delete a tag that has already been applied to a coach or athlete. You will have to remove the tags from selected individuals if you wish to delete.

Create New Bench Tag

Bench Tag

Show 5 entries Search:

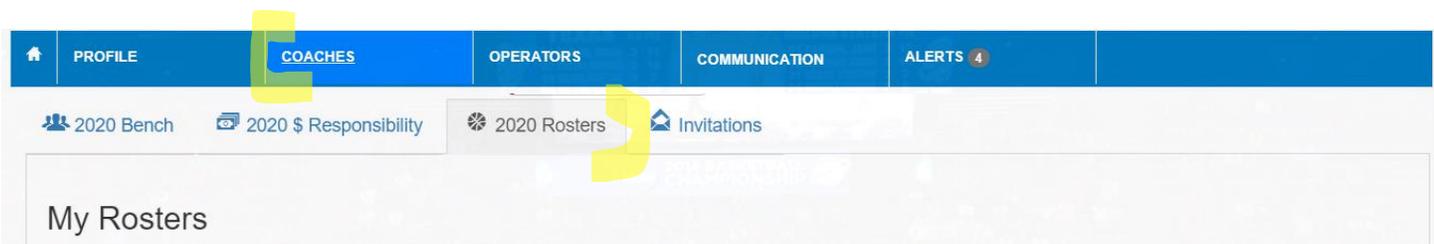
Tag Name	Added By	Added On	Modified By	Modified On	Action
<input type="text" value="Event A"/>		01/10/2020 11:31:47		01/10/2020 11:31:47	<input type="button" value="MANAGE"/>
<input type="text" value="Event B"/>		01/10/2020 11:31:52		01/10/2020 11:31:52	<input type="button" value="Save"/> <input type="button" value="Delete"/>



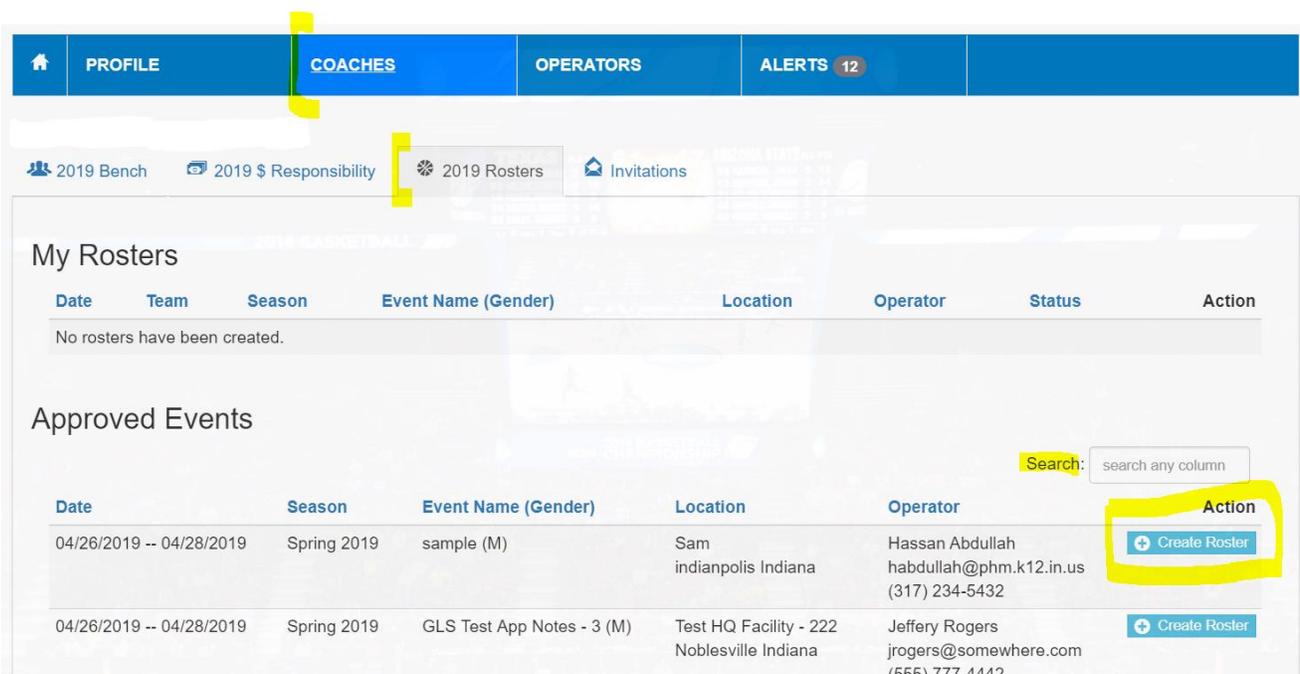
Roster Creation - Coach

Using the PSAs and coaches included on the bench, the bench coach will need to create a team roster for EACH event in which the team will participate.

1. Navigate to the COACHES section and then to the My Rosters tab.



2. In the Approved Events section, scroll to find or use the search field to find an event in which the team will participate. The search field can be used to search for the event's name, facility name, facility city, facility state, operator's name or operator's phone/email.



3. Click the Create Roster button next to that event. (Only events that have been approved by the NCAA will appear on the list. Similarly, only those events that have not started will appear on the list. In that regard, this list will continually be changing.)
4. Clicking the Create Roster button will open a new window with a snapshot of that coach's bench. Note: You may need to use the scroll arrow to view the entire list of potential participants.

Create Roster for Test Adjudication Email on 04/21/2017 -- 04/23/2017

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:

Team Address:

No.	Name	Role	Hometown	
	Korey Smith	Coach	Anderson, Indiana	<input checked="" type="checkbox"/> Add to Roster
	Clarence Edwards	Coach	Fort Wayne, Indiana	<input type="checkbox"/> Add to Roster
	Jon Jammer	Coach	Anderson, Ohio	<input checked="" type="checkbox"/> Add to Roster
<input type="text" value="14"/>	Ralph West	PF	Anderson, Indiana	<input type="checkbox"/> Add to Roster
<input type="text" value="47"/>	Andrea Butler	PF	South Bend, Indiana	<input type="checkbox"/> Add to Roster
<input type="text" value="52"/>	Joshua Garcia	SF	South Bend, Louisiana	<input type="checkbox"/> Add to Roster

5. Enter a Team Name.

Create Men's Roster for sample on 04/26/2019 -- 04/28/2019

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:

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
<input type="text"/>	Caleb TestPlayer (M)	SF	Brownsburg, Indiana	<input type="checkbox"/> Add to Roster
<input type="text"/>	Nathaniel Test-Player (M)	PG	Greenwood, Indiana	Bench Justification Required or Info Provided has been Denied
<input type="text"/>	Joseph TestKid (M)	PG	Noblesville, Indiana	<input type="checkbox"/> Add to Roster
<input type="text"/>	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.

Team Name:

No.	Name (Gender)	Role	Hometown	
	Test Adult User	Coach	Indianapolis, Indiana	<input checked="" type="checkbox"/> Remove from Roster
<input type="text"/>	Caleb TestPlayer (M)	SF	Brownsburg, Indiana	<input checked="" type="checkbox"/> Remove from Roster

9. When a new roster is created, the jersey numbers from the 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 jersey number).

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

<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

If jersey numbers are entered or edited on the roster, the coach will need to click the 'Save Roster' button. Changes made at the roster level will NOT be reflected on the bench but are specific to this individual Roster.

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

Should the coach remove an PSA from the roster, the jersey numbers will default back to the number entered on the bench.

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

10. Jersey numbers are expected to be ACCURATE. A number MUST be entered for each PSA identified as participating. The coach is responsible for correctly identifying all PSAs and their **CORRECT JERSEY NUMBER** on the roster. Changes should be updated in the BBCS **PRIOR TO TRAVELING TO THE EVENT**. Coaches who fail to keep their roster(s) up-to-date with accurate jersey numbers may be penalized and eligibility to participate in NCAA-certified events may be affected.

11. For boys teams, the BBCS will only permit three out-of-state PSA's to be added to a roster to ensure that the team is compliant with the PSA address requirements (ECAG residency requirements). If you attempt to save a roster with too many out-of-state PSAs, you will see the following error:



12. Similar to the bench, to assist the coach in complying with the ECAG PSA address/residency requirement, PSAs added to the bench with potential issues will be identified with warning icons visible to the coach on both the bench and the roster views. Hovering over the icons will display a generic warning message that will provide more specific details about the warning. The coach should review all PSAs on the bench and address any warnings it may be necessary to submit a Justification and supporting documentation. A description of each icon and an explanation of the justification process is outlined in the [Potential Violation Warnings and Justifications](#) section.

13. Click the Save Roster button.

6	Kyle Tester (M)	West Chester, Ohio	<input checked="" type="checkbox"/> Remove from Roster
4	testAthleteFix testAthleteFix (M)	Noblesville, Indiana	<input checked="" type="checkbox"/> Remove from Roster
9	Nathan TestKid (M)	SF Carmel, Indiana	<input checked="" type="checkbox"/> Remove from Roster

14. When the roster is saved, it will appear in the My Rosters list (COACHES section/Rosters tab for the current year).

<input type="checkbox"/>	Date	Team	Season	Event Name (Gender)	Location	Operator	Status	Action
<input type="checkbox"/>	04/26/2019 -- 04/28/2019	Test Team 2	Spring 2019	TestNotSubmittedOne (M)	Test Facility1 Noblesville Indiana	Jeffery Rogers jrogers@somewhere.com (555) 777-4442	Active	

Roster Limitations

Be aware that the BBCS will only allow PSAs with an address that is from an adjoining state to the team's address to be added to the roster.

GIRLS TEAMS are not limited in number, but the PSAs must be from an adjoining state

BOYS TEAMS are limited to **three PSAs** from an adjoining state. If the bench coach attempts to add a fourth PSA, an error message will appear.

Team roster exceeds 3 allowable adjoining state athletes: tyler tested; Joel Athlete; Yves testing; Kyle Tester

The SAME 3 adjoining state PSAs must play with the team for the duration of the event. The coach may, however, use a different set of three PSAs when participating in a different event. If the coach needs to swap an out-of-state PSA for a different PSA, the PSA that appears on the roster must be deleted before the BBCS will allow the coach to add another out-of-state PSA.

REMEMBER - The SAME 3 adjoining state PSAs must play with the team for the duration of the event.

BE AWARE - Out of state PSAs from non-adjoining states or from a different country are not permitted.

Roster Edits – Coach

The coach can edit a team roster up until **11:59 PM the day before the event start date**, after that, the EDIT roster button will be unavailable and will reflect Event in Progress and the event operator will need to make any necessary edits; so the coach should communicate adjustments to the roster when checking in to the event.

My Rosters							Export Selected Rosters as CSV	Export All Rosters as CSV
Date	Team	Season	Event Name	Location	Operator			
06/24/2017 – 06/25/2017	test	Summer 2017	Todd Test SS	aaa Hope Indiana	Korey Smith tesmith@naaa.org 111-000-2242	EDIT ROSTER -		
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		

A team roster has been created!

Potential Violation Warnings and Justifications

Explanation of Warning Icons

Overview of Roster Restrictions and Warnings

Coaches are responsible for ensuring that the team he/she is coaching is compliant with NCAA requirements. In that regard, coaches need to be aware of the circumstances involved with each PSA on his/her team. Similarly, event operators are responsible for ensuring that all teams participating in the event are compliant with NCAA requirements. The BBCS will assist with this process by identifying potential problems in a variety of ways.

1. The BBCS will NOT allow a coach of a boys' team to add more than three (3) out-of-state PSAs.
2. The BBCS will NOT allow a coach to add any PSA whose address is out of state and not from an adjoining state to the team's/organization's address.
3. The BBCS will not allow a coach to add a PSA whose address is in a different country than the team's/organization's address.
4. Additionally, the BBCS will identify PSAs with potential PSA address/residency issues with warning icons visible to both the coach and the event operator. 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 coach/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**, but documentation to prove compliance may be necessary. A description of each icon is identified below.

	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-adjointing 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.]

PSA on Multiple Teams /Schedule Restriction Warning

A warning icon will appear on both the bench and the roster if a PSA appears on multiple teams. Hovering over this warning icon reveals the message that the PSA is also on another coach's team. This is a warning for operators and coaches to track the PSA's participation to make sure that the PSA does not violate the number of games or number of hours requirement.

REMINDER:

- It is permissible for an PSA to appear on more than one bench at a time.
- Prospective student-PSAs may participate in no more than 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 –Coach's Bench View

 If a PSA on the bench also appears on another coach's bench, the PSA will be flagged with a head & shoulders icon. Hovering over this warning icon reveals the message that the PSA is also on another coach's bench and the other coach will be identified. A PSA can be on multiple benches and this icon doesn't necessarily mean that the PSA is playing with multiple teams on the same day, but the coach/operator should check to make sure.

The BBCS will also alert the coach with a message in a yellow bar across the top of the page.

My Bench My Rosters My Invitations BASKETBALL

There are athletes on your bench that are on other coach's benches. See athlete information below for details.

Team Address

Country	Street Address	City
USA	5555 Magic Dr	Jacksonville

Add Coaches and Athletes

My Bench - Athletes

Name	Invitation Status	Position	Ad
Thompson, Ashley	Accepted	C	100
Dog, Goofy	Accepted	SG	115
			555
			575

Goofy is also on these coach's benches: ["Ben Simmons", "Richard Adams"]

Multi-Team Warning–Coach's Roster View

Similarly, the PSA will be flagged with a clock icon on the roster. The roster level warning is visible to both the coach and the operator to alert them that the PSA is on another roster **during the same date range**. (more than one roster on the same day). Additionally, there will be a bulleted list of warning messages at the top of the roster identifying these same issues. This icon will serve as a warning to both the coach/operator that this PSA has the potential to violate the NCAA schedule requirements.

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

The PSA's coach(es) will need to monitor the PSA's participation because **as a coach, you are responsible for ensuring that ALL PSAs on your team are compliant with the NCAA requirements.**

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.



Impermissible PSA. In rare instances, a 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.



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 meets the requirements to utilize the metro area exception will NOT be flagged with a map icon.

EXAMPLE (below): Players (Goofy, Pluto, Ashley) 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. Ashley resides in the state of IN which is not an adjoining state and is marked with a red map icon. 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	
	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 Per

Justifications - Confirming Compliance for Certain Address Types

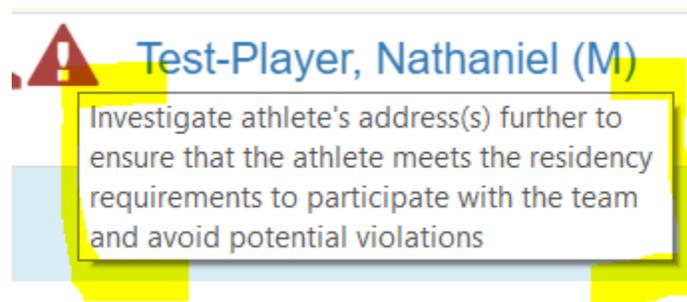
If a PSA on the bench is utilizing one of the following address types, the PSA will be required to upload documentation that validates the address is compliant with the minimum standard of PSA address requirements (residency requirements) to utilize that address to participate with a team:

- Lives with a Legal Guardian
- Lives with a Host Family
- Lives 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.

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 obtain additional

documentation from the PSA/PSA's parent/guardian to be uploaded and submitted with the justification required on the team bench. See: [Justification Process Step-by-Step \(Proof of Athlete Address/Residency\)](#)

Phone # and/or Address Match Warning

The contact information for a 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 BCS 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 table titled "My Bench - Athletes" with columns: Name, Invitation Status, Position, Address, City, State, and Zipcode. The table lists three athletes: Dog, Goofy; Dog, Philo; and Duck, Donald. Below the table, two yellow warning bars are highlighted with red boxes. The first bar indicates that the athlete address matches the team address and that two users (Goofy Dog and Donald Duck) share the same phone number. The second bar indicates that two users (Donald Duck and Jimmy Cricket) share the same address and that two users (Donald Duck and Goofy Dog) share the same phone number.

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, Philo	Sent	PG	5755 Bear Dr	Calhoun	Georgia	31505	Update
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 prospect in violation of the PSA address requirements (ECAG residency requirements) may result in 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**.

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 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 PSA and the coach must submit an explanation and documentation before the PSA can be placed on a roster.



WARNING: If 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.

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.

Submit Justification

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	#5	#6
Justification.txt	Birth Certificate		Submit Justification

Upload a Document #3 Delete

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.

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						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 BCS. 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

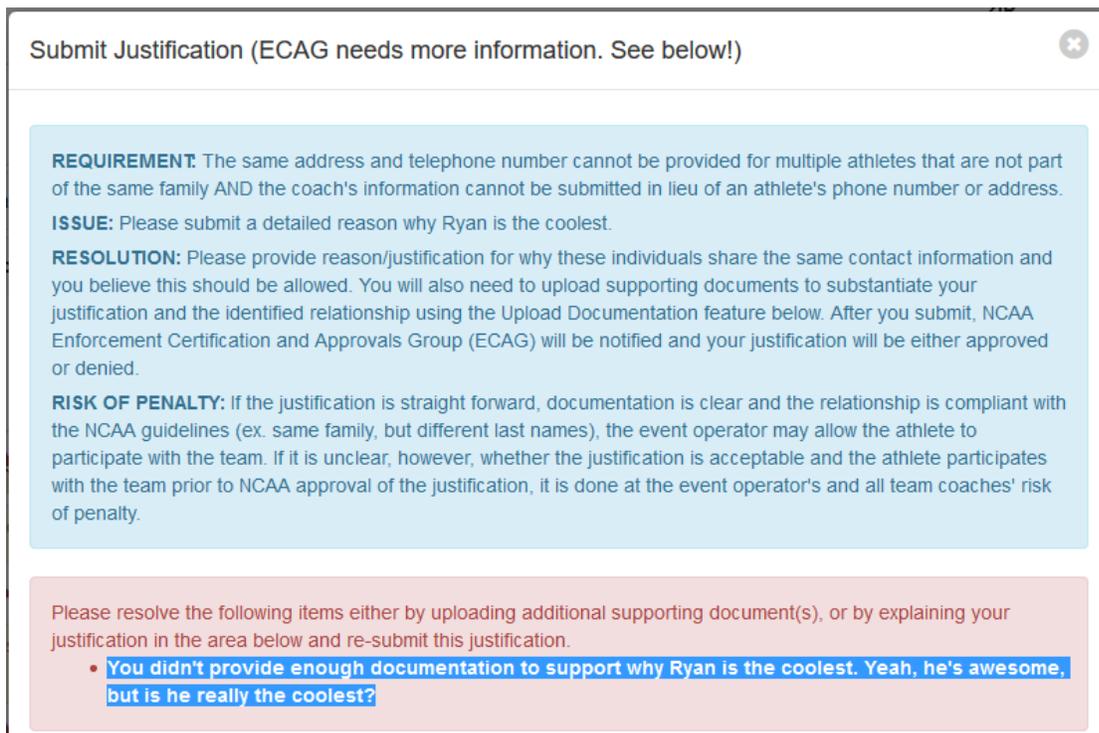
1. After the coach, has submitted the justification, ECAG will be notified that there is information to review and a decision needs to be rendered.
2. ECAG will review these documents.

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.

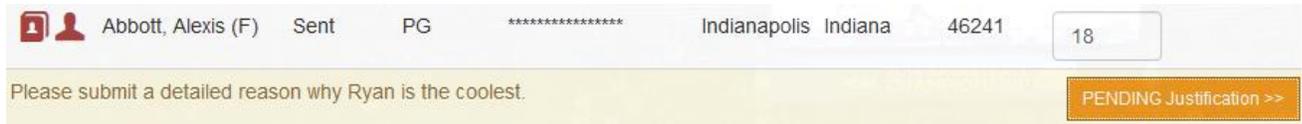


4. When the coach clicks to open the justification entry screen, a new section will appear in red with a message back to the coach identifying the additional information needed and explaining what additional documents are required before ECAG can render a decision on the justification.



5. The coach will need to submit a response and upload additional documents as requested.

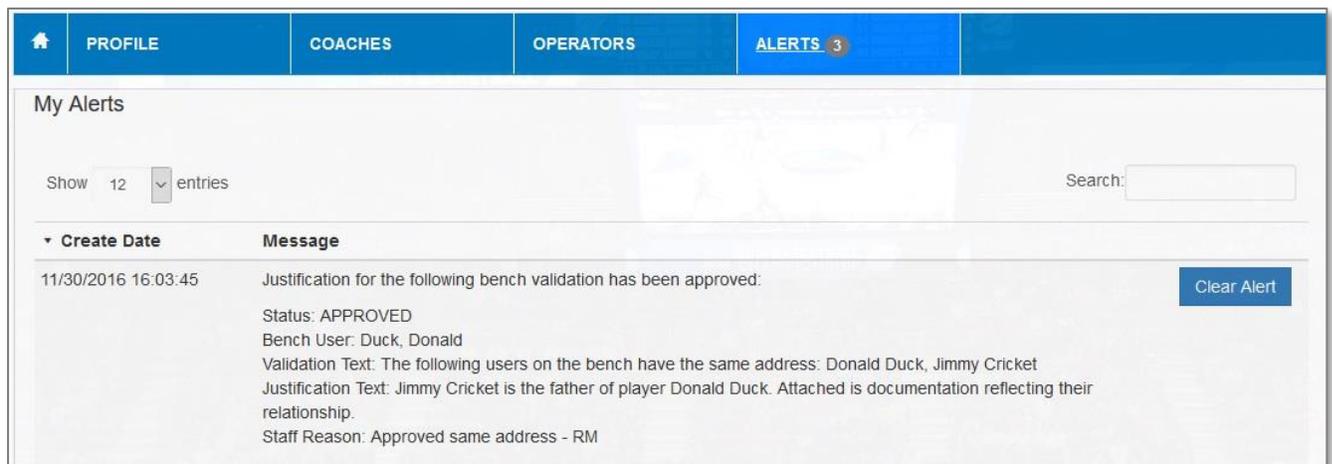
6. After the coach submits a response, the justification button will return to a PENDING Justification status.



7. 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.

8. 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.



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.



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.

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
4	   Drew Abrahamson (M)		West Lafayette, Georgia	<input checked="" type="checkbox"/> Remove from Roster
2	   TestAthTwo TestAthTwo (M)		test, Illinois	<input checked="" type="checkbox"/> Remove from Roster
33	   Chase Testa (M)		test, Idaho	<input checked="" type="checkbox"/> Remove from Roster
5	 Lebron James (M)		test, Indiana	<input checked="" type="checkbox"/> Remove from Roster
	 tyler aamodt (M)		east grand forks, Minnesota	<input type="checkbox"/> Add to Roster
	  Chris Moore (M)	SF	Greenwood, Indiana	<input type="checkbox"/> 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

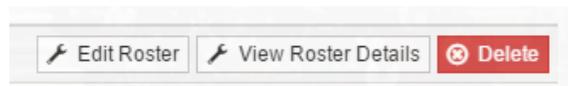
Click on each coach or player you wish to add to the roster. Once all information has been entered and selections made, click "Save Roster" to create a roster for your selected event.

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
<input type="text" value="16"/>	 Ashley Thompson	C	Shirley, Indiana	<input type="checkbox"/> Add to Roster
<input type="text" value="13"/>	 Goofy Dog	SG	Atlanta, Georgia	<input checked="" type="checkbox"/> Add to Roster
<input type="text" value=""/>	 Pluto Dog		Eatonton, Georgia	<input checked="" type="checkbox"/> Add to Roster
<input type="text" value="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 PSAs 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 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.