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.

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.

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.
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.

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.

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.

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

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

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.
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.

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.
**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.

   ![Finalize Organization Information Confirmation](image)

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.

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.
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.

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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.
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 Icon]

**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.

![Warning Message]

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.

![Add to Bench Button]

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

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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.).

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6. 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

1. 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.

2. 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.

3. Click the green Add to Bench button and the coach 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 – Coaches section and the invitation status for the coach will appear as Sent.

4. 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 no longer be added to a roster.

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:

   ![Email Notification Example](image-url)
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.

   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.

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…

it will carry over onto Bench:

Add Jersey # from the Bench

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

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

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

   ![Image of My Bench - Coaches]

   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.

   ![Image of Select Bench Tags]

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

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

5. Enter a **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.
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**.

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). Once the PSA has been added to the roster, the jersey numbers become editable. 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.
Should the coach remove an PSA from the roster, the jersey numbers will default back to the number entered on the bench.

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

### 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.

![My Rosters table]

**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.
A team roster has been created!

Potential Violation Warnings and Justifications

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.
<table>
<thead>
<tr>
<th><strong>The PSA is from a non-adjoining state or from a different country.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>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 violate the number of games or number of hours requirements.</strong></td>
</tr>
</tbody>
</table>
| **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.
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.
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.
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.

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:test_player@hotmail.ca">test_player@hotmail.ca</a></th>
<th>Phone #</th>
<th>2899277319</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addresses (1)</td>
<td>(With my parent(s))</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5456 Elm Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greenwood, Indiana</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>USA 46032</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lived Since 02/10/2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff View After App Approved (2) (1) (3).PNG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td>StdIn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 BBCS will identify PSAs whose phone number and/or address is also submitted elsewhere with a yellow bar below the PSA’s entry on the coach's bench. These matches occur in the following instances:

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

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 \texttt{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 \texttt{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 \texttt{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.

\begin{figure}
\centering
\includegraphics[width=\textwidth]{bench.png}
\caption{The following users on the bench have the same address. Donald Duck, Jimmy Cricket}
\end{figure}

WARNING: If there is a red \texttt{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.

   ![Image showing the steps for submitting justification](image)

   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**.

   ![Image showing the justification process](image)

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

**ECAG Decisions on Justifications for PSA**

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

2. ECAG will review these documents.

   **WARNING - High Volume – Delayed Processing.** Due to the large amount of justifications submitted in the BBCS and the timing when coaches most often create their bench/rosters makes it impossible for ECAG to review and render a decision on all justification prior to the start of events.

3. If additional information is needed to process the justification, ECAG will request additional information in the BBCS. The coach will receive both an alert and email letting him/her know that additional information is needed and the button will become yellow and the text will change to **PENDING Justification >> More Info Needed.**

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

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.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name (Gender)</th>
<th>Role</th>
<th>Hometown</th>
<th>Add/Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Spencer Aaron (M)</td>
<td>Green</td>
<td>Greenwood, Indiana</td>
<td>Remove from Roster</td>
</tr>
<tr>
<td>4</td>
<td>Drew Abrahamson (M)</td>
<td>West Lafayette, Georgia</td>
<td>Remove from Roster</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TestAthTwo TestAthTwo (M)</td>
<td>test, Illinois</td>
<td>Remove from Roster</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Chase Testa (M)</td>
<td>test, Idaho</td>
<td>Remove from Roster</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Lebron James (M)</td>
<td>test, Indiana</td>
<td>Remove from Roster</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tyler Aamodt (M)</td>
<td>east grand forks, Minnesota</td>
<td>Add to Roster</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chris Moore (M)</td>
<td>SF</td>
<td>Greenwood, Indiana</td>
<td>Add to Roster</td>
</tr>
</tbody>
</table>

**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.

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.
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](http://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.