Team Post-Event Review Form (TPERF) Step-by-Step

This step-by-step guide is for teams (coaches and primary business officers) that participate in NCAA-certified **nonscholastic** events (events) and includes instructions for submitting the required the team post-event review form (TPERF).

Included in this document:

History

The Commission on College Basketball that was chaired by former Secretary of State, Dr. Condoleezza Rice, recommended the NCAA take short-term and long-term actions to reform nonscholastic basketball and disassociate itself and its member institutions from the aspects of nonscholastic basketball where transparency and ethical behavior cannot be assured. New requirements were implemented into the NCAA event certification process to accommodate financial transparency of all events and participating teams.

Beginning in 2019, ALL teams must agree to financial transparency to participate in the NCAA-certified events. The team registration process has been adjusted to require a coach to agree to financial disclosures through attestations and by either: 1) acknowledging that he/she is financially responsible for the team and would be the individual who has information about the team's finances; or 2) connecting the team to an organization in the BBCS that is responsible for the team's finances.

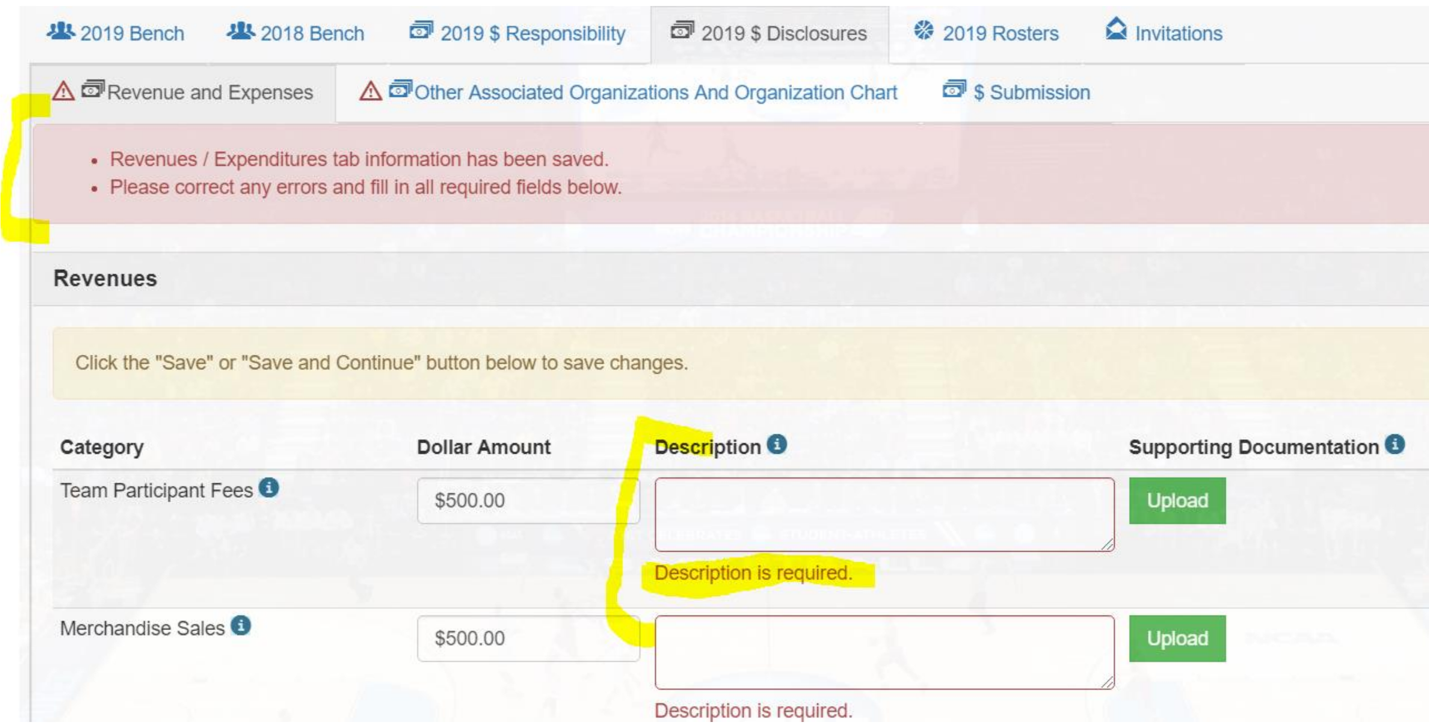
> **Team/Organization CEO or Primary Business Officer BBCS Registration:**
> As a result of financial transparency requirements, the person of ultimate authority for an organization of teams will be required to register in the BBCS, manage the addition of teams to the organization and submit financial disclosures for the organization's teams. Organization Registration instructions have been posted to the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification. [NOTE: The Enforcement Certification and Approvals Group (ECAG) does not have contact information for these organizations; so this will require coaches to inform their organization of this requirement.]

The person of authority for a team/organization of teams must submit a TPERF at the conclusion of the summer certification season. Each team/organization will be required to disclose relationships with agents/runners, boosters, and higher education institutions or representatives of higher education institutions. Additionally, the team/organization must disclose operational income and expenses with supporting documentation where appropriate (participant fees, staff salaries, marketing expenses, travel expenses, fundraising agreements, sponsor agreements, receipts, invoices, financial relationships, etc.). Documentation fields are likely to be optional, but lack of provision could impact the team or organization selection for a more extensive audit later.

Explanation of the TPERF

Teams (coaches and primary business officers) participating in NCAA-certified nonscholastic events agree to operate their teams in a financially transparent manner. If a team or organization of teams participated in NCAA-certified events where Division I coaches were given the opportunity to attend and observe prospective student-athletes (PSAs), the person of authority for that team must submit a TPERF.

NOTE: Because this tab in the BBCS is lengthy and you may need to start it and come back later, you can click the Save button at any time and the data on the page will be saved even if the page is incomplete. Other tabs in the BBCS, will require full entry before you can save the information on that tab. When you click the Save button or if you click the Save and Continue button and attempt to continue to the next tab prior to completing the Revenues/Expenditures tab, a message will appear indicating that the "Revenues/Expenditures tab information has been saved." Coach/organization will need to "correct any errors and fill in all required fields" on that tab, which will be outlined in red with an explanation of what is needed:



Deadline Requirement

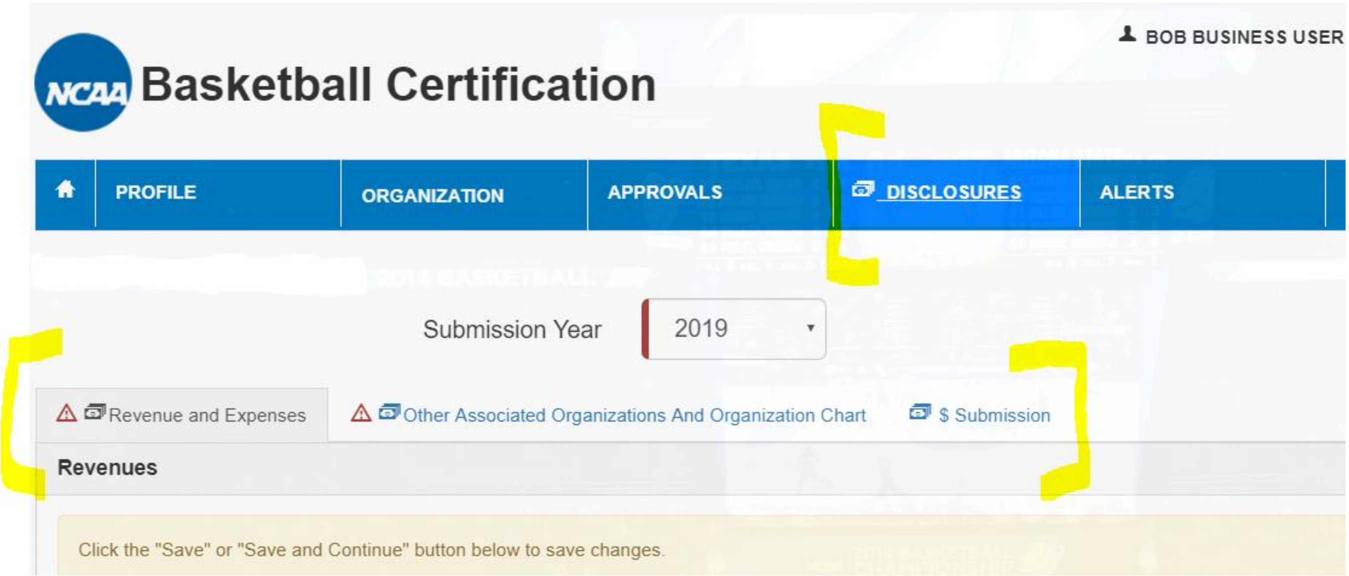
Failure to submit the TPERF may impact the eligibility of the team(s) year and all coaches associated with the team(s) to participate in NCAA-certified events the following year.

Deadline: No later than **August 31**.

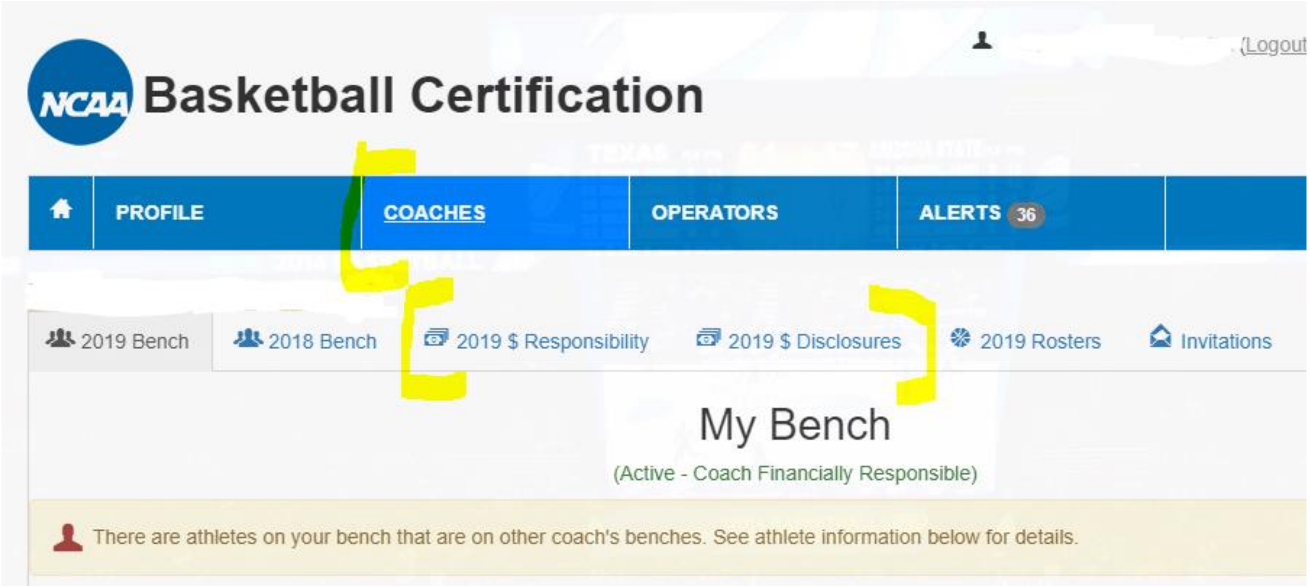
Where to Go to Submit

The identity of who is financially responsible for the team (coach or organization) will dictate who is required to submit the TPERF and where they will go to do so.

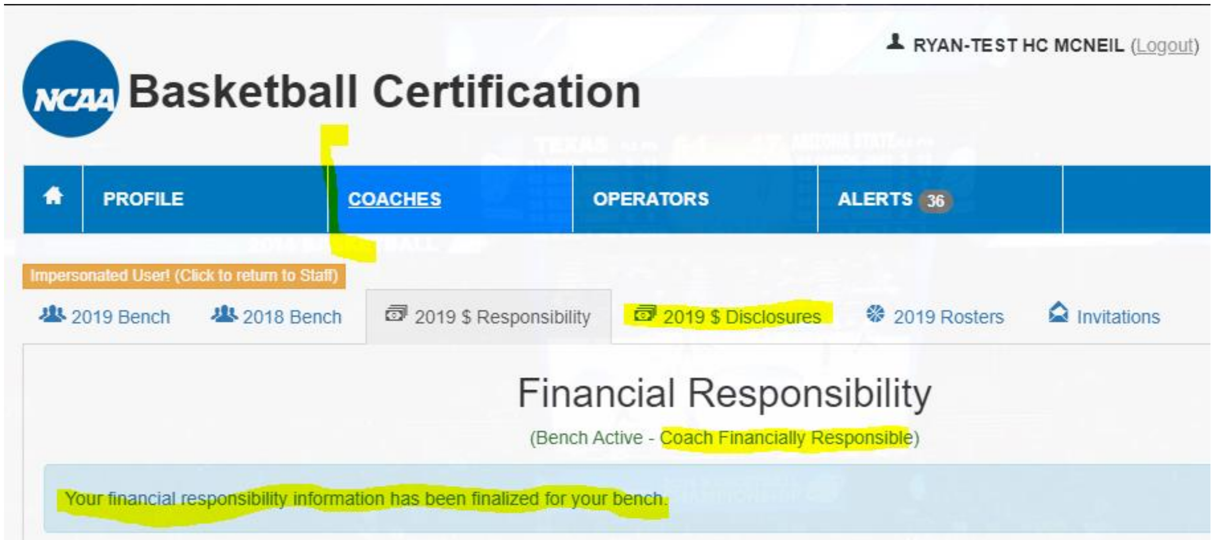
1. **Organization**. The primary business officer for an organization of teams will submit their financial disclosures via the ($ bill icon) DISCLOSURES section of their profile.



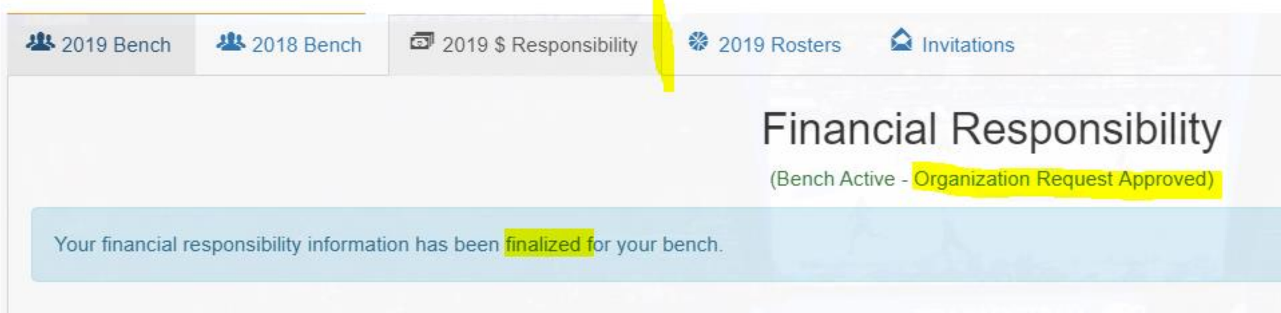
2. **Coach**. The coach who is financially responsible will submit his/her financial disclosures via the $ Disclosures tab found in the COACHES section of their profile.



The <u>$ Disclosures</u> tab will appear once the coach has indicated that they are financially responsible for the team(s) associated with his/her bench and the financial responsibility is finalized on the <u>$ Responsibility</u> tab.

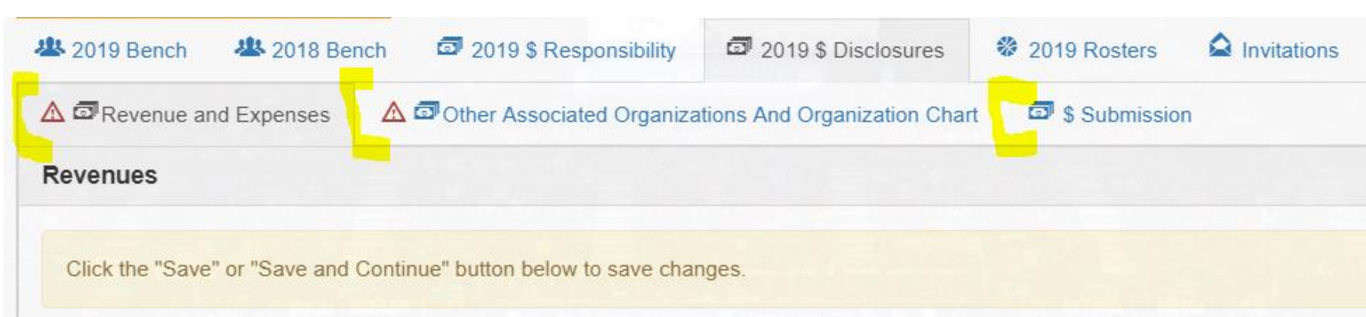


NOTE: If an organization is financially responsible, the coach will not see the <u>$ Submissions</u> tab:



Financial Disclosure Instructions

The process is the same whether the financial disclosures are done by the coach or a primary business officer. There are three different tabs to complete; one for <u>Revenues and Expenses</u>, a second for <u>Other Associated Organizations and Organization Chart</u> and a third for <u>$ Submission</u>.

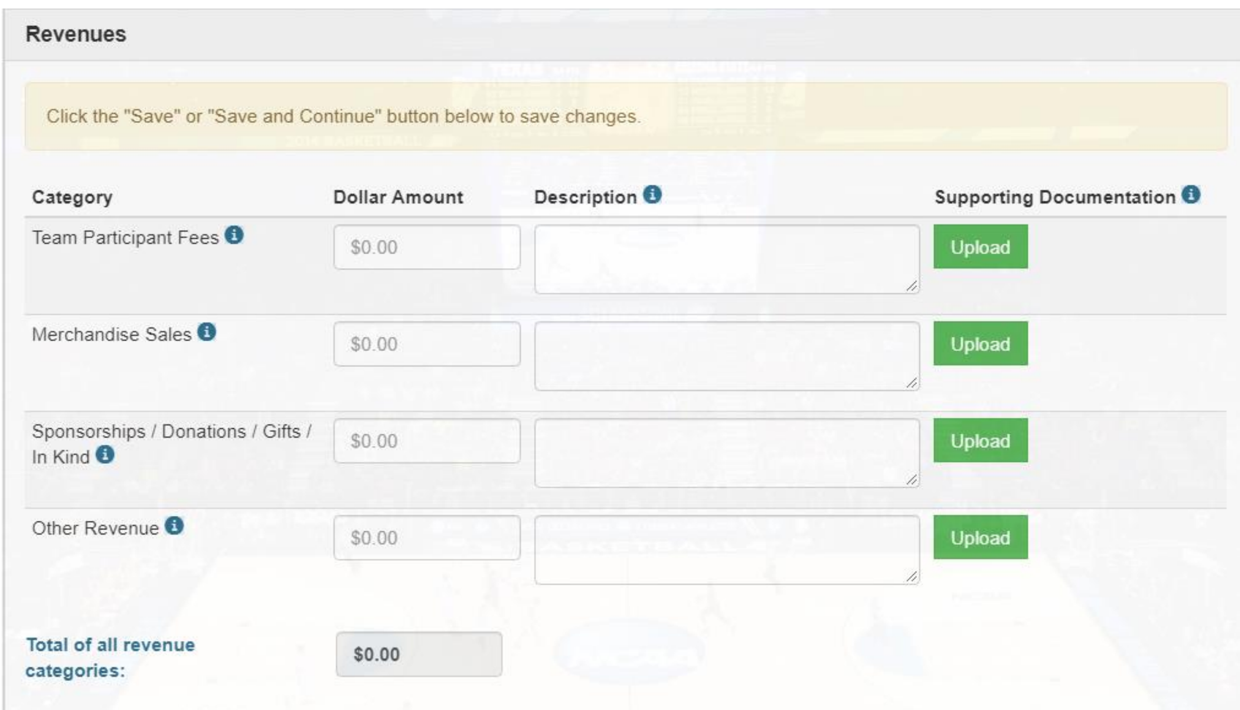


Revenue and Expenses Tab

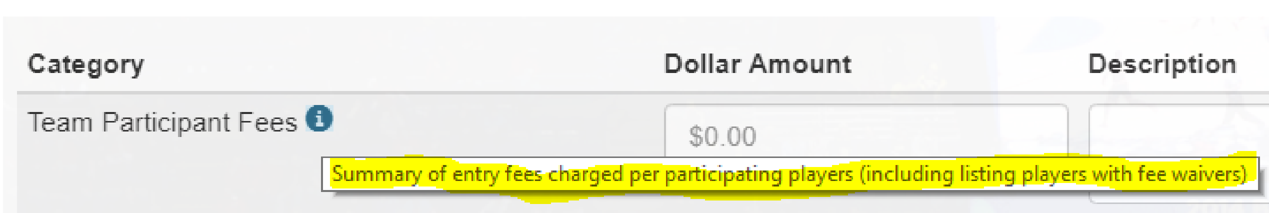
1. Navigate to the Revenue and Expenses tab.

2. Revenues Section. Submit information in each of the categories provided in the Revenues section. If there are any categories that do not apply to this particular team or organization of teams, you must enter zero. The fields in the Dollar Amount column cannot be left empty. A description field is provided for explanation of how the dollar amount was derived or to provide more details.

   There are Upload buttons for each of the categories where the coach/organization should provide documentation to support the dollar amount submitted. Document uploads are not required to proceed in the BBCS, but should not be omitted if they exist. Lack of documentation may factor in to the selection of teams to be audited.

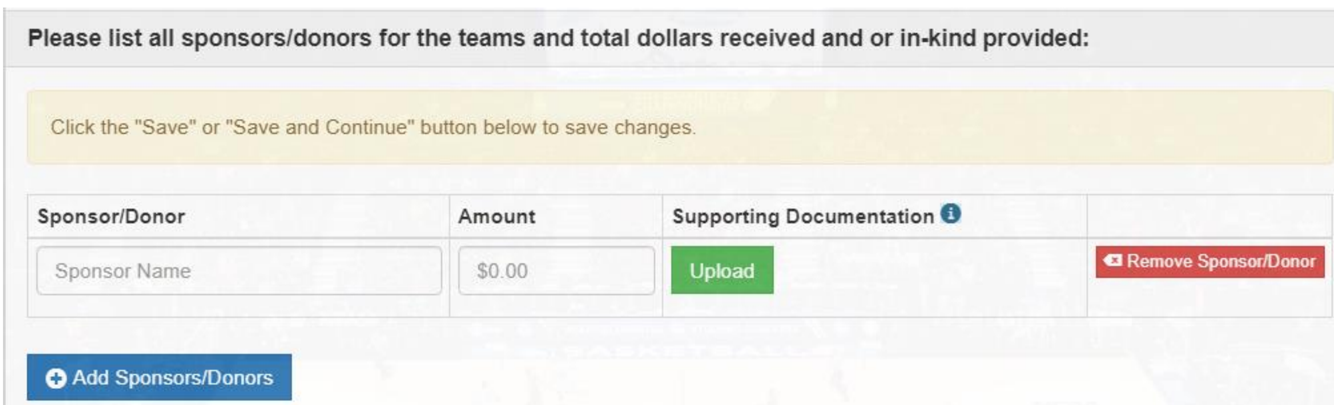


A more detailed description of what is expected for each field will appear if you roll over the "i" icon.



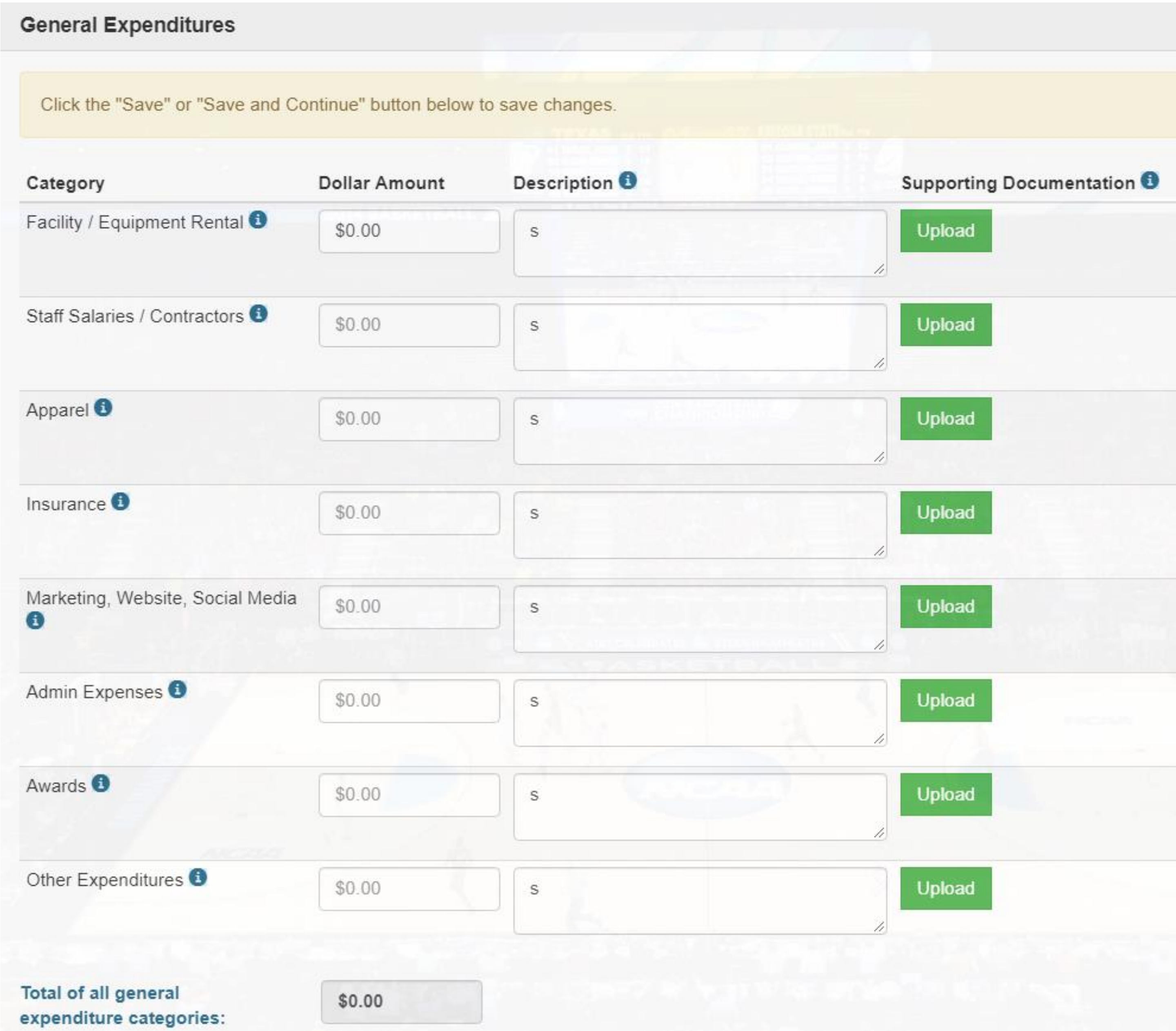
If you attempt to progress in the BBCS without entering information in the required fields, an error message will appear at the top of the page and under each field where inforamtion is missing, but required.

3. Sponsors/Donors Section. All donations and sponsorships must be disclosed along with the value of each.



The name of each sponsor/donor and dollar amount of each donation or the value of the sponsorship should be entered. You can click the Add Sponsor/Donor button to add multiple entries. There is also an Upload button where the coach/organization should provide documentation to support the dollar amount.

4. General Expenditures Section. Submit information in each of the categories provided in the General Expenditures section. If there are any categories that do not apply to this particular team or organization of teams, you must enter zero. The fields in the Dollar Amount column cannot be left empty. A description field is provided for explanation of how the dollar amount was derived or to provide more details for understanding. There is also an Upload button for each where the coach/organization should provide documentation to support the dollar amount.



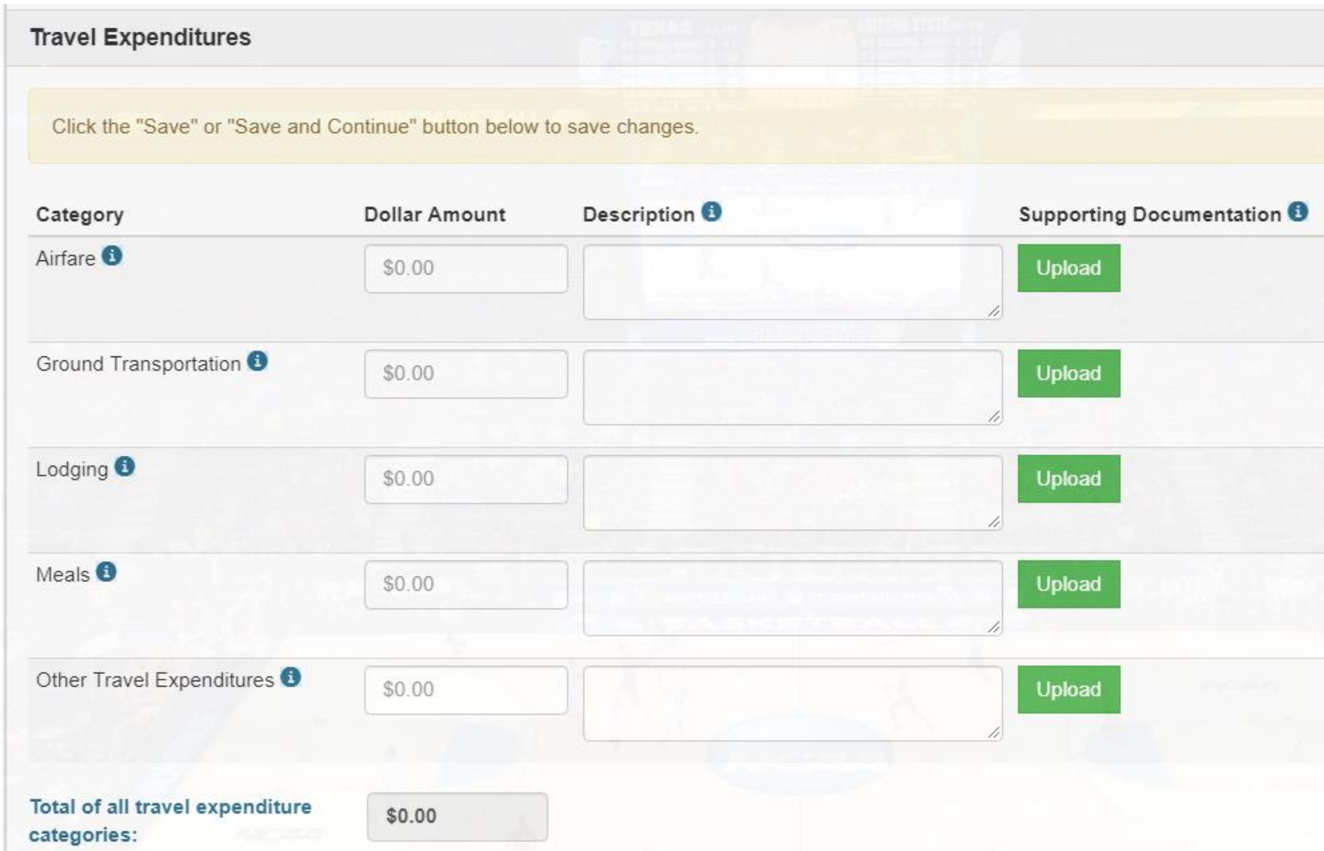
General Expenditures

Click the "Save" or "Save and Continue" button below to save changes.

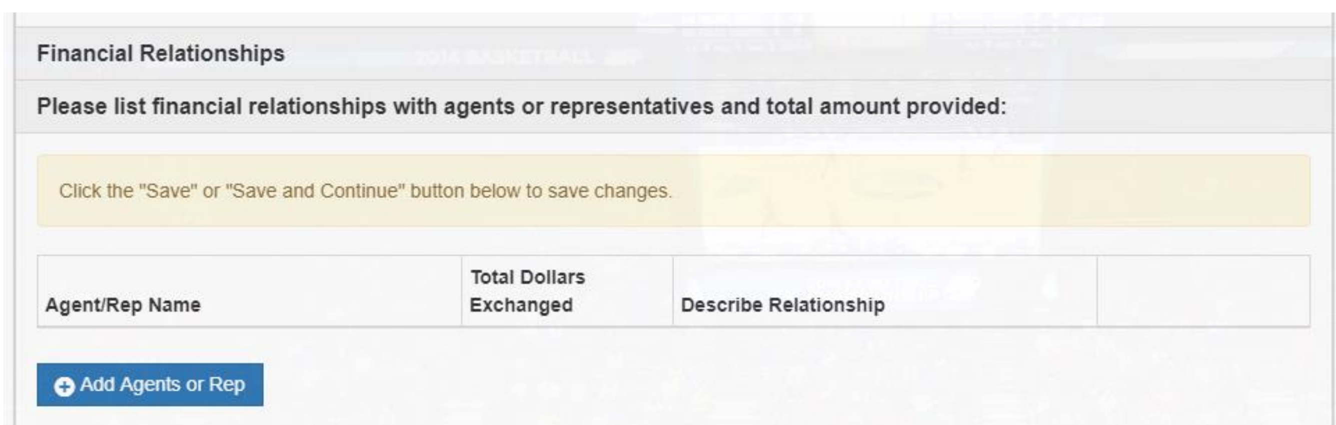
Category	Dollar Amount	Description	Supporting Documentation
Facility / Equipment Rental	$0.00	s	Upload
Staff Salaries / Contractors	$0.00	s	Upload
Apparel	$0.00	s	Upload
Insurance	$0.00	s	Upload
Marketing, Website, Social Media	$0.00	s	Upload
Admin Expenses	$0.00	s	Upload
Awards	$0.00	s	Upload
Other Expenditures	$0.00	s	Upload

Total of all general expenditure categories: $0.00

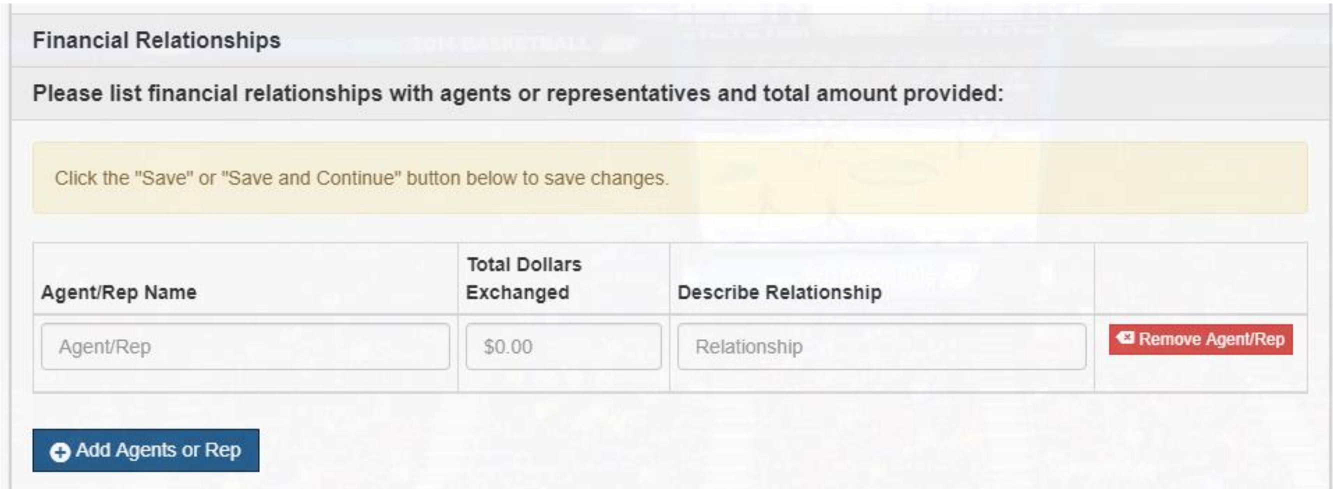
5. Travel Expenditures Section. Submit information in each of the categories provided in the Travel Expenditures section. If there are any categories that do not apply to this particular team or organization of teams, you must enter zero. The fields in the Dollar Amount column cannot be left empty. A description field is provided for explanation of how the dollar amount was derived or to provide more details for understanding. There is also an Upload button for each where the coach/organization should provide documentation to support the dollar amount.



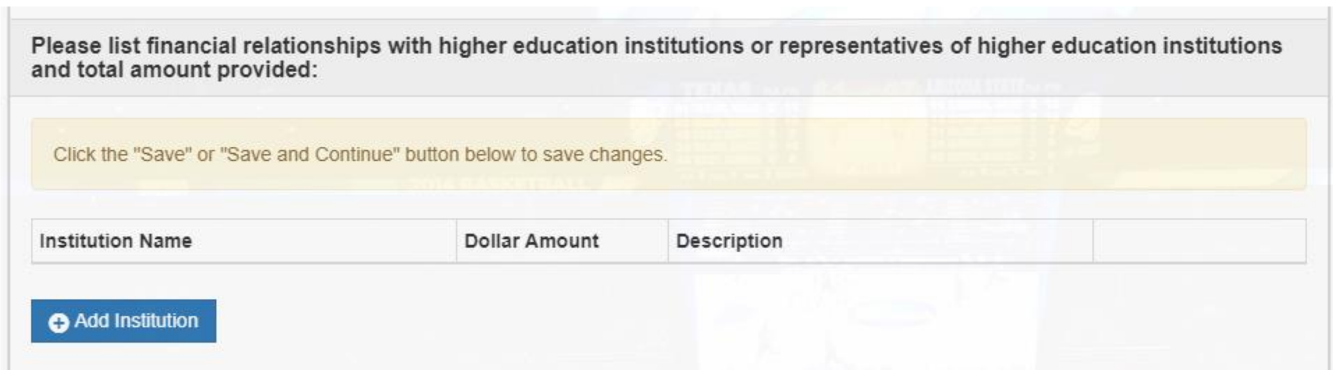
6. Financial Relationships Section - Agents. The coach/organization must disclose any financial relationships with an agent ot individual associated with an agent.



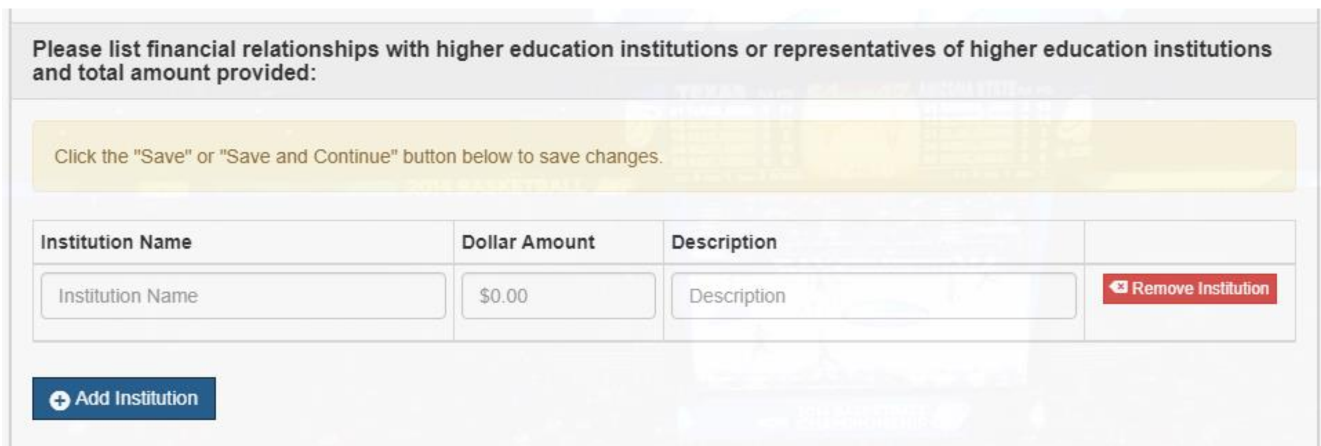
Click the Add Agent or Rep button and fields will appear to allow entry of the information. NOTE: The fields in the Total Dollars Exchanged column cannot be left empty; if the number is zero, you must enter zero. A description field is provided for an explanation of the relationship.



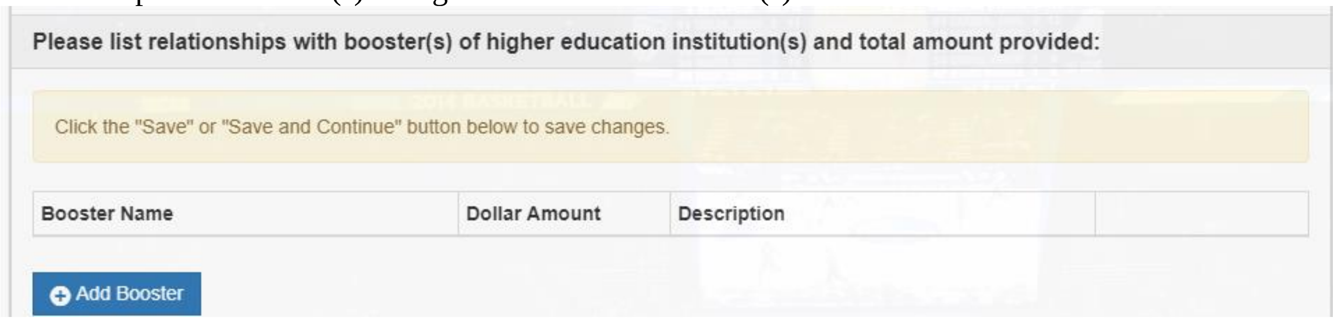
7. Financial Relationships Section - Institutions. The coach/organization must disclose any financial relationships with higher education institutions or representatives of higher education institutions.



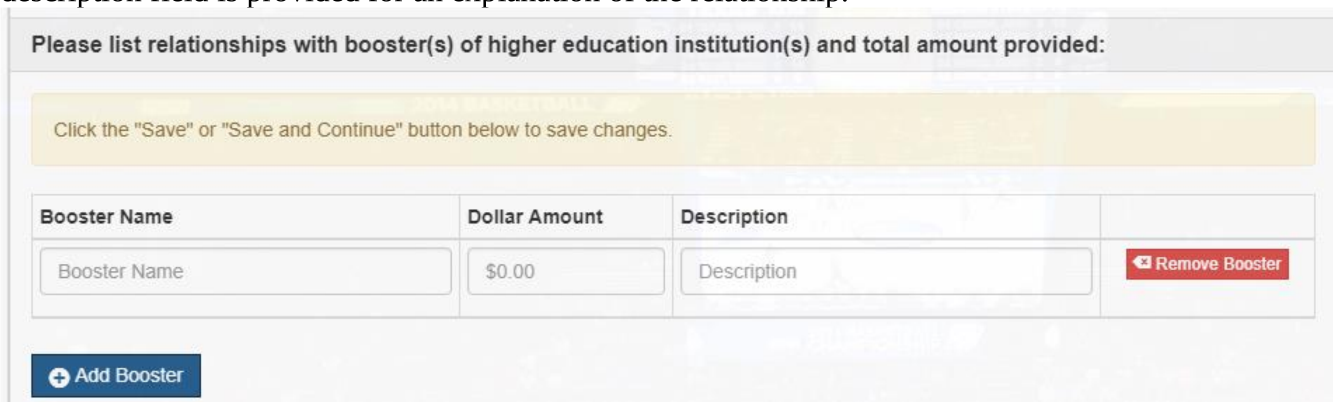
Click the Add Institution button and fields will appear to allow entry of the information. NOTE: The fields in the Dollar Amount column cannot be left empty; if the number is zero, you must enter zero. A description field is provided for an explanation of the relationship.



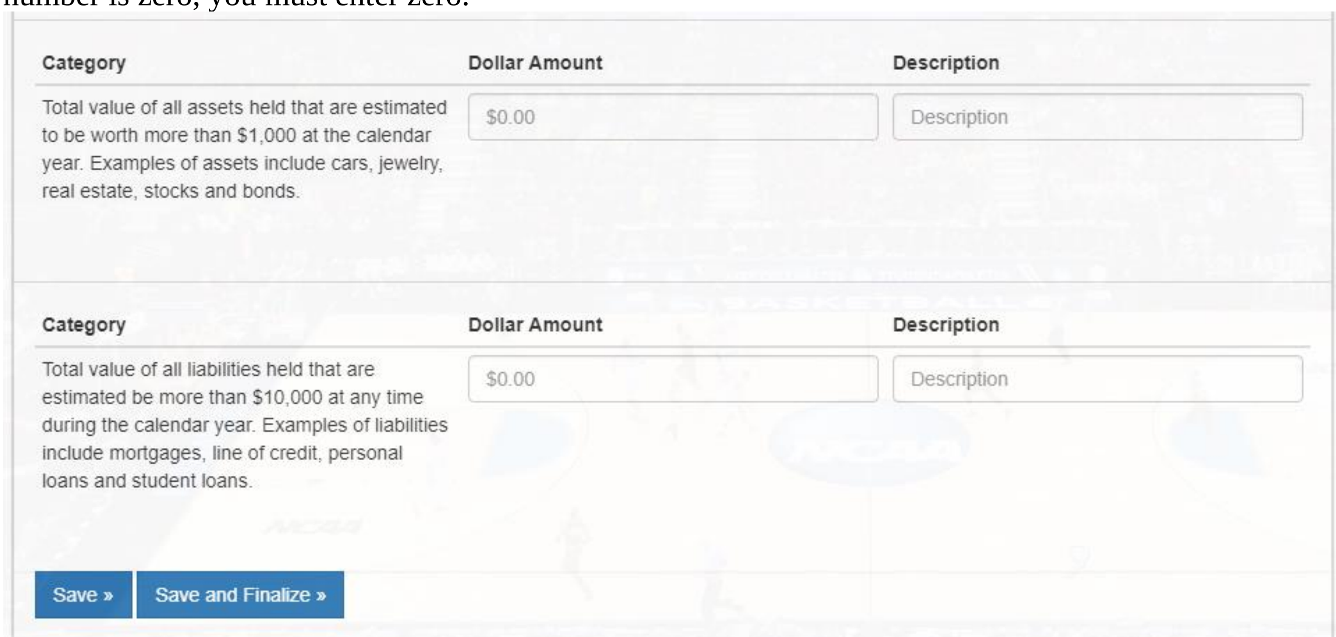
8. Financial Relationships Section - Boosters. The coach/organization must disclose any financial relationships with booster(s) of higher education institution(s).



Click the Add Booster button and fields will appear to allow entry of the information. NOTE: The fields in the Dollar Amount column cannot be left empty; if the number is zero, you must enter zero. A description field is provided for an explanation of the relationship.



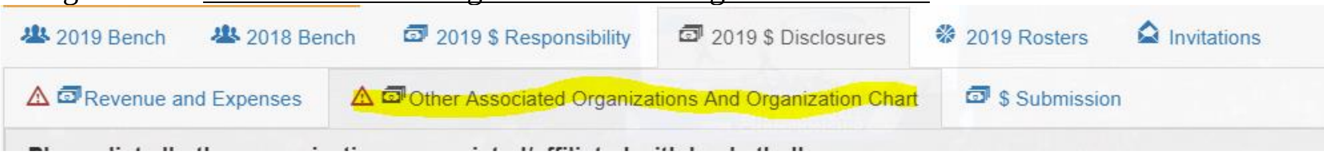
9. Answer the remaining two questions regarding assets and liabilities including a detailed description of what is included in each. NOTE: The fields in the Dollar Amount column cannot be left empty; if the number is zero, you must enter zero.



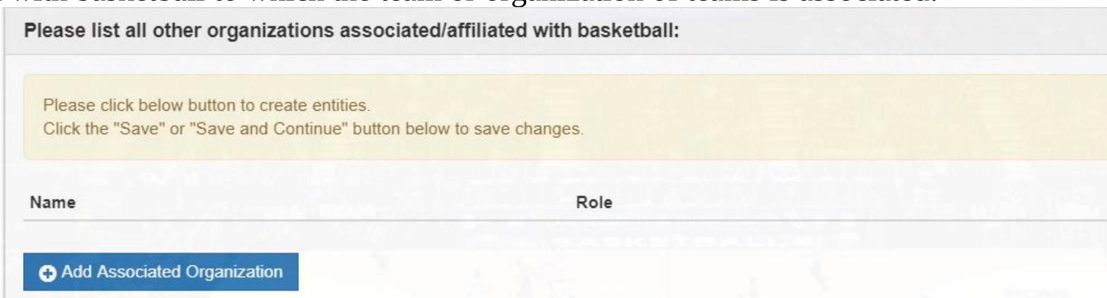
10. Once all fields on the Revenues and Expenses tab have been entered, click the Save and Finalize button and the $ Submission tab will open.

Other Associated Organizations and Organization Chart Tab

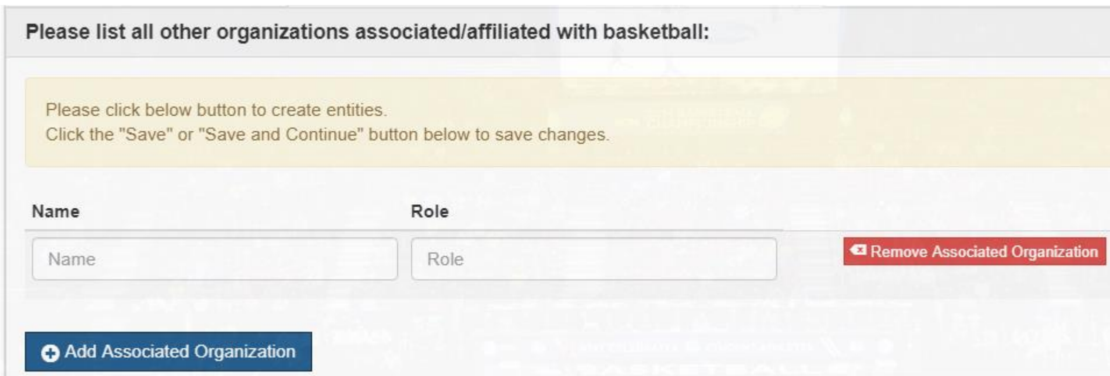
1. Navigate to the Other Associated Organizations and Organization Chart tab.



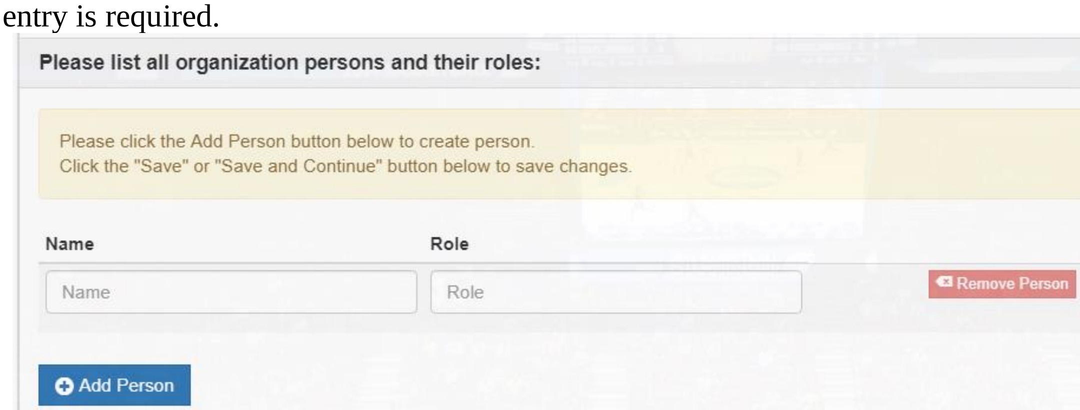
2. Other Associated Organizations Section. The coach/organization must disclose all other organizations affiliated with basketball to which the team or organization of teams is associated.



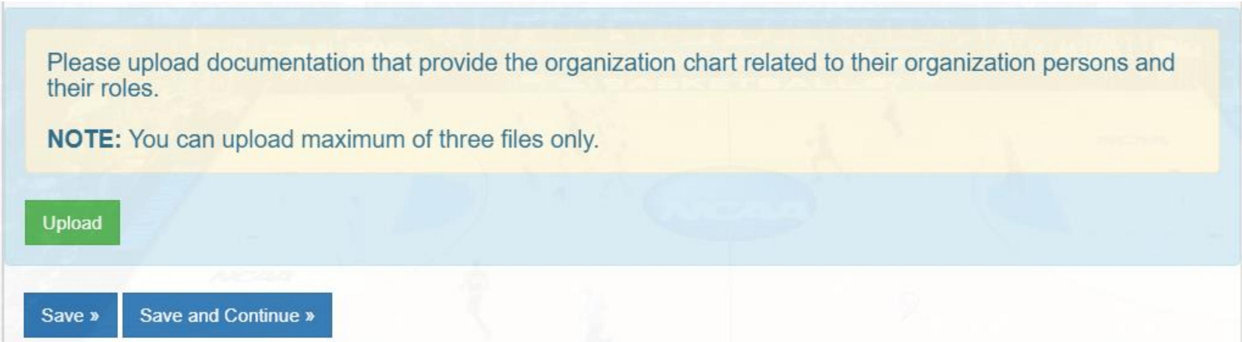
Click the Add Associated Organization button and fields will appear to allow the team/organization to identify all other organizations affiliated with basketball to which the team or organization of teams is associated.



3. Organization Persons Section. The coach/organization must disclose all people who are involved in the operation of the organization of teams. Click the Add Person button as many times as necessary to list all individuals with relationships to the team, including directors, coaches, travel coordinators, promoters, board of directors and other individuals who serve as staff regardless of whether they are on the payroll or volunteers. You do not need to identify other coaches who are associated with the organization. At lease one entry is required.

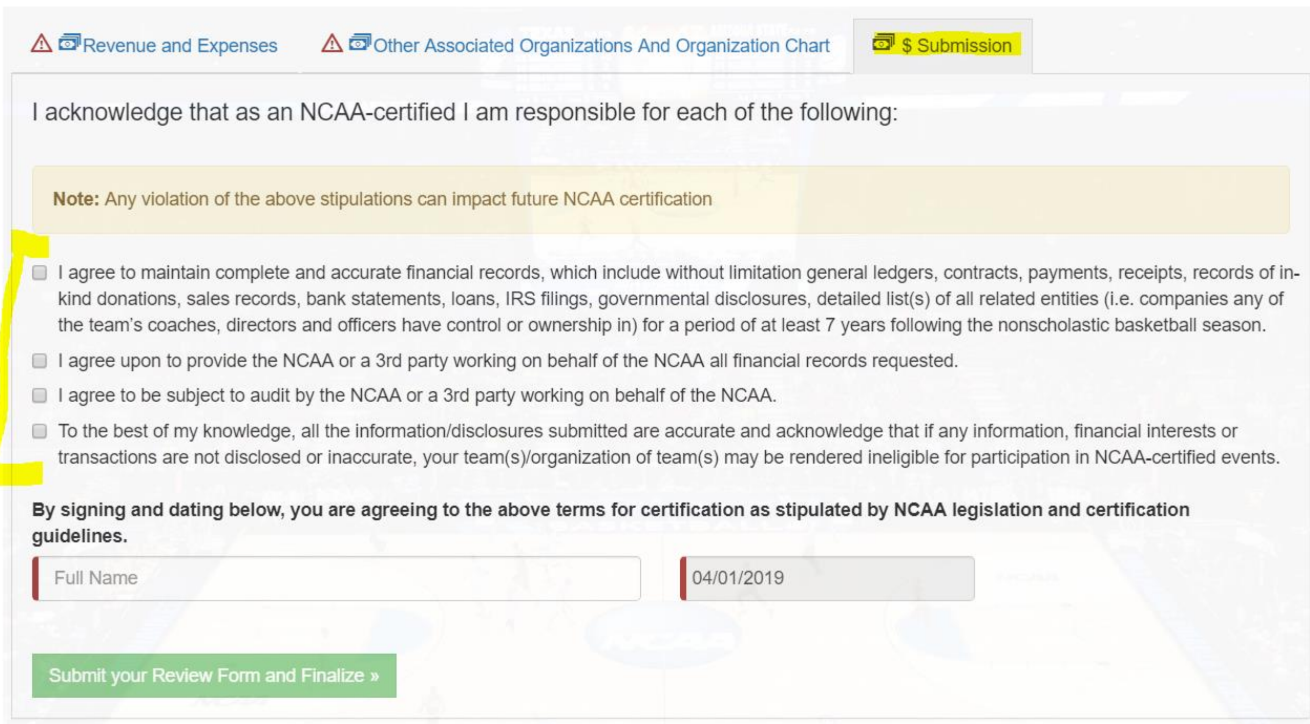


4. Organization Chart Section. The coach/organization must upload upload an organization chart that includes the persons previously identified illustrates the hierarcy of relationship in regards to levels of authority, role, and/or function.

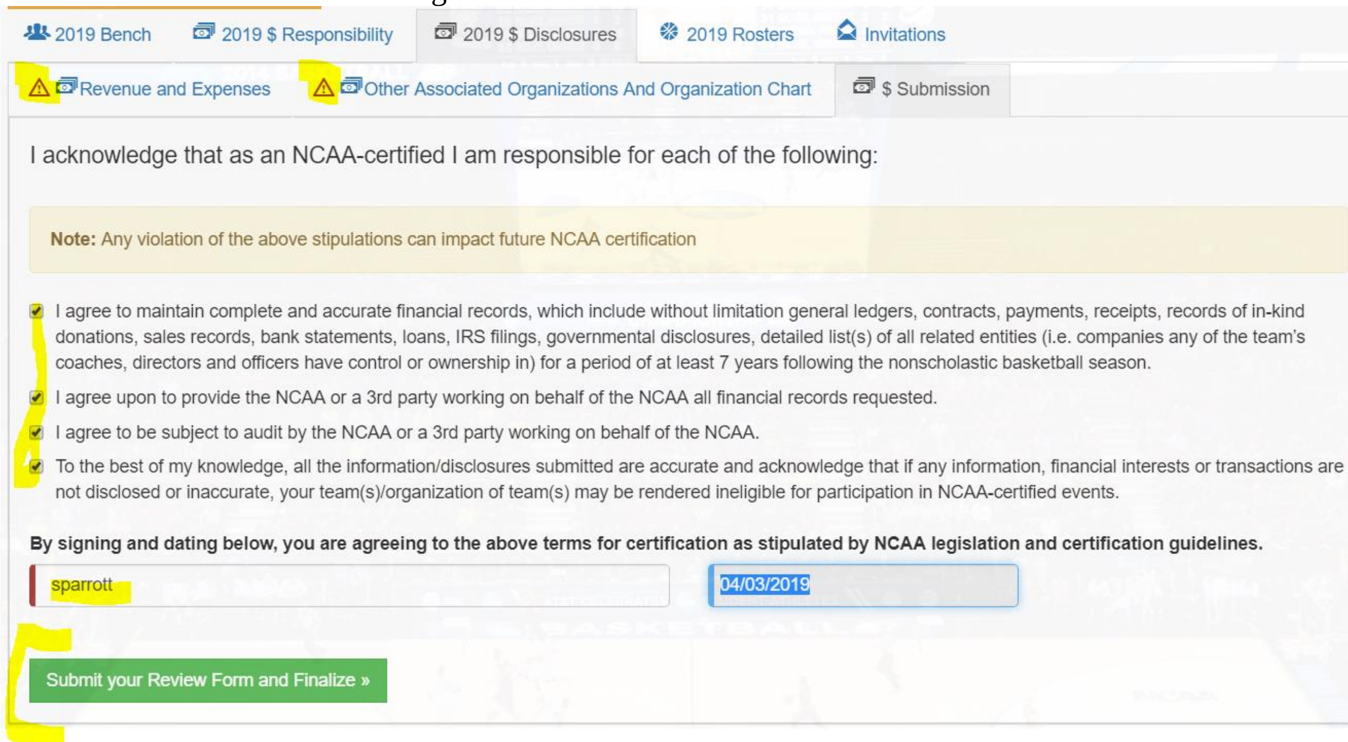


$ Submission Tab

The coach/organization must agree to attestations that appear on the $ Submission tab.



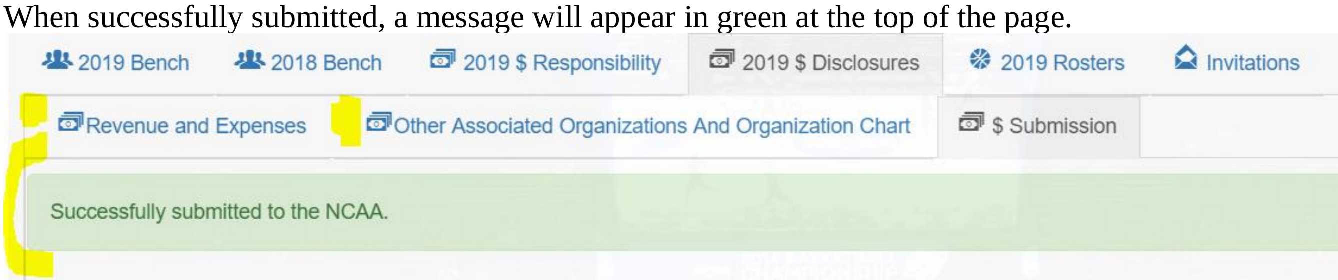
When all required information has been entered, the Submit your Review Form and Finalize button will be activated to allow the coach/organization to submit the TPERF.



BE AWARE: Warning icons will NOT disappear even after you have responded to all of the required fields on that tab until after you have clicked the Submit your Review Form and Finalize button.

Once the Submit your Review Form and Finalize button is selected, a message in gree will appear indicating "Successfully submitted to the NCAA" and the warning icons on the Revenue and Expenses tab and the Other Associated Organizations and Organization Chart tab will disappear.

When successfully submitted, a message will appear in green at the top of the page.



The fields will become read only and the date next to the signature will serve as a date stamp of then the TPERF was submitted.