

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).

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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:

The screenshot shows the '2019 \$ Responsibility' tab in the BBCS. A red message box at the top states: 'Revenues / Expenditures tab information has been saved. Please correct any errors and fill in all required fields below.' Below this, the 'Revenues' section is visible. It contains a table with two rows: 'Team Participant Fees' and 'Merchandise Sales'. Both rows have a 'Dollar Amount' of '\$500.00' and a 'Description' field. The 'Description' fields are outlined in red, and a yellow highlight is placed over the text 'Description is required.' next to each field. There are also 'Supporting Documentation' fields with 'Upload' buttons.

Category	Dollar Amount	Description	Supporting Documentation
Team Participant Fees	\$500.00	Description is required.	Upload
Merchandise Sales	\$500.00	Description is required.	Upload

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.

The screenshot shows the 'NCAA Basketball Certification' interface for a user named 'BOB BUSINESS USER'. The navigation bar includes 'PROFILE', 'ORGANIZATION', 'APPROVALS', 'DISCLOSURES' (highlighted with a yellow bracket), and 'ALERTS'. Below the navigation bar, there is a 'Submission Year' dropdown menu set to '2019'. A yellow bracket highlights the 'DISCLOSURES' section, which contains three tabs: 'Revenue and Expenses' (with a warning icon), 'Other Associated Organizations And Organization Chart' (with a warning icon), and '\$ Submission' (with a dollar sign icon). The 'Revenues' section is visible below the tabs. A yellow bracket also highlights the '\$ Submission' tab. At the bottom, a yellow banner states: 'Click the "Save" or "Save and Continue" button below to save changes.'

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 screenshot shows the 'NCAA Basketball Certification' interface for a coach user. The navigation bar includes 'PROFILE', 'COACHES' (highlighted with a yellow bracket), 'OPERATORS', and 'ALERTS 36'. Below the navigation bar, there is a row of tabs: '2019 Bench', '2018 Bench', '2019 \$ Responsibility', '2019 \$ Disclosures' (highlighted with a yellow bracket), '2019 Rosters', and 'Invitations'. The 'My Bench' section is visible below the tabs, with the status '(Active - Coach Financially Responsible)'. A yellow bracket also highlights the '2019 \$ Disclosures' tab. At the bottom, a yellow banner states: 'There are athletes on your bench that are on other coach's benches. See athlete information below for details.'

The \$ Disclosures 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 \$ Responsibility tab.

The screenshot shows the NCAA Basketball Certification web application. At the top right, the user is logged in as 'RYAN-TEST HC MCNEIL (Logout)'. The main navigation bar includes 'PROFILE', 'COACHES', 'OPERATORS', and 'ALERTS 36'. Below this, a secondary navigation bar shows '2019 Bench', '2018 Bench', '2019 \$ Responsibility', '2019 \$ Disclosures' (highlighted with a yellow box), '2019 Rosters', and 'Invitations'. The main content area is titled 'Financial Responsibility' with the status '(Bench Active - Coach Financially Responsible)'. A blue message box states: 'Your financial responsibility information has been finalized for your bench.'

NOTE: If an organization is financially responsible, the coach will not see the \$ Submissions tab:

This screenshot shows the 'Financial Responsibility' section of the application. The navigation bar highlights '2019 \$ Responsibility' with a yellow box. The status is '(Bench Active - Organization Request Approved)'. A blue message box states: 'Your financial responsibility information has been finalized for your bench.'

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 Revenues and Expenses, a second for Other Associated Organizations and Organization Chart and a third for \$ Submission.

This screenshot shows the '2019 \$ Disclosures' tab selected in the navigation bar. Below it, three sub-tabs are visible: 'Revenue and Expenses' (highlighted with a yellow box), 'Other Associated Organizations And Organization Chart' (highlighted with a yellow box), and '\$ Submission' (highlighted with a yellow box). The 'Revenues' sub-tab is active, showing a yellow message box that says: 'Click the "Save" or "Save and Continue" button below to save changes.'

Revenue and Expenses Tab

1. Navigate to the Revenue and Expenses tab.

The screenshot shows the top navigation bar with tabs: 2019 Bench, 2018 Bench, 2019 \$ Responsibility, 2019 \$ Disclosures, 2019 Rosters, and Invitations. Below this is a sub-navigation bar with three tabs: **Revenue and Expenses** (highlighted with a yellow background), Other Associated Organizations And Organization Chart, and \$ Submission. The main content area is titled "Revenues" and contains a yellow instruction box: "Click the 'Save' or 'Save and Continue' button below to save changes."

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.

The screenshot shows the "Revenues" section with a yellow instruction box: "Click the 'Save' or 'Save and Continue' button below to save changes." Below this is a table with four columns: Category, Dollar Amount, Description, and Supporting Documentation. The table contains four rows of categories: Team Participant Fees, Merchandise Sales, Sponsorships / Donations / Gifts / In Kind, and Other Revenue. Each row has a text input field for the dollar amount (all set to \$0.00), a text input field for the description, and a green "Upload" button. At the bottom, there is a "Total of all revenue categories:" row with a dollar amount of \$0.00.

Category	Dollar Amount	Description	Supporting Documentation
Team Participant Fees <i>i</i>	\$0.00		Upload
Merchandise Sales <i>i</i>	\$0.00		Upload
Sponsorships / Donations / Gifts / In Kind <i>i</i>	\$0.00		Upload
Other Revenue <i>i</i>	\$0.00		Upload
Total of all revenue categories:	\$0.00		

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


The screenshot shows a tooltip for the "Team Participant Fees" category. The tooltip text is: "Summary of entry fees charged per participating players (including listing players with fee waivers)".

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 information is missing, but required.

• Please fill in all the required fields below.

Revenues


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

Category	Dollar Amount	Description	Supporting Documentation 
Team Participant Fees 	<input type="text" value="\$0.00"/> Amount is required, even if \$0.	<input type="text"/> Description is required.	<input type="button" value="Upload"/>

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

Please list all sponsors/donors for the teams and total dollars received and or in-kind provided:

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











Sponsor/Donor	Amount	Supporting Documentation 	
<input type="text" value="Sponsor Name"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Upload"/>	<input type="button" value="Remove Sponsor/Donor"/>

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 	<input type="text" value="\$0.00"/>	<input type="text" value="s"/>	<input type="button" value="Upload"/>
Staff Salaries / Contractors 	<input type="text" value="\$0.00"/>	<input type="text" value="s"/>	<input type="button" value="Upload"/>
Apparel 	<input type="text" value="\$0.00"/>	<input type="text" value="s"/>	<input type="button" value="Upload"/>
Insurance 	<input type="text" value="\$0.00"/>	<input type="text" value="s"/>	<input type="button" value="Upload"/>
Marketing, Website, Social Media 	<input type="text" value="\$0.00"/>	<input type="text" value="s"/>	<input type="button" value="Upload"/>
Admin Expenses 	<input type="text" value="\$0.00"/>	<input type="text" value="s"/>	<input type="button" value="Upload"/>
Awards 	<input type="text" value="\$0.00"/>	<input type="text" value="s"/>	<input type="button" value="Upload"/>
Other Expenditures 	<input type="text" value="\$0.00"/>	<input type="text" value="s"/>	<input type="button" value="Upload"/>
Total of all general expenditure categories:	<input type="text" value="\$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.

Travel Expenditures			
Click the "Save" or "Save and Continue" button below to save changes.			
Category	Dollar Amount	Description 	Supporting Documentation 
Airfare 	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Ground Transportation 	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Lodging 	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Meals 	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Other Travel Expenditures 	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="button" value="Upload"/>
Total of all travel expenditure categories:	<input type="text" value="\$0.00"/>		

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

Financial Relationships			
Please list financial relationships with agents or representatives and total amount provided:			
Click the "Save" or "Save and Continue" button below to save changes.			
Agent/Rep Name	Total Dollars Exchanged	Describe Relationship	
<input type="button" value="+ Add Agents or Rep"/>			

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.

Financial Relationships

Please list financial relationships with agents or representatives and total amount provided:

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

Agent/Rep Name	Total Dollars Exchanged	Describe Relationship	
Agent/Rep	\$0.00	Relationship	Remove Agent/Rep

[+ Add Agents or Rep](#)

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

Please list financial relationships with higher education institutions or representatives of higher education institutions and total amount provided:

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

Institution Name	Dollar Amount	Description	
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[+ Add Institution](#)

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.

Please list financial relationships with higher education institutions or representatives of higher education institutions and total amount provided:

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

Institution Name	Dollar Amount	Description	
Institution Name	\$0.00	Description	Remove Institution

[+ Add Institution](#)

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

Please list relationships with booster(s) of higher education institution(s) and total amount provided:

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


Booster Name	Dollar Amount	Description

+ Add Booster

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.

Please list relationships with booster(s) of higher education institution(s) and total amount provided:

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

Booster Name	Dollar Amount	Description	
Booster Name	\$0.00	Description	 Remove Booster

+ Add Booster

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.

Category	Dollar Amount	Description
Total value of all assets held that are estimated to be worth more than \$1,000 at the calendar year. Examples of assets include cars, jewelry, real estate, stocks and bonds.	\$0.00	Description

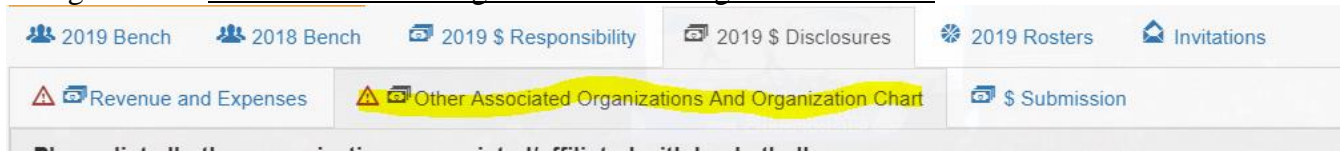
Category	Dollar Amount	Description
Total value of all liabilities held that are estimated be more than \$10,000 at any time during the calendar year. Examples of liabilities include mortgages, line of credit, personal loans and student loans.	\$0.00	Description

Save » Save and Finalize »

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.

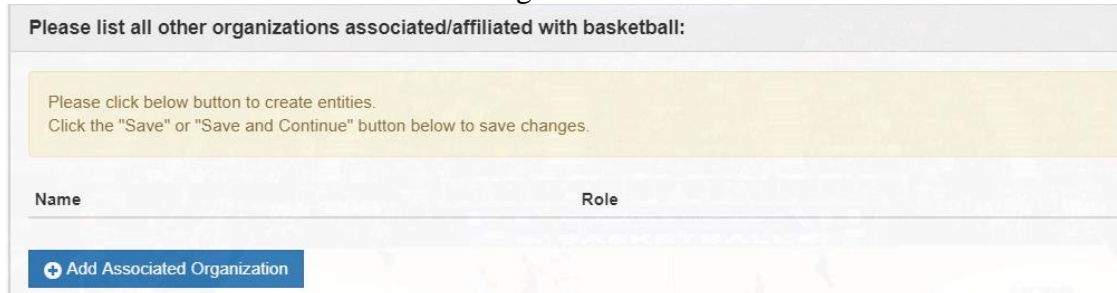
Other Associated Organizations and Organization Chart Tab

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



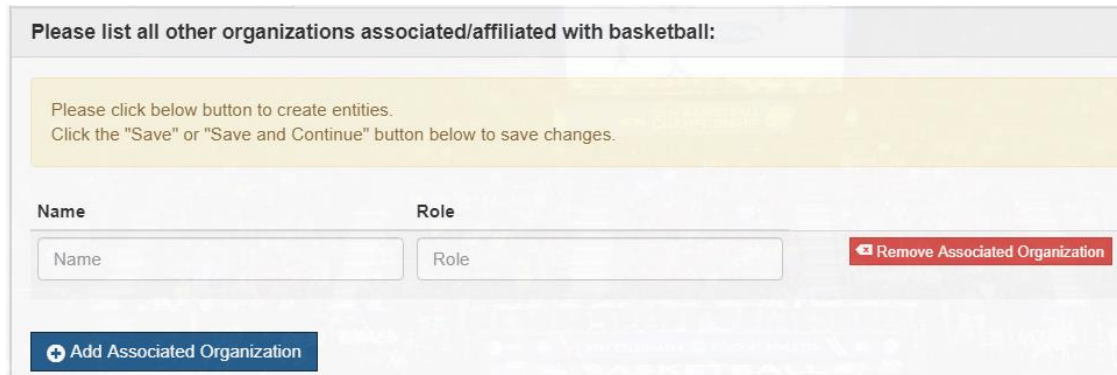
The screenshot shows a navigation bar with several tabs: '2019 Bench', '2018 Bench', '2019 \$ Responsibility', '2019 \$ Disclosures', '2019 Rosters', 'Invitations', 'Revenue and Expenses', 'Other Associated Organizations And Organization Chart' (highlighted in yellow), and '\$ Submission'.

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.



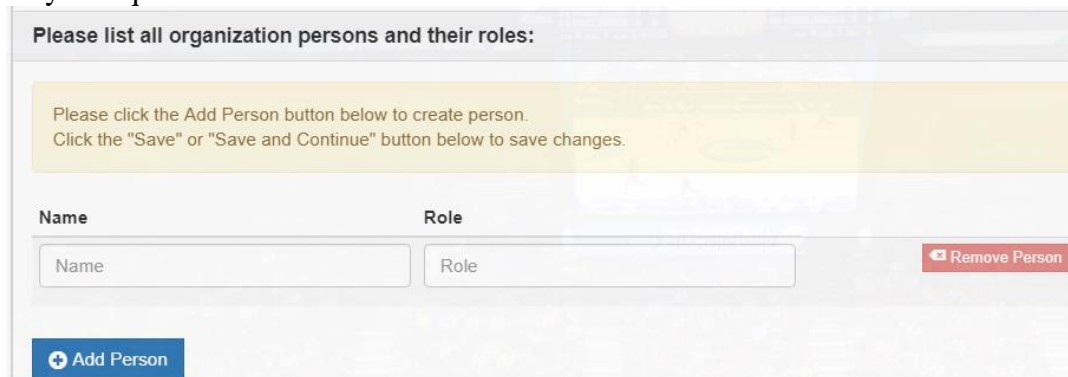
The screenshot shows a form titled 'Please list all other organizations associated/affiliated with basketball:'. Below the title is a yellow box with instructions: 'Please click below button to create entities. Click the "Save" or "Save and Continue" button below to save changes.' Below the instructions is a table with two columns: 'Name' and 'Role'. At the bottom left of the table is a blue button labeled '+ Add Associated Organization'.

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.



The screenshot shows the same form as before, but now with input fields for 'Name' and 'Role' in the table. To the right of the 'Role' field is a red button labeled 'Remove Associated Organization'. The '+ Add Associated Organization' button is still at the bottom left.

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 least one entry is required.



The screenshot shows a form titled 'Please list all organization persons and their roles:'. Below the title is a yellow box with instructions: 'Please click the Add Person button below to create person. Click the "Save" or "Save and Continue" button below to save changes.' Below the instructions is a table with two columns: 'Name' and 'Role'. At the bottom left of the table is a blue button labeled '+ Add Person'. To the right of the 'Role' field is a red button labeled 'Remove Person'.

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

Please upload documentation that provide the organization chart related to their organization persons and their roles.

NOTE: You can upload maximum of three files only.

Upload

Save » Save and Continue »

\$ Submission Tab

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

⚠ Revenue and Expenses ⚠ Other Associated Organizations And Organization Chart **\$ Submission**

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

Note: Any violation of the above stipulations can impact future NCAA certification

- ☐ 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 upon 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.
- ☐ 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.

By signing and dating below, you are agreeing to the above terms for certification as stipulated by NCAA legislation and certification guidelines.

Full Name 04/01/2019

Submit your Review Form and Finalize »

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.

The screenshot shows the top navigation bar with tabs: 2019 Bench, 2019 \$ Responsibility, 2019 \$ Disclosures, 2019 Rosters, and Invitations. Below this is a sub-navigation bar with tabs: Revenue and Expenses (highlighted with a yellow warning icon), Other Associated Organizations And Organization Chart (highlighted with a yellow warning icon), and \$ Submission. The main content area contains the text: "I acknowledge that as an NCAA-certified I am responsible for each of the following:". Below this is a yellow box with the note: "Note: Any violation of the above stipulations can impact future NCAA certification". There are four checkboxes, all of which are checked and highlighted with yellow: 1. "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." 2. "I agree upon to provide the NCAA or a 3rd party working on behalf of the NCAA all financial records requested." 3. "I agree to be subject to audit by the NCAA or a 3rd party working on behalf of the NCAA." 4. "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." Below the checkboxes is the text: "By signing and dating below, you are agreeing to the above terms for certification as stipulated by NCAA legislation and certification guidelines." There are two input fields: a signature field containing "sparrott" and a date field containing "04/03/2019". At the bottom is a green button labeled "Submit your Review Form and Finalize »".

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 green 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 screenshot shows the same navigation bar as the previous image. The sub-navigation bar now shows: Revenue and Expenses (highlighted with a yellow box), Other Associated Organizations And Organization Chart (highlighted with a yellow box), and \$ Submission. A green message box at the top of the main content area says "Successfully submitted to the NCAA." The "Submit your Review Form and Finalize »" button is no longer visible.

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.

The screenshot shows the same navigation bar as the previous images. The sub-navigation bar now shows: Revenue and Expenses (highlighted with a yellow box), Other Associated Organizations And Organization Chart (highlighted with a yellow box), and \$ Submission. The main content area contains the text: "By signing and dating below, you are agreeing to the above terms for certification as stipulated by NCAA legislation guidelines." There are two input fields: a signature field containing "Checking for a Date Stamp" and a date field containing "05/08/2019".