# Check for Coaches' Approval - Individual Events

1. As a condition of certification, an event operator is required to verify that all individuals involved in coaching activities have been granted a background check approval by Verified Volunteers (VV) prior to participation.  This requirement applies to both team and individual events/camps.

2. It is the operator's responsibility to ensure that all coaches' names appear on the VV Approval Listing prior to allowing the individual to participate in any coaching activities.  Only individuals who complete the VV process will be able to access the Approval Listing.

   WARNING:  The same user name and password cannot be used by multiple people on multiple devices at the same time.  If an operator will need multiple people/computers logged in to the VV site at one time, it may be necessary to require staff to complete the VV application process themselves.  Attempting to log in on multiple devices with the same login information will result in the account being locked out of the website completely to prevent fraudulent activity and it may take time to have the account reinstated.  Operators will not be excused for violations that may occur because they could not access the VV list because they were locked out for this reason.

## Access List of Approved Background Checks

1. **GO TO** – http://verifiedvolunteers.com

2. **LOGIN** – On the Volunteers side.

3. If you have been approved, you will see a link across the top of the page to access the Approval Listing.

4. You will be directed to page with the ability to search for approved background checks.  You will have to enter the state where the individual lives and part of their name.
   The State field will default to YOUR state.

5. Once you click the search button, all of the individuals that match your search criteria that have been approved will display at the bottom of the page along with information to help identify them (City, State, Zip, Year of Birth).

**Operator's Responsibility to Verify Coaches -** As a condition of certification, an event operator is required to verify that all participating coaches have completed the required background check approval prior to their participation in the event. This requirement applies to both team and individual events/camps.

It is suggested that you check coaches' IDs and compare the city and year of birth to ensure that the coach reporting to your event and the individual with the background check approval are the same person.

[Because of the limitations in the current BBCS, for 2016, event operators do not have access to verify the educational course for each coach; so operators will not be held responsible for ensuring that all coaches have completed the required educational course.  When the new BBCS platform is released, operators will be responsible for verifying that each coach has both the background check and the educational course.]

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**DO NOT ALLOW A COACH TO PARTICIPATE WHO ONLY HAS**
**THE EDUCATIONAL COURSE CERTIFICATE APPROVAL NUMBER!**

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The NCAA will work to verify coaches so that operators do not have to, but due to procrastination of coaches and volume, all coaches may not be verified prior to your event.

**Approval Verified by NCAA –**The Approval Verified by NCAA field is not an indication as to whether or not an individual has been granted an approval by FADV; instead, the BBCS Approved field is an indication that ECAG has verified the background check approval of this individual. The "Approval Number" field can be entered by the coach, but the "Approved?" and "BBCS Approved" fields with the Yes/No indication can only be changed by the NCAA.
- If a "**YES**" appears, operators can allow the individual to coach without doing anything because the NCAA staff has already verified him/her.
- If a "**NO**" appears, the individual may have an approval, but the operator will need to confirm that by checking the list of approved background checks prior to allowing him/her to participate.



**Online View**



**Print View**          **Export View**

**EVENTS OPERATORS**

**BE AWARE** –

1. This is NOT an automated process. An individual could have been identified as ELIGIBLE by Verified Volunteers and still have an indication of "**NO**" in the BBCS.
2. The coach may have entered a number in the approval number field, but the NCAA has not verified it for accuracy. Make sure to check the Yes/No field.
3. The Verified Volunteers "Approval Listing" tab **IS automated** and once approved the individual's name will appear on that list immediately.

**CAUTION!!!!!!**

The coach's ability to produce an approval e-mail, certificate, approval card OR a receipt is not adequate verification of approval. The fact that the coach has applied for an approval is not enough.

The operator MUST verify that the coach's name is posted on the list of approved participants or has been verified by NCAA staff.

**The coaches' approval requirement is strictly enforced.**

**Participation of a single unapproved coach will render the event ineligible for certification the following year.**

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