

## Check for Coaches' Approval -Team 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. Access your user account with your username and password and choose Operator. You will be directed to your operator user account summary and see all of that activity applications associated with your account.

### ACTIVITY APPLICATIONS SUMMARY

A new Activity Application row is added by clicking the Create Activity button.

Activity Name	Application Type	Season	Start Date	Application Status	Event Review Status
Test Application 1	Event	R	07/06/2006	<a href="#">Approved</a>	<a href="#">Pending</a>

3. Click on the Pending link in the Event Review Status column next to the event you want to access.
4. On the Event Review Summary, you will see an overview of the number of participants in your event. For example:

Event Participants			
Number of Teams	Number of Individual Coaches	Number of Individual Athletes	Number of Team Athletes
24	0	0	0

5. Click the Edit Teams button.
6. This is the Team Participation List. Here you will see all of teams that have "opted in" to your event. You will have access to this list as soon as your application is approved.
7. Print or export the team rosters by selecting the check boxes in the Print or Export column next to the teams that are participating in your event and hitting either the Print or Export button at the bottom of the page. (It is possible that there will be teams on the list that have not registered for your event.) If you select the teams and click Print, you will get printer friendly rosters.

Print Team Rosters										
test team						123 test street, Indianapolis, Indiana, 46204				
Coach Name	Duty	Address		Phone	Email	Approval Number	BBCS Approval			
Coach Head	COACH ADMIN	PO 6222, Indianapolis, Indiana, 46206		317 917 6222	testteam2@ncaa.org	NOT NEEDED	No			
Coach Assistant	Assistant	test street, Indianapolis, Indiana, 46204				TEST	No			
No.	Athlete Name	Ht.	Grad.	H.S.	Birth Day	Position	Email	Home Address		Home Phone
4	test athlete4		2009					test address, test city, Indiana, 46206		444 444 4444
1	test athlete		2009					test address, test city, Indiana, 46201		111 111 1111
2	test athlete2		2008					test address, test city, Indiana, 46206		222 222 2222
3	test athlete3		2010					test address, test city, Indiana, 46206		333 333 3333
5	test athlete5		2011					test address, test city, Illinois, 46207		555 555 5555

If you select Export, a tab-delimited text file will be sent to the e-mail address on the user account. Save this file to your computer and it can then be opened in Microsoft Office products. Instructions on how to open in Excel and Word are available online.

[Open a TXT document in Excel](#)

[Open a TXT document in Word](#)

8. **Make sure all participating coaches are on the roster.** Operators will not have the ability to add coaches. If coaches need to be added to the roster, the team administrator will need to do so in order for the operator to successfully complete the required post-event review form.
9. Look at the printed or exported rosters. If the BBCS Approved column for the coach says **Yes**, the NCAA has already verified that the coach appears on the list of approved participants. Operators can allow the individual to coach without doing anything further.

Print Team Rosters									
test team				123 test street, Indianapolis, Indiana, 46204					
Coach Name	Duty	Address		Phone	Email	Approval Number	BBCS Approval		
Coach Head	COACH ADMIN	PO 6222, Indianapolis, Indiana, 46206		317 917 6222	parrott@gmail.com	EXAMPLE	Yes		
Coach Assistant	Assistant	test street, Indianapolis, Indiana, 46204				not on list 6.05.08	No		
No.	Athlete Name	Ht.	Grad.	H.S.	Birth Day	Position	Email	Home Address	Home Phone
	Athlete Added							add athlete dr., indianapolis, Indiana, 46204	666 666 6666
4	test athlete4		2009					test address, test city, Indiana, 46206	444 444 4444
1	test athlete		2009					test address, test city, Indiana, 46201	111 111 1111
2	test athlete2		2008					test address, test city, Indiana, 46206	222 222 2222
3	test athlete3		2010					test address, test city, Indiana, 46206	333 333 3333
5	test athlete5		2011					test address, test city, Illinois, 46207	555 555 5555

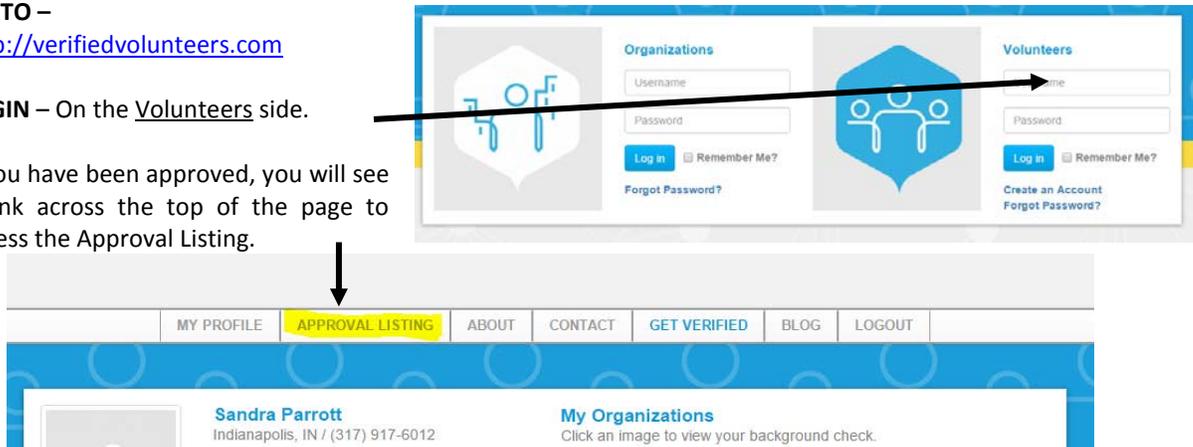
10. If the BBCS Approved column for the coach says **No**, the NCAA has not had a chance to verify the coach's approval. Often when this is the case, there will be a note in the Approval Number column that says "not on list" and the date that the NCAA staff last checked the list of approved participants. It is possible that the legal name utilized for the background check and the nickname provided in the BBCS are not the same or the coach may have moved and it was not possible for NCAA staff to verify approval without additional information and therefore, the coach has not been verified.
11. If the NCAA has not verified the coach as approved, it is the operator's responsibility to ensure that all coaches' names appear on the VV list of approved participants prior to allowing the individual to participate in any coaching activities. In order for an operator to view the VV List of approved participants, the operator will need to log in to their VV account. Only individuals who complete the VV process will be able to access the list of approved participants.

**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).

The image shows a search interface titled 'Authorized NCAA-Certified Event Operators and Participating Coaches'. It includes instructions on how to use the search menu and a search form with fields for 'Volunteer's State\*', 'Last Name\*', and 'First Name'. A 'Search' button is present. Below the form is a table of search results.

Last Name	First Name	Year of Birth	City	State	Zip
Parrott	Sandra	1971	Indianapolis	IN	46217

**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 BCS, 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 BCS platform is released, operators will be responsible for verifying that each coach has both the background check and the educational course.]

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

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.

Approved?	Approval Number
Yes	20140429-Z1ZZ1ZZ1ZZ
No	20140429-Z1ZZ1ZZ1ZZ
No	not on list 2.25.14

**Online View**

PO Box 6222, Indianapolis, Indiana, 46206

Approval Number	BBCS Approval
20140429-Z1ZZ1ZZ1ZZ	Yes
20140429-Z1ZZ1ZZ1ZZ	No
not on list 2.25.14	No

**Print View**

**Export View**

EMAIL	APPROVAL NUM	BBCS APPROVED
ncaa@gmail.com	20140429-Z1ZZ1ZZ1ZZ	Y
20140429-Z1ZZ1ZZ1ZZ	N	
not on list 2.25.14	N	

**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.