

# Hire or Acquire Staff

## Things to consider when hiring or acquiring staff to operated your event:

- An event nor any participating team shall have on its staff or as a participant any individual who has been found guilty or pleaded guilty in a court of law for having been involved in sports bribery, point shaving or game fixing;
- Compensation provided to event personnel must be consistent with the going rate for personnel of like teaching ability and event experience;
- Operators are required to have qualified medical personnel present at EACH facility utilized by the event. Events are required to have a medical professional/trainer on staff to care for injured athletes, etc.
- If games or scrimmages will occur, determine who will officiate.
- Operators may need to hire staff who can effectively present the information required for the mandatory educational session or someone to monitor the video presentation to ensure that all participating prospects are in attendance and presented with all of the required information.
- Operator are responsible for having staff/volunteers to enforce the separate seating areas and for clearing out any general spectator from the designated NCAA coaches section; so, make plans to have enough staff to do so. It is suggested that the separate coaches section be for NCAA coaches only and the both two-year college and media representatives be required to sit elsewhere if at all possible.
- Operators of team events need to plan ahead to have enough registration staff to fulfill the NCAA requirements for checking coaches approvals; identifying which coaches and athletes listed on the roster will actually participate in the event; and reviewing roster information for coaches approvals, adjoining state violations, same or incorrect contact information, etc.

## Demographic Information for Staff:

Event operators will need to collect the name, address and telephone number for any volunteer or employee involved in the operation of their event including, but not limited to, the administrative staff, clock and stat personnel, score keepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc. This information will be required as part of the post-event review form submission along with the compensation paid to each individual. If you are going to list "per hour" amounts for staff compensation, you need to include the total number of hours worked or list total amount paid.

## Demographic Information for Hired Coaches:

Operators of Individual Events who hire coaches will need to collect the name, address, telephone number, birth date and the last four digits of the social security number for each coach utilized. This information will be required as part of the post-event review form submission along with the compensation paid to each individual. If you are going to list "per hour" amounts for compensation, you need to include the total number of hours worked or list total amount paid.

## Operators Responsibilities in Checking Coaches:

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 prior to participation. This requirement applies to both team and individual events/camps. If the event is more skills and drills in nature and coaches are not utilized for team competition, the individuals involved in instruction will still need to obtain a participant approval as this is considered "coaching activities."

The NCAA strives to verify coaches entered in the **Basketball Certification Online System (BBCS)** [<http://web1.ncaa.org/BBCS/exec/login>]. Unfortunately, due to procrastination in applying and the volume of coaches participating, all coaches may not be verified prior to your event.

If the NCAA has verified the coach, the Approval Verified by NCAA field on the team roster will be manually updated by NCAA staff. This is done as a courtesy to event operators to eliminate some of the work involved in verifying coaches. 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 coaches prior to allowing him/her to participate. BE AWARE - This is NOT an automated process. An individual could have been approved by Verified Volunteers (VV) and still have an indication of NO in the Basketball Certification Online System (BBCS). The VV list of approved operators and coaches IS automated and once approved the individuals name will appear on the VV list immediately.

If the NCAA has not verified the coach as approved within the BBCS, it is the operator's responsibility to ensure that the individual's name appears on the VV list of approved coaches. In order for an operator to view the VV List of Approved Coaches, the operator will need to log in to their VV account. Event operators are advised to require coaches to show a State or US Government issued picture ID during their event check-in procedures to ensure that only approved coaches are granted the ability to participate. The List of Approved Coaches will only identify the legal name, city and state of approved coaches; so if the coach is known by another name, IDs may be necessary to be sure that the individual has been cleared for participation. The coach's ability to produce a receipt or an approval e-mail is not adequate verification of approval. The operator MUST verify that the coach's name is posted on the list of approved coaches or has been verified by NCAA staff in the BBCS.

The coaches' approval requirement is strictly enforced. Participation of a single unapproved coach will render the event ineligible for certification the following year.

Use the following links for assistance:

- [Check Coaches Approval - Individual Events](#)
- [Check Coaches Approval - Team Events](#)

#### **Related Legislation**

17.31.4.1-(g)-(1) Staff Limitations.  
17.31.4.1-(g)-(2) Staff Limitations.  
17.31.4.1-(l) Approval of League Operator or Manager.  
13.18-(d)  
13.18-(f)  
13.18-(h)  
13.18-(i)  
13.18-(j)

#### **Related Guidelines**

Check Coaches Approval - Team Events  
Check Coaches Approval - Individual Events &nbsp;bsp;