Participant Information – Team

All teams participating at and NCAA certified event must register through the **Basketball Certification Online System (BBCS)** [http://web1.ncaa.org/BBCS/exec/login] and will need to designate the events in which the team will participate. If the coach fails to designate any events for his/her teams, the event operator will not have access to the roster to complete their post-event participation information with the NCAA. In that regard, it is the event operator's responsibility to ensure that all participating teams have registered and have opted in to their event.

<u>WARNING</u>: Because the future certification of your event depends on the accuracy of the information provided by the coaches, it is suggested that operators require the team information to be accurate before allowing the team to participate.

Immediately after the approval of the application, operators will be granted access to the review form, which will allow the operator to see all teams that have "opted in" to their event. Team event operators are responsible for making sure that all participating teams have registered in the BBCS and have opted in to their event. Operators should view their review form prior to conducting the event to verify that all teams have "opted in" to their event review and that all of the teams associated with that event appear on the list of participating teams.   See: **Check Whether a Team Has Registered**

Although teams are registering with the NCAA through the BBCS process, the event operator is still ultimately responsible for the information submitted. In order to successfully complete the event review form, an event operator is required to submit the name, address and telephone number for each coach and athlete that participates in their specific event.

ALL TEAMS/PLAYERS/COACHES ENTERED IN BBCS
Operators of team events are expected to have all participating teams register in the BBCS and now that the BBCS has been utilized for several years, there will be no leniency for teams that did not register or opt in to an event. In that regard, it is suggested that event operators be sure that all teams have taken the necessary steps prior to participation in their event, at minimum prior to departing the event site. Operators of team events are expected to have all participating teams register in the BBCS. If your teams do not register and opt-in to your event, you will not be able to complete the review form process and your event will not be eligible for certification the following year.

Operators <u>CAN</u> add athletes to a roster, but cannot edit the information provided by the coach for already existing athletes; only the Coach Admin can edit the information entered for an athlete. In that regard, operators should look at the roster information prior to the event and insist that the Coach Admin make any necessary edits prior to their participation in the event.

Similarly, only the Coach Admin for the team can add additional coaches to a roster. In that regard, operators should look at the roster information prior to the event and insist that the Coach Admin add any coaches that they neglected to enter previously on the team roster prior to their participation in the event.

NOTE: The NCAA will not allow a Coach Admin to delete an athlete from their roster once the team has participated in a single NCAA-certified event because doing so would destroy the history for that athlete. Since operators are required to identify which athletes on a roster did and did not participate, having extra names on the roster should not be an issue. Operators are expected to confirm which coaches and athletes listed on the team roster in the BBCS are actually in attendance and participating in their event when the operator submits their post-event review form.   For instructions on how to do so, see: **Team Participant Information - Step by Step**

SAME DEMOGRAPHIC REQUIREMENT
Operators are required to verify that all information on a team's roster is accurate and that the roster complies with certification restrictions (residency requirements, First Advantage Participant Approval for

coaches, etc.). The contact information entered for participants must be specific to the athlete and must be the athlete's legal address. The same address and telephone number cannot be provided for multiple athletes that are not part of the same family AND the coach's demographic information cannot be submitted in lieu of the athletes.' Coaches have been put on notice that the submission of the same demographic information for multiple athletes will result in the team's inability to participate in NCAA-certified events. P.O. Boxes can only be utilized in very remote areas where street addresses are not utilized.   See: **Check Rosters for Demographic Compliance**

RESIDENCY REQUIREMENTS – ADJOINING STATE RULE
Operators are required to verify that all teams participating in their events are compliant with the Adjoining State Rule.   See: **Residency Requirements**

If a secondary address is being utilized for the athlete (boarding school, host family, etc. It is advisable to obtain documentation from the team that validates that the athlete has met the required residency requirements to utilize that address.

Related Legislation
13.18-(k)

Related Guidelines
Check Whether a Team Has Registered
Check Rosters for Demographic Compliance
Residency Requirements
Team Participant Information - Step by Step