

General Information for Team Coaches

Team Registration.

Beginning in the summer of 2006, all teams participating at an NCAA certified event must register online prior to reporting to participate in the event. Coaches are expected to keep their online rosters updated.

Participants Demographic Information.

The same address and telephone number cannot be utilized for multiple athletes. Failure to submit all required information will result in the team being denied participation in all NCAA events.

Mandatory Educational Session.

Participation in an NCAA certified event requires that ALL prospective student-athletes attend a comprehensive educational session consisting of an in-person or video presentation at EACH certified event in which the team participates.

Coaches' Approval.

All individuals who engage in coaching activities at an NCAA-certified event must be approved prior to participation through the NCAA Coaches' Approval Program. The coaches' approval process involves an application, verification of criminal background, authorization for release of information and completion of an educational component. The entire process may be accessed and completed through the NCAA basketball certification Web site. Processing time will take approximately three to seven days to complete.

Team coaches should be prepared to provide event operators with their coaches' approval number and picture identification upon check-in at each event.

Note: Only NCAA-approved coaches are permitted to sit on the team bench during an NCAA certified event.

MEN'S EVENTS ONLY - Residency Requirements.

All men's prospective student-athletes participating in an NCAA-certified team event must reside in:

1. The same state as their team's official address; or
2. An adjoining state, provided that no more than three team member(s) reside in adjoining states.

As a condition of certification, an event operator is required to verify **prior to** competition that all event participants have met the residency requirements. The adjoining-state rule encourages prospects to participate on teams located in the same locale as their residence, but also provides prospects who reside in geographically remote areas the opportunity to participate in certified events. In situations in which a team includes prospects from a metropolitan area located on a state border, the team may include more than three team members from adjoining states as long as each additional participant resides within the metropolitan area (i.e., Washington D.C.). As a condition of certification, an event operator is required to verify **prior to** competition that all event participants have met the residency requirements.

REMEMBER: NCAA coaches are prohibited from having contact with a prospect or the prospect's parents, family, coaches, and/or any other individual associated with the prospect as a result of his/her participation in basketball during an event in the July evaluation period.

Team Registration

All teams participating in an NCAA certified event will need to register online prior to participation. A link to register can be found on the NCAA Basketball Certification Web page. To access this page:

1. Go to www.ncaa.org;
2. Click on Legislation and Governance on the tool bar across the top;
3. Under Compliance, choose the Certified Basketball Events and Leagues link.
4. Access the link labeled [Participating Team Coaches](#)
5. Use the link to access the [Basketball Certification System](#)

Basketball Certification System (BBCS)

Introduction

Welcome to the NCAA Basketball Certification System, the online Application/Review Form process required for NCAA Event/League Certification.

Activity Operators

Submission Guidelines

Event/League Applications must be submitted no later than forty-five (45) days prior to the first day of the Event. Applications filed after the deadline will not be certified by the NCAA.

Event Review Forms must be submitted no later than three (3) months from the last certified Event date. The specific deadline for Event Review submission is identified in the Event Approval Letter. A late submittal of Event Review Form information will render the Event ineligible for certification the following year.

Neither your Event/League Application nor Event Review Form will be officially received or considered by the NCAA until you have entered your initials and selected the final "SUBMIT" button at the end of the process. The date on which the final Submit button is selected determines both Event/League Application and Event Review Form deadlines.

New Activity Operator

Team Coaches

Team Registration

All teams participating at an NCAA certified event must register online prior to reporting to participate in the event. Coaches are expected to keep their online rosters updated. The same address and telephone number cannot be utilized for multiple athletes. Coaches will need to "opt in" to all events in which the team will participate.

Registration on this site does not register the team with the events operator, coaches will still need to contact the event directly. Failure to register or to submit all required information in the NCAA BBCS system will result in the team being denied participation in all NCAA certified summer events.

There is not a submit button in the team Registration process. Information is saved as the user navigates from screen to screen.

New Team Coach

* Username

* Password

* = required

Never Logged In Before?

1. As a coach new to the online process, you will need to choose the [New Team Coach button](#).
2. Complete the requested information. Fields with an asterisk (*) are required in order to continue.
3. Create a username and password.
4. Save the information.
5. Once you have been registered as a coach, you will use the same username and password each time you access the BBCS. A coach can update his/her contact information at anytime.
6. If you registered teams in the summer of 2006, you are already registered and should use the same login information.
7. Once you have been registered as a team coach, you can register multiple teams. A team coach may update his/her contact information or make roster changes at anytime.

Already Created an Account?

1. Enter your username and password to gain access to your account. You will see a summary page with all of your registered teams for that year.
2. Remember - Once you have been registered as a coach, you will use the same username and password each time you access the BBCS.
3. Once you have been registered as a team coach, you can register multiple teams. A team coach may update his/her contact information or make roster changes at anytime.

TEAMS SUMMARY

A check of the checkbox selects the Team described in that row for Print or Export. A new Team row is added by clicking the Create Team button.

Print or Export	Team Name	Registration Date	Official Address
There are no teams to display.			

1. Create a Team.

- Choose the Create Team button.
- Answer the team specific questions. Fields with an asterisk (*) are required in order to continue.
- Click Save.

2. Team Sponsors.

- Choose the Edit Sponsors button.
- Choose the Add Sponsors button.
- Complete the information.
- Save.
- Repeat the above steps for each sponsor.
- Once done, use the breadcrumb links at the top or bottom of the page to return to the Team Summary in order to choose the next category. Using the breadcrumb links will not cause you to lose any information previously entered.

[\[Logout\]](#)
[\[Main Page\]](#)
[\[Team Summary\]](#)

3. Assistant Coaches.

- Choose the Edit Assistant Coaches button.
- Choose the Add Assistant Coaches button.
- Complete the information.
- Save.
- Repeat the above steps for each assistant coach.

4. Team Athletes.

- Choose the Edit Athletes button.
- Choose the Add Athletes button.
- Complete the information.
- Save.
- Repeat the above steps for each athlete.
- To make changes to already submitted athletes, utilize the link attached to the athletes name to re-access that athlete's information. Note: In order to make changes to an athlete's name or state or to delete an athlete completely, team coaches must contact the NCAA Basketball Certification Staff.
- The same demographic information cannot be utilized for all participants. Only siblings are permitted to use the same demographic information.
- The coaches address and telephone number cannot be utilized for an athlete unless the athlete is the child of the coach.

REMEMBER: You can always use the breadcrumb links at the top and bottom of each page to navigate BBCS:
[\[Logout\]](#) [\[Main Page\]](#) [\[Team Summary\]](#)
 Choosing "Main Page" will take you to the list of all your teams.
 Choosing "Team Summary" will take you to the summary page for the team you are currently editing.

5. Team Events.

- Choose the Edit Team Events button.
- You will be directed to a page that lists all of the NCAA approved events.
- Select the check box under Opt-In for each event your team will be attending. Doing so will allow these event operators to have access to your roster information for their coaches' packets and to fulfill the NCAA event review requirements for certification. [Note: The NCAA does not control what operators do with this information outside of the certification system.]
- Contact the NCAA Basketball Certification Staff if you later determine not to attend a selected event and the staff can opt your team out of that specific event.

Team Events List for Team Coach

This page allows a team to "opt-in" for an event. Once a team has opted-in for an event, the team cannot be removed from that event. If the team does not attend an event for which it has opted-in, the activity operator will indicate that the athletes on that team did not participate.

TEAM INFORMATION

Team Name KK Hoopsters

Team Coach

OPTED-IN EVENTS

This section shows events for which the team has already opted-in.

Start Date	End Date	Event Name	City	State
The team has not opted-in for any events.				

ADDITIONAL EVENTS

This section shows additional events for which the team may opt-in.

Opt-In	Start Date	End Date	Event Name	City	State
<input type="checkbox"/>	07/07/2006	07/09/2006	Hoops Jam 2006	Indianapolis	Indiana

6. THERE IS NOT A SUBMIT BUTTON FOR TEAMS. Information is saved as the coach navigates from screen to screen.

[\[Logout\]](#) [\[Main Page\]](#) [\[Team Summary\]](#)

7. Use the breadcrumb links at the top or bottom of the page to return to the Main Page. Here, you can choose the Create Team button to register additional teams or you can click the link to a team that has already been entered to edit the information previously submitted. Again, using the breadcrumb links will not cause you to lose any information previously entered. **NOTE – THERE IS NOT A SUBMIT BUTTON FOR TEAMS**; information is saved as the coach navigate from screen to screen.

8. The **BBCS Approved** field for coaches indicates whether or not the NCAA staff has confirmed the coaches' approval for the identified individual. **THIS IS NOT AN APPROVAL OF THE TEAM REGISTRATION – no such approval will occur.**

NOTE: Opting in to an event in the BBCS does not register your team for that event. Coaches will still need to complete any registration required by that event's operator.