

# Operating a Team Event Checklist

## PLANNING A TEAM EVENT:

- ☐ Choose facilities.
- ☐ Purchase accident insurance for the event.
- ☐ Obtain a participant approval number.
- ☐ Hire or acquire staff/coaches.
  - ☐ Medical personnel.
  - ☐ Officials.
  - ☐ Registration staff.
  - ☐ Educational session presenter/monitor.
  - ☐ Enforcement for NCAA coaches separation.
- ☐ Collect name, address and telephone number for all staff members.
- ☐ Notify participating coaches:
  - ☐ To get a participant approval number.
  - ☐ To register online and opt in to your event.
  - ☐ Of the NCAA adjoining state requirements.
  - ☐ That the same address and telephone number should not be entered for multiple athletes who are not related.
  - ☐ That if you have an athlete that is participating on multiple teams, they will need to use wisdom as to when that athlete plays for what team. Each athlete is limited to no more than three games a day and no more than five games every two days.
  - ☐ Of the existence of any reduced entry fees or employment programs available. If offered, reduced entry fees and employment programs must be must be publicized in advance.
- ☐ NCAA coaches' packets
  - ☐ Take every possible step to make sure the information printed in these packets is accurate. Shirt numbers are critical.
  - ☐ Determine price the price must be made available to coaches prior to their arrival at the event.
  - ☐ Make arrangements for printing.
- ☐ Educational sessions.
  - ☐ How you will provide the educational session.
  - ☐ Make arrangements for a location.
  - ☐ If in person, hire staff who can effectively present the information.
  - ☐ If by video, hire staff to monitor the session.
  - ☐ If by video, make arrangements for equipment (TVs, computers, DVD players, etc.).
  - ☐ If using the NCAA video, you may need to figure out how to download the video.
- ☐ Create event schedule.
  - ☐ Athletically related activities must occur between 8 a.m. and 10 p.m.
  - ☐ Remember each prospect is limited to no more than five games over a rolling two-day period and in no more than three games on any one day.

## APPLICATION PROCESS CHECKLIST

- ☐ Purchase accident insurance for the event.
- ☐ [Apply for an NCAA Participant Approval for Operators and Coaches](#) through the First Advantage background check process.
- ☐ Complete the required educational course to finalize your Participant Approval application - <http://www.nfhslearn.com/>
- ☐ [Login to BBBS](#) or [Create a BBBS User Account](#) (only if you have not previously done so).
- ☐ Complete an application in the BBBS no later than 45 days prior to event.
- ☐ Attach your insurance and submit the application in the BBBS.
- ☐ Access the BBBS frequently to see whether additional information was requested in order to complete the processing of the application.
- ☐ If additional information was requested, respond by the appropriate deadline.
- ☐ When notified via e-mail that a decision has been rendered, access the decision letter in the BBBS to determine whether the event was approved or denied.

### THINGS TO DO PRIOR TO THE EVENT:

- ☐ Make sure that all participating teams have registered in the BBCS and opted in to your event. See: [Check whether a team has registered](#)
- ☐ Make sure that all participating coaches appear on the BBCS roster. Operators will not have the ability to add coaches. If a coach's name does not appear on the roster, you need to make the team update their roster to include all coaches.
- ☐ Document which coaches listed on the BBCS will be participating in your event.
- ☐ Verify coaches' approvals for all individuals participating in coaching activities. See: [Check Coaches Approval - Team Events](#)
- ☐ Check team rosters
  - ☐ Make sure that a name, address and telephone number are entered for each athlete that will participate with the team in your event. Operators will be able to add athletes to a roster; so, collect the demographic information of all athletes who do not appear on the roster.
  - ☐ 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 an athletes.
  - ☐ If a coach's address and phone number are submitted for an athlete, document the reason why it was believed this was acceptable. If the coach is the athlete's legal guardian, it is advisable to obtain documentation to prove that as the NCAA may request that documentation when processing the review form.
  - ☐ Make sure PO boxes are not utilized. PO Boxes can only be entered for athletes in very remote areas where street addresses are not available.
  - ☐ Make sure that all athletes listed with the team are legal residents of the state in which the team is located or a geographically adjoining state with not more than three out of state athletes on any one nonscholastic team. See: [Check rosters for residency compliance](#)
  - ☐ If multiple entries exist on a roster for the same athlete in different states, one being a non-adjoining state, the operator is expected to inquire as to the multiple entries and document the individual's actual residency.
  - ☐ If the operator has reason to believe that the address provided on a roster is not accurate, residency should be documented.
  - ☐ Remember - the prospect's legal address must be utilized and he must have lived at the address a **minimum of three months**.
  - ☐ Document which coaches listed on the BBCS will be participating in your event.
  - ☐ Additional Help: [Check rosters for demographic compliance](#)
- ☐ Post signage to identify separate seating for NCAA coaches (required) and entrances (if possible). See: [Minimum Precautions](#)

**WARNING:** 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.

**THINGS TO DO DURING THE EVENT:**

- ☐ Make sure that qualified medical personnel are present at the event at all times.
- ☐ Conduct an in-person or video educational session(s) and make sure that all prospective student-athletes (high school and two-year college student-athletes) attend.
- ☐ Enforce separation of college coaches.
- ☐ Enforce schedule requirements.

**IMMEDIATELY AFTER THE EVENT:**

- ☐ Give awards if they are being given.
- ☐ Collect all loaned equipment or apparel that you provided for use at the event.
- ☐ Obtain payment for any apparel or equipment in excess of the event t-shirt that prospects are going to keep.

**AFTER THE EVENT:**

- ☐ Complete the event review form no later than three months after the last certified event date (specific date is identified in the event approval letter. See: [Review Form - Step By Step for TEAM Events](#))
- ☐ Attach your coaches' packet and submit the review form in the BBCS. If you do not have an electronic copy of the coaches' packet, send a copy to the certification staff via e-mail, fax or traceable mail.
- ☐ Access the BBCS frequently to see whether additional information was requested in order to complete the processing of the review form.
- ☐ If additional information was requested, respond by the appropriate deadline.
- ☐ When notified via e-mail that a decision has been rendered, access the decision letter in the BBCS to determine whether the event review was approved or denied. An approval is necessary for the event to remain eligible the following year.