

## PARTICIPANT INFORMATION REQUIREMENTS – TEAM EVENTS:

All teams participating at and NCAA certified event must register through the [Basketball Certification Online System](#) (BBCS) and will need to designate the events the team intends to attend. A team's failure to designate the events in which it will participate will result in the operator's inability to access the participant information for that team, which will prevent the operator from being able to complete the review form requirements successfully. 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.

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.

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.

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.

### **Boarding School Prospects and Two-Year College Prospects:**

A prospect who has attended and lives at school may utilize their school address in lieu of their home address to meet the adjoining-state requirements if the prospect has attended the educational institution for a minimum of one academic year. Incoming freshmen and transfer students may not utilize their school address and will be forced to utilize their home/legal address.

Operators will also need to make sure that the residence requirements have been met for each team. See: [Adjoining State Rule](#)

Coaches cannot delete athletes once they have been added to a roster and the team has participated in a single event. 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 are in attendance at their event and will be participating as part of the on-site registration at the event. This information will later be reported to the NCAA as part of the review form submission. For instructions on how to do so, see: [Team Participant Information - Step by Step](#)

Operators will be able to add athletes to a roster, but cannot edit the information provided by the coach for already existing athletes; only team coaches 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 make any necessary edits prior to their arrival at the event.

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.

**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.