

# General Information for Team Coaches

## **Team Registration.**

Beginning in the summer of 2006, all teams participating at an NCAA certified summer 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 certified summer events.

## **Mandatory Educational Session.**

Participation in an NCAA certified summer 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.

## **MEN'S EVENTS ONLY - Coaches' Approval.**

All individuals who engage in coaching activities at an NCAA-certified men's summer 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, go to [www.ncaa.org](http://www.ncaa.org). Choose Legislation and Governance from the tool bar across the top and drop down to Compliance. From there, choose the Certified Basketball Events and Summer Leagues link listed under related information in the gray box.

## Basketball Certification System (BCS)

### Introduction

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

### 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.

The screenshot shows the registration interface. At the top, there are three buttons: "New Team Coach", "New Activity Operator", and "Recover Username and Password". Below these is a legend: "\* = required". There are two input fields: "\* Username" and "\* Password". At the bottom, there is a "Login" button. A red box highlights the "Login" button. Two black arrows point from the "New Team Coach" button to the "New Team Coach" button and from the "Login" button to the "New Team Coach" button.

1. As a team coach new to the online process, you will need to choose the New Team Coach button. Once you have already registered as a coach, you will only need to enter your username and password at the bottom of the page to access your file and submit information for additional teams.
2. You will need to complete the required contact information; select a username and password; and save the information. Fields with an asterisk (\*) are required in order to continue.
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.

**TIP:** You can always use the breadcrumb links at the top and bottom of each page to navigate the application:

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

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.

## Team Coach Main Page

### 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.			

Create Team

- Choose the Create Team button and answer the team specific questions.
- Once you have saved the information pertaining to the team, you will be required to enter specific information regarding team sponsors, assistant coaches, and athletes. For each section, you will need to choose the Edit button and complete the required information.

## Assistant Coaches

Name	Address	Telephone	Duty
No assistant coaches have been added.			

Edit Assistant Coaches

- Once you choose the Edit button you will be directed to a summary page for that specific requirement. You need to choose the Add button to enter the information.

## Assistant Coach List for Team Coach

### TEAM INFORMATION

**Team Name** Team NCAA  
**Team Coach** Miss Angie Cretors

### ASSISTANT COACH LIST

All assistant coaches associated with the currently selected team.

Duty	Name	Address	City	State/Province	Telephone	Approval Number
There are no assistant coaches for this team.						

Add Assistant Coach

- After you have entered the information for one of the required categories (i.e., team sponsors, assistant coaches, and athletes), you will need to 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. Again, using the breadcrumb links will not cause you to lose any information previously entered.

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

8. The very last action of the team registration is titled Team Events.

Team Events				
Start Date	End Date	Event Name	City	State
The team has not opted-in for any events.				
<input type="button" value="Edit Team Events"/>				

Once you chose Edit Team Events, you will be directed to a page that lists all of the NCAA approved events. You will need to 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.]

Team Events List for Team Coach					
<p>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.</p>					
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
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

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

9. After you have entered all of the necessary information for each category, you will need to 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.