

NCAA Participant Approval for Operators and Coaches

GENERAL INFORMATION:

Coaches

All individuals who engage in coaching activities at an NCAA-certified event must be approved through the NCAA Participant Approval Program prior to participation. Event operators are instructed to require coaches to show a State or US Government issued picture ID during their event check-in procedures to ensure that only approved coaches are granted the ability to participate.

NCAA coaches who are employed at an event (which are limited due to other legislative restrictions) are not required to complete this process, but all other individuals, including but not limited to nonscholastic, AAU, club, high school, junior college, preparatory school coaches, graduate assistants at NCAA institutions and NCAA student-athletes involved in coaching activities, are required to obtain the requisite approval.

Only NCAA-approved coaches should be allowed to sit on the team bench during an NCAA certified event.

Operators

All individuals involved in the operating or managing of an NCAA-certified event or league must be approved through the NCAA Participant Approval Program before the NCAA will process an application submitted by that individual. Event operators are also responsible for ensuring that all coaches participating in their event(s) are in compliance with the participant approval requirement. See: [Operators Responsibilities in Checking Coaches](#)

WARNING: The same user name and password cannot be used by multiple people on multiple devices at the same time. If an operator will need multiple people/computers logged in to the FADV site at one time, it may be necessary to require staff to complete the FADV application process themselves. Attempting to log in on multiple devices with the same login information will result in the account being locked out of the website completely to prevent fraudulent activity and it may take time to have the account reinstated. Operators will not be excused for violations that may occur because they could not access the FADV list because they were locked out for this reason.

APPLICATION PROCESS:

The participant approval process involves an application, verification of criminal background, authorization for release of information and completion of an educational component.

Beginning in 2014, the background check and educational component are on **SEPARATE** websites. But the entire process for both the background check and the educational course are completed entirely online.

Links to apply are included in the following instructions document: [Apply for an NCAA Participant Approval for Operators and Coaches](#)

Educational Course:

The educational component added in 2014 is a **FREE** course and is more robust than what has been used in the past. Applicants will be required to create an account, but will not be charged. The course can be started and stopped; so that the application can be completed at the individual's convenience, but **MUST** be finished within 10 days from when the First Advantage (FADV) Background Check is completed.

Duration of Educational Course Approval:

Unlike the background check component, the educational component will NOT have to be completed on an annual basis. Once the course has been completed, the applicant will not be required to complete the course again UNTIL there are changes in the NCAA Initial-Eligibility Standards. Applicants will be notified via e-mail when that occurs so that they can once again complete the required course.

Background Check Approval:

The FADV background check will take approximately three (3) to seven (7) days to process for US applicants; international application times vary by country. FADV applications will require a credit card payment paid directly to FADV. Questions concerning the background check process or payment should be directed to at 888/531-7546 or at employment@fadv.com.

International Applicants:

If you are an applicant from outside the United States, while you may complete the application online, you must also fax a consent form to the FADV Global Screening Team. A signed copy of your consent form will need to be faxed to 1-770-753-1026 immediately after order submission to minimize any delays. This consent form will be e-mailed to you from FADV, but you may also download it here and send it prior to receiving that e-mail if you want to expedite the processing of you application.

Duration of Background Check Approval:

Beginning in 2014, operators and coaches will need to complete a background check application with FADV **EVERY YEAR** and the approval will only be good for the year that it is issued, provided that no intervening arrests or convictions cause the individual to become ineligible under the basketball certification approval guidelines. For example, if approval is granted on July 3, 2014, that approval will be effective for the remainder of 2014 and will expire December 31, 2014.

If you intend to operate an event/league or coach in an NCAA-certified event and have not completed an application with FADV in the same calendar year, you will need to do so before participating.

[Note: Individuals that obtained a 2013 approval number will be able to use that approval in 2014 as was communicated at the time the application was completed. If you currently have an approval code from 2013 (approval code beginning with digits 2013) you are approved to participate for the 2014 calendar year and your re-application will not be required January 1, 2015.]

Questions or problems navigating the First Advantage website?

Contact the First Advantage NCAA Support team at 888/531-7546 or employment@fadv.com. The NCAA staff will be limited in their ability to help with the actual application process since the site is administered by First Advantage.

Restrictions:

Individuals convicted of a felony are prohibited from receiving a participant approval number from FADV and will not be permitted to operate or coach at an NCAA certified event/league. Additionally, a sex offense, regardless of the charge level, will result in a denial of the participant approval application. Active criminal cases (including traffic violations) will also result in a denial if the case is within the last seven years.

The NCAA reserves the right to deny a participant approval to a coach/operator in the event the background check reveals a conviction for a crime that involves violence against a person or a criminal act involving children regardless of whether that conviction was classified as a misdemeanor or a felony.

If an individual has been denied previously for the reason of an open felony case, the applicant is eligible to re-apply if the felony case is closed as the result of dismissal, acquittal, nolle pros, or if the charge level was assigned to a misdemeanor or lower. (There are other exceptions, but all must be reviewed by FADV and the NCAA).

Background Check Status, Forgotten Approval Numbers:

You **WILL NOT receive an Approval email** from either FADV or the NCAA. It is your responsibility to log into the FADV website and check on the status of your application.

Individuals who have a current approval, but do not remember their number can utilize these links for assistance with recovering their approval number:

- [Forgot your Log in Information for FADV](#)
- [Forgot your FADV Participant Approval Number](#)

Disputes:

If there is a criminal dispute cleared or the applicant believes that they were falsely denied an approval based on false information or a case of mistaken identity, the applicant should contact the FADV Consumer Disclosure Department at 800/845-6004.

Until FADV Compliance has resolved the dispute and an applicant's background check remains in violation of the approval criteria, the applicant remains ineligible to operate an event/league or to participate in coaching activities at an NCAA-certified event.

Participation Prior to Approval is Not Permissible:

NCAA staff cannot waive the participant approval requirements. Nor can the NCAA staff allow an operator or coach to participate prior to being issued a Participant Approval number from FADV. Only NCAA-approved coaches should be allowed to sit on the team bench during an NCAA certified event.

Additionally, if the individual is working with FADV to resolve a dispute with the background check, the NCAA staff cannot grant approval for that person to operate a certified event or league or to coach in an NCAA-certified event prior to the dispute being completely resolved and the applicant's background

check being cleared by FADV Compliance and determined to warrant an approval. In that regard, it is in the applicant's best interest to not procrastinate.

Participation prior to approval is subject to [Adverse Actions](#).

Undiscovered Violations:

If an operator or coach is granted an approval based on the conducted background check and information is later discovered that would have warranted a denial had the information appeared on the background check, the participant approval previously granted may be withdrawn. The NCAA staff will contact the operator/coach involved prior to withdrawing the approval and provide the individual an opportunity to dispute the information OR provide documentation that indicates the charges on his/her record do not warrant a denial. If the individual's criminal history is determined to meet the criteria outlined as a restriction, the participant approval for that individual will be revoked and he/she will not be permitted to operate an event/league or to participate in coaching activities at an NCAA-certified event.

Offenses Committed Subsequent to Receipt of Credential:

If a credential for participation was previously granted or is pending, and the applicant is subsequently indicted or charged for any crime not known at the time the previous application was submitted, the applicant must immediately notify the NCAA basketball certification staff. The prior approval or pending application will automatically be suspended, pending resolution of the indictment or charge. Provided that the applicant has notified the NCAA basketball certification staff of the pending adjudication(s), a conviction, adjudication or term of probation imposed under any new indictment or charge, the amended application shall then be reviewed consistent with the criteria set forth.

Approval Verified by NCAA – This field can only be changed by ECAG. The Approval Verified by NCAA field is not an indication as to whether or not an individual has been granted an approval by FADV; instead, **the BBCS Approved field is an indication that ECAG has verified the FADV approval of this individual**. This is not automatic and must be done manually by ECAG.

- **Operators** – ECAG will not process an Activity Application filed by an operator without verifying that the operator has been approved.
- **Coaches** – This field will be an indication to event operators as to whether or not they have additional work to do prior to allowing an individual to coach in their event. The NCAA will work to verify as many coaches as is possible prior to the certification period. Coach procrastination and volume does usually prevent ECAG from verifying all coaches prior to the certification period; in which case it then becomes the event operator's responsibility to do so.

If the BBCS Approved field says "YES", operators can allow the individual to coach without doing anything because ECAG has already verified him/her.

If the BBCS Approved field says "NO", the individual may have an approval, but the operator will need to confirm that by checking the list of approved participants posted online prior to allowing him/her to participate.

Note: A coach's ability to produce an approval e-mail OR a receipt is not a substitute for an actual approval. All participating coaches need to be verified by the NCAA OR appear on the FADV list of approved participants prior to participating. A complete list of approved individuals is accessible by logging in to the FADV web site. See: [Access the Approved Coaches Link](#)

BE AWARE - This is NOT an automated process. An individual could have been approved by FADV and still have an indication of NO in the BBCS. The FADV list of approved operators and coaches IS automated and once approved the individuals name will appear on the FADV list immediately.

Operators Responsibilities in Checking Coaches:

As a condition of certification, an event operator is required to verify coaches' approval prior to participation. This requirement applies to both team and individual events/camps.

The NCAA will work to verify coaches so that operators do not have to, but due to procrastination of coaches and volume, all coaches may not be verified prior to your event. If the NCAA has verified the coach, the Approval Verified by NCAA field on the team roster will be manually updated by NCAA staff. This is done as a courtesy to event operators to eliminate some of the work involved in verifying coaches. If a "YES" appears, operators can allow the individual to coach without doing anything because the NCAA staff has already verified him/her. If a "NO" appears, the individual may have an approval, but the operator will need to confirm that by checking the list of approved coaches prior to allowing him/her to participate. BE AWARE - This is NOT an automated process. An individual could have been approved by FADV and still have an indication of NO in the BBCS. The FADV list of approved operators and coaches IS automated and once approved the individuals name will appear on the FADV list immediately. [Note: When rosters are printed or exported the Approval Verified by NCAA column may still be titled BBCS Approved. This is being changed so that all instances will read Approval Verified by NCAA to avoid any confusion.]

If the NCAA has not verified the coach as approved within the Basketball Certification Online System, it is the operator's responsibility to ensure that the individual's name appears on the FADV list of approved coaches. The List of Approved Coaches will no longer appear on the NCAA Web site. In order for an operator to view the FADV List of Approved Coaches, the operator will need to log in to their FADV account. Event operators are advised to require coaches to show a State or US Government issued picture ID during their event check-in procedures to ensure that only approved coaches are granted the ability to participate. The List of Approved Coaches will only identify the legal name, city and state of approved coaches; so if the coach is known by another name, IDs may be necessary to be sure that the individual has been cleared for participation.

The coach's ability to produce a receipt or an approval e-mail is not adequate verification of approval. The operator MUST verify that the coach's name is posted on the list of approved coaches or has been verified by

NCAA staff. The coaches' approval requirement is strictly enforced. Participation of a single unapproved coach will render the event ineligible for certification the following year.

Use the following links for assistance:

- [Check Coaches Approval - Individual Events](#)
- [Check Coaches Approval - Team Events](#)

"Prior to" Requirement:

If an activity has received both event and league certification, coaches are required to receive a coaches' approval prior to participating in coaching activities during the July evaluation period.

Non-Prospect Aged Teams:

If an event has been certified but contains younger athlete or adult divisions that will not be observed by NCAA coaches, the coaches of those teams are not required to obtain a coaches approval. The coaches' approval requirement applies only to those teams participating within the certified event.

If a younger team "play up" and will be participating in activities viewable by NCAA coaches, then the coaches of those teams will have to complete the approval process prior to coaching in the event even though the team's athletes are not prospect aged.

Strict Enforcement:

The participant approval requirement is strictly enforced. No individual will be certified to operate an NCAA-certified event or league without an approval. Similarly, any NCAA-certified event that allows the participation of a single unapproved coach will be ineligible for certification the following year.

Additionally, any team that provides false and/or misleading information in the Basketball Certification System (BBCS) or to the NCAA by any means OR purposely violates any of the NCAA's demographic, residency (adjoining state), coaches' approval or other legislated requirements will result in the withdrawal of the coaches' approvals for all coaches associated with that team, which will prohibit those coaches from participating in any coaching activity at any NCAA-certified event for a period of up to five years.