

If you are reading this, you are well on your way to completing the Team Application to play in the **NCAA certified event**.

You may return to the Team Application to revise and complete it. Use the UserID and Password you selected when you input your Team Contact information.

Before your application is complete, you must have finished these sections.

- IMPORTANT INFO
- TEAM & CONTACT INFO
- PAYMENT

Once these sections are done, a link will appear at the top of the menu enabling you to display and print your application for your records.

The Entry Fee must be paid online with a credit card. Please understand that we do not ever have or keep a record of credit card numbers. The information is sent directly from your computer to the transaction processing company through a secure connection.

Remember, your application is not considered submitted until all the items above are completed.

Coaches,

Now that the field of teams is nearly completed there are several requirements that have to be address if you intend to have your team participate in this event. The first two have to do with the NCAA. Please read the information below and make sure you complete the NCAA requirements as soon as possible. Your team's participation in the tournament depends on it.

NCAA TEAM REGISTRATION REQUIREMENTS

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. In addition, it is not an acceptable practice for prospects' coaches to substitute their own demographic information for that of the prospective student-athlete. It is important that the prospect and his/her family retain the opportunity to exercise control over the recruiting process, so please ensure that each prospect's demographic information is submitted.

Failure register or to submit all required information will result in the team being denied participation in all NCAA certified events. **YOUR TEAM WILL NOT BE ALLOWED TO PLAY IN THE TOURNAMENT** if you do not complete this process before you come to the tournament site. Once you have entered your team information on the NCAA site make sure you designate the **TOURNAMENT NAME** as a tournament your team intends to participate in. A team's failure to designate our event will result in our inability to access your team's information. Once you have registered your team, page down to the Team Events list and "opt-in" to our event by opening

the list and putting a check mark in front of the **TOURNAMENT NAME**. Once you have done that make sure you click the "Save" button and you will have completed this task.

Step-by-step instruction on how to register a team can be found with the following link:

<http://web1.ncaa.org/BBCS/exec/login>

Note: You do not have to create a new username and password each year. Once you have created an account, there is no need to create another one. You can enter multiple teams AND have access to change your contact information as is necessary from year to year.

TEAM COACHES APPROVAL PROCESS

All individuals who engage in coaching activities at any NCAA certified tournament must be approved prior to participation through the NCAA Coaches' Approval Program. The LexisNexis approval issued to a coach is good for a two-year period. The "two-years" is applied as the year in which the approval is granted and the following year. The two-years is not a literal two years from the specific date the approval was issued. For example, if a coach receives an approval on July 3, 2009, that approval will be effective for the remainder of 2009 and will expire December 31, 2010. LexisNexis will send an e-mail reminder when expiration is approaching. 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 must be accessed and completed online through the NCAA basketball certification website under Coaches' Approval.

Copy in this link to access the application page.

<https://screen.lexisnexis.com/pub/l/applicants/ApplicantUI.jsp#0>

This process will cost you \$40 to complete and results will be completed in approximately 3 to 7 business days. **IN ORDER FOR ANY COACH (including assistants) TO SIT ON THE BENCH DURING OUR TOURNAMENTS THIS PROCESS MUST BE COMPLETED BEFORE YOU ARRIVE AT THE TOURNAMENT SITE. FOR THE TOURNAMENT TO REMAIN A CERTIFIED NCAA EVENT, THIS PROCESS WILL BE ENFORCED WITH NO EXCEPTIONS.** Don't wait to last minute to do this. Some coaches during last year's events had to sit out their first couple of games because they did not complete this process before they arrived.

If you have any questions about either of these two requirements please contact our Tournament Director, Cedrick LaFleur 832-722-0522 or cedrick.lafleur@att.net .