



Team Check-In

Where: Plano Event Center, Collinwood 2&3 Rooms, 2000 East Spring Creek Parkway, Plano, TX 75074.

IMPORTANT: CHECK-IN VENUE CHANGE, NOT THE SAME AS 2016

6When: Wednesday, July 26, 2017: 7AM – 7PM

We encourage all teams to have their entry documentation complete and to Check-In as early as possible to avoid delays. Wait times can be extensive in the later afternoon/evening hours.

The extended hours are offered to make the Check-In process efficient and to minimize the time required to complete the Check-In process. **Teams which delay Check-In until late Wednesday afternoon will experience longer lines and a greater time commitment.**

The Head Coach or a representative must check in prior to the team's first game. **A team will not be allowed to play and will risk a forfeit until the Team has completed Check-in and the team's entry has been confirmed as complete.**

The Check-In process includes:

- Confirmation that the team's entry is complete, including Entry Form, fully signed Roster/Participation Agreement & Waiver Form, Eligibility Documentation Affidavit to be made available at Check In, and receipt of full payment of the Entry Fee, including any additional fees, to the extent applicable, such as the Late Documentation Fee, Late Registration Fee, and Housing Fee.
- Confirmation that all 9th, 10th, and 11/12 grade, Girls' and Boys' Team divisions have satisfied NCAA compliance requirements. **The NCAA rules do not allow any player or team to compete without meeting all NCAA compliance requirements;** to do so can risk player's collegiate eligibility under NCAA rules. See *NCAA Certified Event Requirements and Procedures* below and at www.primetimesportz.com.
- If a team's entry is complete upon arrival, the Coach will proceed with Express Check-In, which allows the coach to promptly receive the Coach's Packet, Coach and Player Credentials, and other tournament materials. When a team has submitted a complete entry, the process should be a matter of a few minutes.
- **If a team's entry is not complete** upon arrival, the Coach will be required to complete the entry documentation prior to proceeding with Check-In and prior to receiving the Coach's Packet, Coach and Player Credentials, and other tournament materials. A team will not be allowed to compete until the entry documentation is complete. **There**

are **NO EXCEPTIONS** to this requirement. **Any Entry Fees or documentation accepted at Check-In will be subject to a Late Documentation Fee of \$100 (NO EXCEPTIONS).**

- Housing Policy compliance will be confirmed at Check-In. Compliance will be based upon real time reporting from Traveling Teams and the Host Hotels as to room bookings. If a team is not in compliance with the Housing Policy based upon information provided by Traveling Teams, payment of the Housing Fee will be required as part of the Team Check-In. **No waiver of the Housing Fee will be granted at Check-In.** If you feel the Housing Fee was inappropriately assessed to your team under the Housing Policy, you are required to pay the Housing Fee, but can submit a Request for Housing Fee Refund which will be processed after the National Basketball Championship.
- As part of Check-In, each team will be required to provide a team contact and mobile phone number, as well as the name of the hotel at which the team is staying, if applicable. This information is required in the event we need to contact your team during the tournament.
- **Late Check-In.** Any Check-In accepted after 7:00 pm on Wednesday, July 26 will be a "Late Check-In" and must be completed prior to the team's first scheduled game. Late Check-In will be available on Thursday, July 27:
 - **For 9th Grade Boys, 10th Grade Boys, & 11th/12th Grade Boys teams:** Late Check in will be available at Duncanville Fieldhouse, 1700 South Main St, Duncanville, TX 75137, from 7:00 AM to 5:00 PM.
 - **For ALL divisions NOT located in the Duncanville Pod:** Late Check-in will be available at the Frisco 1 Room, Frisco Conference Center, 7601 Gaylord Parkway, Frisco, TX 75034, from 7:00 AM to 5:00 PM.
 - Late Check-In will NOT be available at any other site.
 - **Any Late Check-In will be assessed a Late Check-In Fee of \$150, NO EXCEPTIONS. The Late Check-In Fee is in addition to all other fees due, including the Late Documentation Fee referenced above.**