Event Application Step-by-Step

Purpose: To request NCAA-certification of an event to allow Division I basketball coaches to attend and evaluate participating prospective student-athletes (PSAs).

Deadline: 45-days prior to the first certified date.

Pre-Application Checklist - Operator

Prior to applying, an event/league operator should have completed all the following steps. It will NOT be permissible to complete the application process without having addressed/obtained these items:

- Obtain a USA Basketball Gold License. Until the operator has a USA Basketball (USAB) Gold License that is validated by ECAG and been verified to be NCAA eligible in the Basketball Certification System (BBCS), the operator WILL NOT be permitted to perform any activity in the BBCS beyond creating a user account. See the separate instructions for Adult Registration.

- Create/Access a BBCS User Account. See the separate instructions for Adult Registration.

- Choose Appropriate Facilities. See: Facilities Guideline

- Obtain Insurance. See: Insurance Requirements

- Hire or Acquire Staff. See: Staff Guidelines

Event/League Application Instructions

The basketball certification process provides activity operators who agree to operate their activities in accordance with the applicable legislation and certification requirements the opportunity to receive league certification to allow the participation of NCAA Division I student-athletes and/or event certification to allow NCAA Division I coaches to attend and observe prospective student-athletes who are participating in the activity. Event Certification has a post-event requirement as well. These instructions include a step-by-step walk through of the application process for an event and/or league.

SAVE WARNING: When creating an application, information does not get saved until all errors have been addressed within the tab that is visible. If no errors exist, then information will be saved any time the Save and Continue button is clicked or the operator navigates to a different tab.
Starting an Application

1. Log into the BBCS website ([https://BBCS.ncaa.org](https://BBCS.ncaa.org))

2. Click on the OPERATORS section. Until the operator has obtained a USAB Gold License that is validated by ECAG and been verified to be NCAA eligible in the BBCS, the operator WILL NOT be permitted to perform any activity in the BBCS beyond creating a user account. Instead, a warning message will display, and the operator will be forced to come back later to complete the application once his/her NCAA eligibility has been validated.

3. Once ECAG has validated the operator's eligibility in the BBCS, the OPERATORS section will open with tabs for applications and PERFs. New operators will only see the current year. Returning operators will see this year and last year.

4. Select the Apply for an Event or League button.

**NCAA Brand & Trademarks Use Restriction**

Event/league operators and participating teams are not permitted to utilize the NCAA brand in association with the operation of the event, league or team including, but not limited to, the name of the event, league or team, use of NCAA trademarked terms (i.e., March Madness, Final Four, Big Dance, etc.) or use of the blue disk or other NCAA logos. Use of the NCAA brand, logos and trademarks in association with an event, league or team may result in denial of current or future certification, participation or approval.

It is permissible for an event/league operator to claim NCAA certification when that is a factual statement. Operators cannot claim to be NCAA-certified until notification of the approval has been received, the BBCS status of the application shows approved, and the event/league is included on the appropriate approval list posted on ncaa.org. False claims of certification may result in denial of current or future certification.
The About Tab - App

The application will open on the About tab and that will be the only tab that initially shows. REMEMBER: A record of the application will be saved only after all information on this tab has been completed.

Enter the Event/League Name - App

1. DO NOT include location or other notes within the event/league name.

2. DO NOT name multiple events/leagues the exact same name. There needs to be some distinguishing characteristic in the name of the event to differentiate it from other events (city, date, gender, etc.) on the posted list of approvals.

3. DO NOT include the NCAA brand in the name of the event/league. Use of NCAA (or other terms associated with the NCAA brand) cannot be included in the event/league name.

Enter the Event/League Website URL - App

If a URL is not entered on the application, one WILL NOT get posted on the NCAA website once approved.

Event or League Designation

<table>
<thead>
<tr>
<th>Difference Between Events and Leagues</th>
<th>League</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permissible Dates</td>
<td>June 15 and August 31 or the institution's first day of classes (whichever occurs earlier). N/A</td>
<td>Varies year to year. Can be accessed by pressing the Available Dates button on the About Tab of the BBCS application. Required to be submitted within two months of the last certified event date. Event Operator + anyone involved in managing the event + ALL individuals involved in coaching activities. Required for ALL individual events</td>
</tr>
<tr>
<td>Post-event review form</td>
<td>N/A</td>
<td>Event Operator + anyone involved in managing the event + ALL individuals involved in coaching activities. Required for ALL individual events</td>
</tr>
<tr>
<td>Need USA Basketball Gold License &amp; be NCAA Eligible</td>
<td>League Operator Only</td>
<td>N/A</td>
</tr>
<tr>
<td>Participating teams Must Register Online in the BBCS Operator must report all individuals involved in coaching and athletic activities</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Residency Requirements for teams</td>
<td>ALL D1 student-athletes must either have residency at the end of the previous academic year or have attended an institution within the 100-air mile radius of the location of the league.</td>
<td>Teams participating in NCAA-certified events are restricted to including athletes who reside: • within the same state as the team’s official address; OR • within a geographically adjoining state to the team’s official address (number based on gender); OR • meet one of the exceptions</td>
</tr>
</tbody>
</table>
The response to the questions about Division I coaches and Division I student-athletes will determine the type of certification that is being requested.

League applications are those where the operator is requesting certification to allow Division I student-athletes to participate. Division I coaches WILL NOT be permitted to attend to observe any participating prospects.

Event applications are those where the operator is requesting certification to allow Division I coaches to attend and observe any participating prospects. Division I student-athletes WILL NOT be participating.

**Both** - Should an activity need to obtain both event and league certifications, two separate applications must be submitted. If the operator answers YES to both Division I questions, an error message will appear, and the operator will need to change the answer to NO for one of the questions and then submit a 2nd application with the Yes/No for these two questions in reverse for the opposite certification.

**NOTE**: If both league and event certifications are granted, it is possible that the activity may operate until the end of August. However, since there is not a post-event review form (PERF) requirement associated with league certification, **the two-month requirement will be based on the last certified event date in July** so don't be confused and miss the submission deadline. The specific deadline date for the PERF will be identified in the list of the operator's applications in the Respond by Date column.
**Neither** - Additionally, if neither question has a YES answer, the operator is not requesting that Division I student-athletes can participate nor that Division I coaches can attend and observe participating prospects; therefore, NCAA-certification is not required. An error message will appear that under these circumstances, there is no need to continue with the application.

![Image of question options]

**Enter Gender of Participants- App**
Identify the gender of the participating athletes. Should you have an event/league where both genders will be participating, you will need to submit two *separate* applications – one for each gender.

![Image of gender selection]

**Enter Season- App**
Enter the season in which the event will occur. If you try to select the season before answering the Division I participation questions or the gender of the involved athletes, the dropdown for the Season question will appear empty.

![Image of season selection]

The permissible seasons that appear are dictated by the previous questions.
**Enter Event/League Dates- App**

Enter the date range of the event/league. When you click into the date field, a calendar date picker will be visible.

You can either use the arrows in the pop-up to navigate to the date OR you can type into the date field.

**NOTE:** If you use the calendar pop-up, you will see that dates not eligible for certification will be grayed out and you can only select eligible dates.

**Available Dates Help Button- App**

A list of available dates for the current year can be seen by pressing the Available Dates button to assist event/league operators. Current certification dates will be updated annually and included in the Appendix of the ECAG manual(s).

**Permissible Dates - League**

A currently enrolled Division I student-athlete with remaining eligibility may participate in an NCAA-certified summer league only on certified dates between June 15 and August 31 or the institution's first day of classes (whichever occurs earlier).

**Permissible Dates- Event**

The dates on which Division I coaches can attend nonscholastic basketball events will change from year to year. Dates on which Division I coaches may attend events are outlined in the following bylaws:

* 13.1.7.5 – Men’s Basketball Evaluations  *
* 13.1.7.6 – Women’s Basketball Evaluations  *
* 13.17.2 for Men’s Basketball Calendar Formula  *
* 13.17.3 for Women’s Basketball Calendar Formula  
Participant Information- App

Identify Participant Age- App
Select ALL age descriptions provided in the drop-down list that you anticipate will participate.

1. Click in the field to display the drop-down list.

2. Select an age. Once you have selected an age, the drop down will close.

3. Re-open the list and select additional ages until you have entered all age ranges that apply. If you choose other, you must enter a description.

If the event will include athletes that are NOT prospect aged, [boys = younger than 6th grade/girls = Jr. High School Athletes (7th and 8th grade)] the operator will be required to respond to an additional question relating to the operator’s understanding of the application of NCAA-certification requirements for non-prospect athletes:

Non-Prospect Aged Teams in Certified Events
Non-Prospect Aged Teams: Any team of athletes comprised of athletes who do not meet the definition of a PSA as defined in Bylaw 13.12.1.1.1 (men's basketball) and Bylaw 13.02.13 (women's basketball).

In Certified Events: If teams are competing that are not made up of PSAs, they may or may not be required to meet the certification requirements. ALL teams (regardless of age) participating in a facility where NCAA coaches will be present and/or playing against PSA-aged teams are required to meet all NCAA-certification requirements (USAB Gold Licensed coaches, residency restrictions, financial transparency, BBCS registration, etc.). If an event has been certified but contains a younger athlete or adult division that WILL NOT be in a facility where NCAA coaches will be present, those teams would NOT be required to meet the NCAA certification requirements.
Age Limitations in Certified Events

NCAA legislation does not have any age restrictions. Event certification is granted to allow Division I coaches to attend and observe prospective student-athletes. As long as the athlete has not done anything to prevent them from meeting the definition of a prospect, they would not be restricted from participating in an NCAA certified event. Generally until an athlete is fully enrolled at an NCAA institution, they are still considered a prospect. See Bylaw 13.12.1.1.1 (Men’s Basketball) and Bylaw 13.02.13 (Women’s Basketball) for the definition of a prospective student-athlete.

Event operators, however, may have age restrictions. Some do not accept high school seniors (signed or unsigned) participating in their events or an event may be Junior College athletes only or high school athletes only and the operator does not want the ages combined. It is completely the event operator's prerogative to enact age-restrictions if they see fit to do so.

Identify Participant Type (Teams or Individuals)
Select ALL types of participants provided in the drop-down list that you anticipate will participate.

If participants are coming to the event already placed on teams, select Pre-existing TEAMS.

In some cases, operators will run a team event where most of the participants in the event will be arriving at the event as pre-established team. However, they will also allow individuals who want to participate and do not have a travel team to register for the event as an individual participant that are then compiled onto teams and are coached by eligible event staff. If this is the case, select both Pre-existing TEAMS and INDIVIDUALS who are placed on teams.

Individual events that are more camp-like in nature that involve skill and drill instruction, but only include minimum team participation would select INDIVIDUALS who are NOT placed on teams.

Event Participant Residency Requirements
See the full description of this guideline and requirements in the User Resources posted online or in the appendix of this manual: ECAG Event Residency Requirements.
**Identify Number of Participants - App**
Enter the number of participants that you anticipate and identify whether the number reflects the number of teams or the number of individual athletes. (The team/individual drop down will default to whatever participant type you previously selected, but you can change it. So, you could have a team event and enter that you anticipate 1000 individual athletes vs. 100 teams.

Although you may not know for sure how many athletes will be in attendance, you must have some idea of what to anticipate to determine your schedule, number of locations to reserve, etc. Complete accuracy is not expected now. [For events, you will report accurate numbers when you complete your PERF.]

**Saving the About Tab Warning - App**
You have the option to save on the About tab. Once the About tab has been saved, additional tabs will appear across the top of the application.

Selecting either the Save button or the Save and Continue button will save the information entered on the page and activate the other tabs, but if you select the Save button, you will have to manually navigate to the next tab.

**WARNING:** If you navigate away from the application before you have completed all the fields on the About tab, the application WILL NOT BE SAVED, and you must start over. Until you have entered all the information on the About tab and saved it, a record of the application has not been recorded.

**The Facilities Tab - App**
1. Select the Add New Facility button. You will need to enter ALL facilities that your event or league will utilize. **FAILURE to enter all sites utilized may impact future certification of the event/league.**
2. A headquarters facility is required; so, the first entry will default to being identified as the headquarters facility. If you will only be utilizing one facility, then that needs to be listed as your headquarters.

3. Enter the name and location of the facility.

   Facility Name:  
   Country:  
   Street Address:  
   City:  
   State:  
   Zip:  

4. Enter information about the size of the facility.

   Number of Courts being used:  
   Capacity of Venue:  

5. Identify the owner of the facility.

   Owner of Venue:  

6. Enter the projected facility rental cost for this specific facility. The Actual Facility Rental Cost will be grayed out and not required until submission of the PERF.

   Projected Facility Rental Cost: $0.00  
   Actual Facility Rental Cost: $0.00
7. If the facility is on NCAA campus, you will need to select the name of the institution from the available drop-down box. The Division will automatically populate once you select the institution.

![Image of drop-down box with institution names]

**WARNING:** If you identified a Division I institution, a warning will appear in a yellow bubble. If you believe that your activity meets camp/clinic exception, you will need to upload a complete schedule of the camp/clinic activities, a detailed description of the operation of the camp/clinic and any documentation that identifies that the event is instructional in nature and is not game/tournament centered.

![Image of warning text]

8. Click the **Save Facility** button and you will return to the **Facilities** tab. The facility you just entered should appear there.
9. If you are using more than one facility, you will need to click the Add New Facility button again and repeat the previous steps to add each additional facility selecting Other as the Facility Type for all secondary facilities.

10. When viewing the list of facilities entered,
   - the headquarters facility will appear in the list with a green HQ icon
   - If you entered an NCAA Division I campus, this will be identified with a Blue D1 icon facility name in your list of facilities.

11. Review the information entered for your facilities.

12. If changes are needed, select the Manage button and select Edit Facility to correct or Delete Facility if you want to remove the facility completely.

13. **WARNING** - Although the BBCS will allow you to navigate to the next tab without initially adding a facility or uploading justification for a selected DI institution, you will receive an error during application submission in which you would then need to go back and add it.

   - Please enter a Headquarters Facility and Schedule on the Facilities Tab before submitting application
   - Events utilizing DI institution facilities require an uploaded Camp or Clinic Justification Document.
Facilities Guideline

ECAG also encourages event/league operators to remember the health and welfare of the participating athletes when selecting facilities. The operator should consider things like the safety/cleanliness of the environment, whether the facility can accommodate expected numbers, is temperature controlled (air conditioned, etc.), has satisfactory bathrooms (number and quality), etc.

Event operators should also consider that certified events are required to provide for the separation of NCAA Division I coaches from participants and/or any individual associated with a prospect when choosing facilities. Separate seating for NCAA coaches is required. Separate entrances, bathrooms, bracket postings, etc. are suggested.

Unfettered Access. Representatives of the NCAA must be provided with unfettered access to any event, including physical access and opportunity to inspect all financial and other documentation associated with the event without prior notice to the operator.

Restrictions

1. Sports Wagering Establishments. An NCAA-certified event/league shall not be conducted in a venue that is associated in any way with a venue or other entity that is associated in any way with wagering on intercollegiate athletics.

2. Division I Campus Facilities. Legislation exists that prohibits a Division I institution [including any institutional department (e.g., athletics, recreational/intramural)] from hosting, sponsoring or conducting a nonscholastic basketball practice or competition in which basketball PSA's participate on its campus or at an off-campus facility regularly used by the institution for practice and/or competition by any of the institution's sport programs.

Schedule Entry (Facilities Tab) - App

1. You will need to enter a schedule for each facility being utilized. Select the Manage button and select Add a Schedule.

2. Fields will be provided for the operator to identify the start time of the first athletic activity and the start time of the last athletic activity.

3. Enter start and end times. You can enter times by: clicking into the time field and either:

   1. Use the up/down arrows in the pop-up to enter the times. Click on the AM/PM box will change from one to the other.

   2. Type in the time.

If you have entered a time that will be used on multiple days, once the time has been entered on one day, you can highlight, copy (CTRL C) and paste (CTRL V) onto other days as well.

4. When done select Save Schedule button.
**Schedule Restrictions - League**

**First Day of Classes Restriction**

It is the league operator's responsibility to identify and document the "first day of classes" for each Division I institution in which the league has participants. Even if there are certified dates that are after the student-athlete's first day of classes, it is the operator's responsibility to prohibit the student-athlete from participating on those dates. If a Division I student-athlete is permitted to participate in the league after that athlete's institution has started classes for the fall, the league will be rendered ineligible for certification the following year.

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**League Schedule Entry - App**

Enter the start and end times for the relevant days of the week that the league will be operating out of that facility.

**For Example:** If the league will run from June 15 to August 31 and games will be played at 6 p.m. and 8 p.m. every Monday, Wednesday and Friday, you would have entered June 15-August 31 on the About tab and then enter those times only on M-W-F like in this example:

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<table>
<thead>
<tr>
<th>Repeated Days</th>
<th>Start Time - End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>6:00 PM to 10:00 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>6:00 PM to 10:00 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>6:00 PM to 10:00 PM</td>
</tr>
</tbody>
</table>

Enter any additional details about this date range.
Event Schedule Entry - App
You will automatically be given time-entry fields based on the date range you entered on the About tab.

1. Identify the start time of the first athletic activity and the start time of the last athletic activity for each day that facility will be utilized.

END TIME WARNING. The second field on each day is NOT for the day the event concluded that day but should be the START time of the last scheduled athletic activity.

HEADQUARTER TIME REQUIREMENTS. For your headquarters facility, it is assumed that you will be using that facility for the duration of the event and you will be required to enter times for each day in the date range. Not all secondary facilities are used every day; so, you will only be required to enter times for the relevant days of the week that the event will be operating out of that facility.

SCHEDULE REQUIREMENTS. Per NCAA legislation, events are precluded from operating during certain times of day depending on the gender and season of the event. The BBCS will generate warnings based on these restrictions like the pictured example.

You will be able to click the Save the Schedule Anyway button even if you received a warning, but the schedule concerns will need to be addressed prior to the approval of the application.
2. Repeat the steps for schedule entry for each facility being used. The BBCS will alert you if there are facilities without a schedule.

**Check-in Information Question**

1. You will need to enter the date and time of when athletes will be checking in at the event.

2. Since it is possible for the event check-in to occur prior to beginning of the actual evaluation period (night before the event, hours before start, etc.) the Event Start and End dates are NOT restricted to just the “certifiable” dates.
3. If the operator previously answered question but changed event start and end dates, the operator would receive the following message and be forced to change the check-in date/time to be compliant.

4. Click either the Save or the Save and Continue button.

NOTE: once you have pressed Save and Continue, you will immediately navigate to the next tab in the application and be required to answer all the questions on that tab before you can navigate back to a previous tab. SO – if you need to go back to a previous tab, you should click the Save button and then navigate to that tab. DO NOT click Save and Continue.

**Schedule Restrictions - Event**

**Time Restrictions**
Athletically Related Activities (Spring and Summer – both men’s and women’s):
- Can NEVER start before 8 a.m.
- Can NEVER start after 10 p.m.
Athletically related activities are precluded prior to 8 a.m. and the last athletically related activity may not begin later than 10 p.m. If activity is scheduled at 10 p.m., please be aware that regardless of the reason for delay (i.e. injury, travel time between locations, etc.) **under no circumstances can athletically related activities begin after 10 p.m.** If games are scheduled at 10 p.m. and are delayed, the games will need to be moved to the next day after 8 a.m. and the rest of the schedule adjusted accordingly. In that regard it is advisable that you allow yourself a buffer of time prior to 10 p.m. to ensure that you can comply with this requirement.
**Additional Men’s Events Schedule Restrictions - Spring**

During the academic year, it is not permissible for any part of an NCAA-certified men's basketball event to operate prior to 6 p.m. on the first day of the open period or after 4 p.m. on the last day to encourage minimal missed class time and academic commitments. NCAA coaches may enter the event facilities and purchase packets prior to 6 p.m. on Friday; but any activity involving the athletes (games, warm-ups, check-in and registration involving the prospect, etc.) would be prohibited until after 6 p.m.

**Game Limit Restrictions**

In compliance with the USAB/NBA Youth Guidelines, a PSA may participate in **no more than two games on any one day** and **no more than 14 hours of athletically related activities in one week**. In addition, the requirements outlined in the USAB/NBA Youth Guidelines should be considered by event operators and nonscholastic coaches as best practices.

If any of the following conditions are met, then the competition counts against the games per day:

a. Competition is scheduled and publicized in advance;

b. Official score is kept;

c. Individual or team standings are maintained;

d. Official timer or game officials are used;

e. Admission is charged;

f. Teams are regularly formed, or team rosters are predetermined;

g. Team uniforms are used;

h. A team is privately or commercially sponsored; or

i. The competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.

**Athletes on Multiple Teams Game Limit Restrictions**

The daily game limit restriction is **per athlete and NOT per team**. So, if an athlete is participating on multiple teams in the same event the…

- OPERATOR - will need to monitor to make sure that the athlete does not participate in more than two games on any one day.

- COACH - will need to use wisdom as to when that athlete plays for what team.

Because monitoring athletes in these circumstances is extremely labor intensive, some event operators have imposed a requirement that all athletes participating in their events are restricted to participation on **ONLY ONE team** during the event. This is the operator's prerogative AND is encouraged by ECAG.
Event Packet Guidelines

Concerns/complaints continue to escalate about the cost and the accuracy of packets. Be advised that the NCAA is continually evaluating these concerns. To avoid NCAA intervention, event operators who choose to sell packets are expected to be compliant with NCAA guidelines identified below. **FAILURE to comply with these requirements may impact future certification of the event.**

1. **USEFUL** – Packets must contain useful information. Operators are expected to make a reasonable and concerted effort to ensure that the following information is accurately included in the packet:
   a. Event schedule,
   b. Location of all sites where NCAA coaches can observe prospects,
   c. Driving direction between event sites,
   d. Participant Information (either individually or on team roster) that includes:
      1. Name of prospect
      2. Prospect’s direct contact information
      3. Jersey number
      4. Graduation year (e.g. 2012, 2013, etc.)
      5. Scholastic institution
      6. Name and contact information for scholastic coach
      7. Name and contact information for non-scholastic coach

2. **ACCURACY** - Operators need to take every possible step to ensure that packet information is complete and accurate.
   a. Contact information provided for athletes is expected to belong to that athlete and not be fictional or belonging to coaches, handlers, etc. It is important that the prospect and his/her family retain the opportunity to exercise control over the recruiting process, so accurate contact information should be provided to NCAA coaches.
   b. Shirt numbers are critical since the NCAA coaches are restricted from having contact with the prospective student-athlete or anyone associated with the prospect (coaches, family, etc.) during the event.

3. **PRICE DISCLOSED IN ADVANCE** - The price of event packet must be listed on the Event Certification application and must be publicized in advance. This price will be posted on [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification), but the operator should include it when communicating with NCAA coaches as well (e.g., invitations, event website, etc.)

4. **SAME/SIMILAR FEES FOR ALL NCAA COACHES** – It is permissible for an operator to charge different amounts for the produced packets if the price must be made available to all qualifying participants, must be based on some objective criteria, and must be publicized in advance. All packet options are required to be disclosed on the event application and included on the approved event list posted on the NCAA website. Operators cannot make changes at the event site nor can the operator make price adjustments based on his/her relationship with an NCAA coach.

5. **PROVIDE TO NCAA** - You will need to provide a copy of the packet to ECAG when you submit your event review form. In that regard, make sure you save one copy to mail later if you do not have a single computer file (.pdf, .doc, .xls, etc.) that you can attach to your review form in the BBCS.
6. **REASONABLE CONSIDERATIONS** –
   Additionally, it is suggested that event operators and NCAA coaches abide by the following **REASONABLE CONSIDERATIONS**.

a. **EVENT OPERATOR EXPECTATIONS** - Recognizing that NCAA coaches have a reasonable and legitimate expectation that the information contained in the event packets should be useful and accurate, it is recommended that event operators agree to the following:
   1. A coaching staff will be required to purchase only one packet per staff, and the purchase of the packet entitles one staff member to gain admission to the event.
   2. If a coaching packet has been purchased, any other staff members from that school will be charged a reasonable college coaches’ admission fee set by the event operator.
   3. Coaches attending only one session at a certified event will not be required to purchase a coaches’ packet and will be charged a reasonable college coaches’ admission fee set by the event operator.

b. **NCAA COACH EXPECTATIONS** - Recognizing that event operators are providing a valuable service to college coaches by providing the opportunity for the evaluation of many prospects in a centralized venue, it is recommended that NCAA coaches agree to the following:
   1. If a coach is attending more than one session, the staff will purchase at least one packet for their institutional staff. One purchase packet entitles one member of the staff admission to the event. Additional coaches of that staff seeking admission will pay a reasonable coach’s admission fee, as established by the event operator.
   2. Coaches who attend just one session at a certified event will pay a reasonable coach’s admission fee, as established by the event operator.
   3. Once purchased, no copies will be made or distributed for use by coaches from a different institution.
   4. The college coach will identify him/herself as a college coach to event staff and will not seek to gain admission as a general spectator.
The Division I Coaches Tab – App

The **Division I Coaches** tab will only be visible on event applications. League operators WILL NOT have to complete this tab. Fees incurred by NCAA coaches will need to be disclosed and publicized in advance.

1. Event operators will be required to enter information about the fees that will be charged to NCAA coaches.
   a. If you WILL NOT be creating an event packet for NCAA coaches, there will only be three questions that require a response.

   Both fields are text fields; so, you should enter ALL options that exists. For example:

   **Subscriber Discounts - Recruiting/Scouting Service Warning**

   If discounts will be given to subscribers of a publication/report that would likely be considered a recruiting/scouting service since it provides information about prospective student-athletes, the recruiting/recruiting/scouting service will be required to be NCAA approved. NCAA Division I institutions are only permitted to subscribe to recruiting/scouting services that have been approved through the NCAA recruiting/scouting service application process.
b. If you WILL be creating an event packet, additional questions will appear.

<table>
<thead>
<tr>
<th>Event Application Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you creating an event packet for NCAA coaches?</td>
</tr>
<tr>
<td>Is this packet being sold or given to NCAA coaches?</td>
</tr>
<tr>
<td>If sold, will an NCAA coach be required to purchase a coaches packet in order to attend?</td>
</tr>
<tr>
<td>What is the cost of the NCAA coaches packet?</td>
</tr>
<tr>
<td>If an NCAA coach does not want to purchase a packet, can they pay general admission to gain entrance to the event?</td>
</tr>
<tr>
<td>What is the general admission fee to be charged to NCAA coaches?</td>
</tr>
<tr>
<td>Is the admission fee the same as it is for the general public?</td>
</tr>
<tr>
<td>Identify all options and prices being charged for an NCAA coach to gain entry to the event:</td>
</tr>
<tr>
<td>What is the general admission fee to be charged to the general public (include all options):</td>
</tr>
</tbody>
</table>

Again, this field is a text field; so, you should enter ALL options that exists.

**REMINDER:** You CANNOT charge a fee that was not disclosed on the event application and included on the approved event list posted on the NCAA website. You CANNOT make changes at the event site nor can the you make price adjustments based on your relationship with an NCAA coach.

2. Click either the **Save** or the **Save and Continue** button.

**NOTE:** Once you have pressed **Save and Continue**, you will immediately navigate to the next tab in the application and be required to answer all the questions on that tab before you can navigate back to a previous tab. **SO** – if you need to go back to a previous tab, you should click the **Save** button and then navigate to that tab. **DO NOT** click **Save and Continue**.
Separation of NCAA Coaches During an Event

The purpose of Division I coach attendance at an event is for evaluation only, NCAA-certified events should be conducted in a manner that allows NCAA coaches to attend the event and evaluate prospects with minimum opportunities for contact violations, allowing the coach to focus on evaluations.

Division I Coach Contact Restriction

Division I coaches are NOT permitted to have contact with PSAs, relatives of PSAs, nonscholastic coaches, two-year college coaches, and recruiting/scouting services. Nonscholastic coaches and two-year college coaches ARE “individuals associated with the prospect” regardless of whether their team is or is not participating in your event.

NCAA Coach Separation Minimum Precautions Required

1. SIGNAGE identifying all separate NCAA coaches' areas;
2. IDENTIFICATION - Operators are expected to have a system in place to distinguish NCAA Division I coaches from other attendees;
3. SEATING - Event operators are required to provide NCAA coaches with a designated seating section that is free of those individuals with whom NCAA coaches are not permitted to have contact under NCAA bylaws, including individuals associated with a prospect student athlete (IAWP). The IAWP definition generally includes, but is not limited to, parents, legal guardians, handlers, personal trainers, scouting/recruiting service employees or operators and coaches. Event operators are required to provide NCAA coaches with opportunities to avoid contact violations and are responsible for having staff/volunteers to monitor and enforce the separate seating areas. Event operators are likewise expected to remove from the designated NCAA coaches' areas any participants or attendees who are not authorized to be there. It is not, however, the event operator’s responsibility to monitor NCAA coach behavior. If an NCAA coach chooses to engage with an IAWP, the event operator is not responsible for the coach's behavior. ECAG encourages operators to remind NCAA coaches of their responsibilities and of the enhanced penalties for contact violations at certified events but are not expected to enforce NCAA requirements on individuals subject to NCAA bylaws.

MEDIA - The prohibition on seating for certain individuals with NCAA coaches does not apply to bona fide news media. However, media members that trigger IAWP status (e.g., media members employed by, or working in partnership with, a scouting service or recruiting service) would be subject to the limitations noted above and would not be allowed to sit in the designated seating section for NCAA coaches.

NCAA Coach Separation Minimum Precautions Encouraged

ECAG encourages separate entrances, check-in locations, bracket postings, bathrooms, concessions, etc.

Restriction on NCAA Coaches in General Seating Sections

BE AWARE – Regardless of whether an NCAA coach purchased an event packet, paid for an NCAA coach admission or paid general admission, it is NOT permissible for an event operator to make an NCAA coach sit in the general admission seats.
The Fees/Sponsors Tab - App

Entry Fee Information - App

You will need to respond to the questions that appear relating to entry fees.

1. Answer Yes or No to the first question about participants paying the same entry fee.

2. Enter a fee description in either the Team Participation Entry Fee or Athlete Participation Entry Fee field. In some cases, you will need to enter a description in both the team and individual participation entry fee fields.

   a. If you indicated on the About tab that participants in the event will be arriving at the event as pre-established teams, you will need to enter a fee description in the Team Participation Entry Fee field.

   b. If you indicated on the About tab that participants in the event will be arriving at the event as individuals who will either be placed on teams for participation or participate in skill instruction or other individual activities, you will be required to enter a fee description in the Athlete Participation Entry Fee field.

3. Identify who is paying the entry fee. If you choose other, you must enter a description.
4. If you will offer participants a reduction in cost for whatever reason OR will employ participants to supplement their entry fee, you should answer YES to the reduced entry fee question. If you will be offering any type of reduced entry fee, additional questions will appear on the application to which you will need to respond.

Will there be any reduced entry fees available to participants? [Yes] [No]

5. Indicate whether the reduction will be available to all participants that meet the identified criteria.

Will the reduction be available to all qualifying participants? [Yes] [No]

6. You should click the Add Additional Fee Reduction button as many times as is necessary to enter a full description for each type of reduction available.

For each reduced entry, available, you will need to enter all the following:

a. the amount of the reduction;

$ of Discount

$0.00

b. the Reason for the Discount (If you choose other, you must enter a description);

Reason for Discount

Date of Registration (Early Bird Discount)
Date of Payment (Early Bird Discount)
Additional Teams from the same organization participating (Multiple Team Discount)
Team/athlete is a member of the association sponsoring the event and members get a discount
Team/athlete has demonstrated financial need
Employment Program for participants
Other

(c. A complete description of the program; and

d. An indication of how people become aware of the discount(s) that is available prior to the event.

Describe how you identify recipients AND how people become aware of the discount in advance

Event Application Step-by-Step 25
Reduced Entry & Employment Program Requirements

Admission fees charged to all event participants must be similar. Operators are prohibited from granting free entry or reduced entry to select participants based on athletics ability or reputation. An operator may offer participants a reduced entry fee or employment program provided the following conditions are met:

1. If offered, reduced entry fees must be made available to all qualifying participants and must be based on some objective criteria that is unrelated to a participant's athletics ability or reputation.

2. If offered, a participant employment program must be made available to all qualifying participants and must be based on financial need that is unrelated to a participant's athletics ability, reputation or value that the individual would bring to the event/league. Financial need will need to be determined objectively and will need to be based on concrete information. Operators will need to identify during the application process what documentation/criteria will be utilized to determine financial need to select these participants. Compensation must be paid only for work performed and at a rate commensurate with their experience and for similar employment in that locale.

3. Any reduced entry fee program and/or participant employment program must be publicized in advance. Operators will need to identify during the application process how participants will be notified/informed that such a program exists (on registration form, event flyers, website, etc.).

Sponsor Information- App

1. You will need to respond to the questions that appear relating to sponsors. If you will have sponsors of any kind (shoe company, businesses, individuals, etc.), you should answer YES to the product, financial or service support question.

2. You will be required to identify each sponsor and what each sponsor is providing. If you choose other, you must enter a description.

3. You should click the Add Additional Sponsor button as many times as is necessary to enter a list of all sponsors.

4. Click either the Save or the Save and Continue button.

NOTE: once you have pressed Save and Continue, you will immediately navigate to the next tab in the application and be required to answer all the questions on that tab before you can navigate back to a previous tab. SO – if you need to go back to a previous tab, you should click the Save button and then navigate to that tab. DO NOT click Save and Continue.
The Awards/Gifts Tab - App

Award Requirements
A participant may receive an award, provided
- the cost of the award is included in and does not exceed the cost of the participant's entry fee;
- the award being given is NOT cash, or the equivalent thereof; and
- the award is not donated. A t-shirt may be provided as an award in addition to the free t-shirt provided to all participants, but the award t-shirt CANNOT be donated.

If participants are not charged an entry fee, no awards may be provided. If the entry fee is paid by the team, the total cost of the awards for the participants must not exceed the team's entry fee.

Award Information - App
1. You will need to indicate whether awards will be given for any reason.

2. If awards will be given, you will be required to respond to the questions that appear relating to awards.

3. Choose an option from the drop-down field to identify what type of awards will be given. If you choose other, you must enter a description.

4. Choose an option from the drop-down field to identify who will be receiving the awards.
5. Choose an option from the drop-down field to identify what kind of awards will be given. If you choose other, you must enter a description.

![Type of Award](image)

6. Choose an option from the drop-down field to identify what awards will be given for. If you choose other, you must enter a description.

![Paid for by](image)

**Gifts/Inducements Information - App**

**BE AWARE** – the BBCS application includes questions in anticipation for possible changes. NCAA Amateur legislation allows for the provision of actual and necessary expenses, but certification requirements approved by the NCAA membership currently **PROHIBIT THE PROVISION OF AIR OR GROUND TRANSPORTATION OR OTHER GIFTS AND INDUCEMENTS**. So, the BBCS application includes questions about things that are not yet permissible.

**Providing Uniforms/Apparel - App**

1. You will need to report whether you will be providing participants with an event/league t-shirt.

![Will the Event/League provide the allowable free T-Shirt to participants?](image)

Operators may provide a t-shirt to participants regardless of whether the participants pay to participate. The free t-shirts can be donated to the operator. (T-shirts provided as awards CANNOT be donated.) Operators can provide simple, low-cost, reversible jerseys to participants instead of the event/league t-shirt. Jerseys would have to have the same monetary value as a t-shirt; so, authentic jerseys could not be utilized.

2. You will need to report whether uniforms will be provided and if the athlete(s) will keep or return those uniforms after use. Depending on your response, additional questions will appear.

![Will the Event/League provide uniforms for the participants for use during the event/league?](image)
3. If uniforms are used on LOAN, you will need to completely describe the process for returning those items after the event/league.

4. If participants will be able to KEEP the uniforms provided, you will be asked additional questions to ensure compliance with NCAA requirements.

**Keeping Uniforms/Apparel Warnings - App**
The warning in the pink bubble will appear if you answer NO to the question above the bubble. Remember – in some instances provision of some of these benefits are not yet permissible.
Provision of Complementary Items & Benefits

NCAA-membership approved event certification requirements currently include the following restrictions:

- No air or ground transportation or other gifts or inducements shall be provided to the event participants or their coaches or relatives;
- A prospective student-athlete who attends an NCAA certified event shall not retain any athletics equipment or apparel provided for his use at the event other than an event T-shirt. All other apparel (e.g., shoes or shorts) may be retained only if the prospective student-athlete is charged the normal retail value of such items (as opposed to the event's cost in purchasing the items);
- A participant may receive an award, provided the cost of the award is included in the participant's entry fee;

The only complimentary (free/gifted) item that a participant or participating coach can retain after an activity is a T-shirt. All other equipment and apparel (e.g., shoes, shorts, warm-up suits, backpacks, cinch bags, basketballs, mementos, etc.) may be retained only if the prospective student-athlete is charged the normal retail value of such items (as opposed to the event's cost in purchasing the items) and the items must be paid for separate from the event entry fee.

Operators may provide an event t-shirt to participants regardless of whether the participants pay to participate. The event t-shirts can be donated to the operator. (T-shirts provided as awards CANNOT be donated.) Operators can provide simple, low-cost, reversible jerseys to participants instead of the event/league t-shirt. Jerseys would have to have the same monetary value as a t-shirt; so, authentic jerseys could not be utilized.

Providing Hotels - App

Take time to fully understand the questions asked and respond appropriately. The warning in the pink bubble will appear if you answer NO to the question above the bubble. Remember – in some instances provision of some of these benefits are not yet permissible.
Providing Transportation- App
Take time to fully understand the questions asked and respond appropriately. The warning in the pink bubble will appear if you answer NO to the question above the bubble. Remember – in some instances provision of some of these benefits are not yet permissible.

Provision of Transportation
No air or ground transportation shall be provided to the event participants, their coaches or family members to participate in the event. However, local shuttles for the participants (athletes, coaches and individuals traveling with them) between the event site, hotels/dorms and the nearest airport, bus or train station can be provided, if the same transportation is available to all attendees.

Providing Meals- App
Take time to fully understand the questions asked and respond appropriately. The warning in the pink bubble will appear if you answer NO to the question above the bubble. Remember – in some instances provision of some of these benefits are not yet permissible.
Providing Other Benefits- App
Take time to fully understand the questions asked and respond appropriately. The warning in the pink bubble will appear if you answer NO to the question above the bubble. Remember – in some instances provision of some of these benefits are not yet permissible.

Save and Continue- App
Click either the Save or the Save and Continue button.
NOTE: once you have pressed Save and Continue, you will immediately navigate to the next tab in the application and be required to answer all the questions on that tab before you can navigate back to a previous tab. SO – if you need to go back to a previous tab, you should click the Save button and then navigate to that tab. DO NOT click Save and Continue.

The Insurance Tab- App
1. Identify the type of insurance you will be utilizing by selecting one or more of the check boxes. Additional questions will appear on the application based on your selection.
2. Traditional carriers (Francis Dean, K&K, The Camp Team, United States Fire, Markel, Nationwide, etc.) are designated by "Insurance Company".

| What types of insurance are you using to cover the event/league? Select all that apply. |
|---------------------------------|---------------------------------|
| [ ] Insurance Company           | [ ] Membership Organization     |
| [ ] Self-Insured                | [ ] Country has social healthcare|

<table>
<thead>
<tr>
<th>Insurance Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Insurance Company:</td>
</tr>
<tr>
<td>Policy Expiration Date:</td>
</tr>
<tr>
<td>General (or liability) policy number:</td>
</tr>
<tr>
<td>Accident policy number:</td>
</tr>
</tbody>
</table>

3. Organization/Group policies (AAU, USSSA, Gym Rats, etc.) are designated by "Membership Organization".

| What types of insurance are you using to cover the event/league? Select all that apply. |
|---------------------------------|---------------------------------|
| [ ] Insurance Company           | [ ] Membership Organization     |
| [ ] Self-Insured                | [ ] Country has social healthcare|

<table>
<thead>
<tr>
<th>Membership Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member organization name:</td>
</tr>
</tbody>
</table>

**Note:** Often, if insurance is obtained through a membership organization, the insurance will only apply if ALL participants are registered members of that organization.

Are you going to ensure that all participants are members of this organization prior to allowing them to participate? [ ] Yes [ ] No
4. Instances of being self-insured are rare, but at times a city summer league may not have insurance because the city government is willing to pay for any accidents that may occur. In these cases, documentation would need to be on file to validate the reason insurance is unnecessary and confirm that all aspects of the intent of the legislation will be addressed by the organization that is self-insuring the event/league.

5. If insurance is not needed because the country where the event/league is located has social healthcare, the last box would be checked, and you must confirm that all athletes participating are eligible to be treated via the national policies.

6. Click either the Save or the Save and Continue button.

   NOTE: once you have pressed Save and Continue, you will immediately navigate to the next tab in the application and be required to answer all the questions on that tab before you can navigate back to a previous tab. SO – if you need to go back to a previous tab, you should click the Save button and then navigate to that tab. DO NOT click Save and Continue.
Insurance Requirements- App Accident Medical Insurance.
Operators must show proof of accident medical insurance for all participants and which provides coverage for athletically related activities regardless of negligence/fault. A liability policy alone WILL NOT meet the NCAA requirements.

**Amount and Scope of Accident Medical Insurance.**
No specific minimum or maximum is required for accident medical insurance, but coverage should be acquired before applying and must be effective during all the dates when athletically related activities will occur for the event/league.

**National/Social Healthcare and Insurance Requirements.**
If the operator does not believe insurance is necessary because accidents would be covered under the social-healthcare system in the country where the event/league is located, the operator will need to confirm that all participants will be residents of that country and, therefore, covered by the national healthcare. If the event/league will include participants who are not covered by the national healthcare, then accident medical insurance will need to be purchased and submitted.

**Amount of Accident Insurance Coverage Requirement**
No specific minimum or maximum is required for the accident insurance, but insurance should be acquired before applying.

**NEW REQUIREMENT - Liability Insurance Alone is Insufficient.**
Most general liability policies will not cover all accident situations (even if the policy indicates that participants are included). Typically, a liability policy would cover accidents like a spectator falling down the bleachers, athlete slipping in the shower, etc.; a liability policy that states it includes participants would only cover accidents that occur during athletic related activities if the event/league/facility was negligent. In that regard, a liability policy alone WILL NOT meet the NCAA requirements.

**Liability Insurance.**
Event/league operators are also required to maintain in effect Commercial General Liability (CGL) insurance.

**Amount and Scope of Liability Insurance Coverage.**
CGL insurance is required during all the dates when athletically related activities will occur for the event/league, with minimum limits of $1,000,000 per occurrence and $2,000,000 in the aggregate, written on an occurrence basis providing coverage for bodily injury and property damage, and personal and advertising injury. The CGL coverage shall not exclude liability arising from sexual abuse and molestation, athletics participation, spectators or food-borne illness.

**NEW REQUIREMENT - Additional Insured Requirement.**
The NCAA and its officers, directors, agents, employees and volunteers must be named as additional insureds ("NCAA Additional insureds") in the CGL policy on a primary and noncontributory basis.
Insurance Providers

Below is a list of the providers frequently utilized by operators. The list is provided as a courtesy to assist operators with a starting point of possible options when obtaining insurance coverage. The companies listed are provided as a reference only. The NCAA is not recommending any one company, nor are we endorsing the quality of their services. The list is provided for convenience and is not meant to be all-inclusive; these are merely the providers frequently seen when ECAG processes applications. Operators are free to use any company of their choice, provided the NCAA minimum requirements are met.

**Insurance carriers with camp/event/tournament specific coverage:**

- Francis L. Dean & Associates, Inc.
  1776 South Naperville Road, Building B
  P.O. Box 4200
  Wheaton, Illinois 60189
  Phone: 800/745-2409 ext. 129
  [www.fdean.com](http://www.fdean.com)

- K&K Insurance Group, Inc.
  1712 Magnavox Way
  Fort Wayne Indiana 46804
  Phone: 800/637-4757
  [www.kandkinsurance.com](http://www.kandkinsurance.com)

- American Specialty Insurance & Risk Services, Inc.
  7609 W. Jefferson Boulevard, Suite 100
  Fort Wayne, IN 46804
  (800) 245-2744
  [www.americanspecialty.com](http://www.americanspecialty.com)
  [www.americanspecialtyexpress.com](http://www.americanspecialtyexpress.com)

- Gallagher Student Health & Special Risk
  500 Victory Road
  Quincy, MA 02171
  Email: [Sports@gallagherstudent.com](mailto:Sports@gallagherstudent.com)
  Phone: 877/345-8928
  [www.gallagherstudent.com](http://www.gallagherstudent.com)

- CapSure Insurance Group
  McKay Tower, Suite 421
  Grand Rapids, MI 49503
  Email: dan@capsureins.com
  Phone: 616/450-5870
  [www.capsureins.com](http://www.capsureins.com)

- The Camp Team
  615 West 38th Avenue, Suite B109
  Wheat Ridge, Colorado 80033
  Phone: 800/747-9573
  [www.campteam.com](http://www.campteam.com)

- **Nontraditional Options:**
  - AAU
  - USSSA

- **Other insurance carriers that have been used:**
  - Aon Corporation - Global Headquarters
    200 East Randolph Street
    Chicago, Illinois 60601 USA
    Phone: 312/381-1000
    [http://www.aon.com/default.jsp](http://www.aon.com/default.jsp)

  - Chappell Insurance Agency, Inc.
    25807-A Cox Road
    Petersburg, Virginia 23803
    Phone: 800/447-6797 or 804/733-2020

  - The Monument Sports Group
    508 North Allison Street, No. 1
    Richmond, Virginia 23220-2704
    E-mail: [http://www.monumentsports.com/forms/contact.php](http://www.monumentsports.com/forms/contact.php)
    Phone: 804/354-9020

  - Bollinger Insurance
    101 JFK Parkway
    Short Hills, New Jersey 07078
    Phone: 973/467-0444 or 800/526-1379

  - Sadler & Company, Inc.
    P.O. Box 5866
    Columbia, South Carolina 29250-5866
    Phone: 800/622-7370
    [http://www.sadlerco.com/](http://www.sadlerco.com/)

  - Bene-Marc, Inc.
    6301 Southwest Boulevard, Suite No. 101
    Fort Worth, Texas 76132-1063
    Phone: 800/247-1734 or 817/738-6899
    [http://www.bene-marc.com](http://www.bene-marc.com)
The Submission Tab - App

1. Once you can move to the Submission tab, you will see a series of attestations that will require your acknowledgement. The attestations are different on the event and league application. For a complete list of these attestations, see: Terms of Participation.

2. Once all the tabs have been completed and attestations acknowledged, the Submit your Application button will be activated.

3. Enter your name as your digital signature. The date will be auto populated for you.

4. Select the Submit your Application button.

NOTE: If the button is not activated, you have failed to respond to all the required fields OR need to upload documentation of some kind. Tabs with missing information will be identified in the pink bubble at the top of the page.
5. If the application was submitted successfully, you will receive a success message.

6. Confirm your application was submitted by verifying that the application status appears as Submitted on the list of applications on the main page of the Operators section. If the status indicates Submitted and was done so by the appropriate deadline, the application will eventually be processed.

WARNING - If the application status still says Not Submitted – the application WAS NOT SUBMITTED and WILL NOT be processed.

7. If there is any additional information that the operator needs to communicate with ECAG that is not covered by the questions on the application or if there is any need to upload documentation of any kind, the operator may do so via the Notes tab on the app prior to submission. There is a message on the Submission tab for both the App and PERF about using the Notes tab per below. See: Operator Notes Tab.

Application has been submitted! ECAG will contact you via the BBCS with a certification decision. Until your application is approved, you cannot market the event as being NCAA certified.
Delete Application
Until the time when the application status appears as Submitted, you will be able to delete the application by selecting the Manage button and Delete Application.

Once the application status appears as Submitted, the Delete Application option will disappear. After the application status appears as Submitted, you must submit a cancellation request to ECAG to remove your application from consideration for certification.

Validating Application has Met Deadline
When you submit the application, the BBCS will record it in the application history that will be visible at the top of the application. The date stamp and audit of activity created in the BBCS is the official date utilized to establish deadlines. This is the date that will be utilized to determine whether the application was submitted by the appropriate deadline.

Important Message from NCAA Staff

Provide comments for each section of your application below that has been flagged by NCAA staff with the ▲ symbol as needing more information. When you are done with each tab, click the Submit Your Responses button below. PLEASE RESPOND TO THIS MESSAGE NO LATER THAN: 06/26/2019
(For questions, call 317-917-6322 or submit them through our contact form)

<table>
<thead>
<tr>
<th>Status Date</th>
<th>Status</th>
<th>NCAA Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/2019</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>18:25:49</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

False Submit Date - App
However, if the application is submitted and unsubmitted shortly after, creating a false submission date, but the information required for processing is not submitted until a later date, ECAG WILL NOT acknowledge the first (false submit) date as the actual submit date and the actual date the application was completed and ready for processing will be utilized as the submission date.
Information Needed to Process Application

1. ECAG will process the application and identify any inadequacies in the information submitted. Should the ECAG have questions regarding the information you submitted OR the information you provided is incomplete, ECAG will request additional information from you.

2. Once ECAG has posted the requests for information, the status will appear as Info Requested and the deadline by which to respond will be identified in the Response Required By column.

3. The operator will be notified via email that there are issues with the application that required a response.

4. The BBCS will also generate an Alert that is accessible via the Alert section in the blue bar once you have logged in to your BBCS Account.
5. The deadline by which the operator is required to respond will appear in the Respond by Date column on the list of events on the main page of the Operators section. **All deadlines are strictly enforced.** You MUST respond before the posted deadline to avoid negatively impacting your opportunity for approved certification.

6. The Respond by Date changing from black to red text is an indication that the deadline by which the response was required is quickly approaching or has passed. **All deadlines are strictly enforced.**

7. To respond to the ECAG request for information, click the Manage button next to the event/league and select **Submit Additional Information.**

8. Tabs where there are inadequacies are identified with a warning icon.

9. The specific issue and a description of how the operator needs to respond will be identified in the Comment section of each flagged tab along with a date time stamp.
10. Enter your response into the **Operator Comments** field and click **Save Comments** button. This will need to be repeated for each tab flagged with issues.

11. Once saved, your response will populate as an entry below the staff’s comments with a date time stamp.

12. You will have the ability to edit your comments on the tabs up to the point where the you have completely submitted a response.
Once the status changes to Operator Responded, the Edit and Delete buttons will disappear.

13. Problems not specific to a tab will be identified in the top-level box within the application history along with a date time stamp.
14. After you’ve responded to all the tab-specific issues, respond to any of the top-level issues identified.

15. If there were not any issues identified at the top-level, you will still need to enter a comment at the top-level before clicking the Submit Your Responses button.

It can be something simple, but you must enter some text. For example:

10/16/2018 16:17:09 Operator Responded 

You will be unable to submit your response until you’ve addressed all tab specific issues first AND made some kind of comment in the top section.

16. Confirm your response submission by verifying that the application says Operator Responded in the Status column. This is an indication that a response has been logged and is awaiting ECAG review. If the status indicates Operator Responded and was done so by the appropriate deadline, it has been submitted and will eventually be processed (usually once the Respond by Date has passed.)

17. ECAG will review the operator’s responses to additional information (or lack thereof) and render an approval/denial decision.

Event Application Step-by-Step 44
Operator Notes Tab

For both the application and the PERF, should the operator have any information that they need to communicate with ECAG that is not covered by the questions on the application/PERF or if there is any need to upload documentation of any kind, the operator may do so via the Notes tab prior to submitting the application/PERF.

Initial Submission of App/PERF
There is a message on the Submission page for both the App and PERF about using the Notes tab.

On the NOTES tab, the Operator will have the ability to save Notes and upload additional documents.

Upload NOT Required - Operator CAN save a note with or without having to upload any document(s). Once you start to type in the notes field, you will be reminded to click the Save Note and Documents button when you are done.
Note NOT Required - Operator CAN also upload a document without including any text (but some explanation is advisable). Once you choose a file to upload, you will be reminded to click the Save Note and Documents button when you are done.

To upload multiple documents at one time, select the Choose Files button, navigate to the location of the documents, hold down the CTRL key on your keyboard (Command for Macs) and click on each document you want to upload to highlight that document:

When you select the Open button to attach the files, you will see that all 4 files will be attached once you click the Save Note and Documents button.
Once the Note is saved, the user will see the Note and any uploaded document(s) below the blue upload box.

Operator can view uploaded document(s) by clicking on the document name, which will download a copy to your computer.

Operator can delete specific document uploads or the entire note prior to actual submission of that information. To delete documents would click the red arrow tag with the "x" next to the document. To delete the entire note and any associated uploads, click the Delete Note and Documents button.

Once the operator clicks the green Submit your Application, Submit your PERF or Submit your Responses button, the operator will no longer be permitted to delete the note/attachments.

Operator can continue to save notes and upload documents when the application or PERF is in any state. This will be useful for them to provide additional documentation when requested. However, they will NOT be able to delete a note or uploaded document(s) once the application or PERF is in a Submitted state.

**Responding to Request for Info**

Similarly, the operator may also use the Notes tab when responding to a request for additional information by uploading documents or including more explanation on the Notes tab prior to clicking the green Submit your Responses button.

Again, once the operator clicks the green Submit your Responses button, the operator will no longer be permitted to delete the note/attachments.
ECAG Decision Rendered - App

ECAG Approved - App

If your application has been APPROVED by ECAG, the approval will be communicated several different ways.

1. Operator will be notified via email.

2. The BBCS will generate an alert. Operator can see these via the Alert section in the blue bar across the tops of the BBCS account that will indicate the application has been approved.

3. The status of the application will change in the list of applications posted on the Operator section of the adult user's BBCS account.

4. In the application history visible once the application has been opened by the operator.

5. Additionally, all certified events and leagues will be posted on the www.ncaa.org/basketballcertification
Certified Dates - League
Certification is only granted for dates that appear on the detailed playing schedule submitted with the application. Division I student-athletes are only permitted on the NCAA-certified dates identified in the application history when the approval was posted. Division I student-athletes are prohibited from engaging in any type of organized competition prior to the first date of the league.

Certified Dates - Event
Certification is only granted for dates that appear on the detailed playing schedule submitted with the application. Division I coaches are only permitted to attend to evaluate prospects on the NCAA-certified dates identified in the application history when the approval was posted. At times, the event may operate on ineligible dates, in which case, Division I coaches may only attend on the dates certified. For example: A high-school league running from June to August can request event certification, but only permissible dates in July would be NCAA-certified. Therefore, Division I coaches may only attend on those July dates.

Certified Dates Identified on Approved Application
The specific NCAA-certified dates (those on which Division I coaches can attend OR Division I student-athletes can participate) will be identified in a variety of ways.

WARNING: In some cases, the event/league MAY NOT BE certified for all the dates you requested.

1. In the BBCS generated approval email.

FOR EVENTS - The PERF is required to be submitted by 11:59 p.m. Eastern Time on the date identified in the email.
2. In the list of applications posted on the Operator section of the adult user's BBCS account. The certified dates will appear in the Activity Dates column. Dates that appear in a black font are the dates entered by the operator as the event dates. Dates that appear in a green font are the dates that the NCAA certified the event. It is possible for the NCAA to only certify a portion of the event and not the full date range.

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Status</th>
<th>Respond By Date</th>
<th>Activity Dates</th>
<th>Gender</th>
<th>Season</th>
<th>Location</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attestation</td>
<td>Not</td>
<td></td>
<td>01/31/2019</td>
<td>M</td>
<td>Jan 2019</td>
<td>test</td>
<td>test Indiana</td>
</tr>
<tr>
<td>Change Event</td>
<td>Submitted</td>
<td></td>
<td>01/31/2019</td>
<td>M</td>
<td>Jan 2019</td>
<td>test</td>
<td>test Indiana</td>
</tr>
<tr>
<td>Demo_1</td>
<td>Approved</td>
<td>02/08/2019</td>
<td>1/31/19</td>
<td>M</td>
<td>Jan 2019</td>
<td>test</td>
<td>test Idaho</td>
</tr>
</tbody>
</table>

3. In the Message section of the application's history on the Approved row.

You’ve got your event or league application approved!
Be aware that once an EVENT is approved, you can begin your PERF and Access/Finalize the Participant List as part of the PERF.

ECAG Denied - App
The application has been denied, the reason for the denial will be identified in the Message section of the application's history on the Denied row.

- For a league application, a denial would mean that Division I student-athletes ARE NOT permitted to participate.
- For an event application, a denial would mean that Division I coaches ARE NOT permitted to attend to evaluate prospects.
View or Make Changes to an Application

View a Submitted Application
Once you have an application in the Submitted or Operator Responded status, you WILL NOT be able to make changes to the application. You can, however, click the Manage button next to the event/league and select View Application to see the information you submitted.

Make Changes to an Application
Once you have an application in the Submitted or Operator Responded status, you WILL NOT be able to make changes to the application. You can, however, make a change request to ECAG through the BBCS.

REMINDER: To avoid penalties, cancellations and change requests must be reported to ECAG via the Request Change or Cancellation feature no later than 48 hours prior to the scheduled start of the event/league.

1. Navigate to Applications tab within the OPERATORS section.

2. You will see a complete list of all your applications and a status for each application.

3. Click the Manage button next to the event/league name.

4. Select Request Change or Cancellation.
5. Enter a description of your request (change(s) you need to update your application with accurate information OR your desire to cancel the event/league) and click the Submit Request button.

6. The status of your application will change to Change Request.

7. ECAG will review your request and make any necessary changes. This request and the changes made will be documented in the application audit history.

NOTE: Submitting a change request will NOT remove the event/league from the list available to NCAA coaches on ncaa.org nor will it prevent nonscholastic coaches from creating team rosters for the event while in the Change Request status. However, the changes requested will still have to manually be entered and approved by NCAA staff; so there may be a delay in when the operator sees those changes appear on the application; but while they wait, the application will continue to function as usual. [Change implemented June 2018]. Do not send change requests to ECAG staff via email or by phone request. You must submit through the BBCS.
Application Status Designations Defined

**Application - Not Submitted**
Additional steps must be taken by the operator before being given the opportunity to submit. Although all the required information may be entered, events/leagues with the Not Submitted designation WILL NOT be reviewed/processed by ECAG. Eventually, events/leagues with the Not Submitted designation will be posted as denied closing the application/PERF history.

**Application - Submitted**
Operator has successfully submitted the application/PERF to ECAG for processing. If the status indicates Submitted and was done so by the appropriate deadline, it has been submitted and will eventually be processed.

**Application - Info Requested**
If ECAG requires additional information to process the application/PERF to completion, the status will show as Info Requested. The operator will also receive an email notification and an online alert when this status is changed to Info Requested. The information requested will be documented and visible within the application/PERF.

The deadline by which the operator is required to respond will appear in the Respond by Date column. If this date becomes red in color, it is an indication that the deadline date has now passed. **Operators who have an application/PERF state that appears as Submitted state should access the BBCS regularly to determine if there are any outstanding requests that required a response just in case the BBCS generated email notification is not received for some reason. Operators are expected to respond by the appropriate deadlines regardless of whether he/she received the email notification.**

**Application - Operator Responded**
Once an operator has responded to the ECAG request for additional information and resubmitted the application/PERF, the status will appear as Operator Responded. This is an indication that a response has been logged and is awaiting ECAG review. **[NOTE: it is possible for additional requests for information to be generated; so, the operator should continue to access the BBCS regularly](#) to determine if there are any outstanding requests that required a response just in case the BBCS generated email notification is not received for some reason. Operators are expected to respond by the appropriate deadlines regardless of whether he/she received the email notification.**
**Application - Approved**
The application/PERF has been approved. For applications, specific dates of certification will be identified. All certified events and leagues will be posted on the www.ncaa.org/basketballcertification.

in the history audit at the top of the application in green test under the Approved status.

<table>
<thead>
<tr>
<th>Status Date</th>
<th>Status</th>
<th>NCAA Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/2019 18:25:49</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>01/31/2019 18:30:02</td>
<td>Info Requested</td>
<td>* Please respond to all of the requests for information on each of the tabs below identified with a warning icon by the date identified in the Response Required column (2/9/19).</td>
</tr>
<tr>
<td>01/31/2019 18:35:52</td>
<td>Operator Responded</td>
<td>I have responded to the questions on the Facilities tab.</td>
</tr>
<tr>
<td>01/31/2019 18:43:17</td>
<td>Approved April 26</td>
<td>* Post event review form (PERF) is due 2 months after the event: 06/20/19</td>
</tr>
</tbody>
</table>

The same information will also be visible on the list of applications on the main page of the Operators section.

Additionally, all certified events and leagues will be posted on the www.ncaa.org/basketballcertification.

**FOR EVENTS** - The date that the PERF is required to be submitted by **11:59 p.m. Eastern Time** on the date identified in the **Response Required by** column.

**Application - Denied**
The application/PERF has been denied. The reason for the denial will be identified in the Message section of the application's history on the Denied row.

- For a league application, a denial would mean that Division I student-athletes ARE NOT permitted to participate.

- For an event application, a denial would mean that Division I coaches ARE NOT permitted to attend to evaluate prospects.
Application - Cancelled (Preapproved)
The activity was cancelled by the event/league operator prior to the application having been processed to completion.

Application - Cancelled (Post Approval)
The activity was cancelled by the event/league operator after the application was processed and posted as approved.

REMINDER: To avoid penalties, cancellations must be reported to ECAG via the Request Change or Cancellation feature no later than 48 hours prior to the scheduled start of the event/league.

Application - Withdrawn
The application was processed and posted as approved, but ECAG has withdrawn the certification based on supplemental information received.