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 Licenses**. 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**.

Nonscholastic Event 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)

2. Click on the <u>OPERATORS</u> 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.

♠	PROFILE	COACHES	OPERATORS	COMMUNICATION	ALERTS	

Impersonated User! (Click to return to Staff)

You do not have an approved USA Basketball GOLD License on file for 2020!

Before you can complete any of the BBCS requirements as a coach or event/league operator in **2020**, you must first obtain a USA Basketball GOLD License AND be validated by the ECAG staff as eligible to participate in NCAA-certified events (**this process takes 24 to 48 business hours**). Be sure to indicate that you will participate in NCAA-certified activities on your USAB application.

CAUTION ! Failure to identify yourself as a participant in NCAA-certified activities on your USAB application will prevent you from accessing the required coach/operator sections in the BBCS resulting in your inability to operate an NCAA-certified event/league or coach in an NCAA-certified event.

For updates or questions, call 317-917-6322 or submit them through our contact form.

3. Once ECAG has validated the operator's eligibility in the BBCS, the <u>OPERATORS</u> section will open with tabs for applications and PERFs. All operators will see the current year. Returning opertors will see this year and the previous year if they hit the drop down option next to the year.

4. Select the <u>Apply for an Event or League</u> button.

Apply for an Event or League

👥 My Applications   ❄ My Post-Event Review Forms

Year:

2020	▼

NCAA Brand & Trademarks Use Restriction

It is not permissible for an event/league operator, host organization, team/organization of teams, recruiting/scouting service, agent or any affiliated entity/individual to utilize the NCAA brand in association with the operation of an event, league, team, recruiting/scouting service, or sports agent/agency including, but not limited to, use of the name, NCAA trademarked terms (i.e., March Madness, Final Four, Big Dance, etc.) or use of the blue disk or other NCAA logos. Impermissible use of the NCAA brand, logos and trademarks may result in denial of current or future certification, participation or approval and could be subject to additional legal action.

If the operator has not yet applied in the current season/year no claims of NCAA certification/approval are permitted. False claims of certification/approval may impact future eligibility to be NCAA-certified/approved.

If the operator has applied, but a decision has not yet been rendered, the event/league may be promoted as "NCAA Certification Pending."

Once an event/ has been notified by ECAG that the event has received NCAA certification and the event has been posted to the appropriate approval list on www.ncaa.org/basketballcertification, the event may use the following language to promote the NCAA certification:

> "This event has been certified by the NCAA in accordance with NCAA bylaws, policies, and procedures. NCAA Division I basketball coaches may attend for evaluation purposes."

The About Tab - App

The application will open on the <u>About</u> 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.
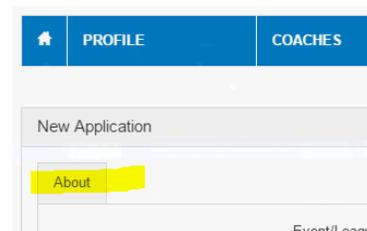
Enter the Event Name - App

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 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

Difference Between Events and Leagues

	League	Event
Permissible Dates	June 15 and August 31 or the institution's first day of classes (whichever occurs earlier).	Varies year to year. Can be accessed by pressing the <u>Available Dates</u> button on the <u>About</u> Tab of the BBCS application.
Post-event review form	N/A	Required to be submitted within two months of the last certified event date.
Need USA Basketball Gold License & be NCAA Eligible	League Operator Only	Event Operator + anyone involved in managing the event + ALL individuals involved in coaching activities.
Participating teams Must Register Online in the BBCS	N/A	Required for ALL team events
Operator must report all individuals involved in coaching and athletic activities	N/A	Required for ALL individual events
Residency Requirements for teams	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.	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

The response to the questions about Division I coaches and Division I student-athletes will determine the type of certification that is being requested.

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.

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 if prospects are 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 <u>Respond by Date</u> column.

▲ Activity Name (Gender)	Status	Respond By Date	Status Date	Start Date	Operator Name	Contact	Season	Location
TEST EVENT_RM (M)	Approved	11/30/2018	11/26/2018	11/29/2018	Ryan-TEST OP Tester	mcneilr-test55@none.com (888) 888-8899	Test Season	test test Indiana

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.

Do you want to be certified so that Division I coaches can attend and observe participants?	Yes	No
Do you want to be certified so that Division I student-athletes can participate?	Yes	No

Wait! You do not need to submit an application for event or league certification if there are no Division I coaches or athletes in your event.

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.

What gender are the participants in this event/league?   Male ▼

Male
Female

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.

What season will the event/league take place?   ▼

The permissible seasons that appear are dictated by the previous questions.

Spring

Summer

Enter Event Dates- App

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

Enter date range for Event/League:	04/17/2020		to	04/19/2020		ⓘ Available Dates

April 2020

«			April 2020			»
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Clear

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 <u>Available Dates</u> button to assist event/league operators. Current certification dates will be updated annually and included in the Appendix of the ECAG manual(s).

Enter date range for Event/League:	MM/DD/YYYY	to	MM/DD/YYYY	ⓘ Available Dates

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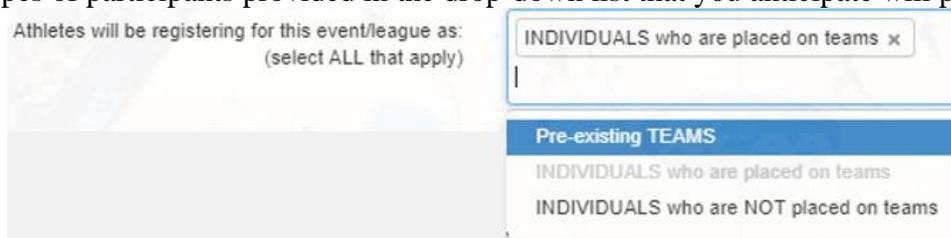
If participants are coming to the event already placed on teams, select Pre-existing TEAMS.

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.

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.
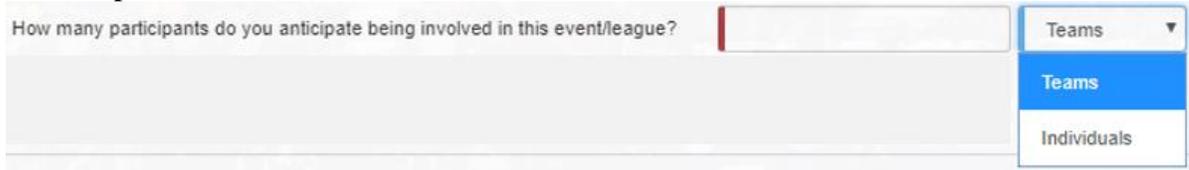
How many participants do you anticipate being involved in this event/league?		Teams ▼
		Teams
		Individuals

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.

About	Facilities	DI Coaches	Fees/Sponsors	Awards/Gifts	Insurance	Submission
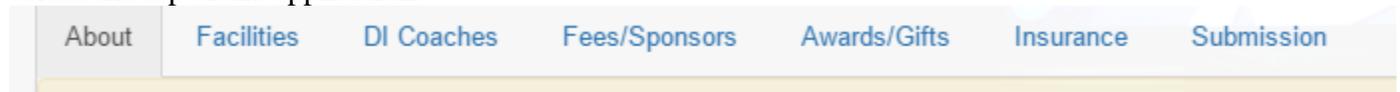
Selecting either the Save button or the Save and Continue button will save the information entered on the page and activate the other tabs, but if you select the Save button, you will have to manually navigate to the next tab.

Save »   Save and Continue »

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**.
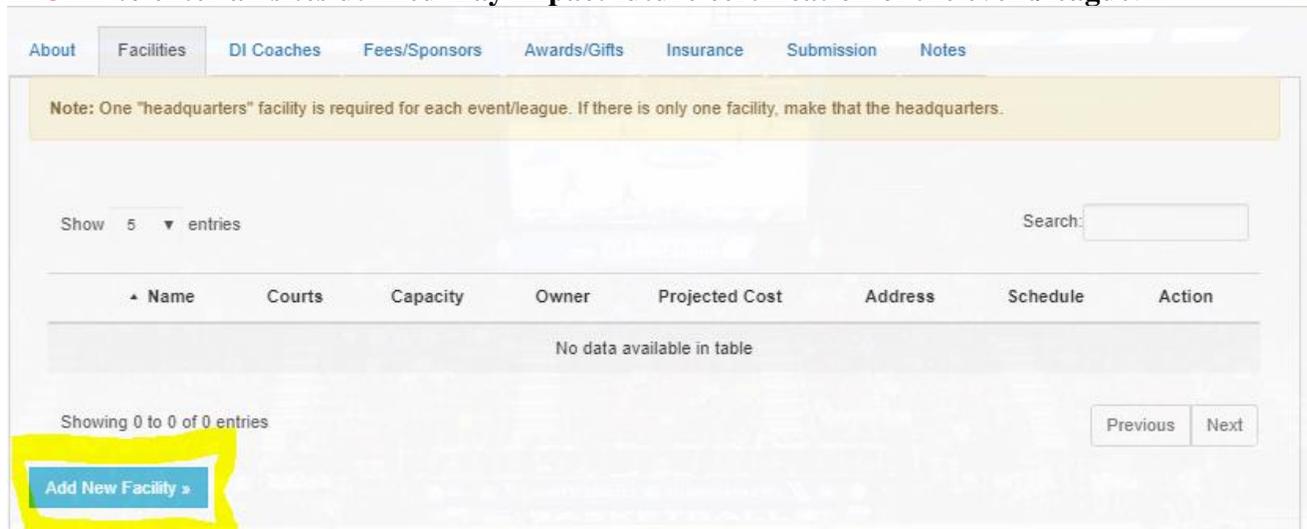
About	Facilities	DI Coaches	Fees/Sponsors	Awards/Gifts	Insurance	Submission	Notes

Note: One "headquarters" facility is required for each event/league. If there is only one facility, make that the headquarters.

Show 5 ▼ entries   Search:

▲ Name	Courts	Capacity	Owner	Projected Cost	Address	Schedule	Action
			No data available in table				

Showing 0 to 0 of 0 entries   Previous   Next

Add New Facility »

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.

Facility Type: [Headquarters | Other]

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.

If this facility is used by an NCAA institution for practice or competition, please provide the name of that institution below:

Institution Name: Select an Option   ▲

Division:

Abilene Christian University
Academy of Art University
Adams State University
Adelphi University
Adrian College
Agnes Scott College
Alabama A&M University
Alabama State University
Albany State University (Georgia)

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.

Division: I

NCAA Legislation 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 prospective student-athletes 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. Institutions can continue to host noninstitutional camps or clinics during the months of June, July and August.

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.

Upload Camp or Clinic Justification Document: Choose Files   No file chosen

8. Click the Save Facility button and you will return to the Facilities tab. The facility you just entered should appear there.

Close   Save Facility »

9. If you are using more than one facility, you will need to click the <u>Add New Facility</u> button again and repeat the previous steps to add each additional facility selecting <u>Other</u> as the Facility Type for all secondary facilities.

Facility Type:	Headquarters	Other

10. When viewing the list of facilities entered,

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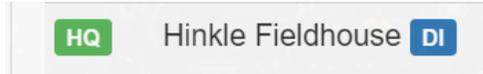
- the headquarters facility will appear in the list with a green HQ icon
- If you entered an NCAA Division I campus, this will be identified with at Blue D1 icon facility name in your list of facilities.

11. Review the information entered for your facilities.

About	Facilities	DI Coaches	Fees/Sponsors	Awards/Gifts	Insurance	Submission	Notes

Show 5 ▼ entries   Search:

	▲ Name	Courts	Capacity	Owner	Projected Cost	Address	Schedule	Action
HQ	NCAA Hall of Champions DI	3	1500	Mr. Jones	8500	1802 Alonzo Watford Sr. Drive Indianapolis Indiana 46206	Enter Schedule	⚙ MANAGE ▾
	NCAA National Office	1	100	Mr. Smith	250	700 W Washington Street Indianapolis Indiana 46206	Enter Schedule	⚙ MANAGE ▾

Showing 1 to 2 of 2 entries   Previous 1 Next

Add New Facility »

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

edule	Action
er Schedule	⚙ MANAGE ▾
	Edit Facility »
er Schedule	Add a Schedule »
	Delete Facility
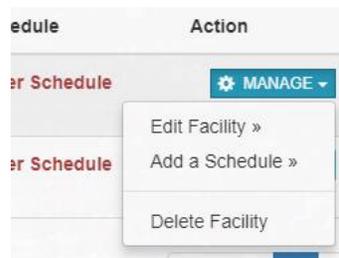
13. WARNING - Although the BBCS will allow you to navigate to the next tab without initially adding a facility or uploading justification for a selected DI institution, you will receive an error during application submission in which you would then need to go back and add it.

Facilities	DI Coaches	Fees/Sponsors	Awards/Gifts	Insurance	Submission

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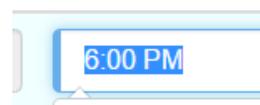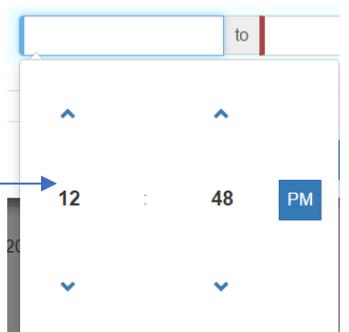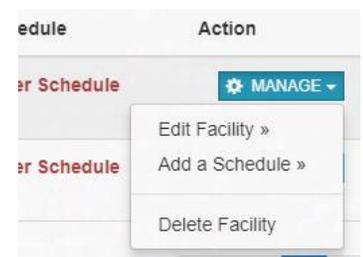
    If you have entered a time that will be used on multiple days, once the time has been entered on one day, you can highlight, copy (CTRL C) and paste (CTRL V) onto other days as well.

4. When done select Save Schedule button.

Schedule Requirements
Permissible Scheduling of Activities.

Athletically Related Activities Limitations.
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. See: Games (Countable Competition) definition in the Nonscholastic Event Guidelines and Requirements

Time Restrictions.
Athletically related activities are precluded prior to 8 a.m. and the last athletically related activity may not begin later than 10 p.m.

Additional Men's Spring Event Schedule Restrictions.
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.

Event Schedule Entry- App
You will automatically be given time-entry fields based on the date range you entered on the <u>About</u> 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.

Facility Schedule: 04/26/2019 - 04/28/2019 ✕

Event		
Date	Start Time of First Game	Start Time of Last Game
04/26/2019	2:00 PM	to
04/27/2019		to
04/28/2019		to

- Warning - In men's basketball, for April events, activities involving prospective student-athletes may not begin before 6PM on Friday

Close   Save Schedule Anyway

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. Click either the <u>Save</u> or the <u>Save and Continue</u> button.

Checkin Information

When will participant check in for t

| Save » | Save and Continue » |

NOTE: once you have pressed <u>Save and Continue</u>, 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 <u>Save</u> button and then navigate to that tab. DO NOT click <u>Save and Continue</u>.

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, 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 <u>Division I Coaches</u> tab will only be visible on event applications. 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.

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.

3-3-2-1. Separation of NCAA Coaches.

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 PSAs with minimum opportunity for contact violations, allowing the coach to focus on evaluations. Operators are required to implement reasonable precautions to separate NCAA coaches from participants and spectators. Division I coaches are NOT permitted to have contact with:

a.   PSAs.

b.   Family members of PSAs.

c.   As applicable to ECAG, the definition of IAWP generally includes parents, legal guardians, handlers, personal trainers, recruiting/scouting service employees or operators and coaches. For purposes of NCAA certification, IAWP also includes:

   (1)   A nonscholastic coach is considered an IAWP regardless of whether their team is participating in the event.

   (2)   A two-year college coach is an IAWP regardless of whether their team is participating in the event.

   (3)   Individuals associated with a recruiting/scouting service are an IAWP.

   (4)   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.

3-3-2-1-1. Required Precautions.

Event operators are required to provide NCAA coaches with opportunities to avoid contact violations and are responsible for having staff/volunteers to monitor and remove non-NCAA coaches from designated NCAA-coach areas. The following precautions are required:

3-3-2-1-1-1. Identification of NCAA Coaches.

Operators are expected to have a system in place to distinguish NCAA Division I coaches from other attendees.

3-3-2-1-1-2. Signage.

Operators must clearly identify all separate NCAA coaches' areas.

3-3-2-1-1-3. Seating.

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.

3-3-2-1-1-3-1. No NCAA Coaches in General Seating.

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.

3-3-2-1-1-2. Monitoring NCAA Coaches.

Operators are expected to remove unauthorized participants or attendees from designated NCAA coach areas. However, if an NCAA coach elects to engage with an IAWP or attempt an impermissible contact, 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 recruiting requirements on individuals subject to NCAA bylaws.

3-3-2-1-1-3. 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 should not be allowed to sit in the designated seating section for NCAA coaches.

3-3-2-1-1-4. Hospitality Rooms.

If a hospitality room is being provided for college coaches, the room must be designated for college coaches only. Operators are expected to remove unauthorized participants or attendees from designated NCAA coach areas keeping it free of those individuals with whom NCAA coaches are not permitted to have contact under NCAA bylaws. If the operator desires to provide a hospitality room for participating team coaches, athletes or any other group it must be separate from the college coaches hospitality room.

3-3-2-1-2. Encouraged Precautions.

When possible, operators are encouraged to provide NCAA coaches with separate entrances, check-in locations, bracket postings, bathrooms, parking lots, concessions, etc.

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 <u>Team Participation Entry Fee</u> or <u>Athlete Participation Entry Fee</u> 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 <u>About</u> 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 <u>Team Participation Entry Fee</u> field.

   b. If you indicated on the <u>About</u> 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 <u>Athlete Participation Entry Fee</u> field.

3. Identify who is paying the entry fee. If you choose other, you must enter a description.
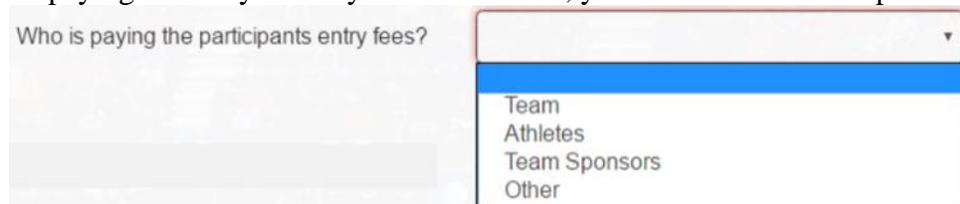
4. If you will offer participants a reduction in cost for whatever reason OR will employ participants to supplement their entry fee, you should answer YES to the reduced entry fee question. If you will be offering any type of reduced entry fee, additional questions will appear on the application to which 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 <u>Add Additional Fee Reduction</u> button as many times as is necessary to enter a full description for each type of reduction available.

> Add additional fee reduction »

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** ❓

3-4-2-2. Reduced Participant Entry Fee Program.

Event/league operators and host organizers are prohibited from granting free entry or reduced entry to select participants based on athletics ability or reputation. An event/league operator or host organizer may offer participants a reduced entry fee provided the following conditions are met. The reduction is:

a.   Made available to all qualifying participants;

b.   Based on some objective criteria that is unrelated to a participant's athletics ability or reputation;

c.   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/league flyers, website, etc.).

3-4-2-3. Participant Employment Program for Reduced Entry.

Admission fees charged to all event/league participants must be similar. Event/league operators and host organizers are prohibited from granting free entry or reduced entry to select participants based on athletics ability or reputation. An event/league operator or host organizer may offer participants an employment program for reduced entry provided the following conditions are met. The participant employment program is:

a.   Made available to all qualifying participants;

b.   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;

c.   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/league flyers, website, etc.);

d.   Consistently and accurately salaried. Compensation must be paid only for work performed and at a rate commensurate with their experience and for similar employment in that locale.

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 <u>Add Additional Sponsor</u> button as many times as is necessary to enter a list of all sponsors.

4. Click either the <u>Save</u> or the <u>Save and Continue</u> button.

   NOTE: once you have pressed <u>Save and Continue</u>, 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 <u>Save</u> button and then navigate to that tab. DO NOT click <u>Save and Continue</u>.

The Awards/Gifts Tab- App

3-2-4. Award Requirements.

A participant may receive an award, provided (i) the cost of the award is included in and does not exceed the cost of the participant's entry fee; (ii) the award being given is NOT cash, or the equivalent thereof; and (iii) the award is not donated. If participants are not charged an entry fee, no awards may be provided.

3-2-4-2. Disclosure of Awards.

Operators are required to maintain records of all awards given to participants and must disclose that information, along with the source of their provision, to the NCAA or its designee when requested.

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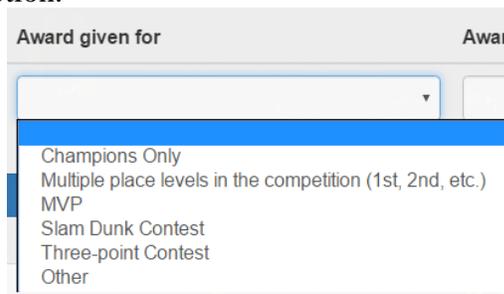
4. Choose an option from the drop-down field to identify who will be receiving the awards.
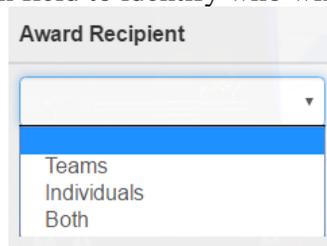
5. Choose an option from the drop-down field to identify what kind of awards will be given. If you choose other, you must enter a description.
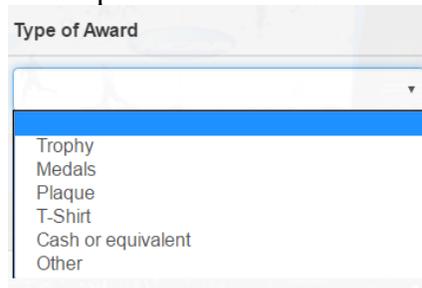
Type of Award

Trophy
Medals
Plaque
T-Shirt
Cash or equivalent
Other

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.
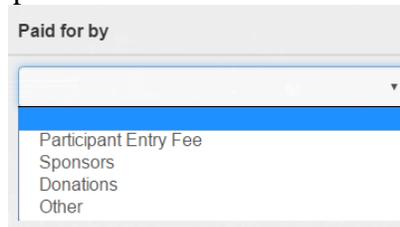
Paid for by

Participant Entry Fee
Sponsors
Donations
Other

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.
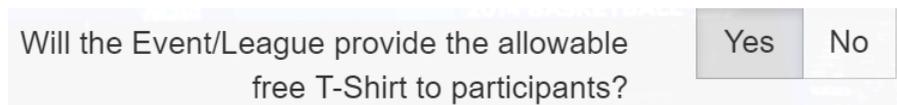
Will the Event/League provide the allowable free T-Shirt to participants? | Yes | No

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.
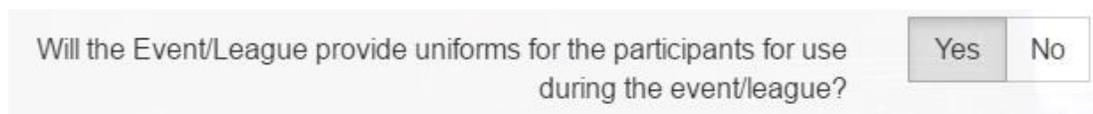
Will the Event/League provide uniforms for the participants for use during the event/league? | Yes | No

3. If uniforms are used on LOAN, you will need to completely describe the process for returning those items after the event/league.

Will the apparel items be on LOAN to the athletes and returned at the end of the event/leage OR will the athletes be permitted to KEEP the items?	Loan Keep
Describe the process utilized to retrieve the loaned items:	

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

Will the Event/League provide uniforms for the participants for use during the event/league?	Yes No
Will the apparel items be on LOAN to the athletes and returned at the end of the event/leage OR will the athletes be permitted to KEEP the items?	Loan Keep
Do you understand that the participants must pay the normal retail value of any item other than the allowable free T-shirt?	Yes No
Do you understand that the participants must pay for these items separate from the entry fee?	Yes No
List all items provided to participants that will be kept by participants:	
Submit a detailed description of the process being used to collect payment for these items:	

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.

Do you understand that the participants must pay the normal retail value of any item other than the allowable free T-shirt?	Yes No

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) and the prospect pays for those items separate from the entry fee. If you understand and agree to these terms, you can change your response to the previous question.

Do you understand that the participants must pay for these items separate from the entry fee?	Yes No

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) and the prospect pays for those items separate from the entry fee. If you understand and agree to these terms, you can change your response to the previous question.

3-2-5. Gifts, Benefits and Inducements.

There are limitations to what an event/league operator can provide to participating teams, coaches, athletes and their families. All the following apply:

3-2-5-1. Prohibition of Gifts and Inducements.

No gifts or inducements shall be provided to the event/league participants, their coaches or family members.

3-2-5-2. Provision of Equipment and Apparel.

A PSA who participates in an NCAA-certified event/league shall not retain any athletics equipment or apparel provided for his/her use at the event/league other than an event/league T-shirt. All other apparel (e.g., shoes, shorts, warm-up suits, backpacks, cinch bags, basketballs, mementos, etc.) may be retained only if the PSA is charged the normal retail value of such items (as opposed to the cost in purchasing the items) and the items must be paid for separate from the entry fee.

3-2-5-3. Transportation Restrictions.

No air or ground transportation shall be provided to the event/league participants, their coaches or family members to participate in the event/league.

3-2-5-3-1. Event Local Transportation Exception.

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.

3-2-5-4. Disclosure of Gifts, Benefits and Inducements.

All gifts, benefits and inducements provided to participants and/or contractual arrangement with their families (travel, meals, accommodations, gear, etc.) must comply with certification requirements. Operators are required to maintain records of anything provided to participants or their families and must disclose that information, along with the source of their provision, to the NCAA or its designee when requested.

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.

Is the same hotel benefit (quality and quantity of rooms) being provided to all participants?   [Yes | **No**]

If provided, the EXACT same benefit (QUALITY and QUANTITY) must be provided to ALL participants. If you understand and agree to these terms, you can change your response to the previous question.

Is this benefit available to family or others associated with the team?   [Yes | No]

How are the rooms being paid for?   [ex. event sponsor, team entry fees]

Is the event reserving a block of rooms to provide teams with access to group discount, but the teams will actually pay for the hotel rooms?   [Yes | No]

Are you requiring or do participants receive any kind of benefit for staying at specific facilities?   [Yes | No]

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.

What type of transportation is the event providing?   ☐ airfare, ground transportation, etc. for participants and coaches to attend the event

☐ local shuttle service between gyms, lodging or other major transportation hubs (airport, bus station, etc.)

Is the same transportation being provided to all participants (quantity and quality)?   [Yes | **No**]

If provided, the EXACT same benefit (QUALITY and QUANTITY) must be provided to ALL participants. If you understand and agree to these terms, you can change your response to the previous question.

Is this benefit available to family or others associated with the team?   [**Yes** | No]

How is the transportation being paid for?   [ex. event sponsor, team entry fees]

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 <u>Save</u> or the <u>Save and Continue</u> button.

NOTE: once you have pressed <u>Save and Continue</u>, 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 <u>Save </u>button and then navigate to that tab. DO NOT click <u>Save and Continue</u>.

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.

About	Facilities	DI Coaches	Fees/Sponsors	Awards/Gifts	Insurance	Submission	Notes

Before an event/league application is approved, an operator is required to show proof of participant accident medical insurance effective during athletically related activities. The legislation relating to accident medical insurance is intended to ensure that the prospective student-athletes and student-athletes participating in certified events and leagues are provided adequate financial protection if injury occurs regardless of fault. *A liability policy alone will not suffice.*

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

Insurance Documents

Upload Proof of Insurance: [Choose Files] No file chosen

[Save »] [Save and Continue »]   [« List of Applications]

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

Insurance Company

Name of the Insurance Company: [ ]

Policy Expiration Date: [MM/DD/YYYY]

General (or liability)policy number: [ ]

Accident policy number: [ ]

3. Organization or 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

Membership Organization

Member organization name: _____

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.

3-2-3-1. 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.

3-2-3-1-1. 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.

3-2-3-1-2. 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.

3-2-3-1-3. Self-Insured.

If the event/league is self-insured, the operator must submit documentation that the event/league/city self-insurance policy includes accident medical coverage for all participants, which will cover athletically related activities more than liability and regardless of negligence/fault.

3-2-3-1-4. Membership Organization Insurance.

If the ACCIDENT medical insurance is issued by a membership organization (AAU, USSSA, etc.) instead of a traditional insurance carrier, the operator will be required to confirm that all participating teams/individuals will be registered members of that organization. Additionally, this type of insurance may only apply if the event/league is sanctioned by that organization; in which case the operator will need to provide documentation of such sanctioning. Be aware that these membership organizations often have "team" insurance policies as well that only apply to a club team and cannot be utilized for an event/league; so, the operator needs to be sure to acquire/submit the correct documentation.

3-2-3-2. Liability Insurance.

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

3-2-3-2-1. 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.

3-2-3-2-2. 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.

3-2-3-3. Validation.

If the insurance documentation is a simple Word/txt document OR is some other format that can be easily edited, it is impossible to determine whether the coverage outlined on the document is what was provided by the insurance company or has been changed. Operators will be required to submit the original documentation provided by the insurance company and may be required to provide additional information validating authenticity.

3-2-3-3-1. Insurance Applications, Quotes, Invoices and Waivers.

An application, quote, invoice or description of coverage available is not enough. The operator will need to submit a certificate of insurance showing evidence that coverage has been purchased and in effect at all times during the conduct of the event or league.

3-2-3-3-2. Falsified Insurance.

If insurance documentation is submitted that is not effective, has been altered in any way or does not comply with the NCAA requirements, the insurance information submitted will be considered fraudulent by the NCAA and the operator will be subject to outlined Adverse Actions.

3-2-3-4. Single Insurance Account Number for Multiple Policies.

If the accident medical policy has the same account number as the liability policy (which is not usually the case), the operator must submit the full policy description information related to the accident medical policy. Even if the Accord form mentions medical payments for participants, it is possible that the accident medical insurance will only apply if the event is liable for the accident. In that regard, it is necessary for ECAG to review the detailed policy description to determine whether the event/league has the required insurance.

3-2-3-5. Expired Insurance.

If the insurance submitted with the application has expired when the application is processed, ECAG will request additional information requiring that the policy be updated. The operator will have 10 days from the date of that request to acquire and submit the new policy. Failure to submit accident medical insurance or liability insurance effective during the event/league dates by appropriate deadlines will result in a denial of the application, as all deadlines are strictly enforced.

3-2-3-6. Policy Renewal Cycles.

If the insurance policy is on an annual renewal cycle, there may be times when the operator cannot renew the policy prior to applying, but the policy will expire before the start of the event/league. If the operator has been previously NCAA-certified, ECAG will process the application with the current policy documentation, but the operator will need to renew the policy and submit the new documentation within five days of the expiration date as identified on the current policy. The operator will need be sure that the new policy includes language that specifically identifies the event/league or organization AND clearly states that it includes accident medical insurance for all participants. Failure to update insurance by the designated deadline will result in withdrawal of certification.

3-2-3-7. Additional Coverage Requirements.

3-2-3-7-1. Carrier Ratings.
Insurance coverage must be issued by admitted insurance carriers with an A.M. Best rating of A-VII or better.

3-2-3-7-2. Site Specific Insurance.
If the policy is site specific, the operator will be required to submit documentation that identifies all sites being utilized.

3-2-3-7-3. Quantity Specific Insurance.
If the policy identifies a specific number of teams/individuals, the operator will be required to affirm his/her understanding that the policy must be updated prior to the start of the event/league if the designated number of participants is exceeded.

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

K&K Insurance Group, Inc.
1712 Magnavox Way
Fort Wayne Indiana 46804
Phone: 800/637-4757
www.kandkinsurance.com/Pages/Home.aspx

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

Gallagher Student Health & Special Risk
500 Victory Road
Quincy, MA 02171
Email: Sports@gallagherstudent.com
Phone: 877/345-8928
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

The Camp Team
615 West 38th Avenue, Suite B109
Wheat Ridge, Colorado 80033
Phone: 800/747-9573
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

Chappell Insurance Agency, Inc.
25807-A Cox Road
Petersburg, Virginia 23803
Phone: 800/447-6797   or   804/733-2020
http://www.chappellinsurance.com/home/index.htm

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

Bollinger Insurance
101 JFK Parkway
Short Hills, New Jersey 07078
Phone: 973/467-0444   or   800/526-1379
http://www.bollingersports.com/our-products.aspx

Sadler & Company, Inc.
P.O. Box 5866
Columbia, South Carolina 29250-5866
Phone: 800/622-7370
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

The Submission Tab- App

1. Once you can move to the <u>Submission</u> 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: <u>Terms of Participation.</u>

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

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

4. Select the <u>Submit your Application</u> button.

Inactive: Submit your Application »   Active: Submit your Application »

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.

Test Event Application successfully submitted to the NCAA.

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

	Status	Respond By Date	Event Date	Event Name	Gender	Season	Location	
	Submitted		04/21/2017 -- 04/21/2017	Test Event	M	Spring 2017	test test Arizona	MANAGE ▾

Event Applications   Post-Event Applications

Show 12 ▼ entries   Search:

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

⊗ Delete	Not Submitted	07/12/2017 -- 07/13/2017	test event for screenshots	M	Summer 2017

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 <u>Notes</u> tab on the app prior to submission. There is a message on the <u>Submission</u> tab for both the App and PERF about using the <u>Notes</u> tab per below. See: <u>Operator Notes Tab</u>.

About   Facilities   DI Coaches   Fees/Sponsors   Awards/Gifts   Insurance   **Submission**   Notes

FYI.. Use the "Notes" tab to upload any supporting documents and notes.

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 <u>Submitted</u>, you will be able to delete the application by selecting the <u>Manage</u> button and <u>Delete Application</u>.

Demo_2	Not Submitted	01/31/2019 -- 01/31/2019	M	Jan 2019	MANAGE ▾
					Edit Application
Demo_3	Submitted	01/31/2019 -- 01/31/2019	M	Jan 201	Delete Application

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

Demo_3	Submitted	01/31/2019 -- 01/31/2019	M	Jan 2019	MANAGE ▾
					View Application
ECAG Demo	In Progress	04/26/2019 -- 04/26/2019	M		Request Change or Cancellation

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. <u>PLEASE RESPOND TO THIS MESSAGE NO LATER THAN: 06/26/2019</u> (For questions, call 317-917-6322 or submit them through our contact form)

Status Date	Status	NCAA Message
01/31/2019 18:25:49	Submitted	

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 <u>Info Requested</u> and the deadline by which to respond will be identified in the <u>Response Required By</u> column.

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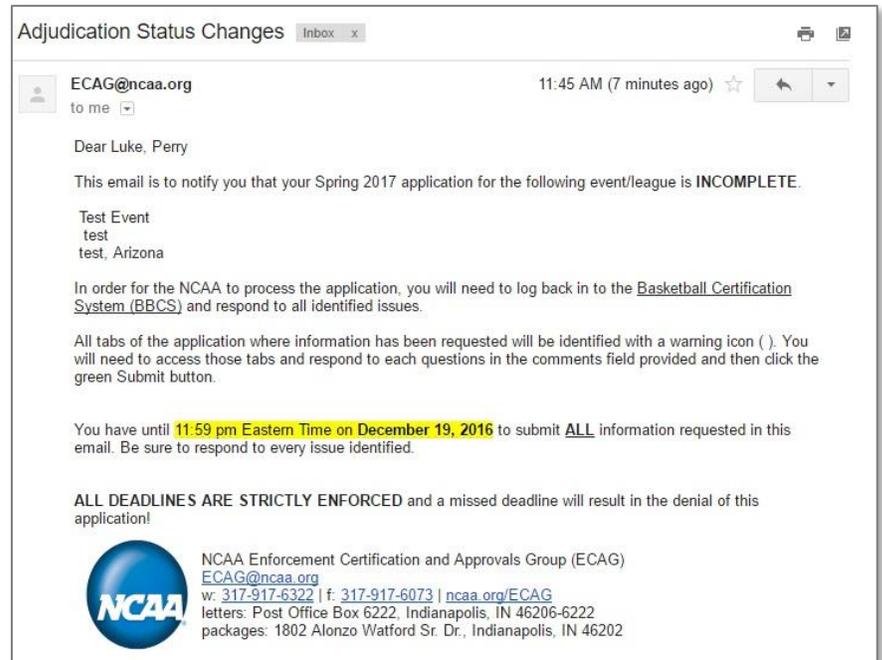
4. The BBCS will also generate an Alert that is accessible via the <u>Alert</u> section in the blue bar once you have logged in to your BBCS Account.
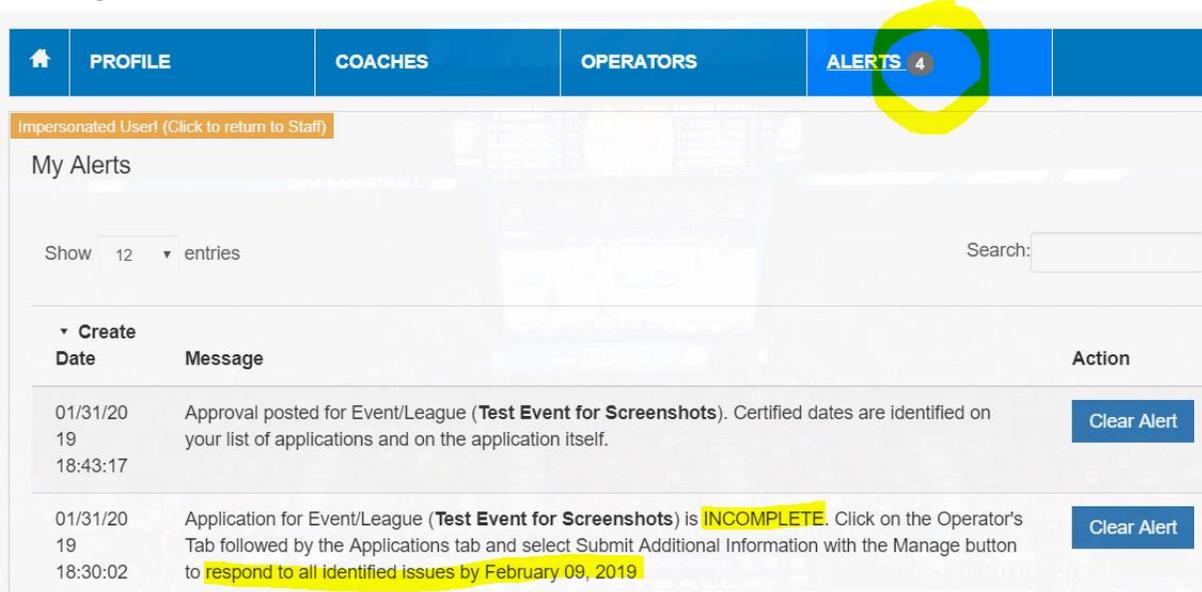
5. The deadline by which the operator is required to respond will appear in the <u>Respond by Date</u> column on the list of events on the main page of the <u>Operators</u> section. **All deadlines are strictly enforced**. You MUST respond before the posted deadline to avoid negatively impacting your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

6. The <u>Respond by Date</u> 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 <u>Manage</u> button next to the event/league and select <u>Submit Additional Information</u>.
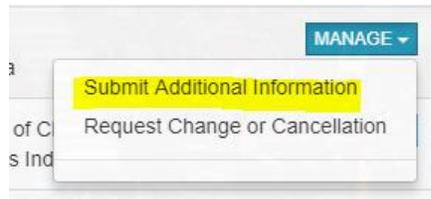
8. Tabs where there are inadequacies are identified with a warning icon.
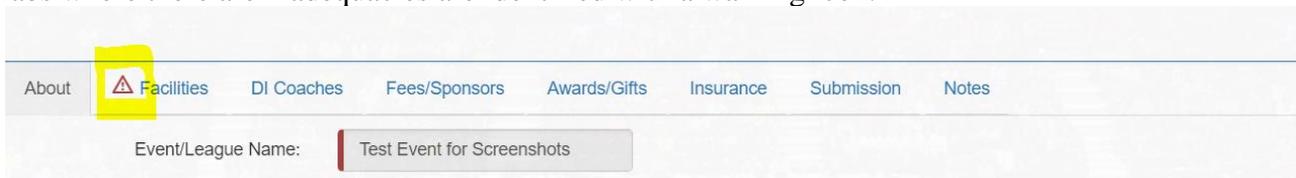
9. The specific issue and a description of how the operator needs to respond will be identified in the <u>Comment</u> section of each flagged tab along with a date time stamp.

10. Enter your response into the <u>Operator Comments</u> field and click <u>Save Comments</u> 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 <u>Edit</u> and <u>Delete</u> buttons will disappear.

Status Date	Status	NCAA Message
01/31/2019 18:25:49	Submitted	
01/31/2019 18:30:02	Info Requested	* 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).
01/31/2019 18:35:52	Operator Responded	I have responded to the questions on the Facilities tab.

About   ⚠ Facilities   DI Coaches   Fees/Sponsors   Awards/Gifts   Insurance   Submission   Notes

Comment Date	Comment
01/31/2019 18:27:02	Staff Comment: * Since you indicated that the last athletically related activity is scheduled to start on, after or close to 10 p.m., you should be aware that regardless of the reason for delay (i.e. injury, travel time between locations, etc.) certification legislation will not permit athletically related activities to begin after 10 p.m. If games are not running on schedule and it is not possible to start prior to 10 p.m., 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. Confirm your understanding of this requirement and submit any necessary schedule changes you will make to be compliant.
01/31/2019 18:34:04	Operator Comment: I will make sure that no games are started after 10 pm.

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.

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)

Status Date	Status	NCAA Message
01/31/2019 18:25:49	Submitted	
01/31/2019 18:30:02	Info Requested	A description of the issue(s) will appear here along with an explanation of what the operator needs to do to correct the issue(s).¶

Submit Your Responses »   Put your response here no later than 02/01/2019

About   ⚠ Facilities   DI Coaches   Fees/Sponsors   Awards/Gifts   Insurance   Submission   Notes

14. After you've responded to all the tab-specific issues, respond to any of the top-level issues identified.

Status Date	Status	NCAA Message
01/31/2019 18:25:49	Submitted	
01/31/2019 18:30:02	Info Requested	* 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).
Submit Your Responses »		I have responded to the questions on the Facilities tab.

About	⚠ Facilities	DI Coaches	Fees/Sponsors	Awards/Gifts	Insurance	Submission	Notes

Comment Date	Comment
01/31/2019 18:27:02	Staff Comment: * Since you indicated that the last athletically related activity is scheduled to start on,

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.

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: 12/19/2016
(For questions, call 317-917-6322 or email ECAG@ncaa.org)

Status Date	Status	NCAA Message
12/16/2016 10:23:57	Submitted	
12/16/2016 11:45:27	Info Requested	
Submit Your Responses »		Put your response here no later than 12/19/2016
		Operator Comments are required for submission.

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

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

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.)

| ▲ Status	Respond By Date	Event Date	Event Name	Gender	Season	Location	
Operator Responded	12/19/2016	04/21/2017 -- 04/21/2017	Test Event	M	Spring 2017	test test Arizona	MANAGE ▼

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

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.
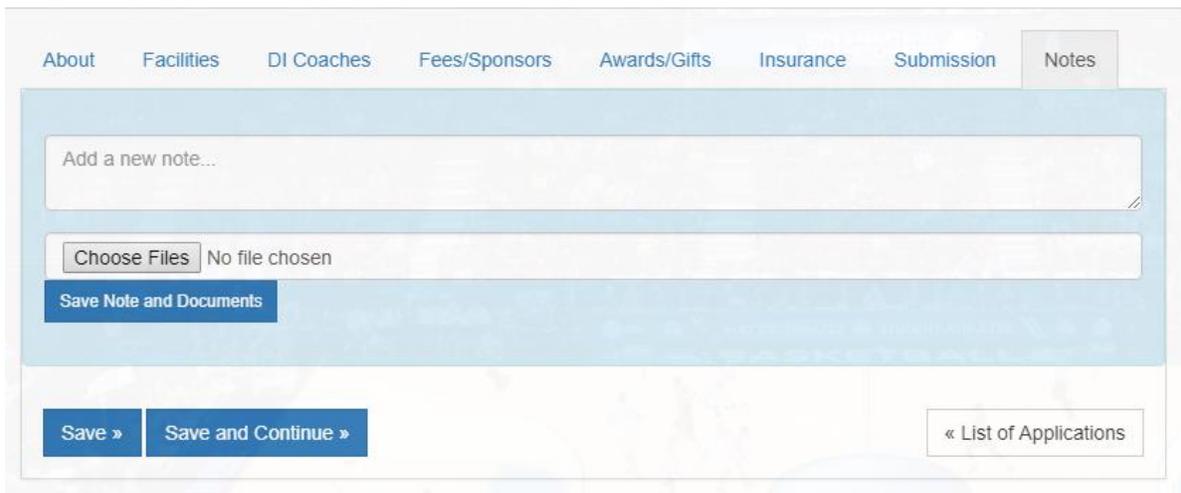
Upload NOT Required - Operator CAN save a note with or without having to upload any document(s). Once you start to type in the notes field, you will be reminded to click the Save Note and Documents button when you are done.
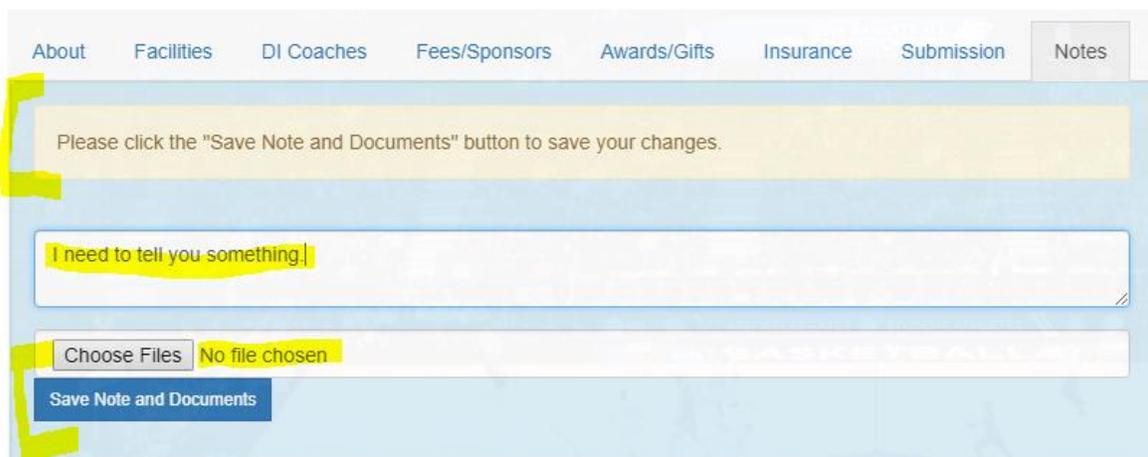
Note NOT Required - Operator CAN also upload a document without including any text (but some explanation is advisable). Once you choose a file to upload, you will be reminded to click the <u>Save Note and Documents</u> button when you are done.
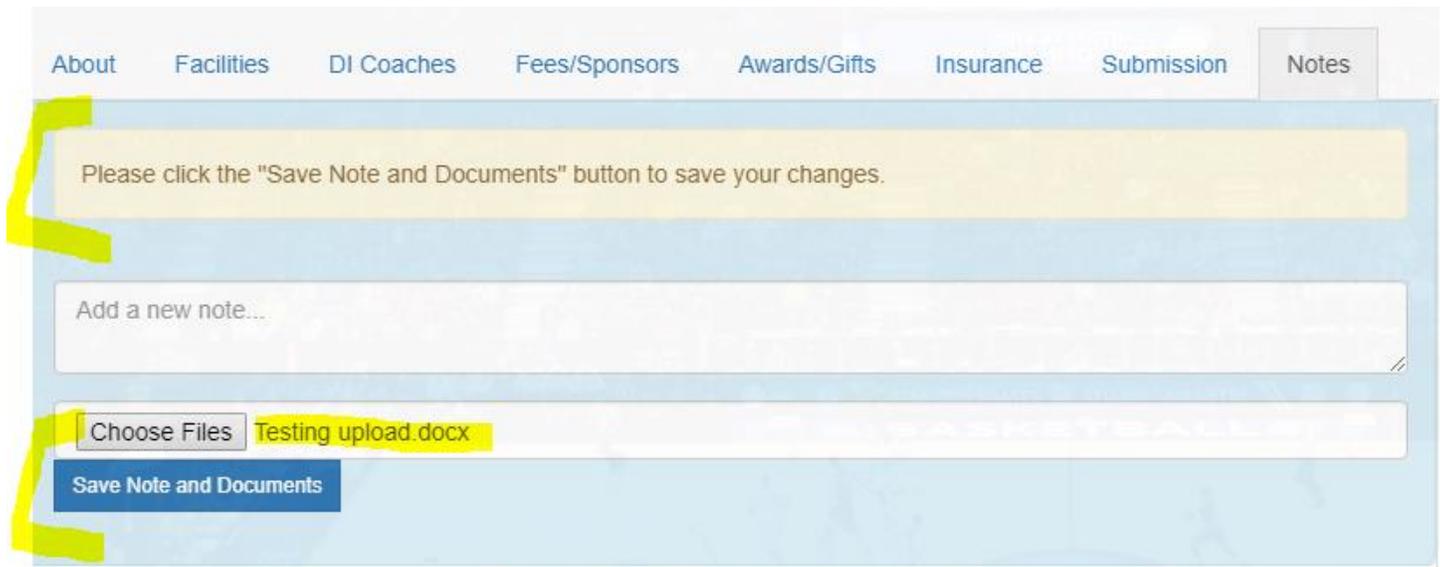
To upload multiple documents at one time, select the <u>Choose Files</u> button, navigate to the location of the documents, hold down the CTRL key on your keyboard (Command for Macs) and click on each document you want to upload to highlight that document:
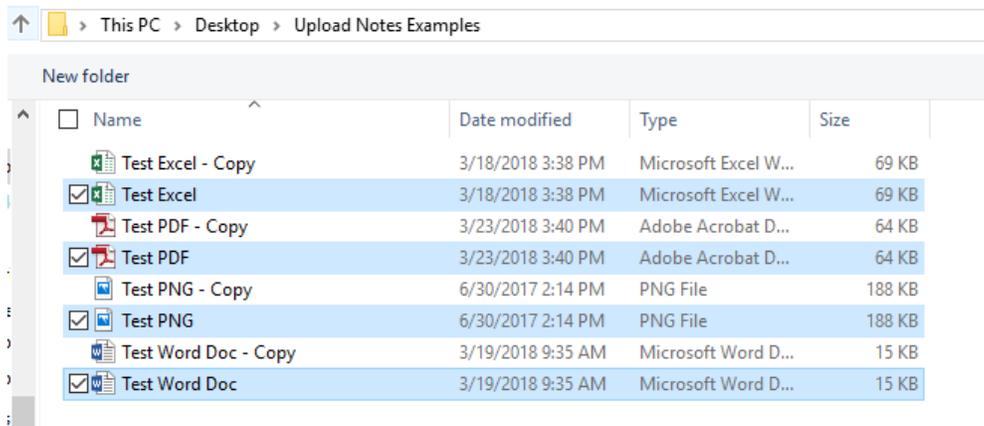
When you select the <u>Open</u> button to attach the files, you will see that all 4 files will be attached once you click the <u>Save Note and Documents</u> button.
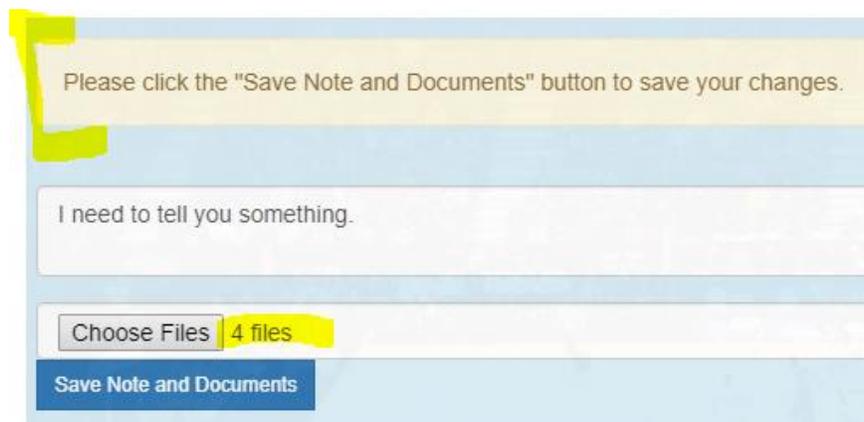
Once the Note is saved, the user will see the Note and any uploaded document(s) below the blue upload box.
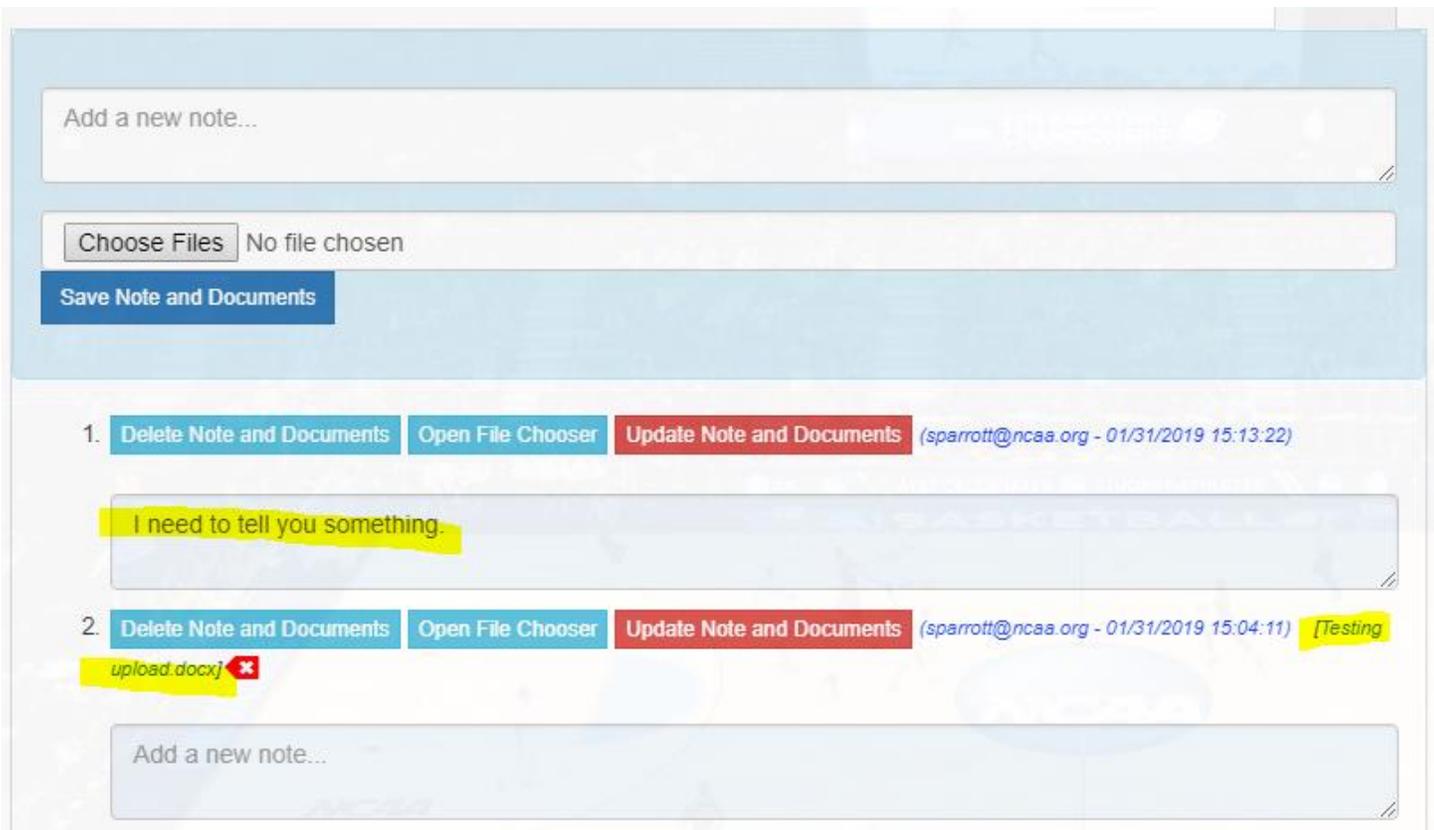
Operator can view uploaded document(s) by clicking on the document name, which will download a copy to your computer.

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 <u>Alert</u> 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 <u>Operator</u> 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 - 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.
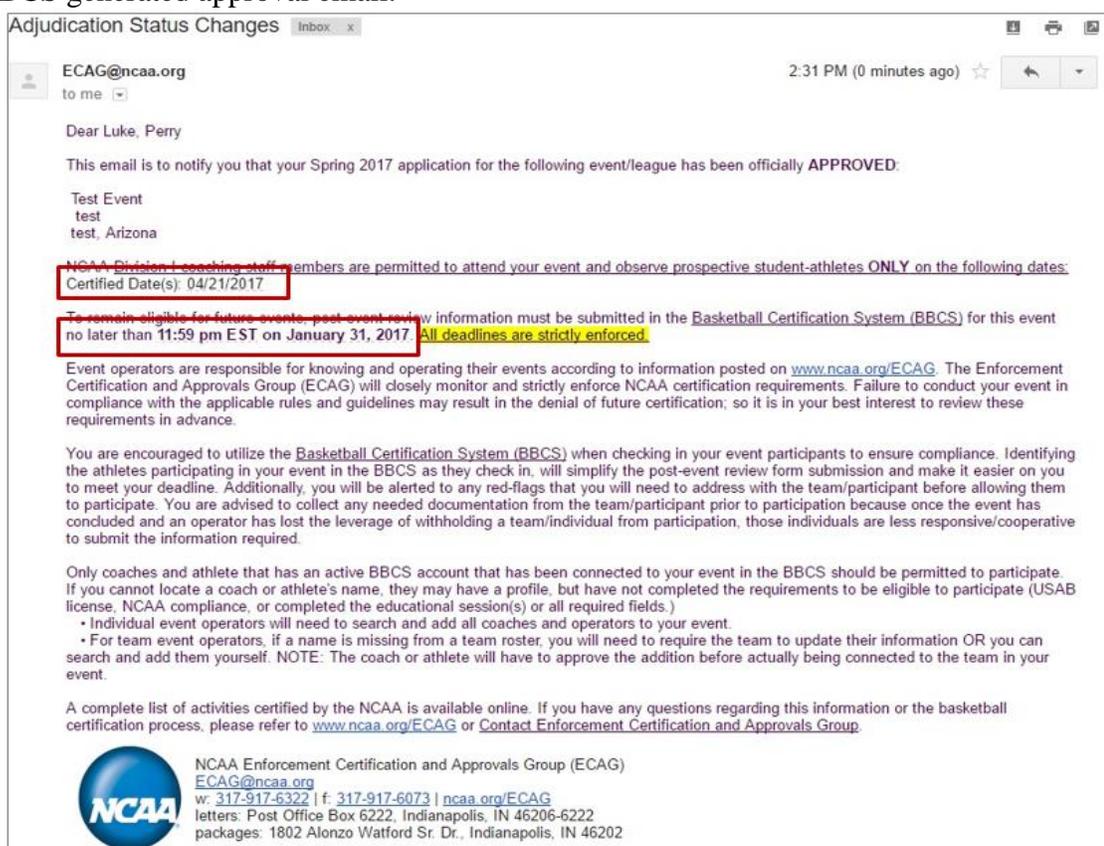
> **FOR EVENTS** - The PERF is required to be **submitted** by **11:59 p.m. Eastern Time** on the date identified in the email.

2. In the list of applications posted on the <u>Operator</u> section of the adult user's BBCS account. The certified dates will appear in the <u>Activity Dates</u> 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.

▲ Activity Name	Status	Respond By Date	Activity Dates	Gender	Season	Location	Action
Attestation Change_Event	Not Submitted		01/31/2019 -- 01/31/2019	M	Jan 2019	test test Indiana	MANAGE ▾
Demo_1	Approved	02/08/2019	1/31/19	M	Jan 2019	test test Idaho	MANAGE ▾

3. In the <u>Message</u> section of the application's history on the Approved row.

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. <u>PLEASE RESPOND TO THIS MESSAGE NO LATER THAN: 09/15/2019</u>
(For questions, call 317-917-6322 or submit them through our contact form)

Status Date	Status	NCAA Message
01/30/2019 20:36:28	Submitted	
01/31/2019 15:32:31	Info Requested	* 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.
01/31/2019 17:57:54	Operator Responded	I have responded.
01/31/2019 18:02:19	Info Requested	Requesting Information for a 2nd time. Please respond by 2/1/19.
01/31/2019 18:03:56	Approved July 15	

<div align="center">

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.

</div>

ECAG Denied - App

The application has been denied, the reason for the denial will be identified in the <u>Message</u> 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 <u>Submitted</u> or <u>Operator Responded</u> status, you WILL NOT be able to make changes to the application. You can, however, click the <u>Manage</u> button next to the event/league and select <u>View Application</u> to see the information you submitted.
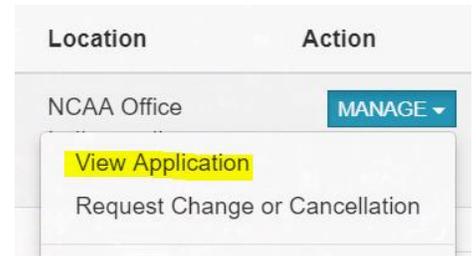
Make Changes to an Application

Once you have an application in the <u>Submitted</u> or <u>Operator Responded</u> 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 <u>Request Change or Cancellation</u> feature no later than 48 hours prior to the scheduled start of the event/league.

1. Navigate to <u>Applications</u> tab within the <u>OPERATORS</u> section.

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

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

▲ Activity Name	Status	Respond By Date	Activity Dates	Gender	Season	Location	Action
Test Event for Screenshots	Approved	06/26/2019	April 26	M	Spring 2019	NCAA Office Indianapolis Indiana	MANAGE ▾

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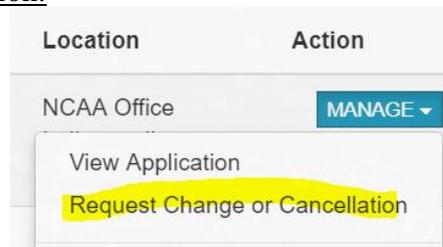
5. Enter a description of your request (change(s) you need to update your application with accurate information OR your desire to cancel the event/league) and click the <u>Submit Request</u> button.

Request Change or Cancellation ×

Application: Test Event for Screenshots

Request:

[   ]

[Submit Request] [Cancel]

6. The status of your application will change to <u>Change Request</u>.

▲ Activity Name	Status	Respond By Date	Activity Dates	Gender	Season	Location	Action
⚠ Test Event for Screenshots	Change Request	06/26/2019	*April 26*	M	Spring 2019	NCAA Office Indianapolis Indiana	MANAGE ▾

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 <u>Change Request</u> 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 <u>Approved</u> status.

Status Date	Status	NCAA Message
01/31/2019 18:25:49	Submitted	
01/31/2019 18:30:02	Info Requested	* 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).
01/31/2019 18:35:52	Operator Responded	I have responded to the questions on the Facilities tab.
01/31/2019 18:43:17	Approved *April 26*	* Post event review form (PERF) is due 2 months after the event: 06/26/19

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

Activity Name	Status	Respond By Date	Activity Dates	▲ Gender	Season	Location	Action
Test Event for Screenshots	Approved	06/26/2019	*April 26*	M	Spring 2019	NCAA Office Indianapolis Indiana	MANAGE ▾

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 <u>Response Required by</u> column.

Application - Denied

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

	Status	Status Date	Message	Response Required by	Staff Edit
View History	Submitted	01/30/2019			Sandy Parrott
View History	Info Requested	01/31/2019	* 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.	02/08/2019	Sandy Parrott
View History	Operator Responded	01/31/2019	I have responded.	02/08/2019	Sandy Parrott
View History	Denied	01/31/2019	* The ECAG staff requested additional information that would be necessary in order to complete the processing of the application. You were given 10 days from the date of the request to submit a response. There are no exceptions to this deadline. All deadlines are strictly enforced. Because you failed to respond to the request for additional information by the designated deadline, this application has been DENIED. Therefore, it will not be permissible for Division I coaching staff members to attend and observe prospective student-athletes during the event.		Sandy Parrott
	▾		▾	MM/DD/YY^	Submit »

- 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.