

# Nonscholastic Event (Event) Guidelines and Requirements

## SECTION I. General

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The NCAA enforcement certification and approvals group (ECAG) that certifies **nonscholastic** basketball events (April, May and July) and college summer basketball leagues. To accomplish this task, ECAG is responsible for evaluating these events/leagues and ensuring that both the event/league and its participants are compliant with established standards, NCAA legislation and requirements. These standards, legislation, requirements and associated policies and procedures are subject to change without prior notice.

1. **Applicable Legislation.** Basketball certification is granted for the following:
  - A. **Basketball Leagues.** Student-athletes (SAs) enrolled at NCAA Division I institutions are permitted to participate. [NCAA Bylaws 17.31.4 and 17.31.4.1]
  - B. **Basketball Events.** NCAA Division I coaches are permitted to attend and observe prospective student-athletes (PSAs) who participate in the activities. [NCAA Bylaws 13.18 and 13.19]
2. **NCAA Requirements and Non-NCAA Members.** Because event/league operators (as well as registered participants in NCAA-certified events and leagues) are not NCAA members subject to its bylaws, by participating in the certification and approval process, all such individuals and/or entities are required to acknowledge and agree that they are voluntarily assuming the responsibility to:
  - A. Comply with NCAA legislation and ECAG policies and procedures;
  - B. Fully disclose information required by ECAG and operate in a financially transparent manner; and
  - C. Allow the NCAA and/or ECAG staff unfettered access to the physical event location and to all relevant information and/or financial records associated with operation of the event.

Individuals submitting applications, rosters, and/or organization in the Basketball Certification System (BBCS) are assumed to know and understand all requirements and have plans/procedures to successfully comply. In other words, in determining whether a coach/operator violated NCAA legislation or policies/procedures, and in assessing any associated penalty, ECAG will not consider the individual's purported lack of knowledge as a mitigating factor. Failure to comply may result in denial of current or future certification, participation or approval.

3. **ECAG Communications.**
  - A. **Online.** [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification) is the ultimate resource for information for participants. ECAG encourages those involved to frequent the website for updates and changes. Participants are expected to be knowledgeable of and compliant with NCAA requirements and will be held accountable to information posted online.
  - B. **BBCS.** Decisions and requests for information are communicated in the BBCS through the associated account, application/post-event review form (PERF), or nonscholastic team (team) bench/roster except for the new organization creation process, but this will be added soon. Alerts

will also post to the account owner's profile. In most cases, the account owner will also be notified with an auto-generated email. ECAG will NOT typically contact the person associated with the account by other means (phone, mail, overnight delivery service, fax, etc.) even if an email is sent and is returned as undeliverable. [There are plans to add text alerts to the BBCS in the future.]

- a. **User Account Contact Information.** It is the account owner's responsibility to make sure their contact information is accurate and up-to-date and to confirm that ECAG emails addresses are added as safe users in any filters being used by their service provider. If an issue arises, ECAG will contact an operator/coach via the information provided on the user account.
- C. **Email.** ECAG may also send emails outside of the BBCS to communicate upcoming changes, provide education, etc. that will be seen in mass via Salesforce.
- a. **Email Successfully Sent, but Not Received.** If the e-mail is not delivered for any reason (identified as spam, flagged as junk e-mail, no longer the user's address, mailbox is full, etc.) but the NCAA staff has either posted information online in the BBCS, has a delivery receipt that the e-mail was successfully sent, or has Salesforce records that the communication was successfully received/opened by the user, the contacted individual will be expected to respond by the appropriate deadlines.

## SECTION II. Participant Requirements

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1. **Registered BBCS Account.** All event/league operators, individuals involved in operating or managing an event, event coaches, people of ultimate authority for a team or organization of teams and event PSAs must have an active account in the BBCS. Once an account is created, that same account should be utilized each year. Contact information can be updated at any time by contacting ECAG; so, it should NOT be necessary to create a new account only to edit an address, phone number or email.
  - A. **Two Account Exception.** If a coach/operator is also the person of ultimate authority for a team or organization of teams and needs to perform the functions of the Team/Organization CEO or Primary Business Officer, it will be necessary to create a second account for that purpose. At this time (2019) a coach/operator account does not include functionality to create an organization or to accept financial responsibility for all teams associated with the organization.
2. **USA Basketball (USAB) Gold License.** All league operators, individuals who will participate in coaching activities at an NCAA-certified event or who are involved in operating or managing of an NCAA-certified event, are required to obtain a USAB Gold License. The USAB Gold License requires completion of educational modules and includes a criminal background check. Until ECAG has been notified by USAB directly and verified in the BBCS that a USAB Gold License has been issued, the account owner is blocked from performing any activity in the BBCS beyond creating a user account including certification applications and team building.
3. **NCAA Compliant and ECAG Eligibility.** Certain behaviors/circumstances may render individuals/entities ineligible to operate or participate in NCAA-certified events/leagues. The NCAA reserves the right to withdraw current or deny future opportunities to participate in or benefit from the NCAA-certification and approval process if the coach/operator fails in any of the following areas:

- A. **ECAG Policies and Procedures.** Failure to comply with ECAG policies and procedures, including any attestations or terms of participation agreed to when completing any of the online processes required in the BBCS.
- B. **NCAA Requirements.** Failure to comply with NCAA legislation, guidelines and requirements.
- C. **Unethical Conduct and/or Participation in a Violation.** Participation in unethical activities and/or a violation(s) of NCAA legislation/requirements include, but are not limited to, involvement in:
  - a. Fraudulent activities;
  - b. Misconduct in the NCAA certification and approval process or activities associated with those processes;
  - c. Influencing others to furnish the NCAA false or misleading information; or
  - d. Any other activity conducted with intent to otherwise deceive.
- D. **Failure to Cooperate.** Failure to cooperate with the NCAA regarding possible NCAA rules violations, even if the violations are unrelated to basketball certification rules and guidelines. Failure to cooperate could include, but would not be limited to, the failure to:
  - a. Provide relevant information;
  - b. Provide complete and accurate information;
  - c. Provide supporting documentation requested by the NCAA staff; or
  - d. Respond to inquiries in a timely manner.
- E. **False or Misleading Information.** Failure to provide complete and accurate information to the NCAA or the provision of false and misleading information to the NCAA in an investigation, in obtaining certification or approval, in participating in activities associated with the NCAA or to circumvent NCAA legislation/requirements.

NOTE: If a coach/operator has been notified of his/her ineligibility, he/she may still obtain a USAB Gold License and entitled to the benefits provided by USAB in association with that license but would be denied the opportunity to operate or participate in NCAA-certified events/leagues. Receipt of a USAB Gold License is not synonymous with being ECAG eligible.

## SECTION III. Certification Process Overview

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1. **Application.** Operators may request certification by submitting an online application in the BBCS. An application to request certification must be submitted to ECAG annually no later than 45 days prior to the first requested date of certification. The first date granted certification will be no less than 45 days after the date the application is submitted.

- A. **Event Information.** Operators of both team and individual events are required to submit the following information:
- a. General information. Identification of activity type (event or league), dates, gender of participants, number and age of participants, etc.
  - b. Facility information. Name, address, number of courts, capacity of venue, owner of venue and projected facility rental cost.
  - c. Division I coaches' fees for attendance.
  - d. Fees for participants and event sponsorships received.
  - e. Anticipated awards, gifts and benefits (transportation, hotels, meals, etc.).
  - f. Insurance submission.
  - g. Attestations.
2. **Initial NCAA Review.** ECAG will review the application and determine if the application is complete and can be processed to completion.
- A. **Request for Additional Information.** If additional information is required to process an application to completion, ECAG will request additional information in the BBCS. This will result in an online alert and auto-generated email sent to the operator, to which he/she must respond by the identified deadline. The failure to respond to a request for additional information may result in a denial.
3. **ECAG Decision.** Once the application is complete, ECAG will process the application to completion and render a decision. Decisions are final. If the application is denied, the reason for the denial will be posted to the BBCS.
4. **Submission of Changes/Cancellations.** Applications are approved based on the information submitted in the application. Any changes (names, location, dates, fees, times of games, etc.) or cancellations made by the operator post-approval must be reported to ECAG via the "Request Change or Cancellation" feature in the BBCS no later than 48 hours prior to the scheduled start of the event/league. Failure to report changes by the deadline may render the event/league ineligible for approval in the same season the following year.
5. **PERF (Events Only).** The event operator must complete and submit information about the operation of the event in the required PERF within two months of the date of the last certified event date. The specific deadline will be visible in the Respond by Date column on the Event Applications tab in the BBCS. If event certification was granted and Division I coaches were given the opportunity to attend and observe PSAs, a PERF is required even if zero Division I coaches attended.
- A. **Event Information.** Operators of both team and individual events are required to submit the following information:
- a. Report any changes or corrections to information submitted on the application.
  - b. Total number of attendees (adults and children) that were at the event (admissions sold).

- c. Actual facility rental cost for each facility (upload facility agreements).
- d. A complete list of participants (all PSAs and coaches).
- e. Total number of college coaches in attendance (not just Division I coaches).
- f. A list of all NCAA DI coaches in attendance and their member institution represented.
- g. A copy of the event/coaches' packet made available for purchase by NCAA Division I coaches.
- h. A copy of the event schedule.
- i. Disclosure of any gift or benefit (transportation, hotels, gear, etc.) given and value/cost of benefits provided to event attendees.
- j. A list of all event sponsors and any other individuals or entities that provided financial support to the event, directly or indirectly and the value of the sponsorship.
- k. Any other sources of cash, payments, fees, commissions, income or end-kind donation/gifts given to the event by related parties (e.g. affiliated companies, your family members, etc.), the name of the giving party and the value.
- l. Identify all event staff and volunteers or employees involved in the operation of the event including, but not limited to, the administrative staff, clock and stat personnel, scorekeepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc. Operators are required to submit the name, address, telephone number and compensation for each staff member. The same address and telephone number cannot be submitted for all staff members; the information should be specific to the individual.

**B. Financial Transparency Submission – Post-Event.** Operators of NCAA-certified events shall conduct the event with full financial transparency and are required to disclose the following information when submitting a PERF:

- a. **Financial Disclosures.**
  - 1) **Income.** All revenue from any source generated from the event, including, but not limited to (i) fees received from participants; (ii) admissions fees and amounts received from sales of event packets to NCAA Division I coaches; (iii) sponsor funding or financial support for the event provided by any individuals or entities.
  - 2) **Expenses.** The total cost associated with conducting the event including, but not limited to, expenses incurred for use of facilities, compensation paid to event staff, expenses paid for transportation, meals or lodging, awards and insurance.
- b. **Attestations.** Operators are required to make post-event financial attestations as to the truth, accuracy and completeness of all financial information relating to the event and must be signed by the individual operator or chief executive officer. ECAG will not process a PERF submitted without this information.

- c. **Audits.** Financial disclosure submission will be analyzed, and teams/events will be identified as moderate to high risk. Beginning in the fall of 2020, approximately 25 teams/events deemed moderate to high risk will be selected and audited. (One event operator and participating team may be selected for audit in the fall of 2019 to serve as a pilot.)
6. **Initial NCAA Review of PERF.** ECAG will review the PERF and determine if the submission is complete and can be processed to completion.
7. **ECAG Decision.** Once the PERF is complete, ECAG will process the PERF to completion and render a decision. Decisions are final. If the PERF is denied, the reason for the denial will be posted to the BBCS. A denied PERF means the event will NOT be eligible for certification during the same season the following year. ECAG's decision to approve or deny a PERF is final and not subject to further review.
8. **Submission of Changes/Cancellations.** If information submitted on the PERF with errors, the operator must submit those changes to ECAG via the "Request Change or Cancellation" feature.

## SECTION IV. Team Process Overview

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1. **Coach(es) Education and Background Check.** All associated coaches need to obtain a USAB Gold License.
2. **Coach(es) Registration.** Registration of all coaches in the BBCS.
3. **PSA(s) Registration.** Registration of all PSAs in the BBCS. Coaches should NOT create accounts for PSAs; the parent or guardian of each PSA should register the PSA.
4. **Creation of the Bench.**
  - A. The BBCS uses a "bench" concept, which enables the coach administrator to have a pool of available PSAs and assistant coaches.
  - B. The coach administrator must either claim to be financially responsible for the team OR connect to an organization who is financially responsible for the team. [NOTE: If connecting to an organization, the person of authority for that organization will have to approve the addition of the team; so, the coach administrator should not procrastinate to ensure the team is eligible to participate.] The responsible coach/organization must submit financial disclosures at the conclusion of the event season in the [NEW!!!!!! Team Post-Event Review Form](#) for the team **to remain eligible to participate in NCAA-certified events the following year.**
  - C. The coach administrator searches for each coach and PSA associated with the team and adds them to the bench.
    - a. The coach administrator cannot search for a coach and invite him/her to the "bench" until that coach has their (1) USAB Gold license, (2) created a user account in the BBCS and (3) been verified by the NCAA.

- b. The coach administrator cannot search for an PSA and invite him/her to the "bench" until that PSA has (1) created their account in the BBCS, (2) viewed the educational resources, (3) completed their school information on their profile, and (4) uploaded any necessary documentation to prove validity of an address. Only PSAs' whose address when compared to the team's address is compliant with the NCAA residency requirements will appear in your search.
5. **Creation of Rosters.** The coach administrator should create a roster for each event the team will attend identifying all the PSAs and coaches from the bench who will compete on that roster. Multiple rosters can be created from the same bench for a single event.
6. **Submit Justifications.** Respond to any issues flagged by the BBCS (same address/phone number, validation of address type) that will require documentation uploads.
7. **Participation in Events.**
8. **NEW!!!!!! Team Post-Event Review Procedures.** Teams/organizations of teams participating in NCAA-certified events shall conduct the team(s) with full financial transparency. Beginning in 2019, all teams/organizations are required to disclose the following information about the operation of their team/organization in a post-event submission.
  - A. **Financial Disclosures.**
    - a. **Income.** All revenue from any source generated by or for the team(s) including, but not limited to (i) fees received from participants; (ii) fund raisers; (iii) sponsor funding or financial support for the team(s) provided by any individuals or entities.
    - b. **Expenses.** The total cost associated with participating in events including, but not limited to, event entry fees paid, compensation paid to staff, expenses paid for transportation, meals, lodging, insurance, etc.
  - B. **Attestations.** Coaches are required to make post-event financial attestations as to the truth, accuracy and completeness of all financial information relating to the team/organization and must be signed by the coach administrator or person of authority for an organization of teams.
  - C. **Audits.** Financial disclosure submission will be analyzed, and teams/events will be identified as moderate to high risk. Beginning in the fall of 2020, approximately 25 teams/events deemed moderate to high risk will be selected and audited. (One event and one team may be selected for audit in the fall of 2019 to serve as a pilot.)

## SECTION V. Deadlines

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All deadlines are strictly enforced and expire at 11:59 p.m. (Eastern time) on the identified date. Failure to meet deadlines may result in denial of current or future certification, participation or approval.

### 1. **Actual Deadlines.**

- A. **Application.** Forty-five days prior to the first requested date of certification.
- B. **PERF (event only).** Two months after the last date of certification of the event.
- C. **Request for Additional Information.**
  - a. **Applications** – Ten days from the date of the request.
  - b. **PERF** – Twenty days from the date of the request.
- D. **Submission of Changes/Cancellations.** No later than 48 hours prior to the scheduled start of the event/league.

2. **Deadline Verification.** Online submissions will be date-stamped and are not disputable. For all other submissions, it is the applicant's responsibility to verify and produce proof of a timely submission. For documents sent via email it is advisable to mark them for a read and delivery receipt and keep that verification as proof of successfully submitting the information. Information submitted in writing should be sent to the NCAA staff via some type of traceable delivery (i.e., FedEx, UPS, certified mail, etc.).

3. **Completely Submitted.** The online application/PERF is NOT considered submitted until the status in the BBSCS has changed from "Not Submitted" to "Submitted". Although all the information may have been entered in the BBSCS, until the operator completely submits the application/PERF, staff cannot process the application/PERF. Leaving the application/PERF status as "Not Submitted" even when the application/PERF is otherwise complete may result in denial of current or future certification, participation or approval.

## SECTION VI. Permissible Fees

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

- A. **Reduced Entry Fee Program.** If offered, reduced entry fees must be:
  - 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.).
- B. Participant Employment Program.** If offered, a participant employment program must be:
- 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.

## SECTION VII. Insurance

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Both event and league operators are required to show proof of insurance. The intent of this requirement is to ensure that PSAs and SAs participating in certified events and leagues are provided adequate financial protection if injury occurs.

- 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.

NOTE: Most general liability policies will not cover all accident situations (even if the policy indicates that participants are included). Typically, a liability policy would cover accidents like a spectator falling down the bleachers, athlete slipping in the shower, etc.; a liability policy that states it includes participants would only cover accidents that occur during athletic related activities if the event/league/facility was negligent. In that regard, a liability policy alone is not enough.

- A. **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.
- B. **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.

- C. **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.
  - D. **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.
2. **Liability Insurance.** Event/league operators are also required to maintain in effect Commercial General Liability (CGL) insurance.
- A. **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.
  - B. **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. **Other Insurance Specifications.**
- A. **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.
    - a. **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. Checking the athletes' personal insurance, offering supplemental insurance for purchase, or having athletes sign a waiver in lieu of the event/league having insurance is not enough.
    - b. **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 penalties outlined in the Adverse Actions section.
  - B. **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.

- C. **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.
  - a. **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.

#### 4. **Additional Coverage Requirements.**

- A. **Carrier Ratings.** Insurance coverage must be issued by admitted insurance carriers with an A.M. Best rating of A-VII or better.
- B. **Site Specific Insurance.** If the policy is site specific, the operator will be required to submit documentation that identifies all sites being utilized.
- C. **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.

#### 5. **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.

- A. Insurance carriers with camp/event/tournament specific coverage.
  - a. Francis L. Dean & Associates, Inc.  
1776 South Naperville Road, Building B or P.O. Box 4200  
Wheaton, Illinois 60189  
Phone: 800/745-2409 ext. 129  
[www.fdean.com](http://www.fdean.com)

- b. K&K Insurance Group, Inc.  
1712 Magnavox Way  
Fort Wayne Indiana 46804  
Phone: 800/637-4757  
[www.kandkinsurance.com/Pages/Home.aspx](http://www.kandkinsurance.com/Pages/Home.aspx)
  - c. American Specialty Insurance & Risk Services, Inc.  
7609 W. Jefferson Boulevard, Suite 100  
Fort Wayne, IN 46804  
(800) 245-2744  
[www.americanspecialty.com](http://www.americanspecialty.com) or [www.americanspecialtyexpress.com](http://www.americanspecialtyexpress.com)
  - d. Gallagher Student Health & Special Risk  
500 Victory Road  
Quincy, MA 02171  
Email: [Sports@gallagherstudent.com](mailto:Sports@gallagherstudent.com)  
Phone: 877/345-8928  
[www.gallagherstudent.com](http://www.gallagherstudent.com)
  - e. CapSure Insurance Group  
McKay Tower, Suite 421  
Grand Rapids, MI 49503  
Email: [dan@capsureins.com](mailto:dan@capsureins.com)  
Phone: 616/450-5870  
[www.capsureins.com](http://www.capsureins.com)
  - f. The Camp Team  
615 West 38th Avenue, Suite B109  
Wheat Ridge, Colorado 80033  
Phone: 800/747-9573  
[www.campteam.com](http://www.campteam.com)
- B. Nontraditional Options.
- a. [AAU](#)
  - b. [USSSA](#)
- C. Other insurance carriers that have been used.
- a. Aon Corporation - Global Headquarters  
200 East Randolph Street  
Chicago, Illinois 60601 USA  
Phone: 312/381-1000  
<http://www.aon.com/default.jsp>
  - b. 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>

- c. 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/>
- d. 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>
- e. Sadler & Company, Inc.  
P.O. Box 5866  
Columbia, South Carolina 29250-5866  
Phone: 800/622-7370  
<http://www.sadlerco.com/>
- f. 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>

## SECTION VIII. Terms of Participation

The most current version of the Terms and Conditions, Privacy Policy and Attestations agreed to when submitting to roles/functions in the BBCS can be accessed at the bottom of the BBCS login screen at <https://BBCS.ncaa.org>:

**NCAA Basketball Certification**

Log in to BBCS

Welcome to the NCAA Basketball Certification System (BBCS)

All of the following individuals will need to create a BBCS profile:

- **Operators** - anyone involved in operating or managing of an NCAA-certified event or league
- **Athletes** - any athlete participating in an NCAA-certified event
- **Coaches** - anyone participating in coaching activities at an NCAA-certified event
- **Team/Organization CEO or Primary Business Officer** - the person of authority who will submit required financial documentation for an organization of teams

**NEW USER:**

- If you have not logged in to THIS site before, you will need to click the Register as a New User button.

**RETURNING USER:**

- If you created an account already, login to that account - **DO NOT CREATE MULTIPLE ACCOUNTS!**
- If you do not remember your password to log in, click the Reset Password Here link below to gain access to your already existing account.

**NEED HELP?**

The ECAG User Manual and other resources are available on the Basketball Certification web page - [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification). The ECAG User Manual contains all the information you need to know about the NCAA's basketball certification process including step-by-step guides with pictures to assist you through all features of the BBCS.

**WARNING:**

Completing the USAB Gold License application **DOES NOT** allow you to access the BBCS. You must still Register separately in the BBCS.

Email Address

Password

**Sign In**

Forgot password? [Reset Password Here](#)

Ask a question? [Contact Email Form](#)

**Register as a New User >**

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## SECTION IX. Restrictions on Involvement Event and Teams

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Any active or passive connection/participation in an NCAA-certified event/league by any of the following individuals and/or pertaining to any of the following activities (in the capacity set forth below) is strictly prohibited.

1. **Agents.** Neither the event/league nor any participating team shall be associated with any individual or agency involved in the marketing of any individual's athletics reputation or ability (including an employee of an agent or anyone associated with an agent in his or her capacity of marketing any individual's athletics reputation or ability).
  - A. **Financial Support.** Neither the event/league nor any participating team may receive financial support from any individual or agency involved in marketing any individual's athletics reputation or ability or any representatives of an NCAA member institution's athletics interests who is assisting or has assisted in the recruiting process.
2. **Sports Wagering.** Neither the event/league nor any participating team may receive financial support or be associated in any way with a venue or other entity that is associated in any way with wagering on intercollegiate athletics.
3. **Bribery, Point Shaving or Game Fixing Involvement.** Neither the event nor any participating team shall have on its staff or as a participant any individual who has been found guilty or pleaded guilty in a court of law for having been involved in sports bribery, point shaving or game fixing.

## SECTION X. Event Locations and Facilities

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ECAG encourages event/league operators to remember the health and welfare of the participating athletes when selecting facilities. This includes choosing a safe/clean environment; making sure that the facility can accommodate expected numbers; considering whether the facility is temperature controlled (air conditioned, etc.); considering whether the facility has satisfactory bathrooms (number and quality); etc.

Event operators should also keep in mind 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.

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 basketball practice or competition in which 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.

3. **NCAA 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.

## SECTION XI. Awards and Benefits

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

1. **Awards.** 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. If the entry fee is paid by the team and not by the individual athletes, the entire cost of all awards given to the team and its total participants must be covered by the team entry fee.
2. **Equipment and Apparel.** An athlete 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 athlete 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.
  - A. **Free T-Shirt Specifics.**
    - a. Operators may provide an event/league t-shirt to participants regardless of whether the participants pay to participate. The event t-shirts CAN be donated to the operator. (T-shirts provided as awards CANNOT be donated.)
    - b. 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.
3. **Transportation.** No air or ground transportation shall be provided to the event/league participants, their coaches or family members to participate in the event/league.
  - A. **Event Local Transportation Exception.** Local shuttles for the participants (PSAs, 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.
4. **Gifts and Inducements.** No gifts or inducements shall be provided to the event/league participants, their coaches or family members.

## SECTION XII. Other Requirements and Restrictions

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1. **NCAA Brand and Trademark Limitations.** Event/league operators and participating teams are not permitted to utilize the NCAA brand in association with the operation of the event, league or team including, but not limited to, the name of the event, league or team, use of NCAA trademarked terms (i.e., March Madness, Final Four, Big Dance, etc.) or use of the blue disk or other NCAA logos. Use of the

NCAA brand, logos and trademarks in association with an event, league or team may result in denial of current or future certification, participation or approval.

2. **False Representation of NCAA Approval or Certification.** No event or league operator or affiliated entities or individuals may claim NCAA certification/approval when advertising (website, brochures, application, etc.) until the status of the application in the BBCS appears as "Approved," approval notifications have been sent via email and the event/league is included on the list posted on [www.ncaa.org](http://www.ncaa.org). False claims of certification/approval may result in denial of current or future certification, participation or approval. Past NCAA certification or approval does not mean that it will be granted certification the following year and operators are prohibited from referencing prior certification or approvals as assurance that an event/league will or is likely to be certified in the current application period. Representation of certification/approval of an event/league prior to it being granted (or possibly even requested) is inaccurate and is false and misleading to the NCAA membership, participating athletes, their coaches and their families.



## SECTION XIII. Additional EVENT Specific Requirements

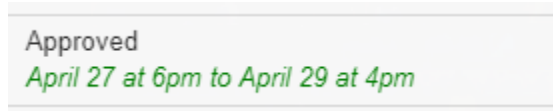
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1. **Dates.** Permissible event dates vary from year to year. Dates can be accessed by pressing the Available Dates button on the About Tab of the BBCS application (dates provided are reflective of event, league, gender, season information identified on the application). Dates on which Division I coaches may attend events are outlined in the following bylaws:

- 13.1.7.8.1 – Men's Basketball Evaluations
- 13.1.7.8.2 – Women's Basketball Evaluations
- 13.17.2 for Men's Basketball Calendar Formula
- 13.17.3 for Women's Basketball Calendar Formula

The currently available certification dates will be updated annually and included in the Basketball Certification Resources section on the right-hand side of [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification).

- A. **Certified Dates Restriction.** Certification is only granted for dates that appear on the detailed playing schedule submitted with the application and that are compliant with the application deadline. **Division I coaches are only permitted to attend to evaluate prospects on the NCAA-certified dates.** The certified dates are in green on the application history when the approval is posted.



The same dates will be reflected on the list of approved leagues available on [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification)

**WARNING:** At times, the event may operate outside of the permissible event dates (example: a league for PSAs running from June to August), but certification would only be granted, and Division I coaches may only attend on permissible dates in July.

2. **BBCS Registration.** Operators are responsible for ensuring that ALL participants (PSAs, coaches, teams) have registered in the BBCS. Failure to ensure participant registration will prevent you from submitting an accurate participant list, resulting in the denial of the PERF and rendering the event ineligible for certification the following year.

- A. **Mandatory PSA Registration.** Operators are responsible for ensuring that all participating PSAs have registered in the BBCS prior to participation in the event to ensure that PSAs have submitted to education that includes a review of regulations related to initial-eligibility standards, sports wagering, agents and drug use.

- a. **PSA Attestations.** As a term and condition of participation, all PSAs who register with the BBCS are required to acknowledge and agree a series of attestations acknowledging that all information provided in the BBCS is complete and accurate to the best of his/her knowledge and belief; and understanding that some or all the information the PSA submits may be viewed, accessed and used by other registered users of the BBCS, including event operators and coaches.

- b. **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 PSAs. If 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 PSA.

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 PSAs only or high school PSAs 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.

- B. **Mandatory Coach Registration.** Operators are responsible for ensuring that all participating coaches have registered in the BBCS prior to participation and that the coach meets the NCAA eligibility requirements prior to his/her participation in the event. This requirement applies to both team and individual events/camps. If the event is more skills and drills in nature and coaches are not utilized for team competition, the individuals involved in instruction will still need to obtain a USAB Gold License, have their USAB Gold License number validated by ECAG and have been verified to be NCAA eligible by ECAG within the BBCS, as this is considered "coaching activities".

- a. **Coach Attestations.** As a term and condition of participation, all coaches who register with the BBCS agree to a series of attestations acknowledging their understanding of and agreeing to operate in compliance with ECAG policies and procedures.

- C. **Mandatory Team Registration.** Operators are responsible for ensuring that all participating teams have created rosters in the BBCS to ensure compliance with ECAG residency and financial transparency requirements. Operators are responsible for ensuring that all coaches and PSAs are registered in the BBCS and included on the team roster.

- a. **Participant Management to Ensure Coach Eligibility.** As a condition of certification, event operators are required to verify that all individuals involved in coaching activities have been deemed as NCAA eligible prior to his/her participation in the event. Only NCAA eligible coaches can create a team roster or be added to a roster in the BBCS. Similarly, an individual event operator searching for coaches to add to their participant list will only be able to add NCAA eligible coaches.

Therefore, ALL coaches should be added to the roster/individual event participant list BEFORE the coach participates in the event to ensure compliance. If a coach does not have a BBCS profile OR has one, but it is not fully functional, the event operator must prohibit this individual from participating in coaching activities. This requirement is strictly enforced and failure to comply may result in denial of current or future certification, participation or approval of the event.

- b. **Non-Prospect Aged Teams 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.

### 3. **Financial Disclosures and Attestations.**

- A. **Financial Transparency Required for NCAA Certified Events.** Owners, operators and coaches must agree to financial transparency in relation to all events, programs and activities with which they are involved, including those that are not certified. This requirement includes agreement to:
- a. Disclose all sources of income, financing and other payments including those from sponsors and recipients of all funds and/or in-kind provided for or collected in relation to the event/team.
  - b. Disclose any financial relationship between any event, operator and/or coach with any of the following: higher education institutions or representatives of higher education institutions; boosters of higher education institution; and/or any agent or representative of an agent.
  - c. Allow NCAA staff unfettered access to inspect relevant financial records or related documents upon request.
- B. **Financial Disclosures and Attestations.** All adult users who register in the BBCS (event operators, coaches or person of authority for an organization of teams) will be required to affirmatively agree to financial transparency, disclosures and audits in order to perform any activity in the BBCS, and subsequently participate in NCAA-certified events. No event application will be considered for approval and no coach will be permitted to create a roster to participate in NCAA-certified event if the individual is unable or unwilling to affirmatively agree to financial transparency, provide all financial disclosures requested by ECAG and agree to submit to a financial audit if selected.
- C. **Financial Disclosure Submission – Pre-Event.**
- a. **Events.** Through the event application and PERF processes, each event operator is required to disclose relationships with agents/runners, boosters, and higher education institutions or representatives of higher education institutions. Additionally, the operator must respond to a series of basic financial questions regarding the operation of their event, including its income and expenses with supporting documentation.
  - b. **Teams/Organizations.** Each coach/program director or person of ultimate authority for a team or organization of teams will be required to respond to a series of basic financial questions regarding the operation of their team(s)/organization and submit supporting documentation. This will be done through the team registration process in addition to a NEW post-event submission for teams.
- D. **Disclosure of Persons Associated with Ownership of the Event.** Operators, coaches and/or the person of ultimate authority for an organization of teams are required to disclose all individuals and entities that have an ownership interest in the event/team.

- E. **Sponsors.** Operators, coaches and/or the person of ultimate authority for an organization of teams are required to disclose to the NCAA the identity of all event/team sponsors and the value of those sponsorships.

#### 4. **Staff Preparations.**

- A. **Compensation Provided to Event Staff.** Compensation provided to event personnel must be consistent with the going rate for event personnel of like teaching ability and event experience. This information will be required as part of the PERF submission.
- B. **Registration.** Operators of team events need to plan to have enough registration staff to fulfill the NCAA requirements for checking mandatory BBCS registration; addition of all coaches and PSAs on the team roster; identifying which coaches and PSAs listed on the roster will participate in the event; reviewing flagged address issues and collecting necessary documentation, etc.
- C. **BBCS Registration and Collection of Contact Information for Event Staff.**
  - a. **Team Events.**
    - 1) **Gym Supervisors and Those Involved in the Operating or Managing the Event:** All site/gym managers and all staff people who are in a managerial or leadership role need to be registered in the BBCS as a coach/operator (Adult User) and have an active USAB Gold License.
    - 2) **Other Staff.** Event operators will need to collect the name, address and telephone number for any volunteer or employee involved in the operation of their event including, but not limited to, the administrative staff, clock and stat personnel, score keepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc. This information will be required as part of the PERF submission.
  - b. **Individual Events.**
    - 1) **Coaches in BBCS.** Operators of individual events who hire their coaches will need to require those individuals to create a coach profile in the BBCS. When the operator completes the Participant Management portion of the event's PERF, the operator must search for and add all individuals who participated in coaching activities in the event to prepare a successful PERF submission. It is the individual event operator's responsibility to make sure that all hired coaches have created a BBCS coach profile and completed the necessary requirement to be eligible to participate in NCAA-certified events.
    - 2) **Other Staff.** Event operators will need to collect the name, address and telephone number for any volunteer or employee involved in the operation of their event including, but not limited to, the administrative staff, clock and stat personnel, score keepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc. This information will be required as part of the PERF submission.

- D. **Separation of NCAA Coaches.** Operators should prepare to have adequate staff/volunteers to enforce separate NCAA seating and for clearing out any general spectator from the designated NCAA coaches' section(s).
- E. **Officials.** If officials are utilized, the operator will be required to identify officials utilized and compensation provided when completing the PERF.
- a. **Officials Coordinator.** If the operator contracted with a company/entity to provide the officials, the operator will not be required to identify each official individually and instead may provide contact information for the coordinator of officials, choosing Officials Coordinator from the drop-down box in the BBCS, and include the total dollar amount paid for ALL officials as the coordinator's compensation.
- b. **Operator Prohibited from Being Officials Coordinator.** The operator cannot list themselves as the coordinator of officials. If the operator organized the officials, then each official will need to be listed separately.
- F. **Required Medical Personnel.** Qualified medical personnel must be present at EACH facility whenever the facility is being utilized for athletic activities by the event. The operator will be required to identify medical personnel and confirm that medical personnel was always present at each event when completing the PERF.

## 5. Permissible Scheduling of Activities.

- A. **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.

As a result, team event operators will need to ensure that each participating PSA plays in no more than two games per day (even if the PSA is listed on multiple teams in the event) for their event(s). Individual event operators will need to enforce the no more than 14 hours per week requirement. Coaches should be monitoring both requirements and making sure that the PSAs on their team(s) are compliant.

All other requirements outlined in the USAB/NBA Youth Guidelines should be considered by event operators and participating coaches as best practices.

- a. **PSAs on Multiple Teams.** There is not a restriction on the number of teams a PSA can participate with, but there is a restriction on the number of games permissible. The PSA can participate in no more than two games per day TOTAL, not per team. Operators will need to monitor to make sure that the PSA does not participate in too many and the PSAs coach will need to use wisdom as to when that PSA plays for each team.
- b. **Operator Enforced Single Roster Restrictions.** Because monitoring PSAs in these circumstances is extremely labor intensive, some event operators have imposed a requirement that all PSAs participating in their events are restricted to participation on **ONLY ONE** team during the event. This is the operator's prerogative AND is both encouraged and supported by ECAG.

- B. **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.
- a. **Running Late.** Regardless of the reason for delay (i.e. injury, travel time between locations, etc.), under no circumstances can athletically related activities begin after 10 p.m. If games are scheduled at 10 p.m. and are delayed, the games will need to be moved to the next day after 8 a.m. and the rest of the schedule adjusted accordingly. In that regard it is advisable that event operators allow a buffer of time prior to 10 p.m. to ensure that the event can comply with this requirement.
  - b. **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 PSAs (games, warm-ups, check-in and registration involving the prospect, etc.) would be prohibited until after 6 p.m. Similarly, NCAA coaches could remain in the gym after 4 p.m. on Sunday, but the event must be completely over before 4 p.m.

6. **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 minimum precautions to separate NCAA coaches from participants and spectators. Division I coaches are NOT permitted to have contact with PSAs, family members of PSAs, or individuals associated with a PSA (IAWP).

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 nonscholastic coaches regardless of whether their team is participating in the event; two-year college coaches regardless of whether their team is participating in the event; individuals employed by, or working in partnership with, a recruiting/scouting service.

- A. **Necessary 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:
- a. **Identification of NCAA Coaches.** Operators are expected to have a system in place to distinguish NCAA Division I coaches from other attendees.
  - b. **Signage.** Operators must clearly identify all separate NCAA coaches' areas.
  - c. **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. This section should be for NCAA coaches only.

Operators are responsible for having staff/volunteers to enforce the separate seating areas and for clearing out any general spectator from the designated NCAA coaches' section; so, make plans to have enough staff to do so. It is suggested that the separate coach's section be for NCAA coaches only and the both two-year college and media representatives be required to sit elsewhere if possible.

- 1) **Media Restriction.** The prohibition on seating for certain individuals with NCAA coaches does not apply to bona fide news media. However, media members that trigger IAWP status (e.g., media members employed by, or working in partnership with, a scouting service or recruiting service) would be subject to the limitations noted above and would not be allowed to sit in the designated seating section for NCAA coaches. In that regard, it is suggested that the NCAA coaches' section be for NCAA coaches only and that media be provided with their own designated area and interact with NCAA coaches at times when they are NOT evaluating PSAs.
- d. **NCAA Coaches Not Permitted 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.
- B. **Monitoring NCAA Coaches.** Operators are expected to remove unauthorized participants or attendees are 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.
- C. **Encouraged Precautions.** When possible, operators are encouraged to provide NCAA coaches with separate entrances, check-in locations, bracket postings, bathrooms, parking lots, concessions, etc.
7. **Event/Coaches' Packets.** Concerns/complaints continue to escalate about the cost and the accuracy of event packets. Be advised that ECAG 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 in this section. Failure to comply with these requirements may result in denial of current or future certification, participation or approval of the event.
  - A. **Information Required.** 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 PSAs.
    - c. 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 nonscholastic coach.
- B. **Accuracy.** Operators agree to take every possible step to ensure that packet information is complete and accurate.
  - a. Accurate player-jersey numbers are critical since the NCAA coaches are restricted from having contact with the PSA or anyone associated with the PSA (coaches, family, etc.) during the event.
  - b. Contact information provided for PSAs in the packet is expected to belong to that PSA 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.
- C. **Price Disclosed in Advance of Event.** The price of event packets must be disclosed on the event application and must be publicized in advance. This price will be posted on the list of approved events available on [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification), but the operator should include it when communicating with NCAA coaches as well (e.g., invitations, event website, etc.).
  - a. **Same/Similar Fees for All NCAA Coaches.** It is permissible for an operator to charge different amounts for the produced event packets, but 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 will be posted on the list of approved events available on [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification). Operators cannot make changes at the event site nor can the operator make price adjustments based on his/her relationship with an NCAA coach.
  - b. **Reminder - Subscriber Discounts for Recruiting/Scouting Service Subscribers.** If the event operator also created a publication/report for NCAA coaches and will provide discounts to NCAA coaches if the coach is a subscriber to their report, the operator needs to be aware of and compliant with NCAA Recruiting/Scouting Service requirements. 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.
- D. **Submission to ECAG.** Operators who create an event packet are required to upload a copy of the packet to ECAG as part of the PERF submission.
- E. **Suggested Event Operator/Division I Coach Compromise.** Disputes continuously arise between NCAA college coaches and event operators relating to event packets and admission policies for college coaches. ECAG believes that there is room for compromise on both sides of this issue and suggest NCAA coaches and event operators to voluntarily adopt standard practices outlined below.
  - a. **Event Operators.** Recognizing that coaches have a reasonable and legitimate expectation that the information contained in the event coaches' 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 Coaches.** Recognizing that event operators are providing a valuable service to college coaches by providing the opportunity for the evaluation of many PSAs in a centralized venue, it is recommended that college 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.

## 8. **PSA Address Requirements to Participate with Team (Residency Requirements).**

- A. **Permissible PSA Address Requirements.** The address utilized for a PSA to participate with a team at NCAA-certified events must comply with requirements outlined in this section.

**NOTE: Single Address per Season Requirement.** The PSA is expected to select a single permissible address to utilize for the duration of the season. For example, a PSA may utilize a permissible school address in one state to participate in spring events and a permissible home address in a different state to participate in summer events but should NOT utilize addresses in two different states during the same season.

- a. **Primary Address of Residence for PSA.** For PSAs who are minors, the address of their biological parent(s), adoptive parent(s) or court-appointed legal guardian(s) (parent/guardian) dictates the prospect's primary address of residency (primary address). This is the address where the parent/guardian lives, works, eats, sleeps, studies, socializes, etc. indefinitely; and/or the place of habitation, which one returns despite temporary absences or residency elsewhere. Many states require that residents spend at least 183 days or more in a state to establish residency and claim they live there for income tax purposes or to receive in-state pricing at a state institution. Simply owning a home, having a driver's license or opening a bank account is not enough. The parent/guardian must live there. If there is only a single address of residence, that would be the primary address. However, if the prospect alternates between two or more properties, using each as a residence for

successive periods of time, the property that is the permanent fixed place of habitation is considered the primary residence.

- 1) **Parents in Different States.** Simply, a PSA may use either parent's address to participate with a team in an NCAA-certified event provided that the parent has established and maintained the residence for a minimum of three months prior to the PSA's participation in an NCAA-certified event.
    - a) **Equally Shared Custody.** If the PSA's parents have residency in two different states and they equally share custody of the PSA, either parent's address could be used as the PSA's primary address provided the parent has established and maintained the residence for a minimum of three months prior to the PSA's participation in an NCAA-certified event.
    - b) **Not Equally Shared Custody.** If the parents DO NOT equally share custody of the PSA, the PSA's primary address of residence is with the custodial parent, but the noncustodial parent's address could be considered the PSA's secondary address of residence provided the parent has established and maintained the residence for a minimum of three months prior to the PSA's participation in an NCAA-certified event.
  - 2) **Address of Court-Appointed Legal Guardian.** To utilize the address of a guardian, the guardianship must be established in a court of law, cannot be temporary (parents' rights are permanently severed) and cannot be obtained for the purposes of attending school, participate with a team or other basketball purpose; and cannot have occurred during or within three months before the PSA's participation in an NCAA-certified event. Proof of court-appointed legal guardianship must be documented. An affidavit and/or power of attorney is NOT acceptable guardianship documentation and does NOT meet ECAG requirements. The court-appointed legal guardian must also have established and maintained the residence for a minimum of three months prior to the PSA's participation in an NCAA-certified event.
- b. **Secondary Address of Residence for PSA.** A secondary address of residency is a place where a person lives part time or less than the majority of the calendar year that does NOT qualify as the primary address. A secondary residence can include a boarding school, the primary address of residence for the noncustodial biological parent, a host family's address for a foreign-exchange student, etc. An individual can have more than one secondary residence.
- 1) **Scholastic/Boarding School Address.** If a PSA (both US and non-US) attends a "scholastic" institution (school, academy, etc.) in a location other than that of their primary residence, the PSA may utilize their "scholastic" address to meet the NCAA residency requirements if all the following apply:
    - a) The institution (school, academy, etc.) must meet the requirements to be determined "scholastic."
    - b) The address of the actual scholastic institution can only be used if the institution is a "true" boarding school, meaning that the school is

responsible for lodging, meals and general oversight/welfare of the prospect AND the PSA physically lives on the campus of the institution.

- c) The PSA has attended the "scholastic" institution for a minimum of one academic year.
- 2) **Non-Campus Housing/Non-Boarding School Address.** If the scholastic institution is NOT a boarding school, the non-campus address of residence (i.e., host family, apartment while attending two-year college, etc.) can only be used if the PSA has resided at that location and attended school in the same locale for the required minimum of one academic year.
- 3) **Host Family Address in Different Country from PSA's Residence:** A PSA (both US and non-US) may use a host family's address that is in a different country than the PSA's country of residence to participate with a team in NCAA-certified events ONLY if he or she:
  - a) Physically resides with the host family/temporary guardian; and
  - b) Attends high school in the locale of the host family's residence for a minimum of one academic year.
- 4) **PSA's Use of Scholastic/Non-Campus Housing/Host Family Address – April Exception.** A PSA (both US and non-US) who meets the requirements to utilize a scholastic/non-campus housing/host family address (outlined above), but the prospect has NOT yet completed a full academic year may utilize their "school" address to meet the NCAA residency requirements if all the following apply:
  - a) The PSA was present on the first day of the fall semester;
  - b) The PSA has maintained enrollment at the same school the entire academic year; and
  - c) The PSA anticipates completing the academic year at the same school.
- 5) **PSA Already Fulfilled Year in Residence in Another Country.** Once a PSA has completed a full academic year in a different country from the PSA's address of residence and is permitted to utilize that address as a secondary residence, if the PSA were to move to a different state/province in the same country, he/she would NOT have to fulfill a second full academic year at the new location. After the full academic year requirement has been completed, the domestic standard would then be applied to that PSA and the address being utilized must have been established and maintained for a minimum of three months for the address to be utilized as a secondary residence for participation with a team at an NCAA-certified event.
- 6) **US Military Families or Similar Government Employees.** If the PSA's parent/guardian is serving in the US military and stationed outside the US, the PSA would be permitted to utilize any of the following:
  - a) The address in the US where the family owns property and will return when no longer on active duty;

- b) If property was not owned, the address of the last US military base where the family was in residence;
  - c) The address (country) of the US military base where the family is currently stationed;
  - d) If none of these apply, PSAs of US military families may be eligible for a residency exception but would be required to submit an ECAG Athlete Address Requirements Exception Request Form to ECAG.
- 7) **Address of Other Family (non-parent).** The address of a relative who is not a parent and does not meet the standard to be considered a court-appointed legal guardian CANNOT be used as a primary or secondary address of residence.

**B. Team Composition.** In order to participate in an NCAA-certified event, teams must comply with NCAA residency requirements. Address restrictions are determined by comparing the official address of the team (mailing address, address where business is conducted, etc.) to the primary address of residence or a permissible secondary address of residence for the PSA.

- a. **Single Country Teams.** All PSAs on a team participating in NCAA-certified events must have residency in the same country as the team's/organization's address. This requirement is not hinged on citizenship, but rather where the PSA has established residency.
- b. **Adjoining State Rule.** Participants on teams participating in NCAA-certified events must reside in the state in which the team is located or from a geographically adjoining state. The same adjoining state PSAs are required to play with the team for the duration of the event. The coach may, however, use a different set of three PSAs when participating in a different event. Non-US and out-of-state PSAs from non-adjoining states are not permitted.
  - 1) **Number of Out of State PSAs.**
    - a) **Men's Basketball.** There is a limit of three PSAs from an adjoining state- or who meet one of the other defined exceptions.
    - b) **Women's Basketball.** There is no limit of out-of-state PSAs from an adjoining state or who meet one of the other defined exceptions.
- c. **No Adjoining State.** Alaska and Hawaii are not geographically adjoined by any other state and no states have been "designated" as adjoining states for Alaska and Hawaii. PSAs from those states are required to play on a team from that state. PSAs whose primary address of residence is in US territory that is not a state are required to participate on a team whose official address is in that same territory and there are not any other states or territories "designated" as adjoining those territories.

d. **Exceptions to the Adjoining State Rule.**

- 1) **Metro Area Rule.** An exception to the Adjoining State Rule that allows for men's basketball teams with an official address in a city that is divided by the state line of multiple states (i.e., Washington, D.C.; Kansas City; St. Louis/East St. Louis; etc.) to include more than three out-of-state PSAs from an adjoining state if each additional participant resides within the same metropolitan area as the team. If the team's official address is not in a city that borders two different states, this exception does not apply.
- 2) **Tribal Exception.** An exception to the Adjoining State Rule that allows the Native American tribe to be viewed in its entirety as analogous to a state, although its geographic location may encompass several states. Therefore, Native American PSAs are permitted to participate on their tribal team regardless of their state of residence.

- e. **Both League and Event Certifications Granted to Same Activity.** If an activity receives both event and league certification; all participants must comply with both the league 100-mile rule and the event adjoining-state rule to fulfill the NCAA residency requirements.

C. **Responsibility for Compliance.**

- a. **Coaches.** Coaches are responsible for ensuring that the team he/she is coaching is compliant with NCAA team composition and residency requirements. The coach should obtain and maintain documentation from the PSA's family that validates that the PSA is compliant with the minimum standard of residency requirements prior to allowing the PSA to participate with the team in an NCAA-certified event. Teams who fail to ensure compliance put the certification of the events where it participates at risk and the team/organization and all coaches associated with the team are subject to penalties outlined as Adverse Actions.
- b. **Event Operators.** Event operators are required to verify prior to participation that all teams in their event are compliant with the NCAA residency requirements. There are tools built into the BBCS to assist with this process.
- c. **Violations and Possible Penalties.** Penalties for residency violations are applicable to all coaches associated with the team and to any event in which a violation of the residency requirements occur and may result in the withdrawal of current or denial of future eligibility to coach in an NCAA-certified event or withdrawal of current or denial of future NCAA certification for the event. Violators are subject to the penalties outlined as Adverse Actions.

- D. **Documentation of an PSA's Address.** The burden is on the coach and/or the PSA's parent/guardian to document the address and demonstrate eligibility for participation with a specific team. To do so, the individual is required to submit to ECAG supporting documentation, which may include any number of the following:

a. **Acceptable Documentation of Proof.**

- 1) Legal documentation showing custody and/or guardianship (signed by a judge or a government agency). A statement signed by the parents, notarized document signed by the parent(s), or a power of attorney, alone, would NOT meet this requirement.
- 2) Academic transcripts for the required length of time.
- 3) Multiple official government-issued and/or legal documents showing that the PSA has been physically present in the state for the required specific period:
  - a) Federal and state income tax documents identifying your state of residence. (Income taxes are paid in the state where you live, not the state where you work. Additionally, immigrants with a Green Card are required to file US taxes.)
  - b) For those states that do not require income taxes, federal income tax documents identifying your state of residence. (Immigrants with a Green Card are required to file US taxes.)
  - c) Documentation that the individual qualified for the homestead exemption in that state. (This criterion is more definitive since it requires one to be a resident and one cannot qualify for the homestead exemption in two locations.)
  - d) Passport that identifies permanent residence.
  - e) Visa documentation identifying the guardian, school and state of study, which should be identified on the Non-Immigrant Student Visa for the PSA.
  - f) US Department of Justice I-20 Form "Certificate of Eligibility for Nonimmigrant Status".
  - g) Documents identified below are helpful in proving habitation/residency but are not conclusive on their own. Multiple documents should be required.
    - Rental/mortgage contracts.
    - Current employer verification of residence.
    - Insurance policies.
    - Current driver's license.
    - Current vehicle registration.
    - Current voter registration.
    - Utility bills.

- Documentation showing frequent in-person transactions at local banks or other businesses.
  - Documentation showing frequent in-person participation with religious organizations and/or recreational clubs with which the individual is affiliated.
- b. **BBCS Address Justification Process for Coach.** Certain circumstances and address types will trigger a justification requirement in the BBCS. The BBCS will flag an PSA when he/she is added to a coach's bench if the PSA's address or phone number is the same as someone else on the team and they do not share a last name OR if there are potential residency issues.

Such instances will require the coach to submit a "Justification" in the BBCS. Justifications are not to request a deviation from the rule to allow the PSA to play with the team, but instead prove the PSA meets the requirements to play with the team.

- 1) **Deadline to Submit a Justification.** All justifications must be submitted prior to the PSA's/team's participation in an NCAA-certified event.
- 2) **Submitting a Request.** The coach must submit a statement of explanation describing how the PSA's address meets the NCAA requirements to be used to participate with his/her team.
- 3) **Supporting Documentation Required.** For each justification, the coach must also upload supporting documentation that validates/authenticates the circumstance(s) described. Statements made that are not supported with documentation will not be considered in the decision-making process. The justification statement and documentation upload must be completed BEFORE the BBCS will allow the coach to add the PSA to an event roster. Once added, the BBCS will allow the coach to place the PSA on a roster, but this is NOT an indication that the PSA has been deemed permissible to participate with the team. ECAG still needs to review and render a decision.
- 4) **ECAG Staff Review and Deliberations.**
  - a) **Initial Review.** On receipt of the Justification and supporting documentation, ECAG will perform an initial review, but ECAG will not process/render a decision until the justification has been properly submitted and the circumstances are fully documented. An incomplete or unsupported justification will not be processed.
  - b) **Additional Information.** If needed, ECAG will request additional information via the Justification modal on the coach's bench in the BBCS. The applicant will have 10 calendar days to respond and submit the requested information/documentation. Failure to submit the information by the deadline will result in a denial.
  - c) **Processing.** ECAG will review the complete submission and render a decision as to whether the PSA may utilize that address to participate with the team. Exception requests are reviewed on a case-by-case basis.

- d) **High Volume – Delayed Processing.** The number of Justifications required and submitted by the BBCS is extreme. That volume plus the timing when coaches most often create their bench/rosters makes it impossible for ECAG to review and render a decision on all justification prior to the start of events.

If ECAG has NOT yet rendered a decision for the justification, the event operator can view the statement of explanation and supporting documentation uploaded, and if the operator is confident that the prospect is compliant with the NCAA residency requirements, the operator may allow the PSAs to participate with the team. However, if there is any question or concern, the operator SHOULD NOT allow the PSA to participate with the team in his/her event until ECAG has rendered a decision because if an PSA participates in an event in violation of the residency restrictions it may result in denial of current or future certification, participation or approval.

- e) **Final Decision.** Decisions are based on the totality of the circumstances and information available at the time the Justification was considered. Decisions will include consideration of the following:

- Mitigating circumstances;
- Case precedent and the respective decisions rendered;
- Historical guidance provided by the NCAA membership via the MBOC and WBOC; and
- Other factors ECAG deems relevant.

There is no appeal of the ECAG decision. ECAG's decision is final and is not subject to further review by any other authority.

- f) **Communication of ECAG Decision.** Justification decisions will be posted in the BBCS via the Justification modal on the coach's bench/roster to communicate whether the PSA may utilize that address to participate with the team. These decisions are visible to the bench coach and all event operators running an event in which the team has a roster to ensure compliance or validate the PSA's eligibility with the team.

- g) **Explanation of Justification Statuses in the BBCS.** Pending a final decision, the BBCS may also appear with the following statuses:

- 1) **REQUIRES Justification.** The coach is required to submit a justification for the PSA but has not yet done completed this step.
- 2) **PENDING Justification.** The coach has submitted a justification statement and documentation, but it has not yet been reviewed by ECAG.



- 3) **PENDING Justification – More Information Needed.** ECAG determined that the applicant's justification is incomplete or there is not enough supporting documentation to prove the address provided can be utilized for participation with a team. Reasons why the justification was considered incomplete and solutions for resolving the inadequate justification documentation will be outlined by ECAG in the notification.
- h) **Reconsideration/Appeal.** After ECAG issues a decision on a justification, the coach may ask the staff to reconsider its decision ONLY if the coach submits new relevant information. Requests with new relevant information are still subject to the timeline requirements of the initial request. Again, high volume and late submission may result in ECAG not rendering a decision prior to start of the events.
- c. **Violations and Possible Penalties.** Participation of a PSA in violation of the NCAA residency requirements may result in the withdrawal of current or denial of future NCAA eligibility to coach in an NCAA-certified event for all coaches associated with the participating team for a period of up to five years. Further, participation of a team who has a violation of the NCAA residency requirements may result in the withdrawal of current or denial of future NCAA certification of the event for the operator. Penalties for residency violations are applicable to all coaches associated with the team and to any event in which a violation of the residency requirements occur. Possible penalties include probation, withdrawal of current NCAA eligibility to participate and/or denial of future participation in the NCAA certification and approval processes and/or activities associated with those processes. The duration of such a penalty may be for a period of up to five years OR until that time when the individual/organization is compliant and/or has cooperated. ECAG has final authority to impose any of the foregoing penalties and the staff's decision is not subject to further review.
- d. **Exception Request Procedure.** When an PSA's circumstances prevent him/her from meeting the NCAA address requirements to participate with a team in compliance, the PSA's parent/coach may request an exception. Exceptions to the PSA address requirements are extremely rare. Historically, the NCAA membership has indicated that relief from the strict application of the requirement should be granted only in situations in which no permissible team exists that will allow a prospect the opportunity to participate in any NCAA-certified event. An PSA address requirement exception is not granted to allow an PSA to play with a preferred team or to allow the PSA to attend specific NCAA-certified events.
  - 1) **Deadline to Request an Exception.** All PSA address requirement exception requests must be submitted within 14 calendar days prior to the evaluation period in which the team/PSA intends to participate and it is suggested that requests be made at least a month in advance because of the intricate details and documentation necessary to satisfy the standard for approval. Any request made less than 14 days before the evaluation period is at risk of NOT being processed as other ECAG duties and staff travel will take priority. Late submissions must include an explanation of why the request was not filed within the prescribed time period and it is ECAG's discretion whether a late request will be considered or if an extension should be granted.

- 2) **Submitting a Request.** A coach/parent/guardian must submit the ECAG Athlete Address Requirements Exception Request Form posted on [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification). The form must be completed by typing information directly in the fields provided on the form. Handwritten forms will not be processed. Once completed, the request form AND supporting documentation that validates the circumstances should be submitted using the ECAG Contact Form (actual address of the form is <https://web3.ncaa.org/bbcs/contactForm>). If multiple PSAs are involved, a separate form for each PSA must be submitted.
- 3) **ECAG Staff Review and Deliberations.**
- a) **Initial Review.** On receipt of the ECAG Athlete Address Requirements Exception Request Form and supporting documentation, ECAG will perform an initial review. Forms that are incomplete, handwritten or do not include supporting documentation will not be processed. If the form was properly submitted ECAG will render a decision or ask for additional clarification or documentation.
- b) **Additional Information.** If needed, ECAG will request additional information via email. The applicant will have 10 calendar days to respond and submit the requested information/documentation. Failure to submit the information by the deadline will result in a denial.
- c) **Processing.** ECAG will review the complete submission and render a decision as to whether the PSA may utilize that address to participate with the team. Exception requests are reviewed on a case-by-case basis.
- d) **Final Decision.** Decisions are based on the totality of the circumstances and information available at the time the application was considered. Decisions will include consideration of the following:
- Mitigating circumstances;
  - Case precedent and the respective decisions rendered;
  - Historical guidance provided by the NCAA membership via the MBOC and WBOC; and
  - Other factors ECAG deems relevant.

There is no appeal of the ECAG decision. ECAG's decision is final and is not subject to further review by any other authority.

- e) **Communication of ECAG Decision.** Exception decision will be communicated via email. At times ECAG will force a justification in the BBOS and post the exception decision so that it is clearly communicated to team coaches and operators of the events where the team will participate to ensure compliance or validate the PSA's eligibility with the team.
- f) **Reconsideration/Appeal.** After ECAG issues a decision on an PSA address requirement exception request, the applicant may ask the staff to reconsider

its decision ONLY if the applicant submits new relevant information. Requests with new relevant information are still subject to the timeline requirements of the initial request. There is no appeal of the ECAG decision. ECAG's decision is final and is not subject to further review by any other authority.

## SECTION XIV. ADVERSE ACTIONS

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1. **Violations.** Failure to comply ECAG policies and/or NCAA legislation will be determined to be a violation and subject to penalties.
2. **Penalties.** ECAG may also assess penalties for violations of NCAA policies and legislation, including:
  - A. **Withdrawal.** Loss of current certification, approval or eligibility to participate in NCAA-certified events/leagues.
  - B. **Denial.** Inability to obtain future certification, approval or eligibility to participate in NCAA-certified events/leagues.
  - C. **Ineligibility.** Loss of eligibility to operate an NCAA-certified event/league or to coach or participate in an NCAA-certified event.
  - D. **Reprimand.** A single instance or isolated failure to comply with ECAG policies and/or NCAA legislation may result in ECAG issuing a formal reprimand or warning. If the operator or coach fails to achieve compliance and/or the violation is repeating, ECAG may elevate the reprimand to probation or impose a penalty.
  - E. **Extended Evaluation.** ECAG may place an operator, event coach or recruiting/scouting service on extended evaluation status, in which case they will be presumed ineligible to apply for future certification/registration/approval unless the applicant can show that they have (a) implemented remedial measures sufficient to ensure the violation[s] does not reoccur and (b) remained fully compliant with NCAA policies and legislation for duration of the probationary period.
3. **Duration.** The most severe penalties are reserved for violations that: (a) result in a PSA or SA losing their NCAA eligibility; (b) involve a potential Level I or Level II bylaw violation by a member institution or institutional personnel; and (c) involve failures to comply with NCAA financial transparency and disclosure requirements. Such violations may be penalized for a period of up to five years. Penalties may apply to a specified period or until such time when the individual/organization is compliant and/or has cooperated.
4. **Final Decision.** ECAG staff has sole authority to determine violations and impose appropriate penalties and such decisions are not subject to appeal.