
Nonscholastic Event Requirements and Guidelines

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Chapter 1 – Enforcement Certification and Approvals Group

1-1. Overview.

The NCAA enforcement certification and approvals group (ECAG) is a team within the NCAA enforcement staff dedicated to administering the certification/approval programs identified below and responsible for evaluating those services/activities to ensure compliance with established policies, procedures and relevant NCAA legislation, all which are subject to change without prior notice.

- Basketball Leagues: SAs enrolled at NCAA Division I institutions are permitted to participate. [NCAA Bylaws 17.31.4, 17.31.4.1]
- Basketball Events (scholastic and nonscholastic): NCAA Division I coaches are permitted to attend and observe prospective student-athletes (PSAs) who participate in the activities. [NCAA Bylaws 13.1.7.5.3, 13.18]
- Recruiting/Scouting Services: NCAA Division I coaches are permitted to purchase the service as a resource for the recruiting process in the sports of basketball and football. [NCAA Bylaw 13.14.3]
- Agents. Specific National Basketball Players Association (NBPA) registered agents who are permitted to enter into an agent agreement with eligible SAs or two-year college PSAs without impacting the SA's eligibility. [NCAA Bylaw 12.02.1.2].

ECAG policies and procedures are set forth in these internal operating policies and procedures (IOPs). ECAG programs serve the NCAA membership by assisting in promoting and maintaining the integrity of collegiate recruiting in basketball and football and preserving the eligibility of prospective student-athletes (PSAs) and currently enrolled NCAA student-athletes (SAs).

The NCAA reserves the right to withdraw current or deny future opportunities to participate in or benefit from the NCAA-certification and approval process for any individual who fails or refuses to meet the requirements below or as otherwise provided by NCAA legislation, guidelines and requirements; or whose conduct is detrimental to the integrity and public confidence in the NCAA or its approval is not in the best interests of the NCAA's mission and/or certification/approval programs program. Impermissible conduct that is intentional, deceptive, contrary to the NCAA's core mission or which may adversely affect the interest or well-being of PSAs or SAs will be subject to adverse actions and/or penalties. The presumed penalty for the most severe violations is withdrawal of certification.

1-2. Purpose of the IOPs.

These ECAG IOPs are designed to assist ECAG with administering applicable legislation. The IOPs include the terms and conditions of participation for applicants; permissible and impermissible conduct of certified events/leagues, approved recruiting/scouting services and NCAA-certified agents; and state the procedures used by ECAG for processing and determining whether to certify/approve an application, and the enforcement and adjudicative processes. This information is intended to:

- a. Ensure consistent and accurate processing of applications and post-event review forms (PERF) for basketball events and participating teams;
- b. Establish objective criteria for measuring ECAG's performance through the quality assurance plan;
- c. Create baseline expectations and best practices for how ECAG completes each component of the certification and approval process; and
- d. Provide clear guidance and uniformity to how ECAG applies and adheres to rules, requirements, process and legislation for basketball certification, agent certification and recruiting/scouting service approvals.
- e. To the extent possible, assist in ensuring that NCAA SAs in the sport of men's basketball who are considering a professional career may obtain the assistance of a qualified agent in a transparent and consistent manner while being able to maintain collegiate eligibility.

1-3. Administrative Authority.

ECAG has authority over administration of NCAA basketball certification process recruiting/scouting service approval processes, agent certification process and all associated technology systems, including without limitation the authority to approve or deny annual applications for certification/approval; determine the nature and categories of information that registrants are required to submit; set deadlines for submission; draft the policies and procedures for implementing the certification/approval processes; develop/investigate potential violations at any point in the certification/approval cycle; and impose penalties for violations of NCAA policies or legislation by participating individuals/entities. ECAG reserves the right to change, amend or supplement these IOPs at any time and without notice, subject to annual review and approval by the relevant oversight committee.

1-4. ECAG Task Force.

The NCAA Division I Council Coordination Committee approved the creation of an ECAG Task Force to provide more frequent and direct assistance to ECAG. The ECAG Task Force is comprised of two members from the MBOC, WBOC, NCAA Division I Football Oversight Committee (FOC) and the NCAA Division I Student-Athlete Experience Committee (SAEC). General responsibilities of the ECAG Task Force include:

- a. Review and approve event and team certification and recruiting/scouting services criteria proposed by ECAG. This would include initial adoption of new criteria and subsequent amendments or modifications.
- b. Serve as advisory board for ECAG questions concerning priorities, process improvements, potentially challenging adverse action decision, etc.
- c. Other duties delegated by the Council or other authorized NCAA committee.

While the oversight committees retain authority for the respective policies and procedures, the ECAG Task Force will work on behalf of the oversight committees to expedite review/discussion with the full committees.

1-5. Terms and Conditions.

1-5-1. NCAA Requirements and Non-NCAA Members.

Because event/league operators (as well as registered participants in NCAA-certified events and leagues), recruiting/scouting service operators and agents 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 requesting some other NCAA approval in one of ECAG's online systems are assumed to know and understand all requirements and have plans/procedures to successfully comply. In other words, in determining whether a coach/operator/agent 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. Neither the provisions contained in these IOPs nor relevant NCAA legislation were adopted with the intent or purpose to confer a benefit on any third party

1-5-1-1. Sharing of Information.

ECAG is authorized to share information received/discovered while processing, monitoring, investigating or otherwise obtained with NCAA

membership/committees, law offices, governing bodies and/or other individuals/entities determined to be appropriate at ECAG's discretion.

1-5-2. Responsibility for NCAA Compliance.

Operators of NCAA-certified events, leagues and recruiting/scouting services; coaches of teams participating in NCAA-certified events; individuals responsible for an organization of teams participating in NCAA-certified events; and NCAA-certified agents are ultimately responsible for ensuring that their events, leagues, services, teams, organizations and agencies are compliant with NCAA legislation, requirements, policies and procedures. They are presumed to be responsible for the actions of all employees and individuals (paid or unpaid) who report to them directly or indirectly and assist with their work. Further, they will be held accountable for violations in the event, league, service team, organization or agency unless he/she can rebut the presumption of responsibility by showing he/she has promoted an atmosphere of compliance, have monitored the activities of those individuals and have proactively taken steps to avoid such violations.

1-5-3. Promotion of Certification/Approval.

1-5-3-1. False Representation of NCAA Approval or Certification.

It is not permissible for an event/league operator, host organization, team/organization of teams, recruiting/scouting service, agent or any affiliated entity/individual to claim NCAA certification/approval when advertising (website, brochures, application, etc.) until that is a factual statement. Past NCAA certification or approval does not guarantee certification/approval the following year; so, it is prohibited to reference previous certification/approval as assurance that an event/league, recruiting/scouting service or agent will or is likely to be certified/approved in the current application period.

It would be permissible to communicate that "NCAA certification/approval is pending" once an application has been successfully submitted, but not before. Promotion of being NCAA certified/approved is permissible once the following is true:

- a. The operator, organization, or agent is included on the appropriate approval list accessible in one of the ECAG subject areas posted on www.ncaa.org/ecag;
- b. The operator, organization, or agent receives notification of the approval from ECAG; and
- c. For applications completed in an online system [Basketball Certification System (BBCS), Recruiting/Scouting Service Approval System, or Agent Certification Application], the status of the application appears as "approved".

Representation of certification/approval prior to it being granted (or possibly even requested) is inaccurate and is false and misleading to participating PSAs, their coaches and their families; participating SAs and their families; and to the NCAA membership. False claims of certification may result in denial of current or future certification/approval.

1-5-3-2. Permissible Language for ECAG Subject Areas.

1-5-3-2-1. Promotion of Certified Basketball Events and Leagues.

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

- **Events (nonscholastic):** "This event has been certified by the NCAA in accordance with NCAA bylaws, policies, and procedures. NCAA Division I basketball coaches may attend for evaluation purposes."
- **Events (scholastic):** "This event has been certified in accordance with NCAA bylaws, policies, and procedures. NCAA Division I basketball coaches may attend for evaluation purposes."
- **Leagues:** "This league has been certified by the NCAA in accordance with NCAA Bylaws, Policies, and Procedures. Currently enrolled NCAA Division I basketball student-athletes may participate in the league."

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

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

1-5-3-2-1-1. Other Scholastic Events Not NCAA Certified.

Hosts of events that have been approved by the National Federation of State High School Associations (NFHS), the National Junior College Athletic Association (NJCAA) and the California Community College Athletic Association (CCCCAA) are asked to refrain from communicating that those events are "NCAA-certified

events" as that is not an accurate statement, but may use the following language to promote their events: "This event has been certified by the *NFHS (NJCAA or CCCAA)* consistent with NCAA Bylaws, Policies, and Procedures."

1-5-3-2-2. Promotion of Approved Recruiting/Scouting Services.

Once a recruiting/scouting services has been notified by ECAG that the service has been approved by the NCAA and the service has been posted as approved both in the Recruiting/Scouting Service Approval System and on the list available to the NCAA membership posted on www.ncaa.org, the service may use the following language to promote the NCAA approval:

"This recruiting/scouting service has been approved in accordance with NCAA bylaws, policies, and procedures. NCAA Division I football and/or basketball coaches are permitted to subscribe to this recruiting/scouting service."

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

1-5-3-2-3. Promotion of NCAA-Certified Agents.

Once an agent has been notified by ECAG that he/she has passed all the necessary steps to be eligible for certification, paid the certification fees, and appears on the NCAA-certified agent directory posted on <http://www.ncaa.org/enforcement/basketball-certification/agent-certification>, the agent may use the following language to promote the NCAA certification:

"I, <<agents name>>, have been certified by the NCAA in accordance with NCAA bylaws, policies, and procedures. This certification permits me to represent a currently enrolled NCAA Division I men's basketball student-athlete as the student-athlete explores opportunities to become a professional without negatively affecting that athlete's collegiate eligibility."

If the agent has applied, but a decision has not yet been rendered, OR the agent has not yet applied in the current season/year, no claims of NCAA certification are permitted. False claims of certification/approval may impact future eligibility to be NCAA-certified/approved.

1-5-3-3. NCAA Brand and Trademark Limitations.

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

1-5-4. 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.

1-5-5. Responsibility to Cooperate.

Current/former operators of an NCAA-certified event/league, current/former individuals involved in the operation of an NCAA-certified event, individuals who have or will participate in coaching activities at an NCAA-certified event, current/former operators of an NCAA-certified recruiting/scouting service; and current/former NCAA-certified agents have agreed to an affirmative obligation to cooperate fully with and assist the NCAA with any investigation regarding possible NCAA rules violations, even if the violations are unrelated to ECAG certification/approval. ECAG may take adverse action and impose penalties, including withdrawal of current or denial of future certification/approval until that time when the individual does cooperate. ECAG has sole authority to determine whether a failure to cooperate has occurred and assess the resulting penalty. Such decisions are final and not subject to appeal. Full cooperation includes, but is not limited 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.

1-5-6. False or Misleading Information.

Current/former operators of an NCAA-certified event/league, current/former individuals involved in the operation of an NCAA-certified event, individuals who have or will participate in coaching activities at an NCAA-certified event, current/former operators of an NCAA-certified recruiting/scouting service; and current/former NCAA-certified agents have agreed to an affirmative obligation to provide accurate information to the NCAA. ECAG may take adverse action and impose penalties, including withdrawal of current or denial of future certification/approval to these individuals or organizations who fail to provide complete and accurate information to the NCAA or who provide 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. ECAG has sole authority to determine when false or misleading information has been provided and assess the resulting penalty. Such decisions are final and not subject to appeal.

1-5-7. Restrictions on Involvement.

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.

1-5-7-1. Financial Support Restrictions.

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. Further, all NCAA-certified agents are prohibited from financially supporting an NCAA-certified event/league or participating team.

1-5-7-2. Agent Restrictions.

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). Further, all NCAA-certified agents are prohibited from associating with an NCAA-certified event/league or participating team.

1-5-7-3. Sports Wagering Restrictions.

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.

1-5-7-4. Restrictions on 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.

1-5-8. Strict Enforcement of Deadlines.

All deadlines are STRICTLY enforced and expire at 11:59 p.m. Eastern Time. Deadlines are NOT speculative and therefore there is no gray area; they are either met or not met. Participants/applicants are expected to plan accordingly to make sure that all processes and information are completed or submitted by the applicable deadline.

For processes that are completed in an online system (BBCS, Recruiting/Scouting Service Approval System, or Agent Certification Application), the system will time/date stamp all activity. This date CANNOT be disputed. Similarly, an online application/PERF is NOT considered submitted until the status has changed online from "Not Submitted" to "Submitted". Although all the information may have been entered online, until it is completely submitted and the status has changed, ECAG will not process the application/PERF. Leaving the application/PERF status as "Not Submitted" will result in denial of NCAA certification/approval.

1-5-8-1. 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.).

1-5-9. BBCS Terms of Use and Privacy Policies

1-5-9-1. BBCS Terms of Use.

The Terms of Use (Terms) for the NCAA Basketball Certification System website, together with its subpages and microsites (BBCS) are accessible on the login page of the BBCS (<https://web3.ncaa.org/bbcs/login>) and included in Supplement 1 of these IOPs.

1-5-9-2. BBCS Privacy Policy.

The Privacy Policy for the NCAA Basketball Certification System (BBCS) is accessible on the login page of the BBCS (<https://web3.ncaa.org/bbcs/login>) and included in Supplement 2 of these IOPs.

1-5-9-3. Additional BBCS Data Usage Restrictions.

Under the Terms of the BBCS, event operators are required to register and maintain an active and up-to-date account. Further, operators are required to maintain the

security and secrecy of your account username and password, prohibiting the sharing of the operator's username and/or password with other individuals or entities who are not authorized to access the BBCS. Further, the event/league operator is responsible for all activities that occur while signed in to his/her account.

Consistent with the BBCS use policy, operators agree annually "not to distribute, reproduce, republish, display, modify, transmit, reuse, repost, link to, or use any information or data from or relating to a PSA provided or otherwise made available", except for the limited purpose of creating an information packet to be provided or made available to NCAA coaches attending an event. Operators are only allowed to share information relating to PSAs (e.g., team rosters) for the limited purpose of creating a coach's packet. Any use of this information beyond that limited purpose is unauthorized. Further, should the operator share this information with a third-party for the limited purpose of creating a coach's packet, the operator is responsible for ensuring that the third-party does not exceed the authorized use of that information.

If the operator or a third part the operator provided access to the BBCS data exceeds the authorized use of the information, the NCAA reserves the right to pursue any remedies available under the BBCS Guidelines and/or the law.

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As used in these IOPs and in connection with ECAG processes, the following definitions apply:

Academic and Membership Affairs (AMA) Staff: The AMA staff supports the NCAA membership and general public in six basic areas: (1) legislation; (2) interpretation of NCAA bylaws; (3) education; (4) self-study; (5) academics; and (6) committee and governance liaison support for all three divisions and provides compliance assistance for member institutions.

Activity Type: Identification of whether the occurrence seeking basketball certification is an event or a league or is for predetermined teams or individual athletes.

Actual and Necessary Expenses: The fair market value of those expenses essential for participation on a team or a tryout for that team. [NCAA Bylaw 12.02.2] Such expenses should be limited to the item(s)' cost in the locale where the athlete competes. Actual and necessary expenses include:

1. Meals and lodging tied directly to competition and practice held in preparation for such competition;
2. Apparel, equipment and supplies;
3. Coaching and instruction;
4. Health/medical insurance;
5. Transportation (i.e., expenses to and from practice and competition, cost of transportation from home to the training/practice site at the beginning and end of the season);
6. Medical treatment and physical therapy;
7. Facility usage;
8. Entry fees; and
9. Other expenses necessary to participate on the team.

Adjoining State: A state sharing a continuous boarder with another state.

Adjoining State Rule: The residency requirement applied to nonscholastic teams participating in NCAA-certified events. Teams participating in NCAA-certified events are restricted to including athletes who reside within the same state as the team's official address or within a geographically adjoining state to the team's official address. MEN'S TEAMS are limited to three adjoining state athletes. WOMEN'S TEAMS are not limited in number, but the athletes must be from an adjoining state.

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Advisor: A lawyer or other individual who can discuss the components of a proposed professional sports contract with a SA provided that the individual does not:

1. Represent the SA directly in negotiations for the contract; OR
2. Facilitate in any manner communications between the SA and professional teams.

Amateurism: NCAA Division I member institutions adhere to a "Commitment to Amateurism" whereby they are required to conduct their athletics programs for students who choose to participate in intercollegiate athletics as a part of their educational experience and in accordance with NCAA bylaws, thus maintaining a line of demarcation between SAs who participate in the Collegiate Model and athletes competing in the professional model. SAs must be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental and social benefits to be derived. Student participation in intercollegiate athletics is an avocation, and SAs should be protected from exploitation by professional and commercial enterprises. [NCAA Division I Constitution 2.9; NCAA Bylaw 12.1.2, et seq.]

Agent: See definition of Non-NCAA-Certified Agent.

Agency Contract: As used herein, agency contract means a written agreement in which a SA authorizes a person to negotiate or solicit on behalf of the athlete a professional-sports-services contract or endorsement contract or other agreement made for the purpose of marketing the SA's athletics ability or reputation. NOTE: NCAA-certified agents are ONLY permitted to provide representation services for the purposes of obtaining employment for an individual with a professional sports team or organization or as a professional athlete.

Application: Form submitted to request NCAA approval or certification for the following categories of applicants:

1. Basketball events/leagues;
2. Recruiting/scouting services in the sports of basketball and football; and/or
3. Agents.

Athlete: Any PSA or SA participating in a nonscholastic basketball event or league.

Basketball Certification: The process by which basketball activities (events, leagues, showcases, tournaments, festivals, camps) for PSAs and Division I SAs request NCAA approval as a league or an event for the defined purpose (see definition of league and event).

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Basketball Certification System (BBCS): The online service used by ECAG to administer the basketball certification process. BBCS registration is required for all individuals involved in coaching activities and in operating or managing an event, league operators, nonscholastic coaches, participating PSAs and those who are financially responsible for an organization of nonscholastic teams. All basketball application requests, PERFs, team rosters, financial disclosures and other documentation necessary for compliance with certification requirements are submitted via the BBCS.

Board of Directors (BOD): The NCAA Division I governing body comprised of conference chairpersons and is the top governing body for Division I, responsible for strategy and policy and overseeing legislation and management of the division. The BOD focuses on strategic topics in college sports and their relationship to higher education; monitors legislation to ensure it does not conflict with policies and goals; reviews and approves policies and procedures governing the infractions program; approves an annual budget; adopts legislation when significant values are at stake or an issue requires fast action that does not allow use of the regular legislative process; and collaborates with NCAA staff on how the national office can best serve Division I members.

Booster: See definition for "Representative of the Institution's Athletics Interests."

Broad Based Coverage: Information provided by an NCAA-approved recruiting/scouting service must include PSAs from a broad spectrum and not limit the coverage to select teams, individuals or geographical locations.

Coach: As applicable to ECAG and used in these IOPS, "coach" means any individual who is a nonplayer and who inhabits the bench during an event or competition, or who engages in other coaching activities.

Coaching Activities: Coaching activities including, but not limited to providing instruction or training; directing the behavior of a team or individual player; having the responsibility for improving a team through player development, strategy and in-game management; and nonplayer individuals who sit on the team bench during an event.

Coaches'/Event Packet: A packet of material prepared by an event operator available for purchase by NCAA coaches that includes information about the event (i.e., schedule, driving direction between sites, team rosters with contact information, etc.).

Contact: A contact is any face-to-face encounter between a PSA or the PSA's family members and an NCAA institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that takes place at the site of organized competition or practice involving the PSA is considered a contact, regardless of whether any conversation occurs. [NCAA Bylaw13.02.4]

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Contact Period: A contact period is that time period when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations. [NCAA Bylaw 13.02.5.1]. Note that NCAA recruiting periods and calendars for each sport change from time to time and it is the responsibility of the event operator and/or nonscholastic coach to stay apprised of any such changes.

Dead Period: A dead period is that time period when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution's campus or to permit official or unofficial visits by PSAs to the institution's campus. [NCAA Bylaw 13.02.5.5] Note that NCAA recruiting periods and calendars for each sport change from time to time and it is the responsibility of the event operator and/or non-scholastic coach to stay apprised of any such changes.

Demographic Information: Information that identifies a PSA including, but not limited to name, address telephone number, high school, non-scholastic team, position, jersey number, date of birth, graduation year, height, weight, etc.

Director of Athletics: As used herein, director of athletics means the individual responsible for administering the overall athletic program of an educational institution, or his or her designated representative.

Division I Council (Council): The NCAA Division I governing body comprised of athletics administrators, faculty athletics representatives and institutional administrators representing Divisions I-A, I-AA and I-AAA. The Council recommends nonacademic policies to the BOD; coordinates strategic planning activities; identifies and examines trends and issues in college sports; takes final action on matters delegated to it by the BOD; supervises qualifications and selection procedures for Division I championships and national collegiate championships; reviews recommendations from sports committees regarding the administration of championships; and oversees Division I membership standards.

Eligibility: The determination of a PSAs or SAs compliance with NCAA rules resulting in the right to practice, compete and get a scholarship from a member institution through satisfaction of the appropriate conditions (academic record, SAT® or ACT scores, and amateur status). [NCAA Bylaw 14.3]

Eligibility Center (EC): The EC is responsible for processing and certifying the initial eligibility (academic and amateurism status) of PSAs. The EC is responsible for academic certification, amateurism certification, the NCAA customer service center, high school review and managing the daily operations of the National Letter of Intent (NLI) program.

Evaluation Period: An evaluation period is a time period when it is permissible for authorized athletics department staff members to be involved in off-campus activities designed to assess the academic qualifications and playing ability of PSAs. No in-person, off-campus recruiting contacts shall be made with the PSA during an evaluation period. [Bylaw 13.02.5.2]. Note that NCAA

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recruiting periods and calendars for each sport change from time to time and it is the responsibility of the event operator and/or non-scholastic coach to stay apprised of any such changes.

Event Participant Information (EPI): As part of the PERF, operators are required to identify who participated in the event.

1. For individual events, operators are required to search the BBCS for each PSA and individual involved in coaching activities and add them to the event's individual participants tab of the PERF. Operators will also have to disclose compensation paid for everyone involved in coaching activities.
2. For team events, it is the operator's responsibility to ensure that all participating teams have registered in the BBCS. The operator is required to access the roster of all participating teams in the BBCS and identify each coach and PSA who participated. Additionally, it is the operator's responsibility to confirm that the address and telephone number provided in the BBCS is accurate for each participant, is a permissible address for that athlete (sometimes requiring collection of documentation of residence) and is compliant with ECAG residency requirements.

Event: An athletics activity (event, league, showcase, tournament, festival, camp, etc.) that is certified to allow Division I basketball coaches to attend and evaluate PSAs.

Family Member: A family member is an individual with any of the following relationships to the PSA: spouse, parent or legal guardian, child, sibling, grandparent, domestic partner or any individual whose close association with the PSA is the practical equivalent of a family relationship. [NCAA Bylaw 12.02.4]

Games (Countable Competition): [NCAA Bylaw 17.31.2.1 Organized Basketball Competition]
An athletic activity would be considered a game if any of the following conditions are met:

1. Competition is scheduled and publicized in advance;
2. Official score is kept;
3. Individual or team standings are maintained;
4. Official timer or game officials are used;
5. Admission is charged;
6. Teams are regularly formed, or team rosters are predetermined;
7. Team uniforms are used;

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8. A team is privately or commercially sponsored; or
9. The competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.

Individual Analysis: Analysis reported by a recruiting/scouting service beyond demographics (e.g., height, weight, class and position), ranking (e.g., Division I level PSA) and general comments (e.g., excellent shooter) for an institution to make an athletics or academic analysis of the PSA. Each PSA named in a standard recruiting/scouting service is required to be evaluated.

Individual Associated with a Prospect (IAWP): In basketball, an individual associated with a prospect is any person who maintains (or directs others to maintain) contact with the PSA, the PSA's family members or coaches at any point during the PSA's participation in basketball, and whose contact is directly or indirectly related to either the PSA's athletics skills and abilities or the PSA's recruitment by or enrollment in an NCAA institution. This definition includes, but is not limited to family members, handlers, personal trainers and coaches. [NCAA Bylaw 13.02.19]

Individual Event: An event most often in a camp type format, involving PSAs who register by themselves and not as part of a team. In some cases, individual events still involve team competition, but the teams are created at the event for the purpose of competition.

Interpretation: As applicable to ECAG, an explanation of meaning, guidance on the application of NCAA legislation or determination of whether a violation has occurred, as provided by the AMA staff.

League: An activity that is certified to allow currently enrolled Division I SAs to compete outside of the regular season. Such competition is only permissible from **June 15 to August 31** or the institution's first day of classes, whichever is earlier, and only after obtaining written permission from the institution's director of athletics (or the director's official representative).

Legislative Services Database (LSDBi): The online version(s) of the NCAA Divisions I, II, and III manuals. NCAA legislation changes frequently. The most up-to-date legislation is available in LSDBi. LSDBi includes a directory of proposals, and legislation is updated continuously throughout the year as it changes. Portions of LSDBi are accessible to those outside the NCAA membership. Note that the LSDBi manual cites and text may differ from those in the hardcopy of the bylaw manual that is issued once a year.

Metro Area Rule: An exception to the adjoining state rule that allows for men's 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 athletes from adjoining states if each additional participant resides within the same metropolitan area as the team. If the team's official address does not border two different states, this exception does not apply.

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Minimum Level of Analysis: Information disseminated by a standard recruiting/scouting service must include individual analysis beyond demographics (e.g., height, weight, class and position), ranking (e.g., Division I level PSA) and general comments (e.g., excellent shooter) for an institution to make an athletics or academic analysis of the PSA. Each PSA named in the service is required to be evaluated.

NBPA: National Basketball Players Association. The NBPA is the union for current professional basketball players in the National Basketball Association (NBA). The NBPA certifies agents who represent the players in the NBA.

NCAA Bylaws: The legislation adopted by the NCAA membership that governs, among other things, permissible recruiting activities by member institutions and coaches, as well the eligibility of PSAs and SAs.

NCAA-Certified Agent: Any individual who has met all of the annual requirements of the NCAA agent certification program and as a result, is permitted to solicit a SA/PSA (PSA representation is not permitted until high school students are eligible to enter the NBA draft) to enter into an agency contract for purposes of obtaining employment with a professional sports team or organization or as a professional athlete without affecting the athlete's collegiate eligibility.

Non-NCAA-Certified Agent: A non-NCAA-certified agent is any individual who directly or indirectly: (1) represents or attempts to represent an individual for the purpose of marketing his or her athletics ability or reputation for financial gain; or (2) seeks to obtain any type of financial gain or benefit from securing a PSA's enrollment at an educational institution or from a SA's potential earnings as a professional athlete. [NCAA Bylaw 12.02.1]

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

Operating or Managing the Event: encompasses all staff people who are in a managerial or leadership role, not just someone assisting or working in an administrative role (check-in staff, concessions, janitorial staff, score keepers, etc.); those people who would be the "go to" person for all emergencies or issues at each event facility; for multi-site events, the individual "in charge" at each site (site director, gym supervisor, organizer, coordinator). Individuals involved in operating or managing the event must have a USA Basketball (USAB) Gold License and meet NCAA standards of eligibility.

Operator: Any individual who establishes, owns in whole or in part, organizes or operates an NCAA-certified event/league or NCAA approved recruiting/scouting service.

Participant(s)/Participation: All coaches, SAs and PSAs who take part in athletically related activities at NCAA-certified events and/or NCAA approved leagues.

Participant Employment Program: Opportunity provided to participating PSAs by an event/league operator to work (clocks, stats, etc.) to assist the athlete in earning money to apply to any fees associated with their participation provided that certain criteria are met. If offered, an employment program must be made available to all qualifying participants and must be based on financial need that is unrelated to a participant's athletics ability, reputation or value that the individual would bring to the event/league. Compensation must be paid only for work performed and at a rate commensurate with their experience and for similar employment in that locale. Any participant employment program must be publicized in advance.

Post Event Review Form (PERF) : If an event is certified and Division I coaches were provided the opportunity to attend and observe PSAs, the activity operator is required to submit a PERF providing ECAG with information regarding the conduct of the event (e.g., identity of participants, staff, coaches'/event packets sold, Division I coaches in attendance, post-event financial information, etc.) NCAA-certified leagues are not required to submit a PERF. The PERF must be submitted no later than two months after the last certified event date. The specific deadline will be visible on the Event Applications tab in the BBCS and will appear in the Respond by Date column of an approved event application.

Preferential Treatment: NCAA legislation prohibits a SA from receiving preferential treatment, benefits or services because of the individual's athletics ability or payback potential as a professional athlete, unless NCAA rules specifically states otherwise. [NCAA Bylaw 12.1.2.1.6]

Primary Facility: The main location utilized by an event/league. Facility used as event/league headquarters.

Proof of Insurance: Documentation required of an event/league operator that indicates the event/league has insurance compliant with the NCAA requirements.

Prospective Student-Athlete (PSA): Generally, a PSA is an individual who has started classes for the ninth grade. [NCAA Bylaw 13.02]. In men's basketball, for the purposes of sports camps and clinics, a PSA is an individual who has started classes for the seventh grade. [NCAA Bylaw 13.12.1.1.1]. In addition, and regardless of whether the individual has enrolled in classes, an individual is deemed a PSA if an NCAA member institution provides the individual (or his/her family members or friends) any financial assistance or other benefits that the institution does not provide to PSAs generally. An individual remains a PSA until one of the following occurs (whichever is earlier):

1. The individual officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution's regular academic year (excluding summer);
2. The individual participates in a regular squad practice or competition at a four-year collegiate institution that occurs before the beginning of any term;

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3. The individual officially registers, enrolls and attends classes during the certifying institution's summer term prior to his or her initial full-time enrollment at the certifying institution; or
4. The individual reports to an institutional orientation session that is open to all incoming students within 14 calendar days prior to the opening day of classes of a regular academic year term.

Qualified Medical Personnel: As applicable to ECAG, the term "qualified medical personnel" is intentionally broad, but at a minimum means an individual trained to respond quickly to emergency situations regarding medical issues, traumatic injuries and accident scenes, can administer CPR and utilize a defibrillator. Qualified medical personnel must be present at each facility being utilized.

Quiet Period: A quiet period is that time period when it is permissible to make in-person recruiting contacts only on the member institution's campus. No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period. [NCAA Bylaw 13.02.5.4]. Note that NCAA recruiting periods and calendars for each sport change from time to time and that it is the responsibility of the event operator and/or nonscholastic coach to stay apprised of any such changes.

Recruit or Solicit: Recruit or solicit means any attempt to influence the choice of an agent by a SA or, if the student-athlete is a minor, a parent or guardian of the SA. The term does not include giving advice on the selection of a particular agent in a family, coaching, or social situation unless the individual giving the advice does so because of the receipt or anticipated receipt of an economic benefit, directly or indirectly, from the agent or the agent's employer.

Recruiting Calendar: A chart/description identifying the ranges of dates designated as quiet, dead, contact and evaluation periods. [NCAA Bylaw 13.17]. Note that NCAA recruiting periods and calendars for each sport change from time to time and that it is the responsibility of the event operator and/or nonscholastic coach to stay apprised of any such changes.

Recruiting Period – Men's Basketball: In men's basketball, a recruiting period is a time period when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations. [NCAA Bylaw 13.02.5.3]

Recruiting/Scouting Service: Any individual, organization, entity or segment of an entity that is primarily involved in providing information about PSAs. This definition includes but is not limited to any service that provides information only to paid subscribers; any service that is only available to a select group of individuals (e.g., coaches), regardless of whether there is a charge associated with the service; and any service that provides information to the public free of charge. However, this definition does not include any individual, organization or entity or segment of an entity that provides information about PSAs incidental to its primary purpose and is generally available to the public (e.g., news media).

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Reduced Entry Fee Program: Opportunity provided by an event/league operator to participating PSAs to pay a reduced entry fee provided that certain criteria are met. If offered, reduced entry fees must be made available to all qualifying participants and must be based on some objective criteria that is unrelated to a participant's athletics ability or reputation. Any reduced entry fee program must be publicized in advance. (i.e., early bird registration discounts, multiple team discounts, financial need, etc.).

Representative of the Institution's Athletics Interests: An individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who is known (or who should have been known) by a member of the institution's executive or athletics administration to do any of the activities identified below (also known as a "booster"). [Bylaw 13.02.15]

1. Participate/participated in or to be a member of an agency or organization promoting the institution's intercollegiate athletics program;
2. Make/made financial contributions to the athletics department or to an athletics booster organization of that institution;
3. Assist/assisted or to have been requested (by the athletics department staff) to assist in the recruitment of PSAs;
4. Assist/assisted in providing benefits to enrolled SAs or their family members; or
5. Involved otherwise in promoting the institution's athletics program.

Revised Uniform Athlete Agent Act (RUAAA): The Revised Uniform Athlete Agents Act (RUAAA) modernizes the Uniform Athlete Agents Act (UAAA) to more effectively protect the interests of student athletes, academic institutions, and athlete agents. While retaining many portions of the UAAA, the RUAAA expands the definition of "athlete agent", enhances agency contract requirements, requires athlete agents to notify an educational institution at which a student athlete is enrolled before contacting a student athlete, and gives student athletes a right of action against an athlete agent for violation of the act.

Scouting Service: See definition for "Recruiting/Scouting Service".

Secondary Facility(s): Additional site location utilized by an event/league other than the main/primary facility or headquarters.

Sponsor: A person, group, or company that pledges or provides any form of financial support, in-kind donation and/or service, whether directly or indirectly, to the operation of an event, league, team or scouting service.

Sports Agent Responsibility and Trust Act (SPARTA): A federal law prohibiting certain conduct by sports agents relating to the signing of contracts with SAs. SPARTA makes it unlawful for an agent to directly or indirectly recruit a SA by giving any false or misleading information, making a false promise or representation, or providing anything of value to a SA (or anyone associated with the SA), before entering into an agency contract. A violation of this act is deemed an unfair or deceptive act or practice prescribed under section 18(a)(1)(B) of the Federal Trade Commission Act. [15 U.S.C. 7801-7807]

Standard Scouting Service: See the definition of "Recruiting/Scouting Service." Not a Video Only service.

Student-Athlete (SA): A student whose enrollment was solicited by a member of the athletics staff or other representative of athletics interests with a view toward the student's ultimate participation in the intercollegiate athletics program. Any other student becomes a SA only when the student reports for an intercollegiate squad that is under the jurisdiction of the athletics department, as specified in NCAA Constitution 3.2.4.5. A student is not deemed a SA solely based on prior high school athletics participation. [Bylaw 12.02.14]

Student-Athlete Reinstatement (SAR): The staff in AMA that processes violations and waivers on behalf of SAs who have been involved in violations of NCAA regulations that affect their eligibility. SAR evaluates the responsibility of an athlete to determine whether he or she can be reinstated, and under what conditions.

Subscription: Requiring some action in order to access information (i.e., requires payment or must register to gain access to the information). An institution subscribes to a recruiting/scouting service when a staff member registers to access information provided by the service only to paid subscribers or registers to access information available only to a select group of individuals (e.g., coaches), regardless of whether a charge is associated with accessing the information. However, an institution is not considered to have subscribed to a recruiting/scouting service if a staff member registers to access information about PSAs from a service that provides the same information to the general public at no cost.

Team: As applicable to ECAG, "team" means a group of five or more players (PSAs, current or former SAs) forming one side in a competitive game at an NCAA-certified event and/or NCAA-certified league.

Team Event: An event involving pre-existing nonscholastic teams of PSAs (i.e., travel teams, club teams, etc.).

Team/Organization Chief Executive Officer (CFO) or Primary Business Officer: The chief executive or primary business officer of a team/organization; the person of ultimate authority over a team or organization of teams.

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.

Uniform Athlete Agent Act (UAAA): The Uniform Athlete Agents Act (UAAA) is a model state law governing the relationships between student-athletes, athlete agents and academic institutions that provides for uniform registration, certification and background checks on sports agents. Although there are variances among individual states, the UAAA generally requires athlete agency contracts to contain specific information, including language notifying a student-athlete that entering into an agency agreement could render them ineligible to compete in collegiate athletics. Under the UAAA, agents and student athletes are required to give notice of the contract to the athletic director of an affected educational institution. The UAAA also prohibits agents from providing anything of value or using materially false or misleading information to coerce a student to enter into an agency contract. Finally, the UAAA provides for criminal, civil and administrative penalties with enforcement at the state level.

Unsolicited Information: Information regarding PSAs is given to, sent to or received by NCAA coaches without being paid for or requested.

Video Only Service: A recruiting/scouting service that only provides video of PSAs and does not provide information about or analysis of PSAs. Information to identify the PSA is permissible but is limited to the PSA's name, high school, position, jersey number and year of graduation.

Chapter 3 - Basketball Certification

3-1. ECAG Authority and Functions.

3-1-1. Overview.

ECAG oversees the basketball certification process that provides activity operators who agree to operate their activities in accordance with certification requirements the opportunity to receive **league certification** to allow the participation of Division I SAs and/or **event certification** to allow NCAA Division I coaches to attend and observe PSAs who are participating in the activity. The NCAA reserves the right to withdraw current or deny future opportunities to participate in or benefit from the NCAA-certification and approval process for any individual who fails or refuses to meet the requirements below or as otherwise provided by NCAA legislation or if approval is not in the best interests of the NCAA's mission and/or certification/approval programs program..

3-1-1-1. Nonscholastic Event Certification - Men's Basketball.

Pursuant to Bylaw 13.18, the NCAA Division I Men's and Women's Basketball Oversight Committee (MBOC and WBOC) has the authority to revise these policies and procedures and/or adopt additional requirements pertaining to men's nonscholastic basketball events and leagues certified by the NCAA. ECAG administers the certification process in accordance with NCAA legislation and ECAG certification policies and procedures.

3-1-1-2. Summer League Certification.

Pursuant to the NCAA Division I Governance process, the NCAA Division I Council (Council) has primary legislative authority to revise NCAA Bylaw 17.31.4 and/or adopt additional legislated requirements pertaining to men's and women's basketball leagues certified by the NCAA as proposed by the MBOC and WBOC. Council actions are subject to review by the NCAA Division I Board of Directors (BOD). ECAG administers the league certification process in accordance with NCAA legislation and ECAG certification policies and procedures.

3-1-2. Applicable Legislation – Basketball Certification.

3-1-2-1. Enabling Legislation.

- 17.31.4 Summer Basketball Leagues.
- 13.18 Basketball Event Certification.
- 13.1.7.5.3 June Evaluation Periods.

3-1-2-2. Related NCAA Bylaws.

- 13.02.13 Definition of a Prospective Student Athlete.
- 13.02.13.1 Exception – After Commitment.
- 13.11.1.2 Definition of "Prospective Student-Athlete" for Tryout-Rule Purposes – Men's Basketball.
- 13.11.1.8 Use of Division I Campus - Nonscholastic Practice or Competition -- Men's Basketball.
- 13.11.1.9 Use of Division I Campus - Nonscholastic Practice or Competition -- Women's Basketball.
- 13.12.1.1.1 Definition of a Prospective Student-Athlete – Men's Basketball.
- 13.02.14 Recruiting.
- 13.02.14.1 Recruited Prospective Student-Athlete.
- 13.02.18 Individual Associated with a Prospective Student-Athlete – Men's Basketball.
- 13.1.7.5 Evaluations -- Men's Basketball.
- 13.1.7.5.1 Academic Year Recruiting Periods.
- 13.1.7.5.2 April Evaluation Periods.
- 13.1.7.5.3 Summer Evaluation Periods.
- 13.1.7.5.3.1 Practice in Preparation for a Certified Event.
- 13.1.7.5.3.2 Events Organized and Conducted for Recruiting Purposes.
- 13.1.7.5.4 NBA Draft Combine.
- 13.1.7.6 Evaluations -- Women's Basketball.
- 13.1.7.6.1 Academic Year Evaluation Period.
- 13.1.7.6.1.1 National Standardized Testing Weekends.
- 13.1.7.6.2 Summer Evaluation Period.
- 13.1.7.6.3 On-Campus Events.
- 13.1.7.6.4 Practice in Preparation for a Certified Event.
- 13.1.7.6.5 Events Not Subject to Certification Program.

3-1-2-3. Recruiting Calendars.

Recruiting Calendars are posted on the [Resources Tab](#) of LSDBi. Or can be found by going to www.ncaa.org, select Division I, select Recruiting, and then use the link under Recruiting Resources. Recruiting calendars for the next academic year are usually published mid-June.

3-2. Requirements for ALL NCAA-Certified Events and Leagues.

3-2-1. Applicant/Participation Requirements.

3-2-1-1. Whitelist NCAA Email Addresses with Service Provider.

It is an applicant's or BBCS account owner's responsibility to make sure that "@ncaa.org" is added as a "safe" or "trusted" source in any filters being used by their email service provider. If an issue arises, ECAG will contact the individual via the information provided on the user account. ECAG will NOT typically contact by other means (phone, mail, overnight delivery service, fax, etc.) even if an email is sent and is returned as undeliverable.

3-2-2. Location Requirements and Restrictions.

3-2-2-1. 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.

3-2-2-2. Division I Campus Facilities.

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

3-2-2-3. Unfettered Access to NCAA.

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.

3-2-3. Insurance.

Both event and league operators are required to show proof of.

3-2-3-1. Accident Medical Insurance.

Operators must show proof of accident medical insurance for all participants and which provides coverage for athletically related activities regardless of negligence/fault. A liability policy alone WILL NOT meet the NCAA requirements.

3-2-3-1-1. Amount and Scope of Accident Medical Insurance.

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

3-2-3-1-2. National/Social Healthcare and Insurance Requirements.

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

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

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

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

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

3-2-3-2. Liability Insurance.

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

3-2-3-2-1. Amount and Scope of Liability Insurance Coverage.

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

3-2-3-2-2. Additional Insured Requirement.

The NCAA and its officers, directors, agents, employees and volunteers must be named as additional insureds ("NCAA Additional insureds") in the CGL policy on a primary and noncontributory basis.

3-2-3-3. Validation.

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

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

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

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

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

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

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

3-2-3-5. Expired Insurance.

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

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

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

that it includes accident medical insurance for all participants. Failure to update insurance by the designated deadline will result in withdrawal of certification.

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

3-2-3-7-1. Carrier Ratings.

Insurance coverage must be issued by admitted insurance carriers with an A.M. Best rating of A-VII or better.

3-2-3-7-2. Site Specific Insurance.

If the policy is site specific, the operator will be required to submit documentation that identifies all sites being utilized.

3-2-3-7-3. Quantity Specific Insurance.

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

3-2-4. Award Requirements.

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

3-2-4-1. Scholastic Restrictions on Awards.

For June scholastic events, awards should be provided according to the limitations defined by the host state association or, for multi-state events, the most restrictive participating state association.

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

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

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

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

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

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

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

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

3-2-5-3. Transportation Restrictions.

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

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

Local shuttles for the participants (athletes, coaches and individuals traveling with them) between the event site, hotels/dorms and the nearest airport, bus or train station can be provided, if the same transportation is available to all attendees.

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

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

3-3. Requirements Specific to NCAA-Certified Nonscholastic Events.

3-3-1. Applicant/Participation Requirements Specific to Nonscholastic Events.

3-3-1-1. Operator Responsibility Regarding BBCS Registration.

Operators are responsible for ensuring that ALL participants (athletes, 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.

3-3-1-1-1. Non-Prospect Aged Teams in Certified Nonscholastic 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.

3-3-1-1-2. Mandatory Athlete Registration.

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

3-3-1-1-3. Mandatory Coach Registration.

As a condition of certification, event operators are required to verify that all individuals involved in coaching activities have registered in the BBCS prior to participation and that the coach. This check is how the operator validates that the coach has an active USAB Gold License and does not have any outstanding eligibility issues with the NCAA. Doing so ensures the coach is eligible to participate prior to his/her participation in the event and avoids violations.

Mandatory coach registration 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".

3-3-1-1-4. 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 BBCS registration of all participants and that team rosters in the BBCS for their event accurately depict who participated in their event. The operator can require the coach to make any needed adjustments to their rosters up to 11:59 p.m. the night before the event begins. After that point, the operator will need to perform those edits.

3-3-1-2. Additional Athlete Specific Agreements and Attestations.

As a term and condition of participation, all athlete registrations also require acknowledgement that:

- a. 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; and
- b. If the registrant is not at least 18 years old, the parent or legal guardian of any minor(s) on whose behalf they are submitting information warrants they have the right to do so.

3-3-1-3. Participating Athlete Address/Residency Requirements.

3-3-1-3-1. Single Country Teams.

All athletes 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 athlete has established residency.

3-3-1-3-2. 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.

3-3-1-3-2-1. Number of Out of State Athletes - Men's Basketball.

There is a limit of three PSAs from an adjoining state- or who meet one of the other defined exceptions. The same adjoining state athletes are required to play with the team for the duration of the event. The coach may, however, use a different set of three athletes when participating in a different event. Non-US and out-of-state athletes from non-adjoining states are not permitted.

3-3-1-3-2-2. Number of Out of State Athletes - 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.

3-3-1-3-2-3. 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. Athletes 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.

3-3-1-3-2-4. Exceptions to the Adjoining State Rule.

3-3-1-3-2-4-1. 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 athletes 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.

3-3-1-3-2-4-2. 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.

3-3-1-3-3. Permissible Address Requirements.

The address utilized for a PSA to participate with a nonscholastic team at NCAA-certified events must fulfill the requirements for the primary address of residency or a permissible secondary address of residency. "Residency" is determined by where the individual physically lives.

3-3-1-3-3-1. 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 home address in a different state to participate in summer events but should NOT utilize addresses in two different states during the same season.

3-3-1-3-3-2. Primary Address of Residency for Athlete.

For PSAs who are minors, the address of their biological parent(s), adoptive parent(s) or court-appointed legal guardian(s) dictates the prospect's address of residency. If there is only a single address of residency, 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 as the primary residency. This includes the address where the prospect's biological parent(s), adoptive parent(s) or court-appointed legal guardian(s) lives, works, eats, sleeps, studies, socializes, etc. indefinitely; and/or the place of habitation, which one returns despite temporary absences or residency elsewhere. In order to utilize the primary address of residency to participate in NCAA-certified events, the residency must have been established and maintained for a minimum of three months.

3-3-1-3-3-2-1. Athlete's Use of Biological Parents Address.

If the biological parents have residency in different states and they equally share custody of the PSA, either parent's residency could be utilized as the athlete's primary residency regardless of the state of the relationship between the parents (married, separated, divorced, etc.) provided the parent resided at that location for a minimum of three months prior to the PSA's participation. If the biological parents DO NOT equally share custody of the PSA, the athlete's primary address of residence is based on the residency status of the

custodial parent, but the noncustodial parent's residency could be considered as the athlete's secondary address of residency provided the parent resided at that location for a minimum of three months prior to the PSA's participation. The PSA should meet the requirements for that individual to claim them as a dependent for federal income tax purposes at least 50 percent of the time and this would need to be documented.

3-3-1-3-3-2-2. Athlete's Use of the Address of a Relative.

The address of a relative who is not a biological parent and does not meet the standard to be a legal guardian can be used if it meets the standard of

3-3-1-3-3-2-3. Athlete's Use of Legal Guardian Address.

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 done for the purposes of attending school or to play basketball, and this would need to be documented. An affidavit and/or power of attorney is NOT acceptable guardianship documentation and does NOT, standing alone, meet ECAG requirements. Guardianship obtained by an individual (coach, family member, etc.) in order to utilize that person's address for participation on a team that is not compliant with the PSA's residence is not permissible. NOTE: In cases where custody is legally granted to someone other than the parent, the residence of that person may be utilized, if such custody is court-ordered, was not ordered during or within three months before participation and was not granted for participation with a nonscholastic team.

3-3-1-3-3-3. Secondary Address of Residence for Athlete.

A secondary address of residency is any property where the individual resides for a successive period that does NOT meet the standards of primary residency. A secondary address would include addresses like a boarding school address, the primary address of residence for the noncustodial biological parent, a host family's address for a foreign-exchange student, etc.

3-3-1-3-3-3-1. Addresses for PSAs in US Military Families or Similar Government Employees.

If the PSA's biological parent(s), adoptive parent(s) or court-appointed legal guardian(s) 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 own 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 a Residency Exception Request Form to ECAG.

3-3-1-3-3-3-2. Athlete's Use of Boarding School Address.

If a prospective SA (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.

3-3-1-3-3-3-3. 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.

3-3-1-3-3-4. Host Family Address.

A PSA (both US and non-US) may use a host family's address 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.

3-3-1-3-3-5. Athlete'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.

3-3-1-3-3-6. Athlete 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 nonscholastic team at an NCAA-certified event.

3-3-1-3-4. 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.

3-3-1-3-5. Responsibility for Compliance with Athlete Address/Residency Requirements.

3-3-1-3-5-1. Coaches Responsibility for Athlete Address/Residency Requirements.

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 athlete's family that validates that the PSA is compliant with the minimum standard of residency requirements prior to allowing the athlete 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.

3-3-1-3-5-2. Event Operators Responsibility for Athlete Address/Residency Requirements.

Event operators are required to verify prior to participation that all teams in their event are compliant with the NCAA residency requirements.

3-3-1-3-5-3. Acceptable Proof of Residency.

The burden is on the nonscholastic coach and/or the PSA's biological parent, adoptive parent or court-appointed legal guardian to document residency 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. 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.
- b. Academic transcripts for the required length of time.
- c. Multiple official government-issued and/or legal documents showing that the PSA has been physically present in the state for the required specific period:

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- (1) 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.)
- (2) 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.)
- (3) 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.)
- (4) Passport that identifies permanent residence.
- (5) Visa documentation identifying the guardian, school and state of study, which should be identified on the Non-Immigrant Student Visa for the athlete.
- (6) US Department of Justice I-20 Form "Certificate of Eligibility for Nonimmigrant Status".
- (7) 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.

3-3-1-3-6. Justification of Residency and Athlete Address Exception Requests.

3-3-1-3-6-1. Justification of Athlete Address/Residency.

Certain circumstances and address types will trigger a justification requirement in the BBCS. When the athlete is added to the coach's bench in the BBCS and potential residency issues are identified, a coach will be required to submit a justification statement that describes how the address that allowed the athlete to be added to the bench in the BBCS is a permissible address to allow the athlete to participate with his/her team via the BBCS. Justifications are rarely deviations from the rule, but instead proof the address that allowed the athlete to be added to the bench in the BBCS is a permissible address.

3-3-1-3-6-1-1. Supporting Documentation Required for Justification.

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 athlete to an event roster.

3-3-1-3-6-1-2. Justification Decision Pending.

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 athletes to participate with the team. However, if there is any question or concern, the operator SHOULD NOT allow the athlete to participate with the team in his/her event until ECAG has rendered a decision because if an athlete participates in an event in violation of the residency restrictions, future certification of the event may be affected.

3-3-1-3-6-1-3. Initial Review of Justification by ECAG.

Once the Justification is submitted by the coach, ECAG will review the information and documentation submitted. ECAG will not be alerted that a review is needed until the justification has been properly submitted. Similarly, ECAG will not render a decision until the circumstances are fully documented. An incomplete or unsupported justification will not be processed.

3-3-1-3-6-1-4. Additional Information for Justifications.

ECAG may also request additional pertinent information before a decision is rendered. For justifications, ECAG will request additional information from the coach 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 in that time frame will result in a denial of the justification.

3-3-1-3-6-1-5. Final Decision on Justifications.

BBCS justifications are reviewed on a case-by-case basis and decisions are based on the totality of the circumstances and information available at the time the Justification was considered. ECAG will review the complete submission and render a decision as to whether the athlete may utilize that address to participate with the team. Decisions will include consideration of the following:

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

3-3-1-3-6-1-6. Communication of ECAG Decision on Justification.

Justification decisions will be posted in the BBCS via the Justification modal on the coach's bench/roster to communicate whether the athlete 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 with residency requirements for their teams and events.

3-3-1-3-6-1-7. Justification Status Designations Defined.

The stages of a Justification are communicated through the following statuses:

- a. **REQUIRES Justification.** The coach is required to submit a justification for the athlete but has not yet done completed this step.
- b. **PENDING Justification.** The coach has submitted a justification statement and documentation, but it has not yet been reviewed by ECAG.
- c. **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.
- d. **APPROVED Justification.** ECAG determines the coach's justification demonstrated evidence that the individual is compliant with the ECAG requirements. Approval is specific to the team and PSA connected to the justification AND only for the calendar year in which it is granted or until circumstances have changed, whichever occurs earlier.
- e. **DENIED Justification.** ECAG determines the information provided by the coach's justification is insufficient or is not compliant with ECAG requirements. The team will not be permitted to include the athlete on a roster for participation in an NCAA-certified event during the current year's evaluation period. If, however, the denial is based on a factual error, the coach may complete steps outlined in the Chapter on Adverse Actions for Reconsideration of a Denial.

3-3-1-3-6-2. Athlete Address/Residency Exception Request Procedure.

When an athlete's circumstances prevent him/her from meeting the NCAA residency requirements to participate with a team in compliance, the athlete's parent/coach may request an exception by submitting the ECAG Athlete Address Requirements Exception Request Form along with supporting documentation posted on 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 \(https://web3.ncaa.org/bbcs/contactForm\)](https://web3.ncaa.org/bbcs/contactForm). If multiple PSAs are involved, a separate form for each PSA must be submitted.

3-3-1-3-6-2-1. Athlete Address/Residency Exception Request Deadlines.

All residency exception requests must be submitted no later than 15 calendar days prior to the month in which the evaluation period occurs where the team/athlete intends to participate. 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 often require significant back and forth. Any request made after the required deadline 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 prior to the deadline and it is ECAG's discretion whether a late request will be considered or if an extension should be granted. ECAG's decision to not process an exception request due to a late submission can be done without notification to the applicant.

3-3-1-3-6-2-2. Initial Review by ECAG.

Once the Athlete Address/Residency Exception Request Form (request form) is submitted, ECAG will review the information and documentation submitted. ECAG will not process/render a decision until the request form has been properly submitted and the circumstances are fully documented.

3-3-1-3-6-2-3. Additional Information for Athlete Address/Residency Exceptions.

ECAG may also request additional pertinent information before a decision is rendered. ECAG will request additional information from the individual who submitted the form via email, and they will have 10 calendar days to respond and submit the requested information/documentation. Failure to submit the information in that time frame will result in a denial of the athlete address/residency exception.

3-3-1-3-6-2-4. Final Decision on Athlete Address/Residency Exceptions.

Relief from the strict application of the requirement will be granted only in situations where no permissible team exists on which the athlete could participate in any NCAA-certified event due to

circumstances beyond the control of the SA and/or his or her family. A residency exception is not granted to allow an athlete to play with a preferred team, to attend specific NCAA-certified events or because the athlete cannot secure a position on the compliant teams that exist. Exception requests are reviewed on a case-by-case basis and decisions are based on the totality of the circumstances and information available at the time the request was considered. ECAG will review the complete submission and render a decision as to whether the athlete may utilize that address to participate with the team. Decisions will include consideration of the following:

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

3-3-1-3-6-2-5. Communication of ECAG Decision.

Athlete address/residency exceptions will be communicated to the individual who submitted the form via email. Additionally, ECAG could do one or more of the following things to provide visibility of the decision to event operators:

- a. Add an address to the athlete's profile and upload the Decision form as the documentation required by the BBBS for that address type;
- b. Post a decision to a Justification flagged by the BBBS and upload the Decision form with that decision;
- c. Force a Justification in the BBBS and then upload the Decision form when the Justification decision is posted.

3-3-1-3-6-2-6. Athlete Address/Residency Exception Status Designations Defined.

After reviewing all information, ECAG will render one of the following decisions:

- a. **Approved.** ECAG determined that the request demonstrated that an exception is warranted. Approval is specific to the team and PSA connected identified in the exception request

AND only for the season and calendar year in which it is granted or until circumstances have changed, whichever occurs earlier.

- b. **Temporary Approval.** In extreme circumstances, ECAG may grant a Temporary Approval to an event when a final decision has not been issued on the athlete's residency. The Temporary Approval assures the event operator that if the athlete participates with the team in his/her event and it is later determined that the athlete's participation with the team is a violation of the ECAG residency requirements, the event will not be penalized. A Temporary Approval does not, however, absolve the coaches of any possible penalties that would be appropriate if they allowed the athlete to participate with the team knowing that he/she did not meet the NCAA standard of residence.
- c. **Conditionally Approved.** ECAG determined that the request demonstrated evidence that an exception to NCAA residency requirements is warranted if specific conditions are met. Such conditions will be outlined by ECAG in the decision notification. Failure to meet the stated conditions will result in the decision converting to a denial and all coaches associated with the team and operators running events where the team participated may be penalized.
- d. **Denied.** ECAG determined the request does not demonstrate circumstances warranting an exception to ECAG's residency requirements. The team will not be permitted to include the athlete on a roster for participation in an NCAA-certified event during the current year's evaluation period. If circumstances change, the applicant can reapply the following year.

3-3-1-3-6-2-7. Reconsideration/Appeal.

See Reconsideration of a Denial and/or the Appeal of a Denial section in Chapter 6 – ECAG Adverse Actions.

3-3-1-3-6-3. Violations and Possible Penalties.

Participation of a PSA in violation of the NCAA athlete address/residency requirements is subject to Adverse Actions and Penalties outlined in Chapter 6 - ECAG Adverse Actions.

3-3-1-4. Staff Requirements.

3-3-1-4-1. Demographic Information--Event Staff.

Operators are required to collect and maintain 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, scorekeepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc. This information will be required as part of the PERF submission.

3-3-1-4-2. Individual Event Coaches Hired.

Operators of individual events who hire their coaches must 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.

3-3-1-4-3. 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.

3-3-1-4-4. Required Medical Personnel.

Qualified medical personnel must be present at EACH facility utilized by the event.

3-3-2. Division I Coach Requirements.

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

The purpose of Division I coach attendance at an event is for evaluation only. NCAA-certified events should be conducted in a manner that allows NCAA coaches to attend the event and evaluate PSAs with minimum opportunity for contact violations, allowing the coach to focus on evaluations. Operators are required to implement reasonable precautions to separate NCAA coaches from participants and spectators. Division I coaches are NOT permitted to have contact with:

- a. PSAs.
- b. Family members of PSAs.

- c. As applicable to ECAG, the definition of IAWP generally includes parents, legal guardians, handlers, personal trainers, recruiting/scouting service employees or operators and coaches. For purposes of NCAA certification, IAWP also includes:
- (1) A nonscholastic coach is considered an IAWP regardless of whether their team is participating in the event.
 - (2) A two-year college coach is an IAWP regardless of whether their team is participating in the event.
 - (3) Individuals associated with a recruiting/scouting service are an IAWP.
 - (4) Media members that trigger IAWP status (e.g., media members employed by, or working in partnership with, a scouting service or recruiting service) would be subject to the limitations noted above and would not be allowed to sit in the designated seating section for NCAA coaches.

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

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

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

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

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

Operators must clearly identify all separate NCAA coaches' areas.

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

Operators are required to provide NCAA coaches with a designated seating section that is free of those individuals with whom NCAA coaches are not permitted to have contact under NCAA bylaws.

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

Regardless of whether an NCAA coach purchased an event packet, paid for an NCAA coach admission or paid general admission, it is not permissible for an event operator to make an NCAA coach sit in the general admission seats.

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

Operators are expected to remove unauthorized participants or attendees from designated NCAA coach areas. However, if an

NCAA coach elects to engage with an IAWP or attempt an impermissible contact, the event operator is not responsible for the coach's behavior. ECAG encourages operators to remind NCAA coaches of their responsibilities and of the enhanced penalties for contact violations at certified events but are not expected to enforce NCAA recruiting requirements on individuals subject to NCAA bylaws.

3-3-2-1-1-3. Media.

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

3-3-2-1-1-4. Hospitality Rooms. If a hospitality room is being provided for college coaches, the room must be designated for college coaches only. Operators are expected to remove unauthorized participants or attendees from designated NCAA coach areas keeping it free of those individuals with whom NCAA coaches are not permitted to have contact under NCAA bylaws. If the operator desires to provide a hospitality room for participating team coaches, athletes or any other group it must be separate from the college coaches hospitality room.

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

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

3-3-2-2. Event /Coaches' Packets.

Event operators who choose to sell/provide packets are expected to be compliant with NCAA guidelines identified in this section.

3-3-2-2-1. 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.

3-3-2-2. Accuracy.

Operators agrees to take every possible step to ensure that packet information is complete and accurate. 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.

3-3-2-3. 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, but the operator should include it when communicating with NCAA coaches as well (e.g., invitations, event website, etc.).

3-3-2-4. 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. Operators cannot make changes at the event site nor can the operator make price adjustments based on his/her relationship with an NCAA coach.

3-3-3. Schedule Requirements.

3-3-3-1. Permissible Scheduling of Activities.

3-3-3-1-1. Athletically Related Activities Limitations.

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

3-3-3-1-2. 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.

3-3-3-1-3. Additional Men's Spring Event Schedule Restrictions.

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

3-3-4 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 attestations regarding financial transparency, disclosures and audits in order to perform any activity in the BBCS, and subsequently operate or participate in NCAA-certified events.

3-3-4-1. General Overview of Attestations.

When submitting information in the BBCS, each event operator, coach, or person of authority for an organization of teams must respond to a series of basic financial questions regarding the operation of their event and is required to agree to attestations regarding financial transparency.

- a. **Events** – Operators attestations are completed during registration, and on both the event application and PERF processes. No event application will be considered for approval 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.
- b. **Teams** – Coach/Organization attestations are completed during registration and team building processes. No coach will be permitted to create a team roster in the BBCS that is visible to event operators without identifying whether the coach or an organization is financially responsible for the team. Additionally, operators will not have visibility to rosters if the coach or person of authority for an organization of teams 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. The event operator's inability to see team rosters in the BBCS will prohibit participation in the event.

3-3-4-2. General Overview of Financial Disclosure Requirements.

Event operators, coaches or people of authority for an organization of teams are required to agree to and provide the following information:

- a. Disclose all sources of income, financing and other payments. All revenue from any source generated from the event/team must be disclosed, including, but not limited to the following:
 - 1) **Events** - fees received from participants; admissions fees, sales of event packets to NCAA coaches; sponsor funding and/or in-kind donations, and financial support for the event provided by any individual or entity.
 - 2) **Teams** - fees received from participants; fund raisers; sponsor funding and/or in-kind donations, or financial support for the team(s) provided by any individual or entity.
- b. Disclose all expenses associated with the event/team, including, but not limited to, the following:
 - 1) **Events** - total cost associated with conducting the event, expenses incurred for use of facilities, staff names, contact information and compensation paid, expenses paid for transportation, meals or lodging, awards, insurance, etc.
 - 2) **Teams** - the total cost associated with participating in events, event entry fees paid, compensation paid to staff, expenses paid for transportation, meals, lodging, insurance, etc.
- c. Disclose any financial relationship between any event, operator, coach, individual associated with a team/organization of teams and any of the following: higher education institutions or representatives of higher education institutions; boosters of higher education institution; and/or any agent/runner or representative of an agent.
- d. Disclosure of persons associated with ownership/operation of the event and structure of the organization.
- e. Allow NCAA staff (or a designated representative) unfettered access to inspect relevant financial records or related documents upon request.

3-3-4-2-1. Sponsors.

Operators are required to disclose to the NCAA the identity of all league sponsors and the value/benefit of that sponsorship.

3-3-4-3. Audits.

Financial disclosure submission for both teams and events 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 nonscholastic team may be selected for audit in the fall of 2019 to serve as a pilot.)

3-3-5. PERF Procedures and Deadlines.

If event certification was granted and Division I coaches were given the opportunity to attend and observe PSAs, the activity operator will be required to submit a PERF after the final day of the event and no later than TWO months following the event. The PERF is required even if zero Division I coaches attended.

3-3-5-1. Event PERF

3-3-5-1-1. Application Overview.

See section 3-5-3. Application Procedures and Deadlines in the Requirements Specific to NCAA-Certified Leagues and Nonscholastic Events section.

3-3-5-1-2. PERF Overview.

The event operator must complete and submit the information requested in the 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 and will appear in the Respond by Date column of an approved event application. Failure to submit the required information by the appropriate deadline will result in the denial of the PERF rendering the event ineligible 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.

3-3-5-1-3. Required Submissions.

Event operators of both team and individual events must submit information upon the conclusion of the event providing information about the operation of the event and the event's participants including, but not limited to providing the following information:

- a. Operator will be required to navigate through the application information and confirm that it remains accurate or make any necessary edits;
- b. Confirmation that the event operated within the required schedule requirements including an upload of event results identifying which teams played at which times;
- c. Confirmation of the required medical personnel at each facility at all times when that facility was in use;
- d. A copy of the event/coaches/ packet if one was created;
- e. Upload a list of all NCAA Division I coaches in attendance and the member institution they represent in a CSV or Excel file;
- f. Revenues and Expenses for the event to comply with financial transparency requirements;
- g. A list of all staff (with contact information – address, email, phone) their role and compensation;
- h. A complete list of participants (all PSAs and coaches).
- i. A list of all event sponsors and any other individuals or entities that provided financial support to the event, directly or indirectly.
- j. 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.
- k. Operator must agree to additional attestations of compliance with NCAA requirements.

3-3-5-1-4. PERF Processing Procedures.

- a. **Access PERF.** Operator will have access to the PERF in the BBCS immediately following approval of the event application. Portions of the PERF are necessary in order to verify participant compliance with NCAA requirements (e.g., mandatory registration, roster submission, athlete residency requirements, etc.)
- b. **Submit PERF.** Operator must submit the PERF within the BBCS no later than 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 and will appear in the Respond by Date column of an approved event application. Failure to submit the required information by the appropriate deadline will result in the denial of the application. ECAG's decision to approve or deny an application is final and not subject to further review.
- c. **NCAA Review.** The NCAA reviews the PERF and will identify any inadequacies with the submission in the BBCS.
- d. **NCAA Request for Additional Information.** When review is finalized, the NCAA will change the status of the PERF to information requested resulting in an online alert and auto-generated email to the operator.
- e. **Submission of Requested Information.** Applicant must provide the requested information no later than 10 days after the NCAA has sent the email request. Failure to submit the requested information by the appropriate deadline will result in the denial of the PERF rendering the event ineligible for certification during the same season the following year.
- f. **Process to Completion.** NCAA reviews the additional information for compliance to determine the proper certification decision.
- g. **NCAA Issues a Decision.** When the NCAA posts the decision in the BBCS, the operator receives an email notification and a BBCS alert.

3-3-5-1-4-1. Submission of PERF Changes.

PERFS are reviewed based on the information submitted and information submitted is expected to be accurate. If the host organization submits the PERF and discovers errors that need to be corrected prior to processing, the host organization must submit that request to ECAG in writing utilizing the [ECAG Contact Form](https://web3.ncaa.org/bbcs/contactForm) (<https://web3.ncaa.org/bbcs/contactForm>).

3-3-5-1-5. Status Designations Defined.

The review status of the PERF submission will be accessible through the BBCS and may be updated as follows:

- a. **Not Submitted.** Additional steps must be taken by the operator before being given the opportunity to submit. Although all the required information may be entered, PERFS with the Not Submitted designation WILL NOT be reviewed/processed by ECAG. Eventually, PERFS with the Not Submitted designation will be posted as denied, closing the PERF history.
- b. **Submitted.** Operator has successfully submitted the PERF to ECAG for processing. If the status indicates Submitted and was done so by the appropriate deadline, it has been submitted and will eventually be processed.
- c. **Info Requested.** If ECAG requires additional information to process the PERF to completion, the status will show as Info Requested. The operator will also receive an email notification and an online alert when this status is changed to Info Requested. The information requested will be documented and visible within the PERF.
- d. **Operator Responded.** Once an operator has responded to the ECAG request for additional information and resubmitted the PERF, the status will appear as Operator Responded. This is an indication that a response has been logged and is awaiting ECAG review.
- e. **Approved.** The PERF has been approved. This is an indication that the event will remain eligible for NCAA certification the following year. ECAG's decision to approve or deny a PERF is final and not subject to further review.
 - (1) **Conditionally Approved.** ECAG may, at its sole discretion, grant conditional approval to an event. For example, if the event is historically compliant, but a violation occurs that is administrative in nature, the event may be conditionally approved. In these instances, the event will essentially operate as an approved event, but the host/operator may be required to submit a plan for ensuring similar violations do not occur in the future or other documentation of compliance. If an event is conditionally approved more than one time, the event may be scrutinized further or even be denied certification of future events.
- f. **Denied.** The PERF has been denied. The reason for the denial is posted to the BBCS. Events with a denied PERF will not be eligible for NCAA

certification in the same season the following year. ECAG's decision to approve or deny a PERF is final and not subject to further review.

- g. **Cancelled (Missed 48 Hour).** The activity was cancelled by the event operator after the application was processed and posted as approved, but not early enough to avoid penalties. Cancellations must be reported to ECAG via the "Request Change or Cancellation" feature no later than 48 hours prior to the scheduled start of the event/league. PERFs in this state usually result in a denial.
- h. **Change Request.** Operator has submitted information via the "Request Change or Cancellation" feature in the BBCS to make edits to the information initially submitted on the PERF.

3-3-5-1-5-1. Decision Final.

ECAG staff has final authority to approve or deny an application to certify an event or league, and its decisions are not subject to further review.

3-3-5-1-6. Deadlines.

All deadlines 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/approval.

- a. **Application.** Forty-five days prior to the first requested date of certification.
- b. **PERF.** Two months after the last date of certification of the event.
- c. **Request for Additional Information.**
 - (1) **Applications** – Ten days from the date of the request.
 - (2) **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.

3-3-5-1-6-1. 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.).

3-3-5-2. Team Documentation Requirements.

3-3-5-2-1. Team Building Overview.

For a team to participate in NCAA-certified events, the coach administrator must create a roster for each of the events in which the team will participate. To accomplish this task, all the team's coaches and athletes must have an active profile in the BBCS. The coach administrator must search, find and invite all coaches and athletes to the team "bench". Those invitations must be accepted by the invited party in order to add that person to a roster. The coach administrator will then select an approved event from the list and create a roster. The roster is specific to one event. Multiple rosters can be created.

3-3-5-2-2. Team Post-Event Review Form (TPERF).

To fulfill the identified need for financial transparency recommended by the Commission on College Basketball chaired by Condoleezza Rice, the person of authority for a team/organization of teams must submit a team post-event review form (TPERF) at the conclusion of the summer certification season.

3-3-5-2-3. Required Submissions.

All teams or organizations of teams must submit information upon the conclusion of the NCAA-certified evaluation season for the year providing information about the operation of the team/organization including, but not limited to providing the following information:

- a. Disclose all sources of income, financing and other payments. All revenue from any source generated by the team must be disclosed, including, but not limited to, fees received from participants; fund raisers and fund-raising agreements; sponsor agreements, funding and/or in-kind donations, or financial support for the team(s) provided by any individual or entity.
- b. Disclose all expenses associated with the team, including, but not limited to, the total cost associated with participating in events, event entry fees paid, compensation paid to staff, marketing expenses, expenses paid for transportation, meals, lodging, insurance, etc.
- c. Disclose any financial relationship between any coach or individual associated with a team/organization of teams and any of the following: higher education institutions or representatives of higher education institutions; boosters of higher education institution; and/or any agent/runner or representative of an agent.
- d. Disclosure of persons associated with ownership/operation of the team and structure of the organization.

- e. Allow NCAA staff (or a designated representative) unfettered access to inspect relevant financial records or related documents upon request.

3-3-5-2-4. TPERF Processing Procedures.

The TPERF submissions will be analyzed, and teams identified as moderate to high risk will be chosen for a more extensive audit. Results of the audit will determine the continued eligibility of the team or organization of teams, which will be communicated to the team/organization.

3-3-5-2-4-1. Decision Final.

ECAG staff has final authority to determine that a team or organization of teams is ineligible for participation in NCAA-certified events in future years, and its decisions are not subject to further review.

3-3-5-2-5. Deadlines.

The individual financially responsible for a team, whether the coach or the person of authority for an organization, must complete and submit the information requested in the TPERF no later than 11:59 p.m. on August 31 each year. Failure to submit the required information by the appropriate deadline will result in the denial of the TPERF rendering the team ineligible for participation in NCAA-certified events the following year. Such ineligibility applies to the team or organization of teams, not the athletes on those teams. ECAG's decision to deny a team/organization participation is final and not subject to further review.

3-3-5-2-5-1. 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.).

3-4. Requirements Specific to NCAA-Certified Leagues and Nonscholastic Events.

3-4-1. Applicant/Participation Requirements.

3-4-1-1. Participating Coach/Operator Requirements.

All individuals who are involved in operating an NCAA-certified league, involved in operating or managing an NCAA-certified nonscholastic event or who will participate in coaching activities at an NCAA-certified nonscholastic event must be approved in accordance with guidelines established by ECAG as outlined below:

3-4-1-1-1. 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.

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.

3-4-1-1-2. NCAA Eligibility.

Violations of NCAA terms and conditions, rules and requirements, or policies and procedures may result in adverse actions that impact the individual's eligibility to operate an NCAA-certified league/nonscholastic event or participate in coaching activities and an NCAA-certified nonscholastic event.

3-4-1-1-3. Registered BBCS Account.

An online account is required in the BBCS for the following:

- **League Operators** - All operators of an NCAA-certified league must have a BBCS user account;
- **Nonscholastic Event Operators** - anyone involved in operating or managing of an NCAA-certified nonscholastic event;
- **PSAs** - any PSA participating in an NCAA-certified nonscholastic event;
- **Event Coaches** - anyone participating in coaching activities at an NCAA-certified nonscholastic event;
- **Team/Organization CEO or Primary Business Officer** - the person of authority who will submit required financial documentation for an organization of teams participating in NCAA-certified nonscholastic event.

3-4-1-1-3-1. Coach/Operator Accounts Must be Validated with USAB Gold License.

All league operators, individuals involved in the operating or managing of a nonscholastic event, and individuals involved in coaching activities at an NCAA-certified nonscholastic event must have a BBCS account that has

been validated with a current USAB Gold License number prior to performing any activity in the BBCS beyond registration.

3-4-1-1-3-2. Only One BBCS Account Necessary.

Only ONE user account is needed. 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, operators should NOT create a new account if edits need to be made to the address, phone number or email.

3-4-1-1-3-3. Registration Agreements and Attestations.

As a term and condition of participation, all event/league operators who register with the BBCS agree to a series of attestations acknowledging understanding of and agreeing to operate in compliance with ECAG policies and procedures.

3-4-1-1-3-4. User Account Contact Information - BBCS.

It is the account owner's responsibility to make sure their contact information is accurate and up to date. If an issue arises, ECAG will contact the account owner via the information provided on the user account. 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.

3-4-2. Financial Requirements.

3-4-2-1. Same/Similar Entry Fees.

Admission fees charged to all event/league participants must be similar.

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

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

- a. Made available to all qualifying participants;
- b. Based on some objective criteria that is unrelated to a participant's athletics ability or reputation;
- c. Publicized in advance. Operators will need to identify during the application process how participants will be notified/informed that such a program exists (on registration form, event/league flyers, website, etc.).

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

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

- a. Made available to all qualifying participants;
- b. Based on financial need that is unrelated to a participant's athletics ability, reputation or value that the individual would bring to the event/league. Financial need will need to be determined objectively and will need to be based on concrete information. Operators will need to identify during the application process what documentation/criteria will be utilized to determine financial need to select these participants;
- c. Publicized in advance. Operators will need to identify during the application process how participants will be notified/informed that such a program exists (on registration form, event/league flyers, website, etc.);
- d. Consistently and accurately salaried. Compensation must be paid only for work performed and at a rate commensurate with their experience and for similar employment in that locale.

3-4-3. League and Nonscholastic Event Application Procedures and Deadlines.

3-4-3-1. 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.

3-4-3-1-1. Application Fee.

ECAG reserves the discretion to charge registration and/or fees for other ECAG services, considering the administrative burden on ECAG staff, the number of applications and volume of submissions received, and the adequacy of existing resources to carry out its mission.

3-4-3-2. Required Submissions.

The applicant will be asked to provide information relating to the NCAA legislated requirements for NCAA-certified summer leagues and nonscholastic events including, but not limited to providing the following information:

- a. Event/league information including event/league name, participant gender and age, schedule, facilities, fees, sponsors, awards, gifts/benefits, staff, and for events, information regarding Division I coach attendance;
- b. Insurance information including carrier, policy number and copy of the policy as proof of insurance that is compliant with the NCAA requirements;
- c. Applicant must agree to attestations of compliance with NCAA requirements.

3-4-3-3. Application Processing Procedures.

- a. **Review NCAA Requirements and Access Application.** Information about NCAA-certified summer leagues and nonscholastic events and BBCS access is available on <http://www.ncaa.org/basketballcertification>.
- b. **Apply.** Operator must complete the application within the BBCS no later than 45 days prior to the first requested date of certification. Failure to submit the required information by the appropriate deadline will result in the denial of the application. ECAG's decision to approve or deny an application is final and not subject to further review.
- c. **NCAA Review.** The NCAA reviews the application and will identify any inadequacies with the application in the BBCS.
- d. **NCAA Request for Additional Information.** In its review and consideration of any application, ECAG may request the applicant to provide additional information, documents or materials, or may conduct whatever additional investigation it deems appropriate, including requiring a conference with the applicant by telephone or in person. If additional information is required to process an application to completion, ECAG will change the status of the application to information requested resulting in an online alert and auto-generated email to the operator.
- e. **Submission of Requested Information.** Operator must respond to the requested information in the BBCS no later than 10 days after the BBCS email was sent. The specific date is visible in the BBCS. Failure to submit the requested information by the appropriate deadline will result in the denial of the application.
- f. **Process to Completion.** NCAA reviews the additional information for compliance to determine the proper certification decision.
- g. **NCAA Issues a Decision.** When the NCAA posts the decision in the BBCS, the operator receives an email notification and a BBCS alert. If approved, the

event/league will be included on the appropriate approval list posted on <http://www.ncaa.org/basketballcertification>.

- h. **Reminder: PERF (Events Only).** Event operators must submit information upon the conclusion of the event providing information about the operation of the event and the event's participants. See section 3-3-7-1. PERF Procedures and Deadlines in the Requirements Specific to NCAA-Certified Nonscholastic Events section.

3-4-3-4. 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.

3-4-3-5. Status Designations Defined.

The review status of the application submission will be accessible through the BBCS and may be updated as follows:

- a. **Not Submitted.** Additional steps must be taken by the operator before being given the opportunity to submit. Although all the required information may be entered, applications with the Not Submitted designation WILL NOT be reviewed/processed by ECAG. Eventually, events/leagues with the Not Submitted designation will be posted as denied, closing the application history.
- b. **Submitted.** Operator has successfully submitted the application to ECAG for processing. If the status indicates Submitted and was done so by the appropriate deadline, it has been submitted and will eventually be processed.
- c. **Info Requested.** If ECAG requires additional information to process the application to completion, the status will show as Info Requested. The operator will also receive an email notification and an online alert when this status is changed to Info Requested. The information requested will be documented and visible within the application.
- d. **Operator Responded.** Once an operator has responded to the ECAG request for additional information and resubmitted the application, the status will appear as Operator Responded. This is an indication that a response has been logged and is awaiting ECAG review.
- e. **Approved.** The application has been approved. For applications, specific dates of certification will be identified. All certified events and leagues will be posted on the www.ncaa.org/basketballcertification.

- (1) **Conditionally Approved.** ECAG may, at its sole discretion, grant conditional approval to an event. For example, if the event is historically compliant, but a violation occurs that is administrative in nature, the event may be conditionally approved. In these instances, the event will essentially operate as an approved event, but the host/operator may be required to submit a plan for ensuring similar violations do not occur in the future or other documentation of compliance. If an event is conditionally approved more than one time, the event may be scrutinized further or even be denied certification of future events.
- f. **Denied.** The application has been denied. The reason for the denial is posted to the BBCS.
- g. **Cancelled (Before Approval).** The activity was cancelled by the event/league operator prior to the application having been processed to completion.
- h. **Cancelled (After Approval).** The activity was cancelled by the event/league operator after the application was processed and posted as approved. To avoid penalties, cancellations must be reported to ECAG via the "Request Change or Cancellation" feature no later than 48 hours prior to the scheduled start of the event/league.
- i. **Cancelled (Missed 48 Hour).** The activity was cancelled by the event/league operator after the application was processed and posted as approved, but not early enough to avoid penalties. Cancellations must be reported to ECAG via the "Request Change or Cancellation" feature no later than 48 hours prior to the scheduled start of the event/league.
- j. **Change Request.** Operator has submitted information via the "Request Change or Cancellation" feature in the BBCS to make edits to the information initially submitted on the application.
- k. **Withdrawn.** The application was processed and posted as approved, but ECAG has withdrawn the certification based on supplemental information received.

3-4-3-5-1. Decision Final.

ECAG staff has final authority to approve or deny an application to certify an event or league, and its decisions are not subject to further review.

3-4-3-6. Deadlines.

All deadlines 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/approval.

- a. **Application.** Forty-five days prior to the first requested date of certification.
- b. **PERF.** Two months after the last date of certification of the event.
- c. **Request for Additional Information.**
 - (3) **Applications** – Ten days from the date of the request.
 - (4) **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.

3-4-3-6-1. 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.).

Chapter 4 – ECAG Adverse Actions

4-1. Authority for Enforcement of Certification/Approval Legislation, Guidelines and Requirements.

4-1-1. Administrative Authority.

See description of Administrative Authority in Chapter 1, section 1.4.

4-1-2. Participant Agreement to NCAA Compliance.

As a condition of certification, approval or participation, all operators or individuals who are involved in operating or managing of an NCAA-certified event; individuals involved in coaching activities at an NCAA-certified nonscholastic event; operators of an NCAA-certified league or a recruiting/scouting service; or who have obtained NCAA agent certification¹ expressly agree:

- a. To terms and conditions regarding NCAA Requirements and Non-NCAA Members;
- b. To operate their event/league, team, service or agency in compliance with NCAA legislation and ECAG requirements;
- c. To be subject to the procedures and possible penalties set forth in ECAG operating procedures as the exclusive means of resolving all disputes arising from or relating to NCAA certification/approval, including without limitation the denial of initial certification/approval, the suspension or withdrawal of an existing certification/approval and the propriety of any penalty authorized hereunder; and
- d. That the NCAA is not responsible for any actions taken by another governing body (USAB, NBPA, etc.), state regulatory bodies, professional associations or other third-parties arising from or relating to administration of the NCAA certification/approvals policies, procedures, adverse actions and/or penalties, and that by agreeing to participate in ECAG programs (basketball certification, agent certification, recruiting/scouting service approvals) the operator, coach, or agent accepts the foregoing risks.

4-1-2-1. Subject to Adverse Actions and Penalties.

As a condition of participation, each operator, coach, or agent agrees to be subject to adverse actions or penalties for failure to comply ECAG policies and/or NCAA legislation.

¹ After this mention, identified as "operator, coach, or agent".

4-2. Conduct Subject to Adverse Actions/Penalties.

An operator, coach, or agent's failure to comply with ECAG certification/approval policies and procedures, any terms or condition or attestations agreed to when applying or completing other ECAG processes, commission of violations of state or federal law all constitute disqualifying and/or impermissible conduct. ECAG may deny an application/PERF if the applicant fails to meet any of the foregoing requirements for certification/approval.

4-2-1. Disqualifying Conduct or Event.

Disqualifying conduct includes any conduct that would have warranted denial of the operator, coach, or agent's original application. ECAG has the sole and final authority to determine whether the operator, coach, or agent has engaged in the disqualifying conduct or whether a disqualifying event has occurred. If the violation is minor, inadvertent, or based on a factual error, the operator, coach, or agent may request reconsideration of the decision. Disqualifying conduct includes, but is not limited to, the following:

- a. Failure to properly complete the application/PERF, including the required attestations;
- b. Failure to meet any ECAG deadline. All deadlines are strictly enforced;
- c. Failure to cooperate with the NCAA in its processing of an application/PERF;
- d. Failure to meet the NCAA background check requirements;
- e. Failure to meet the NCAA educational requirements. For agents, this would include failure to achieve a passing score on the NCAA agent certification examination.

4-2-1-1. Additional Disqualifying Conduct for Agents.

4-2-1-1-1. Loss of NBPA Certification.

An NCAA-certified agent who loses his or her NBPA certification for any reason automatically forfeits NCAA certification and is subject to such other and further actions prescribed in these IOPs. In such event, in its sole discretion, ECAG may impose additional requirements or restrictions on the agent's further eligibility to reapply for NCAA certification.

4-2-1-1-2. Violations of State or Federal Law.

The NCAA may also withdraw certification/approval or impose other discipline on any agent found to have violated laws governing athletic agents including but not limited to violations of state law (e.g., UAAA/RUAAA) or SPARTA [15 U.S.C. 7801-7807] In such event, in its sole discretion, ECAG may impose additional requirements or restrictions on the agent's further eligibility to reapply for NCAA certification.

4-2-2. Impermissible Conduct.

Impermissible conduct is conduct that is intentional, deceptive, contrary to the NCAA's core mission or which may adversely affect the interest or well-being of SAs. Impermissible conduct may result in adverse actions and penalties in accordance with ECAG's enforcement procedures, including withdrawal of certification/approval and permanent ineligibility to reapply for NCAA certification/approval. The presumed penalty for the most severe violations is withdrawal of current certification and/or denial of certification/approval the following year. Impermissible conduct includes, but is not limited to, the following:

- a. Failure to comply with the following Terms and Conditions:
 - 1) Unethical Conduct and/or Participation in a Violation;
 - 2) Responsibility to Cooperate;
 - 3) Restrictions on Involvement;
 - 4) False Representation of NCAA Certification;
 - 5) Improper Use of the NCAA Brand and Trademarks; and
 - 6) False or Misleading Information.
- b. Failure to abide by the impermissible gifts, benefits and/or inducements Requirements described in these IOPs in the Requirements for ALL NCAA-Certified Events and Leagues and Requirements for NCAA-Certified Agents sections.
- c. Failure to act or participate in activities that result in or considered to be a violation of NCAA legislation.
- d. Misappropriating funds or engaging in specific acts of financial malpractice such as embezzlement, theft or fraud, which would render him/her unfit.
- e. For agents, engaging in other conduct that significantly impacts adversely his or her credibility, integrity or competence to serve in a representative capacity on behalf of a SA (PSA representation is not permitted until high school students are eligible to enter the NBA draft).

4-2-3. Additional Grounds for Adverse Actions/Penalties.

Additional grounds for denial include, without limitations, the following:

- a. **Failure to Comply with NCAA Requirements.** Failure to comply with NCAA legislation, guidelines and requirements, can be classified as either Disqualifying Conduct or Impermissible Conduct.

- b. **Failure to comply with ECAG Terms and Conditions.** Failure to comply with any of the ECAG terms and conditions can be classified as either Disqualifying Conduct or Impermissible Conduct.
- c. **Applicant Qualifications.** Information has come to the attention of the NCAA that calls into question the applicant's qualifications.
- d. **Not Consistent with NCAA Interests and Mission.** Approval is not in the best interests of the NCAA's mission and/or certification program.
- e. **Negative Impact to NCAA Integrity and Public Confidence.** Participation and/or involvement with conduct detrimental to the integrity and public confidence in the NCAA.

4-3. Adverse Actions and Penalties for Violations.

ECAG may impose the following range of adverse actions for Disqualifying Conduct and Impermissible Conduct: fines, formal reprimand, suspension of certification/approval for a prescribed period, withdrawal of current or denial of future certification/approval with or without conditions, or a lifetime ban.

4-3-1. NCAA Right to Withdraw or Deny.

The NCAA reserves the right to withdraw current or deny future opportunities to participate in or benefit from the NCAA-certification and approval programs for any individual who fails or refuses to comply with NCAA legislation, ECAG guidelines, policies and procedures, terms and conditions outlined in section 1.6, or attestations agreed to when applying or completing any of the ECAG online processes or other ECAG applications.

4-3-2. Adverse Actions.

4-3-2-1. Formal Reprimand/Warning.

A single instance or isolated failure to comply with ECAG policies and/or NCAA legislation may result in ECAG issuing a formal reprimand. Failure to achieve compliance and/or repetition of the same violation may elevate the reprimand to extended evaluation or ECAG may impose a penalty.

4-3-2-1-1. Corrective Action.

A formal reprimand or written warning may include request for corrective action to an operator, coach, or agent. Corrective action does not constitute a penalty and may not be appealed.

4-3-2-1-2. Not a Required First Step.

ECAG is not required to provide a formal reprimand, written warning or request for corrective action prior to initiating an investigation or review determining that the operator, coach, or agent engaged in impermissible conduct.

4-3-2-2. Extended Evaluation.

ECAG may place an operator, coach, or agent on extended evaluation status, in which case they will be presumed ineligible to apply for future certification/registration/approval unless the individual 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.

4-3-3. Penalties for Violations.

ECAG may also assess penalties for violations of NCAA policies and legislation, including the withdrawal of an existing certification/approval and deeming the operator, coach, or agent ineligible to apply for certification/approval and disqualified from further participation for a specified time period or until such time when the individual/organization is compliant and/or has cooperated.

4-3-3-1. Types of Penalties.

ECAG may impose the following range of penalties: fines, suspension of certification/approval for a prescribed period, withdrawal of current or denial of future certification/approval with or without conditions or a lifetime ban.

4-3-3-2. Duration of Penalties.

The most severe penalties are reserved for violations of Impermissible Conduct. For such violations, ECAG may deem the operator, coach or agent ineligible indefinitely or until such time when the individual/organization is compliant and/or has cooperated. Heightened 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. For such violations, ECAG may deem the operator, coach or agent ineligible to reapply for a period of up to five years.

4-3-3-3. Factors Considered when Determining Penalties.

In assessing a penalty, ECAG will consider the following factors:

- a. Prior history of compliance/non-compliance.
- b. Whether the failure to comply was knowing or intentional.
- c. Any mitigating information offered by the operator, coach or agent.
- d. Whether the violation was isolated or continuing.
- e. The involvement, if any, of an IAWP, booster, institutional coach, or in some cases an agent.

- f. The extent of cooperation with the NCAA.
- g. Any other fact or circumstance deemed relevant to determining the appropriate penalty to be imposed.

4-3-3-4. Penalties Applicable to teams.

Penalties for athlete address/residency requirement violations or associations with an agent are applicable to all coaches associated with the participating team and/or organization of teams. Further, these violations also subject the event operator for the event(s) where the team participated or the associated agent to ECAG Adverse Actions. Similarly, penalties resulting from financial disclosure issues for a team or organization are applicable to all coaches associated with the participating team and/or organization of teams.

4-3-3-5. Statute of Limitations for Penalties.

Adverse action and penalties for violations of NCAA legislation and impermissible conduct shall be limited to prohibited conduct occurring not earlier than four years before ECAG places the operator, coach, or agent on written notice of the potential violation. The following conduct shall not be subject to the four-year limitation: (a) conduct involving violations affecting the eligibility of a current SA or PSA; (b) violations in which information is developed to indicate a pattern of willful violations on part of the operator, coach, or agent involved, which began before but continued into the four-year period; or (c) conduct that involves an effort to conceal the occurrence of the prohibited conduct.

4-3-3-6. Requirement for NCAA-Certified Agents to Disclose Violations/Penalties to Clients.

If uncontested or following exhaustion of review of the penalty by the NCAA, an NCAA-certified agent must disclose the violation and nature of the penalty imposed to his or her clients within 30 calendar days.

4-4. ECAG Procedures for Enforcement.

4-4-1. Notice of Investigation Not Required.

At any time, subsequent to granting certification/approval, the NCAA may, based upon information brought to its attention or acting on its own initiative, initiate enforcement proceedings against an operator, coach, or agent who is alleged to have engaged in impermissible conduct. Neither NCAA nor ECAG is required to provide advance notice to the operator, coach, or agent of the fact or nature of the investigation.

4-4-2. Application of Relevant NCAA Legislation.

The operator, coach, or agent agrees and acknowledges that the questions involving the application of NCAA legislation to specific facts may require ECAG to request a legislative interpretation by AMA and that any such determination is conclusive for purposes of ECAG's administration of the ECAG certification/approval programs.

4-4-4. Initial Decision by ECAG.

The determination whether an operator, coach or agent has engaged in impermissible conduct shall be made in the first instance by ECAG. ECAG will provide the operator, coach or agent with written notice via email of (a) the nature of violation(s) and supporting rationale; and (b) the adverse action or penalty to be imposed, if any. The operator, coach or agent's failure to timely respond to the initial notice or subsequent requests for additional information by ECAG shall constitute waiver of further review or appeal (where applicable) of ECAG's determination.

4-4-3. No Stay or Extension of Application Period.

An applicant's denial shall not be stayed pending reconsideration and/or appeal, nor will an applicant be given additional time to complete the certification process (e.g. exam) as a result of seeking reconsideration or appeal. The applicant must wait and reapply during the next certification/approval cycle if his or her request for reconsideration and/or appeal extends beyond the annual certification/approval period.

4-4-4-1. Contested Violations.

If the operator, coach or agent contests the violation and/or the penalty, he or she shall respond in writing via email (or online) not more than 10 calendar days after receipt of ECAG's initial decision. The response should either admit or deny each factual allegation, provide supporting documentation for facts denied, state whether there is additional relevant information or mitigating circumstances the operator, coach or agent believes should be considered, and provide the operator, coach or agent's rationale for contesting the violation and/or penalty. In addition, ECAG may ask the operator, coach or agent to provide additional information. This information collectively constitutes the case record. After ECAG has completed review, it will provide the operator, coach or agent a final written decision via email.

4-4-5. Reconsideration of a Denial.

If the denial is a result of Disqualifying Conduct or Event and/or the denial is based on a factual error, the applicant may correct the omission or error and request reconsideration [or] resubmit the application provided the application period remains open. Any such request must be made in writing to ECAG and submitted no later than 10 calendar days following notification of the original decision. The failure to timely request reconsideration will result in the waiver of the right to appeal ECAG's decision on all grounds.

The individual who submitted the application, PERF, Justification, Athlete Address/Residency Exception Request Form or who is involved in the violation may ask ECAG to reconsider its decision **ONLY** if the individual submits new relevant information.

For Justifications and Athlete Address/Residency Exception Request Forms, requests with new relevant information are still subject to the timeline requirements of the initial request. Late requests may not be considered and could be denied entirely on the lack of time available for processing and the team's/athlete's reaction, which is within ECAG's authority.

Denials of requests for reconsideration are final and not subject to further review or appeal. If denied, ECAG is authorized to impose all penalties proscribed in these IOPs, including withdrawal of current or denial of future certification/approval.

4-4-6. Appeal of a Denial.

If the denial is a result of Impermissible Conduct, the following rights to appeal are available to the operator, coach or agent:

4-4-6-1. Appeals for Basketball Certification Decisions.

ECAG staff has sole authority to determine violations and impose appropriate penalties and such decisions are not subject to appeal. If, however, the denial is based on a factual error, the individual may complete steps for Reconsideration of a Denial.