



Operator QuickStart Guide

The Basketball Certification process provides activity operators who agree to operate their activities in accordance with the applicable legislation and certification requirements the opportunity to receive:

- **League Certification** to allow the participation of Division I student-athletes; and/or
- **Event Certification** to allow NCAA Division I coaches to attend and observe prospective student-athletes who are participating in the activity. **Event Certification** has a post-event requirement as well.

Basketball Certification User Manuals

The ECAG Manual has been republished in smaller manuals for each specific role/function and posted to the [Basketball Certification User Manuals](#) section of www.ncaa.org/basketballcertification. These manuals identify requirements for each role and assist participants with navigating the BBCS by providing detailed step-by-step instructions. If you download and save the PDF for easy access and reference, please be aware that updates occur frequently, and you are expected to use the most current version available.

To Do List

Obtain or Renew a USA Basketball Gold License.

All individuals participating in coaching activities or sitting on the team bench at an NCAA-certified event are required to obtain a USAB Gold License. If you do not have a USAB Gold License for the current year, apply or renew a previous account online at: <https://community.usab.com/>.

WARNING - If you have applied with USAB in the past, DO NOT create a new account, log in to the account you had last year. Starting over when you already have a USAB account will prevent the account from being automatically validated and will require that you contact ECAG by phone or email to correct the number and manually validate your account, which will delay the process.

The educational component will take several hours for first-time applicants but must be completed before the application gets processed. Allow a **minimum of three weeks** for USAB to process.

It may take **24 business hours for USAB to report your approval to the NCAA** once you are licensed. 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 team building.

Create or Renew a BBCS User Account and Log In.

Do NOT create MULTIPLE accounts!! You can administer all events, leagues and teams from one account.

- Your username is your registration email address.
- Passwords must contain eight characters, upper and lower case, and a symbol (!@#\$.). Passwords cannot contain a word found in the dictionary. For example, the word "blue" is not allowed but you can do a variation on the word and it would accept: blu, blu3, blue, or another variation.
- Your password locks after three failed attempts after which you will have to wait 30 minutes before trying again. If you forgot your password, use the password reset button; Do NOT create another account.

Obtain Appropriate Insurance.

See: [2019 Changes to Application Process](#) for new requirements.

- Apply for NCAA Certification.**
See: [2019 Changes to Application Process](#) for new requirements.
- Watch for and Respond to any Requests for Additional Information.**
- Obtain NCAA Certification.**

REMINDER - Need to View or Make Changes to an Application?

If ANY information supplied on this application changes (facilities, schedule adjustments, cancellation, etc.), ECAG must be notified in writing. FAILURE to provide such notice at least 48 hours in advance of the start of the event/league will result in the denial of future certification.

- Hire or Acquire Staff.**
- Ensure ALL Individuals Involved in Operation/Management of the Event have a USAB Gold License – EVENTS ONLY.**
This includes ALL site directors, gym supervisors, coordinators, organizers, instructors, etc.
- Plan to Comply.**
Review the guidelines and manuals posted to the [Basketball Certification User Manuals](#) section of www.ncaa.org/basketballcertification. and take steps to ensure compliance.
- Operate the Event/League in Compliance with NCAA Requirements.**
- Submit Post-Event Review Form – EVENTS ONLY.**
See: [2019 Changes to the PERF](#) for new requirements.
- Watch for and respond to any requests for additional information.**

2019 CHANGES TO APPLICATION PROCESS

- **Liability Insurance Requirement.**
In addition to the normally required accident insurance, operators are now required to show proof of a Commercial General Liability (CGL) policy 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.
- **NCAA as Additional Insured.**
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.
- **Additional Facility Information.** Identify the owner and capacity of each facility used.
- **Game Restrictions– EVENTS ONLY -** In compliance with the [USAB/NBA Youth Guidelines](#), a prospective student-athlete (PSA) may participate in no more than two games on any one day and no more than 14 hours of athletically related activities in one week. As a result, team event operators will need to ensure that each participating PSA plays in no more than two games per day (even if the PSA is listed on multiple teams in the event) for their event(s). Individual event operators will need to enforce the no more than 14 hours per week requirement. All other requirements outlined in the USAB/NBA Youth Guidelines should be considered by event operators and participating coaches as best practices.

- **Financial Transparency – EVENTS ONLY** – All events and teams must agree to financial transparency in order to participate in the NCAA's basketball certification program through a series of attestations. Additionally, the post-event review form (PERF) will include basic financial questions regarding the operation of each event and require supporting documentation (see: [2019 Changes to the PERF](#)).

BE AWARE – While coaches can complete the steps to build their bench and create rosters in the BBCS before their person/organization of financial authority for the team has been authenticated, event operators will NOT be able to see the team's roster on the event Participant List until the coach has finalized their financial submission on the bench AND the coach has declared to be financially responsible or an organization has confirmed financial responsibility for the team. If a team does not appear on your event's Participant List, the team is NOT eligible to participate in NCAA-certified events and should NOT be allowed to play until the team has fulfilled all required steps and is visible on the Participant List.

NOTE: Because of the changes in teams requirements regarding financial transparency, coaches are being warned that they MUST create their teams WELL IN ADVANCE of participating in an event. Coaches are cautioned that showing up to an event without a bench/roster that is identified as either "Active - Coach Financially Responsible" or "Bench Active - Organization Request Approved" may result in the team's denial to participate in the event without refund. Any loss of travel funds or disappointed athletes/parents is a result of the coach's failure and not the event operator's responsibility.

- **Coaches Packets – EVENTS ONLY** – Concerns/complaints continue to escalate about the cost and the accuracy of packets. The NCAA is continually evaluating these concerns. To avoid NCAA intervention, event operators who choose to sell packets need to be compliant with NCAA guidelines identified in the Event Application Step-by-Step Guide posted to the [Basketball Certification User Manuals](#) section of www.ncaa.org/basketballcertification. FAILURE to comply with these requirements may impact future certification of the event.

2019 **CHANGES** TO THE PERF – EVENTS ONLY

- **Facility Tab** – Total number of attendees - adults and children that were at the event (admissions sold) must be reported. Actual facility rental cost for each facility must also be submitted with copies of the facility agreements.
- **DI Coaches Tab** – TOTAL number of college coaches in attendance (not just Division I) must be reported in addition to the previously required list of Division I coaches in attendance.
- **Fees/Sponsors Tab** – ALL sponsors and the value of each sponsorship along with any other source of cash, payments, fees, commissions, income or end-kind donation/gifts given to the event by related parties (e.g. affiliated companies, your family members, etc), the name of the giving party and value of donation must be disclosed.
- **Awards/Gifts Tab** – Any gift or benefit (transportation, hotels, gear, etc.) given to participants or their families and the value/cost of each benefits provided must be disclosed.
- **Financial Transparency** – Operators will be required to disclose relationships with agents/runners, boosters, and higher education institutions or representatives of higher education institutions. Additionally, the operator must respond to a series of basic financial questions regarding the operation of each event including its income and expenses with supporting documentation where appropriate (facility rental agreements, sponsor agreements, receipts, invoices, etc.). Documentation fields (except for the facility agreements) are likely to be optional, but lack of provision could impact the event's selection for a more extensive audit later.