Operator Registration 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.

Additional information about League and Event Certification is available at www.ncaa.org/basketballcertification.

1/ Obtain or renew a USA Basketball (USAB) Gold License.

All individuals operating and/or managing 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.

2/ Obtain insurance.

Both event and league operators are required to show proof of insurance. The intent of this requirement is to ensure that PSAs and SAs participating in certified events and leagues are provided adequate financial protection if injury occurs. Insurance must be effective during all the dates when athletically related activities will occur for the event/league.

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

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

- 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.

Additional information including a list of providers frequently utilized by operators is available in the Nonscholastic Event/League Guidelines and Requirements at www.ncaa.org/basketballcertification.

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.

2/ Liability Insurance

Event/league operators are also required to maintain in effect Commercial General Liability (CGL) insurance 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. 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/ Create or renew a BBCS account.

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

1/ New users – create an account.

1. Go to https://bbcs.ncaa.org/ and click Create a BBCS Account.

Coaches ⓘ, Operators ⓘ, Team / Organization CEOs and Primary Business Officers ⓘ

Login with your BBCS account.

↓

Login   Create a BBCS Account

2. Enter your Name, Date of Birth, and USAB Gold License #.
3. Review and select any applicable boxes in the Check All That Apply To You section.
4. Add contact information (address, phone, email).
5. Create and confirm your password. Remember this password - it will be used to login to the BBCS. Passwords must contain 8 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 be accepted: blu, blu3, b!ue, or another variation.

6. Review and acknowledge the attestations, terms of use and privacy policy. Confirm understanding of each by checking the box next to each statement.
7. After you have finalized submission, confirm your account by clicking the link in the confirmation email sent to the email account utilized on the BBCS profile during registration.

2/ Previous users – login.

1. Go to https://bbcs.ncaa.org/ and click Login.

Coaches ⓘ, Operators ⓘ, Team / Organization CEOs and Primary Business Officers ⓘ

Login with your BBCS account.

[Login] [Create a BBCS Account]

2. Sign In with the email address and password that you created the account with previously.

Log in with your **Adult** BBCS Account ⓘ

Coaches, Operators, Team/Organization CEOs and Primary Business Officers log in here with your BBCS Account

Athletes: click here to log in

Step-by-step guides for using BBCS and contact information for the Enforcement Certification and Approval Group (ECAG) are posted on www.ncaa.org/basketballcertification

Email Address   👤

Password   🔒

[Sign In] [Create a BBCS Account]

3. Review and update any changes to your profile information.
4. Review and acknowledge the attestations, terms of use and privacy policy. Confirm understanding of each by checking the box next to each statement.
5. Click Confirm Updates to My Profile.

4/ Choose appropriate facilities.

Additional information is available in the Nonscholastic Event/League Guidelines and Requirements located at www.ncaa.org/basketballcertification.

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

- **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.
- **Division I Campus Facilities**. Legislation exists that prohibits a Division I institution [including any institutional department (e.g., athletics, recreational/intramural)] from hosting, sponsoring or conducting a basketball

practice or competition in which PSAs participate on its campus or at an off-campus facility regularly used by the institution for practice and/or competition by any of the institution's sport programs.

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

5/ Apply for NCAA certification.

Additional information is available in the Event Application Step-by-Step located at www.ncaa.org/basketballcertification.

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

1. Log in at https://bbcs.ncaa.org/.
2. Click on OPERATORS.
3. Click Apply for an Event or League.
4. Complete and save the About tab to load additional tabs.
5. Complete additional tabs.
6. Submit application.

6/ Respond to requests for additional information.

ECAG will process the application and identify any inadequacies in the information submitted. Should the ECAG have questions regarding the information you submitted OR the information you provided is incomplete, ECAG will request additional information from you. Once ECAG has posted the requests for information, the status will appear as Info Requested and the deadline by which to respond will be identified in the Response Required By column. The operator will be notified via email that there are issues with the application that required a response.

All deadlines are strictly enforced.

1. Click the Manage button next to the Event/League.
2. Select Submit Additional Information.
3. Locate the tab(s) with warning icons to see the specific issue outlined in the Staff Comments section.
4. Enter your response into the Operator Comments field and click Save Comments button. This will need to be repeated for each tab flagged with issues.
5. Problems not specific to a tab will be identified in the top-level box within the application history along with a date time stamp. If there were not any issues identified at the top-level, you will still need to enter a comment at the top-level before clicking the Submit Your Responses button.
6. Submit Your Responses.

7/

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

- Operator will be notified via email.
- The BBCS will generate an alert.
- The status of the application will change in the list of applications posted on the Operator section of the adult user's BBCS account.
- All certified events and leagues will be posted on the www.ncaa.org/basketballcertification.

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.

Decisions are final. If the application is denied, the reason for the denial will be posted to the BBCS.

8/

Hire or acquire staff.
Event operators will need to collect the name, address and telephone number for any volunteer or employee involved in the operation of their event including, but not limited to, the administrative staff, clock and stat personnel, score keepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc.

Operators should prepare to have adequate staff/volunteers to enforce separate NCAA seating and for clearing out any general spectator from the designated NCAA coaches' section(s).

Compensation provided to event personnel must be consistent with the going rate for event personnel of like teaching ability and event experience.

1/

Registration.
Operators of team events need to plan to have enough registration staff to fulfill the NCAA requirements for checking mandatory BBCS registration

2/

Managers and Leaders.
All site/gym managers and all staff people who are in a managerial or leadership role need to be registered in the BBCS as a coach/operator (Adult User) and have an active USAB Gold License. This includes ALL site directors, gym supervisors, coordinators, organizers, instructors, etc.

3/

Officials.
If officials are utilized, the operator will be required to identify officials utilized and compensation provided when completing the PERF.

The operator cannot list themselves as the coordinator of officials. If the operator organized the officials (and did not contract with a company/entity to provide the Officials), then each official will need to be listed separately.

4/ Medical Personnel.
Qualified medical personnel must be present at EACH facility whenever the facility is being utilized for athletic activities by the event. The operator will be required to identify medical personnel and confirm that medical personnel was always present at each event when completing the PERF.

9/ Operate the Event/League in Compliance with NCAA Requirements.
Review the guidelines and manuals posted to the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification. and take steps to ensure compliance.

10/ Submit Post-Event Review Form – EVENTS ONLY.
The event operator must complete and submit information about the operation of the event in the required PERF within two months of the date of the last certified event date. The specific deadline will be visible in the Respond by Date column on the Event Applications tab in the BBCS. If event certification was granted and Division I coaches were given the opportunity to attend and observe PSAs, a PERF is required even if zero Division I coaches attended.