

Operator General Information

Application

1. Obtain a USAB Gold License

STARTS ON PAGE 26 OF THE ECAG USER MANUAL

To use the NCAA's new Basketball Certification System (BBCS), you **MUST** have your USAB Gold License. Both your educational courses and your background check are done on one website. Go to: www.usab.com/ncaalicense to start the USAB Gold License process.

WARNING:

- BE SURE to use the NCAA specific link provided above. Do not just go to the USAB website and apply.
- BE SURE to check the box that indicates you WILL be participating in NCAA-certified events.

2. Create a BBCS User Account

STARTS ON PAGE 38 OF THE ECAG USER MANUAL

Upon being granted a USAB Gold License, the next step would be to create a BBCS user account.

- A **new account** must be created in the new BBCS: **old log-in information does not work**.
- Your username is your registration email address.
- **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.

3. Complete the Application Process

STARTS ON PAGE 58 OF THE ECAG USER MANUAL

Log into the Basketball Certification System (BBCS) website (<https://BBCS.ncaa.org>) and apply.

4. Respond to Any Necessary Requests for Info

STARTS ON PAGE 92 OF THE ECAG USER MANUAL

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. You will be notified via email that there are issues with your application to which you need to respond.

5. Receive NCAA Decision on Certification

Things Change - Notify ECAG of any Changes Made to Deviate from what was Submitted on the Application

STARTS ON PAGE 97 OF THE ECAG USER MANUAL

REMINDER - To avoid penalties, cancellations and change requests must be reported to ECAG via the [Request Change or Cancellation](#) feature or IN WRITING to ECAG@ncaa.org no later than 48 hours prior to the scheduled start of the event/league.

For College Leagues – That's the last step.

Additional Steps for Events

1. Prepare for Event

STARTS ON PAGE 100 OF THE ECAG USER MANUAL

Operator to Notify Participants in Advance of Requirements

Event operators are responsible for making sure that all coaches and athletes participating in their event are aware of all NCAA requirements and are compliant. The operator is required to notify all participants in advance of steps they will need to complete before they can participate in an NCAA-certified event.

Operator Must Ensure BBCS Registration of All Participants

Operators are responsible for ensuring that ALL participants (athletes, coaches, teams) have registered in the BBCS.

Issues Operator Must Address BEFORE Athlete Participation

Prior to the start of the event, staff will need to identify all teams with potential issues and of those, which ones DO NOT have a decision posted from ECAG. If ECAG has NOT rendered a decision, it is still possible for the athlete to participate with the team. It is important to address any of the identified issues BEFORE the athlete's coach/team participates when the individual/team can be withheld from competition without refund if they refuse to cooperate.

Get Familiar with PERF Requirements

It is suggested that operators make themselves familiar with what will be required in the PERF submission prior to the event to ensure that all necessary information is collected from participants and coaches while they are present at the event.

2. Participant Management

STARTS ON PAGE 103 OF THE ECAG USER MANUAL

Operators of both team and individual events are required to submit a complete list of participants. It is suggested that operators read the [Operators Best Practices](http://www.ncaa.org/enforcement/basketball-certification/basketball-certification) document on <http://www.ncaa.org/enforcement/basketball-certification/basketball-certification> or develop their own plan for ensuring that all participant requirements are met and the event operates in compliance with ECAG requirements.

3. Post-Event Review Form

STARTS ON PAGE 113 OF THE ECAG USER MANUAL

While the application outlines how the operator "intends" to run the event, the PERF is how the operator reports how the event was operated. Log into the Basketball Certification System (BBCS) website (<https://BBCS.ncaa.org>) and submit the PERF. If Event Certification was granted and Division I coaches were given the opportunity to attend and observe prospects, the activity operator will be required to submit a post-event review form (PERF) even if zero (0) Division I coaches attended. The PERF must be submitted no later than **two (2) months** from the last certified event date. The specific deadline will be visible on the Event Applications tab and will appear in the Respond by Date column of an approved event application.

4. Respond to Any Necessary Requests for Info

STARTS ON PAGE 118 OF THE ECAG USER MANUAL

ECAG will process the PERF 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. You will be notified via email that there are issues with your PERF to which you need to respond.

5. Receive NCAA Decision on Whether the Event Remains Eligible the following Year.