



General Information for Coaches

The basketball certification process approves NCAA-certified events for the presence of NCAA Division I coaches; thus, providing nonscholastic coaches an opportunity for his/her team(s) to be evaluated by NCAA coaches.

ECAG User Manual

Coaches with teams participating in NCAA-certified events are responsible for ECAG User Manual compliance. The ECAG User Manual is posted online at www.ncaa.org/basketballcertification. The manual includes ECAG guidelines, legislation and 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.

While the manual may be intimidating due to its size, it is easy to find what you are looking for by searching for specific key words:

5. Hold down the CTRL key (Command for Apple users) on your keyboard
6. Hit the letter "F"
7. Enter the key word/phrase in the Navigation field that appears
8. Click the correct returned result in the navigation field. If your results take you to the Table of Contents entry, hold down the CTRL key (Command for Apple users) on your keyboard and click within the interactive Table of Contents to navigate to the correct page.

To Do List

☐ **Obtain a USA Basketball GOLD License.**

Search Keyword(s): [NCAA Eligibility of Coaches and Operators](#)

All individuals involved in the operation or management of an NCAA-certified event/league, participating in coaching activities or sitting on the team bench at an NCAA-certified event are required to obtain a USA Basketball (USAB) GOLD License. If you do not have your Gold License, please go to: <https://www.usab.com/youth/development/coach/process-for-becoming-a-licensed-coach.aspx> to start the process.

Allow a minimum of three weeks for USAB to complete the processing of your background check and issue the Gold License. The educational component will take several hours for first time applicants and is done at your own pace, but these courses must be completed before being granted a USAB Gold License.

Once approved, **it will take 24-48 business hours for USAB to report your approval to the NCAA.** Until your approval has been directly reported from USAB to the NCAA, you WILL NOT be permitted to perform any activity in the BBCS beyond creating your user account. Once the account is validated, you will be able to proceed.

☐ **Create or Update a BBCS User Account and Log In.**

Search Keyword(s):

- [NEW Adult Registration – Coach or Operator](#)
- [RENEW Adult Registration – Coach or Operator](#)

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, b!ue, or another variation.
- Your password locks after three failed attempts. Use the password reset button; do not create another account.

☐ **Instruct ALL COACHES to Register Appropriately.**

All coaches (not just the head coach) must have a BBCS account and a USAB Gold license.

You may want to provide the [General Information for Coaches](#) document to your coaches to assist them in getting registered. This document is available in the Basketball Certification Resources section of www.ncaa.org/basketballcertification and included in the Appendix of the ECAG User Manual.

☒ **Instruct ALL ATHLETES on your team to Create or Update their BBCS Profile.**

Do NOT create accounts FOR YOUR ATHLETES.

You may want to provide the [Athlete Registration Basic Information](#) document to your athletes' parents to assist them in getting registered. This document is available in the Basketball Certification Resources section of www.ncaa.org/basketballcertification and included in the Appendix of the ECAG User Manual.

☒ **Create your Bench of Athletes and Coaches.**

Search Keyword(s): [Bench Creation](#)

- The BBCS uses a “bench” concept, which enables you to have a pool of available athletes and assistant coaches.
- You cannot search for a coach and invite him/her to your “bench” until that coach has their (1) USAB Gold license, (2) created a user account in the BBCS and (3) been verified by the NCAA.
- You cannot search for an athlete and invite to your “bench” until that athlete has (1) created their account in the BBCS, (2) viewed the educational video and (3) completed their school information on their profile.
- Only athletes' whose address is consistent with the NCAA residency requirements will appear in your search. See the [Event Participant Residency Requirements](#) section of the ECAG User Manual to better understand those restrictions.

☒ **Create Roster(s).**

Search Keyword(s): [Roster Creation](#)

Create a roster for each event you will attend with the athletes and coaches from your bench.

- You can create multiple rosters for a single event. Once the coach opts into an NCAA-certified event, the team name, team address and roster can be added based on the athletes and coaches in the “bench”. If the coach has more than one team going to that event, they can opt in for a second time and enter their next team's information.
- You may need to address issues flagged by the BBCS that will require documentation. See the [Justification Required Alerts–Proof of Residency](#) section of the ECAG User Manual.

☒ **Plan to Comply.**

Become familiar with what is required to be NCAA compliant and take steps to ensure that your teams comply. Be prepared to provide documentation when requested by ECAG or an event operator. Failure to comply with NCAA requirements may impact your ability to coach in NCAA-certified events in the future.

