

Deadline Guidelines

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 are expected to plan accordingly to make sure that all information is submitted by the applicable deadline. Both the Basketball Certification System (BBCS) and the Recruiting/Scouting Service System (SSS) will document and date stamp all activity; this date CANNOT be disputed.

Initial Submission Deadline

Application deadlines are:

- **Basketball Certification** - must be Submitted 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.
- **Recruiting/Scouting Service** - Applications are **ONLY accepted between February 1 and May 31**, but approved services WILL NOT be posted prior to April 1.

If NCAA Event Certification was granted to allow the attendance of Division I coaches, a separate set of information is required to be submitted after the event has concluded. This post-event information must be Submitted **no later than two (2) months after the last date of certification** of the event. The SPECIFIC DATE will be identified online both on the top of the post-event review form (PERF) AND in the Respond by Date column of an approved event application.

Completely Submitted

The 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 the operator completely submits the application/PERF, staff cannot and WILL NOT process the application/PERF. Leaving the application/PERF status as Not Submitted will result in denial of NCAA certification and/or approval.

Request for Additional Information Deadline

If additional information is required to process an application to completion, ECAG will email a request to the operator and a deadline will be identified by which a written response is required via email or through the online process.

- **Applications** – Typically, a **10-day deadline to submit a response; this is 10 actual days (not business days)** from the date the information was requested.
- **Post-event review form** – Typically, a **20-day deadline to submit a response; this is 20 actual days (not business days)** from the date the information was requested.

Changes to Info Reported on Application Deadline

Applications are approved based on the information submitted in the application and event, league and Recruiting/Scouting Service operators attest that the information provided in them is complete and accurate to the best of their knowledge. Additionally, the operator agrees to report ANY cancellations or changes from what was submitted in the application (names, location, dates, fees, times of games, etc.) to ECAG IN WRITING to ECAG@ncaa.org. **To avoid penalties, changes must be submitted by the identified deadline:**

- Basketball Certification - no later than 48 hours prior to the scheduled start of the event/league
- Recruiting/Scouting Service - within 10 business days of the change being made

Proof of Met Deadline

All information submitted to ECAG that cannot be submitted via the online process **must be submitted in writing and NOT verbally by phone**. If there is question regarding whether information was submitted by the required deadline, it is the operator's responsibility to produce PROOF of a timely submission. It is advisable to do all the following that apply as proof of successfully submitting the information:

- Print/keep the page showing the time and date of all online submissions.
- Mark all information sent via email for a read and delivery receipt and print/keep the generated verification
- Send hardcopy responses via some type of traceable delivery (i.e., FedEx, DHL, UPS, certified mail, etc.)