Operator Best Practices

If you haven't started looking ahead as to how the NEW BBCS handles player/team information, you should do that as soon as possible. More than likely, you will have to make significant changes to the way you handle your check-in procedures to ensure the event operates in compliance with NCAA requirements.

You should also get familiar with what will be required in the Post-Event Review Form (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. If you do your participant check-in properly, the PERF should 75-80 percent complete by the end of your check-in procedures. This document will provide some hints, tips and best practices that, if implemented, will aid your success.

WARNING: Because the future certification of your event depends on the accuracy of the information provided by the coaches, it is suggested that operators require the team information to be accurate before allowing the team to participate. This way, the operator has leverage to ensure that it gets done. For example, the team/individual can be withheld from participating without a refund until they comply with the necessary requirements. Once the team/individual has left the event, it will be nearly impossible to get them to comply and the event will not be able to successfully complete the PERF.

Communications and Responsibilities

Operator Must Ensure BBCS Registration of All Participants.

Operators are responsible for ensuring that ALL participants (athletes, coaches, teams) have registered in the BBCS. Failure to ensure participant registration will prevent you from submitting an accurate participant list, resulting in the denial of the PERF and rendering the event ineligible for certification the following year. (See: Operator Must Ensure BBCS Registration of All Participants section of the ECAG User Manual.)

Include NCAA Requirements on Event/League Websites.

Operators should include information about NCAA requirements for coaches and athletes on their event/league website, flyers etc. This should include the link to ECAG's Basketball Certification website (www.ncaa.org/basketballcertification), the link to register in the Basketball Certification System (BBCS) (https://BBCS.ncaa.org) and the link for coaches to complete the USA Basketball (USAB) GOLD License (https://www.usab.com/youth/development/coach/process-for-becoming-a-licensed-coach.aspx).

Communicate Requirements and Deadlines in Advance.

It is suggested that you communicate with those who will be attending your event in advance notifying coaches/players of all steps they need to complete PRIOR TO arriving at your event and the consequences of failing to do so.

This includes, but is not limited to:
1. Registration in the BBCS;
2. USA Basketball GOLD License requirements;
3. For team events - creation of a Bench
4. For team event - Roster should include ALL athletes or coaches who MAY be participating in your event
5. Deadlines by which all the above should be completed. [See the Set Deadlines/Consequences in Advance section later in this document.]

Ensure ALL Individuals Involved in Operation/Management of the Event have USAB Gold License.
Search Keyword(s): NCAA Eligibility of Coaches and Operators
This includes ALL Site Directors, Gym Supervisors, Coordinators, Organizers, Instructors, etc.

Post Event Review Deadline is 2 MONTHS After – not 3

Most of the work required to submit your review form will now be completed prior to or during the event; so, it should no longer be necessary to need this much time to finalize your event reports. It is anticipated that this will be shortened again in the future.

Single Access to Online Information

It was never intended for multiple users to log in to a single account at any given time in the BBCS or any of the background check provider's websites. Still, in previous years, operators have shared their credentials with staff to facilitate check-in on multiple devices in multiple check-in sites. This resulted in accounts getting locked frequently due to improper entry or because the multi-logins gave the appearance of a security breach.

ONLY ONE PERSON IS PERMITTED TO LOG IN TO AN ACCOUNT on the new BBCS to avoid these problems. [Note: Plans are being made to allow multiple user accounts to be connected to an event's Participant List for management in the future, but for now only one person at a time will have access to this information.

TEAM Event Suggested Check-In
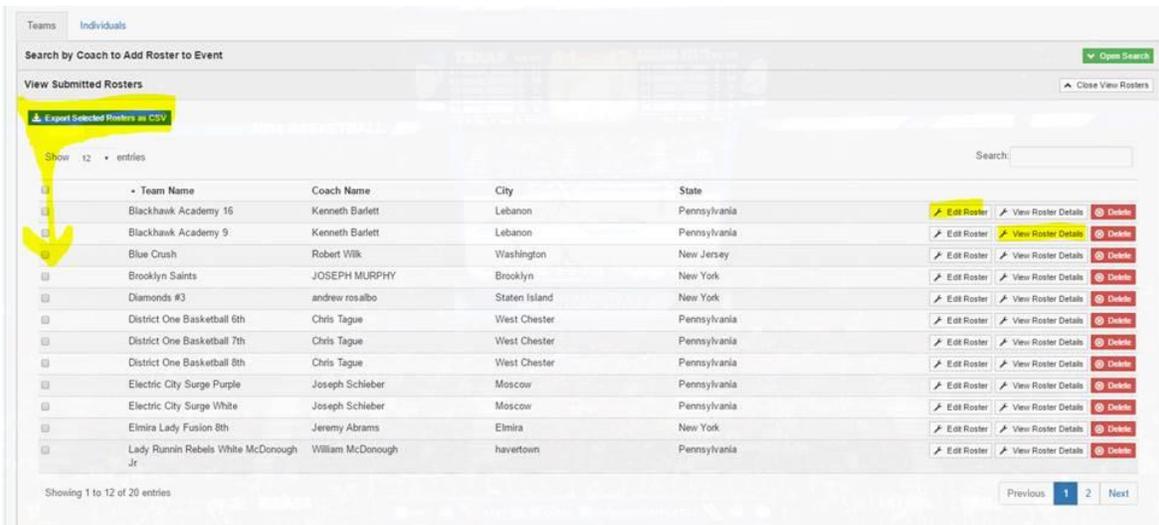
Set Deadlines/Consequences in Advance.

It is suggested that you set a deadline for your coaches to add players and coaches to their roster in the BBCS and alert them that anyone who DOES NOT appear on the roster by that date WILL NOT be permitted to participate in the event. If there is any chance that an athlete or coach will be traveling with the team to your event, they should be added to the roster by this date. This will allow you to print out rosters from the BBCS that include ALL the names of potential participants to utilize at check-in. This will also assist you in producing a more accurate event packet. (See: Event Packet Guidelines section of the ECAG User Manual.])

Unlike in the past, it will be nearly impossible for a coach to show up to an event unprepared and complete all the steps necessary to participate in the event. Coaches **CANNOT procrastinate** and you should make sure they know this before they spend money to and travel with a team to your event and are not permitted or their participation will be delayed because of the coaches' failure to be prepared.

Print Your Rosters.

Using the Participant List, print out the rosters for your event to use at your event check-in tables. The easiest way to do this is by selecting the box in the header row of your list of teams and then selecting the Export Selected Rosters to CSV button. (See: Event Participant Management Instructions section of the ECAG User Manual.)

The Edit Roster view gives you visibility to all coaches/athletes on that bench who are eligible to play with the team. Those people on the Edit Roster view with a GREEN button will be included in the exported spreadsheet that you print, which is why you setting that deadline is important.

Identify No -Shows on Printed Rosters.
IF you set a deadline for your team submissions and the coaches complied, the exported rosters should print with all potential participants listed on the roster. At check-in, the coach would simply mark up the printed roster and cross out who on the roster is NOT participating in your event. These corrections could be made later by staff online.

Last Minute Adds at Check-In.
Emergency exceptions always occur and you could choose to allow last minute additions in some circumstances. If a team arrives with people who were not added to the event roster before the operator established deadline, you could have one "online check-in station" where a staff member is logged in to the Participant List. At that station, staff could utilize the Participant List, click the Edit Roster button for the team and then click the Add to Roster button to either select people who need to be added, making their buttons GREEN. [Note: Only people who are on the coach's bench can be added by the event operator.]

Accurate Rosters.
If the coach submitted an accurate roster, no one needs to be removed and no one needs to be added – then there is nothing else for the operator to do with this team in the Participant List. It is suggested that you have the coach sign-off on the printed roster that the players and coaches that appear on the roster are, in fact, who is participating with this team in your event. Set these aside for filing, but you will not have to do anything with these to complete your post-event review form.

Inaccurate Rosters
For those rosters where coaches had to mark out coaches or players that were initially included but will not be participating, the operator will need to make those adjustments online in the BBCS. These rosters would go to the "online check-in" station and if that staff member has down time, they could input these adjustments and initial and date/time mark the paper roster to indicate the work is complete. If these don't get to it, they can' be done later while the event is taking place or within the 2-month window that the operator has to complete the PERF. But these are THE ONLY rosters that will need to be accessed by the event staff for adjustments prior to submitting the PERF.

To make these rosters accurate, the staff with the login credentials would utilize the Participant List, click the Edit Roster button for the team and then click the Add to Roster button to
deselect people who were identified as not participating at team check-in, making their buttons BLUE.

Issues Operator Must Address BEFORE Athlete Participation
The BBCS will flag potential residency issues that may exist on the teams connected to the event. 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 no decision has been rendered, the operator will need to make a judgement call based on the documentation that has been uploaded to the BBCS.

If no documentation was submitted with the justification in the BBCS, then the operator is required to collect the documentation that demonstrates the athlete has met the NCAA residency requirements before allowing the athlete(s) to participate.   Operator should retain documentation collected for submission with the PERF.
[Search Keyword(s): Issues Operator Must Address BEFORE Athlete Participation AND in the Operators Best Practices document posted online and the Appendix of the ECAG user manual.]

If there is any question or concern, the operator SHOULD NOT allow the athlete to participate with the team in his/her event until the NCAA has rendered a decision. Participation of an athlete in violation of the NCAA residency restrictions may affect future certification of the event. [Search Keyword(s): Operator Review of Justification Documents for Athlete section of the ECAG User Manual.]

INDIVIDUAL Event Suggested Check-In

Set Deadlines/Consequences in Advance

It is suggested that you set a deadline for all participating athletes and coaches to create a profile in the BBCS. This will allow you to be able to search for and add these participants to your event's Participant List prior to them arriving at the event and will also assist you in produce a more accurate event packet. [See: Event Packet Guidelines section of the ECAG User Manual.]

Lookup Registered Athletes and Hired Coaches in Advance

Add participants to your Participant List at the time that they are hired as a coach or when the participant pays/registers with you to attend. [See: Individual Event Operator Participant Entry (Individuals Tab) section of the ECAG User Manual.]

Last Minute Adds at Check-In

If an athlete arrives who does not have an active profile in the BBCS, you will need to make sure that they have the ability to create one on site AND the parent needs to be the one to do it. They should be able to do this from their smartphone or you can provide computers or tablets for them to do so, but it would be easier for everyone if you force them to do this before arriving. If allowed to create their profile on-site, the athlete will need to watch and confirm that they watched the educational video and the School Information Tab must be completed before you can search and find them to add to your Participant List.

Changes Regarding Coach Separation

1. **Signage** identifying all separate NCAA coaches' areas.

2. **Identification** - Operators are expected to have a system in place to distinguish NCAA Division I coaches from other attendees.

3. **Seating** - Event operators are required to provide NCAA coaches with a designated seating section that is free of those individuals with whom NCAA coaches are not permitted to have contact under NCAA bylaws, including individuals associated with a prospective student-athlete (IAWP). The IAWP definition generally includes, but is not limited to, parents, legal guardians, handlers, personal trainers, scouting/recruiting service employees or operators and coaches. Event operators are required to provide NCAA coaches with opportunities to avoid contact violations and are responsible for having staff/volunteers to monitor and enforce the separate seating areas. Event operators are likewise expected to remove from the designated NCAA coaches' areas any participants or attendees who are not authorized to be there. It is not, however, the event operator's responsibility to monitor NCAA coach behavior. If an NCAA coach chooses to engage with an IAWP, the event operator is not responsible for the coach's behavior. ECAG encourages operators to remind NCAA coaches of their responsibilities and of the enhanced penalties for contact violations at certified events, but are not expected to enforce NCAA requirements on individuals subject to NCAA bylaws.

   - **Media** - The prohibition on seating for certain individuals with NCAA coaches does not apply to bona fide news media. However, media members who trigger IAWP status (e.g., media members employed by, or working in partnership with, a scouting service or recruiting service) would be considered an IAWP subject to the limitations noted above and would not be allowed to sit in the designated seating section for NCAA coaches.

   - **Restriction on NCAA Coaches in General Seating Sections** – BE AWARE – Regardless of whether an NCAA coach purchased an event packet, paid for an NCAA coach admission or paid general admission, it is NOT permissible for an event operator to make an NCAA coach sit in the general admission seats.