



# General Information for Operators

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.

## ECAG User Manual

Operators are responsible for ECAG User Manual compliance. The ECAG User Manual is posted online at [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification). This 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.

## To Do List

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

Page 27 of the ECAG User Manual.

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.**

Page 49 (create) or page 53 (update) of the ECAG User Manual.

**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.

### ☐ **Choose Appropriate Facilities.**

Page 98 of the ECAG User Manual.

### ☐ **Obtain Accident Insurance.**

Page 116 of the ECAG User Manual.

### ☐ **Apply for NCAA Certification.**

Page 78 of the ECAG User Manual.

[NOTE: Separate applications are required in the new BBCS for league/events.]

- ❑ **Watch for and Respond to any Requests for Additional Information.**  
Page 122 of the ECAG User Manual.
- ❑ **Hire or Acquire Staff.**  
Page 134 of the ECAG User Manual.
- ❑ **Ensure ALL Individuals Involved in Operation/Management of the Event have a USAB Gold License.**  
Page 27 of the ECAG User Manual.  
This includes ALL site directors, gym supervisors, coordinators, organizers, instructors, etc.
- ❑ **Plan to Comply.**  
Become familiar with what is required to be NCAA compliant and take steps to ensure compliance.

#### LEAGUES

Page 85 of the ECAG User Manual.

League Participant Requirements; Obtain Permission for DI Athletes BEFORE Participation; Number from Any One College Restriction; One Team One League Restriction; No Tryouts Permitted for Leagues; No All-Star Games Permitted for Leagues; Postseason Play-Offs for Leagues; League Residency Requirements; Two-Year of Four-Year College Staff Involvement with Leagues.

#### EVENTS

- Event Packet Guidelines - Page 101 of the ECAG User Manual.
- Notify Participants in Advance of Requirements - Page 130 of the ECAG User Manual.
  - Get Familiar with PERF Requirements - Page 130 of the ECAG User Manual.
  - Responsibility to Ensure BBCS Registration of All Participants - Page 131 of the ECAG User Manual.
  - Issues Operator Must Address BEFORE Athlete Participation - Page 133 of the ECAG User Manual.
- Participant Requirements - Pages 87-94 of the ECAG User Manual.
- Review and Acknowledge having read the Operator's Best Practices (see Basketball Certification Resources section of [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification)).  
Once read, YOU ARE REQUIRED TO CLICK THE LINK BELOW, acknowledging your understanding of the information included. [I acknowledge that I have read the document outlining ECAG Best Practices for Managing Participants at my event.](#)

- ❑ **Operate the Event/League in Compliance with NCAA Requirements.**
- ❑ **Submit Post-Event Review Form – EVENTS ONLY.**  
Page 147 of the ECAG User Manual.
- ❑ **Watch for and respond to any requests for additional information.**  
Page 154 of the ECAG User Manual.

#### **Need to View or Make Changes to an Application?**

See Page 127 of the ECAG User Manual.

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.

