



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

1. Hold down the CTRL key (Command for Apple users) on your keyboard
2. Hit the letter "F"
3. Enter the key word/phrase in the Navigation field that appears
4. 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.

☐ **Choose Appropriate Facilities.**

Search Keyword(s): [Facilities Guideline](#)

☐ **Obtain Accident Insurance.**

Search Keyword(s): [Insurance Requirements](#)

☐ **Apply for NCAA Certification.**

Search Keyword(s): Application Process

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

☐ **Watch for and Respond to any Requests for Additional Information.**

Search Keyword(s): Information Needed to Process Application

☐ **Hire or Acquire Staff.**

Search Keyword(s): Staff Guidelines

☐ **Ensure ALL Individuals Involved in Operation/Management of the Event have a USAB Gold License.**

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

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

Search Keyword(s): League Participant Requirements

EVENTS

Search Keyword(s):

- Event Packet Guidelines
- Notify Participants in Advance of Requirements
- Operator Familiarity with PERF Requirements
- Ensure BBCS Registration of All Participants
- Issues Operator Must Address BEFORE Athlete Participation
- Event Participant Residency Requirements
- Review and Acknowledge having read the Operator's Best Practices document (see Basketball Certification Resources section of 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.**

Search Keyword(s): Post-Event Review Form (PERF)

☐ **Watch for and respond to any requests for additional information.**

Search Keyword(s): Information Needed to Process PERF

Need to View or Make Changes to an Application?

Search Keyword(s): View or Make Changes to an Application

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.

