



# Operator Pre-Event Reminders

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- 1. ALL CHANGES MUST BE COMMUNICATED TO ECAG NO LATER THAN 48 HOURS PRIOR TO THE START OF THE EVENT/LEAGUE.** 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.**
- 2. OPERATIONS/MANAGEMENT STAFF NEED A USA BASKETBALL GOLD LICENSE.** NCAA Bylaw 13.18-(j) requires that all "individuals involved in coaching activities and in operating or managing the event must have been approved in accordance with guidelines established by the ECAG." Often, the individual identified as the "event operator" is not actually running the event and may not be present, as they may be operating multiple events simultaneously or coaching a team in another event. In that regard, there are staff beyond the identified "event operator" who are required to have a USA Basketball (USAB) Gold License. Per the legislation, anyone involved in the operation or management of the event will need a USAB Gold License and not just the person identified as the event operator on the application submitted to ECAG. This includes ALL site directors, gym supervisors, coordinators, organizers, instructors, etc.
- 3. NCAA COACHES NEED A USAB GOLD LICENSE.** NCAA coaches are now required to obtain their USAB Gold License. If you use coaches from member institutions (DII, DIII), they must have a USAB Gold License number.
- 4. TRAINERS THROUGHOUT.** Trainers must be present at each facility utilized for the event.
- 5. NCAA COACHES' ACCESS TO COLLEGE COACHES' SECTIONS.** Regardless of what an NCAA Division I coach pays for entry, the coach MUST be allowed to sit in the designated NCAA coaches' section. Operators CANNOT make NCAA coaches sit in the general seating because they paid general admission instead of buying an event packet.
- 6. COLLEGE COACH CHECK-IN SHEET.** Retain your college coaches' check-in sheet to submit with your Post-Event Review Form (PERF). At this time, the BBCS will only accept an Excel spreadsheet. You will have to copy the information into Excel before uploading as you will not be allowed to email us the check-in sheet in a different format.
- 7. MEDIA IN NCAA COACHES SECTIONS.** Event operators are required to provide NCAA coaches with a designated seating section that is free of those individuals with whom they are not permitted to have contact. 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. The prohibition on seating for certain individuals with NCAA coaches does not apply to news media. **However, media members that trigger individual associated with a prospective student-athlete (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.** Event staff are expected to remove participants and attendees from the designated NCAA coaches' areas. It is not, however, the event operator's responsibility to monitor NCAA coach behavior. If an NCAA coach chooses to involve himself/herself in conversations with these individuals and/or participate in NCAA violations, 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 in the NCAA membership.
- 8. SCHEDULE RESTRICTIONS.** Athletically related activities are not permitted to begin before 8 a.m. or after 10 p.m. Men's events have additional restrictions on the first and last day of the evaluation period. Additionally, a prospect may participate in not more than five games over a rolling two-day period and in not more than three games on any one day. This restriction applies to both INDIVIDUAL and TEAM events.

Search Keyword(s): Schedule Restrictions – Event for more specific details and criteria for what counts as a “game”.

9. **ATHLETES WITH FLAGS.** For athletes with flags, only those who have been approved by the NCAA -OR- who are beyond a shadow of a doubt compliant with NCAA requirements should be permitted to participate. 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.
10. **USAB CODE OF CONDUCT VIOLATIONS.** If violations of the USAB Code of Conduct take place at your event, be sure to report the incident directly to USAB at 844-562-6201 option 1 or by clicking this link: Contact USAB.
11. **DON'T FINALIZE YOUR PARTICIPANT LIST EARLY IN BBCS.** Operators should not finalize their participant lists until after the event. [Search Keyword(s): Do NOT Finalize Participant List Early AND in the Operators Best Practices document posted online and the Appendix of the ECAG user manual.]
12. **PERF DEADLINES - PERFs are due two months after the last date of your event.** Your specific due date is found in the Respond by Date column for that event in the BBCS.

#### TEAM EVENTS:

- Only coaches whose name appears on the roster in the BBCS should be permitted to participate.
- Only athletes whose name appears on the roster in the BBCS should be permitted to participate.
- A BENCH coach can edit a team ROSTER up until 11:59 p.m. Eastern time the day before the event start date; after that, the EDIT ROSTER button will be unavailable and will reflect Event in Progress and only the event operator will be able to adjust the roster.
- Retain your team check-in sheets and score sheets until your PERF has been APPROVED.

#### INDIVIDUAL EVENTS:

- Only coaches whose names you can search for and add to the event's Participant List section of the BBCS should be permitted to participate.
- Only athletes whose names you can search for and add to the event's Participant List section of the BBCS should be permitted to participate.
- Athletes should not be allowed to participate before their BBCS profile is completed.

## Additional Resources

You may want to provide the Coach Overview Basic Information and the Athlete Registration Basic Information posted in the Basketball Certification Resources section of [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification) and included in the Appendix of the ECAG User Manual to your participating coaches. These documents will assist in getting them registered in the BBCS and prepared to be compliant before participating in your event.

