# ECAG USER MANUAL

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Overview

What is ECAG?

ECAG Acronym Defined
ECAG is the acronym for the NCAA Enforcement Certification and Approvals Group (ECAG).

ECAG Scope of Activities
Mission: The Enforcement Certification and Approvals Group (ECAG) is a team dedicated to administering processes through which non-NCAA organizations/entities (event/league/scouting service operators, nonscholastic coaches, prospective student-athletes) can demonstrate compliance with established minimum standards desired by the NCAA membership and as a result, obtain the benefit of serving those members. As a result of this work, ECAG provides a valuable service to the NCAA membership.

Charge: To certify/approve non-NCAA organizations/entities as compliant (at the time of review) and therefore, accessible to NCAA Division I institutions as described below:
- Basketball leagues to allow the participation of Division I student-athletes;
- Basketball events to allow NCAA Division I coaches to attend and observe prospective student-athletes who are participating in the activities;
- Scouting Services in basketball and football to allow NCAA Division I coaches to purchase the service as a resource the recruiting process.

ECAG Contact Information

Website  www.ncaa.org/ECAG
Phone       1-844-562-6201
Email       ECAG@ncaa.org
Fax          317-917-6073

Regular Mail  NCAA Enforcement Certification and Approvals Group
              P.O. Box 6222
              Indianapolis, Indiana 46206
              Basketball Certification = C/O Sandy Parrott
              Scouting Service Approval = C/O Adam Morrissey

Overnight Mail  NCAA Enforcement Certification and Approvals Group
               1802 Alonzo Watford Sr. Drive
               Indianapolis, Indiana 46202
               Basketball Certification = C/O Sandy Parrott
               Scouting Service Approval = C/O Adam Morrissey
Basketball Certification Overview

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.

Scouting Service Approval Overview

The Scouting Service Approval Process allows operators of a recruiting/scouting service who agree to operate their services in accordance with the applicable legislation and ECAG requirements the opportunity to receive “approval” to allow NCAA Division I coaches to purchase the service to assist in the recruiting process.

A recruiting/scouting service includes any individual, organization, entity or segment of an entity that is primarily involved in providing information about prospective student-athletes. Operators of scouting services request approval by submitting an online application in the Scouting Service System [http://web1.ncaa.org/scouting/admin/login]. An application must be submitted between March 1 and May 31 each year. All deadlines are strictly enforced.

The applicant will be asked to answer a series of questions that correspond to the legislative requirements, provide a sample of the published data and login credentials if the service is an online service. Scouting Services Approvals are only granted for services that do currently exist - approval based on how the service operates, NOT how the operator promises to operate the service.

Approved scouting services are posted on a list accessible to the NCAA membership for an institution to know which services have been approved for purchase. A member institution that subscribes to an approved scouting service has an expectation of shared responsibility to monitor that the service is compliant with the legislation and notify the NCAA Enforcement Certification and Approvals Group of any concerns or inadequacies.
Applicable Legislation

Access to NCAA Legislation Online

Legislation changes frequently. The most up-to-date legislation is available in the Legislative Services Database (LSDBi). LSDBi includes NCAA Divisions I, II and III legislation and proposals and is updated continuously throughout the year as the legislation changes. As such, the LSDBi manual cites and text may differ from those in the hardcopy of the bylaw manual that is issued once a year.

To Access: Legislative Services Database (LSDBi) or [https://web3.ncaa.org/lsdbi/]

Enter all or part of the desired bylaw number into the search field and click the Search button. For your reference, the NCAA-certification related bylaws are identified below.
Basketball Certification Legislation

17.31.4  Summer Basketball Leagues
13.18  Basketball Event Certification

Bylaws Related to Basketball Certification

13.02.13  Definition of a Prospective Student Athlete
13.02.13.1  Exception – After Commitment
13.11.1.2  Definition of "Prospective Student-Athlete" for Tryout-Rule Purposes – Men's Basketball
13.11.1.8  Use of Division I Campus - Nonscholastic Practice or Competition -- Men's Basketball.
13.11.1.9  Use of Division I Campus - Nonscholastic Practice or Competition -- Women's Basketball.
13.12.1.1.1  Definition of a Prospective Student Athlete – Men's Basketball
13.02.14  Recruiting
13.02.14.1  Recruited Prospective Student-Athlete
13.02.18  Individual Associated with a Prospective Student-Athlete – Men's Basketball
13.1.7.5  Evaluations -- Men's Basketball.
13.1.7.5.1  Academic Year Recruiting Periods.
13.1.7.5.2  April Evaluation Periods.
13.1.7.5.3  Summer Evaluation Periods.
13.1.7.5.3.1  Practice in Preparation for a Certified Event.
13.1.7.5.3.2  Events Organized and Conducted for Recruiting Purposes.
13.1.7.5.4  NBA Draft Combine.
13.1.7.6  Evaluations -- Women's Basketball.
13.1.7.6.1  Academic Year Evaluation Period.
13.1.7.6.1.1  National Standardized Testing Weekends.
13.1.7.6.2  Summer Evaluation Period.
13.1.7.6.3  On-Campus Events.
13.1.7.6.4  Practice in Preparation for a Certified Event.
13.1.7.6.5  Events Not Subject to Certification Program.

Recruiting Calendars are posted on the Resources Tab of LSDBi. Or can be found by going to www.ncaa.org, select Division I, select Recruiting, and then use the link under Recruiting Resources. Recruiting calendars for the next academic year are usually published mid-June.
Scouting Service Approval Legislation
NCAA Bylaw 13.14.3.1 Recruiting or Scouting Services – Basketball and Football
NCAA Bylaw 13.14.3.1.1 Video-Only Services
NCAA Bylaw 13.15.1.10 Donation to Nonprofit Foundation -- Men's Basketball

**Recruiting or Scouting Service - Definition**
A recruiting or scouting service includes any individual, organization, entity or segment of an entity that is primarily involved in providing information about prospective student-athletes. An institution is considered to have subscribed to a recruiting or scouting service when a staff member registers to access information provided by the service only to paid subscribers or registers to access information available only to a select group of individuals (e.g., NCAA coaches), regardless of whether a charge is associated with accessing the information. However, an institution is not considered to have subscribed to a recruiting or scouting service if a staff member registers to access information about prospective student-athletes from a service that provides the same information to the public at no cost. This definition does not include any individual, organization, entity or segment of an entity that provides information about prospective student-athletes incidental to its primary purpose and is generally available to the public (e.g. news media).

**Recruiting/Scouting Services - Fee Rate by Division Requirement**
Inasmuch as the same information must be provided at the same fee rate for all subscribers, a service is prohibited from providing information regarding prospective student-athletes to institutions at various fees based on the institution's membership division.

**Recruiting/Scouting Services - Individual Analysis Requirement**
Information disseminated by a recruiting or scouting service must include individual analysis beyond demographics (e.g., height, weight, class, position), ranking (e.g., Division I prospective student-athlete) and general comments (e.g., excellent shooter) in order for an institution to make an athletics or academic analysis of the prospective student-athlete. Each prospect named in the service is required to be evaluated.
Purpose of ECAG User Manual

These Operational Guidelines will serve as the basis by which individuals who are not part of the NCAA membership will interact with ECAG staff to engage in the Basketball Certification (BBC) and Recruiting/Scouting Services Approval (SSA) processes and are designed to guide those individuals through the approval process from the application stage through final approval.

The primary purpose of this document is to provide involved individuals with an overview and foundation from which ECAG conducts all facets of its operations. The enclosed information regarding ECAG general processing functions, but does not articulate all ECAG activities. The following are stated objectives of the included guidelines:

1. Demonstrating consistent and accurate processing of applications and review forms, while providing exemplary customer service.

2. Establishing objective criteria by which to measure ECAG’s performance through the quality assurance plan.

3. Creating baseline expectations and best practices for how ECAG completes each component of the certification and approval process.

4. Ensuring clarity and uniformity in how ECAG applies BBC and SSA legislation.

5. Providing a basis for ongoing training to ensure ECAG adheres to its quality assurance plan, based on program protocols.

6. Mitigating risk to the NCAA by providing clear guidance to ECAG staff throughout the certification and approval process.

Policies and procedures for such evaluations are compliant with Enforcement (ENF) Policies and Procedures and the ENF Quality Assurance Plan and have been approved by the NCAA membership. These procedures and guidelines are not contractual in nature and may be amended without advanced notice.

NCAA Requirements and Non-NCAA Members.

Although they are not part of the NCAA membership, by participating in the certification and approval process and/or benefiting from those opportunities, participants are voluntarily submitting themselves and their organizations to and agreeing to be compliant with NCAA legislation, guidelines and requirements. Participants are expected to be knowledgeable of and compliant with NCAA requirements and will be held accountable to information posted on www.ncaa.org/ECAG.

ECAG encourages such individuals to frequent the ECAG website for changes that may occur. FAILURE to be compliant or allowing the participation of other coaches/TEAMS that are not compliant may result in the withdrawal of current or denial of future participation.
**User Account Information Basics**

**One Basketball Certification System (BBCS) User Account**

You only need ONE user account for the Basketball Certification System (BBCS). Once you have created an account, you can utilize that same account each year. You can update the contact information at any time; so, DO NOT create a new account if you already have one but have a new address, phone number or e-mail.

- One athlete account can be used for all teams all years of participation.
- One adult (coach/operator) account can be used to register multiple teams and/or complete certification requirements for multiple events/leagues.

**One Recruiting/Scouting Service System (SSS) User Account**

You only need ONE user account for the Recruiting/Scouting Service System (SSS). Once you have created an account, you can utilize that same account each year. You can update the contact information at any time; so, DO NOT create a new account if you already have one but have a new address, phone number or e-mail.

**Keep User Account Information Current**

When necessary, ECAG will contact those involved in the certification and approvals process via the information provided on his/her online user account in either the Basketball Certification System (BBCS) or Recruiting/Scouting Service System (SSS). Therefore, **it is imperative that the contact information is accurate.**

It is the user's responsibility to make sure that his/her contact information is accurate and up-to-date.

**Problems Saving User Account Changes**

You may find that you are restricted from entering your active e-mail address on your account if you have multiple user accounts and it has already been used elsewhere. If this occurs, contact ECAG so that old accounts can be made inactive and your current account can be updated.
Communication Guidelines

ECAG Website
The ECAG website is the essential bulletin board of information for participants. ECAG encourages such individuals to frequent the ECAG website for changes that may occur. FAILURE to be compliant may result in the withdrawal of current or denial of future participation. Participants are expected to be knowledgeable of and compliant with NCAA requirements and will be held accountable to information posted on www.ncaa.org/ECAG.

Email is the Primary Alert for Communication
When ECAG initiates communication with a participant to render a decision of some sort OR to request additional information to process an application, post-event review form (PERF), residency exceptions request or in regards to a potential violation, email is the primary alert notifying participants that ECAG has initiated communication with a participant. It is NOT within ECAG procedures to contact the individual via telephone or hardcopy mail. [There are plans to add text alerts to the BBCS in the future.]

This notification may be a direct result of:

- ECAG composing an email from the NCAA's Outlook desktop client;
- ECAG sending communication via Salesforce email;
- An email alert being generated from the Basketball Certification System (BBCS).

Keep User Account Information Current
Because email may be a user’s first awareness of the NCAA’s requirement for a response and this communication will be dependent on the information provided on his/her online user account in either the Basketball Certification System (BBCS) or Recruiting/Scouting Service System (SSS), it is imperative that the contact information is accurate. It is the user's responsibility to make sure that his/her contact information is accurate and up-to-date.

Whitelist ECAG Emails to Avoid Being Filed as Junk/Spam
Make sure that ECAG@ncaa.org and scoutserv@ncaa.org are added as safe users in any filters being used on your email client. If an e-mail is sent and is returned as undeliverable regardless of the reason, ECAG staff WILL NOT send the request by other means (fax, FedEx, regular post, etc.) nor will staff call the individual.

Email Successfully Sent, but Not Received
If the e-mail is not delivered for any reason (identified as spam, flagged as junk e-mail, no longer the user’s address, mailbox is full, etc.) but the NCAA staff has either posted information online in the BBCS, has a delivery receipt that the e-mail was successfully sent, or has Salesforce records that the communication was successfully received/opened by the user, the contacted individual will be expected to respond by the appropriate deadlines.
Adverse Actions

Although they are not part of the NCAA membership, by participating in the certification and approval process and/or benefiting from those opportunities, participants are voluntarily submitting themselves and their organizations to and agreeing to be compliant with NCAA legislation, guidelines and requirements. Participants (event/league operators, scouting service operators, nonscholastic coaches) are expected to be knowledgeable of and compliant with NCAA requirements and will be held accountable to information posted on www.ncaa.org/ECAG. ECAG encourages such individuals to frequent the ECAG website for changes that may occur. FAILURE to be compliant or allowing the participation of other coaches/teams that are not compliant may result in the withdrawal of current or denial of future participation.

Potential Penalties

Involvement in any of the identified adverse actions are subject to penalty. Penalties applied include probation, withdrawal of current NCAA eligibility to participate, and/or denial of future participation in the NCAA certification and approval process and/or activities associated with those processes. The duration of such a penalty could be for a period of up to five years OR until that time when the individual/organization is compliant and/or has cooperated. There would be no appeal rights for such an action.

Penalties Apply if a Division I Student-Athlete Rendered Ineligible

If a Division I student-athlete is rendered ineligible for collegiate athletics due to the activity of someone involved in the ECAG certification and approval processes and is subsequently forced to submit to the student-athlete reinstatement process, current or future certification/approval of the participant may be affected.

False Claims of Certification

It is NOT permissible to claim NCAA certification/approval when advertising (website, brochures, application, etc.) until it has been granted. Just because an event/league/scouting service was certified the previous year does not mean that it will be granted certification the following year. Therefore, the claim of certification/approval prior to it being granted (or possibly even requested) is inaccurate and is false and misleading to the NCAA membership, participating prospects, their coaches and their families.

Operators CANNOT claim to be NCAA-certified/approved and advertise themselves as such until

1. **BASKETBALL CERTIFICATION** – the status of the application in the Basketball Certification System (BBCS) appears as Approved and the event/league is included on the event list of approved events/leagues on ncaa.org.

2. **SCOUTING SERVICE APPROVAL** – the status of the application in the Scouting Service System (SSS) appears as Approved, at which time the service is included on the list of approved services on ncaa.org available to the NCAA membership.

False claims of NCAA-certification prior to certification being granted may affect current or future certification of the event/league.
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 **30-day deadline to submit a response; this is 30 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.)
Basketball Certification
Applicable To…

Leagues

Operators
All individuals operating an NCAA-certified leagues.

Athletes

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Currently enrolled Division I student-athletes.</td>
<td>• Individuals who have committed to a Division I institution, but not yet enrolled or received athletics aid from the institution.</td>
</tr>
<tr>
<td>• Redshirt athletes at a Division I institution.</td>
<td>• An individual who has NOT forfeited his/her prospect status.</td>
</tr>
<tr>
<td>• Once an athlete has attended a Division I institution full time, he or she has triggered the definition of a student-athlete and CANNOT return to prospect status even if they have transferred to a Division II or III institution or two-year college.</td>
<td>• Individuals who were previously Division I student-athletes, but who have exhausted their eligibility.</td>
</tr>
</tbody>
</table>

Events

Operators
All individuals operating an NCAA-certified event.

Coaches
All individuals participating in coaching activities at an NCAA-certified event.

Athletes
All individuals participating in athletic activities at an NCAA-certified event.

Non-Prospect Aged Teams
If teams are competing that are not made up of prospective student-athletes, they may or may not be required to meet the certification requirements. ALL teams (regardless of age) participating in a facility where NCAA coaches will be present and/or playing against prospect-aged teams are required to meet all NCAA-certification requirements (coach approval, residency restrictions, online ROSTERS, etc.). If an event has been certified but contains a younger athlete or adult division that WILL NOT be in a facility where NCAA coaches will be present, those teams would NOT be required to meet the NCAA certification requirements.
Terms of Participation

Athlete Registrant Terms of Participation
As an Athlete Registrant, you attest that:

- I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.
- I agree that some or all the information I submit may be viewed, accessed, and used by other registered users of the BBCS, including event operators and coaches.
- I acknowledge and agree that I am at least eighteen (18) years of age, am the parent or legal guardian of any minor(s) for whom I am submitting information, and have the right to submit such information on behalf of the minor(s).

Adult Registrant Terms of Participation
As an Adult Registrant, you attest that:

- I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.
- I understand that it is my responsibility to keep the contact information on my NCAA ECAG user account up-to-date and to whitelist ECAG@ncaa.org to avoid messages from the NCAA being lost or flagged as junk/spam. I agree that the NCAA is not responsible if it is unable to contact me because of my FAILURE to provide correct, accurate, and complete information or due to my email provider diverting messages from my inbox.
- I understand that the NCAA will strictly enforce all deadlines.
- I agree that I will not distribute, reproduce, republish, display, modify, transmit, reuse, repost, link to, or use any information or data from or relating to a prospective student-athlete ("PSA") provided or otherwise made available to me for any purpose; except that if I am an event operator, I may do so for the limited purpose of creating an information packet to be provided or made available to NCAA coaches attending my event.
- I acknowledge that as a coach/operator participating in an NCAA-certified event, I agree to be legally bound by the terms and conditions established by the NCAA and made available to me, via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise, and that such terms and conditions shall have immediate effect upon my eligibility to participate in NCAA-certified events and leagues.
- I acknowledge that to participate as a coach/operator in NCAA-certified events/leagues, I am required to obtain a USA Basketball GOLD License and hereby consent that the NCAA may share such information and data with USA Basketball. Further, all applicants and licensed coaches of USA Basketball's GOLD License program will become active under the NCAA® community portal on Community.USABasketball.com. Users may detach from this affiliation at any time through their community dashboard functions.

Coach Terms of Participation
As a Coach participating in NCAA-certified events, you are responsible for each of the following:

- I understand that a prospective student-athlete (PSA) participating with my organization in NCAA-certified events CANNOT participate in more than three games on any one day and as a coach, I am responsible for making sure that the PSAs on my team are compliant (even if participating on multiple teams).
• I understand that a PSA participating with my organization in NCAA-certified events CANNOT participate in more than five games in any two consecutive days and as a coach, I am responsible for making sure that the PSAs on my team are compliant (even if participating on multiple teams).

• I understand that any individual who participates in coaching activities or sits on the bench with my team is required to be identified as NCAA eligible in the NCAA Basketball Certification System (BBCS) (USA Basketball GOLD License + NCAA compliant).

• I understand that if someone NOT identified as NCAA eligible in the BBCS participates in coaching activities with my team (even if done from the stands or via text), I may lose my ability to coach in an NCAA-certified event for a period of up to 5 years.

• I understand that as a coach, I am responsible for making sure that all the athletes on my team(s) comply with the NCAA residency requirements (i.e adjoining state rule, permissible address of residence, etc.), are compliant with one of the exceptions outlined in the guidelines posted online or have been granted a residency exception.

• I acknowledge that I will be held accountable for all information made available to me, via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise. My FAILURE to adhere to these requirements may result in my denial of present and/or future certification from the NCAA.

• I acknowledge that certification is granted based on the information submitted in the BBCS and that I am responsible for reporting to the NCAA all changes to such information that may occur after initially submitted. My FAILURE to notify the NCAA of any changes may result in my denial of present and/or future certification from the NCAA.

• I acknowledge that as a coach participating in an NCAA-certified event, I agree to cooperate with the NCAA in connection with its investigation and analysis of possible NCAA rules violations, even if the violations are unrelated to Basketball Certification or Recruiting/Scouting Services rules and guidelines. I acknowledge that I have read the provisions of Adverse Actions Guidelines and am aware of applicable penalties for the provision of false and misleading information to the NCAA.

• I acknowledge that as a coach participating in an NCAA-certified event, I agree to be legally bound by the terms and conditions established by the NCAA and made available to me, via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise, and that such terms and conditions shall have immediate effect upon my eligibility to participate in NCAA-certified events and leagues.

Event Operator Terms of Participation
By operating a certified event, you attest that:

• I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.

• If ANY information supplied on this application changes (facilities, schedule adjustments, cancellation, etc.), I will notify ECAG in writing immediately. I understand that the 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.

• I understand that it is my responsibility to keep the contact information on my NCAA ECAG user account up-to-date and to whitelist ECAG@ncaa.org to avoid messages from the NCAA being lost or flagged as junk/spam. I agree that the NCAA is not responsible if it is unable to contact me as a result of my FAILURE to provide correct, accurate, and complete information or due to my email provider diverting messages from my inbox.

• I understand that the NCAA will strictly enforce all deadlines.

• I acknowledge that I have read the applicable NCAA legislation and certification guidelines and I agree to operate my event/league in accordance with the applicable requirements. I understand that FAILURE to adhere to the NCAA legislation and guidelines may result in the withdrawal of present, and/or denial of future, certification.
• I agree to be legally bound by the terms and conditions established by the NCAA and made available to me, via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise, and that such terms and conditions shall have immediate effect upon my eligibility to operate NCAA-certified events and leagues.

• I acknowledge that as an operator of an NCAA-certified event/league, I agree to cooperate with the NCAA about its investigation and analysis of possible NCAA rules violations, even if the violations are unrelated to Basketball Certification or Recruiting/Scouting Services rules and guidelines. I acknowledge that I have read the provisions of Adverse Actions Guidelines and am aware of applicable penalties for the provision of false and misleading information to the NCAA.

• Ensuring ALL individuals who participate in coaching activities (even if done from the stands or via text), sit on the bench with a team, provide instruction or run skills and drills at my event are identified as NCAA eligible in the NCAA Basketball Certification System (BBCS) (USA Basketball GOLD License + NCAA compliant). Further, I understand that if someone NOT identified as NCAA eligible in the BBCS participates in my event (even if done from the stands or via text), I may lose my ability to coach in or operate an NCAA-certified event/league for a period of up to 5 years;

• Providing NCAA coaches in attendance at my event the ability to be separated from prospective student-athletes (PSAs) and individuals associated with a prospective student-athlete (IAWP) (parents, high school coaches, nonscholastic coaches, Recruiting/Scouting Services, etc.) in every way possible (at minimum, separate seating);

• Requiring ALL teams participating in my event to have a roster in the BBCS that is connected/link to my event and that only PSAs and coaches identified on that roster are permitted to participate in my event.

• Identifying ALL PSAs who participate in my event to the NCAA as part of my post-event review form;

• Ensuring that NO PSA participating in my event participates in more than five games in any two consecutive days (even if participating on multiple teams);

• Ensuring that all teams that participate in my event are compliant with the NCAA residency requirements (i.e adjoining state rule, permissible address of residence, etc.), are compliant with one of the exceptions outlined in the guidelines posted online or have been granted a residency exception.

• I agree not to distribute, reproduce, republish, display, modify, transmit, reuse, repost, link to, or use any information or data from or relating to a prospective student-athlete (“PSA”) provided or otherwise made available to me for any purpose; except that if I am an event operator, I may do so for the limited purpose of creating an information packet to be provided or made available to NCAA coaches attending my event.

League Operator Terms of Participation
By operating a certified league, you attest that:

• I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.

• If ANY information supplied on this application changes (facilities, schedule adjustments, cancellation, etc.), I will notify ECAG in writing immediately. I understand that the 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.

• I understand that it is my responsibility to keep the contact information on my NCAA ECAG user account up-to-date and to whitelist ECAG@ncaa.org to avoid messages from the NCAA being lost or flagged as junk/spam. I agree that the NCAA is not responsible if it is unable to contact me as a result of my FAILURE to provide correct, accurate, and complete information or due to my email provider diverting messages from my inbox.
• I understand that the NCAA will strictly enforce all deadlines.
• I acknowledge that I have read the applicable NCAA legislation and certification guidelines and I agree to operate my event/league in accordance with the applicable requirements. I understand that FAILURE to adhere to the NCAA legislation and guidelines may result in the withdrawal of present, and/or denial of future, certification.
• I agree to be legally bound by the terms and conditions established by the NCAA and made available to me, via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise, and that such terms and conditions shall have immediate effect upon my eligibility to operate NCAA-certified events and leagues.
• I acknowledge that as an operator of an NCAA-certified event/league, I agree to cooperate with the NCAA about its investigation and analysis of possible NCAA rules violations, even if the violations are unrelated to Basketball Certification or Recruiting/Scouting Services rules and guidelines. I acknowledge that I have read the provisions of Adverse Actions Guidelines and am aware of applicable penalties for the provision of false and misleading information to the NCAA.
• All currently enrolled Division I student-athletes (SAs) participating in my league have an official residence in the state in which the league is conducted, or must have previously attended an institution within 100 air miles of the league's location;
• No team's roster includes more than two (2) basketball SAs with remaining eligibility from the same two-year or four-year college (other than a Division II or III NCAA-member institution);
• All Division I SAs must limit their competition to one team in one league per summer. Thus, SAs cannot compete with a team in a tryout for the league and then participate in the league on a different team;
• All Division I SAs are aware that they CANNOT participate on more than one team or in more than one league per summer, and that their decision to participate in my league (regardless of the length of his/her participation) will preclude them from participating in any other league for the duration of the summer;
• No all-star game of any kind is permitted;
• My league does NOT receive revenue from spectator admissions, raffles or similar activities, live television broadcasts, or parking fees.
• I must obtain a letter from the Director of Athletics (or the director's official representative) granting permission for each Division I SA to participate in my league PRIOR TO such SA's participation;
• The eligibility of Division I SAs participating in my league is protected and that if a SA is rendered ineligible for collegiate competition due to the operation of my league, the league will be ineligible for certification the following year.
• If there are prospective student-athletes participating in my league (high school, two-year college, etc.), I am aware that Division I coaches are not permitted to attend any time - not even to observe their own student-athletes that may be participating.
• ZERO currently enrolled Division I SAs participate in my league before June 15.
• The opening day of classes of classes has been identified for each institution that has Division I SA competing in my league.
• ZERO Division I SAs are only permitted to participate in my league after August 31 OR their institution's first day of classes (whichever comes earlier).
NCAA Eligibility of Coaches and Operators

USA Basketball GOLD License Requirement
All individuals who will participate in coaching activities or who are involved in operating or managing of an NCAA-certified event or league, are required to obtain a USA Basketball (USAB) GOLD License.

Operating or Managing the Event Defined
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 Enforcement Certification and Approvals Group (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” that are required to have a USAB Gold License.

Per the legislation, any individual involved in operating or managing the event would be required to have a USAB Gold License and not just the person identified as the event operator on the application submitted to ECAG. These are staff people who are in a managerial or leadership role, not just someone assisting or working in an administrative role (check-in staff, concessions, janitorial staff, score keepers, etc.). Those people who would be the “go to” person for all emergencies or issues at each event facility would need to have a USAB Gold License number. Events utilizing multiple facilities would be required to have someone with a USAB Gold License number “in charge” (site director, gym supervisor, organizer, coordinator) at each facility.

Duration of Approval
The USA Basketball GOLD License applies to the academic-year calendar. So, the USA Basketball GOLD License will be valid from the date the USA Basketball GOLD License is granted until the following August 31. (Previously, NCAA approvals were conducted on an actual calendar year with all approvals expiring on December 31.) Coaches participating in FALL events, however, will not need to renew with USAB prior to participating in fall events since there application will open September 1 and events are scheduled for mid-to-late September. APPLY EARLY! - You should allow a minimum of three (3) weeks to complete the required USA BASKETBALL GOLD Licensing process.

[NOTE: Fall operators and coaches may re-apply as early as September 1, but will not be required to re-apply prior to participation in fall NCAA-certified events. EXAMPLE: those with a USAB Gold License from 2016-17 will be permitted to coach in September 2017, but MUST re-apply prior to participation in 2017.]

Cost of USAB Gold License:
Base fees for the USAB Gold License for the 2017-2018 season are as follows:

U.S. Applicants:
- a. Sept 1-Dec 31: $55 (plus additional background check fees if applicable)
- b. Jan 1-March 31, May and June: $65 (plus additional background check fees if applicable)
- c. April and July (event months): $120 (plus additional background check fees if applicable)

Non-U.S. Applicants:
- a. Sept 1-Dec 31: $77 (plus additional background check fees if applicable)
- b. Jan 1-March 31, May and June: $87 (plus additional background check fees if applicable)
- c. April and July (event months): $142 (plus additional background check fees if applicable)
The USAB gold license application fee will include all educational requirements AND the base fee for the Verified Volunteers background check. NOTE: Some states and/or counties charge a fee to access your records and you will be required to pay these pass-through fees when you complete the VV portion of the application. These fees will be paid to the state/county and cannot be avoided.

- **Applicable Counties**: Several counties in Arkansas, California, Florida, Louisiana, Michigan, Mississippi, New Hampshire, Nevada, New York, Ohio, Tennessee, West Virginia, and Wyoming.
- **Applicable States**: Colorado, Maine, Montana, New York, South Dakota, and Vermont.
- **To view applicable fees**: County and State pass-through fees. County fees are on pages 1-3. State fees are on page 4.

**Benefits of USAB Gold License:**
After obtaining the USA Basketball GOLD License, the coach receives the following benefits for the season:

- **Recognized Affiliation** – ability to promote as a USA Basketball GOLD Licensed coach
- **Coaching & Safety Education** – Training through specialized USA Basketball and U.S. Olympic Committee courses
- **Youth Development Guidebook** – a 400-page guide to coaching including a robust player development curriculum
- **License Card** – the official photo identification card issued by USA Basketball
- **Digital Locator** – listing on the USA Basketball digital platform for visibility to parents, players, coaches and other administrators
- **Insurance** – general liability insurance to help protect the coach
- **Tools & Resources** – exclusive access to coaching videos, webinars and other materials through
- **Appreciation Offers** – preferred access and special discounts to attend select live USA Basketball Youth Development events

**Contact USA Basketball**

**USAB Website:** [https://www.usab.com/youth/development/coach/process-for-becoming-a-licensed-coach.aspx](https://www.usab.com/youth/development/coach/process-for-becoming-a-licensed-coach.aspx)

**USAB Phone Number:** 1-719-590-4800

**USAB Email:** Contact USA Basketball

**Online Contact Tool** [https://community.usab.com/contact_us](https://community.usab.com/contact_us)

**Forgot Password** [https://community.usab.com/users/password/new](https://community.usab.com/users/password/new)

For further information about the USA Basketball GOLD License, FAQs, and how to get started, please go to: [https://www.usab.com/youth/development/coach/process-for-becoming-a-licensed-coach.aspx](https://www.usab.com/youth/development/coach/process-for-becoming-a-licensed-coach.aspx) or call 1-844-652-6201.
NCAA Eligibility of Coaches and Operators Requirement

While a USA Basketball (USAB) GOLD License is required to operate an NCAA-certified event or league, participate in coaching activities or sit on the team BENCH at an NCAA-certified event, the license on its own does NOT make one NCAA eligible.

NOTE: Until you have obtained your USA Basketball GOLD License, had your USA Basketball GOLD License Number validated by ECAG and been verified to be NCAA eligible by ECAG within the BBCS, you WILL NOT be permitted to perform any activity in the BBCS beyond creating your user account. Instead will see the message in the blue box above.

The NCAA reserves the right to withdraw current or deny future opportunities to participate in or benefit from the NCAA-certification and approval process if he/she fails in any of the following areas:

- **Terms of Participation (Attestations).** FAILURE to comply with any of the ECAG terms of participation agreed to when completing any of the online process required in the Basketball Certification System (BBCS).
- **NCAA Requirements.** FAILURE to comply with NCAA legislation, guidelines and requirements.
- **Unethical Conduct and/or Participation in a Violation.** Participation in unethical activities and/or a violation(s) of NCAA legislation/requirements including, but are not limited to, involvement in:
  1. A violation of NCAA legislation/requirements;
  2. Fraudulent activities;
  3. Misconduct in the NCAA certification and approval process or activities associated with those processes;
  4. Influencing others to furnish the NCAA false or misleading information;
  5. Any activity conducted with intent to otherwise deceive.
- **Required Cooperation.** FAILURE to cooperate with the NCAA in regards to possible NCAA rules violations, even if the violations are unrelated to Basketball Certification or Recruiting/Scouting Services rules and guidelines. FAILURE to cooperate could include, but would not be limited to, the FAILURE to:
  1. Provide relevant information.
  2. Provide complete and accurate information.
  3. Provide supporting documentation requested by the NCAA staff.
  4. Respond to inquiries in a timely manner.
- **Provision of False and Misleading Information.** FAILURE to provide complete and accurate information to the NCAA or the provision of false and misleading information to the NCAA in an investigation, in obtaining certification or approval, in participating in activities associated with the NCAA or to circumvent NCAA legislation/requirements.

**ADULT USERS SHOULD NOT PROCRASTINATE:**

You should allow a **minimum of THREE (3) WEEKS** to complete the required USA BASKETBALL GOLD Licensing process.

Further, until an adult user has obtained a USA Basketball GOLD License, had their USA Basketball GOLD License Number validated by ECAG and been verified to be NCAA eligible by ECAG within the BBCS, that coach/operator WILL NOT be permitted to perform any activity in the BBCS beyond creating a user account. This means that you WILL NOT be able to:

- Search for other coaches or athletes;
- Create a BENCH of participants;
- Create ROSTER to participate in an event;
- Apply to request NCAA certification of an event or league.
USA Basketball Gold License Instructions

Follow these steps to obtain your USA Basketball Gold Coach License with NCAA Status:

1st Time Applicants - Creating a USAB Account

This section includes instructions for coaches/operators who HAVE NOT applied with USAB before.

**WARNING:** If you have applied before **DO NOT** start a new application. If you start a new application rather than renew your previous application, your approval **WILL NOT** be auto validated in the NCAA Basketball Certification System (BBCS) and will require you to call ECAG. Additionally, starting a new application will force you to complete ALL of the educational courses again rather than doing the refresher course.


2. Scroll down the page and click on the [community.usab.com](https://community.usab.com) link provided in Step One of the Gold Coach License section.

3. Click the PROCEED button in the Coach Registration section.
4. Enter your name as it appears on your birth certificate.

5. Enter your email address.

6. Create a password.

7. Click the Register Account button.

8. Notice that the circle next to Account Info in the navigation bar changed from red to green and a check mark appears.

9. Identifying whether you have a US Social Security Number or not and then select the license type. Participants in NCAA-certified event are required to have a **GOLD** license.

US applicants will then have the option to select whether you are applying for a Gold or Associate license.
Non US applications will only be given the option of a Gold license:

10. Click the **next** button.

11. The circle next to **Select License Type** in the navigation bar will change from red to green.

12. Complete the fields for gender, date of birth, address and phone number.

13. Click the **Next** button.

14. The circle next to **Personal Info** in the navigation bar will change from red to green.

15. Click the box to agree to the **License Terms & Agreement**.

16. Enter in your payment information.

17. Click the **Submit** button.
18. Once you have completed these steps, your account dashboard will appear. The Registration bubble will now be green. If you want help in completing the additional required steps for the USAB application, there is a guide to assist you. You may also choose to skip this step.

19. As you progress through the application the bubbles will change color and the status of each section will be visible.

20. Additional options can be accessed from the upper right corner of the website.
Applied Previously – Renewing Your USAB Account for a New Year

This section includes instructions for coaches/operators who HAVE applied with USAB before.

**WARNING:** If you have applied before DO NOT start a new application. If you start a new application rather than renew your previous application, your approval WILL NOT be auto validated in the NCAA Basketball Certification System (BBCS) and will require you to call ECAG. Additionally, starting a new application will force you to complete ALL of the educational courses again rather than doing the refresher course.


2. Click the Login button across the top of the page.

3. Click the Login button that appears in the upper-right hand corner of the next screen as well.
4. Enter the email address and password you used when you applied the previous year(s) and click the red Login button. [NOTE: there is a link to recover your password if you have forgotten it.]

5. Proceed through completing the background check and educational course steps. NOTE: The educational course requirements will be shortened for returning applicants.

**Completing the Background Check**

Click on the orange Background Screening bubble to begin your screening with Verified Volunteers.

START NEW EVERY YEAR: You must start a new background check even if you hold a valid check from last year. This ensures that your license remains in good standing through the license season. Background checks are automatically updated every 30 days.

All **disqualifying criteria** that could result in a license denial are posted online.

Some **states/counties that charge pass-through fees** to access your records and you will be required to pay these pass-through fees directly through Verified Volunteers. These state/county fees cannot be avoided.
- Applicable Counties Summary: Several counties in Arkansas, California, Florida, Louisiana, Michigan, Mississippi, New Hampshire, Nevada, New York, Ohio, Tennessee, West Virginia, and Wyoming.
- Applicable States Summary: Colorado, Maine, Montana, New York, South Dakota, and Vermont.

**USAB Required Courses**

1. On your dashboard, select the COURSES bubble.

2. Complete the course(s) that appears. New applicants must complete three required courses: Youth Development, SafeSport and NCAA Eligibility. Returning applicants only have to complete a refresher course. So, be sure not to start a new application if you have applied before. The courses typically operate best if you use a Google Chrome internet browser.

**START EARLY** - These are more lengthy and significant than what you have completed in the past. Give yourself plenty of time to complete this process prior to participation.

**USAB Approval Period**

Once your background screen is clear and you have completed your courses, you will become automatically licensed for the duration of the academic year. So, the license will be valid from the date the license is granted until August 31 and receive the benefits associated with your license. (Previously, NCAA approvals were conducted on an actual calendar year with all approvals expiring on December 31.)
Forgot USAB Username and Password

If you do not remember your password, there is a recovery feature on the initial login screen of the BBCS.

1. Click the Login button on the upper right hand corner of the page.
2. Select the ClickHere link on the login screen.
3. A window will pop-up for you to enter your email address.
4. Enter your email address and click the Reset Password button.
5. Log in to your email account and you should have received a message from USAB that includes a hyperlink. Click this Change My Password link.
6. That you will utilize to create a NEW password for your account.
7. Enter your new password (twice) and click the Change My Password button.
Prospective Student Athlete Information

Each athlete participating in an NCAA-certified event will be required to have a profile in the ECAG Basketball Certification System (BBCS) before they can participate.

Parent/guardian creates/updates accounts.
Profile should be completed by the athlete’s parent/guardian. This reminder message appears in the BBCS and will NOT disappear as a constant reminder:

Coaches SHOULD NOT be creating user accounts for athletes.

A complete profile is required BEFORE the athlete can be found by coaches for placement on the bench/roster. A complete profile includes:
- Contact information including all addresses associated with the athlete [parent(s), boarding school, etc.]
- School information
- Completion of the educational component provided in the BBCS

FYI - A coach CANNOT add a prospect to his/her BENCH until the prospect has confirmed their registration by clicking the link in the BBCS generated registration confirmation email, completed required school information and confirmed completion of the required educational course(s) in BBCS. The prospect will also be required to accept the coach’s invitation to be placed on his/her BENCH BEFORE the prospect can be placed on a ROSTER for participation in an NCAA-certified event.

Athlete Profile – BBCS vs. Eligibility Center
The BBCS Profile is different from and should not be confused with the Registration Profile required by the NCAA Eligibility Center.

BBCS Registration: https://BBCS.ncaa.org
Eligibility Center Registration: https://web3.ncaa.org/ecwr3/

Prospective Student-Athlete Educational Resources
- Prospect Educational Resources - http://www.ncaa.org/student-athletes/future/educational-resources
Create BBCS User Accounts

NEW Athlete Registration Instructions

If the athlete is under the age of 18, the registration of the athlete in the Basketball Certification System (BBCS) should be completed by the athlete's parent or guardian.

This section includes instructions for athletes who DID NOT create an account the year before.

1. Navigate to the Basketball Certification System (BBCS) website (https://BBCS.ncaa.org)

![Image of Basketball Certification System login page]

2. Press the Register as a New User button.
3. Select **Athlete** from the **I am a** dropdown box.

![Image of dropdown box with options: I am a: Athlete, Name: Athlete, Gender: Male]

4. Enter the athlete's **Name** & **Gender**

![Image of form fields: Name: Mickey, Gender: Male]

5. Press the **Add New Address** button.

   It is possible to enter more than one address should the athlete meet the requirements to utilize a secondary address.

![Image of address input fields]

6. The athlete's eligibility to participate is dependent on the address type and address location(s) entered when creating the profile.

   All addresses associated with the athlete **in the current year should be included** (separate parent addresses, boarding school, etc.) Note: **This is not a complete address history from birth**, just any address the athlete could currently use to participate with a team.

![Image of address details: Country: USA, City: Orlando, State/Province: Florida, Zip Code: 32803]

7. The source of the address must be identified when the address is entered.

   Be aware that proof of residency documentation may be required by the NCAA Enforcement Certification Approval Group (ECAG); so, documentation may be required that validates the address is compliant with the minimum standard of residency requirements to utilize that address to participate with his/her team. This documentation would be provided to the coach who must upload it in the BBCS before the athlete can be added to the coach's **BENCH** of participants.
8. Review saved address entries for accuracy. Once Submitted, edits CANNOT be made without contacting ECAG to make the changes (1-844-562-6201 or at ECAG@ncaa.org).

<table>
<thead>
<tr>
<th>Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>3111 World Dr</td>
</tr>
<tr>
<td>1313 S Disneyland Dr</td>
</tr>
</tbody>
</table>

P.O. Boxes can only be entered for athletes in very remote areas where street addresses are not available.

9. Enter and confirm the athlete's/parent's email address. The email address entered is where important information related to the athlete's participation will be delivered. Remember this email address – it will be the username required to access the Basketball Certification System (BBCS).

Note: If the parent is also a coach, the parent CANNOT use their email address on the athlete profile. The BBCS will only allow an email address to be utilized on one (1) account.

10. Provide Phone Number. Indicate whether the number provided is in the US (Domestic) or a non-US (International); this will determine the format required in the phone number field.

11. Create and confirm a password. Remember this password - it will be used to login to the BBCS.

12. Review the acknowledgements listed in the blue box that begins with “As an Athlete Registrant”, Confirm understanding of the acknowledgements by selecting all the checkboxes including the Terms of Use & Privacy Policy.

13. Verify in the provided Captcha that a human being has created the profile by checking the I'm not a robot box.

And then respond to the additional Captcha request. For example:
14. The **Submit** button WILL NOT appear until all boxes are checked. Press the **Submit** button.

15. Once submitted, the BBCS will sign out of the profile and a green bubble will appear indicating that the registration must be confirmed.

16. Log into the email account that utilized on the BBCS profile during registration.

Open the registration confirmation email and click on the **Please click here to confirm your registration** hyperlink.

17. Once that link is clicked, the account has been created.

Be sure to complete the additional items requiring action listed within the registration confirmation email.

---

**The Athlete account has been created!**

**Be sure to complete the required educational course(s) and school information.**
Athletes' Required Educational Course to Participate Instructions

1. Log into the Basketball Certification System website (https://BBCS.ncaa.org)

2. Navigate to the Basic Information tab.

3. Go to the My Course Information section.

4. Review the educational materials provided for the current year in to the My Course Information section.
   a. Click the hyperlink that appears there for ALL education provided. Each course hyperlink will route to an external page including a video, brochure, etc. of information the athlete needs to know.
   b. Review the information provided.

5. Return to the BBCS profile page and check the box next to I certify that I have taken this course.

6. The page will refresh and a record will reflect the course name and date in which the athlete reported completing the course.

   Completion of educational course is required before an adult user can add the athlete to a BENCH or team ROSTER for participation.

---

The Educational Courses requirement has been completed! Be sure to complete school information.
Athlete's School Information Instructions

1. Navigate to the School Information tab

2. Complete the school information fields
   Completion of school information is required before an Adult User (coach/event operator) can add the athlete to a BENCH or ROSTER for participation.

3. Click the Save button.

---

Required School Information has been completed!
Be sure to lookout for alerts from coaches requesting permission to add the athlete to his/her team bench.
RENEW Athlete Registration Instructions

If the athlete is under the age of 18, the registration of the athlete in the Basketball Certification System (BBCS) should be completed by the athlete's parent or guardian.

This section includes instructions for athletes who **DID** create an account the year before.

1. Navigate to the Basketball Certification System (BBCS) website ([https://BBCS.ncaa.org](https://BBCS.ncaa.org))

![Basketball Certification System](image)

2. Enter the email address and password that you used when you created your account and press the **Sign In** button.

3. When you log in for the first time during a calendar year, you will see a “welcome” message, both the Basic Info tab and the School Info tab will be flagged with a warning icons, and there will be instructions for activating your account for the current year.
4. Verify that the contact information that appears on your profile is accurate and/or make any necessary edits.

   a. NAME. Edits to your name can only be changed by contacting ECAG (1-844-562-6201 or at ECAG@ncaa.org).

   b. ADDRESS. You can both edit and add additional addresses as needed. [Note: The athlete's eligibility to participate is dependent on the address type and address location(s) entered when creating the profile.
      1) All addresses associated with the athlete in the current year should be included (separate parent addresses, boarding school, etc.) Note: This is not a complete address history from birth, just any address the athlete could currently use to participate with a team.
      2) The source of the address must be identified when the address is entered.

      Be aware that proof of residency documentation may be required by the ECAG; so, documentation may be required that validates the address is compliant with the minimum standard of residency requirements to utilize that address to participate with his/her team. This documentation would be provided to the coach who must upload it in the BBCS before the athlete can be added to the coach's BENCH of participants.

      P.O. Boxes can only be entered for athletes in very remote areas where street addresses are not available.

   c. EMAIL. You CAN change your email address at this time if needed. The email address entered is where important information related to the athlete's participation will be delivered. [Note: you cannot change to an email account that is already associated with another account in the BBCS.]

   d. PHONE. You CAN change your phone number at this time if needed.

5. Review the educational materials provided for the current year in to the My Course Information section. and check the box next to I certify that I have taken this course. Each hyperlink provided will route to an external page including a video, brochure, etc. of information the athlete needs to know. When checked, the page will refresh and a record will reflect the course name and date in which the athlete reported completing the course. Completion of educational course is required before an adult user can add the athlete to a BENCH or team ROSTER for participation.

6. Review the acknowledgements listed in the blue box that begins with “As an Athlete Registrant”, Confirm understanding of the acknowledgements by selecting all the checkboxes including the Terms of Use & Privacy Policy.

7. Click the Confirm Updates to My Profile button. The button WILL NOT be activated until all boxes are checked.

8. Proceed to the School Information tab. This tab will appear blank when accessed each year. View the Athlete School Information Instructions section of this manual for assistance.

   Once the renewal steps have been completed, edits CANNOT be made without contacting ECAG (1-844-562-6201 or at ECAG@ncaa.org.

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Responding to Bench Invitations - Athlete

Athletes will receive an email and an alert within the Basketball Certification System (BBCS) whenever a coach has attempted to add the athlete to his/her BENCH in the BBCS.

Email Notification of Bench Addition - Athlete

![Email Notification of Bench Addition - Athlete](image)

Email Notification of Bench Addition - Athlete

Coach Dawson Leery wants to add you (Luke Perry) to his/her pool of eligible participants. You will need to log back in to the NCAA Basketball Certification System (BBCS) and accept or decline this invitation.

Once you accept, Coach Leery will be able to see your BBCS profile information and can add you to teams.

If you decline this invitation or do not respond, Coach Leery will be blocked from adding you to any of his/her teams and you will not be permitted to participate with those teams in NCAA certified events.

If you have questions, you can contact the Enforcement Certification and Approvals Group with the contact information below.

![Enforcement Certification and Approvals Group (ECAG)](image)

Online Notification of Bench Addition - Athlete

Alerts are visible by logging in online. Navigate to the ALERTS section.

The clear alert button can be used to remove any desired alerts to remove the clutter from the page (delete alerts that have already been read or to which the athlete has responded).

![Online Notification of Bench Addition - Athlete](image)

**Reminder** - A coach cannot add the athlete to his/her BENCH unless the athlete has confirmed their registration by clicking the link in the BBCS generated registration confirmation email, completed required school information and confirmed completion of the required educational course(s) in BBCS.
Accept/Reject Bench Invitation - Athlete

Navigate to the My Teams Tab to view the invite and select either Accept or Reject to the BENCH invitation.

If the Reject button is selected, a message will appear requiring confirmation of the decision to reject the invite.

Once the invite has been rejected, it will no longer be accessible for the athlete. Additionally, the athlete's name will disappear from the coach's list of Sent invitations on his/her BENCH.

However, the coach can always send additional invitations to add the athlete to the BENCH again if necessary (rejected by mistake, changed their mind, etc.).

If the Accept button is selected, a message will appear and the coach's request will move from the My Pending Invitations section to the My Accepted Invitations section of page.

The athlete's status will be reflected as Accepted on the coach’s BENCH as well.

The coach will also receive an Alert of the athlete's acceptance or rejection of invitation. They WILL NOT be notified via email.

---

Responding to the bench invitation has been completed!

Be sure to continually check for new invites.
NEW Adult Registration – Coach or Operator

This section includes instructions for coaches/operators who **DID NOT** create an account the year before.

1. Navigate to the Basketball Certification System (BBCS) website ([https://BBCS.ncaa.org](https://BBCS.ncaa.org))

2. Press the **Register as a New User** button.

3. Select **Coach or Operator** from the **I am** a dropdown box.

4. Enter your **Name**, **Date of Birth**, & **USA Basketball GOLD License #**.

   ECAG has partnered with USA Basketball to administer all criminal background checks and educational courses. **A valid USA Basketball GOLD License #** is required prior to registering or performing any actions within the BBCS.

5. Identify whether you **Are you employed at an NCAA institution**? - If you are employed in any capacity at any NCAA member institution, check **YES** to this question.
Are you currently employed as a basketball coach at an NCAA institution? - If you are employed specifically as a basketball coach at any NCAA member institution, check YES to this question. Note that DI coaches are prohibited from coaching at NCAA certified events and leagues.

6. Press the Add New Address button.

Enter your primary address of residence, not a business address.

7. Review saved address entry for accuracy. Once Submitted, you WILL NOT be able to make edits to this information without contacting ECAG to make changes (1-844-562-6201 or at ECAG@ncaa.org).

8. Enter and confirm your email address. The email address entered is where important information related to the athlete’s participation will be delivered. Remember this email address – it will be your login to the Basketball Certification System (BBCS).

9. Provide Phone Number. You will need to indicate whether the number provided is in the US (Domestic) format or a non-US format (International). This will determine the number of digits you can enter.

10. Create and confirm your password. Remember this password - it will be used to login to the BBCS.

11. Confirm understanding of the acknowledgements by selecting all the checkboxes including the Terms of Use & Privacy Policy.

☑️ I attest that the information provided herein is complete and accurate to the best of my knowledge and belief.
☑️ I understand that it is my responsibility to keep the contact information on my NCAA ECAG user account up-to-date and to whitelist ecag@ncaa.org to avoid messages from the NCAA being lost or tagged as junk/spam. I agree that the NCAA is not responsible if it is unable to contact me as a result of my failure to provide correct, accurate, and complete information or due to my email provider diverting messages from my inbox.
☑️ I understand that the NCAA will strictly enforce all deadlines.
☑️ I agree that I will not distribute, reproduce, republish, display, modify, transmit, reuse, repost, link to, or use any information or data from or relating to a prospective student-athlete (“PSA”) provided or otherwise made available to me for any purpose, except that if I am an event operator, I may do so for the limited purpose of creating an information packet to be provided or made available to NCAA coaches attending my event.
☑️ I acknowledge that as a coach/operator participating in an NCAA-certified event, I agree to be legally bound by the terms and conditions established by the NCAA and made available to me via the NCAA Basketball Certification System (BBCS), NCAA.org, or otherwise, and that such terms and conditions shall have immediate effect upon my eligibility to participate in NCAA-certified events and leagues.
☑️ I acknowledge that in order to participate as a coach/operator in NCAA-certified events/leagues, I am required to obtain a USA Basketball Gold License and hereby consent that the NCAA may share such information and data with USA Basketball. Further, all applicants and licensed coaches of USA Basketball’s Gold License program will become active under the NCAA® community portal on Community.usab.com. Users may detach from this affiliation at any time through their community dashboard functions.

☑️ I have read and agree to be legally bound by the Terms of Use and Privacy Policy.
12. Verify in the provided Captcha that a human being has created the profile by checking the I'm not a robot box.

And then respond to the additional Captcha request. For example:

13. The Submit button WILL NOT appear until all boxes are checked. Press the Submit button.

14. Once submitted, the BBCS will sign out of the profile and a green bubble will appear indicating that the registration must be confirmed.

15. Log into the email account that utilized on the BBCS profile during registration.

Open the registration confirmation email and click on the Please click here to confirm your registration hyperlink.
16. Once that link is clicked, the account has been created. You can now log back into BBCS.

BE AWARE - Until you have obtained your USA Basketball GOLD License AND ECAG has validated your USA Basketball GOLD License Number and verified your NCAA eligibility within the BBCS, you WILL NOT be permitted to perform any activity in the BBCS beyond creating your user account.

Once this has been done, you will be able to perform the following actions depending on your role:

- Create a team ROSTER to opt-in to certified events as a coach.
- Apply for certification of an event or league as an operator.

The Adult User (coach/operator) account has been created. **Be sure to complete the additional items requiring action listed within the registration confirmation email to be eligible for participation.**
RENEW Adult Registration – Coach or Operator

This section includes instructions for coaches/operators who **DID** create an account the year before.

1. Navigate to the Basketball Certification System (BBCS) website (https://BBCS.ncaa.org)

2. Enter the email address and password that you used when you created your account and press the **Sign In** button.

3. When you log in for the first time during a calendar year, you will see a “welcome” message and instructions for activating your account for the current year.

4. Click the check box next to any of the statements in the blue box that apply to you.
5. Verify that the contact information that appears on your profile is accurate and/or make any necessary edits.

a. NAME & BIRTH DATE. Edits to your name and birth date can only be changed by contacting ECAG (1-844-562-6201 or at ECAG@ncaa.org).

b. ADDRESS. Click the Edit button to make changes to the address that appears.

c. EMAIL. You CAN change your email address at this time if needed. The email address entered is where important information related to the athlete's participation will be delivered. [Note: you cannot change to an email account that is already associated with another account in the BBCS.]

d. PHONE. You CAN change your phone number at this time if needed.

e. USAB LICENSE #. Your USAB # should be the same every year; only the approval date will change. **If you failed to renew your USAB # and instead started a completely new application, you will be issued a new USAB# in which case you will be required to contact ECAG (1-844-562-6201 or at ECAG@ncaa.org) to activate your BBCS account.**

6. Review the acknowledgements listed in the blue box that begins with “As an Adult Registrant”, Confirm understanding of the acknowledgements by selecting all the checkboxes including the Terms of Use & Privacy Policy.

9. Click the **Confirm Updates to My Profile** button. The button WILL NOT be activated until all boxes are checked.

10. A message will appear to indicate that your account has been renewed AND the first blue box will change to yellow as an indication that it is now “read only”.

Once the renewal steps have been completed, edits CANNOT be made without contacting ECAG (1-844-562-6201 or at ECAG@ncaa.org).
Responding to Bench Invitations - Coach

An assistant coach will receive an email and an alert within the Basketball Certification System (BBCS) whenever he or she has been added to another coach’s BENCH in the BBCS.

**Email Notification of Bench Addition - Coach**

![Email notification screenshot]

Coach Dawson Leary wants to add you (Luke Perry) to his/her pool of eligible participants. You will need to log back in to the NCAA Basketball Certification System (BBCS) and ACCEPT or DECLINE this invitation.

Once you ACCEPT, Coach Leery will be able to see your BBCS profile information and can add you to teams.

If you DECLINE this invitation or DO NOT RESPOND, Coach Leery will be blocked from adding you to any of his/her teams and you will not be permitted to participate with those teams in NCAA-certified events.

If you have questions, you can contact the Enforcement Certification and Approvals Group with the contact information below.

![Contact information]

**Online Notification of Bench Addition - Coach**

Alerts are visible by logging in online. Navigate to the ALERTS section.

The Clear Alert button can be used to remove any desired alerts to remove the clutter from the page (delete alerts that have already been read or to which the coach has responded).

REMINDER – Only coaches who have confirmed their registration by clicking the link in the registration email, obtained a USA Basketball GOLD License, and have been validated as NCAA eligible by ECAG within the BBCS can be added to another coach's BENCH.
Accept/Reject Bench Invitation - Coach

Navigate to the My Invitations tab within the COACHES section and select either Accept or Reject to the BENCH invitation.

If the Reject button is selected, a message will appear requiring confirmation of the decision to reject the invite.

Once the invite has been rejected, it will no longer be accessible for the invited coach. Additionally, the invited coach's name will disappear from the BENCH coach's list of Sent invitations on his/her BENCH.

However, the coach can always send additional invitations to add the coach to the BENCH again if necessary (rejected by mistake, changed their mind, etc.).

If the Accept button is selected, a message will appear and the coach's request will move from the My Pending Invitations section to the My Accepted Invitations section of page.

The invited coach's status will be reflected as Accepted on the requesting coach’s BENCH as well.

The BENCH coach will receive an Alert of your acceptance or rejection of invitation. They WILL NOT be notified via email.

Responding to the bench invitation has been completed!
Be sure to continually check for new invites.
Editing Your BBCS Account Information

If you need to make changes to your user account due to a new address, phone number, misspelled word, etc. You must contact ECAG. See: Contact ECAG.

Forgot Your BBCS Username and/or Password

Password Lock WARNING

Entering the wrong password three (3) times when trying to access the BBCS will result in your account being locked for 30 minutes. After that time, has expired, you can attempt again. Keep this in mind when doing things right before the event. ECAG staff CANNOT speed up this time restraint. If you enter the wrong password twice, but correctly enter it the third time, you will be able to access your account without delay.

Forgot BBCS Password

If you do not remember your password, there is a recovery feature on the initial login screen of the BBCS.

1. Click the Reset Password Here link on the login screen.

2. A window will pop-up for you to enter your email address.

3. Enter your email address and click the Submit button.

4. When you have successfully clicked the Submit button, the BBCS will display a message indicating that instructions have been emailed to you so that you can reset your password.

5. Log in to your email account and you should have received the instructions email that includes a hyperlink that you will utilize to create a NEW password for your account.
Forgot BBCS Username
Your username will always be the email address that you used when creating your account. IF you do not remember what email address you utilized OR if you need to update your email address because you no longer have access to that account, you will need to contact ECAG to do so.

Login Trouble for BBCS?
Contact ECAG for assistance. See: Contact ECAG.

BBCS Time Out Warning
If you have the BBCS open and have not performed any action for a period of 30 minutes, you will see the following warning:

Once the warning time has expired, you will be signed out of your account.
Team Building - Coach

Bench Creation - Coach

**Purpose:** Coaches in NCAA-certified events are required to create a ROSTER in the BBCS for EACH event in which they have teams participating. To do this, the coach must first create a BENCH.

The BENCH is a list of ALL athletes and coaches within the team/organization that could be placed on a ROSTER.

A coach will only have one (1) BENCH, but will be able to utilize the individuals associated with that BENCH to create an endless amount of team ROSTERS.

1. Log into the Basketball Certification System (BBCS) website (https://BBCS.ncaa.org)

2. Navigate to the My Bench tab within the COACHES section.

3. Until a coach has obtained a USA Basketball GOLD License AND ECAG has validated the coach’s USA Basketball GOLD License Number and verified his/her NCAA eligibility within the BBCS, he/she WILL NOT be permitted to perform any activity in the BBCS beyond creating your user account. Instead the message below will appear and the coach will be forced to come back later to continue with the BENCH creation process.
4. Once ECAG has validated the coach’s USA Basketball GOLD License Number and verified his/her NCAA eligibility, the coach will see a list of attestations when he/she navigates to the My Bench tab within the COACHES section.

5. The coach will be required to acknowledge EACH statement by selecting each box and then clicking the I Agree button.

The coach WILL NOT be permitted to create a BENCH until ALL boxes are checked.

6. Click the New Address button to enter the team’s/organization’s address. A coach CANNOT search for athletes/coaches until the team’s/organization’s address has been added.

To assist the coach with complying with the NCAA residency requirement, this address will determine the eligibility of the players that can be added to his/her BENCH.

Additionally, as athletes are added to the BENCH, the coach will be alerted of potential rule violations and in some cases, required to provide documentation to ensure compliance.

7. Review saved team address entry for accuracy.

The coach may edit the team address up until the point that a ROSTER is created. After a ROSTER for an event has been created, the coach WILL NOT be able to make edits to the address without contacting ECAG (1-844-562-6201 or at ECAG@ncaa.org). [Similarly, in the rare circumstance that a coach needs to add a 2nd address, the coach will need to contact ECAG and provide justification for why more than one address is necessary.]

8. Select Open Search within the Add Coaches and Athletes section. This will expand the section to search and add individuals (players and assistant coaches) to the BENCH.
9. If a US address has been specified as the team address, the state will automatically default to the state listed within the team address.

A reminder of this appears in the comment in the blue bubble.

10. The Role column will identify whether the individual is an Athlete or a coach.

11. Be aware of the buttons highlighted in the image below. It may be necessary to use them to expand and or close windows to see the BENCH completely.
Coach Adding Athletes to Bench Instructions

1. Search for the athlete by name. Be aware of the following search restrictions:
   
a. Only athletes who have confirmed their registration will appear in search; AND

b. In the case of US addresses, only athletes that are in the same state, same metro area or in an adjoining state to the team address will appear in search; AND

c. In the case of non-US addresses, only athletes that are in the same country as the team address will appear in search;

d. Only those players that have completed both their educational course and school information can be added to the BENCH.

   In the example pictured,
   1) Donald Duck has confirmed his registration

   2) Mickey Mouse, however, has not confirmed his registration. In that regard, Mickey does not show up in the list of available athletes.

   3) There is a warning icon next to Donald Duck's name. When hovering over that icon, the highlighted message displays to tell the coach why the athlete is NOT currently able to be placed on the BENCH.

   Note: If there are multiple addresses for a team or a player than the criteria for determining a valid state (US addresses) or country (non-US addresses) is evaluated. If there is a match than the player will appear in the BENCH search results.

2. If the athlete has completed all his/her required steps, the coach will see a green Add to Bench button next to the athlete’s name.

3. Click the green Add to Bench button and the athlete will be added to the BENCH in a TENTATIVE state.

   The athlete will receive an email and an alert in the BBCS that the coach has added them to the BENCH, which requires the athlete to Accept or Reject the addition. Until the athlete accepts the Coach's invitation, the Coach WILL NOT be able to view all the information on the athlete's profile and WILL NOT be able to add the athlete to a team ROSTER.

If the athlete rejects the addition, they will disappear from the coach's list of pending invitations and they will be removed from the BENCH completely. The coach can search and invite the athlete again if needed.

Athletes who have accepted the coach's invitation will appear on the BENCH in the My Bench – Athletes section.
4. Review list of added players on BENCH and address any warnings.

- this player has been added to another coach's bench
- this player is in an adjoining state, but outside your metro area.
- this player is non-adjoining state or out-of-country.
- this player has a demographic warning

(same address and/or phone # of another person)

**Coach Adding Other Coaches to Bench Instructions**

1. Only adults that have confirmed their registration, obtained their USA Basketball GOLD License, had their USA BASKETBALL GOLD License Number validated by ECAG and been verified to be NCAA eligible by ECAG within the BBCS will appear in search and available to add onto the BENCH.

2. Click the green Add to Bench button and the coach will be added to the BENCH in a TENTATIVE state.

   The invited coach will receive an email and an alert in the BBCS that a coach has added them to a BENCH, which requires the coach to Accept or Reject the addition. **Until the invited coach accepts the BENCH coach's invitation, the BENCH coach WILL NOT be able to view all the information on the invited coach's profile and WILL NOT be able to add the invited coach to a team ROSTER.**

   If the invited coach rejects the addition, they will disappear from the BENCH coach's list of pending invitations and will be removed from the BENCH completely. The BENCH coach can search for and invite the coach again if needed.

3. Invited coaches who have accepted the invitation will appear on the BENCH in the My Bench – Coaches section.
Bench Invitation Process - Coach

1. When a coach clicks, the green Add to Bench button for an athlete or another coach, that individual will be notified via email and an alert in the BBCS.

2. The invited coach/athlete will be required to Accept or Reject the BENCH coach’s addition.

NOTE: You WILL NOT be able to view all the information on that individual’s profile until they Accept your invitation nor will you be able to add them to a ROSTER for an event. Until the coach accepts your invitation, you WILL NOT be able to view all the information on the coach’s profile and you WILL NOT be able to add the coach to a team ROSTER.

FYI - Athletes will either Accept or Reject the BENCH invitation by navigating to the My Teams Tab.

A coach will either Accept or Reject the BENCH invitation by navigating to the COACHES section header within My Invitations tab.

Coach Visibility of Sent Bench Invitations

1. You will receive an alert under the ALERTS section of accepted or rejected invitations, no email.

Once you have read the Alert, you can use the Clear Alert button to move the message from your primary Alert list to the Archived list.
2. Additionally, you’ll see that the **Invitation Status** on the BENCH has changed from **Sent** to **Accepted**.

In addition to the change in the **Invitation Status**, you will now be able to view additional information for that individual by clicking on their name. Individuals who declined your invitation will be removed from the BENCH.

---

**The bench has been created!**

**Be aware that a team roster will still need to be created for EACH event in which a team will participate.**
Roster Creation - Coach

Using the athletes and coaches included on the BENCH, the BENCH coach will need to create a team ROSTER for EACH event.

1. Navigate to the COACHES section and then to the My Rosters tab.

2. Scroll to find or use the Search field to find an event where this team/organization will have a team(s) participating. It is possible to search by the event's name, facility name, facility city, facility state, operator's name or operator's phone/email.

3. Click the Create Roster button next to that event (Only events that have been approved by the NCAA will appear on the list. Similarly, only those events that have not started will appear on the list. In that regard, this list will continually be changing.)

4. Clicking the Create Roster button will open a new window with a snapshot of that coach's BENCH.

5. Enter a Team Name.

6. The Team Address will auto populate from what was entered on the bench. The Team Address may or may not be the same as the head coach's address.

7. ALL the athletes and coaches on the BENCH who are eligible to participate with the team (completed all prerequisites AND accepted the BENCH coach's invitation) will be visible.

   Note: You may need to use the scroll arrow to view the entire list of potential participants.

8. Select the blue Add to Roster button next to each person's name that will be participating with this team in the event. Once selected, the Add to Roster button will turn green and a check will appear in the box on that button.
9. A field will appear for the jersey number of each athlete. This field will default to the jersey number entered when the athlete’s profile was created. [Note: The jersey number is entered on the athlete’s profile along with their school information; so it is likely that their school jersey number will be what is entered here.] If no number was entered when the athlete profile was created, the field will be blank on the ROSTER.

10. The coach will need to either enter or edit the jersey numbers that appear on the ROSTER so that the ROSTER is ACCURATE. A number MUST be entered for each athlete identified as participating. The coach is responsible for correctly identifying all athletes and their CORRECT JERSEY NUMBER on the ROSTER. Changes should be updated in the BBCS PRIOR TO TRAVELING TO THE EVENT. Coaches who fail to keep their ROSTER(s) up-to-date with accurate jersey numbers may be penalized and eligibility to participate in NCAA-certified events may be affected.

11. Similar to the BENCH, warning icons will also be visible from this ROSTER screen. Hovering over the icons will display a generic warning message while the BENCH will have more specific warning details.

12. Review list of added players on ROSTER and be prepared to address any warnings.

13. Click the Save Roster button. When the ROSTER is saved, it will appear in the list on Create Rosters tab of the COACHES section.
**Roster Limitations**

Be aware that the BBCS will only allow athletes with an address that is from an adjoining state to the team’s address to be added to the roster.

**BOYS TEAMS** are limited to three (3) athletes from an adjoining state. If the BENCH coach attempts to add a fourth athlete, an error message will appear. The SAME 3 adjoining state athletes must play with the team for the duration of the event. The coach may, however, use a different set of three athletes when participating in a different event. If the coach needs to swap an out-of-state athlete for a different athlete, the athlete that appears on the ROSTER must be deleted before the BBCS will allow the coach to add another out-of-state athlete.

**REMEMBER** - The SAME 3 adjoining state athletes must play with the team for the duration of the event.

**GIRLS TEAMS** are not limited in number, but the athletes must be from an adjoining state

**BE AWARE** - Out of state athletes from non-adjoining states or from a different country are not permitted. If the BENCH coach attempts to add one of these athletes, an error message will appear.

**Roster Edits - Coach**

A BENCH coach can edit a team ROSTER up until 11:59 PM the day before the event start date, after that, the EDIT ROSTER button will be unavailable and will reflect Event in Progress.

A team roster has been created!
Potential Violation Warnings

Coaches are responsible for ensuring that the team he/she is coaching is compliant with NCAA requirements. In that regard, coaches need to be aware of the circumstances involved with each athlete on his/her team. Similarly, event operators are responsible for ensuring that all teams participating in the event are compliant with NCAA requirements. The BBCS will assist with this process by identifying potential problems in a variety of ways.

1. The BBCS will NOT allow a coach of a boy’s team to add more than three (3) out-of-state athletes.

2. The BBCS will NOT allow a coach to add any athlete whose address is out of state and not from an adjoining state to the team's/organization's address.

3. For non-US teams, the BBCS will not allow a coach to add an athlete whose address is in a different country than the team's/organization's address.

4. Additionally, when the BBCS sees a potential issue, a WARNING will be generated. An explanation of these warning icons follows.

Residency Warnings

United States athletes who reside in a different state than the team/organization’s address will be flagged with a map icon. When hovering over the map icon, the visible message provides the specific issue being flagged.

Out-of-State. US athletes who have a residency address that is out-of-state from the team's/organization’s address BUT IS IN an adjoining state will be flagged with a blue map icon.

Impermissible Athlete. In rare instances, an athlete may have had a residency address that allowed a coach to place them on a BENCH/ROSTER that was later determined to be an impermissible address, the athlete will be flagged with a red map icon. This could occur for either of these reasons:

- **Non-Adjoining State.** The permissible address that remains is out-of-state from the team's/organization’s address and is NOT from an adjoining state.

- **Different Country.** The permissible address that remains is in a different country from the team's/organization’s address. All athletes on the team must have residency in the same country as the team's/organization’s address.
Metro Area. Out-of-state athletes who meets the requirements to utilize the metro area exception will NOT be flagged with a map icon.

Example below: Players (Goofy, Pluto, Ashley, Kobe) are out-of-state players as they do not reside in team address state of FL. Goofy is marked with a blue map icon as being in an adjoining-state since he resides in GA. Both Kobe and Ashley reside in the state of IN which is not an adjoining state and are marked with red map icons. Pluto’s residency (Eatonton, GA) is within the same metro area of the team address (Jacksonville, FL) and is not marked with a map icon.
Athlete on Multiple Teams /Schedule Restriction Warning
If an athlete on the team also appears on another team, the athlete will be flagged with a head&shoulders icon to alert the coach. Similarly, the athlete will be flagged with a clock icon on the roster to alert the coach and/or operator to track the athlete's participation. These icons are an indication to both the coach and the event operator that this athlete has the potential to violate the NCAA schedule requirements. Reminder. Prospective student-athletes may participate in no more than five games over a rolling two-day period and in no more than three games on any one day. The daily game limit restriction is per athlete and NOT per team.

Multi-Team Warning BENCH – for Coaches
The BENCH level warning appears to the coach when the athlete is added that also appears on another coach’s BENCH. The visible message will identify the name of the other coach(s) who has included the athlete on his/her BENCH.

The BBCS will also alert the coach with a message in a yellow bar across the top of the page.

Multi-Team Warning ROSTER – for Operators and Coaches
The ROSTER level warning is visible to both the coach and the operator. The visible message will indicate that the athletes is on multiple ROSTER on overlapping dates (more than one ROSTER on the same day). This icon will serve as a warning to both the coach and the operator that this athlete has the potential to violate the NCAA schedule requirements.
The athlete's coach(es) will need to monitor the athlete's participation because as a coach, you are responsible for ensuring that ALL athletes on your team are compliant with the NCAA requirements.

Similarly, as an operator, you will need to monitor and document the athlete's participation (box scores, score sheets, etc.) because as an NCAA-certified operator, you are responsible for ensuring that ALL teams participating in your event are compliant with the NCAA requirements.

Example below: Player (Goofy) is on ROSTER (FL All Stars) for event period (11/18/16-11/18/16). Additionally, (Goofy) is on ROSTER (TEAM FL2) for an event period (11/18/16-11/18/16).
Phone # and/or Address Match Warning
The contact information for an athlete must be specific to that athlete. The same address and telephone number cannot be utilized for multiple individuals who are not related nor can a coach’s information be submitted in lieu of an athlete’s. The BBCS will identify athletes whose phone number and/or address is also submitted elsewhere with a yellow bar below the athlete's entry on the coach's BENCH. These matches occur in the following instances:

- Player to coach
- Player to player
- Player to team address

The coach will be required to submit justification documentation that validates the address as compliant with NCAA residency requirements. The coach will submit this documentation to ECAG via the red Justification Required button on the coach's BENCH. See: Bench Justification Alerts for a full description of this process.

Example.

- Players (Goofy & Donald) share the same phone number.
- Assistant coach (Jimmy) and player (Donald) share the same address.
- Player (Goofy) shares the same address as the team address listed.

Reminder of Possible Penalties
Participation of a prospect in violation of the NCAA residency requirements may result in the withdrawal of current or denial of future NCAA eligibility to coach in an NCAA-certified event for all coaches associated with the participating team for a period of up to five years. Further, participation of a team who has a violation of the NCAA residency requirements may result in the withdrawal of current or denial of future NCAA certification of the event for the operator.
Justification Required Alerts—Proof of Residency

The BBCS will identify athletes who may be in violation of NCAA residency requirements with a yellow bar below the athlete's entry on the coach's BENCH. This may be because the prospect has more than one address entered on his/her profile (i.e., noncustodial parent, legal guardian, host family or boarding school), the prospect recently had a change of address, or the same address/phone number was entered for another individual who does not appear to be related to this prospect.

The coach will be required to submit justification documentation that validates the address as compliant with NCAA residency requirements. The coach will submit this documentation to ECAG via the red Justification Required button on the coach's BENCH.

The coach will need to obtain documentation from the athlete’s family that validates that the prospect is compliant with the minimum standard of residency requirements. The coach must then submit that documentation to ECAG via the red Justification Required button on the coach's BENCH. Documentation is required BEFORE the athlete can be added to an event ROSTER.

Example. Athlete Donald Duck and assistant coach Jimmy Cricket have the same address, but the two have different last names and therefore, DO NOT appear to be related. So, documentation is required.

Submitting Bench Justification Documentation for Athlete

1. Click the Justification Required button and a new window will open.

2. Enter an explanation/reason for why these individuals share the same contact information and an explanation for why this should be allowed.

3. Click the Upload a Document button and upload supporting documents to substantiate the justification and the identified relationship.

4. Once attached, the document(s) will be listed underneath the File Name column.

5. Enter a description of the file and click the Submit Justification button.

6. The Submit Justification button will be inactive until the following has been included: justification, uploaded documentation, and file name, otherwise the Submit button will be inactive.
After justification, has been submitted, the **Justification Required** button will change from red to yellow and will say **Edit Pending Validation**. If additional documentation is collected and needs to be uploaded later, the coach can press that **Edit** button and upload additional documentation.

**NOTE:** An ECAG decision is NOT required BEFORE the coach can add the athlete to a ROSTER. Only the UPLOADING of the documentation is required. The athlete CAN be added to a ROSTER with or without ECAG's decision.

**ECAG Decisions on Justifications for Athlete**

1. After the coach has submitted the justification, ECAG will be notified that there is information to review and a decision needs to be rendered.

2. ECAG will review these documents and indicate whether the athlete meets the requirements and can or cannot utilize the address to participate with the team.

3. When ECAG has rendered a decision, the coach will receive an alert within his/her **ALERTS** section. (An email WILL NOT be sent.)

4. The coach can review the decision by returning to the **COACHES** section and selecting the now green **View Justification(s)** button under the athlete's name. The justification documentation can also be viewed from this location.

**NOTE:** The **View Justification** button is green because a decision has been made. It will be green even in the case of a denial.
ECAG Decision Not Yet Posted – Athlete Might Be Able to Play

**Athlete CAN be put on Roster and MIGHT still be able to play.**

**CAN be put on ROSTER.** An ECAG decision is NOT required BEFORE the coach can add the athlete to a ROSTER. Only the UPLOADING of the documentation is required. The athlete CAN be added to a ROSTER with or without ECAG’s decision.

**MIGHT still be able to play.** If ECAG has NOT rendered a decision, it is still possible for the athlete to participate with the team. The event operator can view the justification documents and if the operator is confident that the prospect has met the residency restrictions, the operator can permit the athletes to participate with the team. However, 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 because if an athlete participates in an event in violation of the residency restrictions, future certification of the event may be affected.

**Operator Review of Justification Documents for Athlete**

When the operator views the ROSTER to identify who is participating with the team in his/her event, those athletes who had an issue that required justification are flagged with a address book icon.

![Address Book Icon](image)

This icon is an indication to the event operator that this athlete **MAY NOT BE ELIGIBLE TO PLAY.**

Operator will need to use the **View Roster Details** button and look at the full ROSTER.

![View Roster Details Button](image)

Once the **View Roster Details** button is selected, the full ROSTER will display. Again, those athletes who had an issue that required justification are flagged with a address book icon.
The operator can click the warning icon and the athlete's information will expand. The operator will see what the coach entered as justification, and if issued, the NCAA's decision on the athlete's participation with the team AND can access the documentation provided by the coach.

If ECAG has NOT rendered a decision, it is still possible for the athlete to participate with the team. The event operator can view the justification documents and if the operator is confident that the prospect has met the residency restrictions, the operator can permit the athletes to participate with the team. However, 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 because if an athlete participates in an event in violation of the residency restrictions, future certification of the event may be affected.

**WARNING:** When certain address types are utilized or when an athlete has multiple addresses that can be used (multiple parent addresses, school address, guardianship, US host family, etc.), the operators will still need to verify that the address is legitimate and meets the NCAA residence. For example: check to see that the athlete has completed a full academic year prior to using a school address; documenting legal guardianship (not just a power of attorney letter), etc.
Application Process - Operator

**Purpose:** To request NCAA-certification of an event or league.

**Deadline:** 45-days prior to the first certified date.

Pre-Application Checklist - Operator

Prior to applying, an event/league operator should have completed all the following steps. It will NOT be permissible to complete the application process without having addressed/obtained these items:

- **Obtain a USA Basketball GOLD Licenses.** Until the operator has obtained a USA Basketball GOLD License, had the USA Basketball GOLD License Number validated by ECAG and been verified to be NCAA eligible by ECAG within the BBCS, the operator WILL NOT be permitted to perform any activity in the BBCS beyond creating a user account. Once this has been done, adult user will be able to perform the following actions depending on their role. See: [NCAA Eligibility of Coaches and Operators](#)

- **Create/Access a BBCS User Account.** See: [Adult Registration – Coach or Operator](#)

- **Choose Appropriate Facilities.** See: [Facilities Guideline](#)

- **Obtain Accident Insurance.** See: [Insurance Requirements](#)

- **Hire or Acquire Staff.** See: [Staff Guidelines](#)

- **Plan to Comply.** Take steps to ensure compliance with [NCAA Coaches Packet Expectations](#) and Participant requirements (coaches' approval, residency restrictions, etc.)

Event/League Application Instructions

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 Event 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. These instructions include a step-by-step walk through of the application process for an event and/or league.

**SAVE WARNING** - when creating an application, information does not get saved until all errors have been addressed within the tab that is visible. If no errors exist, then information will be saved any time the Save and Continue button is clicked or the operator navigates to a different tab.
**Starting an Application**


2. Click on the **OPERATORS** section. Until the operator has obtained a USA Basketball GOLD License, had the USA Basketball GOLD License Number validated by ECAG and been verified to be NCAA eligible by ECAG within the BBCS, the operator WILL NOT be permitted to perform any activity in the BBCS beyond creating a user account. Instead, the message in the blue box above will display. The operator will be forced to come back later to complete the application once his/her NCAA eligibility has been validated.

3. Once ECAG has validated the operator's eligibility, when the operator logs into the BBCS (https://BBCS.ncaa.org) it will be possible to navigate to the **Applications** tab within the **OPERATORS** section.

4. Click the **Apply for an Event or League** button.

**The About Tab - App**

The application will open on the **About** tab and that will be the only tab that initially shows. **REMEMBER** - A record of the application will be saved only after all information on this tab has been completed.

**Enter the Event/League Name - App**

1. DO NOT include location or other notes within the event/league name.

2. DO NOT name multiple events/leagues the exact same name. There needs to be some distinguishing characteristic in the name of the event to differentiate it from other events (location, date, sex, etc.) on the posted list of approvals.

3. Use of NCAA (or other terms associated with the NCAA brand) cannot be included in the event/league name.
NCAA Brand & Trademarks Use Restriction
Because this activity is not an NCAA organized activity, it is impermissible to use the NCAA brand in association with any advertising including, but not limited to, the name of the event/league or use of the blue disk. Additionally, NCAA trademarked terms (i.e., March Madness, Final Four, Big Dance, etc.) or use of the blue disk are not permissible without obtaining permission from the NCAA branding and promotions department.

Enter the Event/League Website URL - App
If a URL is not entered on the application, one WILL NOT get posted on the NCAA website once approved.

Event or League Designation
The response to the questions about Division I coaches and Division I student-athletes will determine the type of certification that is being requested.

League applications are those where the operator is requesting certification to allow Division I student-athletes to participate. Division I coaches WILL NOT be permitted to attend to observe any participating prospects.

Event applications are those where the operator is requesting certification to allow Division I coaches to attend and observe any participating prospects. Division I student-athletes WILL NOT be participating.

Both - Should an activity need to obtain both event and League Certifications, two separate applications must be submitted. If the operator answers YES to both Division I questions, an error message will appear and the operator will need to change the answer to NO for one of the questions and then submit a 2nd application with the Yes/No for these two questions in reverse for the opposite certification.

Note: If both League and Event Certifications are granted, it is possible that the activity may operate until the end of August. However, since there is not a PERF requirement associated with Event Certification, the two-month requirement will be based on the last certified event date in July so don't be confused and miss the submission deadline. The specific deadline date for the PERF will be identified in the Respond by Date column for the event application.

Neither - Additionally, if neither question has a YES answer, the operator is not requesting that Division I student-athletes can participate nor that Division I coaches can attend and observe participating prospects; therefore, NCAA-certification is not required. An error message will appear that under these circumstances, there is no need to continue with the application.
### Difference Between Events and Leagues

<table>
<thead>
<tr>
<th>Permissible Dates</th>
<th>League</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15 and August 31 or the institution's opening day of classes (whichever occurs earlier) N/A</td>
<td>Varies year to year. Can be accessed by pressing the Available Dates button on the About Tab of the BBCS application. Required to be submitted within two months of the last certified event date</td>
<td>Event Operator + ALL individuals involved in coaching activities Required for ALL team events</td>
</tr>
<tr>
<td>Post-event review form</td>
<td>N/A</td>
<td>Required for ALL individual events</td>
</tr>
<tr>
<td>Need USA Basketball GOLD License &amp; be NCAA Eligible</td>
<td>League Operator Only</td>
<td></td>
</tr>
<tr>
<td>Participating teams Must Register Online in the BBCS</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Operator must report all individuals involved in coaching and athletic activities</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Residency Requirements for teams</td>
<td>ALL D1 student-athletes must either have residency at the end of the previous academic year or have attended an institution within the 100-air mile radius of the location of the league.</td>
<td>Teams participating in NCAA-certified events are restricted to including athletes who reside: within the same state as the team’s official address; or within a geographically adjoining state to the team’s official address. BOYS TEAMS are limited to three (3) adjoining state athletes. GIRLS TEAMS are not limited in number, but the athletes must be from an adjoining state</td>
</tr>
</tbody>
</table>

### League Revenue Restriction

Revenue cannot be generated from admission fees for games; raffles or similar activities; live television or radio broadcasts; selling video tape/rights to league games or parking fees to attend games.

### Charity Events Restriction

If the purpose of this league is to generate funding for charity, it would not be permissible for Division I student-athletes to participate and therefore, the activity would not be eligible for League Certification.

### Enter Gender of Participants- App

Identify the gender of the participating athletes. Should you have an event/league where both genders will be participating, you will need to submit two separate applications – one for each gender.

### Enter Season- App

Enter the season in which the event will occur. If you try to select the season before answering the Division I participation questions or the gender of the involved athletes, the dropdown for the Season question will appear empty. The permissible seasons that appear are dictated by the previous questions.
**Enter Event/League Dates- App**

Enter the date range of the event/league. When you click into the date field, a calendar date picker will be visible. You can either use the arrows in the pop-up to navigate to the date OR you can type into the date field.

NOTE: If you use the calendar pop-up, you will see that dates not eligible for certification will be grayed out and you can only select eligible dates.

**Available Dates Help Button- App**

The Available Dates button is there to assist event operators.

**Events** – The dates on which Division I coaches can attend nonscholastic basketball events will change from year to year. A list of available dates for the current year can be seen by pressing the Available Dates button.

**Leagues** - A currently enrolled Division I student-athlete with remaining eligibility may participate in an NCAA-certified summer league only on certified dates between June 15 and August 31 or the institution's opening day of classes (whichever occurs earlier).

**Permissible Dates - League**

A currently enrolled Division I student-athlete with remaining eligibility may participate in an NCAA-certified summer league only on certified dates between June 15 and August 31 or the institution's opening day of classes (whichever occurs earlier).

**Permissible Dates- Event**

Varies year to year. Dates can be accessed by pressing the Available Dates button on the About Tab of the BBCS application.

Dates on which Division I coaches may attend events are outlined in the following bylaws:

* 13.1.7.8.1 – Men’s Basketball Evaluations  
* 13.1.7.8.2 – Women’s Basketball Evaluations  
* 13.17.2 for Men’s Basketball Calendar Formula  
* 13.17.3 for Women’s Basketball Calendar Formula

The currently available certification dates will be updated annually and included in the Appendix of the manual.
**Participant Information- App**

**Identify Participant Type (Teams or Individuals) and # of Participants- App**

Select all that apply.

In some cases, operators will run a team event where most of the participants in the event will be arriving at the event as pre-established team. However, they will also allow individuals who want to participate and do not have a travel team to register for the event as an individual participant that are then compiled onto teams and are coached by event staff who are eligible. If this is the case, you would need to identify that in your answer like this:

Individual events that are more camp-like in nature that involve skill and drill instruction, but do not include any kind of team participation would only select individuals who are NOT placed on teams.

**Identify Participant Ages- App**

Enter the age of the participants that you anticipate from the available drop-down list. Click in the field to display the drop-down list. Once you have selected an age, the drop down will close. Re-open the list and select additional ages until you have entered all age ranges that apply. If you choose other, you must enter a description.

**Identify Number of Participants- App**

Enter the number of participants that you anticipate and identify whether the number reflects the number of teams or the number of individual athletes. (The team/individual drop down will default to whatever participant type you previously selected, but you can change it. So, you could have a team event and enter that you anticipate 1000 individual athletes vs. 100 teams.

Although you may not know for sure how many athletes will be in attendance, you must have some idea of what to anticipate to determine your schedule, number of locations to reserve, etc. Complete accuracy is not expected now. [For events, you will report accurate numbers when you complete your PERF.]
Saving the About Tab Warning - App

Hit the Save and Continue button. Once you hit Save and Continue, additional tabs will appear across the top of your application.

| About | Facilities | DI Coaches | Fees/Sponsors | Awards/Gifts | Insurance | Submission |

WARNING – If you navigate away from the application before you have completed all the fields on the About tab, the application WILL NOT BE SAVED and you must start over. Until you have entered all the information on the About tab and saved it, a record of the application has not been recorded.
League Participant Requirements

Obtain Permission for DI Athletes BEFORE Participation

Written permission from the institution's director of athletics (or the director's official representative) for each Division I student-athlete that will participate in the league must be obtained by the league operator BEFORE the athlete's participation. If a Division I student-athlete is permitted to participate without the require permission, the athlete will be rendered ineligible for collegiate competition AND current or future certification of the league may be affected.

Many institutions have created a form letter that they utilize to supply this requirement. ECAG does NOT have a standard letter to provide as an example, but the letter from the institution needs to include the student-athlete's name and name and location of the league in which the athlete is permitted to participate. League operators are not currently required to submit the letter(s) of permission collected to ECAG. However, it is advised that the league keep copies of those letters until the league begins the following year in case the NCAA would request that documentation after the conclusion of the league.

Number from Any One College Restriction

Each team in an NCAA-certified league is limited to no more than TWO athletes with intercollegiate basketball eligibility remaining from any two-year or four-year college (other than a Divisions II and III-member institution). The league operator is responsible for ensuring the ROSTER limitations. Violations will render the involved student-athletes ineligible for collegiate competition AND current or future certification of the league may be affected.

One Team One League Restriction

NCAA certification legislation requires that all Division I players must limit their competition to one team in one league per summer. Regardless of the number of days the league operates, Division I student-athletes who participate are not permitted to participate in any other organized basketball activity (including three-on-three tournaments) for the duration of the summer. Note: This may impact the number of Division I student-athletes that are willing to participate in an activity that lasts only a couple of days. The league operator is responsible for educating participating student-athletes about this requirement.

No Tryouts Permitted for Leagues

Because of the One Team One League limitation, Division I student-athletes are prohibited from participating in any kind of tryout for placement in a league that involves team competition as this would be a separate team from the team with which the athlete will participate during the league.

No All-Star Games Permitted for Leagues

NCAA-certified leagues are prohibited from including any kind of all-star competition.

Postseason Play-Offs for Leagues

Postseason play-offs or tournaments are permitted, if:
1. the athlete competes on the same team they have played with throughout the league;
2. the play-off/tournament only involves intraleague competition; and
3. play-offs or tournaments are completed by August 31.

League Residency Requirements

The league operator is responsible for ensuring that all participating Division I student-athletes either had residence at the end of the previous academic year or attend an institution within a hundred-mile radius of
the location of the league. If no league exists within the 100-air mile radius, a student-athlete may participate in the next closest league to the student's residence or institution. DO NOT CONFUSE WITH EVENT RESIDENCY REQUIREMENTS.

**Two-Year of Four-Year College Staff Involvement with Leagues**

Neither the league nor any member team shall have on its staff or as a participant any person associated in any employment capacity with any two-year or four-year college, except that institutional employees who are not athletics department staff members and do not have responsibilities directly related to the athletics department may serve as game officials.
Event Participant Residency Requirements

Teams participating in NCAA-certified events are restricted to including athletes who reside:

- within the same state as the team’s official address; or
- within a geographically adjoining state to the team’s official address. BOYS TEAMS are limited to three (3) adjoining state athletes. GIRLS TEAMS are not limited in number, but the athletes must be from an adjoining state.

This standard was established to deter nonscholastic teams from "renting" elite prospective student-athletes (PSAs) from around the country for brief periods of time to compete in NCAA-certified basketball events and to promote/encourage PSAs to play for nonscholastic teams in the same local area in which they reside and has remained for a variety of other reasons. The NCAA residency requirements should be applied using the official mailing address of the nonscholastic team compared to the primary address of residence for the prospect or a permissible secondary address of residence.

REMINDER - If an activity receives both event and league Certification; all participants must comply with both the league 100-mile rule and the event adjoining-state rule to fulfill the NCAA residency requirements.

Permissible Address Requirements

The address utilized for a prospective student-athlete (PSA) to participate with a nonscholastic team at NCAA-certified events must fulfill the requirements outlined below for the primary address of residency or a permissible secondary address of residency. One can own multiple homes and treat them as residences, but "residency" is determined by where the individual physically lives. One can own a residence in a state while having official residency status in another state. It is possible to establish each as a residence, but one can only have established residency in one location.

Primary Address of Residency for Athlete

Because prospects are minors, the address of their biological parent(s), custodial parent(s) or court-appointed legal guardian(s) dictates the prospect's address of residency. If there is only a single address of residency, that would be the primary address. However, if the prospect alternates between two or more properties, using each as a residence for successive periods of time, the property that is the permanent fixed place of habitation is considered as the primary residency. This includes the address where the prospect’s biological parent(s), adoptive parent(s) or court-appointed legal guardian(s) lives, works, eats, sleeps, studies, socializes, etc. indefinitely; and/or the place of habitation which one returns despite temporary absences or residency elsewhere. Examples of information or documents that indicate a primary residence include: federal and state tax returns, driver’s license, automobile registration, voter registration card, mailing address for bills and other forms of correspondence; the location of the taxpayer’s banks; and the location of religious organizations and recreational clubs with which the taxpayer is affiliated. In order to utilize the primary address of residency to participate in NCAA-certified events, the residency must have been established and maintained for a minimum of three months.

Secondary Address of Residence for Athlete

The secondary address of residency is any property where the individual resides for a successive period that does NOT meet the standards of primary residency. A secondary address would include addresses like a boarding school address, the primary address of residence for the noncustodial biological parent, a host family's address for a non-US exchange student.
**Athlete's Use of a Single Address Per Season Requirement**

The PSA can only use one address for the duration of the season. A PSA may utilize a school address in one state to participate in spring events and a home address in a different state to participate in summer events, but cannot use addresses in two different states during the same season.

**Athlete Address Restrictions**

**Athlete's Use of Biological Parents Address**

If the biological parents have residency in different states and they equally share custody of the prospect, either parent's residency could be utilized as the athlete's primary residency regardless of the state of the relationship between the parents (married, separated, divorced, etc.) provided the parent resided at that location for a minimum of three months prior to the prospect’s participation. If the biological parents DO NOT equally share custody of the prospect, the athlete's primary address of residence is based on the residency status of the custodial parent, but the noncustodial parent's residency could be considered as the athlete's secondary address of residency. The prospect should meet the requirements for that individual to claim them as a dependent for federal income tax purposes at least 50% of the time and this would need to be documented.

**Athlete's Use of Legal Guardian Address**

To utilize the address of a guardian, the guardianship must be established in a court of law (signed by a judge), cannot be temporary (parents’ rights are permanently severed) and cannot be done for the purposes of attending school or to play basketball and this would need to be documented. It is not permissible for a coach, family member or other individual to obtain guardianship of an athlete for the athlete to participate on a team in a different state to circumvent the intent of the NCAA residency requirements. NOTE: In cases where custody is legally granted to someone other than the parent, the residence of that person may be utilized, if such custody is court-ordered and was not ordered during or within three months before participation and was not granted for participation with a nonscholastic team.

**Athlete’s Use of Other Biological Family Address**

The address of a relative that is not a biological parent that does not meet the above standard to be a legal guardian CANNOT be used as a Primary or Secondary address of residence.

**Athlete's Use of Scholastic Address**

If a prospect (both US and non-US) attends a “scholastic” institution (school, academy, etc.) in a location other than that of their PRIMARY RESIDENCE, the prospect may utilize their “scholastic” address to meet the NCAA residency requirements if:

1. The institution (school, academy, etc.) must meet the requirements to be determined “scholastic” in terms of being permissible for Division I coaches to be in attendance per NCAA Bylaws 13.1.7.8 (basketball evaluations), 13.1.7.8.1 (men’s basketball), 13.1.7.8.2 (women’s basketball), 13.1.7.8.3 (coaches’ attendance at basketball events), 13.11.1.8 (nonscholastic practice or competition – men’s basketball), 13.11.1.9 (nonscholastic practice or competition – women’s basketball).

    a. A team comprised of prospective student-athletes that is formally affiliated with a specific secondary institution and includes only students who are enrolled full time at the specific secondary institution with which the team is formally affiliated is considered a scholastic team. (This means that all the athletes are completing the same academic curriculum at the same academic institution.)
b. A team that does not meet the above-mentioned criteria may be considered scholastic only if the team is organized or administered under the auspices of a scholastic governing body and is eligible for events that are conducted by the governing body, including championship events.

2. The address of the actual scholastic institution can only be used if the institution is a “true” boarding school, meaning that the school is responsible for lodging, meals and general oversight/welfare of the prospect AND the prospect lives on the campus of the institution.

3. If the scholastic institution is NOT a boarding school, the noncampus address of residence (i.e., host family, etc.) can only be used if the prospect has resided at that location and attended high school in the same locale for the required minimum of one academic year.

4. The prospective student-athlete has attended this “scholastic” institution for a minimum of one academic year.

Athlete's Use of Scholastic Address - April Exception
A prospect attending a scholastic institution in a location other than that of their PRIMARY RESIDENCE who has NOT completed a full academic year may utilize their “scholastic” address to meet the NCAA residency requirements if:

a. The prospect was present on the first day of the fall semester;

b. The prospect has maintained enrollment at the same school the entire academic year; and

c. The prospect anticipates completing the academic year at the same school.

Addresses for Prospects in US Military Families or Similar Government Employees
If the PSA’s biological parent(s), custodial parent(s) or court-appointed legal guardian(s) are serving in the US military and stationed outside the US, the PSA would be permitted to utilize any of the following:

1. The address in the US where they own property and will return when no longer on active duty;

2. If property was not owned, the address of the last US military base where the family was in residence;

3. The address (country) of the US military base where they are currently stationed;
If none of these apply, prospects of US military families may be eligible for a Residency Exception, but would be required to submit a Residency Exception Request to ECAG.

Non-US Athlete's Use of a US Address
A prospective student-athlete who is not from the US may utilize his or her host family’s address to meet the NCAA residency requirements ONLY if the prospective student-athlete:

1. Is a participant in an official educational exchange program;
   Official educational exchange programs would require that the school have authorized NCAA-approved core courses.
   (see: https://web3.ncaa.org/hsportal/exec/hsAction?hsActionSubmit=searchHighSchool)
   AND be described in detail in the school's handbook/course catalog.
2. Resides with the host family/temporary guardian;

3. AND attends high school in the locale of the host family's residence for a minimum of one academic year.

If the non-US prospective student-athlete attends a boarding school, the prospect may utilize his/her school residence address to meet the NCAA residency requirements ONLY if the prospective student-athlete:

1. Lives at the boarding school or two-year college;

2. AND has completed a minimum of one academic year.

Non-US Athlete Use of US Address - Already Fulfilled Year in Residence
Once a prospective student-athlete who is not from the US has completed a full academic year and permitted to utilize that address as a secondary residence, if the PSA were to move to a different state, he/she would NOT have to fulfill a 2nd full academic year at the new location. After the full academic year requirement, has been completed once, the domestic standard would then be applied to that prospect and the address being utilized must have been established and maintained for a minimum of three months for the address to be utilized as a secondary residence for participation with a nonscholastic team at an NCAA-certified event.

States Without an Adjoining State Requirement
Although the states of Alaska and Hawaii are not geographically adjoined by any other state, no states have been "designated" as adjoining states for Alaska and Hawaii and athletes from those states are required to play on a team from that state. Similarly, prospects whose primary address of residence is in US territory that is not an actual state would be required to participate on a team whose official address is in that same territory and there are not any other states or territories “designated” as adjoining those territories. (EX: Puerto Rico, Guam, Northern Marianas, US Virgin Islands, American Samoa, etc.). Very extenuating circumstances may be eligible for a Residency Exception, but would be required to submit a Residency Exception Request to ECAG.

Single Country Teams Requirement
Teams participating in NCAA-certified events cannot include prospects whose primary address of residence is in a different country from the team’s official address. Example: Australian team should have ALL Australian athletes and an athlete from New Zealand would not be permitted to play with that team. Prospects from Canada and Mexico must comply with the same guidelines as all other prospects outside the US. Therefore, athletes from Mexico or Canada CANNOT cross the border and play with a U.S. team (or vice versa) for participation at an NCAA-certified event even though the team may be geographically located within the same locale of their residence.

It is not necessary to apply the adjoining state rule outside the US utilizing the provinces within a country. Example: A prospect from Alberta, Canada, would be permitted to participate on an Ontario team even though Alberta and Ontario are not adjoining provinces. If all the athletes on the team are Canadian, an event operator can allow the team to participate in NCAA-certified events.
Exceptions to the Residency Requirements

Native American Exception for Residency Requirements
The PSA is a Native American participating with a tribal team. It has been determined that because the intent of the adjoining-state legislation would not be violated, and that based on the restrictions imposed by the tribal membership itself, it is permissible to view a Native American tribe in its entirety as analogous to a state, although its geographic location may encompass several states. Therefore, Native American athletes can participate on their tribal team regardless of their state of residency.

Metro-Area Exception for Residency Requirements
If the team’s official address for a boy’s team is in a city that is divided by the state line of multiple states (i.e., Washington D.C., Kansas City, St. Louis/East St. Louis, etc.), boy’s teams may include more than three (3) team members from adjoining states if each additional participant resides within the same metropolitan area as the team.

If the team’s official address does not border two different states, this exception does not apply. For example: if a team is from Indianapolis, Indiana (exact center of the state), the team would not be eligible for the metro area exception. Although Indiana and Illinois adjoin and the Chicago metro area includes both Indiana and Illinois, the metro area of the city of Indianapolis where the team’s official address is located does not include any state other than Indiana. Therefore, a boy’s team from Indianapolis would be restricted to the allowable three out-of-state athletes.

Example Team: Below is a list of athletes from a Kansas City team. Because Kansas City is located on the state line Kansas and Missouri, athletes on that team that live in the Kansas City metro area would not count as out-of-state athletes for the team. IF the team below has an official address is in Kansas City, Missouri:

1. All the MO athletes would be counted as “in state”.
2. Additionally, all the athletes with addresses in Kansas City, Kansas, would be counted as “in state” even though they technically are out-of-state athletes. (These athletes have been highlighted gray on the list of athletes below and the designated as “Metro Area”).
3. All other Kansas athletes (highlighted in yellow) would be counted as “out-of-state”.
4. Additionally, all other states would be counted appropriately.
5. There are too many out-of-state athletes on this team. Therefore, only three of the athletes highlighted in yellow would be permitted to play with the team at an NCAA-certified event and the team must use the same three athletes for the entirety of each event.
6. One athlete on the team would not be permitted to participate because he is from a state that does not adjoin the team’s official address. If the athlete is permitted to use a secondary address of residence, documentation will be required to prove compliance with the NCAA residency requirements.

<table>
<thead>
<tr>
<th>NAME</th>
<th>City</th>
<th>State</th>
<th>Count As</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Topeka</td>
<td>Kansas</td>
<td>OUT-of-state</td>
<td>61.29</td>
</tr>
<tr>
<td>Mark Mills</td>
<td>Emporia</td>
<td>Kansas</td>
<td>OUT-of-state</td>
<td>107.44</td>
</tr>
<tr>
<td>Andrew Carter</td>
<td>Kansas City</td>
<td>Missouri</td>
<td>IN State</td>
<td></td>
</tr>
<tr>
<td>Joe Jackson</td>
<td>Leawood</td>
<td>Kansas</td>
<td>IN State</td>
<td></td>
</tr>
<tr>
<td>Matt Mayer</td>
<td>Overland Park</td>
<td>Kansas</td>
<td>IN State</td>
<td></td>
</tr>
<tr>
<td>Jimmy Cooper</td>
<td>Gladstone</td>
<td>Missouri</td>
<td>IN State</td>
<td></td>
</tr>
<tr>
<td>Donald Jones</td>
<td>Kansas City</td>
<td>Missouri</td>
<td>IN State</td>
<td></td>
</tr>
<tr>
<td>Bill Howard</td>
<td>Swopeka</td>
<td>Kansas</td>
<td>OUT-of-state</td>
<td>117.53</td>
</tr>
<tr>
<td>Jaylon Baker</td>
<td>Leawood</td>
<td>Kansas</td>
<td>IN State</td>
<td></td>
</tr>
<tr>
<td>Shawn Turner</td>
<td>Granville</td>
<td>Kansas</td>
<td>OUT-of-state</td>
<td>63.86</td>
</tr>
<tr>
<td>Jerome Poole</td>
<td>Blue Springs</td>
<td>Missouri</td>
<td>IN State</td>
<td></td>
</tr>
<tr>
<td>Anthony Graham</td>
<td>Overland Park</td>
<td>Kansas</td>
<td>IN State</td>
<td></td>
</tr>
<tr>
<td>Robert Oneil</td>
<td>Lawrence</td>
<td>Kansas</td>
<td>IN State</td>
<td></td>
</tr>
<tr>
<td>Tyler Myers</td>
<td>Kansas City</td>
<td>Missouri</td>
<td>IN State</td>
<td></td>
</tr>
<tr>
<td>Sam Brown</td>
<td>Little Rock</td>
<td>Arkansas</td>
<td>OUT-of-state</td>
<td></td>
</tr>
<tr>
<td>Jimmy Wright</td>
<td>Santa Fe</td>
<td>New Mexico</td>
<td>CANNOT PARTICIPATE – not an Adj State</td>
<td></td>
</tr>
</tbody>
</table>
Residency Requirement Responsibilities

**Operator's Responsibility for Residency Requirements**

Event operators are required to verify prior to participation that all teams are compliant with the NCAA residency requirements. The BBCS assists with this process by restricting the number of out-of-state athletes that can be added to a team ROSTER. If a prospect is utilizing a secondary address (i.e., noncustodial parent, legal guardian, host family or boarding school), the coach is required to upload documents to the BBCS that justify that the athlete meets the minimum standard of residency requirements. ECAG will review these documents and indicate whether the athlete meets the requirements and can utilize the address to participate with the team.

If ECAG has not rendered a decision, the event operator can view the justification documents. If the operator is confident that the prospect meets the residency restrictions, the operator can permit the athlete to participate. If there is question or concern, the operator should restrict the athlete's participation in the event until the NCAA has rendered a decision. If an athlete participates in an event in violation of the residency restrictions, future certification of the event may be affected.

**Coach's Responsibility for Residency Requirements**

Coaches are responsible for ensuring that the team he/she is coaching is compliant with NCAA requirements. Coaches need to be aware of the circumstances involved with each athlete on his/her team. If a prospect has more than one address (i.e., noncustodial parent, legal guardian, host family or boarding school) or if the prospect has a change of address, the coach will need to obtain documentation from the athlete's family that validates that the prospect is compliant with the minimum standard of residency requirements at the time the athlete is added to the coach's BENCH of participants. The coach is required to upload these documents to the BBCS to add the athlete to an event ROSTER.

ECAG will review these documents and indicate whether the athlete meets the requirements to utilize that address to participate with the team. If ECAG has not rendered a decision, it is still possible for the athlete to participate with the team. The event operator can view the justification documents. If the operator is confident that the prospect has met the residency restrictions, the operator can permit the athletes to participate with the team. However, if there is any question or concern, the operator WILL NOT allow the athlete to the team in his/her event until the NCAA has rendered a decision because if an athlete participates in an event in violation of the residency restrictions, future certification of the event may be affected.

Participation of a prospect in violation of the NCAA residency requirements may result in the withdrawal of current or denial of future NCAA eligibility to coach in an NCAA-certified event for all coaches associated with the participating team for a period of up to five years.

**Acceptable Proof of Residency**

The burden is on the nonscholastic coach and/or the PSA’s biological parent, custodial parent or court-appointed legal guardian to document residency and demonstrate eligibility for participation with a specific team. To do so, the individual would need to show:

1. Multiple official government-issued and/or legal documents showing that you have been physically present in the state for the required specific period;

   - State income tax documents for your state of residence. (Income taxes are paid in the state where you live, not the state where you work. Additionally, immigrants with a Green Card are required to file US taxes.)
- For those states that do not require income taxes, Federal income tax documents identifying your state of residence. (Immigrants with a Green Card are required to file US taxes.)
- Documentation that the individual qualified for the homestead exemption in that state. (This criterion is more definitive since it requires one to be a resident and one cannot qualify for the homestead exemption in two locations.)
- Passport that identifies permanent residence;
- Visa documentation identifying the guardian, school and state of study which should be identified on the Non-Immigrant Student Visa for the athlete.
- US Department of Justice I-20 Form "Certificate of Eligibility for Nonimmigrant Status."
- Documents identified below are helpful in proving habitation/residency, but are not conclusive on their own. Multiple documents should be required.
  - Rental/mortgage contracts,
  - Current employer verification of residence,
  - Insurance policies,
  - Current driver’s license,
  - Current vehicle registration,
  - Current voter registration

2. Legal documentation showing custody and/or guardianship;

3. Academic transcripts for the required length of time;

**Exceptions Requests for Residency Requirement**

A team coach/parent may request an exception to the NCAA residency requirements.

Historically, the NCAA membership has indicated that relief from the strict application of the requirement should be granted only in situations **in which no permissible team exists** that will allow a prospect the opportunity to participate in any NCAA-certified event. A residency exception is not granted to allow an athlete to play with a preferred team or to allow the athlete to attend specific NCAA-certified events, but to provide those who have NO opportunity to participate in any NCAA-certified event a chance to participate.

Be sure **to start the residency exceptions request process as early as possible** to allow for processing prior to scheduled participation and to allow the prospect to find alternative teams and/or the teams to find replacement athletes if an exception is not granted.

**How to Submit a Residency Exception Request**

A Residency Exception Request must be submitted **IN WRITING**.

1. Proactive Requests - The form provided in the appendix of this manual will need to be completed and submitted to ECAG at [ECAG@ncaa.org](mailto:ECAG@ncaa.org) along with a written statement and supporting documentation that outlines the reasons the request is being made and why it is believed the NCAA should consider a deviation from the residency requirements for this prospective-student athlete.

2. BBCS Flagged Justifications – A written statement and supporting documentation that outlines the reasons the request is being made and why it is believed the NCAA should consider a deviation from the residency requirements for this prospective-student athlete would be required to be submitted via the BBCS. Online may not be accompanied by the initial request form since the team, coach,
and athlete are all initially identified in the BBCS. Statements and documentation would be submitted through that database as part of the athlete’s record. This provides visibility to event operators prior to allowing the athlete to participate with the team.

**Exception Request Decisions**

Exception requests are reviewed on a case-by-case basis and decisions are based on the totality of the circumstances and information available at the time the application was considered. All exceptions granted are specific to the identified team and athlete(s) AND only for the calendar year in which it is granted.

1. **Proactive Requests** - ECAG will return the application with the approval decision documented and/or document the decision within the BBCS justification space on the bench/roster. If the application form is returned via email, the team should take the form when traveling to events to provide event operators when needed as an indication that the prospect has been cleared to participate with the team.

2. **BBCS Flagged Justifications** – ECAG will document the decision in within the BBCS justification space on the bench/roster to provide all coaches and event operators visibility that the athlete either HAS or HAS NOT been cleared to play with the team. [Note: Allowing the athlete to participate with the team after a denial decision was rendered by the NCAA will result in penalties to both the team and the event.]
The Facilities Tab - App

1. Select the Add New Facility button.

You will need to enter ALL facilities that your event or league will utilize. FAILURE to enter all sites utilized may impact future certification of the event/league.

2. A headquarters facility is required; so, the first entry will default to being identified as the headquarters facility. If you will only be utilizing one facility, then that needs to be listed as your headquarters.

3. Enter the name and location of the facility along with the number of courts that will be utilized at that site.

4. If the facility is on NCAA campus, you will need to select the name of the institution from the available drop-down box. The Division will automatically populate once you select the institution.

If you identified a Division I institution, a warning will appear in a yellow bubble.
5. Click the Save Facility button and you will return to the Facilities Tab. The facility you just entered should appear there.

6. If you are using more than one facility, you will need to click the Add New Facility button and repeat the previous steps to add each additional facility selecting OTHER as the Facility Type for all secondary facilities.

7. Your headquarters facility will appear in the list with a green HQ icon next to the facility name in your list of facilities.

8. If you entered an NCAA Division I campus, this will be identified with a Blue D1 icon facility name in your list of facilities.

9. Review the information entered for your facilities. If you made a mistake, you will be able to use the Edit Facility button to adjust or the Delete button to remove the site completely.

**WARNING** - Although the BBCS will allow you to navigate to the next tab without initially adding a facility or uploading justification for a selected DI institution, you will receive an error during application submission in which you would then need to go back and add it.
Facilities Guideline
Facilities at NCAA-certified events and leagues must meet certain legislated requirements. ECAG also encourages event/league operators to remember the health and welfare of the participating athletes when selecting facilities.

* Choose a safe/clean environment.
* Make sure that the facility can accommodate expected numbers.
* Consider whether the facility is temperature controlled (air conditioned, etc.).
* Consider whether the facility has satisfactory bathrooms (number and quality).
* Etc.

Event operators should also consider that certified events are required to provide for the separation of NCAA Division I coaches from participants and/or any individual associated with a prospect when choosing facilities. Separate seating for NCAA coaches is required. Separate entrances, bathrooms, bracket postings, etc. are suggested.

Restrictions
1. Sports Wagering Establishments. An NCAA-certified event/league shall not be conducted in a venue that is associated in any way with a venue or other entity that is associated in any way with wagering on intercollegiate athletics.

2. Division I Campus Facilities. Legislation exists that prohibits a Division I institution [including any institutional department (e.g., athletics, recreational/intramural)] from hosting, sponsoring or conducting a nonscholastic basketball practice or competition in which basketball prospective student-athletes participate on its campus or at an off-campus facility regularly used by the institution for practice and/or competition by any of the institution’s sport programs.

Schedule Entry (Facilities Tab) - App
1. You will need to enter a schedule for each facility being utilized. Press the Add a Schedule button.

2. Enter start and end times. When done select Save Schedule button.

Time Entry on Schedule- App
You can enter times by: clicking into the time field and:

1. Using the up/down arrows in the pop-up to enter the times. Click on the AM/PM box will change from one to the other.

2. Typing in the time.

If you have entered a time that will be used on multiple days, once the time has been entered on one day, you can highlight, copy (CTRL C) and paste (CTRL V) onto other days as well.
Schedule Restrictions - League

First Day of Classes Restriction
It is the league operator's responsibility to identify and document the "first day of classes" for each Division I institution in which the league has participants. Even if there are certified dates that are after the student-athlete's first day of classes, it is the operator's responsibility to prohibit the student-athlete from participating on those dates. If a Division I student-athlete is permitted to participate in the league after that athlete's institution has started classes for the fall, the league will be rendered ineligible for certification the following year.

League Schedule Entry - App
Enter the start and end times for the relevant days of the week that the league will be operating out of that facility.

For Example: If the league will run from June 15 to August 31 and games will be played at 6 p.m. and 8 p.m. every Monday, Wednesday and Friday, you would have entered June 15-August 31 on the About tab and then enter those times only on M-W-F like in this example:

Event Schedule Entry - App
You will automatically be given time-entry fields based on the date range you entered on the About tab.

For your headquarters facility, it is assumed that you will be using that facility for the duration of the event and you will be required to enter times for each day in the date range.

Not all secondary facilities are used every day; so, you will only be required to enter times for the relevant days of the week that the event will be operating out of that facility.

PAY ATTENTION – You are not entering the start time and end time for the day. You are required to enter the start time of the first game and the start time of the last game.
**Schedule Entry Warnings- App**
Per NCAA legislation, events are precluded from operating during certain times of day depending on the gender and season of the event. The BBCS will generate warnings based on these restrictions like the pictured example.

You will be able to click the Save the Schedule Anyway button even if you received a warning, but the schedule concerns will need to be addressed prior to the approval of the application.

3. You will need to repeat the steps for schedule entry for each facility being used.

**REMINDER** - You will need to enter ALL facilities that your event or league will utilize. **FAILURE to enter all sites utilized may impact future certification of the event/league.**

4. Click either the Save or the Save and Continue button.

Note: once you have pressed Save and Continue, you will immediately navigate to the next tab in the application and be required to answer all the questions on that tab before you can navigate back to a previous tab. **SO – if you need to go back to a previous tab, you should click the Save button and then navigate to that tab. DO NOT click Save and Continue.**

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**Schedule Restrictions - Event**

**Time Restrictions**

Athletically Related Activities (Spring, Summer and Fall – both men’s and women’s):
- Can NEVER start before 8 a.m.
- Can NEVER start after 10 p.m.

Athletically related activities are precluded prior to 8 a.m. and the last athletically related activity may not begin later than 10 p.m. If activity is scheduled at 10 p.m., please be aware that regardless of the reason for delay (i.e. injury, travel time between locations, etc.) **under no circumstances can athletically related activities begin after 10 p.m.** If games are scheduled at 10 p.m. and are delayed, the games will need to be moved to the next day after 8 a.m. and the rest of the schedule adjusted accordingly. In that regard it is advisable that you allow yourself a buffer of time prior to 10 p.m. to ensure that you can comply with this requirement.

**Additional Men’s Events Schedule Restrictions - Spring**

Activities involving Prospective Student-Athletes may not begin before 6 p.m. on Friday and must conclude not later than 4 p.m. on Sunday. During the academic year, it is not permissible for an NCAA-certified event to operate outside of these schedule restrictions to encourage minimal missed class time and academic commitments. NCAA coaches may enter the event facilities and purchase packets prior to 6 p.m. on Friday; but any activity involving the athletes would be prohibited until after 6 p.m. (games, warm-ups, check-in and registration involving the prospect, etc.). Similarly, NCAA coaches could remain in the gym after 4 p.m. on Sunday, but the event must be completely over before 4 p.m.
Additional Men’s Events Schedule Restrictions - Summer
Men’s summer events are certified between 5 p.m. on Wednesday to 5 p.m. on Sunday on eligible weekends. Unlike during the school year, the event may begin or end outside of these schedule restraints, but Division I coaches are only permitted to attend at those times.

Game Limit Restrictions
(Spring, Summer and Fall – both men’s and women’s):
- Less than 3 games per day.
- Less than 5 games in a 2-day period.

Prospective student-athletes may participate in no more than five games over a rolling two-day period and in no more than three games on any one day. In other words, an athlete cannot play in four games one day and one the next; nor can an athlete play in three games one day and three the next. He/she could, however, play in two games one day, three the next, and the two games the third day.

This restriction applies to both team and individual events. If any of the following conditions are met, then the competition counts against the 3 games in 1 day or 5 in a rolling 2 day period:
- a. Competition is scheduled and publicized in advance;
- b. Official score is kept;
- c. Individual or team standings are maintained;
- d. Official timer or game officials are used;
- e. Admission is charged;
- f. Teams are regularly formed or team rosters are predetermined;
- g. Team uniforms are used;
- h. A team is privately or commercially sponsored; or
- i. The competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.

Athletes on Multiple Teams Game Limit Restrictions
The daily game limit restriction is per athlete and NOT per teams. So, if an athlete is participating on multiple teams in the same event the...
- OPERATOR - will need to monitor to make sure that the athlete does not participate in more than five games over a rolling two-day period and in no more than three games on any one day.
- COACH - will need to use wisdom as to when that athlete plays for what team.

Because monitoring athletes in these circumstances is extremely labor intensive, some event operators have imposed a requirement that all athletes participating in their events are restricted to participation on ONLY ONE team during the event. This is the operator’s prerogative AND is encouraged by ECAG.
Event Packet Guidelines

Concerns/complaints continue to escalate about the cost and the accuracy of packets. Be advised that the NCAA is continually evaluating these concerns. To avoid NCAA intervention, event operators who choose to sell packets are expected to be compliant with NCAA guidelines identified below.

**FAILURE** to comply with these requirements may impact future certification of the event.

1. **USEFUL** – Packets must contain useful information. Operators are expected to make a reasonable and concerted effort to ensure that the following information is accurately included in the packet:
   a. Event schedule,
   b. Location of all sites where NCAA coaches can observe prospects,
   c. Driving direction between event sites,
   d. Participant Information (either individually or on team ROSTER) that includes:
      1. Name of prospect
      2. Prospect’s direct contact information
      3. Jersey number
      4. Graduation year (e.g. 2012, 2013, etc.)
      5. Scholastic institution
      6. Name and contact information for scholastic coach
      7. Name and contact information for non-scholastic coach

2. **ACCURACY** - Operators need to take every possible step to ensure that packet information is complete and accurate.
   a. Contact information provided for athletes is expected to belong to that athlete and not be fictional or belonging to coaches, handlers, etc. It is important that the prospect and his/her family retain the opportunity to exercise control over the recruiting process, so accurate contact information should be provided to NCAA coaches.
   b. Shirt numbers are critical since the NCAA coaches are restricted from having contact with the prospective student-athlete or anyone associated with the prospect (coaches, family, etc.) during the event.

3. **PRICE DISCLOSED IN ADVANCE** - The price of event packet must be listed on the Event Certification application and must be publicized in advance. This price will be posted on [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification), but the operator should include it when communicating with NCAA coaches as well (e.g., invitations, event website, etc.)

4. **SAME/SIMILAR FEES FOR ALL NCAA COACHES** – It is permissible for an operator to charge different amounts for the produced packets if the price must be made available to all qualifying participants, must be based on some objective criteria, and must be publicized in advance. All packet options are required to be disclosed on the event application and included on the approved event list posted on the NCAA website. Operators cannot make changes at the event site nor can the operator make price adjustments based on his/her relationship with an NCAA coach.

5. **PROVIDE TO NCAA** - You will need to provide a copy of the packet to ECAG when you submit your event review form. In that regard, make sure you save one copy to mail later if you do not have a single computer file (.pdf, .doc, .xls, etc.) that you can attach to your review form in the BBCS.
6. REASONABLE CONSIDERATIONS –

a. EVENT OPERATOR EXPECTATIONS - Recognizing that NCAA coaches have a reasonable and legitimate expectation that the information contained in the event packets should be useful and accurate, it is recommended that event operators agree to the following:
   1. A coaching staff will be required to purchase only one packet per staff, and the purchase of the packet entitles one staff member to gain admission to the event.
   2. If a coaching packet has been purchased, any other staff members from that school will be charged a reasonable college coaches’ admission fee set by the event operator.
   3. Coaches attending only one session at a certified event will not be required to purchase a coaches’ packet and will be charged a reasonable college coaches’ admission fee set by the event operator.

b. NCAA COACH EXPECTATIONS - Recognizing that event operators are providing a valuable service to college coaches by providing the opportunity for the evaluation of many prospects in a centralized venue, it is recommended that NCAA coaches agree to the following:
   1. If a coach is attending more than one session, the staff will purchase at least one packet for their institutional staff. One purchase packet entitles one member of the staff admission to the event. Additional coaches of that staff seeking admission will pay a reasonable coach’s admission fee, as established by the event operator.
   2. Coaches who attend just one session at a certified event will pay a reasonable coach’s admission fee, as established by the event operator.
   3. Once purchased, no copies will be made or distributed for use by coaches from a different institution.
   4. The college coach will identify him/herself as a college coach to event staff and will not seek to gain admission as a general spectator.
The Division I Coaches Tab – App

Division I Coaches Restriction for Leagues
At times a Division I coach may drop in on a college league where student-athletes from their team are participating. This IS permissible if the coach is merely an observer and there are ZERO prospective student-athletes participating. If prospects (high school or two-year college athletes) will be participating, Division I coaches are not permitted to attend any time – not even to observe their own student-athletes that may be participating.

BE AWARE - Two-year college athletes are considered prospects; some league operators don't realize that. If prospects will be participating and you want Division I coaches to be able attend, the operator would have to file a separate EVENT application and be granted NCAA event-certification and then they could only attend on permissible dates in July. There are significant differences in the requirements for Event Certification and it is a much more time-consuming process, so it is advisable to familiarize yourself with the event requirements prior to requesting certification.

This tab will only be visible on event applications. League operators WILL NOT have to complete this tab. Fees incurred by NCAA coaches will need to be disclosed and publicized in advance.

1. Event operators will be required to enter information about the fees that will be charged to NCAA coaches.

   a. If you WILL NOT be creating an event packet for NCAA coaches, there will only be three questions that require a response.

   Both fields are text fields; so, you should enter ALL options that exists. For example:

   ![Image]

   ![Image]

Subscriber Discounts - Recruiting/Scouting Service Warning
If discounts will be given to subscribers of a publication/report that would likely be considered a Recruiting/Scouting Service since it provides information about prospective student-athletes, the recruiting/Recruiting/Scouting Service will be required to be NCAA approved. NCAA Division I institutions are only permitted to subscribe to Recruiting/Scouting Services that have been approved through the NCAA Recruiting/Scouting Service application process.
b. If you WILL be creating an event packet, additional questions will appear.

Again, this fields is a text field; so, you should enter ALL options that exist.

REMINDER – You CANNOT charge a fee that was not disclosed on the event application and included on the approved event list posted on the NCAA website. You CANNOT make changes at the event site nor can the you make price adjustments based on your relationship with an NCAA coach.

2. Click either the Save or the Save and Continue button.
   Note: once you have pressed Save and Continue, you will immediately navigate to the next tab in the application and be required to answer all the questions on that tab before you can navigate back to a previous tab. SO – if you need to go back to a previous tab, you should click the Save button and then navigate to that tab. DO NOT click Save and Continue.
Separation of NCAA Coaches During an Event

The purpose of Division I coach attendance at an event is for evaluation only, NCAA-certified events should be conducted in a manner that allows NCAA coaches to attend the event and evaluate prospects with minimum opportunities for contact violations, allowing the coach to focus on evaluations.

Division I Coach Contact Restriction
Division I Coaches are NOT Permitted to Have Contact With:

- Prospects.

- Relatives of Prospects.

- NonScholastic Coaches. Nonscholastic coaches ARE “individuals associated with the prospect” regardless of whether their team is or is not participating in your event.

- Two-Year College Coaches. Two-year college coaches ARE “individuals associated with the prospect” regardless of whether their team is or is not participating in your event.

- Recruiting/Scouting Services. individuals associated with a Recruiting/Scouting Services are “individuals associated with the prospect”.

NCAA Coach Separation Minimum Precautions Required
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 prospect 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 that 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.
NCAA Coach Separation Minimum Precautions Encouraged

- Separate entrances;
- Separate check-in location;
- Separate bracket postings;
- Separate bathrooms;
- Separate concessions;
- Etc.

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.
The Fees/Sponsors Tab - App
Entry Fee Information - App

1. You will need to respond to the questions that appear relating to entry fees.
   Answer Yes or No to the first question.

2. Enter a fee description in either the Team Participation Entry Fee or Athlete Participation Entry Fee field. In some cases, you will need to enter a description in both the team and individual participation entry fee fields.

   a. If you indicated on the About tab that participants in the event will be arriving at the event as pre-established teams, you will need to enter a fee description in the Team Participation Entry Fee field.

   b. If you indicated on the About tab that participants in the event will be arriving at the event as individuals who will either be placed on teams for participation or participate in skill instruction or other individual activities, you will be required to enter a fee description in the Athlete Participation Entry Fee field.

3. Identify who is paying the entry fee.
   If you choose other, you must enter a description.

4. If you will offer participants a reduction in cost for whatever reason OR will employ participants to supplement their entry fee, you should answer YES to the reduced entry fee question.

   If you will need to offer any type of reduced entry fee, additional questions will appear on the application to which you will need to respond.

5. You will need to click the Add Additional Fee Reduction button as many times as is necessary to enter a full description for each type of reduction available.

   For each reduced entry, available, you will need to enter all the following:

   a. the amount of the reduction;
b. the Reason for the Discount (If you choose other, you must enter a description);

c. A complete description of the program; and

d. An indication of how people become aware of the discount(s) that is available prior to the event.

**Reduced Entry & Employment Program Requirements**

NCAA legislation requires activity operators to charge participants the same entry fee. Operators are prohibited from granting free entry or reduced entry to select participants based on athletics ability or reputation. An operator may offer participants a reduced entry fee or employment program provided the following conditions are met:

1. If offered, reduced entry fees must be made available to all qualifying participants and must be based on some objective criteria that is unrelated to a participant's athletics ability or reputation.

2. If offered, a work program must be made available to all qualifying participants and must be based on financial need that is unrelated to a participant's athletics ability, reputation or value that the individual would bring to the event/league. Financial need will need to be determined objectively and will need to be based on concrete information. Operators will need to identify what documentation/criteria will be utilized to determine financial need to select these participants. Compensation must be paid only for work performed and at a rate commensurate with their experience and for similar employment in that locale.

3. Any reduced entry fee program and/or participant employment program must be publicized in advance. Operators will need to identify how participants will be notified/informed that such a program exists (on registration form, event flyers, website, etc.).
Sponsor Information- App

1. You will need to respond to the questions that appear relating to sponsors. If you will have sponsors of any kind (shoe company, businesses, individuals, etc.), you should answer YES to the product, financial or service support question.

2. You will be required to identify each sponsor and what each sponsor is providing. If you choose other, you must enter a description.

3. Click either the Save or the Save and Continue button.

Note: once you have pressed Save and Continue, you will immediately navigate to the next tab in the application and be required to answer all the questions on that tab before you can navigate back to a previous tab. SO – if you need to go back to a previous tab, you should click the Save button and then navigate to that tab. DO NOT click Save and Continue.

Professional Sports Organization as a Sponsor

Typically, the NCAA does not certify events that include a sponsorship by a professional team because their involvement would trigger the try-out legislation and require multiple other rules beyond the certification requirements that event operators are not usually educated on or successful in operating within, which could impact the eligibility of participating prospect.

For example, if the sponsor is a professional organization and the participants receive anything (including the normal allowable t-shirt, one could argue that it is contrary to the amateurism regulations. Additionally, for the NCAA to certify an event with a professional team as a sponsor, blurs the line of demarcation between professional and amateur athletics, which is discouraged by the guiding principles of NCAA.
The Awards/Gifts Tab - App

**Award Requirements**
A participant may receive an award, if the following conditions are met:
- The cost of the award IS included in and does not exceed the cost of the participant's entry fee;
- The award being given is NOT cash, or the equivalent thereof; and
- Awards are NOT donated.

*If participants DO NOT directly pay an entry fee, no awards may be provided.* Example: If a team sponsor pays the entry fee for the team; the team could be awarded a trophy, but the individual athletes could NOT receive an award because the athlete did not pay to participate. A t-shirt may be provided as an award in addition to the free t-shirt provided to all participants, but the award t-shirt CANNOT be donated.

**Award Information - App**

1. You will need to indicate whether awards will be given for any reason.

2. If awards will be given, you will be required to respond to the questions that appear relating to awards.

3. Choose an option from the drop-down field to identify what awards will be given for. If you choose other, you must enter a description.

4. Choose an option from the drop-down field to identify who will be receiving the awards.

5. Choose an option from the drop-down field to identify what kind of awards will be given. If you choose other, you must enter a description.

6. Choose an option from the drop-down field to identify what awards will be given for. If you choose other, you must enter a description.
BE AWARE – the new BBCS application includes questions in anticipation for changes in the certification legislation. NCAA Amateur legislation allows for the provision of actual and necessary expenses. However, certification legislation currently **PROHIBITS THE PROVISION OF AIR OR GROUND TRANSPORTATION OR OTHER GIFTS AND INDUCEMENTS.** So, you will be asked questions about things that are not yet permissible.

## Provision of Complementary Items & Benefits

CURRENT **Event Certification** legislation states:

- No air or ground transportation or other gifts or inducements shall be provided to the event participants or their coaches or relatives;

- A prospective student-athlete who attends an NCAA certified event shall not retain any athletics equipment or apparel provided for his use at the event other than an event T-shirt. All other apparel (e.g., shoes or shorts) may be retained only if the prospective student-athlete is charged the normal retail value of such items (as opposed to the event's cost in purchasing the items);

- A participant may receive an award, provided the cost of the award is included in the participant's entry fee;

The only complimentary (free/gifted) item that a participant or participating coach can retain after an activity is a T-SHIRT. All other equipment and apparel (e.g., shoes, shorts, warm-up suits, backpacks, cinch bags, basketballs, mementos, etc.) may be retained only if the prospective student-athlete is charged the normal retail value of such items (as opposed to the event's cost in purchasing the items) and the items must be paid for separate from the event entry fee.

Operators may provide an event t-shirt to participants regardless of whether the participants pay to participate. The event t-shirts can be donated to the operator. (T-shirts provided as awards CANNOT be donated.) Operators can provide simple, low-cost, reversible jerseys to participants instead of the event/league t-shirt. Jerseys would have to have the same monetary value as a t-shirt; so, authentic jerseys could not be utilized.
Provision of Transportation

No air or ground transportation or other gifts or inducements shall be provided to the event participants or their coaches or relatives. Operators are prohibited from providing air or ground transportation to and/or from an event/league for participants, their coaches or relatives.

Operators of an individual events, however, are often responsible for the care of the athletes in attendance at the event because in a camp-type setting the operator would be tasked with the needs and oversight of the campers. In that regard, it is often necessary for the operator to provide local transportation for the participants to get back and forth from the event site and the location where they are housed in addition to between the event’s gym/housing and the nearest airport, bus or train station. This shuttle service has been allowed if the same transportation is available to all attendees.

Because this local participation is often required and has been allowed for individual event operators, team event operators have been allowed to provide the same shuttle service to participants, coaches and other individuals traveling with the teams if the same transportation is available to all attendees.

Providing Uniforms/Apparel - App

1. You will need to report whether you will be providing participants with an event/league t-shirt.

Operators may provide a t-shirt to participants regardless of whether the participants pay to participate. The free t-shirts can be donated to the operator. (T-shirts provided as awards CANNOT be donated.) Operators can provide simple, low-cost, reversible jerseys to participants instead of the event/league t-shirt. Jerseys would have to have the same monetary value as a t-shirt; so, authentic jerseys could not be utilized.

2. You will need to report whether uniforms will be provided and if the athlete(s) will keep or return those uniforms after use. Depending on your response, additional questions will appear.

3. If uniforms are used on LOAN, you will need to completely describe the process for returning those items after the event/league.
4. If participants will be able to KEEP the uniforms provided, you will be asked additional questions to ensure compliance with NCAA requirements.

**Keeping Uniforms/Apparel Warnings - App**
The warning in the pink bubble will appear if you answering NO to the question above the bubble. Remember – in some instances provision of some of these benefits are not yet permissible.

**Providing Hotels - App**
Take time to fully understand the questions asked and respond appropriately. The warning in the pink bubble will appear if you answering NO to the question above the bubble. Remember – in some instances provision of some of these benefits are not yet permissible.
Providing Transportation- App
Take time to fully understand the questions asked and respond appropriately. The warning in the pink bubble will appear if you answering NO to the question above the bubble. Remember – in some instances provision of some of these benefits are not yet permissible.

Providing Meals- App
Take time to fully understand the questions asked and respond appropriately. The warning in the pink bubble will appear if you answering NO to the question above the bubble. Remember – in some instances provision of some of these benefits are not yet permissible.

Providing Other Benefits- App
Take time to fully understand the questions asked and respond appropriately. The warning in the pink bubble will appear if you answering NO to the question above the bubble. Remember – in some instances provision of some of these benefits are not yet permissible.

Save and Continue- App
Click either the Save or the Save and Continue button.
Note: once you have pressed Save and Continue, you will immediately navigate to the next tab in the application and be required to answer all the questions on that tab before you can navigate back to a previous tab. SO – if you need to go back to a previous tab, you should click the Save button and then navigate to that tab. DO NOT click Save and Continue.
The Insurance Tab- App

1. Identify the type of insurance you will be utilizing by selecting one or more of the check boxes. Additional questions will appear on the application based on your selection.

2. Traditional carriers (Francis Dean, K&K, The Camp Team, United States Fire, Markel, Nationwide, etc.) are designated by "Insurance Company".

3. Organization/Group policies (AAU, USSSA, Gym Rats, etc.) are designated by "Membership Organization".

4. Instances of being self-insured are rare, but at times a city summer league may not have insurance because the city government is willing to pay for any accidents that may occur. In these cases, documentation would need to be on file to validate the reason insurance is unnecessary and confirm that all aspects of the intent of the legislation will be addressed by the organization that is self-insuring the event/league.

5. If insurance is not necessary due to the country of where the event/league is located has social healthcare, the last box would be checked and you must confirm that all athletes participating are eligible to be treated via the national policies.

6. Click either the Save or the Save and Continue button. Note: once you have pressed Save and Continue, you will immediately navigate to the next tab in the application and be required to answer all the questions on that tab before you can navigate back to a previous tab. SO – if you need to go back to a previous tab, you should click the Save button and then navigate to that tab. DO NOT click Save and Continue.
Insurance Requirements - App

Both event and league operators are required to show proof of ACCIDENT medical insurance for ALL participants that will cover athletically related activities more than of liability and regardless of negligence/fault. The intent of this requirement is to ensure that prospective student-athletes and student-athletes participating in certified events and leagues are provided adequate financial protection if injury occurs.

**Liability Insurance Alone is Insufficient**
Most general liability policies will not cover all accident situations (even if the policy indicates that participants are included). Typically, a liability policy would cover accidents like a spectator falling down the bleachers, athlete slipping in the shower, etc.; a liability policy that states it includes participants would only cover accidents that occur during athletic related activities if the event/league/facility was negligent. In that regard, a liability policy alone WILL NOT meet the NCAA requirements.

**Single Insurance Account Number for Multiple Policies**
If the accident policy has the same account number as the liability policy (which is not usually the case), the operator must submit the full policy description information related to the accident policy. Even if the Accord form mentions medical payments for participants, it is possible that the accident insurance will only apply if the event is liable for the accident. In that regard, it is necessary for ECAG to review the detailed policy description to determine whether the event/league has the required insurance.

**Insurance Applications, Quotes, Invoices and Waivers**
An application, quote, invoice or description of coverage available is not sufficient. The operator will need to submit a copy of the participant accident insurance policy provided to you by your insurance agent once the policy has been applied for and purchased. Checking the athletes' personal insurance, offering supplemental insurance for purchase, or having athletes sign a waiver in lieu of having ACCIDENT medical insurance is not sufficient.

**Expired Insurance**
ACCIDENT medical insurance must be effective during all the dates when athletically related activities will occur for the event/league. When the application is processed, if the insurance submitted with the application is expired, ECAG will request for additional information that will require that the policy be updated. The operator will only have 10 days from the date of that request to acquire and submit the new policy. FAILURE to submit accident insurance effective during the event/league dates by appropriate deadlines will result in a denial of the application as all deadlines are strictly enforced. In that regard, it is in the operator's best interest to obtain insurance BEFORE applying.

**Use of Insurance Annual Renewal Cycle**
If the insurance policy is on an annual renewal cycle, there may be times when the operator cannot renew the policy prior to applying, but the policy will expire before the start of the event/league. If the operator has been previously NCAA-certified, ECAG will process the application with the current policy documentation, but the operator will need to renew the policy and submit the new documentation within 5 days of the expiration date as identified on the current policy. The operator will need be sure that the new policy includes language that specifically identifies the event/league or organization AND clearly states that it includes ACCIDENT medical insurance for all participants. FAILURE to update insurance by the designated deadline will result in withdrawal of certification.
**Amount of Insurance Coverage Requirement**
No specific minimum or maximum is required, but insurance should be acquired before applying.

**Site Specific Insurance**
If the policy is site specific, the operator will be required to submit documentation that identifies all sites being utilized.

**Quantity Specific Insurance**
If the policy identifies a specific number of teams/individuals, the operator will be required to affirm his/her understanding that the policy must be updated prior to the start of the event/league if the designated number of participants is exceeded.

**Self-Insured**
If the event/league is self-insured, the operator must submit documentation that the event/league/city self-insurance policy includes accident medical coverage for all participants that will cover athletically related activities more than liability and regardless of negligence/fault.

**Membership Organization Insurance**
If the ACCIDENT medical insurance is issued by a membership organization (AAU, USSSA, etc.) instead of a traditional insurance carrier, the operator will be required to confirm that all participating teams/individuals will be registered members of that organization. Additionally, this type of insurance may only apply if the event is sanctioned by that organization; in which case the operator will need to provide documentation of such sanctioning. Be aware that these membership organizations often have "team" insurance policies as well that only apply to a club team and cannot be utilized for an event/league; so, the operator needs to be sure to acquire/submit the correct documentation.

**National/Social Healthcare and Insurance Requirements**
If the operator does not believe insurance is NOT necessary because accidents would be covered under the social-healthcare system in the country where the event/league is located, the operator will need to confirm that all participants will be residents of that country and therefore, covered by the national healthcare. If the event/league will include participants that are NOT covered by the national healthcare, then accident insurance will need to be purchased and submitted.

**Editable Documentation**
If the insurance documentation is a simple Word/TXT document OR is some other format that can be easily edited, it is impossible to determine whether the coverage outlined on the document is what was provided by the insurance company or has been changed. Operator will be required to submit the original documentation provided by the insurance company and may be required to provide additional information validating authenticity.

**Falsified Insurance**
If insurance documentation is submitted that is not effective, has been altered in any way or does not comply with the NCAA restrictions, the insurance information submitted will be considered fraudulent by the NCAA and the operator will be assessed the penalties outlined in the Adverse Actions guideline.
Insurance Providers
Below is a list of the providers frequently utilized by operators. The list is provided as a courtesy to assist operators with a starting point of possible options when obtaining insurance coverage. The companies listed are provided as a reference only. The NCAA is not recommending any one company, nor are we endorsing the quality of their services. The list is provided for convenience and is not meant to be all-inclusive; these are merely the providers frequently seen when ECAG processes applications. Operators are free to use any company of their choice, provided the NCAA minimum requirements are met.

Insurance carriers with camp/event/tournament specific coverage:
Francis L. Dean & Associates, Inc.
1776 South Naperville Road, Building B
P.O. Box 4200
Wheaton, Illinois 60189
Phone: 800/745-2409 ext. 129
www.fdean.com

K&K Insurance Group, Inc.
1712 Magnavox Way
Fort Wayne Indiana 46804
Phone: 800/637-4757
www.kandkinsurance.com/Pages/Home.aspx

American Specialty Insurance & Risk Services, Inc.
7609 W. Jefferson Boulevard, Suite 100
Fort Wayne, IN 46804
(800) 245-2744
www.americanspecialty.com
www.fastcov.com

Gallagher Student Health & Special Risk
500 Victory Road
Quincy, MA 02171
Email: Sports@gallagherstudent.com
Phone: 877/345-8928
www.gallagherstudent.com

CapSure Insurance Group
McKay Tower, Suite 421
Grand Rapids, MI 49503
Email: dan@capsureins.com
Phone: 616/450-5870
www.capsureins.com

The Camp Team
615 West 38th Avenue, Suite B109
Wheat Ridge, Colorado 80033
Phone: 800/747-9573
www.campteam.com

Nontraditional Options:
AAU
USSSA

Other insurance carriers that have been used:
Aon Corporation - Global Headquarters
200 East Randolph Street
Chicago, Illinois 60601 USA
Phone: 312/381-1000
http://www.aon.com/default.jsp

Bollinger Insurance
101 JFK Parkway
Short Hills, New Jersey 07078
Phone: 973/467-0444 or 800/526-1379

Chappell Insurance Agency, Inc.
25807-A Cox Road
Petersburg, Virginia 23803
Phone: 800/447-6797 or 804/733-2020
http://www.chappellinsurance.com/home/index.htm

Sadler & Company, Inc.
P.O. Box 5866
Columbia, South Carolina 29250-5866
Phone: 800/622-7370
http://www.sadlerco.com/

The Monument Sports Group
508 North Allison Street, No. 1
Richmond, Virginia 23220-2704
E-mail: http://www.monumentsports.com/forms/contact.php
Phone: 804/354-9020
http://www.monumentsports.com/

Bene-Marc, Inc.
6301 Southwest Boulevard, Suite No. 101
Fort Worth, Texas 76132-1063
Phone: 817/338-6899
http://www.bene-marc.com
Submission - App
1. Once you can move to the Submission tab, you will see a series of attestations that will require your acknowledgement. The attestations are different on the event and league application. For a complete list of these attestations, see: Terms of Participation. You’ll need to check the box next to EACH attestation for the submit button to activated.

2. Once all the tabs have been completed and attestations acknowledged, the Submit your Application button will be activated.

3. Enter your name as your digital signature. The date will be auto populated for you.

4. Click the Submit your Application button. If you do not see this button, you have failed to respond to all the required fields OR need to upload documentation of some kind. Look for the warning messages in the pink bubble or any warning icons for guidance.

5. You’ll receive a message about your application being submitted and will see the status of your application reflect Submitted.
6. Confirm your application was submitted by verifying that the application status appears as **Submitted**. If the status indicates **Submitted** and was done so by the appropriate deadline, it will eventually be processed.

**WARNING** - If the application status still says **Not Submitted** – the application **WAS NOT SUBMITTED** and **WILL NOT** be processed.

Application has been submitted! ECAG will contact you via the BBCS with a certification decision. **Until your application is approved, you cannot market the event as being NCAA certified.**
Delete Application
Until the time when the application status appears as Submitted, you will be able to delete the application. Once the application status appears as Submitted, you must submit a cancellation request to ECAG to remove your application from consideration for certification.

![Image of NCAA Staff Message]

Validating Application has Met Deadline
When you submit the application, the BBCS will record it in the application history that will be visible at the top of the application. The date stamp and audit of activity created in the BBCS is the official date utilized to establish deadlines. This is the date that will be utilized to determine whether the application was submitted by the appropriate deadline.

False Submit Date - App
However, if the application is submitted and unsubmitted shortly after, creating a false submission date, but the information required for processing is not submitted until a later date, ECAG WILL NOT acknowledge the first (false submit) date as the actual submit date and the actual date the application was completed and ready for processing will be utilized as the submission date.
Information Needed to Process Application

1. ECAG will process the application and identify any inadequacies in the information submitted. Should the ECAG have questions regarding the information you submitted OR the information you provided is incomplete, ECAG will request additional information from you.

2. Once ECAG has posted the requests for information, the status will appear as Info Requested.

3. You will be notified via email that there are issues with your application to which you need to respond.

4. The BBCS will also generate an Alert that is accessible via the Alert section in the blue bar once you have logged in to your BBCS Account.

5. The deadline by which the operator is required to respond will appear in the Response Required By column of the application history section. All deadlines are strictly enforced.
6. This same deadline date will be visible from the list of events on the OPERATORS section.

You MUST respond before the posted deadline to avoid negatively impacting your opportunity for approved certification.

7. Once the Respond by Date color changes to red, a filled-in warning icon will appear. This is an indication that deadline by which the response was required has passed, which will result in a denial. **All deadlines are strictly enforced.**

8. To respond to the ECAG request for information, click the Manage button next to the event/league and select Submit Additional Information.
9. Tabs where inadequacies were identified will be tagged with a warning icon.

10. The specific issue and a description of how the operator needs to respond will be identified in the Comment section of each flagged tab along with a date time stamp.

11. Enter your response into the Operator Comments field on each flagged tab and click Save Comments button.
12. Once saved, your response will populate as an entry below the staff’s comments with a date time stamp.

13. Problems not specific to a tab will be identified in the top-level box within the application history along with a date time stamp.

14. After you’ve responded to all the tab specific issues, respond to any of the top-level issues identified. If there were not any issues identified at the top-level, you will still need to enter an overall comment at the top-level before clicking the Submit Your Responses button. An overall operator’s comment is required.

You will be unable to submit your response until you’ve addressed all tab specific issues first.

15. Confirm your response submission by verifying that the application is in an Operator Responded status. This is an indication that a response has been logged and is awaiting ECAG review. If the status indicates Operator Responded and was done so by the appropriate deadline, it has been submitted and will eventually be processed.

16. Once the Respond by Date has passed, ECAG will review the operator's responses to additional information (or lack thereof), and render an approval/denial decision.
ECAG Decision Rendered - App

ECAG Approved - App

If your application has been APPROVED by ECAG, the approval will be communicated several different ways.

1. The status of the application will change in the list of applications posted on the Operator section of your BBCS account.

2. You will be notified via email.

3. The BBCS will generate an Alert that is accessible via the Alert section in the blue bar once you have logged in to your BBCS Account that will indicate the application has been approved.

4. Additionally, all certified events and leagues will be posted on the www.ncaa.org/basketballcertification

Certified Dates - League

Certification is only granted for dates that appear on the detailed playing schedule submitted with the application. Division I student-athletes are only permitted on the NCAA-certified dates identified in the application history when the approval was posted. Division I student-athletes are prohibited from engaging in any type of organized competition prior to the first date of the league.

Certified Dates - Event

Certification is only granted for dates that appear on the detailed playing schedule submitted with the application. Division I coaches are only permitted to attend to evaluate prospects on the NCAA-certified dates identified in the application history when the approval was posted. At times, your event may operate, in which case, Division I coaches may only attend on the dates certified. For example: A league running from June to August can request Event Certification, but only permissible dates in July would be NCAA-certified. Therefore, Division I coaches may only attend on those July dates.
Certified Dates Identified on Approved Application

The specific NCAA-certified dates (those on which Division I coaches can attend OR Division I student-athletes can participate) will be identified in a variety of ways.

**WARNING** – In some cases the event/league MAY NOT BE certified for all the dates you requested.

1. In the BBCS generated approval email.

   **FOR EVENTS** - The PERF is required to be Submitted by **11:59 p.m. Eastern Time** on the date will also be identified in the email.

2. In the **Message** section of the application's history on the Approved row.

---

You’ve got your event or league application approved!

Be aware that once approved you can begin your Post-Event Review Form and Finalize the Participant List as part of the PERF.

---

**ECAG Denied - App**

The application has been denied, the reason for the denial will be identified in the **Message** section of the application's history on the Denied row.

- For a league application, a denial would mean that Division I student-athletes ARE NOT permitted to participate.
- For an event application, a denial would mean that Division I coaches ARE NOT permitted to attend to evaluate prospects.
View or Make Changes to an Application

View a Submitted Application
Once you have an application in the Submitted or Operator Responded status, you WILL NOT be able to make changes to the application. You can, however, click the Manage button next to the event/league and select View Application to see the information you submitted.

Make Changes to an Application
Once you have an application in the Submitted or Operator Responded status, you WILL NOT be able to make changes to the application. You can, however, make a change request to ECAG through the BBCS.

REMINDER - To avoid penalties, cancellations and change requests must be reported to ECAG via the Request Change or Cancellation feature or IN WRITING to ECAG@ncaa.org no later than 48 hours prior to the scheduled start of the event/league.

1. Navigate to Applications tab within the OPERATORS section.

2. You will see a complete list of all your applications and a status for each application.

3. Click the Manage button next to the event/league name.

4. Select Request Change or Cancellation.

5. Enter a description of your request (change(s) you need to update your application with accurate information OR your desire to cancel the event/league) and click the Submit Request button.

6. The status of your application will change to Change Request.

7. ECAG will review your request and make any necessary changes. This request and the changes made will be documented in the application audit history.
Application Status Designations Defined

Application - Not Submitted
Additional steps must be taken by the operator before being given the opportunity to submit. Although all the required information may be entered, events/leagues with the Not Submitted designation WILL NOT be reviewed/processed by ECAG. Eventually, events/leagues with the Not Submitted designation will be posted as denied to close the application/PERF history.

Application - Submitted
Operator has successfully submitted the application/PERF to ECAG for processing. If the status indicates Submitted and was done so by the appropriate deadline, it has been submitted and will Eventually be processed.

Application - Info Requested
If ECAG requires additional information to process the application/PERF to completion, the status will show as Info Requested. The operator will also receive an email notification and an online alert when this status is changed to Info Requested. The information requested will be documented and visible within the application/PERF.

The deadline by which the operator is required to respond will appear in the Respond by Date column. If this date becomes red in color, it is an indication that the deadline date has now passed. Operators who have an application/PERF state that appears as Submitted state should access the BBCS regularly to determine if there are any outstanding requests that required a response just in case the BBCS generated email notification is not received for some reason. Operators are expected to respond by the appropriate deadlines regardless of whether he/she received the email notification.

Application - Operator Responded
Once an operator has responded to the ECAG request for additional information and resubmitted the application/PERF, the status will appear as Operator Responded. This is an indication that a response has been logged and is awaiting ECAG review. [NOTE: it is possible for additional requests for information to be generated; so, the operator should continue to access the BBCS regularly to determine if there are any outstanding requests that required a response just in case the BBCS generated email notification is not received for some reason. Operators are expected to respond by the appropriate deadlines regardless of whether he/she received the email notification.]
**Application - Approved**

The application/PERF has been approved. For applications, specific dates of certification will be identified in the Message section of the application's history on the Approved row. Additionally, all certified events and leagues will be posted on the [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification). **FOR EVENTS** - The date that the PERF is required to be submitted by **11:59 p.m. Eastern Time** on the date identified in the Response Required by column. For PERF, an approval indicates that the event will be eligible for certification the following year.

<table>
<thead>
<tr>
<th>Status</th>
<th>Status Date</th>
<th>Message</th>
<th>Response Required by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>11/21/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Info Requested</td>
<td>11/21/2016</td>
<td>requesting additional information to see flags visible to Operator. As staff, when I processed the application, I initially saw that the operator submitted the application even though there were potential errors on the Facilities and Awards/Gifts tab. (Note: there were also potential issues on the Insurance Tab, but the icon did not appear to alert staff.)</td>
<td>11/22/2016</td>
</tr>
<tr>
<td>Operator Responded</td>
<td>11/21/2016</td>
<td>done.</td>
<td>11/22/2016</td>
</tr>
<tr>
<td>Approved</td>
<td>01/12/2017</td>
<td>Certified Dates: July 12 at 6 pm to July 13</td>
<td>10/13/2017</td>
</tr>
</tbody>
</table>

**Application - Denied**

The application/PERF has been denied. The reason for the denial will be identified in the Message section of the application's history on the Approved row.

- For a league application, a denial would mean that Division I student-athletes ARE NOT permitted to participate.
- For an event application, a denial would mean that Division I coaches ARE NOT permitted to attend to evaluate prospects.
- For a PERF, a denial would mean that the event IS NOT eligible for NCAA-certification during the same season the following year.

**Application - Cancelled (Preapproved)**

The activity was cancelled by the event/league operator prior to the application having been processed to completion.

**Application - Cancelled (Post Approval)**

The activity was cancelled by the event/league operator after the application was processed and posted as approved.

**REMINDER** - To avoid penalties, cancellations must be reported to ECAG via the Request Change or Cancellation feature or IN WRITING to ECAG@ncaa.org no later than 48 hours prior to the scheduled start of the event/league.

**Application - Withdrawn**

The application was processed and posted as approved, but ECAG later pulled the previously granted certification based on supplemental information obtained by staff.
Operator Preparation for the Event

Operator to Notify Participants in Advance of Requirements
Event operators are responsible for making sure that all coaches and athletes participating in their event are aware of all NCAA requirements and are compliant. The operator is required to notify all participants in advance of steps they will need to complete before they can participate in an NCAA-certified event. This includes, but is not limited to:

1. registration requirements in the BBCS,
2. obtaining a USA Basketball GOLD License,
3. BENCH/ROSTER creation, AND
4. the necessity of doing all these activities way in advance to their travel to the event.

It will be nearly impossible for a coach to show up at the event unprepared and complete all the steps necessary to participate in the event. So the coach CANNOT procrastinate and needs to make sure that they have obtained USAB approval, all of their athletes have registered in the BBCS, their BENCH is assembled and they have created a roster for your event. It is the event operator's responsibility to make sure that participating coaches realize this before they travel to an event and are not permitted to participate.

Operators should include information about NCAA requirements for coaches and athletes on your event/league website, flyers etc. This should include the link to the ECAG 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 (www.USA.Basketball.com/NCAALicense).

Operator Familiarity with PERF Requirements
It is suggested that operators make themselves familiar with what will be required in the 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.

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.
Do NOT Finalize Participant List Early
Operators should NOT finalize the Participant List until the post-event review form (PERF) is ready to be submitted. If the Participant List is in a Finalized state, coaches cannot add rosters to the event nor can the operator access the rosters and identify who on them actually participated in the event.

If you accidentally finalized the Participant List, just access the list and click the Reopen Participant List button.

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 and accurate participant list resulting in the denial of the PERF and rendering the event ineligible for certification the following year.

**Individual Events** - Accessing the Participant List prior to the event will allow you to search for athletes who have registered or coaches you have hired as they are acquired. This will allow you to make sure that everyone has created a BBCS profile and the coach has the proper credentials to participate.

**Team Events** - Accessing the Participant List prior to the event will allow you to see which teams created a ROSTER for participation in your event(s). If you know of teams that will be attending your event that do not have a ROSTER in the BBCS, event staff may need to contact team coaches and require them to register BEFORE ARRIVING at the event.

Because future certification of the event may be affected, it is suggested that event operators be sure that all participants have completed ALL requirements prior to participation in the event. 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.

Because incomplete and accurate participant information is necessary to successfully complete the PERF, some event operators have imposed a deadline for all BBCS activity (athlete/coach profiles, team ROSTERS, etc.) weeks before the event occurs and anyone who misses that deadline would be prohibited from participating in their event. **This is the operator's prerogative AND is encouraged by ECAG.** Such a deadline will assist the operator to produce a more accurate event packet. See: Packet Guidelines
Operator CAN Add a Team to the Event’s Participant List

If there is a team checking in that neglected to add a roster to the event prior to the start of the event, the operator CAN add the team to the event’s Participant List as long as the coach has an active bench and all players have been added to that bench. (If players do not appear on the bench, the coach will need to go through the normal bench invite process, which will require the athlete(s) to accept the invitation before they would appear on the bench for the event operator to see.)

If the Participant List is editable, you will see a Search by Coach to Add Roster to Event section. [If you do not see this section, you many have finalized your Participant List on accident. See the instructions in the Do NOT Finalize Participant List Early]

1. Click on the Search by Coach to Add Roster to Event section to expand the section.

2. Enter the coach’s name and click the Search button

3. Click the Create Roster button.

4. A popup window will appear with that coach’s bench. Enter the team’s name and click on all the kids/coaches that will play with the team to change their “Add to Roster” button from blue to green.

5. Update the jersey number for each athlete (Cannot have the same number on two different kids).

6. Hit the Save button.
Issues Operator Must Address **BEFORE** Athlete Participation

The BBCS will flag potential residency issues that may exist on the teams connected to the event. When these athletes are identified, the coach will be required to upload justification documentation in the BBCS. ECAG will review these documents and indicate whether the athlete meets the requirements and can utilize the address to participate with the team. This decision will be documented in the BBCS and will be visible both to the coach and to the operator.

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 or have been DENIED by ECAG. It is important to address any of the identified issues and collect any needed documentation **BEFORE** the athlete's coach/team participates when the individual/team can be withheld from competition without refund if they refuse to cooperate.

If ECAG has NOT rendered a decision, it is still possible for the athlete to participate with the team, but the operator will need to make a judgement call based on the documentation available. Similarly, if a DENIED decision has been rendered, but the team is able to produce adequate documentation at the event, the operator may choose to allow the athlete to participate with the team if he/she is completely confident that the prospect has met the residency requirements.

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. [See the Operator Review of Justification Documents for Athlete section of the ECAG User Manual.]

If no documentation or inadequate documentation was submitted with the justification in the BBCS, then the operator is required to collect the documentation that illustrates 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.
Staff Guidelines - Considerations When Hiring or Acquiring Staff

- NO individual who has been found guilty or pleaded guilty in a court of law for having been involved in sports bribery, point shaving or game fixing is permitted to be on staff or as a participant in an NCAA-certified event;
- Compensation provided to event personnel must be consistent with the going rate for personnel of like teaching ability and event experience;
- Operators are required to have qualified medical personnel present at EACH facility utilized by the event. Events are required to have a medical professional/trainer on staff to care for injured athletes, etc.
- If games or scrimmages will occur, determine who will officiate.
- Operators are responsible for having staff/volunteers to enforce the separate seating areas and for clearing out any general spectator from the designated NCAA coaches section; so, make plans to have enough staff to do so. It is suggested that the separate coaches section be for NCAA coaches only and the both two-year college and media representatives be required to sit elsewhere if possible.
- Operators of team events need to plan to have enough registration staff to fulfill the NCAA requirements for checking coaches' approvals; identifying which coaches and athletes listed on the ROSTER will participate in the event; and reviewing ROSTER information for coaches' approvals, adjoining state violations, same or incorrect contact information, etc.

Demographic Information for Event Staff
Event operators will need to collect the name, address and telephone number for any volunteer or employee involved in the operation of their event including, but not limited to, the administrative staff, clock and stat personnel, score keepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc. This information will be required as part of the PERF submission.

Demographic Information for Individual Event Coaches Hired
Operators of individual events who hire their coaches will need to require those individuals to create a coach profile in the BBCS. When the operator completes the Participant Management portion of the event's PERF, the operator must search for and add all individuals who participated in coaching activities in the event to prepare a successful PERF submission. It is the individual event operator's responsibility to make sure that all hired coaches have created a BBCS coach profile and completed the necessary requirement to be eligible to participate in NCAA-certified events.

Required Medical Personnel
Qualified medical personnel must be present at the event. The intent of this legislation is to ensure that someone is available to tend to participating prospective student-athletes in case of emergency. The term "medical personnel" is intentionally broad, but at minimum, the individual should be trained to respond quickly to emergency situations regarding medical issues, traumatic injuries and accident scenes, can administer CPR and utilize a defibrillator. To meet the intent of this piece of legislation, it is necessary to have qualified medical personnel AT EACH FACILITY being utilized.

Operators Responsibilities in Checking Participating Coaches
As a condition of certification, event operators are required to verify that all individuals involved in coaching activities have been deemed as NCAA eligible prior to his/her participation in the event. This requirement applies to both team and individual events/camps. If the event is more skills and drills in nature and coaches are not utilized for team competition, the individuals involved in instruction will still need to obtain a USA Basketball GOLD License, have their USA Basketball GOLD License Number validated by ECAG and have been verified to be NCAA eligible by ECAG within the BBCS, as this is considered "coaching activities".
With the launch of the NEW BBCS in 2017, only NCAA eligible coaches will create a team ROSTER in the BBCS. Similarly, a coach cannot be added to a ROSTER in the BBCS until they have fulfilled the NCAA educational and background check requirements and been deemed as NCAA eligible. The same would apply for individual event operator searching for coaches to add to their participant list; only NCAA eligible coaches will be visible to add.

For these reasons, ONLY coaches who have met the requirements to be eligible for participation in NCAA-certified events can be found via the search mechanism in the BBCS. If a coach does not have a BBCS profile OR has one, but is not fully functional, the event operator must prohibit this individual from participating in coaching activities. This requirement is strictly enforced and FAILURE to comply may impact future certification of the event.
Event Participant Management Instructions

If Event Certification was granted and Division I coaches were given the opportunity to attend and observe prospects, the activity operator will be required to submit a post-event review form (PERF). The PERF is required even if zero (0) Division I coaches attended. Since certification was granted, a review form is required. The largest part of the PERF will be to accurately report all athletes and coaches who participated in the event using the Participant List.

Operators of both team and individual events are required to submit a complete list of participants.
- Individual event operators will search and add athletes and coaches to their event's Participant List.
- Team event operators will see ROSTERS on their Participant List that were created for that event.

The Participant List and the Post-Event Review options will appear on the Manage button menu on the Applications tab immediately after ECAG has changed the status of an event application to approved.

To being, select the appropriate team or individual tab to manage the participants for your event.

Team events are those where the operator answered the "Athletes will be registering as" question with the following answer on the ABOUT tab of the event application:

Individual events are those where the operator answered the "Athletes will be registering as" question with one of the following answers on the ABOUT tab of the event application:

If the event was both an individual & team event as illustrated in the instances below, then you will need to complete both the teams & individuals' tabs.
**Individual Event Operator Participant Entry (Individuals Tab)**

1. Click the green **Open Search** within the **Add Individual Coaches and Athletes to Event** section to expand the search section. This section will allow for you to search for coaches and athletes to tie to your event.

2. Search for each athlete and coach participating in your event by name. Use the **State** and **Position** field to minimize the list of people that appears when searching.

3. Click the green **Add to Event** button for those individuals who will be participating in your event.

**WARNING** –

1. **Can't Find.** If you do not find the athlete or coach when you complete a search, they have not created a profile in the BBCS and are NOT ELIGIBLE to participate in NCAA-certified events at this time.

2. **No Green Button.** If you find the coach or athlete, but there is not a green button next to their name, there are additional steps that he/she must complete before being eligible. These individuals are NOT ELIGIBLE to participate in NCAA-certified events at this time.
   
   a. **Athletes.** Only those athletes that have completed their educational course and school information will be available to add. Those that have not completed their educational course and/or school information, will display in results but not available to add.

   b. **Coaches.** Only those coach’s that have a USA Basketball License # that has been verified by NCAA staff, will appear in search results.

4. **Only coaches and athletes who are searchable and can be added to the Participant List should be allowed to participate in the event.** Searching and Adding athletes/coaches in the BBCS will be your indication of who is eligible to participate; so, it is recommended that you use the **Participant List** feature during check-in procedures to ensure compliance.

5. As you click the **Add to Event** button, those individuals will be added to the View Individual Participants list just below. This is the list of individuals associated with your event.

If you add someone by accident, you can use the red **Remove from Event** button to delete the individual from your list of participants.
Team Event Operator Participant Entry (Teams Tab)
Operator's must report who participated with each team in that event. This is not an indication of who checked in with the team. This is an indication of EVERY athlete and EVERY coach that participated with the team AT ANY POINT during your event. You will need to monitor games and keep adequate records, box scores, etc. to validate the team's participation.

Notice that there are two buttons next to each team: 1) an Edit Roster button; and 2) a View Roster Details button.

The Edit Roster button will show you a snapshot of all athletes and coaches associated with that coach's BENCH that are eligible to participate with the team. The individuals that the coach previously indicated would be participating in your event will have a green Add to Roster button; those who were NOT previously selected will have blue Add to Roster button.

The operator is required to report who participated in the event using the Edit Roster button.

The View Roster Details button will open a more detailed ROSTER and more specific information about the team participants will be included.

Here, the operator can see the details for any of the warning icons that display.

Operator Identifying Team Participants

1. Click the green Open Search within the Search by Coach to Add Roster to Event section to expand the search section. This section will allow for you to search for coaches and athletes to tie to your event.

2. Review list of existing team ROSTERS that have opted into your event. In the example below, only one team (FL All Stars) has opted in to the event. [Note: If this is the case, the operator will need to make some phone calls to make sure the coaches participating in his/her event arrive prepared to participate.]
3. The operator will need to edit the ROSTER to ACCURATELY depict who coached and who participated on that team in that specific event. Begin by selecting the Edit Roster button next to a team name.

4. When the ROSTER snapshot opens, ALL the athletes and coaches on the BENCH who are eligible to participate with the team (completed all prerequisites AND accepted the BENCH coach's invitation) will be visible.

Note: You may need to use the scroll arrow to view the entire list of potential participants.

5. The individuals that the coach previously indicated would be participating in your event will have a green Add to Roster button; those who were NOT previously selected will have blue Add to Roster button.

6. Click the coaches and athletes as needed so that the roster accurately identifies ALL coaches and athletes that participated with this team in your event. Select the blue Add to Roster button next to any person's name that participated with this team in your event that was not previously identified. Once selected, the Add to Roster button will turn green and a check will appear in the box on that button. Similarly, clicking the green Add to Roster button will uncheck the box and revert the button to its unselected blue state.

7. The coach was required to enter a jersey number for each athlete before the ROSTER could be saved, but the operator should verify that the number are accurate AND make any needed corrections.

**Operator View of Roster Warnings**
Warning icons will be reflected next to athletes who have been flagged with potential issues. These icons will be visible on either view of the ROSTER.

You can hover over icons to see generic warning messages as it relates to potential issues for the BENCH coach to resolve related to that individual’s participation in your event.

See the Potential Violation Warnings section for a detailed description of each warning type.
Operator Review of Justification Documents for Athlete

(address book icon) = Athlete has same address/phone number

warning

When the operator views the ROSTER to identify who is participating with the team in his/her event, those athletes who had an issue that required justification are flagged with a address book icon.

The address book icon is an indication to the event operator that this athlete MAY NOT BE ELIGIBLE TO PLAY.

Operator will need to use the View Roster Details button and look at the full ROSTER.

Once the View Roster Details button is selected, the full ROSTER will display. Again, those athletes who had an issue that required justification are flagged with a address book icon.

The operator can click the address book icon and the athlete’s information will expand. The operator will see what the coach entered as justification AND can access the documentation provided.

If ECAG has NOT rendered a decision, it is still possible for the athlete to participate with the team. The event operator can view the justification documents and if the operator is confident that the prospect has met the residency restrictions, the operator can permit the athletes to participate with the team. However, 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 because if an athlete participates in an event in violation of the residency restrictions, future certification of the event may be affected.

WARNING: When certain address types are utilized or when an athlete has multiple addresses that can be used (multiple parent addresses, school address, guardianship, US host family, etc.), the operators will still need to verify that the address is legitimate and meets the NCAA residence. For example: check to see that the athlete has completed a full academic year prior to using a school address; documenting legal guardianship (not just a power of attorney letter), etc.
Reminder of Possible Penalties - Operator

Participation of a prospect in violation of the NCAA residency requirements may result in the withdrawal of current or denial of future NCAA eligibility to coach in an NCAA-certified event for all coaches associated with the participating team for a **period of up to five years**. Further, participation of a team who has a violation of the NCAA residency requirements may result in the withdrawal of current or denial of future NCAA certification of the event for the operator.

Operator's Ability to Update Team Rosters

The BBCS will allow a coach to edit his/her team ROSTER up until **11:59 PM the day before the event start date**, after that, the EDIT ROSTER button will be unavailable and will reflect Event in Progress.

Once the status says Event in Progress, the event operator CAN search the coach's BENCH and ADD athletes/coaches who were omitted from the ROSTER. NOTE: The operator CANNOT add athletes/coaches that were not initially placed on the coach's BENCH. Additionally, if an operator adds an athlete to the roster, he/she will need to make sure that doing so did not trigger any additional warnings or flags on the team’s roster. If additionally warnings are triggered, those would need to be addressed and documented properly prior to the participation of the athlete(s).

Operators should make ALL ROSTER corrections PRIOR TO the team's participation in the event to ensure compliance. Using the Participant List feature during team check-in procedures will help with this and is recommended. Team event operators will be responsible for editing all ROSTERS to reflect the athletes and coaches on that team that participated.

FOR EXAMPLE: An operator may write down a coach's name who has provided documentation that they have their USAB Gold License thinking that he/she can add the coach to the ROSTER later. But when the operator attempts to do so, the coach does not return in the BBCS search because he/she is not NCAA eligible in which case, the coach participated in the event in violation of NCAA requirements.

Team Appears on Operator's List that IS NOT Participating

If a team appears on the operator's Participant List that did NOT participate in the event, the operator can use the red Delete button to remove the team from the event. **BEWARE** – once removed, the team cannot be put back without completely rebuilding the ROSTER.
<table>
<thead>
<tr>
<th>Team Name</th>
<th>Coach Name</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL All Stars</td>
<td>Walt Disney</td>
<td>Jacksonville</td>
<td>Florida</td>
</tr>
</tbody>
</table>
**Team Participated that IS NOT on Operator's List**

If when the operator reviews the Participant List there are teams missing, the operator will need to correct this issue in one of the following ways:

1. Notify team coaches way in advance of all additional things that they need to do to to participate in an NCAA-certified event.

2. Contact the team coach via email or telephone PRIOR TO THE EVENT and require the coach to complete all the required steps necessary to participate. The earlier you do this, the better so that the team arrives at the event prepared to participate.

3. Require the coach to complete the ROSTER at event check-in. [Note: If the coach has not taken all the preliminary steps such as creating a BBCS account and having all his/her athletes to create and activate their BBCS account, this option will be a long a tedious process that will be near impossible at the check-in table. In that regard, Option 1 is the best option.]

4. The operator can create a ROSTER for that team WITH LIMITATIONS.

**Operator Creating Rosters for Teams that Participated**

1. Click the green Open Search button to expand the Search by Coach to Add Roster to Event section. This search section will allow the operator to search and add ROSTERS that participated in the event, but do not appear in the Participant List.

2. The operator will need to enter the name of the coach who created the BENCH that includes the athletes that will make up the team. [You cannot search by team name because the name is not entered until the coach creates the ROSTER.]

3. Select the green Create Roster button next to the applicable coach's name within search.
4. Enter a Team Name.

5. Enter the Team Address. The Team Address may or may not be the same as the head coach's address.

6. ALL the athletes and coaches on the BENCH who are eligible to participate with the team (completed all prerequisites AND accepted the BENCH coach's invitation) will be visible.

Note: You may need to use the scroll arrow to view the entire list of potential participants.

7. Select the blue Add to Roster button next to each person's name that will be participating with this team in the event. Once selected, the Add to Roster button will turn green and a check will appear in the box on that button. NOTE: Only coaches that have a USAB Gold License # that has been verified by NCAA staff will appear in search results.

8. A field will appear for the jersey number of each athlete. This field will default to the jersey number entered when the athlete's profile was created. [Note: The jersey number is entered on the athlete's profile along with their school information; so it is likely that their school jersey number will be what it entered here.] If no number was entered when the athlete profile was created, the field will be blank on the ROSTER.

9. A number MUST be entered for each athlete identified as participating; so the operator will either need to enter or edit the jersey number on the ROSTER so that the ROSTER is ACCURATE.

10. When selecting athletes, be watchful of athlete with Warning Icons.

11. WARNING – If you select an athlete that requires Justification Documentation, the coach will NOT be able to submit that justification via the BBCS once the event has started. However, documentation is still required and the operator will be responsible for submitting the documentation to ECAG as part of their PERF.

The operator should collect the required documentation and MUST be confident that the prospect has met the residency restrictions before allowing the athletes to participate with the team. If there is any question or concern, the operator SHOULD NOT allow the athlete to participate with the team in his/her event without NCAA approval because if an athlete participates in an event in violation, future certification of the event may be affected.

12. Click the green Save Roster button.
Operator Export of Participant Lists

**Individual Event Participants Export**
1. Navigate to the individual event tab.
2. Select the check box next to the individuals that you want to export.
3. Click the **Export Selected Participants as CSV** button.

**Team Event Participants Export**
1. Navigate to the **Teams Tab**.
2. Select the check box next to the teams that you want to export.
3. Click the **Export Selected Rosters as CSV** button.

The CSV file will download locally onto your device and can be opened in the desired program (Word, Excel, etc.).
Operator Finalizing Participant List
When ALL the event participants have been identified, the operator will need to finalize the Participants List with the green Finalize the Participants List at the bottom of the page.

BE AWARE that the Post-Event Review Form for the event CANNOT be submitted until the operator finalizes their participant list.

Once submitted, the ROSTERS will be READ ONLY. If needed, the operator can re-open the Participant List, but the ROSTERS will be read-only.

You’ve finalized your participant list!
Be aware that you’ll still need to submit your post-event review form.
Post-Event Review Form (PERF)

If Event Certification was granted and Division I coaches were given the opportunity to attend and observe prospects, the activity operator will be required to submit a Post-Event Review Form (PERF).

**Purpose:** While the application outlines how the operator "intends" to run the event, the PERF is how the operator reports how the event was operated. Not required for NCAA-certified leagues.

**Deadline:** No later than **two (2) months** from the last certified event date.

The specific deadline will be visible on the Event Applications tab and will appear in the Respond by Date column of an approved event application.

The Participant List and the Post-Event Review options will appear on the Manage button menu on the Applications tab immediately after ECAG has changed the status of an event application to approved.

The Post-Event Review can also be accessed with the Post-Event Applications tab.

Operators of both team and individual events are required to submit a complete list of participants.

- Individual event operators will search and add athletes and coaches to their event's Participant List.
- Team event operators will see ROSTERS on their Participant List that were created for that event.

**NOTE:** The PERF is required even if zero (0) Division I coaches attended. Since certification was granted, a review form is required. The largest part of the PERF will be to accurately report all athletes and coaches who participated in the event using the Participant List.

To complete the PERF, the operator will go through each of the tabs utilized on the application. Most of the information submitted on the event application will be auto populated on the PERF. The operator will then review the information initially reported and either confirm its accuracy or make any necessary corrections to accurately depict how the event was operated.
Additional questions will be included on some tabs that did NOT initially appear on the application. These questions will appear in a blue box within the tab. The remainder of these instructions will only address those new questions since the initial questions were covered in the application instructions and should be familiar.

**The About Tab - PERF**
Review and make any corrections.

**The Facilities Tab- PERF**
1. Review and make any corrections.
2. Confirm/enter the actual schedule for each facility.
3. Answer the questions in the Schedule Specifics section.
4. Finally, upload a copy of your entire event schedule.
5. A warning will appear if the operator attempts to proceed without uploading a copy of the schedule.

**The DI Coaches Tab- PERF**
1. Review and make any corrections.
2. Upload a copy of the event packet provided/sold to NCAA coaches.
3. In the Schools in Attendance section, answer the question as to whether Division I coaches attended the event.
4. If Division I coaches were in attendance, the operator WILL BE REQUIRED to upload a list of those institutions in attendance.

Note: Although you will be able to proceed to the next tab without uploading list of NCAA DI schools, you will receive an error during PERF submission in which you would then need to go back and add it.
The Fees/Sponsors Tab - PERF
Review and make any corrections.

Note: Any existing values from the application for Team Participation Entry Fee and/or Athlete Participation Entry Fee have been cleared out and require re-entry.

The Awards/Gifts Tab - PERF
Review and make any corrections.

The Event Staff Tab - PERF
Your staff information should include any volunteer or employee involved in the operation of your event including, but not limited to, the administrative staff, clock and stat personnel, score keepers, officials/referees, ticket takers, concession, the required medical personnel/trainer, etc. **DO NOT ENTER COACHES/SKILL INSTRUCTORS AS STAFF.**

Operators are required to submit name, address, telephone number and compensation for each staff members. The same address and telephone number cannot be submitted for all staff members, the information should be specific to the individual.

1. Select the Add Event Staff button.

2. Select the role of the individual from the available list of options.

The roles identified below are required. As you add roles, you’ll see a green checkbox next to that required roles confirming that you fulfilled that requirement.

a. Individual Event
b. Team Events:

Note: You can select more than one role for a person if needed.

3. Enter the individual's name and contact information.

4. Enter the compensation paid. If the individual was NOT paid, enter zero (0).

Although you will be able to proceed to the next tab without adding any roles, you will receive an error during PERF submission in which you would then need to go back and add it.

Although you will be able to proceed to the next tab without adding all required roles, you will receive an error during PERF submission in which you would then need to go back and add it.

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Use of an Officials Coordinator and Reporting Information

The operator does not have to identify each specific official if a coordinator/organization was hired and all the officials' payments were made to that coordinator or organization. In this case, enter all required information for the coordinator of officials, choose Officials Coordinator drop down box, and include the total dollar amount paid for ALL officials as the coordinator's compensation. The operator cannot list themselves as the coordinator of officials. If the operator organized the officials, then each official will need to be listed separately.
Finalize Event Participant Management

The largest part of the PERF will be to accurately report all athletes and coaches who participated in the event using the Participant List. Operators of both team and individual events are required to submit a complete list of participants.

- Individual event operators will search and add athletes and coaches to their event's Participant List.
- Team event operators will see ROSTERS on their Participant List that were created for that event.

If you utilized the suggestions in the Operators Best Practices document posted on www.ncaa.org/basketballcertification (or a similar process) and incorporated the BBCS into your event’s participant check-in procedures, then your Event Participant Management section in the BBCS should already accurately depict which athletes and coaches really participated in the event. In that regard, all you would need to do would be to access the Participant List under the Manage button menu on the Applications tab, scroll to the bottom and click the button.

If you did NOT incorporate the BBCS into your event’s participant check-in procedures, you will need to complete the steps outlined in the Event Participant Management Instructions section of this manual NOW.
The Submission Tab- PERF

If the operator has NOT already finalized the event Participant List, the following message will appear:

![Wait!](image)

The event Participant List MUST be finalized before the PERF can be submitted.

If the Participant List has been finalized, the Submit your Review Form button will appear to allow the operator to complete the PERF submission.

Note: The PERF CANNOT be submitted until the final day of the event. The submit button will only be active once the last day of the event has arrived.

The operator will see a message on the screen once the PERF has been submitted. The operator can also navigate to the Post-Event Applications tab within the OPERATORS section to confirm that the status of the PERF reflects Submitted.
Validating PERF has Met Deadline
When you submit the PERF, the BBCS will record it in the PERF history that will be visible at the top of the PERF. The date stamp and audit of activity created in the BBCS is the official date utilized to establish deadlines. This is the date that will be utilized to determine whether the PERF was submitted by the appropriate deadline.

False Submit Date - PERF
However, if the PERF is submitted and unsubmited shortly after, creating a false submission date, but the information required for processing is not submitted until a later date, ECAG WILL NOT acknowledge the first (false submit) date as the actual submit date and the actual date the PERF was completed and ready for processing will be utilized as the submission date.

You’ve successfully submitted your PERF!
Be aware the ECAG staff will contact you via the BBCS regarding the approval of your form.
Information Needed to Process PERF

1. ECAG will process the PERF and identify any inadequacies in the information submitted. Should the ECAG have questions regarding the information you submitted OR the information you provided is incomplete, ECAG will request additional information from you.

2. Once ECAG has posted the requests for information, the status will appear as Info Requested.

3. You will be notified via email that there are issues with your PERF to which you need to respond.

4. The BBCS will also generate an Alert that is accessible via the Alert section in the blue bar once you have logged in to your BBCS Account.

5. The deadline by which the operator is required to respond will appear in the Response Required By column of the Post-Event Applications tab. All deadlines are strictly enforced.

You MUST respond before the posted deadline to avoid negatively impacting future certification of the event.

6. Once the Respond by Date color changes to red, a filled-in warning icon will appear. This is an indication that deadline by which the response was required has passed, which will result in a denial. All deadlines are strictly enforced.

7. To respond to the ECAG request for information, click the Manage button next to the event/league and select Submit Additional Information.

8. Tabs where inadequacies were identified will be tagged with a warning icon.
9. Similar to the application, the specific issue and a description of how the operator needs to respond will be identified in the Comment section of each flagged tab along with a date time stamp.

10. Enter your response into the Operator Comments field on each flagged tab and click Save Comments button.

11. Once saved, your response will populate below the staff’s comments with a date time stamp.

12. Problems not specific to a tab will be identified in the top-level box within the application history along with a date time stamp.

13. After you’ve responded to all the tab specific issues, respond to any of the top-level issues identified. If there were not any issues identified at the top-level, you will still need to enter an overall comment at the top-level before clicking the Submit Your Responses button. An overall operator’s comment is required. **You will be unable to submit your response until you’ve addressed all tab specific issues first.**

14. Confirm your response submission by verifying that the PERF is in an Operator Responded status. This is an indication that a response has been logged and is awaiting ECAG review. If the status indicates Operator Responded and was done so by the appropriate deadline, it has been submitted and will eventually be processed.

15. Once the Respond by Date has passed, ECAG will review the operator's responses to additional information (or lack thereof), and render an approval/denial decision.
ECAG Decision Rendered - PERF

ECAG Approved - PERF
If your PERF has been APPROVED by ECAG, the approval will be communicated several different ways.

1. The status of the PERF will change in the list on the Post-Event Applications tab posted on the OPERATORS section of your BBCS account.

2. You will be notified via email.

3. The BBCS will generate an Alert that is accessible via the Alert section in the blue bar once you have logged in to your BBCS Account that will indicate the application has been approved.

The PERF has been approved!
This event will be eligible for certification in the same season the following year should the operator choose to apply.

ECAG Denied - PERF
The PERF has been denied, the reason for the denial will be identified in the Message section of the PERF's history on the Denied row. A denied PERF means the event will NOT be eligible for certification during the same season the following year.
# Current Certification Dates

## 2017-18

**League**
June 15 to August 31 (or the institution's first day of classes, whichever comes first)

**Event**

<table>
<thead>
<tr>
<th></th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2017</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sept 23-24</td>
<td>8 am to 10 pm daily</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NONE</td>
</tr>
<tr>
<td><strong>Spring 2018</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 20-22</td>
<td>8 am to 10 pm daily</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 20-22 20-29 6 pm on the 1st day to 4 pm on the last</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 27-29 6 pm on the 1st day to 4 pm on the last</td>
</tr>
<tr>
<td><strong>Summer 2018</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>July 6-12</td>
<td>8 am to 10 pm daily</td>
</tr>
<tr>
<td></td>
<td>July 23-29</td>
<td>8 am to 10 pm daily</td>
</tr>
<tr>
<td></td>
<td>July 11-15</td>
<td>5 pm on the 1st day to 5 pm on the last</td>
</tr>
<tr>
<td></td>
<td>July 18-22</td>
<td>5 pm on the 1st day to 5 pm on the last</td>
</tr>
<tr>
<td></td>
<td>July 25-29</td>
<td>5 pm on the 1st day to 5 pm on the last</td>
</tr>
<tr>
<td><strong>Fall 2018</strong></td>
<td>TBD</td>
<td>NONE</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

Most of the time, your questions are already answered in the manual through included certification requirements, info you need to know, step-by-step guides (with pictures), and frequently asked questions. ECAG is also updating the manual regularly to address new issues and questions as they arise.

ECAG User Manual

WHERE TO FIND - www.ncaa.org/basketballcertification

HOW TO USE - You can use the interactive Table of Contents to jump to the page you are looking for OR you can hit the CTRL key and the letter “F” on your keyboard and enter a key word(s) to find what you are looking for

Athlete Registration – page 38 (1st time registrations) or page 44 (previously registered)
Adult Registration - page 48 (1st time registrations) or page 52 (previously registered)
Bench Creation - page 58
Roster Creation – page 65
Event/League Application - page 77
Post Event Review Form – page 146

USAB Gold License Questions

USAB Website: www.usab.com/NCAALicense
USAB Phone Number: 1-719-590-4800
USAB Email: Contact USA Basketball
Online Contact Tool https://community.usab.com/contact_us
Forgot Password https://community.usab.com/users/password/new

BBCS Frequently Asked Questions

All Users

Account is Locked.
Your password locks after three failed attempts of entering the wrong password. You will have to wait 30 minutes before you can try to log in again. OR you can use the password reset button and follow the steps to create a new password to login. **DO NOT CREATE A 2ND USER ACCOUNT!**

BBCS Accounts are Required for…
ALL event/league operators;
Anyone involved in the operation of management of an NCAA event (This includes all gym supervisors, site directors, coordinators/organizers, instructors, etc.);
ALL coaches participating in an NCAA event;
All athletes participating in an NCAA event;
Can’t Log In - Username Error.
Make sure you are using your EMAIL ADDRESS as the username.

Can’t Confirm Account.
1. If you are not getting the confirmation email at all, you may need ECAG assistance.
2. If you got the email and have clicked the link, but are getting an error message, return to the login screen and attempt to log in anyway. Sometimes you have clicked the link more than once and the account was validated the first time and you just didn’t realize it. There error usually appears because the account has already been validated and the link in the email is no longer activated.

Doesn’t Like my Password.
Passwords must contain 8 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 be accepted: blu, blu3, b!ue, or another variation.

Not Authorized - Access is Denied.
If you are seeing an “Access Denied message, it is probably because your previous session has timed out and you attempted to log back in without refreshing your browser. When you do this, the memory in your web browser remembers that you have an inactive session open. Once you close the web browser completely and attempt again, you should be able to log in and finish what you were doing.

Password Reset
ECAG does not have access to your password. You will have to use the password reset tool. Click the link at the bottom of the page (highlighted in the image to the left) and then enter your email address and hit submit.

You will then receive an email with a hyperlink to reset your password.

[NOTE: AOL users are having significant difficulty receiving emails from the BBCS. You may need to use a different email address to be successful.]
**Single Email Requirement**

The BBCS requires a unique email address for each account. This was done to make it difficult for coaches who attempt to control their athlete’s recruitment by entering all their athletes on their coach account, resulting in inaccurate contact information for the athletes. ECAG will give some thought to ways to adjust in the future for parents of multiple children, but right now you would have to have a 2nd email for a 2nd child. If you do not have a 2nd email address, you may need to create a free email address (Gmail, Yahoo, etc.) and have it forwarded to your real email account.

**Username Error - Can’t Log In.**

Make sure you are using your **EMAIL ADDRESS** as the username.

**USAB Gold License is Required for…**

ALL event/league operators;
Anyone involved in the operation of management of an NCAA event (This includes all gym supervisors, site directors, coordinators/organizers, instructors, etc.);
ALL coaches participating in an NCAA event;

**Website is NOT Working Correctly.**

If you are having problems getting pages to display correctly, can’t push buttons, etc., you probably need to TRY A DIFFERENT BROWSER/DEVICE.

The BBCS works best in the most up-to-date versions of Google Chrome or Microsoft Edge (previously called Internet Explorer). Some parts of the BBCS will not working properly in older versions of these browsers or in Firefox and Safari. Safari is very problematic and Apple users will most likely need to download the Chrome App.

The BBCS should be responsive to allow users to access it from a smart phone or tablet, but if you have problems on one of those devices, please attempt what you are doing on an actual computer. For example: The Athlete’s Ed Course Acknowledgement Checkbox does not always work on a phone.

**Adult User – Operators and Coaches**

**Can’t Do Anything in the BBCS.**

If an Adult User logs in to the BBCS, but their USAB license number has not yet been validated by the NCAA, the following message will appear:

![Message](image)

Often, an Adult User will see this message because they have not waited the required amount of time to allow ECAG to validate the BBCS account. As it indicates in the message that displays in the BBCS (pictured above) it will take ECAG a minimum of 24-48 business hours to activate your account **AFTER** USAB has reported your approval to the NCAA – not to you. When you get your approval email from USAB it tells you that your name will be reported to the NCAA the morning of the next business day (sometimes longer) and then after the NCAA
receives that information, it will take 24-48 business hours for your BBCS account to be made active. If you are approved on or just before a weekend, this may mean that the process will take several days.

Can’t Find Athlete.
The only reason an athlete would not appear in a coach/operator search would be:
1. The athlete has not created their BBCS user account. Until they have done so, you will not find them when you search to add them to a bench/participant list.
2. The athlete has not confirmed their BBCS user account via the hyperlink in the auto-generated email. Until they have done so, you will not find them when you search to add them to a bench/participant list.
3. The athlete has registered and has confirmed their account, but HAS NOT completed the required educational course and/or their School Information tab. Until they have done so, you will not find them when you search to add them to a bench/participant list.
4. You are not selecting the correct county/state/province when doing your search. The search will default to the state of the team’s address or event’s address. If the athlete is not from that state and the person doing the search fails to select the correct county/state/province when doing your search, the athlete will not appear.
5. The athlete does not have an address entered in the BBCS that is compliant with the ECAG residency requirements to be added to the team bench. Because it appears to be a violation for the athlete to compete with the team, the BBCS will not allow the athlete to be added to the team bench.

Can’t Find Coach.
You may be in a position where you must wait patiently for the process to complete the cycle. The only reason they would not be searchable would be:
1. Coach either has not created or has not confirmed their BBCS user account. Until they have done so, you will not find them when you search to add them for a roster.
2. Coach does not have a USAB Gold License. USAB applicants should allow 3 weeks for processing.
3. Coach’s USAB license number has not yet been validated by the NCAA. This could be because the NCAA has not been given enough time to do so OR could be that the coach entered different information on their USAB application than what they entered on their BBCS account, which will create delays.
4. You are not selecting the correct county/state/province when doing your search. The search will default to the state of the team’s address or event’s address. If the coach is not from that state and the person doing the search fails to select the correct county/state/province when doing the search, the coach will not appear.
Can’t Login – Login Error – Adult Account

The blue box you see when you log in IS NOT an error. This message is for your information only. Until you have obtained the USAB Gold license AND it has been verified by the NCAA, you will not be able to do anything in the BBCS.

Often, an Adult User will see this message because they have not waited the required amount of time to allow ECAG to validate the BBCS account. As it indicates in the message that displays in the BBCS (pictured above) it will take ECAG a minimum of 24-48 business hours to activate your account AFTER USAB has reported your approval to the NCAA – not to you. When you get your approval email from USAB it tells you that your name will be reported to the NCAA the morning of the next business day (sometimes longer) and then after the NCAA receives that information, it will take 24-48 business hours for your BBCS account to be made active. If you are approved on or just before a weekend, this may mean that the process will take several days.

Helping my Athletes get Registered.
An instructions flyer is posted on www.ncaa.org/basketballcertification to assist athletes and their parents in getting registered. Athlete Registration Flyer

Adult User – Operators Only

Basic Info
1. Obtain a USAB Gold License #. Both your educational courses and your background check are done as part of the USAB Gold License application.
2. Create a BBCS user account - page 48 (1st time registrations) or page 52 (previously registered) of the ECAG user Manual.
   All of the participants in your event will need to do so as well. For Individual Events – you would search and add those participants to your event. For Team Events – The coach will need to create a roster specific to your event and add his kids profiles to that team.
3. Complete the process for submitting an Application via the BBCS - page 77 of the ECAG user Manual.

ECAG User Manual available on www.ncaa.org/basketballcertification

Adult User – Coach Only

Basic Info
1. Obtain a USAB Gold License #. Both your educational courses and your background check are done as part of the USAB Gold License application.
2. Create a BBCS user account - page 48 (1st time registrations) or page 52 (previously registered) of the ECAG user Manual
   All of your kids and assistant coaches will need BBCS account as well.
3. Create your bench of athletes and coaches - page 58 of the ECAG user Manual
4. And then create a roster for each event you will attend with the athletes and coaches from your bench – page 65 of the ECAG user Manual
Can’t Add Athlete.
If you are seeing a warning icon instead of the “Add to Bench” button, the athlete(s) has registered and confirmed registration, but they have not completed all the steps necessary to be added to your bench. If you hover over the icon, you will see what it is they need to do.

Can’t Add Myself to my Bench.
You do not need to add yourself to your own bench. You cannot search and find yourself. It is assumed that you will be on your own bench and rosters.

Coach’s View of Invitations and Teams
If you have accepted an invitation from a coach to be on his/her bench, you will see that information in the COACHES section on the My Invitations tab under the My Accepted Invitations section at the bottom of the page.

Deleting Athletes
If you have not placed the athlete on a roster, you will see a DELETE button next to their name on your bench. You can click that Delete button to remove them from your bench. However, once on a roster, they cannot be removed and no Delete button will appear.
If the event has not yet occurred, you could open the roster, deselect the athlete (make the button next to their name blue instead of green on the roster pop-up screen) and the Delete button will re-appear on the bench.

NOTE: Once you have played in an event, you will not be able to delete athletes from your rosters and therefore, cannot be deleted off your bench.

**Athlete on Multiple Team Benches/Rosters**

An athlete is not limited to the number of benches that he/she can appear on. If the athlete has already appeared on a roster in an event that has already occurred, the athlete’s name cannot be removed from that coach’s bench. IF the athlete chooses to change teams, the new coach would just need to send the athlete an invite. Once the athlete accepts that invitation, he/she will appear on the 2nd coach’s bench as well and can be added to additional rosters with that team. An athlete can be on as many benches as desired. The coaches’ will have visibility to see that he/she is on multiple rosters, however, to make sure that he/she does not play in more than 3 games a day or 5 games in any 2 days.

**Roster Help.**

Roster Issues - page 77 of the ECAG User Manual

**Why am I Marked Not Available on my Bench?**

Because you were automatically added to your own bench and you did NOT send an invitation to yourself, the “Initiation Status” next to your name will be marked “Not Available.” This has no bearing on whether you can coach or not, but is just an indication that there is not an invitation status to report.
Athletes

Athlete Registration Basics
An instructions flyer is posted on www.ncaa.org/basketballcertification to assist athletes and their parents in getting registered. Athlete Registration Flyer

Login Error – Athlete Account
The yellow box you see when you log in IS NOT an error. This message is for your information only and it WILL NEVER DISAPPEAR. This box is a reminder that whenever information is entered on an athlete’s account, it needs to be done by the parent/guardian of the athlete and not by the minor associated with the account.

My Coach Cannot Find Me
If an Athlete User logs in to the BBCS, but they have not completed all the required steps to be participate in an NCAA-certified event, the following warning icons and messages will appear:

Until the athlete has completed the required educational course AND entered the required information on the School Information tab, the athlete cannot be searched and found by coaches/event operators for participation.

Once the athlete has completed the required educational course AND entered the required information on the School Information tab, the warning icon (triangle with exclamation point) and the corresponding message will disappear from the athlete’s profile.

NOTE: The message about information needing to be submitted by a parent or guardian WILL NEVER DISAPPEAR. This message is a reminder that whenever information is entered on an athlete’s account, it needs to be done by the parent/guardian of the athlete and not by the minor associated with the account.
Can I be on more than one team?
An athlete is not limited to the number of benches that he/she can appear on. So, you can accept multiple invitations from the same organization (15U team and 16U team) or from different organizations entirely. However, there is a limit to the number of games you can participate in at certified events and for this reason, coaches and operators will be alerted if you are on more than one team bench/roster to ensure compliance with the number of games requirement.

If you are changing teams, but have already appeared on an active roster for the 1st team, you cannot be removed from that coach’s bench, the new coach would just need to send you an invitation; so that you can be added to the 2nd coach’s bench.

How do I Accept a Coach’s Invitation?
If you have been invited to a coach’s bench, you will see those invitations in your My Teams tab. Once you have accepted an invitation, the coach’s information will be moved to the My Accepted Invitations section at the bottom of the page. If you reject the invitation, you will disappear from that coach’s list of sent invitations. (If done in error, the coach can add you again and you can accept the next time.)

![Image of My Teams tab](image)

If you have an active account, but no information appears on the My Teams tab under the My Pending Invitations, then you have NOT received an invitation from any coach to be placed on his/her bench. Until that happens, there is nothing else for you to do.

Athlete’s View of Invitations and Teams
If you have accepted an invitation from a coach to be on his/her bench, you will see that information on the My Teams tab under the My Accepted Invitations section at the bottom of the page.

Wrong County Appears on my Profile
The county is being determined by the zip code you entered and is only visible to you and to NCAA staff; so, it should not cause you any problems. For some reason per the zip code and data from the US Postal Service is coming back as the county identified in the BBCS. It may be that the two counties share a postal code. The county is being generated by the system to determine whether the athletes meets the metro area exception to participate on an out-of-state team without being counted as an out-of-state athlete. Given that you are not from a city that borders two states and that coaches and event operators will not see your county, you should be fine. If you run into any issues, just let ECAG know and we can assist you at that time.
Metro Area Maps

Metro areas crossing multiple state borders have been identified and are listed below. Click on the city name to access the identification of areas included in that city's metro area.

Augusta, GA

Counties
Per the census, the counties identified in the table to the right are part of the Augusta-Richmond County GA-SC Metropolitan Statistical Area. Aiken County, South Carolina

- Augusta-Richmond County, Georgia
- Burke County, Georgia
- Columbia County, Georgia
- Edgefield County, South Carolina
- Lincoln County, Georgia
- McDuffie County, Georgia

Select Cities
- Aiken, SC
- Augusta, GA
- Beech Island, SC
- Evans, Georgia
- Graniteville, SC
- Grovetown, GA
- Hephzibah, GA
- Martinez, GA
- North Augusta, SC
- Warreenville, GA
Boston-Worcester-Providence, MA-RI-NH-CT

Counties
The Boston-Worcester-Providence, MA-RI-NH-CT Metropolitan Statistical Area, as defined by the United States Census Bureau, is an area consisting of eight counties in Massachusetts, five counties in New Hampshire, five counties in Rhode Island, and one county in Connecticut.

- Barnstable County, MA
- Belknap County, NH
- Bristol County, MA
- Bristol County, RI
- Essex County, MA
- Hillsborough County, NH
- Kent County, RI
- Merrimack County, NH
- Middlesex County, MA
- Newport County, RI
- Norfolk, County, MA
- Plymouth County, MA
- Providence County, RI
- Rockingham County, NH
- Strafford County, NH
- Suffolk County, MA
- Washington County, RI
- Windham County, CT
- Worcester County, MA

Select Cities
- Acton - Middlesex County
- Andover, MA
- Ashland, MA
- Atkinson, NH
- Auburn, New Hampshire
- Barrington, RI
- Bedford, NH
- Belmont, MA
- Beverly, MA
- Bow, NH
- Boxford, MA
- Braintree, MA
- Brighton, MA
- Brookline, NH
- Byfield, MA - Essex County
- Cambridge - Middlesex Co.
- Candia, NH
- Charlton, MA
- Cohasset, MA
- Concord, NH
- Cranston, RI
- Danvers, MA
- Derry, NH - Rockingham Co.
- Dorchester, MA
- Epping, NH
- Exeter, NH
- Everett, MA
- Franklin, MA
- Gardner, MA
- Goffstown, NH
- Granton, MA
- Hampton, NH
- Haverhill, MA
- Holden, MA
- Hooksett, MA
- Hudson, NH
- Ipswich, MA
- Laconia, NH
- Lawrence, MA
- Litchfield, NH
- Londonderry, NH
- Lowell, MA
- Lynn, MA
- Manchester, NH
- Marblehead, MA
- Mason, NH
- Mattapan, MA
- Merrimack, NH
- Methuen, MA
- Milford, NH
- Middleton, MA
- mount Vernon, NH
- Narragansett, RI
- Nashua, NH
- Natick, MA
- New Bedford, MA
- New Boston, NH
- Newbury, MA
- Newburyport, MA
- New Hampton, NH
- Norwood, MA
- North Andover, MA
- North Dighton, MA
- North Providence, RI
- North Smithfield, RI
- Northborough, MA
- Pawtucket, RI
- Peabody, MA
- Pelham, NH
- Pepperell, MA
- Portsmouth, NH
- Providence, RI
- Randolph, MA
- Reading, MA
- Roxbury, MA
- Rye, NH
- Salem, NH
- Sanbornton, New Hampshire
- Sandown, NH - Rockingham Co.
- Scituate, MA
- south Hamilton, MA
- South Hampton, MA
- Stratham, NH
- Stoneham, MA
- Sudbury, MA
- Thompson, CT
- Tilton, NH
- Topsfield, MA
- Townsend, MA
- Tyngsboro, MA
- Waltham, MA
- Watertown, Massachusetts
- Wellesley, MA
- Webster, NH
- Westford, MA
- Westwood, MA
- Willmantic, CT
- Wilmington, MA - Middlesex Co.
- Windham, NH - Rockingham Co.
- Woburn, MA
- Woonsocket, RI

## Bristol -Johnson City-Kingsport TN-VA

### Counties
Per the census, the counties identified in the table to the right are part of the Johnson City-Kingsport-Bristol, TN-VA Metropolitan Statistical Area.

- Bristol City, VA
- Carter County, TN
- Hawkins County, TN
- Scott County, VA
- Sullivan County, TN
- Unicoi County, TN
- Washington County, TN
- Washington County, VA

### Select Cities
- Abingdon, VA
- Blountville, TN
- Bristol, TN
- Bristol, VA
- Gate City, TN
- Kingsport, TN
- Nicklesville, VA
- Piney Flats, TN
Cape Girardeau, MO-IL

Counties
Per the census, the counties identified in the table to the right are part of the Cape Girardeau, MO-IL Metropolitan Statistical Area.

- Alexander County, IL
- Bollinger County, MO
- Cape Girardeau County, MO
- Scott County, MO

Select Cities
- Cape Girardeau, MO
- Jackson, Missouri
Counties
Per the census, the counties identified in the table to the right are part of the Charleston Huntington Ashland WV OH KY Metropolitan Statistical Area.

- Boone County, WV
- Boyd County, KY
- Cabell County, WV
- Clay County, WV
- Greenup County, KY
- Kanawha County, WV
- Lawrence County, OH
- Lincoln County, WV
- Logan County, WV
- Putnam County, WV
- Scioto County, OH
- Wayne County, WV

Select Cities
- Ashland, Kentucky
- BARBOURSVILLE, West Virginia
- Charleston, WV
- Chesapeake, Ohio
- Huntington, West Virginia
- Ironton, Ohio
- Logan, WV
- Milton, West Virginia
- Monticello, KY
- PIKEVILLE, Kentucky
- Portsmouth, Ohio
- Proctorville, Ohio
- South Point, Ohio
Charlotte Concord NC SC

Counties
Per the census, the counties identified in the table to the right are part of the Charlotte Concord NC SC Metropolitan Statistical Area.

- Cabarrus County, NC
- Chester County, SC
- Cleveland County, NC
- Gaston County, NC
- Iredell County, NC
- Lancaster County, SC
- Lincoln County, NC
- Mecklenburg County, NC
- Rowan County, NC
- Stanly County, NC
- Union County, NC
- York County, SC

Select Cities

- Charlotte, NC
- Chester, SC
- Clover, SC
- Fort Mill, SC (partial in York partial in Lancaster County)
- Indian Land, SC
- Indiana Trail, North Carolina
- Gastonia, NC
- Lancaster, SC
- Matthews, North Carolina
- Mint Hill, NC
- Pineville, NC
- Rock Hill, South Carolina
- Shelby, NC
Counties
Per the census, the counties identified in the table to the right are part of the Chattanooga Cleveland Dalton TN GA AL Metropolitan Statistical Area.

- Bradley County, TN
- Catoosa County, GA
- Dade County, GA
- Hamilton County, TN
- Jackson County, AL
- Marion County, TN
- McMinn County, TN
- Murray County, GA
- Polk County, TN
- Rhea County, TN
- Sequatchie County, TN
- Walker County, GA
- Whitfield County, GA

Select Cities
- Apison, Tennessee
- Bakewell, Tennessee
- Birchwood, Tennessee
- Chattanooga Valley, Georgia
- Chattanooga, Tennessee (Principal city)
- Chickamauga, Georgia
- Collegedale, Tennessee
- Dunlap, Tennessee
- East Brainerd, Tennessee
- East Ridge, Tennessee
- Fairmount, Tennessee
- Fairview, Georgia
- Falling Water, Tennessee
- Fort Oglethorpe, Georgia
- Haletown, Tennessee
- Harrison, Tennessee
- Hixson, Tennessee
- Indian Springs, Georgia
- Jasper, Tennessee
- Kensington, Georgia
- Kimball, Tennessee
- LaFayette, Georgia
- Lakesite, Tennessee
- Lakeview, Georgia
- Lone Oak, Tennessee
- Lookout Mountain, Georgia
- Lookout Mountain, Tennessee
- Middle Valley, Tennessee
- Monteagle, Tennessee (partial)
- New Hope, Tennessee
- Ooltewah, Tennessee
- Orme, Tennessee
- Powells Crossroads, Tennessee
- Red Bank, Tennessee
- Ridgesside, Tennessee
- Ringgold, Georgia
- Rising Fawn, Georgia
- Rossville, Georgia
- Sale Creek, Tennessee
- Signal Mountain, Tennessee
- Soddy-Daisy, Tennessee
- South Pittsburg, Tennessee
- Trenton, Georgia
- Walden, Tennessee
- Whitwell, Tennessee
- Wildwood, Georgia
Chicago Naperville IL IN WI

Counties
Per the census, the counties identified in the table to the right are part of the Chicago Naperville IL IN WI Metropolitan Statistical Area.
- Bureau County, IL
- Cook County, IL
- DeKalb County, IL
- DuPage County, IL
- Grundy County, IL
- Jasper County, IN
- Kane County, IL
- Kankakee County, IL
- Kendall County, IL
- Kenosha County, WI
- Lake County, IL
- Lake County, IN
- LaPorte County, IN
- LaSalle County, IL
- McHenry County, IL
- Newton County, IN
- Porter County, IN
- Putnam County, IL
- Will County, IL

Select Cities
- Aurora, Illinois
- Arlington Heights, Illinois
- Aurora, Illinois
- Bellwood, IL
- Bolingbrook, Illinois
- Bourbonnais, IL
- Calumet City, IL
- Chicago, Illinois
- Cicero, Illinois
- Country Club Hills, Illinois
- Crest Hill, IL
- Crown Point, IN
- Dixmoor, IL
- Dolton, IL
- Downers Grove, IL
- Elgin, Illinois
- Evanston, Illinois
- Flossmoor, Illinois
- Gary, Indiana
- Glendale Heights, IL
- Glenview, IL
- Hammond, Indiana
- Hazelcrest, IL
- Hebron, IN
- Highland, Indiana
- Hillside, Illinois
- Homer Glen, Illinois
- Homewood, Illinois
- Joliet, Illinois
- Kenosha, Wisconsin
- Lansing, Illinois
- Lockport, Illinois
- Lynwood, IL
- Matteson, Illinois
- Merrillville, Indiana
- Midlothian, Illinois
- Munster, IN
- Monee, Illinois
- Naperville, Illinois
- Northbrook, IL
- Oak Lawn, Illinois
- Oak park, IL
- Orland Park, Illinois
- Olympia Fields, Illinois
- Palatine, Illinois
- Palos Heights, Illinois
- Park Forrest, Illinois
- Plainfield, Illinois
- Richton Park, Illinois
- Riverdale, Illinois
- Schaumburg, Illinois
- Schererville, IN
- Skokie, Illinois
- South Holland, IL
- Spring grove, IL
- St. John, Indiana
- Tinley Park, Illinois
- Waukegan, Illinois
- Western Springs, Illinois
Cincinnati Wilmington Maysville OH KY IN

Counties
Per the census, the counties identified in the table to the right are part of the Cincinnati Wilmington Maysville OH KY IN Metropolitan Statistical Area.

- Boone County, KY
- Bracken County, KY
- Brown County, OH
- Butler County, OH
- Campbell County, KY
- Clermont County, OH
- Clinton County, OH
- Dearborn County, IN
- Gallatin County, KY
- Grant County, KY
- Hamilton County, OH
- Kenton County, KY
- Mason County, KY
- Ohio County, IN
- Pendleton County, KY
- Union county, IN
- Warren County, OH

Select Cities
- Augusta, Kentucky
- Batavia, Ohio
- Blue Ash, Ohio
- Cincinnati, Ohio
- Covington, Kentucky
- Dublin, Ohio
- Edgewood, KY
- Fairfield, Ohio
- Florence, Kentucky
- Forest Park, Ohio
- Fort Thomas, Kentucky
- Foster, Kentucky
- Hamilton, Ohio
- Independence, Kentucky
- Lakeside Park, Kentucky
- Lawrenceburg, Indiana
- Lebanon, Ohio
- Liberty Township, Ohio
- Loveland, Ohio
- Mason, Ohio
- Middletown, Ohio
- Milford, Ohio
- Morrow, Ohio
- Mount Orab, Ohio
- Newport, Kentucky
- Norwood, Ohio
- Oxford, Ohio
- Sharonville, Ohio
- Springdale, Ohio
- Walton, KY
- West Chester, Ohio
- Williamsburg, Ohio
- Wilmington, Ohio
Counties
Per the census, the counties identified in the table to the right are part of the **Columbus Auburn Opelika GA AL Metropolitan Statistical Area.**

- Russell County, Alabama
- Lee County Alabama
- Chambers county, Alabama
- Chattahoochee County, Georgia
- Harris County, Georgia
- Marion County, Georgia
- Muscogee County, Georgia

Select Cities
- Buena Vista, Georgia
- Cataula, Georgia
- Columbus, Georgia (Principal city)
- Cusseta-Chattahoochee, Georgia
- Fort Benning South, Georgia (census-designated place)
- Fort Mitchell, Alabama
- Glenville, Alabama
- Hamilton, Georgia
- Hurtsboro, Alabama
- Juniper, Georgia
- Ladonia, Alabama (census-designated place)
- Opelika, Alabama
- Phenix City, Alabama (partial)
- Pine Mountain, Georgia (partial)
- Seale, Alabama
- Shiloh, Georgia
- Smiths Station, Alabama
- Waverly Hall, Georgia
- West Point, Georgia (partial)
Dallas Fort Worth TX OK

Counties
Per the census, the counties identified in the table to the right are part of the **Dallas Fort Worth TX OK** Metropolitan Statistical Area.

- Bryan County, OK
- Collin County, TX
- Cooke County, TX
- Dallas County, TX
- Denton County, TX
- Ellis County, TX
- Grayson County, TX
- Henderson County, TX
- Hood County, TX
- Hopkins, County, TX
- Hunt County, TX
- Johnson County, TX
- Kaufman County, TX
- Navarro County, TX
- Palo Pinto County, TX
- Parker County, TX
- Rockwall County, TX
- Somervell County, TX
- Tarrant County, TX
- Wise County, TX

Select Cities
- Dallas, Texas
- Desoto, TX
- Durant, Oklahoma
- Fort Worth, Texas
- Prosper, Texas
- The Colony, TX
Counties
Per the census, the counties identified in the table to the right are part of the Davenport Moline IA IL Metropolitan Statistical Area.

- Clinton County, IA
- Scott County, IA
- Muscatine County, IA
- Henry County, IL
- Mercer County, IL
- Rock Island County, IL

Select Cities

- Andalusia, Illinois
- Annawan, Illinois
- Bettendorf, Iowa
- Davenport, Iowa
- East Moline, Illinois
- Hampton, IL
- Kewanee, Illinois
- Milan, Illinois
- Moline, IL
- Rock Island, Illinois
- Silvis, Illinois
- Taylor Ridge, Illinois
Counties
Per the census, the counties identified in the table to the right are part of the Duluth MN WI Metropolitan Statistical Area.

- Carlton County, MN
- St. Louis County, MN
- Douglas County, WI
El Paso Las Cruces TX NM

Counties
Per the census, the counties identified in the table to the right are part of the El Paso Las Cruces TX NM Metropolitan Statistical Area.

- El Paso County, TX
- Hudspeth County, TX
- Dona Ana County, NM

Select Cities

- El Paso, TX
- Las Cruces, NM
Evansville IN KY

Counties
Per the census, the counties identified in the table to the right are part of the Evansville IN KY Metropolitan Statistical Area.

- Posey County, IN
- Vanderburgh County, IN
- Warrick County, IN
- Henderson County, KY

Select Cities

- Evansville, IN
- Spottsville, KY
Counties
Per the census, the counties identified in the table to the right are part of the Fargo Wahpeton ND MN Metropolitan Statistical Area.
- Cass County, ND
- Clay County, MN
- Richland County, ND
- Wilkin County, MN

Select Cities
- Fargo, ND
- Moorhead, MN
- Wahpeton, MN
Counts
Per the census, the counties identified in the table to the right are part of the Jacksonville St Marys Palatka FL GA Metropolitan Statistical Area.

- Baker County, FL
- Camden County, GA
- Clay County, FL
- Duval County, FL
- Nassau County, FL
- Putnam County, FL
- St. Johns County, FL

Select Cities

- Jacksonville, FL
- Kingsland, GA
- St. Marys, GA
Joplin Miami MO OK

Counties
Per the census, the counties identified in the table to the right are part of the Joplin Miami MO OK Metropolitan Statistical Area.

- Jasper County, MO
- Newton County, MO
- Ottawa County, OK

Select Cities
Kansas City MO KS

Counties

Per the census, the counties identified in the table to the right are part of the Kansas City MO KS Metropolitan Statistical Area.

- Andrew County, MO
- Atchison County, KS
- Bates County, MO
- Buchanan County, MO
- Cass County, MO
- Clay County, MO
- Clinton County, MO
- DeKalb County, MO
- Doniphan County, KS
- Douglas County, KS
- Franklin County, KS
- Jackson County, MO
- Johnson County, KS
- Johnson County, MO
- Lafayette County, MO
- Leavenworth County, KS
- Linn County, KS
- Miami County, KS
- Platte County, MO
- Ray County, MO
- Wyandotte County, KS

Select Cities

- Atchison, KS
- Avondale, Missouri
- Basehor, Kansas
- Belton, Missouri
- Birmingham, Missouri
- Blue Springs, Missouri
- Bonner Springs, Kansas
- Buckner, Missouri
- Bucyrus, Kansas
- Butler, MO
- Claycomo, Missouri
- Countryside, Kansas
- DeKalb, Missouri
- De Soto, Kansas
- Edgerton, Kansas
- Edwardsville, Kansas
- Excelsior Springs, Missouri
- Fairway, Kansas
- Ft. Leavenworth, Kansas
- Garden City, Missouri
- Gardner, Kansas
- Gladstone, Missouri
- Glenaire, Missouri
- Grain Valley, Missouri
- Grandview, Missouri
- Greenwood, Missouri
- Harrisonville, Missouri
- Holton, Kansas
- Houston Lake, Missouri
- Independence, Missouri
- Kansas City, Kansas
- Kansas City, Missouri
- Kearney, Missouri
- Lake Lotawana, Missouri
- Lake Quivira, Kansas
- Lake Tapawingo, Missouri
- Lake Waukomis, Missouri
- Lake Winnebago, Missouri
- Lansing, Kansas
- Lawrence, Kansas
- Lawson, Missouri
- Leavenworth, Kansas
- Leawood, Kansas
- Lee's Summit, Missouri
- Lenexa, Kansas
- Levasy, Missouri
- Lexington, Missouri
- Liberty, Missouri
- Linwood, Kansas
- Lone Jack, Missouri
- Louisburg, Kansas
- Merriam, Kansas
- Mission Hills, Kansas
- Mission Woods, Kansas
- Mission, Kansas
- Missouri City, Missouri
- Napoleon, Missouri
- North Kansas City, Missouri
- Northmoor, Missouri
- Oak Grove, Missouri
- Oaks, Missouri
- Oakview, Missouri
- Oakwood Park, Missouri
- Oakwood, Missouri
- Odessa, Missouri
- Olathe, Kansas
- Orrick, Missouri
- Osawatomie, Kansas
- Ottawa, Kansas
- Overland Park, Kansas
- Paola, Kansas
- Parkville, Missouri
- Peculiar, Missouri
- Platte City, Missouri
- Platte Woods, Missouri
- Pleasant Hill, Missouri
- Pleasant Valley, Missouri
- Prairie Village, Kansas
- Randolph, Missouri
- Raymore, Missouri
- Raytown, Missouri
- Rich Hill, MO
- Richmond, Missouri
- River Bend, Missouri
- Riverside, Missouri
- Roeland Park, Kansas
- St. Joseph, Missouri
- Shawnee, Kansas
- Shawnee/Mission, Kansas
- Sibley, Missouri
- Smithville, Missouri
- Spring Hill, Kansas
- Stillwell, Kansas
- Sugar Creek, Missouri
- Tonganoxie, Kansas
- Unity Village, Missouri
- Weatherby Lake, Missouri
- Wellington, Missouri
- Weston, MO
- Westwood Hills, Kansas
- Westwood, Kansas
La Crosse WI MN

Counties
Per the census, the counties identified in the table to the right are part of the La Crosse WI MN Metropolitan Statistical Area.

- Houston County, MN
- La Crosse County, WI

Select Cities
- Caledonia, MN
- La Crescent, MN (part in Houston County part in Winona County)
- La Crosse, Wisconsin
- Onalaska, Wisconsin
- Spring Grove, Minnesota
Las Vegas Henderson NV AZ

Counties
Per the census, the counties identified in the table to the right are part of the Las Vegas Henderson NV AZ Metropolitan Statistical Area.

- Mohave County, AZ
- Clark County, NV
- Nye County, NV

Select Cities
Lewiston ID WA

Counties
Per the census, the counties identified in the table to the right are part of the Lewiston ID WA 02232015 Metropolitan Statistical Area.
- Nez Perce County, Idaho
- Asotin County, Washington

Select Cities
- Clarkston, WA
- Lapwai, ID
- Lewiston, ID
County
Per the census, the counties identified in the table to the right are part of the Louisville Elizabethtown Madison KY IN Metropolitan Statistical Area.

- Bullitt County, KY
- Clark County, IN
- Floyd County, IN
- Hardin County, KY
- Harrison County, IN
- Henry County, KY
- Jefferson County, IN
- Jefferson County, KY
- Larue County, KY
- Meade County, KY
- Nelson County, KY
- Oldham County, KY
- Scott County, IN
- Shelby County, KY
- Spencer County, KY
- Trimble County, KY
- Washington County, IN

Select Cities
- Clarksville, IN
- Corydon, IN
- Georgetown, IN
- Jeffersonville, IN
- Louisville, KY
- Madison, IN
- New Albany, IN
- Salem, IN
- Sellersburg, IN
Counties
Per the census, the counties identified in the table to the right are part of the Martin Union City TN KY Metropolitan Statistical Area.

- Weakley County, TN
- Obion County, TN
- Fulton County, KY

Select Cities
Memphis Forrest City TN MS AR

Counties
Per the census, the counties identified in the table to the right are part of the Memphis Forrest City TN MS AR Metropolitan Statistical Area.

- Benton County, MS
- Crittenden County, AR
- DeSoto County, MS
- Fayette County, TN
- Marshal County, MS
- Shelby County, TN
- St. Francis County, AR
- Tate County, MS
- Tipton County, TN
- Tunica County, MS

Select Cities
- Anthonyville, Arkansas
- Arkabutla, Mississippi
- Arlington, Tennessee
- Atoka, Tennessee
- Banks, Mississippi
- Bartlett, Tennessee
- Bethlehem, Mississippi
- Braden, Tennessee
- Brighton, Tennessee
- Bruins, Arkansas
- Brunswick, Tennessee
- Burlison, Tennessee
- Byhalia, Mississippi
- Capleville, Tennessee
- Chulahoma, Mississippi
- Clarkedale, Arkansas
- Cockrum, Mississippi
- Coldwater, Mississippi
- Collierville, Tennessee
- Covington, Tennessee
- Crawfordsville, Arkansas
- Drummonds, Tennessee
- Dubbs, Mississippi
- Dundee, Mississippi
- Eads, Tennessee
- Earle, Arkansas
- Edmondson, Arkansas
- Ellendale, Tennessee
- Eudora, Mississippi
- Evansville, Mississippi
- Fisherville, Tennessee
- Gallaway, Tennessee
- Garland, Tennessee
- Germantown, Tennessee
- Gilmore, Arkansas
- Gilt Edge, Tennessee
- Grand Junction, Tennessee
- Hernando, Mississippi
- Hickory Withe, Tennessee
- Holly Springs, Mississippi
- Hollywood, Mississippi
- Horn Lake, Mississippi
- Horseshoe Lake, Arkansas
- Hudsonville, Mississippi
- Jennette, Arkansas
- Jericho, Arkansas
- Kerrville, Tennessee
- La Grange, Tennessee
- Laconia, Tennessee
- Lake Cormorant, Mississippi
- Lake View, Mississippi
- Lakeland, Tennessee
- Looxahoma, Mississippi
- Lynchburg, Mississippi
- Macon, Tennessee
- Marion, Arkansas
- Mason, Tennessee
- Memphis, Mississippi
- Memphis, Tennessee
- Millington, Tennessee
- Mineral Wells, Mississippi
- Moscow, Tennessee
- Mount Pleasant, Mississippi
- Munford, Tennessee
- Nesbit, Mississippi
- North Tunica, Mississippi
- Oakland, Tennessee
- Olive Branch, Mississippi
- Piperton, Tennessee
- Pleasant Hill, Mississippi
- Potts Camp, Mississippi
- Prichard, Mississippi
- Proctor, Arkansas
- Randolph, Tennessee
- Red Banks, Mississippi
- Reverie, Tennessee
- Rosemark, Tennessee
- Rossville, Tennessee
- Sarah, Mississippi
- Savage, Mississippi
- Senatobia, Mississippi
- Seyppel, Arkansas
- Shell Lake, Arkansas
- Simsboro, Arkansas
- Slayden, Mississippi
- Somerville, Tennessee
- Southaven, Mississippi
- Southaven, Mississippi
- Strayhorn, Mississippi
- Sunset, Arkansas
- Thyatira, Mississippi
- Thyatira, Mississippi
- Tipton, Tennessee
• Tunica Resorts, Mississippi
• Tunica, Mississippi
• Turrell, Arkansas
• Tyro, Mississippi

• Victoria, Mississippi
• Walls, Mississippi
• Waterford, Mississippi
• West Memphis, Arkansas
• Williston, Tennessee
Minneapolis St Paul MN WI

Counties
Per the census, the counties identified in the table to the right are part of the Minneapolis St Paul MN WI Metropolitan Statistical Area.

- Anoka County, MN
- Benton County, MN
- Carver County, MN
- Chisago County, MN
- Dakota County, MN
- Goodhue County, MN
- Hennepin County, MN
- Isanti County, MN
- Le Sueur County, MN
- McLeod County, MN
- Mille Lacs County, MN
- Pierce County, WI
- Ramsey County, MN
- Rice County, MN
- Scott County, MN
- Sherburne County, MN
- Sibley County, MN
- St. Croix County, WI
- Stearns County, MN
- Washington County, MN
- Wright County, MN

Select Cities
- Eagan, MN
- Hammond, WI
- Hudson, WI
- Minneapolis, MN
- New Richmond, WI
- Oakdale, MN
- River Falls, WI
- St. Paul, WI
Counties
Per the census, the counties identified in the table to the right are part of the Myrtle Beach Conway SC NC Metropolitan Statistical Area.

- Brunswick County, NC
- Georgetown County, SC
- Horry County, SC

Select Cities
New Orleans Metairie Hammond LA MS

Counties
Per the census, the counties identified in the table to the right are part of the New Orleans Metairie Hammond LA MS Metropolitan Statistical Area.

- Jefferson Parish, LA
- Orleans Parish, LA
- Pearl River County, MS
- Plaquemines Parish, LA
- St. Bernard Parish, LA
- St. Charles Parish, LA
- St. James Parish, LA
- St. John the Baptist Parish, LA
- St. Tammany Parish, LA
- Tangipahoa Parish, LA
- Washington Parish, LA

Select Cities
- Hammond, MS
- Harvey, LA
- Metairie, LA
- New Orleans, LA
- Slidell, LA
Counties
Per the census, the counties identified in the table to the right are part of the New York Newark NY NJ CT PA Metropolitan Statistical Area.

- Bergen County, NJ
- Bronx County, NY
- Carbon County, PA
- Dutchess County, NY
- Essex County, NJ
- Fairfield County, CT
- Hudson County, NJ
- Hunterdon County, NJ
- Kings County, NY
- Lehigh County, PA
- Litchfield County, CT
- Mercer County, NJ
- Middlesex County, NJ
- Monmouth County, NJ
- Monroe County, PA
- Morris County, NJ
- Nassau County, NY
- New Haven County, CT
- New York County, NY
- Northampton County, PA
- Ocean County, NJ
- Orange County, NY
- Passaic County, NJ
- Pike County, PA
- Putnam County, NY
- Queens County, NY
- Richmond County, NY
- Rockland County, NY
- Somerset County, NJ
- Suffolk County, NY
- Sussex County, NJ
- Ulster County NY
- Union County, NJ
- Warren County, NJ
- Westchester County, NY

Select Cities
- Allendale, NJ
- Ansonia, CT
- Belmar, NJ
- Bergenfield, New Jersey
- Berkeley Heights, NJ
- Beverly, Massachusetts
- Blairstown, NJ
- Blauvelt, New York
- BLOOMFIELD, NJ
- Brick, NJ
- Bridgeport, CT
- Bridgewater, NJ
- Brookside, NY
- Cambria Heights, New York
- Catasqua, NY
- Chappaqua, New York
- Chestnut Ridge, NY
- Clifton, NJ
- COLTS NECK, NJ
- Congers, New York
- Corona, New York
- Cresskill, NJ
- Dix Hills, New York
- East Elmhurst (Queens), NY
- East Haven, CT
- East Orange, NJ
- East Stroudsburg, NJ
- East Windsor, NJ
- Edison, New Jersey
- Elmhurst, NY
- Emmaus, PA
- Englewood, NJ
- Ewing, New Jersey
- Fairfield, NJ
- Fair Lawn, NJ
- Far Hills, NJ
- Flushing, New York
- Fordham, NY
- Franklin Lakes, New Jersey
- Freemansburg, PA
- Freeport, New York
- Garfield, NY
- Greenwich, CT
- Guttenberg, NJ
- HACKENSACK, NJ
- Harrington Park, NJ
- Haledon, NJ
- Hamden, CT
- Hamilton, NJ
- Haworth, NJ
- Hillside, New Jersey
- Hightstown, NJ
- Irvington, NJ
- Jamaica, New York
- Jackson, NJ
- Jersey City, New Jersey
- Kearny, NJ
- Kingston, New York
- Kinnelon, NJ
- Lakewood, NJ
- Larchmont, NY
- Linden, NJ
- Mahwah, NJ
- Manalapan, NJ
- MAPLEWOOD, NJ
- Medford, New York
- Middletown, New York
- Midland Park, NJ
- Milford, CT
- Monsey, NY
- Montclair, NJ
- Montvale, NJ
- Mt. Vernon, New York
- Mt Kisco, NY
- Nanuet, New York
- Neptune City, NJ
- New Brunswick, New Jersey
- New Castle, New York
• New City, New York
• New Fairfield, CT
• New Milford, NJ
• New Rochelle, NY
• New York City
• Newark, New Jersey
• Newburgh, New York
• Norwalk, NJ
• Nutley, NJ
• Ocean, NJ
• Oceanport, NJ
• Old Bridge, New Jersey
• Old Greenwich, CT
• Old tappan, NJ
• Orange, NJ
• Orangeburg, New York
• Ossining, New York
• Ozone Park (Queens), NY
• Park Ridge, NJ
• Parlin, NJ
• PARSIPPANY, NJ
• Patterson, New Jersey
• Peekskill, NY
• Perth Amboy, NJ
• Phillipsburg, PA
• Piscataway, NJ
• Plainfield, New Jersey
• Point Pleasant, NJ
• Pompton Lakes, NJ
• POMPTON PLAINS, NJ
• Pomona, NY
• Port Chester, NY
• Port Reading, NJ
• Port Washington, NY
• Poughkeepsie, New York
• Princeton, NJ
• Rahway, NJ
• Ramsey, NJ
• Randolph, NJ
• Red Bank, NJ
• Richmond Hill, Queens, NY
• Ridgefield, CT
• Ridgewood, New Jersey
• Riverside, CT
• Rockleigh, New Jersey
• Roselle Park, NJ
• Roseland, NJ
• Rye, NY
• Saugus, MA
• Sayerville, NJ
• Scarsdale, NY
• Scotch Plains, New Jersey
• Shelton, CT
• Shrewsbury, NJ
• Somerville, NJ
• Somers, NJ
• South Amboy, NJ
• South Hamilton, MA
• South Kent, CT
• South Orange, NJ
• Sparta, NJ
• Springfield Gardens, New York
• Spring Lake, NJ
• Spring Valley, NY
• STAMFORD, CT
• Stratford, CT
• Succasunna, NJ
• Tappan, New York
• Teaneck, New Jersey
• Tenafly, NJ
• Thiells, New York
• Tobyhanna, PA
• Trenton, New Jersey
• Trumbull, CT
• Union, New Jersey
• UPPER SADDLE RIVER, NJ
• Valley Cottage, NY
• Warren, NJ
• Waterbury, CT
• Wayne, New Jersey
• Wesley Hils, NY
• West Caldwell, NY
• West Haverstraw, New York
• West Hempstead, NY
• West New York, NJ
• West Orange, NJ
• Wheatley Heights, New York
• White Plains, New York
• Whitestone, NY
• Windsor, NJ
• Wyckoff, NJ
• WOODBRIDGE, NJ
• Yonkers, NY
Omaha Council Bluffs NE IA

Counties
Per the census, the counties identified in the table to the right are part of the Omaha Council Bluffs NE IA Metropolitan Statistical Area.

- Harrison County, IA
- Mills County, IA
- Pottawattamie County, IA
- Cass County, NE
- Douglas County, NE
- Sarpy County, NE
- Saunders County, NE
- Washington County, NE
- Dodge County, NE

Select Cities
- Council Bluffs, IA
- Omaha, NE
- Wahoo, NE
Paducah Mayfield KY IL

Counties
Per the census, the counties identified in the table to the right are part of the Paducah Mayfield KY IL Metropolitan Statistical Area.

- Ballard County, KY
- Graves County, KY
- Livingston County, KY
- McCracken County, KY
- Massac County, IL

Select Cities
- Metropolis, IL
- Mayfield, KY
- Burna, KY
- Paducah, KY
Counties
Per the census, the counties identified in the table to the right are part of the Parkersburg Marietta Vienna WV OH Metropolitan Statistical Area.

- Washington County, Ohio
- Wirt County, West Virginia
- Wood County, West Virginia

Select Cities
- Belpre, Ohio
- Little Hocking, Ohio
- Marietta, Ohio
- Parkersburg, West Virginia
- Reno, Ohio
- Vienna, West Virginia
- Whipple, Ohio
- Williamstown, West Virginia
## Counties
Per the census, the counties identified in the table to the right are part of the **Philadelphia Reading Camden PA NJ DE MD** Metropolitan Statistical Area.

<table>
<thead>
<tr>
<th>Counties</th>
<th>Counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic County, New Jersey</td>
<td>Cumberland County, New Jersey</td>
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<tr>
<td>Berks County, Pennsylvania</td>
<td>Delaware County, Pennsylvania</td>
</tr>
<tr>
<td>Bucks County, Pennsylvania</td>
<td>Gloucester County, New Jersey</td>
</tr>
<tr>
<td>Burlington County, New Jersey</td>
<td>Kent County, Delaware</td>
</tr>
<tr>
<td>Camden County, New Jersey</td>
<td>Montgomery County, Pennsylvania</td>
</tr>
<tr>
<td>Cape May County, New Jersey</td>
<td>New Castle County, Delaware</td>
</tr>
<tr>
<td>Cecil County, Maryland</td>
<td>Philadelphia County, Pennsylvania</td>
</tr>
<tr>
<td>Chester County, Maryland</td>
<td>Salem County, New Jersey</td>
</tr>
</tbody>
</table>

## Select Cities

- Abington, PA
- Ardmore, Pennsylvania
- Atlantic City, New Jersey
- Bala Cynwyd, Pennsylvania
- Bear, Delaware
- Bensalem, Pennsylvania
- Berlin, NJ
- Blackwood, New Jersey
- Boothwyn, Pennsylvania
- Bridgeton, New Jersey
- Brookhaven, Pennsylvania
- Brooklawn, New Jersey
- Boothwyn, PA
- Browns Mills, NJ
- Bryn Athyn Pennsylvania
- Bryn Mawr, Pennsylvania
- Burlington, New Jersey
- Camden, New Jersey
- Carneys Point, NJ
- Chadds Ford, Pennsylvania
- Cherry Hill, New Jersey
- Chester, Pennsylvania
- Chester Springs PA
- Cinnaminson, New Jersey
- Claymont, Delaware
- Clayton, New Jersey
- Clementon, New Jersey
- Coatesville, PA
- Collingdale, Pennsylvania
- Collegeville, PA
- Columbus, New Jersey
- Collingswood, New Jersey
- Darby, Pennsylvania
- Delran, New Jersey
- Devon, PA
- Douglassville, PA
- Downingtown, Pennsylvania
- Dover, DE
- Doylestown, Pennsylvania
- Drexel Hill, Pennsylvania
- Edgewater Park, New Jersey
- Egg Harbor TWP, NJ
- Elkton, Maryland
- Erwinna, Pennsylvania
- Exton, Pennsylvania
- Felton, Delaware
- Flourtown, Pennsylvania
- Folcroft, Pennsylvania
- Fort Washington, PA
- Franklinville, NJ
- Gaithersburg, Maryland
- Galloway, NJ
- Garnet Valley, PA
- Glassboro, New Jersey
- Glen Mills, Pennsylvania
- Glenolden, Pennsylvania
- Gloucester City, NJ
- Haddonfield, New Jersey
- Havertown, Pennsylvania
- Hockessin, Delaware
- Horsham, Pennsylvania
- Huntingdon Valley, PA
- Jenkintown, PA
- Kennett Square, Pennsylvania
- Lafayette Hill, PA
- Lansdowne, PA
- Landenberg, Pennsylvania
- Lawnside, New Jersey
- Levittown, Pennsylvania
- Lumberton, New Jersey
- Magnolia, DE
- Malaga, New Jersey
- Malvern, Pennsylvania
- Maple Glen, PA
- Marcus Hook, Pennsylvania
- Marlton, New Jersey
- Medford, New Jersey
- Medford Lakes, New Jersey
• Media, PA
• Merchantville, NJ
• Mickleton, NJ
• Middletown, Delaware
• Millville, New Jersey
• Morrisville, Pennsylvania
• Mount Holly, New Jersey
• Mt. Laurel, New Jersey
• Mullica Hill, New Jersey
• Narberth, Pennsylvania
• Newark, Delaware
• New Castle, Delaware
• Newtown, PA
• Newtown Square, Pennsylvania
• Norristown, Pennsylvania
• North East, Maryland
• North Hills, Pennsylvania
• Oaks, PA
• Oreland, PA
• Paulsboro, New Jersey
• Pennsburg, Pennsylvania
• Pennsauken, New Jersey
• Pennsville, NJ
• Philadelphia, Pennsylvania
• Phoenixville
• Pitman, New Jersey
• Pittsgrove, New Jersey
• Pleasantville, NJ
• Plymouth Meeting, Pennsylvania
• Quakertown, PA
• Reading, Pennsylvania
• Riverside, NJ
• Royersford, Pennsylvania
• Salem, New Jersey
• Schwenksville, Pennsylvania
• Sharon Hill, PA
• Sicklerville, New Jersey
• South Hampton, New Jersey
• Smyrna, Delaware (part in Kent County and part in New Castle County)
• Springfield, PA
• Stratford, NJ
• Swedesboro, New Jersey
• Thorofare, New Jersey
• Townsend, Delaware
• Trainer, PA
• Turnersville, NJ
• Upland, Pennsylvania
• Upper Darby, Pennsylvania
• Vincentown, New Jersey
• Vineland, New Jersey
• Voorhees, New Jersey
• Wenonah, NJ
• West Chester, Pennsylvania
• Westville, New Jersey
• Willingboro, New Jersey
• Wilmington, Delaware
• Williamstown, New Jersey
• Willow Grove, Pennsylvania
• Woodbury Heights, New Jersey
• Wyncote, Pennsylvania
• Wynnewood, Pennsylvania
• Yeadon, Pennsylvania
Counties
Per the census, the counties identified in the table to the right are part of the \textbf{Pittsburg New Castle Weirton PA OH WV} Metropolitan Statistical Area.

- Allegheny County, PA
- Armstrong County, PA
- Beaver County, PA
- Brooke County, WV
- Butler County, PA
- Fayette County, PA
- Hancock County, WV
- Indiana County, PA
- Jefferson County, OH
- Lawrence County, PA
- Washington County, PA
- Westmoreland County, PA

Select Cities
- Aliquippa, PA
- Avella, PA
- Baden, PA
- Beaver Falls, PA
- Belpre, Ohio
- Bentleyville, PA
- Boyers, PA
- Butler, PA
- Canonsburg, PA
- Connellsville, PA
- Elwood City, PA
- Follansbee, WV
- Ford City, PA
- Indiana, PA
- Kittanning, PA
- McCandless Township, PA
- McKeesport, PA
- Middletown, OH
- Midland, PA
- Mt Lebanon, PA
- New Wilmington, PA
- Oliver, PA
- Penn Hills, PA
- Richmond, Ohio
- Shanor-Northvue, PA
- Slippery Rock, PA
- Steubenville, OH
- Toronto, OH
- Uniontown, PA
- Washington, PA
- Wellsburg, WV
- Wexford, PA
Counties
Per the census, the counties identified in the table to the right are part of the Point Pleasant WV OH Metropolitan Statistical Area.
- Gallia County, Ohio
- Mason County, West Virginia

Select Cities
- Cheshire, Ohio
- Crown City, Ohio
- Gallipolis, Ohio
- Hartford City, WV
- Henderson, WV
- Leon, WV
- Mason, WV
- New Haven, WV
- Point Pleasant, WV
- Rio Grande, Ohio
- Vinton Village, Ohio
## Counties
Per the census, the counties identified in the table to the right are part of the Portland Vancouver Salem OR WA Metropolitan Statistical Area.

<table>
<thead>
<tr>
<th>OR</th>
<th>WA</th>
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<tbody>
<tr>
<td>Benton County</td>
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<td>Clackamas County</td>
<td>Multnomah County</td>
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<td>Clark County</td>
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<tr>
<td>Columbia County</td>
<td>Skamania County</td>
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<tr>
<td>Cowlitz County</td>
<td>Washington County</td>
</tr>
<tr>
<td>Linn County</td>
<td>Yamhill County</td>
</tr>
</tbody>
</table>

## Select Cities

<table>
<thead>
<tr>
<th>OR</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td>Molalla</td>
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<td>Beaverton</td>
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<td>Camas</td>
<td>North Portland</td>
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<td>Washougal</td>
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<td>Lake Oswego, Oregon</td>
<td>West Linn, Oregon</td>
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<td>Lebanon</td>
<td>Wilsonville</td>
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<td>Longview</td>
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<td>McMinnville</td>
<td>Woodland</td>
</tr>
</tbody>
</table>
Counties
Per the census, the counties identified in the table to the right are part of the Pullman Moscow WA ID Metropolitan Statistical Area.
  • Latah County, ID
  • Whitman County, WA

Select Cities
  • Colfax, WA
  • Moscow, ID
  • Pullman, WA
Counties
Per the census, the counties identified in the table to the right are part of the Quincy Hannibal IL MO Metropolitan Statistical Area.
- Lewis County, MO
- Marion County, MO
- Ralls County, MO
- Adams County, IL

Select Cities

- Canton, MO
- La Grange, MO
- Quincy, MO
- New London, MO
- Palmyra, MO
- Hannibal, MO
Sioux City IA NE SD

Counties
Per the census, the counties identified in the table to the right are part of the Sioux City IA NE SD Metropolitan Statistical Area.

- Woodbury County, IA
- Plymouth County, IA
- Dakota County, NE
- Dixon County, NE
- Clay County, SD
- Union County, SD

Select Cities
- Beresford, SD
- Dakota City, NE
- Dakota Dunes, SD
- Elk Point, SD
- Emerson, NE
- Kingsley, Iowa
- Le Mars, IA
- Moville, IA
- North Sioux City SD
- Sioux City, IA
- South Sioux City, NE
- Spencer, IA
- Vermillion, SD
South Bend Mishawaka IN MI

Counties
Per the census, the counties identified in the table to the right are part of the South Bend Mishawaka IN MI Metropolitan Statistical Area.
- Berrien County, MI
- Cass County, MI
- Elkhart County, IN
- Marshall, County, IN
- St. Joseph County, IN

Select Cities
- Baroda, MI
- Benton Harbor, Michigan
- Berrien Springs, Michigan,
- Bremen, Indiana
- Bridgman, MI
- Buchanan, MI
- Coloma, MI
- Dowagiac, Michigan
- Dunlap, Indiana
- Goshen, Indiana
- Granger, Indiana
- Middlebury, Indiana
- New Buffalo, Michigan
- Niles, Michigan
- Osceola, Indiana
- Plymouth, Indiana
- Sawyer, Michigan
- South Bend, Indiana
- St. Joseph, MI
- Stevensville, MI
Counties
Per the census, the counties identified in the table to the right are part of the **Spokane Coeur d'Alene ID WA** Metropolitan Statistical Area.

- Kootenai County, ID
- Spokane County, WA
- Stevens County, WA
- Pend Oreille County, WA

Select Cities

- Chewelah, WA
- Coeur d'Alene, ID
- Colville, WA
- Dalton Gardens, ID
- Deer Park, WA
- Hayden, ID
- Liberty Lake, WA
- Newport, WA
- Post Falls, ID
- Spokane, WA
- Veradale, WA
Per the census, the counties identified in the table to the right are part of the St Louis St Charles Farmington MO IL Metropolitan Statistical Area.

- Bond County, IL
- Calhoun County, IL
- Clinton County, IL
- Crawford County, MO (pt.) *
- Franklin County, MO
- Jefferson County, MO
- Jersey County, IL
- Lincoln County, MO
- Macoupin County, IL
- Madison County, IL
- Marion County, IL
- Monroe County, IL
- St. Charles County, MO
- St. Clair County, IL
- St. Francois County, MO
- St. Louis City, MO
- St. Louis County, MO
- Warren County, MO

Select Cities

- Affton, MO
- Albers, IL
- Alton, IL
- Arnold, MO
- Ballwin, MO
- Barnhart, MO
- Belleville, IL
- Berger, MO
- Berkeley, MO
- Black Jack, MO
- Breckenridge Hills, MO
- Bridgeton, MO
- Byrnes Mill, MO
- Cahokia, IL
- Caledonia, MO
- Carlinville, IIL
- Carlyle, IL
- Caseyville, IL
- Centreville, IL
- Centralia, IL
- Charlack, MO
- Chesterfield, MO
- Clayton, MO
- Collinsville, IL
- Columbia, IL
- Cool Valley, MO
- Cottleville, MO
- Crestwood, MO
- Creve Coeur, MO
- Crystal City, MO
- Dardenne Prairie, MO
- De Soto, MO
- Des Peres, MO
- East Saint Louis, IL
- East Alton, IL
- Edmundson, MO
- Edwardsville, IL
- Elsberry, MO
- Fairview Heights, IL
- Fenton, MO
- Ferguson, MO
- Festus, MO
- Florissant, MO
- Foristell, MO
- Foristell, MO
- Gerald, MO
- Germantown, IL
- Glen Carbon, IL
- Grafton, IL
- Granite City, IL
- Greenville, IL
- Hardin, IL
- Hazelwood, MO
- Herculaneum, MO
- Highland, IL
- Hillsboro, MO
- H-o-y-l-e-t-o-n, IL
- Irondale, MO
- Jennings, MO
- Jerseyville, IL
- Kinloch, MO
- Kirkwood, MO
- Ladue, MO
- Lake St. Louis, MO
- Lebanon, IL
- Marthasville, MO
- Maryland Heights, MO
- Mehlville, MO
- Millstadt, IL
- Moscow Mills, MO
- New Baden, IL
- New Haven, MO
- O'Fallon, IL
- O'Fallon, MO
- Okawville, ILK
- Old Monroe, MO
- Olivette, MO
- Overland, MO
- Pacific, MO
- Pevely, MO
- Rock Hill, MO
- Saint Clair, MO
- Shiloh, IL
- Spanish Lake, MO
- St. Ann, MO
- St. Charles, MO
- St. John, MO
- St. Louis City
- St. Peters, MO
- Staunton, IL
- Sullivan, MO
- Sunset Hills, MO,
- Swansea, IL
- Sycamore Hills, MO
- Troy, IL
- Troy, MO
- Trenton, IL
- Truesdale, MO
- Union, MO
- University City, MO
- Warrenton, MO
- Washington, MO
- Waterloo, IL
- Webster Groves, MO
- Weldon Spring, MO
- Wellston, MO
- Wentzville, MO
- Wildwood, MO
- Winfield, MO
- Wood River, IL
- Wright City, MI
Counts
Per the census, the counties identified in the table to the right are part of the Tallahassee Bainbridge FL GA Metropolitan Statistical Area.
- Decatur County, GA
- Gadsden County, FL
- Jefferson County, FL
- Leon County, FL
- Wakulla County, FL

Select Cities
- Attapulgus, GA
- Bainbridge, GA
- Havana, FL
- Quincy, FL
- Panacea, FL
- Tallahassee, FL
Texarkana TX AR

Counties
Per the census, the counties identified in the table to the right are part of the Texarkana TX AR Metropolitan Statistical Area.
- Little River County, AR
- Miller County, AR
- Bowie County, TX

Select Cities
- Nash, TX
- Texarkana, TX
- Texarkana, AR
Virginia Beach Norfolk VA NC

Counties
Per the census, the counties identified in the table to the right are part of the Virginia Beach Norfolk VA NC Metropolitan Statistical Area.

- Camden County, NC  
- Chesapeake City, VA  
- Currituck County, NC  
- Dare County, NC  
- Gates County, NC  
- Gloucester County, VA  
- Hampton City, VA  
- Isle of Wight County, VA  
- James City County, VA  
- Mathews County, VA  
- Newport News City, VA  
- Norfolk City, VA  
- Pasquotank County, NC  
- Perquimans County, NC  
- Poquoson City, VA  
- Portsmouth City, VA  
- Suffolk City, VA  
- Tyrrell County, NC  
- Virginia Beach City, VA  
- Williamsburg City, VA  
- York County, VA

Select Cities

- Barco, NC  
- Chesapeake, VA  
- Columbia, NC  
- Corolla, NC  
- Elizabeth City, NC  
- Grafton, VA  
- Grandy, NC  
- Hampton, VA  
- Hertford, NC  
- Jarvisburg, NC  
- Moyock, NC  
- Seaford, VA  
- Smithfield, VA  
- Toano, VA  
- Windsor, VA  
- Yorktown, VA
Per the census, the counties identified in the table to the right are part of the Washington DC MD VA WV PA Metropolitan Statistical Area.

- Alexandria City, VA
- Anne Arundel County, MD
- Arlington County, VA
- Baltimore City, MD
- Baltimore County, MD
- Berkeley County, WV
- Calvert County, MD
- Carroll County, MD
- Charles County, MD
- Clarke County, VA
- Culpeper County, VA
- Distric of Columbia
- Dorchester County, MD
- Fairfax City, VA
- Fairfax County, VA
- Falls Church City, VA
- Franklin County, PA
- Frederick County, MD
- Frederick County, VA
- Fredericksburg City, VA
- Hampshire County, WV
- Harford County, MD
- Howard County, MD
- Jefferson County, WV
- Loudoun County, VA
- Manassas City, VA
- Manassas Park City, VA
- Montgomery County MD
- Prince George’s County, MD
- Prince William County, VA
- Queen Anne’s County, MD
- Rappahannock County, VA
- Spotsylvania County, VA
- St. Mary’s County, MD
- Stafford County, VA
- Talbot County, MD
- Warren County, VA
- Washington County, MD
- Winchester City, VA

Select Cities

- Accokeeki, Maryland
- Adelphi, Maryland
- Alexandria, Virginia
- Annandale, Virginia
- Arlington, Virginia
- Ashburn, Virginia
- Baltimore, Maryland
- Bethesda, Maryland
- Bowie, Maryland
- Brandywine, MD
- Bristow, VA
- Brookeville, Maryland
- Burke, Virginia
- Burtonsville, Maryland
- Capitol Heights, Maryland
- Centreville, Virginia
- Chantilly, Virginia
- Cheltenham, Maryland
- Chexy, MD
- Chevy Chase, MD
- Clarksburg, MD
- Clifton, VA
- Clinton, Maryland
- College Park, Maryland
- District Heights, Maryland
- Dumfries, Virginia
- Dunkin, Maryland
- Edgewood, Maryland
- Ellicott City, MD
- Fairfax, Virginia
- Falls Church, Virginia
- Forest Heights, MD
- Forestville, Maryland
- Fort Washington, MD
- Frederick, Maryland
- Fredricksburg, Virginia
- Gainesville, VA
- Gaithersburg, Maryland
- Germantown, Maryland
- Glen Dale, Maryland
- Great Falls, Virginia
- Greenbelt, Maryland
- Hagerstown, MD
- Hanover, MD
- Harpers Ferry, WV
- Haymarket, VA
- Hedgesville, WV
- Herndon, Virginia
- Hyattsville, Maryland
- Ijamsville, Maryland
- Irwood, WV
- Kensington, Maryland
- Lanham, Maryland
- Landover, Maryland
- LaPlata, Maryland
- Largo, MD
- Laurel, Maryland
- Leesburg, Virginia
- Lorton, Virginia
- Lusby, MD
- Manassas, Virginia
- Martinsburg, WV
- McLean, Virginia
- Mercersburg, PA
-Mitchellville, Maryland
-Montgomery Village, Maryland
-New Carrollton, Maryland
-Nokesville, VA
• North Bethesda, Maryland
• North Bretonwood, MD
• Olney, Maryland
• Oxon Hill, MD
• Palmer Park, Maryland
• Port Tobacco, Maryland
• Potomac, Maryland
• Potomac Falls, VA
• Randallstown, Maryland
• Ranson, WV
• Reisterstown, MD
• Reston, Virginia
• Riverdale, MD
• Rockville, Maryland
• Sandy Springs, MD
• Seat Pleasant, Maryland
• Shepherdstown, WV
• Silver Spring, Maryland
• Springfield, Maryland
• Springfield Virginia
• Stafford, Virginia
• Sterling, Virginia
• Suitland, Maryland
• Takoma Park, Maryland
• Temple Hills, Maryland
• Tysons Corner, Virginia
• Upper Marlboro, Maryland
• Vienna, Virginia
• Waldorf, Maryland
• Washington, D.C.
• Winchester, VA
• Woodbridge, Virginia
Wheeling WV OH

Counties
Per the census, the counties identified in the table to the right are part of the Wheeling WV OH Metropolitan Statistical Area.

- Belmont County, OH
- Marshall County, WV
- Ohio County, WV

Select Cities

- Wheeling, WV
Wichita Arkansas City Winfield AK KS

**Counties**
Per the census, the counties identified in the table to the right are part of the Wichita Arkansas City Winfield AK KS Metropolitan Statistical Area.
- Cowley County, Kansas
- Butler County, Kansas
- Harvey County, Kansas
- Kingman County, Kansas
- Sedgwick County Kansas
- Sumner County, Kansas

**Select Cities**
- Bel Aire, Kansas
- Derby, Kansas
- El Dorado, Kansas
- Kingman, Kansas
- Newton, Kansas
- Wellington, Kansas
Youngstown Warren OH PA

Counts

Per the census, the counties identified in the table to the right are part of the Youngstown Warren OH PA Metropolitan Statistical Area.

- Mahoning County, OH
- Columbiana County, OH
- Trumbull County, OH
- Mercer County, PA

Select Cities

- Boardman, OH
- Bristolville, Ohio
- Canfield, Ohio
- Cortland, Ohio
- Hermitage, Pennsylvania
- Howland, Ohio
- Lisbon, OH
- Mercer, Pennsylvania
- Niles, Ohio
- Salem, Ohio
- Sharon, Pennsylvania
- Warren, Ohio
Online Resources

The following pages can be accessed on www.ncaa.org/basketballcertification

Basketball Certification

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.

Contact Enforcement Certification and Legislative Counsel (ECC)

**Parent/guardian creates/updates accounts.**
Profile should be completed by the athlete’s parent/guardian.
Coaches SHOULD NOT be creating accounts for athletes.

This reminder message appears in the BBCS and will NOT disappear as a constant reminder:

A complete profile is required BEFORE the athlete can be found by coaches for placement on the bench/roster. A complete profile includes:

- Contact information, including all addresses associated with the athlete in the current year (parent(s), boarding school, etc. Note: This is not a complete address history since birth.)
- School information.
- Completion of the educational component provided in the BBCS.

**New users – create an account.**
To be eligible for NCAA-certified events, each athlete MUST:

- Register as a new user in the BBCS.
- Confirm your registration by clicking the registration link in autogenerated email.
- Watch the educational video. No more sitting through the same video at EVERY event!!
- Enter school/team information.
- Accept/Reject invitations from team coach(es).

**Previous users – login with email and password.**

- Login with the email address and password that you created the account with last year.
- Update or edit your information as needed on both the Profile tab and School Information tab.
- Save your profile for 2018.

**Do not create MULTIPLE accounts!!**
An athlete does not need and SHOULD NOT HAVE more than one account.
General Information for Coaches

The basketball certification process approves NCAA-certified events for the presence of NCAA Division I coaches; thus, providing nonscholastic coaches an opportunity for his/her team(s) to be evaluated by NCAA coaches.

ECAG User Manual

Coaches with teams participating in NCAA-certified events are responsible for ECAG User Manual compliance. The ECAG User Manual is posted online at www.ncaa.org/basketballcertification. The 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.
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 48 (create) or page 52 (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, blue, or another variation.
• Your password locks after three failed attempts. Use the password reset button; do not create another account.

☐ Instruct ALL COACHES to Register Appropriately.
1. Obtain a USA Basketball GOLD License.
See information on previous page for USAB Licenses information and resources.
2. Create or Update their BBCS Profile.
Page 38 (create) or page 44 (update) of the ECAG User Manual.
All coaches must have a BBCS account, not just the head coach.
You may want to provide the Coach Overview Basic document to your coaches to assist them in getting registered. This document is available in the Basketball Certification Resources section of www.ncaa.org/basketballcertification and included in the Appendix of the ECAG User Manual.

☐ **Instruct ALL ATHLETES on your team to Create or Update their BBCS Profile.**
Page 38 (create) or page 44 (update) of the ECAG User Manual.
**Do NOT create accounts FOR YOUR Athletes.**
You may want to provide the Athlete Registration Basic Information document to your athletes’ parents to assist them in getting registered. This document is available in the Basketball Certification Resources section of www.ncaa.org/basketballcertification and included in the Appendix of the ECAG User Manual.

☐ **Create your Bench of Athletes and Coaches.**
- The BBCS uses a “bench” concept, which enables you to have a pool of available athletes and assistant coaches.
- You cannot search for a coach and invite him/her to your “bench” until that coach has their (1) USAB Gold license, (2) created a user account in the BBCS and (3) been verified by the NCAA.
- You cannot search for an athlete and invite to your “bench” until that athlete has (1) created their account in the BBCS, (2) viewed the educational video and (3) completed their school information on their profile.
- Only athletes’ whose address is consistent with the NCAA residency requirements will appear in your search. See the Event Participant Residency Requirements section of the ECAG User Manual to better understand those restrictions.

☐ **Create Roster(s).**
Create a roster for each event you will attend with the athletes and coaches from your bench.
- You can create multiple rosters for a single event. Once the coach opts into an NCAA-certified event, the team name, team address and roster can be added based on the athletes and coaches in the “bench”. If the coach has more than one team going to that event, they can opt in for a second time and enter their next team’s information.
- You may need to address issues flagged by the BBCS that will required documentation. See the Justification Required Alerts–Proof of Residency section of the ECAG User Manual.

☐ **Plan to Comply.**
Become familiar with what is required to be NCAA compliant and take steps to ensure that your teams comply. Be prepared to provide documentation when requested by ECAG or an event operator. Failure to comply with NCAA requirements may impact your ability to coach in NCAA-certified events in the future.
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.

To Do List

- **Obtain a USA Basketball GOLD License.**
  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 48 (create) or page 52 (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, blue, or another variation.
  - Your password locks after three failed attempts. Use the password reset button; do not create another account.

- **Choose Appropriate Facilities.**

- **Obtain Accident Insurance.**

- **Apply for NCAA Certification.**
  [NOTE: Separate applications are required in the new BBCS for league/events.]
Watch for and Respond to any Requests for Additional Information.

Hire or Acquire Staff.

Ensure ALL Individuals Involved in Operation/Management of the Event have a USAB Gold License.
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
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
• Notify Participants in Advance of Requirements - Page 129 of the ECAG User Manual.
  • Get Familiar with PERF Requirements - Page 129 of the ECAG User Manual.
  • Responsibility to Ensure BBCS Registration of All Participants - Page 130 of the ECAG User Manual.
• Participant Requirements - Pages 103-112 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).
  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.

Watch for and respond to any requests for additional information.

Need to 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.
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. Page 27 of the ECAG User Manual. 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 illustrates 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.

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. [See the 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.
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. See page 99 of the ECAG user manual 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. See information in the Operators Best Practices document posted online and page 132 of the ECAG user manual for details.

- **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.

10. **DON’T FINALIZE YOUR PARTICIPANT LIST EARLY IN BBCS.** Operators should not finalize their participant lists until after the event. See page 130 of the ECAG User Manual and the Best Practices document.

11. **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 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.
# Residency Exception Request Form

## Instructions
This form along with a written statement and supporting documentation that outlines the reasons the request is being made and why it is believed the NCAA should consider a deviation from the residency requirements for this prospective-student athlete must be submitted to ECAG at [ECAG@ncaa.org](mailto:ECAG@ncaa.org).

### Apply Early!
Be sure to start the residency exceptions request process as early as possible to allow for processing prior to scheduled participation and to allow the prospect to find alternative teams and/or the teams to find replacement athletes if an exception is not granted.

## Warning
Any coach/team that provides false and/or misleading information in order to satisfy any of the NCAA's demographic or residency requirements is subject to penalties outlined in the ECAG Adverse Actions Guideline and could prevent the coach/team from being eligible to participate in ANY NCAA-certified event for a period of up to five (5) years.

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<thead>
<tr>
<th>Date Submitted</th>
<th>Submitted by</th>
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<tbody>
<tr>
<td></td>
<td>Email address of Submitter</td>
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<td></td>
<td>Submitter’s relationship to athlete</td>
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<tr>
<td>Team Name</td>
<td>Team Address</td>
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<tr>
<td>Head Coach Name</td>
<td>Email Address</td>
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<td>Athlete’s Name</td>
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<tr>
<td>Parent/Guardian Name</td>
<td>Email Address</td>
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<td>Reason for Request</td>
<td>Detailed Description of Circumstances</td>
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<td>List of Supporting Documents Included</td>
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<tr>
<td>NCAA Decision</td>
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<tr>
<td>Rationale for Decision</td>
<td>For NCAA Use Only</td>
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