

# Operating an Individual Event Checklist

## PLANNING AN INDIVIDUAL EVENT:

- Choose facilities.
- Purchase accident insurance for the event.
- Obtain a participant approval number (background check and educational course).
- Hire or acquire staff/coaches.
  - Medical personnel.
  - Officials.
  - Registration staff.
  - Educational session presenter/monitor.
  - Enforcement for NCAA coaches separation.
  - Coaches/skills instructors – IND.
- Collect name, address and telephone number for all staff members. Individual event operators will also need to collect the birth date and the last four digits of the social security number for each coach utilized.
- Notify coaches to get a participant approval number (background check & educational course).
- Notify all participating athletes of the existence of any reduced entry fees or employment programs available. If offered, reduced entry fees and employment programs must be must be publicized in advance.
- NCAA coaches' packets
  - Take every possible step to make sure the information printed in these packets is accurate. Shirt numbers are critical.
  - Determine price the price must be made available to coaches prior to their arrival at the event.
  - Make arrangements for printing.
- Educational sessions.
  - How you will provide the educational session.
  - Make arrangements for a location.
  - If in person, hire staff who can effectively present the information.
  - If by video, hire staff to monitor the session.
  - If by video, make arrangements for equipment (TVs, computers, DVD players, etc.).
  - If using the NCAA video, you may need to figure out how to download the video.
- Create event schedule.
  - Athletically related activities must occur between 8 a.m. and 10 p.m.
  - Remember each prospect is limited to no more than five games over a rolling two-day period and in no more than three games on any one day.

## APPLICATION PROCESS CHECKLIST

- Login to or create a BBCS User Account (only if you have not previously done so).
- Complete an application in the BBCS no later than 45 days prior to event.
- Attach your insurance and submit the application in the BBCS.
- Access the BBCS frequently to see whether additional information was requested in order to complete the processing of the application.
- If additional information was requested, respond by the appropriate deadline.
- When notified via e-mail that a decision has been rendered, access the decision letter in the BBCS to determine whether the event was approved or denied.

**THINGS TO DO PRIOR TO THE EVENT:**

- Collect demographic information for all participants. Operators will be required to submit at minimum the name, address and telephone number for each athlete that participates in their event.
- Verify coaches' approvals for all individuals participating in coaching activities. (Follow instructions in the [Check Coaches Approval - Individual Events](#) guide.)
- Post signage to identify separate seating for NCAA coaches (required) and entrances (if possible).

**THINGS TO DO DURING THE EVENT:**

- Make sure that qualified medical personnel are present at the event at all times.
- Conduct an in-person or video educational session(s) and make sure that all prospective student-athletes (high school and two-year college student-athletes) attend.
- Enforce separation of college coaches.
- Enforce schedule requirements.

**IMMEDIATELY AFTER THE EVENT:**

- Give awards if they are being given.
- Collect all loaned equipment or apparel that you provided for use at the event.
- Obtain payment for any apparel or equipment in excess of the event t-shirt that prospects are going to keep.

**AFTER THE EVENT:**

- Follow instructions in the [Review Form - Step By Step for INDIVIDUAL Events](#) guide to complete the event review form no later than three months after the last certified event date (specific date is identified in the event approval letter).
- Attach your coaches' packet and submit the review form in the BBCS. If you do not have an electronic copy of the coaches' packet, send a copy to the certification staff via e-mail, fax or traceable mail.
- Access the BBCS frequently to see whether additional information was requested in order to complete the processing of the review form.
- If additional information was requested, respond by the appropriate deadline.
- When notified via e-mail that a decision has been rendered, access the decision letter in the BBCS to determine whether the event review was approved or denied. An approval is necessary for the event to remain eligible the following year.

**WARNING:** Because the future certification of your event depends on the accuracy of the information provided by the coaches/athletes, it is suggested that operators require the information to be accurate before allowing the team/athlete to participate.