Application for NCAA Basketball Certification

1. Access the Basketball Certification Online System (BBCS) and Login to BBCS with your username and password and choose Operator. This will take you to the Activity Operator Main page: You will be directed to your operator user account summary and see all of that activity applications associated with your account.

Activity Operator Main

ACTIVITY APPLICATIONS SUMMARY

A check of the checkbox selects the Activity Application described in that row for Export. A new Activity Application row is added by clicking the Create Activity button.

Activity Name	Application Type	Season	Start Date	Application Status	Event Review Status
		There are no activities to display.			

[Create Activity] [Export]

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2. Choose the *Create Activity Button* and answer all questions that pertain to your activity. Information for each field is included below. Fields with an asterisk (*) are required in order to continue.

   Activity Type - Event or League Determination – You will need to answer the two initial questions (shown below). Your answers to these first two questions will allow the BBCS to automatically select only the questions you need to answer to complete the application for your activity type.

   * Do you plan to have currently enrolled Division I Student-Athletes participate?   ◯ Yes   ◯ No

   * Do you want Division I coaches to attend your Activity in order to observe Prospective Student-Athletes (PSAs)?   ◯ Yes   ◯ No

   o If you answer **Yes** to the first question, then your activity is a LEAGUE. There is not a post-event review form requirement associated with league certification. The operator will be required to have an approval number from First Advantage, but participating coaches do not have to have an approval number. Teams are not required to register online. Consult the following page for specific requirement details and instructions: Summer League Operators (participation of Division I student-athletes)

   Note: If there are prospective student-athletes present, NCAA Division I coaches cannot attend even if they have student-athletes participating in the league unless event certification is also granted, in which case, the dates on which they can attend will be restricted.

   o If you answer **Yes** to the second question, then your activity is an EVENT. A post-event review form will have to be filed within three months of the last certified event date. Both the operator and all of the coaches will be required to have an approval number from First Advantage. If it is a team event, all teams will be required to register online in the BBCS and the operator will be responsible for ensuring roster information is accurate and that the team is in compliance with adjoining state, residency and demographic requirements. Consult the

following page for specific requirement details and instructions: Event Operators (presence of Division I coaches)

o   If you select both, then requirements for both will apply. Note: If an activity receives both event and league certifications, it is possible that the activity may operate until the end of August. However, since there is not a post-event review form requirement associated with league certification, the three month requirement will be based on the last certified <u>event</u> date in July so don't be confused and miss your submission deadline. The specific deadline date will be identified in the event application approval letter to assist you.

<u>Activity Name</u> – Enter the name of the activity. Do not include location or other notes, those can be added elsewhere. <u>Use of NCAA (or other terms associated with the NCAA brand) cannot be included in your activity name</u>.

<u>Website</u> – Enter the website for the activity if one exists. If you do not have a website, leave it blank. If a web address is not included here, one will not get posted on the NCAA website once the activity is approved.

<u>Sponsors</u> – If you have sponsors, whether it is a shoe company or local businesses, answer **Yes**. You will then need to enter sponsorship information later in the application.

<u>Activity Dates</u> – Enter the start date and end date of the activity even if they are outside the permissible certification periods. Certification will only be granted for permissible dates, but you need to enter the entire date range for the activity. Click the calendar icon to select dates from the pop up calendar for easier entry.

<u>Season</u> – Choose the season in which the activity takes place.
NOTE: If you enter dates for a summer event/league, but you select Spring from the season drop down box, you application <u>WILL NOT BE PROCESSED</u>. ECAG will pull information from the database for the season that is being processed at the time. If you selected Spring and Summer application are being processed, the BBCS will not inform ECAG that your application is waiting to be processed and you will never be granted certification. SO, <mark>an error here could prove costly</mark>. It is the operator's responsibility to enter the correct season.

<u>Participant Gender</u> – Select the gender of the participating athletes. <u>No Combined Sex Applications</u> - Separate applications will need to be filed if you are conducting both a men's and women's activity simultaneously in the same location.

<u>Team or Individual Activity</u> – Select whichever applies. If the participants are coming to your activity on pre-existing teams, select Team. If the participants are registering as individuals and will be placed on a team for participation after they arrive, select Individual. Skills and Drills type camps and college summer leagues will also more than likely choose Individual. If you are conducting a team event/league, but will allow individuals to participate that you will place on teams, select "Team". When you submit your post-event review form, the first page includes a question "Although this was a Team Event, were there any individuals who were not associated with a Team?" You will also need to answer **Yes** to this question to

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avoid being asked by ECAG why participants are listed in both the team and individual participant areas of the post-event review form.

Number of Participants – Enter the number of participants that you anticipate attending. Although you may not know for sure how many athletes will be in attendance, you have to have some idea of what to anticipate in order to determine your schedule, number of locations to reserve, etc. Complete accuracy is not expected.

Type of Participants – Enter the type of prospective student-athletes that will be participating (high school or two-year college). If your activity is a college league where no prospective student-athlete will participate, answer No to both.

Participant Employment Program – Although operators are prohibited from granting free entry or reduced entry to select participants based on athletics ability or reputation, an operator may offer participants the opportunity to work (clocks, stats, etc.) to assist the athlete in earning money to apply to any fees associated with their participation provided that certain criteria are met. If you will employ participants to supplement their entry fee into the activity, answer **Yes** to this question. You will then need to enter the details of how this program will be administered later in the application.

Awards – If you will give awards, answer **Yes** and then enter a description of the awards. The awards description should include the type of award being given (team championship, three-point contest, MVP, etc.) and the kind of award being given (trophies, medals, plaques, etc.) Example: You cannot just enter MVP. You will need to identify that a trophy will be given to the MVP and to the 1st and 2nd place teams.

Entry Fee – If you are charging the teams or individuals an entry fee, you must disclose that amount here. If there are varying fees for whatever reason, enter the base fee here and then you can enter a note at the end of the application or include that information in the Reduced Entry Fee description window later in the application. Required Formatting"
- Do not include a dollar sign ($). Enter the number only.
- If the number ends in zero, use a decimal. If you are charging $100 and do not enter a decimal, the BBCS will store $1; so you will need to include the decimal when enter the number if zeros appear at the end of the number (100).

Reduced Entry Fee Program – Although 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 price provided that certain criteria are met. Permissible programs include early bird registration discounts, multiple team discounts, etc. If you will offer participants a reduction in cost for whatever reason, answer **Yes** to this question. You will then need to enter the details of how this program will be administered later in the application.

Enforcement of Educational Session (**EVENT ONLY**) – If you are requesting event certification to allow Division I coaches to attend and observe prospects, you are required to have an educational session and all participating prospective student-athletes (high school and

two-year college student-athletes – not NCAA athletes) must attend. Enter your plan for enforcing the requirement and make sure all prospects attend the educational sessions - describe what punitive measures will be taken for participants who fail to attend the mandatory session.

DO NOT ENTER THE TIMES, DATES AND LOCATIONS in this field; you will do that later on in the application.

<u>Event Packet Price</u> **(EVENT ONLY)** – Identify the cost of the coaches' packet sold to NCAA coaches in attendance. If the event is operated by a scouting service and one cost will be charged to subscribers and another cost to nonsubscribers, enter the most expensive price here and then include a detailed description in the notes section at the very end of the application as to the fee structure and reasons different costs are being incurred by coaches in attendance. Required Formatting"

- Do not include a dollar sign ($). Enter the number only.
- If the number ends in zero, use a decimal. If you are charging $100 and do not enter a decimal, the BBCS will store $1; so you will need to include the decimal when enter the number if zeros appear at the end of the number (100).

3. Click the *Save Button* and you will be directed to the <u>Activity Summary</u> page. You will be required to enter information specific to the activity regarding facilities, sponsorship, schedule of educational sessions, schedule of activities, participant-employment programs and reduced-admissions programs. You will need to access and complete each section separately.

<u>Facilities</u> –
1. Choose the *Edit Facilities Button*.
2. Choose the *Add Facilities Button*.
3. Enter the information for your Primary facility. **Always enter your primary facility first.**
4. Click the *Save Button*.
5. If additional secondary sites are being utilized, click the *Add Facility Button* and repeat the above steps.
6. Once all your facilities are entered, click the <u>Activity Summary</u> link from the breadcrumb navigation links across the top or bottom of the page to return to full application in order to choose the next category.

[Logout] [Main Page] [Activity Summary]

<u>Sponsors</u> –
1. If you indicated that your activity would not have sponsors, you will not see this section.
2. If you indicated that your activity will have sponsors, you will need to identify them here and describe their specific contribution. All sponsors that are providing funding or product need to be identified in this part of the application. All of the individuals who may have purchased advertising in your event/league printed program do not need to be included.
3. Choose the *Edit Sponsors Button*.

4. Choose the *Add Sponsors Button*.
5. Enter the name of one sponsor and their specific role/contribution.
6. Click the *Save Button*.
7. If additional sponsors exist, click the *Add Sponsor Button* and repeat the above steps.
8. Once all your sponsors are entered, click the Activity Summary link from the breadcrumb navigation links across the top or bottom of the page to return to full application in order to choose the next category.

[Logout] [Main Page] [Activity Summary]

Schedule Educational Sessions (EVENT ONLY) –
1. If you are requesting event certification to allow Division I coaches to attend and observe prospects, you are required to have an educational session and all participating prospective student-athletes (high school and two-year college student-athletes – not NCAA athletes) must attend. You will identify when the educational session(s) are scheduled here.
2. Choose the *Edit Educational Sessions Button*.
3. Choose the Add *Educational Sessions Button*.
4. Enter the date, time and location of one of the educational sessions being offered. Times should be entered in HH:MM format followed by a space and then either am or pm (no periods).
5. Click the *Save Button*.
6. If there are multiple sessions being offered, repeat the above steps until each session is added.
7. Once all your educational sessions are entered, click the Activity Summary link from the breadcrumb navigation links across the top or bottom of the page to return to full application in order to choose the next category.

[Logout] [Main Page] [Activity Summary]

Activity Schedule – Depending on whether your activity is an event or a league, the way you will enter your schedule will be different. If your activity is both, you will be required to enter information for both formats described below.

EVENT SCHEDULE -
1. Choose the *Edit Schedule Button*.
2. You will automatically be given entry fields based on the date range you entered in the beginning of your application. You will only need to enter the times for days when activities will actually take place; leave other days blank. Fields are identified by a date to assist you.
3. Enter the start time for the first athletically related activity of each day and the start time for the last athletically related activity of each day. Times should be entered in HH:MM format followed by a space and then either am or pm (no periods).

EVENT SCHEDULE

Edit the event schedule for the currently selected activity.

Day	Start Time (HH:MM am/pm)	End Time (HH:MM am/pm)
03/07/2007		
03/08/2007		
03/09/2007		
03/10/2007		

4. Remember: 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.
5. Click the *Save Button*.
6. When your schedule is entered, click the Activity Summary link from the breadcrumb navigation links across the top or bottom of the page to return to full application in order to choose the next category.

[Logout] [Main Page] [Activity Summary]

LEAGUE SCHEDULE -

1. Choose the *Edit Schedule Button*.
2. Enter a description of the league schedule in the provided blank. For Example: The league will run from June 15 to August 31. Games will be played at 6 p.m. and 8 p.m. every Monday, Wednesday and Friday.

LEAGUE SCHEDULE

Describe the League Schedule; e.g., when the League starts, when it ends, and the days of the week it competes.

3. Click the *Save Button*.
4. When your schedule is entered, click the Activity Summary link from the breadcrumb navigation links across the top or bottom of the page to return to full application in order to choose the next category.

[Logout] [Main Page] [Activity Summary]

Participant Employment Program – If you indicated that you will be offering a participant employment program, you will be required to complete this section; if you indicated that no such program exists, you will not see this section.

1. Choose the *Edit Employment Program Button*.
2. Enter a description of the Employment Program. Be very specific. For example: "Participants will have the ability to run the clock, keep the stats or work concession when they are not playing to earn $3 an hour to be applied toward their participation fee."
3. Identify the selection criteria being used to select participants. Be very specific. For example: "Participants are chosen based on financial need. Athletes that produce documentation of being on a free or discounted school-lunch program will be given the opportunity to work at the event/league to pay for their participation fees. They will be chosen on a first come first serve basis based on the date the documentation was provided."

4. Identify the Notice of Availability to inform participants that such a program exists. Be very specific. For example: "The Employment Program will be advertised in the camp brochure and website and will also be included on the registration form."
5. Click the *Save Button*.
6. Once all of the details have been entered, click the <u>Activity Summary</u> link from the breadcrumb navigation links across the top or bottom of the page to return to full application in order to choose the next category.

[Logout] [Main Page] [Activity Summary]

<u>Reduced Entry Fee Program</u> – If you indicated that you will be offering a reduced-admissions program, you will be required to complete this section; if you indicated that no such program exists, you will not see this section.

1. Choose the *Edit Reduced Fees Button*.
2. Choose the *Add Reduced Fee Button*.
3. Enter a description of the Reduced-Fee Program. Be very specific. For example: "Early-Bird Special and Multiple Team Discount."
4. Identify the selection criteria being used to select participants. For example: "Teams that register and pay entry fees prior to June 1 will be charged $20 less than those that commit later. Additionally, organizations that bring multiple teams will pay full price for the first team and half price for each additional team in attendance."
5. Identify the Notice of Availability to inform participants that such a program exists. "The opportunity for reduced admissions will be advertised in the event brochure and website and will also be included on the registration form."
6. Click the *Save Button*.
7. Once all of the details have been entered, click the <u>Activity Summary</u> link from the breadcrumb navigation links across the top or bottom of the page to return to full application in order to choose the next category.

[Logout] [Main Page] [Activity Summary]

4. Click the first *Submit Button*. After completing all the information specific to your activity, you will see the Submit *Button*. Hit the *Submit Button*. **Note: This is <u>NOT</u> the final submission. You still have a few more steps.**

Application Submittal
The application has not been submitted.
Submit

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If you do not see a *Submit Button* at the bottom of the page, your application has not been completed and therefore cannot be submitted at this time. You will need to address whatever deficiencies exist and then the *Submit Button* will appear. The bottom of the application page will identify the insufficiencies that need to be addressed. For example:

Application Submittal

The application has not been submitted.

The application cannot be submitted because of the following problem(s).

Problem Reduced Entry Fees: This activity is expected to have reduced entry fees, but no reduced entry fees have been entered.

Answer the final questions pertaining to certification legislation. There are separate questions depending on whether your activity is an event or a league and the gender of event participants. Detailed information as to why these questions are being asked and what is expected of you as the operator in regard to these requirements is outlined in the Information for Event Operators and Information for League Operators documents.

LEAGUES
The following questions are asked because this activity is a league.
* **Will you ensure no team's roster includes more than two basketball student-athletes with remaining eligibility from the same two-year or four-year college (other than a Division II or III member institution)?**

* **For each student-athlete, will you verify prior to participation that all league games be played within 100 air miles of either the student-athlete's city of official residence or the institution the student-athlete last attended?**

* **Will the league receive revenue from admission fees for games; raffles or similar activities; live television or radio broadcasts; or parking fees to attend games?**

EVENTS
The following question is asked because this activity is an event.
* **Will you ensure all individuals involved in coaching activities will be approved in accordance with guidelines established by the NCAA prior to participation?**

* **Will you ensure that prospective student-athletes will not participate in more than three games on any one day?**

* **Will you ensure that prospective student-athletes will not participate in more than five games over a rolling two-day period?**

5. Include any additional information that needs to be considered of further explanation you feel necessary in the Comments section. This would include the fee structure for participant's entry fees,

if the cost of the coaches' packet is a combined price for multiple events, etc. If you do not have enough space to include all information that you believe needs to be reported, send an e-mail to ECAG@ncaa.org to supplement your application. Be sure to identify the operator and the specific event/league to which the information applies.

COMMENTS

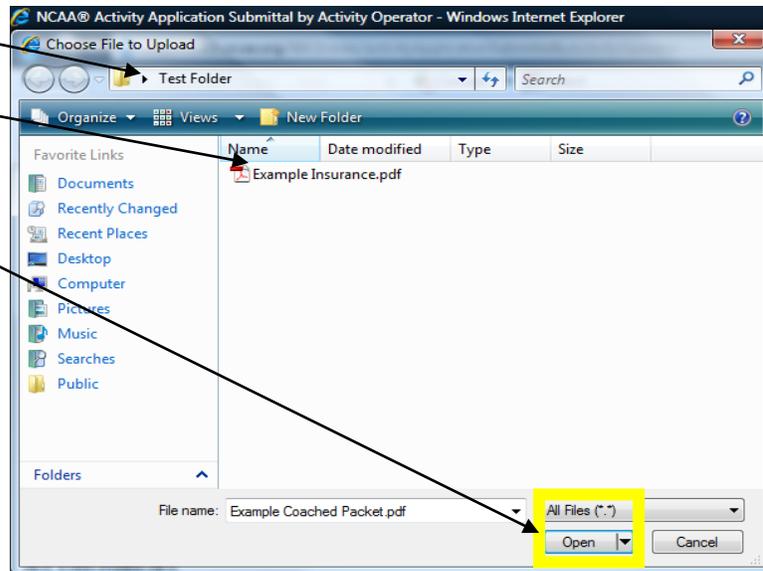Include any additional information/explanation for consideration when processing. (optional)

6. Upload your Proof of Insurance. Operator must provide proof of accident insurance for event/league participants prior to being granted certification. If your insurance policy does not exist in a single computer file (.pdf, .doc, .xls, etc.), you will need to scan and attach that documentation here utilizing the *Browse Button* to locate and upload the file. If this is not an option, you will need to send a hard copy of the proof of insurance via e-mail or facsimile to ECAG - Contact Enforcement Certification and Approvals Group. Be sure to identify the operator and the specific event/league to which the information applies in your e-mail or correspondence.

ATTACHMENT

Attach any proof of Insurance.

To Attach Your Coaches Packet:

a. Hit the *Browse Button*.

b. Locate the file saved on your local drive.

c. Select the file.

d. Click the *Open Button*.

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At that point, you will see the location of the file in the browse window.

7. Read the agreement.

8. Enter your initials as your signature. By signing the application you are verifying that the activity will be operated in compliance with NCAA requirements and that any changes or cancellations to the application will be submitted either in writing to ECAG or though the online process no later than 48-hours prior to the beginning of the activity.

9. Click the Final [Submit] *Button*.

10. After you have clicked this final *Submit Button*, you will be redirected to the Activity Summary page, which will indicate the date and time the application was submitted. This is the date that will be utilized to determine whether the application was submitted by the appropriate deadline UNLESS, the application is submitted and immediately unsubmtited to create a false submission date. If this occurs, the NCAA will not acknowledge the first date as the actual submit date. The actual date the application was submitted to be processed will be utilized as the submission date.

The date stamp and audit of activity created in the BBCS is the official date utilized to establish deadlines. An operator's ability to provide a print out of this page with a different date will not dispute the electronic date stamp. All deadlines are strictly enforced.

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11. When you return to the Activity Operator Main page, your new application will appear on the list of applications. Again, the actual word of the hyperlink is an indication of what stage that application or post-event review form is in. <mark>If the application status is Not Submitted – the application **WAS NOT SUBMITTED**</mark>.

Activity Operator Main

ACTIVITY APPLICATIONS SUMMARY

A new Activity Application row is added by clicking the Create Activity button.

Activity Name	Application Type	Participant Gender	Season	Start Date	Application Status	Event Review Status
Testing Insurance Upload	Event	Men's	S	04/01/2009	Denied	Not Started
Pending has changed to NOT SUBMITTED	Event	Women's	R	04/20/2009	Not Submitted	Not Started
SP - Test App for status designations	League	Men's	R	06/17/2009	Submitted	n/a
AM - TEST	League & Event	Men's	R	07/01/2009	Approved	Submitted

Event Year 2009 ▾ Refresh

Status designations for an Application or Post-Event Review Form
Seasons: S = Spring   F = Fall   R = Summer

The actual word of the hyperlink is an indication of what stage that application or post-event review form is in. <mark>If in a Submitted state, check back often to make sure that additional information has not been requested</mark>.

Not Submitted – Additional steps must be taken by the operator before being given the opportunity to submit. Although an application/ post-event review form may have been started and all of the required information entered, an application/ post-event review form in the Not Submitted state has not been submitted and **will not be processed**. If an application/ post-event review form is left Not Submitted, it will eventually be denied for missing the appropriate deadline. If you click the Not Submitted link to re-access the application and scroll to the bottom of the page, you will see a list of reasons that the application was not submitted similar to the one below. These issues will need to be resolved and the application successfully submitted before the application will be considered to be received and ready for processing.

Application Submittal

The application has not been submitted.

The application cannot be submitted because of the following problem(s).

Problem Facilities: All activities must have at least one facility, but no facilities have been entered.

Problem Activity Sponsors: This activity is expected to have sponsors, but no sponsors have been entered.

Problem Educational Sessions: All activities must have at least one educational session, but no educational sessions have been entered.

Problem Event Schedule: This activity is an event, but the number of days between the activity start and end dates is not the same as the number of days that have been schedule for the event.

Problem Reduced Entry Fees: This activity is expected to have reduced entry fees, but no reduced entry fees have been entered.

Submitted – Operator has successfully submitted the application/ post-event review form, but it either has yet to be processed by ECAG or ECAG has requested additional information in order to complete the processing. As long as the status indicates SUBMITTED and was done so by the appropriate deadline, it has been submitted and will eventually be processed. If a request for additional information has been made by ECAG via e-mail, there will be comments on your online application/ post-event review form from ECAG and a new deadline will be identified. Operators who have an application/ post-event review form in a "submitted" state should access that hyperlink regularly and look at the "comments" section for a request from ECAG. If a request for additional information has been sent, it will also be posted in this section of the BBCS and operators will be expected to respond by the appropriate deadlines.

Approved – The application/ post-event review form has been approved. For applications, specific dates of certification will be identified in an approval letter attached to the application/ post-event review form in the BBCS. Additionally, all certified events and leagues will be posted on the www.ncaa.org/basketballcertification. For post-event post-event review forms, an approval indicates that the event will be eligible for certification the following year.

Denied – The application/ post-event review form has been denied. A denial letter will be attached to the application/ post-event review form in the BBCS. The specific reason for the denial will be outlined in the letter.

Cancelled – The activity has been cancelled by the event/league operator. Note: A failure to cancel an activity in the Basketball Certification Online System or notify ECAG in writing no later than 48 hours prior to the activity will result in a denial of future certification.

Not Started (EVENTS ONLY) – If an event application has not been approved, the review status will be Not Stated. Operators do not have access to the post-event review form information until the application has been approved. Note: Post-event review forms should not be submitted prior to the conclusion of the event.

N/A (LEAGUES ONLY) – There is not a post-event review form requirement associated with summer leagues involving Division I student-athletes. In that regard, once a league application has been approved, the review status column will indicate that a post-event review forms is "Not Applicable (N/A)".

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