

## THE EVENT APPLICATION PROCESS:

### 1. Complete and Submit an Application.

Once the operator has obtained insurance and an approval number from First Advantage, the operator can file an application in the Basketball Certification System (BBCS) to request NCAA certification. All applications and review forms must be submitted via the online process. Applications must be submitted no later than 45 days prior to the first requested date of certification.

No Combined Sex Applications - Separate applications will need to be filed if you are conducting both a men's and women's activity simultaneously in the same location. A certification application form must be submitted each year.

All deadlines are strictly enforced. See: [Deadlines](#).

If you have not done so before, you will need to create a BBCS user account. If you already have an account, access the BBCS and log in. **DO NOT create multiple user accounts.** Once you have created an account, you can utilize that account information year after year to register multiple teams OR file multiple applications and the same account can be utilized for both coach and operator functions. You can update the contact information on your account at any time, so if your address or phone number changes, there is no need to create a new account.


Helpful information for about BBCS accounts:

- Access the [Basketball Certification Online System](#) (BBCS)
- Never logged in before? [Creating a BBCS User Account](#).
- Already created a user account? [Log in to BBCS](#).
- Forgot your username and/or password? [Forgot BBCS Username or Password](#)
- [Understanding Account Summary - Operator](#)
- Need to update your contact information? [Edit User Account Information](#)

Complete and submit an application. Step-By-Step Instructions: [Application Process - Event](#).

Note: Even if you know how to complete the process, the step-by-step guides contain information you need to know and you will be held accountable to that information.

**DO NOT** open the BBCS in multiple Web browsers or the files will be corrupted and you will destroy historical data. Corrupted files will result in an application/review form not being processed and could result in a team's inability to participate in an NCAA-certified event



The online application is not considered submitted until the "Application Status" column has changed from NOT SUBMITTED to **SUBMITTED**. Although all of the information may have been entered online, until the operator clicks the final 'submit' button the application has not officially been submitted and the application will not be processed. Leaving the application in a NOT SUBMITTED state will result in the activity not being NCAA certified.

Activity Name	Application Type	Participant Gender	Season	Start Date	Application Status	Event Review Status
	League & Event	Men's	S	05/05/2014	<a href="#">Submitted</a>	Not Started

## 2. After an Application is Submitted.

When the application is processed, if additional information is needed, the ECAG will contact the operator via the e-mail address on the BBCS user account and request additional information. Although an operator or staff member may have corresponded with ECAG utilizing a different e-mail address, when the ECAG initiates correspondence, the e-mail address on the BBCS user account and ONLY the address on the BBCS account will be utilized.

The same request for information will be posted to the “comments” section of the BBCS (although in a shortened format due to space limitations). Operators must login to the BBCS and click the SUBMITTED link to open the application, you will be able to view comments left by the ECAG at the bottom of the application. The request for additional information posted in the BBCS will be abbreviated due to space limitations, but the general inadequacies will be described. The operator will need to obtain the actual e-mail for the detailed descriptions of information required. Other activity operators cannot view these comments. For example:

### Comments

Sent: Friday, September 21, 2007 8:47 AM

You indicated that you intend to give awards for specific accomplishments, but you failed to identify the type of award being given. Awards may be trophies, medals or plaques, or the award may be a T-shirt. A T-shirt may be provided as a prize in addition to the complimentary T-shirt that may be provided to all participants in the event/league. Items of apparel other than a short- or long-sleeved T-shirt (e.g., sweatshirts, jackets, jerseys, shoes), equipment (e.g., basketballs), and/or mementos (e.g., backpacks, water bottles, etc.) may not be provided as prizes. Please submit a description of the awards being provided in the Awards Description section of the online application.

You have 10 days from the date of this correspondence to submit the required additional information. Additional information should be provided via the online application unless otherwise noted. It is always the operator's responsibility to produce proof of a timely submission.

TO MAKE CHANGES ONLINE - you must first unsubmit the review form (bottom of the page). Once changes are made, resubmit.

Operators are required to respond to all of the issues identified in the request for additional information either through the online process or in writing via e-mail, facsimile or regular post within 10 days after the request for additional information is sent/posted. The extension by which to submit the information is **10 actual days (not business days) from the date the e-mailed request was sent.**

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 ECAG has a delivery receipt that the e-mail was successfully sent, the operator will be expected to find the information posted in the BBCS and respond by the appropriate deadlines. When a request for additional information is made by ECAG, the deadline to respond will be based on the date that the e-mail was sent regardless of whether the e-mail was filtered as spam or bulk mail.

Operators who have an application in a "submitted" state should **access that hyperlink regularly** and look at the very bottom of the application for "comments" 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.

If the operator finds the Web posting of the request for information in the BBCS, but did not receive the e-mail, the operator should [Contact Enforcement Certification and Approvals Group](#) to resolve the issues as to why the e-mail was not received and to obtain the full account of inaccuracies. The operator is still expected to respond to the request for information by the given deadline because it was posted online and available to them.

The e-mail and Web posting to identify deficiencies are the only methods that will be utilized by ECAG to inform the operator that action is needed. ECAG will not telephone an operator to inform them that their application is inadequate. The request for information will not be faxed or sent via regular mail or traceable mail.

All information submitted to ECAG that cannot be submitted via the online process must be submitted in writing and NOT verbally by phone. It is recommended that all documents be sent to ECAG via some type of traceable delivery (i.e., FedEx, DHL, UPS, certified mail, etc.) as it is the operator's responsibility to verify and produce proof of a timely submission. It is advisable

- If documents are sent via e-mail, mark them for a read and delivery receipt and keep that verification as proof of successfully submitting the information.
- If the documents are sent via facsimile, keep verification of the transmission.

Again, all deadlines are strictly enforced. See: [User Account Contact Information](#) and [Deadline](#).

### 3. Decision is Rendered

**APPROVAL** - If the operator meets all appropriate deadlines, all questions are addressed and the event will be operated within certification requirements on permissible dates, the event will be approved. Once approved, an approval letter will be attached to the application in the BBCS.

The approval letter will outline the specific dates on which Division I coaches can attend. After the completion of a certified event, a Review Form must be submitted online *NO LATER THAN THREE MONTH* from the last date of certification. Deadline date for the review form will be identified in the application approval letter to avoid any confusion.

All approved events will be posted on the lists of events available on [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification). Athletics staff at Division I institutions are accustomed to checking this site to determine which events are permissible for their coaching staff to attend.

**DENIAL** - If an event application does not meet the requirements to be certified or is ineligible based on previous violations, the event will be denied. Reasons for the denial will be identified in the letter attached to the application in the BBCS.

Once the application has been processed to completion, an e-mail will be sent to the e-mail address on the operator's BBCS user account indicating that a decision has been rendered. The operator will have to access the letter to determine if the event was approved or denied. See: [Check Status of An Application](#) for instructions on how to access the letter.

If **ANY** of the information in the application changes (location, dates, times of games, number of educational sessions, etc.) or if the event is cancelled, that information must be reported to the certification staff no later than 48 hours prior to the scheduled start of the event to avoid penalties. See: [Changes made after an approval](#).

**All changes must be communicated in writing to ECAG 48 hours prior the event/league to avoid penalties.**