

Changes Made After an Approval

The Enforcement Certification and Approvals Group (ECAG) grants certification and/or approval based on the information provided in the application. Event, league and scouting service operators attest that the information provided is complete and accurate to the best of their knowledge and belief and are required to notify ECAG if any of that information changes.

If ANY of the information in the application changes (name of the event/league/service, web address, fees/price, location, dates, times of games, number of educational sessions, etc.) or if the event/league is cancelled, that information must be reported to ECAG **IN WRITING** to ECAG@ncaa.org.

Failure to report changes or cancellations by the established deadlines will render the event, league, and/or scouting service ineligible for certification/approval the following year.

Timing of Notification

To avoid penalties, changes to basketball events/leagues must be submitted no later than **48 hours prior to the scheduled start of the event/league**; changes to a scouting service must be submitted within **10 business days of the change being made**.

- **Basketball Certification** - no later than **48 hours prior to the scheduled start** of the event/league
- **Scouting Service** - **within 10 business days of the change being made**

Confirmation of Notification

Information submitted online will be time and date stamped by the online system. 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.

Deadline Reminder

Again, all deadlines are strictly enforced.

NOTE: If an activity is granted both a league and event certification and the operator notifies ECAG that the activity has been cancelled after the beginning of the league, but prior to the first certified event date, the activity will be rendered ineligible for league certification the following year but remain eligible for event certification.

Related Legislation

Related Guidelines

Adverse Actions
Deadlines