

Deadlines

All deadlines are strictly enforced and expire at **11:59 pm Eastern Time** on the designated date.

Deadlines are not speculative and therefore there is no gray area. Deadlines are either met or not met. Circumstantial details do not have an effect on whether a deadline was met or not met. Event, League and Scouting Service operators are expected to plan accordingly to make sure that all information is submitted by the subscribed deadline.

Both the **Basketball Certification Online System (BBCS)** [<http://web1.ncaa.org/BBCS/exec/login>] and the **Scouting Service System** [<http://web2.ncaa.org/scouting/admin/login>] will document and date stamp all activity within the system. In that regard, the system date for submission of applications and review forms cannot be disputed.

EVENT, LEAGUE AND SCOUTING SERVICE APPLICATIONS

INITIAL SUBMISSION -

All deadlines are strictly enforced.

Basketball Certification - All applications 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. 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.**

Scouting Service - Applications are accepted between March 1 and May 31, but approved services will not be posted prior to April 1. NCAA staff will not process applications submitted after the deadline. Deadlines are not speculative and therefore there is no gray area.

REQUEST FOR INFO -

If additional information is requested by the NCAA staff in order to process an application, all of the information must be submitted in writing via e-mail, facsimile or regular post or through the online process within 10 days after the request for additional information is e-mailed to the operator. The extension by which to submit the information is **10 actual days (not business days)** from the date the e-mailed request was sent.

Basketball Certification - 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, an abbreviated version of the request will also be posted in this section of the BBCS and operators will be expected to respond by the appropriate deadlines.

NOTIFICATION OF CHANGES -

Basketball Certification - Applications are approved based on the information submitted in the application. If ANY of the information in the application changes (names, location, dates, fees, times of games, number of educational sessions, etc.) or if the event is cancelled, that information must be reported to ECAG IN WRITING to ECAG@ncaa.org **no later than 48 hours prior to the scheduled start** of the event/league to avoid penalties.

Scouting Service - Applications are approved based on the information submitted in the application. If ANY of the information in the application changes that information must be reported to ECAG IN WRITING to scoutserv@ncaa.org.

EVENT REVIEW FORMS

INITIAL SUBMISSION -

All deadlines are strictly enforced. If an activity is granted EVENT certification to allow that attendance of Division I coaches, a separate set of information is required to be submitted called the event Review Form. All event review forms must be submitted no later than three months after the last date of certification of the event. The specific date is identified in the event's approval letter.

NOTE: If a summer activity receives both event and league certifications, it is possible that the activity may operate until August. However, since there is not a review form requirement associated with league certification, the three month requirement will be based on the last certified event date in July. Again, the specific deadline date is identified in the event application approval letter to avoid any confusion.

The Review Form can be accessed by the event operator through the **Basketball Certification System (BBCS)** [<http://web1.ncaa.org/BBCS/exec/login>] immediately after the application is granted approval. Once an event application has been approved, operators who log back into the BBCS will see the word NOT SUBMITTED under the event review column. By accessing the NOT SUBMITTED link, operators will have access to their event review form. Some of the information will be automatically populated based on the application; some will still need to be completed.

It is suggested that operators make themselves familiar with the information required in the review form prior to the event to ensure that they collect all necessary information from participants and coaches while they are attending the event and can be withheld from competition if they refuse to comply. Completing as much of the information as possible prior to the event would assist the operators in being able to expedite their review form submittal to ensure that deadlines are met.

The online review form is not considered submitted until the "Event Review 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 review form has not officially been submitted and will not be processed. Leaving the review form in a NOT SUBMITTED state will result in the denial of the review form.

REQUEST FOR INFO -

If additional information is requested by the NCAA staff in order to process an event review form, all of the information must be submitted in writing via e-mail, facsimile or regular post or through the online process within 30 days after the request for additional information is e-mailed to the operator and posted in the notes section online. The extension by which to submit the information is 30 actual days (not business days) from the date the e-mailed request was sent.

Operators who have a review form in a "submitted" state should access that hyperlink regularly and look at the "comments" from ECAG. Unlike with the application, the review form comments are not at the bottom of the page but instead will appear as the second section of the review form. 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.

Related Legislation

Related Guidelines

Changes made after an approval