

## DEADLINES:

### Applications:

All deadlines are **strictly enforced** and expire at midnight **Eastern Time** on the designated date.

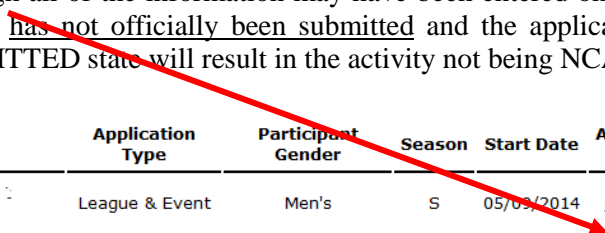
Deadlines are not speculative and therefore there is no gray area. Deadlines are either met or not met. Circumstantial details do not have an effect on whether a deadline was met or not met. Activity operators are expected to plan accordingly to make sure that all information is submitted by the subscribed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

The [Basketball Certification Online System](#) (BBCS) 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.

### Applications:

All deadlines are strictly enforced. All applications must be submitted no later than 45 days prior to the first requested date of certification.

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	05/03/2014	<a href="#">Submitted</a>	Not Started

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

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.

Applications are approved based on the information submitted in the application. 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.**

### Review Forms:

**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) 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.

#### ACTIVITY APPLICATIONS SUMMARY

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
Test Application 1	Event	R	07/06/2006	<a href="#">Approved</a>	<a href="#">Not Submitted</a>

Create Activity

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.

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	<a href="#">Denied</a>	Not Started
Pending has changed to NOT SUBMITTED	Event	Women's	R	04/20/2009	<a href="#">Not Submitted</a>	Not Started
SP - Test App for status designations	League	Men's	R	06/17/2009	<a href="#">Submitted</a>	n/a
AM - TEST	League & Event	Men's	R	07/01/2009	<a href="#">Approved</a>	<a href="#">Submitted</a>
Event Year <input type="text" value="2009"/> <input type="button" value="Refresh"/>						

If additional information is requested by the NCAA staff in order to process an event review form, all of the information must be submitted through the online process or in writing via e-mail, facsimile or regular post 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.