

Running an Activity where Division I Coaches can watch Prospects?

This document contains the basic information you need to operate an NCAA-certified event involving prospective student-athletes. It is important that event operators visit www.ncaa.org/basketballcertification frequently for updates to this information. See: [Information on the Certification Website](#)

Activity operators will be held accountable to all information posted on www.ncaa.org/basketballcertification. Failure to operate their activity accordingly will result in the denial of present and/or future certification.

All deadlines are strictly enforced.

PRIOR TO SUBMITTING AN APPLICATION:

Before submitting an application to request certification, operators will have to complete and be approved through the NCAA Participant Approval for Operators and Coaches administered by First Advantage and obtain and be prepared to submit proof of accident medical insurance coverage for event/league participants. For assistance with the Participant Approval process, see:

[First Advantage Manual](#)

APPLICATION PROCESS:

All applications and review forms must be submitted via the online process. For step-by-step instructions on how to complete the Basketball Certification System (BBCS) application and review form, see:

- [Event Operator's Manual](#)
- [Individual Event Operator's Basketball Certification System \(BBCS\) Manual](#)
- [Team Event Operator's Basketball Certification System \(BBCS\) Manual](#)

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 be processed and could result in a team's inability to participate in NCAA-certified event



Helpful Links:

- www.ncaa.org/basketballcertification
- [Basketball Certification Guidelines for the Certification Process](#)
- [Contact Enforcement Certification and Approvals Group \(ECAG\)](#)
- [Online Help and "How To" Guide](#)

**Information in this Manual may change frequently. Therefore, it is advised that operators utilize the online version and not a copy that has been printed or saved locally to ensure that they have the most current copy available.