

THE REVIEW FORM PROCESS:

1. Complete and Submit the Review Form.

If event certification was granted and Division I coaches were given the opportunity to attend and observe prospects, the activity operator will be required to submit a review form. This applies even if no Division I coaches are in attendance. Since certification was granted, a review form is required.

The Review Form can be accessed by the event operator through the [Basketball Certification Online 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 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	Denied	Not Started
Pending has changed to NOT SUBMITTED	Event	Women's	R	04/20/2009	Not Submitted	Not Started
SP - Test App for status designations	League	Men's	R	06/17/2009	Submitted	n/a
AM - TEST	League & Event	Men's	R	07/01/2009	Approved	Not Submitted

Event Year

Review Forms must be submitted no later than three months after the last certified event date. The specific deadline date is identified in the event application approval letter to avoid any confusion.

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

NOTE: If an 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.

All applications and review forms must be submitted via the online process. **All Event Participant Information (EPI) must be submitted online.** Submitting the coaches' packet is a requirement, but does not meet the EPI requirement in that the information is not entered into the online database. For team events, this means that event operators are responsible for ensuring that all participating teams register in the BBCS and "opt in" to their specific event and that all information submitted by the team is accurate.

Access the [Basketball Certification Online System](#) (BBCS) and log in.

Complete and submit the review form.

- [Review Form - Step By Step for INDIVIDUAL Events](#)
- [Review Form - Step By Step for TEAM Events](#)

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 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

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AM - TEST	League & Event	Men's	R	07/01/2009	Approved	Not Submitted

Event Year

DO NOT submit the review form prior to the completion of your event.

Doing so will restrict teams from being able to "opt in" to your event, which is necessary to complete the review form. If teams are unable to "opt in" to your event the review form will be denied and the event will not be eligible for certification the following year.

2. After a Review Form is Submitted.

When the review form is processed, if additional information is needed, 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 the NCAA utilizing a different e-mail address, 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 review form, you will be able to view comments left by the 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 (see below). 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:

Event Review Summary for Activity Operator

Activity Name AM - TEST
Activity Type League & Event
Dates of Competition 07/01/2009 to 07/05/2009
Site Director
Location
Missed Deadline
Approved
Approval/Denial Letter

[Edit Event Review](#)

Comments

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

The teams listed below appear to be in violation of the adjoining state rule, which states that all athletes participating on a team must either resided in same state as their team's official address or an adjoining state with no more than three team member(s) residing in adjoining states. Please explain why it was determined that each team met the adjoining state requirement. (team lists at bottom of this document)

Team NCAAJohn Doe

Failure to complete the review package will provide the basketball certification staff will result in the denial of future certification of the event. You have 30 days from the date of this correspondence to submit the required additional information. Additional information should be provided via the online system unless otherwise noted. It is always the operator's responsibility to produce proof of a timely submission.

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 a review form 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 was operated within certification requirements, the review form will be approved. Once approved, an approval letter will be attached to the application in the BBCS. If approval is granted, the event is eligible for certification during the same evaluation period the following year if the operator chooses to apply and successfully completes the application process.

DENIAL - If an event review form was submitted late, the event was not conducted according to certification requirements, or the operator fails to respond or to completely respond to the request for additional information, the event application will be denied. The denial of an event review form will render the event ineligible for certification during the same evaluation period the following year. Reasons for the denial will be identified in the letter attached to the application in the BBCS.

Once the review form 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 review form was approved for denied. See: [Check Status of a Review Form](#) for instructions on how to access the letter.