



Coach QuickStart Guide

ALL teams participating in NCAA-certified events MUST register in the NCAA Basketball Certification System (BBCS) - <http://bbcs.ncaa.org>.

Basketball Certification User Manuals

The ECAG Manual has been republished in smaller manuals for each specific role/function and posted to the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification. These manuals identify requirements for each role and assist participants with navigating the BBCS by providing detailed step-by-step instructions. If you download and save the PDF for easy access and reference, please be aware that updates occur frequently, and you are expected to use the most current version available.

To Do List

- **Obtain or Renew a USA Basketball (USAB) Gold License**

All individuals participating in coaching activities or sitting on the team bench at an NCAA-certified event are required to obtain a USAB Gold License. If you do not have a USAB Gold License for the current year, apply or renew a previous account online at: <https://community.usab.com/>.

WARNING - If you have applied with USAB in the past, DO NOT create a new account, log in to the account you had last year. Starting over when you already have a USAB account will prevent the account from being automatically validated and will require that you contact ECAG by phone or email to correct the number and manually validate your account, which will delay the process.

The educational component will take several hours for first-time applicants but must be completed before the application gets processed. Allow a **minimum of three weeks** for USAB to process.

It may take **24 business hours for USAB to report your approval to the NCAA** once you are licensed. Until ECAG has been notified by USAB directly and verified in the BBCS that a USAB Gold License has been issued, the account owner is blocked from performing any activity in the BBCS beyond creating a user account including team building.

- **Create or Renew a BBCS User Account and Log In.**

Do NOT create MULTIPLE accounts!! You can administer all events, leagues and teams from one account.

- Your username is your registration email address.
- Passwords must contain eight characters, upper and lower case, and a symbol (!@#%). Passwords cannot contain a word found in the dictionary. For example, the word "blue" is not allowed but you can do a variation on the word and it would accept: blu, blu3, b!ue, or another variation.
- Your password locks after three failed attempts after which you will have to wait 30 minutes before trying again. If you forgot your password, use the password reset button; Do NOT create another account.

- **Instruct ALL COACHES to Register Appropriately.**

All coaches (not just the head coach) must have a BBCS account and a USAB Gold license.

You may want to point your coaches to the instructions provide the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification.

- **Instruct ALL ATHLETES to Register with the Eligibility Center (EC)**

If an athlete is already registered with the EC, they do NOT need to create another EC account

Beginning in 2019, each athlete is required to have a valid EC account before creating or renewing their BBCS registration. You may want to provide the Athlete Registration QuickStart Guide document posted to the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification to your athletes' parents to assist them in getting registered.

- **Instruct ALL ATHLETES on your team to Create or Renew their BBCS Profile.**

Do NOT create accounts FOR YOUR ATHLETES.

You may want to provide the Athlete Registration QuickStart Guide document posted to the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification to your athletes' parents to assist them in getting registered.

- **Financial Transparency - Claim to Be or Connect to the Person of Ultimate Authority for the Team.**

Beginning in 2019, ALL teams must agree to financial transparency in order to participate in the NCAA-certified events. Because the person of ultimate authority for a team may not be the coach registering teams in the BBCS, the team registration process has been adjusted to require a coach to either acknowledge that he/she is financially responsible for the team and would be the individual who has (and will later provide the NCAA) information about the team's finances – OR – must connect the team to an organization in the BBCS that agrees to be responsible for the team.

As a result, the person of ultimate authority for an organization of teams will be required to register in the BBCS and manage the addition of teams to the organization. [NOTE: This may require the coach to inform the organization of this requirement. Instructions for registering an organization is posted to the Basketball Certification User Manuals section of www.ncaa.org/basketballcertification.]

WARNING -Coaches for organizations should NOT say they are financially responsible if the organization is the entity that will have income and expense information on file for the team because the coach's inability to provide the required financial information later may negatively impact the team's future eligibility to participate in NCAA-certified events.

BE AWARE - Coaches of teams that are part of an organization will be permitted to create their bench and rosters once a request to be added to the organization has been sent, but event operators will NOT be able to see the team's roster and the team will NOT be eligible to play in the event until the organization has confirmed financial responsibility for the team.

You CANNOT Wait!!!

Unlike in years past, late creation of your team in the BBCS may cost your team the opportunity to play!

Due to changes implemented in 2019 in response to the Commission on College Basketball, coaches MUST create their teams WELL IN ADVANCE of participating in an event. The potential need for approval by an organization for an event operator to even SEE the team's roster(s) makes it essential that the coach complete all the team building steps BEFORE arriving at an event. Do not wait until right before an event to build your team or show up to an event without a bench/roster that is identified as either "Active - Coach Financially Responsible" or "Bench Active - Organization Request Approved". The COACH is responsible if the team travels to an event with an "inactive" BBCS bench or roster and is denied participation without refund resulting in wasted travel funds and disappointed athletes and parents.

- **Create your Bench of Athletes and Coaches.**

- The BBCS uses a “bench” concept, which enables you to have a pool of available athletes and assistant coaches and rosters would later be created from the bench.
- You cannot search for a coach and invite him/her to your “bench” until that coach has their (1) USAB Gold license, (2) created or renewed a user account in the BBCS and (3) been verified by the NCAA.
- You cannot search for an athlete and invite to your “bench” until that athlete has (1) created or renewed their account in the BBCS, (2) acknowledged receipt of the educational resources; (3) completed their school information on their profile; and if flagged in the BBCS, uploaded documentation to prove their address is valid.
- Only athletes’ whose address is consistent with the NCAA residency requirements will appear in your search. See the [Athlete Address Requirements and Documentation of Proof Flow Chart](#) to better understand those restrictions.

- **Create Roster(s).**

Create a roster for each event you will attend with the athletes and coaches from your bench.

- You can create multiple rosters for a single event. Once the coach opts into an NCAA-certified event, the team name, team address and roster can be added based on the athletes and coaches in the “bench”. If the coach has more than one team going to that event, they can opt in for a second time and enter their next team’s information.
- You may need to address issues flagged by the BBCS that will require documentation. See the [Justification Alerts–Proof of Residency](#) section Team Building Step-By-Step manual posted to the [Basketball Certification User Manuals](#) section of www.ncaa.org/basketballcertification.

- **NEW – Athletic Activity Restrictions** - In compliance with the [USAB/NBA Youth Guidelines](#), a prospective student-athlete (PSA) may participate in no more than TWO games on any one day and no more than 14 hours of athletically related activities in one week. So, for team events, coaches will need to monitor games and practices to ensure that the athletes on their team(s) are compliant with both restrictions (even if the PSA is listed on multiple teams in an event). All other requirements outlined in the USAB/NBA Youth Guidelines should be considered by event operators and participating coaches as best practices.

- **Plan to Comply.**

Become familiar with information provide regarding what is required to be NCAA compliant and take steps to ensure that your team(s) complies. Be prepared to provide documentation when requested by ECAG or an event operator. Failure to comply with NCAA requirements may impact your ability to coach or your team's ability to participate in NCAA-certified events in the future.

- **NEW – Post Event Review Form for Teams**

Beginning in 2019, the person of authority for a team/organization of teams must submit information about the operation of their team/organization at the conclusion of the summer certification season. Each team/organization will be required to disclose relationships with agents/runners, boosters, and higher education institutions or representatives of higher education institutions. Additionally, the team/organization must disclose operational income and expenses with supporting documentation. Coaches will be notified more about this process through emails and online resources closer to the date of 2019 events.

