



*A Message from the Enforcement - Certification & Approvals Group*  
website: [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification)  
email: [ecag@ncaa.org](mailto:ecag@ncaa.org)

Dear Coach:

The new Basketball Certification System (BBCS) is ready for use: <https://BBCS.ncaa.org>. To use the new system, you MUST have your USAB Gold License. If you do not have your Gold License, please go to: [www.usab.com/ncaalicense](http://www.usab.com/ncaalicense) to start the process.

Coaches are responsible for ECAG manual compliance. The ECAG manual is posted online at [www.ncaa.org/basketballcertification](http://www.ncaa.org/basketballcertification). This PDF includes ECAG guidelines, legislation, and step by step instructions. Download and save the PDF for easy access and reference.

To create an account in the BBCS, coaches must register. Adult registration step by step instructions begin on **page 38** of the manual.

- **New accounts** must be created in the new BBCS: **old log-in information does not work**.
- **All coaches** must create an account, not just the head coach.
- **All athletes** must create an athlete account.
  - [Athlete flyer](#) (print off and provide to your athletes or team parents)
  - Athlete account creation directions on **page 31** of ECAG manual
- **Your username is your registration email address**.
- **Passwords must contain** 8 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 be accepted: blu, blu3, blue, or another variation.
- Your password locks after three failed attempts. Use the password reset button, **do not create another account**.

Team Building directions for the coach are located on **page 45** of the ECAG manual. Please note:

- The new BBCS uses a "bench" concept, which enables the coach to have a pool of available athletes and assistant coaches.
- The coach cannot search for and invite an assistant coach to their "bench" until that assistant coach has their (1) USAB Gold license, (2) created a user account in the BBCS, and (3) been verified by the NCAA.
- The coach cannot search for and invite themselves to their own "bench". The coach is automatically added to the "bench".
- The coach cannot search for and invite an athlete to their "bench" until that athlete has (1) created their account in the BBCS, (2) viewed the educational video, and (3) completed their school information on their profile.
- The coach cannot search for and invite an athlete whose address is not consistent with the NCAA residency requirements. Athletes from a non-adjointing state or from a different country cannot be added to the "bench". Coaches will be required to provide documentation in advance if the athlete's residency/demographic information is flagged as questionable.
- The coach can create multiple rosters for an 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 on 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.

NCAA Enforcement Certification and Approvals Group (ECAG)  
w: 317-917-6322 | f: 317-917-6073 | [ncaa.org/ECAG](http://ncaa.org/ECAG)  
letters: Post Office Box 6222, Indianapolis, IN 46206-6222  
packages: 1802 Alonzo Watford Sr. Dr., Indianapolis, IN 46202