

IF YOU READ NO OTHER EMAIL, READ THIS ONE IN ITS ENTIRETY AS YOUR TEAM WILL NOT BE ALLOWED TO COMPETE WITHOUT COMPLETING THE ENROLLMENT VERIFICATION FORM

Team Reps:

The Enrollment Verification Form (EVF) is now active in your VBReg account. **This form is required for participation in the NCVF Championships.**

As we started last year, we will be utilizing a new form/process that will allow you to complete the form electronically ahead of time (the new form and process were designed to simplify the process for teams and address the primary issues that teams have each year). I would recommend the following steps and checking off each one as you complete it to ensure the form is completed correctly and your team is eligible for the tournament:

1. Ensure your National Tournament Roster has 15 or fewer players on it (the form will only print the first 15 players on your National Tournament Roster and any other players will be ineligible).
2. Ensure that all players are eligible (consult the [NCVF Compliance/Eligibility Checklist and FAQs](#) and [NCVF Governance Rules](#) as needed).
3. Download the EVF from VBReg (Team Rep Menu > National Tournament Roster > Required Forms (at the bottom) > Enrollment Verification Form).
4. Read all instructions thoroughly and follow the instructions on Page 1 of the EVF:
 - a. Have all players write in their Student ID Numbers and sign the registrar letter (page 2).
 - b. Have Primary Team Rep and School/Club Advisor fill out the top of Enrollment Verification Form (Page 3).
 - i. Primary Team Rep is main team contact that will be **present at the tournament.**
 - ii. School/Club Advisor is school employee responsible for approving team participation. Advisor does **NOT need to attend tournament.**
 - c. Submit completed registrar letter and Enrollment Verification Form to the registrar.
 - d. Registrar should electronically submit completed form (**Page 3 Only**) directly to ntoth@ncvf.org (**form must be received directly from registrar or school/club advisor or team will not be eligible**).
5. **The form is due by April 3rd to ntoth@ncvf.org.**
 - a. EVFs received April 4th to April 11th will be subject to a \$100 late fee.
 - b. If a team has not submitted their EVF by end of day on April 11th, they may forfeit their tournament spot to a team on the waitlist.
6. The Enrollment Verification Form column on the [Tournament Registration Status page](#) will be updated as EVFs are received and approved for each team (it currently says "March 31st," this will be updated in the next few days).

Other Registration Update: Individual Player Forms/Waivers will be sent to each player through VBReg in the near future and an email will go out letting you know when those have been sent.