

REGISTRATION OFTEN FILLS BEFORE THE FEBRUARY 20TH DEADLINE. TEAMS WILL BE ACCEPTED IN THE ORDER THEY 1. COMPLETE REGISTRATION (INCLUDING PAYMENT) THROUGH VBREG; AND 2. BOOK HOUSING THROUGH TEAM TRAVEL SOURCE.

Good Afternoon Team Reps:

Quick Reminder: [NCVF Championship Info](#), [Tournament Communications as they are sent](#), [Hotel Booking Info](#), [Tournament Deadlines](#), [Entry Registration Steps](#), [VBReg instructions](#), and [Eligibility/Governance Rules and information](#) can all be found at ncvf.org.

Registration for the NCVF Championships will open through VBReg on Tuesday, January 9th at Noon EST, 9am PST and will run through February 20th. Please read all of the below points to ensure your team and players do not miss out on participating in the NCVF Championships:

1. Registration remains open through February 20th, **BUT IT OFTEN FILLS EARLIER**. Registration will be considered complete when a team has finished ALL of the following:
 - a. Registered for the regular season through VBReg (league teams are typically registered by their leagues, independent teams can register and pay their annual \$50 fee through VBReg). Please log into VBReg now to ensure that your account is active before registration opens (VBReg access issues can be sent to NCollins@ncvf.org).
 - b. Tournament registration through VBReg;
 - c. Payment received by NCVF (paid through VBReg via credit card or check sent to NCVF)
 - d. Housing booked through Team Travel Source (**this is REQUIRED**). Housing will also open at Noon EST, 9am PST on Tuesday, January 9th.
2. Teams must submit their National Tournament Rosters by February 20th.
 - a. Players can be removed at any time, but they **CANNOT BE ADDED AFTER FEBRUARY 20th**.
 - b. Rosters are limited to 15 players and 5 non-player personnel (coaches, managers, etc.).
3. Player forms and waivers will be sent out in early March.
4. Eligibility – Please check the [Eligibility/Compliance Checklist and FAQs](#) and the [NCVF Governance Rules](#) to ensure that your team and all players meet eligibility requirements. Information on appeals and exceptions can also be found on the [NCVF Governance Rules page](#).
5. Team Qualification for NCVF Championships
 - a. League Teams – Teams in good standing with an NCVF Recognized League for the 2024 NCVF Regular Season that have participated in at least two NCVF Recognized Events (league events count toward this total) are eligible for entry to the NCVF Championships;

- b. Independent Teams – Must meet Active Participation criteria by playing in at least two events that meeting the following standards:
 - i. Takes place during NCVF Regular Season prior to the NCVF Championships (January-April).
 - ii. Includes 4 or more NCVF registered teams with at least two matches being played against teams from different schools (not including B teams).
 - iii. Results submitted through VBReg by event host.
- c. Please ensure with your tournament hosts that all results will be posted through VBReg. NCVF does not have the personnel to track down results from the hundreds of events across the country each season, and if they are not submitted they cannot be used for tournament qualification or ranking/seeding purposes.

6. NCVF Championships Seeding:

- a. Teams will select one of three divisions:
 - i. Division I - Schools with overall enrollment of 15,000 or more
 - ii. Division II - Schools with overall enrollment of less than 15,000
 - iii. Division III - B and C teams from schools whose A team is participating in Division I or II. If a team is only sending its "B" team, that team will be considered the A team for the NCVF Championships and placed in D-I or D-II.
- b. Sub-divisional Splits:
 - i. Teams may be split into sub-divisions (ex: I, IAA, IAAA) within their overall divisions by the seeding committees. Teams do not choose these splits within their divisions, they are based off of season results. For example, Division I is typically split as follows:
 - 1. D-I - D-I teams seeded 1-48
 - 2. D-IAA - D-I teams seeded 49-96
 - 3. D-IAAA - D-I teams seeded 97-144

Please let us know if you have any questions that were not covered in this email. Looking forward to seeing everyone in KC!!