

Team Reps:

**If you read no other emails regarding the tournament make sure you read this one or you may not be able to participate after you arrive at the tournament.**

- 1. Player Enrollment Verification Form** – As a reminder, you must have the “Player Enrollment Verification Form” completed by your registrar. This FORM is now available on your registration account on [www.vbreg.com](http://www.vbreg.com) . You must bring this form with you to the tournament and provide it at check-in for your team to be able to participate. All players must meet the enrollment eligibility requirements. **Only the first 15 players on your roster will print on this form. If you have more than 15 players listed, you must reduce your roster to 15 before printing this form.**
2. Don't wait too late to find out that one of your teammates has dropped classes and is below the eligibility requirements and can no longer travel and participate.
  - a. All players must be “Enrolled student with a minimum of 3/4 full-time enrollment (generally 9 units) as an undergraduate student or minimum of six hours/units as a graduate student.”
3. Print out the sample verification form (attached) for you and your registrar to follow all of the instructions.

You can download the Enrollment Verification for your team on the Tournament Registration website

- >> [www.vbreg.com](http://www.vbreg.com)
- >> Nationals Registrations
- >> Rosters & Forms
- >> Enrollment Verification Form

Print out the instructions as well for your registrar so they are aware of the instructions on what they can and cannot do.

### **Enrollment Verification Form - Pre-Check Instructions**

This year we will be offering a voluntary pre-check of the Enrollment Verification Form that will give you initial feedback on your form and player eligibility. The pre-check is meant to catch as many issues as possible ahead of time, to give you additional time to rectify those issues prior to the tournament, and to keep as many people out of the "Problem Children" line as possible, but the original form will still need to pass a final examination at check in. The final examination will include all things checked in the pre-check, as well as additional verifications including, among others:

- The form is an original form with an original registrar seal, not a copy or scan.
- The form does not contain any white out, cross outs, or edits.

To complete the pre-check please complete the following steps:

1. Confirm that all information is filled out, the registrar has correctly verified each player's credits, the registrar has sealed the document, and that the form does not contain any white out, cross outs, or edits.
2. Scan or take a picture of your completed Enrollment Verification Form. If your registrar uses an embossed seal, it is recommended that you take a picture so the seal is visible OR scan the document and include a separate picture of the seal. Make sure that the scan/picture is readable and all information is visible.
3. Email the scan and/or picture to [NToth@ncvf.org](mailto:NToth@ncvf.org).
4. Wait patiently for feedback.
5. Bring the email clearance with you to the tournament with your Enrollment Verification Form.

Again, this is being done to help you identify and address any issues prior to check-in, but there will still be a final examination of the Enrollment Verification Form at check-in. **THE ORIGINAL FORM IS REQUIRED AT CHECK IN FOR YOUR TEAM TO PARTICIPATE AT THE CHAMPIONSHIP. TEAMS WITHOUT THE ORIGINAL ENROLLMENT VERIFICATION FORM WILL NOT BE ABLE TO PARTICIPATE AT THE CHAMPIONSHIP.**

Best,