

@Team Rep -

Thank you for your interest in the NCVF Volleyball Championships!!!

You are receiving this email because your team has begun the online registration process for the NCVF Volleyball Championship Tournament. **The following items must be completed by the 02 / 20 deadline for a completed entry:**

1. Online Registration

2. Payment must be completed online via credit card (preferred method) or check received by the NCVF before the deadline date. < Complete payment ASAP >

3. Completed National Tournament Roster online - www.vbreg.com < <http://www.vbreg.com/> > Nationals Registration > Roster & Forms.

*NO PLAYERS CAN BE ADDED AFTER THE 02 / 20 DEADLINE, make sure all players are on the roster even those that may be substituted if key players are injured in the next month.

4. TTS (Team Travel Source) housing reservation completed through the TTS website <<https://www.volleyballhotels.teamtravelsource.com/ncvf>>.

*To compete in the tournament, teams and coaches must stay in one of the official room blocks set up by Team Travel Source. All reservations must be made through the official Team Travel Source block. For all information regarding HOW to book housing, please click this link - TTS website <<https://www.volleyballhotels.teamtravelsource.com/ncvf>>. If you have housing questions and would like to speak to Team Travel Source, please call them at (502)354-9103 or info@teamtravelsource.com. Teams will not be accepted into the tournament housing through Team Travel Source is confirmed.

IF YOU HAVE COMPLETED THESE 4 ITEMS, YOU HAVE COMPLETED INITIAL REGISTRATION. PLAYER FORMS AND ENROLLMENT CERTIFICATION FORM WILL BE AVAILABLE IN MARCH TO COMPLETE.

More information will be sent out regarding completion of player forms. Make sure all email addresses for players on the roster are correct. These forms will be sent out to players via email and signed electronically.

Teams will be accepted into the tournament on a first come, first serve basis for entry based on registration complete date. Just because your entry is completed by the deadline does not necessarily mean you will be accepted into the tournament if we reach capacity ahead of the deadline, so get your entry completed and Entry Fee paid ASAP.

All Acceptance Notifications will be posted on the NCVF Website under the 'Registered Teams' tab. Teams can check their status during the registration window. Entries are processed on a first come, first serve basis for preferred divisions and even if an entry is received on or before the entry deadline, a team may not be placed in the preferred division if the division is full. Final division placement for teams requesting Men's Division I/IAA/IAAA OR Women's Division I / IAA / IAAA will be determined by the ranking committee based on ranking and results throughout the season. If the tournament reaches capacity, teams may not be accepted even if the entry was completed before the entry deadline.

* The last day to ADD any players to the tournament roster is Feb 20. Please make sure all your players are on the 'National Tournament Roster' before that date or they will not be allowed to be added. This includes any subs that may be brought in if one of your current players may get injured.

If you no longer plan to attend the tournament, please contact me immediately to remove your team from the list and avoid any fees associated with failing to drop out of the event. The last day to withdraw from the tournament and receive a refund is 02/20. After 02/20, withdrawal will include forfeiture of the full ENTRY FEE.

Add Players to Tournament Roster (Last day to ADD players & Coaches to the tournament roster is 02/20)

>> Login to www.vbreg.com<<http://www.vbreg.com/>> with your team account

>> Team Rep Menu

>> Nationals Registration

>> Rosters & Forms for the appropriate team

>> Add players from the team roster to the Tournament Roster --> these are 2 separate rosters for season play(Team Rep Menu - Add / Update / Print Roster<<https://www.vbreg.com/TeamRep/PlayerList.aspx>>) vs. the national tournament. Making updates to the season roster does not update the national tournament roster once players have been added.

>> Teams can only have 15 players on the tournament roster for the tournament. You can delete players from the tournament roster for no fee.

Complete Required Forms (Last day to ADD players to the tournament roster is 02/20)

>> Login to www.vbreg.com<<http://www.vbreg.com/>> with your team account

>> Team Rep Menu >> Nationals Registration >> Rosters & Forms for the appropriate team

>> The 'Incomplete' status for Forms Received(next to Rosters & Forms) will be updated as e-signatures for all players are completed in March. The deadline for Required Player & Coaches Forms will be 03/31.

-----Electronic Team & Player Forms with eSignature-----

Player & Coaches Forms

>> We will be completing the player forms online via e-signature this year.

>> Player forms will go out to each player via the email in the registration system in March, so make sure all player email addresses are completed and accurate on the roster.

Important Reminders to help guide you through the tournament registration process:

1. Teams that have not already completed NCVF team membership through their conference or by completing online NCVF team registration will be charged the higher (additional \$250) non-NCVF member rate for tournament entry. Please ensure your NCVF status is ACTIVE before you complete tournament registration or you will be charged a non-NCVF member rate.

2. A player enrollment verification (available in March) must be completed by the university registrar/designee for every player on the roster and delivered at the time of tournament check in.

3. No players will be allowed to be added to the tournament roster after stated deadline - February 20. Any players that have any remote possibility of attending the tournament must be added before this deadline. You can remove them for no charge after the deadline if they do not end up going but NO PLAYERS CAN BE ADDED AFTER FEBRUARY 20.

4. Entries are processed on a first come, first serve basis for preferred divisions and even if an entry is received by the entry deadline, a team may not be placed in the preferred division if the division is full.

5. If a team decides to drop out of the tournament after the entry deadline has passed there will be no refund of the tournament entry fee unless the team is on the waitlist and does not get into the tournament.

6. Teams are responsible for reviewing all information on the National Tournament Page and NCVF Governance Rules<<http://www.ncfvolleyball.org/Pages/nationals.aspx>> found on the NCVF Website National Tournament page to ensure that their team and all players are eligible under these published rules and regulations. If a team is found to be in violation of any of these rules and regulations, the team is subject to penalties and sanctions up to and including expulsion from the event at any time.

7. A team representative must check in the team on Wednesday at the Convention Center from 4:00-8:00PM and attend the Captains Meeting at 8:15PM so travel arrangements should be made accordingly. There will be a late check in fee assessed for any teams that must check in after this time.