

Entry / Registration Process

Chapter

5



**April 5 – April 7, 2012
Kansas City Bartle Hall
Kansas City, Missouri**

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ENTRY APPLICATION PROCEDURE

The entry application represents a team's roster of participants, which has been completed by the Team Representative through the NCVF Online Registration System.

Use the NCVF Tournament Registration System – www.vbreg.com:

- Login with existing account/create new account
- Teams are limited to 15 players. All individuals listed on the roster are required to be registered as members of USAV by completing the Limited Membership Form provided. Any coaches, assistant coaches, or team reps travelling and working with the team must be added as team representatives during registration and complete the Limited Membership Form.
- Enter your team into the event once you have completed all the team entry data (player and team information).
- Select Tournament Roster from your NCVF Season Roster by selecting players that will be attending the national tournament.
- Print the entry form/invoice once the team is entered in the event.
- Please make check payable to: **USA Volleyball**. On the Memo line of your check, **PRINT** the team name and division. Staple the check to the entry form/invoice
- Ship via **UPS** or **FedEx**, the completed Entry Form/Invoice with attached check to:
 - USA Volleyball National Office
 - Re: 2012 Collegiate Club Volleyball Championships
 - 715 South Circle Drive
 - Colorado Springs, CO 80910-2368
- Login to the THS Housing system and make room reservations at a tournament hotel using the team name and division listed on your entry form. See Required Housing policy in Chapter 6 of the tournament manual.
- If you have questions or problems, contact Doug Hinton at dhinton@ncvfvolleyball.org or Irina Damy at the USAV National Office at irina.damy@usav.org

NOTE: Your entry is not considered complete, and will not be processed until the following is met:

- Proper Entry Fee must accompany entry form.
- Housing reservations completed through THS
- All required forms listed below must be received by USA Volleyball by their established deadline.
 1. USA Volleyball Limited Membership Form - completed and signed by each individual team member.
 2. USA Volleyball Code of Conduct Form - completed and signed by each individual team member.
 3. NCVF Code of Conduct form completed for each team with all players signing the form
 4. NCVF Medical Waiver & Release of Liability form - completed and signed by each individual team member.

Failure to follow these procedures will jeopardize or delay the acceptance of your entry application. No team will be granted entry into the championships until USA Volleyball has received all **COMPLETED** required forms and signed by the appropriate authority. Incomplete forms will not be accepted. Do not fax entry application forms to USA Volleyball.

ENTRY FEES

Level	Entry Fee
NCVF Members & USAV Members	\$900
NCVF Members/Non-USAV Members	\$950
Non-NCVF Members	\$1250

***NCVF Members** are teams that have completed team registration and paid the team registration fee via the online NCVF Team Registration System (<http://ncfvolleyball.org/NCVFTeamRegistration.aspx>)

***USAV Members** are teams that have completed team and player registration for all players on the roster and paid the associated fees through their local USAV region to compete in sanctioned USAV events.

REFUND POLICY

Any team that is denied entry into the NCVF Collegiate Club Volleyball Championships will receive a full refund.

NO ENTRY FEE, OR ANY PORTION OF SUCH FEE, will be refunded to a team that withdraws from the tournament **AFTER** the entry fee payment is received.

USAV shall issue **NO REFUNDS** when an individual or a team decides not to attend, or is unable to attend the tournament for reasons pertaining to acts or threats of war, acts or threats of terrorism or a health risk alert.

When the tournament is canceled or interrupted due to acts or threats of war, acts or threats of terrorism, or a health risk alert, event entry refunds will be made to individuals or teams on a prorated basis once all out-of-pocket expenditures for the canceled or interrupted event have been settled from such fees.

ENTRY LIMITATION

It may be necessary to limit the number of entries into one or more of the tournament divisions because of the anticipated number of entries into the tournament. The Championship Committee reserves the right to establish an entry limitation in the best interests of the tournament, the Event and participating teams once the guarantee has been satisfied (see below).

- The guaranteed maximum number of teams that will be accepted into the tournament is 48 teams per division. Some divisions will be limited to 24 or 36 teams based on capacity and interest.

GUARANTEED ENTRIES

Teams that are ranked in the Top 25 of the Men's or Women's Poll previous to the tournament entry deadline will be given priority entry into the appropriate division classification provided their entry packet is completed by the published deadlines. Automatic entry will not be guaranteed for teams that do not have a completed entry by all published entry deadlines.

USA VOLLEYBALL PARTICIPANTS' CODE OF CONDUCT

All USA Volleyball registered participants are required to sign the Participants' Code of Conduct when they originally register with USA Volleyball.

The NCVF is responsible for clarifying all questions pertaining to the team and player eligibility of entrants for this Event. The NCVF has jurisdiction over all eligibility issues up to the date a team / participant arrives

Player Verification: The court officials will be conducting random and periodic ID checks during competition. Teams must have pictured IDs for each playing participant on the roster at all times during competition. It is to be shown upon request to a court official or authorized representative of the Championship Committee.

Once a participant arrives the Event Arbitrator will be responsible for all questions of ethics relevant to the Event in conjunction with the Director of Competition.

ROSTERS

For all divisions, a maximum of fifteen (15) players may be listed on the roster.

A school photo ID will be required to establish identify of players prior to each match at the court during competition.

DEADLINE DATE	ACTION	FEE
February 24, 2012	Online rosters must be completed. (Online rosters will be locked as of this date)	No Charge
February 25, 2012 – February 29, 2012	Changes to existing player information (numbers, position, height, etc.) Changes must be requested via email- rosterchanges@ncvfvolleyball.org	No Charge
March 1, 2012 – April 3, 2012	Changes to existing player information (numbers, position, height, etc.) Changes must be requested via email- rosterchanges@ncvfvolleyball.org	\$25
February 25, 2012 – April 3, 2012	During this time, adding players to the roster can only be made with approval from tournament director (Doug Hinton) Changes must be requested via email- rosterchanges@ncvfvolleyball.org Addition of participants to the roster (must complete all required forms including enrollment verification and bring to check in)	\$25
April 4, 2012 at Check In	Any roster additions (must complete all required forms including enrollment verification and provide at check in)	\$50

After the entry form has been submitted, the following procedure is used to request any change to the original entry / roster.

Team Representatives:

- Prior to the **February 24** roster change deadline you may re-enter the on-line entry system to access your data using your username and password, complete player data and add the player(s) to your roster. After the **February 24** roster deadline you will need to follow the directions in the table above. Change fees are required for adding players or making changes according to the schedule above.
- All required forms and signatures must be completed for any new players that are added.

VERIFICATION OF ENTRY IN THE TOURNAMENT

- Teams will be able to check the progress of their team entry online. Entry status will be available online.
- ALL teams that submit complete and accurate materials will receive an e-mail notification.
- Teams may check the NCVF Volleyball website, www.ncfvolleyball.org to verify their entry.

REGISTRATION CHECKLIST

ALL checks must be made payable to **USA Volleyball**. On the Memo line of your check **PRINT** the team name, gender, and division. It is required that you complete all items in this section:

Team Registration Required Items	Entry Deadlines
Initial Online registration must be completed on the NCVF website - http://ncfvolleyball.org/nationals.aspx	Jan 2, 2012 – Feb 24, 2012
<p>Print out the Tournament Invoice and attach check. Payment must be received by USA Volleyball before the entry deadline. On the Memo line of your check PRINT the team name and division. Make check or money order payable to USA Volleyball and ship via UPS or Federal Express to:</p> <p style="text-align: center;">USA Volleyball National Office Re: 2012 Collegiate Club Volleyball Championships 715 South Circle Drive Colorado Springs, CO 80910-2368</p>	<p>Payment Deadline</p> <p>February 24, 2012</p>
Roster form completed online. Reps must complete the tournament roster by transferring players from the NCVF season roster.	Feb 24, 2012
<p>THIS IS A CHANGE FROM LAST YEAR – ALL FORMS MUST BE IN BY THIS DEADLINE</p> <p>All required forms below must be completed, signed and shipped via UPS or Federal Express to USA Volleyball. All required forms include:</p> <ol style="list-style-type: none"> USA Volleyball Limited Membership Form - completed and signed by each individual team member. USA Volleyball Code of Conduct Form - completed and signed by each individual team member. NCVF Code of Conduct form completed for each team with all players signing the form NCVF Medical Waiver & Release of Liability form - completed and signed by each individual team member. <p style="text-align: center;">Ship forms to: USA Volleyball National Office Re: 2012 Collegiate Club Volleyball Championships 715 South Circle Drive Colorado Springs, CO 80910-2368</p>	<p>Must be received no later than February 24, 2012</p>
<p>Enrollment verification forms will be available online by March 2 for team reps to print out and complete. This form will need all participants' signatures, and must also be signed by sport club director/university designee and the university registrar. This form can only be turned in during on-site registration at the Kansas City Bartle Hall. DO NOT ship this form to USA Volleyball. If enrollment verification forms are not presented at the on-site registration area, that team will not be allowed to participate.</p>	<p><i>April 4, 2012</i></p> <p><i>At Tournament Check In</i></p>

Notes

- Tournament Entries will be accepted beginning January 2, 2012 with the entry deadline at midnight on February 24, 2012. Please note that many divisions fill prior to the entry deadline and by having a complete entry in by the entry deadline does not guarantee entry. All entries will be marked with an "Entry Complete Date" that will be used to determine the order of accepted teams as division reach capacity. The sooner a completed entry is received, the better a team's chances of being accepted into the championships in their preferred division. NCVF Members will receive preferred status for the appropriate division if their entry is received by February 3, 2012.