

## Club Presidents Registration Guide

Season: 2023-2024

### Registration Summary

As the primary contact for your club, you must complete the below minimum mandatory club president registration requirements. Membership registration for 2023/24 season opens August 9<sup>th</sup> at 9:00 am MT. **If your clubs took advantage of the RE-SIGNING PERIOD or the EARLY SIGNING PERIOD, you must register between August 9<sup>th</sup> and August 31<sup>st</sup>, 2023.**

<b>Person in Authority (PIA)</b> Mandatory Requirements: <ul style="list-style-type: none"> <li>• <b>CRC</b></li> <li>• <b>SST</b></li> <li>• <b>SDF</b></li> </ul>	<ul style="list-style-type: none"> <li>• Start your Criminal Record Check (<b>CRC</b>) on <a href="https://sterlingmybackcheck.com">Sterling MyBackCheck.com</a> OR to confirm issue date &amp; sharing history <a href="#">Login to your myBackCheck account</a></li> <li>• Safe Sport Training (<b>SST</b>) on <a href="#">The Locker</a></li> <li>• <b>NEW FOR 2024:</b> SDF questions are included in the membership registration</li> </ul>	<ul style="list-style-type: none"> <li>• valid 3 years</li> <li>• valid until a new course is created</li> <li>• annual</li> </ul>	<ul style="list-style-type: none"> <li>• \$26.25</li> <li>• Free</li> <li>• Free</li> </ul>
<b>Membership</b>	Club President Membership & Screening Disclosure Form ( <b>SDF</b> ) on <a href="#">VRS-Sportlomo Membership Registration</a>	annual	\$21.81
<b>Club Approval Application</b>	Apply on the <a href="#">Event Registration Portal for Volleyball Alberta</a>	annual	\$108.76

### Person in Authority (PIA) Checks

Prior to becoming an Active Member, leaders must complete 3 mandatory requirements, please click the links in the above summary table. These can, and must, be completed PRIOR to purchasing the annual membership by going to the sites directly.

### Membership



**NEW FOR 2024** Register To Your Club: [Member Registration Portal – Find Your Club](#)

Registering directly to your club will add your membership to your Club, VA & VC.

If your club is not listed, please contact Volleyball Alberta's Membership Services Coordinator, Julie Noel at [info@volleyballalberta.ca](mailto:info@volleyballalberta.ca)

Presidents, select the [\[2024 Leader – Club President\]](#) OR [\[2024 Multi Role Package\]](#) membership from the list of available membership types

[\[Register/Renew\]](#)

You need to log in or create a SportLoMo account to continue registration on Sportlomo

[\[sign up\]](#) or [\[Log In\]](#)

Once logged in, make sure that your Club Name is displayed in the Association dropdown on the top/centre banner. You may need to toggle to your club if your account has multiple Association affiliations. Memberships must be added to the appropriate Club/Association for the Club Administrator to see it and to meet the various event registration membership requirements.

Register/Renew Membership [Add/Renew] review QTY. If you have multiple roles, enter QTY 1 to the **Multi-Role Package** and check all your roles. See: Multi Role Registration (video), only pay the highest fee per category.

[continue]

- **Profile Details:** answer all the required (bolded) fields on the registration form
- **Waivers:** read the waivers, make sure you scroll down on all of them, click to accept & e-sign
- **NEW FOR 2024: SDF:** answer all the Screening Disclosure Form questions
- **Payment:** then you will be brought to the payment page

**Fees & Benefits:** Go to the VA website [Registration > Fees](#) page, Volleyball Alberta (VA) Membership Fees Participant Fee Structure - 2023-2024 document.

New Members, make sure to [\[activate account\]](#) from the registration confirmation email received after signing up for an account on Sportlomo.

**NEW FOR 2024:** All Leader membership types will be “**Awaiting Approval**” until Volleyball Alberta (VA) manually verifies the individual has an active **CRC, SST, SDF & Membership**. Once confirmed, the VA screening designate for each department will change the member status from “**Awaiting Approval**” to “**Active**”. Members need to be “**Active**” to register for events and to be rostered. This may take up to 4 business days in peak registration times for members with completed and clear **CRC, SST, SDF & Membership** to process quickly. Outstanding items will result in more time. Please have your PIA mandatory requirements (**CRC, SST**) done before purchasing your membership & completing your (**SDF**) so our office can activate your membership quickly during our approvals process.

If you need to follow up on a member status that is “**Awaiting Approval**” for more than 4-business-days, please email the appropriate VA Department Screening Designates: [Staff Directory](#)

- **Administrators/Volunteers:** Julie Noel
- **Coaches:** Mike Ling
- **Referees:** Robyn Bishop
- **Support Staff, all departments:** OPEN (support staff will be hired by Volleyball Alberta)

## Club Approval Application Process

To begin your club registration, go to: [Event Registration Portal for Volleyball Alberta](#), Checkout total should be: \$108.76

- Form Title: [\[2023/24 Volleyball Alberta Club Approval Form\]](#)

You will be asked to provide the following information for your club:

- **Basic Info:** Club name, year club was formed, city/town, club email, club website, girls/boys teams offered
- Person Responsible for the Club: Club President (Primary Contact), Club Administrator (Secondary Contact), PIA Screening Designate, Coaching Requirements Designate.
- **Governance:** Details on the club’s governance and board of directors
- Provide the name of the person responsible for the management of coaches in the club
- **Safe Sport:** Confirm that you have read and will ensure all coaches in the club are aware of the coach eligibility requirements
- **Confirm that all Persons of Authority within the club will complete their CRC, SST, SDF & Membership registration prior to allowing an individual to participate in its programs or activities**
- **Procedures, Policies and Best Practices:** Agree to uphold the procedures and policies of Volleyball Canada and Volleyball Alberta and Confirm the club’s good standing status within Canada or internationally.

## Next Steps: Club Portal, Team Registrations

Club Presidents, please (please, please) make sure your PIAs: **CRC, SST, SDF & Membership** are all **ACTIVE** to avoid any registration delays. If one of your PIAs is not found, or expired, when checking the sites for requirements this will delay

the process and VA will email you to follow up on outstanding items. During this time, your membership will remain in the status of **"Awaiting Approval"** and you will not have access to your Club Portal dashboard and will not be able to register for events/programs/courses.

### **Returning Clubs** **NEW FOR 2024**

Your Club Portal dashboard will be deactivated on August 31<sup>st</sup> at 11:59 pm (the last day of the 2022/23 membership year) and reactivated once your 2023/24 Club Approval Application Form has been approved. To avoid any interruptions to your Club Portal Access, registration will open on **August 9<sup>th</sup>** at 9:00 am MT. Clubs that submit their new Club Approval Application between August 9<sup>th</sup> and August 31<sup>st</sup>, 2023, and meet the approval requirements, will become and remain active for the 2023-24 season.

### **New Clubs**

Volleyball Alberta will take the information received from your Club Approval Application to create your Sportlomo Club Portal. This may take up to 4 business days in peak registration times.

Once your Club Approval Application Form has been approved, you will receive an email with your Club Portal Username & Password. Volleyball Alberta's Membership Services Coordinator, Julie Noel, will also follow up by email to schedule your club onboarding training session. Email: [info@volleyballalberta.ca](mailto:info@volleyballalberta.ca)

It is in your Club Portal that you will be able to create your teams, add players, and complete your club team registrations for Premiers, Provincials & Nationals. (**same as last season**)

See the [Club Administrator Registration Guide](#) for Club Portal and Team Registration instructions. This document includes details on the following:

#### **Initial club portal set-up steps include:**

1. Profile Information: Club Details > [Edit Profile](#) **NEW FOR 2024** this is what links to VA's Club Locator
2. Begin Selling: Membership Setup > [Begin selling](#)
3. Club Portal Admin Access: Settings > [Manage User Accounts](#)
4. Members > [View Members](#)

#### **Team Registration steps include:**

5. Club creates [Roster Sheets](#) (Official Team Roster), and registers into Premiers, Provincials, Nationals
6. Roster Edits – add/release players and coaches to their [Roster Sheet](#)

#### **Member Registration steps, see:**

7. Member Registration Portal: Settings > [Registration Setup](#) > Member Registration Portal link for [your club]
  - Available Resource: **Club President Registration Guide**
  - Available Resource: **Club/Team Personnel, Volunteer Guide**
  - Available Resource: **Referee Registration Guide**
  - Available Resource: **Youth Player Registration Guide**
8. Person in Authority Checks (PIA's) > [Qualifications](#) > [Credentials](#)
9. Insurance

#### **Membership Questions?**

Contact: Julie Noel | Coordinator, Membership Services | Email: [info@volleyballalberta.ca](mailto:info@volleyballalberta.ca)