

Club Presidents Registration Guide 2024-2025 season

Registration Summary

As the primary contact for your club, you must complete the below minimum mandatory club president registration requirements. Membership registration for 2024/25 season opens August 1st at 9:00 am MT. All returning clubs must register by August 23. New clubs wanting to participate in the 2024/25 season must complete the Club Approval Form by September 30.

Person in Authority (PIA) Mandatory Requirements: <ul style="list-style-type: none"> • CRC • SST • SDF 	<ul style="list-style-type: none"> • Start your Criminal Record Check (CRC) on Sterling MyBackCheck.com OR to confirm issue date & sharing history Login to your myBackCheck account *NEW For 2025: see notes below regarding dates needing to start a new check now to receive membership approval and activation. • Safe Sport Training (SST) on The Locker • SDF questions are included in the membership registration 	<ul style="list-style-type: none"> • valid 3 years • valid until a new course is created • annual 	Cost including Taxes and fees <ul style="list-style-type: none"> • \$26.25 • Free • Free
Membership	Club President Membership & Screening Disclosure Form (SDF) on VRS-Sportlomo Membership Registration	annual	\$21.81
Club Approval Application	Apply on the Event Registration Portal for Volleyball Alberta	annual	\$108.76

Person in Authority (PIA) Checks

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

***NEW For 2025:** This fall, to comply with Volleyball Canada competition regulations, we can only approve PIAs whose CRC backchecks are valid through June 30. This is to reduce the number of leaders needing to be re-checked in-season and prior to Provincials and Nationals. This means if a member's CRC is expiring between August 1st, 2024 and June 30th 2025 they must start a new check now to receive membership approval and activation for the 2024/25 season.

Membership



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

www.volleyballalberta.ca

Membership Registration Step-by-Step Instructions for Club Presidents

Start your Membership Registration on the Volleyball Alberta Club Locator page powered by Sportlomo.

URL: <https://volleyballalberta.sportlomo.com/>

Select your club

Choose the [2025 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 2025:** visit <https://sportconsent.ca/login> to review a 15min video and sign the Abuse-Free Sport Participant Consent Form.
- **SDF:** answer all the Screening Disclosure Form questions
- **Payment:** then you will be brought to the payment page

Fees & Benefits: Are posted on the VA website [Registration > Fees](#) page, Volleyball Alberta (VA) Membership Fees Participant Fee Structure - 2024-2025 document.

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

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.

For more information, please visit our website’s PIA Checks page:

<https://www.volleyballalberta.ca/persons-in-authority/>

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: [\[2024/25 Volleyball Alberta Club Approval Form\]](#)

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
- **NEW Competitive Teams:** List the number of teams your club intends to register for VA Premiers & Provincials.
- **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 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/workshops.

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 The onboarding process includes introductions to the following platforms:

Sportlomo = Volleyball Registration platform. **Stripe** = Sportlomo's Payment Processing platform.

Sterling myBackCheck = CRC online platform, all checks MUST BE completed through this platform.

The Locker = National Certification Program (NCCP) platform.

Volleyball Canada Coaching Centre = Coach education and certification in volleyball platform.

Abuse-Free Sport: Participant Consent

It is in your Sportlomo 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.

www.volleyballalberta.ca