

Club Presidents Registration Guide – New Clubs

As Club President, you are responsible for completing your own registration requirements and ensuring your club meets Volleyball Alberta's annual requirements for admission in accordance with the [VA Membership & Registrant Policy](#).

This guide walks you through each step in the order it should be completed.

Registration Checklist

Step 1 — Complete your Person in Authority (PIA) requirements

- Membership Registration, register as Club President
- Criminal Record Check (CRC)
- Safe Sport Training (SST)
- Screening Disclosure Form (SDF)

Step 2 — Complete your Club Approval requirements

- Submit Club Approval Application
- Upload required attachments
- Complete Club Roles

Step 3 — Volleyball Alberta review

- Membership Services reviews application
- Club status issued

Step 4 — Club onboarding

- Administrator setup
- Club Portal review
- Questions & training

Step 5 — Maintain compliance

- Keep Roles updated
- Keep Attachments current
- Complete screening for all Persons in Authority
- Stay current with policies and competition regulations

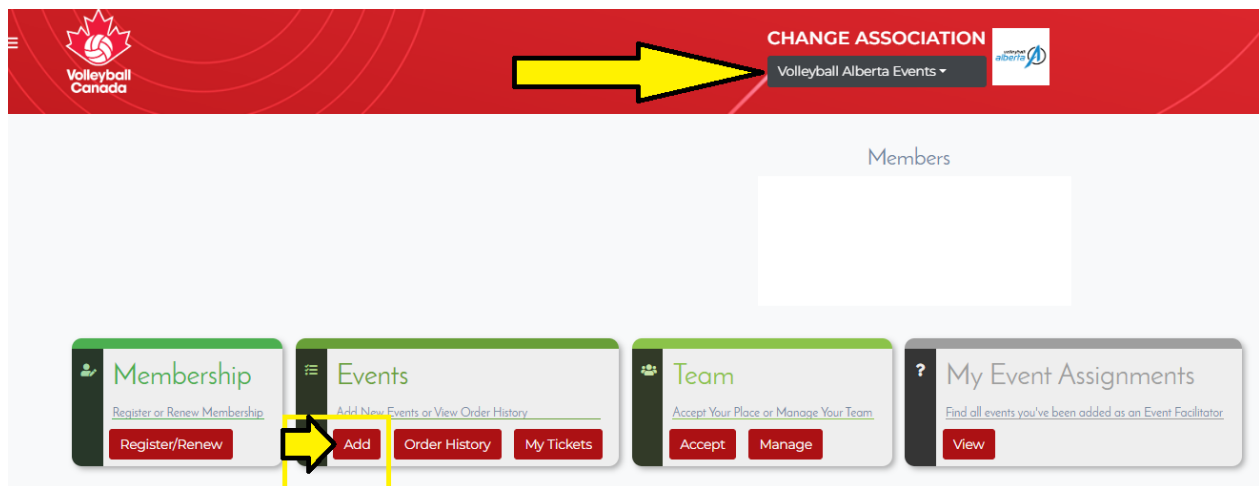
Step 1 – Membership Registration & Person in Authority (PIA) Requirements

Follow the Leader Membership Registration Guide.

Step 2 – Club Approval

Once your President membership is complete, submit your Club Approval Application through Sportlomo.

- Purchase the application through the [Volleyball Alberta Events portal](#)
 - Member Login
 - Change Association to: Volleyball Alberta Events
 - Events Card > Add
 - Search Event Name: Club Approval Application



Attachments & Club Roles

New clubs do not have access to a Club Portal until their Club Approval Application has been reviewed and approved. As part of the application process, new clubs will upload their required attachments and provide their required Club Role Profile information directly within the Club Approval Application. Once approved, a Club Portal will be created, and clubs will be responsible for maintaining their Club Attachments and Club Role Profiles throughout the season.

Step 3 – Volleyball Alberta Review

Membership Services will review:

- Membership
- PIA requirements
- Club Approval Application
- Club Attachments
- Club Roles

If additional information is required, your Club President will be contacted.

Step 4 – New Club Onboarding

Once approved, we'll schedule your onboarding meeting.

Topics include:

- Club Portal
- Membership requirements
- Club resources
- Registration process

Step 5 – Throughout the Season

Clubs are responsible for:

- Keeping Club Roles up to date
- Keeping Attachments current
- Ensuring all Persons in Authority meet screening requirements
- Reviewing updated policies
- Monitoring Volleywire Newsletters and targeted eBlasts
- Following Volleyball Alberta and Volleyball Canada regulations