

Club Presidents Registration Guide – Returning 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 — 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

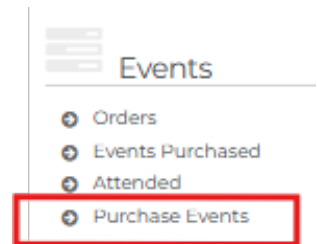
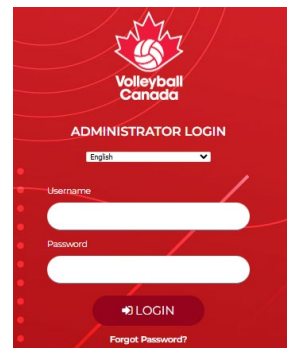
Follow the Leader Membership Registration Guide .

Step 2 – Club Approval

Once your President membership is complete, submit your Club Approval Application through your Sportlomo Club Portal (Administrator Login).

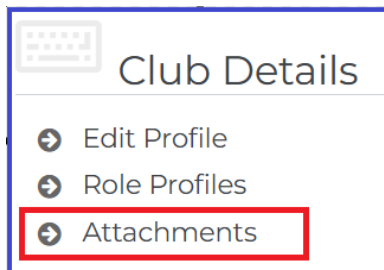
Tip: Always log out of your Member Account before logging in to your Administrator Account. Having both accounts open can cause system errors.

- Login to your [Sportlomo Administrator Account](#)
 - Administrator Login
 - Purchase Events
 - Search Event Name: Club Approval Application



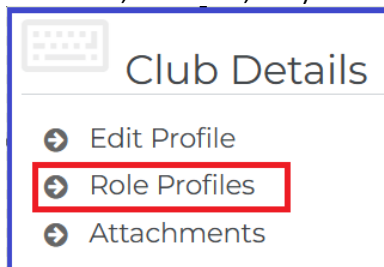
Attachments

Review and update your Club Attachments, ensuring all required documents for your registrant type are uploaded and current.



Club Portal Roles

Review and update your Club Role Profiles, ensuring the President/Owner, Primary Club Portal Administrator, PIA Screening Designate, Coach Educator, Club 3rd Party Liaison, and all governance positions (e.g., Vice-President, Secretary, Treasurer, Directors, etc.) are assigned and current.



Step 3 – Volleyball Alberta Review

Membership Services will review:

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

Step 4 – Throughout the Season

Clubs are responsible for:

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