



## Club President Registration

How To, 2022-2023 season

### Insurance

Volleyball Alberta (VA) provides accident and liability insurance for volleyball clubs throughout the province. Club Presidents will need to register their club, teams and make sure their coaches, volunteers and players have an active VA membership.

Volleyball Alberta registered clubs, executives, managers, coaches, volunteers, and players must complete their registrations online on the Volleyball Registration System powered by Sportlomo (VRS-Sportlomo) for the 2022-23 season.

### Why Liability Insurance?

Because no matter how careful you are, accidents happen. And you can be sued by anyone who claims injury or damages resulting from your activities. You may not be liable, but you will need to be defended in court. A liability policy will pay for this defence as well as any costs awarded against you. In short, liability insurance gives you peace of mind.

### Who is Insured?

Volleyball Alberta's Commercial Liability Policy and Sports Accident Policy covers our Registered Members (Athletes, Board Members, Coaches, Managers, Referees, Staff & Volunteers) throughout the membership year (September 1 – August 31) but only while acting within the scope of their duties on behalf of Volleyball Canada; Volleyball Alberta and affiliated Clubs/Teams. Spectators are also covered under both the Commercial Liability Policy and Sports Accident Policy.

\* A club should seek additional insurance (monoline property policy) if they have property they want coverage for (i.e. owned premises, equipment)

\*\* The Director's and Officers Liability noted on the coverage pertains to Volleyball Alberta Director's & Officers. Clubs should secure their own coverage for their Director's & Officers.

### Activities Covered

Members are covered while participating in Provincial and National sanctioned or approved events. These may include competitive or recreational and related activities. (i.e Premier series, Provincial and National championships and Sanctioned tournaments, clinics, camps and social activities).

### Certificate of Insurance (COI)

Clubs are frequently asked to provide a Certificate of Insurance to municipalities, school boards, privately owned facilities, etc. when signing rental agreements. Comprehensive general liability insurance on an occurrence basis is something Volleyball Alberta can provide to registered clubs in good standing. Our limits of liability coverage for commercial general liability - bodily injury and property damage liability - the amount of insurance limit is \$5,000,000. Most facilities ask for a minimum of Two Million inclusive limits of liability. Our limit for commercial general liability is Five Million.

Volleyball Alberta requires all clubs and leagues to register with Volleyball Alberta and Volleyball Canada prior to issuing Certificates of Insurance.

Please submit your COI request using our online request form: [Request for Certificates of Insurance](#)

For more information on the summary of coverage, claims, and insurance FAQ's, go to:

<https://www.volleyballalberta.ca/who-we-are-insurance>

## How To Register – Club President

We ask that the Club President complete the following steps:

### Step 1: Membership Registration & Person in Authority Screening Requirements

As the Club President, you must register as a Club President. This membership type is subject to the Person in Authority Checks. All membership categories that are subject to the Person in Authority Checks must complete the following in order to be approved as a member in good standing with Volleyball Alberta and Volleyball Canada.

1. [VRS-Sportlomo Membership Registration](#), Select: [2023 Leader - Club President] Membership overall fee \$21.81
2. [Sterling MyBackCheck](#), Background screening, \$26.25
3. [Safe Sport Training](#), Free
4. [Screening Form](#), Qualifications Survey, Free

#### [What are the Person in Authority Checks? FAQ document](#)

To begin your registration, go to: [Member Registration Portal for Volleyball Alberta Membership](#)

Select: [2023 Leader – Club President]

[register]

Individuals need to login or create a SportLoMo account to continue registration with Volleyball Alberta Membership.

[sign up] – [create account]

[continue] answer all the required (bolded) fields on the registration form. Read the waivers, click to accept the waivers, sign and continue to payment.

**Fees:** \$19.70 + service fee

**Checkout total should be: \$21.81**

[activate account]

Club Presidents must make sure all members of their club have an active VA membership. Scroll to the next page for instructions on: [How To Register – Youth Player](#)

### Step 2: Club Approval Application Process

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

- Form Title: [Volleyball Alberta Club Approval]

You will be asked to provide your club information (name, city, email, website, female/male teams offered, main contact, etc), and details on the club's governance, board of directors, and confirm compliance with safe sport training, procedures and policies, coach education, best practices and to confirm the club's good standing status within Canada or internationally. [Watch the Club Approval Application Registration Demo.](#)

#### Next Steps: Club Portal, Team Registrations

Volleyball Alberta will take the information received from your Step 2 application to create your Club Registration Portal. Volleyball Alberta will complete your Club President Registration Approval. Once approved and your club portal is created, Volleyball Alberta will email you your Club Registration Portal Username & Password. It is in your Club Registration Portal that you will be able to create your teams, add players, and complete your club team registrations.



## How To Register – Youth Player

We ask that youth players complete the following steps:

Club Presidents, coaches, team main contacts, can copy/paste and send this to their players.

Youth Players,

Please purchase your Volleyball Alberta membership before [\[insert date here\]](#), or before the first tryout/training/practice/game night].

**Go to:** [Member Registration Portal for Volleyball Alberta Membership](#)

Select: [\[2023 Youth Development Player – Tryout\]](#), membership overall fee \$21.81

[\[register\]](#)

**NEW FOR 2023:** [Youth Development Player – Tryout](#), this membership is for all athletes that sign a letter of intent (LOI) for the 2022-23 season and/or to participate in a tryout. Once selected to a team that will participate in a Premier, Provincial, or National Event, this membership will need to be upgraded to the: [Youth Competitive Player – Age](#). RE: Membership upgrades, please confirm with your club team as your club may include your competitive player upgrade fee in their team fees and the club team will take care of membership upgrades.

The: [Youth Recreational Player – Indoor](#), is for athletes that participate in a recreational program: Mini, Atomic, League, Camp, Clinic and does NOT plan to participate in Premier, Provincial, or National Events.

Individuals need to login or create a SportLoMo account to continue registration with Volleyball Alberta Membership. The SportLoMo account can be created by a parent (parent email, password) or player (player email, password). The email used will become your Primary User Account Email and what you will use to Login to your user account. A SportLoMo account holder can manage their own registrations as well as memberships and registrations of their dependents.

[\[sign up\]](#) – [\[create account\]](#)

[\[continue\]](#) answer all the required (bolded) fields on the registration form. Read the waivers, click to accept the waivers, sign and continue to payment.

**Fees:** \$19.70 + service fee

**Checkout total should be: \$21.81**

Members will receive an email that they can forward to the Club President or Team Main Contact as proof of registration;

**Subject:** [Member Registration Confirmation](#)

**From:** [noreply@sportlomo.com](mailto:noreply@sportlomo.com)

Individuals need to make sure to check their email inbox/junk for an account activation email;

**re:** [User Registration Confirmation, Sportlomo Account Activation](#)

[\[activate account\]](#)

Questions?

Contact: Julie Noel Coordinator, Membership Services

Email: [info@volleyballalberta.ca](mailto:info@volleyballalberta.ca)

## How To Register – Leaders – Club/Team Personnel, Volunteers

We ask that Leaders – Club/Team Personnel (head coach, assistant coach, manager, trainer) as well as Leaders – Club Executive (Vice President, Secretary/Treasurer, Director), Team Main Contacts, Volunteers, and any other individuals involved in the organization and/or delivery of volleyball who do not play, complete the following steps:

### Step 1: Membership Registration & Person in Authority Screening Requirements

All Leader membership categories are subject to the Person in Authority Checks and must complete the following in order to be approved as a member in good standing with Volleyball Alberta and Volleyball Canada

1. [VRS-Sportlomo Membership Registration](#), [select your appropriate role from the list of available memberships]
2. [Sterling MyBackCheck](#), Background screening, \$26.25
3. [Safe Sport Training](#), Free
4. [Screening Form](#), Qualifications Survey, Free

#### [What are the Person in Authority Checks? FAQ document](#)

To begin your registration, go to: [Member Registration Portal for Volleyball Alberta Membership](#)

Select: [select your appropriate role from the list of available memberships]

[register]

Individuals need to login or create a SportLoMo account to continue registration with Volleyball Alberta Membership.

[sign up] – [create account]

[continue] answer all the required (bolded) fields on the registration form. Read the waivers, click to accept the waivers, sign and continue to payment.

**Fees:** Go to the VA website [Registration > Fees](#) page, Volleyball Alberta (VA) Membership Fees [Participant Fee Structure - 2022-2023](#) document.

Members will receive an email that they can forward to the Club President or Team Main Contact as proof of registration;

Subject: [Member Registration Confirmation](#)

From: [noreply@sportlomo.com](mailto:noreply@sportlomo.com)

Individuals need to make sure to check their email inbox/junk for an account activation email;

re: [User Registration Confirmation, Sportlomo Account Activation](#)

[activate account]

For more information on How To Register, go to: <https://www.volleyballalberta.ca/registration-how-to-register>

For more information on Coaching Requirements, go to: <https://www.volleyballalberta.ca/coaches-general-info>

Questions?

Contact: Julie Noel Coordinator, Membership Services

Email: [info@volleyballalberta.ca](mailto:info@volleyballalberta.ca)

## How To Register – Club Portal, Team Registrations

VA & Sportlomo created documents for you to follow to “get to know your club portal” and important registration steps. Clubs may choose between the (club pays upgrades) OR (player pays upgrade) registration process.

Please follow the document that is right for you. Either way should be fine.

Link to document: [How To Register – Club Portal, Team Registrations \(CLUB pays upgrades\)](#)

### **Choose to follow one OR the other.**

Link to document: [How To Register – Club Portal, Team Registrations \(PLAYER pays upgrade\)](#)

To request a meeting for your club onboarding training session, please email Volleyball Alberta’s Membership Services Coordinator, Julie [info@volleyballalberta.ca](mailto:info@volleyballalberta.ca) . 45-minute sessions will be scheduled upon request starting August 2, for the new 2022-23 season.

Questions?

Contact: Julie Noel Coordinator, Membership Services

Email: [info@volleyballalberta.ca](mailto:info@volleyballalberta.ca)

## How To Register: 2023 Leader – Referee – (all levels)

We ask that Leaders – Referees of all levels, as well as Club/Team Personnel, Club Executives, Team Main Contacts, Volunteers, and any other individuals involved in the organization and/or delivery of volleyball who do not play, complete the following registration requirements:

### Membership Registration & Person in Authority (PIA) Screening Requirements

All Leader membership categories are subject to the Person in Authority Checks and must complete the following in order to be approved as a member in good standing with Volleyball Alberta and Volleyball Canada

1. [VRS-Sportlomo Membership Registration](#), [select your appropriate role from the list of available memberships]
2. [Sterling MyBackCheck](#), Background screening, \$26.25
3. [Safe Sport Training](#), Free
4. [Screening Form](#), Qualifications Survey, Free

### [What are the Person in Authority Checks? FAQ document](#) *(please read this document)*

To begin your registration, go to: [Member Registration Portal for Volleyball Alberta Membership](#)

Select: [select your appropriate role from the list of available memberships]

[register]

Individuals need to login or create a SportLoMo account to continue registration with Volleyball Alberta Membership.

[sign up] – [create account]

[continue] answer all the required (bolded) fields on the registration form. Read the waivers, click to accept the waivers, sign and continue to payment.

**Fees:** Go to the VA website [Registration > Fees](#) page, Volleyball Alberta (VA) Membership Fees [Participant Fee Structure - 2022-2023](#) document.

Members will receive an email that they can forward to the Referee Assignor as proof of registration upon request.

Subject: [Member Registration Confirmation](#)

From: [noreply@sportlomo.com](mailto:noreply@sportlomo.com)

Proof of registration and a copy of your receipt may be downloaded at any time by logging in to your [Sportlomo User Account](#) > Home > Payments & Refunds > Membership > [view details] to view/download/print/share

NEW MEMBERS, must check their email inbox/junk for an account activation email;

re: [User Registration Confirmation, Sportlomo Account Activation](#)

[activate account]

For more information on How To Register, go to: <https://www.volleyballalberta.ca/registration-how-to-register>

**Beach Referees**, please read the below linked document and watch the video to complete your beach referee registration requirements prior to your first beach assignment:

[Beach Referee Registration - Existing Member](#) (document)

[Beach Referee Registration - Existing Member](#) (video)

Questions?

Contact: Vinny Saporito | Coordinator, Courtside Logistics | Email: [courtside@volleyballalberta.ca](mailto:courtside@volleyballalberta.ca) Phone: 780-415-1703 ext. 6