



Nationals Planning Checklist

The following checklist will help administrators/coaches ensure a successful planning process for Nationals.

Task	Who	When
Sign up for the Nationals Newsletter	Team personnel, players, parents	Right Now!
Follow Nationals/VC on all social media platforms	Team personnel, players, parents	Right Now!
Bookmark the Nationals webpage	Team personnel, players, parents	Right Now!
Download the Volleyball Canada App	Team personnel, players, parents	Right Now!
Add your hotel booking date(s) to your calendar	Coach/Team admin	Right now!
Be sure to review the Stay to Play policy and FAQ document.	Coach/Team admin	Right now!
Review the Competition Guide for important Nationals updates	Team personnel	October
Add your registration date(s) to your calendar	Coach/Team admin	October
Planning to play up an age category? Make note of the playing up registration date	Coach/Team admin	October
Complete the 2022 Nationals Participation Survey	Coach/Team admin	November
Make sure your registration process is a breeze! Review our Registration Guide for a seamless registration.	Coach/Team admin	December
Collect your coach's information: Full Name, Email, NCCP#, Date of Birth for registration	Coach/Team admin	December



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Identify someone to help if you're registering multiple teams	Coach/Team admin	December
Review the booking guide for your event and the Accommodations Info Sheet to ensure a smooth booking process	Coach/Team admin	December/January
Review the hotel options and pre-select your top-five hotel choices before booking	Coach/Team admin	January
Save your confirmation email and be sure to share the Team Code with whomever is managing Accommodation Bookings	Coach/Team admin	February
Avoid the lineups! Pre-purchase your Nationals merchandise!	Team personnel, players, parents	February
Submit your Stay to Play exemption (if applicable)	Coach/Team admin	January – April
Submit your practice time request	Coach/Team Admin	March
Share the event pass purchase link with parents	Coach/Team Admin	March
Watch all of the AES explainer videos and share with your team & parents	Team personnel, players, parents	April
Collect proof of age documents for all players	Coach/Team admin	April
Make sure your hotel check-in goes smoothly; have your booking confirmation email ready when you get to the hotel!	Coach/Team admin	May
Confirm your rooming lists with your Accommodations Management Provider.	Coach/Team admin	April/May

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Provide a letter of consent for your replacement should a member of the team staff not be available for Coach check-in	Team personnel	May
General Reminders		
Fully understand your airline's cancellation policy prior to booking	Coach/Team admin, Parents	
Book your flights to leave as late as possible the evening of Day 3 to ensure that you don't miss any playoff matches! Last scheduled matches usually begin at 4:30pm, don't forget to plan for delays, medal ceremonies, and travel to the airport. 7pm or later is recommended.	Coach/Team admin, Parents	
Book your flight with Absolute Travel Specialists for a chance to win \$500 credit towards your group booking, group pricing, payment options, and more! Check out our webpage under "Travel" for more details.	Coach/Team admin, Parents	