



Nationals Planning Checklist

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

Travel Booking 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

Task	Who	When
Sign up for the Nationals Newsletter	Team personnel, players, parents	Right Now!
Follow Nationals/VC on all social media platforms Twitter: @VCNationals #VCNats Instagram: @VolleyballCanada #VCNats Facebook: Volleyball Canada YouTube: Volleyball Canada	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!



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Apple Google Play		
Be sure to review the Stay to Play policy and FAQ document .	Coach/Team admin	Right now!
Add your hotel booking date(s) to your calendar	Coach/Team admin	October
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
Make sure your registration process is a breeze! Review our Registration Guide for a seamless registration.	Coach/Team admin	November
Collect your coach's information: Full Name, Email, NCCP#, Date of Birth for registration	Coach/Team admin	December
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	January
Review the hotel options and pre-select your top-five hotel choices before booking	Coach/Team admin	February
Submit your Stay to Play exemption (if applicable)	Coach/Team admin	January – April
Save your confirmation email and be sure to share the Team Code with whomever is managing Accommodation Bookings	Coach/Team admin	January

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Submit your practice time request	Coach/Team Admin	February
Share the event pass purchase link with parents	Coach/Team Admin	February
Avoid the lineups! Pre-purchase your Nationals merchandise!	Team personnel, players, parents	March
Collect proof of age documents for all players	Coach/Team admin	April
Review your rosters in Sportlomo to ensure they match your provincial championship rosters (excluding ON & QC)	Coach/Team admin	April
Confirm your rooming lists with your Accommodations Management Provider.	Coach/Team admin	April/May
Make sure your hotel check-in goes smoothly; have your booking confirmation email ready when you get to the hotel!	Coach/Team admin	May
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