



Nationals Planning Checklist

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

Travel Booking Reminders	
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
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 or stay an extra night to ensure that you don't miss any playoff matches! *Teams who leave early/miss a match will receive a fine of \$1500!	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 your Nationals' event webpage	Team personnel, players, parents	Right Now!
Download the Volleyball Canada App Apple	Team personnel, players, parents	Right Now!



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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 the registration date(s) to your calendar	Coach/Team admin	October
Planning to play up an age category? Make note of the playing up expression of interest 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
Review the Tourism options in your host city to plan your stay at Nationals	Team personnel, players, parents	December
Complete your pre-registration if your team is a Championship Tier Medalist from the prior year's Nationals.	Coach/Team admin	December
Collect your coach's information: Full Name, Email, NCCP#, Date of Birth for registration	Coach/Team admin	December
Review the Areas of Edmonton fact sheets to help with booking your preferred hotel area	Coach/Team admin, Parents	December
Review the hotel options and pre-select your top-five hotel choices before booking	Coach/Team admin	December
Submit your expression of interest to register for Nationals!	Coach/Team admin	December - January
Review the booking guide for your event and the Accommodations Info Sheet to ensure a smooth booking process	Coach/Team admin	January



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Complete your registration via Sportlomo if you received an invitation from VC.	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	January
Submit your Nationals roster via Sportlomo	Coach/Team admin	January – March
Submit your Stay to Play exemption (if applicable)	Coach/Team admin	January – April
Check the registered team list to ensure that your team is in the tournament	Coach/Team admin	February
Share the event pass purchase link with parents	Coach/Team Admin	February
Submit your practice time request	Coach/Team Admin	March
Avoid the lineups! Pre-purchase your Nationals merchandise!	Team personnel, players, parents	March
Review your team roster on Sportlomo and ensure it matches your PTA Championship roster.	Coach/Team Admin	March/April
Collect proof of age documents for all players	Coach/Team admin	April
Confirm your rooming lists with your Accommodations Management Provider.	Coach/Team admin	April/May
Submit your late check-in form and payment (as needed)	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

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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
Provide VC with your feedback by filling out the post event survey.	Team personnel, players, parents	May