



# Nationals Planning Checklist

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

<b>Travel Booking Reminders</b>	
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

<b>Task</b>	<b>Who</b>	<b>When</b>
Sign up for the <a href="#">Nationals Newsletter</a>	Team personnel, players, parents	Right Now!
Follow Nationals/VC on all social media platforms  Twitter: <a href="#">@VCNationals</a> #VCNats Instagram: <a href="#">@VolleyballCanada</a> #VCNats Facebook: <a href="#">Volleyball Canada</a> YouTube: <a href="#">Volleyball Canada</a>	Team personnel, players, parents	Right Now!
Bookmark your Nationals' event webpage	Team personnel, players, parents	Right Now!
Download the Volleyball Canada App  <a href="#">Apple</a>	Team personnel, players, parents	Right Now!



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<a href="#">Google Play</a>		
Be sure to review the <a href="#">Stay to Play policy</a> and <a href="#">FAQ document</a> .	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
Book your team's photography session with Infinite Eye Photography	Team personnel, players, parents	March
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

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