



Nationals Accommodation Manager Cheat Sheet

Your quick reference guide to the Stay to Play Program for Volleyball Canada Nationals.

Step 1: Know Your Resources

Everything you need is on the event webpage under “Accommodations & Travel”.

Event Pages:

- [Calgary](#)
- [Moncton](#)
- [Ottawa](#)
- [Mississauga](#)
- [Edmonton](#)

Must-Read Resources:

- [Stay to Play Policy](#) (Updated for 2026)
- [Stay to Play FAQ](#)
- [HTG Accommodation Booking Guide](#)

TIP: Review these before your hotel launch date as details can change annually.

Step 2: Understand How the Process Works

1. Register with HTG:

Use your **Team Code** and **HTG portal link** (found in your Nationals registration confirmation email) to register your Team Accommodation Manager with HTG.

2. Preview Hotels:

Visit your event webpage to view the list of approved hotels.

Review and shortlist your top 5–7 choices.

3. Book Your Rooms:

On your event's **Booking Launch Date**, HTG will email the booking link to the contact provided during HTG Accommodation Manager registration.

Use this link to access the booking portal and reserve your rooms.

4. Submit Rooming Lists:

- After booking, HTG will contact you to collect rooming list details. Submit by the deadline provided in their email.

Step 3: Review Key Details

Below is a summary of the key information and topics every Accommodations Manager should be familiar with. The corresponding Nationals webpage section is also noted for easy access to full details. Any associated emails are also identified, where relevant.

TOPIC	WHAT IT IS	WHERE TO FIND MORE DETAILS	TIMING / ACTION NEEDED
PROXIMITY DISTANCES	Used to determine which teams are considered <i>local</i> and exempt from Stay to Play. A list of local clubs is posted for each event.	"Stay to Play – Exemption Requests"	
BOOKING CAPS & MIN	All teams have an initial cap on the number of rooms that can be booked. Extra room requests can be submitted to HTG and will be serviced if hotel capacity allows. All teams are required to book a minimum of five (5) rooms.	"Accommodations Overview"	
HOTEL PREVIEW LINKS	Review hotel options early and shortlist 5–7 choices for booking day.	"Hotel Preview & Booking Links"	December
TEAM BOOKING CODE	Unique code in your National's registration confirmation email. Required to register your team accommodations manager with HTG.	<i>Registration Confirmation Email</i>	January - upon registration
HTG PORTAL	All teams must have their Accommodation Manager register with HTG to receive hotel booking information.	"Team Accommodation Managers" Email - Nationals Registration Confirmation Email	January -after tournament registration
BOOKING DATES	Each tournament has a separate hotel booking launch date/time. Review	"Accommodations Overview"	February


	the dates to ensure you don't miss your window.		
HOTEL BOOKING LINKS	Emailed to the Team Accommodation's Manager by HTG on the day of launch.	<i>Email (sent day of launch)</i>	February – on event launch day
LARGE CLUB PROGRAM	Clubs with multiple teams at the same event can book early during the Large Club window.	"Large Club Booking Assistance"	February
EXEMPTIONS TO STAY TO PLAY	Teams may apply for exemptions if they meet specific criteria (e.g., local or small roster). The Exemption Form will only be available after a team's hotel block is reserved.	"Stay to Play – Exemption Requests"	February – after hotel launch opens

Step 4: Stay Organized

- Set reminders for booking and exemption deadlines.
- Review hotel options early to be ready when the booking portal opens.
- Ensure the correct Accommodations Manager contact information has been submitted to HTG.
- Keep copies of confirmation emails (Nationals registration and HTG).
- Check your junk/spam folder for HTG or Volleyball Canada emails during booking week.

Need Help?

HTG Support (Booking Portal, Hotel Support):

 vc@htgsports.com

Volleyball Canada (Stay to Play Policy, Exemptions, Large Club Program):

 nationals@volleyball.ca