



# 2025-2026 Member Registration Handbook

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[www.volleyballalberta.ca](http://www.volleyballalberta.ca)

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## Member Registration – New For 2026 Summary

2025-2026 season

The VRS-Sportlomo will open for VA's 2025-2026 season on August 6th at 9:00 am.

**NEW For 2026:** This fall, to comply with Volleyball Canada competition regulations, we can only approve PIAs whose background checks are valid through June 30. This is to reduce the number of leaders needing to be re-checked in-season and prior to Provincials and Nationals. This means if a member's CRC is expiring between August 1<sup>st</sup>, 2025 and June 30th 2026 they must start a new check now to receive membership approval and activation for the 2025/26 season.

**NEW For 2026:** Returning Clubs, please note that on August 5<sup>th</sup> at 11:59 PM your Club Portal status will change from ACTIVE to AWAITING APPROVAL. This will temporarily deactivate the menu links in your Club Portal Administrator login. To regain access, complete the annual "**Club Approval Application Form**". Once approved, your status will become ACTIVE for the season and your club portal menu links restored.

**NEW For 2026:** All returning clubs must register by August 26. New clubs wanting to participate in the 2025/26 season must complete the Club Approval Form by September 30.

**NEW For 2026:** Club Portal ROLES required. Clubs are now required to add and maintain their additional board members directly in their **Club Portal under Details > Roles**. This replaces the previous process of collecting board member information through the Club Approval Application Form. It is the club's responsibility to ensure this section is kept accurate and up to date throughout the season.

**NEW For 2026:** Club Portal ATTACHMENTS required. Clubs are now required to upload their proof of registration and insurance certificates directly into their **Club Portal under Details > Attachments**. This change replaces the previous process of collecting these documents through the Club Approval Application Form. Required documents may include a certificate of incorporation, most recent annual proof of filing, Directors and Officers (D&O) Insurance Certificate, and/or a General Liability Insurance Certificate. The exact requirements will vary depending on the club's registrant type (e.g., Non-Profit, Business, or Non-Certified). Clubs are responsible for knowing their registrant type and ensuring they meet the document requirements outlined in the Membership & Registrant Policy.

**NEW FOR 2026:** Participants are no longer required to visit <https://sportconsent.ca/login> to review a 15min video and sign the Abuse-Free Sport Participant Consent Form.

**NEW FOR 2026:** **ALIAS:** This new platform will allow individuals to report improper conduct confidentially via both the web and phone, ensuring that all safe sport (maltreatment) reports are managed by ALIAS's independent third-party case management team.

**NEW FOR 2026:** **Volleyball Connect** (Learning Management System (LMS)) will transition from the Volleyball Canada Coaching Centre (VCCC).

**NEW FOR 2026:** **CanAccom Group Travel**, an Alberta-based company specializing in sports team travel, is taking the place of EventConnect. CanAccom will assist teams with their hotel booking needs for Volleyball Alberta events.

[www.volleyballalberta.ca](http://www.volleyballalberta.ca)

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## Member Registration Process (Platforms & General Information)

### Acronyms and Definitions

**PIA** = [Person in Authority](#)

PIA Minimum Mandatory Requirements:

1. **CRC** = Criminal Record Check
2. **SST** = Safe Sport Training
3. **SDF** = Screening Disclosure Form

**Leader** = see the [VA Participant Fee Structure](#) document

**PTA** = Provincial Territorial Association; **VA** = Volleyball Alberta. **NSO** = National Sport Organizations; **VC** = Volleyball Canada.

### Platforms

[Sportlomo](#) = Volleyball Registration platform. [Stripe](#) = Sportlomo's Payment Processing platform.

[Sterling myBackCheck](#) = CRC online platform, all checks MUST BE completed through this platform.

[The Locker](#) = National Certification Program (NCCP) platform.

[Volleyball Connect](#) = Learning Management System.

[Arbiter](#) = Assigning system used by Volleyball Alberta for Referees.

[Balltime](#) = AI-powered platform built specifically for volleyball.

[GMTM](#) = Platform to apply for Team Alberta identification camps.

[CanAccom Group Travel](#) = Alberta-based business that works to assist sports teams with the process of group travel.

[ALIAS](#): This new platform will allow individuals to report improper conduct confidentially via both the web and phone, ensuring that all safe sport (maltreatment) reports are managed by ALIAS's independent third-party case management team.

Volleyball Alberta's "[How To Register](#)" page remains your go-to resource for all things registration. This page brings together all the key links and registration guides in one place.

### General

Volleyball Alberta requires Players, Coaches, Referees, and Club Personnel to become members prior to acting within the scope of their duties on behalf of Volleyball Canada (VC), Volleyball Alberta (VA), and affiliated Clubs. An active membership is required to register for any of our programs and events and must have a valid email address.

The VRS–Sportlomo portal typically opens in early August for the upcoming season.

Memberships purchased in August will have a status of: **Future Start Date** and the status will automatically change to **Active** on September 1<sup>st</sup> (except for Leaders that have not met the minimum mandatory PIAs: **CRC**, **SST**, **SDF**; their status will remain "**Awaiting Approval**" until verified and approved by Volleyball Alberta and only then will their status be updated to "**Active**". The Volleyball Alberta Events portal will allow Future Start Date & Active status members to register for any new season events/programs/clinics that are scheduled to open in August, such as the Club Approval Application & GO Sports Fall Programs.

**Memberships are valid from September 1st to August 31st of each year.**

**Fees & Benefits:** Details are available on the Volleyball Alberta website under **Registration > [Fees & Benefits](#)**. Refer to the document titled "**Volleyball Alberta (VA) Membership Fees Participant Fee Structure.**"

**PLEASE NOTE:** Participants upgrading their membership and adding multiple roles pay for the more expensive role at a differential rate (upgradable membership type). Already paid fees will discount when members [Upgrade/Add Category] or [Dual Membership] from their [Sportlomo User Account Login](#) Active Member ID card in Volleyball Alberta Membership Portal AND/OR affiliated Club Portal pages.

Ex: A member is registered as a Development Player for tryouts (\$15.50 fee) and upgrades to a Competitive Player after signing an LOI (\$121.00 fee). The member pays a differential fee of \$105.50 (plus stripe service fees: 3.1%+0.50) to upgrade their membership.

Checkout summary for competitive player upgrades: (\$121.00 - \$15.50 = \$105.50)

[www.volleyballalberta.ca](http://www.volleyballalberta.ca)



**PLEASE NOTE:** [Youth Development Player – Tryout](#), THIS MEMBERSHIP IS FOR ATHLETES TO PARTICIPATE IN A TRYOUT AND MUST BE PURCHASED IN THE [VOLLEYBALL ALBERTA MEMBERSHIP](#) PORTAL. ONCE SELECTED TO A TEAM THAT WILL PARTICIPATE IN CLUB HOSTED TOURNAMENTS, PREMIERS, PROVINCIALS, OR NATIONALS, THIS MEMBERSHIP WILL NEED TO BE UPGRADED TO THE [Competitive Player](#) MEMBERSHIP AND ADDED TO THEIR CLUB'S SPORTLOMO PORTAL FOR THE SEASON. THERE ARE TWO WAYS TO DO THIS: [DUAL MEMBERSHIP](#) FROM VA-MEMBERSHIP PORTAL TO YOUR CLUB PORTAL or START ON THE CLUB LOCATOR PAGE POWERED BY SPORTLOMO TO "REGISTER TO YOUR CLUB" : <https://volleyballalberta.sportlomo.com/>

THE: [Youth Recreational Player – Indoor](#) MEMBERSHIP IS FOR ATHLETES THAT PARTICIPATE IN A RECREATIONAL PROGRAM: MINI, ATOMIC, LEAGUE, GO SPORTS, CAMP, CLINIC AND DOES NOT PLAN TO PARTICIPATE IN CLUB HOSTED TOURNAMENTS, PREMIERS, PROVINCIALS, OR NATIONALS. This membership is for programs & training within Volleyball Alberta and registered clubs and does not cover any activities with other clubs/teams (intraclub activities only).

**PLEASE NOTE:** The Sportlomo registration system connects three levels: [1] Club, [2] PTA (Volleyball Alberta), and [3] NSO (Volleyball Canada). To ensure clubs can view and manage their members, individuals must register by selecting their Club during the registration process. When members register through their Club Portal, all three levels (Club, VA, VC) are automatically linked in the backend — ensuring eligibility and visibility at all levels. Registrations completed directly through the Volleyball Alberta Membership Portal (e.g., tryout memberships) will not appear in club portals and cannot be managed or rostered by the club. Throughout the season, members may need to toggle between portals — such as the Club Portal, VA Membership Portal, VA Events Portal, or the Volleyball Canada Portal — depending on what they need to access.

**IF YOU KNOW YOUR CLUB, Register To Your Club:** [Member Registration Portal – Find Your Club](#)

**IF YOU DO NOT HAVE A CLUB (yet), Register To Volleyball Alberta:** [Member Registration Portal for Volleyball Alberta Membership](#)

### **Intraclub Recreation Programs/Teams**

A team/program that focuses on training and will only TRAIN or compete against teams within their club/program (**Intraclub Recreation Programs/Teams**) requires participants to have a recreational membership. VA Insurance covers Recreational Members ONLY while participating in training and competition activities within their own club (**Intraclub activities only**).

### **Interclub Competitive Programs/Teams**

A team/program that will involve training or competing against teams/programs outside their own club (**Interclub Competitive Programs/Teams**) requires participants to have a competitive membership. Competitive Members are covered under VA insurance while participating in:

- a) Training and competition activities within their own club,
- b) Sanctioned or approved events outside their club (Interclub activities),
- c) Provincial and National volleyball events

### **Person In Authority (PIA) Checks: CRC, SST, SDF**

Screening personnel and volunteers is important to providing a safe sporting environment. Volleyball Alberta is responsible by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Volleyball Alberta is committed to fulfilling the duty of care it owes to its members. PIA Requirements MUST be completed PRIOR to an individual working with a club, athletes, or for Volleyball Alberta.

PIAs may not participate in volleyball activities until they have completed the PIA Minimum Mandatory Requirements. This includes the criminal background check (CRC), Safe Sport Training (SST), annual Screening Disclosure Form (SDF), or any other requirements that may be imposed by VC and/or their PTA. **It is critical that the club fully screens all PIAs for their CRC, SST & SDF (coaches, board members, managers, volunteers, etc.) before they begin working with athletes or commence their duties within the club. VA strongly encourages clubs to complete reference checks on all leaders prior to onboarding.**

For more information, please visit our website's PIA Checks page: <https://www.volleyballalberta.ca/persons-in-authority/>

[www.volleyballalberta.ca](http://www.volleyballalberta.ca)



## Member Registration FAQ

### Q&A's on Sportlomo, Member Id Cards and General How-To's

**Q&A: I have multiple roles, can I register and add all my roles and only pay for the most expensive category?** Yes, choose the Multi-Role Registration Package. See: [Multi Role Registration video](#) [Multi Role Registration screenshot](#)

**Q&A: I purchased my tryout membership in Volleyball Alberta Membership Portal. How do I show clubs my proof of registration?** Log in to your [Sportlomo User Account](#) > toggle your account to: Volleyball Alberta Membership, there you will find your Member ID Card which should display your Active member status in the current season; take a screenshot to forward to your club/team prior to attending their tryout, or print this page to show it at tryout check-in. You can also print/forward a copy of your registration confirmation email that you will receive after completing your membership registration.

**Q&A: I lost my receipt. How can I download/print another copy?**

Login to your [Sportlomo User Account](#) > Toggle to the Association Portal where the purchase was made > Menu > Payments and Refunds > click [Membership](#) to see the membership [print receipt] button or click [Events Orders](#) to see the Event/Program [print receipt] button.

**Q&A: I am a club administrator, how can I verify proof of membership registration for participants in my tryouts?** Club administrators will need to ask to see a digital or printed copy of their proof of registration. A screenshot of their Member ID card in VA Membership, the registration confirmation email can be printed/forwarded or a copy of their downloaded/printed receipt may be accepted. Tryout members register to the Volleyball Alberta Membership portal.

**Q&A: I purchased my tryout membership in Volleyball Alberta Membership Portal. I have signed an LOI, how do I upgrade my membership to competitive and add it to my club for the season?** Log in to your [Sportlomo User Account](#) > Toggle your account to find your tryout membership and [DUAL Membership] to the club you signed with. See: [DUAL MEMBERSHIP VIDEO](#). Once you have dualled your membership the club administrator will be able to view your profile details, signed waivers and registration summary in their club portal [view members] and will be able to roster qualifying members to their Roster Sheet (Official Team Roster) to participate in Sanctioned Club Hosted Tournaments, Premiers, Provincials and Nationals. Members can also return to the [Club Locator Page](#) to "Register to the Club" with the competitive membership category. Doing the Dual Membership steps OR the Club locator "Register to your Club" steps are both acceptable ways to upgrade your membership and add it to your club's club portal and to have already paid fees discounted. Choose the method you are most familiar and comfortable with.

**Q&A: I purchased my competitive membership in the Registration Portal for my Club, how do I show my club proof of registration?** Your club will be able to see your profile details, signed waivers and registration summary in their Club Portal View Members. To verify that your membership is in their Club Portal, Log in to your [Sportlomo User Account](#) > toggle your account to: CLUB NAME, there you will find your Member ID Card which should display your Active member status in the current season. If your Active membership is NOT in the club you signed with for the current season, [\[DUAL Membership\]](#).

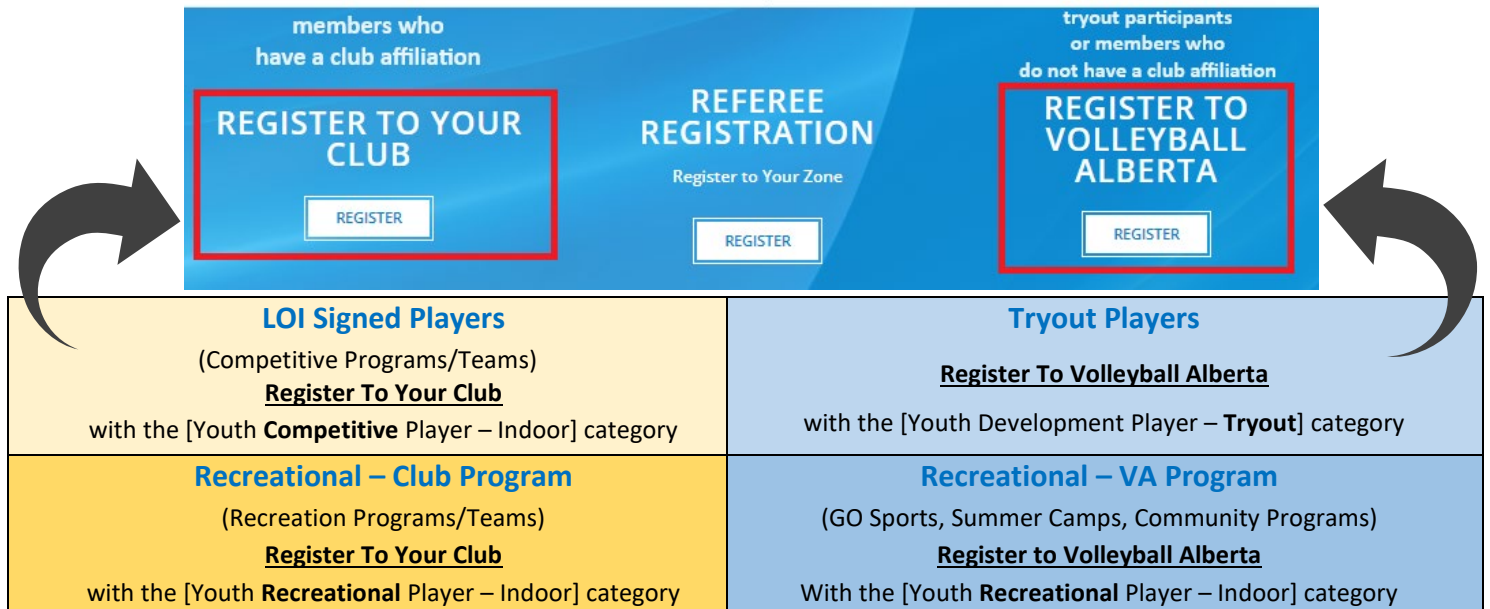
**Q&A: Why can't I see my Member ID card or all my memberships in the Volleyball Alberta Membership Toggle?** If you registered through your Club Portal, your Member ID card and memberships will appear there — but won't show in the Volleyball Alberta Membership toggle. That's normal. Each portal only displays memberships registered or transferred ("dualled") through it. Club level registrations are automatically linked in the backend with Volleyball Alberta and Volleyball Canada for eligibility, even if they aren't visible to you in the VA-Membership toggle.

See Key Support Documents on our How To Register Page: <https://www.volleyballalberta.ca/registration-how-to-register/>

[www.volleyballalberta.ca](https://www.volleyballalberta.ca)

## Youth Player Registration Guide

Please start your membership registration on VA's Club Locator Page powered by Sportlomo to  
 "Register to your Club" OR "Register to Volleyball Alberta": <https://volleyballalberta.sportlomo.com/>



**Fees & Benefits:** Are posted on the VA website under Registration > [Fees & Benefits](#), in the **Participant Fee Structure** document.

**\*PLEASE NOTE:** The **Youth Development Player – Tryout** membership must be purchased by going to the Volleyball Alberta Membership Portal – click to "Register to Volleyball Alberta" as shown in the screenshot above. This membership is for athletes to participate in a tryout. Once selected to a team that will participate in club hosted tournaments, premiers, provincials, or national events, this membership will need to be upgraded to the **Competitive Player** membership and added to their club's Sportlomo portal for the season. See: [DUAL MEMBERSHIP VIDEO](#)

THE: **Youth Recreational Player – Indoor** membership is for athletes that participate in a recreational program: mini, atomic, league, camp, clinic and does not plan to participate in club hosted tournaments, premiers, provincials, or national events. This membership is for programs & training within a club and does not cover any activities with other clubs/teams.

Individuals need to login or create an account to continue registration on Sportlomo. The Sportlomo account can be created by a parent (parent email, password) or player (player email, password). The email used will become your Primary User Account Email and what you will use to Login to your user account. A Sportlomo account holder can manage their own registrations as well as memberships and registrations of their dependents. **\*PLEASE NOTE:** An individual should only have 1 Member ID. And an account may have multiple Member ID cards affiliated within it (family managed account).

Answer all the required (bolded) fields on the registration form. Read the waivers, click to accept the waivers, sign, and complete the payment.

Members will receive an email that they can forward to the Club President or Team Main Contact as proof of registration upon request; **Subject:** Member Registration Confirmation **From:** [noreply@sportlomo.com](mailto:noreply@sportlomo.com)

**NEW MEMBERS**, must check their email inbox/junk for an account activation email; [\[activate account\]](#)

[www.volleyballalberta.ca](http://www.volleyballalberta.ca)



## Club/Team Personnel, Coaches & Volunteers Registration Guide

### Person in Authority (PIA) Requirements & Membership Registration

All team personnel, coach, and volunteer membership categories are subject to Person in Authority (PIA) checks and must complete the following requirements — CRC, SST, SDF, and Membership Registration — to be approved as a member in good standing with Volleyball Alberta and Volleyball Canada.

1. **CRC:** Criminal Record Check via Volleyball Alberta's Sterling myBackCheck platform (valid for 3-years\*)

**REMINDER:** Start a new check now if it has expired or if it will be expiring within this season.

Start your **CRC** on [sterlingbackcheck.ca/landing-pages/v/volleyball-alberta/](https://sterlingbackcheck.ca/landing-pages/v/volleyball-alberta/) OR to confirm issue date & sharing history [Login to your myBackCheck](#)

2. **SST:** Safe Sport training via [The Locker](#) (valid until a new course is created)
3. **SDF:** Screening Disclosure Form questions are included in the annual membership registration on Sportlomo

**Coaches:** Know your Coach Eligibility Requirements! [Coach Eligibility Requirements](#) on volleyballalberta.ca



#### Club/Team Personnel, Coaches, Volunteers:

Start your membership registration on the club locator page to [Register To Your Club]

URL: <https://volleyballalberta.sportlomo.com/>

[select your club] > [select your appropriate role from the list of memberships] > [create account] OR [Log In]

Answer all the required (bolded) fields on the registration form. Read the waivers, click to accept the waivers, sign, answer the SDF questions and complete the payment.

**Fees & Benefits:** Details are available on the Volleyball Alberta website under **Registration** > [Fees & Benefits](#). Refer to the document titled "**Volleyball Alberta (VA) Membership Fees Participant Fee Structure.**"

When you purchase a Volleyball Canada (VC) / Provincial-Territorial Association (PTA) membership in a category that requires Person-in-Authority (PIA) screening, your membership will show as "**Awaiting Approval**" until all mandatory PIA requirements are completed and verified. Once verified by a VA screening designate, your status will change to "**Approved/Active**", and only then can you participate in volleyball activities. You can find more information about PIAs and the Awaiting Approval process on our website: [volleyballalberta.ca/persons-in-authority](https://volleyballalberta.ca/persons-in-authority)

Proof of registration and a copy of your receipt may be downloaded at any time by logging in to your [Sportlomo User Account](#) > Home > Payments & Refunds > Membership > [view details] to view/download/print/share

**NEW MEMBERS** must check their email inbox/junk for an account activation email; [activate account]

For more information on How To Register, go to: <https://www.volleyballalberta.ca/registration-how-to-register/>

#### **Coaching Requirements and Coach Development questions,**

Contact: Manager, Coaching & Early Stages | Email: [coaching@volleyballalberta.ca](mailto:coaching@volleyballalberta.ca) Phone: 780-415-1703 ext. 7

[www.volleyballalberta.ca](https://www.volleyballalberta.ca)



## Referee Registration Guide (all levels)

2025-2026 season

### Person in Authority (PIA) Requirements & Membership Registration

All referee membership categories are subject to Person in Authority (PIA) checks and must complete the following requirements — CRC, SST, SDF, and Membership Registration — to be approved as a member in good standing with Volleyball Alberta and Volleyball Canada.

1. **CRC:** Criminal Record Check via Volleyball Alberta's Sterling myBackCheck platform (valid for 3-years\*)

**REMINDER:** Start a new check now if it has expired or if it will be expiring within this season.

Start your **CRC** on [sterlingbackcheck.ca/landing-pages/v/volleyball-alberta/](https://sterlingbackcheck.ca/landing-pages/v/volleyball-alberta/) OR to confirm issue date & sharing history [Login to your myBackCheck](#)

2. **SST:** Safe Sport training via [The Locker](#) (valid until a new course is created)
3. **SDF:** Screening Disclosure Form questions are included in the annual membership registration on Sportlomo

**Referees:** Know your Referee Eligibility Requirements! [Referee Hub - All Referee Information](#) on volleyballalberta.ca



**Register To Your Referee Zone:** [Member Registration Portal – Find Your Zone](#)

If the link doesn't open, copy and paste the URL into your browser: <https://volleyballalberta.sportlomo.com/>

[select your appropriate role from the list of available memberships]

**Planning to ref Indoor & Beach?** Select the **Multi-Role package** to register for both at once — you'll only be charged the highest fee per category. Click to view what this looks like: [Multi Role Registration video](#)

**Fees & Benefits:** Details are available on the Volleyball Alberta website under **Registration > Fees & Benefits**. Refer to the document titled "**Volleyball Alberta (VA) Membership Fees Participant Fee Structure**."

When you purchase a Volleyball Canada (VC) / Provincial-Territorial Association (PTA) membership in a category that requires Person-in-Authority (PIA) screening, your membership will show as **"Awaiting Approval"** until all mandatory PIA requirements are completed and verified. Once verified by a VA screening designate, your status will change to **"Approved/Active"**, and only then can you participate in volleyball activities. You can find more information about PIAs and the Awaiting Approval process on our website: [volleyballalberta.ca/persons-in-authority](https://volleyballalberta.ca/persons-in-authority)

Proof of registration and a copy of your receipt may be downloaded at any time by logging in to your [Sportlomo User Account](#) > Home > Payments & Refunds > Membership > [view details] to view/download/print/share

**NEW MEMBERS,** must check their email inbox/junk for an account activation email; *[activate account]*

For more information on How To Register, go to: <https://www.volleyballalberta.ca/registration-how-to-register/>

#### Referee Questions?

Contact: Manager, Courtside Logistics | Email: [courtside@volleyballalberta.ca](mailto:courtside@volleyballalberta.ca) Phone: 780-415-1703 ext. 6

Contact: Coordinator, Courtside Logistics | Email: [events@volleyballalberta.ca](mailto:events@volleyballalberta.ca) Phone: 780-415-1703 ext. 11

[www.volleyballalberta.ca](https://www.volleyballalberta.ca)

## Club Presidents Registration Guide

2025-2026 season

### Registration Summary

As the primary contact for your club, you must complete the below minimum mandatory club president registration requirements. Membership registration for 2025/26 season opens August 6th at 9:00 am MT. All returning clubs must register by August 26. New clubs wanting to participate in the 2025/26 season must complete the Club Approval Form by September 30.

<b>Person in Authority (PIA)</b> Mandatory Requirements: <ul style="list-style-type: none"> <li><b>CRC</b></li> <li><b>SST</b></li> <li><b>SDF</b></li> </ul>	<ul style="list-style-type: none"> <li>Start your Criminal Record Check (<b>CRC</b>) on <a href="https://sterlingbackcheck.ca/landing-pages/v/volleyball-alberta/">sterlingbackcheck.ca/landing-pages/v/volleyball-alberta/</a> OR to confirm issue date &amp; sharing history <a href="#">Login to your myBackCheck account</a> * <b>REMINDER:</b> Start a new check now if it has expired or if will be expiring within this season.</li> <li>Safe Sport Training (<b>SST</b>) on <a href="#">The Locker</a></li> <li>SDF questions are included in the membership registration on Sportlomo</li> </ul>	<ul style="list-style-type: none"> <li>valid 3 years</li> <li>valid until a new course is created</li> <li>annual</li> </ul>	Cost including Taxes and fees <ul style="list-style-type: none"> <li>\$26.25</li> <li>Free</li> <li>Free</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li><b>Returning Club Presidents:</b> “<a href="#">Register To Your Club</a>”</li> <li><b>New Clubs:</b> Don’t have a Club Portal on Sportlomo yet? Register the Club President in the “<a href="#">Volleyball Alberta Membership</a>” portal to begin your membership application.</li> </ul>	annual	\$17.48
<b>Club Approval Application</b>	Apply on the <a href="#">Event Registration Portal for Volleyball Alberta</a> <b>Requirements vary depending on your club’s registrant type</b> (e.g., Non-Profit, Business, or Non-Certified). Be sure you understand what applies to your club based on the updated <a href="#">Membership &amp; Registrant Policy</a> .	annual	\$108.76

**Summary & Quick links:** [www.volleyballalberta.ca/registration-how-to-register/](https://www.volleyballalberta.ca/registration-how-to-register/)

<b>Step 1: CRC</b> Criminal Record Check 	<b>Step 2: SST</b> Safe Sport Training 	<b>Step 3: SDF</b> Membership Registration & Screening Disclosure Form 	<b>Step 4:</b> Club Approval Application 	<b>Step 5:</b> Review and complete the club onboarding training. 
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**Step 6:** Clubs are responsible for staying up to date with all processes, competition regulations, and policies published by Volleyball Alberta ([www.volleyballalberta.ca](https://www.volleyballalberta.ca)) and Volleyball Canada ([www.volleyball.ca](https://www.volleyball.ca)).

[www.volleyballalberta.ca](https://www.volleyballalberta.ca)

## Membership Registration Step-by-Step Instructions for Club Presidents

Start your Membership Registration on the Volleyball Alberta Club Locator page powered by Sportlomo.

- URL: <https://volleyballalberta.sportlomo.com/>
- Select your club
- Choose the [2026 Leader – Club President]
- OR [2026 Multi Role Package] membership from the list of available membership types

You need to log in or create a SportLoMo account to continue registration on Sportlomo.

Once logged in, make sure that your Club Name is displayed in the Association dropdown on the top/centre banner. You may need to toggle to your club if your account has multiple Association affiliations. Memberships must be added to the appropriate Club/Association for the Administrators to see it and to meet the various event registration membership requirements.

Click the [Register/Renew Membership \[Add/Renew\]](#) button, review categories selected, and quantity entered. If you have multiple roles, enter **QTY 1** to the **Multi-Role Package** and check all your roles. [See: Multi Role Registration \(video\)](#), only pay the highest fee per category.

[\[continue\]](#)

- **Profile Details:** answer all the required (bolded) fields on the registration form
- **Waivers:** read the waivers, make sure you scroll down on all of them, click to accept & e-sign
- **SDF:** answer all the Screening Disclosure Form questions
- **Payment:** then you will be brought to the payment page

**Fees & Benefits:** Details are available on the Volleyball Alberta website under **Registration > [Fees & Benefits](#)**. Refer to the document titled "**Volleyball Alberta (VA) Membership Fees Participant Fee Structure**."

New Members, make sure to [\[activate account\]](#) from the registration confirmation email received after signing up for an account on Sportlomo.

## Person in Authority (PIA) Checks

Please visit our PIA Checks page for full details: <https://www.volleyballalberta.ca/persons-in-authority/>

**Screening starts at the club level!** It is the responsibility of the Club President, or their assigned PIA Screening Designate, to ensure all Leaders within the club complete the required minimum mandatory screening requirements: Criminal Record Check (CRC), Safe Sport Training (SST), Screening Disclosure Form (SDF), and Membership Registration.

## Club Administrator Registration Guide

### General Training on: Sportlomo, myBackCheck, The Locker and VA website.

To schedule a general training session, or if you have any questions about the registration process, please contact Volleyball Alberta's Membership Services Coordinator at [info@volleyballalberta.ca](mailto:info@volleyballalberta.ca).

### Sportlomo

#### Initial club portal set-up steps include:

1. Profile Information > Club Details > Edit Profile
2. **NEW\*** Club Details > Role Profiles
3. **NEW\*** Club Details > Attachments
4. Begin Selling: Membership Setup > Begin Selling
5. Club Portal Admin Access: Settings > Manage User Accounts
6. Members > View Members

#### Team Registration steps include:

7. Club creates Roster Sheets (Official Team Roster), and registers into Premiers, Provincials, Nationals
8. Roster Edits – add/release players and coaches to their Roster Sheet

#### Member Registration steps, see:

9. Member Registration Portal: Settings > Registration Setup > Member Registration Portal link for [your club]
  - Available Resources:
    - o **Player Registration Guide**
    - o **Club/Team Personnel, Coaches, Volunteer, Registration Guide**
    - o **Referee Registration Guide**
    - o **Club President Registration Guide**
10. Person in Authority Checks (PIA's) > Qualifications > Credentials
11. Insurance
12. Club President Resources

### General Information

Returning Clubs: Please note that on August 5th, your Club Portal status will change from ACTIVE to AWAITING APPROVAL. This will temporarily deactivate your Club Portal Administrator dashboard links — all links will be disabled except for “Purchase Events.”. To regain full access, you must complete the annual Club Approval Application Form. Once your application is approved, your status will return to ACTIVE, and all dashboard links will be restored. Once your Club Portal login has been activated for the season, please follow the steps below.

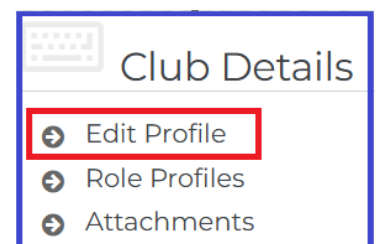
### 1. Profile Information

At this step, you should be signed into your club portal [Home page]. In the list of menu options, go to:

- **Club Details > Edit Profile, enter/edit all required (bold) fields, save.**

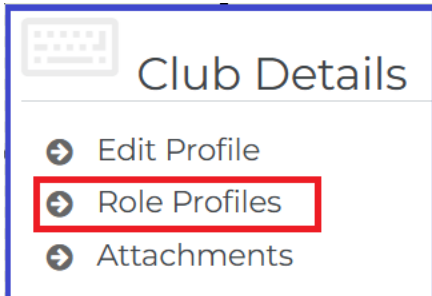
Details entered on this page directly links to the [VA Club Locator powered by Sportlomo](#) to assist member to register directly to your club, and to find links to your website and contact information to search/contact you directly for information on your club, teams, and programs. Please keep this up to date.

[www.volleyballalberta.ca](http://www.volleyballalberta.ca)



## 2. Club Details > [Role Profiles](#)

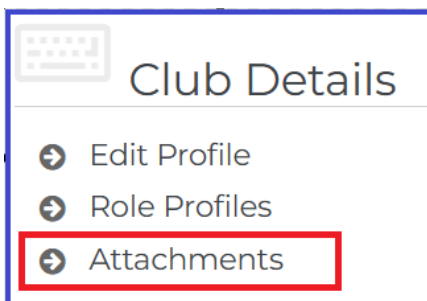
**New for 2025-2026**, Required Roles by Club Type. Clubs must log in to their Club Portal and, under Club Details > [Roles](#), add all individuals who hold applicable governance positions within your club based on your registration type.



Note: If one individual holds multiple roles, they must be listed under each applicable role. For example, if the Club President is also the PIA Screening Designate and Coach Educator, they should be entered in all three sections. The only exception is the \*Third-Party Liaison — this role must be assigned to someone who is not related to or directly connected with the Club President or Owner, as it is intended for dispute resolution.

## 3. Club Details > [Attachments](#)

**New for 2025-2026**, Required Uploads by Club Type. The following documents must be uploaded to your Club Portal > Club Details > [Attachments](#)



### For Non-Profit Clubs:

- Proof of Registration (e.g., certificate of incorporation and most recent annual proof of filing)
- Directors and Officers Insurance Certificate

### For Registered Business Clubs:

- Proof of Registration (e.g., Certificate from the Alberta Corporate Registry)
- General Liability Insurance Certificate

### For Non-Certified Clubs:

- No uploads are required.

## 4. Begin Selling

- **Membership Setup > Begin Selling**

Volleyball Alberta has already published its memberships to your Club Portal—**no action is required from you at this step**. Simply review your list and confirm that the memberships your club needs are listed and active. If there are categories your club will not be using (e.g., Adult Player memberships or Beach memberships), you can either delete them or set both the “Selling From” and “Selling To” dates to a past date. This will make the category unavailable for registration through your club (i.e., it will no longer appear on the “Register to Your Club” Club Locator page).

### **Payment Methods: Accept Payments**

There are no additional steps required by club administrators regarding payment methods for this season. Payment integration at the club portal level remains disabled.

Each club portal has been set up with a Stripe Split Pay CAD account, which allows for a 2-way payment split between Volleyball Alberta and Volleyball Canada—used exclusively for VA/VC membership purchases made through your club portal.

At this time, clubs must continue to collect payments for tryouts, team fees, events, or club-hosted tournaments outside of Sportlomo. While a 3-way payment split (Club, VA, VC) may be considered in the future, Volleyball Alberta has determined that additional testing and preparation are still required before enabling club-level payment integrations. This functionality is not expected to be introduced until a later season.

### **Payment Methods: Make Payments**

To register for events, clubs will need a valid credit card. Credit card information is not stored in the club portal. Sportlomo accepts all major credit cards: Visa, Mastercard, and AMEX.

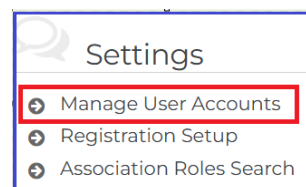
Service Fee (Sportlomo + Stripe Pay): A non-refundable 3.1% + \$0.50 per transaction service fee will be charged directly to the member at the time of purchase.

## 5. Club Portal Admin Access

### **Manage Admin Access**

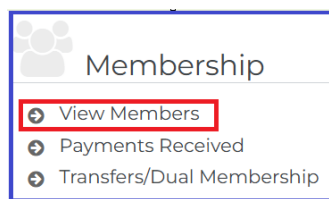
Club Presidents will be able to add/remove additional admins to their club portal if sharing team registration responsibilities with Team Managers or Coaches.

- **Settings > Manage User Accounts ...**  
[add] who you want to give access to your club portal and remove them once their term ends.



## 6. Members

- **Membership > view members**
  - Search/Expand Filter
    - Season:
    - Status:
    - Export:
    - More ...



[www.volleyballalberta.ca](http://www.volleyballalberta.ca)

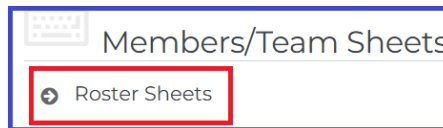


## 7. Create Roster Sheets and register into an event

- **Create your Roster Sheets (Official Team Roster) and register into Premiers, Provincials, Nationals**


From your club portal login > Home > Members/Team Sheets > Roster Sheets

Please follow the “Volleyball Alberta Premiers & Provincials Registration Guide” document that is scheduled to be posted on our website in September; along with the schedule, season planner and competition regulation documents.



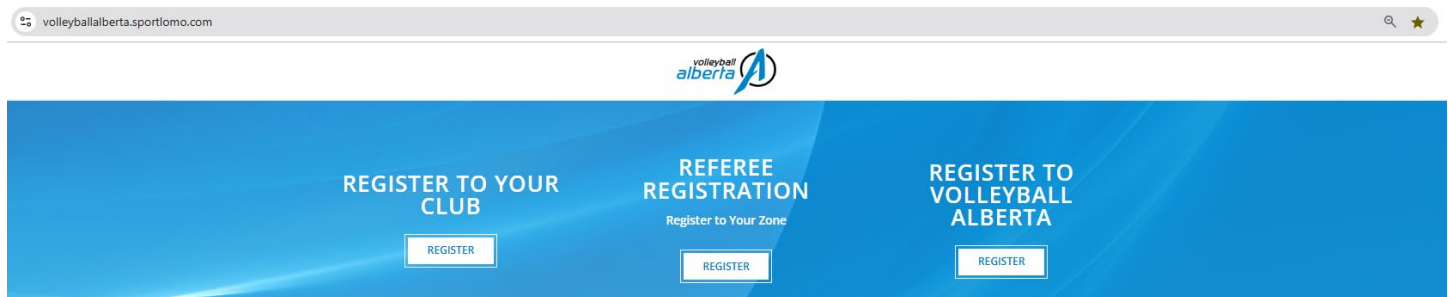
## 8. Roster Edit

After registering a team into an event, you will need to complete your roster and verify that it is final by the roster lock date indicated in the Volleyball Alberta Premiers & Provincials Schedule. Volleyball Alberta will print official rosters for the head coach to pick-up at coach check-in on the first morning of the event. Only the Coaches & Players listed on the official roster will be allowed on the bench.

Club	Team	Age	Gender	Competition	Roster	Main	Needs Approval	Players	Roster Coaches	Events	Actions
Volleyball Alberta	Volleyball Alberta	_18U Boys	Male			--	--				

## 9. Member Registration

Please direct your members to <https://volleyballalberta.sportlomo.com/> to Register To Your Club. When a member registers this way, they will become ACTIVE members in your Club, VA & VC portals.



## 10. Person in Authority Check steps include:

- ❖ Members > View Members > (i) to open profile > Qualifications & Member Signed Acceptances  
And/or • Accreditation > Member Qualifications (to view credential statuses only)

**Each Club's Screening Designate must verify their PIA personnel by going to the following sites to view the full results:**

1. **CRC: Criminal Record Check**, go to: [Login to your myBackCheck – Organization account](#)
2. **SST: Safe Sport Training**, go to: [Coach Transcript Search](#), search with NCCP# & Last Name.
3. **SDF: Membership & Screening Disclosure Form**, verified & approved by Volleyball Alberta in Sportlomo. Clubs can view Qualification/Credential statuses for leaders in their club portal as outlined above.

[www.volleyballalberta.ca](http://www.volleyballalberta.ca)



Please follow the process as outlined on this page: <https://www.volleyballalberta.ca/persons-in-authority/> and read the [Screening Designate Information Presentation](#)

If your club is not listed in the list of location on VA's Sterling myBackCheck landing page to "[Start My Check!]", please email [info@volleyballalberta.ca](mailto:info@volleyballalberta.ca).

**CRC: "Start My Check"**, go to URL: <https://pages.sterlingbackcheck.ca/landing-pages/v/volleyball-alberta/>



## Sterling Backcheck Global Background Screening Partner for Volleyball Alberta

To begin, please click on the "Start my check" button below, register for an account and follow the on-screen prompts.

— Please Select a Location —

Start My Check!

**CRC: Verify checks that have been shared with your Club**, go to URL: <https://www.mybackcheck.com/Public/Login.aspx>

myBackCheck.com  
Order, Store, Manage & Share your background check

Announcements | About | FAQ | Contact | Français

Online Criminal Record Checks  
Next Day Results from Canadian Police

Order and Verify your ID online from home or at Canada Post!

For Individuals  
Share your results where you work or volunteer... > [Read more](#)  
Start your background check now!

Already have an account? Log in here. Trouble logging in?  
User Name Password Log In  
jullehnoel \*\*\*\*\*

For Organizations  
End-to-end background checking solutions... > [Read more](#)  
Start your screening program now!

Already have an account? Log in here.  
User Name Password Log In

This site is best viewed using Internet Explorer and Mozilla Firefox

**SST: Safe Sport Training**, go to: URL: <https://thelocker.coach.ca/access/account/public>

The Locker

Coach Transcript

The Coach Transcript provides verification of a coach's National Coaching Certification Program (NCCP) credentials.

Permission to view the transcript must be provided by the coach, along with their NCCP # and the coach's last name as it appears in the Locker.

If you wish to verify the NCCP qualifications of a coach with their permission, please access their Coach Transcript page.

If you wish to access your Locker account, please log in to [the Locker](#).

NCCP#  
Last name  
Enter the code H0106  
View

[www.volleyballalberta.ca](https://www.volleyballalberta.ca)

## 11. Insurance

Please read through the information on our website [www.volleyballalberta.ca](http://www.volleyballalberta.ca) > Who We Are > [Insurance page](#).

Please submit your COI request using our online request form: [Request for Certificates of Insurance](#)

We ask that clubs submit 1 form with their full list of potential gym rentals needing to be named on the COI in the initial request to lessen the number of emails we need to relay to the insurance office and to speed up the process and turnaround time.

## 12. Club President Resources

We have created several resources for Club Presidents to assist them: <https://www.volleyballalberta.ca/club-president-resources/>. Please note, this is a password protected page. You will need to enter **VA2025-3KFC8DS** to access the site.

Notable Resources include:

- Becoming a Member: A Procedural Guide to Incorporating Your Club
- Club Manual – 1<sup>st</sup> Edition: Resource with Templates galore (including bylaws and policies)
- VA Membership & Registrant Policy, VA Bylaws, and more.

## Volleyball Alberta Staff & Board Registration Guide

### Person in Authority (PIA) Requirements & Membership Registration

All Staff and Board membership categories are subject to Person in Authority (PIA) checks and must complete the following requirements — CRC, SST, SDF, and Membership Registration — to be approved as a member in good standing with Volleyball Alberta and Volleyball Canada.

<b>Person in Authority (PIA)</b> Mandatory Requirements: <ul style="list-style-type: none"> <li><b>CRC</b></li> <li><b>SST</b></li> <li><b>SDF</b></li> </ul>	<ul style="list-style-type: none"> <li>A pre-paid invitation will be sent to you from your VA hiring Manager to start your Criminal Record Check (<b>CRC</b>) on Sterling MyBackCheck.  → Already have one, to confirm issue date &amp; sharing history:  <a href="#">Login to your myBackCheck account</a></li> <li>Safe Sport Training (<b>SST</b>) on <a href="#">The Locker</a></li> <li>SDF questions are included in the membership registration on Sportlomo</li> </ul>	<ul style="list-style-type: none"> <li>valid 3 years</li> <li>valid until a new course is created</li> <li>annual</li> <li>annual</li> </ul>	<ul style="list-style-type: none"> <li>Pre-paid invite</li> <li>Free</li> <li>Free</li> <li>Free</li> </ul>
<b>Membership</b>	VA Staff & Board Members must “Register To Volleyball Alberta” on Sportlomo <a href="#">sportlomo – Member Registration Portal for Volleyball Alberta</a>	<ul style="list-style-type: none"> <li>annual</li> </ul>	<ul style="list-style-type: none"> <li>Free</li> </ul>

When you purchase a Volleyball Canada (VC) / Provincial-Territorial Association (PTA) membership in a category that requires Person-in-Authority (PIA) screening, your membership will show as **“Awaiting Approval”** until all mandatory PIA requirements are completed and verified. Once verified by a VA screening designate, your status will change to **“Approved/Active”**, and only then can you participate in volleyball activities. You can find more information about PIAs and the Awaiting Approval process on our website: [volleyballalberta.ca/persons-in-authority](http://volleyballalberta.ca/persons-in-authority)

REGISTER TO YOUR CLUB  
REGISTER

REFEREE REGISTRATION  
Register to Your Zone  
REGISTER

REGISTER TO VOLLEYBALL ALBERTA  
REGISTER



**STAFF:** Register to [Volleyball Alberta Membership](#) with the membership type:

→ 2026 Leader - Volleyball Alberta Staff

**BOARD:** Register to [Volleyball Alberta Membership](#) with the membership type:

→ 2026 Leader - Volleyball Alberta Board

Copy/paste link to register: <https://volleyball.canada.sportsmanager.ie/sportlomo/registration/member-registration/club/12526>

For more information on How To Register, go to: <https://www.volleyballalberta.ca/registration-how-to-register/>

**Staff Directory:** <https://www.volleyballalberta.ca/who-we-are-contact-us/>

[www.volleyballalberta.ca](http://www.volleyballalberta.ca)