

# “TO DO” List for Clubs and New Members of Club Board of Directors. Revised May 2010

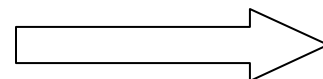
## **“Coaches Develop Skaters – BC/YT Section Provides Opportunities”**

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*As a Member of your Club’s Board of Directors you assist the Section in providing opportunities by ensuring your Club maintains the efficient, progressive and supportive environment for your Skaters, Coaches and Volunteers.*

### Lists, Forms and Due Dates

- 1.) Calendar order in by the Section **AGM** of each year. Clubs please send your orders to your region.
- 2.) Be sure to **submit your Society Act Report** each year after your Club AGM.
- 3.) A copy of the Club Constitution should be given to each member of your Board of Directors at your **Club AGM each year**. Club Constitutions should be reviewed and updated every 5 years.
- 4.) Send in list of names of Club Executive and all Board of Directors to your Region Chairman after your Club AGM. ( Form 100)
- 5.) Competitive skaters and any Officials that are associated with your Club must be registered by **September 1<sup>st</sup>** of each year.
- 6.) Send in Coaches list to Skate Canada and the BC/YT Section by **September 1<sup>st</sup>** of each year. (Check that all coaches have paid memberships, have a valid First Aid certificate and criminal records check.)
- 7.) Clubs with Synchronized Skating Teams have to send in your list of teams by **September 1<sup>st</sup>** of each year. Please specify: a) Competitive Team and/or b) Festival Team.
- 8.) Send in required Board of Directors lists to Skate Canada by **September 1<sup>st</sup>** of each year. (Form sent by Skate Canada National Office)
- 9.) Electronically register your Membership to Skate Canada, and mail them a cheque for these registrations, **by September 1<sup>st</sup>** of each year, **or as they register with your Club.**



- 10.) Update all Test Records by **September 1<sup>st</sup>** of each year – remember those skaters who have attended Off Season Skating Schools.
- 11.) Review and insert all updates to the **Membership Manual** that you receive from BC/YT Section in September.
- 12.) Rule Books should be ordered from Skate Canada or downloaded from the internet for all members of your Board of Directors.
- 13.) Review Club Code of Ethics with new executive and board at the start of each new season.
- 14.) Review and distribute mailings from the BC/YT Section to ALL members of the Board of Directors. Separate mailings that apply to specific individuals on the Board and make sure they receive and follow-up on the items requested.
- 15.) Send in any bids to host a Section Competition by **January 15<sup>th</sup>**.
- 16.) All BC Thin Ice articles must be submitted electronically by the deadlines provided by the BC/YT Section Office. Please call Amy Slaght in the BC/YT Section Office for details at 604-205-6960.
- 17.) Volunteer Award Applications (sent to clubs in November each year.) Please review and complete applications and **submit by the due date** when received from the BC/YT Section Office.
- 18.) Send names of any Volunteers who shall receive a 25 year Recognition Award to the BC/YT Section by **March 1<sup>st</sup>** of each year.
- 19.) Sign your club proxy for the BC/YT Section AGM when you receive it in **March** and send it to your Region Chairman.
- 20.) Sign your club proxy for the National Skate Canada AGM when you receive it, and send it to your Region Chairman.
- 21.) Renew/Review Coaches Contracts by **March 1<sup>st</sup>** of each year. (Employee/Employee Deductions)
- 22.) Visit the BC/YT Section Web page for updated information on skating in BC. [www.skatinginbc.com](http://www.skatinginbc.com).

**Skate Canada National Office**  
 865 Shefford Road  
 Gloucester, Ontario K1J 1H9  
 Phone: 1-888-747-2372  
 Fax: 1-877-211-2372  
[www.skatecanada.ca](http://www.skatecanada.ca)

**BC/YT Section Office**  
 #2 – 6501 Sprott  
 Burnaby, BC, V5B 3B8  
 Phone: (604) 205-6960  
 Fax: (604) 205-6962  
[www.skatinginbc.com](http://www.skatinginbc.com)