

## “TO DO” List for Clubs and Club Board of Directors

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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.

### For the Beginning of your Club Skating Season

- Negotiate Coach Contracts. Both Freelance and Club Coaches should all have signed contracts by the start of the new season.
- Have Club Board Members review the Conflict of Interest Policy.
- Have any new Club Board Members read and sign the Skate Canada Code of Ethics
- All Club Board Members should have completed the Respect in Sport Training
- A copy of the Club Constitution & Bylaws should be given to each member of your Board of Directors. This should also be available to all Club Members.
- Update your Club First Aid Kit for adequate supplies.
- Complete the Club Mailing List form found on [www.skatinginbc.com](http://www.skatinginbc.com) > Clubs. It will ask for three Board Members information to receive news from the BC/YK Section Office.

### September

- All Members should be registered with Skate Canada by **September 1<sup>st</sup>** of each year, or as they register with your Club. This includes, Skaters, Officials, Board Members, Program Assistants (if not Club skaters), etc.
- Submit your Club’s Thin Ice Article or Gold Feet for the September Issue of Thin Ice. For additional information and the submission deadline please visit [www.skatinginbc.com](http://www.skatinginbc.com) > News > Thin Ice.

### November

- Clubs with Synchronized Skating Teams should have their list of teams sent in to Skate Canada by **November 1st** of each year.
- Award packages are sent to clubs around mid-November of each year. Please review and complete applications **by the due date** along with letters of support.

### December

- Submit your Club's Thin Ice Article or Gold Feet for the December Issue of Thin Ice. For additional information and the submission deadline please visit [www.skatinginbc.com](http://www.skatinginbc.com) > News > Thin Ice.

### February

- Send names of any Volunteers who are eligible to receive a 25 or 50 year award to the BC/YK Section Office by **February 15th** of each year.

### March

- Sign your Club proxy for the BC/YK Section AGM when it is sent out in **March** and send it to your Region Chair. *Even if you are planning on attending the AGM in person.*
- Submit your Society Act Report each year after your Club AGM.
- Request Coaches "Letter of Intent" in March each year. This will help for the purpose of planning next season's programs.
- Submit your Club's Thin Ice Article or Gold Feet for the March Issue of Thin Ice. For additional information and the submission deadline please visit [www.skatinginbc.com](http://www.skatinginbc.com) > News > Thin Ice.

### May

- Around this time, Skate Canada will send out instructions to Clubs on how to register a Club Delegate to vote online or in person at the Skate Canada Ice Summit (National AGM). Please follow the instructions.

### June

- Submit your Club's Thin Ice Article or Gold Feet for the June Issue of Thin Ice. For additional information and the submission deadline please visit [www.skatinginbc.com](http://www.skatinginbc.com) > News > Thin Ice.

### Throughout the Year

- Visit the BC/YK Section website for up to date information - [www.skatinginbc.com](http://www.skatinginbc.com)
- Visit the Skate Canada Info Centre to become familiar with the information that can be found - <https://info.skatecanada.ca/index.php/en-ca/>
- Review and distribute correspondence from the BC/YK Section to **all members of the Board of Directors**. Separate correspondence that applies to specific individuals on the Board and make sure they receive and follow-up on these items if requested.
- Check to see if your Coaches are In Good Standing. This is extremely important, as a status can change throughout the year depending on when something expires (example: first aid certificate expires November 5<sup>th</sup>). To check, please log on to the Membership Site on Skate Canada > Coach Eligibility > type in the Coaches exact name or Skate Canada number.

### **Contact us:**

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