

Club Information Call

February 10, 2026



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Agenda

- Welcome
- Running an efficient AGM
- *Societies Act* Annual Requirements
- Coach Contracts
- FUN Skate
- Virtual Performance Series
- Skate Canada BC/YT and Skate Canada AGM
- Region and Section Volunteering



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Club AGM Agenda

- Agenda Requirements per Club Bylaws
 - Call to order and confirmation of quorum
 - Adoption of rules of order
 - Adoption of agenda
 - Approval of the minutes of the previous general meeting
 - Consideration of the report of the Directors
 - Consideration of the financial statements and the report of the auditor (if any)
 - Appointment of the auditor, or waiver of such appointment
 - Election of Directors
 - Other business



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Which Agenda Items Require a Motion and Vote?

- Each agenda item should have a motion (mover and seconder)
- Each agenda item should be voted on
- Special resolutions require a motion and vote

Who can vote?

- Review the section in your bylaws entitled “Eligibility for Voting Membership”



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How would you answer this question...

- A family has three athletes that are registered in the club. The athletes are 8, 10 and 11 years old. The athletes have two parents and each are present that the club AGM.
- How many votes can the two parents carry?



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BC Societies Act Filing Requirements

Within four weeks of AGM, submit to [BC Societies Online](#)

- Date of AGM
- List of directors elected from AGM
- Any bylaw changes
- Pay filing fee (\$40)



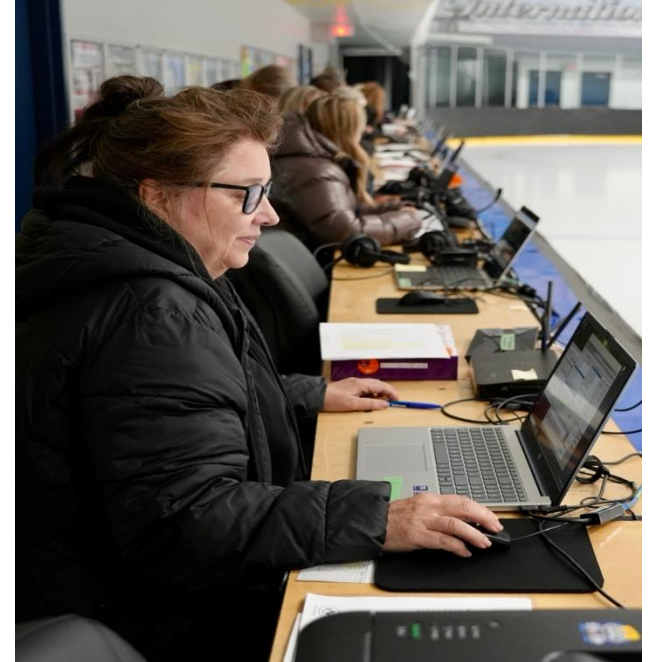
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Recognizing Volunteers

- Nominate volunteers for National and Section Awards
- 25 & 50 Year Volunteer Pins
- Recognize milestones at your AGM
- Club volunteer recognition awards
- PowerPoint or pictures of volunteer achievements
- Other ideas?



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Coach Contracts - Fundamentals

- Review the *Coach Contract Checklist* in the Membership Manual on skatinginbc.com.
- Contracts can be as simple or as detailed as the club would like.
- BC has Employment Standards that must be followed, including a two-hour work law.

Basic features to consider

- At the very least, every written employment contract should set out the following details:
 - Term - How long is the contract for? Is there a fixed end date, or is it indefinite and open-ended?
 - Status - Is it full-time, part-time or casual (occasional) work?
 - Wages - What is the wage; is it calculated hourly, weekly, or annually? When is it paid?
 - Early Termination - If the contract has a fixed end date, what happens if the employer wants to end the contract early? (Remember, employment standards legislation may impose relevant entitlements which you must abide by.)



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Coach Contracts – Optional Clauses

- Probation - If it is a new employment, is there an initial probationary term? (It is usually a good idea to have a probationary term, to give the Club a chance to evaluate whether the new employee is a good fit and suitable for the job.)
- Vacation - time, pay, stats
- Benefits - if any
- Financial assistance for Professional Development (seminars/courses)
- Work schedule - fixed, variable, or “on call”
- Club rules or policies that employees must follow
 - le: must be Skate Canada Coach in good standing, abide by Skate Canada Code of Ethics, etc
- Job description - Director of Skating, CanSkate Coordinator
- Contact person - who the employee should contact with questions/concerns



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Coach Contracts – Process and Timelines

1. Coaches submit “Letter of Intent”
2. Club response
3. Create a Contract Negotiating Committee
4. Contract Negotiating Committee meets with coach(es) individually
5. Contract Negotiating Committee puts recommendations forward to the Board for approval
6. With Board approval - Contract Negotiating Committee presents contracts to each Coach/employee privately
 - If the Coach in agreement with contract all parties sign
 - If the coach is not in agreement - repeat steps 4-6 above.



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Coach Contracts – Process and Timelines

- If a club cannot strike a Contract Negotiating Committee
 - Two board members should work with the coach(es) to develop and negotiate coach contracts.
 - One of those board members should be the Treasurer
 - Board needs to approve the contracts



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Introducing FUN Skate

- Opportunity for skaters from one or multiple clubs to participate in a variety of categories and contests in a club atmosphere.
- FUN Skate events are designed to be hosted by clubs or skating schools to fit a variety of skill abilities and logistical constraints.
- No mandatory events, and clubs and skating schools can choose from a variety of FUN Skate categories.
- The key to running a successful FUN Skate event is to focus on FUN!



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Introducing FUN Skate

- FUN Skate Hosting Guide and Events Guide.
- Designated categories have starting orders, marking sheets, results sheets, and evaluation guides.
 - Excel files will be shared once FUN Skate event is registered
- FUN Skate events must be registered with Skate Canada BC/YT.
- Suggested fees included in hosting guide.
 - Clubs and Skating Schools can charge less for events, but not more.
- Skate Canada officials are not to be used for FUN Skate events.



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Performance Series

- Virtual judging – April 18
- Registration deadline March 15
- Video submissions deadline – March 25
- File sharing link provided to each club and skating school



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Skate Canada BC/YT AGM

- May 2, 2026, at 1000 hrs
- Virtual
- Each Club/Skating School holds a vote
- Proxies are allowed
- If not able to attend, please contact your Region Chair.
- Board of Director Elections
- Bylaw Changes



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Skate Canada AGM

- May 23, 2026 at 1100 hrs Central Time
- Virtual
- Each Club/Skating School has a vote
- Each Skate Canada Registered Coach has a vote
- No proxies allowed
- Board of Director Elections
- Bylaw Changes



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Volunteers for Section/Region Events

- Do you have an outstanding club volunteer?
- BC/YT Section & the Regions are looking for volunteers to broaden their expertise.
- Competition Volunteers(Hospitality, Registration & Ice Ops)
- Music Players & Announcers
- Production Volunteers
- Data Specialists



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Volunteers for Section/Region Events

- Benefits
 - Learn new roles and experiences to bring back to the club/skating school.
 - Network with other volunteers
 - Opportunity to attend Competitions outside their club/region
 - Have Fun!
- Please submit any names to bcytsection@skatinginbc.com



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Questions?



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