

Club Information Call

September 23, 2025



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Agenda

- Welcome
- Registration – 2025/2026 season
- Club Governance
- Ask an Expert: Michelle Towstyka
- Reminders
- Competition Changes Webinar
- Upcoming events



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2025/2026 Registration

- Open as of August 20, 2025
- Review “Registration News for 2025-2026”
 - Skate Canada Membership Site > Organization Management
- Register your club or skating school
 - Skate Canada Membership Site > Organization Management > Organization Membership
- Register all skaters, board members, on-ice volunteers, and officials
 - Skate Canada Membership Site > Organization Management > Manage Program and Registrants
- Report your Board of Directors
 - Skate Canada Membership Site > Organization Management > Group Management



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Governance Best Practices

- Review bylaws at the beginning of each skating season
- Define roles and responsibilities of the board positions
- Committees - Terms of reference
- Structure meeting agendas in alignment with bylaws
- Refer to bylaws for information on:
 - Meeting quorum
 - Who is permitted to vote
 - How to break a tie
 - Who can have a voice at a meeting, but no vote



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Conducting Effective Meetings

- Send meeting package to board members in advance for review
- Monitor time and balance robust discussion with efficiently working through agenda items.
- What requires a motion? Common examples at a club include:
 - Approving agenda and minutes
 - Approving financial statements
 - Establishing Terms of Reference or committee membership
 - Setting program fees
 - Approving a budget
 - Approving unbudgeted expenditures
 - Policies



Onboarding New Board Members

- Establish clear communication channels
- Pull together key documents for review
 - Membership Manual located on skatinginbc.com
 - Privacy policies, Code of Ethics, oath of office and confidentiality, conflict of interest
- Skate Canada Introduction to Governance module



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What Type of Leader Are You?

- Visionary – Creates long term direction for the club?
- Strategic – Balances finance and growth
- Governance Focused – Ensure bylaws and policies are followed
- Champion – focus on needs to skaters, coaches and members



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Ask an Expert: Michelle Towstyka



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Club and Skating School Operating Requirements: Reminders

- Club and Skating School Operations Guide updated July 29, 2025
 - Skate Canada Info Centre > Guides
- Submit payment of invoices to Skate Canada
 - All invoices are due upon receipt
- Review “Introduction to Governance” learning module
 - Skate Canada Education and Training Academy > Introduction to Governance



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Competition Updates Webinar

- Wednesday, October 1, 2025 at 1900 hrs (PST)
- Encourage coaches to attend
- Information on:
 - Outcome of competition capacity initiative
 - Overview of new event offerings
 - Changes to Performance and Super Series
 - And more!



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Club Information Call

- Tuesday, November 18, 2025 at 1900 hrs (PST)
- Topics include:
 - Dispute and Conflict Resolution
 - Clinics and Seminars
 - Recognizing Volunteers
- Register through e-blast
- Have ideas for topics?
 - bcytsection@skatinginbc.com



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