

CLUB YEARLY “TO DO” LIST

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 have all signed contracts by the start of the new season.
- Have Club Board Members review the Conflict of Interest Policy.
- Have Club Board Members read and sign the Confidentiality Agreement.
- All Club Board Members should have completed the Respect in Sport Training and Safe Sport 101.
- A copy of the Club Constitution & Bylaws should be given to each member of your Board of Directors. This should also be available for all Club Members.
- Update your Club First Aid Kit with adequate supplies.
- Complete the Club Mailing List form found on www.skatinginbc.com > Clubs. It will ask for the details of three Board Members to receive news from the Skate Canada BC/YT Section Office.

September

- All Members should be registered with Skate Canada by **September 1st**, 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 and/or Gold Feet for this month's issue. For additional information and the submission deadline, please visit 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**.
- Award packages are sent to the Clubs around mid-November. Please review and complete applications **by the due date**, along with letters of support.

December

- Submit your Club’s Thin Ice Article and/or Gold Feet for this month's issue. For additional information and the submission deadline, please visit 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 Skate Canada BC/YT Section Office by **February 15th**.

March

- Submit your Society Act Report each year after your Club AGM.
- Request Coaches' "Letter of Intent" in March. This will help for the purpose of planning for next season's programs.
- Submit your Club's Thin Ice Article and/or Gold Feet for this month's issue. For additional information and the submission deadline, please visit www.skatinginbc.com> News>Thin Ice.

April

- Around this time, the Skate Canada BC/YT Section will send out instructions to Clubs on how to register a Club Delegate to vote online or in person at the AGM. Please follow the instructions.

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. Please follow the instructions.

June

- Submit your Club's Thin Ice Article and/or Gold Feet for this month's issue. For additional information and the submission deadline, please visit www.skatinginbc.com> News>Thin Ice.

Throughout the Year

- Visit the Skate Canada BC/YT Section website for up-to-date information - 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 Skate Canada BC/YT 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 5th). To check, please log on to the Membership Site on Skate Canada > Coach Eligibility > type in the Coaches exact name or Skate Canada number.
- Submit components for Club Recognition. This submission form will be sent to Clubs in September and is open to submissions throughout the year as activities are completed. Results will be announced at the 2026 BC/YT Section AGM. Results will give participating Clubs either a Bronze, Silver, Gold, or Platinum Recognition level.