

"TO DO" LIST FOR CLUBS & BOARD OF DIRECTORS



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 Club Board Members read and sign the Skate Canada Code of Ethics.
- 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 for adequate supplies.
- Complete the Club Mailing List form found on www.skatinginbc.com >Clubs. It will ask for three Board Members information to receive news from the BC/YT Section Office.

September

- All Members should be registered with Skate Canada by **September 1st** 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 and/or Gold Feet for the September Issue of Thin ice. 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** 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 and/or Gold Feet for the December Issue of Thin Ice. 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 BC/YT Section Office by **February 15th** of each year.

March

- 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 and/or Gold Feet for the March Issue of Thin Ice. For additional information and the submission deadline please visit www.skatinginbc.com > News > Thin Ice

April

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

June

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

Throughout the Year

- Visit the 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 - <http://info.skatecanada.ca/index.php/en-ca/>
- Review and distribute correspondence from the 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 October and is open to submissions throughout the year as activities are completed. Results will be announced at the 2025 BC/YT Section AGM. Results will give participating Clubs either a Bronze, Silver, Gold, or Platinum Recognition level.
- Benefits if participating in Club Recognition:
 - Helps ensure Clubs keep up to date on all tasks.
 - Tells perspective members that Club is following all rules of the organization.

Contact us:

Skate Canada BC/YT Section Office

#2-6501 Sprott Street

Burnaby, BC V5B 3B8

Phone: (604) 205-6960

Fax: (604) 205-6962

Email: bcytsection@skatinginbc.com

Website: www.skatinginbc.com

Skate Canada National Office

261-1200 Laurent Blvd

Box 15

Ottawa, ON K1K 3B8

Phone: 1(888) 747-2372

Fax: (613) 748-5718

Email: info@skatecanada.ca

Website: www.skatecanada.ca

Info Centre: <http://info.skatecanada.ca/index.php/en-ca/>