



To Do List For Clubs and New Members of Club Boards of Directors

“Coaches develop skaters – Western Ontario provides opportunities.”

As a member of your Club’s Board of Directors, you assist the Section in providing opportunities by ensuring your Club maintains an efficient, progressive and supportive environment for your skaters, coaches, and volunteers. We hope you find this useful!

<u>Region / Club Checklist</u>	<u>Due Date</u>	<input checked="" type="checkbox"/> <u>When Done</u>
1. Give a copy of the Club’s Constitution to each new member of your Board of Directors.	Club AGM	<input type="checkbox"/>
2. Complete the WO Club Executive Information Form and send copies to WO office & Region. Keep one copy for your club records.	June 30 or as soon as possible	<input type="checkbox"/>
3. Forward the WO Club Manual to the incoming President.	Club AGM	<input type="checkbox"/>
4. Refer each Club Board Member to the Skate Canada website: Members only / Technical & Programs / Rules / 2010 Official Rule book / Table of Contents Policies & Procedures / Complaints & Disputes Resolutions Policies.	First Board Meeting	<input type="checkbox"/>
5. Register club online- Skate Canada’s Annual Club Fee Registration, Executive List , and the Authority to Purchase Form to Skate Canada.	September 1	<input type="checkbox"/>
6. Register Competitive Skaters with Skate Canada. Please make sure Club cheque is sent immediately to Skate Canada to complete the registration for the liability insurance.	September 1	<input type="checkbox"/>
7. Send completed Professional Coaches’ List to the WO office and Skate Canada. Ensure that coaches have current membership, a valid First Aid Certificate and valid Skate Canada screening documents.	September 1	<input type="checkbox"/>
8. Renew Directors’ & Officers’ Liability insurance and Club Liability/Property/Crime Insurance.	Prior to September 1	<input type="checkbox"/>
9. All WO Sanctioned Skating Schools must register annually with Skate Canada. <u>A copy goes to the WO office</u> and the Registration and Insurance fees go to Skate Canada.	September 1	<input type="checkbox"/>
10. Update all test records for those skaters who have attended off-season skating schools.	September 1	<input type="checkbox"/>
11. Check club first aid kit to ensure adequate supplies.	September 1	<input type="checkbox"/>
12. Update the Club’s Skate Canada Rule Book with amendments as found on the Skate Canada info centre.	September 1 or as soon as avail from SC	<input type="checkbox"/>
13. Review WO Skater Bursary information.	October 1	<input type="checkbox"/>
14. Make current season’s WO Competition Schedule and WO Technical Package available to your club skaters and coaches.	October 1	<input type="checkbox"/>

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| 15. Send in synchronized skating team(s) list to the WO office & Skate Canada, specifying the team(s) category/categories. | November 1
or ASAP | <input type="checkbox"/> |
| 16. WO Bursary Applications are due to the WO office. <u>Check the application form for exact deadline date.</u> | November | <input type="checkbox"/> |
| 17. Check your Membership Registration numbers to ensure skaters are registered and thus have Skate Canada Liability Insurance. | Ongoing | <input type="checkbox"/> |
| 18. Send Carnival Sanctions to the WO office 30 days in advance of your Club's carnival. A list of guest skaters and any professional skaters must be provided 30 days in advance. | January | <input type="checkbox"/> |
| 19. Check the club's first aid kit for adequate supplies | January 1 | <input type="checkbox"/> |
| 20. Submit nominations for the Skate Canada Achievement Awards to <u>WO office.</u> | See Application
for deadline date | <input type="checkbox"/> |
| 21. Return all Promotional Contest ticket stubs and money to the WO office. | February 15 | <input type="checkbox"/> |
| 22. WO Bursary Applications are due to the WO office. <u>Check the application form for exact deadline date.</u> | February | <input type="checkbox"/> |
| 23. Submit nominations for the 25 or 50 year Volunteer Pin & Coaches' Pin to the WO office. | See Application
for deadline date | <input type="checkbox"/> |
| 24. Request Coaches' "Letter of Intent" re: planning of next season's Club Skating programs. | March 1 | <input type="checkbox"/> |
| 25. Negotiate Club Coaches' contracts. Freelance and Club Coaches' contracts to be signed prior to new season. | April 1 | <input type="checkbox"/> |
| 26. Check the Club's first aid kit for adequate supplies. | April 1 | <input type="checkbox"/> |
| 27. Assign Delegate and Proxy Forms for both the WO and Skate Canada AGMs. | Prior to
AGMs | <input type="checkbox"/> |
| 28. Order your Promotional Contest Books for distribution to your membership at registration. These are an excellent source of revenue for your Club and Skaters! | June 1 | <input type="checkbox"/> |
| 29. Gold Tests Passed ~ honour your skaters' achievements! Complete and send Gold Test Certificate Forms to the WO office so that your gold test skaters can be recognized by the Section and listed on our website. | Ongoing | <input type="checkbox"/> |
| 30. Review and distribute mailings from the WO office and Skate Canada to all members of your Club Board. Direct items that apply to specific individuals and follow-up on items requested. | Monthly | <input type="checkbox"/> |
| 31. Visit our Web Site! (www.skating-wos.on.ca) Consider this to be your primary source for your Section information! | Frequently | <input type="checkbox"/> |

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