



**“TO-DO” LIST
FOR CLUB PRESIDENTS AND
NEW MEMBERS OF CLUB BOARD OF DIRECTORS**

SKATE CANADA: ALBERTA – NWT/ NUNAVUT

As a Member of your Club’s Board of Directors, you assist Skate Canada: Alberta – NWT/ Nunavut in providing opportunities by ensuring your Club maintains an efficient, progressive, and supportive environment for your Skaters, Coaches, and Volunteers.

- | <input checked="" type="checkbox"/> WHEN DONE - LISTS AND FORMS | DUE DATES |
|---|------------------------|
| <input type="checkbox"/> 1) Send in list of names of Club Executive and all members of the Board of Directors to the Section Office. | September 1 |
| <input type="checkbox"/> 2) Send in required Board of Directors lists to Skate Canada. | September 1 |
| <input type="checkbox"/> 3) Competitive Skaters must be registered by September 1 st of each year. | September 1 |
| <input type="checkbox"/> 4) Send in Coaches List to Skate Canada and the Section Office.
(check Coaches Paid Membership and Valid First Aid Certificate) | September 1 |
| <input type="checkbox"/> 5) Clubs with Synchronized Skating Teams, send in your list of Teams as soon as possible. Please specify a) Competitive Teams and b) Festival Teams. | September 1
or ASAP |

REGISTRATION INFORMATION:

- | | |
|--|---|
| <input type="checkbox"/> 6) Send in your Membership Registration along with a Cheque to Skate Canada. | September 1 |
| <input type="checkbox"/> | or ASAP after
season starts |
| <input type="checkbox"/> 7) Send in your Development Fee to the Section Office. | September 1
or ASAP after
season starts |
| <input type="checkbox"/> 8) Send Skate Canada Membership Cards to all your registered skaters, Officials, and Recreational and Festival Teams. | November 1 |

GENERAL CLUB “HOUSEKEEPING” ITEMS TO BE COMPLETED:

- | | |
|---|------------------------|
| <input type="checkbox"/> 9) Renew/Review Coaches Contracts | March 1
September 1 |
| <input type="checkbox"/> 10) Rule Books should be ordered or downloaded from Skate Canada for all members of your Board of Directors. | August 1 |

GENERAL CLUB “HOUSEKEEPING” ITEMS TO BE COMPLETED:

<input checked="" type="checkbox"/> WHEN DONE	DUE DATES
<input type="checkbox"/> 11) Renew: a) Club Liability/Property Insurance b) Directors or Officers Liability Insurance	September 1
<input type="checkbox"/> 12) Following completion of test days send a copy of the test summary sheet to the Section Statistician and to National, and remember those skaters who have attended Off Season Skating Schools.	Ongoing
<input type="checkbox"/> 13) Send all Test Day Dates to the High Test Coordinator, and these dates will be allotted on a first come – first serve basis.	October 15
<input type="checkbox"/> 14) Send all Area Competition Dates to the Region Representative, and these dates will be allotted on a first come – first serve basis.	December 15
<input type="checkbox"/> 15) Send in Carnival Sanctions to the Section Office (30 Days in advance. Provide list of guest skaters and any professional skaters)	30 days in advance
<input type="checkbox"/> 16) Volunteer Award Applications (sent to Clubs in November of each year.) Please review and complete Applications and send to the Section Office.	January 31
<input type="checkbox"/> 17) Send in names of Volunteers to receive 25 Year Recognition Awards to the Section Office.	January 31
<input type="checkbox"/> 19) Send in all requested information regarding your attendance at the Skate Canada –ACGM.	April 1
<input type="checkbox"/> 20) Send bids to host Provincial Competitions, to the Section Competition Chairperson.	December 31
<input type="checkbox"/> 21) Amendments to Club Constitutions sent to the Section Office.	Club AGM Each year
<input type="checkbox"/> 22) A copy of the Club’s Constitution should be given to each member of your Board of Directors.	Club AGM Each year
<input type="checkbox"/> 23) Review and distribute emailings from the Section and Skate Canada to all members of your Board of Directors. Distribute emailings that apply to specific individuals on your Board, and make sure they receive and follow up on items requested and required.	Every Month
<input type="checkbox"/> 24) Visit the Skate Canada: Alberta – NWT/ Nunavut Web Page frequently. (www.skateabnwtun.com)	

Skate Canada
865 Shefford Road
Gloucester ON K1J 1H9
Telephone: 1-888-747-2372
Fax: 1-877-211-2372
Email: skatecanada@skatecanada.ca

Skate Canada: Alberta – NWT/ Nunavut
11759 Groat Road
Edmonton, AB, T5M 3K6
Telephone: (780) 415-0539
Fax: (780) 427-1734
Email: www.skateabnwtun.com

**PLEASE DIRECT ANY QUESTIONS OR CONCERNS YOU MAY HAVE REGARDING
THIS LIST TO CARLA WILSON AT THE SECTION OFFICE
AT TELEPHONE NUMBER (780) 415-0598.**