

Club Operations Checklist

Post Season (Reflect and Update)

ITEMS	NOTES
<input type="checkbox"/> Distribute customer/member survey	
<input type="checkbox"/> Plan/host Annual General Meeting (AGM) <ul style="list-style-type: none"> <input type="checkbox"/> Send out notice of meeting as per club by-laws <input type="checkbox"/> Distribute call for nominations for BOD as per club by-laws <ul style="list-style-type: none"> • Determine if board election is needed and prepare necessary items for vote if needed <input type="checkbox"/> Prepare agenda for meeting <input type="checkbox"/> Prepare reports for meeting <input type="checkbox"/> Ensure copies of all above items are available for every member attending <input type="checkbox"/> Review and update Club Constitution and/or By-Laws if needed <input type="checkbox"/> Circulate previous AGM minutes <input type="checkbox"/> Prepare awards/recognition materials if hosting a club recognition event in conjunction with AGM 	
<input type="checkbox"/> Send updated Club Constitution to SCMB (if amended/updated at the Club AGM)	
<input type="checkbox"/> Register and update Board of Directors on the Skate Canada Membership site	
<input type="checkbox"/> Attend Section AGM	
<input type="checkbox"/> Schedule yearly planning meeting <ul style="list-style-type: none"> <input type="checkbox"/> May need to schedule multiple meetings to attend to all business 	

Off Season (Planning)

ITEMS – Yearly Planning Meeting(s)	NOTES
<input type="checkbox"/> Board Orientation <ul style="list-style-type: none"> <input type="checkbox"/> Review board roles and responsibilities <input type="checkbox"/> Review club by-laws and policies <input type="checkbox"/> Review Skate Canada/Manitoba by-laws and policies <input type="checkbox"/> Conflict of Interest education <input type="checkbox"/> Review job descriptions/tasks 	
<input type="checkbox"/> Review Customer Survey	
<input type="checkbox"/> Review membership numbers & community demographics	
<input type="checkbox"/> Set Club Goals and Priorities	
<input type="checkbox"/> Set Budget <ul style="list-style-type: none"> <input type="checkbox"/> Facility rental (ice/rooms) <input type="checkbox"/> Coaching and staff <input type="checkbox"/> Administrative costs (online registration fees, credit card fees, extra insurance cost, club room rental, program advertising, etc.) <input type="checkbox"/> Registration/program fee review/income <input type="checkbox"/> Fundraising/sponsorship income <input type="checkbox"/> Assessment day(s) <input type="checkbox"/> Awards, honorariums and/or incentives for volunteers/PA's/skaters/coaches <input type="checkbox"/> Sanitation and Personal Protective Equipment (PPE) <input type="checkbox"/> Ice shows/carnivals (costumes, props, coach fees, food and beverage, etc...) <input type="checkbox"/> Skate Canada Program Expenses (CanSkate/CanPower/STAR) such as ribbons, badges, printing, props, name tags, teaching aids, etc...) 	

<input type="checkbox"/>	Set Program Schedules	
<input type="checkbox"/>	Determine any staffing needs for next season <input type="checkbox"/> Prepare and post job opportunities for the upcoming season <input type="checkbox"/> Host coaching meeting <ul style="list-style-type: none"> <input type="checkbox"/> Evaluation <input type="checkbox"/> Post season survey review/satisfaction <input type="checkbox"/> Review current contracts <input type="checkbox"/> Discuss registration date(s) <input type="checkbox"/> Date(s) for PA training, parent meeting 	
<input type="checkbox"/>	Plan Registration <input type="checkbox"/> Online and/or in-person <input type="checkbox"/> Locations <input type="checkbox"/> Dates/times	
<input type="checkbox"/>	Plan and Execute Marketing Strategy <input type="checkbox"/> Social media <input type="checkbox"/> Club website <input type="checkbox"/> Local media outlets <input type="checkbox"/> Local events <input type="checkbox"/> Flyers <input type="checkbox"/> Email communications	
<input type="checkbox"/>	Plan Fundraising Opportunities <input type="checkbox"/> Types of fundraisers <input type="checkbox"/> Dates/locations <input type="checkbox"/> Goals <input type="checkbox"/> Required volunteers <input type="checkbox"/> Do you require a special license (for example liquor & lotteries)	
<input type="checkbox"/>	Plan Assessment Days, Events and Special Days <input type="checkbox"/> Assessment Days <input type="checkbox"/> Family skates/bring-a-friend <input type="checkbox"/> Performance and Development Opportunities	

	<input type="checkbox"/> Ice Show/Gala <input type="checkbox"/> Theme and Fun Days <input type="checkbox"/> Special recognition events	
<input type="checkbox"/>	Plan Program Assistant Training <input type="checkbox"/> Initial training <input type="checkbox"/> Recurrent/follow-up plan <input type="checkbox"/> Target community members (hockey and ringette players, former skaters, etc...)	
<input type="checkbox"/>	Set Up a Communication Plan <input type="checkbox"/> Parent meetings <input type="checkbox"/> Newsletters (email/print) <input type="checkbox"/> Social media <input type="checkbox"/> Text services <input type="checkbox"/> Bulletin board <input type="checkbox"/> Email	
<input type="checkbox"/>	Update Skate Canada Manitoba Club Directory	
<input type="checkbox"/>	Coach Contracts <input type="checkbox"/> Draft contract <input type="checkbox"/> Check coach eligibility status <input type="checkbox"/> Coach meeting/interview <input type="checkbox"/> Negotiations	
<input type="checkbox"/>	Order Supplies <input type="checkbox"/> Badges/ribbons <input type="checkbox"/> Office supplies <input type="checkbox"/> Teaching aids/props <input type="checkbox"/> Skater incentives	
<input type="checkbox"/>	Plan volunteer recruitment <input type="checkbox"/> Volunteer hours needed <input type="checkbox"/> Types of opportunities available <input type="checkbox"/> Engagement/recruitment <input type="checkbox"/> Training for new/future positions	

PRE-SEASON (Preparation)

ITEMS	NOTES
<input type="checkbox"/> Host registration for programs <ul style="list-style-type: none"> <input type="checkbox"/> Online <input type="checkbox"/> In-person (evening or weekend slots) <input type="checkbox"/> What supplies do you need (pens, paper, promo videos, brochures, banners, coach or executive on hand to answer questions, etc...) 	
<input type="checkbox"/> Register Club with Skate Canada <ul style="list-style-type: none"> <input type="checkbox"/> Update club insurance policy <input type="checkbox"/> Confirm contact information <input type="checkbox"/> Identify administration and purchasers for Skate Canada 	
<input type="checkbox"/> Register members with Skate Canada <ul style="list-style-type: none"> <input type="checkbox"/> Register Board members on Membership Site <input type="checkbox"/> Register members on Membership Site <input type="checkbox"/> Register synchronized skating team on Membership Site 	
<input type="checkbox"/> Check that coaching staff is in "good standing" <ul style="list-style-type: none"> <input type="checkbox"/> Make note of different expiry date(s) <input type="checkbox"/> get copies of current qualifications (STAR 1-5 Assessor Training, Certification level, etc...) 	
<input type="checkbox"/> Plan first week(s) of skating <ul style="list-style-type: none"> <input type="checkbox"/> Parent meetings <input type="checkbox"/> Info sheets <input type="checkbox"/> Signage at the arena <input type="checkbox"/> Scheduling volunteers 	
<input type="checkbox"/> Run program assistant training	
<input type="checkbox"/> Request Assessment Day(s)	

IN-SEASON/MONTHLY (Maintenance)

ITEMS	DETAILS	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Hold Board Meeting	Minimum two (2) per year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Communication	Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Social media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Club website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bulletin board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Input Assessment Summary Sheet	Submit online or by mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Execute Volunteer Recruitment plan	Event Specific or opportunities										
Execute Fundraising/ Sponsorship Plan	Event specific	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Supplies	Badges/ribbons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assessment sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Skater incentives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Register skaters, board members, PA's, etc...	Skate Canada website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognize Award winners, achievements, volunteerism	In person, social media, etc...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Equipment (props, teaching aids, harness, off ice training aids, etc...)	In person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>