Club Operations Checklist

**Post Season (Reflect and Update)**

|  |  |
| --- | --- |
| **ITEMS** | **NOTES** |
| [ ]  | Distribute customer/member survey |  |
| [ ]  | Plan/host Annual General Meeting (AGM)[ ]  send out notice of meeting as per club by-laws[ ]  distribute call for nominations for BOD as per club by-laws[ ]  prepare agenda for meeting[ ]  prepare reports for meeting[ ]  ensure copies of all items above are available for every member attending [ ]  determine if board election is needed and prepare necessary items for vote if needed |  |
| [ ]  | Register and update Board of Directors on the Skate Canada Membership site  |  |
| [ ]  | Update Board of Directors and/or address change with the Ontario Government (incorporated clubs) |  |
| [ ]  | Schedule yearly planning meeting[ ]  may need to schedule multiple meetings to attend to all business |  |

**Off Season (Planning)**

|  |  |
| --- | --- |
| **ITEMS – Yearly Planning Meeting(s)** | **NOTES** |
| [ ]  | Board Orientation[ ]  Review board roles and responsibilities[ ]  Review club by-laws and policies[ ]  Review Skate Canada/Ontario by-laws and policies[ ]  Conflict of Interest education |  |
| [ ]  | Review Customer Survey |  |
| [ ]  | Review membership numbers & community demographics |  |
| [ ]  | Set Club Goals and Priorities[ ]  S.M.A.R.T. Goals set |  |
| [ ]  | Set Budget[ ]  Facility rental (ice/rooms)[ ]  Coaching and staff[ ]  Administrative costs (online registration fees, credit card fees, extra insurance cost, club room rental, etc.)[ ]  Registration/program fee review[ ]  Fundraising/sponsorship income  |  |
| [ ]  | Set Program Schedule |  |
| [ ]  | Determine any staffing needs for next season[ ]  Prepare and post job opportunities for the upcoming season |  |
| [ ]  | Plan Registration[ ]  Online and/or in-person[ ]  Locations[ ]  Dates/times[ ]  Rowan’s Law implementation  |  |
| [ ]  | Plan and Execute Marketing Strategy[ ]  Social media[ ]  Club website[ ]  Local media outlets[ ]  Local events[ ]  Flyers[ ]  Email communications  |  |
| [ ]  | Plan Fundraising Opportunities[ ]  Targets[ ]  Types of fundraisers[ ]  Dates/locations  |  |
| [ ]  | Plan Assessment Days, Events and Special Days[ ]  Assessment Days[ ]  Family skates/bring-a-friend[ ]  Performance and Development Opportunities[ ]  Ice Show/Gala[ ]  Theme and Fun Days[ ]  Special recognition events |  |
| [ ]  | Plan Program Assistant Training[ ]  Initial training[ ]  Recurrent/follow-up plan |  |
| [ ]  | Plan Program Assistant Training[ ]  Initial training[ ]  Recurrent/follow-up plan |  |
| [ ]  | Plan Volunteer Recruitment Strategy[ ]  Recruit[ ]  Retain[ ]  Recognize[ ]  Relate |  |
| [ ]  | Set Up a Communication Plan[ ]  Parent meetings[ ]  Newsletters (email/print)[ ]  Social media[ ]  Text services[ ]  Bulletin board[ ]  Email |  |
| [ ]  | Update Skate Ontario Club page and mailing list information |  |
|  [ ]  | Coach Contracts[ ]  Draft contract[ ]  Check coach eligibility status[ ]  Coach meeting/interview[ ]  Negotiations |  |
| [ ]  | Order Supplies[ ]  Badges/ribbons[ ]  Office supplies[ ]  Teaching aids/props[ ]  Skater incentives |  |

**PRE-SEASON (Preparation)**

|  |  |
| --- | --- |
| **ITEMS** | **NOTES** |
| [ ] ☐ | Host registration for programs☐ Online☐ In-person (evening or weekend slots)☐ Rowan’s Law implementation |  |
| [ ] ☐ | Register Club with Skate Canada☐ Update club insurance policy[ ]  Confirm contact information[ ]  Identify administration and purchasers for Skate Canada |  |
| [ ]   | Register members with Skate Canada[ ]  Register Board members on Membership Site[ ]  Register members on Membership Site[ ]  Register synchronized skating team on Membership Site |  |
| [ ]   | Check that coaching staff is in “good standing”  |  |
| ☐ | Plan first week(s) of skating☐ Parent meetings☐ Info sheets☐ Signage at the arena☐ Scheduling volunteers |  |
| ☐ | Run program assistant training |  |
| ☐ | Request Assessment Days |  |

**IN-SEASON/MONTHLY (Maintenance)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS** | **DETAILS** | **SEPT** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUNE** |
| Hold Board Meeting | Minimum two (2) per year | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Member Communication | Newsletter | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Email | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Social media | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Club website | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Bulletin board | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Input Assessment Summary Sheet | Submit online or by mail | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Execute Volunteer Recruitment Plan | Event specific | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Execute Fundraising/ Sponsorship Plan | Event specific | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Check Supplies | Badges/ribbons | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Assessment sheets | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Skater incentives | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |