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 |  |  |  |  |  |  |  |  |  |  |