



Skate Canada - Eastern Ontario Section

Skating Clubs

ANNUAL PLANNING CALENDAR



Annual Planning Calendar

APRIL & MAY

- Club AGM/Awards Meeting
- Elections
- Club Manual - office
- Club Constitution -new executive
- Skate Canada Rule Book/Club Policies-Procedures Manual
- Register for the EOS Connections & AGM
- Register Skate Canada Workshops/ACGM
- Complete Delegate/Proxy forms for EOS AGM - send to office
- Complete Delegate/Proxy forms for Skate Canada ACGM
- Review the amendments for Skate Canada rule book
- Attend Eastern Ontario Section Connections
- Attend Eastern Ontario AGM
- Attend Skate Canada National ACGM and Convention, if possible

JUNE

- Planning Meeting
- Review Skater/Parent/Coaches surveys
- Review statistics and forecast upcoming membership
- Review programs/costs
- Review ice allocations/costs
- Determine coaching requirements/volunteer requirements
- Set program schedule/costs
- Plan tentative events - test days/competitions/ice shows
- Plan marketing strategies/review Skate Canada materials
- Review and update Club Constitution/By-Laws if required
- Develop/renew Club Policies/Procedures
- Review/establish budget
- Determine fundraising activities - check EOS website for opportunities

Annual Planning Calendar

- Complete the EOS Club Executive Information form and send to EOS office
To ensure confidentiality of Skate Canada and club records reassign sign-on screen ID's and passwords every year.
- Hire coaches/prepare contracts
- Set tests days for next season –complete Test Day Application Sanction Form
- Hold monthly meeting

JULY & AUGUST

- Hold Club Executive Meeting
- Review committee positions and roles and responsibilities
- Set committees goals
- Set registration dates/plan day
- Finalize marketing/fundraising strategies
- Watch for Skate Canada Club Registration package in the mail
- Hold coaches meeting
- Plan on-ice sessions, special days, themes, etc
- Ensure program manuals, resources and materials are current and available
- Plan CanSkate Program Assistants recruitment and training sessions
- Submit Club Executive Listing and Purchasing Authority list to Skate Canada

AUGUST & SEPTEMBER

- Hold registration day
- Register members with Skate Canada (competitive prior to Sept 1) *** See Registration Quick Reference*
- Ensure coaches provide proof of current membership/NCCP certification/valid First Aid
- Update Test Records and review the Club Liability, Crime Insurance/Director's and Officers Liability insurances
- Club to keep a copy of coaches' qualifications on file.
- Send coaches list to EOS/Skate Canada
- Attend Test Chair meeting (may be at a different time of year)

Annual Planning Calendar

SEPTEMBER & OCTOBER

- Hold monthly meeting
- Begin plans for carnival
- Recruit Program Assistants/training
- Post Club Constitution on bulletin board or website
- Begin to review Club constitution to be approved at the Club AGM
- Look for Skate Canada CanSkate medals
- Order program supplies

NOVEMBER

- Continue with registration of any late registrants
- Check supplies for upcoming test days/order as required
- Evaluate season to date
- Ensure adequate supply of program materials/badges

DECEMBER

- Continue with Skate Canada registration
- Prepare report cards for distribution
- Review progress of carnival preparation
- Hold monthly meeting

JANUARY

- Hold second registration if required
- Review ice requirements for spring and summer programs
- Prepare spring/summer brochures
- Hold monthly meeting

Annual Planning Calendar

FEBRUARY

- Hold monthly meeting
- Review requirements for upcoming test days
- Return all PROMOTIONAL Contest ticket stubs and money to EOS office
- Submit nominations for the Skate Canada Achievement Awards and the 25 or 50 year Volunteer Pin to the EOS office
- Submit nominations for the 25 or 50 year Coaches' Pin to the SC office

MARCH

- Prepare for Club AGM/distribute info as per constitution
- Prepare and distribute customer surveys
- Carnival
- Watch for EOS/Skate Canada ACGM info
- Coaching staff reviews/letters of intent
- Prepare EOS Bid Form for partnered competitions
- Prepare EOS competition sanction form

ONGOING

- Visit Skate Canada / Section web site for updates, new information - bi-weekly
- Accept registrations on an on-going basis (pro-rate fees as needed) - until club reaches capacity
- Communicate regularly with club members - via newsletter, e-mail / web site, bulletin board, meetings and in person at the rink
- Monitor and mentor Program Assistants on a regular basis, bi-weekly and/or as required
- Monitor program delivery and customer satisfaction regularly to ensure customer expectations are being met
- Contact Section Office or Skate Canada if you have questions
- Complete Event sanction for carnival and submit to EOS office

**REGISTRATION ACTIVITIES - QUICK REFERENCE

For every registration you will need to enter at least one activity to indicate the main area of participation for the member.

Primary Activity

Program	Description
CanSkate	For members up to age 17 who are registered in the CanSkate learn-to-skate program.
STARSkate	For members up to age 17 who are primarily involved in the STARSkate program and may compete in non-qualifying competitions such as invitational events or interclub up to national STARSkate Championships.
CompetitiveSkate	For members, including adult-age skaters, who compete in qualifying events such as Sub-Sectionals, Sectionals, Eastern or Western Challenge events and/or Canadians/Junior Nationals.
Festival SynchroSkate	For members up to age 17 who are active in a synchronized skating program.
CanPowerSkate	For members up to age 17 who are active in the CanPowerSkate program or who are participating in the Pre-Power program offered on a CanSkate session.
Adult Skate	<i>For members aged 18 and over who are active ...</i> <i>*Please note: skaters are registered in this category because of their age only and not as per the level of team they skate on. E.g. a skater may be 18 years of age but may skate for a Senior team, not an "adult" team.</i>
Adult CanSkate	for members aged 18 and over who are registered in the CanSkate learn-to-skate program.
Adult STARSkate	primarily involved in the STARSkate program and may compete in non-qualifying competitions such as invitational events or interclub up to national STARSkate Championships and/or Adult Championships.
Adult SynchroSkate	active in a synchronized skating program.
Adult CanPowerSkate	in the CanPowerSkate program or who are participating in the Pre-Power program offered on a CanSkate session.

Official

In order to officiate in a Skate Canada test day or competition, the Official's primary activity must be Official.

Annual Planning Calendar

For all members who are a Skate Canada Evaluator, Judge, Referee and/or Data Specialist. In order to officiate in a Skate Canada test day or competition, the member's primary activity must be Official.

Officials must register through a Skate Canada Club. The Officials Code of Ethics must be signed and forwarded to the Association directly. Members who are in training to be an official are not permitted to register in this category until they have obtained the first level of certification.

Executive/ Committee For those members who are currently serving on the club executive or a committee or as a Skate Canada delegate

Secondary Activity (only)

Add a secondary activity for members who participate in more than one program or who meet one of the following criteria:

Program	Description
Special Needs	For members with a mental or physical disability who participate in a Skate Canada skating program.
Restricted Member	For members who are paid employees of either a club, the Section or the Association; a non-active coach; a performing professional or a professional dance partner. A restricted member is not permitted to hold office, vote at meetings, compete in qualifying competitions, and officiate at tests or competitions.



Annual Planning Calendar

WHO MUST BE REGISTERED?

Everyone! Skate Canada clubs must register everyone participating in any club program unless another Skate Canada Club has registered them. This includes:

- Club Board Members
- All skaters – including CanSkaters, CanPowerSkaters, STARSkaters and competitive, adult and synchronized skaters
- Adult skaters – it is important to select the appropriate activity for your adult skaters
- Program Assistants helping with CanSkate or other programs
- Officials – any data specialist, referee, judge or evaluator associated with the club
- Members that are a Skate Canada Professional Coach and also a competitive skater are required to register in two categories.
- These members are required to register with Skate Canada as a Professional Coach and they should also contact their Home Club to request to be registered as a competitive skater.
- All registrations submitted by the club will be for Associate members except for those individuals who are considered
- Restricted
 - Restricted members include:
 - a paid employee of the club, Section or Association (all club administrators must be registered as Restricted members. This activity can be found as a Secondary Activity)
 - a performing professional skater
 - a professional dance partner

Restricted members are entitled to participate in the activities of the Association but cannot hold office, vote at meetings, compete in qualifying competitions, and officiate at tests or competitions.



Have fun!