

## ***CARIBOO-NORTH CENTRAL REGION CLUB CHECKLIST***

<b>DUE DATE</b>	<b>ITEM</b>	<b>SEND TO</b>	<b>Info on Page</b>	<b>√When Done</b>
July and August	Form 100 List of Club Executive <b>(Please make sure you type or print in a legible and easily read handwriting)</b>	Region Chair or Area Rep	20,21	
	Ordering Skating Calendars	Susan Slater	11	
	Submit Society Act Report after your Club AGM. Club constitutions should be reviewed and updated every 5 years	Registrar, Ministry of Finance, Box 9431, Stn Prov Govt, Victoria, B.C. V8W 9V3		
<u>NOTICE</u>	Register Competitive Skaters and any Officials with Skate Canada before Sept 1st!!!!!!	Skate Canada 865 Shefford Road Gloucester, Ont. K1J 1H9 Or on Web Site		
Aug. .31	Come Skate With Us Come Skate With Us Application	Denise Hendry	16 25	
Sept 1 or as they register with your club	Electronically register your Membership to Skate Canada, and then mail them a cheque for these memberships (Skaters, Executive and Officials) Synchronized skating Teams send a list of teams. Specify a) Competitive b)Festival	Skate Canada		
Sept 1	Skate Canada Coaches Membership Send in coaches list (Check that all coaches have paid memberships, have a valid First Aid certificate and a criminal record check	Skate Canada		
Sept 1	CNCR Coaches Membership	Nicole Collins		
	Regional Development Team	Nicole Collins	15	

Sept 1	Update all Test Records- including summer school tests			
	Download or order Skate Canada Rule Books and provide to your Club Board of Directors. Review and insert all updates to the Membership Manual that you receive from BC/YT Section in September			
	Review Club Code of Ethics with new executive and board			
	Sanction Information Sanction Applications Athlete Sanction Request Form	Region Chair	13 22 23	
October	Donation to CNCR Silent Auction	Susan Slater	11	
	Test Day Requests	Carol Giesbrecht		
Nov.	Submit Proxy Forms for CNCR Semi-Annual General Meeting	Area Rep or Region Chair	9	
Nov/Dec	Watch for Awards Package from BC/YT Section		11	
Nov 1	Renew Club Liability/Property Insurance- you must include a list of your Registered Skaters with your payment to Skate Canada. Be sure to add any additional skaters throughout the season.	Skate Canada	12	
Nov 30	Submit bids to host CNCR Regionals	Area Reps or Region Chair		
Jan 15	Send in bids to host a Section Competition	BC/YT Section		
Jan.	BC/YT Section Volunteer Awards Nominations- submit by due date	BC Section Office	11	
Jan	CNCR Skater Awards- Canskater of the Year, Starskater of the Year, PA award-submit by due date	Region Chairman	11	

March 1	Submit names of volunteers to receive 25 year Recognition Awards	BC/YT Section		
	Seminar requests	Area Reps or Region Chair		
March	Proxy forms for CNCR AGM	Area Reps or Region Chair	9	
March	Application for CNCR Scholarship	Kim England	13	
March 1	Renew/Review Coaches Contracts			
March	Submit Proxy Forms for CNCR Annual General Meeting	Area Reps or Region Chair		
April	Submit Proxy Forms for BC Section AGM	Area Rep or Region Chair	9	
May	Proxy Forms and Delegate Forms for Skate Canada AGM	Area Rep or Region Chair	9	
<b>OTHER OBLIGATIONS:</b>				
	BC Thin Ice Submissions	Kim England	10	
	BC Thin Ice Subscription	BC/YT Section	19	
	Hiring Coaches	BC Section, Regions, Clubs	24	
	Consent and Release Form	Clubs	18	
	Club Oath of Office & Confidentiality	Club Executives		