



Off-Season Checklist

- ☐ Review Board Roles & Responsibilities
- ☐ Review Club Bylaws and Club Policies
- ☐ Confirm AGLC Requirements
- ☐ Confirm Club is Current with Alberta Societies Act
- ☐ Review Skate AB|NT|NU Bylaws, Structure & Policies
- ☐ Review Skate AB|NT|NU in Good Standing Policy & Club Requirements
- ☐ Review Skate Canada Program Delivery Standards
- ☐ Take Inventory of Supplies (example badges, ribbons, dryland equipment, teaching aids, music equipment)
- ☐ Review Programming Schedules, Facility Rental Agreements and Coach and Club Employee Resources
- ☐ Prepare and Post Job Opportunities as Needed
- ☐ Draft/Review/Revise Coaching Contracts
- ☐ Plan and Execute Marketing / Communications Strategy (social media, club website, section website, local media outlets, local events, flyers, email communications and partnerships)
- ☐ Set up Season Communications Plan (parent meetings, newsletters, social media, text services, bulletin board, email)
- ☐ Plan and Review Fundraising Opportunities including Casinos
- ☐ Parent information distributed