

2016 - 2017 BCSSA CLUB TIME LINE

The intent of this time-line is to help clubs stay on track with important deadlines.

Monthly face-to-face Executive meetings are recommended as the best way for clubs to stay engaged, informed, organized and productive.

BC Societies Act

A new Act will be introduced this November. It will impact all not-for-profit organizations.

Be informed: visit the registry website:

<http://www.bcregistryservices.gov.bc.ca/bcreg/societiesact/index>

Note: organizations will have up to 2 years to comply with the changes required by the new Act. The BCSSA Executive Director will offer guidance in this area as details are known.

In the meantime, make sure your Annual Society Reports are up-to-date.

Coach Security Clearance Policy:

August - September

BCSSA requires clubs have a Security Clearance Policy for Coaches.

Review your club policy and have a process in place to ensure compliance.

Have completed clearances returned to the club but make sure these are handled securely as the information is confidential.

Insurance Renewal:

October 1

New certificates will be e-mailed to club Presidents.

D&O Insurance Renewal (for clubs)

October 15

BFL Canada will be in touch with clubs directly.

BC/SSC Membership Fees - Billing # 1:

October 1

All clubs will be invoiced 100.00 annual club affiliation fee.

Clubs collecting fees on-line through a Peloton account will transfer funds electronically.

Clubs collecting fees manually will be invoiced by the BCSSA.

Member Registration:

Target date for clubs to have members registered in MMS.
Registrars will provide oversight and verify data.

October 15

Deadline: Payment of fee billing # 1 to the BCSSA Office

October 31

Deadline: On-line Coaching Report to be completed
On-line link will be provided.

November 15

BC/SSC Membership Fees - Billing # 2:

Based on data in MMS as of Dec 31st.

January 15

BCSSA Awards:

Nominations are not due until May 1st but they take time so start now by selecting your nominees and delegating members in your club to work on the nominations.

- * Coach of the Year
- * Volunteer of the Year
- * Youth Volunteer of the Year

January 31

Deadline: Payment of fee billing # 2 to the BCSSA Office

February 15

Order Cutting Edge Pins:

Order your pins from SSC in order to have them on time for your year-end wind-up. You'll find the order form on the SSC website.

February 15

Deadline: last day for registration additions/changes in MMS

March 15

Deadline: Officials upgrade requests to ODC

March 31

BC/SSC membership fees - Billing # 3

Only applies to clubs making MMS changes after Dec 31st.

March 31

Deadline: Payment of fee billing # 3 to the BCSSA Office

April 30

Deadline: Annual Award nominations - on line May 1

Links to nomination forms are on the home page of the website:

- * Link to Volunteer form is under 'Officials Recognition'
- * Link to Youth Volunteer form is under 'Officials Recognition'
- * Link to Coaches form is under 'Coaches Recognition'

Deadline: Skater Bursary applications - on line May 1

*Link is under 'Skate with Us' then 'Skater Recognition'

BCSSA Annual General Meeting in Kamloops May 26-28

Celebrating 60 years of speed skating in BC!
Including a Retreat of Excellence for Coaches and Athletes
Mark your calendars and plan to attend

Deadline: Community Gaming applications to Gaming Branch May 31

Deadline: File Annual Societies Report within 30 days
of the club's AGM

Deadline: File Gaming Account Summary Report within 90 days of the
club's fiscal year end

Club Directory:

The Office will provide a directory template June 1
Each club is to complete and return to the Office by July 1

Due to recent phishing incidents and scam messages, the BCSSA directory will no longer be posted on the website. The directory will instead be shared with clubs by e-mail.

Club directories are very important as they allow office staff to keep contact lists up to date and hopefully ensure all clubs receive the same communications, even over the summer.