



BC Speed Skating Association Club Timeline

The intent of this timeline 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.

<p>Membership Affiliation System (MAS) All clubs must have completed Speed Skating Canada and BC Speed Skating MAS club registration training. All programming must be complete by the end of August. Ensuring a Merchant Account is activated will allow for online registration.</p>	<p>August 31</p>
<p>Coach Security Clearance Policy 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.</p>	<p>August-September</p>
<p>! Deadline Clubs must communicate their interclub dates to BCSSA to be posted to the online calendar.</p>	<p>September 1</p>
<p>Club Registration Club registration completed in MAS.</p>	<p>September 30</p>
<p>Insurance Renewal New certificates will be e-mailed to club Presidents.</p>	<p>October 1</p>
<p>BCSSA/SSC Membership Fees -- Billing #1 All clubs will be invoiced 100.00 annual club affiliation fee. Clubs collecting fees online through MAS will transfer funds electronically. Clubs collecting fees manually will be invoiced by the BCSSA.</p>	<p>October 15</p>

<p>D & O Insurance Renewal (for clubs) BC Speed Skating insurance provider will be in touch with clubs directly.</p>	<p>October 15</p>
<p>! Deadline Payment of registration fees Billing #1 to BCSSA</p>	<p>October 31</p>
<p>Print PACE Awards Certificates Print PACE Awards Certificates prior to your holiday break. The certificates are available for download on the BCSSA website.</p>	<p>November 15</p>
<p>! Deadline Online Coaching Report to be completed. Online link will be provided.</p>	<p>November 15</p>
<p>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.</p> <ul style="list-style-type: none"> ● Coach of the Year ● Volunteer of the Year ● Youth Volunteer Recognition 	<p>January 31</p>
<p>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. Printable report cards are also available for download.</p>	<p>February 15</p>
<p>Print PACE Awards Certificates Print PACE Awards Certificates to have them on time for your year-end wind-up. The certificates are available for download on the BCSSA website.</p>	<p>February 15</p>
<p>! Deadline Last day for registration additions/changes in MAS</p>	<p>March 1</p>



<p>! Deadline Provincial Relay Challenge (PRC) submissions due via online form.</p>	March 18
<p>BCSSA/SSC Membership Fees -- Billing #2 Only applies to clubs making MAS changes after December 31st.</p>	March 15
<p>! Deadline Payment of fee Billing #2 to BCSSA</p>	March 31
<p>! Deadline Officials upgrade requests due to ODC</p>	March 31
<p>! Deadline Annual Award nominations - online. Links to nomination forms are available on the BCSSA website.</p>	May 1
<p>! Deadline Skater Bursary applications - online. Link is available on the BCSSA website.</p>	May 1
<p>! Deadline Community Gaming applications to Gaming Branch.</p>	May 31
<p>! Deadline File Annual Societies Report.</p>	Within 30 days of the club's AGM
<p>! Deadline Any changes to the Club Executive members and/or contact information must be reported to BCSSA as soon as possible. This Club Directory list is very important to maintain timely and accurate information exchange between BCSSA and member clubs.</p>	Within 30 days of the club's AGM



<p>! Deadline File Gaming Account Summary Report.</p>	<p>Within 90 days of the club's fiscal year end</p>
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