

Club Commodore Onboarding Guide

Congratulations! We are very excited that you will be representing your club and are looking forward to working with you in your role as Club Commodore.

Ontario Sailing is comprised of over 100 member clubs which represent many different towns, cities, and regions across the province of Ontario. As a member club, the Ontario Sailing staff will work with you and your Board of Directors to develop, organize, and achieve operational excellence.

Visit the [Ontario Sailing](https://www.ontariosailing.org) website to familiarize yourself with the organization. Under the 'Contacts' tab you will find the roles and contact information of the Ontario Sailing staff.

NSO/PSO/Club Roles

As the Club President, you should be familiar with how your club's responsibilities align with sailing's National Sport Organization (NSO), Sail Canada, and Provincial Sport Organization (PSO), Ontario Sailing's responsibilities.

Sail Canada

Sail Canada works with the federal government through Sport Canada and works together with all provincial sailing associations to build consistency across the country. Some specific responsibilities include Sport Canada reporting and contractual compliance; developing national team athletes; developing and managing national policies; developing national standards for athlete development pathways; coach certification (National Coach Certification Programming [NCCP]).

Ontario Sailing

Ontario Sailing represents sailing to the provincial government and supports community sailing organizations throughout the province with hands on support. Some specific roles include Ontario government reporting and contractual compliance; developing provincial team athletes; delivery of coaches and officials training programs, national and provincial policy compliance; ensuring member organizations adhere to mandatory provincial and federal policies and legislation; and supporting clubs.

Clubs

Community based clubs and associations serve their local community by providing opportunities to participate in the sport of sailing. Some specific roles include member recruitment and retention (athletes, coaches, volunteers); NSO and PSO policy compliance and Club policy enhancement; offer appropriate local competition for athletes; ensure all mandatory provincial and federal policies, technical rules, legislation and legal requirements are adhered to fully by club members.

Club President Checklist

Ontario Sailing has created a checklist to help you begin your onboarding process.

- ☐ Schedule an introductory call with Lisa Roddie, Member Services Manager. During the call, Lisa will answer your questions, review resources, and share best practices as we look to support

you in this new role. Ongoing communication with Ontario Sailing staff will help to contribute to your success as a club president.

- ☐ Ensure you have signed all documentation including your club's:
 - Confidentiality or Privacy Agreement
 - Conflict of Interest Agreement
 - Code of Conduct
 - Directors Consent to Serve Agreement

- ☐ Communicate recent changes to your club membership:
 - Update your website with a new leadership list & contact information
 - Announce yourself: communicate a welcome message to the club membership. Consider sharing a personalized president's message that shares who you are and why you are excited to be in this role.

- ☐ Read your club's policies and by-laws – Understand your club's processes and structure, including Director and/or Officer positions.
 - Ensure that the club's by-laws and policies are compliant with related Acts and legislation.

- ☐ Obtain account access – transfer the management and access to (including passwords and two-factor authorization) of any club accounts or communication channels from the outgoing President. This could include:
 - Bank accounts
 - Payment systems, such as PayPal
 - Club website
 - Email account(s)
 - Club Dropbox or Google Drive

- ☐ Review your club's financial position – review the club finances with the outgoing President and Treasurer, and the current Treasurer.
 - Review bank statements, balance sheets, and profit and loss statements.
 - Review operating budgets.
 - Obtain privileges for any banking requirements and financial transactions.

- ☐ Review past club minutes and motions
 - Make sure that you are aware of any motions that were made previously that might affect decisions that you are looking to make in the near future (i.e. budgets or capital decisions).

- ☐ Establish a plan and schedule a kickoff meeting with your new Board. During the initial meeting you should:
 - Introduce all new members.

- Make sure all Board Members sign the required club documentation and their Consent to Serve agreement.
 - Create an operational plan that includes goals (teams, fundraising, recruitment, etc.).
 - Establish a good working relationship with your new team – ensure everyone understands the expectations for meetings and communications, fitting into the By-laws and Code of Conduct.
- Be sure to cover the following topics in meetings during your first year as President:
- Ensuring everyone understands and supports the mission, vision, and values and aligning when making decisions as a board.
 - Reviewing and updating the strategic plan if needed.
 - Annual goals and the status of long-term goals.
 - Risk management review and explore emerging risks.
 - Annual calendar of events.
 - Roles and responsibilities for each Director and Officer.