

## Coaches report for January 17th, 2017

### The duties I have done in the past month as follows:

1. Downloading music - ongoing for all programs
2. Completing details for Program Assistant update Clinic my notes.
3. Overseeing notes of Julia's for taking the lead of the PA update clinic
4. Organizing and ordering lunch for PA's.
5. Organizing skate sharpening – Wed January 18th with Greg Ladret
6. Taking attendance
7. Attended Executive meeting Jan 17<sup>th</sup> 2017
8. Updating the Canskate achievement board, finishing preparation of ribbons/badges for skaters
9. Report cards for Pre Canskate
10. **Meeting** with Julia Bowles for the mentorship progression of her training
11. Answering emails on a daily basis from members, Executive and parents
12. Gala **Meeting** with Chairman and members – Jan 11th
13. Continuing to develop lesson plans for all club run programs
14. Staying in contact with President for issues that arise weekly
15. I recommend that the Adult /Teen Power skating registration stay open.
16. Printing on going name tags and updating lists of registrations
17. Organizing the Photo Shoot for photos in paper - January 18th
18. Organizing Competition Simulation for January 18<sup>th</sup> and 19th
19. Writing and preparing for meetings every week
20. Talking with people to help organize the behind scenes of the Gala.
21. Organizing for Gala – poster and program for early distribution
22. Setting up summer scheduling and discussion by email

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