

Professional Development Bursary Fund Policy

04/19/2026

Purpose

The purpose of this policy is to establish guidelines for the professional development bursary process within **Skate Amherstburg**. The professional development bursary policy ensures that financial resources are allocated effectively to support the development and growth of professional coaching staff while promoting financial stability and accountability.

Application

This policy applies to all **Skate Amherstburg** staff and board members involved in the professional development bursary budgeting process.

Policy

Annual Budget Preparation Procedure

The **Treasurer**, in collaboration with the Board of Directors, is responsible for coordinating the preparation of the professional development bursary annual budget by the start of each skating season.

Task	Timeline
Preparation: Review prior year end fundraising positions	May Meeting
Draft bursary budget: is prepared by the Treasurer – reference is made to percent of fundraising positions of prior year	June Meeting
Budget with recommendations presented to the board	July Meeting
Board Approval	Date August Meeting

Budget Approval

The **Treasurer**, will present the proposed Professional Development Bursary budget to the Board of Directors for review.

The Board of Directors must approve the annual budget before the start of the fiscal year.

Any significant changes to the budget during the fiscal year must be approved by the Board of Directors.

Bursary Process

A Bursary fund may be offered as financial support to a coach undertaking training to further or enhance their coaching level or skills. The Bursary will cover registration fee up to a maximum of \$500.00, the amount granted will be determined on an individual basis considering the specific course being taken and the needs of the club.

The skater/coach must be a member in good standing at Skate Amherstburg.

The bursary will be granted upon successful certification of the course and submission of Skate Canada Certificate, to the Board of Directors, identifying completion of all necessary components. Coach must remain active staff with Skate Amherstburg for a minimum of one season otherwise they will be required to return the bursary amount granted.

For the bursary to be granted, the skater/coach will need to apply for the bursary by addressing a letter to the Board of Directors stating the purpose of the bursary including the course name and destination. The letter of request will need to be sent to the Board 1 month prior to the registration date. Letters received after the payment of registration will not be considered.

Applications for bursaries will be considered on a first come basis, based on the date of receipt of the written request to the Board, as well as taking into account the needs of the club in terms of coaching staff.

A yearly maximum of funds will be allotted and available for skater/coach upgrading which will be determined by the Board based on available fundraising dollars each August. Any requests received after the maximum funding cap has been reached, will be deferred to the next skating season and will be placed as priority for consideration by the Board.

Review and Amendments

This policy will be reviewed annually by the **Treasurer**, and any amendments will be submitted to the Board of Directors for approval.