**Program Assistant / Bursary / Skater Trust Fund Policy (Aug. 12, 2025)**

The **Prince Albert Skating Club (PASC)** may maintain individual **Bursary** or **Skater Trust Fund** accounts for eligible skaters who are active members of the club. This policy outlines the criteria for eligibility, appropriate use, and administration of these funds.

The **Program Assistant (PA) Program** is open to experienced skaters, generally age 10 and older, at the discretion of the coaching staff—who support the delivery of **CanSkate sessions**. This volunteer or introductory leadership role provides young skaters with valuable experience in coaching, mentorship, and leadership while contributing to the overall success of the program.

**Program Assistants** must attend the **mandatory training session** provided by the coaches to qualify for the Program Assistant role

**Program Assistants** work under the guidance of certified coaches and contribute by:

* Leading warm-ups, circuits, and group activities
* Assisting with set-up and clean-up
* Offering support and encouragement to younger skaters
* Helping to maintain a positive, safe, and engaging learning environment

To recognize their dedication, the **PASC Bursary Program** awards Program Assistants a **monetary bursary** at the end of each season. The value of this bursary is based on the total number of volunteer hours accumulated throughout the year and will be deposited into the skater’s Trust Fund account. This is based on a $10/hour credit.

This initiative not only rewards volunteerism but also promotes leadership development and helps cultivate future coaches within the PASC community.

**1. Eligibility & Accumulation**

* Skaters enrolled in the STAR program (Star Skaters) who assist with Can Skate or Pre-Can Skate sessions (are eligible to accumulate volunteer hours throughout the season.
* These hours will be credited through the Club's bursary program at the end of the skating season.
* Families will be notified at the beginning of the season if their skater has expressed interest in assisting, as this will qualify them for bursary accumulation.

**2. Eligible Expenses**

Bursary funds may be used toward **skating-related expenses**, including but not limited to:

* Coaching fees
* Club registration fees
* Skates and blade maintenance
* Skating attire or competition clothing

**3. Good Standing Requirement**

* **Bursary funds will not be disbursed** to skaters or families who are not in good financial standing with the Club.
* If any outstanding balances exist, bursary funds will first be applied to those amounts before reimbursement or usage is permitted.

**4. Submission of Receipts & Disbursement**

* Skaters or families must submit **eligible receipts on the date of the Club’s Annual General Meeting (AGM)** unless an alternate arrangement has been made with the Board of Directors.
* One (1) reimbursement cheque will be issued at the end of the season per eligible skater, based on receipts provided by the member, up to the skater’s bursary amount, to simplify Club accounting and reconciliation
* It is the responsibility of each family to track and retain copies of their receipts.
* Any remaining funds will be carried forward to the skater’s Uplifter account and may be applied in the subsequent season toward registration fees, test tickets, or any other eligible purchases available through the Uplifter system

**5. Representation at the AGM**

To receive bursary funds, each skater under the age of 18 must be **represented by a parent or legal guardian at the Club’s AGM** or by a proxy (See Proxy Voting Policy) representative who is **18 years of age or older**. Skaters over the age of 18 may attend the AGM as their own representation.

**Exceptions to AGM Attendance Requirement**

Exceptions to the AGM attendance requirement may be granted in **extenuating circumstances**, including but not limited to:

* Death in the family
* Serious illness or medical emergency (skater or immediate family)
* Family emergency
* Inclement weather preventing safe travel

All requests for exceptions must be **communicated in advance** to a designated board member.

Approval is **at the discretion of the PASC Board of Directors**