



COACHING PROFESSIONAL DEVELOPMENT BURSARY

1. BACKGROUND

The purpose of the Professional Development Coaching Bursary is to assist coaches who are interested in upgrading their technical expertise and/or experience. This Bursary may be utilized to attend an in-province, out-of-province or out-of-country coaching seminar or conference, attend major or domestic competitions while not actively coaching at the event for a provincial club, other professional development opportunities or consult with a recognized sport expert. Subject to funding availability, up to six (6) Professional Development Bursaries of up to \$500.00 will be offered seasonally.

2. ELIGIBILITY CRITERIA

Applicants wishing to be considered for the Coaching Professional Development Bursary must meet the following eligibility criteria:

- a) Be a resident of BC and registered member of a Synchro BC member club for a minimum of two membership years prior to this application;
- b) Be a member in good standing with Synchro BC and the applicant's member club;
- c) Be at a minimum Competition Introduction "Trained" (*taken the Competition Introduction Course, but not yet evaluated and/or certified*) within the National Coaching Certification Program;
- d) Demonstrate achievement of the requirements outlined in the Synchro BC Coach Certification Policy (e.g. completion of NCCP's Making Ethical Decisions, completion of the Synchro Canada Respect in Sport for Activity Leaders training, and submission of the appropriate background screening documentation);
- e) Applicants are limited to a maximum of 2 consecutive Coaching Professional Development Bursaries. Once this limit has been reached, a coach must wait at least one calendar year before they are eligible to apply for additional funding through the Coaching Professional Development Bursary.

Please note that applicants with extenuating circumstances and not meeting the criteria outlined herein may be considered by the Committee.

3. GENERAL RULES

- a) All applications must be accompanied by a recommendation from the applicant's member club executive.
- b) As a recipient of this bursary, coaches will be asked to supply a photo and a detailed report of the learning activities for education, publication or promotional purposes. Recipients may also be asked to speak at a camp or conference to share their experience with their peers.
- c) Original receipts must be provided to Synchro BC (not to be combined in duplication with any other financial support for the same expense).

4. APPLICATION PROCESS

- a) There are 3 annual intake periods for the Coaching Professional Development Bursary:

Intake Period	Application Deadline	Award
1. July 1 – October 31	October 31 at 5:00 pm	Up to \$1,000.00
2. November 1 – February 28	February 28 at 5:00 pm	Up to \$1,000.00
3. March 1 – June 30	June 30 at 5:00 pm	Up to \$1,000.00

- b) Applications received within each intake period will be considered by the Awards Committee after the application deadline.
- c) Recommendations will be made to the Board of Directors within two (2) weeks of the application deadline.
- d) An application form must be completed in full and submitted to be considered for the bursary. All requested supporting information must accompany the application.
- e) A maximum of \$1,000 can be awarded in each intake period. Notwithstanding, if the maximum value of funds has not been distributed in intake periods 1 and/or 2, the Committee may choose to exceed the intake period 3 limit provided the total bursaries awarded does not exceed \$3,000.
- f) Applications that are not successful in an intake period will be reconsidered in the subsequent intake period unless it is withdrawn by the applicant. All applications expire on June 30th each year.

All applications are subject to review by the Synchro BC Awards Committee. The recommendations of the Awards Committee are subject to approval by the Board of Directors. The committee will NOT consider late submissions, however, submissions received after the intake period application deadline will be considered in the following intake period.

5. CONTACT INFORMATION

Jennifer Keith, Executive Director
ed@bcartisticswimming.ca
604-333-3642

Access to this Bursary will be provided to all members.

Date created June 18, 2015	Review date July 16, 2018	Date approved June 29, 2015
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6. COACHING BURSARY AWARD APPLICATION FORM

Applicant Information

First Name _____ Address _____

Last Name _____ City _____

Telephone _____ Postal Code _____

Email _____ Current Coaching Level _____

Club Affiliation: _____

Briefly describe the type of professional development activity to attend (*max 250 word*):

Professional Development Opportunity Information

Name of Event or Activity _____
(*please attach any additional supporting information*)

Dates _____ Location _____

Registration Fee of activity (*if applicable*): _____

List all other costs associated with the activity: _____

Expense Type	Cost	Expense Type	Cost

Briefly summarize how this activity will assist to increase your technical knowledge and expertise:

I certify that all information contained in this application is true and complete

Signature / Signature of Parent (<i>if under 19 years</i>)	Date

Please submit application to ed@bcartisticswimming.ca.