



NBSC Joan Wilkes Memorial Bursary Award Policy

Purpose:

The Joan Wilkes Memorial Bursary Award was established by the North Bay Skating Club (NBSC) to honour the remarkable contributions of Joan Wilkes to figure skating and the NBSC community.

This award recognizes a skater who reflects the dedication, commitment, perseverance, and community spirit that Joan demonstrated throughout her many years dedicated to the club. The bursary is intended to support skaters as they pursue further education and continue their personal growth both within and beyond the sport of figure skating.

Award Value:

The Joan Wilkes Memorial Bursary Award consists of a bursary in the amount of \$500, presented annually to the selected recipient in the form of a cheque.

NOTE: The value of the bursary and continuation of the award are subject to the availability of funds. The NBSC Board of Directors reserves the right to adjust the bursary amount or determine that the award will not be presented in a given year.

Eligibility:

To be considered for the Joan Wilkes Memorial Bursary Award, applicants must meet the following criteria:

- High School Graduating Year: Skaters must be in their high school graduating year.
- Age: Skaters must be 18 years of age or younger.
- Membership: Skaters must be current members of the North Bay Skating Club during the season of consideration.
- Demonstrated Commitment and Achievement in Skating: Applicants must show a strong commitment to the sport through participation, development, achievements, and volunteer contributions.

Achievements may include, but are not limited to:

- Progression through Skate Canada assessments (Skills, Freeskate, Dance, Artistic)
- Participation in competitions and pursuit of personal performance goals
- Consistent dedication to training and personal skating development
- Volunteering and supporting club activities and events
- Supporting younger skaters and contributing positively to the club community



The intent of this award is to recognize skaters who demonstrate dedication, perseverance, and commitment to achieving their personal potential while contributing to the skating community.

The bursary cannot be awarded to a skater who does not meet the eligibility criteria. If no eligible candidates are identified in a given year, the award will not be presented.

Identification of Candidates:

Each Fall/Winter skating season, the NBSC Board of Directors will review the membership and develop a short list of skaters who meet the eligibility criteria and best reflect the intent of the award.

If more than one eligible candidate is identified, shortlisted candidates will be invited to submit a written letter (maximum 250 words / one page). The letter should address the following, as outlined in the Award Criteria document provided to skaters:

- Their involvement with the North Bay Skating Club
- Their commitment and achievements in skating (training, competition, assessments)
- Their volunteer or mentorship contributions to the club
- Their future educational or personal development goals

The letter must be written and submitted by the skater themselves. Skaters should submit their letter via email to info.northbayskatingclub@gmail.com by the indicated deadline.

- Only letters received by the submission deadline will be considered. No exceptions will be made.

If only one candidate is identified who clearly meets the criteria, the NBSC Board may select the recipient without requiring a written submission.

Notification of Potential Candidates:

Potential candidates identified by the NBSC Board will be notified by email to their parents or guardians. This ensures families are aware of the bursary opportunity and can assist the skater with submitting a written letter if required.

Selection:

When multiple candidates submit written letters, the final selection will be made by:

- One designated member of the Wilkes family, and



- One representative of the NBSC Board of Directors

These reviewers will consider how well the candidates demonstrate alignment with the award criteria and will jointly select the bursary recipient.

The decision of the reviewers will be considered final.

Conflict of Interest:

Members of the NBSC Board of Directors, selection reviewers, or family members involved in the selection process must declare any real or perceived conflict of interest related to an applicant and recuse themselves from the review and selection process.

Applicants who may hold paid roles within the club remain eligible for the bursary; however, paid employment responsibilities will not be considered as part of the applicant's achievements or contributions toward the selection of the award. Volunteer contributions, including mentorship roles such as Program Assistant, are considered.

Presentation of the Award:

The Joan Wilkes Memorial Bursary Award is intended to be presented annually at the NBSC Annual Joan Wilkes Memorial Showcase.

If the selected recipient does not participate in the showcase, or if the showcase is not held in a given year, the NBSC Board of Directors will arrange an alternate presentation of the award to ensure the recipient is recognized.

Whenever possible, the award will be presented by a member of the Wilkes family in recognition of Joan Wilkes' contributions to the North Bay Skating Club and the skating community.

Review:

The NBSC Board of Directors will review this policy at least every three years to ensure it remains relevant, fair, and aligned with the club's goals and financial position.

Effective Date: March 2026