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# ADMINISTRATIVE POLICIES

Updated November 2017

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1. **REGISTRATION**

(a) **GENERAL**

The Ontario registration period is September 1<sup>st</sup> to August 31<sup>st</sup> of each year.

There will be an annual registration fee for all individuals wishing to become or remain a member of Dive Ontario.

In order to compete as an Ontario diver at DPC and Dive Ontario sanctioned meets, the diver must be a member of Dive Ontario in good standing.

All divers must comply with FINA, AFC (Aquatic Federation of Canada) and Dive Ontario regulations and procedures.

Previously registered clubs and divers must renew their registration with Dive Ontario for the upcoming season by October 31<sup>st</sup>.

Registration renewals received later than October 31<sup>st</sup> will be subject to penalties as established by Dive Ontario (see (h) Penalties).

For purposes of insurance and eligibility to compete in sanctioned competitions, all individuals who register with Dive Ontario will remain a registered member until November 1<sup>st</sup> of the following registration period (up to 14 months depending on time of registration). Unless the member renews his or her registration during the registration period of the following year, his/her membership expires on November 1<sup>st</sup> and they are no longer eligible for athlete insurance or to compete in sanctioned competitions. Any club or diver not registered with Dive Ontario and entered into the E-sport systems is not considered registered and will not be covered by insurance or considered to be associated with Dive Ontario for any other purposes.

(b) **REGISTRATION PROCEDURES**

Clubs must submit the registrations to Dive Ontario using the E-Sport Login found on [www.diving.ca](http://www.diving.ca).

Clubs will be invoiced their Club Registration fee after October 31<sup>st</sup>.

Membership fee payments will only be accepted from Clubs, unless a diver or coach or other person is registering with Dive Ontario as an "Unattached Member", in which case the individual must register directly with the Executive Director.

New registrations (received after October 31<sup>st</sup>) have no registration deadline but divers must be fully registered (this includes payment of membership fees) with Dive Ontario **at least two weeks** before participation in a sanctioned meet.

A club member may hold one or more roles (e.g., diver and coach). The Club must inform Dive Ontario of all the roles that a member holds when registering the member or after the member assumes a new role.

Any changes to a club's Board of Directors during the Season, must be made in writing to Dive Ontario.

(c) **LTD REGISTRATION**

Clubs must submit their learn-to-dive registration athletes to Dive Ontario using the E-Sport Login System found on [www.diving.ca](http://www.diving.ca). Clubs will be invoiced their Learn to Dive Registration Fee after October 31<sup>st</sup>.

Clubs will be will be granted full access to the Plouf Learn to Dive Program.

(d) **INFORMATION REQUIRED**

The following information must be included club registrations:

**Club:** Name, Address, Phone Number, Email addresses for Club, Head Coach & President;

**Competitive Diver (NJ, NS, PJ, PS):** Name, Address, City, Postal Code, Phone Number, Date of Birth, Gender, Email address, Coach Name (for National level divers only), Member Category;

**Masters Diver (MA):** Name, Address, City, Postal Code, Phone Number, Date of Birth, Gender, Email address, Member Category;

**Fully Qualified Coach:** Name, Address, City, Postal Code, Date of Birth, Phone Number, Email address, Member Category;

**Intermediate Coach:** Name, Address, City, Postal Code, Date of Birth, Phone Number, Email address, Member Category;

**Instructor:** Name, Address, City, Postal Code, Date of Birth, Phone Number, Email address, Member Category;

**Official:** Name, Address, City, Postal Code, Date of Birth, Phone Number, Email address;

**Associate Member (Executive):** Name, Address, City, Postal Code, Date of Birth, Phone Number, Email address.

(e) **MEMBER CATEGORIES**

**Recreational Divers:** Participants who take part in learn-to-dive programs or other non-competitive programs offered by a club or affiliate, and who have not entered and do not intend to enter a competition sanctioned by Dive Ontario or Diving Plongeon Canada in the current year.

**Competitive Divers:**

(i) **National Junior Competitive Divers (NJ):** Divers 18 years of age and under, who met the national standard at a competition sanctioned by Dive Ontario or Diving Plongeon Canada in the previous year;

(ii) **National Senior Competitive Divers (NS):** Divers 19 years of age and older, who met the national standard at a competition sanctioned by Dive Ontario or Diving Plongeon Canada in the previous year;

- (iii) **Provincial Junior Competitive Divers (PJ):** Divers 18 years of age and under, who did not meet the national standard at a competition sanctioned by Dive Ontario or Diving Plongeon Canada in the previous year and who have entered or who intend to enter a Dive Ontario sanctioned competition in the current year. For greater certainty, this includes divers who did not compete in the previous year, but are participating in competitive programming in the current year;
- (iv) **Provincial Senior Competitive Divers (PS):** Divers 19 years of age and over, who did not meet the national standard at a competition sanctioned by Dive Ontario or Diving Plongeon Canada in the previous year and who have entered or who intend to enter a regional or provincial competition in the current year. For greater certainty, this includes divers who did not compete in the previous year, but are participating in competitive programming in the current year;

**Masters Divers (MA):** Divers 25 years or older, who do not compete at the Senior level, but who participate in Masters events.

**Fully Qualified Coaches:** A Fully Qualified Coach is:

- (v) A person who has successfully completed the “Competition Stream - Introduction” program offered by the National Coaching Certification Program (“NCCP”) and has been designated as “Certified” by the NCCP in such program;
- (vi) A person who has been designated as “Certified Level II” by the NCCP pursuant to the NCCP’s predecessor system;
- (vii) A person who holds certification recognized by FINA which is equivalent to the certification referred to in paragraphs (i) or (ii) above; or

**Intermediate Coaches:** An Intermediate Coach is a person who has started, but is not yet fully certified, in the “Competition Stream - Introduction” program offered by the NCCP.

**Instructors:** An instructor is any person who provides instruction to Recreational or Competitive divers and includes any coach or instructor who is not an “Intermediate Coach” or a “Fully Qualified Coach”.

**Officials:** An official is a person who is properly qualified to judge at a regional, provincial, national or international level.

**Associate Members:** Individuals who are not members of any other category, but who are still active in the affairs of a Club. Examples are members of the Club Board of Directors, Club executives and all other volunteers. As registered members, they are named and covered by the Club liability policy.

**Clubs:** A Club is an amateur diving club or association resident in Ontario, incorporated or unincorporated, whose membership is comprised of:

- (i) At least one (1) Fully Qualified Coach;

- (ii) At least five (5) persons registered as Competitive Divers; and
- (iii) A Board of Directors or an Executive Committee comprising of at least three functioning positions (other than coaches and divers), whose purpose is the development and maintenance of the club. (In exceptional circumstances, a club may apply in writing to Dive Ontario for an exemption to this rule).

No person shall be registered as a member of more than one registered Club at any one time, either as a coach, instructor, diver or administrative member.

For greater certainty:

- (iv) A Club must have at least one (1) Fully Qualified Coach;
- (v) A Fully Qualified Coach may provide coaching services to more than one Club, provided that the Fully Qualified Coach may only be registered with one Club at any one time;
- (vi) A Competitive Diver may dive with more than one Club, provided that such Competitive Diver may only be registered as a Competitive Diver with one Club at any one time; and
- (vii) An Associate Member who sits on a Club's Board of Directors or Executive Committee may only be registered as an Associate Member of one Club at any one time.

**Affiliate: An affiliate member is a City or Municipality which runs a learn to dive program at a Community pool.**

**(f) UNATTACHED MEMBERS**

Any person who is not registered with a member Club and who wishes to register as a member of Dive Ontario may do so, provided that they satisfy the applicable registration criteria, complete the appropriate registration form and pay the requisite fees to Dive Ontario.

Unattached Members must submit their Dive Ontario registration directly to the Executive Director.

Officials shall be registered as Unattached Members.

**b) NEW CLUBS**

Any organization that desires to register as a Club member of Dive Ontario for the first time must submit a written request to Dive Ontario including the following information:

- (i) Name of proposed club;
- (ii) Location of club;
- (iii) Location of pool;

- (iv) Hours of pool availability;
- (v) Coach qualifications;
- (vi) Reasons for wanting to become a Club member; and
- (vii) Business plan illustrating long-term sustainability of the club.

The Dive Ontario Board of Directors shall review and consider any such written requests and, upon being satisfied that the admission of the organization as a Club member is consistent with the mission and mandate of Dive Ontario and will be of a net benefit to Dive Ontario, then the Board of Directors may approve such written request.

No organization shall be admitted as a Club member without the prior approval of the Dive Ontario Board of Directors.

## 2. **PENALTIES**

### a) **NEW SEASON REGISTRATION**

Every Club member shall complete its membership registration on E-Sport Login through [www.diving.ca](http://www.diving.ca), no later than October 31<sup>st</sup> of the current registration period. An invoice for Club registration will be sent out to the Clubs, once receipt of registration has been confirmed by Dive Ontario. Registration is not complete until both the registration form and payment are received.

Every Club member, other than a new Club registering with Dive Ontario for the first time, shall pay a late payment fee equal to \$25.00 per day for each day that its registration is late (received by Dive Ontario after the October 31<sup>st</sup> deadline) to a maximum of \$250.00; and, if the registration is not finalized until after November 10<sup>th</sup>, then an additional late fee of \$250.00 will be applied, so that the total late fees owing would total \$500.

### b) **ALLOWING A NON-REGISTERED DIVER TO COMPETE AT A SANCTIONED MEET**

No person shall compete at a competition sanctioned by Dive Ontario unless such person is registered with Dive Ontario as a Competitive Diver and his/her registration fee has been paid to Dive Ontario.

If any person who is registered with a Club member registers to participate at any competition sanctioned by Dive Ontario without first having been registered as a Competitive Diver with Dive Ontario, the Club member shall pay to Dive Ontario a fine in the amount of \$100.00.

Where, prior to the start of or during a competition sanctioned by Dive Ontario, it is discovered that a diver who has not yet registered as a Competitive Diver for the current season is registered to participate in the competition, the Club member must either pay the penalty (a fine of \$100.00) at the competition or request to be invoiced by Dive Ontario in order for the diver to compete. Where the Club member is invoiced by Dive Ontario, the diver will not be entitled to participate in any future competitions until the

Club has paid the fine, registered the diver as a Competitive Diver and paid the Competitive Diver fee to Dive Ontario.

Dive Ontario reserves the right to check registrations for all sanctioned competitions to ensure compliance with this section.

### 3. **INSURANCE**

Only registered members inside the E-Sport system of Dive Ontario will be covered by the national liability and accident insurance policy issued to Diving Plongeon Canada and Dive Ontario.

Dive Ontario will provide each Club member with a certificate of insurance upon receipt of same from the insurance company, generally at the start of each new season. If any changes or additions are required on the certificate of insurance, the Club member should contact the Dive Ontario office to request same.

For greater certainty, a Club member's Board of Directors or Executive Committee is insured ONLY if all of the Board of Directors members have registered as Associate Members and provided all necessary information to Dive Ontario. If accident insurance is required for an Associate Member, the Club will be required to pay an additional fee to Dive Ontario.

Please direct any questions regarding insurance to the Dive Ontario office.

### 4. **TRANSFER POLICY**

At the beginning of every new registration period, a diver may transfer Clubs by renewing their registration with Dive Ontario through the new Club.

For all other Club transfer requests (i.e. after the diver has registered for the current season with a particular Club or as an Unattached Member), the "Transfer Form for Registered Divers in Ontario" must be completed and forwarded to the Dive Ontario office. This form is available to download from the Dive Ontario website or may be requested from the Dive Ontario office.

A diver who transfers during the season from one Club to another must have a written release from the current Club. This must be sent to the Dive Ontario office along with the Transfer Form for Registered Divers in Ontario.

If a diver is unable to receive a written release from his or her current Club, he/she may apply to Dive Ontario to register as an Unattached Member. In this circumstance, the diver must dive as an Unattached Member until the end of ninety days or the current diving season (August 31<sup>st</sup>), whichever comes first. At the end of this time period, the change of Club affiliation will be effective as of the post-marked date on the transfer request letter.

In the case of a diver who was registered originally in the season as an Unattached Member and wishes to become affiliated with a Club, a written release is not required.

However, a registration with the new Club through submission of the Transfer Form for Registered Divers in Ontario is required to effectuate this Club affiliation.

Except in exceptional circumstances, Dive Ontario will not consider more than one transfer per diver per season.

#### 5. **REGISTRATION FEES (effective September 1<sup>st</sup>, 2017)**

<b>Club Fee</b>	\$750.00	Includes unlimited number of Coaches, Instructors, Volunteers and Executive Members	Clubs must input all names in E-Sport Login
<b>Competitive Athlete Fee</b>	\$140.00	Dive Ontario insurance	Clubs must input all names in E-Sport Login
<b>Recreational (LTD)</b>	\$250.00	Includes unlimited number of Recreational divers.  Includes Plouf program and all materials	Clubs must input all names in E-Sport Login
<b>Affiliate Fee</b>	\$250.00	Per City or Municipality  Includes Plouf program and materials at cost plus 10%	Must deliver registration numbers upon request.

#### 6. **SANCTION POLICY**

##### a) **Sanction Required**

Any competition taking place within the Province of Ontario which is intended to be used as a qualifying meet for a junior or senior national championship sanctioned by Diving Plongeon Canada must be sanctioned by Dive Ontario.

##### b) **National Qualifiers - Automatic Sanctions**

The following competitions have been pre-approved and are automatically sanctioned by Dive Ontario and are recognized as qualifying meets for National Championships and therefore do not have to request sanction status:

- (i) Winter Provincials;
- (ii) Spring Provincials;



(iii) Summer Provincials.

c) **Aspire (Tier II) - Automatic Sanction**

The following competition is automatically sanctioned by Dive Ontario and therefore does not have to request such status:

(i) Aspire Provincial Championships

d) **Other Competitions**

Any member Club desiring to obtain the sanction for a competition to be held in the province of Ontario must submit a meet bid application to Dive Ontario in the prescribed form, provided by Dive Ontario, including the following information:

- (i) Competition name, date and location;
- (ii) Competition Events & Levels;
- (iii) Name and contact information for Meet Technical Director.

Every November after the AGM, the Dive Ontario office will send every Club member a meet bid application form to be submitted by January. The meet bids will be reviewed and approved by the High-Performance Committee and the Dive Ontario Board of Directors, at which time a Tentative Meet Schedule will be created for the following season. Please refer to Article 8 of the Dive Ontario Technical Regulations for hosting criteria.

The Tentative Meet Schedule will be submitted to Diving Plongeon Canada for final approval by June and sanctions will be granted by Dive Ontario as long as the dates:

- comply with Dive Ontario, Diving Plongeon Canada and/or FINA rules; and
- do not conflict with timing of any other Diving Plongeon Canada sanctioned competition of the same level in adjoining Provinces.

7. **MEET HOSTING POLICY**

a) **GENERAL**

For both National Qualifiers & Aspire Provincials, each Club member hosting must provide the Dive Ontario Meet Manager with information regarding food, accommodations, access, etc. The Dive Ontario Meet Manager will then be responsible for creating the Meet Package based on a standardized package created by the High Performance Committee. The Meet Package will be submitted to the High Performance Committee for approval. Once approved, Dive Ontario will distribute the Meet Package to all member Clubs and Officials and post it on the Dive Ontario website, as well as forward it to Diving Canada for posting on their website.

For Aspire Invitationals, each Club member hosting a meet shall use the standardized meet package available through Dive Ontario, which includes the proposed timetable, standardized dive requirements and Dive Ontario logos. The meet package must be

submitted to Dive Ontario for approval. Once approved, Dive Ontario will distribute the meet package to all member Clubs and Officials and post on the Dive Ontario website.

b) **REPORTING**

Results from all competitions sanctioned by Dive Ontario must be submitted by the host Club to Dive Ontario within **one week** following the completion of the competition. In the event of the Dive Ontario run competitions, the Meet Manager will submit the results to Dive Ontario.

If the host Club fails to send the competition results to Dive Ontario within one week following the last day of the competition, the host Club shall pay to Dive Ontario a late fee in the amount of \$100 per week for each full week that the results are late. The late fee shall be deducted from any hosting grant otherwise payable by Dive Ontario to the host Club.

For all National Qualifiers, the Dive Ontario Meet Manager will submit the competition report [to DPC?], within 30 days of the end of the competition.

For all Dive Ontario Aspire Invitational meets, the Hosting Club will submit the competition report (downloadable from the Dive Ontario website), within 30 days of the end of the competition. After 30 days, the Club will be fined \$100 per week for each week that the report is late, and will no longer be eligible for a hosting grant. Dive Ontario will invoice the Club for any applicable fine once the competition report is received.

c) **HOSTING GRANTS**

Each member Club that hosts a sanctioned competition and satisfies the necessary requirements, including submission of a list of all registered divers, competition results, competition report and meet fees, is eligible to receive a hosting grant from Dive Ontario. Please refer to Reporting in 7 (g).

The hosting grants shall be in the following amounts:

(i)	<b>Aspire Competitions</b>	\$650.00
(ii)	<b>Senior National Qualifier</b> (other than a sanctioned Junior National Qualifier), if sanctioned by Dive Ontario	\$500.00
(iii)	Junior National Qualifiers (Tier I Provincial Championships)	
	Winter	\$735.00
	Spring	\$735.00
	Summer	\$735.00

If a Tier I Provincial Championship/Jr. National Qualifier is sanctioned by Diving Plongeon Canada as an international team selection trials (such as for the Dresden International), then an additional \$640 hosting grant will be provided

(iv) **National Championships (Junior or Senior)** \$ 2,500.00

d) **COMPETITION FEES** (effective September 1<sup>st</sup>, 2017)

Please see the competition fee chart below. Fees owing to Dive Ontario by the Host Club will be deducted from the Hosting Grant (See Section (c) HOSTING GRANTS).

Aspire Fees	Host Club	Dive Ontario
Registration	\$40.00	\$10.00
Board Fee	\$25.00	\$10.00

National Qualifying Fees		Host Club	Dive Ontario
<b>Out of Province</b>	Registration	\$40.00	\$10.00
	Board Fees**	\$30.00	\$15.00
<b>Ontario First* 2017-2018</b>	Registration	\$40.00	\$10.00
	Board Fees***	\$25.00	\$5.00
<b>Ontario First* 2018-2019</b>	Registration	\$40.00	\$10.00
	Board Fees***	\$27.50	\$7.50
<b>Ontario First* 2019-2020</b>	Registration	\$40.00	\$10.00
	Board Fees***	\$30.00	\$10.00

\* Ontario First Grant applies to Ontario athletes only, who are competing at any Dive Ontario sanctioned competition. This Grant will be provided to Ontario athletes that would reduce the athlete's fee.

\*\* No Board Cap

\*\*\* 4 Board Cap

## 8. COURSE AND FACILITATOR FEES

<b>COURSE</b>	<b>INSTRUCTION BEGINNER</b>	<b>COMPETITION INTRODUCTION</b>	<b>PROVINCIAL JUDGE LEVEL 1</b>	<b>PROVINCIAL JUDGE LEVEL 2</b>
<b>Participant Fee</b>	\$125	\$425.00	\$70.00	\$75.00
			includes fee for registration with Dive Ontario	
<b>Facilitator Fee</b>	\$500.00 Travel @ \$0.41/km Lunch with receipts Hotel (if required)	\$1,200.00 Travel @ \$0.41/km Lunch with receipts Hotel (if required)	\$200.00 Travel @ \$0.41/km See Officials Policies and Procedures	\$200.00 Travel @ \$0.41/km See Officials Policies and Procedures
<b>Evaluator Fee</b>	\$125 Travel @ \$0.41/km	\$250.00 (with trampoline) \$200.00 (no trampoline) Travel @ \$0.41/km		

## 9. AGM TRAVEL POLICY

- a) Each Club member will be reimbursed for travel and hotel expenses in connection with sending one delegate to the Dive Ontario Annual General Meeting (“AGM”);
- b) Travel by car will be reimbursed in accordance with Dive Ontario Financial Policies (if applicable);
- c) Any necessary hotel accommodation will be arranged by the Dive Ontario office. Funded delegates must stay two per room. Meals, phone calls and other room charges are the responsibility of the delegate;
- d) Upon prior approval of the Board of Directors, the President, the VP Finance, the Chair of the Dive Ontario High Performance Committee and the Chair of the Dive Ontario Sport Development Committee are eligible to attend the Coaches Meeting held prior to the AGM and to receive reimbursement for their travel/hotel expenses as outlined above;
- e) Delegates must submit an expense form (accompanied by receipts) to Dive Ontario in order for reimbursement to be considered and approved.