



OFFICIALS POLICY & PROCEDURES

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DIVE ONTARIO OFFICIALS POLICY & PROCEDURES

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1. CODE OF CONDUCT

We will adopt the code of conduct as set out by the National Office in the Official's manual.

2. ADMINISTRATIVE PROCEDURES

The officials' availability is sent to all the officials by the office as soon as the meet schedule is finalized. After the Officials Committee receives the availability of all officials, the meet referees are assigned for the provincial Non-Qualifying and Senior Qualifying meets and this assignment list is sent to all the officials.

The Dive Ontario office will forward, to the meet referees, the meet package and the availability lists that have an affirmative response for the meet. The meet referee will then contact these officials the week before the meet to confirm attendance and send the meet information.

The meet referee will send a report to Dive Ontario (available for download at <http://diveontario.com/officials/>) that contains the panel lists and a comprehensive report on the meet. Dive Ontario will forward this report to all club presidents, head coaches, Board members and meet referees. For the qualifying meets, Dive Ontario will also forward these reports to the National Office. The meet referees will not receive their honoraria until these reports are submitted.

Officials must maintain an official Log Book over the course of the competition season. Official Log Books and the Rulebook can be downloaded from the DPC website:
http://diving.ca/en/index.php?option=com_content&view=article&id=30&Itemid=172

3. OFFICIALS COMMITTEE CHAIR

Must be registered with Dive Ontario.
Shall be a fully certified Provincial Level 2 official or above.
Must attend at least 3 provincial meets.

The official in this role will be selected each year prior to the Provincial AGM.

4. OFFICIALS COMMITTEE

The Officials Committee shall consist of the Officials Committee representative from each of the Dive Ontario High Performance Committee and the Sport Development Committee as well as 3 additional officials.

Officials who are interested in becoming a member of the Officials Committee must indicate their interest to the V.P. High Performance by August 20th. Following the AGM and the appointment of the two Official Committee representatives, all registered active officials in the province will elect the additional committee members, if there are more than 3 officials who have expressed interest.

The members of the Officials Committee will be selected on a yearly basis. At the first AGM after the passing of these minutes, 2 officials will be voted in for the term of 2 years, and 1 official will be voted in for a term of 3 years.

5. NATIONAL APPRENTICESHIP

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National Criteria:

- Must have achieved the criteria as stated in the [DPC Judge Development Program](#)
- Must be recommended by a national level official or coach

6. PROVINCIAL FUNDING CRITERIA

National Apprenticeship

- Must be registered with Dive Ontario
- Must have achieved the criteria as stated in the [DPC Judge Development Program](#)
- Must have judged at least two provincial qualifying meets and one provincial non-qualifying meet for a total of six full days for each of the previous two years
- Must have been willing to be a meet referee for one meet in each of the previous two years
- Must have handed in their officials Log Book showing the completion of the above criteria
- Must commit to continue this level of participation in Ontario
- Must be recommended by the Officials Committee according to the above criteria, as well as expertise as a judge, event referee and meet referee. This will be decided by a majority vote of all members of the Officials Committee. If one member must abstain due to a conflict of interest, then the V.P. High Performance will cast the third vote. All decisions must be documented and sent to the Board of Directors.

Judging at National Qualifying and Non-Qualifying Meets in Ontario

(See Appendix A for funding/fee schedule)

- Must be registered with Dive Ontario
- Where flight and/or hotel costs will be incurred, the official must be available for the entire meet unless approved by the Officials Committee
- Must be assigned by the Officials Committee Chair and approved by all members of the Officials Committee by majority vote according to the above criteria, the need for officials, cost efficiency and opportunities for experience. If there remain more qualified officials than there is a need, spots will be assigned to those who have done the most judging in the province in the previous and current competition seasons. All decisions will be documented and sent to the Board of Directors.

Professional Development Opportunities

When an opportunity for professional development arises, selection will be based on the following criteria:

- Must be registered with Dive Ontario as a Provincial Level 1 official or above
- Must have judged at two provincial meets the previous year for a total of four full days. Must be available for the entire event
- Must be assigned by the Officials Committee by majority vote according to the above criteria as well as consideration for the appropriateness of the opportunity according to the level of official that it would benefit.
- If there are more requests than spots available, they will be filled by those who have done the most judging in the previous and current competition seasons. All decisions will be documented and sent to the Board of Directors

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7. COMPETITION PANELS AND MEET REFEREE ASSIGNMENTS

a) Junior & Senior Qualifying Meets

Panels: Composition of the panels must be as stated in the [National Rule Book](#)
Assigned by the meet referee

Event Referee: Experienced Provincial Level 2 or higher, but must have two National Level Officials on each panel
Assigned by the meet referee

Meet Referee: Assigned and funded by DPC (Junior Qualifying Meets)
Assigned and funded by Dive Ontario (Senior Qualifying Meets)

b) Tier I and II Non-Qualifying Meets

Panels: Provincial Level 1 or higher
Assigned by the meet referee

Event Referee: Provincial Level 2 or higher (unless in training and overseen by the meet referee)
Assigned by the meet referee

Meet Referee: Provincial Level 2 or higher (unless approved by the Officials Committee)
Must be available for the entire meet

Judges: Assignments for Non-Qualifying Meets will be made by the Officials Committee Chair with approval by the Officials Committee according to the above criteria as well as cost efficiency. Preference will be given to the Provincial Level 2 Officials. If there are more qualified officials than needed, the assignments will be awarded to those officials who have done the most judging in the province the previous year. All decisions will be documented and sent to the Board of Directors.

c) Divers Eligible to Judge at Non-Qualifying Tier II Meets

A diver will be eligible to judge at sanctioned Non-Qualifying Tier II meets if the following criteria are met:

- They are a registered member of Dive Ontario
- They are at least 16 years of age
- They have completed the Level 1 judging clinic or equivalent course (the clinic may be taken at age 15, but judging cannot commence until the 16th year)
- They did not compete at any Tier II meets in the year they are judging

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d) Divers Eligible to Judge at Junior Qualifying Meets

A diver will be eligible to judge C and D events at a sanctioned Junior Qualifying meet if the following criteria are met:

- They are a registered member of Dive Ontario
- They are at least 16 years of age
- They have completed the Level 1 judging clinic or equivalent course (the clinic may be taken at age 15, but judging cannot commence until the 16th year)

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APPENDIX A – OFFICIALS’ DUES, FEES AND REQUIREMENTS

Submitting your availability for the upcoming competition season and updating your personal information with Dive Ontario will indicate your intent to register with Dive Ontario. There is a \$30.00 fee to register with Dive Ontario, however, this is waived so long as the individual officiates at two meets over the course of the competition season.

Individuals who were not active officials in the prior season should contact Dive Ontario to express their interest in officiating.

Individuals who have never officiated in the past and are interested in officiating should contact Dive Ontario, who will notify the Chair of the Officials Committee.

TRAVEL POLICY

If an official meets the criteria for judging at Qualifying and Non-Qualifying meets in Ontario as set out in the policies and procedures (see page 4), the following funding is available for meets and professional development:

Travel – .45/km for the initial travel to the meet and travel home on the last day of the meet. In addition, if the meet is a two or three-day meet, Dive Ontario will also pay the lesser of .45/km for travel to and from the pool to home each day OR accommodation at the hotel for each night of the meet (hotel to be booked by Dive Ontario)

Meals – per diem of \$41 (\$8.50/\$9/\$23.50) per day.

Please note that any official competing at a meet or having a competitor at the meet will only be funded for half the cost of all travel.

MEET REFEREE

Ontario Sanctioned Junior Qualifying Meet:	Funding by DPC
Ontario Sanctioned Senior Qualifying Meet:	Funding by Dive Ontario - \$100/day
Ontario Sanctioned Non-Qualifying Meet:	Funding by Dive Ontario - \$100/day

OFFICIAL COURSES – PARTICIPANT & FACILITATOR FEES

	Provincial Level 1 Clinic	Provincial Level 2 Clinic
Participant	\$30.00*	\$30.00*
Time/Length	1.5 Days	1 Day
Facilitator	\$300.00 honorarium Travel - .45/km Meals –\$40 per diem per day Hotel – if required (to be booked by office)	\$200.00 honorarium Travel - .45/km Meals —\$40 per diem per day Hotel – if required (to be booked by office)

***This cost includes the Dive Ontario registration fee and will be refunded to the participant after they officiate at two meets over the course of one competition season.**