



OFFICIALS POLICY AND PROCEDURES

Dive Ontario Officials Committee

**May 24, 2019
Document Version 3.1**



Table of Contents

| | | |
|-----------|--------------------------------------------------------|-----------|
| 1 | CODE OF CONDUCT | 3 |
| 2 | ADMINISTRATIVE PROCEDURES | 3 |
| 2.1 | OFFICIALS REGISTRATION | 3 |
| 2.2 | OFFICIALS AVAILABILITY | 3 |
| 2.3 | MEET PACKAGE AND MEET REFEREE | 3 |
| 2.4 | DPC RULE BOOK | 4 |
| 3 | CHAIR OF OFFICIALS COMMITTEE | 4 |
| 4 | OFFICIALS COMMITTEE | 4 |
| 6 | PROVINCIAL FUNDING CRITERIA | 5 |
| 6.1 | FOR NAP EVENTS | 5 |
| 6.2 | FOR JUDGES AT MEETS | 5 |
| 6.3 | FOR PROFESSIONAL DEVELOPMENT OPPORTUNITIES | 5 |
| 7 | COMPETITION PANELS AND MEET REFEREE ASSIGNMENTS | 5 |
| 7.1 | NATIONAL QUALIFYING MEETS | 5 |
| 7.2 | ASPIRE MEETS | 6 |
| 8 | TRAVEL POLICY | 6 |
| 8.1 | AIR TRAVEL | 6 |
| 8.2 | GROUND TRANSPORTATION | 6 |
| 8.3 | HOTEL BOOKINGS | 6 |
| 8.4 | MEAL AND ENTERTAINMENT EXPENSES | 6 |
| 8.5 | EXPENSE REPORTS | 7 |
| 8.6 | MEET REFEREE EXPENSES | 7 |
| 8.7 | OFFICIALS COURSE FEES / EXPENSES | 7 |
| 8.7.1 | <i>Provincial Level 1 Clinic (1.5 Day)</i> | 7 |
| 8.7.2 | <i>Provincial Level 2 Clinic (1 Day)</i> | 8 |
| 9 | DOCUMENT CONTROL | 9 |
| | REVISION HISTORY | 9 |
| | REVIEWERS | 9 |
| 10 | REFERENCE LINKS | 10 |



1 Code of Conduct

Dive Ontario Officials will adopt the code of conduct as set out by the National Office, and approved by Dive Ontario.

The Dive Ontario Code of Conduct & Ethics Current Version Approved: October 24, 2016 is posted on the Dive Ontario Website. Code of Conduct can be found on www.diveontario.com, link in reference section at end of this document.

National DPC website also has related Code of Conduct documents in their Policies and Forms section of Resources. DPC resources can be found on Diving.ca, link in reference section at end of this document.

2 Administrative Procedures

2.1 Officials Registration

The Dive Ontario Office will complete the annual registration and pay the fee for all qualified officials that had returned their availability forms within the required timeframe.

2.2 Officials Availability

A request for the officials' availability is sent to all the officials by the Dive Ontario office as soon as the meet schedule is finalized at beginning of the diving competition season. This package contains the list of all sanctioned events, including dates, location, and if it is a National Qualifier or not.

The availability forms need to be returned to the office within 2 weeks. Any official who is late with these forms will not be eligible for funding in that season. Once the availability forms have been received, the Officials Committee will assign meet referees and competitions, and then distribute the completed schedule with assignments to all officials.

Note that the Provincial Championship National Qualifier meet referee is assigned to an out-of-provincial National official, by DPC (Diving Plongeon Canada).

2.3 Meet Package and Meet Referee

The Dive Ontario office will forward the meet package and listing of available officials to the meet referee minimum 2 weeks prior to the competition. The meet referee should then contact these officials prior to the competition to confirm attendance. The meet referee is responsible to send the meet information to the officials.

The meet referee will send a completed Meet Report to Dive Ontario Officials Chair and Executive Director within 2 weeks. Meet report template can be found on Diveontario.com, link in reference section at end of this document. Once the report has been submitted to the Officials Chair, the meet referee will receive their honoraria.



2.4 DPC Rule Book

DPC rulebook can be downloaded from the DPC website (www.diving.ca). Please refer to reference links at end of this document.

New rule books will be distributed (when updated once every 4 years) to all registered and active Provincial 1 & 2 officials.

DPC provides updated rule books to all National level officials and Apprentices.

3 Chair of Officials Committee

The person will be appointed to position of Chair of the Dive Ontario Officials Committee prior to the Provincial AGM. The appointment will be for minimum of a 2 year term, and can be renewed for an additional 2 years by vote or acclamation, and must be reviewed at Provincial AGM by the Committee. The appointee must meet the following criteria:

1. Registered in good standing with Dive Ontario
2. Fully certified official at provincial 2 level or higher
3. Must attend minimum of 3 provincial meets in 1 diving season
4. Have minimum of 1 year experience on the Officials Committee

4 Officials Committee

The Officials Committee will be comprised of the Chair and four (4) other officials. Whenever possible, the committee will include at least one National level official, and at least one Provincial 2 or 1 official.

Any official interested in this position must indicate their interest to the Official Committee Chair. If there is more than one candidate interested, then all registered active officials in the province will vote prior to the provincial AGM. The interested official must meet the following criteria:

1. Registered in good standing with Dive Ontario
2. Active official within the province

If a member steps down from the Officials Committee, the remaining committee members will appoint a new member from the DO Officials roster. The Committee will first consider those officials who have expressed interest to the Chair.

5 National Apprenticeship Program

An active Dive Ontario Official may be invited into the National Apprenticeship Program (NAP) if they meet the following criteria:

1. Registered in good standing with Dive Ontario
2. Has achieved the criteria as stated in the DPC Judges Development Plan, which can be found in the DPC Resources Officials section, please reference links at end of this document.



3. Has been recommended by a national level Official or Coach

If accepted into the program, Dive Ontario NAP Officials are funded by Dive Ontario.

6 Provincial Funding Criteria

In order for officials to be funded, or reimbursed for diving event related expenses, they must meet the following criteria:

6.1 For NAP events

1. Registered in good standing with Dive Ontario
2. Active NAP official

6.2 For Judges at Meets

1. Registered in good standing with Dive Ontario
2. Where flight and/or hotel costs will be incurred, be available for the entire meet, unless approved by the officials committee.
3. Be assigned to the meet. If there remains more qualified officials than there is a need (based on cost efficiency and opportunity for experience), judging assignment spots will be given to those who have done the most judging in the province the previous year and present season. All decisions by the Officials Committee will be documented.

6.3 For Professional Development Opportunities

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

1. Registered in good standing with Dive Ontario
2. Provided a written request stating the reasons why the official wants the opportunity
3. Judges at minimum 2 provincial meets in the previous year for a total of 4 full days, or more
4. Available for the entire event
5. Be assigned by the Officials Committee by a majority vote, in accordance with the above criteria, and considering the appropriateness of the opportunity for the level of official making the request.

If there are more requests than monies available, they will be filled by those who have done the most judging in the previous year and present season. All decisions by the Officials Committee will be documented.

7 Competition Panels and Meet Referee Assignments

When the Officials Committee decides on assignments, the following is considered

7.1 National Qualifying meets

- **Meet Referee:** assigned and funded by DPC
 - **Judges:** Assigned by Dive Ontario.
-



- Meet referee composes the panel assignments and Event Referee's (must be level 2 minimum)
- **Divers Eligible to Judge at a Junior Qualifying meet**
 - A diver will be eligible to judge group D and C events at a sanctioned Junior Qualifying meet if the following criteria are met;
 - I. They are a registered member of Dive Ontario
 - II. At least 16 years of age
 - III. Have completed the Provincial 1 judging clinic

7.2 Aspire meets

- **Meet Referee:** Assigned and funded by Dive Ontario
- **Judges:** Assigned by Dive Ontario.
 - Meet referee composes the panels and Event Referee's (minimum Level 2)
- **Divers Eligible to Judge at Aspire meets**
 - A diver will be eligible to judge a sanctioned non-qualifying Aspire meet, on Group E, D, and C event panels only, if the following criteria are met;
 - IV. They are a registered member of Dive Ontario
 - V. At least 16 years of age
 - VI. Have completed the Provincial 1 judging clinic
 - VII. They did not compete at any Aspire meets in the year they are judging

8 Travel Policy

Travel policies and related expense reimbursement must be adhered to at all times.

8.1 Air Travel

All travel will be at the lowest airfare possible. Therefore, all bookings should be made far enough in advance to obtain lowest possible airfares.

8.2 Ground transportation

Reimbursement for use of personal vehicle will be paid at the rate of \$0.45 per kilometer to the meet and travel home on the last day of the meet.

8.3 Hotel Bookings

All hotel bookings are to be booked by the Dive Ontario Executive Director. All personal charges should be paid for by the official with their own funds or a personal credit card.

NOTE: 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 each day OR accommodation at the hotel for each night of the meet.

8.4 Meal and Entertainment Expenses

Reimbursement for meal expenses for the period that individuals are away from home will be allowed only up to the per diem allowances as follows:

Breakfast: \$8.50



Lunch: \$9.00

Dinner: \$23.50

Daily max: \$41.00

Should meals be provided enroute, no reimbursement shall be provided for such meals.

Self-funded officials can expense 1 evening meal \$25.00 to attend the officials' dinner.

8.5 Expense Reports

Any expenses claimed must be accounted for in writing on the expense report and submitted for approval **within 14 days** of the completion of the trip. Expense Form can be found on Diveontario.com, link in reference section at end of this document.

Submission process:

1. The official will complete the claim expense form within 14 days of the event.
 - For flight bookings ahead of an event, flight only expense may be submitted immediately upon purchase.
2. All Officials expense claim forms must be sent to The Officials Chair, copy to Executive Director, for review and approval.
3. The Officials Chair will forward approved claims to the Treasurer, copy to the executive director and the official, for payment.
4. The Treasurer sends funds to official via eTransfer, or cheque if requested.

Please note that any official competing at a meet or having a competitor at the meet will only be funded for half (50%) the cost of all travel.

8.6 Meet Referee Expenses

- Ontario Sanctioned Qualifying Meet: Funding by DPC
- Ontario Sanctioned non-qualifying meet: Funding by Dive Ontario - \$100/day

8.7 Officials Course Fees / Expenses

8.7.1 Provincial Level 1 Clinic (1.5 Day)

Participant Fees: \$70 (*includes registration with Dive Ontario and Rule book*)

Facilitator Expenses:

- Honorarium: \$300
- Travel/Meals: see travel policy above
- Hotel - if required to be booked by the office



8.7.2 Provincial Level 2 Clinic (1 Day)

Participant Fees: \$25 (*includes registration with Dive Ontario and Rule book*)

Facilitator Expenses:

- Honorarium: \$200
- Travel/Meals: see travel policy above
- Hotel - if required to be booked by the office



9 Document Control

REVISION HISTORY

| Version Number | Revision Date dd/mm/yyyy | Summary of Changes | Updated By |
|----------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 0 | 04/12/2018 | Draft re-typed for review | Josie Josten |
| 1 | 02/01/2019 | Reformatted into Word, included links | Patti Kennedy |
| 2 | 14/01/2019 | Sect 2.4: confirmed rule books for P1 and P2s Sect 3: noted Chair appointment min 2 years, max 4 years before Prov AGM review Sect 4: Committee will include at least 1 Prov 2 or Prov 1 level official Sect 8.3: confirmed Exec Director responsible for hotel bookings | Patti Kennedy |
| 3 | 15/04/2019 | Sect 2.4: removed reference to Log Books Sect 3: Officials Chair term updated Sect 4: Committee member steps down Sect 8.5: Clarified expense claim steps Sect 10: Updated reference links, throughout | Patti Kennedy |
| 3.1 | 24/5/2019 | Sect 7.2 qualified divers on Aspire Panels limited to groups E, D, and C only | Patti Kennedy |

REVIEWERS

| Role | Name (Official Level) |
|-------------------------------|--------------------------------------|
| DO Officials Committee Chair | Janet Nutter (National) |
| DO Officials Committee Member | Josie Josten (National) |
| DO Officials Committee Member | Jeremy Comfort (National) |
| DO Officials Committee Member | Rhonda Quesnel (Provincial 2) |
| DO Officials Committee Member | Patti Kennedy (NAP) |



10 Reference Links

Dive Ontario Officials section

<http://diveontario.com/officials/>

Includes

- Officials Policy and Procedures
- List of Ontario officials
- Meet report template

Dive Ontario Policies, Procedures and Regulations

<https://diveontario.com/administration/policies-procedures-regulations/>

Including

- Code of Conduct
- Technical Regulations
- Aspire Rules

Dive Ontario Forms

<https://diveontario.com/administration/forms/>

Including:

- Expense Claim Form

Diving Plongeon Canada (DPC) – Resources

<https://diving.ca/resources/>

Including:

- Rule Book
- National Officials Committee