



# Meet Hosting Agreement

September 2022

The Dive Ontario Board of Directors awards the:

Host Club: \_\_\_\_\_

Event \_\_\_\_\_

Date \_\_\_\_\_

The \_\_\_\_\_ ensures the responsibilities of the Host Club as per the Dive Ontario Technical Regulation, Section 7.2 are adhered to.

## **Meet Management**

### Host Club Responsibilities

If the Board delegates responsibility for hosting any competition to a host club, the respective responsibilities of Dive Ontario and the host club shall be determined by agreement between Dive Ontario and the host club. The responsibilities of the host club will include:

For all competitions:

- Provide facilities and pay all facility costs.
- Organize accommodation information.
- Provide Meet package details, including accommodation information to Dive Ontario 8 weeks prior to the meet.
- Contact local media.
- Provide and coordinate a trained volunteer base for table workers, announcers, award ceremonies, and assistance to the meet manager. (see [Volunteer Sign-Up Template](#))
- Designate a key point person(s) to oversee volunteers.
- Provide hospitality and refreshments for Coaches & Officials.
- Operate optional concessions, souvenir sale or other fundraising activities at the discretion of the host club.
- Provide optional Officials thank you offering.

For Provincial meets and National qualifying events:

- Provide the specs of the deck layout to accommodate meet management tables, equipment and officials 2 weeks prior to the meet.
- Provide required sound equipment for 2 tables (one audio feed and speaker at each table)

- o If provided by external vendor: ensure that it is picked-up prior to set-up
- Provide Dive Ontario with adequate setup time (5 hours) at a reasonable time, the day prior to the meet.
- Provide volunteers to assist in the setup and tear down process.

For Invitationals:

- If Dive Ontario Equipment/Meet Manager is being used; complete and adhere to the [Equipment Lending Agreement](#) terms and conditions.
- If Dive Ontario Equipment/Meet Manager is not being used:
  - o Provide trained Meet Managers (1 to support event operations and schedule and a second to support equipment).
  - o Provide necessary equipment and software.
- Provide diver awards, medals (1<sup>st</sup> – 3<sup>rd</sup>) and ribbons (4<sup>th</sup> – 6<sup>th</sup>)
- Provide the registration details and meet results to Dive Ontario within 2 weeks of the end of competition.

Dive Ontario Responsibilities

If the Board delegates responsibility for hosting any competition to a host club, the respective responsibilities of Dive Ontario and the host club shall be determined by agreement between Dive Ontario and the host club. The responsibilities of Dive Ontario will include:

For all competitions:

- Select competition dates.
- Prepare and distribute meet package to all member clubs, Diving Plongeon Canada, as well as post on Dive Ontario website 6 weeks prior to meet.
- Establish registration and event fees in accordance with Financial Policies ([see Financial Policy](#)).
- Collect the provincial portion of the Event entry and Registration fee as established by Dive Ontario ([see Financial Policy](#)).
- The Meet Manager shall complete and submit the [Meet Evaluation](#) to the Dive Ontario Executive Director within 3 days of the end of the competition.

For Provincial meets and National qualifying events:

- Provide 2 meet managers (1 to support event compilation and schedule and a second to support equipment)
- Provide diver awards, medals (1<sup>st</sup> – 3<sup>rd</sup>) and ribbons (4<sup>th</sup> - 6<sup>th</sup>).
- Calculate the Outstanding Diver and Coach of the Year points.

- The Meet Manager together with the Executive Director will post all results on social media after each event.
- The Meet Manager will provide Dive Ontario and Diving Plongeon Canada with the meet results for posting on both websites.
- Provide hosting grant once results and registration information are received by Dive Ontario (within 2 weeks).
  - o If the meet results are not received in the Dive Ontario office within 15 days from the last day of the competition, there will be a weekly penalty of \$100 deducted from the hosting grant until the results are received.
  - o Following an evaluation of the [Meet Evaluation](#) on the execution and fulfillment of the Host Club responsibilities, it will be determined whether the Hosting Grant will be awarded or forfeited.

The \_\_\_\_\_ (Host Club) have read and agree to the Hosting Policies set out in the Dive Ontario Technical Regulation, Section 7.2.

Signed: \_\_\_\_\_ President (Host Club)

Signed: \_\_\_\_\_ Head Coach (Host Club)

Signed: \_\_\_\_\_ Dive Ontario Executive Director