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# **OFFICIALS POLICY AND PROCEDURES**

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**Dive Ontario Officials Committee**

**September 2023**  
**Document Version 8.1**  
*Final*



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# Officials Policy and Procedures

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# 1 Code of Conduct

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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](http://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](http://Diving.ca), link in reference section at end of this document.

# 2 Administrative Procedures

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## 2.1 Officials Registration

All qualified Dive Ontario officials (P1, P2, and National/International) must register themselves in the national registration system and pay the required registration fee at beginning of each season. The NSO registration fee qualifies for reimbursement, please see Dive Ontario Financial Policy.

## 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](http://Diveontario.com), link in reference section at end of this document. Once the report has been submitted to the Officials Chair, the meet referee can submit an expense report to claim their honoraria.



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## 2.4 DPC Rule Book

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

New rule books are publicaly available (updated by DPC once every 4 years) to everyone.

## 3 Chair of Officials Committee

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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 2 provincial meets in 1 diving season
4. Have minimum of 1 year experience on the Officials Committee

## 4 Officials Committee

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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

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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.



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## **6 Provincial Funding Criteria**

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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
3. Expenses with the NAP provincial budget for fiscal year

### **6.2 For Judges at Meets**

1. Registered in good standing with Dive Ontario as a P1, P2 or National certified Official.
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 remain 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.
4. Have signed the Rowan's Law (Concussion Protocol) annual attestation for the current season.
5. Have completed the Safe Sport online course (once lifetime).

### **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.

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## **7 Competition Panels and Meet Referee Assignments**

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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

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Travel policies and related expense reimbursement must be always adhered to, as documented in Dive Ontario Financial Policy.

### 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 published in the Financial Policy 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 the rate published in the Financial Policy for travel to and from each day OR accommodation at the hotel for each night of the meet.



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## 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 published in the Financial Policy.

Self-funded officials can expense 1 evening meal, (as per dinner allowance published in the Financial Policy) if they attended the officials' dinner for a 2- day event. 2 (max) evening meals can be expensed if attending 1 or 2 officials' dinners over a 3- day event.

## 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 travel/event. Expense Form can be found on Diveontario.com, link in reference section at end of this document

Officials will be reimbursed for claims within 30 days of the Officials Chair approving the claim and forwarding it to Dive Ontario.

Submission process:

1. The official will submit the completed expense claim form and supporting receipts 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 and corresponding receipts must be sent to The Officials Chair, copy to Executive Director, for review and approval.
3. The Officials Chair will forward approved claims and supporting receipts in one email to the executive director and copy the official, for payment.
4. Dive Ontario will reimburse the Official within 30 days of receiving notification of the approved expense claim from the Officials Chair. Payments are made via e-transfer (see Financial Policy for details if a cheque is requested).

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

## 8.6 Meet Referee Expenses

- Ontario Sanctioned Qualifying Meet: Funding by DPC
- Ontario Sanctioned non-qualifying meet: Funding by Dive Ontario - See Financial Policy





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## **8.7 Officials Course Fees / Expenses**

### **8.7.1 Provincial Level 1 Clinic (1.5 Day)**

**Participant Fees:** see Financial Policy

**Facilitator Expenses:**

- Honorarium - See Financial Policy
- Travel/Meals/Hotel: see Financial Policy

### **8.7.2 Provincial Level 2 Clinic (1 Day)**

**Participant Fees:** see Financial Policy

**Facilitator Expenses:**

- Honorarium - See Financial Policy
- Travel/Meals/Hotel: see Financial Policy



## 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/ 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 Logbooks. 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
4	19/7/2019	Updates aligned with 2019/2020 season financial policy updates in Sect 8.4 Per Diem expenses and Sect 8.7 Course Fees	Patti Kennedy
5	20/12/2019	Sect 6.2: Rowan's Law annual attestation, Safe Sport Online course TBD, funding for partial attendance. Sect 8.4: Officials allowance for self-funded.	Patti Kennedy
6	10/01/2022	Sect 8: Add reference to Financial Policy, removing duplication, where appropriate.	Patti Kennedy
7	08/08/2022	Sect 8: ref to Fin Policy for Meet Ref	Patti Kennedy
8	10/08/2023	Sect 2.1: Include H2O Registration Fees	Patti Kennedy



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		Sect 2.4: no printed Rule books, online PDF	
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## REVIEWERS

<b>Role</b>	<b>Name (Official Level)</b>
DO Officials Committee Chair	<b>Josie Josten</b> (National)
DO Officials Committee Member	<b>Ali Ivancic</b> (Provincial 2)
DO Officials Committee Member	<b>Jeremy Comfort</b> (National)
DO Officials Committee Member	<b>Rhonda Quesnel</b> (Provincial 2)
DO Officials Committee Member	<b>Patti Kennedy</b> (NAP)



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## 10 Reference Links

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### **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
- Financial Policy
- Safety in Sport
- Concussion Protocols

### **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