



CLUB AFFILIATION POLICY

DOCUMENT CONTROL

REVISION HISTORY

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1 Purpose

The purpose of this policy is to outline the minimum requirements for Affiliated Clubs of Dive Ontario to maintain their status as members in good standing. To ensure compliance, each club must complete an annual verification at the start of every season (by August 31st), demonstrating their commitment to operating in a safe and effective manner.

This policy applies to all clubs, organizations, and individuals seeking affiliation with Dive Ontario. It is designed to promote the growth of diving and to uphold shared values, safety standards, and professional practices across all affiliated members.

2 Affiliation Process

2.1 Application Submission:

Complete and submit the Affiliation Application Form along with required documents.

- Annual submission is due by August 31st prior to the start of a new season
- New Affiliates are required to submit and obtain appropriate approvals prior to commencing and programming.

2.2 Review and Approval:

Applications are reviewed to ensure all requirements are met. Approved affiliations will receive an official confirmation within 30 days of the start of the season, or 30 post approval.

2.3 Annual Renewal:

Affiliations must be renewed annually. Renewal notifications and instructions will be sent to affiliates ahead of the renewal deadline.

2.4 Compliance and Renewal:

Affiliates are expected to uphold the standards outlined in this policy. Non-compliance may result in suspension or termination of affiliation. Annual renewal is required to maintain active status and continue receiving member benefits.

3 Affiliation Requirements

To maintain affiliation with Dive Ontario, the following requirements must be met:

3.1 Incorporation

Each Competitive Club will provide proof of a business registration or incorporation as a legal entity (i.e., a registered “not-for-profit” organization or “for profit” business), or obtain an exemption following the procedure set out under Exemption Procedures.

Dive Ontario reserves the right to waive the requirement for incorporation for Recreational Clubs at its sole discretion.

3.2 Board of Directors

Each Club that is structured as a not-for-profit organization will have a Board with not fewer than three (3) directors who are elected by its members subject to the provisions of the Club’s By-laws.

The Board shall meet with sufficient frequency to carry out its basic fiduciary and governance duties, and at least quarterly.

The Club is expected to update Dive Ontario regarding any changes in its Board composition and to ensure all contact information for Directors is accurate.

Any Club that has an exemption from being incorporated is expected to provide names and contact information of the individuals who are responsible for the management and administration of the Organization to Dive Ontario and to ensure all information is accurate and updated if there are any changes.

3.3 Governance

Each Club will abide by the By-Laws and policies of Dive Ontario and DPC.

Each Club will have governance structures in place to ensure it has the organizational capacity to align with key roles and responsibilities as described in the DPC Membership and Registration Roles and Responsibilities.

Each Club, whether incorporated or not, will adopt by-laws, or rules of operation that govern the financial and legal affairs and other activities of the Club. These bylaws or rules of operation will be guided by the Dive Ontario By-laws and will not at any time conflict with the Dive Ontario By-laws.

Each Club’s by-laws, or rules of operation, at a minimum, will include the following:

- Club name;
- Membership including requirements of admission, membership duration and conditions of withdrawal or expulsion;
- Club meetings including annual meeting and notice, quorum and voting rights;
- For Clubs that are incorporated, board structure including board composition, the appointment and removal of directors and officers and their duties, powers and remuneration;



- For Competitive Clubs that have an exemption from being incorporated or Recreational Clubs, the names of the individuals who are responsible for the management and administration of the Club;
- Finance and management including financial year;
- The manner of making, amending and rescinding by-laws, or rules of operation; and
- Dissolution.

Any amendments to the Club's by-laws or policies will be submitted in writing to Dive Ontario by no later than the annual deadline for Member registration as prescribed by Dive Ontario.

3.4 Financial Controls

Clubs shall adopt financial management policies including procedures and processes that must be met in order to protect the financial integrity of the organization. These policies will include, at a minimum:

- i. Signing authority;
- ii. Authority to enter into contracts;
- iii. Regular financial reporting;
- iv. Annual budgets;
- v. Reserve funds;
- vi. Expense reimbursement including travel;
- vii. Fees for services including refunds.

Each Club's Board or management shall review the Club's financial position regularly and ensure effective financial controls are in place.

3.5 Naming Convention

Each Club will seek approval from Dive Ontario for any change to their legal name or call letters.

- Each Club's call letters must be different from Diving Plongeon Canada, Dive Ontario and other Clubs' call letters;
- No Club may use "Canada" nor the name of a province or territory in their legal name.

The Club may request an exemption from the naming convention from Dive Ontario following the procedure set out under Exemption Procedures.

Dive Ontario reserves the right to decline requests for approval of a Club's name and call letters if Dive Ontario, in its judgement, considers it does not appropriately reflect the brand.



3.6 Policies

Each Club will acknowledge and abide by Diving Plongeon Canada's and Dive Ontario's policies as part of their operations:

- i. Appeal Policy;
- ii. Membership and Registration Policy;
- iii. Concussion Policy;
- iv. Code of Conduct and Ethics Policy;
- v. Discipline and Complaints Policy;
- vi. Privacy Policy;
- vii. Screening Policy; and
- viii. Any future policies identified by the Diving Plongeon Canada or the Dive Ontario Board of Directors that apply to Clubs or Participants.

Clubs shall acknowledge and abide by all Dive Ontario and Diving Plongeon Canada procedures, rules and regulations. Participants who wish to make an appeal may do so in accordance with the Dive Ontario or Diving Plongeon Canada's Appeal Policy.

3.7 Websites

Each Club will post the following up-to-date material on their website where it is available to the public:

- i. For Clubs that are incorporated, the names of Board members OR;
- ii. For Clubs that have an exemption from being incorporated, the names of the individuals who are responsible for the management and administration of the Club;
- iii. Contact information such as a phone number or email address;
- iv. By-laws and/or rules of operation;
- v. Information about making a complaint about maltreatment in sport;
- vi. A website link to the Dive Ontario and Diving Plongeon Canada;

3.8 Coaching Eligibility

Each club must provide a current list of all coaches and staff, including their coaching certification levels, along with confirmation that internal club screening procedures are compliant for all personnel. These requirements ensure that clubs maintain qualified personnel and uphold Dive Ontario's standards for safety and professionalism.

Compliance

Decisions to grant or deny Club membership are made by Dive Ontario in accordance with this Policy.



Clubs will remain in good standing if they maintain the Conditions of Registration and the Operating Standards as described in the Diving Plongeon Canada National Registration Procedures and Dive Ontario Administration Policies.

If a Club cannot demonstrate that it meets all of the Diving Plongeon Canada and Dive Ontario's Conditions of Registration, the Operating Standards and requirements of this Policy to Dive Ontario or Diving Plongeon Canada satisfaction, Dive Ontario or Diving Plongeon Canada may take one or more of the following actions, at its discretion:

- Attach such conditions to the membership as Dive Ontario or Diving Plongeon Canada considers appropriate, and the Club shall abide by such conditions. Before attaching conditions, Dive Ontario or Diving Plongeon Canada will give the Club:
 - i. Written notice of the deficiencies; and
 - ii. An opportunity to correct the deficiencies, to Dive Ontario or Diving Plongeon Canada's satisfaction, by a date to be determined by Dive Ontario or Diving Plongeon Canada.
- Provisionally and immediately, suspend the membership if Dive Ontario or Diving Plongeon Canada, in its judgement, considers the deficiencies give rise to serious safety or organizational capacity concerns. In such situations, Dive Ontario or Diving Plongeon Canada will give the Club:
 - i. Written notice of the provisional suspension and the reasons for this decision; and
 - ii. An opportunity to correct the deficiencies, to Dive Ontario or Diving Plongeon Canada's satisfaction, by a date to be determined by Dive Ontario or Diving Plongeon Canada.
- Revoke the membership. Before revoking membership, Dive Ontario or Diving Plongeon Canada will give the Club:
 - i. Written notice of Dive Ontario or Diving Plongeon Canada's intent to revoke the membership and the reasons for this decision; and an opportunity to correct the deficiencies, to Dive Ontario or Diving Plongeon Canada's satisfaction, by a date to be determined by Dive Ontario or Diving Plongeon Canada.
 - ii. If the Organization fails to correct the deficiencies, to Dive Ontario or Diving Plongeon Canada's satisfaction within the allotted time, Dive Ontario or Diving Plongeon Canada may revoke the membership.

4 Exemption Procedures

Where the Diving Plongeon Canada National Registration Procedures or this Policy offers an exemption from certain requirements, the following steps shall be taken:



- a) A person with authority to act on behalf of the Club will submit a request in writing to Dive Ontario to be exempted from the requirement stating all reasons relevant to the matter and explaining in specific terms why they should be granted an exemption;
- b) The Club will be notified in writing of the approval or denial of their exemption in writing from the Dive Ontario using the contact information provided in the original request;
- c) All decisions made by Dive Ontario regarding a request for an exemption from certain requirements under this Policy will be final and binding, with no right of appeal.

5 Review

This policy will be reviewed annually.