



Regina Diving Club Handbook
2024-25

Revised 2024

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1. WELCOME TO THE REGINA DIVING CLUB

We are delighted to extend a warm welcome to all the parents and guardians who have chosen to be a part of our vibrant and dedicated diving community. This handbook will provide you with important information about our club, its goals, expectations, and the exciting journey your diver is about to embark upon. We hope your involvement with our Club will prove to be as enjoyable and satisfying as it has been for many others before you.

We encourage you to read this handbook thoroughly, as it will serve as an invaluable resource throughout your child's involvement with the Regina Diving Club. We also welcome any questions, feedback, or suggestions you may have to make our club experience even better. Thank you for entrusting us with the privilege of nurturing your diver's passion and potential. We look forward to an exciting season of growth, achievement, and fun!

2. ABOUT US

The Regina Diving Club is a non-profit entity led by a dedicated team of volunteer board members. With a history dating back to 1989, our organization has achieved national recognition for its excellence. Over the years, we have had the privilege of introducing numerous young individuals to the exciting world of diving. Our offerings encompass a wide range of programs, catering to both recreational and competitive interests. Our membership typically exceeds 100 participants, including our aspiring divers in the Learn to Dive program.

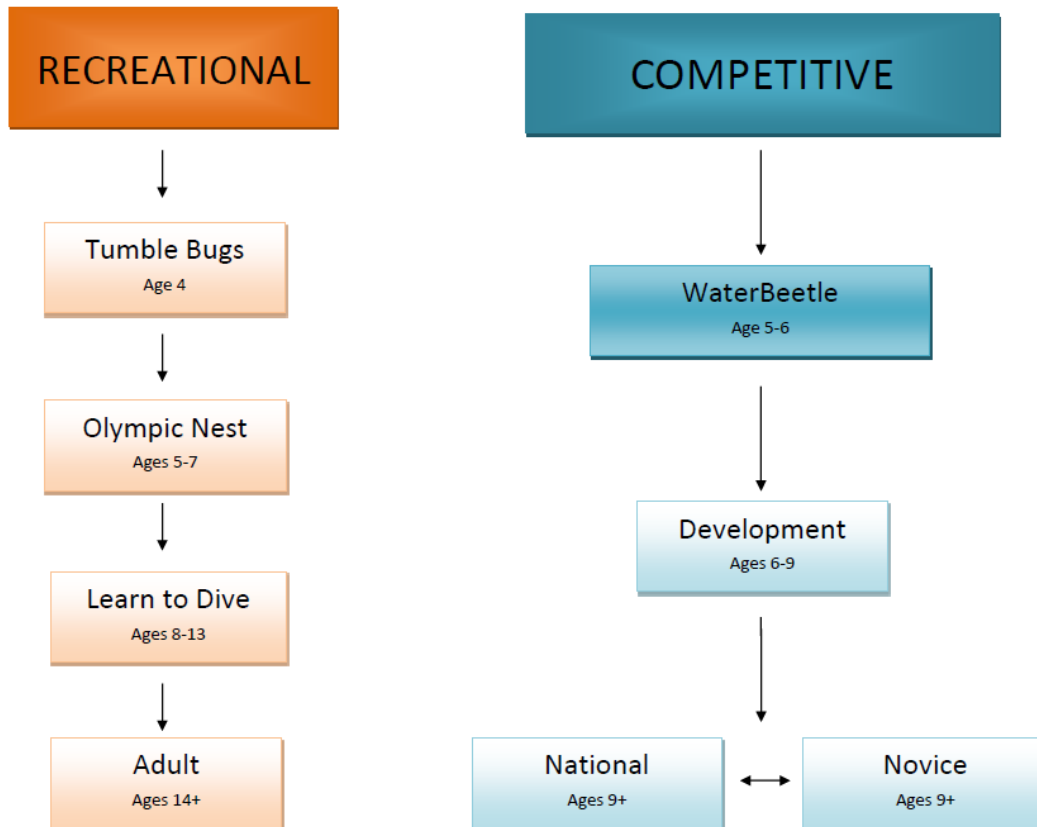
Our Mission

The Regina Diving Club will provide a quality environment for individuals to achieve their potential in the sport of diving; and acquire valuable life-skills, such as pride, discipline, loyalty, and commitment.

Our Goals

1. To develop and maintain technical programs that will allow all athletes to fully realize their potential.
2. To develop, support and maintain qualified coaches to provide a full range of Club programs.
3. To develop, support and maintain a recruitment system to ensure a consistent succession of competitive athletes and coaches.

Programs



In order to change programs, divers must meet the required criteria and skill level to move to the next level. Registration into the competitive programs is by invitation from the Head Coach and as space allows.

If your child has been invited into a new program, you will receive an email from the Regina Diving Club, advising the changes in fees, and bingo requirements. The competitive groups do have a minimum number of training days to participate. This information will be communicated at registration.

3. REGISTRATION

All registration is done through an online registration system call *H2O*. Registration opens on September 1st. At registration, the Competitive Administrator will provide you with the group that your athlete is in so you can select the correct insurance option in the system. Required documentation will be captured at registration.

Fees and Payment Options

All fees and payment options will be emailed to you directly in late July or early August. If you missed the email or did not receive it, please contact RDC.diving@hotmail.com. NSF payments are subject to a \$25 fee. Repayment must happen immediately accompanied by the \$25 NSF fee.

Delinquent accounts (defined as greater than 2 months in arrears in fees and/or travel expenses), with no active re-payment plan on file, will be charged a 1% per month late fee. Divers with accounts greater than 3 months in arrears ARE NOT ALLOWED to train or compete. You will be notified by electronic mail of this suspension.

4. FUNDRAISING AND SPONSORSHIP

Fundraising

Periodically, our club engages in a variety of fundraising activities. Some fundraisers help support our club while others provide our divers with the opportunity to earn fundraising credits from the proceeds of their sales. These credits can be utilized to offset expenses related to competition fees and travel, making it easier for our divers to pursue their passion. Fundraising credits earned will be allocated to each diver's account, ensuring a transparent and efficient system for tracking and utilizing these credits. We encourage divers and their families to take full advantage of these fundraising opportunities.

Sponsorship

Sponsorship plays a crucial role in maintaining our programs and offering opportunities for our divers. We are in search of both annual club sponsors and sponsors for specific club-hosted competitions. Sponsorships help us cover general operating costs including salaries, pool rent, and equipment.

This is where we would like to harness the incredible strength of our community. We kindly request you to examine your own networks and connections for potential sponsors. Your recommendations could make a substantial difference in our ability to keep diving fees low and provide exceptional training and competition experiences for our divers.

If you know of individuals or businesses who might be interested in supporting our club, please reach out to the Board of Directors. We would be deeply appreciative of any introductions or suggestions you can provide. Your insights and connections could lead to meaningful partnerships that positively impact the future of our club.

Bingos

Bingos are an essential fundraiser for the club. When you register your diver(s) in their program you are informed of the required bingo commitments for that group. At the time of registration, you are given the option of working these bingos or paying out your commitment to this fundraiser. For more information, please see the Bingo Handbook.

Any family with two divers in a competitive program will NOT be required to meet the FULL bingo commitments for the two divers. Instead, they will be required to fulfill the stated bingos for the diver in the highest tier of diving and then be required to fulfill HALF of the bingo requirements for the second diver (to a maximum of 10 discounted bingo credits).

5. VOLUNTEERING

Volunteers are the lifeblood of our club. They are essential for the smooth operation of the club and the enrichment of our divers' experience. The roles are varied and flexible, designed to accommodate the diverse skills and interests of our community. Volunteer opportunities include roles on our Board of Directors, participation in committees to plan and host competitions, assisting with competitions, and providing help as needed (for example, equipment setup and takedown). We need enthusiastic individuals to step forward and contribute to the growth and success of our club.

If you are interested in volunteering, reach out to the board of directors to share how you would like to contribute and the time you are able to commit. Whether you are interested in a specific role or simply willing to help as needed, we value and appreciate your support.

Based on your athlete's program and training schedule you may be required to pay a Volunteer Bond. If required, this information will be included in your registration information.

6. POLICIES, PROCEDURES & EXPECTATIONS

Your child's safety, well-being, and overall experience in the club are of utmost importance to us. To ensure transparency, clarity, and the smooth operation of our program, we have outlined the following policies, procedures, codes and expectations that in part govern our organization. Our commitment to your child's growth, development, and enjoyment of sports is at the heart of these guidelines. We believe that a structured framework not only fosters a positive and inclusive environment but also helps us collectively achieve our goals, which include instilling sportsmanship, teamwork, discipline, and a love of diving.

Safe Sport

The Regina Diving Club has adopted Dive Sask's [Safe Sports Policies](#) which include:

- Athlete Protection Policy
- Code of Conduct and Ethics
- Discipline and Complaints Policy and Flowchart
- Investigation Policy
- Alternate Dispute Resolution Policy
- Appeal Policy & Flowchart
- Social Media Policy
- Screening Policy
- Conflict of Interest Policy & Declaration Form

The Safe Sport Policy Manual outlines the path to follow if the dispute cannot be settled within The Regina Diving Club. These policies exist to enable us to work through disagreements and conflict in a constructive and mutually satisfying way.

Expectations

The following section outlines the **expectations** of the Regina Diving Club as it relates to our athletes, parents, and coaches. It is not meant to replace Dive Sask's policies and procedures, but rather highlight some of the important aspects of respect within our community and to outline the path to resolve issues or conflict within the Regina Diving Club.

Expectations of our Divers

General:

- Divers represent RDC and are to always conduct themselves in a manner which will not reflect negatively on RDC or be disruptive to those around them.
- Divers will be punctual. Be prepared to start training on time (i.e. arriving at the pool 5 minutes early).
- All divers are to ask their coach if they may leave the pool deck during practice.
- Divers will help with any set-up or take down of equipment when asked by the coaching staff.
- Divers are to make sure coaches, chaperones or managers know where they are at all times.
- Divers agree to abide by all reasonable and ethical decisions made by the coaches and/or chaperone/managers.
- Divers will wear the designated team uniform when representing RDC.
- Any injuries incurred in practice or competition must be reported to the coach immediately. If the injury requires seeing medical personal a [Dive Canada Medical Form](#) must be filled out and submitted to Dive Sask.

***Note:** all accident claims must be submitted to the Insurer within 30 days so it is important that if a diver is injured and receives medical attention an Accident Claim form is submitted to Dive Sask before the 30 days is up. Even if you do not think an insurance claim will be initiated, it is wise to submit the accident claim form in case further medical attention is necessary later.*

Behaviour:

Divers shall:

- Demonstrate respect for coaches, officials, chaperone, managers and other athletes;
- Be supportive, courteous, and respectful to all your team-mates;
- Treat all pool facilities, staff and other pool users with respect;
- Wait until after training time to talk to your family or friends;
- Strive to maintain or improve on their current academic marks;
- Use appropriate language -- abusive language and profanity is not permitted;
- Not consume alcohol (this includes divers of legal drinking age while they are representing RDC); and
- Not use, consume and/or possess illegal drugs. If using prescription drugs, the coach and chaperone/manager must be notified. (In competitions where drug testing is to take place, this includes caffeine, aspirin, asthma medicine, or any substance which may result in a positive drug test.) If in doubt, please call 1-800-672-7775 for the Canadian Centre for Ethics in Sports.

Disciplinary Procedures

For **minor** disciplinary situations involving the athlete, the Head Coach will be responsible for issuing the consequence. The disciplinary situation must be documented, along with the disciplinary action and kept in the athlete's file. If the situation continues, a meeting between the coach, diver, parents of the diver, and a third party if requested by any of the parties involved, will be held to discuss the situation and work out a positive solution. When a suspension is warranted, whether temporary or permanent, the Coach will consult with the parents and the RDC Board of Directors. The Board may then conduct an inquiry into the matter, if warranted.

Disruptive behavior by divers or parents will not be tolerated. Depending on the severity and the nature of the behavior, all or some of the following consequences may apply:

- Constructive criticism and explanation of why/how such behaviour is inappropriate.
- Restriction of privileges.
- Time out.
- Removal from remaining practice session.
- Reduction in training schedule.
- Temporary suspension.
- Permanent suspension.

When a diver is removed from the balance of practice, they are to get dressed and sit in the deep end bleachers for the rest of the practice. They are not allowed in the training area until the end of training, when they will meet with their coach. Parents must be informed of this in a recurring situation.

Expectations of our Parents

- Be a source of unwavering support and encouragement for your child. Celebrate their achievements, no matter how big or small, and be there to lift their spirits during challenging times.
- Teach your child the importance of respecting coaches, officials, and opponents. Set an example by showing respect yourself.
- Be supportive, courteous and respectful to all divers, coaches and fellow parents. The use of foul language on the pool deck or at club sanctioned events is strictly prohibited.
- Help your child strike a healthy balance between sports, academics, and other commitments. Prioritize their well-being and academic success.
- Parents are to sit in the designated viewing area and are not to interrupt training. Parents are not allowed on pool deck, past the signs.
- Pay your fees on a yearly or monthly basis and fulfill your bingo requirements according to your fee payment schedule. If any changes are required to your fee schedule, please contact the financial administrator prior to your next payment requirement.
- Parents are expected to be familiar with the handbook, and the following policies of the club: all can be found at www.reginadiving.ca under 'Resources'
- If you have a concern or a problem, please follow proper procedures listed below in the RDC Patent Liaison section. RDC reserves the right to remove a parent from the pool deck if problems arise.

Expectations of our Coaches

- Coaches represent RDC, and are to conduct themselves at all times in a manner which will not reflect negatively on RDC.
- Coaches shall at all times demonstrate respect for divers, other coaches, officials, chaperone/managers and parents.
- Coaches are responsible for informing the diver's parents and RDC Board of Directors of any misbehaviour or transgressions of the RDC Code of Conduct.
- Coaches will take all reasonable measures to ensure that the diver's competition requirements and lists are technically correct.
- Coaches are to be aware of the whereabouts of the divers for which they are responsible.
- Coaches are in charge of athletes during training and competition times.
- Coaches shall give the divers the opportunity to discuss proposals for training and performance standards.
- Coaches shall provide divers with appropriate information necessary for them to be meaningfully involved in decisions that affect them.

- Coaches shall communicate and co-operate with family members, involving them in appropriate decisions pertaining to the diver's development.
- The coaches are role models and should lead by example.
- Coaches must inform the parents/guardians of any injury that the diver incurred that day during training or competition.
- The Coach reserves the right to request written consent from parents/guardians and/or a doctor to confirm that the diver is fit to return to training/competition.

RDC Parent Liaison

The Parent Liaison is a board member that has agreed to be the contact for feedback, complaints, and concerns. The intent is to help our coaches use their time to focus on developing programming, coaching, and their administrative duties. The email address is parentliaison@reginadiving.ca.

The following outlines when to contact your athlete's coach and when to contact the Parent Liaison:

For the following contact your athlete's coach:

- Illness or injury;
- Training times;
- Questions regarding your child's progress;
- Issues outside of the pool or club that may be affecting your child's training.

For the following contact the Parent Liaison:

- Feedback, complaints, or issues regarding any aspect of the Club, your athlete's group or teammates, travel, etc.

If you are unsure who to email, please email the Parent Liaison first, if it an issue meant for the coach it will be forwarded on. If emails come to our Coaches that should be sent to the Parent Liaison, they will not be read and it will be forwarded to the Parent Liaison.

Travel

Diving meets are meant to be fun for all divers involved. This is what they have been working towards. However, divers are expected to behave in a responsible manner.

There are generally two possible arrangements for travelling to a meet:

1. Team travel

In this situation, coaches and divers travel and stay together. The coaches help arrange the requirements for vehicles, drivers, chaperones, as well as the schedule for all days of the meet.

Where Group E or younger divers are travelling, there may be an option for the athlete to travel to and from the meet destination with the team and then stay with their family for the duration of the meet. If a Group E attends Nationals, they are treated as a Group D and must travel with the team.

Discuss individual cases with the traveling coach well in advance of departure, so appropriate understanding of responsibilities are outlined.

2. Individual travel

This travel situation is where families make individual arrangements on transportation and accommodations for the meet. Parents are required to have their diver at all scheduled events and at the pool for all practice times, on time. The divers remain at the pool with the team all day; the parents are not required to stay at the pool.

Team Travel Guidelines

Information on travel times, hotels, procedures, expectations, and other information will be shared by email with all families of traveling athletes at least two weeks before departure.

Supporting Teammates and Early Departure

At all diving meets, it is the expectation that athletes will remain at the pool throughout the weekend, until the end of the competition to support their teammates. Group Es are not required to stay at the pool the entire day but must let their coach know before leaving. If an extended break from the pool or early departure is required, a written request must be received one week in advance and given to the Board.

At the meet, coaches will not be responsible for determining if an athlete can take an extended break from the pool or depart early. Coaches should not be approached during a meet to make such a request. In the case of an emergency, a Board member that is present will deal with the request on an individual basis.

EXCEPTION: In cases where safety while travelling is determined to be an issue, the board members in attendance (using a majority vote) have the authority to waive the requirement to stay until the last RDC diver is finished. At all times, the safety of the coaches, divers and families will be the first priority. The board members in attendance will also have the authority to make alternate travel arrangements (i.e. additional night of hotel) to ensure the safety of the coaches and athletes.

Chaperone Requirements

Parents are encouraged to put their names forward to chaperone of out-of-town diving meets as needed. Chaperones are only required for team travel meets and are expected to fulfill all the duties that are listed in the "Chaperone Duties and Guidelines" and have a Criminal Record check. The RDC recognizes the responsibility required to chaperone our athletes and as such will cover 50% of the expenses incurred from taking on the role. The remaining 50% of the expenses incurred will be divided equally among the divers attending that meet. In most cases Chaperons will be assigned at a ratio of 6 athletes to 1 chaperone.

Once it is deemed necessary for a chaperone, a request by the coach will be made for volunteers and the selection will be made by the Head Coach in conjunction with the Board if so required.

Refund Policy

The Parent is responsible for notifying the Head Coach with written notice of a program withdrawal. The official termination date for calculation of fees and bingo responsibility shall be as follows:

- Fees are in effect until written notification of termination is given. Parents are responsible for providing this written termination to the Head Coach.
- Fees must be paid in full for the month in which the termination takes place

Notes:

- Annual registration fee of \$200 is non-refundable.
- Bingo commitments will be pro-rated but will not be pro-rated to less than 1 bingo.
- Any outstanding bingo commitments must be resolved, prior to refunds being issued.
- No refunds will be processed after May 15th.

Injury / Illness

In the case of an injury or illness lasting 3 weeks or more, annual membership fees shall be reduced if the following conditions are met:

- The injury or illness has caused the diver to miss all diving sessions for a minimum of 3 weeks;
- The coach has been informed from the onset as to the reason for absence and the expected date of return; and

- A written (email) request for a reduction in fees, which states the particulars of the case (the nature of the injury or illness, and the pertinent dates) is received by the Head Coach immediately and filed with the Administrator within 14 days after the member's return to the diving program.

Bingo commitments will be pro-rated but will not be pro-rated less than 1 bingo.

Suspension

In the case of a suspension from a program by the Head Coach, lasting less than 4 weeks, no reduction will be made to either the annual membership fee or bingo commitments.

Incidentals

The annual Registration fee will not be refunded under any circumstances. Extra bingo credits are not paid out but rather applied as credits to diver's accounts to future competition fees. Unused credits at the end of the season can be applied to the following season but will not be paid out if the athlete is not returning.

7. APPENDIX A: GLOSSARY

Armstand	Group of dives performed only on platform where the diver performs a handstand with their back towards the water. The diver can rotate their feet towards the platform (cut-through) or towards the water (forward).
Backward	Group of dives where the diver stands backwards on the end of the board and their head rotates away from the diving board.
Balk	A balk (baulk) occurs when a diver starts their approach or takeoff and then stops before they have left the board. Frustrating in practice and penalized in competition.
Bubbles	Compressed air is triggered released from the deepest part of the pool bottom. The bubbles lessen the surface tension of the water, thus “softening” it. Used when divers are learning a new dive, or sometimes just for fun!
Crowhop	When a diver, upon executing a standing dive, lifts his or her feet slightly of the board or platform prior to takeoff.
DD	The Degree of Difficulty is a weighted index to reward/recognize harder dives from easier ones. Judges’ scores reflect only the diver’s ability to perform a skill, not how hard it is. The judges’ score is multiplied by the D.D. to arrive at a point total for that particular dive.
Dive list	In competitions, diver must compete a minimum number of divers initiated from different directions, depending on the diver’s age and skill list.
Dive Sask	<i>Dive Sask</i> is the Saskatchewan governing body of the sport and is located in Regina.
DPC	<i>Diving Plongeon Canada</i> is the national governing body of the sport and is based in Ottawa.
Failed (incomplete) dive	A dive that is obviously other than that which was announced, is more than 90 degrees off from the desired number of rotations and/or is over (or under) twisted by more than 90 degrees.
World Aquatics	Is the international governing body for all aquatic sports – synchro swimming, water polo and diving.

Forward	The group of dives where the diver leaves the board facing forward and their head rotates away from the board.
Hurdle	The final step on a running dive on the springboard, must be done from one foot leading to a two-footed landing. Immediately proceeds the take-off.
Inward	The group of dives where the diver stands backwards on the end of the board and their head rotates towards the diving board.
National	A National diver is one who meets the DPC dive requirements for their age group and is eligible for national competition.
Novice	A Novice diver is one who meets a modified list of dives for their age group and can only dive in Novice or Provincial competition.
Platform	Rigid towers at 5, 7.5 and 10 meter levels.
Pike	A position where the body shall be compact, bent at the hips but the legs must be kept straight at the knees, the feet shall be together and the toes pointed.
Reverse	The group of dives where the diver leaves the board facing forward and their head rotates towards the diving board.
Rip	Occurs when a diver enters the water with no splash. This is a good thing, but not the only element important in a good dive.
Straight	A position where the body shall not be bent, either at the knees or at the hips, the feet shall be together and the toes pointed (also called "Layout"). The position of the arms is optional.
Springboard	A sixteen foot long piece of aluminium with a movable fulcrum. There are separate competitive events on the one and three meter levels.
Tuck	A position where the body shall be compact, bent at the knees and hips with the knees and feet together and the toes pointed. The position of the arms is optional.
Twister	A rotation about the long axis of the body, performed simultaneously with a regular somersaulting action. Twisting dives are usually performed in the optional (free) position.

8. APPENDIX B: FREQUENTLY ASKED QUESTIONS

- **What happens if we have an address change or change phone numbers?**

Please provide the Competitive Administrator at RDC.diving@hotmail.com with written notification of your new address or phone number. The Administrator will distribute the information as necessary.

- **What is required before my child will compete in a competition?**

Every age group has a required dive list – required dives, directions and difficulties – and all divers are working towards perfecting these dives based on their age group. Talk to your child's coach for details on your child's progress. There is not a requirement to compete - that is a coach, athlete, and parent decision. Even when the athlete has gained his required dives it may not be necessary to attend every competition.