



2014 - 2015 Diving Season
Information Booklet

REGINA DIVING CLUB
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CLUB HANDBOOK
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Revised September 2014

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MISSION STATEMENT:

The Regina Diving Club will provide a quality environment for individuals to:

- * achieve their potential in the sport of diving
- * acquire the life-skills of pride, discipline, loyalty and commitment.

WELCOME to the Regina Diving Club (RDC)! We hope your involvement with our Club will prove to be as enjoyable and satisfying as it has been for many others before you.

The Regina Diving Club is a non-profit organization, working to adhere to the philosophy and ideals of the organization as written in the Mission Statement. These ideals are: to foster the growth of the individual's spirit, mind and body, and to develop a sense of responsibility to each other and to the community.

Our Club is parent-run, directed, and managed, and your involvement is imperative. A big part of your involvement is fees, which may be offset by fund-raising opportunities. For all levels above Learn to Dive, your participation is expected. You may contribute in many ways, such as helping to plan and run competitions, officiating, chairing a committee, providing professional consultation, or becoming a member of the Board of Directors. Whatever your area of interest or expertise, we can use your help. For further information, please contact any member of the Board of Directors (listed within this document).

This handbook is designed to provide you and your diver with general guidelines and expectations. If you have any questions about your diver's program, please feel free to contact your coach during non-training times. Further information, including, a monthly training schedule, can be obtained from our homepage at www.reginadiving.ca

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 sufficient 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.
4. To generate revenue that will enable the Club to maintain and upgrade equipment, and support the club financially as needed.

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Head Coach's Note:

With a new diving season fast approaching, I would like to take this opportunity to provide some information about improvements made to our club programming and structure. To better serve our divers, the Regina Diving Club has improved our program structure to reflect the competitive and recreational goals of the organization.

Diving Plongeon Canada's Long-Term Athlete Development (LTAD) model has served as a road map for program changes. "A LTAD is simply a description of what conditions children need, at each stage of their growth, to meet their full athletic potential." For more information about LTAD models, please visit Sport Canada's website at www.canadiansportforlife.ca. These conditions as well as the established competitive age group system are the building blocks for a newly adapted program structure.

The competitive stream of our program has been divided along age groups, and commitment levels to reflect the demands of competitive National and Novice requirements. The age groups and program schedules have been set to provide divers with the best opportunity to achieve success at their level of competition. Some may see these changes as restrictive, however your coaching staff see them as a necessity to manage group sizes, pool space, and achieve individual and program goals. Your diver's access to equipment will be improved. Each training group will be afforded an appropriate coach/diver ratio and more time on the boards, meaning a greater opportunity to be successful.

The recreational stream remains relatively unchanged; however we now offer an opportunity for younger children to become involved with the "Tumble Bugs" program for 3 & 4 year olds.

If you are new to our organization, I would like to thank you for your interest and welcome you to the club. If you are a returning member, it will be nice to see you back on deck for what I know will be a fun and successful season.

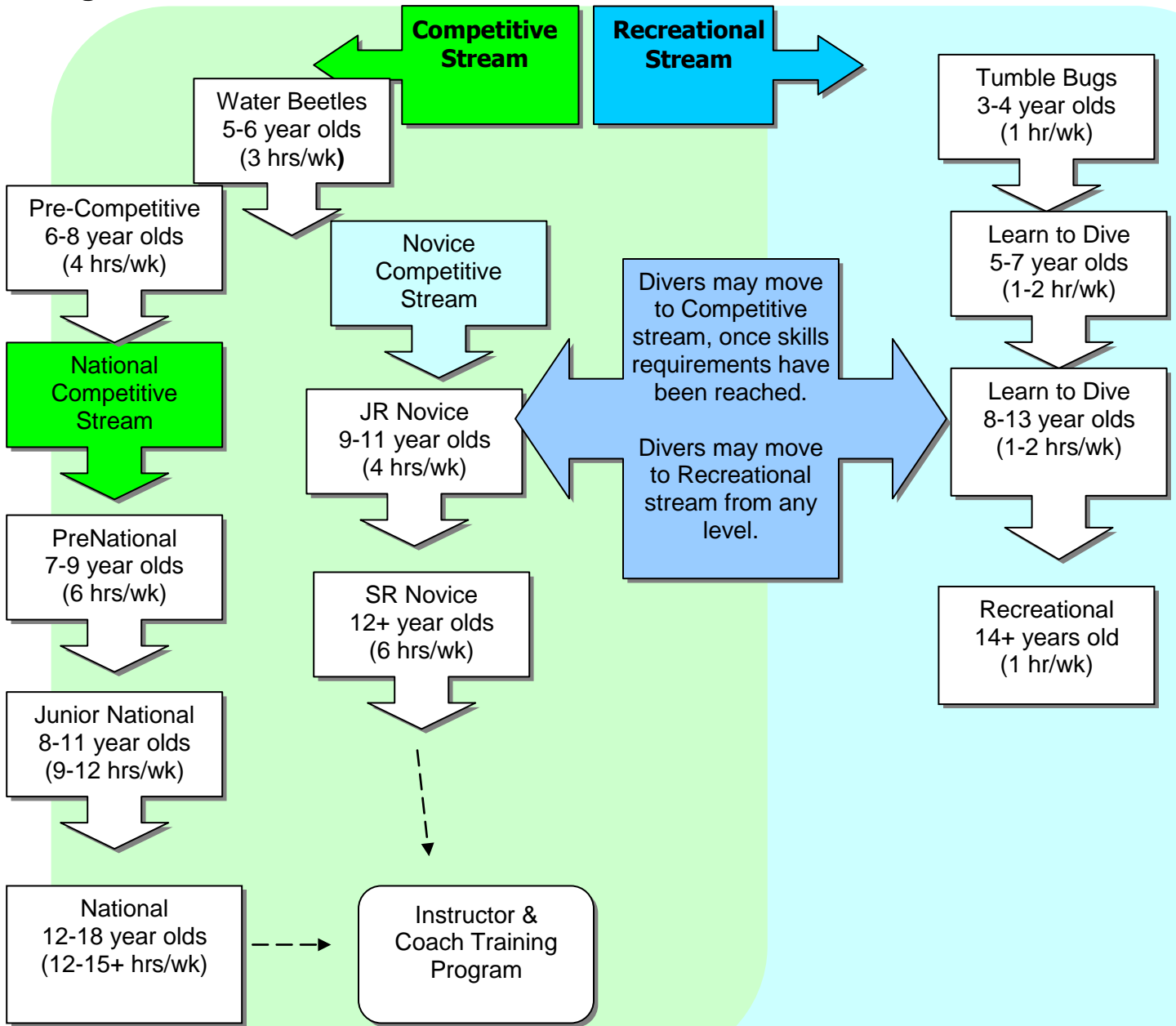
Thank you,

Laura Desautels
Head Coach
Regina Diving Club



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Program Structure



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PROGRAM INFORMATION & SPORT DEVELOPMENT STAGES

Introductory Programming			
<u>Training Group</u>	<u>Sport Development Stage</u>	<u>Program Description</u>	<u>Lesson Structure</u>
Tumble Bugs (3-4 yrs)	<u>Active Start:</u> Basic movement orientation with a focus on physical literacy and FUN.	For children not yet advanced enough to swim in the deep end but want to learn the fundamentals of diving. Participants will gain basic strength, flexibility, balance and listening skills while having fun on the trampoline & tumbling mats.	Each lesson split into 40 minutes of tumbling, flexibility, handstands, trampoline and dryboard training and 20 minutes of shallow water skills.
Water Beetles (5-6 yrs)	<u>Sport Entry:</u> Basic diving movement orientation. Socialization in sport environment.	For children ready to transition their fundamentals to the diving board. Participants will gain basic strength, flexibility, balance, coordination and spatial awareness. This program is offered by invitation only.	Each lesson split into 60 minutes of dryland including tumbling, flexibility, strengthening, trampoline, and dryboard training and 30 minutes of diving.
Novice (Provincial & Regional) Competitive Stream			
<u>Training Group</u>	<u>Sport Development Stage</u>	<u>Program Description</u>	<u>Lesson Structure</u>
JR Novice (9-11 yrs)	<u>Technical Foundations:</u> Focus on the acquisition of all basic diving skill sets.	For divers developing a Novice or Provincial competitive list and working towards the National level. Areas of focus include: strength, coordination, flexibility, balance, fitness and spatial awareness through dryland and water training. Introduction of 3M & 5M platforms. This program is offered by invitation only.	Each lesson split into 60 minutes of tumbling, flexibility, strengthening, trampoline and dryboard training & 60 minutes of diving.
SR Novice (12+ yrs)			

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National (Regional, National & International) Competitive Stream			
<u>Training Group</u>	<u>Sport Development Stage</u>	<u>Program Description</u>	<u>Lesson Structure</u>
Pre-Competitive (6-8 yrs) Pre National (7-9 yrs)	<u>Technical Foundations:</u> Beginning the acquisition of all basic diving skill sets.	For divers ready to transition their fundamental skills on the diving board into dive requirements for their age group. Divers will continue gaining strength, flexibility, balance, coordination and spatial awareness. This program is offered by invitation only.	Each lesson is split into 60 minutes of tumbling, flexibility, strengthening, trampoline and dryboard training & 60 minutes of diving.
Junior National (8-11 yrs)	<u>Technical Foundations:</u> Focus on the acquisition of all basic diving skill sets.	For divers developing a National competitive list. Areas of focus include: strength, coordination, flexibility, balance, fitness and spatial awareness through dryland and water training. Technical skills determined by age group requirements. Skills performed from 3M & 5M platforms, and the introduction of 7.5M platform. This program is offered by invitation only.	Each lesson split into 90 minutes of tumbling, flexibility, strengthening, trampoline and dryboard training & 90 minutes of diving.
National 1 (12-18 yrs)	<u>Competitive Foundations:</u> Application of basic skill sets for dives performed in competition. Increase the number and difficulty of skills for use in competitive dive lists.	For divers possessing the technical skills to compete at the National and International level. Areas of focus include: strength, coordination, flexibility, balance, fitness and spatial awareness through dryland and water training. Technical skills determined by age group requirements. Skills performed from 3M, 5M & 7.5M platforms, and the introduction of 10M platform. Introduction of conditioning program. This program is offered by invitation only.	Each lesson split into 90 minutes of tumbling, flexibility, strengthening, trampoline and dryboard training & 90 minutes of diving.
National 2 (12-18 yrs)	<u>Consolidation:</u> Consolidation of all experiences and skills for competitive purposes.	For divers possessing the technical skills to compete at the National and International level. Areas of focus include: strength, coordination, flexibility, balance, fitness and spatial awareness through dryland and water training. Technical skills determined by age group dive requirements. Skills performed from 3M, 5M, 7.5M & 10M platforms. Additional conditioning program. This program is offered by invitation only.	Each lesson split into 90 minutes of tumbling, flexibility, strengthening, trampoline and dryboard training & 90 minutes of diving. Conditioning program performed in addition to regular training schedule.
National 3 (16+ yrs)	<u>Realization:</u> Realization of sport career potential.	For divers possessing the technical skills to compete at the National and International level, pursuing opportunities Provincial & National Teams, and NCAA university scholarships. Areas of focus include: strength, coordination, flexibility, balance, fitness and spatial awareness through dryland and water training. Technical skills determined by age group and Senior National dive requirements. Skills performed from 3M, 5M, 7.5M & 10M platforms. Additional conditioning program. This program is offered by invitation only.	Each lesson split into 90 minutes of flexibility, strength, diving specific dryland skills using platform, trampoline and dryboard & 90 minutes of diving. Conditioning program performed in addition to regular training schedule.

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Recreational Stream			
<u>Training Group</u>	<u>Sport Development Stage</u>	<u>Program Description</u>	<u>Lesson Structure</u>
Learn to Dive (5-7 yrs; 8-13 yrs)	<u>Sport Entry:</u> Basic diving movement orientation. Learn all fundamental movement skills and build overall motor skills.	Want to learn how to dive but don't know where to start? Learn to Dive is the answer. This program is designed for children age 8-13 years old and centered around having fun on the diving boards and dryland equipment. Areas of focus include physical fitness, body awareness, flexibility, strength, speed and coordination. Participation in sport not only increases your child's understanding of fitness but also improves their listening skills, concentration, social skills and self-confidence.	Each 60-minute class consists of 30 minutes of dryland and 30 minutes of diving. Dryland: children learn basic skills on the trampoline and dryboard, improve flexibility, core strength, and general fitness Diving: children learn basic skills in a safe and controlled environment. Children will have fun in a safe and exciting atmosphere.
Recreational (14 years & up)	<u>Active For Life:</u> Opportunity for fun, active sport involvement for those entering the sport and those moving from competitive stream.	If you are 14 years old and older, and want to learn diving basics or are an advanced diver and want to keep up your skills, this program is for you. Classes include a group warm-up, stretching, and dryland training using dryboards and trampolines, then followed by time in the water.	Each 60-minute lesson consists of 30 minutes of dryland and 30 minutes of diving. Focus: FUN! (in and out of the water)

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DIVING LONG TERM ATHLETE DEVELOPMENT MODEL FAQ'S

Diving Canada LTAD Model Copyright © 2006 Diving Canada

Q. Is this athlete development for good health? Is this for every kid?

A. While the goal of the LTADM is to help create the best divers possible, one of the side benefits is good health. The prescribed exercises make children stronger, which makes them less prone to injury. It also makes them more likely to pursue a more active lifestyle. In that respect, yes, it is for every kid, whether they want to be an Olympic champion, or they just want to give diving a try.

Q. Do you need to know how to swim already? I've heard kids can't coordinate the strokes at younger ages. Are we pushing them too early?

A. Many diving clubs offer gym and swim programs where kids learn the basics before starting diving. For diving itself, children don't need good quality strokes; they just need to get from under the diving board to the side of the pool.

Q. Can I be involved?

A. Most clubs have some form of parent involvement, including officiating, event management, fund raising, etc. However, the coach / participant relationship depends on children being focused, much like school or music lessons. Most coaches allow parents to watch practices, but be sure to do this out of earshot and the view of your kids, so they can concentrate.

Q. I can't see it. What are we trying to do to these kids at this age? I want a normal kid. Why start earlier?

A. Long term athlete development means offering children instruction in fundamental movement skills during the development window when they can best learn them, whether they are to be competitive athletes or simply enjoy physical activity. An appropriately structured program is intrinsically appealing to children. If they don't like it, look elsewhere for a program that is fun and teaches skills.

Q. How do we know this model is right?

A. The model was created by a group of experienced Canadian diving coaches, including age group specialists and coaches of Olympic medalists. This model is a summary of their experience applying these principles. Also, the model has been reviewed and approved by the experts leading the Canadian long term athlete development model project, "Sport for Life".

Q. This model seems to demand much more activity than our kids are doing now. Are you sure this is safe?

A. Children can handle more training than many believe. When permitted to play at their own pace, outdoors, they will play hard for hours longer than they are typically allowed in a modern urban society. There are also safety benefits to starting earlier. Smaller, lighter bodies are less susceptible to injury. Chinese divers start much younger on tower and have fewer injuries learning it. Also, some of the best Canadian divers have done this level of training and have not had any greater rate of injuries or loss of interest. Coaches can tell when an athlete is not ready for this level of training and will gradually increase it when the diver is ready. No good coach will force a child to do more than they are ready for.

Q. "Athlete development model" sounds like it's for elite athletes. How does it apply to children with lower aspirations?

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A. All children acquire skills in the same order; some are just faster than others. The model recommends skill progressions that apply to any diver learning skills. Even more importantly, kids learn physical skills most efficiently before the growth spurt (11-13 for girls, 12-15 for boys). Children benefit from learning a variety of skills during this window, even for the simple enjoyment of physical activity. Divers especially need to learn dance and gymnastic movements early for diving performance, but these activities are also among the best general fitness and coordination activities for kids this age.

Q. Isn't this hard on their bodies?

A. In fact, it is better for their bodies: it helps prevent injury. Proper preparation will protect them from injury, whether in diving, other sports, or in the unpredictable bumps and knocks of childhood. A program which leads to injuries is probably at fault, not the age at which the athletes begin. That said, some people are prone to injuries, and coaches will adjust a program to address these concerns.

Q. How do you handle a child who is scared?

A. All divers are scared at some point, whether learning a front dive from the side or a reverse dive from 10m. The model, and all good coaches, teaches diving in small incremental steps called progressions, so children gain confidence as they master a dive before moving on. These are some of the advantages of diving: that participants learn to face fears and deal with them appropriately.

Q. Do they also need to do gymnastics? Dance?

A. The LTADM has both gymnastic and dance elements built into it. It would be beneficial for divers to do additional gymnastics or dance, but in a diving context. Certain dance movements and positions are different from diving positions, and, particularly at an advanced level, many gymnastic movements are contrary to diving movements.

Q. Shouldn't kids just be allowed to play on their own? Aren't we over-structuring their time?

A. They gain further abilities that enhance play. They will get more out of play, they will be more likely to be physically active in their free time, and they will be less likely to injure themselves. The LTADM is necessary to learn structure and discipline; there is plenty of extra time for free play.

Q. What should coaches do during the Adolescent Maintenance stage?

A. Coaches (and parents) must be aware that self-image and self-esteem are fragile. Divers may need to compete less. Coaches should work on improving weight training skills, dance skills, and keeping diver fit. They may want to involve the diver in coaching younger athletes once or twice a week. The coaches, diver, and parents may have to lower competitive expectations.

Q. Why isn't my boy going to Nationals even though he qualified?

A. His goal for the year was to qualify for Nationals, which he managed to do. He's not ready to be competitive at that level, and finishing near the bottom of the pack will do more damage than good. He should wait until next year, when he can be more competitive.

Q. Why should my kid go to Provincials when there is no one good to compete against?

A. To win. Successful divers have been motivated by success at all levels throughout their career.

Q. Why do you need so much dry land space and equipment?

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A. It is the standard around the world. All of the top diving countries, as well as a lot of the lesser countries, have dedicated dry land space and equipment. It also allows us to get more kids involved.

Q. Why does it cost so much?

A. It doesn't. It usually costs less than daycare, while being far more valuable. It usually costs less per hour than public swim and other sports, while being a far more beneficial program.

Q. What about time for homework and chores?

A. With the structure and discipline learned through this program, athletes get better at structuring their time when they begin training. School often improves.

Q. Quite often, my kid does not want to go to diving, but then they like it when they are there and afterwards.

A. This is very common. Parents need to make decisions for children. If you believe in the program, make sure your child attends all scheduled lessons.

Q. Why is my child not spending more time in the pool?

A. Time is limited and better used on technical aspects of diving, which are learned more efficiently on land before being transferred to the water.

Q. Why is my child not doing weight training?

A. Time is limited and better spent on technical aspects of diving. When the technical aspects are mastered, weight training will be added if strength is still a limiting factor.

Q. What mental training are you doing?

A1. We are doing mental training: diving training is inherently mental training.

A2. Many seemingly mental issues are actually technical deficiencies that may appear to be psychological in nature. The LTADM helps alleviate the weaknesses in technical development.

Q. Can my child do other sports?

A. Yes, but fewer days are available for other sports because diving requires more commitment than other, late-specialization sports.

Q. When is too late for elite success in diving?

A1. Beginning after puberty is usually too late to fully realize one's potential unless the child has developed the skill and flexibility requirements from other acrobatic sports or activities.

A2. It is not an exact science before puberty. There will be the most success when there has been enough time to achieve the requisite skills and flexibility before puberty's onset.

Q. How do you know when the Adolescent Maintenance stage begins?

A. Rapid growth occurs, as do the appearance of secondary sex characteristics. Coordination and speed often suffer. The difficulty of the diver's dives may be affected, as well as the aesthetics.

OTHER FREQUENTLY ASKED QUESTIONS

- **How can my diver change programs?**

In order to change programs divers must pass the required skills to move into the next level and be invited by the head coach. If you change programs, please complete a Program Change form, revise your Payment Schedule and submit the forms to the Registrar. Please refer to the Program Change Policy.

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

Please provide the Administrator or Registrar with written notification of your new address or phone number. The Registrar will distribute the information as necessary. The Registrar for RDC is our recreational administrator – please see the contact information page at the back of this handbook for current contact information.

- **What if I have a complaint?**

Please refer to the Parental/Guardian Guidelines.

- **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.

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FUNDRAISING POLICY

From time to time, the Club will participate in various fundraising initiatives. Any family that participates will have some of the dollars raised, rewarded to their "account" to help offset fees or travel expenses. These amounts can change from time to time and are set by Board policy each year.

BINGO

Centennial Bingo – 2311 2nd Avenue Regina, SK

Bingos are a fundraiser for the club, without which would result in an increase in everyone's fees. When you register your diver(s) in their program(s), you are also 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. Please remember that if you choose the option of working the bingos, we will be counting on you to fulfil your commitment.

In order to achieve the full bingo discount, all bingo commitments must be completed. All partial commitments will be credited at \$75/bingo, with the difference from the full fee charged to the diving member. Extra bingos worked over and above the commitment will be credited \$75/bingo to the diving member's fees.

Rules of the Bingo Hall

Sun. – Thurs. Evening Bingos:

- There must be 18-20 workers for Monday to Thursday evening bingos.
- 4 paper counters by 4:15pm – the remainder should arrive by 5:15 p.m.
- Counter sales and floor workers should be ready to sell by 5:30 p.m.

Fri. – Sat. Evening Bingos:

- There must be 22 - 24 workers for Friday and Saturday evening bingos.
- 4 paper counters by 4:15 – the remainder should arrive by 4:45 p.m.
- Counter sales and floor workers should be ready to sell by 5:00 p.m.

General Rules:

- Bingo dates/times will be emailed and posted on the website. Please keep an eye out for them.
- Please call your Bingo coordinator to add your name(s) to the Bingo Worker Schedule
- If you sign up to work a Bingo session and are unable to make it to that session, **you must notify the Bingo coordinator more than a day in advance so a replacement can be found.**
- Workers must be at least 12 years of age, and must have an adult working at the same session.

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- The Bingo Hall management will notify the Club if we need to bring more than the usual number of workers.
- There must be 2 adults working the Nevada Booth at every bingo. During the bingo session, when sales have slowed down, one of the Nevada workers should walk the floor and sell Nevadas.
- There must be 4 adults (16 and older) selling the Breakout games.
- Floor workers should be circulating constantly throughout the hall and should always have a sufficient supply of paper with them. When "Bingo" is called, the closest floor person to that player must get to that bingo player as soon as possible, take their bingo sheet over to the bingo telephone located on a designated pillar and read off the sheet number. Once the bingo has been verified, the person will continue to stand next to the player with their hand in the air, until the winnings are brought over to the player. Please stay at that location until the money is counted out to ensure that the correct amounts are given.
- Please keep your voices down when the players are playing. Do not gather in groups in any part of the hall.
- When stopping to visit the washroom, please remove your apron and leave it at the cash counter.
- Food and drink must be consumed in the back room, with no more than 2 workers in there at a time.
- Any questions asked by the players regarding bingo issues should be directed to the Bingo Hall Manager. If you are being harassed by a player, please indicate this to the Bingo Hall Manager.
- Be as friendly and congenial as you can, these people are supporting your club.

Note: As approved in the February 1999 AGM meeting, if a bingo worker is not working while at a Bingo, a warning will be issued. With a second offence a \$50 penalty will be issued.

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VOLUNTEERS AND COMMITTEES

The Regina Diving Club is a Non-Profit organization. In order for the club to be successful there are many ways that each family can help. Some tasks are just a few hours a year, some tasks are monthly, and some tasks require a multiple year commitment. Each position is important to the continued success of the Regina Diving Club.

Some of the most necessary positions are listed below. Each position has specific responsibilities and requires a commitment of volunteer hours, but each position also comes with training, advice, support and likely already has a person working in it - so that they can help train the next interested volunteer.

Many of the positions listed below are required only when we are hosting major competitions, like Western Canadian Diving Championships, which we host every second year. Let us know on your registration forms what tasks or positions you are interested in.

- **Dive Sask Representative**
This is an elected position. It is a two year commitment.
- **Regina Diving Club Board (Eleven positions)**
The board members are responsible for developing and implementing policy for the recreational and competitive programs. Members must attend monthly meetings of approximately two hours in duration. Additional meetings may be required. Additional responsibilities may be required.
- **Treasurer**
The treasurer will be responsible for maintaining the Regina Diving Club financial records. The treasurer will report monthly to the board and file all required reporting to the appropriate government agency. The treasurer will be involved in strategic planning.
- **Equipment Set up and Take down**
This position will be responsible for equipment maintenance throughout the year. Planning will be done with the head coach and club president. The project manager will also be responsible for communicating needs/issues to landlord via club president. The project manager will also be responsible for coordinating equipment set-up and take-down as needed during the year.
- **Merchandising Coordinator**
The merchandising coordinator will be responsible for coordinating, ordering, and collecting payment for all club team merchandise, including club photos, team jackets, etc. This position will take direction from the head coach on team clothing requirements. A final report including collected funds will be required to present to the treasurer.
- **Fundraising Coordinator**
The fundraising coordinator will be responsible for organizing and coordinating at least three fundraisers (Mom's Pantry, Grayson Sausage, Bottle Drive, etc.) during the year. This position will communicate with the members of the club, communicate with the fundraising company, and upon completion of the fundraiser will draft a report to issue to the club treasurer with the funds raised.
- **Sponsorship/Grant Chairperson**
This position is responsible for securing sponsorships and grants for competitions and the club throughout the year.
- **Competition Chairperson**
This position is responsible for organizing and supervising club competitions. This includes attending and chairing planning meetings. During competitions, full time attendance is required.

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➤ **IS/Technical Coordinator**

The technical coordinator will be responsible for securing, planning, organizing, and maintaining all IS needs for competitions. The position will work closely with the results coordinator. During competitions, full time attendance is required.

➤ **Awards Coordinator**

The awards coordinator will be responsible for obtaining, preparing, organizing and coordinating the presentation of all awards. A significant number of planning meetings are required prior to competition. Supervising of volunteers is also required. During competitions, attendance at the end of every session is required.

➤ **Hospitality Coordinator**

This position is responsible for organizing, preparing, and delivering food to the judges, coaches, volunteers and athletes. A significant number of planning meetings are required prior to the competition. Parents must be contacted for food donations. Supervising of volunteers is also required. During competitions, full time attendance is required.

➤ **Results Coordinator**

This position will be responsible for coordinating and supervising the collection, data entry, calculation and printing of all results. A significant number of planning meetings prior to the competition is required. Supervising of volunteers is also required. During competitions, full time attendance is required.

➤ **Volunteer Coordinator**

This position is responsible for scheduling and organizing all volunteer positions for competitions. A significant number of planning meetings are required. Recording of volunteer hours and reporting data to the treasurer is also required.

➤ **Treasurer Assistant**

This position will assist the treasurer with organizing, recording and maintaining athlete accounts. This will include ensuring that fees are paid and, in collaboration with the volunteer coordinator, that commitments are met. This position will work closely with the treasurer. This is a two year position.

➤ **Bingo Coordinator**

This position is the main contact between the bingo association and the club, and is responsible for scheduling and organizing all volunteers for bingos. The bingo coordinator is required to arrive early and stay after each bingo. The bingo coordinator will be required to reconcile at the end of each bingo and forward a copy of the reconciliation to the club treasurer.

➤ **Travel Coordinator**

This position would assist the RDC competitive administrator in arranging logistics for team and individual travel for competitions. This would include communication between coaches and families for all arrangements and planning - well in advance of travel dates.

The Regina Diving Club will collect a \$100 payment at the beginning of each year, as a bond against 8 hours of volunteer time per family. When your commitment is met, you will email the Volunteer Coordinator or the Club Administrator with the details, and they will destroy your post dated cheque. If your email report is not received, all cheques will be cashed on May 1st of each year.

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DIVER'S CODE OF CONDUCT

Here is a sample copy of the Diver's Code of Conduct, included in the Registration package.

1. Divers represent RDC and are to conduct themselves at all times in a manner which will not reflect negatively on RDC or be disruptive to those around them.
2. Divers shall demonstrate respect for coaches, officials, chaperone/managers and other athletes.
3. Divers will be punctual at all times. Be prepared to start training on time. This means arriving at the pool 5 to 10 minutes early.
4. All divers are to ask their coach if they may leave the pool deck during practice.
5. Help with any set-up or take down of equipment when asked by the coaching staff.
6. Divers are to make sure coaches and chaperone/managers know where they are at all times.
7. Divers agree to abide by all reasonable and ethical decisions made by the coaches and/or chaperone/managers. If you question whether a decision is reasonable and ethical, please ask your parent or a member of the Board of Directors.
8. On out-of-town trips, divers shall remain in their own hotel rooms after curfew.
9. Divers may leave to visit with relatives and/or friends only with the permission of the coaches and of the diver's parents.
10. Divers will wear the designated team uniform when representing RDC.
11. **Diver's Behaviour:**
 - Older more experienced divers...you are role models, please lead by example.
 - Be supportive, courteous and respectful to all your team-mates.
 - Please respect your team-mates by avoiding inappropriate behaviour (e.g., yelling, screaming, shouting, snapping chamois.) This can be distracting to others.
 - Please avoid all gossip; it serves no positive purpose to your team.
 - Please wait until after training time to talk to your family or friends.
 - Divers shall use appropriate language -- abusive language and profanity is not permitted.
 - Divers shall not smoke.
 - Divers shall not consume alcohol (this includes divers of legal drinking age while they are representing RDC).
 - Divers shall 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.

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12. Diving Board Etiquette:

- Always know the depth of any pool before diving in head first.
 - Dive safely at all times. Make sure the area under your board is clear.
 - When it is your turn on the diving board, please be ready to go.
 - Once you have stepped on the board, please proceed with your dive. Remember that other divers are waiting for their turn on the board.
 - When a team-mate is about to use bubbles, please wait until their dive is complete before proceeding with your dive. Please stay out of the water during bubble use.
 - Bails should only occur if you are so far back from the tip of the board that dive completion may risk personal injury.
13. Treat all pool facilities, staff and other pool users with the same respect you want to be afforded.
14. When diving during public swim, divers are to follow public swim rules and lifeguards' directions.
15. Divers shall strive to maintain or improve on their current academic marks.
16. The Head Coach will determine if an alumni diver may train with the Club. Alumni divers who are permitted to train with the club will pay the applicable DPC registration fee, to be registered with DPC for insurance purposes and will also pay \$10 per practice time to RDC. Alumni are subject to the Club training rules while training.
17. Any injuries incurred in practice or competition must be reported to the coach immediately.

Failure to adhere to this code of conduct may result in coaches taking disciplinary action, including but not limited to a reprimand, restriction of privileges, removal from training or competition, being sent home from competition (at the expense of your parents) and/or suspension from the team.

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COACH'S CODE OF CONDUCT

1. Coaches and their team represent RDC, and they are to conduct themselves at all times in a manner which will not reflect negatively on RDC.
2. Coaches shall at all times demonstrate respect for divers, other coaches, officials, chaperone/managers and parents.
3. Coaches are responsible for informing the diver's parents and RDC Board of Directors of any misbehaviour or transgressions of the Diver's Code of Conduct.
4. Coaches are responsible for ensuring that the diver's competition requirements and lists are technically correct.
5. Coaches are to be aware of the whereabouts of the divers for which they are responsible.
6. Coaches are in charge of athletes during training and competition times.
7. Coaches shall attend all meetings held by competitions committees, where their attendance is requested.
8. Coaches shall give the divers the opportunity to discuss proposals for training and performance standards.
9. Coaches shall provide divers with appropriate information necessary for them to be meaningfully involved in decisions that affect them.
10. Coaches shall communicate and co-operate with family members, involving them in appropriate decisions pertaining to the diver's development.
11. The coaches are role models and should lead by example.
 - Coaches shall display positive behaviour towards divers.
 - Coaches shall not smoke in front of divers.
 - Coaches shall not use, consume, possess and/or hand out illegal drugs.
12. Coaches must inform the parents/guardians of any injury that the diver incurred that day during training or competition.
13. 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.

Failure to adhere to this code of conduct may result in disciplinary action by the Board of Directors.

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PARENTAL/GUARDIAN GUIDELINES

1. Please pay your fees on a yearly or monthly basis, according to your fee payment schedule completed at time of registration. If any changes are required to this fee schedule, please contact the Treasurer prior to your cheque being cashed.
2. Complete the medical form at registration. Please submit photocopies of your diver's current Saskatchewan Health Services Card and Birth Certificate. If any changes occur throughout the year, please submit the revisions.
3. Communications from Club and Coaches will mainly be conveyed via the Regina Diving Club website or by email.
4. **Parents are encouraged to talk to the coaches, but not during training. Please contact coaches by email to set up a meeting with them.**
5. Parents may be asked to accommodate out-of-town divers, on request (when billeting, guidelines will be provided.)
6. Parents are expected to help out at the Regina Diving Meets.
7. Parents are expected to fulfil their Bingo requirements as indicated and are encouraged to participate in other fundraising activities to offset fees.
8. Know your RDC Board Members – They wear an RDC designated shirt. There is one sitting in the stands with you. Don't be afraid to ask us!!

Out-of-Town Meet Guidelines:

1. There are generally two possible arrangements for travelling to a meet. Team travel is where coaches and divers travel and stay together. The coaches help arrange the numbers, the requirements for vehicles, drivers, chaperones, as well as the schedule for all four days of the meet.
2. Individual travel is where each family together with the coaches and the club make their own arrangements to travel and stay together as a family for that meet. These individual arrangements sometime include staying with family or friends instead of at a hotel, car pooling and various other ideas to help each family enjoy the meet and to help with the cost burden. This is a privilege granted by the club to help ease young athletes and their families into competitive sport travel. 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.
3. All parents are encouraged to put their names forward for the chaperone/manager of out-of-town diving meets as needed.
4. Become familiar with the Club rules and review the guidelines with your diver before each meet. Be sure your diver understands the rules.
5. Meet all deadlines for notifying the coach whether or not your diver is attending a meet.
6. All costs incurred by team travel (van rental, gas, hotel costs, groceries, chaperone, etc) will be shared equally among all of the athletes participating at the competition, regardless of the number of events or days attending. Entry costs for each event an athlete enters are not a shared cost.

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7. Parents may attend any meets at their own expense, but your diver must stay with the team. Special arrangements can be requested prior to departure for the meet. Please contact the travel coordinator, club administrator or your coach with your request.
8. If divers are traveling to a diving meet by air, parents are responsible for paying for the diver's airline ticket prior to the meet, independent of any deposit required by the club for costs incurred while traveling to the meet.
9. A signed permission slip with the required deposit may be required one week prior to leaving. If the designated club representative has not received both, **one week prior to departure**, the diver will not be allowed to attend the meet.
10. While at the meet, the diver is always under the authority of the chaperone/manager or coach, regardless of whether or not the diver's parent(s) are there. The authority and decision of the chaperone/manager or coach is final. Instruct your diver that they shall not leave the supervision of the chaperone/manager or coach without prior notification.
11. The chaperone/manager and coach must be informed of any physical problems, sickness or medical requirements for your diver prior to departure.
12. It is the responsibility of the parents to encourage "good" eating habits.
13. If you wish your diver to phone you from a meet, especially young divers, advise the chaperone/manager of this.
14. Please pick up your divers immediately upon return from the meet. You will be notified by phone when the expected arrival will be.
15. Please make sure your diver understands that they are a representative of RDC and their behaviour reflects not only on them, but the Club and their family.

Parent's Etiquette:

1. Parents, please be advised that you are representatives of RDC. Please be polite and use good sense.
2. **Parents are to sit in the designated view area (bleachers behind the trampoline, or on the far side of the pool) and are asked not to interrupt training.**
3. Be supportive, courteous and respectful to all divers, coaches and fellow parents.
4. If you have a concern or problem, please follow proper procedures listed below. RDC reserves the right to remove a parent from the pool deck if problems arise.

If you have a problem with a coach or a program, please take the following action:

1. **Talk to your diver's coach – if not resolved then,**
2. **Talk to the Head Coach – if not resolved then,**
3. **Talk to a member of the Board of Directors.**

This procedure must be followed if the problem is to be resolved in a timely and fair manner.

Failure to adhere to this code of conduct may result in disciplinary action by the Board of Directors.

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TRAVEL POLICIES AND PROCEDURES

Diving meets are meant to be fun for all divers involved. This is what they have been working so hard towards. However, divers are expected to behave in a responsible manner. The following rules must be adhered to if we are to maintain our privileges and reputation as a Club.

Pre-Departure:

1. Travel Coordinator or coaches will email meet information as it becomes available.
2. If your diver is going to the meet, all forms must be completed and returned by the indicated date. If your diver is not going to a meet, please notify the travel coordinator.
3. Travel arrangements and lodgings for the entire team will be arranged by the administrator 45 days before the meet.
4. Team travel is required for Nationals, age group nationals and any meets requiring flights. Winnipeg Tier I/II (June) is a Dive Sask sponsored team travel event. During team travel, all athletes are required to travel and stay with the team. All other meets will be considered individual travel.
5. If athletes are travelling by air, parents must pay the travel agency directly for their diver's airline tickets by a specified date, usually 45 days in advance.

Billeting:

1. Billets, if being used, will be arranged by the travel coordinator or by a parent designated by the coach.
2. Parents of divers attending a meet must be informed of the details of who and where the billets are located a minimum of 48 hours prior to departure to the meet.
3. Billets will be arranged for all divers or they shall remain as a team at a common place of lodging.

Departure:

1. Report to the chaperone/manager so they know you have arrived.
2. Stay with the chaperone/manager until otherwise told.
3. Advise chaperone/manager and coach of any medical problems, allergies or medication that you have or will be taking with you (not already noted on medical form).
4. On a parent's request, divers may give their money or medications to the chaperone/manager.
5. Be on time!

Trip:

1. Please listen and obey all instructions given to you by drivers, coaches and chaperone/managers.
2. The driver shall drive responsibly at all time when transporting divers.
3. Seatbelts will be worn at all times.
4. Coaches may require that divers wear the appropriate team uniform while representing the Club on an

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airplane, upon leaving the hotel and on the pool deck.

5. Divers' travel bags should be with them at all times and packed with training gear, team uniform and other items the divers wish to carry on board with them.
6. When trips are over 3 hours, please provide "good" snacks for divers (no soda or junk food).
7. No shelled snacks and no glass containers.
8. No junk food during the trip and at diving meets (coaches, drivers and chaperone/managers must abide by same "good" eating habits as divers).
9. Divers are to be considerate of all others in van, car, train or plane.
10. It is the responsibility of the divers to keep the floor free of garbage and litter.
11. In the case of being billeted, the divers will be given one contact number to reach coaches and/or the chaperone/manager.

Upon Arrival:

1. Ensure that the van/car is unloaded and properly cleaned.
2. In case of being billeted, advise the chaperone/manager when you are leaving.
3. No changes are to be made between divers in billets or hotel room accommodations. The chaperone/manager must know where you are at all times.

Dive Meet:

1. Coaches may request that divers be in designated team uniform when travelling to the pool, while on pool deck and when going back to hotel.
2. Divers are to be aware of their training and competition schedule.
3. Check with the chaperone/manager for any special instructions.
4. Stay together as a team and remember to cheer for your team-mates.
5. Never leave the pool without permission of the chaperone/manager.
6. Parents should not expect any privileges for extra-curricular activities without the permission of both the coaches and chaperone/manager.
7. All athletes are required to stay at the meet until the last RDC diver is finished.

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.

Hotel:

1. The coaches and chaperone/manager will set the rules and curfew, which are to be followed by all divers.

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2. There will be no running or shouting in the hallways, no loud TV or music, disturbing hotel guests, etc.
3. Divers are not allowed to leave the hotel without the permission of the chaperone/manager.
4. After curfew, divers are to remain in their rooms with no visitors.
5. All phone calls are to be made by public pay phones, or from the chaperone's room.
6. Divers are not permitted to go to the lobby without permission of the chaperone/manager and must take a buddy.

Completion of Meet:

1. Divers are to make sure they have all of their belongings.
2. Clean up area where the team was stationed.
3. Be at assigned meeting areas on time.

Arrival Home:

1. Divers are to make sure they have all their belongings.
2. Clean up the van/car of all garbage and litter.
4. Collect all monies and valuables from chaperone/manager.
5. Advise chaperone/manager when you are leaving with your parent/guardian. No diver is to be left alone.

Financial Reconciliation:

The following process is executed to reconcile trip expenses:

1. The Administrator/travel coordinator or manager must collect receipts and submit all expense claims from the meet to the Administrator/Treasurer within 1 week of return.
2. After the Administrator/Treasurer calculates the final cost per diver, the Administrator/Treasurer issues invoicing to the diver's family indicating the amount owing to the diver's account.
3. If there is money owing, the family submits a cheque to the Administrator/Treasurer **within 15 days of billing.**

CHAPERONE/MANAGER POLICIES AND PROCEDURES

General:

1. The chaperone/manager is one of the official representatives of RDC and has the authority to enforce rules of conduct on behalf of the Club. The chaperone will abide by the same code of conduct as the divers or coaches.
2. The chaperone/manager is responsible for the divers' behaviour at all times, except when the divers are being coached. Please maintain the discipline of the team. If a diver's behaviour is unacceptable, discuss it with them privately.
3. Talk with the coaches before team meetings to ensure everyone is on the same page.
4. Chaperone/Manager must possess a valid driver's license, if the trip co-ordination requires it.
5. Must account for every diver.
6. Introduce yourself to the divers before departure.
7. Attend all team meetings.
8. Ensure the divers are eating and drinking properly.
9. Be understanding and maintain a positive atmosphere at all times.
10. Ensure that all the divers have all their belongings and the team area is clean.
11. Take any injured or sick diver to the doctor/hospital. While absent, ensure that another responsible adult is in charge.
 - 11.1 In a timely manner, contact the parents/guardians of a diver if the diver is taken to the hospital or to a doctor.
12. The chaperone must travel to and from the event with the divers.
13. The chaperone must accompany the youngest divers to any stores/restaurants if there is more than one option.

Selection of Chaperones:

The Head Coach will make a formal request when it is determined that it is necessary.

The Head Coach will determine:

1. The number of chaperones required for each meet. The coaches and the chaperone are required to ask for parent assistance in the event that a diver is sick or requires special attention, or more than one chaperone will be required. Older divers will not be responsible for the younger divers during any team outings, this is the job of the coaches and the chaperones. Parents are required to communicate early and communicate openly about any and all needs or concerns of their diver.

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2. Whether cooking will be involved in the chaperone's duties and the financial considerations of this decision.
3. Selection of the chaperones.
The chaperone may be the coach with his/her consent and the unanimous consent of all families involved with that meet. Should unanimous consent not be reached, a chaperone will be requested using the usual procedure. The head coach will inform the board of the need for chaperones and the number required so that the Board can assist in the chaperone assignment.
4. The Board may be brought in if there are questions, in any of the above decisions.

The criteria to be considered during the selection of the chaperone includes: location of the meet, type of meet, meet duration, mode of travel, number of athletes and coaches attending the meet, age and gender of the athletes and the individuals available to chaperone.

The chaperone/managers are responsible for the behaviour and safety of the divers. They are also on duty 24 hours a day.

Chaperone/Manager Etiquette:

1. Chaperone/Manager shall not smoke in front of divers.
2. Chaperone/Manager shall not consume alcohol while chaperoning.
3. Chaperone/Manager shall not use, consume, possess and/or hand out illegal drugs.
4. Chaperone/Manager shall not engage in abusive behaviour toward divers.

Duties and Responsibilities:

1. The chaperone/manager shall be familiar with the Club Handbook.
2. The coach will provide a list of all divers attending the meet, prior to the team meeting pre-departure meeting
3. Review the divers' medical information before departure. Any questions, ask the diver's parents.
4. Collect any monies, medications, health cards, and all other necessary papers for divers, as requested by parents.
5. The coach will provide the chaperone/manager with the rooming list.
6. Be at the pool for all training times and competitions, unless otherwise advised by the coach.

Upon Arrival and at Hotel:

1. The chaperone may be required to check into the hotel, arrange to have the phones shut off and movies blacked out.
2. Distribute one key per room and keep the other with you at all times.
3. Meet with divers and review behaviour guidelines, curfews and consequences.
4. Purchase food (breakfast, fruit, snacks, juice and water – dinner food if cooking). Please be aware of any food allergies or special dietary requirements. An allotment of funds will be provided prior to

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departure.

5. Make sure all divers are up, have eaten breakfast and are ready to leave at the appropriate time.
6. Have dinner ready (or reservations at a restaurant) at appointed time.
7. Enforce curfew.

Billets (when applicable):

1. Meet with the billet chairperson to obtain a copy of billet list with phone numbers.
2. Leave a number where you and the coaches can be reached.
3. Do not leave appointed area until all divers have been picked up.
4. There shall be no changes in billeting unless there is a medical problem or uncomfortable situation.
5. In conjunction with the coach, make changes in accommodations if the need arises, and inform the parents/guardians of the diver.
6. Make sure all divers are accounted for at training and departure time.
7. Make sure all divers and billets are aware of departure time.
8. Remind divers to double-check for personal articles at the billet's home and to bring everything to the pool on last day.

Upon Departure:

1. Ensure all divers are accounted for.
2. Make last check of all rooms before leaving.
3. Check out of the hotel.

Arrival Home:

1. The chaperone completes a trip summary for the Head Coach, including all receipts and refunds (if applicable).

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DISCIPLINARY POLICIES AND PROCEDURES

For all minor disciplinary situations, 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 "poor" behavior, the following consequences may apply:

1. Constructive criticism and explanation of why/how such behaviour is inappropriate.
2. Restriction of privileges.
3. Time out.
4. Removal from remaining practice session.
5. Reduction in training schedule.
6. Temporary suspension.
7. 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.

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PROGRAM CHANGE POLICY

In order to change programs, divers must pass the required skills to move into the next level.

Registration into the competitive programs is by invitation of the Head Coach, and as space allows.

Upon invitation, the Head Coach will provide the parent with a package of information, including forms to be completed and forwarded to the Administrator.

Written notifications of all program changes must be given to the Administrator.

Parents should complete the Program Change form, along with a revised Payment Schedule (see forms in Appendix D) and submit the forms to the Treasurer and/or Registrar within 2 weeks of changing a program.

For athletes making program changes, the official date for calculation of fees and bingo responsibility shall be as follows:

- A change prior to the 15th of the month will have the fee retroactive to the beginning of the month.
- A change after the 15th of the month will have the fee adjusted at the beginning of the next month.

Program changes must be noted on the appropriate form, signed, dated with the start date, and submitted to the coach as soon as the change is made.

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 is \$200 and it is non-refundable. Please refer to the Registration Form.
- 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.
- After May 15th, no refunds will be given.

INJURY / ILLNESS

In the case of an injury or illness lasting 4 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 4 weeks;
- The coach has been informed from the onset as to the reason for absence and the expected date of return; and

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- A written 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.

In these situations, the membership fees will be reduced by an amount calculated as:

annual fee x (complete weeks missed)/40 weeks less the \$200 registration fee

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 in any circumstances.

Extra bingo credits are not paid out but rather applied to future fees.

APPEALS

Appeals may be directed in writing to the Regina Diving Club Board of Directors.

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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 (balk) 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.
D.D.	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.
DPC	The <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.
FINA	The <i>Federation Internationale de Nation Amateur</i> 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.
Level 1 or 2	A level 1 diver is one who meets the CADA dive requirements for their age group and is eligible for national competition. A level 2 diver is one who meets a modified list of dives for their age group and can only dive in level 2 meets.
Optional	The body position is optional but the legs shall be together and the toes pointed (also called “Free”).
Platform	Rigid towers at 5, 7 and 10 meter levels.

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- 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 (Gainer)** 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.
- SDI** *Saskatchewan Diving Inc.* is the Saskatchewan governing body of the sport and is located in Regina.
- 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.

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APPENDIX A: KEY CONTACTS AND REFERENCES

Key Contacts:

Head Coach –	Laura Desautels	laura@reginadiving.ca
Assistance Head Coach -	Jana Klein	jana@reginadiving.ca
Competitive Administrator	Carol Lunn	carol@reginadiving.ca
Recreation Administrator	Robin Tinani	robin@reginadiving.ca

Board of Directors:

President –	Wade Clairmont	596-0183	
	wade.clairmont@viterra.com		
Vice President -	Trevor Black	551-8461	
	Jettblack70@hotmail.com		
Treasurer –	Deneeca Ludwar	789-8116	
	niknaks@sasktel.net		
Secretary –	Jennifer McKenzie	543-0744	
	jenmckenziesk@gmail.com		
Registrar –	Korene Boehm	586-1532	551-6536
	boehm@accesscomm.ca		
SDI Rep –	Korene Boehm	586-1532	
	boehm@accesscomm.ca		
Bingo Coordinator –	Nicole Gallais		
	most.physio@gmail.com		
Members At Large:	Jackie Hatherly	526-9879	
	jackiehatherly@gmail.com		
	Katherine Cheah	596-7239	
	katcheah@accesscomm.ca		
	Iryna Haidash	737-9617	
	haidash@sasktel.net		
	Jennifer Love-Green	502-0189	
	jenlovegreen@gmail.com		

Web Sites:

Canadian Amateur Diving Association (CADA): www.diving.ca

Regina Diving Club: www.reginadiving.ca.

Dive Sask (SDI): www.saskdiving.ca

Canadian Centre for Ethics in Sports: www.cces.ca

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APPENDIX B: PAYMENT OPTIONS

All competitive programs have annual fees that may be pre-paid with post-dated cheques payable to the Regina Diving Club. **All posted-dated cheques must be dated for the 1st of each month.**

For competitive programs, you may pay your fees in one annual payment, semi-annually, or in ten instalments payments. Cheques should be written for a minimum of 10% of your fees (for example, if your diver's yearly fees are \$800, each cheque would be \$80.)

If any payment is returned to us NSF, repayment has to happen immediately accompanied by a \$25 NSF fee.

Registration fee:

- The first \$200 of your annual fee is considered your registration fee, and it is non-refundable.

Fund-raising:

- Families may reduce their fees by participating in optional bingos. One major meet is hosted each year at which every club family is expected to help at. Various fundraising opportunities will arise throughout the year and club members are encouraged to participate in at least one to keep fees reasonable.

Family discount:

- Any family with 2 divers in a competitive program will NOT be required to meet the FULL bingo commitments for the 2 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 ONE HALF of the bingo requirements for the second diver.

NSF cheques:

- NSF cheques are subject to a \$25 administration fee, plus any bank charges.

Delinquent accounts:

- Delinquent accounts (defined as greater than 2 months in arrears in fees and/or travel expenses) with no active re-payment plan on file, shall be notified that Regina Diving Club will be assessed 1% per month late fee. Divers with accounts greater than 3 months in arrears ARE NOT ALLOWED to train or compete. They will be notified by electronic mail of this suspension. (Board Meeting - Nov 9/2000)

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APPENDIX C - REGISTRATION FORM

2014-15 REGINA DIVING CLUB REGISTRATION

Fees are listed as the cost for an entire season. Payments may be made in full or with maximum of 10 post-dated cheques. Cheques must be dated for the first of each month.

Name of Diver: _____ **Male/Female:** _____

Birthdate (yy/mm/dd): _____ **Age at Registration:** _____

Address: _____ **Home Phone #:** _____

_____ **Postal Code:** _____

Email address(es): _____ **

Mother's Name: _____ **Cell Phone #:** _____

Father's Name: _____ **Cell Phone #:** _____

*I hereby grant the Regina Diving Club permission to use, for promotional purposes and web content, photographs of my child taken during the 2014-15 dive season. * _____ (yes or no).*

Please select one of the following weekly options (please refer to program descriptions for more information):

Water Beetles (5-6 years old) (2 days X 1.5 hours per day)	PAYMENT is required at REGISTRATION
_____ \$1225	NIGHT – Please have cheques ready.
_____ \$ 930 plus 4 bingos	
JR Novice/Pre-Competitive	Post Dated Cheque for Volunteer Bond. \$100
2 days X 2 hours per day _____ \$1600	The RDC will collect a \$100 payment at the beginning of each year, as a bond against
3 days X 2 hours per day _____ \$1990	8 hours of volunteer time per family. When you have met your commitment, you will email the Volunteer Coordinator so they can destroy your cheque. If your email report is not received,
_____ \$1160 plus 6 bingos	all cheques will be cashed on May 1 st of each year.
_____ \$1400 plus 8 bingos	I would like to help the club in the following areas:
Pre National	_____
2 days X 2.5 hours per day _____ \$1750	_____
3 days X 2.5 hrs per day _____ \$2200	_____
_____ \$1300 plus 6 bingos	_____
_____ \$1600 plus 8 bingos	<i>Please refer to the handbook page 15 and 16 for the complete volunteer and committees policy.</i>
SR Novice	**
2 days X 3 hours per day _____ \$1990	Are you interested in receiving email updates and newsletters from RDC? _____ (yes/no).
3 days X 3 hrs per day _____ \$2900	
_____ \$1540 plus 6 bingos	
_____ \$2300 plus 8 bingos	
Junior National 2/National 1 (4 practices per week)	
_____ \$3880	
_____ \$2700 plus 16 bingos	
National 2 (5 practices per week)	
_____ \$4680	
_____ \$3200 plus 20 bingos	
National 3 (6 or more practices a week)	
_____ \$5500	
_____ \$4000 plus 20 bingos	

Regina Diving Club Handbook

APPENDIX E: MEDICAL

REGINA DIVING CLUB – MEDICAL FORM

Name of Diver:			
Mailing Address:	Birth Date (yy/mm/dd):	Age:	M/F
Postal Code:			
Home Phone #:			
Name of Parent/Guardian:		Business Phone #:	
Name of Parent/Guardian:		Business Phone #:	
Name of Doctor:		Business Phone #:	
Hospitalization Number:			
Person to contact if Parent is Unavailable:		Phone #'s:	
(Name & Relationship: i.e., Grandparent/Neighbour)			
Does your child have, or has he/she had in the past any health problems – e.g., asthma, migraine headaches, blood disorders, convulsions, fainting spells? Please give details below:			
Does your child take any medication regularly? If YES, please list below:			
Does your child have allergies? If YES, please list specific things that cause an allergic reaction – e.g., animal hair, cigarette smoke, foods, medications, etc.			

Signature: Parent/Guardian _____

Date _____

Please inform our Coaches and Chaperone Co-ordinator if there is any change in your child's medical condition. Your child's medical information is sent with the chaperones to each meet he/she attends and will be valuable should your child need medical attention while away.

Permission is granted for my child to be given over the counter pain medication by their coach or chaperone when warranted. _____
(yes or no)