



Regina Diving Club Handbook 2018

Revised March 2018

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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 in APPENDIX A).

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.

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 INFORMATION & SPORT DEVELOPMENT STAGES

Introductory Programming			
Training Group	Sport Development Stage	<u>Program Description</u>	Lesson Structure
Tumble Bugs (3-4 yrs)	Active Start: 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)	Sport Entry: 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			
Training Group	Sport Development Stage	<u>Program Description</u>	Lesson Structure
Novice 1 (9-11 yrs)	Technical Foundations: 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.
Novice 2 (12+ yrs)			

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National (Regional, National & International) Competitive Stream			
Training Group	Sport Development Stage	Program Description	Lesson Structure
Pre-Competitive (6-8 yrs) Pre National (7-9 yrs)	Technical Foundations: 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)	Technical Foundations: 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)	Competitive Foundations: 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)	Consolidation: 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)	Realization: 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)	Sport Entry: 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)	Active For Life: 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 grater 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.

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

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.

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

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.

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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 Administrator. 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 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 OPPORTUNITIES

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 meet 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 the bingo revenue, we would have 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 fulfill 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 remainder being paid out (at \$75/bingo) before the end of the season. Bingo's worked in July and August will count toward the current season – the new season begins in September. Extra bingos worked (beyond the required commitment) will be credited at \$75/bingo toward the diver's extra 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.

Rules of the Bingo Hall

Sun. – Thurs. Evening Bingos:

- There must be 16 - 18 workers
- Paper counters to arrive by 4:30 pm. Sellers to arrive no later than 5:15 p.m.
- Counter sales and floor workers start selling by 5:30 p.m.
- Park in the back

Fri – Sat Evening Bingos:

- There must be 18 - 22 workers
- Paper counters to arrive by 4 pm. Sellers to arrive no later than 4:45 p.m.
- Counter sales and floor workers start selling at 5:00 p.m.
- Park in the back

Sat and Sunday Matinee Bingos:

- There must be 12 - 14 workers
- Paper counters to arrive by 10:30. Sellers to arrive no later than 11:15
- Counter sales and floor workers start selling at 11:30
- Park in the back

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General Rules:

- Bingo dates/times will be emailed by the bingo coordinator. Bingo dates are assigned by the bingo hall in 3 month blocks of time (Sept – Nov, Dec-Feb, Mar-May, and June-Aug.) The bingo season runs Sept 1 – August 31.
- Phone or email your Bingo coordinator to add or remove your name(s) from the Bingo Worker List (board of directors listing in the back of this handbook).
- If you sign up to work a Bingo session and are unable to make it to that session, you must notify the Bingo coordinator at least 48 hours in advance so a replacement can be found.
- Workers must be at least 12 – 14 years of age (this is at the discretion of the bingo coordinator), and must have an adult working at the same session.
- The Bingo Hall management will notify the Club if we need to bring more than the usual number of workers.
- There must be 4 adults (16 and older) selling the Breakout games (green aprons).
- Floor workers should be circulating constantly throughout the hall so that all the areas of the hall are covered, and should always have a sufficient supply of paper with them. They should be attentive. 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 to the bingo telephone located on a designated pillar and read the sheet number (or the bingo minder number). Once the bingo has been verified, the worker will return to stand next to the winner with their hand in the air. A runner will bring the winnings and the worker will count it out to ensure the correct amounts are given. Workers under 16 will not count out winnings over \$300.
- Please keep your voices down when the players are playing.
- Do not gather in groups in any part of the hall. Avoid being disruptive.
- 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 snack room, with no more than 2 workers in there at a time. Please do not take breaks during the 5 and 10 minute intermissions. Players will want to purchase more paper during these times.
- Any questions asked by the players regarding bingo issues should be directed to the Bingo Hall Manager
- Avoid using cell phones while working the bingo.
- Please remember this is an entry level job. It is important to model a positive attitude and appropriate workplace behaviour for our young workers. This is often their first workplace experience.
- Be as friendly and congenial as you can. The bingo players are supporting your club!

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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 RDC.

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.

- **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.

- **Dive Sack Representative**

This is an elected position. It is a two year commitment.

- **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. This position will also be responsible for communicating needs/issues to landlord via club president and will 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.

- **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

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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.

- **Website manager, Newsletter assistant, Team picture coordinator, End of year party coordinator, Banquet and Awards Coordinator:** There are so many ways you can help out your club. Just talk to a Board Member.

Competition Volunteer Requirements

The following roles are required for each competition that RDC hosts. Ideally, the individuals will be committed to fulfill these roles multiple times, with cross-training of others as necessary.

- **Competition (Meet) Manager**

This position is responsible for organizing and supervising club competitions. This includes attending and chairing planning meetings. During competitions, full time attendance is required.

- **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.

The Regina Diving Club will assess collect a \$200 invoice payment (postdated cheque for June 1, 2017) 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 the administrator will credit your account. If your email report is not received, all cheques will be cashed on June 1 your bond will become due and payable on June 1st.

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CODE OF CONDUCT

The Regina Diving Club Code of Conduct, which includes reference to athletes, parents, coaches and representatives of the club, can be found at www.reginadiving.ca under the 'Resources' tab. This is a complete document, vetted through Dive Sask and Sask Sport, and should be read by all families.

The remainder of this section outlines the expectations of Regina Diving Club as it relates to our athletes, parents, and coaches. It is not meant to be exhaustive, nor replace the approved policies and procedures of the club, but rather highlight some of the important aspects for each member.

Expectations of our Divers

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 are required to stay at meets until the last RDC diver has finished. This includes meets hosted and held at our home pool. 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

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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.

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.

Expectations of our Parents

1. Please 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 this fee schedule, please contact the administrator prior to your next payment requirement.

2. Complete the medical form at registration. Please submit photocopies of your diver's current Saskatchewan Health Services Card. 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 expected to be familiar with all aspects of the handbook, and the following policies of the club: Code of Conduct; Disciplinary Procedures; Appeal Procedures – all can be found at www.reginadiving.ca under 'Resources'

5. Parents are encouraged to talk to the coaches, but not during training. Please contact coaches by email to set up a meeting with them. Meetings are not held on pool deck after practice – unless specifically arranged with your coach prior to that day.

6. Parents may be asked to accommodate out-of-town divers, on request (when billeting, guidelines will be provided.)

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7. Parents are expected to help out at the Regina Diving Club hosted competitions.
8. Parents are expected to seek clarification from the administrator, a board member or a coach for any questions they have.
9. Know your RDC Board Members. A list of current members can be found at the back of this handbook. Don't be afraid to bring to our attention any questions or concerns that you may have throughout the year.
10. Parents are expected to be familiar with and adhere to all travel policies as set out by the club for meets held out of town.
11. Parents are expected to cover their own expenses if they are attending meets as a spectator.
12. 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. You may see a board member on pool deck from time to time; this is acceptable when they are conducting RDC Board business.
13. 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.
14. If you have a concern or a 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. Additional details on the Regina Diving Club

Expectations of our Coaches

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 RDC 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.

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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.
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.

TRAVEL PROCEDURES

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. The following rules must be adhered to if we are to maintain our privileges and reputation as a Club.

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 numbers, 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. 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. These individual arrangements sometimes include staying with family or friends instead of at a hotel, carpooling 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.

Early Departure

In all travel situations it is the expectation that athletes will remain until the end of the competition. If early departure is required, a written request must be received 1 week in advance and given to the Board. Coaches will not be responsible for determining if an athlete can depart early and in no circumstances will a coach be approached during a meet to request leaving early. 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.

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additional night of hotel) to ensure the safety of the coaches and athletes.

Chaperone Requirements

Parents are encouraged to put their names forward for the chaperone/manager 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. Please refer to the travel expense forms for guidance on cost reimbursement.

The following are general guidelines for Chaperone Requirements:

1. Groups of 1-4 athletes will not require a chaperone and these duties will be provided by the coach that is travelling.
2. Groups of 4-10 athletes will require 1 chaperone for athletes in Group C and younger.
3. Groups of 10 or more athletes will have a chaperone provided on the rate of 1 for every 10 athletes in attendance.
4. Group A and Group B athletes generally do not require a chaperone.

The above are guidelines and may be modified based on the circumstances as indicated by the head coach and agreed upon by the Board of Directors.

Chaperone Selection

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 Board in conjunction with the head coach.

Team Travel Guidelines

Pre-Departure:

1. 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 your child's coach.
3. Team travel arrangements and lodgings for the entire team will be arranged at least 45 days before the meet.
4. Team travel is required for 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 unless otherwise identified in advance by the coach.

Billeting:

1. Billets, if being used, will be arranged 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 72 hours prior to departure to the meet.

Departure:

1. Report to the chaperone/coach so they know you have arrived.
2. Stay with the chaperone/coach until otherwise told.
3. Advise chaperone/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/coach.
5. Be on time!

Please make sure your diver understands that they are a representative of RDC and their behavior

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reflects not only on them, but on the Club and their family.

Trip:

1. Please listen and obey all instructions given to you by drivers, coaches and chaperones.
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 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 coach when you are leaving.
3. No changes are to be made between divers in billets or hotel room accommodations. The chaperone/coach 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. The use of electronic devices while your team mates are competing is discouraged.
5. Never leave the pool without permission of the chaperone/coach.
6. Parents should not expect any privileges for extra-curricular activities without the permission of both the coaches and chaperone.
7. As at our own pool, so too at competitions, parents are not allowed on pool deck except for awards or in the case of an emergency.
8. Coaches are responsible for all athletes on the pool deck.
9. All athletes are required to stay at the meet until the last RDC diver is finished. This includes meets hosted by RDC.

Hotel:

1. The coaches and chaperone will set the rules and curfew, which are to be followed by all divers.
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. Divers are not permitted to go to the lobby without permission of the chaperone/coach and must take a buddy.
6. Any breach of the RDC code of conduct will result in disciplinary actions.

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.

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Arrival Home:

1. Divers are to make sure they have all their belongings.
2. Clean up the van/car of all garbage and litter.
3. Collect all monies and valuables from chaperone/coach.
4. Advise chaperone/coach 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. All receipts must be submitted with expense claims to the Administrator/Treasurer within 10 days of return.
2. After the Administrator/Treasurer calculates the final cost per diver, they will issue an invoice to the diver's family indicating the amount owing.
3. If there is money owing, the family submits a cheque to the RDC **within 30 days of billing** unless alternative arrangements have been made.

CHAPERONE/COACH POLICIES AND PROCEDURES

Pre-Competition:

1. The chaperone/coach 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 must possess a valid driver's license and have a police record check on file with the Club. This record check could take as long as six weeks to complete, so get the paperwork done at the start of the season if you think you may be interested in putting your name forward as a chaperone.
5. Must account for every diver.
6. Attend all team meetings and verify travel arrangements, hotel arrangements (including rooming lists) and method of payment to be used.
7. Ensure the divers are eating and drinking properly. This may require the purchase of healthy snack. Ensure that you maintain receipts for reimbursement.
8. If meals are to be prepared by the chaperone at the hotel, prepare a meal plan that will accommodate any food restrictions as indicated on the athlete's travel form.

Competition:

1. Be understanding and maintain a positive atmosphere at all times.
2. Purchase groceries when necessary and prepare any meals as determined.
3. Be aware of any health issues, medications, etc, that affect each athlete and administer medication according to parents' instructions.
4. Organize sleeping arrangements and distribute keys – keeping the duplicate.
5. Ensure all paid channels are blocked from the hotel rooms of athletes.
6. Verify and ensure all athletes are aware of curfew times.
7. Ensure all the divers have all their belongings and the team area in the hotel and at the pool is clean.
8. Take any injured or sick diver to the doctor/hospital. While absent, ensure that another responsible adult is in charge. Contact the parents/guardians of the diver in a timely manner.
9. The chaperone must travel to and from the event with the divers and remain with the divers throughout the day – when they are not being supervised on pool deck.
10. The chaperone must accompany the youngest divers to any stores/restaurants if there is more than one option.

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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.
2. Hand in all receipts with an expense claim form to the administrator/treasurer.
3. Give feedback on the arrangements to the head coach and the Board.

DISCIPLINARY POLICIES AND PROCEDURES

For all 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 "poor" behavior, all or some of 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.

The complete RDC Code of Conduct, Disciplinary and Appeal Procedures can be found at www.reginadiving.ca under 'Resources' .

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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.

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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 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. The Appeals Policy is available at www.reginadiving.ca under 'Resources'.

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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 (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.
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, 7.5 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	<i>Saskatchewan Diving Inc.</i> 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
Assistant Head Coach -	Jana Klein	jana@reginadiving.ca
Competitive Administrator	Carol Lunn	rdc.diving@hotmail.com
Recreation Administrator	Robin Tinani	info@reginadiving.ca

Board of Directors:

President	Jennifer Love Green rdcboard@reginadiving.ca	306-502-0189
Vice President	Jennifer McKenzie jenmckenziesk@gmail.com	306-543-0744
Treasurer	Deneeca Ludwar niknaks@sasktel.net	306-789-8116
Secretary	Aymie Neudorf Neudorf.aymie@hotmail.com	306-581-0281
SDI Rep	Jennifer McKenzie jenmckenziesk@gmail.co	306-543-0744
Bingo Coordinator	Nicole Gallais most.physio@gmail.com	306-201-5674
Members At Large	Corry Dorosh bcdorosh@gmail.com	306-737-7566
	Katherine Cheah katcheah@accesscomm.ca	306-596-7239
	Joey Deck Joeydeck306@gmail.com	306-540-2661
	Denise Hrynowsky dbarwise@hotmail.com	306-586-8570
	Adam Ward apward@myaccess.ca	
	Angie Wiens Ange_wiens@hotmail.com	306-591-6399

Web Sites:

Regina Diving Club: www.reginadiving.ca
Dive Sask (SDI): www.saskdiving.ca
Canadian Amateur Diving Association (CADA): www.diving.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, or Pre-Authorized Debit (PAD) – no other method of payment will be accepted. **All payments/posted-dated cheques must be dated for the 1st of each month. The PAD form can be found in APPENDIX D.**

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.

Fundraising:

- 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 (to a maximum of 10 discounted bingo credits).

NSF cheques:

- NSF payments 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)



APPENDIX C – REGISTRATION FORMS

Following are the following forms; please use the correct form for registration.

National Registration Form

For divers in pre-National, National 1, National 2, National 3 and National 4.

Competitive Registration Form

For divers in pre-competitive, Novice 1, and Novice 2

Water Beetles Registration Form

For water beetle divers



2017-18 RDC National Group Registration Form

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 #: _____

Fees are listed as the cost for an entire season (September 25, 2017 through July 31, 2018). Payments may be made in full or with maximum of **10** payments submitted by Pre-Authorized Debit (PAD) or post-dated cheques dated for the first of each month (October 1, 2017 to July 1, 2018). If you prefer PAD, please complete the Payor's PAD Agreement and attach a VOID cheque along with the Registration Form.

Make your selection (X) next to corresponding program and fee based on number of times per week and bingo allocation (if applicable).

Program	# of Meeting days	Fees (no bingo)	Fees (bingos required)	Fees (bingos required)
National 4	3 times per wk	___ \$2,597	___ \$1,999 (+8 bingo)	___ \$1,847 (+10 bingo)
	4 times per wk	___ \$3,304	___ \$2,704 (+8 bingo)	___ \$2,554 (+10 bingo)
	5 times per wk	___ \$4,011	___ \$3,411 (+8 bingo)	___ \$2,811 (+16 bingo)

* National 4 dives 2.5 hours per session; month of July is 5x per week (fee of \$475 included in above)

National Program Options — make selection (X) next to corresponding fee based on number of times per week and bingo allocation (if applicable)

# of Meeting times per wk	National 3 (min. 4/max.6)	National 2 (min. 4/max.5)	National 1 (min. 5)	Office Use: Payment Received
4 times per wk (no bingo)	___ \$4,219	___ \$4,219	N/A	Volunteer Bond: Fees: ___ Post-Dated Cheques (#) ___ Pre-Authorized Debit ___ VOID Chq ___ PAD Form
4 times per wk (+16 bingo)	___ \$3,019	___ \$3,019	N/A	
4 times per wk (+20 bingo)	___ \$2,719	___ \$2,719	N/A	
5 times per wk (no bingo)	___ \$4,993	___ \$4,993	___ \$4,993	
5 times per wk (+20 bingo)	___ \$3,493	___ \$3,493	___ \$3,493	
5 times per wk (+30 bingo)	___ \$2,743	___ \$2,743	___ \$2,743	
6+ times per wk (no bingo)	___ \$5,779	___ \$5,779	___ \$5,779	
6+ times per wk (+20 bingo)	___ \$4,279	___ \$4,279	___ \$4,279	
6+ times per wk (+30 bingo)	___ \$3,529	___ \$3,529	___ \$3,529	

Month of July is 5x per week (fee of \$475 included in above)

Please answer the following questions:

- Each family is required to provide a \$200 volunteer bond and contribute 8 hours of volunteer time prior to June 30, 2018. (for additional information, please refer to the most recent RDC Handbook online). The bond will be invoiced to your diver account and once hours are submitted will be credited to your account. I would like to assist the club in the following way:

- I am interested in receiving email updates and newsletters from RDC and Dive Sask. ___ YES ___ NO
- Voluntary Declaration: I wish to have noted that my son/daughter/dependant is of Indigenous descent. ___ YES
- I hereby grant the Regina Diving Club and Dive Sask permission to use, for promotional purposes and web content, photographs and video of my diver taken during the 2017-18 dive season. ___ YES ___ NO



2017-18 RDC Novice and Pre-Competitive Registration Form

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 #: _____

Fees are listed as the cost for an entire season (September 25, 2017 through June 30, 2018). Payments may be made in full or with maximum of 9 payments submitted by Pre-Authorized Debit (PAD) or post-dated cheques dated for the first of each month (October 1, 2017 to June 1, 2018). If you prefer PAD, please complete the Payor's PAD Agreement and attach a VOID cheque along with the Registration Form.

Make your selection (X) next to corresponding program and fee based on number of times per week and bingo allocation (if applicable).

Program	# of Meeting days	Fees (no bingo)	Fees (bingos required)	Fees (bingos required)
Pre-Competitive	2 times per wk x 2 hrs	___ \$1,624	___ \$1,174 (+6 bingo)	___ \$1,024 (+8 bingo)
	3 times per wk x 2 hrs	___ \$2,020	___ \$1,420 (+8 bingo)	___ \$1,270 (+10 bingo)
Novice 2	2 times per wk x 2 hrs	___ \$1,624	___ \$1,174 (+6 bingo)	___ \$1,024 (+8 bingo)
	3 times per wk x 2 hrs	___ \$2,020	___ \$1,420 (+8 bingo)	___ \$1,270 (+10 bingo)
Novice 1	3 times per wk x 3 hrs	___ \$2,797	___ \$2,197 (+8 bingo)	___ \$2,047 (+10 bingo)
	4 times per wk x 3 hrs	___ \$3,744	___ \$2,544 (+16 bingo)	___ \$2,244 (+20 bingo)

Please answer the following questions:

- Each family is required to provide a \$200 volunteer bond and contribute 8 hours of volunteer time prior to June 30, 2018. (for additional information, please refer to the most recent RDC Handbook online). The bond will be invoiced to your diver account and once hours are submitted will be credited to your account. I would like to assist the club in the following way:

- I am interested in receiving email updates and newsletters from RDC and Dive Sask. ___ **YES** ___ **NO**
- Voluntary Declaration: I wish to have noted that my son/daughter/dependant is of Indigenous descent. ___ **YES**
- I hereby grant the Regina Diving Club and Dive Sask permission to use, for promotional purposes and web content, photographs and video of my diver taken during the 2017-18 dive season. ___ **YES** ___ **NO**

OFFICE USE:

Volunteer Bond:

Fees:

___ Post-Dated Cheques (#)

___ Pre-Authorized Debit

___ VOID Chq

___ PAD Form



2017-18 RDC Water Beetle Registration Form

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 #: _____

Fees are listed as the cost for an entire season (September 25, 2017 through June 30, 2018). Payments may be made in full or with maximum of 9 payments submitted by Pre-Authorized Debit (PAD) or post-dated cheques dated for the first of each month (October 1, 2017 to June 1, 2018). If you prefer PAD, please complete the Payor's PAD Agreement and attach a VOID cheque along with the Registration Form.

Make your selection (X) next to fee based on number of times per week.

# of Meeting days	Fees	Office Use:
2 times per wk x 1.5 hrs	___\$1,244	Payment Received Fees: ___ Post-Dated Cheques (#) ___ Pre-Authorized Debit ___ VOID Chq ___ PAD Form

Please answer the following questions:

5. I am interested in receiving email updates and newsletters from RDC and Dive Sask.
___ YES ___ NO
6. Voluntary Declaration: I wish to have noted that my son/daughter/dependant is of Indigenous descent. ___ YES
7. I hereby grant the Regina Diving Club and Dive Sask permission to use, for promotional purposes and web content, photographs and video of my diver taken during the 2017-18 dive season. ___ YES ___ NO

APPENDIX D - Pre-Authorized Debit (PAD) Agreement

INSTRUCTIONS

1. The Payee must retain this agreement for at least 12 months after the last Pre-Authorized Debit (PAD) is issued.
2. The Payee can obtain the transaction type code from the CPA's website: http://www.cdnpay.ca/rules/pdfs_rules/standard_005.pdf. Go to Section E, Appendix 2, Transaction Types.
3. The Payee will insert the number of days required to cancel a payment in the "Cancel Payment" Section (cannot exceed 30 days).

PAYOR/PAYEE INFORMATION (MANDATORY)




Account Holder(s) Name(s) and Address(es) (the "Payor")

NAME _____
ADDRESS _____
CITY _____ PROVINCE _____ POSTAL _____ CODE _____
PHONE _____ EMAIL _____

Payee Name and Address (the "Payee")  same as Payor

NAME _____ Regina Diving Club
ADDRESS _____ PO Box 33015 - 3015 13th Ave
CITY _____ Regina _____ PROVINCE _____ SK _____ POSTAL CODE _____ S4P 1P0
PHONE _____ EMAIL _____ info@reginadiving.ca

PAYMENT DETAILS ☐ Specimen cheque marked "VOID" attached.

DESCRIPTION OF PAD (optional) Fees / Dues	CPA TRANSACTION TYPE 4 7 0	PAYMENT TYPE (choose one only) <input checked="" type="checkbox"/> Personal PAD  Business PAD  Funds Transfer PAD	PAYOR ACCOUNT (the Payor's account at the Processing Institution; the "Account")		
			Institution	Branch I.D.	Account No.
AMOUNT OF PAYMENT <input type="checkbox"/> Fixed \$ _____ <input type="checkbox"/> Variable: Maximum Amount \$ _____			PAYOR FINANCIAL INSTITUTION - NAME AND ADDRESS (the "Processing Institution")		
DATES <input type="checkbox"/> Weekly beginning _____ <input type="checkbox"/> Bi-weekly beginning _____ <input type="checkbox"/> Monthly beginning _____ <input type="checkbox"/> Other (specify intervals, set dates, or specific act, event, or other criteria that triggers PAD) _____  Sporadic			PAYEE ACCOUNT (Payee's account for credit - complete if known.)		

AUTHORIZATION

I/We acknowledge that this Authorization is provided for the benefit of the "Payee" and "Processing Institution" and is provided in consideration of Processing Institution agreeing to process debits ("PADs") against the Account with Processing Institution in accordance with the Rules of the Canadian Payments Association (the "CPA Rules").

By signing this Authorization, the Payor acknowledges having received and having read a copy of this Agreement, including the terms and

conditions on page 2, acknowledges understanding the terms and conditions of this Agreement, and agrees to be bound by the terms and conditions of this Agreement, including the terms and conditions on page 2.

I/We warrant and guarantee that the person(s) whose signature(s) are required to sign on the Account have signed the Authorization.

X

Payor Signature

Date

X

Payor Signature

Date

Note: If only one signature is required for the Account, then only one Payor need sign. However, if two or more signatures are required, then both or all Payors must sign.

WAIVER OF PRE-NOTIFICATION (DOES NOT APPLY TO SPORADIC PADS)

I/We waive any and all requirements for pre-notification of debiting, including, without limitation, pre-notification of any changes in the amount of the PAD due to a change in any applicable tax rate, top-up, or adjustment.

X

Payor Signature

X

Payor Signature

CANCEL PAYMENT (____ DAYS NOTICE IS REQUIRED BEFORE THE NEXT PAD WILL BE ISSUED. CANNOT EXCEED 30 DAYS)

The Payor hereby cancels this Payor's PAD Agreement effective: _____

X

Payor Signature

Date

X

Payor Signature

Date

TERMS AND CONDITIONS

1. I/We hereby authorize Payee, in accordance with the terms of my/our account agreement with Processing Institution, to debit or cause to be debited the Account for the purposes indicated in the "Payment Type" section on page 1 of this Agreement.
2. Particulars of the Account that Payee is authorized to debit are indicated in the "Payment Details" section on page 1 of this Agreement. A specimen cheque, if available for the Account, has been marked "VOID" and attached to this Authorization.
3. I/We undertake to inform the Payee, in writing, of any change in the Account information provided in this Authorization prior to the next due date of the PAD.
4. This Authorization is continuing but may be cancelled at any time upon notice being provided by me/us, either in writing or orally, with proper authorization to verify my/our identity within the specified number of days before the next PAD is to be issued as noted on Page 1, Cancel Payment section. I/we acknowledge that I/we can obtain a sample cancellation form or further information on my/our right to cancel this Acknowledgement from Processing Institution or by visiting www.cdnpay.ca.
I/we acknowledge that if I/we wish to cancel this Authorization or if I/we have any questions or need further information with respect to a PAD, I/we can contact the Payee at the telephone number or address set out in this Agreement.
5. Revocation of this Authorization does not terminate any contract for goods or services that exists between me/us and Payee. This Authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.
6. I/We acknowledge that provision and delivery of this Authorization to Payee constitutes delivery by me/us to Processing Institution. Any delivery of this Authorization to Payee constitutes delivery by the Payor.
7. If this Authorization is for fixed or variable amount business, personal or funds transfer PADs recurring at set intervals, unless I/we have waived any and all requirements for pre-notification of debiting in the "Waiver of Pre-Notification" section on page 1 of this Agreement, or unless the change in the amount of any such PAD will occur as a result of my/our direct action (such as, but not limited to, telephone instructions or other remote measures), I/we acknowledge I/we will receive:
 - (a) with respect to fixed amount business or personal PADs, written notice from the Payee of the amount to be debited and the due date(s) of debiting, at least 10 calendar days before the due date of the first PAD, and such notice will be received every time there is a change in the amount or the payment date(s); or
 - (b) with respect to variable amount business or personal PADs, written notice from the Payee of the amount to be debited and the due date(s) of debiting, at least 10 calendar days before the due date of every PAD; or
 - (c) with respect to business, personal or funds transfer PADs, at least 10 calendar days written notice from the Payee of any change in the amount of the PAD which results from a change in any applicable tax rate, a top-up or other adjustment. No pre-notification will be given if the amount of the PAD decreases as a result of a reduction in municipal, provincial, or federal tax.Pre-notification may be given in writing or in any form of representing or reproducing words in visible form, which, if I/we have provided an email address to the Payee, includes an electronic document.
The amount of pre-notification provided will change when there is a change in the pre-notification requirements contained in the CPA Rules.
8. If this Authorization provides for PADs with sporadic frequency, I/we understand that the Payee is required to obtain an authorization from me/us for each and every PAD prior to the PAD being exchanged and cleared. I/we agree that a password or security code or other signature equivalent will be issued and will constitute valid authorization for the Processing Institution to debit the Account.
9. I/We acknowledge that Processing Institution is not required to verify that a PAD has been issued in accordance with the particulars of this Authorization, including, but not limited to, the amount.
10. I/We acknowledge that Processing Institution is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by Payee as a condition to honouring a PAD issued or caused to be issued by Payee on the Account.
11. I/We acknowledge that, if this Authorization is for personal or business PADs or for funds transfer PADs that have recourse through the clearing system, a PAD may be disputed but only under the following conditions:
 - (a) the PAD was not drawn in accordance with this Authorization;
 - (b) this Authorization was revoked; or
 - (c) pre-notification was required and was not received.I/We further acknowledge that in order to be reimbursed, a declaration to the effect that either (a), (b), or (c) took place must be completed and presented to the branch of Processing Institution holding the Account on or before the 90th calendar day in the case of a personal PAD or a funds transfer PAD that has recourse through the clearing system or, in the case of a business PAD, on or before the 10th business day, in each case after the date on which the PAD in dispute was posted to the Account.
12. I/We acknowledge that any claim made after the periods set out above must be resolved solely between me/us and the Payee and there is no entitlement to reimbursement from the Processing Institution.
13. I/We acknowledge and agree that if this Authorization is for funds transfer PADs and the Payee does not provide recourse through the clearing system, then no recourse will be provided through the clearing system (that is, I/we will not receive automatic reimbursement in the event of a dispute) and I/we must seek reimbursement or recourse from the Payee in the event a PAD is erroneously charged to the Account.
14. Unless this Authorization is for a funds transfer PAD that does not have recourse through the clearing system, I/we acknowledge that I/we have certain recourse rights if a debit does not comply with this Authorization. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Authorization. To obtain more information on my/our recourse rights I/we can contact Processing Institution or visit www.cdnpay.ca.
15. I/We acknowledge that I/we understand that I/we are participating in a PAD plan established by Payee and I/we accept participation in the PAD plan upon the terms and conditions set out herein.
16. I/We consent to the disclosure of any personal information that may be contained in this Authorization to the financial institution that holds the account of the Payee to be credited with the PAD to the extent that such disclosure of personal information is directly related to and necessary for the proper application of Rule H1 of the Rules of the Canadian Payments Association



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)