

Operational Policy Manual

Revised June, 2015



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1. MISSION & VISION

A. OBJECTIVES

- a. to promote, teach, foster, encourage, and improve the sport and art of diving
- b. to stimulate public opinion in favour of providing proper accommodation, adequate facilities, trained instructors for teaching and developing the sport and art of diving
- c. to construct, publish and enforce laws for control and regulation of amateur diving within its jurisdiction and to deal with any infringements thereof
- d. to act as the sport governing body for diving with Sask Sport in the Province of Saskatchewan and as the representative for Saskatchewan with Diving Plongeon Canada and Federation International de Natation Amateur
- e. To act as liaison with affiliated groups and other sports governing bodies to promote the sport and art of diving, both competitive and recreational

B. VALUES

<u>VALUE</u>	<u>BEHAVIOUR</u>
Athlete Centric	Needs of the athlete always come first Opportunities available for participation at all levels
Integrity & Honesty	Respect opinions of all members Transparent Accountable
Respect	Confidential Considerate Value worth of all members Diplomatic
Fair Play	Consistency Follow the Rules Equal Opportunity
Innovation	Risk based Think outside the box Embrace new technologies and ideas
Excellence	Professional & realistic goal setting High standards of performance in every area
Teamwork	Collaborative Collective decision making Shared responsibility
Safety	Physical and emotional standards and boundaries

C. MISSION STATEMENT

Dive Sask is committed to develop and promote safe diving and opportunities for self-fulfillment and the pursuit of excellence at all levels.

D. VISION STATEMENT

Diving is a highly visible, dynamic and rewarding sport in our communities. Our high standards of excellence and integrity create leadership at all levels of diving, coaching, officiating, volunteerism and administration.

2. BYLAWS

A. NAME

The name of the organization is Dive Sask and shall be referred herein as Dive Sask.

B. MEMBERSHIP

1. Membership shall be open to any person interested in furthering and promoting the objectives of Dive Sask as set forth in the Policy Handbook
2. Membership shall be granted upon application to the Board of Directors and payment of the appropriate fee.
3. Classes of membership are:
 - a. Club members – all amateur diving clubs (as defined in Chapter H-3 of the Diving/Plongeon Handbook and Rule Book) in Saskatchewan in good standing,
 - b. Regular members – all coaches, officials, competitive divers, and parents who have legal custody or the legal guardians of competitive divers. Competitive divers are those divers who compete in an approved and Dive Sask sanctioned competition;
 - c. Recreational members – all divers who are not competitive divers; and includes those divers who train at a local level and do not train for competition in Dive Sask sanctioned competitions;
 - d. Associated members – all other interested parties;
 - e. Honourary members – all individuals approved by the Board of Directors.
4. Only club members and associated members who sit on the Dive Sask Board of Directors shall have the privilege to vote at the annual meeting of Dive Sask or any general or special meetings called by Dive Sask. Voting shall be reserved for those members over eighteen (18) years of age.
5. A club member shall be in good standing on registering as a club and paying the appropriate fee. A club is entitled to two votes at any general or special meeting called by Dive Sask.
6. Any member may withdraw from membership at any time by notice to the Board of Directors but upon withdrawal, the member shall not be entitled to a refund of any portion of the fees paid.

C. FEES

1. The affiliation fee for each amateur diver (regular members) shall be paid prior to said member forwarding his/her entry to his/her first sanctioned competition of the current registration year, subject however to paragraph 3.5.
2. In the event that any club member, regular member or associate member does not pay his/her affiliation fee by October 15 of each year, the Board of Directors may increase the fee to a maximum of 100% of the fee. There shall be no penalty for late registration of recreational members. It is understood that all club members will register their recreational members, and it shall be a condition of insurance coverage that a club register its recreational members.

D. THE DIRECTORS

1. The affairs and business of Dive Sask shall be governed by the Board of Directors.
2. The Board of Directors shall consist of 4 members plus one representative from each member club.
3. Election of Officers - Elections for the office of Chair, Vice Chair, Secretary and committee chairs shall be held annually at the first Board meeting of the fiscal year. All elections are for a one-year term, commencing at the end of the meeting at which the election took place.
4. Authority - the Board's sources of **strategic/operational authority** are the members of Dive Sask. Other stakeholders – the donors, the strategic partners and the clients – have a voice in determining the future, but without vote. The Board's sources of **legal/regulatory authority** are the governmental authorities where Dive Sask is registered and where its services are delivered. National and regional organizations of which Dive Sask is a member may also have regulatory authority (Diving Plongeon Canada, Sask Sport). The Board's sources of **moral authority** are the members of Dive Sask and the appropriate government agencies and departments.
5. Limitations of Authority - In exercising its moral authority and its legal and regulatory authority, the Board may not cause or allow Dive Sask to be in violation of the laws in the countries where it is registered and operates (the City of Regina, the Province of Saskatchewan and the Dominion of Canada). In exercising its strategic/operational authority the Board may not cause or allow Dive Sask to be in violation of the Bylaws of Dive Sask.
6. Responsibilities - the responsibilities of governance of the Board are to:
 - a. Design the Board's structure and governance processes
 - b. Provide strategic leadership by determining Dive Sask's values, beneficiaries and services, vision, mission and priorities
 - c. Delegate management authority and responsibility to the Executive Director (ED)
 - d. Monitor risk management and performance and measure strategic results.
7. Expectations - the expectations of the Board are described in its strategic plans and in the annual strategic goals of Dive Sask and in the annual tactical goals of the Board. In fulfilling its strategic and operational responsibility the Board shall seek and respect the counsel of its stakeholders in its strategic planning process and in its governance of the strategic mission and priorities.
8. Accountabilities - the Board is accountable to the members of Dive Sask and to the appropriate governmental and regulatory authorities. The Board's accountability will be exercised by the submission of required documentation to government authorities and by clear and true reporting to all of its stakeholders: members, employees and volunteers, donors, strategic partners and clients.
 - a. Government of Canada
 - Income Tax Return (T2)
 - b. Government of Saskatchewan
 - Annual Return
 - Audited Financial Statement

- c. Members and Employees
 - Annual Report
 - Audited Financial Statement
 - Access to Board minutes

- d. Sask Sport
 - Audited Financial Statement
 - Annual Strategic Plan and Budget
 - Sport Profile and Follow Up
 - MAP Grant Policies

- e. Diving Plongeon Canada
 - Annual Report
 - Membership lists

9. The Board of Directors shall meet as often as may be necessary, and no less than four times per year.
10. Meetings of the Board of Directors shall be open meeting and all members shall be entitled to attend. The Board Chair may upon motion of the Board exclude any non-Board member for purposes of discussion and voting on any motion.
11. Each of the directors shall have one vote. In the event of a tie, the vote will have deemed to have failed.
12. The directors shall be elected at the Annual General Meeting of Dive Sask except for the Executive Director and the Dive Sask High Performance Coaches.
13. The term of office for all of the Board of Directors shall be two years unless terminated earlier as provided herein. Two Directors and the Representative from the Saskatoon member club shall be elected in even numbered years. Two directors and the Representative from the Regina member club shall be elected in odd numbered years. New member clubs will have representatives added to the Board at the Annual General Meeting following the formation of the new club.
14. Any individual being a regular member or associate member may be nominated for the Board of Directors provided that each such member has accepted a nomination in writing and that person's nomination has been mailed to the secretary prior to the Annual General Meeting. The nomination for a directorship may be made on the floor at the Annual General Meeting provided that the nominee has accepted said nomination.
15. No director shall hold the same office longer than a period of four consecutive years except with the consent of the membership at the annual general meeting.
16. Any vacancy occurring in any office shall be filled by appointment by the Board of Directors and such director shall hold office for the unexpired term of the director whom he/she replaced.
17. Any director may be removed from his/her position by a two thirds majority vote at a general meeting of Dive Sask, provided ten (10) days notice has been sent to all members of Dive Sask of the special general meeting where the vote to remove such person as a director shall be the sole business.

18. No director shall receive any remuneration whatever: but he/she may nevertheless be repaid for traveling or other expenses incurred in the course of duties.
19. The Executive Director and the Sask High Performance Coaches sit as ex officio members of the Board of Directors of Dive Sask.

E. MEETINGS

1. The Annual General Meeting shall be held prior to January 31st of each year. The ~~President~~ *Board Chair* shall provide due notice of the date and location of the Annual General Meeting to all club members of Dive Sask at least fifteen (15) days in advance of the Annual General Meeting.
2. A general meeting of Dive Sask may be called by the Board of Directors at any time on fifteen (15) days written notice delivered by regular posted mail or electronically by email.
3. Special General Meetings of the Dive Sask membership shall be held at the request of twenty percent (20%) of the membership. Fifteen (15) days notice shall be given to all members of Dive Sask of the special general meeting along with a notice of the matter or resolution to be discussed and upon which **a decision is to be determined.**
4. There shall be no proxy vote at any meeting of Dive Sask.
5. Voting at all meetings of Dive Sask shall be by show of hands unless, on motion seconded and carried, a vote by ballot is requested.
6. In all voting matters at a meeting of the membership of Dive Sask, unless otherwise specified in these bylaws, the articles of Dive Sask, or *The Non-Profit Corporation Act*, a simple majority of those members present at the meeting shall prevail. In the event of a tie, the vote will be deemed to have failed. The Chair, by his own motion, by written request of any club or by carried motion of the members present at a meeting, may submit to a vote by mail, by telephone or by email on any appropriate business coming before the meeting.
7. A quorum at the Annual General Meeting, General Meeting or Special General Meeting shall be those members attending said meeting.

F. FISCAL PERIOD

The fiscal period of Dive Sask shall be from and including October 1st to and including September 30th of the following year.

G. MEMBERSHIP YEAR

The membership year shall be from and including September 1st to and including August 31st of the following year as per Diving Plongeon Canada (DPC) bylaws. In the event that DPC should change its membership year, Dive Sask shall amend its membership year to bring it into concurrence with DPC.

H. COMMITTEES

In order to assist in the carrying out of the business of Dive Sask the Board of Directors may, from time to time, appoint such committees as it sees fit, and may appoint the chairperson there. The quorum for a meeting of such a committee shall be determined by the committee members.

I. DELEGATES

Any member in good standing of Dive Sask shall be eligible to attend the annual general meeting of DPC, but only one member from Dive Sask, appointed by the Board of Directors shall vote on behalf of Dive Sask at the annual general meeting of DPC. Dive Sask members who attend the annual general meeting of DPC shall do so at their own expense unless the Board of Directors determines otherwise.

J. SIGNING OFFICERS

The signing officers for Dive Sask shall be any two (2) of the executive director and Board directors.

K. NATIONAL AND INTERNATIONAL ASSOCIATIONS

These bylaws apply to Dive Sask and its members. These bylaws and the Dive Sask policy handbook shall be interpreted to uphold objectives of Dive Sask, DPC, and the Federation International de Natation Amateur (FINA). Where the Dive Sask bylaws and handbook do not govern or do not apply, the bylaws and Constitution of DPC shall apply. In situations where the DPC bylaws and Constitution do not apply, the rules, regulations and bylaws of FINA shall apply.

L. RULES OF ORDER

Roberts Rules of Order shall apply to all meetings of Dive Sask.

M. AMENDMENTS

These bylaws may be amended at the annual General Meeting of Dive Sask or at a Special General Meeting called for the purpose of amending these bylaws, providing that notice in writing of the proposed amendments have been distributed to each club member of Dive Sask at least fifteen (15) days prior to such meeting.

All amendments to the bylaws shall be passed by majority vote of at least two thirds of the club membership and Board of Directors who are in attendance at the Annual General Meeting or Special General Meeting.

N. AUDITING AND INSPECTING OF BOOKS AND RECORDS

Dive Sask shall keep proper books and records of its financial transactions and prepare a financial statement by a duly qualified accountant at least once a year for presentation at the Annual General Meeting.

The books and records of Dive Sask may be inspected by any member of Dive Sask at the Annual General Meeting or at any time at the registered office of Dive Sask upon giving reasonable notice and arranging for a time satisfactory to the Secretary-Treasurer.

O. WINDING-UP

In the event of dissolution of Dive Sask, its property and assets shall, after payment of all liabilities, and after consultation with the provincial government agency responsible for sport, be disposed of to public or university aquatic facilities.

3. CLUB MEMBERSHIP

A. REGISTRATION

1. The registration year for Dive Sask is September 1 to August 31.
2. Registration and fees are to be submitted by October 15th of each year. Should a club add new members and/or upgrade a level of a current member, these should also be reported to Dive Sask.
3. The preferred method of registration is Clublink Registration Software, which is provided to clubs at no charge. If Clubs choose not to use the Clublink software, they will be required to register online using the E-Sport Registration program.
4. Each summer or rural club not using Clublink, must complete the Club Registration Form including the following information: club's name, address, telephone number and contact person. As well, an Individual Registration Form must be submitted with each participant's name, address, city, postal code, phone number and birth date.
5. Participants may register in more than one category, with fee payable due only on the **highest** cost registration level.
6. In order to be covered by our insurance policies, and receive technical and financial assistance, all members must be registered (paid) with Dive Sask.

B. FEES

1. Clubs
 - a. Member Club \$250
 - b. Summer Club \$50
2. Coaches
 - a. Instructor, Provincial & National \$75
3. Athletes
 - a. Competitive Divers
 - Pre Competitive \$40
 - Provincial – Novice & JD \$75
 - National (Jr & Sr) \$100
 - b. Non-Competitive Divers
 - Learn to Dive or Recreational \$20
 - Summer Camp Rec Diver \$1
 -
4. Officials \$25
5. Associated Member \$5
 - Honorary Member No Fee
 - Dive Sask Board Member No Fee

C. TRANSFER POLICY

At the beginning of a registration season, a diver can change club affiliation by simply registering with the new club.

The athlete who transfers during the season (September to August) from one club to another, must have a written release from their current club. The National Office must receive this release along with the new registration from the provincial section before he/she can dive in any DPC sanctioned meet as a representative of the new club.

When the athlete is unable to receive a written release from a club, he/she may apply to the provincial section to register as an unattached diver. In this circumstance the athlete must dive unattached for ninety (90) days or until the end of the diving season (August 31st) whichever comes first. The change of affiliation is effective as of the post-marked date on the request letter. He/she will be assessed an unattached registration fee of \$40, by the provincial section (50% of the fee will be sent to National Office).

A diver is permitted one transfer per season.

D. INSURANCE

Each member of Dive Sask (clubs and individuals) will automatically be included in the Liability and Accident Insurance program. A copy of the current insurance policy will be sent to each club annually and will be posted on the Dive Sask website.

In case of any type of physical accident, an Accident Claim Form must be completed by the parents and coach, signed by a doctor and returned to the Dive Sask office within 21 days of the accident in order to ensure that the form is received by the Insurance Company before 30 days have elapsed. Game Day Accident Claim forms can be found on the Dive Sask website and should be available at every club.

E. CLUB GRANTS – See Section 8 for details

1. MEMBERSHIP ASSISTANCE PROGRAM (MAP) GRANT

All registered member clubs are entitled to receive funding under the Membership Assistance Program grant as administered by Sask Sport and Saskatchewan Lotteries. See Section 8 for criteria.

2. LEARN TO DIVE PROGRAM CENTRE GRANT

Member Clubs who offer Learn to Dive programs will be eligible for an annual grant from Dive Sask to assist with costs of this program. Amount of the grant will be determined by the Dive Sask Staff as part of the annual budget process and cheques will be mailed out automatically upon registration of Learn to Dive participants.

3. HOSTING GRANT

- a. Learn to Dive Competitions
- b. Novice Competitions
- c. Tier 1 Competitions

F. CLUB DEADLINES

Club Membership & Fees	October 15 th (fall session) February 15 th (winter session) September 1 st (spring/summer session)
Volunteer Award Nominations	September 30 th
Post Secondary Scholarship Application	September 30 th

G. SANCTIONED EVENTS

All club programs including regular training, competitions, clinics, social events, fundraising events, and visiting groups will be considered sanctioned by Dive Sask upon submission of appropriate Sanction form and will therefore be included in the club liability insurance. Only registered Dive Sask members will be included in the Accident insurance.

Sanction Form

To be developed

4. STAFF AND OPERATIONAL COMMITTEES

Note: Details of responsibilities, accountabilities and limitations can be found in the Governance Manual Section GP-3.

B. EXECUTIVE DIRECTOR

1. Responsibilities - it is the ED's responsibility to lead the processes of planning, resource development and management of Dive Sask. Specifically s/he shall:
 - a. Develop and manage the **human resources** of Dive Sask in order to achieve the mission of Dive Sask.
 - Make recommendations to the Board regarding needed staffing positions, job descriptions, work plans, etc.
 - Provide annual performance evaluations to all staff members
 - Ensure all staff members are receiving appropriate professional development opportunities and resources
 - Ensure all employees have up-to-date signed contracts
 - b. Develop and manage the **financial resources** of Dive Sask in order to achieve the mission of Dive Sask.
 - Manage day to day bookkeeping operations including arranging for annual audit
 - Manage the investment portfolio of all surplus and reserves
 - Keep appropriate accident, liability, and property insurance in place
 - Assist the Board with revenue development
 - c. Provide the Board with **organizational information** it needs for its governance responsibilities, including strategic planning, infrastructure, resource development, monitoring performance and measuring strategic results
 - Quarterly financial statements
 - Future financial forecasts
 - Membership statistical reporting
 - Sask Sport correspondence related to risk factors or strategic direction
 - DPC correspondence related to risk factors or strategic direction
 - Other???
 - d. Develop and maintain **healthy relationships** between the Board of Directors and the stakeholders, including members, staff and volunteers, clients and regulatory authorities
 - Act as liaison with Sask Sport, DPC, municipalities, member clubs, staff and other partners
 - Oversee the recognition of members through Awards programs such as Dive Sask annual awards, Sask Sport monthly and annual awards, Sask Sports Hall of Fame awards, Diving Canada awards, and others as appropriate
 - Act as resource base for member clubs in areas of Organizational development, human resource issues, risk management and discipline issues
 - Keep up to date membership lists
 - Develop and manage a communication plan including monthly enews, media releases, and rural newsletter

- e. • Prepare **tactical and financial plans** in compliance with the strategic plan and ED limitations and expectations policies
 - Present to the Board a long term operational plan (3 years) and an annual operational plan, including budget and calendar, that has been developed in partnership with other staff members and committees
 - Monitor and manage the current operational plan as related to the Outcomes set annually by the Board of Directors
 - Submit plan and budget to Sask Sport as required
 - Submit annual Follow Up report to Sask Sport as required

2. Accountability

- a. The Executive Director is accountable to the Board of Directors and will generally make contact with the Board through the Chair
- b. Details of such accountability and its limitations can be found in the Governance Manual GP-3.

C. HIGH PERFORMANCE COACH(ES)

The positions of High Performance Coach (North) and High Performance Coach (South) are contracted positions made possible by a strategic partnership between Dive Sask, a competitive club, and the full-time coach.

1. Responsibilities

- a. Develop and implement a province-wide **athlete** training and development framework: assess needs, design and develop content, deliver content and evaluate programs, projects and initiatives so that results are in line with the Dive Sask partnership's goals and objectives.
 - Development of a training framework for all Saskatchewan competitive athletes (beginner to HP), including training logs and diaries, recommended training hours, specific dryland and water drills and exercises, and appropriate Sports Science and Medicine schedules.
 - Development of standards and tests for athlete talent identification and placement.
 - Development of appropriate competition strategy and cycles, in order to ensure peaking at National/International experiences.
- b. Develop and implement a province-wide **coach** training and development framework: assess needs, design and develop content, deliver content and evaluate programs, projects and initiatives so that results are in line with the Dive Sask partnership's goals and objectives.
 - Development and delivery of identified coach training workshops, courses and mentoring opportunities (including but not limited to NCCP)
- c. A detailed workplan will be developed annually to direct the priorities of the coach for the upcoming year.

2. Accountability

- a. High Performance Coaches will be accountable to the Executive Director
- b. Because of the Tri-Party agreement signed by Dive Sask, the coach, and the specific competitive club where the coach is coaching, it is important that the Executive Director stay in regular contact with the Club president to ensure the coach is performing his/her duties at the club level.
- c. Each coach will receive an annual Performance Review.

D. SUMMER PROGRAM STAFF

1. Responsibilities

- a. Responsible to recruit and conduct clinics in rural communities throughout Saskatchewan, as per Section 12.
- b. One clinician will be hired in the North and one clinician will be hired in the South
- c. The clinician will be responsible to book the clinics, conduct the clinics, collect and file MAP follow up forms, and ensure payment is received from all clinics.

2. Accountability

- a. Summer program clinicians are accountable to the Executive Director
- b. Clinicians must adhere to maximum numbers of clinics and payment as outlined in Section 12.

E. OPERATIONAL COMMITTEES

1. The High Performance Committee shall:

- a. Be composed of the two High Performance coaches, the Executive Director and one additional member at large. The member at large should not be the parent of a current HP athlete.
- b. Choose one member to be the Chair of the meetings
- c. Keep accurate minutes of all meetings
- d. Make decisions related to Team Selection for such events as National Championships, Canada Games and HP Training Camps

2. The Officials Committee shall:

- a. Be accountable to the Dive Sask ED
- b. Choose one member to be the Chair of the Meetings
- c. Keep accurate minutes of all meetings and forward to the Executive Director
- d. Keep an accurate record of all applicable diving rules
- e. Obtain clarification of any rule where necessary, and promptly acquaint the President of all and any suggested changes in the rules
- f. Promote and administer the National Officials Program in the Province of Saskatchewan

- g. Recruit judging officials
- h. Train and develop a provincial registry of qualified officials
- i. Compile an annual budget proposal for consideration by the Board of Directors
- j. Recommend clinics to be subsidized by the Dive Sask and any appropriate fees to be paid by attending persons to pay a portion of clinic costs

5. RISK MANAGEMENT POLICIES

A. CODE OF ETHICS

1. Coaches' Code of Ethics

- a. Treat all participants in the sport of diving with respect at all times
- b. Provide feedback to athletes and other participants in a caring manner that is sensitive to their needs. Focus criticism on the performance rather than on the athlete.
- c. Respect the areas of expertise, experience, and insight of others in the sport by considering carefully their opinion.
- d. Do not engage publicly in demeaning descriptions of others in the sport of diving (e.g. statements, conversations, jokes, presentations, media reports)
- e. Be discreet in non-public conversations about athletes, coaches, or other participants in diving.
- f. Do not practice, condone, ignore, facilitate or collaborate with any form of discrimination.
- g. Give athletes the opportunity to discuss, contribute to and agree with proposals for training and for performance standards.
- h. Communicate and cooperate with family members involving them in the appropriate decisions pertaining to an athlete's development.
- i. Keep confidential any information about athletes or others gained through coaching activities and considered to be confidential by those persons.
- j. Encourage a climate of mutual support among all participants in the sport of diving.

2. Athletes' Code of Ethics

- a. Treat all participants in the sport of diving with respect.
- b. Refrain from using substances and practices prohibited by the rules of the International Olympic Committee
- c. Do not engage publicly in demeaning descriptions of others in the sport of diving (e.g. statements, conversations, jokes, presentations, media reports)
- d. Refrain from 'mouthing off' and physical assaults to any participant in the sport of diving
- e. Be discreet in non-public conversations about athletes, coaches or other participants in diving
- f. Encourage a climate of mutual support among all participants in the sport of diving

3. Officials' Code of Ethics

- a. Treat all participants in the sport of diving with respect
- b. Judge all participants equally within the context of diving
- c. Do not practice, condone, ignore, facilitate or collaborate with any form of unjust discrimination in the sport of diving
- d. Treat all participants equitably within the context of their sporting activities regardless of

gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status or any other condition

- e. Respect the areas of expertise, experience, and insight of others in the sport by considering carefully their opinion.
- f. Be discreet in non-public conversations about athletes, coaches or other participants in diving
- g. Encourage a climate of mutual support among all participants in the sport of diving

4. Parents' Code of Ethics

- a. Encourage athletes to follow the rules and to resolve conflicts without resorting to hostility or violence
- b. Never ridicule or yell at an athlete for making a mistake or losing a competition
- c. Never question the officials' judgement or honesty in public
- d. Be discreet in non-public conversations about athletes, coaches, or other participants in diving
- e. Communicate and cooperate with participants in diving, involving them in appropriate decisions pertaining to an athlete's development
- f. Encourage a climate of mutual support among all participants in the sport of diving

B. ATHLETE CODE OF CONDUCT

All athletes attending diving competitions and camps must agree to abide by the Dive Sask Code of Conduct.

1. Participants agree that:

- a. Athletes shall remain with the team delegation at all times.
- b. A nightly curfew will be established and observed.
- c. All meetings, training sessions, etc., will be attended.
- d. There will be no possession of or use of any illegal drugs.
- e. There shall be no possession of or use of alcohol by minors. Athletes who are legally able to consume alcohol shall take direction from the Team Manager and Team Coach as to the consumption of alcohol. There shall be no supplying of alcohol to minors.
- f. Any physical damage occurring to property (e.g. hotels, change rooms, vehicles, etc) shall be paid for by the responsible party.
- g. There will be no unacceptable behaviour, including:
 - Committing any act which would be considered an offense under federal, provincial, local laws or rules and/or cause embarrassment to your team, club, coach or association
 - Gross misbehaviour
 - Unsportsmanlike conduct

Persons present while any of these prohibited activities occur must leave immediately or be considered a participant by choice. Any person observing or having knowledge of any activity, which may result in bodily harm, must report such activity to the team supervisor.

These requirements will be in effect from the time the camp/tournament/competition is assembled until the participants return home.

2. Violations of the above may entail, depending upon circumstances, the following:

- a. Full or partial restriction of participation in diving activities
- b. Sent home at his/her expense
- c. Fined (amount set by the Dive Sask Disciplinary Committee)
- d. Loss of opportunity to be selected as a member of the Provincial or National Development Team or as a participant in Provincial, Regional or National Competitions
- e. Loss of Athlete Assistance funding
- f. Any combination of the above

3. Provincial Team Travel

Policies and regulations apply to provincial teams, club teams, coaches, officials and managers travelling at Dive Sask expense or through Dive Sask grant allocations to their respective clubs. Dive Sask considers the Team Manager to be the head of the travelling delegation.

- a. Responsibilities of the team coach extend past the actual competition. Coaches are responsible for their athletes at all times, and must cooperate with the team manager at all times.
- b. If a conflict occurs in regard to the safety and well being of an athlete, the Team manager will make the final decision.
- c. Vandalism will not be tolerated - the Team Manager shall have full authority to return the individual(s) home at his/her expense. The repair costs for vandalism shall be the athlete's expense
- d. An athlete must not leave the care of the delegation without approval of the Team Manager and coach
- e. All team members are expected to cooperate with the Team Manager at all times
- f. All members of the delegation must follow the Code of Conduct of Dive Sask
- g. An athlete's waiver form must be signed by the athlete and parent/guardian if and when required by Dive Sask.
- h. Any incidents of discipline and/or disregard for the Code of Conduct will be reported in writing to the Executive Director of Dive Sask by the Team Coach or Manager upon completion of the trip. All parties involved will receive written copies and will be given the opportunity to respond in writing.

C. DISCIPLINE

1. Any complaints with respect to any member shall be sent in writing within thirty days of the occurrence to the Executive Director. The ED shall immediately advise the Board of Directors of the complaint at the next regular meeting of the Board of Directors and call a Review Committee of the Chair and the Vice Chair to discuss the alleged infraction and

determine what reasonable penalties should be imposed if the allegations prove to be accurate.

2. The Review committee shall have the authority to settle and resolve any disputes arising out of a complaint unless the complaint is of such severity as to require termination of membership, suspension from competition or coaching, reprimand or such other discipline as the Board of Directors may determine. The Board of Directors shall give notice and allow any person whose conduct is subject to the complaint, and explain his/her conduct; after which the Board of Directors shall render a decision and if necessary, a disciplinary measure. Any disciplinary measure which suspends a member or terminates membership shall require a majority vote of two thirds of the Board of Directors.
3. Any member breaching the bylaws or the policies shall be subject to a complaint under this section
4. A member who is the subject of a disciplinary measure may appeal to the Review committee within fifteen days of notification of a disciplinary measure. No measure shall be imposed until the appeal is heard and a final decision is rendered.
5. All suspensions of 1 year or longer shall be reported to the Sask Sport Dispute Resolution Office

D. HARASSMENT IN SPORT

1. POLICY STATEMENT

- a. Dive Sask is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices. Harassment, as defined in this policy, includes but is not limited to the following specifically described categories of harassment:
 - Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada
 - Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.
 - Whether the offender is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another
 - Dive Sask is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, color, religion, age, gender, sexual orientation, marital status, family status, disability, pardoned conviction or political agenda
- b. This policy applies to all employees as well as to all directors, officers, parents, volunteers, coaches, athletes, officials, and members of Dive Sask. Dive Sask encourages the reporting of all incidents of harassment, regardless of who the offender may be.
- c. This policy applies to harassment which may occur during the course of all Dive Sask business, activities, and events. It also applies to harassment between individuals associated with Dive Sask but outside Dive Sask business, activities, and events when such harassment adversely affects relationships within the Dive Sask work and sport environment.

- d. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

2. DEFINITIONS

- a. Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.
- b. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual
 - Such conduct has the purpose or effect of interfering with an individual's performance
 - Such conduct creates an intimidating, hostile, or offensive environment
- c. Types of behaviour which constitute harassment include but are not limited to:
 - Written or verbal abuse or threats
 - The display of visual material which is offensive or which one ought to know is offensive
 - Unwelcome remarks, jokes, comments, innuendo, or taunting
 - Leering or other suggestive or obscene gestures
 - Condescending, paternalistic, or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions
 - Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - Unwanted physical contact including touching, petting, pinching, or kissing
 - Unwelcome sexual flirtations, advances, requests, or invitations
 - Physical or sexual assault
- d. Sexual harassment most commonly occurs in the form of behaviour by males toward females; however, sexual harassment can also occur between males, between females, or as behaviour by females toward males.
- e. For the purposes of this policy, retaliation against an individual
 - For having filed a complaint under this policy
 - For having participated in any procedure under this policy
 - For having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment, and will not be tolerated

3. RESPONSIBILITY

- a. The Executive Director is charged with the responsibility for implementing this policy and ensuring that:
 - Harassment is discouraged within Dive Sask;
 - Formal complaints of harassment are investigated in a sensitive, responsible, and timely manner; appropriate disciplinary or corrective measures are imposed when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;

- Advice is provided to persons who experience harassment including any employee or member of Dive Sask who experiences harassment by someone who is not an employee or member of Dive Sask;
 - All members and employees of Dive Sask are made aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
 - Both complainants and respondents are informed of the procedures contained in this policy and of their rights under the law;
 - The terms of this policy are regularly reviewed to ensure that they adequately meet the organization's legal obligations and public policy objectives;
 - Officers are appointed and provided the training and resources they need to fulfill their responsibilities under this policy; and
 - Case review panels and appeal bodies are appointed and provided with the resources and support they need to fulfill their responsibilities under this policy.
- b. Every member of Dive Sask has a responsibility to play a part in ensuring that the Dive Sask sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behavior contrary to this policy. In addition, any member of Dive Sask who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.
- c. In the event that the person responsible for this policy is involved in a complaint which is made under this policy, the Dive Sask president shall appoint a suitable alternate for the purposes of dealing with the complaint.

4. DISCIPLINARY ACTION

Employees or members of Dive Sask against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership in cases.

5. CONFIDENTIALITY

- a. Dive Sask understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. Dive Sask recognizes the interests of both the complainant and the respondent in keeping the matter confidential.
- b. Dive Sask shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process or by the laws of Canada; provided that the term "outside parties" shall not include harassment officers duly appointed by Dive Sask under this policy.
- c. Notwithstanding the confidentiality provisions of this policy, in the event that a written complaint is made pursuant to this policy, the effective resolution of the matter will require that the name of the alleged victim of the harassment be released to the person or persons whose actions are the subject of the complaint in order to afford them an opportunity to fully respond.

E. DISPUTE RESOLUTION POLICY

1. Introduction

Section 119 of The Non-Profit Corporations Act provides:

119 The articles or bylaws may provide that the directors, members or any committee of directors or members of a corporation have power to discipline a member or to terminate the membership interest of a member and, where the articles or bylaws do, the circumstances in which that power may be exercised and the manner of its exercise is to be set out in the articles or bylaws of the corporation.

A person is entitled to a fair hearing before he or she may be disciplined by a corporation. This policy provides a guide to suitable bylaws for discipline procedure. Each organization should ensure that its bylaws provide for a fair hearing in the event that discipline is necessary.

This policy calls for two committees to be established:

- a. The responsibilities of the **Investigation Committee** are:
 - To gather information relating to disputes
 - To take any practical steps that may resolve disputes without the need for a hearing
 - When a hearing is necessary, to fairly present all relevant information to a hearing committee by means of evidence acceptable to the hearing committee
- b. The responsibility of the **Hearing Committee** is to provide a fair hearing. Characteristics of a fair hearing include:
 - Notice of the hearing
 - Knowledge of the case to be met
 - A right to hear or see all information provided to and considered by the arbitrator
 - An opportunity to provide information and arguments
 - If an oral hearing is conducted (rather than a hearing based solely on written submissions and documents), the right to question witnesses;
 - Unbiased arbitrators who will hear and consider all relevant information

Organizations should consider the need to obtain legal advice in preparing bylaws suitable for their needs.

2. Dispute Resolution Bodies

Two bodies will be appointed to resolve disputes, whether arising from allegations of harassment or other misconduct, team selection, employment or other issues.

- a. Investigation Committee
 - The investigation committee is established consisting of a chairperson and such other persons as the chairperson may appoint
 - The board shall appoint the chairperson of the investigation committee
 - The chairperson may appoint members to the committee from time to time for the purpose of that appointee serving as investigator of a specific complaint.
 - Members of the hearing committee and members of the board are not eligible to be a member of the investigation committee

b. Hearing Committee

- The Executive Director, upon receipt of a report from the investigation committee which recommends that a hearing be conducted, shall appoint a hearing committee consisting of one or three persons
- Members of the investigation committee and members of the board are not eligible to be appointed as a member of the hearing committee
- If the Executive Director considers it appropriate to do so, the Executive Director shall appoint to the hearing committee a person nominated by each party to the dispute.

3. Misconduct

a. Any matter, conduct or thing, whether or not disgraceful or dishonourable, is misconduct if:

- It is contrary to the best interests of Dive Sask or of any participant (player, coach, official or spectator)
- It is contrary to the bylaws of Dive Sask
- It is contrary to any Code of Conduct established by Dive Sask
- It is a failure to comply with an order pursuant to this dispute resolution policy by the president, the board or a hearing committee.

4. Referral and review of complaints and incidents

a. Complaints must be made to the Executive Director promptly, within thirty (30) days of the incident.

b. The Executive Director may extend the time for submission of a complaint notwithstanding the expiration of the time set by board guidelines.

c. The Executive Director shall refer the following matters to the chairperson of the investigation committee:

- A complaint alleging that a player, team, coach, official, parent/guardian or spectator is guilty of misconduct
- On the request of the board, any incident in which misconduct may have occurred
- A complaint relating to team selection
- Any other request for resolution of a dispute arising from or relating to the activities of the organization

d. The chairperson of the investigation committee may require that a complaint be stated in writing.

e. If the chairperson of the investigation committee is satisfied that the complaint is not valid or does not raise an issue of misconduct or is trivial, frivolous or vexatious in nature, the chairperson shall advise the complainant and thereafter shall take no further action in relation to that complaint.

f. Where the chairperson has not dismissed a complaint pursuant to 4.e, the chairperson shall appoint one or more members of the investigation committee as investigator of the complaint or incident.

g. The chairperson may appoint himself or herself as the investigator or as one of the investigators.

5. Investigation

- a. The investigator shall:
 - Review the complaint or the request
 - Make such inquiries as necessary to determine the circumstances of the complaint or incident, which may include:
 - Sending a copy of summary of the complaint to those named in the complaint, those making the complaint or to any witnesses with a request that they respond in writing to the allegations by a date set by the investigator;
 - Communicating with or interviewing persons involved in the incident or whose conduct is the subject of the complaint; and
 - Communicating with or interviewing other persons who may have relevant information.
 - Extend the investigation to include misconduct in any other incident that comes to the attention of the investigator in the course of the investigation
 - When practical to do so, encourage the parties to resolve the dispute directly
 - With the agreement of the parties, arrange mediation of the dispute
- b. On completion of the investigation, the investigator shall make a written report to the Executive Director recommending:
 - That the Executive Director appoint a hearing committee to hear and resolve the dispute or to hear the charges, as the case may be; or
 - That no further action be taken with respect to the matter investigated because:
 - The matter has been resolved between the parties
 - No further action is warranted on the facts of the case
- c. The charge set out in a written report may relate to any matter disclosed during the investigation.
- d. A report signed by a majority of the investigation committee is a decision of investigators.

6. Interim suspension of member

- a. In cases of alleged serious misconduct or if there is a risk of physical or emotional harm to other persons, the investigator may submit written reasons to the Executive Director recommending that, pending the outcome of an investigation, a player, team, coach, official, parent/guardian or spectator under investigation:
 - Be suspended from participation or
- b. Be allowed to continue
 - participation subject to conditions or restrictions
- c. Upon receiving the written recommendations of the investigator, the Executive Director shall: If satisfied that continued participation is inappropriate in the circumstances, may order suspension of involvement in organization activities or impose other less restrictive conditions pending the recommendations of the hearing committee
 - If satisfied that continued participation is appropriate in the circumstances, decline the recommendation of the investigator

- d. An order of suspension or the imposition of conditions on a member, pending the recommendations of the hearing committee, shall:
 - Terminate 30 days after the date of the suspension or imposition of conditions, unless renewed or revised by the Executive Director upon a further written recommendation by the investigator
 - Be superseded by the recommendations of the hearing committee

7. Acting upon the Investigator's report

- a. If the investigation committee recommends no further action on a complaint, the Executive Director shall provide a copy of the investigation committee's reasons for that recommendation to the person or person(s):
 - Whose conduct is the subject of the complaint
 - Who initiated the complaint
- b. If the investigation committee is of the opinion that a hearing committee should be appointed, the Executive Director shall appoint a hearing committee.
- c. The Executive Director shall report a decision not to appoint a hearing committee to the next meeting of the board.

8. Hearings

- a. The hearing committee shall conduct a fair hearing of the charge or dispute reported in the investigation committee's report.
- b. At the request of the hearing committee, the Executive Director shall communicate the time and place of the hearing and any other pertinent information to the parties.

9. Hearing Procedure

- a. In disputes of a nature that the hearing committee considers to be minor, the hearing may be conducted in writing. The parties shall be:
 - Informed that a hearing committee has been established
 - Informed of the charge or dispute to be heard
 - Provided with a copies of the dispute resolution policy
 - Invited, within a time specified by the committee, to make written submissions of any information or arguments relevant to the deliberations of the committee
 - Informed of the findings of the hearing committee
- b. If the hearing committee does not consider the dispute to be minor, the parties shall have a right to be heard in person:
 - At least 3 days before the date of the hearing the parties shall be:
 - Informed that a hearing committee has been established
 - Informed of the charge or dispute to be heard
 - Provided with a copy of the dispute resolution policy
 - The hearing committee shall hear the charge or dispute and shall determine whether or not the accused is guilty of misconduct or rule on the issues in dispute.
 - Parties may be represented by legal counsel at their own expense.
 - There is to be full right:
 - To examine, cross-examine and re-examine all witnesses
 - To present evidence in defence and reply

- Where a party fails to attend the hearing, the hearing committee may proceed in his or her absence
 - If, during the course of a hearing, the evidence shows that the accused may be guilty of misconduct different from or in addition to any misconduct specified in the charge, the hearing committee shall adjourn the hearing for any period that the committee considers sufficient to give the accused an opportunity to prepare a defence to the amended charge, unless the respondent consents to continue the hearing.
 - The hearing committee may accept any evidence that it considers appropriate and is not bound by rules of law concerning evidence.
 - The hearing committee may accept a record of a criminal conviction or the written reasons for a decision imposing discipline by any other organization as evidence of the conduct giving rise to the conviction or discipline.
 - On its own initiative or at the request of any party, the hearing committee may restrict the public from the hearing. The hearing committee shall exclude the public if the committee is of the opinion that an open hearing will unduly violate the privacy of any person.
 - The deliberations of the hearing committee shall be conducted in private, and no person who is not a member of the committee shall be present.
- c. The hearing committee shall give written reasons for its decisions and for any discipline imposed. Copies shall be provided to the parties and to the board.

10. Disciplinary Powers

- a. Where the hearing committee finds a person guilty of misconduct, it may make one or more of the following orders, in writing:
- An order that the person(s) be expelled from the organization
 - An order that the person(s) be suspended from the organization for a specified period
 - An order that the person(s) be suspended pending the satisfaction and completion of any conditions specified in the order
 - An order that the respondent may continue to participate only under conditions specified in the order
 - An order reprimanding the respondent
 - Any other order that the hearing committee considers just
- b. In making an order the hearing committee shall take into consideration:
- The age, experience and maturity of the person(s)
 - The nature of the misconduct
 - Any information which, in the opinion of the committee is reliable and relevant to the determination of an appropriate order, including:
 - Previous misconduct of the respondent, regardless of whether or not that misconduct was the subject of discipline
 - The character of the respondent

11. Deference to Other Authorities

Where the Executive Director, chairperson of the investigation committee or the chairperson of the hearing committee believes that the person(s) whose conduct is being investigated may be guilty of a criminal offence, that person may refer the matter to an appropriate authority.

12. Time for Completion

- a. The investigation, hearing and decision of the hearing committee shall be completed as soon as practical in the circumstances of the complaint.
- b. The board may set time guidelines for any matters that the board considers appropriate, including the time for complaints to be made to the Executive Director, and the time for completion of steps in the hearing process.
- c. In deciding an appeal from a decision of the hearing committee, the board may consider the failure to comply with time guidelines.

13. Appeal to the Board

- a. A person(s) may appeal the decision or any order of the investigation committee or the hearing committee to the organization board by serving a written notice of appeal within fourteen (14) days of receipt of the decision or order where:
 - The member has been found guilty of misconduct by the hearing committee
 - The person is subject to a discipline order
 - The person(s) who initiated the complaint was advised that no further action would be taken
- b. The written notice shall state the grounds of appeal.
- c. The Executive Director shall not participate in the hearing of an appeal.
- d. No board member shall participate in the hearing of an appeal if:
 - The board member has a conflict of interest or is biased
 - If there is any reasonable basis on which it may appear that the board member may have a conflict of interest or may be biased
- e. The participation by a board member in any step of the investigation process prior to the hearing of the appeal shall be deemed to create the appearance of a bias.
- f. The participation by a board member in any step of the investigation or hearing process prior to the appeal shall be deemed to create the appearance of a bias.
- g. If all board members are unable to participate in the hearing, the board shall appoint a committee of not more than three persons to hear the appeal.
- h. On hearing an appeal the board or the appointed committee may:
 - Dismiss the appeal
 - Quash the finding of guilt
 - Direct further inquiries by the investigation committee or appoint a new investigation committee to reinvestigate the matter
 - Direct a new hearing or further inquiries by the hearing committee or appoint a new hearing committee to rehear the matter
 - Vary the order of the hearing committee.

14. Effect of Expulsion or Suspension

When a person(s) is expelled or suspended from the organization pursuant to the policy, that person(s) is not eligible to serve any function within the organization or attend any organization activities.

15. Reinstatement

- a. A person who has been expelled may apply to the board for reinstatement.
- b. Subject to the bylaws, on receipt of an application of reinstatement the board shall review the application and, if in the opinion of the board the application disclosed information which may justify reinstatement, the board may investigate the application by taking any steps it considers necessary.
- c. On completion of its review, the board may:
 - Where it is satisfied that the person's subsequent conduct and any other facts warrant reinstatement, direct that the person be reinstated under any terms and conditions that the board considers appropriate
 - Refuse to reinstate the person

16. Conflict of Interest or Bias

- a. In the event that any member of either the investigation committee or the hearing committee, other than one nominated by the parties, has a conflict of interest or is biased, that person shall declare the conflict or bias and the president shall appoint a replacement.
- b. In the event of a conflict of interest on the part of a board member, that member shall not participate in the decision of the board.

17. Records and Use of Decisions

- a. Dive Sask shall maintain a record of all decisions of hearing committees and of all decisions of the board on appeal.
- b. The hearing committee and board may consider the decisions of previous hearing committees and boards, but are not bound by the precedent.
- c. Decisions of a hearing committee and decisions of the board on appeal are matters of public interest and shall be publicly available without disclosing the names of the individuals involved. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.
- d. If the committee or board decides that making the decision publicly available will unduly violate the privacy of any person, the committee or board may direct that the decision or part of the decision should be kept confidential.
- e. Decisions resulting in termination of membership or in a suspension of membership rights for one year or longer shall be reported to the Dispute Management Office of Sask Sport Inc. who may provide information from the decisions to its membership, including the names of persons who have been the subject of the discipline.

COMPETITION WAIVER FORM



I, _____, do hereby, for and on behalf of myself, my heirs, executors, and assigns, remise, release and forever discharge Dive Sask, its officers, members, representatives and agents, and their heirs, executors, administrators, successors, and assigns, of and from any and all manner of actions, causes of action, claims and demands of every kind, nature and character which I may have, now have or can, shall or may hereafter have, or which may be suffered or sustained by me in connection with my participation in competitions and Dive Sask events and my association herewith, including my travelling to and returning from said event, and all such actions, causes of action, claims and demands are hereby waived.

Competitor Name: _____

Name of Specific Competition or Dive Sask Events: _____

Mailing Address: _____

City: _____ Postal Code: _____

Age: _____ E-Mail: _____

Tel: _____ (h) _____ (w)

I agree to accept and be bound by the terms of this agreement as a condition of attendance at the applicable Bowls Sask event, tournament, and playdown.

Signature: (athlete or parent/guardian if under 18) _____

Date: _____

Witness Signature: _____ Name of Witness: _____

RELEASE FORM



Name: (print child name) _____

If under 18 years of age, release form must be completed and signed by the team member's parent or legal guardian

I, the undersigned, as parent/legal guardian of the above referenced diving competitor, have reviewed this release with my child and believe that my child understands what is required of him/her by this release. I expressly agree the Dive Sask, its officers, members, representatives and agents, and their heirs, executors, administrators, successors, and assigns, shall not under any circumstances be under any liability to my child or me for any loss, damage or injury of any kind arising directly or indirectly from any act, neglect or fault (whether negligent or otherwise) on the part of Dive Sask and connected with my child's participation in competitions and Dive Sask events or any disciplinary action taken against my child by Dive Sask. I agree to indemnify Dive Sask, its officers, members, representatives and agents, and their heirs, executors, administrators, successors, and assigns, from and against all actions, suits, causes of action, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against Dive Sask or incurred by Dive Sask in conjunction with, or arising out of any such loss, damage or injury.

I give my consent, in the first instance, to Dive Sask, to make decisions concerning my child's medical care and treatment, and where necessary to authorize such treatment, in emergency situations and where every reasonable effort, in the circumstance, has been made to contact me regarding my child's medical status.

I agree to accept and be bound by the terms of this agreement as a condition of my child's attendance at the applicable Dive Sask event.

Parent/Legal Guardian Name: _____

Address: _____

E-mail: _____

Tel: _____ (h) _____ (w) _____(c)

Signature of Parent/Guardian: _____

Date: _____

Witness Signature: _____ Name of Witness: _____

6. FINANCIAL POLICIES

A. SASKATCHEWAN LOTTERIES

Dive Sask receives Annual Funding, MAP Grant Funding, and other grants from Saskatchewan Lotteries Corporation as administered through Sask Sport Inc. These funds must be used in accordance with the policies provided by Sask Sport. A multi-year operational plan and budget must be submitted by August 15th of each year, and a Follow Up Report must be submitted by Jan 1st. The enclosed chart (page 7-5) shows the required spending breakdown of this Annual Funding amount.

B. STAFF & VOLUNTEER REIMBURSEMENT POLICY

Staff and volunteers are reimbursed for expenses they have expended doing the business of Dive Sask based on rates established by the Board of Directors. Permission must be granted by the Executive Director prior to expending the funds, unless the amount has been previously approved in the current budget. Current rates of reimbursement are as follows:

Mileage		\$ 0.45 per km
Meals	Breakfast	\$10
	Lunch	\$15
	Supper	\$20
	Full Day	\$45

Receipts must be attached to the expense claim form.

Expense Claim Form Attached

C. EXPENSE AND CHEQUE AUTHORIZATION

All Expense Claims and Cheques must be signed by two of the four approved signing officers as established annually, at least one of whom must be a member of the Board of Directors.

D. AUDIT

Each year the finances of Dive Sask will be audited by a Chartered Accountant in accordance with generally accepted accounting principles and following all guidelines as set out by Sask Sport. Any deficiencies or suggestions noted in the Management letter provided by the Auditor will be forwarded to the chair of the Audit Committee. The audited financial statement will be made available to all members and will be presented for approval at the Annual General Meeting of Dive Sask. The signed audit will also be forwarded to the Corporations Branch of Saskatchewan Justice and to Sask Sport.

E. AUDIT COMMITTEE – *see Governance Manual*

F. ANNUAL BUDGET

The annual operational budget will be assembled by the Executive Director of Dive Sask in consultation with the program staff, with the purpose of accomplishing the strategic outcomes as established by the Board of Dive Sask. The budget will be guided by the Executive Limitations and Financial Limitations outlined in the Dive Sask Governance Policies. The budget must also follow all guidelines prescribed by Sask Sport and Saskatchewan Lotteries. The final budget must be approved by the Board of Directors of Dive Sask by July 1st and submitted online to Sask Sport by July 15th.



1870 Lorne St, Regina, SK S4P 2L&
skdiving@accesscomm.ca
 Ph: 780-9405 Fax: 731-2114

Cheque Number

EXPENSE CLAIM FORM

DIVE SASK

Name: _____

Street: _____ City _____ PC _____

Phone: _____ Email: _____

Event: _____ Date: _____ Location: _____

EXPENSE DETAILS (Attach Receipts)

Travel Costs:

Accommodations: \$ _____

Mileage: _____ kms x \$0.45 \$ _____

Other: \$ _____

Meals:

Breakfast (\$10) \$ _____

Lunch (\$15) \$ _____

Supper (\$20) \$ _____

Full Day (\$45) \$ _____

Honorariums: \$ _____

Other: \$ _____

Total Claim \$ _____

Less Legacy Fund Donation \$ _____

TOTAL PAID \$ _____

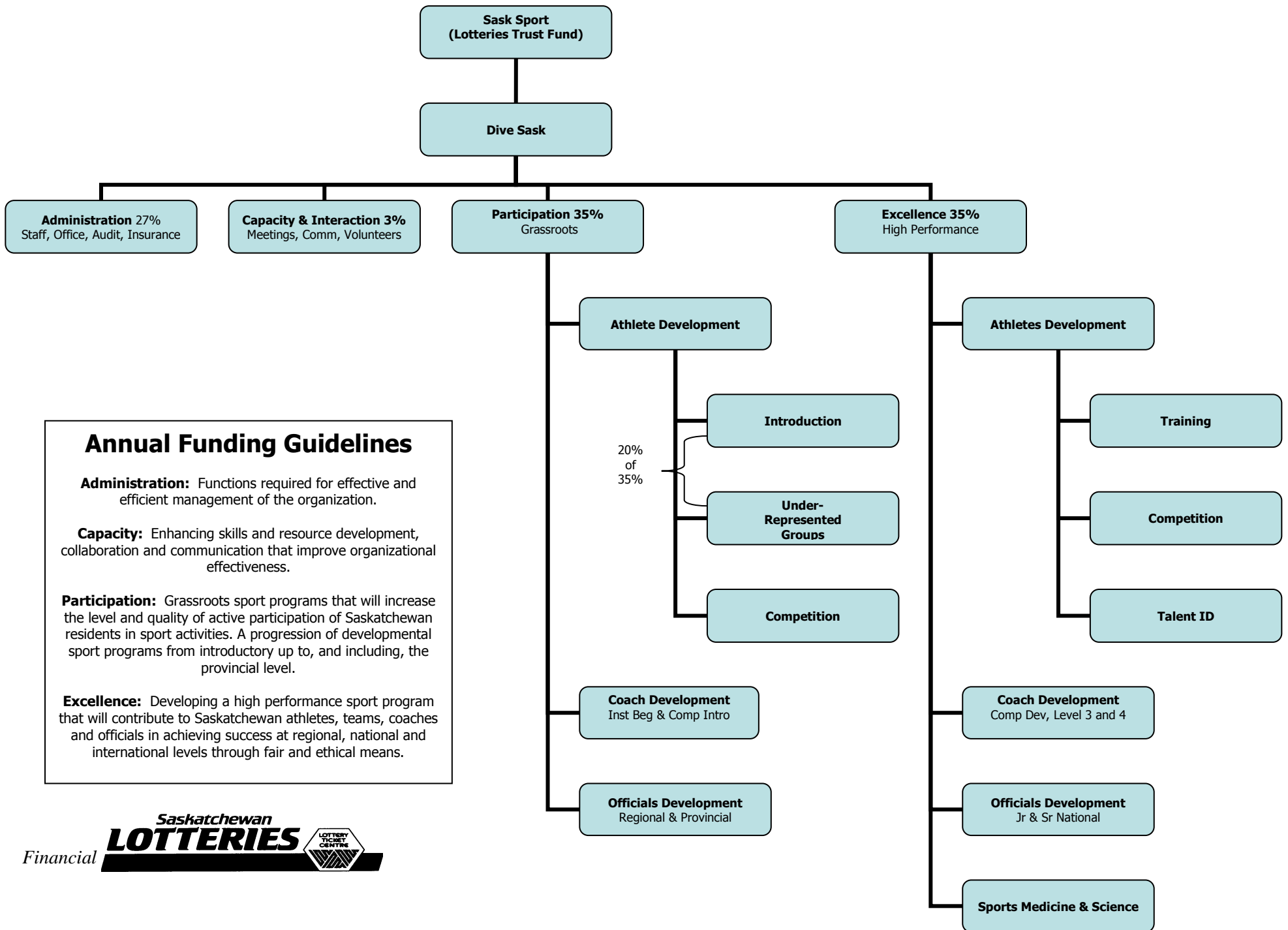
Signature: _____

Date: _____

DIVE SASK LEGACY FUND DONATION

Yes, I would like to support diving in Saskatchewan by donating \$ _____ to the Dive Sask Legacy Fund. I realize that in keeping with Canada Revenue Agency policy this donation is given without any direct benefits accruing to me and that I will receive an income tax receipt for the entire amount.

Donor's Name: _____



Annual Funding Guidelines

Administration: Functions required for effective and efficient management of the organization.

Capacity: Enhancing skills and resource development, collaboration and communication that improve organizational effectiveness.

Participation: Grassroots sport programs that will increase the level and quality of active participation of Saskatchewan residents in sport activities. A progression of developmental sport programs from introductory up to, and including, the provincial level.

Excellence: Developing a high performance sport program that will contribute to Saskatchewan athletes, teams, coaches and officials in achieving success at regional, national and international levels through fair and ethical means.

7. GRANTS

A. MAP GRANTS (Membership Assistance Program)

Each year, Dive Sask receives MAP funding from Saskatchewan Lotteries Trust Fund to allocate directly to our member clubs, teams and organizations. The purpose of this funding, which is derived from the sale of lottery tickets, is to support community and club-level sport development.

1. Eligibility and Funding Priorities

- a. Eligibility - All programs or clubs applying for funding must be or become members of Dive Sask in one of two membership categories – Summer Program or Club. Funding will be made available to members in good standing only. Special consideration will be given to those organizations that require assistance in the formation of a new club or development of a new program.
- b. Funding Priorities
 - Priority #1 – Grassroots rural developmental programs such as outdoor summer clinics
 - Priority #2 – Other grassroots programs in urban centres
 - Priority #3 - Competitive programs/projects
- c. All printed correspondence referring to MAP must acknowledge the assistance provided by Saskatchewan Lotteries and Dive Sask.

2. Applying for MAP Funding

- a. Applications for MAP funding will be accepted until August 1st of the funding year
- b. Application forms/spending plans must be signed by the President of the club or by the Pool Manager or Recreational Director and must include a detailed outline and budget of what the funds will be used for. Rural centres using MAP grants to host a summer rural clinic will be sent an application form by mail or email which must be signed and returned to Dive Sask. Completed forms should be sent to:

Dive Sask
1870 Lorne Street
Regina, SK S4P 2L7
info@divesask.ca

3. Grant Distribution and Eligible Expenses

- a. Requests for MAP Grant funding to hold a summer clinic will be approved at time of clinic booking. Funds will be paid only after Follow Up report and clinic payment has been received.
- b. Applications for Urban grassroots programs and/or Provincial level competitive programs will be considered if available funding has not been committed by August 1st.
- c. All projects for which MAP grant funding is being requested MUST include self-help revenue.
- d. MAP Grant amounts will be set annually by the Executive Director and those related to Priority #1 (Summer Rural clinics) will be communicated to all member clubs and

municipalities requesting summer clinics by June 1st. Other projects will receive funding based on availability of remaining funds and number of applications received at the discretion of the Executive Director of Dive Sask.

e. Dive Sask may choose to distribute more funds than have been received by Sask Sport if a large number of applications have been submitted by Rural summer programs.

f. The following are ELIGIBLE EXPENDITURES:

- Summer Rural Programs
 - Skill award programs and materials
 - LTD clinics
 - Coach & instructor clinics
 - Officials clinics
- Development Programs
 - Skill award programs and materials
 - LTD clinics
 - Coach honorariums
- Club Programs:
 - Pool rental
 - Coaching assistance/part-time salaries
- Other projects as approved by Dive Sask

g. The following are INELIGIBLE EXPENDITURES:

- Any construction, upgrading, maintenance or operating costs of facilities
- Expenditures for which other grant dollars have been used. Two different grants can not be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other granting agency.
- Cash prizes
- Social events (barbecues, lunches, etc.)
- Alcoholic beverages
- Research projects or feasibility studies
- Out-of-Province travel
- Provincial or University CIS team expenses
- Other expenses deemed as ineligible as identified by Dive Sask

h. Approved projects and grant support must take place within Dive Sask's fiscal year for which the grant funds were approved. Retroactive funding or pre-funding for projects that take place outside of the fiscal year is not permitted.

4. Follow Up Reports

- a. All MAP grant recipients must provide a detailed follow-up report with receipts attached including coaching honorariums PRIOR to any money being disbursed. The Follow Up form for summer clinics must include list of participants, listing names, genders and ages or birth dates.
- b. Deadline for submission of Follow up Reports is August 31st.
- c. Successful MAP grant recipients will receive the funding by September 30th.

B. ATHLETE ASSISTANCE PROGRAM (AAP)

1. Purpose

To provide financial assistance to top performing Saskatchewan divers under the Excellence budget. Junior divers will have demonstrated national calibre performances by placing in the top 12 of their age group at the Age Group Nationals. Senior divers will have demonstrated national calibre performances by placing in the top 18 at either the Winter or Summer Senior National Championships.

2. Procedure

The Executive Director and High Performance Coaches of Dive Sask will analyze the performance points of all Saskatchewan competitive athletes to determine which athletes qualify to receive Athlete Assistance. Dive Sask will circulate applications and eligibility requirements to all such identified athletes who are currently members in good standing of their clubs and Dive Sask. Applications not received by the deadline or incomplete applications will not be considered. Grants will be payable in two instalments- January and April of each year. Dive Sask will publicize the grant recipients as soon as they are approved. Nationally carded athletes are eligible to apply for funding. Athletes training/attending university out of province are eligible to apply. Athletes must have and maintain a training and competition schedule. Athletes must compete for Saskatchewan in National competitions for which they are selected. Athletes must disclose financial assistance from other sources. Athletes receiving assistance must submit all receipts for diving related expenditures. Allowable expenditures will be: club registration fees, travel expenses including transportation, meals and accommodation, uniforms and equipment, lost wages, training expenses, tuition fees.

3. Administration

The coach/club of an eligible diver will submit the Event Results Summary to the Dive Sask office within two weeks of the National Championships. The Executive Director of Dive Sask will calculate the carding standards of the junior divers and the ranking of the senior participants after the Summer Senior Nationals. Dive Sask will publish a list/ranking of card recipients and related carding standards in the fall Dive Sask newsletter or on the Dive Sask website.

4. Funding

Given that there is a finite amount of funds in the carding program (which may change from year to year), the cards will be awarded starting with the senior program funds. Any remaining funds from the senior program will be transferred to the junior program. Cards will be awarded starting with the highest ranking A card and continuing until either the funding block is exhausted or until all cards have been awarded.

The awards are:

- \$750 - A card
- \$500 - B card
- \$250 - C card

The Executive Director and High Performance coaches will review all point calculations and will approve carding levels and funding amounts.

5. Eligibility:

- a. Must be a member in good standing of a registered club
- b. Must have competed at either Age Group Nationals or at least one Senior National competition in the previous season
- c. Must apply by the deadline and be a competitive member of Dive Sask by October 1 for the upcoming season.
- d. If awarded, athlete must sign and abide by athlete agreement including: code of ethics, attendance at all Dive Sask & Diving Plongeon Canada Level 1 sanctioned meets and if for any reason, he/she is not regularly training towards competition, he/she must reimburse amounts in full. This is not a complete description of the athlete agreement

6. Categories:

- Junior – any Age Group diver (A, B, & C Cards)
- Senior - any diver who competes at the Senior National Championships (A & B cards)
- Special A - any diver who is named to & competes as Team Canada
- Special B - any diver who competes as part of Team Canada

7. Criteria:

Points will be awarded for performance at Age Group Nationals, Senior Nationals, Junior World Championships and any other Team Canada event as approved by the Technical Committee.

- Junior: Points will be awarded for each diver's top two performances at AGN + bonus (divers who are eligible to dive "up" can consider these placings for their top performances as well)
- Senior: Points will be awarded for each diver's top four Performances at Senior Nationals Winter & Summer + bonus.

Divers who are not considered Canadian citizens will not be counted in finals positions.
Divers who dive "up" from Age Group D & C will be included in finals positions.

8. Point Allocations & Funding Amounts:

a. Junior Point Allocations:

- 1 point per event for a 12th - 9th place finish
- 3 points per event for an 8th - 4th place finish
- 5 points per event for a top 3 finish
- +3 points for any new Age Group Record
- +2 points for a finals finish on a third board

b. Junior Bonus:

- 5 points for automatic placement on Junior National Team (Special A)
- +2 points for invitation to compete with Junior National Team (Special B)
- +5 points for a finals finish at Junior World Championships
- +10 points for a top 3 finish at Junior World Championships*

c. Junior Awards: *Automatic \$150.00 bonus for a top 3 finish at Junior Worlds

- 7 points = A card Total = \$750

- 5 points = B card Total = \$500
- 2 points = C card Total = \$250
- Special A = \$500 automatic assistance
- Special B = \$250 automatic assistance
- *** Group D athletes funding will be capped at \$500

d. Senior Point Allocations:

- 1 point per event for an 18th-13th place finish
- 2 points per event for a 12th-6th place finish
- 5 points per event for a 4th-1st place finish
- +3 points for any new Senior National Record
- +2 points for a finals finish on a third board

e. Senior Bonus:

- 3 points for an invitation to compete as part of Team Canada (Special B)
- 5 points for finals finish at international championships
- 10 points for top 3 finish at international championships*

f. Senior Awards: * Automatic \$300 bonus for top 3 finish at an international event

- 6 points A card Total = \$750
- 4 points B card Total = \$500
- Special A = \$500 automatic assistance
- Special B = \$250 automatic assistance

Exceptions to eligibility, criteria and funding applications will be reviewed and approved by the High Performance Committee upon application of the athlete and granted on a case-by- case basis. ie: sickness, injury, etc. Results of the following competitions will be used as criteria to decide special cases - Polar Bear Classic, Saskatchewan qualifying meets, and Jr./Sr. previous National standings

C. RURAL INITIATIVE GRANTS

Grants will be awarded to Rural clubs and/or Community programs to assist with facility costs, equipment purchase, coaching wages, and other program costs. Clubs must become members of Dive Sask and must submit a Rural Initiative Grant application. Amount of the grants will be dependant on available funding and number of applications received by August 31st.

D. LEARN TO DIVE PROGRAM CENTRE GRANT

Member Clubs who offer Learn to Dive programs will be eligible for an annual grant from Dive Sask to assist with costs of this program. Amount of the grant will be determined by the Dive Sask ED and Staff as part of the annual budget process and cheques will be mailed out automatically upon registration of Learn to Dive participants.

E. HOSTING GRANTS

Saskatchewan clubs will be awarded grants to help in the hosting of competitions. Grants will be paid upon submission of a Competition Follow Up Form and a copy of results. Amount of grants will be determined annually by the Dive Sask Staff. Grants will be awarded for the following competitions:

1. Learn to Dive Meets – 1 grant per club
2. Novice Meet – 1 grant per club
3. Qualifying Meet – 1 provincial grant per club
4. Provincial Championships – Dive Sask will award a grant equal to the cost of Provincial medals and trophies
5. National Championship – in lieu of Qualifying meet

F. POST SECONDARY SCHOLARSHIP

1. Eligibility

- a. A Competitive Diver, competing at the national level or higher, or a diving coach, NCCP Instruction Beginner, Comp Intro or Comp Dev (Level II Certified pursuing a Level III), is eligible to apply for the scholarship. The diver/coach must be registered with Dive Sask and Diving Plongeon Canada. The diver/coach must reside and be enrolled full-time at a post-secondary institution in Saskatchewan leading to a degree, diploma, or certificate. The coach must be actively coaching in a Saskatchewan club (at least 5 hours per week).
- b. In order for an application to be considered, the diver/coach must be a member in good standing with Dive Sask and DPC for a minimum of the previous diving year (October 1st to September 30th) prior to applying.

2. Application Procedure

- a. The application must be in the form of a letter including an overview of the applicant's involvement in the sport of diving. The letter must also indicate the applicant's objectives regarding both diving and intended courses of study.
- b. Applications must be received at the office of Dive Sask, 1870 Lorne Street, Regina, Saskatchewan, S4P 2L7 (email: info@divesask.ca) no later than Sept 15th for the upcoming school year. No exceptions will be made for receipt of late applications.
- c. Incomplete applications may be rejected.
- d. No confirmation of receipt of application will be sent.

3. Selection Procedure

- a. The monies may be divided among a number of applicants at the discretion of the ED.
- b. No less than (\$500.00) will be awarded to each successful applicant.
- c. Total number of scholarships will be determined annually by the ED and Staff of Dive Sask.

4. Scholarship Award

- a. Successful applicants will be notified no later than October 15th, and awarded their scholarship upon receipt of proof of enrolment and registration with Dive Sask and DPC for the upcoming diving season



HOSTING GRANT – COMPETITION FOLLOW UP

Please attach results

DATE OF COMPETITION _____

LOCATION _____

TYPE OF COMPETITION _____

LEVEL OF COMPETITION _____

MEET DIRECTOR _____

TOTAL NUMBER OF ATHLETES WHO PARTICIPATED _____

TOTAL NUMBER OF OFFICIALS WHO PARTICIPATED _____

List Names of Saskatchewan Officials _____

TOTAL NUMBER OF COACHES WHO PARTICIPATED _____

List Names of Saskatchewan Coaches _____

TOTAL NUMBER OF VOLUNTEERS INVOLVED IN HOSTING MEET _____

CLUBS IN ATTENDANCE

GRANT FUNDING (Office Use) \$ _____



ATHLETE ASSISTANCE GRANT APPLICATION

APPLICATION DEADLINE: DECEMBER 31

NAME: _____ CLUB: _____

ADDRESS: _____

CITY: _____ PC: _____ PHONE: _____

EMAIL: _____ DATE: _____

Are you presently a registered (paid) member of your club? Yes ____ No ____

How many years have you been participating in diving at the competitive level? ____ Yrs

Please describe your GOALS and OBJECTIVES as a diver for the upcoming and future years:

Please provide any additional information you feel is relevant regarding your present and future involvement in the sport of diving in general.

Date received Forms: Application: _____ Follow up #1: _____ Follow up #2: _____

Grant approved: \$ _____ Installment #1 Date Pd: _____ Chq #: _____



ATHLETE ASSISTANCE GRANT AGREEMENT

BETWEEN

And
DIVE SASK

I, _____, hereby agree to accept an Athlete Assistance Program Grant for the _____ year under the following conditions:

1. I will submit receipts and reports to Dive Sask by December 31st and March 31st. I agree that the following are allowable expenditures and that any other expenses must be approved by Dive Sask:
 - a. Club registration fees
 - b. Travel costs to competitions and training camps (transportation, accommodation and meals)
 - c. Uniforms, bathing suits
 - d. Training and upgrading expenses – fees for clinics, entry fees
 - e. Lost wages
 - f. Tuition fees and books
2. I agree to compete in both Provincial Championship meets, Age Group Nationals and/or Senior Nationals on behalf of a Saskatchewan club.
3. I agree to be a member in good standing of Dive Sask while I am receiving Athlete Assistance.

I UNDERSTAND THAT IF THE ABOVE CONDITIONS ARE NOT FULFILLED WITHOUT PRIOR APPROVAL BY SASKATCHEWAN DIVING INC., MY ATHLETE ASSISTANCE PROGRAM GRANT WILL BE REVOKED AND I WILL BE RESPONSIBLE FOR REPAYMENT TO DIVE SASK.

Athlete's Signature

Parent/Guardian Signature
(if athlete is under the age of 19)

Date

Witness



DIVE SASK

**ATHLETE ASSISTANCE GRANT
FOLLOW UP #1**

NAME: _____ CLUB: _____

ADDRESS: _____

CITY: _____ PC: _____ PHONE: _____

EMAIL: _____

AMOUNT OF GRANT APPROVED: _____

EXPENSE REPORT

1. TRAINING COSTS:	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
2. COMPETITION/TRAVEL COSTS:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
3. TUITION FEES/BOOKS:	
_____	\$ _____
_____	\$ _____
4. OTHER:	
_____	\$ _____
_____	\$ _____

NOTE: Receipts for above expenditures must be attached and must be equal to at least the amount of the grant being disbursed (ie. 1/2 of total grant)

Due Date: December 31st



DIVE SASK

**ATHLETE ASSISTANCE GRANT
FOLLOW UP #2**

NAME: _____ CLUB: _____

ADDRESS: _____

CITY: _____ PC: _____ PHONE: _____

EMAIL: _____

AMOUNT OF GRANT APPROVED: _____

EXPENSE REPORT

1. TRAINING COSTS:	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
 2. COMPETITION/TRAVEL COSTS:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
 3. TUITION FEES/BOOKS:	
_____	\$ _____
_____	\$ _____
 4. OTHER:	
_____	\$ _____
_____	\$ _____

NOTE: Receipts for above expenditures must be attached and must be equal to at least the amount of the grant being disbursed (ie. 1/2 of total grant)

Due Date: March 31st

8. OFFICIALS PROGRAM

A. OFFICIALS COMMITTEE

1. Duties - The Officials Committee shall be responsible for:
 - a. Preparing an annual provincial officiating program budget prior to December 31
 - b. Conducting officiating clinics and training provincial umpires throughout the province
 - c. Appointing umpires to officiate at provincially organized and sponsored events

B. OFFICIALS CERTIFICATION PROGRAM

1. There are 5 levels of certification:
 - a. Orientation
 - b. Provincial Level 1 (Regional)
 - c. Provincial Level 2 (Provincial)
 - d. Age Group National (must be recommended to this level)
 - e. Senior National Judge
2. All officials must be registered with Dive Sask and must pay the appropriate registration fee.
3. Dive Sask will conduct clinics for Levels 1 & 2 each year. Clinics will also be conducted on a request basis. Clinic fees and format will be established by Dive Sask. National Clinics will be conducted by DPC.

9. COACHING PROGRAM

The Dive Sask Coaching Program is based on the National Coaching Certification Program (NCCP). The NCCP is developed and implemented through the combined efforts of the Federal/Provincial Governments, the National/Provincial Sport Governing Bodies (NSGB/PSGB), and the Coaching Association of Canada (CAC).

A. NCCP CERTIFICATION

The National Coaching Certification Program certifies coaches who have demonstrated their ability to apply critically important competencies in coaching situations relevant to the athletes they coach. This means that coaches must not only know about coaching but be able to demonstrate their ability to apply this knowledge in the coaching situation. Certification is valid for no longer than 5 years and professional development is required to maintain certification.

Training and certification are generally designed for coaches working in a particular **stream** with a target group of athletes. These streams are:

1. Instruction Stream

- a. Beginners – Participants of all ages, with little or no sport experience, are taught basic sport skills
- b. Intermediate – Participants, who already have some experience and proficiency in the sport, are taught to refine basic skills and introduced to more complex techniques
- c. Advanced – Participants, who are experienced and already proficient in the sport, are taught to refine advanced skills and techniques

2. Competition Stream

- a. Introduction – New sport participants are taught basic sport skills and athletic abilities in a fun and safe environment and are typically prepared for local and/or regional level competitions
- b. Development – Developing athletes are coached to refine basic sport skills, to develop more advanced skills and tactics, and are generally prepared for performance at provincial and/or national level competitions
- c. High Performance – High performance athletes are coached to refine advanced skills and tactics and are typically prepared for performing at national or international level competitions

Presently, the sport of Diving offers certification in:

Instruction Beginner
Instruction Intermediate
Competition Introduction
Competition Development

Current details regarding training, evaluation, and certification can be found at the Diving Canada website www.diving.ca.

In each stream, coaches work through a variety of clinics, evaluations, and practical requirements. While taking workshops, prospective coaches are “**In Training**”. Coaches who have completed training, but have not been evaluated are “**Trained**”. Coaches are “**Certified**” when they have demonstrated their competence through evaluation. Additional training and evaluation will lead them to become “**Advanced**” and “**Master**” coaches.

Coaching clinics for each stream will be designed by Diving Plongeon Canada, in consultation with the Coaching Association of Canada. Learning Facilitators and Evaluators will also be trained by Diving Plongeon Canada. The HP Coaches will work with Diving Canada to ensure Learning Facilitators are trained in Saskatchewan and that clinics are held regularly in the province to train new coaches.

B. CERTIFICATION CLINICS AND FEES

1. Each year the ED and Learning Facilitators will determine the date and location where NCCP clinics will be held, recognizing the goal to hold at least two Instruction Beginner clinics and one Competition Introduction clinic within Saskatchewan.
2. Learning Facilitators will be paid \$500 per weekend to conduct clinics. A current list of certified Learning Facilitators can be found in the Coaching section of the Diving Canada website.
3. Participants will be charged the following fees to attend clinics:
 - a. Instruction Beginner: \$ 100.00
 - b. Competition Introduction: \$ 200.00
4. Each year, one Saskatchewan coach will be invited to attend the Competition Development clinic hosted by Diving Canada. The ED & HP Coaches will determine a schedule of which coach will attend based on current certification and keeping in mind future needs related to Canada Games gender requirements. Dive Sask will pay the expenses of the coach to attend the clinic. The cost to the coach will be \$ 325.00
5. Evaluators will be paid \$300. A current list of certified Evaluators can be found in the Coaching section of the Diving Canada website.

C. COACH EDUCATION GRANTS

Coaches who are registered and actively coaching with a Diving club in Saskatchewan are eligible to access Coach Education Grants to assist them in accessing Professional Development opportunities outside of NCCP certification, such as Sask Sport symposiums and workshops, Sport Leadership Conference, Dive Canada training workshops, and exceptional competition or training experiences. Number and amount of grants will be determined annually during the budget process. Application can be made by letter to the Executive Director of Dive Sask.

D. RESPECT IN SPORT

1. Purpose of Policy

Dive Sask is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.

Dive Sask requires that all coaches participating in the sport of Diving have completed the online Respect in Sport (RIS) certification as required by Sask Sport.

2. Scope and Application

- a. The policy applies to all coaches registered with a Saskatchewan club under the membership jurisdiction of Dive Sask.
- b. Coaches not holding valid RIS certification will have 90 days from the date he/she commences coaching to complete the Respect in Sport certification training or training equivalency such as NCCP Empower+.
- c. Each coach must only take the Respect in Sport course once and his/her certification will be tracked by Dive Sask.
- d. Any coach not having Respect in Sport certification by the deadline established will be removed as a coach until such time that the course is completed.
- e. Dive Sask is responsible for setting out the communication strategy specific to the certification requirement and deadline.

3. Enforcement

Non compliance with the policy may result in further discipline as determined by the Board of Directors of Dive Sask.

4. Administration

The Executive Director (and/or his/her designate) will have the administrative access to the RIS database to oversee functions such as report generation and monitoring.

5. Review and Approval

This policy was approved by the Board of Directors on January 27, 2013 and will be reviewed on an annual basis.

E. CRIMINAL RECORD CHECKS

All coaches (except minors) must submit a Criminal Record Check to the Club Head Coach before commencing duties. The Club Head Coach must report to the Executive Director that all coaches have submitted such a check. Coaches with any type of criminal offense record related to child abuse or endangerment will not be permitted to coach. Other criminal offenses will be analyzed on an individual basis to determine if they impair the coach's ability to perform his/her duties. The final decision will lie with the Board of Directors of Dive Sask.

10. COMPETITION

A. HOSTING

1. Learn to Dive Meets

- a. Clubs must submit a Dive Sask Sanction form prior to holding all LTD meets
- b. Clubs may apply once per year to Dive Sask for a LTD Competition grant to help offset the costs of the competition. Grants will not be paid out until a Dive Sask Follow Up report and a set of results have been submitted
- c. All participants in the competition must be members in good standing of Dive Sask (or another Provincial Diving Section)

2. Novice Meets

- a. Clubs must submit a Dive Sask Sanction form prior to holding all Novice meets
- b. Clubs may apply once per year to Dive Sask for a Novice Competition grant to help offset the costs of the competition. Grants will not be paid out until a Dive Sask Follow Up report and a set of results have been submitted.
- c. All participants in the competition must be members in good standing of Dive Sask (or another Provincial Diving Section) and must be registered in a Completeive category such as Pre Completeive or Provincial.
- d. Officials in Novice meets should be at least a minimum Regional level

3. Tier 1 Meets

- a. Clubs must submit a Dive Sask Sanction form prior to holding all Qualifying meets and must ensure the date has been approved by Diving Canada.
- b. Dive Sask will approve two Qualifying Meets each competitive year.
- c. Clubs may apply to Dive Sask for a Competition grant to help offset the costs of the competition. Grants will not be paid out until a Dive Sask Follow Up report and a set of results have been submitted.
- d. All participants in the competition must be members in good standing of Dive Sask (or another Provincial Diving Section) and must be registered in a Provincial or National completeive category

4. JD Testing Events - *to be developed*

5. Provincial Championships

- a. Each year one meet will be designated to be Provincial Championships and will name Provincial champions in each category
- b. Dive Sask will pay the cost of Provincial medals and awards
- c. Provincial Championships maybe combined with a Qualifying meet

6. Canadian Championships

- a. Canadian Championships are awarded to each province on a rotational basis as outlined in the Dive Canada rulebook.
- b. The Board of Directors of Dive Sask will decide which club will host the awarded Championship, after eliciting the recommendation of the Technical Committee.

B. CANADIAN CHAMPIONSHIPS

- 1. Junior Development Nationals – *to be developed*
- 2. Junior Elite Nationals - *to be developed*
- 3. Senior Nationals – *to be developed*

C. CANADA GAMES

1. Athlete Team Selection

- a. The Canada Games Trials for Team Sask Diving will be held 60-90 days prior to Canada Games. The Senior/Open events will determine how the divers rank, based on the formula below:

	Diver #1	Diver #2	Diver #3	Diver #4	Alternate
1st Choice	Gold	Gold	Gold	Best 2 Places	Best 2
2nd Choice	Gold, Gold	Gold	Silver,Silver	Best 2 Places	Best 2
3rd Choice	Gold, Gold	Gold	Silver,Bronze	Best 2 Places	Best 2
4th Choice	Gold, Gold	Gold	Silver, Best Place	Best 2 Places	Best 2
5th Choice	Gold,Gold,Silver	Gold,Silver,Silver	Bronze, Best Place	Bronze, Best	Bronze
6th Choice	Gold,Gold,Gold	Silver,Silver,Silver	Bronze, Best Place	Bronze, Best	Bronze
7th Choice	Gold,Gold,Gold	Silver,Silver	Silver	Bronze, Best	Bronze, best
8th Choice	Gold,Gold,Gold	Silver, Best Place	Silver, Best Place	Silver	Best 2

- b. 4 Athletes can be selected per gender
- c. There are 4 athletes eligible per province, per preliminary event at the Canada Games. The top 3 athletes may compete in Finals.
- d. There are no restrictions to how many teams enter the 3 metre Synchro Event
- e. A 4th athlete in each gender will only be chosen to the team if they finish in the top 3 in any event, or if they are eligible for the Synchro Team. Eligibility will be based on Dive List compatibility

- f. In the event of a tie, or any discrepancy to the rank of athletes, the diver with the 2 best places will rank higher, and proceed to the tie break rule if necessary. However, a Silver alone beats out 2 Bronze. A silver & a 5th place beats out a Bronze & a 4th, it is not a tie. Similarly, a Bronze alone beats two 4th places. A Bronze and best beats out a Bronze alone.
- g. Any discrepancies to the above rules will be resolved by the High Performance Committee for Dive Sask
- h. Divers must meet the Minimum D.D. Limits in Section 2 at the Canada Games Trials
- i. Tie Break Rule: In the event of a tie, the diver with the highest % of the Senior National Standard in any one event will determine the rank, providing that event was a top 3 finish. Otherwise, such a percentage would not allow them to compete in that particular event. For example, where 2 divers are tied with a Bronze each in different events, a diver with a Bronze on 3m will get a percentage of the Senior National 3m standard based on their points in that event. The diver with a Bronze on another board will base his percentage from the National Standard of that event. The diver can not use a 4th place finish to get a higher percentage in another event.
- j. The CG Team Coaches will determine the best Synchro Teams at the July Training Camp
- k. INJURY CLAUSE: : If a diver is ineligible to compete at the Canada Games Trials due to injury, he/she may submit an injury petition to the High Performance Committee prior to the start of Trials. The injury petition must include previous results from Group 1 and/or Group 2 meets in the current season, or from a recent Team Sask out of countrt competition. A letter from a Doctor is necessary showing inability to compete at Trials. Final decision on allowing an injured athlete to be part of Team Sask will be made by the High Performance Committee which is made up of High Performance Coach North, High Performance Coach South, Dive Sask Executive Director, and one additional member chosen by these three. The fourth member shall not be related to any athlete trying out for the team.
- l. Alternate - where it has been determined by a Doctor or Physician, that a diver is unable to perform at the Canada Games, the alternate (see above table) will be selected up to the date of departure to the Games.

2. Coaches and Managers

- a. Coach Selection - A point system will be used based on 7 points for Gold, 3 for Silver & 1.5 for Bronze. Two coaches will be selected to the team. If a tie exists, the coaches with the most athletes on the team will be selected. If still a tie, the coaches with the single highest percentage of the Senior National Standard from any one diver will be selected.
- b. Manager Selection - The Team Manager will be selected by vote from the High Performance Committee of Dive Sask. Applications for the position must be submitted to Dive Sask prior to the Canada Games Trials. Selection will be based on Diving experience, managerial skills, compatibility with the Head Coaches, and Coaching or Official certification. When possible, this will be considered a development opportunity for current coaches or officials. If both selected coaches are of the same gender, the manager must be the opposite gender.
- c. Coach and Manager Duties
 - Coach, manage and prepare athletes for maximum performance at the Games both on

and off the field in a fair and sportsman-like manner

- Reside in the Athletes' Village with their athletes during the Games
- Take responsibility for the conduct of their athletes before, travelling to, during and returning home from the Games and ensure that all of their athletes are aware of the Team Saskatchewan Code of Conduct as well as the Dive Sask Code of Conduct
- Ensure all parents of athletes are aware of Team Saskatchewan Code of Conduct and the Dive Sask Code of Conduct
- Follow and enforce Team Saskatchewan's Dress Code
- Attend Team Saskatchewan official activities and ceremonies whenever possible;
- At the Games, attend opening and/or closing ceremonies and all other technical meetings, practices and competitions for their sport;
- Maintain close liaison with mission staff prior to, during and immediately following the Games;
- Provide input and feedback to the Chef de Mission regarding the Games;
- Be familiar with the roles and responsibilities of the members of the mission staff;
- Agree to and sign the Team Saskatchewan Member Agreement (Appendix A);
- Administer discipline for minor infractions (Head Coach);
- Assist in administration of the team including registration, uniform allocation, finances and transportation (Managers);
- Assist mission staff and the host society with accreditation and accommodation procedures (Managers);
- Report any major conduct infractions immediately to a mission staff member;
- Participate in an anti-doping and drug-testing procedures and information session;
- Abide by the rules, regulations and policies of the Games Host Society.

3. Minimum D.D. Table

The following table defines the minimum D.D. required to be eligible to make the Canada Games Team at the Canada Games Trials. The table shows the minimum list of dives required to reach this D.D. limit. It does not dictate what dives can be done to reach the limit.

WOMEN

1M

3M

PLT

104C	2.2	105C	2.2	105C 7.5M	2.2
203C	2.0	203B	2.2	203C 5M	2.0
303C	2.1	303C	2.0	403C 5M	2.2
403C	2.2	403B	2.1	5231D 7.5M	2.0
5221D	1.7	5231D	2.0	612B 5M	1.7
Minimum D.D. Limit	10.2		10.5		10.1

MEN

104C	2.2	105C	2.2	105C 5M	2.4
203C	2.0	203B	2.2	203C 5M	2.0
303C	2.1	303C	2.0	303C 5M	2.1
403C	2.2	403B	2.1	403C 5M	2.2
5221D	1.7	5231D	2.0	5231D 7.5M	2.0
5122D	1.9	5132D	2.1	612B 5M	1.7
Minimum D.D. Limit	12.1		12.6		12.4

*These limits are D.D. limits, not Dive Limits or Requirements

4. Athlete Agreements must be signed by all athletes interested in being part of the Canada Games program.

**LETTER OF COMMITMENT AND RESPONSIBILITIES BETWEEN
DIVE SASK INC AND THE ATHLETE**

Whereas: _____ (Name of athlete)

- I. The athlete wishes to be an active competitor in the 2013 Canada Games Program of Dive Sask, and in particular wishes to commit to this program for a specified term;
- II. DIVE SASK is recognized by Diving Plongeon Canada as the sole Provincial Association governing the sport of diving in Saskatchewan.
- III. Diving Plongeon Canada requires that the DIVE SASK certify the eligibility of the Athlete to compete as a member in good standing.
- IV. DIVE SASK recognizes the need to clarify the relationship between DIVE SASK and the Athlete by establishing their respective rights and obligations.

Now Therefore the Parties agree as Follows:

1. Term of Letter of Commitment

The term of this Letter of Commitment shall be from the date of execution until August 31, _____

2. Obligations of DIVE SASK

DIVE SASK shall:

- a. Form a Team Sask High Performance Committee which will be made up of the High Performance Coach North, High Performance Coach South, Executive Director of Dive Sask and one additional member chosen by the others. This additional member will not be related to any athlete who is, or is hoping to be a member of Team Sask. The role of this committee is to set team selection criteria, review medical petitions, hear any disputes related to Canada Games team selection, and name final team.
- b. Organize, select and operate teams of athletes, coaches and other necessary support staff to represent Saskatchewan in the sport of diving at the 2013 Canada Games;
- c. Organize programs and provide funding for the development and provision of coaching expertise, officials and athletic events in Saskatchewan in the sport of diving, in accordance with the DIVE SASK budget;
- d. Set all travel policy related to Team Sask travel to training camps or competitions;
- e. Act in conjunction with the Sport Medicine & Science Council of Saskatchewan to assist the Athlete in obtaining quality medical care;

- f. Provide competition suit to the Athlete if selected to be a member of the 2013 Canada Games Team;
- g. Provide regular Canada Games Program information to the Athlete and Parents in the form of mailed, emailed or hand delivered correspondence;
- h. Provide the Athlete with a liability and accident insurance package;
- i. Design training modification in the event of any injury that prevents the athlete from participating in full training;
- j. Provide athlete/parent with selection criteria and eligibility in writing for all competitions and training camps.
- k. Pick the final 2013 Canada Games Team as per document attached:

3. **Athlete's Obligations**

The Athlete shall:

- a. Follow the training and competitive program mutually agreed upon by the Canada Games Program Coaches and Athlete;
- b. Present him/herself at all selection camps and training camps in good physical condition;
- c. Unless specifically excluded by DIVE SASK, participate in and assume costs for all mandatory training camps and competitions;
 - i. Team Sask Training Camp(s) – Date tbd
 - ii. Provincial Training Camp – Oct, 2016
 - iii. Attend Designated Meets – Western Championships 2016, TTWC 2017, 1 additional out of province meet in spring 2017 as chosen by Dive Sask
 - iv. Other camps/competitions as set by the Canada Games Technical Committee
- d. Notify the DIVE SASK in writing through the Canada Games Lead Coaches, of any injury or other legitimate reason that would prevent the Athlete from participating in an upcoming event or in regular training;
- e. Ensure in the case of an injury that a certificate from a medical doctor setting out the specific nature of the injury is forwarded to DIVE SASK through the Canada Games Lead Coach within two weeks of the injury;
- f. Conduct themselves in a manner that is consistent with the DIVE SASK Code of Conduct;
- g. Avoid alcoholic consumption during or at 2017 Canada Games Training Camps and competitions;

- h. Not possess Sport Canada prohibited substances, and shall neither supply directly or indirectly to others, nor encourage their use;
- i. Participate, as may be requested by DIVE SASK, in any doping control/education program as formulated by DIVE SASK in cooperation with Canada Games Organizing Committee, Sport Canada and the Canadian Center for Drug-free Sport;

4. **Dive Sask Code Of Conduct**

Diving, because of its regulations and traditions, offers a philosophy of competition guided by the highest standards of good sportsmanship. For that reason, all participants (team, players, coaches, officials, managers and administrators) in competitions and meetings under the authority of DIVE SASK or Diving Plongeon Canada have a duty to conduct themselves in a reasonable and acceptable manner. They must avoid all unsportsmanlike conduct, acts or practices that are, in the opinion of DIVE SASK, detrimental to the sport. For further guidelines see DIVE SASK Policy & Procedure Manual.

5. **Default of Program Expectations**

- a. Where one of the parties to this Letter of Commitment is of the opinion that the other party has failed to conform with its obligations under this agreement it shall forthwith:
 - i. Notify that party in writing of the alleged default;
 - ii. Indicate in the notice to that party the steps to be taken to remedy the situation, and;
 - iii. Indicate in the notice a reasonable period of time within which steps shall be taken.
- b. Where the party which has given the notice referred to in paragraph 5.a is of the opinion that the other party has not remedied the situation, it shall file a complaint through the hearing and appeal procedure referred to in the DIVE SASK Policy Manual.

6. **Early Termination**

If in the opinion of the Lead Coach of the Provincial Team, the Athlete fails at any time during the term of this letter to demonstrate sufficient skill and capacity to dive required by the Canada Games Team Program, or if in the opinion of the Lead Coach, the Athlete's work or conduct in the performance of this letter is unsatisfactory, DIVE SASK shall have the right to terminate this agreement upon notice to the Athlete.

Athlete's Signature	Date	Witness
Parent's signature	Date	DIVE SASK Exec Director

DIVE SASK ATHLETE PETITION FORM



A Petition Form shall be submitted when:

1. An athlete was not selected for an event and the coach of the athlete wishes to contest the decision made by the technical committee.
2. An athlete wishes to compete in an event when for some reason he/she was not able to fulfill the requirements or procedures expected as stated in the Technical Regulations.
3. An athlete is unable to attend a Training Camp or Competition that has been deemed mandatory by Dive Sask for any program for which the athlete is participating – ie Athlete Assistance, Team Sask events, Canada Games team.

The petition must be completed by the athlete’s coach or club and forwarded to the Dive Sask High Performance Committee via the Executive Director. The petition will be considered only when all relevant documents have been received.

Petitions must be sent **prior** to the selection activity in which the athlete cannot participate.

The High Performance Committee is responsible to approve or deny petitions. You will be notified by Dive Sask of the result of your request in the best time frame possible.

Athlete's name _____

Competition or event petition for _____

Reason for the petition:

Petition for a medical reason must be submitted with a doctor’s note including a diagnosis and prognosis and timelines for full recovery and resumption to full training.

- Medical form attached
- Other documents attached, specify

If the petition is related to an event for which a score or ranking is needed, please provide scores for 2-3 recent events of a similar calibre:

COMPETITION DATE	LOCATION	1M	3M	PLATFORM

You may attach any additional documents that you see fit and that you feel could help the HP Committee make a decision. Ensure you supply all relevant information.

Petition submitted by: _____ Date of application: _____ Date received: _____ Decision made: _____

11. SUMMER PROGRAM

Dive Sask contracts for services to deliver a Summer Diving Program to the rural communities in Saskatchewan. Following are the terms and conditions of this program.

A. KEY DELIVERABLES

The contractor proposes to provide Dive Sask with the following:

- a. Delivery of springboard and platform diving clinics
- b. Recording and identifying the springboard and platform diving facilities utilized for the Dive Sask Summer Diving Program, to be used as part of a provincial inventory of diving facilities.
- c. To initiate the MAP grant procedure in combination with the Summer Diving Program

B. METHODOLOGY

The contractor will propose an approach with at least the following items:

- a. Identify and contact communities eligible for a Summer Diving Clinic
- b. Mail information, a poster and a MAP grant Spending Plan form to each of the interested communities and leave a MAP Follow-up form with the pool contact
- c. Prior to the clinic, collect the fee of:
 - \$350 - 3 hour diving clinic (1day)
 - \$850 – 6 week diving clinic (6 x 2 hr clinics over 6 weeks)
 - \$150.00 – Lifeguard clinic without a 3 hour diving clinic
 - No charge - Lifeguard clinic with 3 hour diving clinic
 - Plus \$1.00 registered participant
- d. Deliver each clinic in a manner which provides the community with:
 - An awareness of the sport and all health and safety aspects of it
 - Information regarding the diving programs, location and contact of active clubs in the province
 - The fun aspects of springboard and platform diving.
- e. Provide a summary report of his/her portion of the Summer Diving Program for necessary sport profile follow-up by the Executive Director of Dive Sask including:
 - Pool contact name & numbers
 - Phone numbers & address of the pool
 - Number of Participants
 - Birth date, gender, address & telephone number of each participant
 - Type of clinic
 - Summary of the clinic's success/weakness etc.

C. COST AND TERMS

The contractor agrees to produce the deliverables in agreement with Dive Sask on the following basis:

- a. Duration: Signing date to August 31, _____
- b. Fees: A maximum of \$7,500 for delivery of the clinics to each clinician (1 clinician in the North, 1 clinician in the South)
- c. Expenses: The Contractor will be responsible for his/her expenses including: transportation, accommodation, meals, out of pocket expenses, payment of GST (if applicable), payment of premiums for EI, Workers Compensation, CPP, and liability insurance, and all applicable federal and provincial income tax
- d. Method of Payment: Dive Sask will pay the Contractor on the following basis:
 - \$1000.00 upon agreement:
 - \$1000.00 payable July 1, ----
 - \$1000.00 payable August 1, ----
 - Final Payment = (For each 3 hour clinic \$350, for each 8-10 hour clinic \$800, for each 6 week clinic \$1050, admin fee \$500) max \$4500
 - If the final payment is a negative number, the contractor must pay this amount back to Dive Sask
- e. Contractors are encouraged to book as many 6 week clinics as possible.



DIVE SASK

SUMMER DIVING CLINIC - MAP GRANT APPLICATION

1870 Lorne St, Regina, SK S4P 2L7 780-9405 info@divesask.ca

Location:	
Mailing Address:	
Contact Person:	
Phone:	
Preferred Date #1:	
Preferred Date #2:	

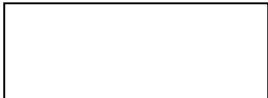
x	CLINIC	CLINIC FEE	MAP GRANT
	3 Hour – 1 Day	\$350	\$200
	6 Hour – 2 Hr x 3 sessions	\$850	\$600
	Coach Clinic – without Diving Clinic	\$150	\$150
	Coach Clinic – with Diving Clinic	No Charge	

FACILITY DESCRIPTION:

Signature - Pool Manager or Rec Director

Summer Program – Revised Jun15





SUMMER DIVING CLINIC - MAP GRANT FOLLOWUP

1870 Lorne St, Regina, SK S4P 2L7 780-9405 info@divesask.ca

Location:	
Mailing Address:	
Contact Person:	
Phone:	
Clinician	
Length of Clinic:	

CLINIC PARTICIPANTS:

NAME	M/F	BIRTH DATE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

FACILITY DESCRIPTION:

PAYMENT:

Office Use

Cost of Clinic	\$	
MAP Grant to be paid	\$	
MAP Grant chq should be payable to:		

_____ Pool Manager Signature

12. AWARDS

A. ATHLETE AWARDS

1. Philosophy

- a. The awards criteria must be seen as fair and equitable.
- b. The awards criteria must be black and white, so the Technical Committee and the Dive Sask Board are not open to criticism.
- c. The criteria should include more than the athlete's performance at Nationals.

2. The following awards will be given at the annual Dive Sask Awards Banquet:

- a. Top Diver Awards (A-D Group and Senior)
 - Awards for Male and Female
 - 25% of Provincial Score (using **best** score from Saskatchewan Group 1 and 2 events)
 - 75% of National Score
 - Total as a percentage of National standard
 - For ranking use best board
 - Tie Breaker: next best result
 - Option to use 100% Nationals result if illness or if unable to compete at either provincial event
- b. Top Diver Award (Group E)
 - Awards for Male and Female
 - Total of best 1m and best 3m from either in province Group 1 or 2 event
- c. Rookie of the Year
 - Using calculations as per Top Diver awards
 - Awarded to best result for a first year Age Group Nationals athlete
- d. Top Novice Diver Awards (A-F Group)
 - 1 award per age category, male and female combined
 - Use Novice National Championship results
 - Total of 1m and 3m events
 - In the case where there is no Novice Nationals within Saskatchewan, Novice Provincial Championships will be held 2-4 weeks before Novice Nationals
- e. Top Novice Team
- f. Top Age Group Team of the Year
 - Highest team placing at National Championships
- g. Top Senior Team of the Year
 - Highest team placing at National Championships
 - Voted by the Board of Directors

B. COACH AND OFFICIAL AWARDS

1. The following awards will be given at the annual Dive Sask Awards Banquet:
 - a. Top Saskatchewan Club
 - Awarded to the Head Coach of the winning club
 - Based on overall membership numbers (percentage over previous year) and number of athletes attending and winning medals at Nationals (Novice, Age Group, Senior)
 - b. Top Junior Coach
 - Based on points earned for all athletes attending Age Group Nationals
 - Coaches must declare which athletes they are coaching prior to AGN
 - c. Top Development Coach
 - Nominations made by club Head Coach based on participation and results in Recreational programs, Provincial Programs and JD Programs. Also showing interest in increased sport knowledge and certification.
 - d. Officials Award
 - Effort and participation of officials at Provincial and National events
 - Chosen by Technical Committee and Executive Director

C. VOLUNTEER AWARDS

1. Each club will nominate one volunteer to be recognized at the annual Dive Sask Awards banquet

13. STRATEGIC PLAN

Note: For timelines and budget figures, see current Planning Document

Our Mission

Saskatchewan Diving Inc. is committed to develop and promote safe diving and opportunities for self-fulfillment and the pursuit of excellence at all levels.

Our Vision

Diving is a highly visible, dynamic and rewarding sport in our communities. Our high standards of excellence and integrity create leadership at all levels of diving, coaching, officiating, volunteerism and administration.

AREAS OF EMPHASIS - Administration and Operations

To ensure that the associate efforts of individuals (staff, volunteers, Board) are productive; to ensure the effective operation of the organization.

Goal #1: The administrative functions of Dive Sask are handled efficiently and productively

- Maintain Office.
- Employ Executive Director
- Fiscal responsibility and accountability (audit, corporate returns)
- Coordination of programs and services
- Relationship between ED and clubs/volunteers
- Maintain insurance coverage
- Member database

AREAS OF EMPHASIS – Capacity and Interaction

The Board of Dive Sask will work in partnership with its member clubs and key partners to offer sound organizational governance, shared vision for Grassroots and High Performance success, and healthy interactive relationships.

Goal #1: Dive Sask is a financially stable and fiscally responsible organization with at least \$100,000 in reserves

- Maintain surplus of \$100,000
- Increase self-help revenue
- Sale of marketing items

Goal #2: The Board of Directors govern the association in a sound, productive and effective manner

- Board and committee structure and meetings
- Annual planning retreat
- Review governance – accountability frameworks
- Annual General Meeting
- Professional Dev't opportunities for staff and volunteers

- Maintain policies – including risk management
- Staff – job descriptions, salary grids, performance evaluations
- Provide governance and policy development assistance to clubs

Goal #3: The leaders of Dive Sask maintain liaisons with other agencies and partners who assist in our ability to govern and grow our sport

- Maintain memberships (Sask Sport, Hall of Fame, etc)
- Access educational opportunities for board and staff
- National meeting attendance
- Other sport partners
- Presence at user group meetings
- Nominate members to Sask Sport Board/Committees
- Explore Aboriginal partnerships

Goal #4: To Saskatchewan citizens are aware that the sport of Diving offers opportunities for fun, fitness and the pursuit of excellence

- Update promotional materials
- Maintain Website
- Social Media Strategy

Goal #5: Members of the Saskatchewan diving community will be connected by an effective communication network

- Communicate with clubs via email, website, newsletters
- Email database – send monthly enews
- Media releases
- Alumni database
- Annual Club communication related to Mission, Vision, Plans
- Nurture Team Sask brand

Goal #6: The Board and Staff of Dive Sask will seek out innovative, forward thinking approaches to the development of partnerships, programs and resources.

- Flexible work arrangements
- Innovative Technology

Goal #7: To recognize and reward successful participants in our diving programs

- Annual Awards Banquet
- Hall of Fame program
- Sask Sport Awards programs
- Volunteer of the Year program
- Coach Recognition Week
- Officials Recognition Week
- Social Media recognition and contests

AREAS OF EMPHASIS - Participation

Athletes, coaches, and officials throughout Saskatchewan will have opportunities to participate in the sport of diving at a Grassroots level – to experience safe diving for fun, fitness and recreation

Goal #1: Coaches Our clubs have sufficient numbers of recreational and competitive coaches to coach ongoing programs. Also, the coaches in the Recreational and Pre Competitive programs are trained, competent, and certified to NCCP standards

- 1 Instructor Beginner NCCP clinic in Regina and Saskatoon each year
- 1 Competition Introduction clinic in Saskatchewan each year
- Educational opportunities
- Training Camp – mentor with HP coach
- Summer mentorship program
- Post Secondary Scholarship

Goal #2: Officials - Our regional and provincial level officials are trained and certified as per the DPC Officials program and are actively judging at Rec and Pre Comp meets

- Level 1 and 2 clinics
- Educational and mentorship opportunities
- Sr. Diver recruitment
- Identify future CG officials

Goal #3: Grassroots Participation - Participants in communities throughout Saskatchewan (at least 20 communities and 5 districts) will be offered opportunities to participate in the sport of diving at a grassroots level)

- Minimum 20 summer clinics in rural centers – focusing on 6 week clinics
- Rural Initiative Grants – rural clubs in at least 5 districts
- Urban LTD Grants
- Training Camps for Provincial athletes (not HP)
- Maintain facility list

Goal #4: Target Groups - Children and youth considered as under-represented populations (ie First Nations, persons with disabilities) will have opportunities to participate in the sport of diving

- Explore Aboriginal populations
- Explore other target groups (ie adults)

Goal #5: Competition - Athletes at a regional and provincial level (LTD, Tier 2 & 3) will experience the challenge and success of competition

- Hosting Grants – LTD meets
- Hosting Grants – Novice meets
- Funding for Out of Province Novice meet
- JD Testing
- Summer clinic meet

AREAS OF EMPHASIS - Excellence

Athletes, coaches and officials (clubs) will have the opportunity to participate in the sport of Diving at an Elite level.

Goal #1: Coaching - Clubs will have sufficient numbers of High Performance Coaches to lead Elite programs. Also, High Performance Coaches will be certified at an appropriate NCCP level and will participate in further training and development

1 Full time HP coach and 1 Full time Assistant coach at each centre

- All coaches of National level athletes will be at minimum *trained* at Comp Intro (Jr Comp coaches) or Comp Dev (Sr. Comp coaches)
- Each club will have at least 1 Comp Dev *certified* coach
- All coaches will have taken Respect in Sport online module
- NCCP – send 1 coach to Competition Development Clinic each year
- Funding for L3 coaches to attend L4 tasks
- Education grants for non NCCP opportunities
- HP Guest Coach at Training Camp
- Post Secondary Scholarships

Goal #2: Officials - High Performance Officials will be recruited, trained, mentored and given opportunities for growth and development at Provincial and National competitions.

4 National offices by 2015, 5 National officials by 2018.

- Funding for officials to attend Qualifying meets
- Educational clinics

Goal #3: Athlete Development, Talent Identification - Athletes and Clubs will experience success in qualifying to attend and compete at National Championships

16 athletes qualify to attend AGN, 4 athletes qualify to attend Sr Nats, 75% of those attending Nationals qualify for at least one final, 2 clubs are in top 10 and 1 club in top 5 at AGN.

- Scouting at summer clinics
- Scouting Pre Comp programs
- JD Testing

Goal #4: Athlete Development, Training - Athletes will receive high quality training opportunities that will increase their technical skill

- Personal training plans for each athlete
- HP Training Camp
- Canada Games Core Team Camps – year 3 and 4 of cycle
- Establish LTAD model for Saskatchewan
- JD Testing & Training

Goal #5: Athlete Development, Competition - HP athletes will experience increased confidence and success at elite level competitions

2-4 athletes on Jr Nat team, 1 athlete wins Jr Pan Am medal(s) in 2015 and 2017, 1 athlete on Sr Nat team by 2016, more than 1 athlete contribute to winning at least 3 medals at Nat'ls

- Provide funding for AGN & Sr Nationals
- Fund international competitions
- Hosting Grants – 2 Qualifying meets
- Host National competitions in province
- Track historic records
- Track performance ratio of competitive athletes

Goal #6: Athlete Assistance - Every athlete who demonstrates a high level of performance at a National level competition will receive some direct financial funding to aid in the high costs of training and competition

- Use carding point system to reward athletes with funding
- Post Secondary Scholarships
- Kids First Grant - low income families

Goal #7: Sports Medicine & Science - Athletes will experience increased confidence and competitive success after taking part in education, training, and other services offered by the Sports Science and Medicine Council or other Sport Professionals.

- Use hours/services provided by Sports Medicine and Science Council