

CHAPTER H-3: DIVING CANADA REGISTRATION POLICY

A. GENERAL SUMMARY/PURPOSE

The purpose of registration is to maintain a national record of amateur divers, coaches, officials, clubs and associate members. This record is used in a variety of ways by the National Office to assist in the provision of efficient service to clubs and members of Diving Canada and to satisfy government regulations **and reporting requirements**.

This chapter provides an overview of current Diving Canada registration and insurance policies and procedures. Specifically, the following areas will be covered in detail:

- Database Maintenance
- Diving Canada Fees (Provincial Affiliation)
- Liability & Accident Insurance

B. DATABASE MAINTENANCE

All individuals participating in the sport of diving in Canada are required to be members of a Diving Canada affiliated provincial section. Provincial sections, in order to maintain their affiliation with Diving Canada, are required to report all active participants to the Diving Canada National Office, by October 31 of the current diving season. Should a Section add new members throughout the season, these should also be reported to Diving Canada National. There is NO cost for this aspect of the Diving Canada Registration Process.

Provincial sections must submit their membership registration to the Diving Canada National Office by using the Clublink software. To obtain a copy of the Clublink software or information regarding the database process contact Mike Morris - Integrated Sport Systems Inc. by email, mmorris@integratedsports.net.

Any person who pays a membership fee to a Member Club (or to a Member provincial section if unattached), is a registered member of Diving Canada. This includes all categories defined below. Non-paying members (see Associate Member definition) also need to be registered in the database.

The following information should be reported for each individual:

CLUB AFFILIATION
LAST NAME, FIRST NAME
ADDRESS
CITY
POSTAL CODE
TELEPHONE NUMBERS (HOME & BUSINESS)
FAX NUMBER
E-MAIL ADDRESS
BIRTH DATE
GENDER
COACH NAME (if applicable)
MEMBER CATEGORY (see below)

MEMBER CATEGORIES:

NON-COMPETITIVE DIVERS

Participants who may or may not be members of diving clubs but who take part in non-competitive types of programs within a club or other diving facility, i.e., Learn To Dive.

NATIONAL JUNIOR COMPETITIVE DIVER

Divers 18 years of age and under, as of December 31, who met the national standard the previous year.

NATIONAL SENIOR COMPETITIVE DIVER

Divers 19 years of age and older, as of December 31, who met the national standard the previous year.

PROVINCIAL JUNIOR COMPETITIVE DIVER

Divers who enter a regional or provincial competition but did not meet the national standard the previous year. (See age requirements above.) This also includes other divers who may not have competed in the previous year, but are participating in competitive programming.

PROVINCIAL SENIOR COMPETITIVE DIVER

Divers who enter a regional or provincial competition, but did not meet the national standard the previous year. (See age requirements above.) This also includes other divers who may not have competed in the previous year, but are participating in competitive programming.

MASTERS DIVER

Divers 25 years or older, as of December 31, who do not compete at the Senior level, but who participate in Masters Diving Competitions.

INSTRUCTOR

Includes a 'Learn to Dive' club or municipal diving instructor and national recreational program instructors. The instructor has no competitive divers as defined above.

PROVINCIAL COACH

Includes coaches of all competitive divers not competing at the national level.

NATIONAL COACH

Includes coaches of all national competitive divers, as defined above.

OFFICIAL

Includes all judges at the regional, provincial, national and international level.

ASSOCIATE MEMBER

Individuals who are not members of any other category, but who are still active in the affairs of Diving Canada at the club, provincial or national level. Examples are the provincial and national board of directors, club executive, and other volunteers.

As registered members, they are named and covered by the association's liability policy.

CLUB

A registered club shall consist of:

- not less than one (1) registered coach, five (5) registered divers, and a Board of Directors or Executive Committee whose purpose is the development and maintenance of the registered club; the Board of Directors must be made up of at least three (3) functioning registered positions other than the coach and/or athletes. (In exceptional circumstances a province may apply in writing to the National Office on behalf of a diving club for specific exemption to this rule.)
- a club is clearly charged with the development and

maintenance of its programs and is responsible for the athletes registered to it; a provincial association can not register as one (1) club because it is responsible to athletes and the Board of Directors of individual clubs.

PROVINCIAL SECTION

Any province or territory of Canada who registers with Diving Canada.

C. DIVING CANADA REGISTRATION FEES

Diving Canada registration fees for its provincial sections are determined based on the number of athletes from a particular province that participated in National Championships/Trials in the previous season, divided into a total registration revenue amount as set by Diving Canada on an annual basis. A minimum of \$180 shall be paid by provincial sections.

Provincial sections will be invoiced in the fall of the year, based on the above formula, with payment due by December 31. Note: this registration fee is separate from the national liability and accident insurance program.

D. LIABILITY & ACCIDENT INSURANCE

All members, clubs, provincial and national associations (except Quebec) are covered by the Diving Canada national liability and accident insurance policy.

In October each year, the provincial sections will be invoiced for each of their member clubs plus the provincial section. The provincial sections must provide the Diving Canada National Office with names of their member clubs by September 30th. Any provincial section having new clubs join after September 30th will be invoiced for the new club's Liability and Accident Insurance premium for the full year.

An outline of the insurance coverage and the liability and accident insurance certificate will be mailed to each registered provincial section/club.

Provincial sections must ensure that their member's names/information are accurately entered and regularly updated

in the national Clublink software program. In order to guarantee insurance for a member, their name must be included in the Clublink database.

Instructors from other professions (ballet, trampoline, gymnastics) should be registered as members of Diving Canada. This entitles them to coverage under Diving Canada's liability and accident insurance policy.

The accident policy covers "unexpected accidents or injuries" incurred during the activity of diving or other related activity, dry land training, travel within Canada, etc... approved by Diving Canada. This insurance will process claims covering expenses NOT already covered by the provincial health care plan **or** private medical insurance (if available). This includes physiotherapy if it is prescribed by the physician.

The proper forms are available from the national office, and must be completed and signed by a club official or coach and the attending physician. These forms are then forwarded to the National Office.

It is up to the club to verify the credentials of the individuals which they contract to work with their athletes in "diving-related" activities. Providing a club has used reasonable judgment in the hiring of the instructor, he/she would be covered in the event of an accident in a "diving-related" activity.

For example: A certified trampoline instructor is working with one of your athletes. That athlete falls off the trampoline and breaks his/her leg. The athlete would be covered as per the accident insurance plan, and the instructor (and the club) would be covered from the liability standpoint in the event of a lawsuit (providing all precautions were taken).

For example: Your athletes are playing baseball with someone who has offered to take the kids out for a day of fun. One of the kids is accidentally hit in the head with a bat while someone else was hitting. The athlete would not be covered for accident insurance (baseball is not a diving-related activity), and nor would this someone (liability insurance), whose credentials were not looked into by the club (may or may not have been qualified to coach baseball).

E. GENERAL POLICIES/PROCEDURES

DIVING SEASON

The diving season is September 1-August 31.

MEMBERSHIP PERIOD

For purposes of insurance and for being qualified for sanctioned competitions, all individuals who register with Diving Canada remain as a registered member until November 1 of the next season (up to 14 months depending on time of registration). Unless the member rejoins during the same registration period the following year, his/her membership expires on November 1 and they are no longer eligible for athlete insurance or to compete in sanctioned competitions.

Hosts of sanctioned junior and senior qualification events will be required to submit a list of divers registered for qualification competitions, as well as coaches and judges attending, to the National office at least 10 days prior to competition to verify membership.

MEMBERSHIP

A diver may not register with more than one club and/or Provincial Section.



NOTIFICATION OF ADDITIONAL REGISTRATION

The annual registration list submitted to the Diving Canada National Office by October 31, should include all those joining your clubs for that year. However, additional names are to be added throughout the year.

UNATTACHED MEMBERS

Unattached members (meaning not registered to a registered club) must also complete a registration form. All unattached members must be affiliated to the respective provincial section. The diver will be assessed an unattached registration fee of \$40 (50% of the fee will be sent to the National Office, with the other 50% going to the Provincial Section).

F. TRANSFER POLICY

1. At the beginning of the diving season (September 1) a diver can change club affiliation without following any procedure,  except to register with the new club **or as unattached**.
2. A diver who transfers during the season from one (1) club to another must have a written release from the current club. The National Office must receive this release as well as the new registration from the new club before the diver can represent the new club in any Diving Canada sanctioned meet. Divers may only register with a Diving Canada registered club or provincial section.
3. In the case of a diver who was registered originally in the season as unattached, a written release is not required to later affiliate with a club. A registration with the new club is required however to affiliate such club.
4. A diver unable to receive a written release from a club may register as an unattached diver. In this circumstance, the diver must dive unattached for ninety (90) days or until the end of the diving season (August 31), whichever comes first.  The change of affiliation is effective as of the post-marked date on the request letter.
5. A diver is permitted one transfer per season.

G.COMMUNITY PROGRAMMING

1. To instruct within the CADA “Learn to Dive (LTD) Program” an individual must be a CADA a certified NCCP Instruction-Beginner Coach.
2. To be an NCCP Instruction Beginner Certified, an individual must be 16 years of age and complete the CADA Instructor Beginner Course. Individuals under the age of 16 years, but 14 or 15 years who have taken the Instructor Beginner Course, may assist with the delivery of Learn to Dive Programming if supervised by a certified Competition-Introduction or Level 2 certified Diving Coach.

3. To coach athletes beyond the CADA Learn to Dive Program and whose athletes are competing at the Provincial Level or lower, an individual must be minimum trained NCCP Competition Introduction coach. Those individuals who are coaching athletes beyond the Provincial level must be supervised by a NCCP Competition Introduction Certified Diving Coach (who is on deck at all times), or be Competition Introduction certified themselves.