

## CHAPTER H-4: COMPETITIONS AND HOSTS

### A. SELECTION OF COMPETITION HOST

1. Hosts for each of the Diving Canada National Championships shall be determined on a rotational basis, as follows:

<b>Order of Competition</b>	<b>Order of Hosts</b>
Winter Senior	Manitoba
Summer Senior	Ontario
Junior	Alberta
	Quebec
	British Columbia
	Atlantic
	Saskatchewan

2. For the **2011** competitive season the National Championships will be hosted by the following:

Winter Sr. Nationals	Ontario
Summer Sr. Nationals	Alberta
Junior Nationals	Quebec

1. Should a section be unable to take its turn in hosting one of the competitions noted in clause #2 above, it shall so notify the Diving Canada National Office, in writing, a minimum of 18 months prior to the scheduled date of the competition. The Diving Canada National Office shall then call for bids, in writing, from Clubs registered in all other Provincial Sections. The Selection Committee (Board of Directors, Chief Operating Officer, Chief Technical Officer, National Team Director and Events Manager) shall select a host from among the bids received in consultation with the Diving Canada Technical Committee, and notify all Provincial Sections of the host club for the competition. Should less than 18 months notice be given that a section is unable to take its hosting turn, the Chief Operating Officer will determine the means by which a new host will be chosen.
4. For any other competition (i.e.: Commonwealth Games Trials, Olympic Trials, Canada Cup, etc.) sanctioned by the Association, Diving Canada's policy "Diving Canada

Procedures for the Selection of Competition Hosts" shall apply to all calls for bids. The Diving Canada National Office shall call for bids, in writing, from all clubs registered in all Provincial Sections to host that competition, if possible a minimum of two (2) years prior to the scheduled date of the competition. Bid deadlines and documents will be communicated to the membership. The bids will be reviewed by the Selection Committee and input requested from representatives of the coaches, athletes and officials. Final selection will be made by the Selection Committee. Should the Selection Committee have a specific desire to hold a competition in a specific location, a hosting group in that area shall be contacted.

### B. HOST COMMITTEE RESPONSIBILITIES FOR NATIONAL COMPETITION

1. For more information concerning responsibilities of the Host Committee, please refer to the event contract and hosting guidelines.
2. In general, the Host Committee for a competition sanctioned by the Association shall be responsible for the organization, management and funding of the competition in accordance with the event contract and hosting guidelines, as provided by the National Office.
3. The Host Committee shall organize appropriate press coverage, publicity, hospitality, social events, and other events that are conducive to a national competition. It is recommended that the Host Committee also attempt to secure reduced rates for the local travel, food and accommodation of competitors, coaches and officials.
4. It is recommended that a physician and a physiotherapist be readily available for all scheduled training and competition times. The hours of "on-deck" attendance shall be posted.
5. The Host Committee shall secure meeting rooms as needed and provide a whiteboard or equivalent with writing utensils. Audio-visual equipment shall be supplied if requested.
6. The Host Committee shall organize and pay for the facilities

that are required for the functional operation of a national competition, including the diving facilities, a competition office, information office/area, meeting rooms, and provide a central information office during the training hours for the two (2) days prior to and throughout the competition.

7. For national competitions sanctioned by the Association, the Host Committee shall provide information on the competition and training schedule, accommodation availability, vehicle rental and any other information deemed desirable for inclusion in the competition information/entry package to be sent out by the National Office of the Association.

These materials shall be submitted to the National Office at least ninety (90) days prior to the scheduled first day of competition.

8. The Host Committee shall provide the necessary technical materials including the scoring materials and equipment, a high speed internet connection available on deck, protocol and pageantry items, warm-up music, the public address system, etc.
9. The minimum standards for a National Championship/Trials scoring include a computerized system as designated by the National Office and a manual backup system to be used in the event of a catastrophic failure of the electronic system.
10. Participants at all National Championship/Trials events will utilize the National Scoring Form.
11. The Host Committee shall provide bilingual announcements of dives when requested by individual competitors or their representatives at time of registration.
12. The Host Committee shall provide and operate a dive number indicator board where the National Office does not provide one, and a means to post the height of the platform for platform events, unless such means is provided by the National office.
13. It is required that a running scoreboard be used for each session. (Winter & Summer Senior Nationals, Canada Cup,

Speedo Junior and National Trials).

14. The Host Committee shall provide DPC with a complete set of results, including judging panels, detailed results, club points, awards, etc. by the closing banquet for posting on the DPC web site for clubs to download.
15. The Host Committee shall submit the original of each Dive Sheet for each entry, a complete copy of the competition results and a list of the Judging Panels for each event to the National Office of the Association no later than ten (10) days after the last day of the competition.
16. The Host Committee shall prepare and submit to the Diving Canada National Office a report on the competition. It shall include a financial statement on the operations of the competition, no later than sixty (60) days following the last day of competition.
17. The results of each event (including Preliminary Session) shall be announced and posted as soon as possible after the completion of the event. These results shall include:
  - a. name of Hosting Club, name of competition, event in question, and date of competition.
  - b. name of Club (abbreviation - a lexicon is to be attached), name of diver, rank of each diver, and points scored.
18. The following items shall be made available by the Host Committee to each club and official upon arrival:
  - revised schedule of practice time, events and meetings;
  - complete list of registered competitors for each event of the championship;
  - schedule of physiotherapy, and details concerning;
  - hospitality room, number, schedule;
  - banquet time, place and the press conference;

#### **C. NATIONAL OFFICE RESPONSIBILITIES FOR NATIONAL COMPETITION**

1. For more information concerning responsibilities of the National Office, please refer to the event contract and hosting guidelines.

2. The National Office shall be responsible for the translation of the information and for the entry forms. The competition information/entry package shall be sent by the National Office to all Provincial Sections, registered Clubs, registered unattached divers and registered unattached coaches at least sixty (60) days prior to the scheduled first day of competition.
3. Once complete, the entry form and a complete list of registered competitors for each event of the championship(s) will be forwarded to the host.
4. For National competitions sanctioned by the Association, the travel, food and accommodation costs for officials shall be the joint responsibility of the officials, the Provincial Sections and the Association.
5. Diving Canada will provide the meet management software which is to be used for the Championship and will provide training to the volunteers as necessary. Diving Plongeon Canada and its suppliers will provide live internet results during the competition where possible.

#### **D. CLUBS/INDIVIDUALS RESPONSIBILITIES**

1. In general, the competitors, coaches and other club officials shall be responsible for their travel, food and accommodation costs.
2. Diver Eligibility - In order to compete in a Diving Canada sanctioned competition, a diver must be registered with Diving Canada (for that year) as a competitive diver, thirty (30) days prior to the first day of competition. Divers who register less than 30 days prior to the first day of Diving Canada sanctioned competition will be assessed a late registration fee by Diving Canada National Office of \$50.00.
3. Each club is responsible for checking that their athlete(s) have correctly entered the appropriate event at least 24 hours prior to such event. Clubs are also responsible for checking the meet notice board for missing sheets or changes.

#### **E. COMPETITION ENTRY PROCEDURES**

1. For all National competitions (including all National Trials), the following required information must be provided by each club on each diver registered with that club, or by each diver in the case of unattached divers:
  - name of club,
  - name of diver,
  - name of coach for each diver,
  - sex of diver,
  - events in which each diver is to be entered,
  - calculation of fees payable,
  - proof of qualification if necessary (Dive Sheet or results of competition),
  - age group entered,
  - entry fees, and
  - signed code of conduct

#### **NATIONAL ENTRY FORMS WILL NOT BE ACCEPTED UNLESS PROPERLY COMPLETED**

2. This information shall be provided on the National Entry Form sent out in the competition package by the National Office (Winter and Summer Nationals, Junior Nationals, and National Trials) of the Association. Please note that the Proof of qualification may be required as part of the competition entry information, depending on the specific competition. Proof of qualification shall be a copy of the dive sheet, or a copy of the meet results.
3. **ENTRY DEADLINE:** The competition entries noted in clause #1 above, shall be completed and submitted to the National Office of the Association, with a copy of the national entry form to the Host Committee, to be received in the National Office at least fifteen (15) days prior to the scheduled first day of competition.

To be complete and acceptable, the competition entries shall be accompanied by payment via credit card (VISA, MasterCard or Diners Club) or by cheque to be made payable to the Canadian Amateur Diving Association, of the appropriate fees.

The entry deadline may be extended by up to 7 days for Provincial Sections to submit entries where there is no diver qualified in a particular event category within their own province.

4. Should a competition entry noted in clause #1 above be received in the National Office after this date, or incomplete as noted in Clause #1, a late fee of \$100.00 shall be paid to Diving Canada by the Club (or diver in the case of an unattached diver) for each entry (set of entries where several entries are submitted as a package) so submitted.
5. This late fee shall not be assessed if the competition entry information is sent by the Club by courier or by Priority Post and is dated/postmarked at least twenty (20) days prior to the scheduled first day of competition, or is sent by Special Delivery or Registered Mail and is postmarked at least twenty-five (25) days prior to the scheduled first day of competition.
6. The National competitions (Winter and Summer Senior Nationals, and Junior Nationals) are restricted to Diving Canada registered competitors.
7. Divers who are not Canadian citizens but are residing in Canada and registered with Diving Canada are eligible to compete in Diving Canada sanctioned competitions, as long as they have been a resident in Canada for at least ninety (90) days. If a diver's registration status is in doubt, the diver must show proof that registration has been applied for in the proper time frame and appropriate fees paid before he/she will be permitted to compete. Refer to FINA Rules GR 2 through GR 4 for membership information.
8. Clubs or individuals requesting entry considerations for athletes into a Diving Canada National Championship/Trial based upon "exceptional circumstances" must apply in writing to the Diving Canada National Office by the entry deadline of the competition in question.
9. Entry fees for national events will be refunded to requesting clubs in the following instances:
  - a. If a pre-registered athlete does not travel to the

competition

- b. If a pre-registered athlete is unable to compete in an event due to an on-site injury/illness. In this instance, the athlete or club shall provide Diving Canada National with a doctor's certificate confirming the injury.

NB\* Requests are for entry fees only and must be sent to Diving Canada National Office in written form within thirty (30) days of the competition (registration fees are non-refundable).

## F. ENTRY FEES – SENIORS AND JUNIORS

1. Entries to these Championships shall be completed and submitted to the National Office as specified.

### 2. ENTRY FEES – SENIOR

Registration Fee per Diver	\$50.00
Entry Fee per Event per Diver	\$50.00
Entry Fee per Synchro Team	\$50.00

### 3. ENTRY FEES – JUNIOR

Registration Fee per Diver	\$50.00
Entry Fee per Event	\$50.00



**Entries fees are subject to change.**