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# CANADIAN DIVING OFFICIALS

## POLICY MANUAL

We, as members, take ownership of our association with a commitment to the values, vision and mission of Diving Plongeon Canada [DPC]

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### Purpose:

To ensure fair and competent officiating at Canadian diving meets and to provide leadership to the sport.

### Guiding Principles:

#### ***DIVING PLONGEON CANADA:***

- sets and achieves goals in accordance with DPC' mission, values and vision;
- is streamlined, efficient and effective;
- is responsive to the program needs of the Canadian diving community;
- has clear lines of authority, responsibility, and accountability - communicated to, understood and respected by the Canadian diving community;
- maximizes the contributions of all individuals in an efficient manner;
- exploits new technology to provide members with access to information to achieve maximum benefit for DPC;
- has fair and objective official selection procedures; and
- has strong organizations in each province and territory of Canada.

#### ***DIVING PLONGEON CANADA Officials' Programs and Services:***

- are professional and of high quality;
- focus on the development of quality officials;
- meet the needs of the membership; and
- serve all sections of the Canadian diving community.

#### ***DIVING PLONGEON CANADA Officials:***

- have an active voice within DPC;
- are well trained and experienced;
- are fair and objective, and advocates of non-partisan judging;
- are exemplary ambassadors for the sport of diving; and
- have international influence.

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# Overall Structure of Diving Plongeon Canada - “National Officials Committee”:

## A. Organization

1. The National Officials Committee [Committee] shall consist of six elected members and the following *ex-officio* members, as applicable: Canadian FINA Bureau Liaison to FINA TDC, Canadian member of the FINA TDC and DPC’s National Team Director.
2. The Committee will be comprised of the following positions: Chairperson, Domestic Development, National Development, Technical Manager, Secretary, Director-at-Large and *ex-officio* members.
3. The Chairperson shall be selected by the Committee.
4. Each position within the Committee will be assigned and agreed upon by members of the Committee.
5. Each province shall have an Officials’ Representative/Chairperson [Provincial Representative] who shall report to and liaise with an appointed member of the Committee. Each elected member of the Committee will be assigned provinces to liaise with.
6. There shall be a minimum of one meeting of the Committee per year.

## B. Responsibilities of the Committee

1. Committee Responsibilities
  - (a) Review regularly the responsibilities of Committee members and make changes as necessary.
  - (b) Ensure a consistent approach to officiating to meet expectation of Canadian diving community.
  - (c) Develop standards or technical priorities for the development of Canadian divers in conjunction with National Coaches.
  - (d) Develop and maintain criteria for the admission of new candidates into the National Officials Development Program.
2. Chairperson
  - (a) Chair all meetings of the Committee.
  - (b) Determine the need for Committee meetings in consultation with other members of the Committee.
  - (c) Monitor and direct the evaluation process of officials in the National Officials Development Program.
  - (d) Upon completion of an apprentice official’s evaluation, communicate results to the candidate and forward results to the National Development Director, Technical Manager (the evaluation will be filed at National Office) and applicable Provincial Section for Junior National Apprentices.
  - (e) Submit an annual report to the DPC Executive Board, Technical Committee and the AGM.

- (f) Appoint and Chair a sub-committee [Funded Officials Selection Sub-Committee] to select funded officials to the National Championships (Junior and Senior) and selection trials in accordance with Section D of the Funding Policies.
- (g) Respond to written protests concerning officials.
- (h) Ensure evaluations are completed.
- (i) Act as, or designate liaison with other DPC committees, the DPC Executive Board, Technical Committee, National Office, and Provincial Representatives.
- (j) Generally manage the business and affairs of the Committee and the National Officials Development Program.

### 3. Provincial Development Director

- (a) Organize and administer the Provincial Officials Development Program, in conjunction with the provincial sections. This includes review/update of curriculum materials for the officials in the Provincial Officials Development Program.
- (b) Assist Provincial Representatives in the delivery of the Provincial Officials Development Program within each province.
- (c) Develop, review, update and maintain criteria (i.e.: exams, performance records, etc.) for the certification of candidates in the Provincial Officials Development Program.
- (d) Act as a liaison with the assigned Provincial Representatives.

### 4. National Development Director

- (a) Develop and maintain educational seminars and opportunities at all National Championships.
- (b) Develop and maintain evaluation methods and criteria (i.e.: exams, performance records, etc.) for the certification of junior and senior national level candidates in the National Officials Development Program.
- (c) Review and update the re-certification system for all current and newly qualified officials in the National Officials Development Program (Rules Update Exam, etc.).
- (d) Accept Junior National Apprentices based on recommendations and resumes submitted by Provincial Representatives and National Officials.
- (e) Receive and mark written national examinations, and then file at the National Office (records, answer key, communicate results).
- (f) Ensure that results of exams are communicated to appropriate sources (candidate and Committee).
- (g) Monitor the Apprentice Program (junior and senior).
- (h) Monitor the activity of the National Officials Development Program (junior and senior).
- (i) Act as a liaison with the assigned Provincial Representatives.

### 5. Technical Manager

- (a) Serve as an *ex officio* member of the Funded Officials Selection Sub-Committee and establish preliminary lists for approval by members, according to criteria in policy guidelines and geographic proximity.

- (b) Collect résumés and maintain files on membership at the national and International levels. Ensure files are maintained at the National Office.
- (c) Ensure the development and use of a system of judging analysis that will be consistently used at all national competitions. Ensure that a system of record keeping is used and an evaluation/feedback program is implemented for the betterment of the National Officials.
- (d) Act as, or delegate, the Meet Referee to national competitions, and ensure that any delegates are aware of their duties.
- (e) Appoint funded Meet Referees to junior qualifying events, where they are not appointed by a provincial section, and ensure adherence to the policy guidelines for all Junior National qualifying events.
- (f) Communicate with officials who may have become inactive and determine their status.
- (g) Act as a liaison with assigned Provincial Representatives.

## 6. Secretary

- (a) Ensure completion of minutes in a timely manner. Ensure the National Office distributes minutes and all information according to Officials' Communication Distribution Policy.
- (b) Ensure the National Office maintains files on the National Officials Development Program, including a list of all qualified officials in the National Officials Development Program. Files and a database will be kept at the National Office monitored and managed by designated staff person.
- (c) Ensure policies and other documents are up-to-date on a yearly basis.
- (d) Act as a liaison with assigned Provincial Representatives.

## 7. Director at Large

- (a). Participate actively in sub-committees when required.
- (b). Play a lead role in the development of educational seminars.
- (c). Act as a liaison with assigned Provincial Representatives.
- (d). Such other duties as may be assigned by the Chairperson or the Committee.

## 8. FINA Bureau Representative and/or FINA TDC Representative (Ex-officio)

- (a) Initiate and assist in discussions and development of rule change suggestions for presentation to FINA.
- (b) Convey pertinent information to the Committee and DPC membership.
- (c) Liaise with International Officials.
- (d) Participate in International Judge assignments and evaluations in conjunction with the Chief Technical Officer and National Team Director.
- (e) Liaison on the TDC on International Issues.

## C. Election of the National Officials Committee

### Term of Office

Each of the six elected members on the Committee, shall be elected for a two-year term on a staggered basis, three members each year. Each year, the three candidates receiving the most votes will be declared elected to the Committee.

### Voting Privileges

- (a) Each member of the National Roster (Junior and Senior) in good standing will have one vote.
- (b) Each Provincial Representative/Chairperson will have one vote.
- (c) If the Provincial Representative is a member of the National Roster, he/she will have two votes, one indicating his or her own preference, and one indicating the collective vote of the provincial officials he/she is representing.

### Nomination and Election Procedures

#### (a) Timing

- (i) In June of each year, the Committee will select a Nominations Chair and nominations will open. The Nominations Chair will actively search for candidates.
- (ii) Each year, nominations will close the later of: (1) the last day of Junior Nationals; or (2) July 15.
- (iii) Immediately following the close of nominations, a ballot will be e-mailed, mailed or faxed to all those eligible to vote. Any eligible voter who does not receive a ballot by the middle of August should contact the National Office.
- (iv) Elections will close August 31 in each year [Closing Date]. The ballots must be post-marked no later than midnight on the Closing Date.
- (v) Results of the election will be e-mailed, mailed or faxed to persons on the National Roster and each Provincial Representative by September 15 of each year.
- (vi) Persons leaving the Committee will provide information to the Chairperson to make sure there is a smooth transition.

#### (b) Procedure

- (i) National Roster members in good standing will receive a nomination form through email, mail or by fax from the National Office.
- (ii) National Roster members in good standing may nominate from the National Roster (International, National junior or senior).
- (iii) The nominee must agree to let his/her name stand. He/she must either sign the nomination form or indicate to the Nominations Chair a willingness to stand for election.

- (iv) Nominators must notify the Nominations Chair of the name of the nominee by submitting a completed nomination form.
- (v) The Nominations Chair will forward to the National Office, the names of all nominees.
- (vi) The National Office will administer the election.

(c) Election

- (i) Each year there will be three positions open for election plus any position that has been vacated prior to term completion.
- (ii) Each eligible voter may vote for the number of positions available (most often it will be three).
- (iii) The nominees receiving the greatest number of votes will be considered elected to the positions available.
- (iv) Should a member of the Committee not complete his or her term of office, the Committee will appoint an interim replacement for the duration of the term. This position shall then be open in the next election.

## D. Responsibilities of the Provincial Representatives

Deliver the National Officials Development Program in the Provincial Representative's province in a way that meets the needs of that province. Use the National Officials Development Program guidelines as the base model of the provincial program development and deliver the program in a way that best suits the provincial situation.

Work with the Provincial Development Director from the Committee in the application of the National Officials Development Program guidelines.

Maintain current list of officials in the province, identifying certification and activity levels, and communicate this roster throughout the province and to the National Office.

Circulate a provincial meet schedule to officials in the province and assign officials and referees to those meets according to availability, and under the guidelines of the Meet Referee Program for Group 1 and 2 junior qualifying events.

Communicate in written form, any concerns of officials to the Chairperson or the assigned liaison member of the Committee.

Inform officials in the province of rule changes and current officials' guidelines.

Submit, on an annual basis, a report on provincial activities to the Committee and the DPC AGM.

## E. Meetings

1. The Committee will meet a minimum of one time per year at the DPC AGM. Additional meetings ("Mini Meetings") may take place at all National Championships with those members of the Committee present.
2. The meetings at the DPC AGM will deal with the following:  
Review of the past year – Meet Reports – International and National;

Discuss any challenges, appeals, situations that happened and make recommendations for future situations;

Review the Senior National Roster – strengths, weaknesses, apprentice officials performance/readiness;

Review the Junior National Roster – strengths, weaknesses, apprentice officials performance/readiness, proposed Junior National apprentices, recommended advancement to Senior Apprentice;

Review Policy Manual;

Review Provincial Programs and their development, review Provincial reports;

Discuss educational topics to be used at competitions throughout the year; and

Discuss leadership role that Officials should be taking with DPC.

3. The Mini Meetings at National Championships will deal with the following:

Any current issues not dealt with at the DPC AGM;

Include all officials for topic discussions for enrichment/maintenance;

Include all officials and discuss any rule changes that have occurred;

Maintain consistent connection between members of the Committee; and

Any other matters identified by the Chairperson or a designate.

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## Funding Policies:

### A. Eligibility for Funding

1. Officials coaching a DPC registered diver competing at the National level (Junior or Senior) are ineligible for funding at that level.
2. All funded officials shall be certified as a Senior or Junior National Official to qualify for funding at each respective level.
3. Each official funded to a National Championship, trials or junior qualifying event must be a registered member in good standing with DPC and a registered official in his or her province of residence.
4. To be considered for funding, officials must be active in their province and/or with the National Officials Development Program, be available to assist the Provincial Representative in developing the provincial program, and keep a high profile of activity within the national, provincial and regional competitions, with documentation in provincial and national records.
5. Officials will be listed on the National Roster as per the criteria set out in the National Officials Development Program guidelines.
6. At Senior National Championships, all funded officials shall be available to officiate the entire competition. Allowances may be made for extenuating circumstances.

7. All officials shall be available to check dive sheets.
8. All officials will comply with the dress code: white shirt and black pants, skirt or shorts.
9. Feedback on judging performance at Junior National qualification events, national or international competitions, as applicable, will be provided whenever possible.
10. Officials selected for funding who do not comply with the guidelines may be suspended from funding for a period of time, subject to review by the Committee.

## B. Record Keeping

1. All National Officials shall submit an update to their judging résumé each year.
2. This information shall be communicated to the Committee Technical Manager and received by September 30<sup>th</sup> in each year.
3. The update shall document information on any judging, refereeing, courses presented to lower level officials, enrichment sessions participated in, etc.

## C. Maintenance Requirements

All National Officials shall write a Rules Update exam every two years and achieve 100%. Exams will be made available at all National Championships to allow this to happen. National Office will be responsible for providing the exams.

All National Officials shall be active within the sport each year.

All National Officials shall participate in enrichment sessions held at National Championships that they attend.

It is suggested that all National Officials provide some leadership to the Provincial Officials Development Program in their own province through conducting clinics, hosting enrichment sessions at the provincial level competitions, running shadow panels/judging at provincial and local competitions where possible, etc.

## D. Assignment Procedure for Funded Officials to National Championships

1. By September 7<sup>th</sup> of each year a form will be sent from National Office to all officials on the National Roster eligible for funding, asking them to indicate their availability for the meets in the upcoming year. Dates and locations will be identified on this list. Judges will also be reminded to send in a résumé.
2. Official availability information must be received by the Technical Manager by September 30 and a tentative list will be prepared.
3. The Chairperson will establish a Funded Officials Selection Sub-Committee composed of :
  - a) the Chairperson, or designate,

- b) an officials' representative from Western Canada,
  - c) an officials' representative from Central/Eastern Canada,
  - d) the Technical Manager of the Committee.
4. The two officials' representatives will be appointed by the Chairperson with input from the Technical Manager (based on their previous experience and their activity level).
  5. This Funded Officials Selection Sub-Committee will meet by conference call and review the tentative list prepared by the Technical Manager.
  6. The following are some suggestions of criteria that will be used when selecting funded officials for national competitions:
    - a) Availability of the official for a given meet;
    - b) Importance of meet;
    - c) Competence and activity level during previous competitive year as determined by résumés submitted by September 30<sup>th</sup>;
    - d) Geographical location of meet; and
    - e) Previous judging results – i.e. using any available judging analysis, etc.
  7. The Funded Officials Selection Sub-Committee will strive to ensure that there is a balance of regional representation to form the judging panels at the competition, including judges from a broad range of provinces or regions, subject to availability.
  8. The Funded Officials Selection Sub-Committee will determine the judging assignments according to the above-mentioned criteria. This selection procedure takes place in the fall and would include all funded national competitions for the subsequent competitive year.

#### Senior Nationals

1. The number of Senior Officials for Senior National Championships will be either eight or ten (when synchronized diving events are held). This includes the National Officials' Chairperson or designate who shall be the Meet Referee. Of these, officials from outside the host city are to be fully funded by DPC. The list of funded officials will be sent out to all officials by the National Office immediately following confirmation of the selection. The National Office will notify all officials to make bookings as soon as possible.
2. A maximum of two Senior Apprentices may receive full funding by DPC to attend each Senior National Championship.
3. The number of funded officials to a senior international trials event will be a full judging panel plus the event referee. These officials are to be fully funded by DPC.

## Junior Nationals

1. The number of funded officials to the Junior National Championships will be dependent on the budget dollars available. If dollars allow, the following is the ideal situation:
  - (a) at least two senior officials as Meet Referees (full funding by DPC);
  - (b) five Senior Officials (full funding by DPC); and
  - (c) five Senior Apprentices or Junior National Officials (full funding by DPC).
2. The list of funded officials will be sent out to all officials by the National Office immediately following confirmation of selection. The National Office will notify all officials to make bookings as soon as possible.

## E. National Development Apprentice Program

### 1. Senior Apprentices

- (a) National judges recommend official(s) for apprenticing at the Senior level to the National Development Director through the National Office. National Age Group Judges may apply to be a Senior Apprentice provided they indicate their interest at the time they submit their résumé (i.e. September 30) and their application is accompanied by a recommendation from a Senior National Official or National Coach.
- (b) Minimum requirements for certification and qualifications prior to apprenticing are as outlined in the Judge Development Program.
- (c) Applications must include a copy of the applicant's Judging Log Book or résumé, and a proposed judging plan for the year, including a list of competitions which the applicant plans to attend in preparation for his or her apprenticeship.
- (d) Applications to be submitted by September 30<sup>th</sup> of each year, for inclusion in the selection process for officials attending senior nationals for the following year.
- (e) National Development Director reviews the applications and indicates acceptance or non-acceptance to the applicant.
- (f) A maximum of two [2] Senior Apprentices may receive full funding by Diving Plongeon Canada to attend each Senior National Championship. No more than one Senior Apprentice may receive full funding to a major games' trials event (including if combined with a National Championships).
- (g) Prior to judging at a Senior Nationals as a Senior Apprentice, the applicant must re-write the then-current Entrance Exam if more than two years has elapsed since the Senior Apprentice last wrote the Entrance Exam. The Senior Apprentice must have achieved at least 95% on the Entrance Exam in order to sit on a panel at Senior Nationals.
- (h) An Evaluator will be assigned and will chair meetings with the Senior Apprentices at Senior Nationals to discuss the rules and their interpretations. An Evaluator may be assigned to any or all

of the competitions the Senior Apprentice plans to attend, as part of the evaluation process for Senior Apprentices (starting in 2008).

- (i) The Evaluator will lead the evaluation discussions of the apprentice officials and will make a recommendation to the Officials Chair, who will take the recommendation to the National Officials Committee. Senior Apprentices may receive the results of their evaluation at a competition, but the final decision on apprenticeship performance will be determined by the National Officials Committee.
- (j) Final certification will be through an evaluative process by the National Officials Committee with input from National Coaches, FINA Bureau Representative and the FINA TDC Representative. A conference call of the National Officials Committee will be held following the competition to review the evaluation and make a final decision.
- (k) Upon completion of an apprentice official's evaluation, the Officials Committee Chair will communicate the results to the candidate, and forward results to the National Development Chairperson, the Technical Manager [the evaluation will be filed at National Office] and the Senior Apprentice's provincial section.

## **2. Junior National Apprentices**

- (a) Provincial representatives recommend official(s) for apprenticing at the Age Group level to the National Development Director through the National Office. Please note that the applications must be accompanied by a recommendation of a National Level Judge or National Coach.
- (b) Minimum requirements for certification and qualifications prior to apprenticing are as outlined in the Judge Development Program.
- (c) Application must include a copy of the applicant's Judging Log Book or résumé and a proposed judging plan for the year, including a list of competitions which the applicant plans to attend in preparation for his or her apprenticeship.
- (d) Applications to be submitted preferably by November 30th (including the proposed judging plan) but may be submitted up to ninety (90) days prior to the start of the Junior Nationals.
- (e) National Development Director reviews the applications and indicates acceptance or non-acceptance to the provincial representative. A hard copy of the Entrance Exam will be provided to accepted candidates' provincial section for administration as a closed-book exam. The exam is to be conducted in a supervised setting and completed in a time period of not more than three (3) hours. The original of the completed exam is to be sent to the national office by mail or courier. Candidates receiving 75% or better may make oral corrections with the National Development Director or designate prior to judging at Junior Nationals.
- (f) Applicants will be considered based on the applications received and the need for additional judges at the Junior Nationals. No more than one apprentice judge may sit on a five-judge panel and the intention is to offer sufficient judging experience to the apprentice judges at the

Junior Nationals. An Apprentice should expect to judge a minimum of five (5) events at the Junior Nationals.

- (g) Entrance Exams must be submitted to the National Development Director at least sixty (60) days prior to Junior Nationals and applicants must achieve at least 95% prior to final acceptance as an apprentice.
- (h) Beginning in the 2007 season, an Evaluator may be assigned to evaluate the Apprentice at any or all of the competitions the Apprentice plans to attend prior to the Junior Nationals. The final evaluation will be at the Junior Nationals.
- (i) Provincial Sections are responsible for funding accepted Apprentices to Junior Nationals.
- (j) An Evaluator will be assigned and will chair meetings with the Apprentices to discuss the rules and their interpretations.
- (k) The Evaluator will lead the evaluation discussions of the apprentice officials and include the results in the meet report. Apprentices may receive the results of their evaluation at a competition, but the final decision on apprenticeship performance will be determined by the National Officials Committee.
- (l) A conference call of the National Officials Committee will be held following a competition in which an Evaluator has attended to review the evaluation and make a final decision.
- (m) Upon completion of an apprentice official's evaluation, the Officials Committee Chair will communicate the results to the candidate, and forward results to the National Development Chairperson, the Technical Manager [the evaluation will be filed at National Office] and the apprentice official's provincial section.

## F. Assignment Procedure for International Events

1. Assignment procedures for international competitions will be done by a sub-committee consisting of the FINA Bureau Member in Canada who is liaison to the FINA TDC, the FINA TDC Member in Canada, DPC's Chief Technical Officer and National Team Director.
2. Assignments will be made by October where possible and promptly communicated to all FINA judges.

## G. Assignment Procedure for Funded Referees to Group 1 and 2 Meets

1. Provincial sections will be responsible for assigning a Senior Official as Meet Referee to each of their junior qualifying events within their own province, and notifying the National Office by November 1 each year of the named Meet Referee for each of their events.

2. The Meet Referee must be available for all competition days.
3. Should a provincial section not have a Senior Official available, the Technical Director will request availability from all Senior Officials and select the Meet Referee using criteria consistent with the funded Senior Officials' criteria set forth in D.6 of the Funding Policies.
4. The Meet Referee must agree to hold a round table discussion during the competition and provide a meet report to the National Office following the competition.
5. These Meet Referees will be fully funded by DPC and paid an honorarium upon receipt of a meet report from the qualifying event.

## H. Expectations of Funded Officials

1. Be available to officiate the entire competition.
2. Attend and participate at the officials' meetings at the National Championships.
3. Assist with the checking of dive sheets, beginning on the night of arrival.
4. Wear appropriate attire, to comply with the Code of Conduct as set out in Appendix 1.

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# Code of Conduct and Terms of Reference for Officials

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1. Must be a registered official in good standing with Diving Plongeon Canada [DPC].
2. Must abide by the Policies of the DPC National Development Officials Program.
3. Must wear proper official's attire. The dress code for officials at National Championships are as follows:
  - White shirt (or designated event shirt), with black pants, skirt or shorts (for preliminaries);
  - Long pants **MUST** be worn for all final events - no shorts;
  - Black shoes or closed-end sandals for finals.
4. Must attend the officials' meetings and the officials' round table discussions to be held at every National Championship.
5. Must participate in maintenance, upgrading and recertification activities and must receive 100% on the national Rules Update exam every two years.
6. Show proper conduct, which includes:
  - Punctuality – in proper dress, at pool side 15 minutes prior to the start of the event;
  - Attentiveness during the event;
  - Professionalism, ethics and loyalty to fellow officials;
  - Positive reinforcement of officials program;
  - Ambassador for the program and country, where applicable.
7. Show technical excellence, which includes:
  - Decisiveness;
  - Immunity to external influences (self confidence);
  - Demonstration of knowledge of rules;
  - Proper range in scoring;
  - Application of specific rules, point deduction and point maximum.
8. All officials shall ensure they do not participate as an official or referee on a panel for an event in which their child is competing.

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# Terms of Reference for the Meet Referee

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(Nationals Championships, Trials, and all other DPC sanctioned events, including provincials and invitationals)

The list below includes areas that the meet referee at all Diving Canada sanctioned events has the authority on which to take action and make decisions. With the exception of national championship events, the meet referee is the person in charge of the conduct of the competition and serves as the “meet jury of appeal” at competitions. This list attempts to highlight the key areas but is not exhaustive and is subject to updating on a regular basis.

## Safety

Address any safety concerns regarding equipment (springboards, fulcrums, platform surface), lighting, spectator seating, behavior or other types of concerns that may be brought to the meet referee’s attention.

Require safety precautions to be followed

Contract a Diving Canada Equipment Officer if deemed necessary to inspect equipment prior to a national competition.

## Judging Panels

Confirm composition of Meet and Event Juries of Appeal

Assign qualified referee and judges to panels per the Diving Canada Rule Book and Hand Book

Present panels at coaches/technical meeting

Fill open spots with coaches (per the Diving Canada Rule Book and Hand Book)

Disallow an event to be used as a qualifying event if the panels are not full or only non-qualified officials are available.

Declare that the meet referee is the communication link for any concerns with the judging; request that the coaches come through the meet referee immediately when there is a concern.

Check to ensure that a list of the judges for each event is input into the computer program.

Identify host reports needed, including:

Announcer sheet for the referee, balk judge (if any) and number board (if manual); and

Recorder sheet for shadow judges.

#### Dive Sheets and Table Verification

- Verify all electronic dive sheets are printed at the competition, and not in advance. Ensure all dive sheets are signed.
- Verify all changes to dive sheets are initialed by the diver.
- Check competitor dive sheets on the computer for errors and for dive lists not yet entered
- Check any DDs that are not on the FINA list.
- Verify the scoring table(s) have two independent computers for each event plus a shadow and that all 3 systems are checked for matching following each dive.
- At event end, ensure event referee notes time of event end.
- Ensure mixed events are de-merged into male and female events.
- At event end, ensure event referee checks summary sheet against computer screen to ascertain the totals match and signs off the results.

#### MMS Software

- Ensure that the latest version of the software is being used.
- Verify rules in the software (by email in advance or at the competition) and ensure corrections as required.

#### Liaise with Announcer

- Clarify expectations for different situations during the competition.
- Set up communication system between announcer and event referee so that there is quick understanding when a delay is needed either from the announcer to the Referee or the Referee to the announcer.

#### Placement of Judges – to be considered prior to the start of the events:

- Consideration of the lighting and how it affects the view of the judges.
- Consideration of the deck space or obstacles to judging from certain areas.
- Location, arrangement of chairs and height of chairs for springboard, platform and synchronized diving events.
- Ensure a balk judge has been appointed by the host club.
- Ensure clear deck space around the panel and between the panel, table and announcer, and competition area.

#### During competition

- Chair the Meet Jury of Appeals
- Verify Event referee chairs the Event Jury of Appeal
- Disallow an event to be used as a qualifying event if he/she deems the judging to be inappropriate.
- Provide input to proposed schedule changes after the competition has started. If necessary remove a judge from a panel - preferably at the end of a round
- Warn or evict from the meet anyone whose behavior is unacceptable.

## Officials

National Development Director or designate to identify those needing to write the Officials Exam and arrange the timing to do so.

Establish dates, times and place of all meetings and distribute to the participating officials.

Chair breakfast meeting with all officials and other meets as required.

Ensure the officials adhere to the Officials Code of Conduct.

Chair meetings with the apprentices to discuss the rules and their interpretations.

Oversee any apprentice programs present at the event and ensure needs are met and feedback provided.

## Report and Evaluations

Make notes during competition of unusual circumstances, appeals, questionable judgment.

Monitor and evaluate judges, as required.

Hold discussions, as deemed appropriate, after events on issues, appeals, recommendations, etc.

Lead evaluation group in the evaluation of apprentice judges and follow up with a written evaluation.

Director at Large to plan topics and chair officials' discussion sessions, where appropriate.

Provide a report to the Diving Canada National Office.

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# National Office Responsibilities To Officials Program

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## A. Communication

1. Be the communication link between the National Officials Committee [Committee], the Provincial Representatives, the member officials and the FINA Bureau and TDC reps.
2. Ensure that administrative functions are performed at the appropriate times.
3. Facilitate the scheduling and administrative needs of meetings at the National Championships, the AGM and other appropriate times and locations.
4. Circulate appropriate documents from meetings.
5. Communicate information from the International scene to all appropriate officials, for example; rule changes from the FINA Bureau, Rule changes in the Diving Plongeon Canada Rule Book.
6. Circulate event reports from national and International events.
7. Circulate any other communication that comes from the diving community that will have an impact on judging.

## B. Officials Development Program

1. Maintain records of officials in the National Officials Development Program at the two National (Junior and Senior) levels.
2. Maintain the files on the National exams, Meet Reports for National and International events, protests that have been documented by Meet Referees and any other historical information that may be needed by the National Officials Development Program in the future.
3. Provide the resources for all written materials for the National Officials Development Program.
4. Provide the resources for the development and maintenance of a video library for the use of the National Officials Development Program.
5. Liaise with the Provincial Representative and/or the provincial section to provide support for administration and supplies of written and video materials.
6. Maintain a resource library for the use of officials development across the country.

## C. National Officials Committee

1. Maintain files for the Committee.
2. Maintain a minute book for the meetings of the Committee and have them present at every National Championship and national meeting of the Committee.

3. Become the communication link between the Committee and the Coaches Association and the National Coaches.

#### D. Competition information and administrative assistance

The meet package that is sent to all clubs as well as on site information upon arrival with information on the schedule of events and meetings outlining the locations and times.

Travel Arrangements – reminder of how to book travel and information on how to get from the airport to the hotel.

Accommodation – information on where the officials are staying, room arrangements, and hotel contact information.

Transportation – how the officials will be transported from hotel to pool and to any other functions/locations that the officials are required to be. This information will include the timing of this transportation.

Officials Meetings – make arrangements for the welcome breakfast meeting, arrange for meeting requirements throughout the competition.

Activities – if there are any other activities that have been arranged or information on access to things like fitness rooms, squash courts, restaurants, special dinner arrangements, when food is provided at the pool, etc.

Financial Arrangements – provide the per diem for funded officials, provide information on expense compensation, etc.

#### E. International Competitions

Send a trip report from the previous games/meet to official selected to attend.

Include official as team member – provide information on the team and their travel arrangements and pertinent information and supply some team apparel.

Provide information on the location of the event, the specific travel details that the official will need to know, information on the transportation arrangements for pick up and delivery to the hotel and from hotel to the pool, contact information for the hotel, pool, organizing committee and any other pertinent information that the official may require.

Provide money or information on what to be prepared for that may be required for the intransit expenses.

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# Judging Analysis and Feedback

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## A. Purpose

1. Judging analyses are intended to be used as a development tool for officials.
2. They may be used as evaluation tools.
3. They may be used to assist in responding to specific written protests.
4. They may be used in the selection of apprentice officials.
5. They may be used in the evaluation and advancement of apprentice officials.

## B. Procedure

1. Only the Meet Referee will receive a copy of the analysis at the conclusion of each event.
2. The Meet Referee will review the analysis and to over with each official.
3. The Meet Referee will be responsible for responding to written protests.