



THUNDER BAY DIVING CLUB

2016-2017 POLICY MANUAL

DATE MODIFIED: September 1, 2016

GENERAL:

- The Dive Season will commence in September 2015 and continue through to the end of July 2016. The season is broken into three Sessions: Fall (September to December); Winter (January to March); and Spring (April to June).
- Divers who have National qualifying scores and are attending Junior Nationals may be required to train until the National competition. Those who make the National Team may be required to train for the remainder of the summer. Additional fees will be required for training beyond July.
- Any additional training hours or days, beyond those paid for in the divers fee, may be subject to an additional charge.

FEES/DISCOUNTS/CLASS CANCELLATIONS:

Dive Ontario Registration Fee:

- It is a requirement of Dive Ontario that all divers be registered. This fee is not prorated; each diver is required to pay the entire fee regardless of when they register during the dive season. The fee for the season is \$170.00. This fee is to support the activities of Diving Plongeon Canada (DPC) and Dive Ontario. This fee provides insurance for the club, our coaches, board members and our divers.

Family Discount:

- The family discount will apply to each additional diver from the immediate family. A 10% reduction of fees will be provided; the highest-level diver will pay full fees.

Prorating of Fees/Movement in groups:

- If a diver accepts an offer to move to another group during the season, the family is responsible for the payment of any additional annual fees on a pro-rated basis at the time of the transfer.
- If a diver starts partway through a session the family is responsible for the payment of the annual fees to join the desired group, on a pro-rated basis at the time of registration.
- All fees for special arrangements mentioned above (prorating fees/movement in groups) are to be paid **to the front desk of the Complex.**
- The dive family will receive a Change in Diver Status form from the Coach advising them of the additional fees and other commitments.

Outstanding Fees:

- At the start of every dive season (September): All members with outstanding accounts from the previous dive season be charged a 10% administrative fee immediately and be given notice that unless their account is paid in full prior to September 19th, or payment arrangements be made directly with the Treasurer for the account to be paid in full within 45 days, and those payment arrangements are adhered to, the diver will not be considered a member in good standing and will not have dive privileges until the previous balance is paid.

- Throughout the dive season, TBDC will invoice members that have outstanding fees (membership, travel, or family account balances). If invoiced amounts are not paid in full within 30 days, a 10% administration will be applied.

Any family account balance that remains outstanding in excess of 6 months may be sent to a collection agency at the discretion of the executive committee.

- The Board of Directors reserves the right to remove any athlete from TBDC activities whose family is not in good standing.

Additional Costs:

- The annual membership fees cover coaches salaries, pool fees, equipment, and administration costs for the club. Divers are responsible for the cost of their personal equipment (swim suits, track suits, chamois, etc.), competition fees, transportation, registration and accommodations.

Sports Tax Credit:

- The Canada Games Complex will issue receipts for registration fees in accordance with requirements of the Canada Revenue Agency to support any claims for the Federal Children's Fitness Tax Credit & Provincial Children's Activity Tax Credit.
<http://www.cra-arc.gc.ca/fitness/>

NSF Cheques:

- Cheques that are returned due to non-sufficient funds are subject to a \$25 charge and must be replaced within two weeks. If payment is not received within the two week period, the diver will not be allowed to practice or participate in any Club activities (including competitions) until their account is up-to-date. In the event that a family provides two (2) NSF cheques in a season, all future payments from that family must be in the form of a certified cheque/bank draft or equivalent.

Meet Fees:

- All associated fees relating to competitions will be invoiced to the diver/family account. If a diver signs up/commits to attend a competition and they do not attend, the fees will remain on the diver/family account. For all "away" competitions, each athlete will be asked to pay a deposit to cover the costs of the meet (usually around \$300). Coach travel, food, some wages and accommodation costs are to be expected as part of competition fees for each attending athlete. After each competition, each athlete will be emailed the debt/credit status of their travel account. It is expected that all debts be paid in full within 30 days following the date the invoice is sent out.

Good Standing:

- Every member is considered to be in good standing when mandatory fees have been paid within the designated time frames. A diver's ability to attend competitions and further diving program may be impacted or ceased for any member who is not in "good standing". The Board will consider exceptional circumstances on a case-by- case basis. Please contact the Treasurer of the Board in writing if you encounter exceptional circumstances that adversely influence your family's ability to maintain good standing.

Class Cancellations:

- Classes need a minimum of 4 participants to run. Less than 4 participants may result in cancellation of that class for the session, or you may be asked to select a class at a different date/time.
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REFUNDS:

There are no refunds for intermittent missed classes. Missed classes may be made up during the same session at the discretion of the diver's primary coach. Missed classes may not be made up in any following sessions.

Leaving the Club Mid-Session:

- If a diver chooses to leave the club mid-session, a written notice must be submitted to the coaching staff as well as to the Board of Directors. Please send to tfdc@tbaytel.net. If notice has not been received by the start of the next session, the family may be billed for the new session.

Resignation Refund Policy:

- A diver may resign (within 14 days of the start of a session) from the club with partial refund. Official written notice must be sent to the club by email (tfdc@tbaytel.net) or dropped off directly to the Dive office. Verbal notification will not be accepted. Families paying in full in September will receive a refund for the future session(s). If a diver chooses to resign after 14 days from the start of a session, no refund for that session will be applied.

Refund Due to Illness or Injury:

- If the diver is injured or ill and that injury or illness is longer than one month (4 weeks), fees for the subsequent months will be refunded or cheques returned. A diver must have a note from Doctor or Physiotherapist to return. Written correspondence from the diver family requesting refund must be provided. The refund will be based from the date that the written correspondence is received to the end of the session, or the date of the expected return of the diver, whichever is sooner.

Dive Ontario Fee Refundability:

- Dive Ontario Registration Fee is a one time (yearly) fee. This registration fee is paid to Dive Ontario on your behalf and therefore is not refundable in the event of withdrawal from the Club, regardless of date.

If a member wishes treatment other than what is stated within these policies, the member must provide a written letter to the Board of Directors outlining their request. In order to treat all families fairly, there will be heavy weight towards maintaining the policies herein.

GENERAL TBDC CODE OF CONDUCT:

The Thunder Bay Diving Club (TBDC) is committed to providing an environment in which all individuals are treated with respect. TBDC supports equal opportunity and prohibits discriminatory practices. It is expected that any person representing TBDC, whether a coach, athlete, parent/guardian, staff, volunteer, official or contractor, conduct him or herself at all times in a manner consistent with the values of TBDC that include fairness, integrity, open communication and mutual respect. Irresponsible behavior by members can do severe damage to the sport of diving and to the support that all levels of divers have worked so hard to achieve. Conduct that violates these values may be subject to sanctions pursuant to TBDC's Discipline Policy.

In addition to the above, the following specific behaviors will be subject to sanction pursuant to TBDC's Discipline Policy.

1. Not complying with the by-laws, rules, regulations or policies of TBDC, as adopted and amended from time to time;
2. Verbally or physically abusing team mates, opponents, athletes, officials, coaches, spectators or sponsors;
3. Showing disrespect, including the use of foul language and obscene or offensive gestures;
4. Abusing aquatic facilities or equipment or any other properties which TBDC has contracted or has been invited to attend,
5. Failing to comply with the conditions of entry of a diving meet including any rules with regard to clothing;
6. Any other unreasonable conduct which does not represent TBDC in a professional manner or that brings the sport of diving into disrepute, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol and cigarettes by minors.

The TBDC Discipline Policy and Code of Conduct shall govern all disciplinary matters to the extent that it conflicts with or augments the Code of Conduct of any provincial/territorial diving association.

TBDC will follow Dive Plongeon Canada Policy Relating to Member Conduct (www.diving.ca)

Appendix A

Dive Plongeon Canada Policy Relating to Member Conduct accessed on May 23, 2013 at:

http://www.diving.ca/en/index.php?option=com_content&view=article&id=85&Itemid=263

Code of Conduct

Canadian Amateur Diving Association (CADA) is committed to providing an environment in which all individuals are treated with respect. Further, CADA supports equal opportunity and prohibits

discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of CADA that include fairness, integrity, open communication and mutual respect. Irresponsible behavior by members can do severe damage to the sport of diving and to the support that all levels of divers have worked so hard to achieve. Conduct that violates these values may be subject to sanctions pursuant to CADA's Discipline Policy.

In addition to the above, the following specific behaviors will be subject to sanction pursuant to CADA's Discipline Policy.

1. Not complying with the by-laws, rules, regulations or policies of CADA, as adopted and amended from time to time;
2. Verbally or physically abusing team mates, opponents, officials, coaches, spectators or sponsors;
3. Showing disrespect to officials, including the use of foul language and obscene or offensive gestures;
4. Abusing aquatic facilities or equipment or any other properties which CADA has contracted,
5. Failing to comply with the conditions of entry of a diving meet including any rules with regard to clothing or advertising;
6. Failing to be available to meet reasonable requests for interviews by the media;
7. Any other unreasonable conduct which brings the sport of diving into disrepute, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol and cigarettes by minors.

The CADA Discipline Policy and Code of Conduct shall govern all disciplinary matters to the extent that it conflicts with or augments the Code of Conduct of any provincial/territorial diving association.

DISCIPLINARY POLICY/PROCEDURE:

The Thunder Bay Diving Club (TBDC) is committed to providing a sport environment, which is athlete-centered, and characterized by the values of fairness, integrity, open communication, and mutual respect. Membership in TBDC, as well as participation in its activities, brings with it many benefits and privileges. At the same time, TBDC Representatives are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, by-laws, rules & regulations and Code of Conduct of TBDC. The TBDC Code of Conduct:

- Identifies the standard of behaviour expected of TBDC representatives. Representatives who fail to meet this standard will be subject to the disciplinary sanctions identified within this Policy.
- Supersedes any other Code of Conduct previously in use by TBDC.
- Becomes TBDC's official document regarding discipline and Code of Conduct.

In this policy "Representative" refers to all categories of members of TBDC, as well as to all individuals employed by or engaged in activities with TBDC, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, medical and paramedical personnel, administrators and employees (regular & contract).

APPLICATION

1. This Policy applies to all "Representatives" of TBDC as set out in the Preamble.
2. This Policy applies to discipline matters that may arise during the course of all TBDC business, activities and events, including but not limited to, diving meets, training camps, meetings and travel associated with these activities.
3. Discipline matters arising within the business, activities or events of provincial / territorial diving associations, clubs, or affiliated organizations of TBDC shall be dealt with using the discipline policies and mechanisms of such organizations.

Please request the entire policy for definitions of minor, major and process to initiate the policy.

POOL DECK POLICY

The safety of Thunder Bay Diving Club (TBDC) athletes is of the utmost concern. To ensure their safety, the following policy delineates the requirements for supervision of athletes of all levels.

POLICY

Supervision is to be provided at all times on the pool deck and dry land area. Supervision will be provided at minimum by a "NCCP trained" diving competition introduction trained coach who is at minimum 16 years of age.

All coaches providing supervision must have read and be aware of the policies and regulations of the Canada Games Complex.

Dry land

Dry land training is lead by a qualified coach

Trampoline

For trampoline and dry boards training TBDC follows Dive Plongeon Canada (DPC) General Diving Canada Rules Chapter R-2 Section 2, guidelines for a safe environment while using trampolines, dry boards and spring floors.

Platforms

During practice and competition,

- The 3 metre portable platform must be rolled away from the edge of pool while 7.5 metre platform is accessible.

- The 7.5 metre platform must not be accessible while the 3 metre portable platform is engaged
- Where it is not possible to see the full length of the platforms from the far side, coaches must coach from the near side or have a delegate on that side call the platform to signal for their diver.
- A coach with a diver on a given platform (for example 10 metre) must ensure that no diver is proceeding to dive on a conflicting platform (for example 5 metre). This can be done by calling “**HOLD FIVE**” with acknowledgement by the diver or by other clear communication and acknowledgement.
- After the conflicting platform is holding the coach must check the target area and ensure that no diver is in or capable of entering that zone during the upcoming dive. At this point they may signal their diver to proceed (for example “**GO TEN.**”)
- All divers waiting to dive must stand away from the start position so that there is no confusion about who is going and so they cannot in fact dive without a delay to get into position.
- Divers must be trained to check their target area to ensure that it is clear.
- They must call to the conflicting platform over the side for example “**HOLD FIVE! TEN GOING!**” before the signal of their coach.
- Coaches of divers on conflicting platforms and their divers must ensure that the signals of the coach and diver who is going are acknowledged and ensure that they do not proceed without also following the protocol when it is their turn.
- This system will be in place during times at all National Championships.

Should an athlete need to leave pool deck for any reason they must inform their coach prior to leaving pool deck.

Should a coach need to leave pool deck for any reason they must advise another qualified coach to supervise their athletes.

TRAVEL POLICY

The policy below applies to all to meets throughout the year (local, regional, national and international).

The following principles guide the Travel Policy:

- Travel to meets provides professional preparation for competitions, regarding team spirit, team accomplishments, and safety of athletes.
- As much as possible, the team should travel together. When this is not possible, arrangements are to be made with the travel coordinator.
- Parents travel to the competition as a spectator.

- Create maximum Team Spirit by keeping the team together as much as possible.

SECTION 1.0 – ROLES AND RESPONSIBILITIES

1.1 Lead Person

- The Head Coach is the Lead person when the team is at the pool.
- The Chaperone is the Lead person when anywhere outside of the pool.
- Consideration needs to be given to who the Lead Person is when looking for permission to take a child away from the team at any time. At the pool, such requests go to the Coach. If the coach is busy on deck, the athlete or the chaperone should discuss with the coach. Outside the pool, requests go to the chaperone.

1.2 Head Coach

- Set all practice and competition times and places.
- Determine curfew times. Curfews will be set recognizing the needs of individual athletes.
- Responsible for athletes during practice and meets.
- Assumes role of Team Travel Coordinator and chaperone if not previously designated.
- Has final authority over all decisions concerning the athletes and protecting their performance.
- Inform athletes of policies regarding use of alcohol, stimulants and other banned/or illegal substances.

1.3 Travel Coordinator

- Communicates with families regarding travel to meets.
- Sets travel itinerary for meet in consultation with Head Coach.
- Provides flight details for booking.
- Assures a block of rooms are held at hotel for booking.
 - In room movies, room service, valet, etc. shall be “locked out” by the coach/chaperon upon registration.
- Arranges drivers including number of cars required.
- Collects and creates meet itinerary including
 - List of athletes and coaches attending
 - List of parents attending
 - Identify chaperone(s)
 - Travel information (flight numbers, time of travel for departures and returns)
 - Hotel Information including room assignment
 - Car information including seat assignment.
- If a Travel Coordinator is not identified, the Head Coach will be responsible for all of the above responsibilities.

1.4 Chaperone

- Generally one chaperone is required for every six athletes;
 - Dependant on circumstances of the meet, number of athletes attending, billet or hotel arrangements and any meal preparation.
 - If more than one chaperone is needed, a lead chaperone will be identified.
- An annual police check is required for all chaperones. A letter will be provided by the club to the volunteer chaperone to obtain one. This letter waives the police check fee.
- Responsibilities include:
 - Be in possession of medical information of all athletes traveling.
 - Be in possession of first aid bag.
 - Be responsible for the safety, well-being and behaviour of athletes during the times they are not under the control of the coaches.
 - Set times for athletes to be in their rooms based on the Meet Head Coaches curfew; bed checks may be considered. Rooms should be accessible at all times by male or female staff. Doors should stay ajar when both sexes are in the same room.
 - Arrangement of meal and snack schedules for the duration of the meet in consultation with the coaches.
 - Report to the coaches an athlete, injury or incident likely to discredit the team.
 - Check pool area and hotel for any damage (prior to room assignment and before check out).
 - Not accepting any officiating duties at meet.
 - Ensure athletes do not leave the hotel alone or without permission of the coach or chaperone and that they check in when leaving and returning.
 - Submit a post meet report to the club upon completion of the trip. (Motel and food report, suggestions for next trip, etc.)

1.5 Athletes

Ontario Winter Games and Canada Games Training camps are Team Travel. Athletes designated as potential Games athletes must prove prior to training camps that they are capable of traveling with Team without trouble regardless of age or Group.

Divers traveling under the jurisdiction of the Thunder Bay Diving Club (TBDC) agree:

- There will be no possession or use of any illegal substances.
- There will be no possession or use of alcohol or tobacco (regardless of age).
- When rooms are visited by people other than the occupant(s), the door must be left ajar for access by the coach or chaperone. Any physical damage occurring in a room or cost arising from missing items is the responsibility of the registered occupant(s), unless some other person(s) are proven responsible.
- Any contravention of these rules is sufficient grounds for the athlete to be sent home at his/her own expense.
- Any contravention of the above will be dealt with by TBDC and may result in suspension and possible withdrawal of financial support.

- Any TBDC athletes traveling on the National Team representing Canada will follow the travel policy of Dive Plongeon Canada. See www.diving.ca

1.5.1 Athletes 11 & under (Group E & D)

- Group E athletes must travel and stay with a parent/guardian to and from the competition site, except in cases where an athlete is accepted by the Head Coach to be capable of such travel with the team. Arrangements can be made to have your child cared for by another parent when you are unable to attend. This arrangement is to be made by parents.
- Group D athletes have the option to travel with parent, or travel with team. Parents should keep in mind that if their child is aiming for National Team, such travel is done without parents and such athletes should be prepared and proven to be able to travel with team.

1.5.2 Athletes over age 11 (Group A, B, C)

Group C & older must travel with the team to meets. For suitable reasons, exceptions will be given to this clause and should be applied for to the Head Coach at the beginning of the competition season. Time will be allotted at the Annual Parents Meeting to discuss team travel.

1.6 Parents/Family

- Parents are responsible for making their athletes and own travel arrangements. Every effort is made to minimize costs by mode of transport, seat sales, etc.
- No parents on pool deck except for awards photos, or in the case of an emergency.
- Parents are to allow the coach to manage all that occurs on the deck. Parents coaching or communicating with the divers from the stands is counterproductive and very distracting for the divers. It is important that all their focus is on the coach and their task at hand.
- It is the coaches' job to provide corrections and adjustments to athlete's competition experience. Parents and family are there to support and encourage.
- If an athlete is staying with a parent, the parent/guardian is responsible for their child throughout the entire duration of the competition, except when on deck - in practice or in the events.
 - For maximum effect of the Team Spirit, we encourage these athletes to stay at the pool with team and watch events as much as possible.
 - Prior to travel, the coach will send out a schedule detailing what practices and events the athletes are required to be at. Outside of these required times, you are free to arrive and depart at your own convenient times.
 - You must notify the head coach when you are leaving the pool each day.
 - You must notify the chaperone when you are departing for home.

1.7 Behaviour

All behaviour is governed by TBDC Code of Conduct. Any of the roles identified above require behaviour that both promote TBDC and the sport of diving in a positive light.

Unacceptable behavior shall include:

1. Committing any act, which would be considered an offence under Federal or Provincial Law;
2. Missing training or breaking curfew without authority;
3. Gross misbehavior; and/or;
4. Unsportsmanlike conduct.

Any diver who commits an offence under Federal or Provincial law will be sent home immediately.

The parents will be contacted with particulars of the circumstances before final arrangements are made.

When this is not possible, an offender will be confined to their hotel room and scratched from further competition. The President of the club will be informed immediately.

Punishment for missing training and/or breaking curfew, gross misbehavior and unsportsmanlike conduct, depending on circumstances, could vary from expulsion to a written caution with full or partial restriction of movement or participation, and is subject to the disciplinary policy. In accordance with the disciplinary policy, reports must be submitted on any incident, major or minor, so to determine if any further action should be taken. Such decisions may be appealed as outlined in the disciplinary policy. The TBDC disciplinary actions may be in addition to those that may be levied by the Dive Plongeon Canada (DPC) due to any breach of their Code of Conduct (See DPC Handbook & Rule Book www.diving.ca).

Should a coach or chaperone be personally involved in any behaviour problem the incident shall be reported, in accordance with the disciplinary policy.

SECTION 2.0 PREPARATION

A meeting will take place approximately 8 weeks prior to each meet to discuss travel details and determine athletes attending. Travel arrangements will be prepared following this meeting, 6-8 weeks prior to travel.

All travel details from athletes traveling will be collected by the Travel Coordinator. A detailed itinerary will be developed in consultation with the head coach and circulated to all athletes' families within 2-4 weeks of travel. The TRAVEL CHECK LIST will be utilized in planning for any meets.

2.1 Nutrition

Athletes are to consume nutritious food leading up to competition and during competition. The most important part of travel and food is staying on the same type of diet that you maintain at home. Good nutrition starts at home, maintain it at meets.

2.3 Pool Rules

When not diving in an event the divers are expected to cheer for their team mates, unless instructed by the coach to rest or stretch for an event.

No tramp or flips anywhere unless the coach is present and permits so.

2.4 Team Wear

Athletes must wear Team Track Suits when traveling to competitions including at airports and between hotels and pool and during medal ceremonies.

SECTION 3.0-EXPENSES

All Coaches' travel, accommodations and per diem for meals and the wages of any coach, other than the Head Coach, will be covered by those athletes' families traveling to competitions equally.

If an athlete travels one way but not the other then they will assume the shared transportation costs equally to all other athletes.

Normally all athletes on team travel will incur the same full costs whether or not their parents chaperone.

Refer to Fiscal Policy, Section 11, Expense Reimbursement

3.1 Other Coaches' Out of Town Travel Expenses

The Board will review provisions for coaches' meal allowance and flat rates and make adjustments from time to time.

Should any guidelines not be adhered to, upon return from the trip, a discussion will occur with the coach, chaperone, President or Board Member, and parent involved to discuss future travel potential.

ACADEMIC RECOMMENDATIONS:

TBDC can't monitor or set rules for the academic level/success for our athletes, but we can suggest a standard for all athletes to work towards. We are known for their success in receiving scholarship money for our athletes. Establishing good academic practices for athletes of any age will benefit long-term scholarship and educational success.

- Athlete should aim for a 75% (equivalent level) average throughout the season.
- Athletes should maintain proper study habits and time management skills.
- Athletes should maintain a high level of attendance at school. Tardiness and

- unexcused absences are cause for concern.
- Athletes are responsible for making sure that school needs are met when traveling or missing a number of days due to away competitions.

FUNDRAISING AND VOLUNTEER ACTIVITIES:

Please note: There will be a Mandatory Parent/Guardian meeting to review requirements. Each competitive diver MUST have a parent or guardian attend.

Fundraisers

- **Various fundraisers** are presented to TBDC families throughout the year. These fundraisers are often initiated by parents within our club to help offset the costs associated with competitive Diving. Each season a fundraising plan is presented to the membership detailing targets for the year. If you have an idea for a fundraiser please contact

tbdcexecutive@tbaytel.net

Bingos and Tag Days

- TBDC continues to participate in Bingos at Superior Shores Gaming Association. Bingos and Tag Days are major fundraisers for the club and funds generated are used towards coaches' wages. Each competitive family will be requested to work a certain number of bingos and Tag days. The numbers will be set once the total membership numbers are known.
- As per AGCO regulations, all bingo volunteers must be at least 18 years of age and must participate in a training/info session prior to working a bingo. Trained family members and friends can work a bingo which is credited to your diver.
- Failure to meet your bingo and Tag Day commitments will not affect a diver's ability to practice with the team. It could, however, impact your status as a "member in good standing", and potentially affect whether your child(ren) can attend diving competitions with the team.

NUT FREE ENVIRONMENT:

The health and welfare of each diver is paramount to our club and is why we choose to be "nut-free". We understand the severity of nut allergies and take every possible precaution to ensure that no nuts are present at times of training, travel or competition. Unfortunately some variables are beyond our control and the cooperation from all family members is of extreme importance. We are asking that all snacks, treats, bake sale and pot-luck dishes used or consumed during TBDC time be "nut-free". We understand that we cannot control what each diver/parent/coach/sibling/friend consumes or comes into contact with off diving time, but we are expecting everyone to make every effort to follow this policy.

We understand that the Canada Games Complex and most pool facilities we travel to are not “nut-free” environments. The lives of our divers depend on the whole club’s cooperation.

RISK INCIDENT POLICY:

Risk

A risk is an unexpected occurrence involving the risk of serious physical or psychological injury. The risk has the potential of causing injury or death but did not because it was identified and resolved before harm reached the diver, coach or volunteer.

Incident

An event that is not consistent with the normal routine of the Thunder Bay Diving Club (TBDC). It may involve divers, staff, coaches, complex staff, complex patrons, volunteers or parents. It may adversely affect diver safety, the assets and reputation of TBDC and has the potential to result in a complaint or litigation.

POLICY

A risk assessment meeting is to be held by the Executive Board of Directors or all available Board of Directors within 72 hours of the incident being observed or reported. Measures will be taken immediately to ensure Diver Safety. A Risk Incident report, with action steps listed, must be prepared within 5-7 days of the risk incident.

Initial Meeting of the Board of Directors after a risk incident is reported:

Purpose of the meeting

- To ensure diver safety
- To gather facts and provide consistent and objective information to all TBDC Board of Directors about the risk incident
- Encourage a culture of safety and focus only facts
- To ensure all reports and actions are followed through in a timely manner

Procedure

- Immediately, upon discovery of the risk incident, take steps to ensure diver safety.
- Immediately inform all Board of Directors of the risk incident (by e-mail is sufficient). The Board of Directors will select one person to champion the incident (gather all data, call meetings, follow-up on reports, etc.)
- Any official member or staff of the TBDC is entitled to be involved in this process.
- Effective follow up and review of the incident requires as much data as possible. All reported information will be factual.
- All known witnesses to the incident should be listed in the report.

- Executive members of the Board of Directors are responsible for ensuring corrective action is taken when necessary and for informing the membership of concerns/risks/outcomes pertaining to the risk incident.

Severity Assessment of the Risk Incident

- No Apparent Harm – Low Risk
 - No treatment or monitoring required following the incident. No damage to property, no potential of loss of public confidence.
- Minor – Moderate Risk
 - Managed by routine procedures (abrasion, contusion, sprain etc.) with no medical intervention required. Minimal loss or damage, less than \$100.00
- Moderate – High Risk
 - First aid measures used. Serious outcome could have occurred but did not happen. Laceration requiring bandage. Potential litigation against TBDC. A breach of security or safety that impacted divers. Potential for loss of reputation or public confidence. Equipment failure that may jeopardize diver safety. Theft or damage of \$100 to \$2000.
- Serious – Critical Risk
 - Major injury leading to fractures, dislocations, skin lacerations involving underlying structures, death, attempted suicide, illegal act (assault or threat with a weapon), theft or damage over \$2000.00.

Risk Incident Communication Guidelines:

- Ensure all relevant documentation is available
- Communicate that an unintended event has occurred
- Acknowledge the event with empathy
- Provide a short, objective factual summary of the event
- Describe how the event affected the diver
- Outline a recommended plan to rectify incident
- Elicit questions and concerns
- Respond objectively to questions
- Note unanswered questions and ensure prompt, thorough responses
- Avoid speculation, attribution of blame
- Indicate that there will be follow up meetings to examine the event and make appropriate changes to prevent re-occurrences
- Explain any steps taken to correct the event
- Establish arrangement for follow up meeting

Retention of Documents

- All supporting documentation regarding the incident are to be maintained by the Thunder Bay Diving Club for seven years after the incident is reported.

TOBACCO FREE SPORTS POLICY

The Thunder Bay Diving Club (TBDC) wishes to promote a healthy athletic environment. TBDC believes that becoming a tobacco free organization is conducive to its goals of creating a healthy, family friendly environment for young athletes and creates a positive image of the sport of diving in the community.

TBDC recognizes the serious health issues and risks associated with tobacco use as well as significant health risks associated with second hand smoke.

TBDC further acknowledges that tobacco use is the single most preventable cause of death in Canada. Young people who do not start using tobacco by the age of 18 will likely never start.

POLICY RATIONALE

- Nicotine is a powerfully addictive substance
- Nicotine is harmful to an athlete's performance
- The use of spit tobacco is a health and sanitation issue
- Regular tobacco use is harmful to every user's health; causing cancer, respiratory & cardiovascular disease, adverse pregnancy outcomes and premature death
- Second hand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems.

Definition

For this purposes of this policy tobacco is defined to include spit tobacco also known as smokeless, dip, chew, and snuff in any form and any lit or unlit cigarette, cigar, pipe, bidi or clove cigarette. Tobacco use includes smoking, chewing, dipping or any other use of tobacco products.

POLICY

The use of tobacco, including smokeless tobacco is prohibited by athletes, or team personnel (coaches, meet managers, athletic trainers, judges/officials, managers, parent chaperons), in all athletic endeavors including dry land training, practice and competition. This policy applies to all practice, training and competition sites and is considered to begin upon arrival and end when one leaves. The policy also includes related activities such as fundraising, clinics, media interviews and all other activities while participating as a member of TBDC. It also applies at all times in public when wearing TBDC apparel. In addition, TBDC strongly discourages the use of tobacco products at any time. Every effort will be made to

Procedures

This policy will be communicated to all athletes, coaches, trainers and parents/guardians initially by the way of newsletter. This policy will be included in the Parent Information Handbook, Club

Manual and posted on the TBDC website. In addition, the Tobacco Free Sports policy will be added as an addendum to the Athlete's Code of Conduct.

All parents/guardians will be made aware of the Tobacco Free Sports Policy upon registration to TBDC.

The Board of Directors will provide resource materials to athletes, coaches and other Club members in order to support their efforts in tobacco cessation.

Compliance

Compliance with this policy is the responsibility of every member of TBDC including but not limited to athletes, coaches, athletic trainers, meet managers, judges/officials, parents/guardians, chaperons and Board of Directors.

Any person affected by this policy that is found using tobacco products when this policy is in effect will be politely reminded of the policy and asked to dispose of the tobacco product and/or leave the practice or competition.

Repeat offenders must be reported to the Board of Directors.

The success of this policy will depend on mutual respect, consideration and co-operation.

SOCIAL MEDIA POLICY

Social media has become extremely popular because it allows people to connect in the online world instantly to form relationships for personal and business purposes. It can take many different forms, including internet forums, weblogs, social blogs, podcasts, pictures and video. Social media is becoming very much a part of the way we communicate with various audiences. Regular use of these channels of communication enables Thunder Bay Diving Club (TBDC) to maximize opportunities with dynamic information sources and allows the organization to market itself to a wider and more diverse audience. However, staff and members' use of social media jeopardize TBDC's compliance with legal obligations and can pose risks to TBDC's confidential and proprietary information and reputation.

This social media policy is designed to encourage the appropriate and effective use of social media platforms, as well as provide guidelines for staff/members to exercise personal responsibility when using social media. The code of conduct applies to social media as much as it does to face-to-face interactions.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

SCOPE OF POLICY

This policy covers all individuals working at TBDC at all levels. It also covers all members of TBDC

and third parties who have access to TBDC's electronic communication systems. Breach of this policy by TBDC staff may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of whether TBDC equipment or facilities are used.

Breach of this policy by a TBDC member may result in sanctions, in accordance with the TBDC disciplinary policy. Any person suspected of committing a breach of this policy will be required to co-operate with TBDC's investigations, which may involve handing over relevant passwords and login details. Staff/members may be required to remove internet postings which are deemed to constitute a breach of this policy.

This policy, however, applies to all forms of social media and all internet postings, including blogs. It applies to the use of social media for both TBDC and personal purposes, whether office hours or otherwise. It applies regardless of whether the social media is accessed using TBDC IT facilities and equipment or staff/members' personal equipment.

APPROPRIATE PROFESSIONAL USE OF SOCIAL MEDIA

TBDC engages with social media on a professional level. If any TBDC staff/members use social media channels they are asked to follow this policy and any other guidelines which are in place to ensure effective and appropriate usage.

When using social media, **you will:**

- Engage with social media platforms on a regular basis where appropriate
- Use appropriate language
- Think before you post any information online
- Ensure that your profile and any content you post are consistent with the professional image you present in respect of your association with TBDC
- Make it clear in postings that you are speaking on your own behalf. Write in the first person and use a personal email address when communicating via social media

If you disclose your affiliation with TBDC, you must state that your views do not represent those of TBDC. For example, you could state, "the views in this posting do not represent the views of TBDC."

You will not:

- Upload content deemed disruptive, threatening, abusive, harassing, obscene, libelous or an invasion of another's privacy – this includes text, audio, photographs and video
- Use TBDC's name in a derogatory manner or defame or disparage TBDC
- Upload content deemed confidential by TBDC
- Infringe the intellectual property of any company/individual – this can create liability for you and TBDC
- Use TBDC logos, brands, slogans or other trademarks without TBDC's prior written consent
- Use inappropriate/irrelevant hashtags
- Post personal messages through TBDC's pages on any social media platform

- Breach Data Protection requirements (for example, never disclose personal information about a colleague/member online)
- Breach any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements)

Staff/members should never provide references for other individuals on social or professional networking sites, as such references can be attributed to TBDC and create legal liability for both the author of the reference and TBDC.

Social media is very much part of TBDC's strategy moving forward and we encourage the professional use of the various channels on a regular basis. However, we do not accept employees spending long periods of time using social media during work hours. Social media access and cell phone use is not allowed by employees while on pool deck. TBDC does not discourage staff/members from engaging with social media platforms for personal usage.

However, guidelines are in place to ensure that you are using them appropriately and are not jeopardizing the organization with inappropriate use of personal profiles.

NEGATIVITY ON SOCIAL MEDIA PLATFORMS

It is important that social media platforms are monitored for negative comments about TBDC. If you are aware of negative comments posted on any of our pages, please make sure you speak to the Head Coach or a Board member to discuss.

*Adopted from National Ice Skating Association of Great Britain & N.I. May 2013.

Additional policies may be presented for approval at the Annual General Meeting in the fall.