

The Kitchener Waterloo Diving Club Parents' Manual



Our Mission Statement:

“To promote the sport of diving throughout the community by providing a safe, fun, competitive environment for individuals of any age to participate to the fullest of their abilities.”

www.kwdivingclub.org

Introduction

Welcome to the Kitchener-Waterloo Diving Club (KW Diving Club). We hope that your involvement with the club will be enjoyable and rewarding, as it has been for many others over the years.

The purpose of this manual is to provide members with a better understanding of the sport of diving, as well as the KW Diving Club's organization and operation.

Guiding Principles

The KW Diving Club is committed to the following principles:

Go For It!

Rise to the challenge- always strive for excellence. Discover how good you can be.

Play Fair

Play honestly - obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.

Respect Others

Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.

Keep it Fun

Find the joy of sport. Keep a positive attitude both on and off the field.

Stay Healthy

Place physical and mental health above all other considerations - avoid unsafe activities. Respect your body and keep in shape.

Include Everyone

Share sport with others. Ensure everyone has a place to play.

Give Back

Find ways to show your appreciation for the community that supports your sport and helps make it possible.

Club Profile: Our Club and Facilities

All divers at the KW Diving Club have the opportunity to practise and perfect their skills both in the water and on land.

Water training

Waterloo Memorial Recreation Complex

(Swimplex/ Rec. Centre)
101 Father David Bauer Dr.
Waterloo, ON

The KW Diving Club operates primarily out of the Waterloo Memorial Recreational Complex. The facilities at this pool include three 1m springboards, two 3m springboards, one 5m tower, along with two custom built deck towers. Competitive, Junior Athlete Development and Learn to Dive divers train regularly at this pool.



In order to dive platform, our national level divers also regularly travel to Brantford to train at the Wayne Gretzky Center. This pool has a full tower complex (3m, 5m, 7.5m, and 10m towers). The Wayne Gretzky Center is located at 254 N Park St, Brantford.

Dryland training

KW Diving Club Dryland Training Centre

Shared with Twisters Cheer Athletics
330 Gage Ave Unit 4, Kitchener, ON N2M 5C6

The KW Diving Club's dryland centre is a shared facility. Along with a large assortment of mats, the dryland centre has a sprung floor, and two dryboards. The dryland centre is also equipped with an overhead harness over a dryboard. The harness allows divers to practise advanced skills and head first dives otherwise impossible on trampolines and crash mats. At the present time, our trampolines and second overhead harness are not in operation. The KW Diving club offers a host of programs at our dryland centre. These include summer camps, birthday parties, and PD day camps.

Note: we are actively seeking a larger, shared space that will accommodate our trampolines. This shared space will allow for growth for both the KW Diving Club, and Twisters Cheer Athletics.

Contact Information: kwdivingregister@gmail.com (P): (226)-243-6011

The KW Diving Club does not have a full-time office. Inquires can be directed to our club via email above. A coach or a member of the executive will respond to your inquiry at the earliest convenience. While we do have a mailing address it is intended for bills, and financial operations of the club.

PO Box 40019 Waterloo Square Waterloo ON. N2J 8V1

Expectations of Athletes, Coaches, and Parents

Athletes

All Athletes are expected to:

- Come to diving prepared to train physically as well as mentally to the best of their ability.
- Attend all practices as scheduled and notify their coach if practices will be missed.
- Support and motivate one another with a positive attitude.
- Work to achieve and maintain optimum skill level.
- Work in a positive manner with the coaches.

Coaches

Coaches are expected to:

- Act professionally towards parents and athletes.
- Respect coach-athlete-parent confidentiality
- Maintain a high level of technical knowledge.
- Make athletes' safety and well-being the first priority.

Parents

Parents are expected to:

- Maintain a positive, encouraging demeanour at all practices and meets
- Respect the coach's professional decisions with respect to skill development, competition readiness, etc.
- Refrain from coaching your child from the stands during practices/meets
- Encourage your child to have fun first and foremost.

Conflict Resolution

When a conflict arises between an athlete, parent, or coach, we suggest that the conflict be resolved by the following steps:

1. Arrange a meeting with the coach. The diver(s) involved may be required to attend. Depending on the nature of the conflict, the head coach and a member of the executive may also be required to attend. At this meeting all parties will try to reach an agreement through open communication. Such a meeting should be arranged no sooner than 24 hours after the incident.
2. If an agreement cannot be met, the issue will be brought before the club executive. The parent, diver(s), and coach involved will be invited to attend this executive meeting. If any of the parties involved in the conflict are members of the executive and there is a decision which must come to a vote, they will remove themselves due to conflict of interest. Only non-involved members of the executive will vote on any conflict resolution decision.

If a conflict arises between athletes and cannot be resolved between themselves, they are to bring the conflict directly to their coach or the KW Diving Club's diver liaison.

Parent-Coach Communication Guidelines

Parents:

1. Please check your email and club website Parent portal regularly for any important Club information.
2. Please be aware that information is sometimes handed out to divers on the deck; be sure you receive it from your child.
3. No person should disrupt a training session or a meet (e.g., give instruction/coach/distract divers, etc.) from the viewing area at the pools or dryland centre. If this occurs, the person may be asked to leave the area.
4. Please direct all inquiries regarding a diver's progress, training schedule, discipline etc., directly to the coach outside of training hours. A meeting may be scheduled.
5. Generally, arranging a few minutes before practice or at another mutually agreed upon time with your diver's coach is the best time to find out about your diver's progress. Meetings after practice are discouraged due to the late hours.
6. We encourage you to contact the club president (kwdivingpresident@gmail.com) if concerns are not being addressed by coaching staff.

Club Policies

Diving Fees

Fees are set annually at the beginning of the season. Mid-season fee changes are rare but may occur on occasion. For LTD and JAD divers, all fees are calculated each session by the fee schedule set at the beginning of the season times the amount of days in the session. These fees are listed in the e-registration.

For competitive divers, all fees are due and payable as per the schedule in the registration package. If a competitive fee payment is not received when due, then after a grace period of 30 days has expired, the diver will be suspended from diving until payment is received in full.

Diving Withdrawal

If a diver withdraws from the competitive program, 30 days notice is required, accepted at the beginning of the month. The monthly fees will be refunded for the months following the withdrawal. For example, if a diver withdraws on November 1st, the monthly fee will be refunded from December onward. After the first of the month, the notice will be accepted as having occurred at the beginning of the following month.

This policy is in effect until April 1st every season No refunds will be considered after that time. Please note: the initial down payment for competitive fees is non-refundable.

Illness or Injury

If an injury or illness is longer than 30 days, fees for the subsequent month(s) will be refunded. These fees will be returned to the diver once they have withdrawn from diving completely due to a sustained and prolonged injury.

This policy is in effect until April 1st. No refund will be considered after that time. Please note: the initial down payment for competitive fees is non-refundable.

Dive Ontario fees

All competing divers are required to pay a fee to Dive Ontario (set annually by Dive Ontario). Divers who also coach will only be invoiced for the fees over and above their coaching registration fee. Dive Ontario fees are non-refundable.

NSF Fees

A fee of \$15 will be charged for an NSF cheque. If a second cheque is returned NSF during the season, then a charge of \$40 will apply and a cash only policy will be enforced for the balance of the season.

Donations

Donations will be forwarded to the City of Kitchener for issuance of a charitable receipt – see City of Kitchener Donation policy.

Administrative Fees – Refund on Registration Fees

All registrations are subject to an administrative fee for early cancellation. All registration fees are non-refundable after the 2nd lesson. Any refunds prior to the 2nd lesson are subject to an administration fee.

See the on-line registration or the competitive forms for the current administration fee schedule for the appropriate level.

PARTICIPATION

Class Size

The targeted maximum diver to coach ratio is 8 to 1.

Diver Progression

It is the coach's decision to move an athlete up but this is only if the registrar indicates there is room.

Christmas, March Break, and Summer Hours

Diving during Christmas, March Break and the summer, is not included in the regular fees paid by divers. These classes are charged on a “pay as you go system”, unless otherwise stated in the signed registration package.

Make-up days

If a diver misses his or her scheduled diving day due to illness or direct school activity (e.g. exams, studying etc.), then the diver may make-up his/her missed day on another diving day. Make-up days are only available on diving days that are not full, with coach permission. All missed days must be made up during the session and cannot be carried over from session to session.

Meet Policies

These are the overall policies for any meets. More specific information can be found in the yearly registration package for competitive divers.

Competitive parents have an obligation for a level of fundraising and volunteering. These obligations are also outlined in the yearly registration package.

Early in the diving season, (after the Dive Ontario Annual meeting held in early October), the coaching staff will release a list of recommended competitions for the competitive athletes. All divers who wish to compete must be registered with Dive Ontario (and all associated fees paid) at least two weeks prior to competition. For all competitive divers, the Dive Ontario fee is paid at the start of the season and incorporated into their season's fees. PLEASE NOTE: This fee is non-refundable. For JAD divers competing, the Dive Ontario fee will be available for payment online. Any Dive Ontario fees not paid two weeks before a competition are subject to a late penalty.

An annual meeting will be held for competing JAD and Provincial/National competitive divers, usually in September. At this meeting it will be established which meets our club will attend, which ones we may attend, and which meets have other qualifications. At this meeting we will provide an estimate of costs for the trips. It is very important for both the diver, parent, and coach set a clear path for the diver that all parties agree with. It is important for the coach, diver and parents to have early, honest communication and realistic expectations for the athlete to work towards. No one wants to be in position where athletes think they will be attending a meet when they have not met the technical requirements, or the family cannot afford the trip.

Meet Packages

Approximately one month before a competition, meet packages will be e-mailed to the diver's parent(s). The meet coordinator will let parents know what the requirements are for each meet: travel, hotels, etc. If the diver/parent has any questions regarding the meet package, they can contact the meet co-ordinator or the club president.

Meet Procedures

Once the diver has committed to the meet, the diver and coach will fill out the diver's competitive dive sheet. Competition fees (listed in the meet package) will be available online for payment approximately 4 weeks before the meet. For meets that require accommodation (e.g., in Ottawa, Windsor or further away) the club will select a hotel for the team, to stay at and all diver families are required to stay at that hotel. There will be a team dinner one evening during the meet which divers, and at least one parent, are required to attend.

Cancellation before meets: Any competition fees submitted after the two week deadline will be subject to a late penalty (also listed in the meet package). If a diver withdraws from a meet less than two weeks before the meet starts then meet fees, including the diver's share of the coaches travel fees (see below), are not refundable.

Divers are responsible for their own transportation to and from the meet. Divers are also responsible for all meals at the meets. It is suggested that divers bring along a nutritious snack to be eaten throughout the day. Some meets will have food that can be purchased. Please always review the meet package so that you know if this is the case.

Team wear

Divers are expected to wear teamwear to all competitions. This is a must when representing the club on the podium to receive a medal or ribbon. Teamwear will be available for purchase in the fall and winter. Information is on the website.

Aspire divers – Black wicking team shirt and team shorts (Note: team jacket is optional)

National divers – Black wicking team shirt, team jacket, and team shorts

Coaches travel fees

All coaches travel fees are divided between all divers attending a meet. There is a minimum fee that applies to all meets. Please check your registration package or our e-registration web site for the current minimum fee.

Meet Fees

All registration and event fees at a meet are payable by the diver.

Attendance at Meets – Diver Account paid in full

No diver will be allowed to attend a meet, unless any and all accounts invoiced up to the date of the meet have been paid.

Age Groups

At a competition, divers will compete against others based on age and skill. The age group categories used in diving are E, D, C, B, A, and Open. Divers are placed in age groups based on their age as of December 31st of the current competition year. Age groups are classified as follows;

- E: 9 years old or younger
- D: 11 years old or younger
- C: 12/13 years old
- B: 14/15 years old
- A: 16-18 years old
- Open: any age; divers older than 18 must compete in this age group

Notes:

- Group E events are only offered at Aspire competitions.
- Divers who are 9 years old or younger may compete as an “E” diver or as a “D” diver but not both
- At Aspire, meets, the age groups are the same except that there is no open category; age group A includes divers 16 and older.

In order for a diver to compete at a certain level, the dive requirements for that age group must be met. These requirements are established by regulating bodies for diving (e.g., Dive Ontario, Diving Plongeon Canada, FINA).

Diver Conduct at Meets

Divers are expected to exhibit good sportsmanship and well-mannered behaviour that is complimentary at all times to both KW Diving Club, and the sport of diving. A chaperone and/or coach will monitor the divers’ activities and behaviour during on deck hours.

Divers will be expected to cooperate with the chaperones/coach and follow their direction as to appropriate behaviour during on deck hours. If a specific diver’s behaviour is deemed a problem by the chaperones and coach, and the diver is allowed to stay at the meet, the behaviour will be brought to the attention of the diver’s parents/guardians as soon as possible upon return to KW. In extreme cases, parents may be notified immediately and be asked to make arrangements for the diver to be picked up. These arrangements will be at the parent’s cost. No meet costs will be refunded. Divers may also be suspended from attending subsequent meets and/or suspended from practice for a period of time if behaviour continues to be a problem.

KW Diving Club levels and programs

The KW Diving club has many programs available to suit a wide range of ages and abilities; from the youngest beginner (as young as 3 years old) to the most experienced master’s diver and everything in between.

Learn to Dive: LTD

We have three Learn to Dive (LTD) levels which all begin with basics and progress through more difficult skills at each diver's own pace. Our Learn to Dive levels are based on the LTD Program developed by Diving Plongeon Canada. The program is organized to introduce solid and safe instruction in basic movements for the beginning diver in a graduated structure. The program focuses on the success of the diver as they learn progressively more difficult skills.

In addition to pool classes, we offer classes at our dryland training centre. Dryland training allows divers to work on skills using trampolines, land drills, and diving boards that face large crash mats for landing. This equipment allows divers to improve their technique in all aspects of their dives and develop the body strength required to complete more difficult skills.

1. Junior Learn to Dive

These classes boast a very small coach to diver ratio (1:3 in the water classes) to maintain safety and keep young divers engaged in the class.

Requirements:

Age & Pre-requisites	Practices & Meets
<ul style="list-style-type: none">• Children Age 3-5• No prior diving experience is necessary	<ul style="list-style-type: none">•

2. Youth Learn to Dive

This is our most popular Learn to Dive program. It is often children's first introduction to instructed diving. Youth LTD is for divers age 6 and up who are comfortable swimming in the deep end. There is a small coach to athlete ratio (1:8) to ensure each diver gets the instruction they need to be challenged in the class. At this level, in order to take part in a dryland class, divers must be registered in a pool class.

Requirements:

Age & Pre-requisites	Practices & Meets
<ul style="list-style-type: none">• Children Age 6-14• No prior diving experience necessary• Must be able to swim comfortably in the deep end.	<ul style="list-style-type: none">•

3. Adult Learn to Dive & Masters diving

New divers will progress through the Learn to Dive program at their own pace. Starting with the basics, they will learn successively more difficult dives. Adult divers with previous experience will discuss their diving goals with their coach to make sure the program is suited to their needs. This class is a fun opportunity to try diving and everyone is welcome no matter what skill level they are starting at. Adults with the required skills are welcome to compete at master's events throughout the province.

Requirements:

Age & Pre-requisites	Practices & Meets
<ul style="list-style-type: none">• At least 15 years of age• No prior diving experience necessary	<ul style="list-style-type: none">•

Junior Athlete Development: JAD

The Junior Athlete Development Program (JAD) consists of four levels, each with different goals and requirements. JAD provides a stepping stone for divers eager to move up into competitive diving and as a recreational level for divers who simply want to enjoy the sport. At this level, dryland classes are not required, but strongly encouraged to promote steady progression. Entrance into all Junior Athlete Development levels is by invitation.

JAD: Level 1

This level introduces more advanced skills built on the foundations acquired in Learn to Dive. Divers will be expected to challenge themselves as they improve their technique. Level 1 divers will be invited to compete at club level competitions. Classes at pool and dryland are 1.5 hours/week. Divers are welcome to sign up for multiple pool classes if they wish to dive more often.

Requirements:

Skill Pre-requisites	Practices & Meets
Two of: <ul style="list-style-type: none">• Front dive tuck (101c)• Front somersault tuck (102c)• Back dive straight (201a)• Inward dive (401c)	<ul style="list-style-type: none">• Pool Time: 1 ½ hours/week• Dryland: Strongly encouraged (1 ½ hours/week)• Competition: In house competition only

JAD: Level 2

At this level divers continue learning new skills and improve technique. Pool and Dryland classes are 2 or 2.5 hours/week. Level 2 divers will be invited to compete at club level competitions and may choose to compete regionally once they have mastered the required dives. For those who are planning on staying a recreational diver, this is an ideal class.

Requirements:

Skill Pre-requisites	Practices & Meets
<ul style="list-style-type: none">• Front dive tuck (101c)• Front somersault tuck (102c)• Back dive straight (201a)• Inward dive (401c)	<ul style="list-style-type: none">• Pool Time: 2 hours/week• Dryland: 2 hours/week (strongly encouraged)• Competition: In house or regional competitions

JAD: Level 3

This level is an age and ability-based program for young divers who requires more intensive training and aspires to dive at a competitive level. In order to be invited to this program divers must: listen to coaches and show an ability to make skill corrections; be 10 or younger; demonstrate an eagerness to learn. Divers at this level will be invited to club level competitions and, if they have the required skills, provincial-level competitions.

Requirements:

Skill Pre-requisites	Practices & Meets
<ul style="list-style-type: none">● 10 years old or younger● Demonstrated the willingness to learn● Aspire to eventually move into competitive program	<ul style="list-style-type: none">● Pool Time: 2-4 hours/week● Dryland: 3 ½ hours/week● Competition: Not mandatory but encouraged at in house or regional competitions

JAD: Level 4

This level is aimed at divers who are committed to diving more frequently with the goal of joining a competitive team; however, may not be ready to commit to the structure and requirements of our competitive programs. These divers train at the pool twice/week, and dryland is strongly encouraged at least once/week. Classes are 2 or 2.5 hours long. Divers at this level are invited to compete at club level competitions, or if they have the required skills, at provincial competitions.

Requirements:

Skill Pre-requisites	Practices & Meets
<ul style="list-style-type: none">● Level III dive list on 1m & 3m	<ul style="list-style-type: none">● Pool Time: 4 hours/week● Dryland: 2 hours/week● Competition: Not mandatory but strongly recommended (in house and regionally)

Competitive Level

Divers who show potential (through ability, attitude, and work ethic) may be invited to join our competitive program. Competitive divers will be working on a dive list to meet competition requirements in order to compete throughout the season. Attendance at competitions is mandatory.

The focus of the Competitive Team is to develop personal excellence, work ethic and self-esteem. Our goal is to help each diver attain his or her level of success whether it is at the Regional, Provincial, National or International Level.

There are three levels of competitive divers: provincial, national, and international.

Provincial Level Diver: Aspire

Divers at this level will dive at our regional meets and the Aspire provincial finals. The goal of this level is for divers to have a Aspire list by the end of the season and/or to work toward a Level I list.

Requirements:

Skill Pre-requisites	Practices & Meets
<ul style="list-style-type: none">• Coaches recommendation• typically requires Aspire 2 list on the 1 meter, Aspire 1 list on the 3 meter or working towards same	<ul style="list-style-type: none">• Pool time: at least 6 hours/week (3 x 2 hour sessions)• Dryland: 4 hours/week (2 times 2 hour sessions)• Competitions: Mandatory (# of competitions may vary but typically includes 3-5 meets)

National Level Diver

Divers at this level will compete at our national qualifying meets, with the goal of qualifying for Canadian Junior and/or Senior Nationals. Depending on age and ability, divers at this level may also do platform diving.

Requirements:

Skill Pre-requisites	Practices & Meets
<ul style="list-style-type: none">• Coach's recommendation• typically requires Level I list on both boards or working toward these lists	<ul style="list-style-type: none">• Pool Time: Minimum 8 hours/week (4 x 2 hours sessions)• Dryland: Minimum 4 hours/week (2 x 2 hour sessions)• Competitions: Mandatory

International Level Diver

Divers at this level will/ have been on a national team.

Requirements:

Pre-requisites	Practices & Meets
<ul style="list-style-type: none">• National team member (current or past)	<ul style="list-style-type: none">• Training will be set by the coach to meet the athlete's needs and goals.

ATHLETES CODE OF CONDUCT

1. Athletes are to recognize that they represent the KW Diving Club and are to conduct themselves at both our home pool and at competitions in a manner which will not reflect negatively on the KW Diving Club or be disruptive to those around them.
2. Athletes shall at all times demonstrate appropriate respect for officials, coaches, chaperones, and other competitors.
3. Athletes shall behave in a safe and considerate manner to all club members. Verbal, social media or physical aggression will not be tolerated.
4. Failure to adhere to these guidelines may result in disciplinary action including, but not restricted to, a reprimand, restriction of privileges, and removal from the competition, being sent home from a competition and/or suspension from the KW Diving Club.

DISCIPLINARY POLICY AND PROCEDURE

Positive behaviour in the KW Diving Club receives positive reinforcement and should be visible at every practice. Divers who work hard and are co-operative are reinforced in and after practice by coaches and teammates. Coaches will give suggestions for improvement and divers are expected to do their best to follow this advice. Continual feedback about an individual's performance is an essential part of diving.

If your child's behaviour is not considered appropriate, the following steps will occur:

- Step 1: Discussion between the diver and the coach, as a warning.
- Step 2: If misbehaviour continues, a behaviour sheet will be sent home and parents notified. Parents must sign and return this form before the child will be allowed to participate in the next practice session.
- Step 3: If misbehaviour continues, a meeting will occur between the coach (es), diver, and parent(s). The diver will be able to return once the meeting has occurred, only if the coaches are satisfied that the pattern of misbehaviour is likely to cease.
- Step 4: If misbehaviour continues, the diver will receive a time suspension or be asked to leave the club with no refund of fees.

Severe misbehaviour may result in bypassing one or more of these steps.

Parents' support during these incidents is extremely important to maintain respect and acceptable behaviour. Parents can contact the president of the club at any time to gather further information.

Confidentiality will be maintained throughout this process and be discussed only with coaches, diver, parents, and the executive board.

VOLUNTEERING

This is a parent-participation club; KW Diving Club relies on committee work and fundraising in order to operate. As a member of the KW Diving Club, you may choose to offer your services in a number of different ways:

- helping to plan and run competitions,
- assisting with club promotional activities,
- cleaning the dryland training center,
- occasional committee work
- becoming a member of the KW Diving Club Board of Directors or Executive

Your help is greatly appreciated. The club will only succeed with support of the parents. For further information, you may contact a member of the Board of Directors (Executive). These positions and contact information are listed on our club website.

Screening of volunteers

The volunteer base in the KW Diving Club is parents. We do not have a formal screening process as we are all parents with children of our own in the program, or divers (current or former) with KW Diving Club.

When we run a diving meet, all volunteers also must be parents, family members of a diver, divers or past divers. We operate out of the Waterloo Memorial Recreation Complex, Wayne Gretzky Sports Centre, and our dryland training centre, all of which are public facilities. Our volunteers are not alone with children.