

HOSTING STANDARDS

For

NATIONAL CHAMPIONSHIPS & TRIALS

And Other Designated Diving Events



DIVING PLONGEON CANADA

© Canadian Amateur Diving Association Inc. 2004

No part of this book may be reproduced or transmitted in any form or by any means without permission in writing from the Canadian Amateur Diving Association Inc.

HOSTING GUIDELINES FOR NATIONAL CHAMPIONSHIPS AND TRIALS

**Note: Arrows throughout the text have been added to identify updates to this manual.
These sections have also been bolded.**

1	INTRODUCTION	1-1
1.1	Overall Goal.....	1-1
1.2	Event Objectives.....	1-1
1.3	Keys to Successful Hosting	1-2
1.4	Main Problems when Staging Events	1-2
1.5	Participant Needs	1-3
1.5.1	<i>Divers</i>	1-3
1.5.2	<i>Coaches</i>	1-3
1.5.3	<i>Judges</i>	1-4
1.5.4	<i>Parents & Families</i>	1-4
1.5.5	<i>Spectators</i>	1-4
1.5.6	<i>Media</i>	1-4
1.5.7	<i>Volunteers</i>	1-4
1.5.8	<i>Sponsors</i>	1-5
2	ORGANIZING COMMITTEE	2-1
2.1	Hosting Partner Role	2-1
2.2	Overall Responsibilities	2-1
2.3	Individual Responsibilities	2-1
2.3.1	<i>Meet Manager</i>	2-1
2.3.2	<i>Technical Chairperson</i>	2-2
2.3.3	<i>Results and Scoring</i>	2-2
2.3.4	<i>Deck crew / Pageantry</i>	2-3
2.3.5	<i>Announcer</i>	2-3
2.3.6	<i>Financial/Fundraising Chairperson</i>	2-3
2.3.7	<i>Medical Chairperson</i>	2-4
2.3.8	<i>Protocol and Ceremonies Chairperson</i>	2-4
2.3.9	<i>Publicity/Promotion Chairperson</i>	2-4
2.3.10	<i>Banquet & Accommodations Chairperson</i>	2-5
2.3.11	<i>Hospitality Chairperson</i>	2-5
2.3.12	<i>Tickets And Program Chairperson</i>	2-5
2.4	Other Resources for Assistance	2-6
2.5	Dress Code.....	2-6
3	ANNOUNCING	3-1
3.1	Duties	3-1
3.2	Guidelines.....	3-1
3.2.1	<i>General</i>	3-1
3.2.2	<i>Prelims / Semis</i>	3-2
3.2.3	<i>Finals</i>	3-2
3.2.4	<i>Synchro (Senior Nationals only)</i>	3-2

3.2.5	<i>Award Ceremonies</i>	3-2
4	BUDGET	4-1
5	BANQUET	5-1
6	CEREMONIES AND PAGEANTRY	6-1
6.1	Pageantry	6-1
6.2	Announcing and Music	6-2
6.3	SOCAN Licence	6-2
6.4	Opening Ceremonies.....	6-2
6.5	March-Ons.....	6-3
6.6	Awards Ceremonies	6-3
6.7	Rehearsals	6-4
6.8	VIPs and Spectators.....	6-5
6.9	Communication with VIPs.....	6-5
7	COACH AND JUDGE INFORMATION PACKAGE	7-1
8	FACILITIES & EQUIPMENT	8-1
8.1	Facility Requirements	8-1
8.2	Deck Crew	8-1
8.3	Deck Set-Up	8-1
8.4	Equipment needed on deck.....	8-2
8.5	Lifeguards and Safety.....	8-3
8.6	Safety Inspectors.....	8-3
8.7	Diving Boards and Lighting.....	8-3
8.7.1	<i>Springboards</i>	8-3
8.7.2	<i>How to measure level diving boards</i>	8-4
8.7.3	<i>Pool Lighting</i>	8-4
9	HOSPITALITY	9-1
10	HOTEL	10-1
11	LANGUAGE REQUIREMENTS	11-1
12	MEDICAL & DOPING CONTROL	12-1
12.1	Health Care Services Guidelines	12-1
12.1.1	Medical Services	12-1
12.1.2	St. John's Ambulance Services	12-1
12.1.3	Chiropractic Services	12-1
12.1.4	Sports Physiotherapy/Physiotherapy	12-1
12.1.5	Massage Therapy	12-2
12.1.6	Dental Services/Pharmacy Services	12-2
12.1.7	Emergency/Rest Area	12-2
12.2	Doping Control	12-2
12.2.1	<i>Athlete Selection</i>	12-2
12.2.2	<i>Personnel Required</i>	12-2
12.2.3	<i>Facility</i>	12-3
12.2.4	<i>Equipment and Supplies</i>	12-3

13	MEDIA.....	13-1
13.1	Media Plan.....	13-1
13.2	Media Open House.....	13-2
13.3	Press Releases.....	13-3
13.4	Press Kit.....	13-3
13.5	On-Site Services to the Media.....	13-4
13.6	Host Broadcaster.....	13-4
13.6.1	<i>Host Broadcaster Contract Limitations (Summary).....</i>	<i>13-5</i>
14	MEET PACKAGE	14-1
15	PROMOTION, PROGRAM & MERCHANDISE	15-1
15.1	Visual Identity and Logos.....	15-1
15.2	Diving Canada Web Site.....	15-1
15.3	Promoting the Event.....	15-1
15.4	Poster.....	15-2
15.5	Admission Tickets.....	15-3
15.6	Souvenir Program.....	15-3
15.7	Merchandise Sales.....	15-4
16	RESULTS AND SCORING	16-1
16.1	Competition and Training Schedule.....	16-1
16.2	Live Results.....	16-2
16.3	Equipment Requirements.....	16-2
16.4	Dive Sheets.....	16-3
16.5	Meet Management Software and Scoring Table.....	16-3
16.6	Start Lists and Results.....	16-4
16.7	Distribution of Results and Start Lists.....	16-4
16.8	Scoreboard.....	16-5
16.9	Team Points.....	16-5
16.10	Final Preparations Before the Competition.....	16-6
16.11	Meeting Schedules.....	16-6
16.11.1	<i>Coaches' Meeting.....</i>	<i>16-6</i>
16.11.2	<i>Officials' Meeting.....</i>	<i>16-7</i>
17	SPONSORSHIPS AND GRANTS.....	17-1
17.1	Diving Canada Hosting Grant.....	17-1
17.2	Title Sponsors.....	17-1
17.3	Title Sponsors.....	17-1
17.4	Supporting Sponsors.....	17-2
17.5	National Sponsors.....	17-2
17.6	Secondary Sponsors.....	17-3
17.7	Diving Canada Donations and Tax Receipts Policy.....	17-3
18	TRANSPORTATION.....	18-1
19	FINAL REPORT.....	19-1

1 INTRODUCTION

1.1 Overall Goal

Nationally sanctioned diving events (e.g. Summer and Winter Championships, Junior Championships, Canada Cup, Canada-U.S. Junior Challenge, Trials events) are the principal assets and properties of what Diving Plongeon Canada has to market.



Diving Plongeon Canada will ensure that there is consistency and high quality in its sanctioned events. Athletes' needs are paramount, but also so that sponsors find value in associating with diving through its events and the exposure from the event. Events are an opportunity to showcase high performance diving, our best divers, and to provide real-time market exposure for a sponsor.

Many factors contribute to this goal of *Hosting Excellence*.

The manual has been designed to record, in one document, the information needed by members of the hosting partner(s), volunteers, contractors, and Diving Canada to work effectively and efficiently together. Input to this manual has been gathered from committee meetings, evaluation reports, feedback from host clubs, FINA, marketing experts, and observations at other national sporting events.

1.2 Event Objectives

The host committee, Diving Canada, or others with a direct involvement in staging the competition may have specific objectives related to competitions in general, and related to a specific competition.

At the local level, these goals may include :

- promotion of the sport in the community
- promotion local club and its programs in the community
- promotion of competitive divers in the community
- revenue generating opportunities
- improvement of event hosting skills to be able to host or be awarded other competitions of a larger scope
- attract and retain sponsors
- upgrading of facilities and equipment
- **training of volunteers**
- **and so on**



At the national level, the objectives are numerous and cover several different areas. These objectives are part of Diving Canada's Strategic Plan.

- Product Inventory for sponsorship offerings (events including Canada Cup, senior and junior nationals, other national/international events, provincials, invitationals), and long-term advertising exposure (national t.v. networks, **cable, local t.v., written**

- press, on-line, newspaper ads, corporate signage, public address announcements, posters, corporate presence)
- Sport Advertising/Media Opportunities (t.v., press releases, interviews, community relations, press conference/media open house)
- Revenue Generating Opportunities (non-advertising) (gate entrances, merchandising, broadcast sales, etc.)
- Hosting Competencies
 - Ensure high degree of competency to provide as good a product as stated for sponsors
 - Ensure consistency but take further at the provincial level through consistent norms and standards
 - Ensure hosting standards developed and updated to balance care of participants and the requirements for hosting national and international events
 - Provide range of support materials, technology, resources and services to support host club
 - Ensure evaluation process in place
- Technology development and testing
- National and international relations

1.3 Keys to Successful Hosting

- ↻ The first impression sets the tone
- ↻ Know and understand the needs and wants of all participants (including media, spectators and sponsors)
- ↻ Don't just meet the expectations – exceed them!
- ↻ Observe and adjust – build flexibility to ensure continual satisfaction
- ↻ Evaluate and measure – to improve performance next time
- ↻ Hold regular planning meetings
- ↻ Obsession with attention to detail
- ↻ Check, double check, then check again
- ↻ Make contingency plans – don't wait for something to go wrong – otherwise people will complain

1.4 Main Problems when Staging Events

Experience has shown that some areas are frequently given insufficient attention or even omitted entirely. The following are typical problem areas.

- Allowing insufficient planning time
- Failing to communicate and coordinate fully with committees, individuals, national office, suppliers
- Faulty public address system (often only the sound on-deck is tested, not if the audience can hear clearly)
- Keen but ineffective announcers
- Events running late
- Empty pauses during the event (with no announcing or music to fill in time for the audience)

- Difficulty attracting spectators
- Lack of “colour” or “glamour” in the presentation of the event

1.5 Participant Needs

One of the key elements of event management and hosting is understanding the wants and needs of the various participant groups.

These different groups have varying expectations, and often high expectations, and so this understanding, and being able to meet the needs, ensures that all attendees are satisfied. Exceeding the needs goes a long way in providing attendees with a feeling of “wow”.

The obvious participant groups are the coaches, divers and judges. Others that are often overlooked, or perhaps not considered as much, include:

- VIPS and sponsors
- Media
- Spectators
- Volunteers

1.5.1 Divers

- Good personal performance, a medal
- Selection to international team
- Know their dive sheets are okay & entered correctly
- Safe environment - well maintained boards
- Nutritional food (no bad carbs)
- Food availability after competition (could be 3:00 p.m.)
- Physio/massage
- Time to get used to the environment – time zones, lighting, etc.
- Adequate practice time
- Internet access
- Area to store bags on deck(they want to know they are secure)
- Short banquet – don’t want formality – want to party afterward (sr. nationals)
- Good memories, fun, entertainment – ways to help relieve stress
- Good announcing & in language of their choice (but remember language laws!)

1.5.2 Coaches

- Detailed information on the meet
- Quick delivery of results, complete package at end of competition
- Smoothly run meet
- Peace of mind on safety issues
- Hotel close to pool (and maps!)
- If the divers get grab bags, coaches & judges want them too
- Place to get away from the divers

1.5.3 Judges

- Environment conducive to concentration
 - Water during judging
 - Fans for air circulation
 - Space around judging areas
- Clear announcing and good pacing of the event
- Judges' role vs. technical group's role (e.g. checking dive sheets)

1.5.4 Parents & Families

- Peace of mind re safety
- Tourist information
- To see their child do their best
- Invitation to attend banquet
- **Discount on ticket prices because relative is competing**



1.5.5 Spectators

- A 'connection', emotional involvement
- To be entertained & have fun
- Educational information - scoring information, biographies, technical information, souvenir program
- No "voids" – something to watch or listen to at all times
- Opportunities to meet the divers

1.5.6 Media

- Deck access for photos & TV
- Detailed press kits – bios, technical info, comprehensive schedule
- Story ideas
- Fast access to start lists & results
- Access to e-mail & power outlets to file stories from pool
- Contact person to arrange interviews & provide assistance & information
- E-mail/fax receipt of results
- If the event is amateur, they will report it

1.5.7 Volunteers

- Know what is expected of them
- Be provided with training
- Know who is doing what
- Recognition and thanks
- T-shirt of the event or other memento
- To be able to give their services & talents
- To give back to the community
- To have an involvement
- **Meet the athletes**



1.5.8 Sponsors

- Sponsor benefits e.g. signage, advertising in program, present medals (per sponsorship contracts)
- Servicing – free tickets, hospitality, free parking, meet & greet, made to feel special
- **Meet the athletes**



2 ORGANIZING COMMITTEE

2.1 Hosting Partner Role

The Hosting Partner is responsible for establishing an organizing committee for the championship. The Hosting Partner will work in cooperation with Diving Canada to ensure the success of the championship. As the organizer, the Hosting Partner will uphold the values of diving in Canada and the standards for hosting excellence, and is responsible to protect the public image of our sport and championships.

2.2 Overall Responsibilities

- To be directly responsible to the Meet Manager (acts as Chairperson)
- To obtain volunteers to assist where required
- To prepare a budget to be incorporated into the overall budget
- To maintain expenses within the budget
- To submit all bills and receipts promptly
- To keep committee members informed of all activities
- To keep a list of names/companies who have contributed and should receive recognition
- To send their own thank you letters with a copy for the Meet Manager
- To submit a written report to the Meet Manager one (1) month following the event

An initial "brainstorming" meeting should be held to determine the basics of the competition, i.e. amount of fundraising required, hospitality needs (banquet, music), whether or not to sell boutique items, price of tickets, social activities for the teams, etc.

Minutes should be kept for all meetings and sent to the Events Manager in the Diving Canada Office on a regular basis.

2.3 Individual Responsibilities

2.3.1 Meet Manager

- Makes or assists in key decisions
- Ensures defined policies & procedures are implemented
- Has overall responsibility on the hosting side to ensure logistical control of the event
- Works with Diving Canada, volunteers & committees to meet the defined needs
- Identifies and solves problems encountered during the meet
- Ensures contingency plans are in place
- Must have be well organized and have high level of attention to detail
- Must be comfortable in a leadership position
- Submits budget and organizing committee members to Diving Canada
- Ensures that Chairpersons are named for all committee positions, and that responsibilities are understood

- Prepares information for the meet package. Sends to the Events Manager in Diving Canada Office four months prior to the meet
- Calls and chairs all committee meetings
- Acts as a liaison and mentor for all Chairpersons
- Ensures that the timelines are being followed
- Submits to Diving Canada a final written report and financial statement within 60 days following the competition

2.3.2 Technical Chairperson

- Must have experience running events
- Must be knowledgeable about Diving Canada and FINA rules
- Books the pool, a room for the Competition Office, a hospitality room, meeting rooms (coaches' & officials'), room for the Press Conference, and room for doping control (if required)
- Prepares, based on guidelines in rule book, the practice and competition schedule according to the Diving Canada Rule book, for Diving Canada approval
- Receives the entry lists from Diving Canada and clubs
- Determines equipment needed for the pool staff to ready the facility for the meet
- Works with the Results and Scoring crew
- Ensures a deck crew is in place for equipment set-up and moving of equipment during the championship
- Ensures that the diving boards and platforms meet the regulation standards and works with the Diving Canada Safety Officer
- Ensures the competition runs according to FINA and Diving Canada rules
- Liaises with the Diving Canada Events Manager Rules Committee if there is a technical problem during the meet

2.3.3 Results and Scoring

- Works closely with the Technical Chairperson, and those in the Competition Office
- Coordinates the Scoring Table, Dive Number Board, running Scoreboard, Announcers
- Assigns volunteers to these areas. Works with Integrated Sports Systems to plan training sessions
- With the Technical Chair, arranges for equipment needed – score cards, laptops, projects, etc.
- Prepares for each event by collecting the event file folder from the Office
- Ensures that the Event Referee checks all dive sheets following an event before the winners are announced
- Receives dive sheets and changes to dive sheets. Ensures clubs receive copies of electronic dive sheets for checking and signing
- Arranges for photocopies of start lists, results, etc. for clubs, media, announcer, scoring table and others as required.
- Ensures all clubs receive results at the conclusion of the championship
- Works with Hospitality to ensure drinks provided for the table volunteers and officials during each event



2.3.4 Deck crew / Pageantry

- **Responsible for the look of the “stage” and designs the floor plan**
- Responsible for set-up of equipment required on deck (judges seating, scoring tables, awards podium, sound system, etc.)
- Responsible for moving equipment between events as required (e.g. judges chairs)
- Responsible for general clean-up and tidiness on deck.
- **Creative, innovation, good design judgement, critical eye for detail**
- **Can creatively hide the “junk”**

2.3.5 Announcer

- Is a key element in the image of the event
- Must be bilingual and have a clear voice
- Sets the pace for the event
- Must be comfortable with finding ways to fill the voids
- Ensures music is played at the end of each event, and until the next event
- Ensure the playing of O Canada and marching music
- Relays information to the audience
- Must be knowledgeable about diving, since this is the individual who keeps the competition running on schedule
- Works with the scoring table to prevent stoppages if possible
- At the completion of an event the announcer will announce the starting time of the next event
- Assists with Opening Ceremonies if required, and march-on and award presentations
- Must be comfortable with the pronunciation of names
- Works with Diving Canada to prepare filler announcements and entertainment as appropriate during down times

2.3.6 Financial/Fundraising Chairperson

- Works with the Diving Canada Executive Director
- Ensures a budget is developed in the initial stages of planning, with the Meet Manager and Diving Canada Executive Director
- Performs all accounting duties and keeps the committee informed
- Re-visits the budget on a regular basis once receipts start to come in, in order to keep control of spending
- Leads the fundraising efforts of the organizing committee
- Ensures that sponsors are properly recognized in the program, at the banquet, or during Opening Ceremonies
- Prepares a financial statement following the meet for the Meet Manager
- Works with Protocol Chair to have major sponsors present awards

2.3.7 Medical Chairperson



- Arranges for physio, massage **and other services** during training and competition. Provides information regarding times and costs for the meet package distributed by Diving Canada.
- Ensures that ice is available (on the pool deck) throughout the week
- Prepares a list of available services in the area (clinics, pharmacies, doctors, dentists etc).
- Assists with transportation to medical facilities as required

2.3.8 Protocol and Ceremonies Chairperson

- Needs to have a high level of attention to detail
- Organizes the Opening Ceremonies, march-ons, and award presentations
Coordinates equipment needed with the Technical Chairperson
- Arranges for extra awards, gifts (optional), and flowers (optional)
- Receives the medals from Diving Canada
- Coordinates guest speakers and presenters with the Meet Manager and Fundraising Chair
- Assigns someone to act as a host for special guests
- Determines how the awards will be displayed during the presentations i.e.- on a pillow, tray, or other format
- Prepares information regarding special guests for the announcer
- Ensures VIPs and presenters are informed of the process for ceremonies and awards
- Works with the Hospitality Chair to ensure VIPs have a host or hostess with them at all times
- Arranges for volunteers to help organize the ceremonies

2.3.9 Publicity/Promotion Chairperson

- Liaises with the Diving Canada Executive Director
- Secures local radio and press coverage
- Receives the posters from Diving Canada (when produced by Diving Canada) and distributes them
- Prepares advertising and promotion plan
- Prepares local information to insert in the Press Kits
- Organizes a committee to prepare for the "boutique", working with the Fundraising Chair
- Contacts local media and informs them of dates of meet, dates of press conference
- Distributes results to media and others as requested

- Works in conjunction the Diving Canada Sport Development Manager on - deck delivery event

2.3.10 Banquet & Accommodations Chairperson

- Obtains quotes for accommodations from a variety of hotels for comparison purposes
- Determines with the organizing committee if one hotel will be selected as the "host" hotel (good rates, close to the pool, free hospitality room, ideal facilities for the banquet)
- Blocks 30 - 40 rooms if appropriate
- Prepares information on hotels and car rental agencies to be passed on to Diving Canada Office, via the Technical Chair, for the Meet Package
- Obtains quotes on various options for a banquet
- Makes final booking of the banquet room
- Chooses the meal, music etc. for the banquet
- Appoints the MC and prepares a program for the banquet, notifies speakers
- Confirms which guests will be attending and arranges the tables accordingly
- Oversees the room set-up, decorations, tables etc.
- Determines the final number of attendees, establishes a method of checking people at the door

2.3.11 Hospitality Chairperson

- Coordinates the hospitality in three areas
 - Press Conference
 - Coaches', Officials', volunteers' hospitality room
 - VIP room hospitality at the hotel (after the Coaches' meeting)
- Arranges for food and drinks – for volunteers and sponsors
- Organizes volunteers to work in this area
- Arranges to have coffee available at early morning practices
- Works with the Protocol Chair to ensure VIPs at the pool are looked after

2.3.12 Tickets And Program Chairperson

- Helps determine whether tickets will be sold
- Obtains quotes on printing both the tickets and program
- Establishes the procedure for ticket sales, and arranges for workers
- Works with the Fundraising Chairperson to collect ads for the program
- Liaises with Diving Canada, and obtains material for the program
- Arranges for the printing of the program

2.4 Other Resources for Assistance

One of the best resources for assistance can be your local tourism office. Following are some of the areas in which they can help



- Help select the host hotel(s) – they will do the legwork to get proposals from local hotels, based on the requirements you identify
- Obtain pricing information on local car rental companies **and other suppliers needed for the event**
- Provide local tourist and restaurant information for the visiting teams
- Help suggest venues for the banquet
- Provide contact information to help you advertise the event
- Provide listings of other suppliers you may require (e.g. photocopier, printer, etc.)
- Determine if there are any major conflicting events the same weekend

2.5 Dress Code

The dress of the staff and volunteers and others working at the event should reflect the “look” of the event. We recommend that volunteers and other persons working at national competitions not wear blue jeans or “cut-off” shorts. Dress shorts or trousers are more appropriate.

Volunteer T-shirts will be provided by Speedo for the event volunteers.

3 ANNOUNCING

This section is intended to serve as a guide as to the process of announcing at Diving championships, as opposed to providing a script which must be followed rigidly. The guidelines have been developed based on feedback from spectators (both those who are familiar and unfamiliar with our sport), from announcers from Commonwealth Games and other international events, and from experienced sport announcers.



Announcers are the *public voice* of our sport **with a key responsibility for communicating information**. Under the direction of the meet referee (**and sometimes television**), the announcer controls the tempo of the meet. He/she should be an experienced individual familiar with the needs and philosophy of the meet.

To be effective the announcer should be constantly alert and able to adapt quickly to meet conditions. The spectators, coaches and divers should be kept informed and their interest maintained through the meet. This is best accomplished with timely announcements, information, and enthusiastic descriptions of the meet.

3.1 Duties

- Ensure all equipment is in working order (speakers, volume adjusted properly, microphone, extra batteries on hand if microphone is cordless)
- Ensure national anthem, marching music, and music to be used during warm-up is ready to be played at the appropriate times – music is to be played at the conclusion of each event (or following the end of simultaneous events), and until the next event is ready to start.
- Provide commentary as appropriate during the competition, including welcomes, sponsor thanks, records set, delays due to protests, technology delays etc. Public Service Announcements are provided by Diving Canada to assist in this area.
- Provide other information as required (awards location and so on) and as requested by officials or meet management.
- Announce start lists scores, results, award winners, medal presenters and biographies, etc.
- Be well prepared with information on the competition which is relevant to the competitors and the spectators.

3.2 Guidelines



Please refer to the announcer's script for additional information. **The attached chart is a visual depiction of the roles and responsibilities relating to announcing.**

3.2.1 General

- Announcing must be done in both official languages as much as possible during general announcing. If possible, scores and diver numbers should be announced in the language of choice of the diver (language is indicated on the dive sheets). English is announced first in all provinces except Quebec.
- The National Anthem is to be played at the beginning of each day.

- A general welcome to the public to be done each day to the championship and the events to be held that day.

3.2.2 Prelims / Semis

- Announce the number of dives to be performed in each event, and the number will that advance to finals, and when the finals will take place (e.g. 10 minute break or next day...)
- No marshalling to take place for prelims or semis, but the list of divers and officials (including their city) to be announced
- In the first round, the name and club of the diver needs to be announced. In subsequent rounds, on the diver name. To save time, only the dive # and DD needs to be announced, not the dive name.
- Announce the round number at the beginning of each round, and the “last” round.
- Announce how long the break will be between prelims and semis, and when the semis or finals is scheduled to begin.
- Ensure music is started at the end of each session.

3.2.3 Finals

- Senior nationals only - Divers and officials to be marshaled for presentation to the audience prior to each finals. Order is 12th place to 1st place diver, followed by the event referee and judges. Divers and judges (including their city) to be introduced in the same order.
- After marshalling and while divers/officials are getting ready, a brief announcement on the number of divers to be performed, and how the winner is determined (e.g. scores from finals session of 1m & synchro events, or scores from the semi+finals session of 3m & 10m).
- In the first round, the name and club of the diver needs to be announced. In subsequent rounds, only the diver name.
- In finals, the dive name must be announced (for spectators) in addition to the dive # and DD.

3.2.4 Synchro (Senior Nationals only)

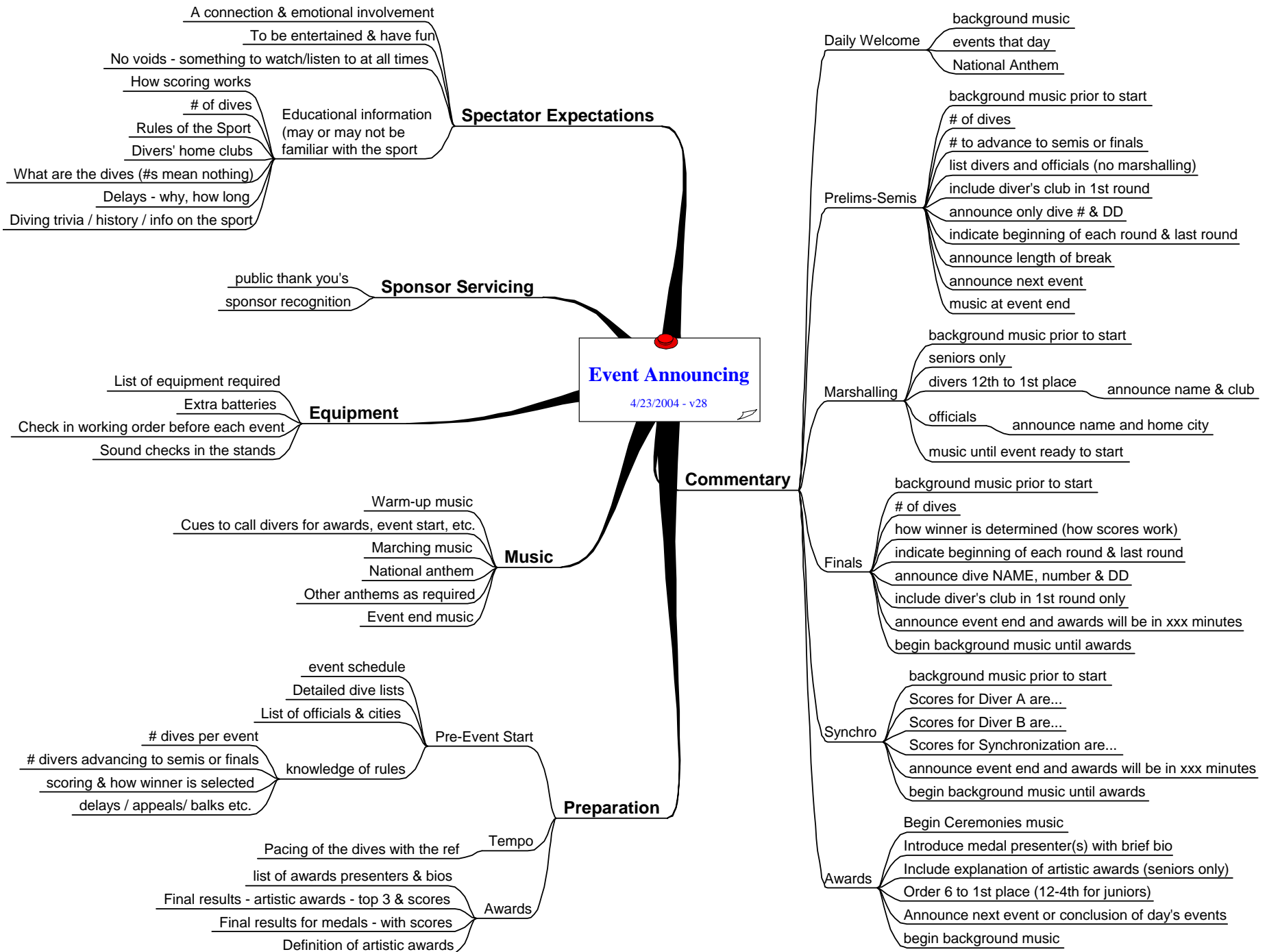
Synchro scores are to be announced as:

“Scores for Diver A are...”, “Scores for Diver B are...”

“Scores for Synchronization are....”

3.2.5 Award Ceremonies

- Medal presenters should be introduced with a brief bio
- For seniors (3m, 10m), a brief explanation of Artistic Awards needs to be included for the benefit of the spectators
- Order of presentations: 6th to 4th (12th to 4th for Juniors) then Bronze, Silver, **Gold**



4 BUDGET

Expenses:

- Pool rental
- Equipment/Facility costs
- Meeting rooms, office rentals
- Hospitality -
 - a) refreshments, lunch for officials, coaches, athletes and volunteers
 - b) light refreshments for athletes
 - c) refreshments for the Press Conference
 - d) Coaches' meeting
- Banquet -
 - a) meals
 - b) **DJ or other entertainment**
- Equipment rental -
 - a) photocopier
 - b) computer/projector rentals
 - d) PA system
 - e) fans for judges
- Medals/Awards (4th – 12th place Juniors only)
- Office supplies
- Printing of the program
- Tickets (if applicable)
- Physiotherapy and massage
- Promotion - radio and TV ads
- Souvenirs (sales)
- Gifts
- Poster (Diving Canada will produce the poster for Senior National Championships when a national sponsor is involved)

Potential Revenue:

- Diving Canada grant
- Provincial grant
- Donations
- Sponsorship obtained by host
- Souvenir sales
- Ticket sales
- Banquet ticket sales

5 BANQUET

A Banquet is mandatory for National Championships. In order to help reduce costs a nominal fee may be charged. During the evening National awards, such as the Speedo and Beverley Boys Awards and the Team Pennant, will be presented, generally by a representative from Diving Canada. If the meet has been a selection meet for a travelling team i.e.- Commonwealth Games or World Juniors, the team will be introduced by the National Team Head Coach or a representative.

Organizing committees may want to consider holding the banquet Saturday evening instead of Sunday. This is particularly good where there may be many teams departing Sunday night rather than Monday morning. If this is the case, then team awards and the Bev Boys award would be presented at the pool at the end of the event Sunday.

Suggestions:

- Appoint an MC for the evening (must be bilingual)
- Speakers should be notified well in advance of the banquet
- Speeches should be brief
- A head table is optional
- Information about the banquet should be printed in the host's information package
- A form of entertainment following the meal is well received Guest Speaker (brief)
- A table should be reserved for special guests

Equipment required:

- A podium and microphone
- A presentation table for awards
- A registration table

Prospective Speakers:

- Meet Manager –
 - a) to thank sponsors, Diving Canada, and Sport Canada
 - b) to thank committee members and volunteers
- Diving Canada Representative –
 - a) to thank host organizing committee
 - b) to thank sponsors
 - c) to present Diving Canada awards
 - d) to introduce the members of the team selected at the meet
- Major sponsor representative
- Major VIP

Extra tickets for VIPs should be set aside and their names included on the guest list. There should be a minimum of two (2) tables set aside for VIPs and Diving Canada board members, staff and officials. Host committee volunteers are encouraged to attend the banquet.

The following award winners should be recognized: Bev Boys Awards recipients, Team pennant recipient. Other awards may be presented depending on competition.

It is entirely appropriate to include parents, at a cost, at the banquet. They do not need to sit with their child – most want to sit with the others from their respective clubs - but will appreciate the invitation to attend. This is excellent for public relations.

6 CEREMONIES AND PAGEANTRY

6.1 Pageantry

The overall impression of an event can often be judged by the physical layout of the 'field of play'. The following is provided to assist you in developing a professional deck set-up which is not only appealing to sponsors and spectators, but also helps you as the organizing committee to remain organized and use your space effectively.

All items not required on deck should be removed. A clutter-free look is essential. Cameras, particularly TV cameras, pick up clutter resulting in a very messy look. A critical eye and creative person is required to achieve the clean look.

A pageantry plan is to be provided to Diving Canada approximately three months prior to the event, including written plans and deck layout, to outline how the deck will be dressed up and showing locations for on-deck seating, awards podium, scoring tables, curtaining, etc.

Setting and Pageantry

- Podium for medal presentation (podium should be kept clear at all times – divers should not be on the podium during training or competition)
- Canadian and provincial flags (if available)
- Diving Canada signage & local sponsor signage. Local sponsors and suppliers often provide vinyl banners with grommets for hanging. Bear in mind these often look very messy. If possible, tape on the back is preferred
- Curtaining around all sides of the pool except at spectator stands. Note that medical services should be out of view of the stands.
- Table cloths and floor-length skirting on all tables (must hide feet, wires, etc.)
- Flowers, plants and other items for decor
- Sound system & music
- Cordless microphone
- CD and/or cassette deck for playing of the national anthem, and for march-in and ceremonies tones/music
- Area for divers to store their bags – out of spectator and camera view
- Clean judging area – on risers looks best, and dressed up with fabric when possible

Spectating and Public Areas

- Directional signage (facility entrance, spectator entrance, ticket area, etc.)
- Athlete seating area in stands or alternate area (for those not competing)

6.2 *Announcing and Music*

Diving Canada will provide a generic script for the championship as well as public service announcements that can be used between events and to provide additional information to the audience.

Music is to be played during training times, between events and at all other times outside the actual competition. Diving Canada will provide some CDs with music, including marching music. The organizing committee may also provide additional music.

The national anthem is to be played at the beginning of each day. The official version to be used will be provided by Diving Canada.

A standard piece of music should be played to signal the start of marshalling and awards ceremonies. Athletes then become accustomed to what the music means.

6.3 *SOCAN Licence*

Diving Canada holds a licence with SOCAN (Society of Composers, Authors and Music Publishers of Canada) for its national and international championships. This licence grants us and the hosting partners of our national and international championships the right to pay live or recorded music at these public events. This licence has been granted under the copyright laws of Canada. This is of particular importance for events which may be televised.

6.4 *Opening Ceremonies*

Opening Ceremonies are a good opportunity to present major sponsors, VIPs etc. Opening Ceremonies during Senior Nationals are usually held Thursday or Friday evening. Opening Ceremonies for Age Groups work well on the Wednesday evening. Parents and families should be invited to attend.

The host committee may choose the format for Opening Ceremonies. Partnering with a local charity is a great way to promote the event and build interest.

The local club should involve their divers to put on some type of diving show or could involve divers from other clubs for a challenge event. This is an extremely attractive event for spectators.

Ceremonies must be presented in a bilingual format. Suggested speakers include a Diving Canada representative, club or provincial section representative, and any sponsors, VIPs or local celebrities.

When a march-in of teams or club representatives is included as part of the Opening, the Canadian national team must march in together and at the end of the procession – in their national team suits - rather than with their clubs. This is to help promote the Canadian team to our public.

The National Anthem must be played at some point during the ceremony.

6.5 *March-Ons*

Prior to a final event at National Championships, it is expected that the competitors will be introduced immediately before their event.

Procedure:

- Athletes and judges are informed where the staging area is via the information package and the Coaches' meeting
- Athletes and judges are requested by the announcer to go to the staging area five (5) minutes before the start of the event
- The Coordinator lines the athletes up according to start # - the lead diver (introduced first) is the first diver to dive, but finished in the preliminary in last place
- Judges are to be introduced first, along with their city.
- Divers are then introduced including their club name and city.

6.6 *Awards Ceremonies*

The finalists in the upcoming event should be marshalled in one area of the pool to prepare for a brief march-in and introduction to the event. Each athlete should be encouraged to wear his or her team tracksuit. Divers wrapped in towels do not look appropriate.

Awards ceremonies could occur as a lead in to the next event. While the awards are being presented, the finalists in the upcoming event should be preparing for their march-in. As soon as the awards ceremony is concluded, the march-in of finalists for the next event should begin. This saves 5-10 minutes in the overall competition schedule.

A schedule of award presenters should be prepared ahead of time with extra people on hand in case of a 'no show'. Diving Canada will want to review the presenters list and will assist in filling in gaps. Presenters must be introduced with a brief biography.

A volunteer should be with the awards presenters at all times. In many cases, they are not familiar with the process and having someone with them while waiting for the presentations to begin provide them with much reassurance. Do not assume they understand the process – they will have questions and the process needs to be explained very clearly to them.

Medal bearers look best if dressed up or dressed in club tracksuits, rather than wearing volunteer t-shirts. This is standard Diving Canada would like to see implemented at all national championships.

Awards are to be presented from last place to first place.:

The awards (medals) for the various championships will be as follows:

- Senior National Championships - top six (6) per event, provided by Diving Canada, and top three (3) artistic awards
- Age Group Championships - top three (3) per event, provided by Diving Canada, and 4th to 12th, provided by the organizing committee. The awards for 4th to 12th at Age Groups can be ribbons, pennants etc.

The coordinator will line the athletes up according to the results, last to first. The procession can be as follows:

- Person carrying the awards
- Presenter(s)
- Athletes
- The music begins, and this will cue the procession to begin
- The announcer will introduce the event, and the presenters
- When the procession reaches the "winners" podium, the announcer will then introduce the athletes beginning with the last place (6th or 12th) progressing to the gold medal winner
- A sponsor's gifts may be presented as well
- Once all the presentations have been made the procession will then exit the way they came

The organizing committee may elect to give flowers or another gift.

6.7 Rehearsals

For all ceremonies (Opening, March-ons and Awards), Diving Canada recommends a rehearsal a day or two prior to the competition. Divers can be recruited to participate following their training sessions. This will identify any areas that need to be improved upon prior to the "live" ceremonies.

Holding a rehearsal before the first event helps to work out any bugs and helps the Ceremonies committee understand what is required. It is unfair to divers and especially medal presenters to be left on their own to figure out the process while the committee is also doing this at the same time.

Rehearsals should include the following:

- Testing of the sound system and music, when to start/stop
- Ensure signals are understood between the announcer, sound system operator and ceremonies manager and other volunteers assisting
- Someone in the stands looking for any visual obstructions
- Smooth flow
- Any need for additional volunteers to assist

6.8 *VIPs and Spectators*

As spectators are our guests and our public, it is imperative to ensure they are entertained and pleased with our events. Our goal is to have them “wowed” not just by the diving, but by our foresight in attending to their needs. Following is a checklist of items to ensure maximum enjoyment:

- Scoreboard
- Clear sound system
- Informative information – educational program, announcing of not just dive numbers but also dive names
- Clean stands (tidied up between each event)
- Some form of entertainment between events and particularly while waiting for awards ceremonies

In addition to the above, VIPs should have a reserved seating area in the stands and access to food and beverages. Medals presenters, and especially sponsors, should have someone from the host sitting with them at all times and guiding them through the process for presenting. This is an excellent role for the Club or Provincial Section President or Board member.

6.9 *Communication with VIPs*


VIPs include sponsors, federal, provincial and local Ministers and politicians, and honoured guests. VIP accreditation grants access to the pool deck area, spectator stands (at no charge) and the VIP lounge (if applicable).

It is imperative to clearly communicate with VIPs to ensure they have all the information they require. Nothing is worse than uncertainty upon arrival. Confirm all details in writing.

- Where to park (provide a paid parking pass if there is a cost)
- Contact name and phone numbers in case of delays or cancellation
- Who will meet them at the entrance and at what time
- Where the pool entrance is (a diagram of the whole facility works best)
- Who will sit with them in the stands
- Who will escort them to medal presentations (if they are a presenter) and at what time and explain the presentation procedure
- Location of washrooms
- Location of hospitality suite
- Complimentary program is a nice touch
- Other VIPs also in attendance
- Details on ceremonies (if applicable)

7 COACH AND JUDGE INFORMATION PACKAGE

This is information prepared by the Organizing Committee and given to teams, Diving Canada and judges upon their arrival. The following information should be included:

- 
- A schedule of events
 - A practice schedule
 - Pool address, phone and fax number
 - Dive sheets; when they should be submitted and where
 - A D.D. sheet
 - Deck layout – this should show the location of medical, awards ceremonies and marshalling areas, and flow for ceremonies
 - Specific rules for the meet (from National office)
 - **Coaches meeting agenda**
 - Map, tourist information
 - Transportation information, if applicable
 - Invitation to the Press Conference (specify who should come)
 - Instructions for Opening Ceremonies
 - Instructions for award presentations
 - Physio arrangements
 - Medical, dental and drug store information - names and numbers
 - Location of ice at the pool
 - Banquet information
 - Meeting schedule and agendas (from National office)
 - Information concerning Hospitality Room
 - A Program

The package must be available in both official languages.

8 FACILITIES & EQUIPMENT

8.1 Facility Requirements

- The diving pool for practice days (noise & other activities should be minimized). Regular pool programs need not be cancelled
- The entire pool for competition
- Lifeguard staff
- Meeting rooms
- Rooms for the Competition Office, Hospitality, Officials, Press Conference, etc.

8.2 Deck Crew

A deck crew is a must for national championships. They have responsibility for ensuring all equipment is set up in advance of the competition – including dive number boards, seating for coaches, judges seating, awards podium, scoring tables. etc., and well as pack-up on the last day.

A key element is when chairs or other equipment needs to be moved following the end of an event. This is especially important when seating changes for judges, for clean-up of chairs for coaches, and for keeping the deck tidy. On occasion a smaller deck will mean the awards podium is moved out of the way during competition – the deck crew needs to be ready for set-up between each event.

8.3 Deck Set-Up

The meet referee(s) will determine where the judges are to sit for each event. The technical team must have a crew in place to put the chairs in position at least 10 minutes prior to each event. Judges are not supposed to be able to see the score boards – bear this in mind when positioning the scoreboard.

For synchro events, the boards must be clearly marked as “A” and “B”. It does not matter which is A and which is B as long as it is clearly marked prior to dive sheets being handed in.

Tables on deck for scoring or other purposes must have tablecloths and be fully skirted to the floor. This adds to a professional look on deck and is important for the look of national championships.

Divers not competing are not to be allowed on deck in order to help keep the deck area as clear as possible. They may sit in the spectator areas. This also helps keep the judging area as clear as possible. Divers’ bags need to be stored in areas out of sight of the spectators.

8.4 **Equipment needed on deck**

The overall impression of an event can often be judged by the physical layout of the 'field of play'. The following is provided to assist you in developing a professional deck set-up which is not only appealing to sponsors and spectators, but also helps you as the organizing committee to remain organized and use your space effectively. More information on set-up is covered in the Ceremonies and Pageantry section.

All items not required on deck should be removed. A clutter-free look is essential. Cameras, particularly TV cameras, pick up clutter resulting in a very messy look. A critical eye is required to achieve the clean look.

Competition Area

- Diving pool isolated from the rest of the facility
- Dive number board(s)
- Scoreboard to display results during the event
- TVs/screen/monitors to display results (for coaches – if they cannot see scoreboard)
- Coaches seating area
- Area for divers to store their bags – out of spectator and camera view
- **High speed internet access (for live results)**



Sound

- Sound system & music
- Cordless microphone
- CD player for playing of the national anthem, and for march-in and ceremonies tones/music

Technical Area

- Scoring tables and chairs
- Skirting (floor length) on all tables if in spectator or camera view

Judging Area

- Judges areas raised on risers, with high chairs for tower events
- Judges area roped off in stands (if required)
- Flash cards or electronic score recorder units (7 for individual events, 9 for synchronized events)
- Fans for judges to assist in their comfort and concentration

Spectating and Public Areas

- Directional signage (facility entrance, spectator entrance, ticket area, etc.)
- Athlete seating area in stands or alternate area (for those not competing)

Media / Host Broadcaster

- Roped off media pit (non-host broadcast media only)
- Access to data lines and electrical outlets
- Rows of seating blocked off for host broadcaster to allow access for crowd movement

Medical

- Area behind curtaining or out of spectator view for medical services (physio, massage, etc.) or a separate room

8.5 Lifeguards and Safety

It is imperative that lifeguards be close to the diving area in order to be able to respond quickly in case of an accident or emergency, and alert at all times. While diving accidents are rare they do happen.

Divers practicing on tower should also be reminded to call out prior to diving to ensure two divers to not dive at the same time from same sides but different levels.

8.6 Safety Inspectors

Diving Canada recognizes Herb Flewwelling, Dany Boulanger, and Mitch Geller as the pool inspectors. All pool staff are requested to abide by their recommendations and instructions.

A Safety Inspector will visit the pool several months in advance of the competition, at the expense of Diving Canada, and will provide his recommendations on actions to be taken in preparation for the competition.

8.7 Diving Boards and Lighting

8.7.1 Springboards

- The springboard must be clean and not slippery. Diving stands must be free of vibrations and bolted soundly. Hinges must be checked and bushings replaced, if necessary
- The fulcrum must be properly adjusted and lubricated, and must go back to the 9 setting
- The boards must be level in all directions and at the tip when the fulcrum is set at 1 and 9
- The height of the 1 and 3 metre boards must be no less than 1 and 3 metres above the surface of the water, respectively

8.7.2 How to measure level diving boards

All diving boards must be level with +/- 1 cm. "Level" is indicated by a line from a point on the top of the front of the board to a point on the top of the board over the fulcrum, with the fulcrum set at #5.

- The fulcrum tracks must be level, with a maximum tolerance of 1 mm.
- The fulcrum tracks must be level, from left to right, at the front and back
- The levelling of the board can be done in one-inch increments. Finer adjustments can be made with plastic shims or non-corrosive 3/4" flat washers
- The front of the board must be levelled left to right, and must not be off by more than 1/2 cm
- The board must be centred so that the fulcrum protrudes at least 1 cm on each side of the supports

8.7.3 Pool Lighting

- The pool lighting should be checked by the pool supervisor or a photographer with a light meter. The minimum illumination of a level of 1 metre above the surface of the water shall not be less than 600 lux. For Olympics and World Championships, the recommended minimum is 1500 lux.
- If TV lights are used, they must be positioned at least 45 degrees to the side of the diver's facing

9 HOSPITALITY

Hospitality is a critical addition to an event especially considering the hot and humid environment that we are working in. Supplying the athletes, coaches, officials and volunteers with refreshments throughout the event helps to keep everyone hydrated and assist with the comfort level within the pool environment.

MUST SEES:

- Coffee provided for coaches during practice time Mon - Wed
- Refreshments (water, juice, sports drinks) provided on-deck for athletes during practice time Mon - Wed
- Refreshments provided at Press Conference
- Snacks & beverages provided at Coaches meeting
- Meals & beverages provided for coaches, officials and VIPs during events Thursday to Sunday. Meals to not have to be provided for athletes but refreshments and snacks must be available to them.
- Water delivered to judges during events

OTHER IDEAS:

Athletes - available during practices and throughout competition days

- Water, sports drinks, juice
- Fruit, vegetables, yogurt
- Granola bars, sports bars

Coaches/Officials/VIPs - available during competition days

- Coffee, tea, water, colas, juice
 - Fruit, vegetables
 - Lunch - sandwiches, hot meals, muffins, breads
- (Coaches & officials do not have time during competition to visit a restaurant or cafeteria for meals)

Press - available at press conference and in press room or in conjunction with VIP room

- Coffee, tea, water, colas, juice
- Fruit, vegetables
- Sandwiches, muffins, donuts, breads

Coaches meeting

- Coffee, tea, water, colas, juice, beer, wine
- Cheese & crackers, chips, pretzels, veggies

Divers and coaches will often take their plates to the spectator stands. Ensure garbage receptacles are appropriately placed. Volunteer(s) should be assigned to clean up the stands following each event, to ensure the stands are clear for the next event.

10 HOTEL

The Organizing Committee is responsible for supplying the names of hotels for the Meet Package. Often a committee will seek out a hotel that will offer lower rates to the clubs in return for the privilege of being the host hotel for the competition.

The local tourism and convention authority can often be of great assistance in obtaining information on hotel rates and space, and information on ground transportation and other requirements.

Considerations:

- The hotel should be close to the pool in order to save transportation costs for the clubs
- Generally, coaches and athletes like to have a gym in the hotel
- Restaurants should be close by
- A hotel site visit prior to booking is a requirement to judge suitability for the event, current condition of the property, service and attitude, and professionalism of the staff
- Meeting space for the coaches' meeting (if this is to be held at the host hotel)

All teams make their own bookings and pay for their own rooms, taxes and incidentals. The hotel staff should be aware of this

11 LANGUAGE REQUIREMENTS

Sport Canada's contribution agreement with Diving Canada requires our events (and host club and others associated with the event) to "*ensure that bilingual services are provided at their national championships and in international events, including invitations, registration, announcements, signs and media releases.*"

Sport Canada's publication *Federal Policy for Hosting International Sport Events* requires compliance with federal standards, including the *Official Languages Act*, as a condition for federal support.

Following are the specific requirements for national competitions, based on the above and on the Treasury Board of Canada Secretariat's Policy on Official Languages at National and International Events.

1. The meet package and coaches' handbook are to be provided in both official languages. Separate English and French versions can be provided, or a bilingual version.
2. Communications – poster and advertisements – it is generally recommended that separate original texts be prepared, one in each language. A note must be added to each, in the other language, that a version is available in that language and where this can be obtained, i.e. for an English version, please refer to www.diving.ca or call xxx-xxx-xxxx.
3. Ceremonies (opening, awards, special presentations, official speeches, master of ceremonies etc.) - must be presented in a high quality bilingual format. The actual competition portion can be conducted in English although we must make an attempt to include some French. Announcements to divers/officials that boards are closed etc. can done in English. English must be spoken first, then French, in all provinces except Quebec where French is to be spoken first.
4. National Anthem - if a sung version is used, it must be the bilingual format. Diving Canada will provide the version that has been designated for use at national events.
5. On-Site Signage –must be bilingual (i.e. directional signage)
6. Media – the press conference and all press releases must be bilingual. English is spoken first, then French, except in Quebec, where French is to be spoken first.
7. Program – Must be provided in both official languages. A column format, English on one side, French on the other, works best. Paid or donated advertisements can be provided in the language of choice of the advertiser.

12 MEDICAL & DOPING CONTROL

⇒ 12.1 Health Care Services Guidelines

Framework for Junior and Senior National and Provincial Diving Competitions- Minimum Standards of Health Care for Competing Athletes

These suggestions are to be considered as guiding principles intended for competition hosts/health-care services committee chairpersons.

12.1.1 Medical Services

The host of National Diving Competitions should establish contacts with the local Sport Medicine organization and make arrangements for medical staff to be in attendance on the pool deck whenever possible during the competitions. In the event that full coverage is not possible, arrangements should be made for qualified medical personnel to be on call. A cell phone number or at the very least a pager number should be posted in a highly visible location, and made available to all participants in the competition. The nature of the event should be explained to the medical staff in detail. Preference should be given to those individuals with some past experience with this sport.

12.1.2 St. John's Ambulance Services

In the event that no medical staff are available to cover any portion of the diving competition, arrangements should be made with the St. John's Ambulance staff to be at the pool during peak hours. With this arrangement, emergency services will be mostly attended to.

12.1.3 Chiropractic Services

The host should make arrangements with the local/provincial chiropractic organization to have qualified chiropractors in attendance at the competition when possible. The nature of the event should be explained to the chiropractic staff in detail. Preference should be given to those individuals with some past experience with this sport. A schedule of services and times available should be provided to all participants.

12.1.4 Sports Physiotherapy/Physiotherapy

Arrangements should be made with local/provincial Sport Physiotherapy Association in order to arrange at least some coverage for the events. The availability should be posted for all participants. Full event coverage may not be necessary. A schedule of services and times available should be provided to all participants.

12.1.5 Massage Therapy

Although this is not an essential service, the host should try to make arrangements with any local massage therapy schools, and try to arrange volunteer students to provide massage therapy services. If this cannot be arranged, attempts should be made with local massage therapists to arrange some type of coverage for the events. A schedule of services and times available should be provided to all participants.

12.1.6 Dental Services/Pharmacy Services

Arrangements should be made with the local Dental Association to organize on call dental emergency services. A cell phone number or pager number should be posted and made available to all participants in the competition. As well, the address and telephone number of the nearest pharmacy should be posted and included in the coaches' package.

12.1.7 Emergency/Rest Area

This area in the pool should be identified to all participants in the events. All pool staff should be made aware of the type of events occurring. Arrangements should be made for a ready supply of ice to be made available at all times, preferably bagged in smaller quantities. Host committees should review facility emergency protocols prior to the start of the competition.

12.2 *Doping Control*

The following is provided to guide the organizing committee on the requirements for doping control tests. Testing may be either announced or unannounced and may or may not be held at our national championships. The plan for testing each year is made by Diving Canada and the Canadian Centre for Ethics in Sport.

12.2.1 Athlete Selection

Athlete selection for doping tests is determined by the representative of IOC-accredited laboratory to the event.

12.2.2 Personnel Required

As required by the Canadian Centre for Ethics in Sport:

- i. Witness(es), one male and one female depending on the sex of the athletes being tested. These people should be mature, responsible individuals. They will be responsible for observing the passing of samples and signing the doping control form.
NOTE: The witness(es) must not be affiliated with the sport.

- ii. Marshall(s) should be of the same sex as the athlete they are marshalling. The number of marshals will vary depending on the number of tests and schedule of events. These people should be mature, responsible individuals and will be responsible for informing the athlete that he/she has been selected to undergo doping control, presenting the athlete with the "Selection Order Form" and accompanying the athlete until he/she is ready to report to the Doping Control Station.
- iii. One Security Person, who will be responsible for monitoring the flow of people in and out of the Doping Control Station.

Note:

- The selected athlete is served notice by the Doping Control Marshall at the end of his/her event
- The athlete is accompanied by the marshal at all times, until arrival at the Doping Control Station. Registration at the station is required within 60 minutes of the event end
- The athlete may participate in the medals ceremony and media interviews after the selection is made, but the marshal must remain in sight contact at all times

12.2.3 Facility

A secure set of three (3) rooms including:

- i. A large room to be used as a waiting room, large enough to accommodate up to 10-12 persons at any one time.
- ii. A room with a toilet (preferably two [2] toilets) large enough for two (2) persons at once.
- iii. A documentation/working room large enough for 4-5 persons at one time with a table and chairs, and it should be separate from the waiting area.

12.2.4 Equipment and Supplies

- i. Waiting Room: refreshments for the athletes such as:
 - Non-caffeinated sealed individual beverages
 - Sealed individual juices
 - Sealed individual mineral water
 - Refrigerator or cooler for drinks
 - Chairs/benches, tables, magazines, radio, etc.
- ii. Documentation room: pens, stapler, paper, garbage bags, paper towels, disinfectant, lockable fridge or freezer to store urine samples (separate from the refreshments), table chairs
- iii. Marshals: clipboard, pens

13 MEDIA

13.1 Media Plan

The media want stories about Canadian athletes. The challenge is to attract the attention of the media and public.

Live coverage influences what the papers write about the following day. Professional teams get much better coverage than amateur athletes. The media, however, are interested in the local community.

Following are some ideas to help attract their attention:

- Call the media before the competition starts – provide a copy of the schedule, the who, what, where, how, why, and when
- Provide results the same day, good or bad – to all media locally and nationally, whether they attend or not
- Involve the coaches in the publicity. They are the most important source of information and can provide an insider's view of personality, strengths, weaknesses, and characteristics, statistics, rule changes, and views
- Be persistent. Not every attempt will be successful. It takes perseverance

Reporting news typically is driven by six elements:

1. **Timeliness** – how recent is the story?
2. **Proximity** – how physically close is this to the audience?
3. **Prominence** – is anyone famous there?
4. **Consequence** – does this mean anything to the audience?
5. **Human interest** – will people look and say “wow”?
6. **Conflict** – is there a contest of some kind?

Most diving meets contain many of these elements. So why isn't there more coverage?

The solution is to develop a publicity plan – a properly planned and executed plan will bring results.

- Contact the media well ahead of time to establish rapport
- Invite photographers and videographers to visit the facility ahead of time to help them establish interesting vantage points
- Assign one person to manage media contact
- Be attentive to small papers, community papers, alternative publications, local cable and public radio. Having the event mentioned in a small publication may validate the worth of the story for the “big guys”
- Determine deadlines. Many sports pages have weekend tabloids, but the deadlines for material may be a week or more before publication
- Many times well-written stories about an upcoming event cannot be included because the paper got information too late to include it
- Provide brief biographies. State your ability to comment on the sport and related issues

- Many local TV stations and newspapers have athlete of the week features. Nominate your divers. Make a case to have the divers included
- Don't limit your contact to the sports section. Divers can make great stories for the lifestyle or local news sections. Community sections might be interested in a story on how the divers and parents work to fund diving programs, organize the meet or work with the kids
- Start publicizing now - don't wait until the week before the meet. Make up a schedule and keep in touch with the media

13.2 Media Open House

The Media Open House is hosted by the organizing committee on behalf of Diving Canada and is generally held the Tuesday or Wednesday prior to the start of competition. It is suggested that the press conference take place between 11:00 a.m. - 2:00 p.m., depending on practice schedules. The Media chairperson will work with Diving Canada in planning this meeting. It should be held in an area that will hold up to 35 people (including divers and coaches), preferably at the pool, so that pictures and interviews can be held. The following people should be present:

- The Media Chairperson
- The Meet Manager
- The Club President or representative
- A Diving Canada representative
- The Host Head Coach and athletes
- National Team athletes and coaches
- National Team Head Coach
- **Sponsors (this helps to show why they are interested in our sport)**



Suggestions:

- Should be brief (no more than 30 minutes)
- Refreshments should be available - muffins, donuts, coffee, juice, sandwiches, veggie tray etc.
- Signage from the pool deck can act as a backdrop around the room
- Post signs giving directions to the meeting room at entrance ways
- The media will want individual interviews; they also like to be able to get several action shots of the divers in practice

Equipment needed:

- Signage, flags
- One table for food, one table for the press kits
- Electrical outlets

Suggested Agenda:

Welcome & Introductions
Significance of Meet

MC/Media Chairperson
Diving Canada rep

Who is here? What to watch for?	Diving Canada rep
Introduction of club / Canadian Team	Diving Canada rep
Explanation of technical aspects of meet	Diving Canada rep
Thanks to sponsors & Host Club	Diving Canada president or rep.
Closing Remarks	Media Person
Explanation of how results will be distributed	

13.3 Press Releases

Press releases will be issued by Diving Canada each day of the event. These will be sent to national media outlets. Copies of the releases will be sent to the Media Chairperson so that they may be issued locally.

The Media Chairperson should spend time trying to develop a relationship with the sports media in the city hosting the meet as personal contact leaves a better impression. Invitations to local media for the Press Conference or Media Open House are to be issued by the hosting partner. During the week prior to the meet the Media Chairperson should make follow-up phone calls to the local media, reminding them of the meet and the press conference.

During the week of competition the Media Chairperson or a representative should be available to greet the press, and to arrange photo-shoots and interviews. Diving Canada will also have someone on-site to assist.

Suggestions:

- A list of local media with phone & fax numbers should be prepared - radio, TV, major and community papers
- Early development of the promotion of the club activities may make the media more receptive to covering a national or international event
- A diving demonstration may increase interest, possibly following the Press Conference or an offer to host a media evening weeks prior to the event will help familiarize the media

13.4 Press Kit

Material for the press kit is distributed in kit folders (provided by Diving Canada). The host club may also want to insert information concerning the club, club divers taking part in the competition, sponsor information, and procedures for conducting interviews etc. This material should be prepared by the club, and inserted into the kits prior to the Press Conference.

Information provided by the National office will include:

- Fact sheet (single page)
- Brief biographies on the Canadian team – with photos (name, age, hometown, coach, competitive highlights, best results, education, special interest, hobbies, and so on)

- A list of participants and clubs/cities
- Dive numbers and names, technical information
- Press releases

The host club should provide:

- Information on local divers and club
- Competition schedule – all the upcoming dates and locations, training times, and anything special about the event
- Contact names and numbers for further information (local, provincial and national levels)
- Souvenir program

General guidelines for press kits:

- Information must be provided in both official languages
- The essential information - what, where, who, when, why you should give a hoot - should be on one page, one-and-one-half pages maximum
- The press kit is usually, but not always, in the form of a folder, with the event/team logo on front. Press kit folders will be provided by Diving Canada
- It needs impact to sell the assigning editor and journalist immediately on the story possibilities
- A clear, concise list of events and times is essential. It may be useful to supply, as well, a list of competitors, with key ones isolated so the photographers will know on whom to concentrate
- A list of contacts is critical. All the event contacts, including the club contacts (coaches, managers, hotels)

13.5 On-Site Services to the Media

On site media require and very much appreciate receiving the dive order and the list of dive numbers and names to be performed.

The media will request access to power outlets for their laptops and a jack to be able to e-mail their stories.

The host broadcaster holds the right to interview divers immediately after a finals event. Media scrums with other media can follow after the awards ceremony. Media should be encouraged to schedule interviews to ensure they obtain adequate time with the diver(s).

13.6 Host Broadcaster

The National Office negotiates and coordinates television coverage for all senior Nationals and International meets. During the competition the Organizing Committee, Host Broadcaster, and the National Office will work together to avoid conflict of interest and/or contract, scheduling problems, etc.

13.6.1 Host Broadcaster Contract Limitations (Summary)

- No other TV station may televise more than three (3) minutes of coverage each day with no individual sequence longer than one (1) minute. There must be at least three (3) hours between each presentation of such coverage
- In special cases local cable stations may be able to broadcast coverage (i.e. - preliminaries), but this must first be approved by the host broadcaster
- All in-camera range signage, location and size, must be approved in advance by the host broadcaster and Diving Canada Office
- The host broadcaster has the right to interview the winners of the events before any other members of the media

Special Considerations:

- The host broadcaster will conduct an inspection of the pool and facilities approximately 2 1/2 months prior to the competition. As National Office will be aware of the date of this visit, the name of the Technical Chairperson will be passed on to the host broadcaster, so that direct contact can be made during the inspection
- A diagram of camera placement will be made following this visit
- It is the responsibility of the host club to ensure that all of the broadcaster's requirements prior to the week of the meet (i.e. - sufficient lighting, removing barriers for the camera positions, unacceptable signage, sufficient power) are met
- The host committee must ensure that host broadcaster's personnel have easy access to the pool prior to and during the competition. **Accreditation is a requirement to be able to determine who is host broadcaster and who the other media are as deck access levels are different.**
- An area for the commentators must be approved by the host broadcaster and Diving Canada
- The lighting for televising must be on for at least the final two (2) days of practice before the competition begins, and it must remain on throughout the entire competition, including practices



During the Televising:

- The host broadcaster will require a specific number of copies of the dive sheets when they are televising. The Office Manager should ascertain the number from the Producer
- A cue-man will work with the Announcer during the actual broadcast

The above is subject to change based on the host broadcaster/Diving Canada contract.

14 MEET PACKAGE

The invitation/meet package is prepared and distributed by the Events Manager in the National office. Information from the host organizing committee is required approximately three (3) months prior to the meet. This information should include:

- Committee member names, addresses and phone numbers, areas of responsibility
- Name of city where the competition will take place i.e. - Nepean (not Ottawa)
- Pool name, address, phone and fax number
- Club logo (electronic format preferred if available)
- Map showing pool and hotel locations
- Outline of equipment available i.e. - two 3M springboards, C type
- Proposed practice and event schedule with times
- Accommodation available close to the pool with prices and amenities
- Car rental information
- Any airport taxes or improvement fees
- Banquet information - date, time, place, cost
- Press conference information - date, time, place
- Medical services being provided - times, cost
- Where the coaches' meeting will be held (generally the evening prior to the start of competition)
- Social activities planned
- Competition ticket information and order form (if applicable)
- Weather and tourist information

15 PROMOTION, PROGRAM & MERCHANDISE

Hosting a national championship is an ideal way to promote the sport of diving to the local community. This is a perfect opportunity for the local diving club to advertise and recruit, as well as highlight their local athletes. It is also a great opportunity for the community to get a peek at Canada's top athletes.

15.1 Visual Identity and Logos

It must be noted that every piece of communication, every merchandising item, and every pageantry element is part of the unique visual identity of this production and of Diving Canada, and will become a part of the event legacy.

One of the keys to the perception of the success of our national and international events, whether it is a poster, meet package, or souvenir program, is the image of the printed materials. All of these printed materials will help to shape how we are judged. It is therefore critical that all printed materials appropriately reflect the image.

All materials must have approval from Diving Canada prior to being distributed and must be available in both official languages.



Please refer to the Policy on logos and event names.

15.2 Diving Canada Web Site

Diving Canada's web site, www.diving.ca, and www.rezman.net are the official web sites of the event. No other web site may be advertised in connection with the event without previous approval by Diving Canada.

All print materials should include a reference to these sites.

15.3 Promoting the Event

A complete plan on how the championship will be advertised and marketed is to be submitted to Diving Canada approximately 6-8 months before the event. Diving Canada will work with the host to prepare and implement the plan.

It is not enough to rely on the media to promote the event. Nor will the poster reach the right people if it is only posted at the pool and at local bulletin board.

A proper plan needs to be developed to target potential spectators. Following are some ideas:

- Posters at the pool, local stores, local libraries your place of work
- Advertising in the facility's publications, notice boards etc.
- Notify local school (must be done well in advance to allow planning by the teachers)

- Notify local community groups – Girl Guides, Boy Scouts, Kiwanis, Lions Club and so on
- Notify other local clubs (synchro, swimming, etc.)
- Advertise the event on your web site and the provincial section web site
- The city’s communications department can usually provide you with a complete media list – all local city and community papers, television, radio, other publications
- Many newspapers offer free events listings and other free types of coverage. It’s usually a “local” or “community” section (not sports) that will provide information on upcoming events. Radio stations also sometimes offer free listings.
- Does your local t.v. station have an “athlete of the week” feature. Perhaps they will select one of your divers.
- Get to know the media at all city and community papers – instead of paying for advertising they may pick up on your press release announcing the event. Try to find a human interest angle. And notify them at least three weeks in advance.
- Your local tourism office will also have suggested on placed to advertise
- Can you advertise at other sport events, and they at yours
- Are there smaller events that can be held to promote the championships – perhaps at your own diving events, registration nights, at a local mall, media open house, charity fundraiser. Thinking creatively is key.

15.4 Poster

Diving Canada will produce the poster for national championships when there is a title sponsor involved. The host committee will have an opportunity to see the proposed poster prior to it being printed. The poster should be ready for distribution three (3) weeks to one (1) month prior to the competition.

When there is no title sponsor, it is optional whether the host committee produces a poster for the competition they are hosting. This can be discussed with the Diving Canada Executive Director.

The right photograph can express positioning better than words. A story-telling photo will stop the reader and make him or her ask “What’s going on here?” Add a caption under the photo. Readership of captions is almost double that of body copy.

- National and event sponsor logos must be included on the poster (contract requirements)
- Also to be included are the Diving Canada logo, host club, and provincial section logo
- Diving Plongeon Canada must be listed as the rights holder to the event. Sample wording could be “This is an official event of Diving Plongeon Canada”.
- Logos for other sponsors and suppliers of the event also to be included - this is determined by contracts in place at the time.
- www.diving.ca is to be listed as the official event web site
- Ticket prices must be included (if applicable)
- Schedule must be included (prelims/finals only)
- Dates, venue, event times

The poster must either be bilingual or be available in the other language upon request. This is a Sport Canada requirement.

A draft of the poster must be submitted to Diving Canada prior to printing.

15.5 Admission Tickets

An organizing committee may choose to charge admission in order to help offset expenses.

Suggestions:

- The schedule of events can be printed on the back of the tickets
- A different colour for each day
- Special groups and schools can be invited for Thursday and Friday and a reduced ticket price can be offered
- Use a stamp (different colours) to allow spectators re-entry without being concerned about their tickets
- Have tickets printed early for parents and clubs who wish advance ordering
- Include an order form in the invitation/meet package
- Use the official competition design as the background layout

15.6 Souvenir Program

The organizing committee is responsible for the printing of the program, and will be assisted by the Diving Canada Events Manager.

In addition to revenue generation, the goals of the program are:

- Help spectators feel they can relate to diving
- Raise the profile of diving
- Bring the sport closer to the spectator
- Give them that “touchy feely” item they are looking for
- Help educate the public about diving

The souvenir program reflects Diving Canada’s image; therefore every effort should be made to ensure it has high quality information, a professional look, and is error-free. A small fee for the program may be charged to help offset expenses and to avoid waste in giving away programs to those who are not interested.

Because the event is national in scope, the program must be presented in a bilingual format. This is also a requirement from Sport Canada and Official Languages.

Program Requirements (listed in order):

- Front cover: event name, dates, location, and logos (Diving Canada, provincial section, club, national sponsors, title sponsor, and any others identified by Diving Canada)
- Inside front cover: Speedo ad or other major sponsor or donator to the event
- Letters of welcome – in order of precedence (of those provided): Governor General, Prime Minister, Minister of State (Amateur Sport), Diving Canada President, Mayor (Note: these can be reduced in size to fit two or more to a page)
- Event schedule – include competition format, i.e. number of dives in each event, how many move forward, etc. Include only competition times in the schedule; training times and meetings do not need to be included.
- Dive number explanation
- How diving is judged
- Participant names and clubs, and participants in each event (optional)
- National Team biographies and photos (for Senior Nationals)
- Records, previous results (optional)
- Judges' biographies
- Beverley Boys Award information (for Senior Nationals)
- Inside back cover – Club advertisement/Learn to Dive program
- Outside back cover – Title sponsor ad (or Speedo if no title sponsor)

Other items to be included throughout:

- Diving Canada web site advertisement
- Advertisements (revenue generators)
- Other sponsors and donators
- Other items the organizing committee may wish to add

The following material will be sent to the committee by Diving Canada:

- Welcoming letters
- Diving Canada advertisement
- National sponsor ads
- National team biographies - athletes and coaches
- Officials' biographies
- Beverley Boys Award article (for Winter and Summer Nationals only)
- DD table

15.7 Merchandise Sales

The organizing committee may wish to organize a "boutique" for fundraising and promotional purposes.

- T-shirts, boxer shorts, and other items can be printed with the meet logo and Diving Canada logo
- Only Speedo bathing suits can be sold at a national meet
- No items may be sold that are from a competitor of Speedo

16 RESULTS AND SCORING

16.1 Competition and Training Schedule

The competition and training schedules are developed per the Diving Canada Rule Book in effect at the time of the competition.

When there is not a host broadcaster, the schedule can be developed based on the number of entries for each event and running at 40 seconds per dive. As entries are due only two weeks prior to the competition, the average number of entries can be used to determine timing.

SENIOR NATIONALS					JUNIOR NATIONALS											
	FEMALES		MALES		FEMALES				MALES							
	WSN	SSN	WSN	SSN	1 METRE		1 METRE		3 METRE		3 METRE		PLATFORM		PLATFORM	
	1 METRE				1 METRE											
2004	33	n/a	21	n/a		A	B	C	D	A	B	C	D			
2003	33	38	20	16	2004											
2002	27	34	20	22	2003	38	27	44	23	15	14	36	23			
2001	31	23	24	18	2002	33	26	30	31	21	18	21	28			
2000	31	29	19	18	2001	33	36	26	36	21	20	12	36			
1999	30	34	19	21	2000	40	27	24	33	16	16	24	14			
1998	34	29	24	19	1999	33	36	17	32	17	18	21	23			
	3 METRE				1998	30	33	20	24	19	17	20	22			
2004	39	n/a	25	n/a	1997	30	27	29	25	21	26	26				
2003	33	38	22	18	1996	26	25	34	17	20	17	27	14			
2002	24	35	18	24		3 METRE										
2001	34	25	28	20		A	B	C	D	A	B	C	D			
2000	18	31	19	18	2003	33	28	42	23	15	12	33	23			
1999	26	32	21	20	2002	30	30	30	31	21	17	21	27			
1998	32	27	22	22	2001	31	34	22	33	20	18	12	35			
	PLATFORM				2000	37	27	21	32	16	15	21	13			
2004	23	n/a	15	n/a	1999	31	33	18	31	16	16	19	22			
2003	21	19	13	11	1998	27	32	20	24	18	17	20	21			
2002	18	16	10	15	1997	30	24	29	24	18	25	26				
2001	13	12	11	6	1996	24	22	27	17	20	16	19	14			
2000	14	12	10	7		PLATFORM										
1999	15	13	9	8		A	B	C		A	B	C	D			
1998	18	15	10	10	2003	23	25	40		9	8	36				
	3 METRE SYNCHRO				2002	27	23	36		12	12	35				
2004	5	n/a	2	n/a	2001	27	25	25		13	18	15				
2003	4	6	5	1	2000	22	19	31		6	11	20				
2002	4	5	5	5												

2001	6	4	4	2	1999	18	25	25	10	13	19
					1998	16	26	15	10	15	16
		<u>10 METRE SYNCHRO</u>			1997	24	20	22		18	23
2003		2			1996	17	17	23	7	11	17
2001	2			1							

16.2 Live Results

To gain publicity, results will be available live on the internet, a service provided by Integrated Sport Systems. When possible, video will also be provided, a service wanted by the families who are unable to attend the championship. Live results also provides media from divers' hometowns with ease of access to the results.

16.3 Equipment Requirements

A *Definition of Work* will be provided to the organizing committee in advance of the championship, outlining the equipment and services provided by Integrated Sport Systems, and the equipment and services to be provided by the organizing committee. A sample listing is below

Services:

- Meet management using the DPC MMS and Tim Pfeifer run event software
- Live on the web (www.rezman.net)
- Web results (www.rezman.net)
- Facility display(s)
- Detailed Results package (Adobe pdf file)
- Summary Results package (Adobe pdf file)
- Volunteer training on run event software
- Team Points Calculations

- Bev Boys Award Calculations

SAMPLE ONLY

Equipment:

Provided by ISS:

- Power bars
- Network hub and cabling
- Software
- Omega Number Boards
- Laptops to run Facility Displays and Meet Management Software

Supplied by host:

- High speed Internet connection
- Video Projector (minimum 1)
- Printer with installation CD and paper
- Screens to project video (1 per projector). May require catwalk access
- Power Source and extension cords
- Number boards
- Access to the facility
 - Monday – Wednesday (8:00 AM – 10:00 PM)
- High speed photocopier, with extra toner and photocopy paper
- Filing system for dive sheets
- CDs for results for each club
- Dive sheets, DD sheets, Diving Canada Rulebook

16.4 Dive Sheets

Diving Canada will provide the organizing committee with a list of all divers registered in each event. This list is to be used as the master so the organizing committee will know who to expect dive sheets from. Dive sheets are due 24 hours prior to prelims. The organizing committee is to post a list of dive sheets missing either as of this deadline, or one hour prior to the deadline.

If there are any additional dive sheets received for person(s) not registered for that event, Diving Canada needs to be notified immediately.

It is the responsibility of the technical committee to ensure all dive sheets are checked in advance by the referee assigned to each event. Items to be checked include the list of dives, DD, number of dives etc. Not all meet management softwares will check for this information.

Divers may submit their dive sheets on paper, and electronically in advance directly through Integrated Sport Systems. In the case of electronic dive sheets, ISS will print a hard copy of the dive sheets. The technical committee will be responsible for providing the dive sheets to the athletes for review and signature.

16.5 Meet Management Software and Scoring Table

Diving Canada will provide the meet management software which is to be used for the Championship and will provide training to the volunteers as necessary. Diving Canada and Integrated Sport Systems will provide live internet results during the competition

A manual, paper system is to be used as well as a backup.

The host club is to provide DD cards and judges flash cards for scoring. Diving Canada may provide keypads depending on the software used, however this may not always be possible.

It is the responsibility of the referee and judges to check the dive sheets. If there is any question when entering dive sheets, the sheets should be returned to the judges to verify. Diver names can also be posted on a board where there is a sheet in question.

Two people are required when entering dive sheets to ensure there are no typing errors. One person can do the entering, while the other reads the dive numbers and checks on the screen.

16.6 Start Lists and Results

Per Diving Canada's contract with Speedo, the Speedo logo must be included on start lists and results pages. Speedo is entitled to a copy of the results.

Start lists and results are to be posted on deck in a location easily found by the divers and coaches. Start lists and results must also be posted in an accessible location for the spectators as they too like to see this information.

During the event, check with the referee whether they want the original dive sheets or if a computerized print out is acceptable.

Complete start lists with dive numbers must also be provided to the announcer and to the dive number board(s). The original dive sheet goes to the scoring table for manual recording of scores.

An electronic copy of all results must be provided to Diving Canada on CD following each event, for posting to the Diving Canada web site.

A complete set of results is to be provided to each club, one copy for Speedo, and two copies to Diving Canada at the end of the competition. Information to be included is as follows:

- A copy of the results for each event – prelims, semis, finals
- Detailed results – each score for all dives
- List of judges on each event
- Original dive sheets with scores – for the club's divers only (not required for Diving Canada)

⇒ 16.7 Distribution of Results and Start Lists

* Exact number of copies to be determined

** Senior Nationals only

Distribution To:	Paper Copies							E-Copy Complete Results CD
	Entry Lists	Judges Panels	Summary Start Lists	Detailed Start Lists	Summary Results	** Artistic Awards	Detailed Results	
Scoring Table	1	1		1				
Announcer		1		1	1	1		
Ceremonies Chair		1	1		1	1		
Event Referee		1		1			1	
Judges		1						
Diving Canada	1		1				2	2

Distribution To:	Paper Copies							E-Copy
	Entry Lists	Judges Panels	Summary Start Lists	Detailed Start Lists	Summary Results	** Artistic Awards	Detailed Results	Complete Results CD
FINA Delegate	1	1		1				1
CBC or Host Broadcaster	*		*	*			*	
Other Media	*		*		*			
Sponsors (Speedo)								1
Clubs								*

Items for inclusion on the results CD (in order):

- 1-Title page – event name, dates, location
- 2-List of divers and events entered
- 3-List of judges
- 4-Results
 - Start list for prelims/semis/finals for each event
 - Summary Results for each event
 - Detailed results for each event
- 5-Artistic Awards Summary (Seniors only)
- 6-Beverley Boys Award calculations
- 7-Team points

16.8 Scoreboard

Diving Canada will provide two running scoreboards for the championship. Spectators expect to have information available on scores and on the rankings of each of the divers. Scoreboard should not be handwritten on whiteboards or blackboard but instead use a professional looking display. Diving Canada will work with the host committee and facility to determine placement. Assistance from the facility may be required and possibly access to catwalks.

16.9 Team Points

Divers, coaches and even the audience will appreciate knowing throughout the competition where the clubs stand on team points. This can be posted in the results areas or projected throughout the weekend. Information required is club name, city and total points to date. Points are listed in the Diving Canada rule book.

The final team points must be provided to Diving Canada on the last day of competition and prior to the banquet, for presentation of the team pennant. Points are calculated in the meet management software.

16.10 Final Preparations Before the Competition

At numerous competitions a number of technical and other problems occur during the first event. This should be avoided. It is an offence to the competitors in that event to use it as a test competition. Therefore, special attention should be paid to the final preparations before the first contest.

- a) Check the diving forms at such an early stage that there is time enough left to contact the divers if corrections must be made and time enough to write the series into the computer program and check them
- b) Check the sound system at least one (1) day before the competition and again some hours before the competition
- c) Check the positions and the number of the judges' chairs (the closest chair on each side in line with the front edge of the springboard/platform and the chairs numbered clockwise)
- d) Check that the surface agitation works satisfactorily
- e) Run a test of some 15 minutes during the training some hours before the first event on the first day, pretending that the dives performed in training are competitive dives and check that all officials are performing their task and that all equipment and requisites are available and functioning
- f) Post a list near the tower with the divers' start order, with a list of their dives if available, and the names of the judges
- g) Check that all officials are present 15 minutes before the start
- h) Advise the divers by the sound system 10 minutes before the start and then again one (1) minute before the start
- i) If a competition is to start at a certain hour, the first dive should be made exactly at that hour. Announce the participants' names, start order, and the names of the judges who are to parade, this should be done at the latest, 10 minutes before the competition

16.11 Meeting Schedules

16.11.1 Coaches' Meeting

This meeting is generally conducted in English, however someone needs to be available to provide French interpretation to those preferring to receive the information in French.

- Generally held the evening prior to the first day of competition
- If the organizing committee has an arrangement with one hotel to act as a "host" hotel (reduced room prices) and it is advertised as such in the Meet Package, the coaches' meeting can be held there

- If there isn't a "host" hotel, the meeting can be held at the pool in a meeting room
- The room should be large enough for 35 people
- Start - 8:00 p.m.
- A blackboard or flip chart & pen should be available
- A "reception" may be held following the meeting (beer, wine, soft drinks, nibbles)

16.11.2 Officials' Meeting

- Generally held the morning of the first day of the competition
- Depending on the location of the meet, the meeting may be held during breakfast at the hotel, or at the pool
- This will be confirmed by the Events Manager
- The room should be large enough for 15 people
- The Officials may request a meeting room for one (1) evening, this request will come through the Coordinator

17 SPONSORSHIPS AND GRANTS

All local sponsorships, whether in the program or as an event sponsor, must be approved by the National Office so as to avoid conflict of interest with a national sponsor in the same product category. The contact person in the National Office for sponsorship matters is the Executive Director.

17.1 Diving Canada Hosting Grant

A \$5,500.00 hosting grant from Diving Canada for Winter and Summer Senior Nationals, and a \$7,500 grant for Junior Nationals - to be paid in four (4) instalments per the contract with the host organizing committee. Grants for other Diving Canada events are determined separately.

17.2 Title Sponsors

All title sponsorships must be negotiated by Diving Canada unless special conditions warrant sponsorship to be negotiated by the host committee. Refer to Schedule 1 Competition Market Policy of the contract.

Diving Canada will coordinate the servicing of all title sponsorships secured by Diving Canada.

Examples of benefits available:

- Opening and closing television billboard
- One (1) 30-second commercial spot per telecast
- Sponsor exposure during telecast
- Logo identification on deck
- Corporate acknowledgement over the public address system
- VIP seating and hospitality lounge access

17.3 Title Sponsors

The title sponsor is a primary sponsor whose investment allows its name to be listed within the event title; for example: "SPEEDO Junior Nationals".

For Junior Nationals, Speedo has the rights as title sponsor for the years 2000 to and including 2004. This competition shall be known as the "Speedo Junior National Championships". Presenting rights can still be sold to another group.

All Title Sponsorships must be negotiated by Diving Canada unless special conditions warrant sponsorship to be negotiated by the host committee. Refer to Schedule 1 Competition Market Policy of the contract.

Diving Canada or its designate will co-ordinate the servicing of all title sponsorships secured by Diving Canada.

Examples of benefits available:

- One (1) 30-second commercial spot per telecast
- Sponsor exposure during telecast
- Corporate logo on all promotional material such as posters, press kits, etc.
- Logo identification on deck and within camera range
- Public address announcements appropriately recognizing and acknowledging the sponsorship
- VIP seating and hospitality lounge access
- Full page advertisement in the souvenir program
- Logo on front page of the program
- Free parking
- Free deck access and general admission
- Right to make award presentations at medal presentations, events to be agreed upon 30 days prior to the event

17.4 Supporting Sponsors

Obligations include:

- Full-page advertisement in souvenir program. The artwork will be provided by Speedo
- Platform and pool deck signage (minimum two (2) deck signs and two (2) banners). Deck signs must be within camera range
- Corporate logo on all promotional material such as posters, press kits, etc.
- Public address announcements appropriately recognizing and acknowledging the sponsorship and any bonus program support. These scripts are subject to the sponsor's approval

17.5 National Sponsors

National sponsors will have signage at National meets. The signage will be coordinated by the National Office in conjunction with the host committee.

Obligations to national sponsors:

- Full-page advertisement in souvenir program. The artwork will be provided by Diving Canada
- Platform and pool deck signage (minimum two (2) deck signs and two (2) banners for Speedo). For Speedo, deck signs must be within camera range
- Corporate logo on all promotional material such as posters, press kits, etc.
- Public address announcements appropriately recognizing and acknowledging the sponsorship and any bonus program support. These scripts are subject to the sponsor's approval
- Speedo logo stickers on the edges of the 3, 5 and 10 metre boards

- Speedo logo on each page of results, start lists, diving order, judges' panels, etc.
- Free parking, maximum two (2) cars
- Free deck access and general admission, for up to five (5) people
- Right to make award presentations for up to two (2) medal presentations, events to be agreed upon 30 days prior to the event
- Speedo logo to appear on the scoreboard if technically feasible

17.6 Secondary Sponsors

Secondary sponsor: A sponsor whose cash, product and/or services investment is typically less than the title sponsor.

All signage for secondary sponsors negotiated by the host club must be produced by Diving Canada's signage company so as to ensure consistency of signage for TV coverage. The cost of the signage is approximately \$450.00. Diving Canada must be informed of all signage requirements one (1) month before the start of the event (two weeks to make the sign, two weeks for shipping).

If the host club obtains a secondary sponsor, Diving Canada does not receive any money. If Diving Canada obtains a secondary sponsor, 50% goes to Diving Canada, 50% goes to the host club.

Example of Secondary Sponsor Benefits:

- A deck board
- One full page ad in the program
- VIP seating during the competition and free admission to the event
- The opportunity to present awards
- Public address announcements appropriately recognizing and acknowledging the sponsorship

17.7 Diving Canada Donations and Tax Receipts Policy

A copy of Diving Canada's Donation Receipting and Grand Program Policies and Procedures is available upon request.

Tax receipts for donations can be issued by Diving Canada as we have charitable status. Clubs and provincial sections holding special projects and events to raise funds (unrelated to a national championships, where receipts are required to be issued, must be approved in advance by the Diving Canada Executive Director. Diving Canada charges a 10% administrative fee.

For donations to a national championships and for the host committee in the running of the event, donation cheques are to be made payable to the Canadian Amateur Diving Association Inc. 100% of the donation will be returned to the host committee, and a tax receipt issued.

18 TRANSPORTATION

Ground transportation at all national championships is the responsibility of individual clubs and coaches. It is expected that the host organizing committee will provide a list of car rental agencies with respective costs of cars and vans in the Meet Package.

The host organizing committee will be requested to provide volunteer drivers to pick up and drop off officials at the airport. The arrival/departure schedule will be provided by Diving Canada.

19 FINAL REPORT

Within 2-3 months of the last day of competition, a final report and financial statement should be sent to Diving Canada.

Event reports should document key items from the championship so that a record is in place for the next event being hosted, whether it is another nationals or trials or if it is a provincial event or invitational. The report should also document key learnings, key successes, and any recommendations. Volunteers and staff may change over the years so a document they can learn from is invaluable.

The report is also used by the national office to review recommendations and challenges and determine steps by other hosts of the same event.

Items to be included in the report are as follows. Include items that worked well and recommendations for future championships.

1. Media coverage at press conference and throughout the meet
2. Fundraising & sponsorships (cash and in-kind donations)
3. Medical coverage
4. Security
5. Volunteers
6. Ceremonies, protocol and announcers
7. Advertising and promotion
 - include # of spectators each day at the meet OR ticket sales
 - include # of programs sold and revenue generated (if applicable)
8. Technical equipment / results / meet office
9. Hospitality
10. Hotel
 - size of room block booked at hotel and actual number of rooms used
 - suitability of location
 - suitability of meeting rooms
11. Banquet (location, added activities, etc.) (Include attendance numbers)
12. Financial statement
13. Other (i.e. merchandising, set-up and take-down)

For historical purposes the following should also be included for Diving Canada's records:

- Sponsorship package (if applicable)
- A copy of all advertising materials including poster (if applicable)
- Program
- Sample tickets (if applicable)
- Coaches package