

## MEMBERSHIP AND REGISTRATION POLICY

January 27, 2024

### DEFINITIONS

**“Activities”** means all DPC, Provincial Section, Committee or Club sanctioned business and/ or activities related to springboard, platform or high diving.

**“Board”** means the Board of Directors for Diving Plongeon Canada (DPC).

**“Club”** A body or group of persons organized for the purpose of teaching, training, and competing in the sport of diving, and whose members are registered with DPC, has applied to be and has been accepted by the DPC board as a Club, has fulfilled the registration requirements of its Provincial Section (PS) and DPC, and has paid any associated registration fees to its PS and DPC. Note that there are different types of Clubs as defined by a declaration filed with the PS at the time of registration. The different types of Clubs may be entitled to certain benefits and services provided they are “in good standing”.

**“DPC”** means Diving Plongeon Canada

**“Including”** means including but not limited to.

**“Member”** has the meaning set out in the Bylaws of DPC, as amended from time to time. Often, only referring to the Provincial Sections but can also refer to the three (3) Standing Committees.

**“OSIC”** means Office of the Sport Integrity Commissioner

**“Policy”** is a set of ideas or a plan of what to do in particular situations that has been approved by the DPC board of directors.

**“PS”** refers to a Provincial Section that is a Member of DPC and is responsible for the management of diving within its provincial boundaries.

**“Registrant”** has the meaning set out in the Bylaws of DPC, as amended from time to time, save and except that in this Policy the term “Registrants” is limited to individuals and does not include “Clubs”.

**“Standing Committee”** refers to the 3 committees established by DPC’s By-Laws, each of which has voting rights (Officials, Coaches and Athletes).

**“UCCMS”** means the Universal Code of Conduct to Prevent and Address Maltreatment in Sport.

## PURPOSE

1. DPC is recognized by Sport Canada and World Aquatics as the exclusive national sport organization and governing body for springboard, platform and high diving in Canada. DPC relies on its Members, Clubs and Registrants for continued commitment to accomplish its collective objectives.
2. This policy provides the framework for DPC's Members, Clubs and Registrants to maintain their status as 'in good standing'. By providing an annual verification that they continue to meet affiliation requirements, Members, Clubs and Registrants provide assurance that they agree to operate and participate in a safe, ethical and effective manner, in accordance with DPC rules, policies and procedures. An ongoing status of 'in good standing' will provide access to certain privileges and services exclusive to DPC Members, Clubs and Registrants.
3. All persons and entities who desire to become Members, Clubs or Registrants of DPC must apply for registration with DPC on an annual basis. The registration period is September 1 – August 31.

## SCOPE OF POLICY

4. This policy is meant to work in conjunction with:
  - a) The Canada Not-for-Profit Corporations Act, which defines the powers of members common to all federally incorporated not-for-profit corporations,
  - b) Article 3 of DPC's bylaws, which addresses issues such as definitions of membership classes, membership or club dues, Registrant fees, termination of affiliation,
  - c) Article 9.1 of DPC's bylaws, which addresses the Standing Committees as Members of DPC,
  - d) Other rules, operating policies, procedures and codes created and required by DPC and its affiliated partners.
5. This Policy recognizes that jurisdictions across Canada may have legislation that applies to sport organizations within their province or territory. Government legislation may supersede aspects of this Policy.

## ACCOUNTABILITIES

6. Employees and contractors of DPC are bound by the terms of their job descriptions or contracts regarding the handling of their duties; in the absence of any specific laws or terms, this policy and the UCCMS will apply as best practice documents.
7. DPC Members, Clubs and Registrants are bound by various Codes of Conduct including the UCCMS, national and provincial laws and various policies and procedures when

participating in DPC business, declaring conflicts of interest, and maintaining confidentiality of information.

8. DPC, PSs and Clubs have the responsibility to maintain data and to protect and keep confidential all personal information of their respective members, registrants, staff and volunteers as per the DPC Privacy Policy.

## RESPONSIBILITIES

9. To maintain effective membership and registration processes, DPC will:
  - a) Define, review and approve requirements of membership, affiliation and registration including setting any dues or fees;
  - b) Define, review and approve privileges and services available to the Members, Clubs and Registrants commensurate with their membership, affiliation or registration type; and
  - c) Set and maintain the systems needed for effective and efficient membership, affiliation and registration procedures, including a centralized, online, national registration system and staff support to aid in compliance.
10. To maintain effective club affiliation processes and define the benefits and services available to each type of Club, DPC requires all PSs to adopt a Club Affiliation Policy based on a template which DPC has made available in the National Registration Procedures. The PS's Club Affiliation Policy shall be based on the template and may be amended to clarify or strengthen, but it cannot contradict, the responsibilities set out in the template.
  - a) Clubs may only run programs within the provincial boundaries of their geographic location and may only register with a PS within the provincial boundaries of their geographic location
  - b) If a Club within a provincial or territorial boundary wants to operate but the PS is not in good standing, the Club may apply to DPC to affiliate with the closest PS Member or may be required to affiliate directly with DPC.

## APPLICATION

11. The National Registration System shall:
  - a) Provide evidence that Members, Clubs and Registrants are properly affiliated with DPC for the purpose of participating in sanctioned Activities of DPC and accessing certain services and benefits.

- b) Track and monitor the demographic profile of DPC's Registrants for the purposes of reporting, strategic planning and programming.
  - c) Make it possible for Registrants to make smooth transitions between different developmental levels and governing jurisdictions.
  - d) Provide a tool and resource for Coaches' and Officials' training and education records.
  - e) Provide a tool and resource for competition entries and results.
  - f) Aid in Safe Sport Screening.
12. The National Registration Procedures shall be published, reviewed and revised as required on an annual basis. DPC reserves the right to make changes to the National Registration Procedures at any time. Any such changes will be clearly communicated to all PSs and Clubs.
13. DPC, each PS, and each Club will identify a minimum of one (1) Registrar who will facilitate registration using DPC's online national registration system to register all Registrants.

#### AFFILIATION REQUIREMENTS

14. In accordance with the DPC Bylaws, a Member of DPC will be considered 'in good standing' provided that the PS:
- a) pays the dues, if any, of DPC in accordance with Bylaw Article 3.3, and
  - b) is not subject to any outstanding disciplinary investigation or action by DPC, or if subject to a previous disciplinary action, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of DPC.
15. PS Members are required to:
- a) have at least one active Club within the boundaries of their province or territory;
  - b) confirm their affiliation with DPC each season by written notice;
  - c) acknowledge DPC's affiliation requirements and meet all conditions of registration stated in the National Registration Procedures; and
  - d) adopt a Club Affiliation Policy using the template found in the National Registration Procedures.
16. A Standing Committee will be considered 'in good standing' if it:
- a) Submits its Terms of Reference to DPC's COO
  - b) Provides DPC's COO with a list of committee members who are Registrants in good standing with DPC
  - c) Appoints a voting delegate to any special or general meeting of DPC
  - d) Appoints a liaison to any ad-hoc committee when required

17. A Club will be considered 'in good standing' provided it:
- Confirms its affiliation with DPC through the PS in which it is registered and generally conducts its diving activities.
  - Declares its Club Type, acknowledges the corresponding affiliation requirements, and meets all conditions of registration stated in the National Registration Procedures.
  - Pays any dues or fees as required by its PS's Club Affiliation Policy
  - Is not subject to any outstanding disciplinary investigation or action by its PS or DPC, or if subject to a previous disciplinary action, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of DPC.
18. A Registrant will be considered 'in good standing' provided:
- They have applied to be and have been approved by the DPC board to participate in DPC activities for the applicable registration period;
  - They have paid all dues and fees as required by DPC, their PS and their Club for the applicable registration period;
  - They (or their representative) have acknowledged and accept the affiliation requirements stated in the National Registration Procedures for the applicable registration period; and
  - They are not subject to any outstanding disciplinary investigation or action by their Club, PS, DPC, or OSIC, or if subject to a previous disciplinary action, have fulfilled all terms and conditions of such disciplinary action to the satisfaction of DPC.

## DISCIPLINARY ACTION

19. Failure to adhere to this Policy and the National Registration Procedures may result in a discipline investigation in accordance with the Discipline and Complaints Policy.
20. Additionally, a discipline investigation may be initiated for any one or more of the following reasons:
- Violating any provision of the Bylaws, Code of Conduct, UCCMS, Policies and Rules of DPC
  - Any other act or omission which is detrimental to DPC as determined by the Board in its sole discretion; and/or
  - For any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the mission and values of DPC.

## TRANSFER, WITHDRAWAL AND TERMINATION

21. The transfer process shall act as a formal mechanism to terminate a Registrant's affiliation with one Club and to initiate their affiliation with a new Club. A transfer is not only intended to relocate a Registrant's registration, but to safeguard the Clubs and to act as a preventative measure to dissuade improper recruitment. Further and importantly, it serves as a method to identify any unresolved disciplinary investigations or financial conflicts/issues with a Registrant's previous Club.
22. A Registrant may withdraw from a Club, a PS, or DPC at any time, provided that the Registrant will be responsible for all outstanding fees, dues and debts payable and owing to the Club, PS or DPC at the time of withdrawal. A Registrant may be suspended or expelled from DPC in accordance with DPC's Discipline and Complaints Policy or may be denied registration as determined by DPC at its sole discretion.
23. A PS may resign from DPC by giving written notice of its intention to resign; however, a PS may not resign when subject to a disciplinary investigation or action of DPC (Bylaw 3.5a).
24. A PS may be suspended from DPC for failure to pay dues, if any, in accordance with Bylaw 3.3. If dues remain unpaid for a further 120 days following the suspension, the Member may be expelled from the DPC. (Bylaw 3.5b)
25. Notwithstanding expulsion from membership, a former PS remains liable for any assessment levied under authority of Bylaw 3.3 prior to the expulsion. (Bylaw 3.5c)
26. In addition to suspension or expulsion for failure to pay dues, a PS may be suspended or expelled from DPC in accordance with DPC's policies and procedures related to disciplinary action. (Bylaw 3.5d)
27. A PS shall cease to be a Member upon its dissolution or winding-up of affairs. (Bylaw 3.5e)

## RESOURCES

Swimming Natation Canada, National Registration Policy and Rules  
Canada Artistic Swimming, Membership Operations Policy  
DPC Bylaws  
DPC Rulebooks 2013-2017 & 2017-2021

## REVIEW

Every 2 years or as required.