

# Alberta Diving Club Affiliation Policy



## **Purpose**

1. The purpose of this policy is to describe the minimum requirements for Affiliated Clubs (Clubs) of Alberta Diving to maintain their status as a member in good standing. By providing an annual verification that they continue to meet these requirements, Clubs provide assurance that their Club operates in a safe and effective manner.

## **Application**

2. This Policy applies to Clubs of Alberta Diving.

## **Incorporation**

3. Each Competitive Club will provide proof of a business registration or incorporation as a legal entity (i.e., a registered “not-for-profit” organization or “for profit” business).

4. A Club may obtain an exemption following the procedure set out under Exemption Procedures.

5. Alberta Diving reserves the right to waive the requirement for incorporation for Recreational Clubs at its sole discretion.

## **Board of Directors**

6. Each Club that is structured as a not-for-profit organization will have a Board with not fewer than three (3) directors who are elected by its members subject to the provisions of the Club’s By-laws.

7. The Board shall meet with sufficient frequency to carry out its basic fiduciary and governance duties, and at least quarterly.

8. The Club is expected to update Alberta Diving regarding any changes in its Board composition and to ensure all contact information for Directors is accurate.

9. Any Club that has an exemption from being incorporated is expected to provide names and contact information of the individuals who are responsible for the management and administration of the Organization to Alberta Diving and to ensure all information is accurate and updated if there are any changes.

## **Governance**

10. Each Club will abide by the By-Laws and policies of Alberta Diving and DPC.

11. Each Club will have governance structures in place to ensure it has the organizational capacity to align with key roles and responsibilities as described in the DPC Membership and Registration Roles and Responsibilities.

12. Each Club, whether incorporated or not, will adopt by-laws, or rules of operation that govern the financial and legal affairs and other activities of the Club. These bylaws or rules of operation will be

guided by the Alberta Diving By-laws and will not at any time conflict with the Alberta Diving By-laws.

13. Each Club's by-laws, or rules of operation, at a minimum, will include the following:

- a) Club name;
- b) Membership including requirements of admission, membership duration and conditions of withdrawal or expulsion;
- c) Club meetings including annual meeting and notice, quorum and voting rights;
- d) For Clubs that are incorporated, board structure including board composition, the appointment and removal of directors and officers and their duties, powers and remuneration;
- e) For Competitive Clubs that have an exemption from being incorporated or Recreational Clubs, the names of the individuals who are responsible for the management and administration of the Club;
- f) Finance and management including financial year;
- g) The manner of making, amending and rescinding by-laws, or rules of operation; and
- h) Dissolution.

14. Any amendments to the Club's by-laws or policies will be submitted in writing to Alberta Diving by no later than the annual deadline for Member registration as prescribed by Alberta Diving.

### **Financial Controls**

15. Clubs shall adopt financial management policies including procedures and processes that must be met to protect the financial integrity of the organization. These policies will include, at a minimum:

- a) Signing authority;
- b) Regular financial reporting;
- c) Annual budgets;
- d) Reserve funds;
- e) Expense reimbursement including travel; and
- i. Fees for services including refunds.

16. Each Clubs's Board or management shall review the Clubs's financial position regularly and ensure effective financial controls are in place.

17. Each Club shall send an annual financial report when requested by Alberta Diving.

### **Naming Convention**

18. Each Club will seek approval from Alberta Diving for any change to their legal name or call letters.

- a) Each Club's call letters must be different from Diving Plongeon Canada, Alberta Diving and other Clubs' call letters;

- b) No Club may use “Canada” nor the name of a province or territory in their legal name.

19. Call letters will be assigned by Alberta Diving on a first come, first serve basis and may not be duplicated within Alberta Diving.

20. The Club may request an exemption from the naming convention from Alberta Diving following the procedure set out under Exemption Procedures.

21. Alberta Diving reserves the right to decline requests for approval of a Club’s name and call letters if Alberta Diving, in its judgement, considers it does not appropriately reflect the brand.

### **Policies**

22. Each Club will acknowledge and abide by DPC’s and Alberta Diving’s policies as part of their operations:

- a) Appeal Policy;
- b) Membership and Registration Policy
- c) Concussion Policy
- d) Code of Conduct and Ethics Policy
- e) Discipline and Complaints Policy;
- f) Privacy Policy;
- g) Screening Policy; and
- h) Any future policies identified by the DPC or the Alberta Diving Board of Directors that apply to Clubs or Participants.

23. Clubs shall acknowledge and abide by all Alberta Diving and DPC’s procedures, rules and regulations. Participants who wish to make an appeal may do so in accordance with the Alberta Diving or DPC’s Appeal Policy.

### **Websites**

24. Each Club will post the following up-to-date material on their website where it is available to the public:

- a) For Clubs that are incorporated, the names of Board members OR  
For Clubs that have an exemption from being incorporated, the names of the individuals who are responsible for the management and admin of the Club;
- b) Contact information such as a phone number or email address
- c) By-laws and/or rules of operation
- d) Information about making a complaint about maltreatment in sport
- e) A website link to the PSO and DPC

### **Compliance**

25. Decisions to grant or deny Club membership are made by Alberta Diving in accordance with this Policy.

26. Clubs will remain in good standing if they maintain the Conditions of Registration and the Operating Standards as described in the DPC National Registration Procedures and Alberta Diving.

27. If a Club cannot demonstrate that it meets all of the DPC Conditions of Registration, the Operating Standards and requirements of this Policy to Alberta Diving's or DPC's satisfaction, Alberta Diving or DPC may take one or more of the following actions, at its discretion:

- a) Attach such conditions to the membership as Alberta Diving or DPC considers appropriate, and the Club shall abide by such conditions. Before attaching conditions, Alberta Diving or DPC will give the Club:
  - i. Written notice of the deficiencies; and
  - ii. An opportunity to correct the deficiencies, to Alberta Diving or DPC's satisfaction, by a date to be determined by Alberta Diving or DPC.
- b) Provisionally and immediately, suspend the membership if Alberta Diving or DPC, in its judgement, considers the deficiencies give rise to serious safety or organizational capacity concerns. In such situations, Alberta Diving or DPC will give the Club:
  - i. Written notice of the provisional suspension and the reasons for this decision; and
  - ii. An opportunity to correct the deficiencies, to Alberta Diving or DPC's satisfaction, by a date to be determined by Alberta Diving or DPC.
- c) Revoke the membership. Before revoking membership, Alberta Diving or DPC will give the Club:
  - i. Written notice of Alberta Diving or DPC's intent to revoke the membership and the reasons for this decision; and an opportunity to correct the deficiencies, to Alberta Diving or DPC's satisfaction, by a date to be determined by Alberta Diving or DPC.
  - ii. If the Organization fails to correct the deficiencies, to Alberta Diving or DPC's satisfaction within the allotted time, Alberta Diving or DPC may revoke the membership.

### **Exemption Procedures**

28. Where the DPC National Registration Procedures or this Policy offers an exemption from certain requirements, the following steps shall be taken:

- a) A person with authority to act on behalf of the Club will submit a request in writing to Alberta Diving to be exempted from the requirement stating all reasons relevant to the matter and explaining in specific terms why they should be granted an exemption;
- b) The Club will be notified in writing of the approval or denial of their exemption in writing from the Alberta Diving using the contact information provided in the original request;
- c) All decisions made by Alberta Diving regarding a request for an exemption from certain requirements under this Policy will be final and binding, with no right of appeal.