

Pan Am Diving Club

2009

Team Handbook



**Pan Am
Diving Club**

Pan Am Diving Club Inc.

HANDBOOK

2009

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WELCOME TO THE PAN AM DIVING CLUB INC.

Club Motto

“there are no limits”

Welcome to the 2006 season of the Pan Am Diving Club. The following pages outline the club and its goals and policies. Please read it carefully and keep it in a safe place for future reference. Further information can be obtained from our homepage at www.panamdiving.com or by calling **487-6243**.

MISSION STATEMENT

The Pan Am Diving Club is committed to the development of a positive, co-operative, and supportive atmosphere for participation in all levels of the sport of diving.

The Pan Am Diving Club is committed to competitive development and performance. The Club is committed to the belief that competitive athletes can best be supported through a full spectrum of introductory and developmental programs. As such, the decisions and actions of the Club are based on the development and maintenance of programs designed to ensure that all athletes who have the desire to become as competent in diving as they personally strive to improve, will be given the opportunity to participate in the appropriate Club activities.

The Club is committed to maintaining a presence in all aspects of the art and sport of diving.

GOALS

To develop and maintain technical programs that allow all **ATHLETES** to fully realize their potential.

To develop, support, and maintain **QUALIFIED COACHES** sufficient to provide a full range of Club programs.

To recruit and retain **VOLUNTEER DIRECTORS** with sufficient knowledge and expertise to guide the activities of the club.

To develop, support, and maintain a **TALENT IDENTIFICATION** and **RECRUITMENT** system to ensure a consistent succession of competitive athletes and coaches.

To facilitate the development and administration of quality **PARTICIPATION** programs to promote an interest in and awareness of the **Pan Am Diving Club Inc.**

To generate **FINANCIAL RESOURCES** to meet club programming needs while decreasing dependence on government grants.

HISTORY OF THE PAN AM DIVING CLUB

The Pan Am Diving Club of Winnipeg has come a long way since its creation in 1964. The early days had beginning divers leaping from any projection over any body of water they could find. Coaches often were simply people who had once seen someone dive or knew of someone who had dived.

At its inception, the Club was combined with a swimming club and called the Winnipeg Aquatic Club. While these hardy pioneers of the sport of diving are most responsible for diving programs in Winnipeg, it was not until the 1967 Pan Am Games were awarded to Winnipeg and the first complete indoor diving complex in Canada built that divers from Manitoba actually began to be competitive at a national level.

Winnipeg became the training center for the National Team from 1970-1972 and divers came from all over Canada to train at the Pan Am Pool under the watchful eye of Canada's first professional diving coach, Mr. Don Webb. When the National Team decentralized in 1973, the Pan Am Diving continued its relentless pursuit of exposing Manitoba youngsters to the sport of diving.

After the 1972 Olympics, a former National Team Member, Nancy Robertson, became the club's new coach. She developed a strong program from 1973 – 1978. Following Nancy were a number of coaches who contributed to the history of the Pan Am Diving Club, among them Lester Newby, Donald Dion, Michael Plueschow, John Webster and Al Einarson.

In 1981, Jim Lambie came to Winnipeg to assume the duties of Head Coach. Jim had been a National Team coach since 1973 and to his credit are numerous Junior National, Senior National, and International titles with athletes such as Linda Cuthbert, Janet Nutter, and Jennifer McArton. Younger protégés included Jeff Bacon, Angela Borthwick, Jeff Liberty, and Geoff Ritz. The club had seen four coaches in three years and the program was in dire need of direction and stability. Jim approached his job with the Pan Am Diving Club from a different angle, by developing a broad base of assistant coaches to ensure continuity to a program that was in need of stability.

Throughout the 1980's, the Pan Am Diving Club under Jim Lambie and his wife Jayne McDonald was considered to have one of the strongest competitive programs in Canada. In 1983, Pan Am Divers Jennifer McArton, Cathy Jacobson and Deanne McClennaghan swept two events in the National Championships. Jennifer McArton was to date the youngest diver to ever represent Canada in a Senior World Championship. At 12 years old Jennifer placed 12th in the ten-meter platform event in Gyaquil, Equator. Jim Lambie was named Olympic coach in 1984 and 1988. In 1990 junior divers Geoff Ritz and Jeff Liberty represented Canada at the Can Am Mex Junior International and Angela Borthwick represented Canada at the Commonwealth Games in Auckland, New Zealand. Angela followed that up by qualifying for the 1991 World Aquatic Championships in Perth, Australia. In 1992, Angela was one of the contenders to be named to the 1992 Olympic Team. Unfortunately, Angela placed fourth and was not selected.

HISTORY OF THE PAN AM DIVING CLUB (cont'd)

The 1992 Olympics in Barcelona closed yet another storied chapter for the Pan Am Diving Club. Jim Lambie and Jayne McDonald retired from coaching and Michael Mourant was named Head Coach. Michael was a product of the Pan Am Diving Club representing Winnipeg, Manitoba, and Canada from 1972-1980. Michael went on to represent Canada at the 1984 Olympics in Los Angeles.

From 1992-1998 Some of the highlights have been: Marya Sabesky's silver medal performance at the 1993 Canada Games; Geoff Ritz's 3 metre springboard performance at the 1993 Age Group Nationals which earned him a spot on Canada's Junior World Age Group Team; Kevin Geyson finishing as Canadian National Champion on Tower at the 1997 Age Group Nationals.

Currently

Jim Lambie returned in December 1998 to take over the head coach position again and the Club is steering towards becoming one of the strongest and best-organized clubs in Canada. In 2000 Kevin Geyson qualified for the World Age Group Team and in 2001 he became a member of the National Senior Team. In 2002 Cam McLean became Pan Am's newest national champion by winning the Group C boys 3M event in St. Johns Newfoundland. Cam has defended his title successfully for the past three years. In 2003 Cam traveled to Brazil and won a silver medal in the Pan Am Age Groups beating out some of the best age group divers in the World. In 2004 Kevin Geyson and Lauren Penko represented the Pan Am Club in the Olympic trials. Kevin was named as an alternate to the team and Lauren in only her third year of diving place a very respectable 9th. In 2004 the synchronized diving team of Jill Gudmandson and Kristin Davies place second at the Senior Nationals in Calgary. Pan Am continues to be one of the strongest and fastest growing competitive programs in Canada. In 2005 Cam McLean and Kevin Geyson continued to make their mark in Canadian Diving. Cam represented Canada in Australia, Germany and the U.S. while Kevin participated as a member of the Canadian Senior Team in Germany, China, U.S. and Izmir, Turkey at the World University Games. Both Cam and Kevin were named to the 2006 Commonwealth Games Team traveling to Australia. Cam again won the national group A championships and was named to the World Age Group Team representing Canada in Malaysia.

The newest Pan Am member to begin representing Canada is Lauren Penko. Lauren made her first national teams in 2006 representing Canada in both Germany and Italy. After only three years in the sport of diving Lauren is also making her mark on the Canadian scene.

2007 will be a new year of challenges for the club with the retirement of Dallas Ludwick as Head Assistant Coach and Jon Granke as a pre competitive coach. Mr. Fin Temple joins the coaching staff on an interim basis. Fin is a former national team member and has represented Canada at the Pan American Games and World Championships.

The Pan Am Diving Club looks forward to providing quality service to all individuals interested in diving. For more information on the Pan Am Diving Club's programs please contact Jim Lambie (headcoach@panamdiving.com) or Lauren Penko (panamltd@yahoo.com) or at **487-6243**. Or for more information please use our web site at www.panamdiving.com.

TRAINING PROGRAMS

All programs of the Pan Am Diving Club Inc. are under the direct leadership of head coach Jim Lambie. The head coach acts as final say in the moving of athletes from one program to another by invitation. Jim Lambie can be contacted by email at headcoach@panamdiving.com regarding programming and disciplinary questions.

Learn to Dive

For the 2009 season the Pan Am Diving Club is introducing a new 5 level program that is geared to teaching all of the diving basics in a safe and logical manner. Skill sets will be introduced and check off as the divers accomplish them. Upon completion of the 5 levels the divers will be invited to participate in the Pre Competitive program.

Sessions consist of Beginner Level 1 at once per week for 10 weeks, cost is \$160.00. Advanced levels 2-4 are twice per week for 10 weeks and cost \$295.00. Adult Learn to Dive is periodically offered and the current cost is \$115.00/6 classes.

Pre-Competitive Diving

This program is designed for divers who have completed the Learn-To-Dive booklet and who show interest in a greater commitment to the sport of diving.

The goals for the divers in this program are to acquire the skills necessary to compete provincially in their age group at the Manitoba Provincials. In the meantime, these divers will have the opportunity to compete in the Novice Provincials held three times a year.

The Pre-Competitive divers are expected to train two to three times per week. Options to train in this program are two to three days M-Thurs. and Saturday. Training times are 5-8 Monday to Thursday and / or 9 AM to 12 PM Saturday.

It is possible that divers in the Pre Competitive program may qualify for Age Group Nationals (July). These athletes may be invited to attend this national competition (see Competition Schedule).

Please refer to the Athlete Code of Conduct with regards to expectations of the Pan Am Diving Club coaching staff. If expectations are not being met at any time, the athlete may be moved to a more suitable training program. Pre Competitive athletes, who demonstrate the training behavior of a Competitive diver, may be invited into the Competitive B training program. This invitation will come from the Head Coach at his discretion.

Competitive B

This training program is best suited for divers (18 and under) with goals of making finals at the Age Group Nationals. There are 4 workouts per week: M-Th. 5 – 8 p.m., Fri. 5-7 P.M. and Sat 9-12 noon. Athletes in this group may be invited to participate in competitions approximately as often as once a month beginning in November (see Competition Schedule). Competitive athletes are expected to train the entire season (Sept-July) and to attend all training camps with time off scheduled according to their competitive schedules.

The athletes choosing the Competitive B program will be under the supervision of the Head Coach and/ or Assistant Coaches.

Prior to the season starting, athlete/coach meetings will be scheduled to develop a yearly training plan. Parents/Coach meetings may be scheduled following these initial meetings.

Please refer to the Athlete Code of Conduct with regards to expectations of the coaching staff. If coaching expectations are not being met at any time, the athlete may be moved to a more suitable level of training program. Minimum attendance at 90% of team workouts is expected in this group.

Competitive A

The competitive section of the club is designed for athletes ready to pursue a full time competitive program leading to national and international level competition. Programs will be available for athletes to attend 6 days per week (M-Th. 5-8, Fri. 5-7 and Sat. 9-12). Athletes will decide on a training schedule with consultation from the head coach.

Generally this group is expected to train a minimum of 5 days per week.

Athletes in this program will also pursue a full curriculum of dry land training and conditioning. If the head coach deems that an athlete cannot pursue a full program at this level then he/she may be moved back to a program more suited to their ability and time commitment.

Other Programs

Provincial Team and 2009 Canada Games Training Squad

This is the most high performance group training with the club and is participated in by athletes who have made a four year commitment to being contenders for the 2012 Olympic Team. While this is mostly a Provincial program, these athletes will also be members of the Competitive A section of the club and train with the club. Provincial Team and Club Head coach Jim Lambie will direct this program. This is a coach-dominated program and athletes and families will be expected to meet both a high level of commitment and performance. Criteria will be set out for each of the years 2009-2012 and athletes wishing to participate or stay in this program will be expected to meet this criterion. Athletes in this program will be expected to attend all major competitions as set out by the head coach; this includes both Winter Senior Nationals and Summer Senior Nationals. Athletes in this program are the elite ambassadors to the club, Province and diving and will be asked to represent the club in sponsorship and media situation. Divers in this program also run the Novice Provincials along with volunteers.

FEE SCHEDULE 2009

All Fees and Deposits are payable in full at the time of registration. Please see the next page for Payment Options (by post-dated cheques or credit cards)

Competitive A

Annual Registration Fee	\$ 100 (non refundable)		
Annual Membership Fee	\$2880		
**Deposit for fund raising and volunteer work	<u>\$ 475</u>	Total	\$3455.00
or		or	
*Annual Fees in <u>lieu</u> of working bingos	<u>\$1,920.00</u>	Total	\$5375.00
10% Surcharge for Carded Athletes	<u>\$288.00</u>		

Competitive B

Annual Registration Fee	\$ 100 (non refundable)		
Annual Membership Fee	\$2075		
**Deposit for fund raising and volunteer work	<u>\$ 475</u>	Total	\$2650.00
or		or	
*Annual Fees in <u>lieu</u> of working bingos	<u>\$1280.00</u>	Total	\$3930.00
	\$3930.00		

Pre-Competitive Diving

Annual Registration Fee	\$ 100 (non refundable)		
Annual Membership Fee	\$1360		
**Deposit for fund raising and volunteer work	<u>\$ 425</u>	Total	\$1885.00
or		or	
*Annual Fees in <u>lieu</u> of working bingos	<u>\$800.00</u>	Total	\$2685.00

****Refundable deposits if commitments are achieved**
***Only applicable if families decide not to work bingos**

FEE SCHEDULE PAYMENT PLAN

Competitive A **8 Cheques** Post Dated Begin Sept. 30/End April 30. **\$ 431.88**

Competitive B **8 Cheques** Post Dated Begin Sept 30/End April 30. **\$ 331.25**

Pre Competitive **8 Cheques** Post Dated Begin Sept 30/End April 30. **\$ 235.63**

Special Group

Super Tots **6 Cheques** Post Dated Begin Sept. 30/End Feb. 28. **\$ 141.67**
(includes non refundable \$50 registration, \$225 Refundable Fundraising Fee and Volunteer Fee and Club fees)

***All cheques post dated to the 30th of each month from October 2008 to May 2009. Credit card numbers may also be submitted and accounts will automatically be billed.(3% fee applicable on credit cards)**

PLEASE NOTE: Special training camps at Christmas, Spring Break and after the end of June will be charged an additional fee to cover pool costs and coaching costs. Five day camps are usually around \$140-\$200.00

**** Please make all cheques out to the PAN AM DIVING CLUB INC.**

For families with more than one diver in the competitive programs please refer to the Matrix sheet attached
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PARENTAL INVOLVEMENT

The Pan Am Diving Club is a not-for-profit organization administered by a volunteer Board of Directors. We rely on volunteers to fund raise through bingo and other avenues and to help make our programming the best it can be. We encourage parents to get involved with the Club Executive (as a chairperson or a committee member), a Canadian Amateur Diving Association (C.A.D.A.) – Manitoba Section Executive member, or as a volunteer when needed. We all have different areas of expertise and the Pan Am Diving Club would like our parents to utilize these skills for our mutual success.

Information about Club activities comes out every two months in the Pan Am Diving Club Newsletter. Please read the newsletter and keep informed with what is going on at all the different levels of diving in the Club, Province, and Canada.

Our coaches welcome inquiries about program content. If you have any questions, please feel free to set up an appointment to meet your child's coach. **Wednesday evenings at 8:00 p.m. are set aside for parent consultations but appointments must be made by the Monday prior.** Please remember that it is often difficult for coaches to deal with questions on the way in or out of the pool. Phone number to book meetings is **487-6243**.

Coaches will make every attempt to respond to your concerns. Where you are not satisfied with the responses from coaches, please direct your concerns to the Board of Directors in writing.

Parents are encouraged to watch classes and workouts. When observing, we ask that you remain in designated pool spectator areas. To ensure your child's safety, you are requested to leave the coaching up to the professional instructors. Please remember that overly enthusiastic observation is detrimental to the progress of your children and is discouraged in the spectator areas. We do want you to be your child's biggest fan and a club ambassador in the stands.

Diving is considered by some to be an extreme sport that carries with it a certain element of danger. All of our coaches are qualified professionals and the safety of your child is paramount to all of the coaching staff. It is important to support you child at home and in the stands but please do not offer coaching technique or suggestions. Even problems at home or arguments at home can lead to problems on the deck. Make the coaches aware of any problems so they can handle the athlete appropriately.

Again, please, ***No Parents on the Deck*** and in the coaching area during practice. Coaches are available for discussion by appointment. For more information on appointment availability please call 487-6243 or email headcoach@panamdiving.com.

Information regarding the club including newsletters, handbooks and calendars at available on the club's web page at: www.panamdiving.com Please ensure that you visit the web page often to keep up to date on club events. Monthly newsletter are a major source of information.

Parent Exercise Program

Get in shape while you child trains with the club.

Pan Am offers a parent exercise program that can save you money on the city memberships. Please contact Jim at 295-DIVE for more information.

ATHLETE CODE OF CONDUCT

- . A productive and positive member of the PAN AM DIVING CLUB is one who will **RESPECT** each of his/her team members and coaches. A **RESPECTFUL** member is someone who abides by the following:
 - . Comes to practice on time and is ready to train.
 - . Calls or notifies a coach if he/she cannot attend a practice before the workout begins.
 - . Listens to the coach when spoken to and does what he/she is told.
 - . Comes to practice to work hard and improve.
 - . Has a positive approach to learning, to having fun, and to being a team member.

Does not participate or initiate any form of bullying to other teammates whether physical or verbal

 - . Acts safely on the pool decks and observes all pool rules.
 - . Does not push, kick, punch, spit at, swear, Sammy whip, cut in line, throw towels/clothes in the pool, or disturb other divers' concentration.
 - . Asks a question but is not attention seeking at the expense of other athletes.
- . A **DISRESPECTFUL** member of the Pan Am Diving Club is someone who does not abide by these rules. Any member who acts in an irresponsible manner or in a disrespectful way will be warned once. If he/she is irresponsible or disrespectful again in the same workout, he/she will be asked to get changed and wait in the stands until the end of practice. At 8 p.m. a meeting with regards to the practice will be held with the coach and diver. If necessary, the coach will contact the parents.

I, _____, understand the above and promise to be a respectful and responsible member of the Pan Am Diving Club.

Athlete Signature: _____.

I, _____, understand the above and will encourage my son/daughter to act in a respectful and responsible manner.

Parent Signature: _____.

Date: _____

BINGO POLICY

The Pan-Am Diving Club receives approximately \$25,0000-30,0000 annually from the Manitoba Lotteries Foundation. This funding, which reduces the diving fees for all divers, is given to the Club in exchange for providing volunteer workers for the Bingo's assigned to it by the Foundation. Without this, our fees would almost be doubled.

Approximately 15 Bingo's are assigned annually to the Club by the Foundation, each requiring 10 individuals to work. This means over the course of the year, we have 150 spots to fill. The Foundation assigns the Bingo dates on a quarterly basis to the Club on a YEAR ROUND BASIS, INCLUDING JULY AND AUGUST. Where the Club fails to supply sufficient volunteers to meet this obligation, the Club may be suspended from Bingo's for a three- month period. This represents a funding loss to the Club of approximately \$7000. **(Note: When families fail to show up at the Bingo's either chosen or assigned to them by the Club, the Club will assess a charge of \$160.00 for each Bingo that is not worked)**. If a diver withdraws before the end of the year, and before the Bingo requirements have been met, the family will be responsible for the outstanding Bingo's on a pro-rated basis.

The Club requires families to work at Bingo's based on the diving program the child is registered in. This means that if your child is diving more often, then those families are required to assist with more Bingo's. Generally, this is the way it would look:

COMPETITIVE	- 12 BINGOS
COMPETITIVE B	- 8 BINGOS
PRE-COMPETITIVE	- 5 BINGOS
SUPER TOTS	- 3 BINGOS

NOTE

When a diver joins the Club in the middle of the season, the number of Bingo's will be pro-rated depending on the time of year. **The club bingo is set to the number of divers and bingo's we receive throughout the year. This number could change during the year with changes in membership numbers or the club being awarded more bingos. We could call on you to contribute a few more bingos above the published number.**

BINGO COORDINATOR POSITION

Currently the position is held by Michelle Funk 837-1000

This is a very difficult position with the club and all families are asked to cooperate fully by returning calls promptly so that Bingo positions can be assured in advance. You will also be asked to reconfirm your dates prior to each Bingo.

Please return your calls promptly or positions may be reassigned and your account may be charged. The coordinator WILL NOT assume you are coming if you do not phone back and confirm.

Again, Bingos represent one of our most important fundraising ventures and without them our club fees would double. The Province will suspend us if we have no shows or do not meet there requirements.

HOW THE BINGOS WORK

The Bingo Coordinator, upon receiving the dates for the quarterly Bingo's will send a letter to all parents informing them of the dates. Parents are asked to choose the required Bingo's (for their category) and contact the Bingo Coordinator by telephone within 10 days of receiving the dates. This serves two purposes. One, you can choose bingo's that are convenient for you, and secondly the Bingo Coordinator will have received this message in person. When the parent fails to contact the Bingo Coordinator, Bingo dates will be assigned and the family will be notified by phone. If this is not acceptable, it is your responsibility to find a replacement and notify the Bingo Coordinator of the name of the replacement.

In the event that a volunteer is "No Show", the Club will fine you **\$160.00**, which is the approximate amount that the Club will be losing in revenue. The Treasurer will invoice the family at this time, with the fine due within 30 days.

Bingo volunteer workers may be a family member (grandparents, aunts, uncles etc.), a friend of the family or a substitute Club member. The only requirement imposed by the Foundation is that volunteers be at least 18 years of age. If the volunteer is not a family member, you must notify the Bingo Coordinator and provide him/her with the name of the replacement. If you are scheduled to work a Bingo and become unable to do so:

IT IS YOUR RESPONSIBILITY TO PROVIDE A REPLACEMENT.

***Bingo credits must be fulfilled on a quarterly basis and cannot be banked (except in urgent situations).**

The Bingo Coordinator will attempt to remind you approximately 48 hours before the Bingo. If, however, you have not made prior arrangements and/or cannot be contacted, it will be assumed that you or your substitute will be there.

OPTIONAL PAYMENT PLAN IN LIEU OR WORKING BINGOS

It has come the Pan-Am Diving Clubs attention that in rare circumstances, families are either unwilling or unable to work Bingo's. For families that fall into this category, a FEE SCHEDULE has now been put into effect. This requires that in addition to the diving fees, families will be required to pay the following;

COMPETITIVE A	-\$1920.00
COMPETITIVE B	- \$1280.00
PRE-COMPETITIVE	-\$ 800.00
SUPER TOTS	-\$ 480.00

50% will be due at registration and the balance due by Jan. 2009

EVERY FAMILY MUST SIGN A BINGO CONTRACT WITH THE PAN-AM DIVING CLUB UPON REGISTRATION OF YOUR CHILD/CHILDREN. REMEMBER THAT THIS IS FOR EVERYONE'S BENEFIT.

Please return this form to the Bingo Chairperson as indicated on the club membership list.

PAN-AM DIVING CLUB BINGO CONTRACT 2009

I, THE PARENT/GUARDIAN OF _____ AGREE TO THE BINGO POLICY AS OUTLINED IN THE PAN-AM DIVING CLUB HANDBOOK. I HAVE READ THE POLICY AND UNDERSTAND THAT I WILL HAVE TO WORK A PRESCRIBED NUMBER OF BINGO'S DEPENDING ON WHICH CATEGORY MY CHILD IS REGISTERED IN. IF A FAMILY MEMBER OR I ARE UNABLE TO WORK THE BINGO'S, I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FIND A SUITABLE REPLACEMENT AND NOTIFY THE BINGO CO-ORDINATOR. IF NOT, I WILL BE SUBJECT TO THE FINE AS SET OUT BY THE POLICY.

SIGNED THIS _____ DAY OF _____, _____.

FOR PERSONAL REASONS, I AM UNABLE TO WORK BINGO'S BUT AGREE TO PAY THE AMOUNT OF _____ AS OUTLINED BY THE BINGO POLICY.

SIGNED THIS _____ DAY OF _____, _____.

PARENTS SIGNATURE _____
(IF DIVER IS UNDER AGE 18)

PARENTS SIGNATURE _____

DIVERS NAME _____
(PLEASE PRINT)

By signing the above contract we understand that failure to follow the Bingo Commitment rules will result in our club accounts being subject to a charge as outlined in the 2009 Handbook

FUND RAISING AND VOLUNTEER POLICY

Fund raising

To offset diving cost i.e. equipment and other projects the Pan Am Diving Club offers the opportunity to raise additional funds through individual fund raising efforts and Club initiatives. We welcome your fund raising ideas and endeavor to hold a meeting early in the season to determine fund raising options and committees. We request each competitive member to commit to raise \$225.00 for the Club. To ensure that everyone contributes to the Club this way, we require a deposit of \$225.00 (payable in advance, payment options are available). To the extent that you do meet your fundraising commitment, this deposit is refundable. All funds raised in excess of your initial deposit will be split 50/50 between the divers account and the PADC. The refunds will be credited to your account at year end and reimbursed then.

The PADC has offered a wide variety of successful events over the past few years. These include a Canad Inns dinner and silent auction night, raffle tickets, coffee, coupon book and plant sales. Your assistance with any events is credited to volunteer hours.

Volunteer Work

The Pan Am Diving Club has a history of generous, warm-hearted family volunteer participation. Fundraising and volunteer commitments will be monitored and recorded by the Parent Liaison member of the Board of Directors.

The Pan Am Diving Club hosts approximately 2-4 diving competitions each year. To evenly distribute the volunteer hours among all families, the Club requires each family to volunteer their time to help run these competitions. Competitive A and B families will be required to volunteer a minimum of **55** hours per year and the Pre Competitive families will be required to volunteer a minimum of **35** hours per year. Super Tots will be required to volunteer **25** hours. **In order to assure a full refund at the end of the season, it is the responsibility of the family member to co-ordinate with the Volunteer Co-coordinator to ensure that credit hours have been recorded to their account.**

Several weeks prior to a competition, a volunteer activity form will be forwarded to each family. Refer to chart #1. Please complete the form as soon as possible and return it to the coordinator of volunteers for the event. Your choices for time slots, activities, etc. will be honoured on a first come first serve basis. (Volunteers receive training/information and support as necessary to successfully carry out Volunteer duties.)

Volunteer hours, to a minimum of **55** hours (for Competitive A and B) and or **35** hours (for Pre Competitive), may be used towards your volunteer commitment. Super Tots are required to do **25** hours of volunteer work.

Other ways to meet your volunteer commitment (each is worth 15 volunteer credit hours)

- Holding a Club Board Executive position and attending **80% of meetings** held by the club
- Organizing a diving competition or a successful fundraising event

- Organizing registration, scoring, hospitality, or marketing/sales for competitions

TRAVEL POLICY

Divers may travel to competitions provided that the following conditions are met:

- . All amounts (other than fees which will be covered by post-dated cheques) owing to the Club have been paid. **There will be a surcharge added to trips to help cover the coaching travel costs.**
- . The Head Coach has granted approval.
- . Deposit, equal to the estimated travel expenses, is received prior to the deadline for travel (approximately 2-3 weeks prior to the trip for travel by van, approximately 6 weeks if air travel is involved)
- . A signed Travel Code of Conduct and Medical Form has been returned to the Head Coach.
 - 1) A signed permission form to attend the competition has been returned to the Head Coach by the date specified. Completed medical forms must also be on file.

CHANGING PROGRAMS WITHIN THE CLUB DURING THE SEASON

At the invitation of the Head Coach, a diver may be invited to try a new competitive program for a trial period of two weeks. If the diver wishes to make this move permanent after the trial period, the following conditions will apply.

- A formal letter of invitation will be sent home with the diver outlining the commitments to the new program and the change in fees that will occur.
- A change form will accompany the letter and must be returned to the Head Coach along with the post-dated cheques as outlined to cover the change in fees.
- A meeting with the coach of the new program will be set up, at a time convenient to both, to answer any questions about the new program.

A change of program form is included with this Handbook as an attachment.

REFUND POLICY (cont'd)

- . **Deposit for fund raising and volunteer work** will be refunded to the extent that you meet your commitment to fund raise and/or do volunteer work as described in the Fund Raising and Volunteer Policy. Refunds will normally be made at the end of the diving season.

Travel and Incidentals

- . The Annual Registration fee will not be refunded in any circumstances.
- . **Travel:** Overpayments for travel will normally be held on account to reduce the deposit required for the next trip. The Treasurer upon written request directed to the Treasurer will issue a refund cheque. If there is an outstanding balance on the divers account, the overpayment will be first applied to the outstanding balance and the difference will be forwarded.
- . **Goods:** Refunds will not be given for goods purchased unless defective.
- . A credit balance in the divers account will be refunded at the end of the diving season, if no other amounts are owing to the Club. Statements will be issued quarterly by the Treasurer of the Club.

Please note that all credit card transactions for fees and travel or goods purchase will be charge a 3% surcharge.

Appeals

Appeals may be directed in writing to the Board of Directors of the Pan Am Diving Club Inc.

Club Mailing Address:

Pan Am Diving Club Inc.
2855 Pembina Hwy. #156
Winnipeg, Manitoba, R3T 2H5
Phone 487-6243
Fax 452-9285

Email: president@panamdiving.com

LETTER OF UNDERSTANDING

I, the undersigned, understand that the Pan Am Diving Club is committed to the development of a positive, co-operative, and supportive atmosphere for participation in all levels of the sport of diving.

I have read and understood the policies of the Pan Am Diving Club as set forth in the Pan Am Diving Club Inc. Handbook 2005 and agree to abide by those policies outlined. Without limiting the generality of the foregoing, I agree

- ! To abide by the Athlete Code of Conduct, and the Travel Code of Conduct
- ! To pay fees in accordance with the Fee Schedule and Refund Policy,
- ! To return Trip Confirmations and Deposits within the time specified for travel out of province, understanding that failure to do so may result in the diver not traveling.
- ! To work Bingo's as required / to pay fees in lieu of working Bingo (*strike out inapplicable phrase*) as set out in the Bingo Policy, and
- ! To contribute volunteer time as set out in the Fund-Raising and Volunteer Policy.
- ! To support the Pan Am Diving Club Inc. philosophies and goals in a positive manner at all times

Date: _____

Signed: _____

Parent or Guardian (or Diver if over 18)

COACHES COMMITMENT

- To treat all divers in the club on an equal basis regardless of age or gender
- To enforce all rules and regulations to ensure divers safety at the pool and while under the coaches care
- To provide a professional training program suited to address the needs of each athlete and to provide every available resource to help them accomplish their goals
- To be a role model and understand that a coaches influence carries on long after the athletes leave the playing field
- Strive to make hard work fun
- To continually upgrade and improve our knowledge of the sport of diving so as to provide the most current and effective training methods
- To be fair, frank and honest with all of our dealings with athletes and parents
- To be approachable on a one to one basis
- To ensure that adequate coaching is available at all scheduled training and competition times

"THERE ARE NO STREETS"

IMPORTANT EMAIL ADDRESSES:

**Pan Am Diving Club
2855 Pembina Hwy. #156
Winnipeg, Manitoba R3T 3W9**

Jim Lambie (Head Coach)	headcoach@panamdiving.com
Dr. Keith Pearch (Assistant Coach)	drkeith2001@hotmail.com
Summer Armitt (Pre Comp Coach)	summer_armitt@hotmail.com
Lauren Penko (LTD Coordinator)	panamltd@yahoo.com
Michelle Funk (President)	president@panamdiving.com
Linda Ferguson (Treasurer)	treasurer@panamdiving.com
Club Secretary	secretary@panamdiving.com
Parent Rep	parentrep@panamdiving.com
Michelle Funk (Bingo Coordinator) bingo@panamdiving.com	michelle4@mts.net or
Maureen Penko and Debbie Martin (Fundraising)	fundraising@panamdiving.com

PHONE NUMBERS

Club Phone	487-6243	
Club Fax	452-9285	
Bingo Coordinator	837-1000	(Michelle Funk)
Provincial Office	925-5654	Jim Lambie
	295-DIVE	

Visit the Web Page Often

Club Web Page: <http://www.panamdiving.com>

- *The web page offers all the information about the club*
- *Monthly newsletter is published and calendar of events*
- *Current events of the club along with all important numbers*
- *Pictures of trips etc.*
- *Coaches Reports*

***Pan Am Diving Club Inc.
2007 Multi-Athlete Matrix***

Bingo			
Competitive Level	1st Athlete	2nd Athlete	3rd Athlete
Competitive A	11 Bingo Shifts	7 Bingo Shifts	4 Bingo Shifts
Competitive B	9 Bingo Shifts	5 Bingo Shifts	2 Bingo Shifts
Pre-Competitive	6 Bingo Shifts	4 Bingo Shifts	2 Bingo Shifts
Super Tots	4 Bingo Shifts	2 Bingo Shifts	1 Bingo Shift

Volunteer Hours			
Competitive Level	1st Athlete	2nd Athlete	3rd Athlete
Competitive A	55 Hours	33 Hours	22 Hours
Competitive B	50 Hours	30 Hours	20 Hours
Pre-Competitive	35 Hours	21 Hours	14 Hours
Super Tots	25 Hours	15 Hours	10 Hours

Volunteer Deposit			
Competitive Level	1st Athlete	2nd Athlete	3rd Athlete
Competitive A	200.00	120.00	80.00
Competitive B	200.00	120.00	80.00
Pre-Competitive	200.00	120.00	80.00
Super Tots	100.00	60.00	40.00

Fundraising Deposit			
Competitive Level	1st Athlete	2nd Athlete	3rd Athlete
Competitive A	225.00	130.00	80.00
Competitive B	225.00	130.00	80.00
Pre-Competitive	225.00	130.00	80.00
Super Tots	100.00	60.00	40.00

2007 Multi Athlete Fee Schedule

Total Annual Fee			
Competitive Level	1st Athlete	2nd Athlete	3rd Athlete
Competitive A	2525.00	2350.00	2275.00
Competitive B	1965.00	1830.00	1770.00
Pre-Competitive	1470.00	1370.00	1325.00
Super Tots	750.00	670.00	630.00

Monthly Payment Schedules - Pay by Cheque			
Competitive Level	1st Athlete	2nd Athlete	3rd Athlete
Competitive A - 8 monthly payments	315.65	293.75	284.40
Competitive B - 8 monthly payments	245.65	228.75	221.25
Pre-Competitive - 8 monthly payments	183.75	171.25	165.63
Super Tots - 6 monthly payments	125.00	111.67	105.00

Monthly Payment Schedules - Pay by Credit Card			
Competitive Level	1st Athlete	2nd Athlete	3rd Athlete
Competitive A - 8 monthly payments	325.12	302.56	292.93
Competitive B - 8 monthly payments	253.02	235.62	227.89
Pre-Competitive - 8 monthly payments	189.26	176.39	170.60
Super Tots - 6 monthly payments	128.75	115.02	108.15

