



## CLUB AFFILIATION POLICY

### **Purpose**

1. The purpose of this policy is to describe the minimum requirements for Affiliated Clubs (Clubs) of BC 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 BC Diving.

### **Incorporation**

3. Each Competitive Club will provide proof of incorporation as a legal entity (i.e., a registered “not-for-profit” organization or “for profit” business) or obtain an exemption following the procedure set out under Exemption Procedures.
4. BC Diving reserves the right to waive the requirement for incorporation for Recreational Clubs at its sole discretion.

### **Board of Directors**

5. Each Club that is structured as a not-for-profit organization will adhere to the Society Act regulations. i.e. will have a Board that numbers not fewer than three (3) directors who are elected by its members subject to the provisions of the Club’s By-laws and shall meet with sufficient frequency to carry out its basic fiduciary and governance duties.
6. Every club must file an annual report 30 days after an AGM. A copy of this report is adequate evidence to prove that they are in good standing.
7. The Club is expected to update BC Diving regarding any major changes in its Board composition and to ensure all contact information for Directors is accurate.
8. 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 BC Diving and to ensure all information is accurate and up to date. Any changes in its Board composition and to ensure all contact information for Directors is accurate.

### **Governance**

9. 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 BC Diving By-laws and will not at any time conflict with the BC Diving By-laws.
10. Each Affiliated Organization’s by-laws, or rules of operation, at a minimum, will include the following:
  - a) Club name;

## CLUB AFFILIATION POLICY

- 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 Organization;
  - f) Finance and management including financial year;
  - g) The manner of making, amending and rescinding by-laws, or rules of operation; and
  - h) Dissolution.
11. Any amendments to the Organization's' by-laws or policies will be submitted in writing to BC Diving by no later than the annual deadline for Member registration as prescribed by BC Diving.

### **Financial Controls**

12. Each Club will 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) Authority to enter into contracts;
  - c) Regular financial reporting
  - d) Annual budgets;
  - e) Reserve funds;
  - f) Expense reimbursement including travel; and
  - g) Fees for services including refunds.
13. Each Affiliated Organization's Board or management must review the Organization's financial position regularly and ensure effective financial controls are in place.
14. The Club is expected to submit in writing to BC Diving annually the financial report prepared for their AGM of the previous fiscal year, by no later than the annual deadline for Member registration as prescribed by BC Diving.

### **Naming Convention**

15. Each Club will seek approval from BC Diving for any change to their legal name or call letters. (Club initials)

- a) Each Club's call letters must be different from Diving Plongeon Canada, BC Diving and other PS call letters;
  - b) No Club may use "Canada" or the name of a province or territory in their legal name.
16. Call letters will be assigned by BC Diving on a first come, first serve basis and may not be duplicated within the Province of BC.
17. The Club may request an exemption from the naming convention from BC Diving following the procedure set out under Exemption Procedures.
18. BC Diving reserves the right to decline requests for approval of a Club's name and call letters if BC Diving, in its judgement, considers it does not appropriately reflect the brand.

### Policies

19. Each Club will acknowledge and abide by all DPC and BC Diving policies as part of their operations in particular:
- a) Safe Sport Policy suite
  - b) Appeal Policy;
  - c) Membership and Registration Policy
  - d) Concussion Policy
  - e) Code of Conduct and Ethics Policy
  - f) Discipline and Complaints Policy;
  - g) Privacy Policy;
  - h) Screening Policy; and
  - i) Any future policies identified by the DPC or the BC Diving Board of Directors that apply to Clubs or Registrants.
  - j) BC Diving at its discretion may provide a template for policies and guidelines, including minimum requirements.

### Websites

20. Each Club will post the following material on their website or on their H2O landing site, where it is available to all members and the public:
- a) For Clubs that are incorporated, the names of Board members;
  - b) For Clubs that have an exemption from being incorporated, the names of the individuals who are responsible for the management and administration of the Club;
  - c) By-laws.
  - d) constitution
  - e) Minutes of their most recent Annual Meeting; and
  - f) All Board-approved policies including links to DPC or BC Diving policies, as applicable.
  - g) Link to safe sport.
  - h) Acknowledgment that the club adopts all DPC and BC Diving policies.

Where a club does not have an existing website or a limited website, acknowledgment that the club adopts and abides by BC Diving and DPC policies is necessary.

**Compliance**

21. Decisions to grant or deny membership are made by BC Diving in accordance with this Policy.
22. Clubs will remain in good standing if they maintain the Conditions of Registration as described in the DPC National Registration Procedures.
23. If a Club cannot demonstrate that it meets all the DPC Conditions of Registration and requirements of this Policy to BC Diving's satisfaction, BC Diving may take one or more of the following actions, at its discretion:
  - a) Attach such conditions to the membership as BC Diving considers appropriate, and the Club shall abide by such conditions. Before attaching conditions, BC Diving will give the Club:
    - i. Written notice of the deficiencies; and
    - ii. An opportunity to correct the deficiencies, to BC Diving's satisfaction, by a date to be determined by BC Diving.
  - b) Provisionally and immediately, suspend the membership if BC Diving, in its judgement, considers the deficiencies give rise to serious safety or organizational capacity concerns. In such situations, BC Diving 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 BC Diving's satisfaction, by a date to be determined by BC Diving.
  - c) Revoke the membership. Before revoking membership, BC Diving will give the Club:
    - i. Written notice of BC Diving's intent to revoke the membership and the reasons for this decision; and an opportunity to correct the deficiencies, to BC Diving's satisfaction, by a date to be determined by BC Diving.
    - ii. If the Organization fails to correct the deficiencies, to BC Diving's satisfaction within the allotted time, BC Diving may revoke the membership.
24. BC Diving will notify DPC of any provisional or confirmed suspensions.

**Exemption Procedures**

25. 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 BC 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 using the contact information provided in the original request.
  - c) All decisions made by BC Diving regarding a request for an exemption from certain requirements under this Policy will be final and binding, with no right of appeal.
  - d) BC Diving will notify DPC of any exemptions granted to clubs.



## CLUB AFFILIATION POLICY

Review and Approval

Review: June 2025

Approval: June 2024