CLUB AFFILIATION POLICY

Purpose

The purpose of this policy is to describe the minimum requirements for Affiliated Clubs of Manitoba Diving Association to maintain status as a member in good standing. By providing an annual declaration that each Club continues to meet these requirements, this provides assurance that Clubs are operating in a safe and effective manner.

Application

This Policy applies to Clubs of Manitoba Diving Association.

Incorporation

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) or obtain an exemption following the procedure set out under Exemption Procedures.

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

Board of Directors

Each Club that is structured as a not-for-profit organization will have a Board with no fewer than three (3) directors who are elected or appointed by its members subject to the provisions of the Club's By-laws.

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

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

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 Manitoba Diving Association and to ensure all information is accurate and updated if there are any changes.

Governance

Each Club will abide by the By-Laws and policies of Manitoba Diving Association (MDA) and Diving Plongeon Canada (DPC).

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 MDA and/or DPC's policies, rules and regulations.

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 MDA By-laws and will not at any time conflict with the MDA By-laws.

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

a) Club name.
b) Membership includes requirements of admission, membership duration and conditions of withdrawal or expulsion.
c) Club meetings include annual meetings 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.

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

Financial Controls

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) Authority to enter into contracts
c) Regular financial reporting
d) Annual budgets
e) Reserve funds
f) Expense reimbursement including travel
g) Fees for services including refunds

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

Each Club shall send an annual audited financial report as per the MDA's request, due 30 days following the club's Annual General Meeting.

Naming Convention

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

a) Each Club's call letters must be different from DPC, MDA and other Clubs' call letters.
b) No Club may use "Canada" and/or "Manitoba" in their legal name.

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

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

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

Policies

Each Club will acknowledge and abide by DPC's and MDA'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
h) Respect in Sport Policy
i) Any future policies identified by the DPC and the MDA Board of Directors that apply to Clubs or Participants

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

Websites

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 administration 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 MDA and DPC websites

Compliance

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

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

Any new club or program must meet compliances before startup and continue to meet compliances set out by MDA.

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

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

Exemption Procedures

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 MDA 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 MDA using the contact information provided in the original request
c) All decisions made by MDA regarding a request for an exemption from certain requirements under this Policy will be final and binding, with no right of appeal

Review

This policy will be reviewed annually (August 31) by the MDA Board of Directors.