

## OPERATING GUIDELINES FOR NVSL DIVING

The purpose of this document is to provide a common understanding and guidance to the NVSL Diving Board of Officers and committee chairs to coordinate activities of the League relating to diving as required by Article V.B.3 of the NVSL Bylaws.

### 1. Executive Committee (EXCOM)

The Executive Committee of NVSL Diving shall consist of the Board of Officers and standing committee chairs. The EXCOM shall be the responsible administrative body of NVSL Diving. The EXCOM shall have the power to transact business on behalf of NVSL Diving in the interval between NVSL Diving meetings and to authorize necessary expenditures. Such actions shall be reported at the next meeting of Diving Team Representatives.

#### A. Board of Officers

The Diving Board of Officers consists of five elected positions:

- 1) 1<sup>st</sup> VP Diving shall have general management and administrative control of the business of the diving activities of the League, subject to the Dive EXCOM, and shall perform such duties as ordinarily pertain to that office. The VP Diving shall be an ex-officio member of all standing committees provided for in these rules and shall preside at all diving meetings of the Team Representatives and of the EXCOM. The VP Diving shall be meet manager for the All Stars Meet.
- 2) 2<sup>nd</sup> VP of Diving shall assist the VP Diving and be meet manager for the Wally Martin meet. In the absence of the Vice President (Diving), the 2<sup>nd</sup> Vice-President of Diving shall assume all duties of the VP Diving.
- 3) The Secretary shall prepare and electronically submit the minutes of all meetings of the Team Representatives and the EXCOM and shall record other resolutions, rules, procedures, etc., adopted by the League; and shall incorporate the reports of the Treasurer and all Committee Chairs into the minutes of each meeting. Shall maintain email lists for the EXCOM and Team Reps and electronically distribute appropriate correspondence to the League. The Secretary also orders and distributes dive meet sheets and meet forms and is responsible for distributing NVSL handbooks to the Dive Reps.
- 4) The Information Officer shall manage the score reporting system, maintain current information to the NVSL website, upload weekly scores, assist team reps with score reporting issues, assist the Division Coordination Chairperson with team rosters.

5) The Treasurer shall be the custodian of all NVSL Diving funds and shall maintain accounts with appropriate banks or trust companies under the NVSL Diving name. The Treasurer shall report the status of NVSL Diving's accounts at every meeting and be responsible for disbursement of funds, submitting an end-of-year reconciliation to the NVSL Treasurer, invoicing dive teams for insurance and annual dues payments, and collecting insurance and dues payments from teams.

B. Divisions

NVSL Diving shall be grouped annually in divisions of member pools as determined by the Diving Seeding Committee. Divisions shall have Coordinators who shall coordinate NVSL Diving activities within their respective division and act as liaison officers between their division and the NVSL Diving Board of Officers and committee chairs. The Divisional Coordinator shall be the Meet Manager for the Divisional Championship Meet.

2. Diving Team Representatives

A. Designation

As stated in Article XII of the NVSL bylaws, each member pool which participates in League diving competition shall designate a Diving Team Representative. The Diving Representatives shall attend meetings called by the Vice President of Diving, elect the Vice-President of Diving and other positions as necessary to form a Board of Officers for diving, and enact rules for League diving competition under the guidance of the Board of Officers for Diving. The member pools shall notify the Diving Secretary not later than March 1 of each year of the name, address, e-mail address and telephone number of the Diving Team Representative. The Secretary shall be promptly advised of any subsequent changes.

B. Voting

Each NVSL member pool with a diving team shall be entitled to one vote in NVSL Diving matters. The vote shall be cast by a Diving Team Representative or a designated alternate.

3. Meetings

A. Regular Meetings

Regular meetings of Dive Team Representatives shall be held on dates and at places determined by the Vice President of Diving. For the purpose of conducting any meeting of the Team Representatives, 25 percent of the Diving Team Representatives must be present to constitute a quorum.

B. Special Meetings

Meetings of the Board of Officers or the Executive Committee shall be called by the Vice President of Diving or by any four members of the Board of Officers. No less than three days advance notice shall be given.

4. Committees

A. Composition

Each committee shall consist of a chair appointed by the Vice President of Diving and such persons as are selected by the chair with the consent of the Vice President of Diving.

B. The following committees are established:

1) Standing Committees

- Awards – Shall procure and distribute awards.
- Rules – Shall interpret and adjudicate existing rules; receive and review proposed rule changes; present proposed rule changes to team reps for consideration and voting. Subcommittees for Rulesets – maintain specialized rule sets for the Cracker Jack meet, Wally Martin, and other meets or events falling under the EXCOM's purview.
- Seeding – Shall assign the member pools to divisions and shall report the seedings to the EXCOM and Diving Team Representatives.
- Scholarship – Shall review applications and assist in the selection of the recipients of all scholarships awarded by the League.
- Chief Official – Shall be oversee the sportsmanlike conduct and application of rules for NVSL diving. Shall conduct referee and judge clinics to ensure consistent application of NVSL Dive rules at all dive meets.
- Safety & Clinics Coordinator – Shall provide information to teams on procedures for maintaining equipment and facilities to safety standards; organize training clinics; participate in conduct of training clinics; and offers pool sites conducting NVSL Diving divisional or championship meets advice for compliance with safety standards.
- Division Coordination – Shall provide counsel to the Division Coordinators, collect team rosters, and perform duties as assigned by the VP of Diving.

2) Special Committees

Committees shall be appointed by the Vice President of Diving as needed.

5. Elections and Appointments

- A. The Board of Officers shall be elected for a two-year term at the scheduled meeting of the Diving Team Representatives at the end of the season. Nominations may be made from the floor. The election shall be by majority vote of the Diving Team Representatives present and voting.
- B. The elected officials of NVSL Diving shall assume duties at the close of business of the election meeting or when appointed as provided for in Section D of this Article.
- C. If the office of Vice President of Diving becomes vacant, such office shall be assumed by the Second Vice President of Diving until the next regular election. If the Vice President of Diving and Second Vice President of Diving are temporarily unable to perform their duties, the Rules Committee Chair shall arrange a special election for the Vice President of Diving and the Second Vice President of Diving. In the interim, the Chief Official shall temporarily perform the duties of the Vice President for Diving, until such elections occur.
- D. If any other of the elected offices of NVSL Diving becomes vacant, the VP for Diving shall appoint a person to hold such office until the next scheduled election.

6. NVSL Diving Funds

- A. The primary purpose of NVSL Diving funds is to pay normal operating costs. An annual budget shall be submitted to the Diving Team Representatives. A majority vote of those present and voting shall be required for approval. Disbursements shall be coordinated by the NVSL Vice President for Diving and Treasurer and require no other approval.
- B. No disbursements shall be made for any purpose other than stated in paragraph 6A unless the purpose and amount have been approved by the EXCOM.
- C. NVSL Diving funds shall be received, disbursed, and accounted for by the Treasurer.
- D. Dues shall be assessed in the amount approved in the annual budget. Dues are payable not later than May 15<sup>th</sup> of the competitive diving season of each year.
- E. Any balance remaining after each year's operation will be retained by NVSL Diving.
- F. Financial reviews shall be conducted as needed at the direction of the Board of Officers.

7. Rules for Diving Competition

NVSL Diving shall maintain and publish Rules which govern the organization and conduct of NVSL diving competition. Proposals for revision of the Rules shall be submitted in writing by Diving Team Representatives to the Chair of the Rules Committee by the date established and published in the Diving section of the annual NVSL handbook. The proposals shall be reported by the Rules Chair to the EXCOM for its comments and recommendations. All rules change proposals submitted by Diving Team Representatives to the Chair of the Rules Committee and all additional recommendations by the EXCOM shall be presented to the Diving Team Representatives and, to be adopted, shall require a two-thirds vote of the Diving Team Representatives present and voting.

8. Parliamentary Authority

Unless otherwise provided by NVSL Bylaws or in these operating guidelines, Robert's Rules of Order (Revised) shall be used for transaction of business.

9. Guidelines Revisions

Changes to these operating guidelines may be made a any time by a majority vote of the EXCOM. A current copy of the guidelines shall be posted to the NVSL Diving website and distributed to Diving Team Representatives no later than seven days after adoption by the EXCOM.