

OPERATING INSTRUCTIONS FOR NVSL DIVING

The purpose of this document is to provide the Operating Instructions for the NVSL Diving Board of Officers, Executive Committee (EXCOM), Committee Chairs, Staff Positions, Division Coordinators, and Team Representatives to coordinate activities of the League relating to diving as required by Article V.B.3 of the NVSL Bylaws.

1. BOARD OF OFFICERS

The Diving Board of Officers consists of six elected positions:

- a. **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 is a member of the NVSL League Executive Board and shall attend league board meetings, or send a representative. The VP Diving or their designee shall manage the All Stars Meet (or the Wally Martin Meet, as agreed with the 2nd VP Diving).
- b. **2nd VP of Diving** shall assist the VP Diving. The 2nd VP of Diving or their designee shall manage the Wally Martin meet (or the All Stars Meet, as agreed with the VP Diving). The 2nd VP of Diving shall maintain the Operating Instructions for NVSL Diving. The 2nd VP shall also disseminate information to dive teams on equipment maintenance, pool safety, Safesport certification, concussion training, and insurance participation waivers, and shall collect and maintain the NVSL Team Insurance/Required Training Voucher for each dive season. In the absence of the VP Diving, the 2nd VP Diving shall assume all duties of the VP Diving.
- c. 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. The Secretary shall maintain the official email lists for the EXCOM, Staff Positions, Division Coordinators, and Dive Team Representatives and electronically distribute appropriate correspondence to the League. The Secretary also orders dive meet sheets and meet forms and is responsible for distributing NVSL handbooks to the Dive Reps.
- d. The **Chief Information Officer** shall manage the score reporting system, maintain and update current information to the NVSL website (website curator), upload weekly scores, assist Dive Team Representatives with score reporting issues, and maintain team rosters. Shall maintain a section of the website for archived documents.
- e. 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. The Treasurer shall also manage sponsorships, including invoicing current sponsors in February and following up on delinquent payments.

- f. The **Chief Official** shall oversee the sportsmanlike conduct and application of rules for NVSL Diving. Shall also coordinate with the Training Committee to oversee clinics for referees, judges, and coaches to ensure consistent application of NVSL Dive Rules at all dive meets. The Chief Official shall provide input on all materials related to training of officials and advise the VP Diving on application of rules and rules-related disputes. The Chief Official shall be an ex-officio member of the Rules Committee.

2. EXECUTIVE COMMITTEE (EXCOM)

The Executive Committee of NVSL Diving shall consist of the Board of Officers, Standing Committee chairs, and Staff positions. 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 Dive Team Representatives. EXCOM members may also be Committee Chairs, but if they hold more than one voting position the member shall be limited to one vote on any EXCOM action. Whenever possible, EXCOM members should not be committee members.

3. COMMITTEES

Composition -- Each committee shall consist of a chair appointed by the Vice President of Diving and approved by majority vote of the Board of Officers. Committee members shall be appointed by the committee chair, with notification to the EXCOM. The following committees are established:

- a. Standing Committees
 - i. **Rules** – Shall interpret and adjudicate existing rules; receive and review proposed rule changes; present proposed rule changes to Dive Team Representatives for consideration and voting. Shall maintain specialized rule sets for the CrackerJack Meet, Wally Martin Meet, and other meets or events falling under the EXCOM's purview. Shall resolve protests in instances where the Division Coordinator is unavailable, unable, or has a conflict of interest.
 - ii. **Seeding** – Shall assign the member pools to competitive divisions and shall report the seeding results to the EXCOM for approval and to the Dive Team Representatives. Shall coordinate the distribution and collection of the annual dive team survey and report results at the fall Team Rep Meeting. Shall develop the Dual Meet Schedule for the next year's competition and present it at the Fall Team Rep Meeting.
 - iii. **Division Coordination** – Consists of the Committee Chair and the Division Coordinators from each division in NVSL Dive. (See section 5 for the role of Division Coordinators). Shall develop, update, and distribute administrative

training materials for Division Coordinators and Dive Team Representatives, in coordination with the Training Committee Chair. Shall recruit new Division Coordinators and propose a slate of Division Coordinators to the EXCOM for approval, no later than the February EXCOM meeting. The chair of this committee shall facilitate communication among the Division Coordinators and provide them with guidance and counsel.

- iv. **Cracker Jack** – Shall provide management and administration of the Cracker Jack (CJ) Meet.
- v. **Training** – Shall coordinate all training clinics (judge, referee, coach, table worker, announcer), including scheduling the date and time, and securing a venue, instructors, and demonstration divers as needed. Shall collaborate with the Chief Official on the content and presentation of the judging and refereeing clinics, as well as the administrative portion of the coaching clinic. Shall create and update online training materials, such as instructional documents, taped video clinics, and online clinics, with input from the Chief Official. Shall coordinate a group of experienced officials to respond to requests from Dive Team Representatives and division coordinators for additional training as needed during the season. Shall collect feedback from all training clinics and programs to assess effectiveness and improve training methods, content, and accessibility. Shall share such feedback with the EXCOM.

4. STAFF POSITIONS

The following staff (non-voting) positions shall be appointed by the VP Diving as needed and attend and participate in all EXCOM meetings.

- a. **Awards Coordinator** – Shall procure and distribute all NVSL Dive awards and ribbons for dual meets, B meets, and championship meets (Wally Martin, CrackerJack, Divisionals, and All Stars).
- b. **Scholarship Representative** (with approval of NVSL President) – Shall be a member of the NVSL Scholarship Committee, communicate scholarship information to the EXCOM and Dive Dive Team Representatives, review scholarship applications, and assist in the selection of the recipients of scholarships within NVSL.
- c. **Handbook Coordinator** – Shall collect and update information for the diving section of the NVSL Handbook, to include meet and clinic schedules, Team Rep, EXCOM, DC, and Committee contact information, in coordination with the Secretary. Shall ensure that all rule changes, ads, Wally Martin and All-Star champions, and other dive information are updated for the yearly publication of the diving section of the NVSL Handbook.

5. DIVISION COORDINATORS

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 divisions, provide information and guidance to Dive Team Representatives in their divisions, and act as liaison officers between their divisions

and the NVSL Diving Board of Officers and committee chairs. Division Coordinators shall be the Meet Managers for their Divisional Championship Meets. Division Coordinators are authorized to resolve protests presented to them by their Dive Team Representatives within 48 hours of the conclusion of a meet. Division Coordinators should not be EXCOM members.

6. DIVE TEAM REPRESENTATIVES

- a. Designation
 - i. As stated in Article XII of the NVSL bylaws, each member pool which participates in League diving competition shall designate a Dive Team Representative. The Dive Team 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(s). The Secretary shall be promptly advised of any subsequent changes.
- b. Voting
 - i. 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 Dive Team Representative or a designated alternate.

7. MEETINGS

- a. Regular Meetings
 - i. 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 Dive Team Representatives must be present to constitute a quorum.
- b. Special Meetings
 - i. 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.

8. ELECTIONS AND APPOINTMENTS

- a. Elections shall be held at the scheduled meeting of the Dive Team Representatives at the end of the season. The Treasurer, Secretary, Chief Information Officer, and Chief Official shall each be elected for a two-year term. The VP of Diving and the 2nd VP of Diving shall each be elected for a one-year term, with the intent that the 2nd VP will run as VP of Diving the following year. The VP of Diving may elect to run for a second year if the 2nd VP of Diving has no objection. Nominations may be made from the floor. The election shall be by majority vote of the Dive 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 end of the current season. If the vacancy occurs in a non-election year, a special election shall be held at the fall Dive Team Representative Meeting to fill the vacancy until the next regularly scheduled election.
- e. The procedures for removal of incumbents are as follows:
 - i. Staff positions may be removed by the VP of Diving at any time for any reason.
 - ii. Division Coordinators may be removed by a 2/3 majority vote of the EXCOM, present and voting.
 - iii. Standing Committee chairs may be removed by a 2/3 majority vote of the EXCOM, present and voting. The member subject to removal may participate in the removal vote.
 - iv. Elected officials may be removed by a 2/3 majority vote of the EXCOM, present and voting, followed by a 2/3 majority vote of the Dive Team Representatives, present and voting if the removal is approved by EXCOM. The member subject to removal may participate in the EXCOM removal vote. If the vote of the Dive Team Representatives does not affirm the removal, the member in question shall remain in their position on the EXCOM.

9. 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 Dive 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 9A unless 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 15th 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.

10. 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 Dive Team Representatives, EXCOM members, Division Coordinators, or Rules Committee members to the Chair of the Rules Committee by the date published in the Diving section of the annual NVSL handbook. The proposals shall be reported by the Rules Chair to the EXCOM at the fall EXCOM meeting and to the Dive Team Representatives at the fall Dive Team Representative Meeting. The Rules Committee shall present recommendations on the proposed rule changes to the EXCOM at the spring EXCOM meeting. The EXCOM shall vote on each proposed rule change. All rules change proposals, along with the recommendations from both the Rules Committee and the EXCOM, shall be presented to the Dive Team Representatives at the spring meeting, and shall require a two-thirds vote of the Dive Team Representatives present and voting for adoption.

11. PARLIAMENTARY AUTHORITY

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

12. OPERATING INSTRUCTIONS REVISIONS

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