



Tualatin Hills Dive Club

Member Handbook



Greetings!

The Tualatin Hills Dive Club extends a very warm welcome to you. We thank you and your family for considering membership in our organization.

We are a volunteer, non-profit organization dedicated to promoting diving in the Pacific Northwest and fielding a diving program that will support this goal and bring credit to our community. We are Oregon and SW Washington's only nationally competitive springboard and platform diving club. We provide instruction for people of all age and ability levels, from beginner to National Champion.

Our club is nationally recognized because some of our divers have achieved national and worldwide recognition. In our nearly 40+ year history since our founding in 1971, we have hosted a variety of local, regional, and national events. These events have served as significant fundraisers, and they have allowed our fantastic group of parents and divers to maintain the Tualatin Hills Dive Club's excellent reputation in the USA Diving community. We look forward to future opportunities that will continue to bolster our reputation and add to our impressive list of accomplishments.

Our organization is populated by involved and invested people. Your membership will add more depth to the Tualatin Hills Dive Club and is considered a most welcome addition to our roster. Best wishes for success and happiness in the new diving year ahead!

Sincerely,

THDC Board of Directors and Staff



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GENERAL INFORMATION

INTRODUCTION

Welcome to Tualatin Hills Dive Club!

This handbook is designed to inform you of pertinent information regarding membership in this organization. We encourage you to become familiar with the structure and management of THDC and invite you to become involved.

Our program has been impacting lives for more than forty years. Diving shapes both the mind and the body. The mind learns about commitment, perseverance, goal setting, and overcoming fear. The body becomes flexible, strong, and develops superior control and balance.

Involvement in diving offers a wide range of opportunities and learning experiences including:

- The opportunity to develop skills, confidence, and pride in your abilities.
- Learning to face challenges and overcome fears.
- Learning to use your mind to develop your body.
- The experience of being a team member.
- Developing self-discipline.
- The opportunity to meet other athletes.
- The opportunity to become a regional and national competitor.
- The opportunity to pursue diving in college.

Our elite divers are invited to attend and compete for our nation's finest universities; some divers have earned scholarships. Schools our divers have attended in the last fifteen years include Brown University, Harvard University, Kansas University, Minnesota State University, Northern Arizona University, Penn State University, Princeton University, University of Alabama, University of Arizona, University of Minnesota, University of Nevada (Las Vegas), University of Nevada (Reno), University of North Carolina, University of Pennsylvania, University of Southern California, University of Texas (Austin), University of Wisconsin, Arizona State University, Louisiana State University, University of Utah, University of Missouri, and University of Michigan.

MISSION STATEMENT

The Mission of the Tualatin Hills Dive Club is to provide instruction for all levels of diving and to develop each member of to the best of his/her potential. The key elements of the diving program include promoting overall physical fitness and helping divers face challenges, obtain goals, and learn to handle competition and difficult situations. THDC will strive to maintain a high level of excellence and will make every effort to keep membership dues and fees affordable so that people of various economic backgrounds have the opportunity to participate in a high-level diving program.



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THDC HISTORY

Six high-school divers founded the Tualatin Hills Dive Club (THDC) in 1971. The first coach was Dale Chipman. The students practiced on the 1-meter diving board at Sunset High School's pool and traveled to Portland Community College Sylvania or Pacific University in Forest Grove for 3-meter practice. The team gradually expanded to include younger members. A diving lesson program developed and THDC established an Executive Board and an active parent group.

In 1978, the Tualatin Hills Aquatic Center facility at 158th and Walker Road was built. Thanks to extensive and successful lobbying by then THDC President Ray Bellwood, platforms were included in the building plans. These were the first (and until 1990, the only) platforms between the San Francisco Bay Area and Canada.

With a brand new facility to use, THDC quickly expanded. Several divers from other Portland-area programs joined THDC to take advantage of the new diving boards and platforms and to train under Head Coach Dick List. Following Coach List's resignation in 1981, THDC recruited Sheryl Reihman to join the program as Head Coach. Coach Reihman had been an accomplished diver for prominent USA Olympic diving coach Hobie Billingsley at Indiana University. During Coach Reihman's tenure as Head Coach, young diver Karen Rissberger became THDC's first USA Diving Junior National Qualifier in 1982. In 1984 and 1985, Coach Reihman was pivotal in luring several members of the 1984 USA Olympic Diving team, including legendary diver Greg Louganis and world-renowned coach Ron O'Brien, to the Tualatin Hills Aquatic Center to perform exhibitions for THDC divers and the public. The events were popular; every seat in the spectator section of the Aquatic Center was filled for each exhibition.

From 1986 until late 1991, Robin Moberg served as 's first full-time Head Coach. With Coach Moberg's and assistant Sharon DeHaas' guidance, young diver John Eisler became THDC's first ever Junior National Champion when he won the 13 & under 1-meter and Platform events at the 1990 Junior National Championships. Also in 1990, THDC and THPRD hosted the most prestigious event ever held at the Tualatin Hills Aquatic Center – the Phillips 66 USA Diving Senior National Indoor Championships. It featured the USA's best divers and showcased THDC as an excellent host for the week-long meet that was televised live on the TBS cable network. Success for continued the following year, when Coach Moberg guided THDC to a 6th-place team finish at the 1991 Junior National Championships in Clayton, Missouri. To date, that remains the highest national ranking THDC has achieved, and Coach Moberg was awarded USA Diving's Junior Coach of the Year honors following the meet. But Coach Moberg's greatest achievement was the creation of the Dryland Training Center. Together with THDC parent and Board Member Mike Jackson, Coach Moberg oversaw the design, development, and construction of the \$500,000 project that was primarily paid for by THDC through its own lucrative fundraising activities, a loan, and a grant from the Oregon Sports Trust. Other Tualatin Hills aquatics clubs contributed smaller amounts and the THPRD agreed to own, operate and maintain the building upon its completion. The building opened in 1992, THDC finished paying off the \$250,000 construction loan within five years, and today the Center remains one of the finest indoor dryland training facilities on the West Coast. Coach Moberg resigned in the fall of 1991 due to illness; he passed away on March 4, 1992.

Following Coach Moberg's resignation, THDC hired Ron Piemonte, an Arizona diver and coach, to succeed Coach Moberg as Head Coach. Coach Piemonte directed THDC for a decade before he left to become Head Coach of the Moss Farms diving program in Moultrie, Georgia. While Coach Moberg received credit for introducing THDC to the USA, Coach Piemonte is credited for introducing THDC to the world. Josh Anderson became THDC's



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second Junior National Champion while under Coach Piemonte's guidance, and in 2000, Coach Piemonte accompanied Josh Anderson to the Olympic Trials in Federal Way, Washington, where Josh finished in the top 12. That was the first time that a THDC coach or diver represented at the Trials. Coach Piemonte was frequently asked to be one of USA Diving's official coaches for international competitions and was ranked as one of the top 10 junior diving coaches in the country by the USA Olympic Committee. As of September 2012, Coach Piemonte is the varsity collegiate diving coach at Virginia Tech University.

After Coach Piemonte's departure at the beginning of 2002, THDC made several coaching changes. Tom Trapp served as Head Coach for most of 2002, while prominent USA Olympic coach and 40-year diving veteran Van Austin was recruited to become THDC's Head Coach later that year. During Coach Austin's tenure, THDC's membership swelled from less than six divers in late 2002 to nearly 60 athletes by 2004. In 2005, Coach Austin retired and appointed then-Assistant Coach John Eisler, a former THDC diver (and National Champion), to the position of Head Coach. Coach Eisler departed in 2006 after a year of further growth, which led to the return of THDC divers to the Junior National Championship meet. THDC hired Joe Lyons to succeed Coach Eisler. Coach Lyons started with THDC on January 1, 2007. Coach Lyons accompanied diver Cassie Weil to Federal Way for the 2012 London Olympics Trials, where she achieved a Top 25 finish. Under Coach Lyons the team grew to 30 divers, with 1/3 going to Nationals in 2015.

Roland King succeeded Joe Lyons in early 2016. Roland comes to us from Sierra College in Northern California and brings over 25 years of diving experience at the national and collegiate levels. We received letters of recommendation for Roland from many of the biggest and brightest members of the diving community. Roland's past successes include generating over 100 national qualifiers, 5 national champions, 6 national-champion runner-ups, ranging from USA Diving to NCAA DIII. Although Roland brings a past of competitive successes, his other focuses are to create a program that allows divers of all levels to participate, set and achieve their own personal goals, gain and retain self-confidence, and enjoy the benefits of being part of a team. THDC is excited to have such an accomplished dive coach joining us and we are to utilizing his experience to benefit every level of THDC diver.

THDC AND THPRD

The Tualatin Hills Park & Recreation District (THPRD) is a tax-based organization that finances and implements recreation and leisure-time activities for its constituents. The District recognizes special competition-based programs as an appropriate way of encouraging participation in specific sports activities. This policy enabled establishment of THDC. As a sponsoring organization, the District allows THDC to use the aquatics facilities for daily practice sessions and for hosted meets. In exchange, THPRD makes these requirements of THDC:

- That be formally organized as a tax-exempt non-profit corporation and be governed by a written Constitution and Bylaws.
- That the participants are not selected on the basis of competency of skill, but that instructional and competitive programs are open to all who desire them.
- That THPRD policies and directives are adhered to.
- That the participants maintain a current THPRD membership. If the diver resides outside the THPRD boarder they must pay the Out-of-District fee.



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ORGANIZATION AND GOVERNMENT

The Tualatin Hills Dive Club is registered as a 501c(3) non-profit corporation with the State of Oregon. This assures that persons working with may not be held personally liable for activities undertaken for or for expenses incurs. Contributions made to are tax-deductible, making donations to attractive to business, industry and individuals.

A Board of Directors governs THDC. The Board consists of the President, Vice President, Secretary, Treasurer, and up to three at-large Directors. Each Board member serves for a one-year term and may serve no more than six consecutive years. The general membership elects Board members at the Annual Meeting. Election and Board composition details are described in 's Bylaws. Evening Board meetings are scheduled regularly.

THDC is an affiliate of USA Diving, Inc., the national governing body of springboard and platform diving in the United States. USA Diving is a member of United States Aquatics Sports, Inc. and FINA (the international federation that governs diving and several other aquatic sports).

USA Diving sanctions "Future Champions" (formerly Novice), Junior, Senior, and Masters diving programs. THDC members may participate in any of these programs, but most of 's competitive efforts are focused within the Junior diving program.

The USA Diving Junior program includes divers who are age 18 and under. Divers compete with other divers in their age-group. The following age-groups are recognized at all competitions: 11 & under, 12-13, 14-15, and 16-18. Some competitions allow for the 9 & under age-group as well. A specified number of dives are required for each age and gender group.

The United States is divided into twelve Junior Diving Regions that feed into six Junior Diving Zones. A qualifying system is set up such that the Regional competitions serve as qualifying meets for the Zone competitions, and the Zone competitions serve as qualifying meets for the Junior National Championships. Regional and Zone competitions are conducted yearly (March/April and June/July), while the National Championship meet occurs annually in August.

In addition to being an affiliate of USA Diving, THDC is also a member club of the Amateur Athletic Union (AAU). There are several AAU-sanctioned meets throughout the year that THDC may host or attend, including the annual AAU National Championship Invitational held each summer.



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MEMBERSHIP EXPECTATIONS

THDC offers instructions for all levels and all ages, from beginners to national competitors. Anyone interested in participating in diving instructions and/or competition is eligible for membership in , regardless of age or ability. All paying members in good standing are eligible to vote in Club elections.

All divers are expected to:

- Attend practices regularly or as determined by the coaches.
- Do their best.
- Pay attention and follow coaches' instructions.
- Verbally and emotionally support other Club members.
- Not interfere with the instruction of others.
- Not smoke, drink alcoholic beverages, abuse drugs, or use illegal drugs.

Adult divers and parents of minor divers are expected to:

- Support the diver's commitment.
- Pay dues and fees in a timely manner.
- Participate in Club fundraisers.
- Volunteer to help at Club-hosted meets.
- Not interfere with the coaching staff when instruction is occurring.
- Attend general membership or special meetings.

The above expectations are outlined in THDC Code of Conduct, which all members and parents of minor divers must sign annually.

All members must pay all Board-approved membership dues and fees in order to participate in Club activities. Specific costs of membership and detailed fee information are listed in the "Dues and Fees" section of this handbook. Costs may change from year to year.



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LEVELS OF DIVING AND PRACTICE STRUCTURE

The Tualatin Hills Dive Club caters to aspiring divers of all ages and ability levels. The program offerings range from short introductory diving lessons for beginners to serious training that involves lengthy in-water and dryland sessions for elite and experienced divers. For organizational purposes, each THDC member shall be assigned to one of five groups containing members of like ages, abilities, desires, and commitments. Monthly dues vary from group to group. The Head Coach will have the final say concerning the group assignments.

Here is a brief description of each group:

Group 4	<p>Requirements: (14+over) JO list on all levels. Previous zone participation on springboard.</p> <p>The group will be molded for each individual to push themselves to limits. Physically in dryland, physically in water actions, emotional limits, confidence levels, pain levels (muscle tissue and unwanted water landings, not injury) etc. They will be asked to put those aspects on the back burner. Pushing themselves through these difficult aspects of top level athletics and focus on the goal of becoming the best elite diver they can be.</p> <p>5-6 days per week attendance based on 5 days. 120-150 minutes each day</p>
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Group 3	<p>Requirements: JO list (all ages) one meter, FC 7-8 (14+older) JO (13+under) 3 meter and Platform. Compete in all team meets they qualify for including Regionals.</p> <p>This level is where they start to mold into the diver they can be. Learning how to compete, achieving some goals that distinguish them from recreational athletes. Being able to logically set long term goals, and understand the steps required in achieving them. This is also the time where there will be a push for the divers to learn JO lists on all three levels. More emphasis will be on building degree of difficulty (DD), and finishing actions.</p> <p>4-5 days per week attendance based on 4 days. 120 minutes each day</p>
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Group 2	<p>Requirements: FC level 7-8 (14+older), JO (13+under) on 1 meter, FC 5-8 on 3 meter (all ages), FC 2-5 Platform. Compete in local meets</p> <p>Divers have been introduced to all of the springboard groups. This will be the time where they will be working on them including reverses and twisters, if they have not already learned them. This will enable them to develop JO lists on both boards, and build their platform skills. Encourage travel and participation in competitions</p> <p>3 days per week. 90-120 minutes each day</p>
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Group 1	<p>Requirements: FC level 2 on 1 meter, 1 on 3 meter and jump from 5 meter</p> <p>Divers have shown skills from each of the FC groups on the springboard levels, and at this point, the divers have been introduced to some of the basic challenges. It is now time for them to be introduced to actions pertaining to a list of dives that cover all of the springboard groups that would be in their age group JO list. Encourage travel and participation in competitions</p> <p>2-3 days per week: short up to 90 minutes</p>
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Pre-Team	<p>Requirements: Participants must be "watersafe". Have documentation of a swim lesson program, or pass a 25 yard (one width of our pool) swim test.</p> <p>A program designed to teach beginning progressions and skills to reach FC status and develop individuals into team prospects. A concentration on teaching at each individual's pace. Pre-team will be a mat stretching and water program only.</p>



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MEETS AND COMPETITIONS

Meets are held year-round. The Head Coach determines the competitive schedule with approval of the Board of Directors. Divers must meet established criteria of the competition and have the coaches' permission in order to participate.

Home Meets

Generally, THDC will host one to two invitational diving meets per year. In addition, THDC may host a couple smaller, less-formal meets geared towards beginning divers. During most years, THDC is also awarded a large, three to seven day regional or Zone USA Diving competition that attracts divers from all over the western United States.

Hosted meets require the participation of every Club family. Advance preparations include sending out information, publicizing the event, obtaining food for coaches' hospitality and scheduling meet scorekeepers, registrars, and computer operators. During the meet, jobs include selling shirts and suits, announcing, manually keeping score, using the computer scoring system, attending to the hospitality area, and working at the registration and awards table.

Away Meets

Traveling to meets in other cities is an excellent way to test a diver's developing skills while enjoying the benefits of visiting new places and making new friends. Parents are required to travel with children under age 18 or arrange for a chaperone if they are unable to attend. Home stays with diving families hosting the away meet are sometimes available for older divers.

The Head Coach will determine which meets are appropriate for THDC members to attend and criteria for participation.

Please read THDC Code of Conduct for specific requirements and expectations for away meet travel.

INJURIES AND INSURANCE

While THDC Board of Directors and coaching staff will make every effort to create a safe participation environment for THDC members, accidents and injuries can and will occasionally occur. This is because the sport of diving and its associated training activities involves risky acrobatic moves and physical contact.

All THDC members receive accident and injury insurance coverage through USA Diving, Inc. and the AAU. This insurance coverage is secondary, however, to each individual member's personal insurance. Following an accident or injury, the USA Diving and AAU policies may cover expenses not covered by the member's primary personal insurance. Because the USA Diving and AAU insurance is only secondary coverage, all THDC members must maintain and offer proof of personal insurance coverage as a condition of membership.

If a member suffers from an accident or injury as a result of participation in THDC activities, proper procedure is for the member to notify a THDC coach immediately. If the member's injury is serious enough to warrant a possible insurance claim, THDC coach will complete any and all necessary accident/incident reports and will



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send those reports to USA Diving and/or the AAU. Following receipt of those reports, USA Diving and/or the AAU will forward them to their insurance providers, who will then contact the injured member directly to begin the process of settling the claim.

THDC has general liability insurance coverage through USA Diving and the AAU. It is the Head Coach's responsibility to register THDC as a club annually with both of these organizations in order for the insurance coverage to be valid. As a benefit of being an individual coach member of each organization, each THDC coach receives liability insurance coverage through USA Diving and the AAU as well.

It is imperative that each THDC diver be registered with USA Diving and the AAU. Unregistered divers not only are disqualified from receiving any insurance coverage, but they also jeopardize the validity of THDC's general liability insurance policy. USA Diving registration and AAU registration must be renewed annually each August. The Head Coach is responsible for ensuring that each THDC diver is properly registered and can assist with the registration process. Information about the costs of registration is included in the "Dues and Fees" section of this handbook.

THDC CONTACT INFORMATION

THDC office phone number: (530) 205-0386
THDC e-mail address: thdcdiving@gmail.com
THDC website: <http://www.tualatinhillsdiveclub.com>

THDC contact for financial matters:

Jeanette Poppe
Sports Services of Oregon, Inc.
4840 SW Western Ave, Ste 1100
Beaverton, OR 97005
e-mail: sso_inc@msn.com
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THDC contact for all other correspondence:

Roland King
THDC Head Coach
15707 SW Walker Rd
Beaverton, OR 97006
e-mail: rking.thdc@gmail.com
phone: (530) 205-0386



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POLICIES & PROCEDURES

DRYLAND SAFETY GUIDELINES FOR COACHES

- **WARN OF INHERENT RISKS.** Know, understand and appreciate the risks involved. **WARNING:** Catastrophic injury, paralysis, or even death can result from landing improperly on the head in an inverted position on and off the trampoline, dryland diving board, or foam cube pit.
- **PLAN PROPERLY.** Make sure the Emergency Action Plan is adequate and emergency contact information is readily accessible to the dryland training station. Lesson plans should take into consideration that overhead belt spotting is a one-on-one activity.
- **PROVIDE ADEQUATE SUPERVISION.** The coach's competencies should be commensurate with the tasks. Remember that a lack of adequate supervision is the primary cause of injury in accidents involving the trampoline, dryland diving board, and/or foam cube pit. To minimize the risk of spinal cord injuries, use the overhead spotting belt on the trampoline or dryland diving board for all dives, twists, and/or single or multiple somersaults.
- **PROVIDE A SAFE PHYSICAL ENVIRONMENT.** Verify that the trampoline, dryland diving board, foam cube pit and overhead spotting rigs comply with USA Diving's specifications and recommendations for use. In addition, the area where dryland equipment is used must be well-lit and free of distractions such as excessive noise or flashing lights.
- **CHECK EQUIPMENT REGULARLY.** Before use, the dryland equipment should be checked for defects. Check that the equipment is installed and maintained according to the manufacturer's specifications. Any worn, frayed or defective component should be taken out of service. Check that the safety belt is adjusted on the diver to fit properly over the under-pad and is buckled securely. Check regularly that the cubes in the foam pit are aerated for maximum cushion.
- **KNOW THE DIVER'S SKILLS AND LIMITATIONS.** Know each diver's capabilities, skills and limitations and modify the activity accordingly. The best indicator of readiness to perform is a diver's ability to safely perform a basic lead-up skill with similar mechanical requirements.
- **PROVIDE PROPER INSTRUCTION.** Teach divers how to bounce in a controlled manner including how to check the bounce in order to stop. Divers should always follow simple to complex progressions. Allow ample time for divers to achieve task mastery at each skill level. Divers must master the basic jumps, drops, and landing skills before somersaulting is attempted on the trampoline, dry board or foam pit.
- **LIMIT USE TO USA DIVING OR AAU REGISTERED ATHLETES.** Anyone not registered as an athlete with USA Diving or the AAU is uninsured. This includes coaches.
- **PROVIDE PROPER FIRST AID AND EMERGENCY CARE.** Know the procedures and skills necessary to execute the Emergency Action Plan including proper in-line stabilization techniques. Remember that whenever a diver strikes his/her head, it must be assumed that a neck injury is involved. ***IN THE EVENT OF AN ACCIDENT, FOLLOW THDC EMERGENCY ACTION PLAN AND NOTIFY THPRD AQUATIC CENTER STAFF.***
- **MAINTAIN CURRENT COMPETENCIES.** Keep current in USA Diving Safety Training for Competitive Diving Coaches as well as first aid and CPR. Maintain physical fitness and spotting proficiency.
- **KEEP RECORDS.** Register all clubs, coaches and divers as USA Diving members and/or AAU athlete members before the diver's first training session.



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DRYLAND DIVING BOARD RULES FOR DIVERS

- **The Dryland Diving Board is for THDC participants' use only. No exceptions.**
- Divers should be dry when using the dryland diving board.
- **Only feet-first jumps are allowed from the dryland diving board to the port-a-pit.** Jumps are to be performed from either the standing position on the end of the board or by performing a forward approach and hurdle. Unless the diver is wearing a safety belt and is being spotted by a qualified, supervising coach, absolutely no twisting or somersaulting is allowed from the dryland diving board to the port-a-pit, unless authorized by the head coach.
- **Only single bounces are allowed.** A diver should never bounce on the dryland diving board multiple times, unless instructed by the head coach.
- No diver should use the dryland diving board unless a qualified coach is adequately supervising the activity.
- The dryland diving board is to be used for serious diving training and should never be used for horseplay.
- Keep the arms overhead and hands flat to protect the head, neck and spine when simulating head-first entry to the port-a-pit while in the safety belt.
- The dryland diving board should be properly mounted and dismounted. Never use the dryland diving board as a projectile device to jump away from.
- Only one person is allowed to be on the dryland diving board at a time.
- Proper attire should be worn when using the dryland diving board. Avoid clothing that impedes movements, such as street clothes, jeans, etc. Jewelry, including watches, earrings, and rings should not be worn.
- Never go under the dryland diving board while someone is on the apparatus.
- Do not sit or lean on the dryland diving board while someone is using the apparatus.
- The dryland diving board should never be used by a person who is dizzy, fatigued, or under the influence of drugs, alcohol, or medication which can inhibit coordination or perception.
- Proper stretching and warm-up can help prevent strains and sprains. It is important that anyone who is going to use the dryland diving board warm-up properly, both off and on the apparatus, before practice actually begins.
- Avoid overtraining. Keep the duration short; it is difficult for divers to perform well when tired.



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FOAM PIT AND TRAMPOLINE USE RULES FOR DIVERS

- **The foam pit and trampoline is for THDC participants' use only. No exceptions.**
- Divers should be dry when using the foam pit/trampoline.
- Diving skills on the foam/pit trampoline are practiced as single contact activities, one skill at a time. Initiate take-offs using no bounce, a step-in hurdle, "priming the bed", or several low bounces. High multiple bouncing routines like trampolinists perform are out of the scope of usage in a USA Diving program.
- If the diver is not wearing a safety belt or is not being hand-spotted by a supervising coach, **multiple twists and/or single or multiple somersaults are not allowed on the foam pit/trampoline** unless the supervising coach grants specific, individual permission.
- No diver should use the trampoline or foam pit unless a qualified coach is adequately supervising the activity.
- The trampoline and foam pit are to be used for serious diving training and should never be used for horseplay.
- Beginning divers can learn many skills with little or no actual bounce on the trampoline.
- A good jumper is one who can maintain CONTROL on the trampoline while performing skills well, not just "going for the trick".
- Keep the arms overhead and hands flat to protect the head, neck and spine when simulating head-first entry onto the foam pit or trampoline while in the safety belt.
- The trampoline should be properly mounted and dismounted. Never use a trampoline as a projectile device to jump from.
- **Only one person should bounce on the trampoline at a time.** The only exception is when a coach is physically spotting a skill.
- Proper attire should be worn when using the foam pit/trampoline. Avoid clothing that impedes movements, such as street clothes, jeans, etc. Jewelry, including watches, earrings, and rings should not be worn.
- Never go under the trampoline while someone is on the apparatus.
- Do not sit or lean with arms on the pads of the trampoline while someone is jumping.
- The foam pit or trampoline should never be used by a person who is dizzy, fatigued, or under the influence of drugs, alcohol, or medication which can inhibit coordination or perception.
- Proper stretching and warm-up can help prevent strains and sprains. It is important that anyone who is going to use the foam pit or trampoline warm-up properly, both off and on the apparatus, before practice actually begins.
- Avoid overtraining. Keep the duration short; it is difficult for divers to perform well when tired.



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EMERGENCY ACTION PLAN (EAP)

THDC Coaches should follow the following Emergency Action Plan (EAP) during any emergency or potential emergency involving a THDC member's safety:

1. Coach CHECKS the scene and identifies the emergency situation.

- a. Halt practice and clear the area.
- b. Check the accident scene to ensure that the environment is safe for others to act.
- c. Quickly assess the level of seriousness of the situation.

2. If necessary, coach CALLS for assistance.

- a. If victim's injury seems critical (examples: victim has no pulse, is not breathing, becomes unconscious, or is bleeding severely), then have a bystander **CALL 911 immediately**.
- b. Notify (or have additional staff/divers notify) aquatic center staff/lifeguard of the emergency.
- c. Direct additional coaching staff & other divers to assist in the EAP.

3. Coach CARES for the victim.

- a. Thoroughly assess the victim's condition (with help from aquatic center staff/lifeguard, if necessary).
- b. **If the victim is OK:**
 - i. Check equipment and repair/clean/replace it if necessary.
 - ii. Resume practice/return to coaching.
- c. **If the victim needs care:**
 - i. Notify aquatic center staff/lifeguard of the emergency (if not already done).
 - ii. Instruct other divers and coaches to follow all lifeguard/aquatic center staff directions.
 - iii. Cooperate with all lifeguard/aquatic center staff requests.
 - iv. Retrieve all the victim's forms (Emergency Information & Consent, Member Info, etc.).
 - v. Notify the victim's parent/guardian of the emergency (if victim is a minor).
 - vi. Notify THDC President of the emergency.
 - vii. Interview witnesses and record their account of the incident.
 - viii. Check equipment and repair/clean/replace it if necessary.
 - ix. Resume practice/return to coaching.

4. Coach FOLLOWS UP on the incident.

- a. Document the incident by completing THPRD, USA Diving and AAU accident/incident reports.
- b. Have a discussion with coaching staff about the incident and the response.
- c. Periodically contact the victim to check on his/her recovery progress.
- d. Cooperate with any requests for information by insurance providers & adjusters.



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SUPERVISION POLICY

1. Any diver 9 years of age or younger must have a parent/guardian supervisor present at all practices.
2. Any diver at least 10 years of age but less than 18 years of age may attend THDC practices without a parent/guardian supervisor, provided that the diver's parent/guardian:
 - Is comfortable with THDC coaching staff's supervisory qualifications.
 - Instructs their child to personally "check-in" with a THDC coach upon arrival, and personally "check-out" with a THDC coach upon departure.
 - Understands and accepts that THDC coaching staff's supervisory responsibilities begin at the designated starting time of the practice session, or when the diver "checks-in" with a THDC coach – whichever is later.
 - Understands and accepts that THDC coaching staff's supervisory responsibilities end at the designated finishing time of the practice session, or when the diver "checks-out" with a THDC coach – whichever is earlier.
 - Agrees to personally pick-up their child from practice. If a non-parent/guardian must pick up a diver from practice, then a written note or personal phone call to THDC coaching staff explaining the situation is required. E-mail is acceptable. The name of the person picking up the child must be included in the message.
 - Agrees to personally enter the facility and make contact with a THDC coach to acknowledge that the diver's supervision is being resumed by the parent/guardian if the diver is being picked-up earlier than the designated practice finishing time.
 - That there is at least one other member besides the coach present at dryland practice, or other programming at a water practice.
 - Explains to their minor **child who has license to drive** to and from practice that:
 - The diver must remain at practice until the designated practice finishing time. If a diver must leave practice early, then a parent/guardian written note or personal phone call to THDC coaching staff explaining the situation is required. E-mail is acceptable.
 - The diver may not transport any other THDC diver away from practice without permission from the transported diver's parent/guardian to THDC coaching staff.
 - Accepts that there will be brief periods during the designated practice session when the diver may be temporarily unsupervised. Examples of such periods include, but are not limited to, when a diver enters the changing area and when the diver transits between the Aquatics Center and the Dryland Training Center.



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PARENT DIVER COMMUNICATION DURING PRACTICE

At NO time should there be any communication between parents, relatives, and/or friends with the divers on the pool deck or dryland room(downstairs). There are many reasons for this that range from safety, to general disruption or distraction of the diver(s), coach, or group as a whole. If there is an urgent issue, such as transportation changes or passing on a bottle of water, the individual in the stands can get the attention of a coach (at an appropriate time) and the coach can arrange to get the item or information to the diver.

If an individual in the stands or a diver has continued communication (including eye contact) with each other that is distracting to the diver, coach, or group, then the coach may make the decision to remove the diver from practice, or the parent from the spectator area. If the coach's requests are not met, then both parent and diver will be asked to leave and to schedule a meeting with the head coach before returning to practice. If such action is taken, the diver will remain responsible for any attendance or financial commitments for his/her group.

FUNDRAISING AND PARTICIPATION POLICY

THDC will offer several organized fundraising events per year. Participation in these fundraisers is strongly encouraged, but not required. It is expected that each member-family contribute by volunteering to actively participate in the planning and execution of hosted meets and fundraisers. THDC Treasurer will maintain fundraising records for each member. Members are also encouraged to serve on THDC Board of Directors and/or a THDC committee.

CONFLICT OF INTEREST POLICY

No member of the Tualatin Hills Dive Club Board of Directors or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the Tualatin Hills Dive Club. Each individual shall disclose to THDC any personal interest in which he or she may have in any matter pending before the organization and shall refrain from participating in any decision on such matter. Any member of THDC's Board of Directors or Staff shall refrain from obtaining any list of THDC members for personal or private solicitation purposes at any time during the term of their affiliation.

REIMBURSEMENT POLICY

Members and employees of the Tualatin Hills Dive Club may be required to incur expenses from time to time to conduct Club business and to further the mission of THDC. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) a uniform and consistent approach exists for the timely reimbursement of authorized expenses incurred by THDC members and employees. It is the policy of THDC to reimburse only reasonable and necessary expenses actually incurred.

When incurring business expenses, Tualatin Hills Dive Club members and employees are expected to:

1. Always seek Board of Directors' permission first.



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2. Exercise discretion and good business judgment with respect to those expenses.
3. Be cost conscious and spend 's money as carefully and judiciously as an individual would spend his or her own funds.
4. Report expenses, supported by required documentation, as they were actually spent.

To be reimbursed for Tualatin Hills Dive Club business expenses, send a detailed account of the expenses and ALL RECEIPTS to THDC Bookkeeper at this address:

Jeanette Poppe
Sports Services of Oregon, Inc.
4840 SW Western Ave, Suite 1100
Beaverton, OR 97005

Prior to fulfilling each reimbursement request, THDC Bookkeeper shall confirm approval from either THDC President or THDC Treasurer.

MEMBERSHIP TERMINATION POLICY

If a member no longer desires to participate in any THDC activities, then the member must provide a notice of membership termination to the Head Coach. The notice should be in writing (e-mail is acceptable). Upon receiving notice, the Head Coach shall notify THDC Treasurer and Bookkeeper of the termination.

INACTIVE/ INJURED DIVER POLICY

Inactive Diver Policy

Due to the considerations of running a club year round, divers are expected to pay the tuition all 12 months of the year. There may be an occasion when a Club member desires to take time off from practice and competition. If this time off one month or less, the diver will be expected to pay that month's tuition. If the absence will be longer than one month, the diver will go on "inactive status". Inactive status will have the following conditions:

- The member must be in good standing with no outstanding payments due.
- The member cannot participate in any THDC activity.
- The member cannot serve on the board of directors, and will not be considered a member, they cannot vote at meetings, or during the annual elections if their absence falls during that time.
- The member can "save" their spot on the team by paying a \$50/month "return to diving" fee if they return within three months. They will not be responsible for any tuition during their absence.
- If they return after the three month time they will be considered a new diver, and can rejoin for the current joining fee. If there is a waiting list to join the team they may have to wait.

Injured Diver Policy

Due to the considerations of running a club year round, divers are expected to pay the tuition all 12 months of the year. There may be an occasion when a club member is injured and cannot dive. If this time off one month



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or less, the diver will be expected to pay that month's tuition. If the absence will be longer than one month, the diver will go on "injured Status". Injured status will have the following conditions:

- The member must have a doctor's note with a physical injury.
- The member must be in good standing with no outstanding payments due.
- The member can participate in THDC dryland practices and limited water practice.
- The member will be responsible for paying a \$90 a month tuition payment. The payment will allow the diver to slowly return to diving, with access to dryland and slow progression into full water practice.
- Our head coach will communicate with the parent and our bookkeeper to determine when full tuition is to be billed.
- If they are out due to a concussion, the concussion policy of return to diving must be followed.

VISITING DIVER INFORMATION

THDC welcomes divers from other programs (including former THDC members who are diving for a college or university) and provides a visiting diver policy for divers who desire to train with THDC for a limited time:

- A diver is considered "visiting" if the diver regularly trains with a coach or program not affiliated with THDC and intends to train with THDC for a period of three months or less.
- A diver must be in good standing with THDC, owning no outstanding dues.
- Visiting divers are not members of THDC and are not eligible to vote in Club elections.
- Visiting divers must be registered athletes with USA Diving and/or the AAU.
- Visiting divers must submit to THDC proof of valid primary, personal health insurance.
- Visiting divers must sign THDC Participant Information, Medical Information, Waiver and Release of Liability form.
- Visiting divers must pay the THPRD daily or established admission fee to use the facilities.
- Practice fees for visiting divers will be determined by the Head Coach (and subject to approval by the Board of Directors) based on the training time made available.

CONCUSSION POLICY

With the recent increase in awareness of concussion in the diving community, THDC has implemented a concussion policy. This policy involves multiple components.

- Prescreening of any diver 10 and older at Portland Clinic or your clinic of choice with an ImPACT test.
- Required Parent Education
- Required Coaching Education
- On Deck protocol
- Return to Diving Protocol

Some of this is due to the increased acrobatic nature of the sport and some because of the increased awareness, and education of concussions in general. While we cannot eliminate the possibility of a concussion during our



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training process. We can identify and treat them when and if necessary to minimize their effect.

Athlete ImPACT Testing

To schedule an ImPACT baseline test at the Portland Clinic, Tigard Medical Office, call [503-293-0161](tel:503-293-0161), option 1. Testing is M-F, 7:30-4:00 and takes about 25 minutes. Tell them you are with THDC when scheduling. For detailed information on ImPACT testing at the Portland Clinic as well as the Portland Clinic Concussion program, visit their website at <http://theportlandclinic.com>.

Required Parent Education

The majority of the concussions that happen in our sport will not present themselves until after the kids are finished with practice and sometimes not until the next day. These symptoms may present themselves at the pool, but they are likely to present at home. Therefore, we are requiring every parent or guardian that is responsible for a THDC member to pass one of the exams that is easily found and completed from the USADiving.org website.

Required Coach Education

In addition to ImPACT testing for our athletes, the THDC coaching staff will be receiving training on the identification of concussions as well as how to handle an athlete with a potential concussion. The hope is that through this continued education on concussions, the better THDC will be able to address this type of injury.

On Deck Protocol

In an event that a THDC coach suspects a diver may have had a concussion, but the athlete is conscious and seemingly “unimpaired” from a distance. The coach will.

- 1) Call the athlete over to report to the coach
 - a. As the athlete walks, the coach is monitoring balance
- 2) When the athlete reports, engage the diver in a brief discussion about the diver (are you ok? How are you feeling? Can you tell me what happened?)
 - a. As the athlete is talking, the coach is listening for speech impediments (slow, muddled, slurred speech; the athlete is “searching for words” to complete ideas)
 - b. As the coach and athlete are talking the coach will also be looking at the athletes eyes, specifically at their pupils. If a person is suffering from a concussion their eyes may fail to dilate (grow larger to allow in more light). A concussion may make the athlete sensitive to light, the pupils may constrict and may not get larger.
- 3) The coach will ask the athlete about their day, What did they have for breakfast, what did they have for lunch, something specific to test the short term memory of the athlete.
- 4) If after steps 1 thru 3 the athlete seems clear and the coach does not expect the athlete to have a concussion, the coach will ask the athlete to walk to get a drink of water at the fountain.
- 5) When the child returns, the coach will ask the athlete what dive they were doing when the incident occurred, and will repeat the questions from step 3. While the child is answering the questions, the



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coach is listening for consistency with earlier answers, a full recollection of the incident, all the while checking the athlete's pupils for dilation.

- 6) If the athlete has full recall, has no other symptoms, and feels they can return to activity, the coach will allow it. If the athlete wants to rest for a while, the coach will allow it, but before return to activity the coach will perform step 5 again.

In the event a concussion is clearly evident, whether the athlete is unconscious, or clearly unsteady, or if during the above protocol the coach believes the athlete is concussed, the THPRD lifeguard will be called immediately. At this point, the coach should notify another coach on deck to take over their duties so that the attending coach can stay with the injured athlete. The Lifeguard will assess the athlete, and determine whether EMS should be called. If EMS is to be called, the coach will at that moment call the athlete's parents, and explain the situation. If EMS is not to be called, the coach will make contact with the parents of the athlete before the athlete leaves the pool. If it is an athlete who drives themselves to practice, an alternative way home will be arranged between the parent and the coach. If the athlete is not of driving age, the coach will make contact the parent at pick up, explain the circumstances, and will discuss with the parent how to proceed.

Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue

Return to Diving

In order to return to practice after a concussion event, a Doctors release will be provided to the coach prior to the first water practice.

The return to diving form located on the THDC webpage will be filled out and the graduated return to diving protocol will be followed.



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THDC Concussion Management

The THDC coaching staff and Board of Directors take athlete concussions seriously. A concussion is a brain injury that can result from many types of incidents. Because of the seriousness of this type of injury, THDC must err on the side of health and safety when dealing with a possible concussion. If at any time during practice or competition, a coach or staff member suspect an athlete has suffered a concussion, the athlete will be instructed to discontinue training/competing until a physician has been consulted and the Graduated *return-to-dive* Protocol followed.

Return to training/competition

Prior to returning to training or competition, the athlete must be evaluated and cleared by a licensed physician. A copy of the THDC Graduated *return-to-dive* Protocol form must be signed by the physician, athlete and athlete's family and provided to the head coach at this time. If symptoms re-occur during any step in the *return-to-dive* process, the athlete must return to the previous level on the following day.

Graduated return-to-play Protocol

Complete one full day of normal activities without any re-emergence of symptoms. If no symptoms appear, move to step 2 the following day. Perform light aerobic exercise. If no symptoms appear, move to step 3 on the following day. Perform normal practice with no head impact activities. If no symptoms appear, move to step 4 on the following day. Perform progressive practice routine with no head impact activities. If no symptoms appear, move to step 5 the following day. Perform normal practice with no limitations. *Step 5 is initiated Following Medical Clearance.* (This can be thru a verbal clearance given to the parent from the athlete's physician) If no symptoms appear, move to step 6. Athlete is cleared for full participation in training and competition.



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DUES AND FEES

OVERVIEW OF DUES AND FEES

The vast majority of THDC's annual revenue is generated from member dues and fees. Each year, the Board of Directors reviews the dues and fees to ensure that the amounts charged are reasonable given the projected budget. Considerable effort is also made to compare THDC's dues and fees to those at other diving clubs throughout the country. Historically, THDC's dues and fees have been below the national average.

FEES FOR MEMBERS

Getting Started

Following the free trial-lesson period, one must officially become a member of THDC to continue receiving diving instruction. To become a member:

- **All forms must be completed and signed.** All forms are downloadable from THDC web site (www.tualatinhillsdiveclub.com). If you unable to bring the completed forms to your trial lesson, the Head Coach will provide the relevant forms and will collect and keep the completed forms.
- **Pay to THDC a New Member Fee.** The purpose of this fee is to cover the yearly administration and insurance costs associated with THDC's memberships in the AAU and USA Diving. This Fee must be in the form of a personal check, bank check, or money order, payable to "Tualatin Hills Dive Club". The Head Coach shall collect the check prior to the new member's first official practice (following the two free trials) and will forward the check to THDC Bookkeeper.
- **Register with the AAU.** Each THDC member must maintain current registration with AAU in the sport of diving. Re-registration must occur every year prior to September 1st. The Head Coach can answer questions about the AAU registration process.

Payment Information

THDC operates on a monthly billing system. Bills (for the following month) are sent to each member on the 15th day of every month. Payments to THDC must be in the form of a personal check, bank check, or money order. Checks should be made payable to the "Tualatin Hills Dive Club" and sent to THDC Bookkeeper at this address:

Jeanette Poppe
Sports Services of Oregon, Inc.
4840 SW Western Ave, Suite 1100
Beaverton, OR 97005

All payments must be received by THDC Bookkeeper on or before the 10th day of each month. A \$25 late charge will be added to the next month's bill if payment is not received, in full, by that deadline. Members who miss two consecutive monthly payments or who maintain a past-due account balance greater than \$500 will have their participation privileges suspended until all outstanding debt is paid in full.



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Monthly Dues

Dues are assessed to all members every month of the year, including times when THDC is “on break” or when the diver is absent.

The following monthly dues are effective January 1, 2017:

MEMBER GROUP	DAYS/WEEK	MONTHLY DUES
Pre-Team	2	\$ 100
Group 1	2-3	\$ 230
Group 2	3	\$ 270
Group 3	4	\$ 325
Group 4	5-6	\$ 380

Local Meet Participation for Pre-Team Divers.

Pre-Team divers can participate in local dive meets for an additional \$50. To travel to a meet they must join Group 1 or above.

AAU and USA Diving Registration Fees

Each THDC member in Groups 1-4 must maintain current registrations with USA Diving and with the AAU in the sport of Diving. Each THDC member in the pre-team group must maintain current registration AAU in the sport of Diving. Re-registration must occur every year prior to September 1st for the AAU and USA Diving. The Head Coach can answer questions about the registration processes and can provide information about the registration fees.

THPRD User Fees

Prices for “In-District” resident-members differ from Out-of-District resident-members, who are required to pay an annual assessment fee in order to maintain a membership in THPRD. Note that THPRD may change their fee structure which may require changes in how THDC divers pay their THPRD related fees.

FEES FOR VISITING DIVERS

THDC welcomes divers from other programs (including former THDC members who are diving for a college or university) and provides a visiting diver policy for divers who desire to train with THDC for a limited time. A diver is considered “visiting” if the diver regularly trains with a coach or program not affiliated with THDC and intends to train with THDC for a period of three months or less.

Visiting divers are not members of THDC and are not eligible to vote in Club elections. Visiting divers must be registered athletes with USA Diving and/or the AAU. Visiting divers must sign THDC Participant Information, Medical Information, Waiver and Release of Liability form. Visiting divers must pay the THPRD daily or established admission fee to use the facilities. Practice fees for visiting divers will be determined by the Head Coach (subject to approval by the Board of Directors) based on the training time made available.



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RETURNING TO THDC AFTER TERMINATION

If a Group 1-4 member chooses to rejoin THDC within three months of their termination date, a **\$150** reactivation fee will be assessed to the rejoining member. A former member desiring to rejoin THDC more than three months after their termination date shall be treated as a new member once again, and will be charged a **\$50** new member fee instead of the reactivation fee.

In addition to the above fees, returning members must pay any and all outstanding debt leftover from the previous membership term before rejoining .

In the rare event that the Board of Directors votes to terminate the membership of a club member, the termination shall be considered permanent and the member will not be allowed to rejoin THDC.

THDC SCHOLARSHIPS

THDC may be able to offer scholarship opportunities, at the discretion of the Board. In each case, the diver must fill out a scholarship application, due April 15th. The divers who qualify for a scholarship would still be responsible to pay their new member fees and AAU registration, as well as any other diving expenses during the year.

Each year the Board will determine based on the financial wellbeing of THDC the amount of scholarship money to be distributed. The Board will then determine how the money is distributed among the scholarship applicants.

If at any time a divers financial situation changes for the better, the parents are responsible for notifying THDC so we can make the scholarship available for another diver. If at any time a scholarship diver's coach feels that the diver is not meeting our club code of conduct, the scholarship may be revoked. Scholarships are only valid for one calendar year and divers must apply each year they want to be considered for a scholarship

If at any time circumstances arise that hinder the ability of THDC to provide the scholarship, THDC Board has the right to reduce or eliminate the scholarship.