**DIVER / PARENT**

**INFORMATION PACKET**

**Turn N Burn Diving Boosters is a public,**

**Non-profit 501(C) (3) corporation (Tax ID # 81-1256023)**

**Donations are tax deductible to the extent allowed by law.**

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***Welcome Letter***

Divers and Parents,

***Welcome to Turn N Burn Diving!*** We’re happy to have you on the team. Weather this is your child’s first diving lesson or he/she is an “old Pro” we think you’ll find this will be a time full of new experiences – and lots of fun!

Turn N Burn Diving is an exciting and competitive dive program that has trained Southern California’s youth since 2003. Our club stresses hard work, goal setting, positive attitudes and personal responsibility.

***Director and Head Coach James R. Adams*** – “Coach Jimmy” to the kids – had been training divers for over 15 years. Prior to Turn N Burn, he was the assistant coach for American Flyers Diving (Ohio). He is also head diving coach at Riverside City College and is the certified diving coach for all RUSD high schools.

Prior to this, Jimmy enjoyed an exceptional athletic career of his own in diving. He is the 1989 Colorado State High School Diving Champion, and has traveled extensively as a professional show diver under the employ of Sea World (San Diego, Ohio), Six Flags (New Jersey), and Cedar Point (Ohio) to name a few. Jimmy proudly represented the USA in the 2003 Acapulco Cliff Diving Championships and has numerous other international diving credits to his name.

All of this experience means Coach Jimmy has developed an exceptional ability to understand the mind of the young diver and coach them toward their goals. All practices are geared toward helping your diver achieve success based on their current skills and abilities. You will find diving to be a fun, challenging and thrilling sport which helps to develop a variety of important skills, including:

1. Coachability 5. Coordination
2. Sportsmanship 6. Flexibility
3. Teamwork 7. Muscle Strength
4. Self-Control 8. Courage

All of these facets are important to the success of your child as an athlete and as a person. These skills are stressed during warm-ups, on the pool deck and during competition.

We wish you and your athlete the best in with our club!

***Turn N Burn Diving***

***Board of Directors***

**TURN N BURN DIVING**

POLICIES & PROCEDURES

VERSION: 9.1.2015

This DOCUMENT OUTLINES THE POLICIES FOR Turn N Burn Diving Boosters a 501(c)(3) non-profit California corporation (club), whose primary purpose is to foster amateur diving competition and promote water and diving safety. The club’s fiscal and membership year runs September 1st through August 31st. These policies apply to all divers and their families (member) enrolled in any program described herein. Any necessary clarification of policies will be made by the Board of Directors (“board”), whose decisions and interpretations are final.

**A. TYPES OF ACTIVITIES**

The following activities may take place while part of The Club:

1. **Practice** – Normal instruction, taking place at the Riverside Aquatics Complex
2. **Dive Meets** – Novice, JO, and High School teams will take part in meets. From time to time Lessons program divers will also participate when feasible.
3. **Fundraisers** – All members participate in team fundraisers. This may involve hosting meets and other activities as planned from time to time. Novice and JO members have specific required volunteer hours expected of them as part of their membership. Each Novice and JO Diver will be required to secure an ad for any meet that will require a program (ad size to be determined by the board).
4. **City/College Volunteerism** – Through the generosity of the City and RCC, we have been granted access to the state-of-the-art Riverside Aquatics Complex. In return we agree to volunteer time and resources for their benefit when needed.

**B. TYPES OF EXPENSES**

Four types of expenses may be incurred as part of The Club:

1. **AAU/USA Card** – It is required that ALL MEMBERS register with AAU Diving for insurance purposes. For JO and Novice, USA Diving registration is also required.
2. **Tuition** – This is your normal monthly fee paid to the club by each member for instruction. Amount due is based on the program in which the diver is enrolled.
3. **Registration Fee –** All Divers must pay an annual registration fee, which is good through December 31st of the current year. Registration fees go toward administrative expenses, coaches’ time & travel to meets, and other substantial benefits as announced from time to time. These fees are not refundable.

**C. MEMBER IN GOOD STANDING**

Definition: A “member in good standing” is current on all applicable fees (or had made suitable arrangements with the Board of Directors), had met their family volunteer commitments as well as fundraising requirements, and had no outstanding debts with the club. Members in good standing enjoy all the rights and privileges of club activities. Members “not in good standing” are prohibited from attending practice, meets and other club activities.

\*Registration fees are required for each and every diver participating in meets, even if taking instruction under the Lesson or Punch card program.

D. PROGRAMS OF INSTRUCTION AND TUITION

There are three programs of instruction and tuition available to divers:

1. **Lessons:** Virtually every new diver will be placed into the lessons program initially, until a full skills assessment can be made and/or a Novice or JO team spot is offered. High School Program divers are also covered under the lesson/punch card program. Lessons members pay a reduced Registration Fee that is applied toward Novice or JO Registration fees if the diver moves up during the year.
2. **Novice Competitive Team:** Novice spots are offered at the discretion of the Head Coach based on: available space, diver skill, attitude and attendance. Members are expected to compete in 6 meets per year and provide a minimum of 25 family volunteer hours per year, except when hosting a meet that lasts longer that 3 days or more that 1 meet per year in this case volunteer hours will increase to 50 per year. 90% attendance at regular practice is encouraged.
3. **Junior Olympic (JO) Competitive Team:** JO spots are offered solely at the discretion of the Head Coach based on available space, diver’s skill, attitude, attendance and the member’s ability to cover associated travel costs for zone and national events. JO members are expected to compete in 7+ meets per year as well as zone or national meets for which they qualify, and provide a minimum of 25 family volunteer hours per year, except when hosting a meet that lasts longer that 3 days or more that 1 meet per year in this case volunteer hours will increase to 50 per year. JO members have a 95% attendance requirement at regular practice.

**E. TUITION AND FEE RATES**

Fees will be assessed as follows, according to the program in which the diver is enrolled. All fees are mandatory unless otherwise indicated:

 **LESSONS PROGRAM**

Tuition for 3 X per week ……………………………………… $105 Monthly

 Tuition for 5 X per week …………………………………….... $165 Monthly

 Annual AAU Member Fee……………………………………... $14

 Annual Registration Fee ………………………………………. $50

 **NOVICE TEAM PROGRAM**

Tuition (Team A ages 5-12)…………………………………… $105 Monthly

 Tuition (Team B ages 11-18)………………………………..… $165 Monthly

 Annual AAU Member Fee……………………………………... $14

 Annual USAD Blue Membership Fee ………………………… $25

 Annual Registration Fee ………………………………………. $300

**JUNIOR OLYMPIC (JO) TEAM PROGRAM**

Tuition ………………………………………………………… $248 Monthly

 Annual AAU Member Fee……………………………………... $14

 Annual USAD Gold Membership Fee ………………………… $75

 Annual Registration Fee ………………………………………. $300

**HIGH SCHOOL / COLLEGE / MASTERS:**

Tuition ………………………………………………………… $105 Monthly

 Annual AAU member Fee……………………………………... $14

 Annual Registration Fee ………………………………………. $50

**PUNCHCARDS:**

1 Lesson Punch card ………….………………………………..$15

5 Lesson Punch card ………….………………………………..$75

10 Lesson Punch card ………….……………………………....$150

20 Lesson Punch card ……………………………………….... $300

 Annual AAU member Fee……………………………………... $14

 Annual Registration Fee ………………………………………. $50

\*Registration fees are required for each and every diver participating in meets, even if taking instruction ender the Lessons or Punch card program.

F. **METHODS OF PAYMENT**

 1. **TUITION:** Fees for Tuition and Punch cards are collected between the 1st and 5th of every month, via our online payment system, which debits your bank account or credit card automatically. Initial enrollment takes place via team website. Punch cards must be purchased and punched by the coach prior to the start of each practice.

 2. **CLUB REGISTRATION FEE:** Fee is assessed annually January 1st or upon joining TNB (if signing up mid-year) and paid via the online payment system. As a courtesy, the club offers a quarterly payment plan for novice and JO team member fee ($75 in Jan, April, July,Oct.)

 3. **AAU /USA REGISTRATION:** Payments are due annually no later than August 31st online at the organization’s website. Divers without a valid AAU card will not be permitted to practice or compete.

**G.** **MIDSEASON SIGNUP:** Members joining the Club midseason **may** have Registration fees (NOVICE / JO only) adjusted if the majority of meets have already taken place for the year. Final adjustment, if any, will be made by the Board. Registration fees for Lessons are not prorated or refundable.

**H. REFUND POLICY: The Club has a NO refund policy. Club membership is an annual commitment and refunding fees causes a hardship to all other team members. Other that indicated under “injury Policy” and “Midseason Signup,” there is no prorating of fees. Tuition and Fees, once paid, are not refunded, adjusted or prorated if leaving the club midmonth or midyear.**

**I. INJURY POLICY:** If a diver is injured or sick and it is anticipated he/she cannot practice (both dry land and water) for 8 weeks or more, the member may request to pay the Injured Athlete rate – 50% of the standard tuition for each full month that the diver is unable to practice in any practices. All other fees and responsibilities remain the same. This insures that the diver’s spot in the club is secured and the member can remain in good standing. When a diver returned to practice, the full tuition rate resumes, starting with the month in which the diver returns. **A doctor’s note must be provided with clearance date to return to dive.**

**J. PAYMENT / PAYMENT DIFFICULTIES:** Tuition not paid by the 5th of the month is assessed a $10 late fee. Members experiencing payment difficulties may request assistance from the Board in making alternative arrangements. Requests are considered on a case-by-case basis. All requests must be in writing and may take up to 15 days for a determination to be made.

**K.** **MEMBER IN FINANCIAL ARREARS:** For members in financial arrears and without alternative arrangements in place with the Board the following will occur:

1. Letter, phone call, and/or email from the board 2. Letter from Board stating what action will be taken if account is not brought current 3. Member is considered “not in good standing” until account is current, and diver cannot practice or participate in meets or special club activities.

**L. BOOSTER CLUB – PURPOSE:** All Registered divers are granted membership in the Turn N Burn Booster Club, whose purpose with the Board of Directors, is to conduct the business of Turn N Burn.

The business of Turn N Burn Diving includes:

1. Collecting tuition and fees from members
2. Paying coaches fees, travel expenses and other fees
3. Organizing fundraisers, meets and volunteer events
4. Bidding to host local, regional and national meets
5. Working with the City of Riverside, RCC and other organizations
6. Promoting the sport of diving, and water / diving safety

Questions regarding schedules, fees, registrations, programs, volunteering or other business should be directed to a member of the Board of Directors. By contrast, the coaches are responsible to direct the activities of the divers in practice, meets and other training and performance situations. If you need to speak to a coach please contact a board member to set up a meeting time after practice hours. Parents should not approach a coach with questions during practice times. Any questions other than those of athlete’s performance are to be directed to the Board of Directors and not the coaches.

**M. BOOSTER CLUB – MEMBER BENEFITS:** Registration fees paid to the Booster Club support the development of programs, activities and other interests of Turn N Burn Diving and their divers. All contributions are tax deductible to the extent allowed by law. In addition, every member is afforded certain benefits by registering with the booster club. These benefits can change from time to time and without prior notice.

Current Registration fees cover the following:

**All Memberships include:**

* **1 Team T-shirt**
* **1 Vehicle sticker**
* **1 Athlete ticket to year-end banquet ($15-$25 value)**

**Novice Membership also includes:**

* **Payment of coaches travel/meet expenses for 6 meets per year (as determined by board)**

**JO Membership also includes:**

* **Payment of coaches travel/meet expenses for 7 meets per year (as determined by board)**
* **Payment of coaches travel/meet expenses for Zone or National Championship (if diver qualifies)**

**N. BOOSTER CLUB – GENERAL MEETINGS:** Turn N Burn Diving Boosters will hold one general member meeting yearly. Booster Club Members will be provided advance notice of these meeting dates and are expected to attend.

**O. VOLUNTEER REQUIREMENTS:** To keep tuition and registration fees low, team members and their families are expected to volunteer 25 hours per year for meets and other events organized by Turn N Burn Diving. If Turn N Burn host a regional or National meet lasting longer that 3 days or host more than 1 meet in a year the volunteer hours for Novice and JO will increase to 50 hours per year. Volunteer lists and signups will be conducted as needed. This commitment is **encouraged** of Lessons families **and required of Novice and JO families**. Novice/JO families failing to meet volunteer hours will be charged $15 per hour missed at year-end. JO parents will be required to chair a committee and any Regional or National meet Turn N Burn host (specific duties for each chair to be determined by the board)

**P. MEMBER COMMUNICATION:** Communication to members will take place via website, email or text. Members are responsible for maintaining accurate email and cell phone information on file with Turn N Burn Diving. Members without access to email or text must regularly check the website and calendar for updates.

**Q. YEAR END AWARDS BANQUET:** An annual banquet is hosted by the Booster Club. One free ticket is provided to each athlete. Coaches and their spouse(s) are also provided free to this event. All family members are invited to purchase tickets and attend. Participation awards are provided for all athletes who are members in good standing. The Board of Directors will determine the date, time, and place of the banquet.

**R. FUNDRAISING GUIDELINES:** Turn N Burn Booster encourages all members to identify new avenues for fundraising. All new fundraising activities must be brought to the Board of Directors, who makes the final determination about implementing new fundraising programs.

**S. OUTSIDE DONATIONS:** With prior approval, parents may seek and secure outside financial sponsorship for their athlete. All monies donated will be owned and held by the club and credited to the designated athlete’s account, less 10% which is retained by the club to cover administrative expenses. Athletes must be in good standing to access donation credit. **IMPORTANT**: Please speak with a Board Member before accepting any funds as there may be NCAA restrictions on solicited funds.

**T.EXPENSE & REIMBURSMENT:** All expenditures for Turn N Burn Diving related expenses must have prior approval by the Board unless a specific budget is approved. If working from a budget all expenditures must stay within the budgeted amount. The Board must provide prior approval for all expenses over the budgeted amount. Request for reimbursement must be submitted within two (2) weeks of event conclusion. Reimbursement will be made within 10 days.