

To Parent(s) or Guardian(s) of Prospective DIVE Cincinnati Divers:

The following material contains information about the 2023-2024 Springboard Diving Program that is offered by DIVE Cincinnati, Inc. We are very excited to begin our 18th year at NKU and our 39th year overall of teaching springboard diving to kids from all over Greater Cincinnati and Northern Kentucky in a FUN and SAFE manner! We offer springboard diver training at Northern Kentucky University (NKU).

Please carefully read this entire information packet BEFORE registering your son or daughter in the DIVE Cincinnati Program. If you have any questions or need more information regarding any aspect of our diving program, please contact us:

DIVE Cincinnati, Inc.
LetsDive@DIVECincinnati.com (E-mail)
513.697.9509 (P) * 513.697.9609 (F)

To reserve a diving time for the 2023-2024 FALL SESSION (scheduled to begin on Tuesday September 12, 2023). ***PLEASE DO THE FOLLOWING AFTER READING THIS ENTIRE REGISTRATION INFORMATION:***

- 1) From the DIVE Cincinnati Website, complete and then print the registration form or print it first and then complete it.
- 2) Print the "Authorization to Consent to Medical Treatment Form," complete it, sign it and have it NOTARIZED. You must bring submit this form with your paperwork or bring it to the first practice and hand it to the coach. Your child will not be permitted to dive without this form being completed, *signed AND NOTARIZED*. These forms will be kept at the NKU Pool to be used in the event of an accident and we are unable to reach one of the parents or guardians.
- 3) Print and Sign the DIVE Cincinnati Pre-Participation Waiver Form as well as the Concussion Information / Hand-spotting Waiver Form.
- 4) Mail your completed form(s) as well as a check made payable to DIVE Cincinnati, Inc. OR the completed Credit Card Authorization Form. If you prefer, you can FAX or E-mail your forms to us. (*See Fax # and e-mail address above*)

IMPORTANT NOTES

- 1) On the registration form where you request practice days and times, you will notice that it asks you to rank your practice day(s) and time preferences from 1st choice to 4th choice -- even if you are unable to dive at one of those day(s) or time(s) -- it still asks you to rank your preferences from top to bottom. We will make every effort to assign you to your first or second choices for practice time requests but there are no guarantees. Practices days and times tend to fill up quickly.
- 2) Session Fees are due IN FULL at the beginning of each session. You will receive an invoice via email near the beginning of the Winter and Spring Sessions so you can keep your account current and not lose your class day(s) or time(s).
- 3) The Insurance / Registration Fee of \$50.00 is a ONE TIME FEE and it is due in full at the time of registration. The \$50.00 Insurance / Registration Fee covers you for the entire Fall, Winter and Spring Sessions and is due IN FULL no matter when you start or stop diving and CANNOT be pro-rated.

- 4) There is NO DEADLINE for completed forms to be submitted and appropriate fees paid; however, diving times will be filled on a FIRST COME, FIRST SERVED BASIS. Email date / time stamp; Fax date / time stamp or US Post Office postmark will determine your place in line for available diving days and times.
- 5) You will be notified by e-mail from DIVE Cincinnati of the practice day(s) and time(s) and pool location to which you have been confirmed. If there are problems or questions, please contact DIVE Cincinnati right away.

DIVE CINCINNATI, INC.
2023-2024 FEE SCHEDULES

(All fees subject to change without prior notice)

The 2023-2024 Diving Season is divided into THREE Sessions -- Fall, Winter and Spring. We DO NOT offer a Summer Session. The dates of the sessions are:

Fall Session (09/12/2023 – 11/26/2023 -- 11 Weeks) Begins Tuesday, September 12th and ends Sunday November 26th. There will NOT be practice on Halloween and NO practice during the 4-day Thanksgiving weekend (11/23/2023 – 11/26/2023).

Winter Session (11/28/2023 – 02/25/2024 -- 13 Weeks) Begins Tuesday November 28th and ends Sunday February 25, 2024. There will NO practice during the Christmas / Holiday Break (12/20/2023 – 01/03/2024). Normal practice schedule resumes on Sunday January 7, 2024. (Due to the NKU Holiday Schedule, we MIGHT have earlier practice start times on Sunday 12/10/2023 and Sunday 12/17/2023. If we do, practices will LIKELY be held from 12:00 noon – 3:00 p.m. instead of 2:00 p.m.– 5:00 p.m. on those Sundays. We will confirm with you via email and / or announcement at practice if practice times will change on these days.

Spring Session (02/27/2024 – 05/12/2024 -- 11 Weeks). Begins Tuesday February 27, 2024 and ends Sunday May 12, 2024. There will be NO practice during the 7-day Spring Break, (EASTER) Sunday 03/31/2024 – Saturday April 6, 2024). Normal practice schedule resumes on Tuesday 04/8/2024. REMINDER: There is NO practice on Easter Sunday (03/31/2024).

REGISTRATION FEE / INSURANCE: Required of all divers and must be paid in full prior to any participation in the DIVE Cincinnati, Inc. Diving Program. The Registration Fee / Insurance Fee is in addition to The Program Fee and Coaching Fees and is only paid one time per year**. This Diving Insurance is through The AAU (Amateur Athletic Union) and is “secondary coverage” – that is, it would take effect only after your primary insurance would run out. The Registration Fee / Insurance Fee must be paid in full no matter when you start or stop diving and it cannot be pro-rated.

ALL Divers.....\$50.00 per year**

** (09/01/2023 - 08/31/2024)

SESSION FEE: This is the fee you pay prior to the start of EACH SESSION (Fall, Winter and Spring) and is required of every diver who participates in the DIVE Cincinnati Program. The Registration Fee / Insurance Fee is also payable in full – but only at the time of registration.

SESSION FEES (2023-2024 Season) – This is the total cost you would pay for one diver per Session (Fall, Winter, Spring) depending on how many hours per week they would practice. The only other fee you pay is the \$50.00 Registration / Insurance Fee that you pay when you first register. *NOTE: The number in parentheses after each session listed is the number of weeks in that particular session.* **

Hours Per Week	Fall Session (11 Weeks)	Winter Session (13 Weeks)	Spring Session (11 Weeks)	Summer Session (Not Offered)
1 Hour / Week	\$300.00	\$300.00	\$300.00	N/A
2 Hours / Week	\$600.00	\$600.00	\$600.00	N/A
3 Hours / Week	\$900.00	\$900.00	\$900.00	N/A
4 Hours / Week	\$1,200.00	\$1,200.00	\$1,200.00	N/A

2023-2024 SESSION INFORMATION (PRACTICE DAYS AND TIMES)

Divers are not obligated to dive for an entire session nor are they required to start at the beginning of a session. **If an available practice time listed below does not fill more than halfway, DIVE Cincinnati reserves the right to cancel or consolidate that practice time slot.**

The scheduled practice days and times for the 2023-2024 Fall, Winter and Spring Sessions (subject to change and availability) are:

Tuesday (NKU)
6:00 – 7:00 p.m.

Sunday (NKU)
2:00 – 3:00 p.m.
3:00 – 4:00 p.m.
4:00 – 5:00 p.m.**

** Subject to sign-ups

2023-2024 DIVE Cincinnati, Inc. DIVING PROGRAM POLICIES

- 1) Any and all fees must be paid by Check (payable to DIVE Cincinnati, Inc.); Credit or Debit Card (We accept Visa, MC AmEx and Discover).
- 2) All divers at NKU will be issued a "scan tag" that will gain them admission to the Rec. Center / Pool.
- 3) We strive to keep a maximum of EIGHT divers per practice hour. All practice times will be filled on a first registered, first reserved basis.
- 4) DIVE Cincinnati, Inc. reserves the right to have a substitute instructor coach a practice or practices in the event that the scheduled instructor is unable to attend.

5) Session fees are payable IN FULL at the beginning of each Session and are payable in full whether or not your child attends all the scheduled practice(s) for each Session. If your child becomes sick or injured and misses a number of practices for any reason, you are still obligated to pay Session fees if you wish for your practice day and time slot to be held for you – but we will certainly work with you to schedule makeup practices once your child is cleared to start diving again.

6) All practices will last for one hour and will take place at The NKU Student Rec. / Aquatic Center on the campus of Northern Kentucky University. (Directions are available on the DIVE Cincinnati website (www.divecincinnati.com) or by calling DIVE Cincinnati, Inc. at 513-697-9509)

7) A diver may add additional practices during the month. *Call or e-mail first for space availability.* The fee for additional practices is \$25.00 per practice hour.

8) If Covid-19 restrictions are in place during the 2023-2024 season, parents may NOT be permitted inside the Student Union / Aquatic Center. Parents would be required to drop off their kids at the pool entrance and then move their car to the parking lot near the pool and wait there for practice to end at which time you come to the pool entrance to pick up your child. During non-Covid-19 restriction times, parents are permitted to watch practice from the 2nd floor viewing room that overlooks the pool.

9) Our contract with NKU only permits us to use the diving well during our assigned practice days and time. Divers, parents, siblings and friends are NOT permitted to use any of the facilities at NKU before, during or after practice unless you purchase a "Day Pass" for facility use to NKU. Please respect this NKU policy. Check at the NKU front desk for "Day Pass" availability if you wish to swim or workout while your child practices.

PARKING PASSES

You can purchase an NKU Parking Pass (if you want) at the front desk that is good for the Parking Garage across the street from the pool. The Parking Pass is valid for the entire Fall, Winter and Spring Session and is much less expensive than paying normal parking fees every time you come to NKU – especially if you dive in all three sessions. You will need to complete the Parking Pass Application and turn it in with your registration paperwork. We will submit these to NKU and invoice you for the Parking Pass on your first Session invoice. The cost for a parking pass is \$53.00 for the entire season (September, 2023 – May, 2024).

MAKEUP / CANCELLATION POLICIES

We understand that divers do miss a scheduled practice from time to time. However, to be eligible for a Makeup Practice, a diver MUST give us at least 24 HOURS advance notice of missing a practice AND it is the responsibility of the DIVER to contact DIVE Cincinnati to schedule the makeup. (24-HOUR ADVANCE NOTICE EXCEPTION: Sudden illness, death in the family, etc.) Please note the following:

- 1) No refunds or credits are given for missed practices or non-scheduled makeups.
- 2) Missed practices must be made up within 30 days of the practice day that was missed.

- 3) Every Monday morning, you will receive an e-mail from DIVE Cincinnati listing the days and times for that week that have space available for makeups or for additional practices. You can register for either of these by replying to this e-mail. Please list the day and time for which you would like to schedule your makeup or additional practice as well as the day and time you missed. You will receive a confirmation e-mail confirming your makeup or additional practice request.
- 4) Available weekly makeup spots will be filled on a "First Request, First Served" basis.
- 5) Makeups are NOT given for weather cancellations, or other unforeseen events over which we have no control. The rule is: If NKU is closed, DIVE Cincinnati is closed.
- 6) *DIVE Cincinnati, Inc. observes the following Holidays and Special Days: Labor Day, Halloween, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter Sunday, Memorial Day and the 4th^e of July. If any of these holidays or special days falls on a scheduled day of diving, there will be NO PRACTICES held and NO MAKEUPS will be given for these cancellations.*
- 7) *In addition, there will be NO PRACTICE and NO MAKEUPS over Thanksgiving Break (Thursday – Sunday), The Christmas / Holiday Break (which includes Christmas Eve through New Year's Day), Spring Break (which includes Easter Sunday) and Memorial Day Weekend (Saturday – Monday).*
- 8) *On rare occasions, we are obligated to follow the NKU schedule where the Pool is closed for special events, semester breaks, or has reduced hours especially around the holiday season(s) or during academic calendar breaks. Some practice consolidation or changes may take place at these times. We will notify you in advance of any cancellations or changes that may occur. Makeups WILL BE given for practice cancellations resulting from these situations.*

WEATHER ISSUES AND OTHER CANCELLATIONS

- 1) In the interest of safety for both the divers and the coaches, DIVE Cincinnati reserves the right to cancel practice due to inclement weather or other unforeseen circumstances. We send a "blast e-mail" to all divers and parents (if possible) to alert you to any possible schedule changes. ***WHEN IN DOUBT, CALL DIVE CINCINNATI OR CHECK YOUR E-MAIL BEFORE LEAVING FOR PRACTICE.***
- 2) If you will NOT attend scheduled practice due to inclement weather etc., please contact DIVE Cincinnati as soon as possible to let us know. If more than half of the scheduled divers for a practice cancel due to inclement weather or other unforeseen situations, the entire practice may be canceled and / or consolidated. Notification will be by phone or e-mail. (Please see #5 under Makeups / Cancellation Policies)
- 3) If Northern Kentucky University is closed due to inclement weather or other situation, we will not be able to hold diving practices. We will try to get the word out as quickly as possible. Please check your e-mail and / or voice mail before heading to the pool if you have any doubts about the weather or the possibility of a practice cancellation. ***REMEMBER: If NKU is closed, DIVE Cincinnati is closed.***

ONLINE INFORMATION / BILLING INFORMATION

DIVE Cincinnati maintains an extensive website loaded with information about the Program, special diving events, high school diving information, summer league diving, as well as links to other diving websites around the world and a diving calendar. You can access the DIVE Cincinnati website at www.divecincinnati.com.

DIVE Cincinnati will also send periodic "Blast E-mails" to divers and parents to serve as reminders or to alert you to available makeup times, practice cancellations and/or schedule changes. ***PLEASE BE SURE TO "TRAIN" YOUR ANTI-SPAM FILTER TO ACCEPT BATCH E-MAILS (with possible attachments) FROM LetsDive@DIVECincinnati.com (The e-mail address from which all correspondence will be sent)***

Since all fees for the DIVE Cincinnati Program are posted on our website, we will not send an invoice to you. Rather, we will alert you by e-mail when we are nearing the end of a Session and when the next Session will begin. Our policy is "we assume you will continue to dive at the same practice day and time in the NEXT Session UNLESS WE HEAR OTHERWISE FROM YOU. Session Fees will be charged to your credit / debit card on file on or around the first day of the Session.

CREDIT / DEBIT CARD PAYMENT INFORMATION

DIVE Cincinnati accepts Visa, MasterCard (Credit or Debit) AmEx and Discover Cards. If you plan to pay by check -- please make check payable to "DIVE Cincinnati, Inc."

DIVE CINCINNATI, INC. CONTACT INFORMATION

DIVE Cincinnati will use e-mail as the main method of communication with divers and their parents. We request that parent(s) / guardian(s) AND divers include their respective e-mail addresses on the Diver Registration Form. This will ensure that the diver and parent(s) / guardian(s) receive all messages that are sent. ***PLEASE BE SURE TO "TRAIN" YOUR ANTI-SPAM FILTER TO ACCEPT BATCH E-MAILS (with possible attachments) FROM LetsDive@DIVECincinnati.com (The e-mail address from which all correspondence will be sent).***

DIVE Cincinnati Phone Number: 513-697-9509

DIVE Cincinnati Fax Number: 513-697-9609

DIVE Cincinnati Email: LetsDive@DIVECincinnati.com

DIVE Cincinnati Website: www.divecincinnati.com

DIVE Cincinnati on Twitter: @divecincinnati

Follow us on Facebook -- search word DIVE Cincinnati

DIVE Cincinnati Mailing Address: 100 Castleberry Ct. #268 * Milford, OH 45150

Northern Kentucky Univ. Pool – Kenton Drive Highland Heights., KY 41076

(NKU Student Rec. Center Phone 859-572-1964)

DIVE Cincinnati ALUMS and COLLEGE DIVERS

Former DIVE Cincinnati divers who are away at college are able to practice with DIVE Cincinnati when they are home on break for a reduced cost. Call or e-mail to schedule some practice days and times.

Follow DIVE Cincinnati Alums on Facebook -- search word DIVE Cincinnati.

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Now that you have read the entire “2023-2024 DIVE Cincinnati Program Information” -- please complete, print and mail your registration papers to us.

SEE YOU ON DECK SOON!

LET'S DIVE!!!