



Dive Organisation Policy

Aim

The aim of this policy is to communicate the tasks and responsibilities for dive events.

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1 Background

AUSC organise several trips away from metropolitan waters each year.

Divers who attend these club trips need to be a member of the AUSC to dive.

2 Revision

This policy is to be maintained and reviewed by the AUSC Committee.

3 Application

This policy applies to all members who attend dive events.

4 Dive activity organiser

Every time a local dive or dive trip is organised, a delegated active member must be appointed the role of 'Dive Activity Organiser.'

Responsibilities of the dive activity organiser include:

- Selection of dive location, time of departure from club rooms;
- Liaison with a suitably qualified boat handler;
- Report list of divers and money owed to a committee member;
- Report of any issues or problems to a committee member;
- For dive trips, report of trip (and any applicable photos) to be written up on the AUSC blog. Local dive reports are recommended.

It is the Activity Leader's responsibility to ensure:

- All keys and permissions are arranged.
- Unlicensed boat sitters have sufficient knowledge to operate the boat in an emergency.
- Site bookings have been made and all appropriate fees paid.
- All divers have the certifications essential for the dive site(s).
- All divers have the experience appropriate for the prevailing conditions (paying regard to the make-up of buddy groups).
- All divers are accounted for before departing a dive site.
- All dive and club equipment hire fees are paid and accounted for prior to divers departing the activity.
- In respect of any boat dive at a site with a bottom deeper than 22m, a hang tank is in place at a depth of approximately 6m in the vicinity of the anchor or mooring line.
- In respect of Night Dives, that each diver has previously participated in a night dive or is buddied with an experienced diver who has.

It is the Activity Leader's responsibility to ensure, pre-dive, that each diver:

- Has been briefed on the layout of the dive site, potential hazards and expected conditions.
- Has an appropriate dive buddy, taking into consideration each divers experience and the planned dive.
- Is aware of 'diver recall' or any other agreed signals.

5 Activity administration

5.1 Pre-dive

The Activity Leader is to:

- Ensure the activity is promulgated via Facebook in time to engage with the club membership.
- Confirm with the Boating Officer that the boat proposed to be used is serviceable condition.
- Periodically consult weather forecasts and review the feasibility of the activity.
- Make a Go / No Go decision not less than 24 hours before the planned commencement of the activity and, if the decision is to cancel, immediately promulgate this news via Facebook.
- If an activity is cancelled, make reasonable endeavours to plan and conduct a replacement activity for the same timings as the cancelled one.

5.2 Post dive

The Activity Leader is to:

- Encourage dive participants to assist in the cleaning of the boat and all equipment at the club rooms after the dive.
- Collect money from all divers and ensure cash flow spreadsheet is up to date (or) complete a payment form for all transactions and ensure correct money is left.
- Record all equipment hire and boat dive fees paid on the day of the activity.
- Encourage dive participants to assist in the cleaning of the boat and all equipment at the club rooms after the dive.
- Record and advise the Treasurer of any fees remaining outstanding at the conclusion of the activity.
- Ensure contents of cash tin balances with Cash Flow sheet.
- Ensure Cash Flow spreadsheet balances with Cash Flow sheet.
- Make sure all equipment has been washed and returned to equipment room.
- Ensure Shark Shields have been washed, contacts dried and are on charge.
- Advise the Treasurer of any online payments made in respect of the activity, noting that this method of payment is only to be used for sums exceeding \$100 or as advised by the committee in respect of specific activities.

6 Attendance

Signups for each weekend's dive will take place at the meeting preceding the dive. The latest to sign up for a dive is Friday at 5pm. All divers must supply a phone number that they can be contacted on.

6.1 Failure to turn up

Should a diver not turn up for a dive and fail to contact the dive organiser with a reasonable excuse, the diver will be given a warning. If the diver persists in failing to attend dive events, there may be grounds to terminate that member's membership.

7 Dive site considerations

For some dive sites, the season needs to be considered as well as dive site, in risk management, i.e. not in snapper season.

For sites requiring special conditions, such as the Zanoni with heritage permit, or Ex-HMAS Hobart with individual permits, it is the Dive Activity Organiser's responsibility to ensure that these are complied with.

8 Trips

The club annually organises trips to Coobowie, Marion Bay, and Whyalla.

Spreadsheet templates should be used to record divers, and overall net profit/loss of the trip reported to the committee.

8.1 Coobowie

Accommodation: Cost is \$20 per person per night, which also covers \$4 towards sundries. AUSC is invoiced \$16 per person per night.

8.1.1 Deposit

Deposit of \$50 is recommended to be collected off members two weeks prior to the trip to facilitate organisation.

8.1.2 Accommodation payment

An e-mail detailing the number of people and nights stayed, as per Figure 8-1, should be sent to finance.ees@list.adelaide.edu.au so an invoice can be raised. The dive trip organiser should do this, and inform the treasurer of the expected invoice to pay.

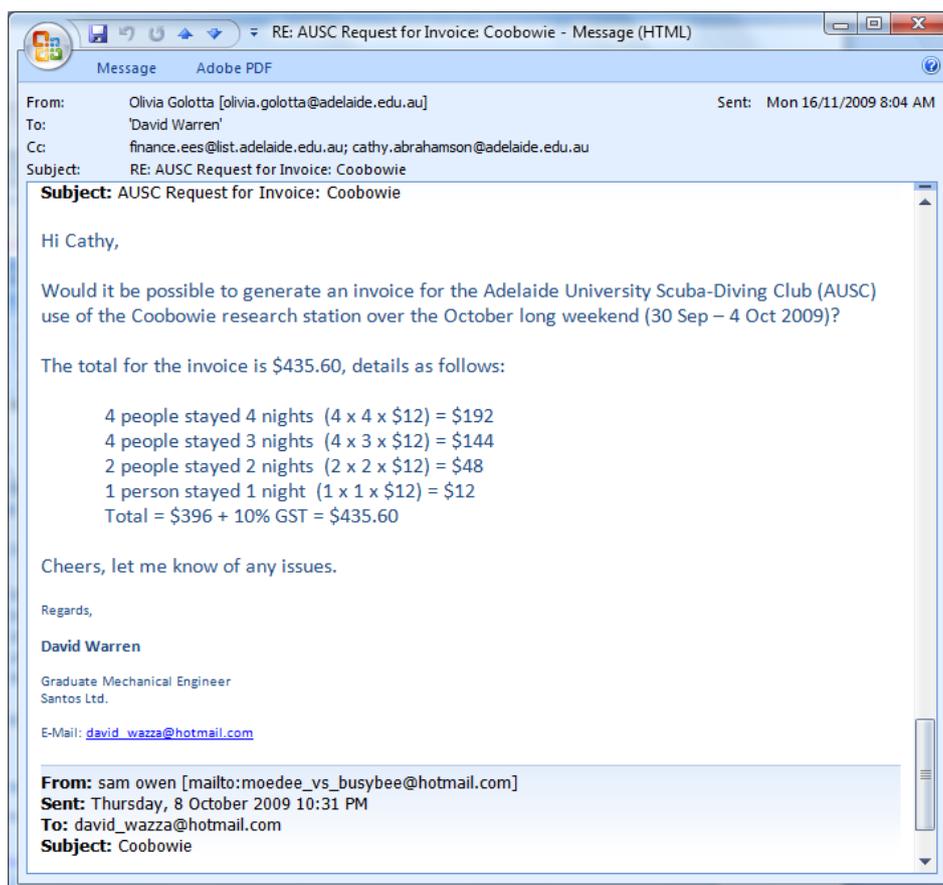


Figure 8-1 Invoice request for Coobowie accommodation

8.2 Marion Bay

The club runs an annual Easter trip to Marion Bay, just near Innes National Park.

8.2.1 Deposit

Deposit of \$100 is recommended to be collected off members two weeks prior to the trip to facilitate organisation.

8.3 Whyalla

Every year, the club organises a trip to coincide with the annual migration of the Giant Australian Cuttlefish (*Sepia apama*) between the months of May and September.

Adelaide University Scuba Diving Club (AUSC) stays at the Point Lowly Lighthouse cottages, close to the Point Lowly Lighthouse. Two cottages are available, with a total of 58 beds. Each cottage has all amenities with cooking/dining and cleaning equipment and toilet and showers suitable for disabled people. There is an electric barbecue and outside camp fire area (wood not supplied).

The meeting room is also available, and is recommended to be booked. This allows large groups for meals and recreation, and a tennis table is available.

8.3.1 Deposit

Deposit of \$20 is recommended to be collected off members two weeks prior to the trip to facilitate organisation.

8.3.2 Contact

The cottages should be booked through the Uniting Church, 15 Barter Street, Whyalla Playford 5600. Their phone number is (08) 8645 0100, and facsimile (08) 8644 1731. They are open Monday-Friday between 10am-1pm.

8.3.3 Future trips

It is the responsibility of the dive trip organiser to book the cottages for the next year in advance. It is recommended that given the popularity of the cottages, that the cottages be booked two years in advance. Both cottages and the meeting room should be booked.

The deposit amount is \$100 in total, although this can change depending on the Uniting Church Office.

9 Individual organisation

While the club tries to organise several dive trips each year, club members are more than welcome to organise their own trips as well. If you are going to publicise the trip through the club, AUSC ask that members follow the guidelines:

- When announcing the trip, please try to include where you intend to go, when the trip is, how much it will cost, how many people can go, and any restrictions based on a diver's ability;
- Discrimination regarding who is allowed on the trip is limited to a diver's certification level as it compares to the difficulty level of the dive or is required by the diving operation;
- Please try to coordinate with the equipment room manager so that everyone in your group can rent gear at the same time;
- The initial announcement about the trip should be sent to the club's e-mail list. Further coordination with the trip participants should be through private e-mails.

10 Document control

| Revision (Date) | Person | Comments |
|--------------------|--|--|
| 0 (15/11/2009) | Author: David Warren, Treasurer Reviewed: Emily Moskwa, Secretary Approved: Mostyn Walker, President | Document released to club membership. |
| 1 (15/12/2012) | Approved: Sam Owen | |
| 2 (13/10/2015) | Author: David Warren Reviewed: Committee (via Meeting 13/10/2015) Approved: David Warren | Updated to new format. <ul style="list-style-type: none"> • Changed member no-show guidance from strike / \$10 fine, to warning / possible termination. • Remove fee / charge to Ex-HMAS Hobart • Removed towing section for dedicated <i>AUSC Towing Policy</i> (recognising the requirements / focus of this task) • Integrated SOP 3 <i>Activity Leader Responsibilities</i> (developed by Tim Brown), SOP 5 <i>Pre Dive Administration</i> (developed by Tim Brown), and SOP 6 <i>Post Dive Administration</i> (developed by Tim Brown) into policy. |