



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;
- Reporting issues or problems to a committee member;
- Reminding members about the payment policy.

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:

- Maintain on the activity Facebook thread a list of divers intending to dive and ensure that members who have paid for the activity have priority seating over those who have not. Chronological order of payment has precedence over order of posting interest on Facebook.
- 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:

- Prepare the Diving Activity Payment Record (unless the dive is part of an away dive trip), image it and email it to treasurer@adelaidescuba.com.
- Remind all members that payments must be made in full within 48 hours of the activity.
- Encourage dive participants to assist in the cleaning of the boat and all equipment at the club rooms after the dive.
- Make sure all equipment has been washed and returned to equipment room.
- Ensure Shark Shields have been washed, contacts dried and are on charge.

6 Attendance

Signups for each boat diving activity will take place on Facebook.

Preference will be given to divers in order of when they paid their boat diving fees.

6.1 Failure to turn up

Should a diver not turn up for a dive and other divers who wanted to dive had been advised they could not due to the boat being full, the diver remains liable for the boat fees unless the club president or vice-president waives the fees on the basis of the diver's ill health or some other reasonable excuse.

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.

The Activity Leader is to use the club's Trip Payment Record sheet to record all items (boat dives, accommodation, boat towing levy, air fills etc) payable by members. The sheet is to be imaged and emailed to treasurer@adelaidescuba.com.

8.1 Coobowie

Accommodation: Cost is \$20 per person per night or as determined by the committee from time to time.

8.1.1 Deposit

The Activity Leader may require a deposit of up to \$50 from members up to two weeks prior to the trip to facilitate organisation.

A deposit may be refunded if the member does not attend the activity and no other member had been turned away from the activity due to accommodation or boat (if applicable) being full.

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

Information and booking details are available at: <https://www.whyalla.com/point-lowly-lighthouse>.

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.
3 13/10/2021	Author: Tim Brown Reviewed: Committee (via emails 05 and 18 Sep 2021) Approved: Committee (at meeting 13 Oct 2021)	4. Amend responsibilities per current practice. 5.1 Payment for boat dive takes precedence over FB indication. 5.2 Amend responsibilities per current practice. 6. Amend per current FB practice and precedence to fee payers. 6.1 Liability for boat fees by divers who do not attend on the day. 8. Nominate the Trip Payment Record as template to use, be imaged and sent to treasurer post-trip. 8.1 Coobowie accomm costs. 8.1.1 Coobowie deposit and refund policy. 8.1.2 Coobowie payment to AUSF – no longer required. 8.3.2 Update contact details for Pt Lowly cottages.