



Equipment Hire Policy

Aim

The aim of this policy is to advise requirements for the hire of club equipment.

Table of contents

Aim	1
Table of contents	1
1 Revision	2
2 Application	2
3 Equipment Hire Requirements	2
4 Non-Standard Hires	2
5 Equipment Hire Checks	3
6 Equipment Hire Discount	3
6.1 Student Discount	3
6.2 Training Courses	3
6.3 Non-Student	3
7 Equipment Hire Payment	4
8 Equipment Returns	4
9 References	4
10 Document control	5

1 Revision

This policy is to be maintained and reviewed by the Adelaide University Scuba Diving Club (AUSC) Committee.

2 Application

This policy applies to all AUSC equipment hire, including wet suits, BCDs, regulators, tanks, weight belts, weights, gloves, hoods, boots, masks, snorkels, fins etc.

3 Equipment Hire Requirements

- Equipment will be hired to current financial members only.
 - Positive proof of certification and active club membership must be presented to the committee member / club representative before any gear is hired out;
- Members are not to hire equipment on behalf of non-members.
- Club equipment may be used by club members involved in an Open-Water (O/W) training program provided there is a scuba diver instructor present during all of these activities. These students may not check out club equipment for any other purposes;
- In the advent of gear being in short supply (due to demand or servicing), preference will be given to those diving on organised club dives, to those doing non-club dives.
- It is the responsibility of the member who is hiring the equipment to check that the equipment they are hiring is in good working order (including adequate air fill) prior to removing the equipment from the club rooms. Refer Section 4 for required checks.
 - Equipment failure should be reported to the Equipment Officer or another committee member ASAP.
- A maximum of two tanks, and one set of dive equipment (i.e. one buoyancy compensator (BC), one wet suit, one regulator set, and one set of weights) may be checked out to a single member.
 - Exception may be made with tanks for club trips / low-peak season, at discretion of AUSC committee.
- Any member who hires out equipment assumes full responsibility for the return of that equipment in the same operational condition as it was received in and also accepts responsibility for any replacement or repair costs if lost or damaged.
- Every hirer intending to participate in a club boat dive must carry a surface marker buoy (SMB). The club will lend these to gear hirers at no charge, but the loan must be recorded with details of other gear hired.

4 Non-Standard Hires

Club portable compressors, O2 cylinders, O2 administration equipment and Shark Shields are not to be hired out to members without approval of the club's Executive Committee. These items are not considered as part of the club's normal hire equipment. When considering the hire of such equipment consideration must be given to the risks associated with the proposed hire, the members standing with the club, and the appropriate hire fee. Any damage to these non-standard hires must be at the personal risk and liability of the member who sought club Exec approval.

5 Equipment Hire Checks

Divers hiring club equipment should carry out the following checks prior to leaving the club rooms:

- Air cylinders have appropriate pressure (fill gauges are available to check the pressure);
- Cylinder valves are of a type matching the first stage to be used (i.e. DIN or yoke);
- If applicable, cylinder O-rings are present and in good condition;
- The first stage to be used 'mates' effectively with the cylinder valve without detectable leak;
- Weight belt is long enough for diver girth and has sufficient weights;
- BCD inflates and deflates correctly, and dump valves operate correctly; and
- Bottom timer or dive computer indicates sufficient battery power.
- Hirers are encouraged to disinfect breathing regulators after hire and prior to return to the club store, however new hirers are also encouraged to disinfect regulators as disinfection by the previous user cannot be assured.
- Divers hiring gear for a club boat dive are to have a surface marker buoy (SMB) and know how to use it at the surface.

6 Equipment Hire Discount

There may be times when a discount is applied to equipment hire based on 'student' status, as part of an integrated away trip, or for the purpose of a formal dive training course. These price caps are to follow standard gear equipment hire processes and are limited to a maximum of two tanks plus the normal dive gear required for one diver.

6.1 Student Discount

The club may offer discounts or maximum payments ("caps") to full time students based on current equipment pricing. Student discounts and caps are offered to not only University of Adelaide student members (as defined in the AUSC Membership Policy), but to students of any recognised educational institution (as defined by the Australian Government Department of Education and Training) or secondary school.

Full-time students are eligible for discount, provided that a current student identification card can be sighted by the relevant committee member / club representative at the time it is requested.

Eligibility for student discounts or caps ceases for non-continuing students' studies:

- Semester 1 - midnight on 31 July
- Semester 2 - midnight on 31 December

These dates are as per AUSC Membership Policy, with expiry of student services and amenities fees. This provides consistency between student discount and student status expiry dates.

6.2 Training Courses

Members hiring equipment for the purpose of participating in a formal dive training course may hire an equipment package for an all-in price to be determined from time to time by the committee.

6.3 Non-Student

Maximum payments ("caps") may also be made available to non-students from time to time with the price to be determined by the committee. Hire price caps for non-students must be set above student pricing with the primary purpose being to simplify the equipment hire checkout process.

7 Equipment Hire Payment

- All fees associated with equipment hire will be paid for before the equipment is hired out, except for club boat dives and club trips, whereby the organiser may choose to charge for equipment hire etc. after the dive/trip.
- Equipment to be used for club boat dives should be collected on the morning of the dive. If a member chooses to hire equipment before the club dive and takes the equipment with them (i.e. on Thursday for the Saturday dive), then they will be required to pay for the equipment before it is taken from the club rooms at non-club dive hire rates and there will be NO refund given if the member decides not to dive.
- No refunds will be given for equipment hired, but not used.

8 Equipment Returns

- It is the member's responsibility to ensure that all equipment is returned on time. Additional fees equivalent to 150% of the weekly dive hire rates may be incurred if equipment is not returned by its due date. Equipment hire is for one week which runs from Thursday to the next Thursday.
- All equipment is to be returned properly washed and cleaned.
- If circumstances arise where you are unable to return gear, you must let a committee member know prior to the return date.

9 References

Australian Government – *Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)*, <http://cricos.education.gov.au/>.

10 Document control

Revision (Date)	Person	Comments
0		Initial policy.
1 (2007)		Updated.
2 (13/10/2015)	Author: David Warren Reviewed: Committee (via Meeting 13/10/2015) Approved: David Warren	Updated and new format. <ul style="list-style-type: none"> Split equipment hire section away from Chapter 5 <i>Equipment Maintenance</i>. Also integrated SOP 16 Diver Equipment section on equipment checks.
3 (2/02/2016)	Author: David Warren, Tim Brown, Gail Jackman Reviewed: Committee (via Meeting 2/02/2016) Approved: David Warren, President	Added: <ul style="list-style-type: none"> Section 5, including Section 5.1, to define student status relevant for equipment hire discount. Section 7 References. Edited: <ul style="list-style-type: none"> Section 1 – Added Adelaide University Scuba Diving Club to abbreviation; Section 2 – Fixed sentence to word clearer; Section 3 - minor revisions. <ul style="list-style-type: none"> Added exception with respect to limit of two tanks to be hired, in low peak season.
4 24/09/2021	Author: Tim Brown Reviewed: Committee (via emails 05 & 09 Sept 2021) Approved: Committee (via Meeting 13/10/2021)	5.1 Clarify that policy applies only to full-time students. 5.2 New provision documenting existing practice of offering discount for formal courses.
5 19/08/2022	Author: Tim Brown Reviewed: Committee (via emails [dates]) Approved: Committee (via Meeting [date])	4. Hirers are encouraged to disinfect breathing regulators after hire and prior to return to the club store, however new hirers are also encouraged to disinfect regulators as disinfection by the previous user cannot be assured.
5 19/08/2022	Author: Tim Brown Reviewed: Committee (via emails [dates]) Approved: Committee (via Meeting [date])	3. Every hirer intending to participate in a club boat dive must carry a surface marker buoy (SMB). The club will lend these to gear hirers at no charge, but the loan must be recorded with details of other gear hired. 4. Divers hiring gear for a club boat dive are to have a surface marker buoy (SMB) and know how to use it at the surface.
6 04 Apr 2023	Author: Tim Brown Reviewed: Committee (via Meeting Date) Approved: Committee (via Meeting Date)	Ref to AU Sport changed to AU Sport & Fitness (letterhead). IAW comm mtg 29 Mar 23, note that Sharkshields, O2 cylinders and O2 admin kit are not to be hired out.
7 14 Sept 2024	Author: Jade Bruggeling Reviewed: Committee meeting (31 st Oct 2024) Approved: Committee meeting (31 st Oct 2024)	Added new category to gear hire price cap for non Adl Uni students Changed non-standard hires to incorporate portable compressors Equipment Late fee to 150% of hire fee to match our website