



Running a Dive Trip with BBSAC Guidelines and Advice

Written in accordance with BSAC Safe Diving Practices



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1 A Club Trip: Defined

A trip, whether diving or social, is defined as a club trip if it meets any of the following criteria:

- 1) Use of the club email distribution list for advertising purposes.
- 2) Use of club equipment (diving, training, or safety equipment).
- 3) Use of the club bank account for transactions.
- 4) Use of the club's name for bookings.

If any of these criteria are present then the trip must fall within the guidelines and fulfil all requirements stated in this document. Failure to comply with these guidelines may result in internal disciplinary action being taken.

2 The role of the trip organiser

The role of a trip organiser is to provide an opportunity for members of the club to go diving. This is an important part of making the club as active and as successful as it currently is. As a trip organiser you will be responsible for the majority of the planning and the eventual on-site running of the trip. By working to the guidelines in this document, the planning side of the trip should run smoothly. All the participants will be relying on your organisational ability to enable a successful and enjoyable trip.

As the trip organiser, you are also the club representative and a lot of responsibility falls on your shoulders. It is your job to ensure that all the club policies are followed; in particular, the use of club kit, reporting any damage or loss and in conjunction with the Dive Manager the completion of marshalling sheets and reporting back to the Diving Officer. You need to ensure that the behaviour of all members of the club is acceptable and that any problems are dealt with quickly and responsibly. It is also your responsibility to produce accurate financial records for the trip, collect money and ensure that all charges to the club paid. If you are in any doubt about financial matters contact the Chair or Treasurer.

Being a trip organiser can be a lot of work, starting many months in advance of the actual leaving date, but it is also rewarding and you gain the invaluable experience of organising the trip. The club will always support and value a trip organiser, provided they follow club policy. A suggested time scale and prompt sheet for organising a trip can be found in appendix 3.

3 Permissions

Before a trip may leave it must be approved by the Diving Officer (DO). It is wise to contact these two officers well before you want to depart as they are likely to be able to advise you if your trip proposal is suitable or not.

The minimum information required is the proposed date of the trip, the location, the proposed dives and the names of the people wishing to attend. Once approved, the Diving Officer will then be responsible for appointing a Dive Manager for the trip.

4 Participants

For the safe running of the trip, highly qualified divers must be present to act as the DM. It is recognised that for any training to occur, instructors need to participate in trips.

5 Accommodation

Accommodation can be wide and varied, from tents to hotels.

No matter where you stay the club expects that all members respect and meet the requests and requirements of the proprietors. It will be your job to liaise with the management and confer all necessary information to all trip participants. Generally accommodation is dictated by the time of year, geographical location and availability.

As the trip organiser you will probably have to make advance payments to book your chosen accommodation, please ensure that the trip has the necessary funds, or that you keep the receipt so that you may be reimbursed at a later date. These payments should ideally be made from the club "trip" account only when members going on the trip have paid their deposits to cover this. Members must be notified in advance of the full costs involved and for any advance payments made to the club, a receipt must be issued.

6 Transport

After getting approval for your trip, you will need to think about how you get to your accommodation and dive sites. Remember that dive kit takes up a lot of space and so a twelve-seat minibus will not be sufficient to take twelve divers and equipment.

6.1 Towing

The current UK legislation on towing requires any driver who wants to tow a loaded trailer in excess of 750 kg must hold part E on their licence.

From the club perspective, if the trip requires the RIB then the drivers for this trip will require part E on their licence. Anybody with a license issued before the 1st of January 1997 has the relevant endorsements as standard. Anybody with a license issued after this date will have to undergo a supplementary test to gain the endorsement. For more information contact the Club Committee or the DVLA website (www.dvla.gov.org)

7 Boats

Obviously a lot of diving requires the use of boats. Whether this be a professional charter or one of the club boats, there are extra considerations to be factored for.

7.1 Chartered Boats

If you are using a charter then make sure you have confirmation of the booking and the time at which the skipper intends to meet you each day. It is always worth giving the skipper a call a day or two before you leave to check that he is still happy with the weather conditions etc. You must also ensure that the trip has sufficient funds to pay the skipper at the end of the trip. As the person who made the booking it will be your responsibility to settle all debts with the skipper.

7.2 Club Boats

If you are planning to use one of the club boats then your primary point of contact is the Boat Officer. You will need to check that the boat is in a seaworthy condition and that you have sufficient transport requirements. You will also need to ensure you have confident, qualified and experienced cox'ns; the RYA Level 2 or boat handler SDC is not solely sufficient to enable

an individual to skipper the club boats. The Boat Officer will be able to advise you about level of experience required for a specified journey.

You will need to think about the weight and space being used on the boat. If you plan to take twin-sets then you will be unable to take as many divers as you would if you had single tanks. Please check with trip participants what kit they intend to use beforehand and if in any doubt about space the Boat Officer and more experienced members of the club will be able to advise you.

Beyond this, a summary of all planned journeys, including waypoints, must be submitted to the Boat Officer so that they may confirm with the DO and Chair that the trip is suitable and does not incur any unnecessary risk.

It is the responsibility of the trip organiser to make sure that a used boat is washed and stored correctly and that the engine has been washed through. Any breach of this rule can cause serious damage to club property and may jeopardise future trips.

8 Paperwork

The organiser should also make sure that the DO receives full copies of the marshalling sheets from the trip at the earliest possible occasion, no later than a week days after the trip.

In the unlikely situation where an incident occurs on a trip you will need to report to the DO as soon as possible who will fill in an incident report form for BSAC. Please note, details of a successful rescue must still be submitted. Any incident, no matter how small, must be reported to the DO and Chair and they will advise you on any further proceedings. Reporting incidents is important as a record needs to be kept to learn from these situations and to prevent further occurrences of similar incidents. You will not be “dropping yourself into trouble” and will receive support from the club.

9 Diving with BBSAC

All dives conducted on a club trip must follow BSAC/BBSAC recommendations and regulations and must be conducted according to the qualification level of the divers concerned. Failure of a trip to adhere to these will lead to internal action being taken. The trip organiser, with the Dive Manager, is responsible for ensuring that BSAC and club rules are adhered to. In particular, the club will not tolerate members breaking their qualification depth limit.

Please ensure that your trip upholds the club policy concerning the provision of a redundant gas source for dives involving decompression. Participants using Nitrox must analyse their own mix prior to undertaking a dive and accurately report it and their MOD to the Manager. Every trip must take at least one O₂ kit with them and have it with them on the dive site, make sure you check the contents before you leave the Club. It is also a club policy that a first aid kit is taken on every trip. If you use the O₂ kit or anything from the first aid kit please document its use and inform the Diving Officer and Chair upon return.

In the unfortunate event of an incident occurring on a club trip, careful and precise notes must be recorded and correct procedures first aid, emergency services etc) be taken. The trip must also inform either the DO or Chair immediately.

10 Finance

As the trip organiser you will be responsible for the finances of the trip. Making sure you that you can account for every penny is very important.. If at any stage you require assistance with the finances, contact the Chair or Treasurer, who will be familiar with all the workings of running a trip. There are a few things that need to be noted when starting to organise a trip to do with finances:

- 1) Deposits
- 2) Accounting

10.1 Deposits

You should collect a deposit from all the members who are involved in your trip. Deposits are paid into the club “trip account” to make accounting for trips more transparent. This also means that the Club Treasurer can oversee trip expenses. The deposit should cover all your fixed costs, so that if a participant drops out at the last minute, for no decent reason, their cost is covered. Deposits are non-refundable. If a participant decides to drop out it is their responsibility to find a replacement; you may have a list of reserves to help this process. The person filling the space can reimburse the deposit to the member who dropped out.

Fixed costs for a trip are expenses that cannot change, such as accommodation, transport and boat charter. The deposit should cover all of these, if you do not take a deposit you could end up heavily out of pocket.

10.2 Instructor Subsidy

Instructors are not entitled to claim expenses from the club for training dives. It is the responsibility of the instructor to notify their students of the likely costs of training dives. The instructor shall be entitled to reclaim the entrance fee to the dive site plus 50% of the fuel costs incurred directly from the trainees, providing is has been agreed beforehand.

10.3 Payments to the Club

Once you have returned from the trip your job isn't quite over. The trip finances need to be finalised and collected. Amongst other payments the trip will owe money to the club, which must be paid within five working days.

10.4 Trip Accounts

As stated earlier, it is very important that the trip can account for every penny spent. Make sure all receipts are collected and kept with a note of who paid them. You must inform all participants of how much they owe soon after arriving back from your trip. Should any participant on the trip, Chair or Treasurer request a full breakdown of cost you should be able to provide this and receipts. As long as the trip organiser follows all the guidelines there should be no problems.

The club will take action against any member who withholds any justified outstanding payments resulting from a trip they participated in. If a trip participant does not pay a trip organiser in full, the organiser should report this to the Chair as soon as possible.

11 Trip Checklist

Before Trip	Recommended Date
<input type="checkbox"/> Check trip idea with Chair and Diving Officer	- 5 weeks
<input type="checkbox"/> Advertise trip on club mailing lists	- 4 weeks
<input type="checkbox"/> Check final details with Chair and Diving Officer	- 3 weeks
<input type="checkbox"/> Book Accommodation	- 3 weeks
<input type="checkbox"/> Book Transport	- 2 weeks
<input type="checkbox"/> Confirm arrangements with participants	- 1 week
<input type="checkbox"/> Confirm final trip arrangements	- 2 days
On Date of Trip	
<input type="checkbox"/> Sign out all club equipment correctly	
<input type="checkbox"/> Check O ₂ Kits for contents	
<input type="checkbox"/> Check First Aid Kit	
<input type="checkbox"/> Accurately complete Marshalling Sheets	
After Trip	
<input type="checkbox"/> Inform the DO of safe return	+ 0 days
<input type="checkbox"/> Wash and replace all club equipment	+ 0 days
<input type="checkbox"/> Complete trip finances and inform participants	+ 2 days
<input type="checkbox"/> Collect all outstanding trip payments	+ 3 days
<input type="checkbox"/> Pay all club payments to Treasurer	+ 5 days
<input type="checkbox"/> Report any damaged, defective or lost kit	+ 5 days
<input type="checkbox"/> Report use of O ₂ or First Aid Kit to DO & Chair	+ 5 days
<input type="checkbox"/> Report to Diving Officer (including Marshalling sheets)	+ 7 days