

These policies are in addition to BSAC safe diving policies which must be observed by all divers at all times.

1) Planning dives

- a. A branch dive is one carried out by branch members with the prior knowledge and approval of the Diving Officer (DO). Any qualified diver can organise a Branch Dive by seeking approval from the Diving Officer. Once booked the scope of a dive can only be altered after agreeing the change with the DO.
- b. The branch will pay deposits for club dives, if required. Deposits paid to a Boat Skipper must be receipted and the receipt given to the Club Treasurer. Where deposits are rolled over from one year to the next, a new receipt should be obtained for Club records and to ensure that the deposit is documented.
- c. Any Club dive must have:
 - i. A Dive Leader as Dive Manager at a locations which are known to the Club and the Dive Leader.
 - ii. An Advanced diver as Dive Manager at new locations where the Club is diving for the first time.
- d. All boat dives booked at Club risk, must be published on the Club notice-board at least six weeks in advance to allow open access to Club Members. It should have no more than two places pre-filled.
- e. Deposits should be taken by the dive organiser for all boat dives booked at Club risk. The dive organiser is responsible for collecting all the money from the trip participants. Club funds can only be used to pay for a dive with permission from the committee.
- f. Divers signing up for dives should be aware of the following points:
 - i. Once someone signs up for a dive they are liable to pay for the space should they drop out, unless a suitable replacement is found. It is the responsibility of the person dropping out, and not the dive organiser, to find a suitable replacement and the replacement must be acceptable to the dive organiser. Crossing your name of the dive sheet is not good enough as you will still be liable for the full costs involved. This liability also applies to any accommodation booked.
 - ii. No CBL lift signed off for the year then NO dive
 - iii. Please note the minimum grade for the dive must be adhered to.
 - iv. Your dive deposit and club membership must be fully paid. No money No dive. All cheques should be made payable to R&N BSAC 206 and given to the Dive Manager at least 3 weeks in advance of the dive date.
 - v. Please attend the club/pub on the Thursday prior to the booked dive to confirm meeting times etc.
 - vi. Ensure you contact the dive manager by phone or email the night before the dive to check that it is still on in case of bad weather.
 - vii. If you need to hire club equipment it is your responsibility to arrange it in reasonable time with our equipment officer. This includes making sure your cylinders are filled
- g. Once someone signs up for a dive they are liable to pay for the space should they drop out, unless a suitable replacement is found. It is the responsibility of the person dropping out, and not the dive organiser, to find a suitable replacement and the replacement must be acceptable to the dive organiser. This liability also applies to any accommodation booked.

- h. Hard-boat diving should assume that the full cost of the diving is covered by 80% of the divers on a boat. This means the Club will only take financial loss if less than 10 divers are on a boat that takes 12. If 11 or 12 divers are on the boat the cost of diving can be reduced accordingly.
- i. If the dive is opened up to non club members the scope of the trip should remain unchanged and the trip must be run following BSAC guidelines.
- j. After the trip the organiser should provide the DO with copies of the marshalling slates and any other information relevant to the trip.

2) Running dives

- a. A dive plan and a risk assessment must be prepared for every day's diving.
- b. A Dive Manager must be appointed and emergency contact sheet completed for all divers and a dive slate completed for all dives.
- c. The Dive Manager is responsible for safe diving operations by Club Members and must ensure all divers are accounted for after the dive is completed. He will manage surface intervals between dives. He must adhere to safe diving practice as laid down by BSAC.
- d. The Dive Manager may appoint Assistant Dive Managers during each days diving to assist with the workload.
- e. RHIB diving
 - i. The maximum number on the RHIB shall be 6 divers plus a cox'n. At this load the RHIB should only be taken out in fair weather conditions in-shore.
 - ii. For off-shore trips or in poor (greater than force 3) weather the RHIB should carry no more than 4 divers and a cox'n.
 - iii. The RHIB must not be taken out unless seaworthy. The cox'n must create a voyage plan and inspect the boat before every trip to ensure safety equipment is on board (flares in date, O2 kit, oars, pump, radio, GPS, echo sounder, diver recall, etc.) and cordage is good condition (painter and shot lines). Sufficient fuel must be available for the planned trip plus emergency surplus.
 - iv. It is recommended that the Coastguard is alerted on leaving harbour using call-sign "Ruislip Diver". Check with Coastguard whether there is a need to check back on return from diving. Good practice is to always notify the Coastguard on return to harbour.
 - v. On drift dives, divers should use SMBs from the surface to ensure that the RHIB can track the divers.
- f. Hard Boat diving
 - i. The Dive Manager must liaise with the skipper on dive site and dive times. However the Dive Manager is responsible for safe diving operations by Club Members.
 - ii. The Dive Manager is responsible for accounting for all Club divers at the end of dive operations and maintaining diving records throughout the day and passing these to the Diving Officer at the end of the event.
 - iii. All divers must observe the safety briefing given by the skipper and be prepared to participate in any emergency situation when asked to do so by the skipper (such as man overboard).

3) Training

- a. Only Nationally Qualified Instructors can sign-off training records.

- b. All Nationally Qualified Instructors must maintain their currency with BSAC safe diving practice by attending a Branch Training session (or a National Instructor course run by BSAC) at least once every two years. This training session will comprise a classroom session on current practice and a pool session to demonstrate current skills and will be run by the senior Instructor in the Club.
- c. Only the DO can sign off qualifications.
- d. All Club members must demonstrate their rescue skills annually in the swimming pool by completing a controlled buoyant lift and lifesaving tow (with rescue breaths for Sports Diver and above). The record of completion must be logged with the DO or TO and recorded on Club Records and visible on the Club notice board.
- e. Divers will not be able to put their names down for Club trips unless they have completed this rescue demonstration to the satisfaction of the DO.

4) Club Dive Kit

- a. The loan of club kit will consist of: air cylinder in test and filled with air, buoyancy compensator fit for use and a regulator with octopus, gauge and hoses in good condition. This is issued, against a signature and a refundable deposit of £50, three weeks into the course, for a period of four months.
- b. if the trainee has not completed their 5 open water dives training within the four month period and has not purchased the necessary personal diving equipment, they will be allowed, subject to availability, to hire regulator, BCD and tank for a fee (to be decided) for each diving session that it is required for.
- c. Club equipment should only be used in sheltered water on training dives under the supervision of a Club instructor.

John Cobb
Diving Officer