



# Dive Organisation Policy

## Aim

The aim of this policy is to communicate the tasks and responsibilities associated with dive activities so that members gain the maximum benefit from them, and that they are conducted in a safe and responsible manner .

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## 1 Background

AUSC organises many metropolitan dive trips and several non-metropolitan ('away' or 'regional') trips each year. All dive trips are relatively complex activities; those who run them and participate in them must understand their respective responsibilities. Divers who attend these club trips must be a member of 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 Leader

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

Responsibilities of the dive activity leader include:

- Selection of dive location, meeting times and 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.
- 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) (noting the club's Advanced Dive Site requirements).
- 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 boat divers carry an SMB.
- 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 an appropriate position.
- 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 diver's experience and the planned dive.

- Is aware of any agreed signals, such as 'diver recall'.

## 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 and club tow vehicle proposed to be used are available and in 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.
- Ensure gear hired on the day is recorded in club records unless it is to be returned immediately after the activity is complete.

### 5.2 Post dive

The Activity Leader is to:

- 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 the equipment room.
- Ensure Shark Shields have been washed, contacts dried and are on charge.
- Ensure gear hires not recorded in club records are in fact returned.
- Ensure club records are amended for returned gear previously recorded.

## 6 Attendance

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

Preference will be given to divers in order of when they pay 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 and risk management, i.e. not in snapper season.

For sites requiring special conditions, such as the Zanoni with heritage permit, it is the Dive Activity Leaders's responsibility to ensure that these conditions are complied with.

The on-water distance the boat must travel is to be considered when selecting dive site(s). Revenue arising from dive activities must be balanced against the cost of boat fuel. The greater the revenue the club will collect from the activity, the greater the maximum distance of travel. The following table is a guide to the number of paying divers required for trips of different boat travel distances.

<b>Dive Site(s)</b>	<b>Launch Site</b>	<b>Km</b>	<b>Single Divers</b>	<b>Double Divers</b>
Seawolf & Lumb & Pt N Outer Reef Leatherjacket Alley	O'Sullivan Beach West Beach	<10	4	3
Rogues Point Oyster Reef Norma Seacliff Reef Stanvac Barges Stanvac Barges & Seawolf Offshore Glenelg Seacliff Reef Ex-HMAS Hobart	Ardrossan North Haven O'Sullivan Beach O'Sullivan Beach O'Sullivan Beach West Beach West Beach Wirrina	>10	5	4
Songvaar Claris Off-shore Glenelg & Grange TR Ex-HMAS Hobart & Rapid Head	Port Victoria West Beach West Beach Wirrina Cove	>20	6	4
Zanoni The Gap Norma & Grange Tyre Reef Aldinga Pinnacles Aldinga Pinnacles & Star of Greece Claris Claris & Off-shore Glenelg Stanvac Barges Ulonga Ulonga & ex-HMAS Hobart	Ardrossan Marion Bay North Haven O'Sullivan Beach O'Sullivan Beach West Beach West Beach West Beach Wirrina Cove Wirrina Cove	>30	6	5
Zanoni & Rogues Point Antechamber Bay, West KI Penneshaw, KI Clan Ranald Althorpe Island Songvaar & SS Australian Norma & Seacliff Reef Stanvac Barges & Seawolf Ulonga & Rapid Head / Rapid Bay	Ardrossan Cape Jervis Cape Jervis Edithburgh Marion Bay Port Victoria West Beach West Beach Wirrina Cove	>40	7	5
Troubridge Island & Clan Ranald	Edithburgh	>60	8	6

Off-shore Glenelg includes Milkies Reef, Broken Bottom, Mac's Ground, Glenelg Dredge, Glenelg Barge and Glenelg Tyre Reef.

Leatherjacket Alley & Glenelg Shellfish Reef count as 0km if conducted in conjunction with Claris or Off-shore Glenelg.

Trips such as Zanoni out of North Haven or Kangaroo Island require committee approval and direction regarding minimum diver numbers.

The above table assumes single divers are paying \$30 and double divers are paying \$40. If another fee structure is in place (e.g. a high proportion of students using the Student Cap system) then the numbers should be adjusted.

The above table does not include Fuel Levy, which must be paid in addition to dive fees for launch sites nominated in other policy.

Activity Leaders must also consider factors such as boat-ride time, activity finish time, weather and water conditions, and passenger comfort when selecting combinations of dive sites and launch points. Generally, shorter boat-ride times and earlier finish times are preferred over longer and later.

## 8 Trips

The club organises trips to places including Coobowie, Marion Bay, and Whyalla (Pt Lowly).

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](mailto:treasurer@adelaidescuba.com). The Activity Leader is to ensure that members make payment in accordance with the payment record.

### 8.1 Deposits

The Activity Leader may require deposits to be made in respect of club trips. Timeframe for the collection of deposits is to be judged with consideration to AUSC commitment of expenses such as food and accommodation. The amount required as deposits must be sufficient to cover fixed costs incurred by the club.

A deposit may be refunded, at the discretion of the committee, 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. Expenses incurred by the club (e.g. purchase of food) in respect of the non-attending member may be deducted from the deposit.

### 8.2 Non-member Participation

Participation in scuba diving activities on club trips is limited to club members.

The club's Membership policy describes the conditions under which family members (incl partners) who are not club members may accompany members on club trips and participate in non-diving water activities such as snorkelling.

At the discretion of the President or Vice-President, accompanying non-members may travel on club boats and participate in non-diving activities (e.g. snorkelling) from them, as long as members are not denied access to club boats by virtue of non-member participation. This provision recognises that more members may be able to participate in club trips if accompanying family members are allowed to participate.

**Note** that accompanying non-members may not be charged for boat activities as a boat's exemption from Domestic Commercial Vessel provisions relies on only members paying for boat activities.

### 8.3 Coobowie

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

## 8.4 Marion Bay

The club runs trips to Marion Bay near Innes National Park. Deposit of at least \$100 is recommended.

## 8.5 Whyalla

The club organises trips to coincide with the annual migration of the Giant Australian Cuttlefish (*Sepia apama*) between the months of May and September.

AUSC's preferred accommodation is 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 toiler 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 it is recommended it is booked. This allows large groups for meals and recreation, and a tennis table is available.

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

## 9 Individual organisation

While the club usually organises several dive trips each year, club members are more than welcome to organise their own trips as well. If members intend to publicise the trip through the club, AUSC asks that members follow the following guidelines:

- When announcing the trip, include details such as destination, dive sites, accommodation, shared food arrangements, pre-trip meeting details (if any), costs, permits, dates and times, 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 as required by the diving services provider (AUSC or third party);
- Coordinate with the equipment officer to prioritise gear rental for trip participants and arrange rental of gear at the same time;
- The initial announcement about the trip should be on the club's Facebook page as an event. Further coordination with the trip participants is encouraged to be through private means such as emails or group messaging.

## 10 Document control

Revision (Date)	Person	Comments
0 (15/11/2009)	<b>Author:</b> David Warren, Treasurer <b>Reviewed:</b> Emily Moskwa, Secretary <b>Approved:</b> Mostyn Walker, President	Document released to club membership.
1 (15/12/2012)	<b>Approved:</b> Sam Owen	

Revision (Date)	Person	Comments
2 (13/10/2015)	<b>Author:</b> David Warren <b>Reviewed:</b> Committee (via Meeting 13/10/2015) <b>Approved:</b> David Warren	Updated to new format. <ul style="list-style-type: none"> <li>• Changed member no-show guidance from strike / \$10 fine, to warning / possible termination.</li> <li>• Remove fee / charge to Ex-HMAS Hobart</li> <li>• Removed towing section for dedicated <i>AUSC Towing Policy</i> (recognising the requirements / focus of this task)</li> <li>• 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.</li> </ul>
3 13/10/2021	<b>Author:</b> Tim Brown <b>Reviewed:</b> Committee (via emails 05 and 18 Sep 2021) <b>Approved:</b> 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.
4 09 Oct 2023	<b>Author:</b> Tim Brown <b>Reviewed:</b> Committee via FB Chat <b>Approved:</b> Committee (06/11/2023)	Amend letterhead to AU Sport & Fitness. Updated communication and payment methods. Standardise terminology Activity Leader and conform to other policies. Aim and Background. Addition of clarifying text. Para 5.1. Activity Leader to confirm availability of club tow vehicle. Paras 5.1 & 5.2. Insert references to recording gear hires on Airtable. Para 7. Delete ref to ex-HMAS Hobart permit requirement. Para 7. Insert table and text regarding minimum diver numbers. Para 8.2. Non-member participation on club trips.