



LUNESDALE 138 SUB AQUA CLUB

M o r e c a m b e & L u n e V a l l e y

Dive Manager

The Dive Manager (DM) is the supervisor of diving and related activities when running a club dive. They are specifically appointed by the DO (Diving Officer) [Jim Henshaw] and must be Dive Leaders or above. (an ADM may be a Sports Diver under supervision). They are responsible for planning the dive. They are responsible for completing a Risk Assessment. They are responsible for delegation of their role to a ADM Assistant Dive Manager when the DM is diving. They must liaise with the Boat Officer/Cox'n when the club RIB is being used.

Before the Dive

The DM should consider the experience of divers & qualifications when deciding on buddy pairings and take into account the training & interests of the divers to ensure matched pairs where possible.

Find out local information about the dive site.

Carry out a weather check.

Hard boat diving? - check with Skipper a couple of days before the trip.

Divers final check-in with DM.

Confirm time to meet and brief on site.

Any last minute dropouts/additions.

On the dive

As part of the role of DM they should carry out a brief to all the divers present at the dive before entering the water. Allow time to meet on site for brief.

The brief should include the following;

- Site information
- The dive objectives
- Site description
 - Points of interest / hazards
 - Depth, visibility, currents
 - Anticipated surface conditions
- Equipment i.e. the need for pony bottles (independent air supplies) on dives deeper than 25m.
- Location of O₂ and First Aid kits
- Boat and/or other equipment
- Safety/contact numbers
- Local facilities (Toilets, Shops, air fills, etc.)
- Local Coastguard
- Buddy pairs - order of diving
- Maximum dive times
- SMBs or DSMBs, other equipment
- Separation and diver recall
- Reporting procedures for dive details

Arrive early

Assess conditions - OK to dive?
Check access/launch points.
Divers on site and OK to dive?
Personal contact details?
Cox'n and boat/safety equipment.
Finalise dive slate/log sheet.
Buddy pairs, diving order.
Shore cover & O₂/First Aid kits..
Advise Coastguard (if required).
Dive site and number of divers.

Making it all happen

Assistant Dive Manager liaison

Ensure they know the details so they can cover role when DM diving.

The Divers

Give them adequate notice - ready to dive.

Ensure the dive slate/log sheet details are filled in.

Monitor

The divers at all times.

Weather conditions.

Cox'n liaison

Safety decisions.

Dive site etiquette.

Work with Skipper

Their decision if diving is safe from their boat.

Organise divers to make it happen on time.

Assist crew if required.

ADM

When DM diving.

Divers

DM is in charge/control the dive is his/her responsibility.

Divers present their dive information for the slate/log sheet.

Divers monitor each other at all times.

On the day the DM will;

Collate dive log information

Collect feedback from the divers and ADM

Coastguard contact (if required)

Boats/equipment prepared for journey home

Collect any funds due

After dive day

DM reports to DO

Dive site information/update

Equipment update