

Lunesdale 138 Sub Aqua Club Members Handbook February 2024

This handbook is issued by Lunesdale 138 Sub Aqua Club as a guide to enable members to understand the benefits of belonging to the club and expectations on them.

This is not a rule book. The club has a set of rules that govern how it is organised and run. A copy of the rules can be downloaded from the club's web-site, or supplied on request from the club's secretary.

This document covers the following areas –

- Membership & benefits
- Diving Practices
- Club Equipment
- Useful Information
- Guidance relating to members who are under 18 years (young members)

The club functions by voluntary contribution although has a committee which oversees the running of the club but all members will bring their own unique skills which can be utilised to help the club to operate effectively. All members should consider how they can contribute and advise the committee of the time they can give and what skills they can offer.

Membership & benefits

1. Renewals

In the month prior to renewal being due, members will receive a pack from the club treasurer. This will include details of what needs to be paid and the options of how to pay. Members will be able to pay by standing order. A reminder may not be issued so members should deal with this as soon as possible. Also included are forms to update the club with members contact details and a self certification medical form. All paperwork should be checked and returned to the membership secretary in a timely manner. If there is a delay, your membership may lapse which will cause additional fees payable to re-register.

2. Benefits

Diving members can receive the following benefits:

Use of club diving equipment including cylinders, regulators and buoyancy compensators for little or no charge fees as advertised on the club website.

- Chance to book onto club dives as long as there are sufficient members of suitable qualifications
- Use of oxygen, first aid kits and Automated External Defibrillator (AED) set on all club dives
- Use of club overhead projector when free
- Use of club RIB for club organised dives once members have been appropriately trained and are deemed competent in its use subject to usage policy
- Training to advanced level as part of club courses
- Training in extra competencies such as oxygen administration, Skill Development Courses (SDCs) and boat handling.

Diving members of Lunesdale also receive membership of the British Sub Aqua Club. This gives 3rd party insurance and monthly magazine. It also allows members to enrol on central BSAC training.

All members of Lunesdale receive membership of Morecambe Yacht Club. This allows use of Yacht club facilities.

Web-Site & Social Media. It has information about events past, present and future and is a place where members can post their views, information, events listing, gallery and links to other useful sites. www.lunesdale.org/

Diving Practices

All divers should ensure they have read and follow BSAC's Safe Diving Practices. The notes below are a simple guide to how you can help everyone get the most out of their diving.

All club dives will be arranged by a suitably competent Dive Manager. Other members will be allowed to receive training in this regard and should approach a Dive Manager whose names will be on the club website. The Dive Manager will:

- Set minimum qualifications needed for the dive.
- Perform or obtain a risk assessment in advance of the dive.
- Ensure safe diving practices are followed and advising of the equipment required for the dive being undertaken (this will include redundant air supplies for dives greater than 25m in the UK).
- Arrange shore cover in line with club policies
- Ensure divers are aware of the risks which may occur and steps taken to prevent incidents.
- Monitor diver pairs including air and dive times and prepare a report for the diving officer on the dives undertaken.
- Ensure there are appropriately qualified divers to accompany any trainee / ocean divers,
- organise any safety equipment to be taken on the dive (e.g. Oxygen, first aid kit, AED), If the club boat is being used, arrange collection (with Boat Officer), towing, and ensure that all safety equipment (backup radio, GPS, paddles etc.) is on the boat.
- Carry out a dynamic risk assessment as per clubs dive log; ensure that conditions are safe for diving, taking into consideration qualifications and experience of the divers present.
- Ensure that divers are appropriately buddied-up, with particular attention to trainees and ocean divers, where possible, arrange for continuous boat/shore cover and oxygen administration cover.
- Brief all divers on the dive and the site.
- Keep a dive log of the dive, to be given to the Dive Officer as soon as possible after the dive.

Experience - Newer members can gain knowledge from more experienced club-mates. This is especially important for trainee and ocean divers.

All divers:

Just as the Dive Manager has some responsibility to organise the dive for you to enjoy in safety, you have responsibilities to yourself, your buddy, and the rest of the club.

- Check your equipment before going on a dive - having minor problems at a site can cause frustrating delays, take attention away from more important matters, and cause you to miss the dive or worse!
- When needed, book and collect club equipment needed well in advance.
- Contact the Dive Manager before going on a dive. Check that you are qualified for the dive and, if you are a trainee or ocean diver grade, that there will be divers willing and able (qualified) to take you in.
- Give enough notice to the Dive Manager – whilst for local day dives it may be alright to call a few days beforehand, trips away may need up to a year's notice to book space.
- Help to keep the numbers of vehicles down by arranging to share vehicles. Parking at sites is often limited. It is your responsibility to get yourself and your kit (including any club kit that you are using) to and from the site.
- If on a boat dive do as the coxswain / skipper tells you.
- Be honest about how you feel about the dive. If you are not feeling well, or are having concerns about the conditions or your own ability to do a dive say so! In many cases a discussion with other divers will allay any anxiousness.
- If you are not fully fit on the day you should give your buddy the opportunity to have a dive uninterrupted by any problems you are having, or at least to modify a dive plan to take them into account if possible.
- At all times you conduct yourself in a manner that should be a credit to the club.

Club Equipment

The club has items of equipment for the use of members. Proper care and attention to this kit will extend its useful life, minimise maintenance costs, and therefore help to keep club subscriptions down.

Club Boat (“Lunesdale Diver”)

Use of club RIB will be for club organised dives by members who have been appropriately trained and are deemed competent and qualified in its use. Only trained and qualified diver cox'ns or boat handlers who have been approved by the Dive Officer should have charge of the boat at a dive site. Other divers may cox the boat under proper instruction on a boat handling course, or where circumstances allow, under supervision in transit to and from sites.

At least two 'Diver Coxswain' or One 'Diver Coxswain' and one 'Boat Handler' should be on any boat trip/dive. Furthermore one of them must be on the boat at all times. The use of the RIB as a diving platform will be limited to trips organised by suitably qualified and experienced club members and opened to all club members as appropriately qualified for the type of diving being planned.

Trips and dives should not be planned that knowingly exclude club members on the whole and as such will not be approved by the committee.

In some, rare/occasional circumstance, If the Dive Manager cannot 'fill a trip' with club members, to ensure the trip/dive remains viable, they may consult with the Dive Officer to see if suitable non club member divers can be found who could be invited on the trip. This is not expected to be the norm. Any additional divers would be subject to all the pre-existing club rules and expected to comply with the club handbook and byelaws.

The Club RIB may be used by non-club members for non-diving related activities at the discretion of the Committee; provided the use is entirely in the clubs interest and Club diving activities are not-effected. Such as use of the RIB for a safety boat at an organised event, such activities & persons will be assessed on an individual basis by the committee.

As well as fixed items of equipment there are some tools and other emergency equipment stowed on board. After use ensure all safety equipment and tools are

safely stowed on the boat or returned to the Boat Officer as directed. Any use (e.g. of flares), loss or failures should be reported to the Boat Officer immediately. The GPS and radio sets should be removed and stored safely when the boat is unattended. Only trained diver cox'ns or boat handlers approved by the Dive Officer should have charge of the boat at a dive site. Other divers may cox the boat under proper instruction on a boat handling course, or where circumstances allow, under supervision in transit to and from sites.

The person towing will pay 50%, with the rest of the divers attending, paying the remainder. Fuel costs should be shared between those divers using the RIB. The RIB should be returned to storage after use having been washed and the engine flushed with fresh water if used in the sea. The cover should also be replaced after use.

Diving Equipment

The club has equipment for pool training (masks, snorkels, pool fins), and open water training (BCD's, regulators, cylinders, semi-dry suits / dry suits, weights). As trainees progress through their training they are expected supply some items which will be needed for open water (e.g. gloves, boots, fins, mask etc).

The club's Equipment Officer keeps equipment properly maintained and serviced. Much equipment has one or more valves. DO NOT TAMPER with these. If you need to do anything - don't - see the EO. Special care should be taken to ensure equipment, and regulators in particular, are not exposed to any abnormal pressures or temperatures. After use equipment should be washed off in clean fresh water. If used in sea water it is preferable, wherever possible, for the equipment to be soaked in fresh water for several days to prevent corrosion from salts. Cylinders used in open water should be returned to the club filled.

Safety Equipment

The club's safety equipment is kept by the Dive Officer. This consists of a Marinox (oxygen) kit, Automated External Defibrillator (AED) and a first aid kit. If for any reason items are taken from the first aid kit, the Marinox cylinder or the AED is used, the Dive Officer should be informed so that replacement can be arranged. The Marinox should only be administered by Oxygen Administration qualified persons. Dive Managers should check that the Marinox is assembled and charged prior to all dives, or delegate a qualified person to do so.

Appendix A - A basic checklist of equipment to take on your dives

Mask []
Fins []
Snorkel []
Regulator []
BC []
Cylinder (Filled) []
AAS (Filled) []
Suit (Dry/Wet/Semi-Dry) [] Undersuit (If Drysuit) [] Hood []
Gloves []
Boots []
Weights []
Dive Computer [] Knife / Net Cutter [] Torch []
Watch [] Compass [] Delayed SMB [] Flag []
Backup Torch []
Slate []
Dive Log []
Qualifications []
BSAC 88/Nitrox Tables [] Membership Card(S) [] Mobile Phone []
Flares []
First Aid Kit & Blankets [] Food & Hot Drink [] Towel & Dry Clothes [] Spares & Tools
[]

Appendix B - Guidance relating to members who are under 18 years (young members)

This guidance aims to support young members and their accompanying adults to enjoy diving safely. Lunesdale divers recognise that there is a big difference between young members of different ages, and abilities. This guidance may therefore need to be applied flexibly to older young members and this should be discussed with the club welfare officer to maintain a risk assessment based approach. The guidance covers young members who are qualified divers. Training for young members will be considered in separate guidance.

Roles supporting young members

Welfare officer

The club welfare officer is the point of contact for any concerns relating to young members and advises the club on the implementation of safeguarding policies.

Appropriate adults

Club members may volunteer to be 'appropriate adults'. This means they are happy to support young members, and have read and signed up to the BSAC 'buddy guard' policy by completing a self-declaration form. <https://www.bsac.com/this-is-bsac/bsac-rules-and-policies/safeguarding-policy/>

This will include people who will dive with young members as buddy, dive managers, and instructors.

Some people who are appropriate adults will also need a DBS check, this depends on how frequently they are supporting young members, whether they are unsupervised or not and their role. The welfare officer will be able to advise on this. As a general guide someone who is an instructor for young members would need a DBS, but someone who is supporting an instructor, a dive manager, or occasional buddy for young members would not need a DBS. Safe recruitment practices will apply to everyone supporting young people, therefore anyone wishing to take an appropriate adult role should contact the club welfare officer.

Other club members

Other club members who have not volunteered to support young members and/or do not have a self-declaration in place, should not dive with nor supervise young members. If they are asked to, they should politely decline.

All members have a responsibility to report any concerns regarding young members to the welfare officer.

Young members on club dives

Club dives being run by a dive manager who has volunteered to be an appropriate adult can be opened up to appropriately qualified young members. This will be clearly indicated on the club website for the dive. As for any diver coming on a club dive this will be subject to appropriate buddies being available to support the young members.

Dive managers will have access to a list of appropriate adults so they can check who is available to accompany young members and they should be contacted in advance to ask if they are available. Volunteering as an appropriate adult does not mean you always have to be available to accompany young members when you dive.

Appropriate adults should not be alone with a young member e.g. in a changing area or vehicle (except in exceptional circumstances). In usual circumstances a parent would accompany the young member and supervise them on the surface. Based on risk assessment for the individual and dive site (discussed with the welfare officer/ diving officer) a young person may dive with one or two appropriate adults and/or their parent. <https://www.bsac.com/document/44-guidelines-on-staffing-supervision-ratios-for-children-young>

Young members on club trips

Trips are a great way for young members to broaden their experience and have fun diving. Organisers, who have volunteered as appropriate adults, will have the option of making a trip available to young members. This will be clearly indicated on the club website. This should be discussed in advance with the club welfare officer and diving officer in terms of suitability of the trip for young members. Suitability will include considering the type of diving, the accommodation, possible buddy arrangements, parental supervision, dive boat permission/suitability for young members and any other activities that will be part of the trip.