

CHILLINGTON DIVERS



Member handbook and general club information

www.chillingtondivers.com

1. Who are we?

Chillington Divers is branch 2085 of the British Sub-Aqua Club (BSAC, the governing body in the UK for the sports of snorkeling and scuba diving) and all snorkel or diving members are required to be or to become a member of BSAC. Detailed information is available at www.bsac.com

2. Branch Objectives

The branch objective is to promote safe snorkeling and safe scuba diving in all aspects for people of eligible age and fitness.

3. Where are we situated?

Chillington Divers are based at Codsall Leisure Centre, Elliott's Lane, Codsall South Staffordshire WV8 1PG. All pool activities take place at this venue.

4. When do we meet?

The club meets on most Tuesday evenings at the Leisure Centre, depending upon any public holidays or other closure dates as set from time to time by the council. The usual start time is 20.00 but some lessons will require earlier attendance. Sessions end at 21.30.

5. Who can join the club?

Chillington Divers welcome any person who can meet the age and fitness criteria required by BSAC for their chosen discipline. For snorkelling there is no lower age limit, but the student must be capable of swimming 50 metres. For scuba dive training the lower age limit is 10 years of age. Ability to swim is required and a test must be passed. There is no upper age limit, but fitness criteria will apply. Please be aware that some medical conditions may limit or prohibit snorkelling and diving. Some medications may also impose limits to activity.

6. How do I become a member?

Pop in and see us on a Tuesday evening at the Leisure Centre and we can arrange the relevant documentation and club membership payment. Alternatively contact us via our website www.chillingtondivers.com and use the contact form. We will get back to you at the earliest opportunity. If you choose to join our club you will also need to take out an appropriate membership with BSAC in order to obtain the necessary insurance for your chosen activity.

7. How much does it cost?

The club membership fee shall be decided by the Committee and the membership year shall start in June. Discounts may be available for members joining after June each year, please ask. Membership fees due at renewal in June must be paid within one month unless a payment plan is agreed with the Treasurer. Failure to renew or agree a payment plan within one month of the due date shall remove the right to borrow equipment or dive on club events.

8. What water safety measures are in place?

All initial training takes place in the controlled swimming pool environment at Codsall Leisure Centre. The maximum depth at the pool is 3.3 metres. Whilst in training you will at all times be in the water with a qualified instructor who will take every care to ensure your safety. You will not be asked to undertake any training for which the instructor feels that you are not yet ready or confident. In addition to instructors there is always a Safety Diver in the pool, a Leisure Centre Lifeguard on standby and two of our qualified club members as Dive Marshalls constantly watching over activities. You will be taught how to assemble and check equipment both at poolside and in the water.

9. What about personal and child safety?

Our club has a designated Welfare Officer who holds nationally recognised qualifications in safeguarding theory and practice. The Welfare Officer will, if required, liaise with parents / guardian / carers of younger members as necessary. Appropriate DBS (Disclosure and Barring Service) procedures are followed to ensure that instructors and assistants represent no danger to vulnerable persons. Parents / guardians / carers of children 16 and under are required to bring them to the club and stay in the viewing area or close to the pool until the end of the session at approximately 21.30 when they must collect the child and accompany them from the premises.

10. What does the club offer?

Chillington Divers offer snorkel and scuba dive training which allows participants to achieve nationally recognised qualifications in their chosen discipline. Structured training is carried out by our qualified instructors and assistant instructors. Lessons are fully compliant with BSAC requirements and standards. In order to meet qualification requirements some theory teaching is classroom based and some

practical training will take place at open-water venues such as quarries or coastal sites.

11. What about equipment?

Chillington Divers is able to offer its trainee members the loan of both snorkel and dive equipment but it is recommended that student snorkellers purchase their own equipment as soon as possible after their trial session. Scuba diving equipment may be borrowed from the club during the initial training period but when divers have achieved their first qualification it is expected that they begin to purchase their own equipment. The club may be able to facilitate further loans of equipment subject to availability and with due regard for the needs of other students. Qualified members who borrow club equipment will be expected to return equipment on the club night immediately following the loan and to ensure that borrowed cylinders are refilled before return. Any damage to club equipment whilst on loan is the responsibility of the loanee, who is expected to pay for the repair and / or replacement of damaged equipment. Repair or replacement is at the discretion of the club's senior officers.

12. How do I communicate with the club?

Once you have paid a membership fee and joined the club you will be given mobile phone numbers for key contacts and access to the private group Facebook page.

13. What does the club expect of members?

The club expects all members in training to attend lessons and practical sessions regularly and as necessary, you will be advised on this by the Training Officer or Diving Officer. Members are expected to abide by the BSAC code of conduct for personal behaviour which is available to read here: www.bsac.com/this-is-bsac/bsac-rules-and-policies/ For example, aggression or discriminatory or derogatory remarks or behaviour regarding race, religion, gender or sexual orientation are forbidden. An abbreviated form of the Code of Conduct is available at the end of this document. The club tries very hard to offer a friendly and caring environment in which everyone can feel both safe and supported.

14. How do I know what's going on?

It is important that club members attend on Tuesday evenings whenever possible. During the pre-training briefing sessions relevant information is given out regarding upcoming dives, training news, qualification awards and any day to day matters that need to be addressed. Once you are a member you will also be given access to the club's private Facebook group where additional information or items of general interest are posted.

15. I am already partly-qualified, can you help?

Chillington Divers are willing and able to assist partly-qualified divers to continue to train and gain qualification. The training requirements will vary depending on whether the student has qualified via a BSAC training system or other agencies such as PADI or SSI. Specific questions can be dealt with through our Training Officer.

16. Do you organise dive trips?

The most common events are open water dives at inland quarry sites such as Dosthill or Stoney Cove. These dives are often specifically for the purpose of gaining a particular skill or qualification but occasionally may take place purely for leisure purposes. You will be fully briefed on all safety aspects prior to entering the water.

17. Do you organise dive weekends or holidays?

Chillington Divers have occasional dive weekends at the coast, usually in Spring and Summer. Be aware that the club are not a travel agency. If the club decides on a dive trip or a leisure break the dates and locations will be publicised at briefings and via club communication channels. The club does not book accommodation, transport or facilities except where these are directly diving related, eg a chartered dive boat. Transport, accommodation, insurance etc are generally the responsibility of the individual club member.

18. Do you have social events?

The club organises occasional social events through the year, usually within the West Midlands area.

19. How is the club run?

The club is run by a Committee which meets bi-monthly. The Committee comprises a Chairperson, Secretary, Treasurer, Diving Officer, Training Officer, Equipment Officer, Welfare Officer and Social Secretary. Some officers may perform other functions to assist in the running of the club. From time to time the Committee may choose to appoint a club member to a Committee position, where they believe it to be in the interests of the club to do so and where the person selected has a particular skill which may be of benefit.

The club operates within the branch byelaws set out by BSAC. The byelaws are available to view and download here; www.bsac.com/document/bsac-club-byelaws/

20. Who makes the rules?

As stated at 19 above, Chillington Divers as a branch operates within rules and guidelines laid down by BSAC.

On pool training nights and on any dive trip or dive outing organised by the club the Diving Officer (or in specific cases the Training Officer acting with the authority of the Diving Officer) shall be in charge and his instructions shall be considered as final. Failure to observe any instruction given by the Diving Officer before or during a dive may result in the member being suspended, such suspension to be at the discretion of the Diving Officer and / or the Committee.

21. Role of the Chairperson

The Chairperson shall be the Chief Executive Officer of the club (branch) and shall take the chair at all meetings of the club and the Committee. Subject to the provisions of branch byelaws the Chairperson shall have the final decision on any matters of procedure.

22. Committee roles (other than Chairperson)

Detailed descriptions of each committee role are available on request.

- Diving Officer derives their authority from the National Diving Officer of the British Sub Aqua Club. He / she shall be responsible for all diving activities and for the safe conduct of the club. The Diving Officer must hold the qualification of Advanced Diver in order to be appointed to this position.
- Training Officer shall be responsible for the training within the club / branch in accordance with the guidelines and syllabus laid down by BSAC.
- Treasurer is responsible for dealing with all monies received or paid on behalf of the club / branch. He/she shall keep proper financial records and be responsible for the day to day operation of the branch bank account.
- Secretary shall be responsible for notifying Committee members of the time and date of Committee meetings and shall issue minutes to each Committee member.
- Membership Secretary shall be responsible for keeping a register of all members of Chillington Divers and maintaining records of addresses and other appropriate details.
- Equipment Officer shall oversee the allocation of all branch owned scuba and snorkeling equipment for use on club pool nights or authorised club events. The Equipment Officer shall also oversee the general maintenance of equipment and arrange for air fills when required. The Officer shall report defects or concerns to the Diving Officer or Training Officer and may call for assistance from any other club member as necessary.
- Social Media / Website officer shall create and / or place content on any Social Media / Website platform which is deemed appropriate.
- Social Secretary is responsible for recommendations regarding provision of food and refreshments on the branch Awards Night and for any other occasional social event as deemed appropriate by the branch.

23. I cannot make it on club nights, what other days do you offer?

At present the club meets for theory lessons and pool training only on Tuesday evenings at the specified times.

24. Code of Conduct for members.

Chillington Divers expects all members to behave in accordance with the BSAC Code of Conduct and to fully comply with the “Safe diving” guidelines. A fully detailed code can be found here; www.bsac.com/document/bsac-club-by-laws/

A summary of the Code of Conduct can be found on the next page of this handbook.

BSAC Code of Conduct

1.

BSAC is a members’ organisation and all members, by accepting membership, agree to abide by the rules, regulations and policies of the organisation. The authority for this BSAC Code of Conduct is derived from the Articles of Association of the British Sub-Aqua Club.

2.

The BSAC Code of Conduct includes the following and members are bound by it. The list is not exhaustive. All members shall:

- a. Act in accordance with the law of the land
- b. Comply fully with duly authorised authorities outside BSAC
- c. Act in accordance with the BSAC Articles of Association, BSAC Safe Diving, rules training programmes, policies or guidance, and Branch byelaws.
- d. Comply with BSAC training programmes when delivering and receiving training
- e. Fulfil their obligations towards others by compliance with duty of care
- f. Comply with BSAC Safeguarding policy
- g. At no time bring BSAC into disrepute
- h. Act in a manner that is consistent with the responsibilities and expectations of BSAC, as the National Governing Body for the sports of sub-aqua diving and snorkelling
- i. Respect other scuba diving and snorkelling agencies and members thereof and avoid derogatory action or behaviour towards these
- j. Be respectful of others outside the diving and snorkelling communities and uphold the good name of BSAC
- k. Attempt to resolve disputes or complaints by dealing with these promptly, clarifying uncertainties and with use of good communication
- l. Resolve disciplinary matters at a local level, wherever possible. Exceptions include safeguarding issues and criminal matters which have wider implications for BSAC
- m. Fully cooperate with disciplinary and any other investigations
- n. Take care not to involve themselves or BSAC in unauthorised activities
- o. Declare any potential conflict of interest to the proper BSAC authorities

3. Failure to follow this BSAC Code of Conduct may result in disciplinary or other action being taken.