

Lunesdale 138 Sub Aqua Club

Members Handbook

June 2009

This handbook is issued by Lunesdale 138 Sub Aqua Club as a guide to help members get the most out of their diving with the club.

This document covers the following areas -

- Membership & benefits
- Diving Practices
- Club Equipment
- Useful Information

Please remember that the work done on your behalf by the club's officers is on a voluntary basis. Not only should these guidelines be helpful to you, but it will also help them complete their duties.

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.

1. Membership

Renewals

In the month prior to renewal being due members will receive a pack from the club treasurer including details of what needs to be paid and the options of how to pay. It is best dealt with straight away - a reminder may not be issued!!

To renew your membership with BSAC you will need to **promptly** return the various renewal papers to the treasurer, even if you opt to pay by standing order (available after the first year's membership). If you do let your membership lapse there may be additional fees payable to re-register you when you rejoin.

Benefits

Diving members of Lunesdale are registered with the British Sub Aqua Club and enjoy the benefits of that membership (3rd party insurance, monthly magazine, etc.).

Additionally, members also have the following benefits from their membership of Lunesdale :-

- Free use of swimming pool** - the club tries to hire Heysham High School swimming pool for a 2 hour session on a Saturday or Sunday once a month for training, and recreational use by members and their families.

- Use of club equipment** - diving members can use club equipment for little or no charge. The club RIB is available for club organised dives (for those appropriately trained and experienced) and the club makes a contribution towards trip costs when this is involved.
- Club dives** - Lunesdale members organise dives that are open to their club-mates (the more of us who do this the more diving can be done and the easier that diving becomes).
- Club newsletter** - the club's newsletter is published regularly. It has information about events past, present and future and is a place where members can post their views.
- Safety** - Adherence to the training you receive with Lunesdale and the club's diving practices should help you to dive safely. An oxygen administration kit (Marinox) and first aid kit are available for UK based club dives.
- Experience** - Newer members can gain knowledge from more experienced club-mates. This is especially important for trainee and ocean divers.
- Web-Site** - information, events listing, gallery, links to other useful sites.
www.lunesdale.org/

2. Diving Practices

All divers should 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.

- Dive manager** - is responsible for planning and running the dive/trip. He/she should -
 - Set minimum qualifications needed for the dive,
 - Perform or obtain a risk assessment in advance of the dive,
 - 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),
 - If the club boat is being used, arrange collection (with Boat Officer), towing, and ensure that all safety equipment (backup radio, paddles etc.) is on the boat.

At the dive site he/she should -

- Review the risk assessment, 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 club / ocean divers,
 - Where possible, arrange for continuous boat/shore cover and oxygen administration cover,
 - Brief all divers on the dive and site,
 - Keep a dive log of the dive, to be given to the Dive Officer as soon as possible after the dive.
- All divers** - just as the dive marshal 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 have 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.

3. Care of 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”)

As well as fixed items of gear 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 club will pay 50% of the towing cost of the boat for club trips (the other 50% should be paid by those traveling in the towing vehicle). Divers pay a nominal fee of £2/day each for diving from the boat.

Diving Equipment

The club has equipment for pool training (masks, snorkels, pool fins), and open water training (BC's regulators, cylinders, semi-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).

The club's Equipment Officer and Assistant Equipment Officer keep 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 or AEO instead.

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.

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, and a first aid kit.

If for any reason items are taken from the first aid kit, or the Marinox cylinder 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 (see the latest membership list). Dive marshals should check that the Marinox is assembled and charged prior to all dives, or delegate a qualified person to do so.

Checklist:

a basic checklist of equipment to take on your dives -

mask	[]
fins	[]
snorkel	[]
regulator	[]
BC	[]
cylinder (filled)	[]
suit (dry/wet/semi-dry)	[]
undersuit (if drysuit)	[]
hood	[]
gloves	[]
boots	[]
weights	[]
dive computer	[]
knife / net cutter	[]
torch	[]
watch	[]
compass	[]

useful extras -

delayed SMB	[]
flag	[]
backup torch	[]
slate	[]
pony bottle & reg	[]
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	[]