



QUICK START GUIDE TO DIVE MANAGEMENT / ORGANISATION IN TYNESIDE 114

This sheet outlines a standard procedure for organisation of a day dive, rather than a full on week diving expedition. The minimum qualification for the Dive Manager (DM) is usually a Dive Leader (DL), as the training covers Dive Management; however trainee DLs are very welcome to organise dives, and will be offered mentoring and assistance to do so (if required).

Your responsibility as Dive Manager:

It is the DM's responsibility to organize the day's diving in accordance with BSAC Safe Diving Practice.

In advance of the dive:

- Experience has shown that dives organised at least a week in advance, gain the most interest. Dives planned months in advance allow divers to arrange child care or a pass out!
- Broadly agree the dive plan and location with the Diving Officer (DO).
- Set up a Facebook event (if you use Facebook) with information as below:
 - **Date, Meeting Time, Location** e.g. 12th June 2017, 9.30am Seahouses harbour, add directions if required.
 - **Type of diving and suitability** e.g. two dives on Gun Rocks from RHIB. Depth 16 metres max. All qualified Ocean Divers and above welcome.
 - **Additional requirements.** E.g. bring flask, lunch, camera, boat coat, and sun cream.
 - **Payment terms** e.g. cost of trip will be in the region of £20 per person, or, Payment of £40 per person for Spellbinder required up front.
 - **Replies:** Feel free to click going, but contact the trip organiser direct to confirm your place.
- E-mail members@tynesidebsac.co.uk with the same information as the Facebook event.
- Send the same information in short form to the Tyneside 114 Members WhatsApp group, directing members to look at their email or Facebook for further information.
- Contact any NEW members or trainees if plans permit. Invite them to come diving and explain how club diving works (e.g. shared transport, costs, packed lunch, kit needed etc)
- Check you have enough divers/instructors/cox'n/cars/etc and plan the diving in detail.
- Collect log sheets from DO (or download from website), and O2/first aid/AED/boat pack from Equipment Officer as required.
- Submit the final plan (who, what, where, when, how) to the DO for approval: WhatsApp is a quick and easy method. This is a BSAC requirement for any club dive, and approval will never be refused without good cause and a prior discussion to try to tweak the plan to make it acceptable.
- In the days running up to the trip, watch the weather forecast, be prepared to change at short notice, and keep people informed. A WhatsApp group specifically for the day is a good way.

The night before:

- Check weather and all arrangements, ring hard boat skipper to check timings if applicable.
- Confirm all divers know the plan, and there are no problems.

On the day:

- As DM, manage the day from start to finish: brief divers on the dive plan, agree buddy pairs, complete dive logs, liaise with skipper, etc, etc. Delegate if necessary and appropriate.
- The DM also needs to collect in moneys for RHIB use or per head for hard boat diving unless pre-arranged through bank transfer etc.

After diving

- For RHIB diving return boat costs sheet to Treasurer.
- Return log sheets to DO.
- Return equipment to the Equipment Officer.
- Do a write up of the day's diving for the log book section of the club web site.