

BS-AC 1206
SUBCDIVERS



Welcome and Information Pack

Message from the Branch Diving Officer

My name is Mike Rickard and I am the Branch diving officer, and it is my pleasure to welcome you.

As a Branch of the **British Sub Aqua Club** we work hard to attract new members and ensure we are open to all. We are keen to ensure all members receive an enjoyable diving and training experience and always make sure new members feel welcomed and valued. In this respect, the branch committee has appointed a welfare officer Adam Chase.

The information covers the following:

- **What we do**
- **The diving**
- **Training**
- **Finding information**
- **Club 'Who does what?' guide**
- **Information on policies**

I trust this Welcome pack will answer any questions that you may have. If, however you have any further queries please do not hesitate to contact me or any member of the committee.

As mentioned, we are delighted that you have Joined our Branch of the British Sub Aqua Club. I hope you find your time with us an enjoyable experience and we look forward to providing you with a positive diving experience for many years to come.

Kind regards

Mike Rickard Diving Officer

Ian Gardner Chairman

What we do

You joined the British Sub Aqua Club to go diving, this is a great adventure in the UK, the sights you will encounter will amaze you, especially when you feel confident after all the training you will have completed.

We have an active dive schedule annually, visiting many sites throughout the UK. There are also foreign dive holidays many of which are family friendly.

We have a RIB (rigid inflatable boat) that we try to encourage everyone to get involved with. We like to organise lots of social events such as quiz nights, BBQ's and an annual dinner dance amongst many other events.

We operate a Safeguarding Policy (child and vulnerable adults), All our Branch policies and procedures can be found on our website. DBS checks are renewed inline with current guidelines.

This booklet is aimed at any new member and it covers some basic information with regard to training and diving with Sub-C-Divers, and also how we operate as a club. Existing members who have recently joined us will find the information contained here useful.

The diving

We run various trips throughout the year covering all aspects of diver qualification and experience. Dive trips will specify the depth or diver grade required as some trips are designed for the more experienced divers. A number of new dive trips are organised to cover training requirements and the branch Diving Officer will approve your attendance.

Please note, when you first join the club there will be a number of trips already fully booked. This is because the dive Manager (the organiser) would have booked the trip sometime in advance. Please be patient, there will be trips for new divers held at various sites during the year.

Club RIB

We have an active programme of diving using the club RIB. We encourage all members to make the most the boat, look on the events section of the website to see when trips are posted and any availability. Trainees can book on any of the trips but may not be able to dive the first deeper dive. Ask the Dive Manager of the trip if it is suitable for your level of qualification and experience.

To drive the RIB, you must be qualified. At the very least you must have attended a Boat Handling course and you will be encouraged to practice and qualify as a Diver Cox – ask the DO for details.

Hard boat trips

These trips are often circulated using the group email and posted on the events section of the branch website once approved by the branch Diving Officer. The dive manager decides the minimum diver level for the trip and will ask for a deposit.

We have a club rule that if you have reserved your place on a club trip, should you cancel, it is your sole responsibility to find a suitably qualified replacement otherwise you will become liable to pay the full amount.

Training

Training pack

With each diving grade progression, you will have to purchase a Diver Training pack, which contains all the relevant information for the course. After the initial purchase of the Ocean Diver pack which also includes your Diving manual and qualification record booklet, you will typically only need to buy the student notes for your next diver grade. These can only be obtained from the Treasurer upon branch Diving Officer approval.

Theory lessons

Theory lessons take place in the club classrooms with a prompt start at 7:00pm (before club meeting and pool sessions). Before any training commences, we issue a full schedule of the course which will include the named instructor, dates and times.

Pool training

The Training Officer will allocate an instructor to you, generally for the duration of your training; it's a good idea to swap contact details. On occasion, it may be necessary for a different instructor to take your lesson(s) where your 'usual' instructor is unavailable. Instructors volunteer their time to train you, if you cannot make a session please contact the instructor /Branch at least a day before or at your earliest convenience.

Pool kit

If you require training and do not have any SCUBA kit, you will need to hire kit from the club for the duration of your training. You can obtain a SCUBA hire kit form from the website. By all means use your own kit in the pool if you have it, It is recommended you have your own mask, fins and snorkel but it is not necessary to rush out and buy this basic equipment immediately.

Buying your own kit

Once you have finished your basic training it is expected that you buy your own equipment. (If you have hired branch equipment there may be an option to purchase- speak to the equipment officer) There is a vast array of manufacturers and designs of equipment. In the end, it is down to personal choice. The recommendations given to you by Branch members will reflect their personal preferences and you are best talking to recent members who have purchased equipment as they have done the most recent research of best value.

There are two major dive shows held every year. These shows have equipment, manufacturers and retailers showing their product range and offering special deals (especially for multi item purchases). There are numerous items for sale on **eBay** and **Gumtree** as "Previously used" but, please make sure you understand what you are buying and if you purchase any second hand equipment you must ensure that you have the relevant test documents or have the items tested independently.

Pool use at Howe Bridge Sports Centre

We use the swimming pool on Wednesday evenings from 9pm until 10pm for training, trying out kit or just a swim or snorkel. The club subsidises the pool but there is a small charge for Family and Friends use. Please check with the Diving Officer or your Training Officer, before turning up with kit unless you are with an instructor.

Kit hire

The club has a selection of kit (but no wet/dry suits) to hire for open water diving but you are encouraged to acquire your own equipment. Rest assured, there will be plenty of members who will happily offer advice.

Branch maintenance

We have a lot of equipment in the branch that require regular maintenance. Periodically, we have scheduled maintenance days where essential work is carried out. You do not need any special skills to get involved; there is always something for everyone to do. Your efforts will be much appreciated and it's a good way to get to know other club members.

Voluntary organisation

Please note that our branch is a "not for profit" organisation, it is run by the members for the members. You are encouraged to get involved and help out where you can, more importantly, please appreciate that everyone including instructors and committee members are giving up their time voluntarily to help and they receive no financial reward, in kind or benefit for their efforts.

Social events

it's not all about the diving: the club has an active social side. Past events have been to Bonfire nights, Fund raisings events, Family BBQs, Easter egg hunts for children, Local Carnivals and dinner dances. Family and friends are always welcome at all social events. Emails about social events are regularly sent out. Also look at the events section of the website.

Finding information

Website address

The website address is www.subcdivers.co.uk.

We have a comprehensive website, which not only includes all branch information you should need; training schedules; trip reports; photos etc. It is also a great way to keep up to date with all our diving and social events.

Branch notices

Keep up to date with branch news via the social media links of Facebook, Twitter, Instagram and YouTube. Don't forget to check the events page for all upcoming trips and events.

How to get onto the email group

Becoming a member of Sub-C-Divers will automatically add your contact details and email address to the branch mailing list.

How to send internal email

To send an email to all members please email: Subcdivers@subcdivers.co.uk

To send an email to the Branch Diving Officer please email: Divingofficer@subcdivers.co.uk

To send an email to the Branch Chairman please email: Chairman@Subcdivers.co.uk

To send an email to the Instructors please email: instructors@Subcdivers.co.uk

The purpose of the group mail is to publish diving and branch related messages:

- Announcing a dive date
- Announcing a party that would be open to members (including birthdays etc)
- Any diving related article (sometimes by including a web link)
- Selling your own scuba kit
- Asking for assistance, sharing lifts to dive sites or borrowing kit
- Diving related queries – e.g. anyone know where I can get a xyz widget
- Asking for an opinion on a bit of dive kit (be prepared for lots of conflicting advice)

There is a **few don'ts**, (in common with most group email and form part of our branch rules) as follows:

- No swearing
- Racist, sexist or otherwise rude or offensive emails are not tolerated. If it could be misconstrued, don't send it.
- Do not promote your business or use it frequently to sell non diving stuff – we are not eBay
- No circular emails – these are just spam!
- In general, don't reply to the whole group – respond to the sender only

How to submit a web article

Articles for the website are very welcome and you are encouraged to contribute frequently.

They can be about anything that might be of interest to other club members and a wider audience, for instance, dive trips, social trips, funny stories (diving or otherwise), experiences on training or skill development courses, photos, historical or technical articles.

Have a browse through the online blog to see the sort of articles submitted along with photographs.

To get an article published on the website, simply send it to any Media team. They will check the content (for do's and don'ts) and edit it if necessary, before putting your article live.

Our Branch- Who does what?

Position	Responsible for	Contact Information
Branch Diving Officer	The management of all branch diving, snorkelling and training activities and awarding diver training Qualifications.	Mike Rickard - 07872 119870
Chair	Efficient day to day running of club	Ian Gardner 07886484997
Training Officer(s)	Any duties related to Branch training as required by the Branch Diving Officer.	Ken Hilton – 07710 520053 Ocean diver Training officer Stella Evison – 07890 029703 Sports diver & Dive leader training officer.
Equipment Officer	Maintenance, allocation and safe storage of Branch dive kit & RIB	John Hughes - 07711 800585
Membership Secretary and club administration	Enrolling new members and dealing with annual renewals	Maria Nicholson – 07894 159926
Branch Secretary	Creating and distributing the minutes of branch Meetings	Gerry McEvoy - 07984 736064
Pool Safety Cover	Appointed by Branch Diving Officer	Mike Rickard - 07872 119870
Boat Officer	Manage boat use & Schedule maintenance	Dave Ashton - 07808 586703
Web Master	Updating and maintenance of Branch website	Adam Chase – 07545 291704 Lee Bevan – 07595 263442
Welfare officer	Vulnerable persons, safeguarding and a confidential ear to all members / new member induction.	Adam Chase – 07545 291704
Treasurer	Manages all Club Finances	Ricardo Alencar – 07341 662869
Vice Chair	Efficient day to day running of club	Lee Bevan – 07595 263442
Deputy Equipment officer	Maintenance, allocation and safe storage of Branch dive kit & RIB	Chris O'Donohoe – 07733 774974

We hold an Annual General Meetings (AGM) and some positions are available to any full member who would like to sit on the committee. You will need someone to nominate you and second your application. The committee positions are elected at the AGM. The website shows the current committee members photographs and positions.

Relevant Policies

We operate under the BSAC rules and bye-laws and as such we follow their direction when they issue policies. We also have our own local policies and are currently contained in our branch constitution.

Safeguarding Policy

We adopt the BSAC safeguarding policy for children and vulnerable adults in snorkelling and scuba diving, details can be found at:

<http://www.bsac.com/page.asp?section=1307§ionTitle=Safeguarding+policy+for+children+and+vulnerable+adults>

Whilst every effort is made in ensuring these articles are current, it is the British Sub-Aqua Club (BSAC) that maintains these policies and we rely on BSAC to keep them in line with current legislation and recommended practice. All safeguarding literature and policy documents can be found on the BSAC website under BUDDY GUARD

<https://www.bsac.com/this-is-bsac/bsac-rules-and-policies/safeguarding-policy/buddyguard-faqs/>

For a full branch policies and procedures please visit: <https://www.subcdivers.co.uk/new-members/>

Conclusion

We all welcome you to the branch and hope you enjoy branch life, our social events and trips.

We hope you enjoy your time with us at Sub-C-Divers and encourage you to get involved. Utilising all of our members vast experience to help you and advise you along the way.