

DIVE TRIP ORGANISERS GUIDE



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CHECK LIST

Basics

Decide on a venue

Decide the dates (check the club trip calendar to avoid clashes, available on www.lsac.co.uk)

Contact the Boat Officer and book the boat if required

Check for charts and waypoints and ask anybody who has ran previous trips for advice.

If no charts are available -there is a small budget to purchase extras!

Fill out a dive trip booking form with the appropriate details (See additional notes)

Agree the details with the DO

Announce the trip and have it included on the club trip calendar

You will need the following to run the trip:

An Advanced diver as a dive marshal

Sufficient experienced divers if trainees are on the trip

If taking the boat:

- Somebody to tow the boat
- LSAC Approved boat handlers

Before you go:

Make sure you have contact details of people on the trip including mobiles numbers

Sort out travel arrangements and accommodation

Provide directions to the accommodation including phone numbers

Provide details of dive shops and air bars

Have your dive sites planned

Have alternative dive sites/Things to do should the weather turn

Hold a meeting just before you go

If the club boat is to be used then communicate with the boat officer to arrange collection.

Ensure that you have all the details, charts, and log sheets with you before you leave

On Return

Hand back club equipment clean

Hand completed dive sheets to the Dive Officer

If in doubt, more detail is provided below. If still in doubt then ask for help

CLUB CHART LIBRARY

<u>Chart Reference</u>	<u>Area Covered</u>	<u>Copies</u>
111	Berwick on Tweed to farne Islands	1
156	Farne Islands to River Tyne	1
SC536	Beachy Head to Dungeness	1
SC883	Scilly Isles & St.Marys	1
SC1164	Hartland Point to Ilfacombe (Inc. Lundy)	1
1613	Eddystone Rock to Berry Head	1
SC1652	Selsey Bill to Beachy Head	1
SC1977	Holyhead to Great Ormes Head	1
2378	Loch Linnhe (Southern Part)	1
2387	Firth of Lorn (Northern Part)	1
SC2171	Sound of Mull - Approaches	1
SC2390	Sound of Mull	1
SC 2878	Approaches to Milford Haven	1
2345	Plans in South west Cornwall	1
<u>SC Folio</u>		
SC 5600.1	Outer Approaches to Solent	1
SC 5600.2	Western Solent	1
SC 5600.3	Eastern Solent	1
SC 5600.4	Needles Channel & Approaches	1
SC 5600.5	Yarmouth to Beaulieu River	1
SC 5600.6	Stansore Point to Ryde	1
SC 5600.7	Spithead & Southampton Water & Approaches	1
SC 5600.8	Southampton and Langstone Harbours	1
SC 5600.9	Portsmouth and Langstone Harbours	1
SC 5600.10	Chichister Harbour	1
SC 5600.11	Cowes to the River Hanble	1
<u>SC Folio</u>		
SC 5601.1	Start Point to the Needles	1
SC 5601.2	Teignmouth to Lyme Regis	1
SC 5601.3	Lyme Regis to Portland	1
SC 5601.4	Bill of Portland to St.Albans Head	1
SC 5601.5	St.Albans Head to the Needles	1
SC 5601.6	River Exe	1
SC 5601.7	Portland and Weymouth Harbours	1
SC 5601.8	Swanage and Studland Bays	1
SC 5601.9	Poole Harbour, Eastern Part	1
SC 5601.10	Poole Harbour, Western Part	1
SC 5601.11	Christchurch Harbour	1

<u>Chart Reference</u>	<u>Area Covered</u>	<u>Copies</u>
<u>SC Folio</u>		
SC 5602.1	The West Country and Approaches	1
SC 5602.2	Falmouth to Fowey	1
SC 5602.3	Fowey to Plymouth	1
SC 5602.4	Plymouth to Salcombe	1
SC 5602.5	Salcombe to Teignmouth	1
SC 5602.6	Falmouth Harbour	1
SC 5602.7	Fowey Harbour	1
SC 5602.8	Plymouth Sound and Approaches	1
SC 5602.9	Rivers Tamar, Lynhar and Tavy	1
SC 5602.10	Salcombe Harbour	1
SC 5602.11	Dartmouth Harbour	1
SC 5602.12	Dittesham to Totnes Iriver Dart	1
<u>SC Folio</u>		
SC 5603.1	Falmouth to Padstow	2
SC 5603.2	Falmouth to Penzance	2
SC 5603.3	Penzance to St.Ives	2
SC 5603.4	Pendeen to Penhale Point	2
SC 5603.5	Newquay to Padstow	2
SC 5603.6	Harbour between Lizard Point and Falmouth	2
SC 5603.7	Penzance Bay	2
SC 5603.8	Isles of Scilly (Southern Part)	2
SC 5603.9	Isles of Scilly (Northern Part)	2
SC 5603.10	St.Mary's Pool to St.Agnes	2
SC 5603.11	St.Mary's Pool to Tresco	2
SC 5603.12	St.Martins & Eastern Isles	2
	(Additional copy on loan from Ian Jennings)	

LUTTERWORTH SUB AQUA CLUB - CHART CO-ORDINATE DATABASE						
AREA	TYPE	NAME	LATITUDE	LONGITUDE	SLACK	COMMENTS
WEYMOUTH	WRECK	BAYGITANO	N 50° 41.778'	W 002° 56.0269'	Not tidal	
WEYMOUTH	WRECK	St DUNSTAN	N 50° 38.283'	W 002° 42.068'	4.5 Hours after HW lasts 2 hours.	
OBAN	WRECK	BREDA	N 56° 28.5736'	W 005° 25.0834'	Not tidal	
OBAN	WRECK	HISPANIA	N 56° 34.5637'	W 005° 59.1580'	1 hour before HW & LW Lasts 1 hour	60 mins from Puffin Divers
OBAN	WRECK	RONDO			Ebb Tide (Middle 4 hours)	45 mins from Puffin Divers
OBAN	WRECK	SHUNA	N 56° 33.3785'	W 005° 54.8292'	Not tidal	50 Mins from Puffin Divers - runs parrallel to shore.
OBAN	WRECK	THESIS	N 56° 29.8988'	W 005° 41.4866'	During flood tide	25 mins from Puffin Divers
PENZANCE	WRECK	LINCOLN	N 50° 02.7655'	W 005° 35.5986'	1.5 Hours before HW Neaps	Best dived during northerlies or in 'no swell' conditions.
PENZANCE	WRECK	CONQUEROR	N 50° 04.3492'	W 005° 32.4112'	Not tidal	
PENZANCE	WRECK	PRIMROSE	N 50° 05.5117'	W 005° 31.5434'	Not tidal	Use for Low Lee Ledges
PENZANCE	WRECK	ALICE MARIE	N 50° 06.153'	W 005° 29.387'	Not tidal	Not that interesting
PENZANCE	CONCRETE	MULBERRY DOCK	N 50° 02.611'	W 005° 30.610'	Affected by tide, but not severely. Best dived 1.5 hours before HW neap tides	30M to top/50m to seabed.
HAYLE	WRECK	TRAIN WRECK	N 50° 14.810'	W 005° 29.850'	1 Hour after HW or LW during neap tides, 15 minutes after HW or LW during spring tides	Spring tide dive window = 30 mins either side of slack, 45 mins on neap
HAYLE	WRECK	BARGE	N 50° 14.385'	W 005° 26.259'	1 Hour after HW or LW during neap tides, 15 minutes after HW or LW during spring tides	Spring tide dive window = 30 mins either side of slack, 45 mins on neap
HAYLE	WRECK	BARD	N 50° 18.698'	W 005° 22.010'	1 Hour after HW or LW during neap tides, 15 minutes after HW or LW during spring tides	Spring tide dive window = 30 mins either side of slack, 45 mins on neap
HAYLE	WRECK	ZONE	N 50° 16.422'	W 005° 29.367'	1 Hour after HW or LW during neap tides, 15 minutes after HW or LW during spring tides	Spring tide dive window = 30 mins either side of slack, 45 mins on neap
HAYLE	WRECK	KINTUCK	N 50° 14.260'	W 005° 31.840'	1 Hour after HW or LW during neap tides, 15 minutes after HW or LW during spring tides	Spring tide dive window = 30 mins either side of slack, 45 mins on neap
HAYLE	WRECK	ST GEORGE	N 50° 19.500'	W 005° 18.060'	1 Hour after HW or LW during neap tides, 15 minutes after HW or LW during spring tides	Spring tide dive window = 30 mins either side of slack, 45 mins on neap
HAYLE	WRECK	PANDORA	N 50° 19.855'	W 005° 28.575'	1 Hour after HW or LW during neap tides, 15 minutes after HW or LW during spring tides	Spring tide dive window = 30 mins either side of slack, 45 mins on neap
HAYLE	WRECK	DUX	N 50° 13.738'	W 005° 29.480'	1 Hour after HW or LW during neap tides, 15 minutes after HW or LW during spring tides	Spring tide dive window = 30 mins either side of slack, 45 mins on neap
HAYLE	WRECK	PRINCESS ROYALE	N 50° 19.330'	W 005° 19.940'	1 Hour after HW or LW during neap tides, 15 minutes after HW or LW during spring tides	Spring tide dive window = 30 mins either side of slack, 45 mins on neap
NEWQUAY	WRECK	DRUM WRECK	N 50° 27.104'	W 005° 14.382'	15-30 Mins after HW and LW	
NEWQUAY	WRECK	LADDER WRECK	N 50° 27.230'	W 005° 16.020'	15-30 Mins after HW and LW	

NEWQUAY	WRECK	OB DAN	N 50° 26.570'	W 005° 20.260'	15-30 Mins after HW and LW	
NEWQUAY	WRECK	SYRACUSA	N 50° 26.418'	W 005° 06.674'	15-30 Mins after HW and LW	
NEWQUAY	WRECK	TRAGONA	N 50° 29.720'	W 005° 07.588'	15-30 Mins after HW and LW	
NEWQUAY	WRECK	WAR BUFFALO	N 50° 23.310'	W 005° 23.690'	15-30 Mins after HW and LW	
NEWQUAY	WRECK	WARWICK	N 50° 29.800'	W 005° 25.000'	15-30 Mins after HW and LW	
ST IVES	WRECK	DUNDEE	N 50° 22.00.0'	W 005° 36.00.0'		20 Miles offshore (Hardboat only)
ST IVES	WRECK	CHRISTABEL	N 50° 19.36.0'	W 005° 31.36.0'		20 Miles offshore (Hardboat only)
ST IVES	WRECK	PACIFIC RELIANCE	N 50° 23.00.0'	W 005° 49.00.0'		20 Miles offshore (Hardboat only)
ST IVES	WRECK	VESUVIUS	N 50° 24' 21"	W 5° 27' 24"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	GOLFSTROM	N 50° 30' 09"	W 6° 03' 57"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	DEFIANT	N 50° 40' 15"	W 5° 51' 30"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	VOSGES	N 50° 41' 00"	W 6° 01' 00"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	GEOPTES	N 50° 24' 32"	W 5° 56' 17"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	BOLETTE	N 50° 25' 00"	W 5° 35' 00"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	AMIENS	N 50° 25' 00"	W 5° 35' 00"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	ANGLESEY ROSE	N 50° 25' 00"	W 5° 35' 00"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	REDLINE # 1	N 50° 26' 55"	W 5° 25' 03"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	UNION CRYSTAL	N 50° 27' 00"	W 5° 34' 00"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	HMS WARWICK	N 50° 29' 20"	W 5° 25' 17"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	ARMENIAN	N 50° 33' 00"	W 5° 33' 20"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	ANTIOCHE	N 50° 36' 00"	W 5° 57' 00"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	JANE WILLIAMSON	N 50° 37' 49"	W 5° 25' 49"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	INGRED FREK	N 50° 49' 54"	W 5° 50' 14"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	THIERRY	N 50° 51' 56"	W 5° 47' 53"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	HMS PATIA	N 50° 53' 03"	W 5° 41' 40"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	MOUNT CHARLES	N 50° 54' 00"	W 5° 32' 00"		20 Miles offshore (Hardboat only)
ST IVES	WRECK	5 FYFILLD	N 50° 56' 00"	W 5° 59' 00"		20 Miles offshore (Hardboat only)
PORTHOUSTOCK	WRECK	VERITAS	N 50° 00.750'	W 005° 04.910'	4.5 Hours before HW	Manacles best dived On low spring tide when reef visible.
PORTHOUSTOCK	WRECK	MOHEGAN	N 50° 02.748'	W 005° 02.620'	Any time during flooding neap tide	Manacles best dived On low spring tide when reef visible.
PORTHOUSTOCK	WRECK	SPYRIDEON VAGLIANO	N 50° 02.818'	W 005° 02.723'	4.5 Hours before HW	Manacles best dived On low spring tide when reef visible.
PORTHOUSTOCK	WRECK	VOLNAY	N 50° 04.379'	W 005° 04.000'	Not tidal	flood tide gives better visibility then ebb
EASDALE	ISLAND		N 56° 17.5473'	W 005° 39.0453'		
GARVALLACHS	ISLAND		N 56° 12.8088'	W 005° 48.7883'		
GARVALLACHS	SLIPWAY		N 56° 14.0459'	W 005° 44.0895'		
OBAN	DIVE SHOP	PUFFIN DIVERS	N 56° 23.5232'	W 005° 30.9495'		
LUNDY	SCENIC	KNOWLE PINS	N 51° 11.4991'	W 004° 39.8128'		
LUNDY	SLIPWAY	LUNDYHARBOUR	N 51° 09.8384'	W 004° 39.3191'		
LUNDY	WRECK	MONTAGUE	N 51° 09.7978'	W 004° 39.2485'		
LUNDY	WRECK	ROBERT	N 51° 11.1340'	W 004° 38.7564'		
ILFRACOME	SLIPWAY	WATERMOUTH HARBOUR	N 51° 12.9937'	W 004° 04.5853'		
HAYLE	WRECK	GEMINI	N50°17.728'	W005°36.340'	NOT KNOWN	New wreck no info
HAYLE	WRECK	SAXON BRITON	N50°13.325'	W005°34.992'	NOT KNOWN	New wreck no info
HAYLE	WRECK	UKSICI	N50°18.753'	W005.22.233'	NOT KNOWN	New wreck no info
HAYLE	WRECK	UKS13	N50°19.285'	W005.26.340'	NOT KNOWN	New wreck no info
PENZANCE	WRECK	HELLOPS	N50°07.600'	W005.49.374'	Not tidal	
PLYMOUTH	WRECK	ELK	N50°30.711'	W004.17.119'	Not Sure	Need to obtain permission from Harbour Master as Plymouth ferry goes over the top

Procedures for organising club trips

For the purpose of this document a club trip, is a trip that has been announced on Tuesday nights, is in the club trip calendar, advertised on the club web site and/or visible to the Club.

All moneys will be collected and paid by Lutterworth Sub-Aqua Club.

A trip organiser is to fill out the top part of the **trip booking form** below.

Fields to be completed

- Organiser
- Date of the Trip
- Location
- Dive Marshal*
- Estimated Total Cost
- Deposit Required**
- Minimum Qualification Required
- Max Number of Places***

The DO will then approve the trip and sign the form. It will be then handed over to the treasurer who will collect the required monies.

Upon a deposit being taken, that person will sign the form which binds them to pay the rest of the money for the trip. In the event of somebody not being able to go (for whatever reason) they will be liable for the full costs. It would hence be in their own interests to find someone else to take their place if they are unable to go.

The places on the trip are on a 'first come first serve basis' and paying the deposit secures a place on the trip. People who cannot attend on Tuesday nights can pay electronically or send a cheque making it clear which trip they are signing up for.


The form must then be signed on their next visit to the club.

- *Dive Marshall should be an advanced diver.
- **The deposit should be sufficient to cover any cheques that are being sent as deposits to third party's (Eg campsites B&B's Charter Boat Companies)
- ** Remaining monies for the trip where third parties are involved should be paid up in full, one month prior to the trip start date.
- Where there are high costs involved (e.g. over £150, or where we enter into a contract to pay to a third party) then dive trip organisers are strongly recommended to insure the trip against last minute cancellation due to ill health etc. Members on the trip should be encouraged to pay progressively on the build up to the trip.
- *** Any person who wishes to go on the trip when the trip is full should put their names on the form to see if there is potential for a second trip to run or be in reserve if someone drops out.

- All Lutterworth Sub-Aqua club branch dive trips will be organised following current BS-AC guidelines.

- All divers will adhere to BS-AC safe diving practices.

DIVE TRIP BOOKING FORM

Organiser	Dive Marshall	
Date of Trip	Location	
Estimated Total Cost	Deposit Required	
Type of Diving Eg Rib Hard Boat	Signed Do	

CLUB RULES

It is the policy of LS-AC to actively promote and support its members in all aspects of sports diving under the umbrella and guidelines laid down by the BS-AC. Upon request, the Branch Diving officer will assist in any aspect of dive planning and expedition organisation. Similarly, the branch Treasurer will provide assistance with financial arrangements.

An authorised dive by a BS-AC branch is one carried out with the prior knowledge and approval of the Branch Diving officer. A properly qualified and appointed dive marshal shall be present and shall be in charge of all diving activities for the duration of the dive/expedition.

A member's booking is not confirmed until their deposit has been paid. Once a booking has been made the individual member will be liable for the full amount and any cost arising from the trip. In the event of the member not being able to participate, the club will endeavour to fill the place, but cannot be responsible for the cost of an individual member's cancellation..

The signature below indicates that the member has accepted this financial responsibility and also that they have read and understood the applicable risk assessment for the dives to be undertaken.

DIVER (NAME)	DIVER GRADE	DEPOSIT	SIGNATURE – See Note Above
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

A copy of this form should be signed by the Expedition organiser or Dive marshal and handed to the Diving Officer prior to the proposed expedition.

Trip Organiser		Date	
Dive Marshal		Date	
Diving Officer		Date	

BOOKING GUIDELINES FOR THE USE OF LSAC CLUB BOATS

BOOKING THE BOATS

- ✓ Branch dive trips take priority over all other uses of the boats and are announced at the beginning of the season.
- ✓ Club trips will take priority over other trips
- ✓ Club boats will be released for all other uses if a branch dive trip has not been confirmed 8 weeks beforehand.
- ✓ To confirm a booking, a £35.00 deposit will be required for Lucky Dip.
£25.00 deposit will be required for Skinny Dip.

To avoid confusion, all deposits will be paid to the Treasurer..

The cost of using the boats are
£35/Day Lucky Dip £150/Week
£25/Day Skinny Dip £120/week

- ✓ Lucky Dip may be booked out on a regional boat handling course providing that the course has a significant number of LSAC members attending.
- ✓ A stipulation of our lottery grant was that outside organisations could use Lucky Dip. If we are approached by such organisations then each case is to be discussed on an individual basis. If there is not a committee meeting prior to the date requested then it will be at the discretion of the D.O. and the Chairman. The boat must be accompanied by a club member, who is a Diver Cox. The decision will be final.

RESPONSIBILITIES

- ✓ The Dive Trip Organiser (DTO) is held responsible for the boat and ancillary equipment during the trip.
The DTO's and or Dive Marshall's authority on matters regarding the club boats is derived from the Diving Officers approval of the Dive Trip.
- ✓ Every Dive Party must have amongst its members at least one person who is a:
 - Diver Coxswain/per boat (one of these must be on the approved club Diver Cox list)
- ✓ It is preferred that the dive group has an Oxygen Administrators in the party. The DTO should check with the Diving Officer if they have doubts regarding qualifications.

TOWING THE BOAT

- ✓ Collection of the boats must be cleared with the Boat Officer prior to departure. Also arrange a convenient time to return the boat.

- ✓ Ensure that the driver's car is capable of towing the boat.

Total weight of Lucky Dip and ancillary equipment = 1160 Kg

Total weight of Skinny Dip and ancillary equipment = 800 Kg

INSURANCE

- ✓ The driver's motor policy must cover them for towing. The club boats are insured against damage or theft whilst being towed.
- ✓ LSAC has breakdown insurance cover for the boat whilst on the trailer via RAC Commercial insurance. This is a last resort if normal breakdown cover will not get the boat back. This will get the boat and trailer to the nearest secure repair establishment.
The cost of this service is £123.31 initial call out charge and one hour's assistance. Additional hours are charged at a rate of £76.37/hour.
LSAC will re-imburse any club member who incurs these costs.
Telephone 0800 591111 for emergency assistance and quote account number 428 L.
- ✓ A copy of the RAC Insurance policy and Equipment policy is available from the Diving Officer.
- ✓ The club boats and equipment are insured for damages and loss. In the event of a claim being made all members of the trip will be asked to repay the Insurance excess if there is clear evidence of negligence. Members will not be asked to cover the insurance excess if damage was due to normal wear.
Similarly; In the case of small items being lost members of the dive trip will be asked to replace the item if there is clear evidence of negligence.
If there is doubt regarding the reason for the loss club funds will be used to finance the replacement.

BRANCH DIVE TRIP CHECK LIST : CLUB BOATS

BEFORE YOU GO

- ◆ Hand a copy of completed dive trip booking form to the Diving Officer, check that all payments have been made.
- ◆ Hand a copy of dive trip details to the Diving Officer.

Details to include: -

- ◇ Accommodation
- ◇ Route
- ◇ Meeting place
- ◇ Timetable
- ◇ Special instructions eg location of air bars etc

- ◆ Hand a copy of dive planning details to the Diving Officer.

Details to include: -

- ◇ Marshals
- ◇ Dive sites
- ◇ Diving timetable
- ◇ Approved diver cox

- ◆ Book club boat and pay maintenance charges for the period.
- ◆ Read the club boat instruction manual.

DONT FORGET TO PACK

- ◆ Logsheets, pen, clipboard.
- ◆ First Aid kit.
- ◆ Decompression tables.
- ◆ Oxygen Administration kit.
- ◆ Club boat (use appropriate check list).
- ◆ Tide tables and charts for area.

ON YOUR ARRIVAL

- ◆ Be the first to arrive.
- ◆ Locate dive shop, discuss your dive plans and confirm the availability of air.
- ◆ Locate harbourmaster, pay fees and confirm harbour laws.
- ◆ Confirm weather forecast.
- ◆ Confirm slipway access at low tides.
- ◆ Brief marshals.
- ◆ Brief buddy pairs.
- ◆ Park boat trailer safely and securely.

PREPARING THE BOAT

ENSURE:

- a) petrol tanks are full
- b) fuel lines connected and primed
- c) equipment is securely stowed
- d) adequate water under the engine for starting
- e) The “deadman” is fitted.
- f) the “tell tale” cooling jet is working
- g) The VHF radios work
- h) All other electronic equipment is functioning

BEFORE GOING TO THE DIVE SITE

- ◆ Call the coastguard and leave dive plan details.

ON YOUR RETURN FROM THE DIVE SITE

- ◆ Inform the coastguard of your return.
- ◆ Ensure the boat is packed away (use the appropriate checklist).
- ◆ Grease the trailer wheel bearings.
- ◆ Be the last to leave.

ON YOUR RETURN FROM THE DIVE SITE

- ◆ Hand completed logsheets to Diving Officer.
- ◆ Return First Aid Kit and Oxygen Administration kit to Boat Officer.
- ◆ Return the boat and its equipment in a clean condition with the engine flushed through.
- ◆ When finished with Skinny Dip ensure that the fuel line is disconnected and the engine run until it cuts out.
- ◆ Report any problems.

BRANCH DIVE TRIP CHECK LIST : SHORE DIVING

BEFORE YOU GO

- ◆ Hand a copy of completed dive trip booking form to the Diving Officer, check that all payments have been made.
- ◆ Hand a copy of dive trip details to the Diving Officer.

Details to include: -

- ◇ Accommodation
- ◇ Route
- ◇ Meeting place
- ◇ Timetable
- ◇ Special instructions

- ◆ Hand a copy of dive planning details to the Diving Officer.

Details to include: -

- ◇ Marshals
- ◇ Buddy pairings
- ◇ Dive sites
- ◇ Diving timetable

DONT FORGET TO PACK

- ◆ Logsheets, pen, clipboard.
- ◆ First Aid kit.
- ◆ Decompression tables.
- ◆ Oxygen Administration kit.
- ◆ Tide tables and charts for area.

ON YOUR ARRIVAL

- ◆ Be the first to arrive.
- ◆ Locate dive shop, discuss your dive plans and confirm the availability of air.
- ◆ Confirm weather forecast.
- ◆ Set up shore base.
- ◆ Brief marshals.
- ◆ Brief buddy pairs.

BEFORE YOU LEAVE

- ◆ Ensure the dive site is left as you found it.
- ◆ Be the last to leave.

ON YOUR RETURN

- ◆ Hand completed logsheets to Diving Officer.
- ◆ Return First Aid Kit and Oxygen Administration kit to Equipment Officer.

BRANCH DIVE TRIP CHECK LIST : CHARTER BOATS

BEFORE YOU GO

- ◆ Hand a copy of completed dive trip booking form to the Diving Officer, check that all payments have been made.
- ◆ Hand a copy of dive trip details to the Diving Officer.

Details to include: -

- ◇ Accommodation
- ◇ Route
- ◇ Meeting place
- ◇ Timetable
- ◇ Special instructions

- ◆ Hand a copy of dive planning details to the Diving Officer.

Details to include: -

- ◇ Marshals
- ◇ Buddy pairings
- ◇ Dive sites
- ◇ Diving timetable
- ◇ Charter boat details (Inc. adherence to "Charter for boats")

DONT FORGET TO PACK

- ◆ Logsheets, pen, clipboard.
 - ◆ First aid kit.
 - ◆ Decompression tables.
 - ◆ Oxygen administration kit.
- (Check that charter boat has oxy-admin kit before you leave club kit behind).

ON YOUR ARRIVAL

- ◆ Arrive first and meet the skipper.
- ◆ Confirm dive plans.
- ◆ Direct the loading of equipment onto the boat.
- ◆ Brief buddy pairs.

ON YOUR RETURN

- ◆ Hand completed logsheets to Diving Officer.
- ◆ Return first aid kit and oxygen administration kit to Equipment Officer.

USE OF CLUB RIB's

The boat and its ancillary equipment are valuable assets that have taken a great deal of time and hard work to buy.

PLEASE LOOK AFTER THEM.

BEFORE YOU GO

- ✓ Read this handbook.
- ✓ Use the checklist provided to ensure that you have everything

TRANSPORT

- ✓ The boat is the responsibility of the driver of the towing vehicle
- ✓ Towing the trailer requires a 50mm towing ball, 7-pin socket and a spare rear number plate with the towing vehicle registration number.
- ✓ Ensure that the complete load of the car and trailer is legal. There is a spread sheet available to help you obtain a guide line

ON ARRIVAL

- ✓ The boat becomes the responsibility of the Dive Trip Organiser whilst the boat is parked or on the water.
- ✓ Please park the trailer in a secure place. If in doubt unload small items (never leave electronic equipment on the boat) and chain the trailer to the car or something immovable. Always fit the wheel clamp.
- ✓ There are no pressure relief valves fitted, changes in temperature will have an effect on the tube inflation.

When the boat appears floppy at night do not be tempted to pump it up, wait until morning when the temperature has risen again and then check the pressure using the gauge.

- ✓ The correct pressure required is 0.14 – 0.2Bar (2-3 Psi).

ALWAYS USE THE PUMP PROVIDED - NEVER A CYLINDER

BEFORE LAUNCHING

- ✓ Launching (and recovery) is areas where most damage can be done to a boat. It is imperative that the DTO and or Dive Marshall assumes responsibility whilst these operations are being carried out. Do not launch boats without the DTO in attendance.
- ✓ Ensure that you can recover the boat at the time you intend to return. I.e. check tide times during which the slipway cannot be used. Ensure that the towing vehicle can make it back up the slope.
- ✓ Pay harbour launch fees.

LAUNCHING

- ✓ Ensure adequate numbers (in drysuits) are in the water to hold the boat.
- ✓ Secure the trailer before you set off.
- ✓ Check everything works before setting off: -

OVERNIGHT MOORING

- ✓ Harbour charges may need to be paid - check before mooring
- ✓ Take tides into consideration, leaving adequate slack in the moorings.
- ✓ Remove electronic equipment from Lucky Dip and cover over the console on Skinny Dip.

RECOVERING THE BOAT

- ✓ Nobody leaves until all the work is done!
- ✓ Check that you still have everything using the checklist.
- ✓ Remove electronic equipment from Lucky Dip and cover over the console on Skinny Dip.
- ✓ Wash the boat down. The engine must be flushed out with fresh water using the inlet muffs provided. If fresh water is not available, this chore **MUST** be carried out before storing the boat.
- ✓ The hubs should not need greasing – but ensure they are full.
- ✓ Ensure that the straps are tight and that no chaffing is possible on the return trip.

FINALLY....

- ✓ On returning the boat to the boat officer **please** report all problems and/or damage. It is not fair to pass any problems on to the next group that uses her. The Boat Officer will inspect the boat upon its return and may ask users to contribute to any repairs necessary. Do not attempt to repair club equipment yourself without approval from the Diving Officer or Boat Officer.
- ✓ Fuel tanks will be dipped on leaving and on return. The outstanding amount will be refunded or charged to the trip as appropriate.



**Lutterworth
Sub-Aqua Club**

LUTTERWORTH SUB-AQUA CLUB

DIVE MARSHALLING SLATE

DATE

MARSHAL(S)

DIVE SITE

WEATHER



NAME	Qualification	Type of Equipment OC/SCR/CCR (See Below 1)	Cylinder 1 Pressure/ Mix	Cylinder 2 Pressure/ Mix	MOD	PLAN			Tissue Grade / Computer	SMB colour	Time In	O/A Dive Time	Max Depth	STOPS	
						Max Depth	Max Time	Type (See Below 2)						1ST	2ND

1 OC=Open Circuit SCR= Semi Closed Rebreather CCR=Closed Circuit Rebreather MOD = Maximum Operating Depth
 2 Dive Types: T = Training W = Wreck R = Reef D = Drift O = Other (Specify)

