

*Crawley Divers*

*British Sub-Aqua Club*

*Branch Number 0148*



*Branch Rules*

*Version 18*

*I hereby confirm that Crawley Divers has adopted these rules attached herein.*

*Signed:.....*

*Chairperson*

*February 2008*

## **1 General Rules**

### **1.1 Subscriptions shall be payable**

*By new members:* before commencement of Ocean Diver Training

*By current members:* within one month of expiry of the previous year's subscription, failing which membership will be deemed to have lapsed.

### **1.2 Applications to renew subscriptions outside the concessionary period of one month shall be accepted on the understanding that any arrears must be paid up to a maximum of eleven months.**

### **1.3 Members electing to pay membership fees by instalments shall be liable for the full annual subscription when due within the current membership year. Appropriate action will be taken by the Branch Committee to collect all outstanding debts.**

### **1.4 Members of Crawley Divers shall at all times abide by The Rules of The British Sub-Aqua Club as published by that organisation.**

### **1.5 Members of Crawley Divers shall at all times observe The Diver's Code of Conduct as published by the BSAC.**

### **1.6 No one may conduct business or incur any expense on behalf of the Branch without prior verbal permission from the Branch Committee. Written permission must be obtained for expenditure in excess of £200. Members acting without such authority will be acting as private individuals, and expenses incurred are not guaranteed to be reimbursed by the Branch.**

### **1.7 All members shall be expected to participate on at least two occasions per annum in keeping the Club House premises clean and tidy, or in such cleaning or maintenance work that is required and as directed by the Branch Committee. Members must ensure that any mess made by themselves, or children or animals in their charge, is promptly cleared up.**

## **2 Qualifications and Training**

### **2.1 Diving awards made within the branch are at the sole discretion of the Diving Officer who must at all times abide by the current recommendations of the BSAC.**

### **2.2 No member shall participate in Crawley Divers authorised open water diving activities unless the appropriate standard of training and qualifications, as defined by the Diving Officer, and in accordance with BSAC recommendations has been reached.**

### **2.3 All training lectures and tests shall be recorded in a Qualification Record Sheet for each member, held by the Records Officer. A corresponding entry will be made in the Member's Logbook. No training, lecture or test performed after 01 January 1992 will be deemed to be valid unless signed by a Nationally Qualified BSAC Instructor, together with their relevant Instructor number, who has supervised the activity and is happy that the relevant content, as laid down by the BSAC, has been achieved.**

### **2.4 Members shall surrender their Logbooks to the Diving Officer, the appointed Records Officer, an authorised instructor or Dive Manager on demand, for a check of entries before any diving activities.**

### **2.5 Members joining Crawley Divers from any other BSAC Branch and producing Ocean Diver or higher qualifications shall present his qualification record and diving logbooks to the Diving Officer for review to determine qualifications and recent diving experience.**

The Diving Officer must satisfy himself as to the new member's diving ability, if necessary by requiring appropriate check-out tests before the new member is permitted to join Branch diving activities.

- 2.6 Evidence of training outside the BSAC shall not be accepted unless the Diving Officer is satisfied that the standard is adequate and in accordance with guidelines laid down by the BSAC.
- 2.7 All open water aqua-lung tests must be authorised by the Diving Officer or Training Officer prior to the activity taking place, and personally supervised by a BSAC Nationally Qualified Instructor. The first three dives carried out by a member of any grade shall at the discretion of the Diving Officer be personally supervised by the Diving Officer or his nominated deputy, who must hold at least Advanced Diver qualification.

### **3. Pool Training**

- 3.1 All members shall be bound by the regulations of the Crawley Authorities and Swimming Pool Authorities insofar as they affect Crawley Divers.
- 3.2 All pool training shall be carried out under the supervision of a nominated Training Officer, who may be assisted at each session by Instructors or other members. Members using the pool must comply with instructions issued by any of these officials.
- 3.3 Any member or guest using the pool who causes damage to pool property or notices damage caused to pool property during a club session shall immediately report the matter to the Training Officer or other Official.
- 3.4 The pool shall be divided in a manner described by the Diving Officer or Training Officer having sufficient regard for the views and safety of the membership.
- 3.5 Diving and jumping into the pool is not permitted unless required by an instructor as part of a training session.
- 3.6 Members of the public invited to try an aqua-lung under the strict supervision of an instructor, on a one to one basis, will be protected by adherence by the instructor to the rules and guidelines of the BSAC as specified in the 'Introduction to Diving' course. Instructors must ensure that members of the public, or their parents or guardians, have signed that they have been made aware of, and acknowledge, the potential dangers of using an aqua-lung in a swimming pool.
- 3.7 No snorkellers or free swimmers shall share a supply of air from an aqua-lung.
- 3.8 Over-arm strokes shall be permitted in the free swimming lane provided adequate consideration is given to other swimmers.
- 3.9 All equipment used in the pool shall be of suitable design and in good condition, so as not to be a hazard to other users of the pool. All weights shall be plastic coated or covered with a protective sheath. No aqua-lungs may be used without tank boots. No knives shall be worn. No emergency audible signal may be used.
- 3.10 Members using Branch equipment for pool training will be expected to assist in clearing it from the pool after use, and cleaning it appropriately. Aqua-lung cylinders must be returned to the Equipment Officer in time for use by other members and must be refilled at the expense of the person using the air. Any Branch equipment loaned or hired to members for any period is to be returned in the condition in which it was obtained.
- 3.11 Members involved in pool training must be available for classes to begin promptly at 8.00 p.m., but may not enter the pool area until that time. All members must clear the pool

area by 9.00 p.m. These times are generally correct as at the publication date of these Rules, but may be changed during any session, by the Training Officer.

3.12 Pool games, such as Octopush, must be authorised by a committee member.

3.13 All instructions given by the pool authorities must be obeyed at all times.

## **4 Open Water Diving**

4.1 Any dive that uses Club equipment in the organisation or execution of that dive must be authorised by the Diving Officer or Equipment Officer or their duly authorised deputies.

4.2 'Club, or Branch, dives' are defined as

- Any 'Authorised Dive / Activity' as defined in the BSAC Safe Diving Practices.
- Any dive publicised, advertised or organised using Club facilities, to include notices posted on Club notice boards, or published in the Club's authorised Newsletter.
- Any dive that uses Club equipment in the organisation or execution of that dive.

4.3 Members participating in 'Club Dives' are expected by the Diving Officer to adhere to the BSAC Safe Diving Practices and will during diving activities follow its specific imperatives and recommendations. The advice contained in this publication should always be followed.

4.4 'Private dives' are defined as

- Any dive carried out without the prior knowledge and approval of the Branch Diving Officer.
- Any dive for which there is not a properly qualified and appointed dive manager present who is in charge of all diving activities for the duration of the dive or expedition.

4.5 Members participating in 'Private Dives' are expected by the Diving Officer to observe the BSAC Safe Diving Practices. That such dives are 'Private Dives' and not specifically authorised by, or under the control of, a Branch of the BSAC, should not indicate to members of the BSAC that the BSAC Safe Diving Practices are not applicable, or may be ignored. The foreword contained on page one of the current edition should however be taken into consideration.

4.6 No member may participate in aqua-lung diving unless they possess a valid certificate of fitness to dive.

4.7 No member shall engage in spear-fishing activities during Crawley Divers open water diving activities.

4.8 All divers, crew, and other persons travelling in a Club boat must wear lifejackets, buoyancy aids, diving suits, or other suitable clothing that will guarantee their positive buoyancy should they fall overboard. Drysuits must be zipped up when members are at sea in a Club boat.

4.9 Cave Diving, and the use of gas mixtures other than air or nitrox, involving special training and techniques not taught by the BSAC, and will therefore not be permitted during Club, or Branch Dives until recommended by the BSAC.

4.10 All members of a diving party, and all crew members, must carry a knife when on a Club boat.

- 4.11 The approximate location of each dive team must be known to the Dive Manager at all times during a diving session. The coxswain of a dive boat must also be aware of the approximate position of all divers whilst underwater. The Dive Manager shall request the use of Surface Marker Buoys (SMB) if there is any doubt regarding the maintenance of contact. All Sports Divers and above shall carry delayed SMBs and an appropriate deployment device on all dives, and must be practiced in its use.
- 4.12 When diving is taking place from the club boat, there must always be a qualified diver cox'n in charge or another person with suitable qualifications or experience approved by the Diving Officer. The *Guidelines for the Safe Operation of Member Club Dive Boats* issued by the Combined Diving Associations should be followed as far as possible.
- 4.13 All branch diving at locations well known to the Branch, and where conditions are not normally described as 'challenging', may be supervised by Dive Leaders qualified under the 2002 syllabus, or by other Dive Leaders who have completed the transition course. The Diving Officer or a deputy appointed for this purpose must agree that a planned dive meets these conditions, and such details must be provided as he requires. All other branch diving must be supervised by an Advanced Diver or First Class Diver.
- 4.14 Divers will not leave the dive site without first notifying the Dive Manager of their intentions subject to rule 4.15.
- 4.15 Divers will partake in the preparation, launching, recovering, and cleaning of boats unless specifically excused by the Dive Manager. Club equipment taken out to sea shall be suitably cleaned by members who have returned from the outing.
- 4.16 Divers shall at all times follow the BSAC recommendations regarding depth limits for, and the making of enforced decompression stops, while participating in Crawley Divers authorised dives, in accordance with the BSAC Safe Diving Practices. Divers using computers shall provide to the Diving Officer or Dive Manager on demand, specific computerised dive information to validate dive records.
- 4.17 Divers using any mixed gas other than air must hold a recognised qualification and shall inform the Dive Manager before the dive. This may take the form of notification on a dive planning sheet or verbally at least 24 hours before the dive.
- 4.18 Dive Leaders should carry a buddy-line for use in poor visibility conditions.
- 4.19 Dive Managers shall ensure that the BSAC Safe Diving Practices booklet is available for reference on site and shall instruct that it must be complied with at all times. Dive Managers are obliged to, and have the explicit authority of the Diving Officer to suspend or cancel diving activities, or to prohibit individual members from diving, in cases where failure to do so would be contrary to the Safe Diving Practices.
- 4.20 Dive Managers shall ensure that boats are not left unattended, and trailers are properly immobilised, and engines locked onto the boats, when left unattended.
- 4.21 Dive Managers shall make themselves aware of any other practices to follow, which will be publicised from time to time by the Diving Officer by inclusion into the 'Crawley Divers Dive Manager's Kit'.
- 4.22 Dive Managers shall ensure that a Dive Report is completed for each dive and handed to the Diving Officer within two weeks of the dive. When Club boats are used for a dive, a Dive Account Sheet shall be completed for each dive, moneys collected and handed to the Treasurer within two weeks of the dive.
- 4.23 Those persons able and willing to act as towers of boat trailers are advised, for their own protection, to make themselves aware of the requirements of the Law regarding the

towing of trailers and their contents, and must refuse to tow either trailer, or boats on trailers, when they believe that the Law might be broken.

- 4.24 The Dive Manager shall ensure that oxygen is available at the dive site and a competent oxygen administrator is available.

## **5 Duties Of Branch Officers**

- 5.1 The Officers of Crawley Divers shall have the following duties.

5.2 The Chairman shall be spokesman for Crawley Divers and shall further its interests to the best of his ability. He shall preside at General Meetings and meetings of the Branch Management and Branch General Committees. He will be responsible for Branch Administration, co-ordinating non-diving activities, and public relations.

- 5.3 The Secretary shall

1. keep the minute books of all proceedings of Crawley Divers, of Branch Committee, of Branch General Meetings, and of other meetings of importance. He shall convene meetings, prepare agendas, record transactions at meetings, deal with Crawley Divers correspondence, and maintain in good order and safekeeping all records, documents and books of Crawley Divers.
2. present a report to the Annual General Meeting.
3. invite nominations of candidates for Branch Committee, prepare ballot papers, and receive notification of any special business proposed by members.
4. be responsible for dissemination of information to members.

- 5.4 The Treasurer shall

1. keep proper books of account of all sums received and expended on behalf of Crawley Divers and shall record the assets and liabilities of Crawley Divers so as to show a true and fair view of its affairs and explain its transactions.
2. prepare a statement of income and expenditure and a balance sheet each year which he shall cause to be examined by Crawley Divers' auditors.
3. arrange for all moneys and securities to be deposited at a branch of such bank as Branch Committee may direct to the credit of an account in the name of Crawley Divers for which cheques or other orders shall be signed by not less than two signatories authorised by Branch Committee.
4. be responsible for the calling in and collection of all debts and of subscriptions from members, and for the discharge of all liabilities of Crawley Divers out of Crawley Divers funds as Branch Committee may direct.

- 5.5 The Diving Officer shall fulfil the role of Branch Diving Officer as defined in the BSAC publication "Diving Officer's Handbook 8th Edition 1986" or subsequent publications or as amended by notice within the National Diving Committee Bulletins, and be responsible for all diver training, procedures, discipline, and diving activities in the branch.

- 5.6 The Equipment Officer shall be responsible for ensuring the upkeep and maintenance of all diving equipment, boats, engines, compressors and properties owned or hired by the Branch. He shall additionally keep and publish a register of authorised (i.e. properly trained and competent) operators of the Club compressor equipment.



## **6 Other Officials and Committees**

- 6.1 The Chairman may appoint sub-committees to carry out specific limited duties. The Chairman may also appoint as necessary a Social Secretary (who shall be responsible for organising social events and fund raising activities), and a Newsletter Editor.
- 6.2 The Treasurer may appoint as necessary a Membership Secretary to assist him in his duties.
- 6.3 The Diving Officer may appoint as necessary
- An Assistant Diving Officer who shall be responsible for the promotion of open water diving activities.
  - Training Officer(s) who shall be responsible for organising pool and open water training and lectures utilising suitably qualified instructors.
  - A Records Officer who shall be responsible for maintaining records of both training and medical fitness of all diving members.
  - A Branch Reception Officer who shall co-ordinate the 'Introduction to Diving' sessions and act as advisor to new members during their first few weeks in the Branch.
- 6.4 The Equipment Officer may appoint as necessary a Club House Manager to assist him in his duties.
- 6.5 Notwithstanding the above, Officers may appoint other assistants as required. Appointment of such posts shall indicate delegation of the relevant authority from the Officer to that named individual, within the scope of that post.

## **7 Compressor rules**

- 7.1 Vehicles shall not be parked outside the double doors of the Club House (for safety reasons) when the compressor is in use; compressor operators are responsible for ensuring that the area in which vehicles are not to be parked is clearly marked by means of traffic cones.
- 7.2 The Club compressor equipment may only be operated by persons whose names appear on the register kept, and published, by the Equipment Officer. Said persons shall be responsible for maintaining records of use of the Club compressor equipment, and for collection of moneys associated with their use.
- 7.3 Operators of the Club compressor equipment will ensure that it is never left running unattended for any reason, and will ensure that only cylinders marked with a valid test stamp are filled.

## 8 *Mixed Gas Facility rules*

- 8.1 The mixing of breathing gases which involves gases other than air may only be carried out by Approved Gas Blenders.
- 8.2 Approved Gas Blenders must be members of the branch, must have attended a Gas Blending course recognised by the Committee, must apply to the Committee for approval, and must attend familiarisation training with the equipment held / owned by the branch.
- 8.3 Approved Gas Blenders may only blend gases to the level of qualification they hold. For example a blender who holds a certificate to the level of Nitrox Blender may not mix gases such as Trimix.
- 8.4 A list of Approved Gas Blenders will be displayed near the equipment along with contact telephone numbers in case of an emergency.
- 8.5 The committee will appoint from the list of Approved Gas Blenders a Blending Supervisor who will have responsibility in ensuring that all rules, recommendations, guidelines, and safety advice is followed.
- 8.6 Use of Oxygen in concentrations above 21% has an increased safety risk. It is important to minimise risk by having and following a written *Risk Assessment for the Blending of Gases*. This must be reviewed at least once a year by the Blending Supervisor to ensure that it is up to date.
- 8.7 Equipment used for decanting of oxygen must be used in a ventilated space. No naked flames must be in the vicinity when decanting is taking place. Notices displaying that blending is in progress, and that smoking is not allowed, must be displayed when decanting is in progress.
- 8.8 Blending equipment that requires periodic Oxygen Cleaning / Servicing must have a log of servicing / cleaning and must be taken out of service should the period of Oxygen Service have expired. Such equipment must be labelled with a last serviced date.
- 8.9 Cylinders to be filled must be in test and correctly labelled.
- 8.10 Cylinders to be filled must be personally presented and collected by the Owner/User who must be qualified to use the gas mixed requested.
- 8.11 Gas Blenders must keep a record of all Owner/Users, who present a cylinder to be filled, consisting of name, address, contact telephone, and highest presented mixed gas qualification.
- 8.12 Gas Blenders must refuse to fill a cylinder if they believe that safety may be compromised in the filling, or in the use, of the cylinder, for whatever reason.
- 8.13 All mixed gas fills must be analysed in the presence of the Owner/User of the cylinder. The cylinder must be labelled with the oxygen percentage from the analysis.
- 8.14 A written record which contains date filled, owner name, cylinder serial number, and oxygen percentage must be completed and signed by both the Gas Blender and the Owner/User before the cylinder is returned to the Owner/User.
- 8.15 Documentation, including records of fills, records of Owners/Users, and servicing logs, must be kept with the decanting equipment.

## **9**      ***Miscellaneous Rules***

- 9.1      Those members who possess keys to the Club House should be aware of, accept, and perform the duties of care expected of them regarding the safety and security of the Club House and its contents. All Club House key holders will be required to pay a deposit as currently published. A committee member has to approve the issue of a key to another club member.
- 9.2      Smoking in the Club House is not permitted.
- 9.3      The Equipment Area contains dangerous machinery and materials. Members must ensure that guests are kept under supervision at all times and not admitted to this room without a valid specific reason, and without constant supervision.
- 9.4      Club equipment shall only be used under the supervision of an appropriately qualified Crawley Divers member who shall ensure that the interests of the club are adhered to.

## **10**     ***History of these rules***

Promulgated:	December 1976	
1st Amendment:	September 1977	
2nd Amendment:	March 1981	
3rd Amendment:	June 1982	
4th Amendment:	February 1985	
5th Amendment:	November 1988	
6th Amendment:	November 1989	
7th Amendment:	November 1990	
8th Amendment:	March 1993	
9th Amendment:	October 1996	
10th Amendment:	July 1997	
11th Amendment:	April 2000	
12th Amendment	March 2002	Version 13
13th Amendment	July 2003	Version 14
14th Amendment	September 2003	Version 15
15 <sup>th</sup> Amendment	January 2004	Version 16
16 <sup>th</sup> Amendment	January 2008	Version 17
17 <sup>th</sup> Amendment	February 2008	Version 18