

KSC BARRACUDAS DIVE TRIP POLICY and GUIDELINES

April 2021

Dive Trip Policy

GENERAL:

Planning the Club's annual dive schedule is not overly complicated, but does require making compromises, decisions, and participation by the Club membership. This effort also requires cooperation between divers and dive trip coordinators. In this spirit, the following guidelines are presented in two broad categories: guidelines and responsibilities of the general membership for participating in Club sponsored dive trips; and guidelines for individuals who volunteer to assume the responsibilities of and agree to execute the tasks of Club Dive Trip Coordinator.

RESERVATIONS:

1. All club sponsored dive trips will be announced to the membership by a notice placed in the KSC Barracudas Bulletin, Barracuda Web Site, special flyer, email, or special announcement at the monthly club meetings.
2. Dive trip announcements will include pertinent information as available:
 - a. Dates of Trip
 - b. Name of Boat or Dive Shop
 - c. Trip Destination
 - d. Trip Coordinator
 - e. Opening Date - the earliest date a reservation will be accepted.
 - f. Closing Date - the latest date the balance due will be accepted to hold a trip reservation.
 - g. Trip Cost - estimated price per person double occupancy for the trip.
 - h. Deposit – minimum amount of money necessary to "sign-up" for a dive trip.
 - i. Minimum and/or maximum number of divers required to make the trip viable at the advertised price.
3. Dive trip reservations must be accompanied by checks (No Cash), payable to the "KSC Barracudas", in the amount of the deposit or payment in full for the trip. All checks will be deposited into the club treasury within seven days of receipt. Certain trips may offer incremental payments.
4. The balance due for the total cost of the trip must be received by the trip coordinator by the specified closing date. If the balance due is not received by the closing date, reservations may be cancelled and offered to the next individual in line on the "Standby List." Individuals, who have their reservations canceled, will be notified and their reservation deposit returned subject to nonrefundable Club expenses.
5. Final payment accompanied by a trip list will be turned over to the KSC Barracuda Treasurer within seven days after the closing date, for deposit into the Club treasury.

6. The closing date will be scheduled so that if the trip must be cancelled, the Club will not lose "trip deposit money." Exceptions to this rule will be resolved on an individual basis by the Executive Board.
7. The trip list reservations will be filled on a first trip deposit received basis. Once the trip limit is reached, subsequent reservations (as received) will be added to a "Standby List" at the option of the dive trip coordinator.
8. Individuals on the Standby List may, upon request, be removed from the list, have all monies returned, and be under no obligation to make the trip. Standby individuals upon volunteering to fill a vacated slot must pay the remaining balance of any "monies due for the trip." Failure to pay any monies due within three days may cause them to forfeit their position on the Standby List. The next individual on the Standby List will then be offered an opportunity to volunteer with the same financial obligations, and so-on, and so-on.

CANCELLATIONS:

9. Request for cancellation after the trip closing date will result in that individual being held responsible for paying any trip canceling penalties that the Club is responsible for paying if there is no "standby" to fill their vacancy. In some cases, this may require paying the full trip amount or forfeiting deposits paid to date.
10. Upon receipt of notice to cancel, the trip coordinator will notify the person within three days if their position has been filled from the standby list. The trip coordinator will ensure that all monies on deposit be returned after the standby person(s) have paid all "due-money" in full.
11. If there is no standby available for the trip, the person wishing to cancel will be notified at the time of cancellation or within three days. The cancellee always has the option to find their own replacement (club member or sponsored guest).

GUEST POLICY:

12. Guests will not be placed on a dive trip list until 30 days after the opening date.
13. Guests will be listed in the order of receipt of trip reservation and deposit check.
14. Guests will be accompanied on the dive trip by a sponsoring Club member.
15. Rule changes and exceptions may be established by the Club Dive Trip Coordinator and/or the Executive Board.
16. A minor (child under the age of 18) must be accompanied by a parent or a legal guardian who will be responsible for the actions of the minor on the dive trip

ENVIRONMENTAL

17. In an effort to help preserve the ocean atmosphere, all trip participants are encouraged to practice environmental awareness. Please minimize contact with all forms of sea life, coral, and fish. Be environmentally conscious. Don't damage the reef and don't feed reef fish. Remember:

C ertified	C areful
U nderwater	A round
D ivers	R eef
A ware	E nvironment
S ensitive	

DIVER SAFETY:

18. All SCUBA divers must wear buoyancy compensation devices and some type of emergency signaling device.
19. Each diver shall check all his/her dive gear and the dive gear of his/her dive buddy thoroughly before entering the water.
20. Before entering the water, check the air supply in your scuba tank and take 2-3 breaths from your second stage while monitoring your pressure gage. If there is a deflection in the gage pressure, this is strong indication that your tank air supply valve is "off" and/or your tank is low on air.
21. Our goal is always no-decompression diving. All divers are strongly encouraged to dive with a working dive computer and use dive tables only as a back-up.
22. Carefully assess the current and always swim up-current on "out and back dives."
23. When wreck diving, go down the anchor line to verify the anchor is holding and its location relative to the wreck.
24. Always be aware of your position relative to the wreck, the anchor line, and the dive boat.
25. When in distress, drop your weight belt and swim to the surface adjusting your buoyancy compensation as necessary. If help from the dive boat is required, deploy your emergency signaling devices and wave your arms overhead.
26. Remind the dive boat captain that the boat shall not be moved without accounting for all divers.
27. On night dives, the above guidelines apply in addition to following:
 - a. Each diver in the water shall carry his or her own chemical light and at least two underwater dive lights.
 - b. All divers are to request permission to enter the water (just prior to entering the water) from the Boat Captain or designated Dive Master.

- c. The Boat Captain or designee will inform the night divers of the boat position light placement during the dive and ensure its proper operation during the dive. The use of chemical lights on the anchor line is recommended for boat position.

28. After the Dive:

- d. Take the roll - Visual and Vocal contact with each individual is MANDATORY!
- e. Remind each diver, as necessary, to stow gear securely. A boat full of loose gear is a hazard - not to mention the fact that it can go overboard in rough seas.
- f. While it is fresh in your mind, make a few brief notes on the dive spots - visibility, type of bottom, fish and lobster taken or seen, condition of the seas, winds, etc. If it is a new spot, give course and distance from a known location, bearings to landmarks and navigation aids, depth, LORAN, etc. Don't hesitate to include a sketch or a marked-up chart of new locations or anything that will help the next group find the spot.

Dive Trip Coordinator Guidelines

GENERAL:

1. As trip coordinator, you are given the charge to represent the KSC Barracudas Dive Club, and adhere to its Constitution, Bylaws, and Dive Policy in providing a safe and enjoyable dive trip. The following guidelines have been compiled to aid you in experience and familiarity with boat and trip, and the leadership skills you need to possess. Use these guidelines when making decisions required to maintain a central point of authority and to interface with the boat captain.
2. As a dive trip coordinator, you must at times, make some difficult decisions. As whenever you deal with a group of people, some of these decisions may prove to be unpopular with some segment of the divers. Base your decisions on your knowledge of **SAFETY FIRST** and try to be objective to the best of your abilities. You have been chosen as a Barracuda Dive Trip Coordinator because of your capabilities, training, and experience. No one is right one hundred percent of the time, but if you err, err on the side of SAFETY and enjoyment for the majority of those in the group.

SELECTION:

3. The Club's Dive Coordination Committee in coordination with the Executive Board will approve individual dive trip coordinators for each dive trip from the general membership with preference going to individuals expressing a genuine interest to coordinate such trips. To be selected as a KSC Barracuda Dive Trip Coordinator, individuals must attend annual Dive Trip Coordinator Training, be a member in good standing, and be familiar with Club Bylaws, Policy, Guidelines, the Club Constitution, and this handout. All dive trip coordinators are encouraged to attend CPR and First Aid training on their own or through Club sponsored events.

4. If no qualified trip coordinator can be found on the trip list, the following will take place:
 - a. A qualified dive trip coordinator will be appointed from the general membership and the last person on the trip will be bumped (if the maximum number of reservations has been received).
 - b. If a qualified "volunteer" dive trip coordinator cannot be identified, the trip will be cancelled.

RESPONSIBILITIES:

5. Each dive trip coordinator will attend annual training, and be familiar with Dive Trip Coordinator Policy/Guidelines/Bylaws/Constitution. Also, maintain a trip file of reservations, deposits, standbys and other pertinent information.
6. During Club sponsored dive trips, the dive trip coordinator functions as an "official" of the Club and acts with the Club's authority. Each Club member who agrees to go on a Club-sponsored trip, acknowledges the dive trip coordinator's authority for that trip as an official of the Club, and shall agree to abide by all KSC Barracuda Constitution, Bylaws, and Dive Policy/Guidelines.
7. The dive trip coordinator is responsible for generating a final dive trip list, submitting an accounting of all monies collected/dispersed to the Club Treasurer, and generating a dive trip report (copies to the Club President, Publicity, & Dive Coordination) within ten days of dive trip completion.
8. For out-of-country dive trips, Dive Trip Coordinators will generate an Emergency Notification List and give copies of the list to the Club President and Dive Coordination Committee Chairman. The Dive Trip Coordinator will inform all trip participants of the identity and phone numbers of the Club individuals retaining the Emergency Notification List.
9. Dive Boat Operations:
 - a. Ensure that Coast Guard safety equipment (life preservers, fire extinguishers, oxygen bottles, etc.) is aboard and that a safety briefing is conducted prior to or as the dive boat is leaving the dock.
 - b. Ensure that a boat operational briefing is provided (head operation, water and ice uses, trash disposal, and food storage, etc.).
 - c. Ensure that a roster of all persons is maintained by the dive boat and that roll calls are conducted before and after each dive. Note which persons are qualified for CPR and First Aid.
 - d. Assess the diving abilities of new members, guests, and divers with whom you are not familiar to help direct or redirect their activities.
 - e. Ensure all gear is stowed to prevent injury to passengers or to the boat. Remember, inexperienced people have little idea of what happens to their gear in a rolling sea.
 - f. Keep members informed of proposed itinerary, dive schedules, and subsequent changes.
 - g. Check with the boat captain - he may have information he may want to pass along to the divers.
 - h. Inform divers of local laws, season limits, etc. as they apply.
 - i. No one is to enter the water until authorized by the boat captain, safety line is deployed, dive ladder deployed, dive flag is set, and dive location brief is provided.

- j. THE BUDDY SYSTEM will be enforced on all club dives. Make sure that divers are buddied up. Stress the responsibilities of the Buddy System to all divers.
- k. Inform each diver that he/she is responsible for his/her own bottom time. Plan the diving so that circumstances are in favor of sound diving practices.

TRIP COORDINATOR SUBSIDY:

10. To partially offset the work associated with planning and coordinating Club dive trips, the dive trip coordinator is authorized a financial subsidy per the below guidelines. The financial subsidy is to be paid out of money collected for each individual dive trip and shall be allocated equally to all dive trip attendees. At no time shall dive trip subsidies be paid out of the Club treasury. Dive trip coordinators do not have to accept dive trip subsidies. They may forgo subsidies in an effort to lower the overall cost of the dive trip. The following guidelines are maximum amounts that dive trip coordinators should use when pricing their dive trips. These are maximums, but dive coordinators can accept a smaller amount for their efforts if they desire.

11. One-day or weekend Trip:

- a. If lodging is booked by each diver themselves for the trip - subsidy will be complimentary dive each day if offered by the dive boat. Otherwise half the cost of each dive day cost for one individual.
- b. If lodging and dives are booked by the Trip Coordinator - subsidy will be up to half of the cost of one individual for that trip or activity at the per diver discounted rate for the trip.

12. Six or More Days Consisting of Land or Air Dive Package:

- a. Trips with Nine or few divers.
 - 1) If the Club receives a discounted rate for the trip vs. the published rate for general public -
The Trip Coordinator subsidy will be up to half of the cost of one individual for that trip or activity at the per diver discounted rate for the trip. Additional discounts will be applied to the costs shared among all trip participants. Per our policy statement, no one is allowed to make a profit from any trip except the end provider of the services (typically the resort and/or dive boat operator) unless approved by the Board of Directors. If, due to the complexity or expense of a trip offering, the Trip Coordinator feels they deserve a greater subsidy, they may petition the Board of Directors for special approval.
 - 2) If the Club does NOT receive a discounted rate for the trip. (i.e. the trip cost is at general public rates)
The Trip Coordinator subsidy will be up to 25% of the cost of one individual for that trip or activity at the per diver discounted rate for the trip.

b. Trips with Ten or More divers:

The Trip Coordinator subsidy will be up to half of the cost of one individual for that trip or activity at the per diver discounted rate for the trip. Additional discounts will be applied to the costs shared among all trip participants. Per our policy statement, no one is allowed to make a profit from any trip except the end provider of the services (typically the resort and/or dive boat operator) unless approved by the Board of Directors. If, due to the complexity or expense of a trip offering, the Trip Coordinator feels they deserve a greater subsidy, they may petition the Board of Directors for special approval.

NOTE: The subsidy is authorized only when the designated number of paying dive slots are filled per trip.

ADVANCE PLANNING:

13. On multi-day out of country trips, a pre-trip meeting is recommended to introduce divers to each other, plan rides, and discuss the trip itinerary and participants' duties and responsibilities.

14. On local Trips, make certain all divers know the time and place of boat departure and scheduled time and place of boat return.

END OF DIVE TRIP REPORT:

15. Your dive report to the Dive Coordinator and Treasurer shall include:

- a. Roster of every one going on the trip.
- b. Areas visited
- c. Trip dates
- d. Brief description of trip events (incidents, if any)
- e. Complete financial accounting of the trip.