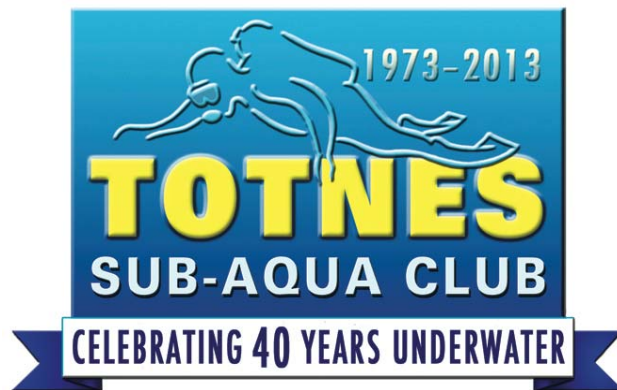


Totnes Sub-Aqua Club (TSAC)



MEMBERSHIP HANDBOOK

British Sub-Aqua Club Branch 598

www.totnes-bsac.co.uk

January 2015



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Overview of Totnes Sub-Aqua Club

The Totnes Branch of the British Sub-Aqua Club (TSAC) was formed in 1973 and currently has about 100 members. However, membership is not just restricted to Totnes residents, with Plymouth, Newton Abbot, Torbay and even Birmingham represented.

The branch owns two boats (RIBS), each fully equipped with radio, echo sounder, electronic navigation and safety equipment. These are kept in a purpose built boatshed, which also houses our 4WD vehicle and compressor.

The branch gained national recognition from the BSAC in 1994 and again in 2006 when it was awarded the Heinke Trophy by BSAC. This Trophy is awarded annually to the branch judged to have done most to further the interests of its members and the BSAC.

TSAC is a BSAC (British Sub Aqua Club) branch and TSAC members are required to also be members of BSAC to dive with us..

Membership – joining and renewal

Membership is managed by the Membership Secretary. To join you simply need to pay your branch membership and BSAC subscription. You will also need to join Meadowbrook Community Centre as it is a private members club. Membership runs annually from your date of joining. We do not operate a common renewal date system.

You will also be required to complete a self-declaration medical form on joining. The self-declaration is valid for one year, unless there is a significant change in your health. For ease of administration BSAC have tied the self-declaration in with the annual membership renewals and members complete the self-declaration at the time they renew. New members complete the self-declaration at the time they join BSAC and then at subsequent renewals.

Existing members of BSAC will be asked to provide evidence of current membership on joining and, if not transferring to TSAC, at each subsequent annual renewal.

You can pay your TSAC membership by monthly standing order (full membership only) or as an annual lump sum. However, BSAC membership cannot be paid by standing order, as we have to pass subscription monies on, in full, each month/year. Please ask the Membership Secretary or Treasurer for a standing order mandate.

We have three levels of diving membership: Full, Junior/Student and Reduced. Full and Junior/Student membership allows unlimited diving using the club boats. Reduced membership entitles you to a maximum of 6 boat dives per year, including expeditions using the club boats. If this is exceeded the balance of full membership becomes payable.

It is a requirement of the branch that all members are members of BSAC. This ensures that both the individual member and the branch are protected by insurance in the event that an incident should occur. It is not sufficient for the member to simply

have their own insurance, as this will not provide the branch with the necessary protection.

Diving

The Diving Officer (DO) has overall responsibility for the safe conduct of all branch diving. The Dive manager has on-site responsibility for diving.

All diving is to be carried out in accordance with the latest recommendations from BSAC's National Diving Committee, as set-out within BSAC's publication "Safe Diving" (http://www.totnes-bsac.co.uk/useful/misc/Safe_Diving_10_2012-1.pdf).

The Dive Manager must agree the dive plan in advance with the Diving Officer, or with an agreed delegate. Dive log sheets must be provided to the Diving Officer after diving is completed. The Diving Officer (or delegate) must be advised of any incidents or accidents, including equipment damage, as soon as possible after the dive.

Training

The branch runs regular training courses, both for those learning to dive and for more experienced divers wishing to increase their skills, such as boat handling and lifesaving or to gain higher qualifications, either using our own instructors or in conjunction with other local clubs.

Training is organised by the Training Officer, under the direction of the Diving Officer. The branch has a wealth of instructors and can run the majority of BSAC courses "in house". If there is a particular course you would like to see run, please talk to the Training Officer.

If you are undergoing training, please try and arrive in good time for any planned training and make sure you have brought everything you need. If you are unable to attend a planned training session for any reason please let the Training Officer, or the instructor running the session, know in advance.

Meetings

The branch has a "wet" session at Totnes Leisure Pool at 8.00 p.m. on a Wednesday evening, where members and their families are welcome to come and swim, snorkel or to practice their diving skills (non-members are asked to pay a small fee to cover pool costs). This is followed by a weekly club meeting in the upstairs bar at the Meadowbrook Community Centre, Dartington, from around 9.00 p.m. onwards, for a social get together and to plan the following week's diving and future expeditions.

Junior members

We welcome junior members and take our responsibilities seriously for their welfare and safety. In that respect it is important that a parent or carer is present for all training or diving activities. In certain circumstances it may be possible for an appropriately qualified member of the branch to be appointed "in loco parentis" and to take responsibility for the actions and welfare of a junior in the absence of a parent or carer, for example on a dive boat where the parent is not a diver and is unable to be

present. In these circumstances an “in loco parentis” form shall be signed by the parent and shall assign responsibility to a named member of the branch. We also request contact details so that a parent or carer can be contacted in an emergency.

Use of equipment

If you are undergoing Ocean Diver training with the branch, the branch will provide the basic kit, comprising cylinder, regulator set, buoyancy compensator and weight belt. You will need to have your own mask, snorkel and fins, and before you go in the sea you will need to have a good wetsuit, ideally 7-8mm thick, but this will be discussed further with you during the course..

Branch equipment (boats and 4WD) may only be used on Branch Dives, unless the committee has sanctioned other use. To be a branch dive it needs to have at least 4 members present, at least one advanced diver or, by exception and at the discretion of the Diving Officer, a suitably qualified and experienced dive leader, and the dive must have the prior consent of the Diving Officer.

An approved boat handler must be present in the boat at all times. Only persons having undertaken a recognized boat handling course and subsequently satisfied one of the club’s Boat Handling Instructors of their competence may handle the boat unsupervised. The Diving Officer will keep a register of approved boat handlers.

Totnes Sub-Aqua Club website

The branch website contains a wealth of information and can be found at: www.totnes-bsac.co.uk . It includes contact details for the committee, a substantial amount of information about diving in the local area, plus a host of links to other useful dive sites. It also includes links to the branch Facebook site and Twitter feed.

Management of the branch

TSAC is managed by an elected committee of ten members who meet regularly to make major decisions affecting the organization and development of the branch. The committee positions are:

Chair: The Chairperson is the official “head” of the club in all matters except those related to diving and plays an important role as leader and in the conduct of Branch affairs, in Branch meetings and in all matters relating to the Branch’s public image.

Diving Officer: If appropriately qualified, the Branch Diving Officer will be the lead instructor of a Branch; and can award Ocean Diver, Sports Diver, Dive Leader and Advanced Diver qualifications to members within their own Branch.

The Branch Diving Officer has responsibility for the safety and management of all Branch Diving, and some of the safeguards they can apply to try and ensure that good practices are maintained within the Branch.

The Branch Diving Officer has responsibility for all Branch Training and the need to ensure that training is given to a consistently high standard and in accordance with the current version of the BSAC Instructor Training Manual. This role within TSAC is delegated to the **Training Officer**.



The Branch Diving Officer has responsibility for all Branch Equipment related to diving or training, such as boats, a branch compressor, and including instructional aids such as resuscitation manikins or overhead projectors. This role within TSAC is delegated to the **Equipment Officer**.

Secretary: The Secretary looks after communication with the people outside the branch and between the Branch and BSAC. They have responsibility for organising Committee Meetings and the Branch's General Meetings, taking minutes and for publishing and circulating them to appropriate members.

Treasurer: The Treasurer looks after the branches finances and plays an important role in predicting income and expenditure, and in budgeting for the purchase, upkeep and eventual replacement of branch equipment. The Branch gets most of the money it needs to run from the membership subscription. These funds are used for the day to day running of the Branch, for such regular expenses as pool and meeting room hire, insurance and in particular for the acquisition of major assets, such as training equipment, new boats, the branch vehicle, etc.

Social Secretary: The Social Secretary has responsibility for the Branch Social Calendar and arranges talks, social evenings and the annual Branch Dinner and Dance.

There are also **three non-executive positions** on the committee, which are intended for members who wish to help, but are not yet happy to take on a full executive role, or to address a specific need on the committee.

In addition, there are a couple of positions that are important to the club, but that are not committee posts:

Membership Secretary: The Membership Secretary has responsibility for taking receipt of both Branch and BSAC subscriptions and dealing with membership returns to the membership department at BSAC. The Membership Secretary also maintains the membership database and the club address lists.

Safeguarding Officer: The Safeguarding Officer has responsibility for the Branch Safeguarding Policy and acts as a first point of contact should a complaint or concern be raised in respect of this Policy.

Website Manager: The Website Manager maintains the website, adds and edits content and generally ensures that the website provides relevant information both to the branch and to other users.

Branch Rules

GENERAL

1. To be a branch dive it needs to have at least 4 members to be present, at least one advanced diver or, by exception and at the discretion of the Diving Officer, a suitably qualified and experienced dive leader, and the dive must have the prior consent of the Diving Officer.
2. Branch equipment may only be used on Branch Dives, unless the committee has sanctioned other use.
3. All diving incidents and accidents must be reported to the Diving Officer at the earliest opportunity.
4. The Dive Manager must submit a report form and dive tickets to the Diving Officer.
5. All divers must have completed an annual medical self-declaration form.
6. Buoyancy compensators are to be worn on all branch dives and all divers should carry an alternative supply.
7. Surface marker buoys will be used on open water dives. However the Dive Manager has the discretion to waive this rule if it is felt impractical.
8. Mixed gases are allowed on club dives, but members must satisfy the Diving Officer that they hold the relevant and recognized qualifications for their use. All diving to be carried out in accordance with the latest recommendations from BSAC's National Diving Committee.
9. It is the responsibility of the individual diver to advise the Dive Manager if they are using a mixed gas or rebreather, and to state the limitations/constraints that this imposes, to enable the Dive Manager to plan the dive and dive pairings accordingly.
10. If you personally abandon a boat dive for whatever reason it will still cost a boat ticket. You may appeal to the committee for a refund.
11. Dive tickets may only be used by current club members.
12. All members must comply with the branch Safeguarding Policy for children and vulnerable adults.

BOAT RULES

1. The boat will carry appropriate safety equipment.
2. An approved boat handler must be present in the boat at all times. Only persons having undertaken a recognized boat handling course and subsequently satisfied one of the club's Boat Handling Instructors of their competence may handle the boat unsupervised. The Diving Officer will keep a register of approved boat handlers.
3. All persons on the boat must be in possession of a buoyancy device.
4. Loading of the boats should be within the manufacturers recommended limits.

DIVING LIMITATIONS

1. "Trainees for Ocean Diver:- no deeper than their previous training dive, unless on a training dive. Maximum depth 20 metres.
2. Club/Ocean Divers:- Maximum 20 metres limited to no stop diving. PADI Open Water divers:- 18metres limited to no stop diving.
3. Under BSAC rules a PADI Advanced Open Water diver can dive to 30m if they are paired with a BSAC Dive Leader or equivalent. If they are buddied with a Sports Diver or Ocean Diver the maximum depth they can go to is 20 m. If they also have the PADI 'Deep Diving' qualification they can go to 40m (or the



maximum depth achieved during training if this was less than 40m) if they are paired with a BSAC Dive Leader or equivalent. Two PADI AOWs may not dive together unless accompanied by a BSAC Dive Leader or equivalent.

4. Sports Divers (no matter how experienced):- Maximum 35 metres.
5. For diving deeper than 30 metres, divers should have done at least five recent dives deeper than 20 metres.
6. For dives in excess of 50m, mixed gas or Trimix should be used and BSAC technical qualifications are currently available to a recommended maximum depth of 80m. Technical divers trained by other organizations who have a depth limit in excess of 80m may dive to the limit of their qualification, but for dives planned to depths below 80m an appropriate Risk Assessment must be submitted to the NDO (via HQ) for review and approval. The Diving Officer is not responsible for such dives but should ensure that approval from NDO has been sought. All diving to be carried out in accordance with the latest recommendations from BSAC's National Diving Committee.

Any diver using a drysuit must have received suitable instruction and satisfied the Diving Officer of their competence in the use of their drysuit.”

VISITING DIVERS

Visiting members of the BSAC or other recognized organizations are welcome to dive with the branch if it is possible under the prevailing circumstances. The Dive Manager must satisfy himself of their status and experience by examining their logbook. They should be paired with an experienced diver until their practical ability has been established.

Totnes Sub-Aqua Club Policy on Safeguarding of Vulnerable People

BRANCH POLICY GUIDELINES

This document has been developed to highlight the areas for potential abuse in the instruction and conduct of both snorkelling and diving. It is aimed both at providing vulnerable members with a safe environment in which to enjoy the sport and also to protect those responsible for their care from the risk of accusation of abuse. It may be argued that the age groups of snorkelling and scuba diving are different and that therefore they should be considered separately. However, as TSAC currently teaches minors to dive, the implications of taking responsibility for children must be considered for both sports.

The safeguarding of vulnerable members, both adults and children, is the first consideration. Vulnerable members potentially means all members.

- All members have the right to be protected from bad practice, neglect, bullying and all forms of emotional and physical abuse.
- Suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- It is the duty of all members suspecting inappropriate behaviour and actions to act on any concern.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this Policy
- All members must be treated fairly, equitably and without prejudice.
- Members must not participate in or tolerate behaviour that frightens, degrades, embarrasses, demoralises or negatively affects a members self esteem
- Members must not tolerate acts of aggression
- Members should be aware that recording of photographic images might be inappropriate and must obtain written permission beforehand from both the person concerned and the pool or establishment (Appendix 1)
- The members of Totnes Sub-Aqua Club (TSAC) should not discriminate on the grounds of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion.
- Branch Officers and Instructors will be made aware of good practice with a specific safeguarding course available - free of charge, together with appropriate documentation, training and support from BSAC or other diving agencies, to ensure that Branches are able to implement the Safeguarding Policy.

Awareness of these issues, and the adherence to these simple guidelines, will help maintain professionalism, safeguard good practice and secure the protection of both the vulnerable and those responsible for them, from accusations arising from mis-interpretation of innocent actions.

BSAC leaves it to individual branches to decide upon the type of training offered and to what age groups, but to ensure the safeguarding of all vulnerable people BSAC asks that all members observe and promote its policies with regard to the "Safeguarding of Vulnerable People". TSAC strongly recommends that all those directly involved with the training of minors or vulnerable adults complete the self declaration process.

TSAC have a policy whereby 14-17 year olds may learn to dive and dive with the club PROVIDED that a parent or guardian is present during all training and diving, or a BSAC qualified diver who has agreed to act in loco parentis, appointed in writing by the parent or guardian, is present in their place. All activities in open water (i.e. the sea) involving 14-17 year olds must also be with the consent of the TSAC Diving Officer. Similarly, if TSAC members wish to use the pool on a Wednesday night for swimming or snorkelling and bring their children and guests along then they must be present during the pool session and take full responsibility for the safety, safeguarding and behaviour of the children. Unaccompanied children and non-TSAC members will be unable to use the pool during TSAC Wednesday night sessions.

Many sports environments provide a relaxed and "safe" place for those who are abused outside of the sport. Diving and Snorkelling instructors (or dive buddies) may develop such a relationship of mutual trust and respect with their students (buddies) that they may hear of abuse occurring outside of the direct influence of the club. As responsible citizens it is our duty to protect our friends from abuse wherever it may occur. The information and guidance given therefore applies to situations that occur outside the club but come to our attention as a result of our club activities as much as to situations that occur within the club. Indeed the information provided here also applies to our everyday lives outside of TSAC.

Finally, please remember that both the BSAC and the TSAC committee will support any member who, in good faith, reports his or her concern that a vulnerable person is at risk of, or may actually be, being abused.

Conditions of membership within the BSAC

All reasonable steps must be taken to ensure that people with convictions or past history of an inappropriate nature are prevented from significant contact with children or vulnerable adults.

Controlling access to children and vulnerable adults

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to prevent unsuitable people from working with children and also vulnerable adults. The particular circumstances of individual cases need to be taken into account. The fundamental principle is that those in charge of activities involving vulnerable persons must take all

reasonable steps to satisfy themselves as to the suitability of those who are given significant contact with the children and vulnerable adults in their care.

Self-Declaration

The BSAC safeguarding policy suggests that members in positions that involve significant access to young people under training and supervision are typically instructors and Branch Officers. For such members, as a minimum requirement, a Self-Declaration should be completed. This would ask for any information about a criminal record or other matter that might have a bearing on their suitability to work with children to be revealed (e.g. previous investigations by police or social services or disciplinary investigations in relation to contact with children). However, given TSAC's policy with regard to parental control of minors, TSAC strongly recommends that all those members directly involved with the training of minors or vulnerable adults and/or those members providing safety cover at the pool complete the self declaration process.

General Code of Conduct for the Protection of Children and Vulnerable Adults

This code of conduct details the types of practice required by all members of the BSAC when in significant contact with children or vulnerable adults. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the Code by a member will be investigated by the branch Safeguarding Officer. Where required this may be passed to the safeguarding officer of the appropriate agency.

Good Practice and Observation

This is the most reliable way to strive to ensure the safety of all vulnerable people within the TSAC environment. Following the guidelines of this Policy will promote vigilance where inappropriate behaviour and early signs of potential problems can be spotted and dealt with.

Promoting Good Practice

Abuse may occur within or outside training sessions. Don't be afraid to report your concerns, whatever their origin.

Some situations may be open to misinterpretation by those unfamiliar with the teaching of diving and/or snorkelling. The following points are raised so that you are aware of where misunderstanding has occurred in the past and, by taking the actions recommended, you can limit the risks of innocent actions leading to an accusation.

Good Practice

TSAC strongly recommends that all members directly involved with the training of minors and/or vulnerable adults and those members providing safety cover at the pool complete the self declaration process.

When working with children or vulnerable adults:

- Make activities fun, enjoyable and promote fair play.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for all activities.

- Treat all children and vulnerable adults equally, with respect and dignity.
- Put the safeguarding of each child or vulnerable adult first before achieving performance goals.
- Be an excellent role model.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly role-modelled', and thirdly, and only if necessary, with hands on - after obtaining the child's or vulnerable adult's consent and having told them where you are putting your hands and why it is necessary to do so.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision-making process.
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training and either pushing them against their will or putting undue pressure on them.

First Aid and Treatment of injuries:

If, in your capacity as a member of TSAC, a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

- Keep a written record, of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Ideally, only those with a recognised First Aid qualification should respond to any injuries.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- Where possible, the permission for any course of action should be sought from the child or vulnerable adult after such action has been discussed with them in language they understand.
- The child's, or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child or vulnerable adult interests and on professional advice not to do so.
- A Notification of Accident Form must be completed and signed and passed to the Branch Safeguarding Officer as soon as possible.

Specific points to follow:- IF YOU ARE TEACHING/MANAGING SCUBA DIVING:

(These points should be borne in mind in any training situation.)

- **Avoid training in a one to one situation.** Always have an independent observer to support your position in case of misinterpretations of your actions
- **Physical contact**
Certain underwater skills require close physical contact, such as Rescue Breaths (RB), Controlled Buoyant Lift, etc. Before taking hold of your student in a manner that may be misinterpreted teach the skill out of the water (do a dry run) and give a verbal commentary to the whole group explaining what you are going to do. Advise students to wear Tee shirts or pool suits. This can avert potentially embarrassing situations.
- **Never engage in rough or unnecessary physical contact.**
- **Guard against the effects of cold, especially when training in open water.**
- **Where children are involved, the parents should be aware of what will be required of their children and agree to abide by the branch policies before training commences. Specific help and advice on this issue is available from BSAC.**

Ensure adequate supervision

BSAC recommend a maximum instructor/student ratio for pool and sheltered open water of 1:4. In open water the ratio should not exceed 1:2. (specific exceptions to this rule may be detailed in the diver training programme - but instructor and managers should be aware that whatever is stated in the programme is a MINIMUM requirement and then only in ideal conditions)

Specific points to follow: IF YOU ARE TEACHING/MANAGING SNORKELLING:

This sport often involves the instruction of young children and the following are a few simple guidelines for the instructors to follow in addition to those under the previous heading:

- **Don't be alone with your students or snorkel divers.**
- **Don't mix age groups**
By mixing adult and child classes you could be offering the opportunity for abuse - and this should therefore be avoided whenever possible.
- **Confine your teaching, where possible, to the side of the pool**
If it is necessary to demonstrate in water, have a fellow instructor/snorkeler with you - to support your position in any subsequent discussion with concerned parents.
- **Ensure adequate supervision**
BSAC recommend a maximum instructor/student ratio for pool and sheltered open water sites as 1:12 with a vigilant pair of eyes as additional cover.
- **Open water -**
Do not exceed 1:6 students, again with a vigilant pair of eyes as additional cover.



- **Physical effects**

Watch out for the effects of cold and exhaustion especially when training in open water. Be particularly aware that children get cold more quickly than adults - especially when those adults are wearing drysuits!

If you accidentally hurt a child, if he or she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something which you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. This should then be passed to the Branch Safeguarding Officer.



Photography Consent Form Consent form for the use of photographs or video (Parents, Children & Establishment)

Totnes Sub Aqua Club recognises the need to ensure the safeguarding and safety of all young people in sport.

In accordance with our safeguarding policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers, children and approval from the establishment where the event is being held.

Totnes Sub Aqua Club will follow the guidance for the use of photographs a copy of which is available from (insert name of Photographer)

Totnes Sub Aqua Club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Totnes Sub Aqua Club immediately.

I (parent/carer) consent to Totnes Sub Aqua Club photographing or videoing for the Totnes Sub Aqua Club.

.....
.....

Date:.....

I(insert name of child) consent to Totnes Sub Aqua Club photographing or videoing my involvement in (diving/snorkelling)

.....
.....

Date:

I (insert the name of Pool Manager) on behalf of Totnes Pavilion consent to Totnes Sub Aqua Club for photography to be undertaken during their pool time.

.....
.....

Date.....



Appointment to Act In Loco Parentis ('In Place Of Parent')

This form should be completed and signed by the parent or guardian of any young person under the age of 18 wishing to train or dive with TOTNES SUB-AQUA CLUB. Please complete this form using capital letters. This form should be given to the Totnes Sub-Aqua Club DIVING OFFICER who is responsible for overseeing all diving activities carried out by the club.

Name of young person:

Date of Birth:

BSAC membership Number:

Name of parent/guardian:

Relationship to young person:

Contact details during parental absence:

Address:

Telephone No:

Mobile No:

Please give details of anyone else who holds parental responsibility for the above named young person and who may be available in an emergency in the event that you cannot be contacted.

Name:

Relationship to young person:

Emergency contact No:

I hereby consent to * acting in loco parentis on my behalf, for my son/daughter named above while they are scuba diving with Totnes Sub-Aqua Club and authorise them to be able to consent to any emergency medical treatment necessary.

Signed

Date

*** THIS PERSON SHOULD BE THE TSAC TRAINING OFFICER OR A BSAC NATIONALLY QUALIFIED DIVER WHO HAS AGREED TO BE PRESENT DURING ALL TSAC DIVING ACTIVITIES CARRIED OUT BY THE ABOVE YOUNG PERSON. ALL DIVING ACTIVITIES IN OPEN WATER (ie the sea) MUST ALSO BE WITH THE CONSENT OF TSAC DIVING OFFICER.**



Notification of Accident/Minor Injury Form

Date: _____

Child's Name _____

Date and Time of Injury/Accident: _____

Location and Cause of Injury/Accident _____

Type of Injury: _____

First Aid Provided: _____

Person Providing First Aid: _____

Parents notified: (when / by whom) _____

Parent Signature: _____

Date: _____

Person Presenting Form for Signature: _____

Date: _____

Note: In the case of serious injury or death, a BSAC Incident Report Form must be submitted to the Diving Officer for onward transmission to BSAC.

Totnes Sub-Aqua Club Equal Opportunities Policy

1. Vision Statement:

- Totnes BSAC is committed to promoting equal opportunities.
- The Branch values diversity and encourages fairness and justice.
- The Branch wants equal chances for everyone in the Branch, to learn and live free from discrimination and victimisation.
- The Branch will combat discrimination throughout the organisation and will use its position of influence, wherever possible, to help overcome discriminatory barriers.

2. In seeking to achieve this vision, the Branch will strive to:

- Encourage equality of opportunity for all people and actively promote good relations.
- Eliminate any conditions, procedures and individual behaviour that can lead to discrimination even where there was no intent to discriminate, with particular regard to: **Race; Gender; Disability; Sexuality; Age; Religion and Belief** whilst recognising that individuals may experience disadvantage on more than one level.
- Offer training fairly to all people, ensuring that anyone in contact with the Branch is treated with respect, making provision for those groups within the Branch whose needs and expectations are less well met.
- Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment from members and the public.
- Encourage disadvantaged groups and individuals to participate in the Branch.
- Make this policy known to all Members, local citizens and partner organisations.
- Operate procurement practices and partnership arrangements that ensure others commissioned to provide services for the Branch to have similar policies that cover equal opportunities.
- Periodically review the Equal Opportunities policy.

3. Responsibility

- Overall responsibility for the implementation of the Equal Opportunities Policy lies with the Committee. Any suspected breaches of this Policy should be reported to the Diving Officer who should at the earliest opportunity bring it to the attention of the Committee who will decide who will investigate the matter and the necessary action taken.

Code of Conduct for Club Instructors, Officers and Volunteers

- Consider the wellbeing and safety of others before the objectives of the task/dive.
- Develop an appropriate working relationship with club members, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. working together to achieve a common goal).
- Display consistently high standards of behaviour.
- Follow all guidelines laid down by BSAC and the club.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over other members for personal benefit, or encourage them to take part in activities for which they are not adequately trained or experienced, unless as part of a formal programme of training.
- Never condone rule violations or the use of prohibited substances.
- Encourage club members to value their personal achievements and not just the attainment of qualifications.
- Encourage and guide club members to accept responsibility for their own performance and behaviour.

Code of Conduct for Junior Members

Totnes BSAC is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, instructors, officers and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Branch Safeguarding Officer.

- As a member of Totnes BSAC, you are expected to abide by the following junior code of conduct:
- All members must act within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Members should keep to agreed timings for training and or inform their Diving Officer if they are going to be late.
- Members must wear suitable kit for training.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst taking part in Branch activities
- Junior members are not allowed to consume alcohol or illicit substances of any kind on the club premises or whilst taking part in Branch activities.

Code of Conduct for Parents and Carers

- Encourage your child to learn the rules and to act within them.
- Discourage poor behaviour and arguing with instructors or other club officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising and applauding good performances of all, for example with the completion of skills or tests..
- Never punish or belittle a child for making mistakes.
- Publicly accept the decisions of club instructors and other club officials.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide members to accept responsibility for their own performance and behaviour.

Guidelines for Dealing with an Incident/Accident

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency services.
- Contact the injured person's parent/carer (if applicable).
- Complete an incident/accident report form.

Management of Serious Incidents

In the event of a serious incident, defined as - **an incident requiring the intervention of an outside agency** - it is important to protect those involved and their families from mis-information or harmful intrusion. Therefore we require that anyone managing a serious incident whilst under the banner of Totnes Sub Aqua Club follows these guidelines.

- In the event of a serious incident the Dive Manager is to inform the Diving Officer or Acting Diving Officer as soon as is practical. In the event that neither the DO nor the ADO are available then the club Chairman should be informed directly.
- Supply the following information:
 - Names of those involved
 - Nature of incident
 - Others affected by the incident
 - Action taken
 - Contacts with emergency service
- The Dive Manager and those involved with the incident should refrain from making any comments to the press or others, which could be misconstrued. Any press contacts must be referred to the club Chairman. The only comment to the press is **"No Comment"**
- On receiving the above information the Diving Officer will as soon as is practical pass this information to the Chairman.
- All subsequent press contact must be referred to the Chairman or if unavailable the DO, who will liaise with BSAC HQ as appropriate.
- In the event of a serious incident the Police may be involved and they will then contact the next of kin of those involved. It is vital to refrain from undue comment until this has been done.
- Names of those involved in an incident should never be revealed without their or their family's permission. We must do everything possible to protect the privacy of those involved in an incident.
- It is a condition of BSAC insurance that in the event of a serious incident the insurers are notified at the earliest opportunity. This must be done via the Diving Resources Team at BSAC HQ, this is best done by telephone in the first instance and should be followed-up by the completion of an incident report. The DO will manage this process.

Constitution of The Totnes Branch of the British Sub-Aqua Club No. 598

TITLE

The title of the association of persons interested in Underwater activities shall be:-
Totnes Branch of the British Sub-Aqua Club, known as "The Branch" hereafter.

SCOPE

This Constitution shall regulate the structure, administration and activities of the Branch.

OBJECTIVES

The aims and objectives of the Branch shall be to provide for its members facilities, opportunities and training for diving in accordance with the standards of the British Sub-Aqua Club, together with related social activities.

MANAGEMENT

1. The Branch shall be managed by a Committee of Seven Executive Officers, and Three Non-Executive Officers (who will be expected to assist the Officers in their duties) elected at each Annual General Meeting of the Branch. All the Committee members will have full voting rights and be elected at each AGM.
2. The Officers of the Branch shall be: Chairperson, Secretary, Treasurer, Diving Officer, Training Officer, Equipment Officer and Social Secretary.
3. The Officers may co-opt up to three members for any special purpose and to fill a vacancy of an Officer position which occurs in their term of office.
4. The Officers shall hold and administer, for the benefit of the membership, all funds, equipment and property owned by the Branch.
5. The Officers shall meet within four weeks following the AGM and then on a regular basis. The Officers will be given 3 days notice by the Secretary. Any Officer can ask the Secretary to call a meeting.
6. In the absence of the Chairperson the, Diving Officer shall preside at a meeting.
7. The Officers shall appoint, administer and dismiss sub-committees and prescribe rules for their conduct.
8. The Officers may, from time to time make, repeal and amend all such regulations (consistent with these rules) as they may think suitable for the internal management and well-being of the Branch. All regulations made by the Officers under this rule shall be binding upon all members until repealed by the Officers or set aside by a resolution of a General Meeting of the Branch.
9. The Officers shall hold informal quarterly meetings of the Branch for the exchange of ideas. Notice of each meeting shall be posted on the Branch notice board at least two weeks beforehand.
10. The Office of a member of the Committee shall be vacated if, by notice in writing to the Committee, the Officer resigns their office, or if the Officer fails to attend 3 consecutive committee meetings to which they have been invited without due cause having been given for their absence. Notwithstanding this rule, all Officers shall be deemed to have resigned at the AGM, in accordance with the AGM rules.



CHAIRPERSON

The Chairperson shall be the spokesperson for the Branch. They shall take the chair at all meetings of the Branch at which they are present and co-ordinate the working of the subcommittees. Subject to the provision of these rules their decision on matters of procedure shall be final.

DIVING OFFICER

The Diving Officer derives their authority in training and diving matters from the National Diving Officer of the British Sub-Aqua Club. They shall have responsibility for the safe conduct of training and diving activities of the Branch and shall ensure that these activities are carried out in accordance with the current BSAC guidelines. The Diving Officer will delegate training duties to the Training Officer and shall be responsible for their performance. The Diving Officer's decision in respect of diving and training activities in the Branch shall be final.

SECRETARY

The Secretary shall maintain the Branch records and shall compile the minutes of all meetings. They shall be responsible for the Branch communications with third parties and shall keep the members informed of matters relating to Branch activities.

TREASURER

The Treasurer shall be responsible for dealing with all monies received or paid on behalf of the Branch and shall make any investment of Branch funds as approved by the Officers. They shall keep records of financial transactions conducted in the Branch's name and shall regularly prepare, for the Officers consideration, a statement of income and expenditure. They shall compile a balance sheet after 30/11 of each year for auditing by the Branch auditors and for submission to the Annual General Meeting.

TRAINING OFFICER

The Training Officer shall co-ordinate the training activities within the Branch and derive their responsibility from the Diving Officer.

EQUIPMENT OFFICER

The Equipment Officer shall oversee the maintenance, repair and service of Branch equipment and the boathouse. They shall advise the Officers of the current state and future requirements for Branch equipment and boathouse.

SOCIAL SECRETARY

The Social Secretary shall co-ordinate social and fund-raising activities of the Branch.

MEMBERSHIP

1. There shall be seven classes of membership:
 - a) FULL DIVING member shall be any person 14 years of age or over.
 - b) DUAL member shall be a full diving member of more than one branch.
 - c) JUNIOR/STUDENT membership shall be open to any person between the ages of 14 and 21 who meets the requirements for eligibility for BSAC. Junior or Student membership. Junior/Student members shall be full diving members and have full voting rights, but must be a minimum age of 18 to be able to hold a Committee position.

- d) ABATED member shall be a full diving member who lives at the same address as another full diving member paying full subscription. They shall not receive Scuba magazine.
 - e) REDUCED membership shall be a person who pays a reduced price subscription to the branch and is restricted to a maximum of six branch dives and will have no voting rights and therefore cannot be able to hold a Committee position.
 - f) SNORKELLING member shall be any person not entitled to take part in any activity involving the use of a breathing set.
 - g) ASSOCIATE member shall be of any age, but not entitled to take part in snorkelling or any activity which involves the use of a breathing set.
 - h) HONORARY member shall be any person invited by the Officers, in their absolute discretion, to become such a member.
2. The Officers may delegate the responsibility of accepting and renewing applications but still reserve the right to refuse membership.
 3. Persons joining or rejoining shall pay the appropriate Headquarters subscription plus the Branch subscription.
 4. Branch membership subscription shall be in such amount, shall be payable on such dates, and shall be subject to such terms and conditions as may be determined from time to time by the Officers.
 5. A member shall retain his membership until he has resigned or is deemed to have resigned in accordance with this paragraph or the Bye-law on "Discipline" below. If payment of his Branch or National Headquarters subscriptions, if any, in respect of any period is 30 days or more overdue, a member shall be deemed to have resigned.

ANNUAL GENERAL MEETING

1. The Annual General Meeting of the Branch shall be held in December of each year. Notice of the meeting and the agenda shall be given to paid-up members by the Secretary not less than 3 weeks beforehand.
2. Nominations and notice of motions shall be submitted in writing to the Secretary 6 weeks beforehand.
3. Members shall have up to 10 days from the date of the notice to notify the Secretary of any amendments to the details of the motions.
4. Nominations must be signed by the nominee, proposer and seconder. The Officers shall all resign and stand for re-election if desired.
5. Motions must be signed by the proposer and seconder.
6. At least 20% of voting members must be present at the meeting to form a quorum, but once formed shall not be lost despite the departure from the meeting of any member or members.
7. The right to vote at the AGM shall be restricted to Full, Abated and Dual diving members. They must be either present at the meeting or have submitted a postal vote to the Secretary at least 5 days before the meeting. The procedure for postal voting will be held by the Secretary.
8. The Officers of the Club shall be elected at the meeting by a ballot, unless unopposed, when they shall be deemed to have been elected. The holder of a particular Executive Officer position can stand for re-election for a maximum of 2 consecutive years, i.e. 3 years in the position, after which they should stand down in favour of other nominations. In the event of no other nominations being forthcoming immediately prior to the relevant closing deadline, the incumbent Officer can then, with their consent, be automatically re-nominated.

9. Voting on any given motion shall be by a show of hands or ballot as the Chairperson shall decide. Motions shall be carried by the affirmative vote of a simple majority of the votes cast.
10. The current Branch rules shall be read and voted on for re-adoption.
11. If a member who has been proposed for election to the committee decides to withdraw their nomination after the closing date for nominations has passed, this withdrawal shall be submitted in writing to the Secretary (which means shall include fax or email) and shall be binding. Any subsequent re-nomination shall be in accordance with sub-clauses 2 and 4 above.

SPECIAL GENERAL MEETING

1. Any General meeting of the Branch other than the AGM shall be known as a Special General Meeting.
2. The Officers may call a Special General Meeting at any time, giving not less than 3 weeks notice to all paid-up members. The notice shall state the reason for the meeting and details of any motions. Amendments to any such motions should be presented in writing to the Secretary at least 11 days before the meeting.
3. The Officers shall call a Special General Meeting upon the signed request of not less than 20% of paid-up members. The request must state the reason for the meeting and contain details of at least one motion. Amendments as described in paragraph 2.
4. The business of a Special General Meeting should be that for which it is called and no other.
5. The voting procedure shall be the same as for any motion at the AGM.

BRANCH ACTIVITIES

1. All diving and training activities shall be in accordance with current BSAC guidelines and safe diving practices and Totnes Branch rules.
2. At the discretion of the Diving Officer, Branch diving and training activities shall be open to members of other Branches and guests.
3. If a member wilfully or negligently damages or loses Branch equipment the Officers may charge the member the cost of repairing or replacing the article.

DISCIPLINE

1. Temporary Suspension from Participation:
In order to ensure the safety and good name of the Branch and its members, the person in charge of a Branch activity may suspend, at their discretion and for the duration of the activity, any member who misconducts themselves. Any such suspension shall be reported as soon as possible to the Diving Officer and discussed at the next meeting of the Officers.
2. Suspension and Loss of Membership:
The Officers shall have the power by a two-thirds majority to suspend the membership of any member of the Branch.
3. The procedure for suspension shall be kept in the Secretary's Branch File.

INTERPRETATION

The answer to any question as to the interpretation of the constitution and Branch rules, shall be determined by the Officers. They may also rule for any occurrence not catered for by these rules provided that an appropriate motion is submitted at the following AGM.



DISSOLUTION

1. The Branch may only be dissolved by vote at a Special General Meeting.
2. A proposal to dissolve the Branch shall be subject to ballot and in order to be carried it must receive the affirmative votes of 60% of the voting membership of the Branch.
3. If the motion is carried the Officers shall proceed without delay to realise the assets of the Branch and to discharge its outstanding liabilities. Any net assets remaining shall be distributed in such a fashion as the meeting has decided.
4. If the Branch has assets acquired in part or in full with grants from agencies such as the Lottery Sports Fund or Foundation for Sport and the Arts, those agencies should be informed of the proposed dissolution, for they have a right to recover a proportion of the current value of the assets, and/or to advise on their disposal, perhaps to another worthy user.

AMENDMENTS

1. These bye-laws shall only be amended at an Annual or Special General Meeting in accordance with the affirmative vote by ballot of 60% of the votes cast.

B.S.A.C. RULES

These bye-laws are made in compliance with the Rules and Articles of Association of the BSAC.