



Unidive

The University of Queensland Underwater Club Inc

BY-LAWS

Version 10.2
February 2024

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Unidive By-Laws

A. CLUB PHILOSOPHY

The purpose of UNIDIVE Inc. is:

- Unidive strives to create a socially-vibrant community for certified SCUBA divers and underwater sports participants to learn and grow together in a safe and supportive environment.
- At the heart of Unidive sit the core values of Community, Discovery, Responsibility, and Ownership.
- Unidive works to allow certified *Club Members* to engage in underwater sports, including recreational SCUBA diving, in safety commensurate with the practices expected to be encountered in responsible groups in the local community.
- Unidive works to assist and encourage *Club Members* to undertake training in all levels of SCUBA diving, and afford *Club Members* the opportunity to participate in all aspects of *Club* activities.
- Unidive *Club Members* are expected to take ultimate responsibility for their own actions and safety, to ensure that they are medically fit to participate and to only do so within the limits of their training and certifications.

B. DEFINITIONS

Boat Handler: refer to Section I, 'Boating Operations'

Club: Unidive: The University of Queensland Underwater Club Inc. Association registered with the Office of Fair Trading QLD number IA08705

Club Boat: any boat owned by the *Club*.

Club Member: Ordinary, Honorary and Life members as defined in the *Club Rules*. Ordinary members pay Unidive fees. Life members pay no fees. All *Club Members* must abide by all UQ Sport membership rules. Unidive membership is current only if all required fees are paid and all relevant paperwork completed.

Club sanctioned activity: an event or activity conducted with prior approval of the *Management Committee* and in compliance with the requirements of *UQ Sport*.

Dive Log: A record of dive profile information for all divers participating in an event, details of dive site conditions, identities of those accepting designated roles (e.g. dive supervisor), and any other required information regarding a diving event such as boat related details and preliminary incident details.

Dive Supervisor: Designated person supervising a *Club* diving activity. See section H3.

Executive Committee: President, Vice-president, Treasurer and Secretary

Junior: club member under the age of 18 years, regardless of whether they are enrolled at University.

Management Committee: as defined in section 10 in the *Rules of The University of Queensland Underwater Club Inc.*

Mixed gas: Any breathing gas mixture other than air or Nitrox (< 40% O₂)

Routine Events: SCUBA diving events, training workshops, underwater sport training sessions, *Club* meetings and barbecues at the *Club's* usual meeting space

Safety Committee: refer to Section D, 'Safety Committee'

Safety Chair: the Chairperson appointed by the *Management Committee* to lead the *Safety Committee*.

Dive Event Organiser: *Club Member* responsible for planning, organising and running a dive event

Underwater Sports: sports recognised by the *Management Committee* and Australian Underwater Federation (i.e. SCUBA, underwater rugby and underwater hockey).

UQ Sport: UQ Sport Limited ACN 135 537 183

Workshop: a training exercise in which more experienced *Club Members* assist less experienced *Club Members* to practice skills; no *Club* workshops are recognised courses and no certifications are offered.

Workshop leader: a *Club Member* who has been approved by the Training Officer, or Boating Officer if appropriate, as being sufficiently experienced to provide assistance to less experienced *Club Members*; does not necessarily have professional training qualifications.

See also section H1 for definitions associated with diving operations and H5 for definitions of diver classifications.

C. MANAGEMENT COMMITTEE

C1. MEMBERSHIP OF MANAGEMENT COMMITTEE

All committee members:

Role: Represent the *Club* and provide daily running of Unidive

Duties: Complies with safe diving standards and promotes safe diving, complies with *Club Rules*, By-Laws and guidelines and actively promotes them at *Club Events* (Note: Committee Members should familiarise themselves with all sections of these By-Laws, particularly with regards to the safe conduct of *Club Sanctioned Events*). Work as a team with other management members. Able and willing to take over other committee member's tasks as required. Communicate clearly and regularly; advise other committee members when assistance is required. Attend management meetings as much as possible. All management members will send new forms and procedures to the secretary, so he/she can add them to the hand over documents and electronic document storage. All *Management Committee* members are to ensure all records are handed over at the end of their term (in electronic form). Updates of digital documents are to be distributed after approval in management meetings.

President

Role - Ultimate responsibility for all *Club* sanctioned activities.

Duties - Chairperson of all *Club* meetings, ensure all *Management Committee* members perform their duties as detailed in the *Club Rules* and By-Laws, ensure adequate insurance of *Club* property, responsible for maintaining a professional working relationship with UQ Sport, act as *Club* liaison (both written and verbal) with external parties, maintain and ensure records are maintained and kept in proper working order, responsible for any decision relating to the *Club* if the executive cannot be called upon. Responsible for all aspects of *Club* activity. Organises the handover between previous term and newly elected committee.

Vice President

Role - Assist President and support all other roles

Duties - Chairperson for meetings in President's absence; undertake organisational role e.g. Market Day; aids President and Treasurer with formulating the annual budget submissions, when the President is not available, assumes all of the President's responsibilities; responsible for ensuring the website is maintained and up to date; assists with other Management roles as required due to absences to ensure *Club* activities continue to run appropriately. Oversee updating of the *Club* website and assist other committee members in ensuring it remains up to date.

Secretary

Role - The Secretary should develop a close working relationship with the President, have a real interest in the *Club* and be familiar with some of the laws and procedures that govern an Incorporated Association.

Duties - Check the post box for mail on a regular basis (at least once a week); refer correspondence to relevant *Management Committee* members; handle new member inquiries and send relevant information out to those members; assist the *President* or *Vice President* with the preparation of the agenda for meetings; notify relevant members of meeting time, place, date etc.; recording the minutes at executive and general meetings; typing up minutes and distributing them to *Executive* members; preparing and lodging relevant legislative documents; submit annual report to consumer affairs department; writing correspondence to members on an as needs basis; assist with the preparation of Market Day and the meeting held thereafter; liaise with UQ Sport on relevant issues on an as needs basis; submit the membership database to UQ Sport when required; add new approved rules and regulations in appendix of By-Laws and/or rules.

The secretary is responsible for organising at the beginning of every new committee term that:

- the *Club* website is updated to reflect the new *Management Committee* membership and that the previous committee's names are recorded;

- Organise the update and display of the Honour-board in an appropriate *Club* space;
- A poster is displayed in an appropriate *Club* space providing names and contact details for the new *Management Committee*;
- A list of names, phone numbers and email addresses of all new *Management Committee* members is distributed to the *Management Committee* within two weeks of the Annual General Meeting.

Memberships Officer

Role – Oversees *Club* memberships administration

Duties - Knowing about how the *Club* operates and being able to sell the benefits of membership

- Be at the shed every Thursday night to sign up new members and on Open Days where possible, or ensure a membership assistant is present when unavailable.
- Respond to email enquiries and ensure membership issues are resolved
- Confirm the membership form fields and UQ Sport waiver are both completely filled out in the membership system before confirming membership (esp. email, mobile, emergency contact, medical, membership type).
- Provide receipt books and write all *Club Members* a receipt. Manage the money tin (ensure it is emptied by the *Treasurer* regularly) and provide the treasurer a monthly report on takings if requested.
- Ensure *Club Members* have registered in the membership database, match payments to registrations and approve memberships in the system in a timely manner.
- Add *Club Members* to the two Unidive email lists and remove them if requested to do so (normal list and chat list, note lists have different members).
- Prompt expiring *Club Members* to renew.
- Report to UQ Sport as required on current memberships; they require at a minimum an annual report on the number of each type of member (UQ Staff, UQ Student, UQ Alumni, Juniors, Others).
- Provide a list of new *Club Members* to the secretary to sign off on at each monthly management meeting.

Treasurer

Role – Oversee all *Club* finances

Duties - Assist President in formulation of budget submission, collect and bank moneys including memberships, pay bills, report on financial state/budget update at each *Club* monthly meeting, organise audit of *Club* finances annually, approve expenditure claims. Keep a record for every transaction (e.g. receipts, invoices) throughout the year; these will be required by the auditor. At the end of every financial year the Treasurer, with the assistance of the Loans and Maintenance Officers, compiles an inventory of the boat, camping and SCUBA gear owned by the *Club* as a record of *Club* assets. This information is used to draw up a statement of assets and liabilities which is required for the external audit and insurance through UQ Sport. It should be noted that the external audit is a legislative requirement and must be completed and submitted to the Office of Fair Trading within the first 6 months of the following year.

Dive Officer

Role - Promote diving activities and use his/her discretion to make decisions regarding resolution of conflicting demands for the use of *Club* resources

Duties- General overview and coordination of *Club* Diving activities to ensure safe practice in line with *Club* by-laws on all *Club* sanctioned diving activities (see OPERATIONS AND TRIP PLANNING). This person need not be a Dive Master or equivalent, but dive management experience would be of benefit to the *Club*. Coordination of *Club* boat usage, in coordination with the Boat Officer, under consideration of the current *Club's* approved boat handler and boat tower list. Liaise with the *Boating* and *Loans Officers* if necessary in regards to *Club* boat or *Club* gear usage; encourage and support *Club Members* in the organisation of diving trips, update the dive calendar; keep a brief record of dive trips undertaken by the *Club*; encourage dive organisers to submit trip reports to the Newsletter Editor or email list, ensure together with the *Safety Committee* that *Trip Plans* are kept up to date, announce the dive calendar at *Club* meetings. Collect *dive logs* and review to ensure everyone is diving safely, report to *Safety*

Committee and record in a database; report to the monthly management meeting the number of dives conducted and dives cancelled.

Maintenance Officer

Role - Ensure availability of SCUBA equipment for *Club* activity

Duties - Ensure faulty gear is quarantined, and subsequently repaired and returned to service as soon as practical; maintain traceable service history data (scheduled service [summary] file, ensure service agents maintain 'full service history book'); work with the service providers to identify recurring problems detected during servicing. Report (to the *Management Committee*) any recurring problems with the scuba gear, which may be directly related to incorrect use/cleaning; ensure all invoices relating to gear service/purchase are passed on to the Treasurer as soon as practical; obtain gear service/maintenance quotes (minimum of 2) via a tender process, for full servicing (as recommended by the manufacturers) of all scuba gear.

Maintain inventory data for all the *Clubs* SCUBA gear, and trailers. This data shall include purchase date, price, make, model and any other information as required by the *Management Committee*; obtain yearly estimates of new/replacement and as is prices from the nominated/preferred service agent, for the scuba gear; include price estimates in the inventory lists, this information is needed for UQ Sport for insurance purposes and for the Treasurer (Secretary/President) in regard to the external financial audit; maintain the existing record/document structures and procedures, unless directed otherwise by the *Management Committee*.

Advise the Management Committee of any suggestions for improving the existing systems; coordinate full scheduled gear servicing with Loans Officer to ensure minimal disruption to diving activities; ensure service reports include service agent details (name, address, phone no.), invoice (job) number & date, gear make & model, gear manufacturers serial numbers, *Club* identification number, service performed i.e. full or partial [if partial, then specify problem], parts replaced, cost breakdown [parts & labour], notes on any damage/problem which you believe is directly related to either incorrect operation or incorrect cleaning. Provide an updated list of gear to new executive members.

Boating Officer

Role - Ensure availability of boat(s)

Duties - Make recommendation for purchase and disposal of boat, organise appropriate safety equipment and maintenance and keep maintenance records, maintain boat logs, promote proper use and report any misuse, ensure registrations (boat, trailer, radio) are paid, grant permission for towing. Maintain an inventory of all boats & ancillary items e.g. radios, GPS, depth sounder. This data shall include purchase date, price, make, model and any other information as required by the *Management Committee*. The Boating Officer organises a meeting of all *Club Boat handlers* at least every three months to update boating procedures and exchange experiences between boat handlers and/or encourages such discussion via the email list. The Boating officer is also responsible for the duties of the Ancillaries officer where none is appointed or otherwise delegated.

Training Officer

Role - Initiate and coordinate training activities for *Club Members*.

Duties - This person need not be an Instructor, but it would be of benefit to the *Club*. Responsible for and arranges all *Club* training activities and works with the *Dive Officer* to ensure safety on all *Club* sanctioned diving activities. Makes recommendations to the Executive on training activities and organises seminars and workshops to increase knowledge and standard of diving amongst *Club* membership. Coordinates pool hire for *Club* activities and assists Affiliated Trainers with pool hire arrangements.

Courses and presentations may include, but are not limited to: Boat handlers (O₂ update, boat handling, radio course), Advanced, Rescue, Dive Master, Refresher course, First Aid and O₂, *Dive Event Organiser* and boat handler

nights, general presentations and pool training. Workshops may be about any aspect of underwater sport that the workshop leader is competent to assist with; competence may be defined by the Training Officer at their discretion.

Loans Officer

Role - Administer loan of all *Club* equipment and report gear that has been damaged or requires service.

Duties - Ensure equity of access to all *Club Members*, notify Maintenance Officer of maintenance requirements, promote proper use and report misuse, if appropriate reprimand *Club Members* for misuse of gear, ensure *Club Members* are aware of the terms and conditions of loaning *Club* gear, collect appropriate loan fees including deposit, arbitrator for deposit forfeiture for abuse and breakage, maintain security of *Club* moneys and submit same to Treasurer monthly. Coordinates priority for loaning *Club* gear for trips if clashes occur (e.g. priority should always be given to *Club* trips over use for private trips). Assists *Maintenance Officer* with annual stocktake and purchase of new gear.

Social Officer(s)

Role - Coordinate social activities (e.g. weekly BBQ, annual party).

Duties - encourage *Club Members* to go diving and join in training opportunities (e.g. workshops, underwater sport, pool training), promotes the social aspect of the club, organises fund-raising activities as approved by the *Management Committee* (e.g. selling *Club* shirts, entertainment books). Provides each committee member whom sat on the committee for more than a half term with a small gift of appreciation provided at the annual general meeting. Organize end-of-year celebration.

C2. OTHER POSITIONS BY NECESSITY

Other positions may be chosen to support the Management Committee in its duties. These positions are non-voting members that may or may not be required to attend management meetings but that do contribute to the running of the organisation. These positions may be chosen either by election at the AGM or by election at a management committee meeting as delegates of the management committee.

Suggested assistant positions include:

Assistant Loans Officers

Two or more assistants should be appointed to assist the *Loans Officer*, to ensure there is always someone available at *Club* meetings to assist with loans.

Membership Assistants

Two or more assistants should be appointed to assist the *Membership Officer*, to ensure there is always someone available at *Club* meetings to assist with membership.

Member Protection Information Officer (MPIO)

Role – Provide an independent information source regarding the complaints handling procedure of the *Club*, for *Club Members* who need to make a complaint regarding *Club* activities and/or *Club Member* behaviour.

Duties - To be an MPIO the person must have completed an MPIO training course recognised in Queensland. An MPIO is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern, as well as providing support during the process. They may reside within the club, the state sports association or national sports organisation (i.e. if no *Club Member* volunteers to undertake this role, contact details for trained MPIOs outside the *Club* may be provided to *Club Members* instead). They do not handle the complaint.

Ancillaries Officer

Role - Ensure availability of compressor, camping gear and trailer

Duties – Acting as an assistant to the Boating Officer, this position organise appropriate maintenance and maintain compressor, reports in writing to the membership on matters concerning compressor use, organises courses on compressor use for the *Club* membership, assists loans officer as necessary with filling of tanks, maintain a list of approved operators, participate in operator training. Maintain an inventory of the *Club* camping gear, ensuring that items that are borrowed for *Club* trips are returned. Ensure that the box trailer is registered, and maintained correctly.

Web Editor

Maintain and develop the *Club* website, ensuring the dive calendar and newsletter sections are regularly updated. Maintain the *Club* list server. It may make sense for this position to be tied to the Publications officers should both skill sets reside in one individual.

Conservation Officer

Role - Promote Marine Conservation activities and projects

Duties - Ensure appropriate governance and project management is in place for funded projects, looks for future project opportunities, applies for external funding or assists others with applications, coordinates education workshops, seminars and similar opportunities for members, update conservation project pages on the *Club* website and contribute to other publications (e.g. newsletter), liaise with external organisations as appropriate, promotes *Club* conservation activities in the community, advises *Club Members* and *Club* committees regarding conservation as appropriate.

C3. WEBSITE & SOCIAL MEDIA ADMINISTRATION ACCESS

Access is granted to current *Management Committee* members as required to perform their duties, and to any other *Club Member* approved by the *Management Committee* for a specific purpose (e.g. *Safety Committee*, updating website). *Club Members* with access to the member database must abide by appropriate privacy legislation and principles.

Social media administrators should attempt to keep *Club* platforms as places for *Club Members* to communicate and free of direct commercial advertising.

C4. COMMITTEE HANDOVER

Handover procedure and meeting:

- **When:** At the end of a committee term and within two weeks of the AGM,
- **Organiser:** previous term *President*
- **Who should attend:** all previous and just elected committee members.
- **Preparation:** At AGM each previous term committee member will provide the previous term's secretary with their keys.
- Previous term's secretary will update the master document with the latest and/or newly created documents and provide minutes from the AGM and handover meeting.
- **Handover Meeting:** Previous term's *President* will present the updated *Handover Presentation*. The presentation will provide an overview of: By-Laws, functioning of the club, major forms and important dates.

D. SAFETY COMMITTEE

The *Safety Committee* is established to advise the *Management Committee* regarding safety aspects of all activities of the *Club*.

Committee Membership:

The *Safety Committee* shall consist of at least five (5) *Club Members* (with a quorum formed by simple majority) who are appointed by vote of the *Management Committee* after annual elections, termination of a membership or resignation. The *Safety Committee* contains two of the following *Management Committee* members, assuming they have the right experience in areas of boating and/or diving: *Boating*, *Diving* and/or *Training Officer*. Other

Management Committee members may also be included; however, it is expected that the *Safety Committee* should consist of at least two (2) other *Club Members* with appropriate knowledge and experience and that there should be a balance between *Management Committee* members and other *Club Members*.

It is expected that *Safety Committee* members have demonstrated experience in areas of boating and/or diving.

The Committee will have a Chair (*Safety Chair*) who will be responsible for recording Minutes of Meetings and keeping other documentation as required (qualifications, incident reports etc.)

The *Safety Committee* shall report directly to the *Management Committee*.

Committee Duties:

Set safety guidelines for *Club* activities, following a risk assessment process. Reviewing risks on a regular basis and advising the *Management Committee* as to recommended controls or corrective actions.

Assess competency of *Club Members* applying to use *Club* trailer(s), boat(s), vehicle(s), compressor(s) and other such activities as required by the *Management Committee*.

Investigate and report findings to the *Management Committee* when advised of, or becoming aware of, possible safety issues. The *Safety Chair* is responsible for investigating safety incidents and near-misses, establishing the facts of the incident and reporting this information to the *Management Committee*. The *Safety Chair* may carry out the investigation personally or delegate the task to another competent *Club Member*. The person investigating the incident may request further information from other involved parties. Those investigating incidents should be mindful that they are not looking for someone to blame, but rather determining the facts (e.g. what occurred when) for the purpose of preventing similar incidents in future. For incidents where there is a learning experience to be shared, the *Safety Committee* is encouraged to distribute appropriate information to the *Club*, for example by email and/or inclusion in a *Club* newsletter. The hazard alert is not intended to 'name-and-shame', instead it should be anonymous but still inform the reader of the facts of the incident. The intention is to educate and prevent someone else repeating the same mistake.

Make suggestions to the *Management Committee* as to remedial action that it may be considered necessary.

Committee Decisions: The *Safety Committee* is empowered by the *Management Committee* to make decisions, approvals and recommendations on matters detailed above. The *Management Committee* shall be informed of all *Safety Committee* decisions and reserves the right to overturn any such decisions, approvals or recommendations.

Committee Meetings: Meetings should be held at least every three months or as required, in any appropriate medium (e.g. in person, over email, or via other remote methods). Minutes of *Safety Committee* meetings must be provided to the *Secretary* of the *Management Committee* and produced in advance of the next meeting of the *Management Committee*.

Committee Records: The *Safety Committee* is to keep Minutes of their Meetings, copies of associated documents (e.g. *Boat Handler* qualifications) and copies of incident reports. At the end of each year, these documents are to be archived with documents belonging to the *Club* and thus made available to the incoming committees.

E. RISK MANAGEMENT

Risk management within the *Club* involves documented risk assessments, Trip Plan documents, on-site final checks (e.g. whether conditions suitable for the planned dive on the day), and these By-Laws. These By-Laws have been formulated with the aim of minimising risk to *Club Members* and to the *Club*; a risk assessment process should be followed if material changes are proposed.

Risk assessments are to be completed for all potentially hazardous activities, submitted to UQ Sport and reviewed annually. All *Club Sanctioned* activities should be assessed before they commence and the assessment made available to *Club Members* (e.g. accessed via the website). Risk assessments and Trip Plans should be prepared by a

suitably experienced or qualified *Club Member*, reviewed by the *Safety Committee*, approved by the *Executive* and submitted to UQ Sport.

Risk assessments should also be reviewed following incidents to determine whether changes to procedures are necessary. Organisers of *Club* activities are encouraged to review existing risk assessments before their activity commences, however *Trip Plan* documents should contain sufficient information to run a routine dive events safely when following these By-Laws.

Routine Events are SCUBA trips, training workshops, *Underwater Sport* training sessions, *Club* meetings, and social barbecues at the *Club's* usual meeting space. These are considered *Club Sanctioned Events* as long as they fall within the scope of the risk assessments currently approved and submitted to UQ Sport, they have been approved by the appropriate *Management Committee* member ahead of time (as per these By-Laws), and have been included on the *Club's* events calendar in the *Club* management system (whether or not displayed publicly on the website).

Non-Routine Events, such as *Underwater Sport* competitions, training camps, events involving non-members, social events at locations other than the *Club's* usual meeting location, must be planned well ahead of time with the following provided to the Management Committee at least one month prior to the proposed event:

- Completed Risk Assessment and proposed safety controls;
- Completed UQ Sport Event Proposal Form, along with any other information requested by the *Management Committee* in order to fully understand what has been planned and seek approval from UQ Sport; and
- A detailed budget plan.

E1. CHILD PROTECTION

Unidive is committed to the safety and well-being of all children and young people who participate in our sport or access our services. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained. We acknowledge the valuable contribution made by our members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

As an affiliate of the Australian Underwater Federation Queensland (AUFQ), Unidive subscribes to the AUF Member Protection Policy.

Additionally, Unidive *Members* who are under the age of 18 years (*Juniors*) must be accompanied by their parent or legal guardian when participating in *Club Events*. *Juniors* remain under their parent or guardian's responsibility at all times, unless a written agreement is entered into with another *Member*. For example, if a *Junior* is to participate in a *Club* dive trip then they would be expected to buddy with their parent, but if the parent is not suitably experienced for this to be a safe arrangement then a written agreement may be undertaken with a more experienced diver at the instigation of the parent. *Juniors* are not to participate in overnight trips without their parent(s) or guardian accompanying them. Any *Member* taking responsibility for the safety and wellbeing of a *Junior* member other than their own child must have a current Queensland Blue Card.

F. INCIDENTS/ACCIDENTS

Includes all incidents involving *Club* property (e.g. boats, trailers, motor vehicles), *Club Members* or the public, that eventuate in a near miss, property damage or personal injury. Serious incidents shall be reported verbally as soon as practical to an *Executive Committee* member and followed up with a written report (i.e. email) when practical. Incident reports must also be forwarded to the Safety Chair and UQ Sport as soon as practical (within 48 hours, if possible). Communications outside the Safety and Management Committees shall be de-identified. All *Club Members* are also encouraged to maintain discretion when discussing incidents.

All boating accidents resulting in injury or loss of life, and accidents causing material damage to the *Club* boat must be reported to Queensland Transport within 48 hours; a "Marine Incident Report" form must be completed by the *Boating Officer* or suitable delegate (e.g. Senior Boat Handler). The "Marine Incident Report" form is available via the Maritime Safety Queensland website. Such major incidents must also be reported to UQ Sport as soon as practical for insurance purposes.

G. CLUB PROPERTY

G1. STORAGE

All property, except the current working *Club* documents, should be stored on campus, preferably in the gear/boat shed(s) unless the *Management Committee* gives approval for an alternative storage site.

G2. BUDGET & REPLACEMENT

Club dive gear replacements and capital purchases shall form part of the annual budget prepared by the *Management Committee*. An on-going replacement plan for *Club* dive gear and other assets should be maintained by the *Management Committee*, taking into account the expected life-time of the items. For example, replacing one third of the regulator sets each year with an expected life-time of 3 years.

G3. SERVICING & MAINTENANCE

All *Club* owned equipment shall be serviced by insured certified professionals as per the manufactures/suppliers recommendations (e.g. annual servicing of major equipment such as the trailers, regulators, boat and compressor, annual cylinder testing, regulator servicing). Servicing Schedule - the *Maintenance Officer* should compile and maintain a servicing schedule in consultation with the *Loans Officer*, *Boat Officer* and *Ancillaries Officer* (e.g. SCUBA gear annually, compressor on hourly usage basis). On-going routine maintenance and minor repairs may be performed by a suitably knowledgeable and experienced *Club Member* approved by an independent *Club Member* of the *Management Committee* (e.g. replacing regulator mouth-pieces, computer batteries, compressor filters etc).

Unless the *Executive Committee* has accepted a preferred supplier, for services that exceed the *Executive* spending limit at least two quotes (preferably three, if possible) should be obtained prior to servicing or maintenance. Preferred suppliers are chosen from a tender process of a minimum of two suppliers, and exist for a fixed term nominated by the *Executive Committee*. When choosing suppliers the *Management Committee* should consider prior history of service, expertise, warranty and location, as well as cost.

Fuel storage: Fuel for vehicles and boats shall be stored in accordance with associated legislation and therefore NOT stored in the gear shed. Smoking is prohibited around all fuel storage areas.

G4. ELIGIBILITY TO USE

Only current *Club Members* are allowed access to *Club* property. Subject to approval by the *Executive Committee* and UQ Sport, *Underwater Sport* equipment may be used by current *Club Members* of other clubs that are Incorporated Associations participating in *Club Sanctioned Events*, for example during Underwater Rugby competitions. The *Club boat* may only be used by current *Club Members* due to associated legislation.

Club Members require specific management committee approval to use major items, including the *Club* boat, compressor and trailers, as defined below and in the relevant sections of these By-Laws.

BOX TRAILER

(Note: may not necessarily involve use of a *Club* vehicle)

Application: application, (including relevant towing experience & a copy of current driving licence) to the *Safety Committee*.

Skills Demonstration: A representative from the *Safety Committee* with relevant experience, or other member with relevant experience designated by the Safety Chair, to view a practical demonstration by the applicant.

List Update: if satisfied, *Safety Committee* to inform the *Executive Committee* who will take appropriate action regarding updating *Club* insurance policies. The *Safety Committee* should add the name to the list of endorsed drivers and publish the information.

Records: The *Safety Chair* shall keep a record of current approved box trailer towers and make it available on the website.

State Legislation: *Club Members* must take note of different regulations pertaining to towing as they vary from state to state.

Lookout: *Club Members* must take care when reversing to always ensure a lookout is appointed when required and take care of overall width and height.

Overrule: The *Management Committee* may overrule the decision of the *Safety Committee* regarding the approval of *Club Members* to tow *Club* trailers.

Learning to Tow the Box Trailer: If a *Club Member* who is not yet competent to tow the box trailer wishes to learn how to become competent, they may tow the box trailer under the direct supervision of an approved and suitably experienced tower. This training arrangement should be approved by the *Safety Committee* before commencing.

BOAT TOWING

(Note: may not necessarily involve use of a *Club* vehicle)

Application: application (including relevant towing experience & a copy of current driving licence) to the *Safety Committee*.

Skills Demonstration: A representative from the *Safety Committee* with relevant experience or other member with relevant experience designated by the *Safety Chair*, to view a practical demonstration by the applicant.

List Update: if satisfied of competence, *Safety Committee* to inform the *Executive Committee* who will take appropriate action regarding updating *Club* insurance policies (if required). *The Safety Committee* is to add the name to the list of endorsed drivers and publish the information.

Records: The *Safety Chair* shall keep a record of current approved boat towers and make it available on the website.

State Legislation: *Club Members* must take note of different regulations pertaining to towing as they vary from state to state.

Lookout: *Club Members* should take care when reversing to always ensure a lookout is appointed when required and take care of overall width and height.

Overrule: The *Management Committee* may overrule the decision of the *Safety Committee* regarding the approval of *Club Members* to tow *Club* trailers.

Learning to Tow the Boat: If a *Club Member* who is not yet competent to tow the boat wishes to learn how to become competent, they may tow the boat under the direct supervision of an approved and suitably experienced boat tower. This training arrangement should be approved by the *Safety Committee* before commencing.

DIVE COMPRESSOR

Operation: A *Club Member* must complete *Club*-approved training prior to being granted approval to operate the compressor. Following any significant changes to the *Club* compressor or significant absence from the *Club*, the *Management Committee* may deem that retraining is required. The *Club* Management Committee, or an authorised delegate shall coordinate such training and maintain a list of currently approved compressor operators.

Logbook: All compressor operations shall be logged in the approved logbook at the time of use.

Maintenance: The Ancillaries Officer must arrange for compressor, filter and motor maintenance in accordance with Manufacturer's recommendations. Air quality testing shall be undertaken at least annually.

Motor Changes: Changes between the petrol and electric motors shall be performed only by a suitably knowledgeable and experienced *Club Member* approved by an independent *Club Member* of the *Management Committee*.

G5. DIVE GEAR

Use: *Club* dive gear is loaned to *Club Members* for their personal recreational use only (including diving courses) and preferably for *Club* related activities. Gear may not be hired by a *Club Member* on behalf of a non-member (e.g. instructors cannot hire gear for divers they are training who are not *Club Members*). Hire for *Club* dive trips, including *Club* training activities, have priority over hire for personal use. In the case that multiple *Club* trips are scheduled at the same time, priority would generally be in the order in which those trips were communicated to the *Dive Officer*. However, in the event that the *Loans Officer* has made a prior agreement with a *Club Member* to ensure availability for a specific event, this should be honoured. Gear cannot be hired for university work or study related activities (e.g. Heron Island).

Duration: Dive gear is usually loaned on a weekly basis and shall be returned cleaned on the next designated loan night. Extensions to the loan period shall be negotiated with the Loans Officer prior to, or on, the next loan night. *Club Members* wishing to hire *Club* gear for more than two weeks must seek approval from the *Loans Officer* at least 1 month before, so the requirements of *Club* dive trips can be ascertained.

Return: The *Club Member* who hired the gear is responsible for ensuring the gear they have loaned is cleaned and returned (see cleaning guidelines in appendix). Furthermore, tanks shall be returned commercially filled (minimum 200 Bar) and corresponding receipts shall be presented upon request by the Loans Officer or Assistant. If a tank has been filled with the *Club* compressor, it is the responsibility of the person filling it to analyse the carbon monoxide (CO) concentration and it must not exceed safe limits. Other non-commercial fills are not allowed.

Proof of ID: Current *Club Members* shall provide proof of identity, SCUBA qualification, record of deposit and a completed loan agreement before being allowed to collect dive gear. This applies irrespective of the activity for which the dive gear is loaned, i.e. the dive gear for workshops and courses will be loaned to the participants under the same conditions as for a dive trip.

Malfunctions: *Club Members* must check that gear they are loaned is functioning correctly before accepting the loan, and before use (e.g. follow standard procedures for checking SCUBA equipment is functioning before each dive) and have a duty of care to report all gear malfunctions to the *Loans Officer/Maintenance Officer* immediately upon its return. Malfunctioning gear shall be tagged to identify the problem and shall not be loaned until the problem is rectified.

Sanctions: If the dive gear has been abused/misused, sanctions may be imposed and may include loss of deposit and/or suspension of borrowing privileges.

Loss/Theft: *Club Members* must notify the *Management Committee* of any dive gear loss, theft, etc. in writing detailing the circumstances. The *Management Committee* may impose sanctions it deems fit on a case-by-case basis.

Record Keeping:

Records shall be kept by the Loans Officer which:

- Allow tracking of items borrowed, by whom, when and any damage or problem identified upon return.
- Facilitate consistent frequency of use for all items.

H. OPERATIONS AND TRIP PLANNING

The *Club* offers a range of diving activities including *Club* run dives from the shore or the *Club Boat*, and diving with commercial operators. All *Club* diving activities (whether shore, *Club boat*, or commercial) must be coordinated with the *Dive Officer* and conform to these By-laws.

H1. DEFINITIONS

Club Run Dive Events: are dive activities from the shore or the *Club boat* that are fully organised and operated by *Club* members. *Club Run Dive Events* are run under the control of a *Dive Supervisor* who holds diving qualifications that meet, or preferably exceed, that required to participate in the proposed activity. When diving using the *Club Boat*, the boat must be under the control of *Club*-approved *Boat Handler(s)*, who may also fulfil the position of *Dive Supervisor*.

Commercial Dive Events: are dive activities that in part or whole use a *Commercial Dive Operator* to provide a service that supports the dive activity. *Commercial Dive Events* need an agreement of the services being provided by the *Commercial Dive Operator* and by the *Club*. At a minimum, this agreement must cover roles, responsibilities and costs.

Commercial Dive Operator: An entity that provides commercial charter dive services. *Commercial Dive Operator* services range from a basic bare boat charter to a full service operation.

Dive Supervisor: The *Dive Supervisor* controls the dive operations on *Club Run Dive Events* and, on *Commercial Dive Events* as per agreed roles. A *Dive Supervisor* must always be designated, even if all services are to be provided by the *Commercial Dive Operator*.

Dive Event Organiser: The *Club Member* who is organising the trip. *Dive Event Organiser* may organise *Club Run Dive Events* or *Commercial Dive Events*.

Trip Plan: A *Trip Plan* should include important organisational points, dive briefing points, dive site assessment, and provision for rescue and first aid information. *Trip Plans* provided by the *Dive Officer* to potential *Dive Event Organisers* are not necessarily current and are intended to only to assist with planning and risk management; it is the responsibility of the *Dive Event Organiser* to confirm the accuracy and currency of the information and should inform the *Dive Officer* of any incorrect or out of date information. Trip plans should be updated as required by the *Dive Officer* with assistance of the *Safety Committee*.

Trip Plans are recommended to include the following where possible:

- important organisational points (where, when, how, cost, rescue & first aid information)
- estimated fuel usage & passage times
- navigational details (course(s), GPS marks, navigation hazards)
- identity/call-sign/calling-frequency for the local marine authority
- air fills availability/costs
- launching facilities
- vehicle requirements (2 or 4 wheel drive)
- fuel availability
- permits required
- 'problem' weather patterns relevant to the dive site
- dive site assessment (depths, currents, bottom terrain etc)
- specific dive briefing points

H2. GENERAL TRIP PLANNING

Any *Club Member* can be a *Dive Event Organiser* for either *Club Run Dive Events* or *Commercial Dive Events*.

The general duties listed below are to be read in conjunction with both the sections *Club Run Dive Events* and *Commercial Dive Events*.

Before the trip, the *Dive Event Organiser* is responsible for:

- Gaining approval for the Event from the *Dive Officer*, or a delegate approved by either the *Dive Officer* or the *Executive Committee*, before advertising.
- Obtaining the *Trip Plan* from the website and making and recording any amendments necessary. If no *Trip Plan* is available, obtaining the template from the *Dive Officer* and preparing one (with assistance from other members, if necessary), and seeking approval from the *Safety Committee* well in advance of the Event.
- Ensuring the Event planning provides a fair and equitable opportunity for any suitably experienced *Club Member* to join the Event including those participating in essential roles such as *Boat Handlers*, *Dive Supervisor* and *Towers*; generally, this would mean advising *Club Members* of the Event via an email from the *Club* membership system so that all current *Club Members* are aware of the trip and when registrations will open, and selecting participants based on a first-come, first-served basis. The *Dive Event Organiser* should ensure that the *Boat Handlers*, *Dive Supervisor*, and *Towers* add themselves to the registration list before opening generally, but these roles should be advertised to *Club Members* who are qualified and approved to fill these roles. No spots may be reserved for individuals instead of advertising to all suitably experienced *Club Members* unless agreed with the *Dive Officer*.
- Appointing a *Dive Supervisor* for the event, regardless of whether it is a *Club Run Dive Event* or *Commercial Dive Event*. The *Dive Supervisor* must be qualified to do the duties as set out in section H3.
- Gathering trip participant's details as well as suitable emergency contact details to provide to the *Boat Handler*, *Dive Supervisor* and/or *Commercial Dive Operator*. It is recommended that the emergency contact is aware and able to inform relevant authorities of medical history relevant in case of an incident, and are readily contactable by Australian authorities.
- In consultation with the *Dive Supervisor* or *Commercial Dive Operator* responsible for the Event, ensuring that all trip participants meet the experience/certification requirements of the event based on information supplied by the participants (i.e. check qualifications, membership status, number of dives, date of last dive, answers to medical condition questions, basic English proficiency (able to understand safety briefings) and experience level of *Club Members* participating in the event). Inform *Club Members* that do not meet the requirements that they will be unable to participate and refund any deposit paid (note: this should be completed sufficiently in advance of the Event date that such participants can be replaced). This selection process must take into account such factors as diving, certification/experience versus such factors as type of diving activity (e.g. non-decompression, decompression, Nitrox), maximum planned depth at the proposed dive site, bottom topography and surge/current and distance from shore (e.g. Flinders trips using 'the *Club* boat' involves a long boat trip which is unsuitable for divers who get seasick, are nervous or unused to small boats). It is recommended that the *Club's* risk assessments are consulted to ensure all relevant variables are considered.
- Taking note of any trip participants holding qualifications such as 'Rescue' or higher, 'Oxygen Resuscitation', CPR or 'Diver First Aid'.
- Making the *Trip Plan* available to participants.
- Organising all accommodation if required for the Event (this may be delegated).
- Collecting and recording deposits (may be delegated; oversee to ensure correct record keeping and calculations).
- Ensuring that each participant has provided up to date personal and emergency contact details; these would typically be held in the Event Management System and are to be available to the *Management Committee*.

During the Event, the *Dive Event Organiser* is responsible for:

- All non-diving aspects of the trip.

After the Event, the *Dive Event Organiser* is responsible for:

- Ensuring all appropriate forms are completed and filed in the cabinet in the gear/boat shed.
- Returning Dive logs to the *Dive Officer* as soon as possible
- Submitting any errors/omissions in the *Trip Plan* to the *Safety Committee*.
- Submitting a *Trip Report* to the email list and/or Newsletter editor.

- The *Dive Event Organiser* is responsible for financial reconciliation, ensuring the costs for participants are calculated and paid, and money owing is paid. Complete Trip Cost Reconciliation form (or similar), as per the requirements of the Event.

H3. CLUB RUN DIVE EVENTS

Responsibilities

Overall: The *Dive Officer* has general authority over *Club* diving activities and may cancel an event, for example in the case that these By-laws are not followed. The *Dive Supervisor* has authority over *Club* diving activities on the day of the event, The *Primary Boat Handler* has primary control over boating activities on *Club* boat trips. For a *Club boat* dive, the final safety assessments at the dive site are the *Primary Boat Handler's* responsibility and their decision may overrule the *Dive Supervisor*. The *Dive Supervisor* role may be undertaken by the same person as a *Boat Handler* role.

When planning the trip, the *Dive Event Organiser*, *Boat Handler* and *Dive Supervisor* should consult regarding the choice of dive site and whether the trip will go ahead, taking into account such considerations as the timing, tides, weather and complement of divers.

Dive Event Organiser: The *Dive Event Organiser* is to:

- Review the *Trip Plan*, using the information to assist in planning the event;
- Confirm with the *Dive Officer* that the *Club* facilities (Boat, Trailer and dive equipment) will be available for the proposed dive event;
- Enlist a suitably qualified and experienced *Dive Supervisor* for the event;
- For shore dives, ensure a qualified oxygen provider (including CPR) is on site and sufficient oxygen is available;
- For *Club* boat dives, organise appropriately signed-off *Boat Handler(s)*
- Ensure there is a pre-event briefing, typically at the Thursday *Club* meeting immediately prior to the event. The *Dive Event Organiser* may lead the briefing or have a more experienced participant lead the briefing. This briefing should include, at a minimum, information about logistics (e.g. where to meet and when), what to bring (including diving equipment), what to expect with regards to the diving activities and a general overview of the planned itinerary;
- Organise a *Club Member* who has been approved by the *Safety Committee* to tow the *Club Boat* or *Club Gear Trailer* as required for the event;
- Email the Management Committee and Safety Chair to advise of participant numbers and the *Club Members* undertaking the *Dive Supervisor* and *Boat Handler* roles (if the *Club* boat is used) at the beginning of the event and another email advising when the participants are safely back on land.

If *Club* facilities were used the *Dive Event Organiser* is responsible for the remittance of funds to the club. The funds should be deposited directly into the *Club* bank account (with sufficient identifying details included). The *Dive Event Organiser* may be supported by other participants in completing this activity. Note that *Club* events must be run on a cost-price basis only and no financial gain is to be made by any *Club Member*; fund-raising events must be approved by the *Management Committee* and are to be clearly advertised as such.

Dive Officer: The *Dive Officer* must be aware of the responsibilities set-out in:

- CLUB DIVE TRIP – SUPERVISION, PRACTICES, RULES AND PROCEDURES

The *Dive Officer* is to confirm the proposed event date is suitable and that the required *Club* facilities (boat, gear trailer, dive gear, tanks, compressor, camping gear, etc) will be available. If the date is not suitable, or required *Club* facilities are not available, the *Dive Officer* is to advise the *Dive Event Organiser*. The *Trip Plan* should provide guidance on Event requirements such as the need for a suitably timed high tide.

The *Dive Officer* should review the choice of suitable *Boat Handler(s)* and *Dive Supervisor* taking into account the requirements of the dive site as described in the *Trip Plan*. It is expected that the *Dive Event Organiser* will discuss their choices with the *Dive Officer* and record this decision.

If the *Club Boat* or *Club Gear Trailer* will be required, the *Dive Officer* will review the allocation of suitably approved *Club Members*. The *Dive Event Organiser* is expected to advise the names of people taking these roles to the *Dive Officer*.

The *Dive Officer* is to check that stated qualifications and experience levels of *Club Members* participating in a dive event are suitable for the Event and inform the *Dive Event Organiser* if changes are required. Note that the *Dive Event Organisers* should have already checked such requirements as *Club Members* register for the event, however it is recognised that they would ordinarily have less experience and knowledge than the *Dive Officer*.

Emergency contacts for Event participants must be recorded, at a minimum this will include the name and up to date emergency contact name and phone number.

Dive Logs are to be reviewed by the *Dive Officer*. In case of irregularities or abnormalities, the documents are to be presented to and discussed by the *Safety Committee*. The *Dive Officer* may choose to speak to individual *Club Members* with regard to repeated poor diving practice or ask the *Safety Committee* to investigate and/or speak to the *Club Member*; it is expected that any such discussions will be undertaken in a supportive and educational manner.

Dive Supervisor: The *Dive Supervisor* must be aware of the responsibilities set-out in:

- CLUB DIVE TRIP – SUPERVISION, PRACTICES, RULES AND PROCEDURES

Dive Supervisor is responsible for ensuring that dive activities are undertaken in accordance with section H6 (CLUB DIVE TRIP – SUPERVISION, PRACTICES, RULES AND PROCEDURES) and that Dive Logs are completed and handed back to the *Dive Event Organiser* who is ultimately responsible for submitting the logs to the *Dive Officer* after the Event. On a shore dive, the *Dive Supervisor* is responsible for ensuring that emails have been sent to the *Management Committee* and *Safety Chair* regarding participant numbers and designated roles at the beginning and end of the Event. They would ordinarily also provide a source of information and mentoring for the *Dive Event Organiser*, as required.

Boat Handler: The *Boat Handler(s)* must be aware of the responsibilities set-out in:

- CLUB DIVE TRIP – SUPERVISION, PRACTICES, RULES AND PROCEDURES

The *Boat Handler(s)* should be aware and familiar with the proposed site's *Trip Plan*. The *Primary Boat Handler* has responsibility over boating activities on *Club* boat trips and makes the final decision with regards to safety and conditions on the day of the event.

Before commencing each trip, the *Primary Boat Handler* is responsible for ensuring the *Management Committee* and *Safety Chair* are aware the trip is proceeding. This will typically be advised by email prior to the boat being launched.

The *Primary Boat Handler* is responsible for completing the relevant sections (i.e. weather and sea conditions) of the *Dive Logs*.

The *Boat Handlers* are requested to submit any errors/omissions in the *Trip Plan* to the *Safety Committee*.

Club Member: *Club Members* must take responsibility for their own safety and dive according to procedures of the *Club* outlined in these By-Laws. All *Club Members* must produce a SCUBA diver certification card appropriate to the diving activity planned prior to diving with the *Club*. Proof of certification must also be provided when asked by the *Dive Event Organiser*, *Dive Supervisor* or *Boat Handler* in charge of a diving activity in which the *Club Member* is participating. A *Club Member's* logbook may be used to confirm the level of experience of that *Club Member* before participation in a diving activity requiring specialised experience. The *Club* recommends *Club Members* keep and maintain a current logbook.

Club Members are also expected to comply with their responsibilities set-out in:

- CLUB DIVE TRIP – SUPERVISION, PRACTICES, RULES AND PROCEDURES
- GENERAL GOOD PRACTICES FOR DIVERS
- MARINE CONSERVATION

Experience Requirement

The *Club* runs dives to a variety of dive sites, these sites provide differing risks and hence divers are required to meet the experience level associated with that site, as designated in the *Dive Site Trip Plan*. *Club-run Dive Events* to a particular site are open to all *Club Members* who meet the experience level required for that site, and shall be advertised as such. *Experienced Diver classifications* are provided in DIVER EXPERIENCE CLASSIFICATIONS.

Trip Cost Reconciliation

The *Dive Officer* and *Treasurer* should confer at regular intervals, as appropriate, to ensure funds were deposited for each trip that used *Club* equipment.

H4. COMMERCIAL DIVE EVENTS**Responsibilities**

Overall: The *Dive Officer* has general authority over *Club* organised *Commercial Dive* events and may cancel an event if they are not confident that the required safety standards are to be met. Due diligence should be undertaken before new commercial service providers are used by the *Club*; it is expected that all operators conform to local laws, industry best practice, and are fully insured for the services they provide

When planning the trip the *Dive Event Organiser* and *Dive Officer* should consult regarding the choice of *Commercial Dive Operator* and dive sites. Even if the *Commercial Dive Operator* provides a crew including one or several dive guides, the *Dive Event Organiser* must appoint a *Dive Supervisor*.

Dive Event Organiser: The *Dive Event Organiser* must liaise with the *Commercial Dive Operator* and agree as to who will take responsibility for each aspect of the dive trip. Where it is agreed the *Club* will take responsibility for an aspect of the event, the *Dive Event Organiser* must ensure that the action taken effectively addresses the responsibility; this should be discussed with the *Dive Supervisor*.

The *Dive Event Organiser* must remind divers there is no 'in-water supervision' provided on *Club Commercial Dive Operator* trips. As certified divers, they are responsible for their own safety underwater.

The *Dive Event Organiser* should check the qualifications and experience of participants to ensure they meet the requirements as agreed with the *Commercial Dive Operator* sufficiently ahead of time to allow cancellation and replacement of those not sufficiently experienced.

The *Dive Event Organiser* must confirm cancellation policies with the *Commercial Dive Operator* before confirming the booking. It is also recommended that the *Dive Event Organiser* collects deposits from all trip participants (or that deposits are paid directly to the *Commercial Dive Operator* by participants) and does not take on any financial liability beyond their own diving activity costs, as the *Club* will not take on financial liability for *Club Members* who default on trip payments.

The *Dive Event Organiser* is responsible for Financial Reconciliation, ensuring the costs for participants are calculated and collected, the *Commercial Dive Operator* is paid, and any other money owing is paid. If *Club* facilities were used the *Dive Event Organiser* is responsible for the remittance of funds to the *Club*; the funds should be deposited directly into the *Club* bank account (with sufficient identifying details included).

Dive Event Organiser is responsible for submitting completed Dive Logs for the event to the *Dive Officer*. These logs may have been completed by the *Commercial Dive Operator* or the appointed *Dive Supervisor* based on the agreement of responsibilities. If completed by the *Commercial Dive Operator*, a copy (or photo) is to be made and submitted to the *Dive Officer*.

The trip will conform to the *Club's*:

GENERAL GOOD PRACTICES FOR DIVERS

MARINE CONSERVATION

Dive Officer: The *Dive Officer* will confirm the proposed event date is suitable and that any required *Club* facilities will be available. If the date is not suitable or required *Club* facilities are not available the *Dive Officer* will advise the *Dive Event Organiser*.

Prior to the trip proceeding, and at a time that allows cancellation of the trip, the *Dive Officer*, with advice from the *Dive Event Organiser*, will review the responsibilities for each aspect of the event. Where the undertaking of a responsibility requires a skill, qualification or certification the *Dive Officer* must agree that the person assigned to the responsibility has the required skill, qualification or certification.

If the *Club Gear Trailer* will be required, the *Dive Officer* will review the allocation of a suitably approved *Trip Participant*. The *Dive Event Organiser* is expected to advise the names of people taking these roles to the *Dive Officer* and that it is recorded.

The *Dive Event Organiser* will check qualifications, number of dives, date of last dive, membership status, basic English language proficiency (able to understand safety briefings), answers to the medical condition questions and experience level of *Club Members* participating in a dive event, and confirm with the *Dive Officer*. When checking qualifications or experience levels for the proposed trip, if they are not clear and documented the *Dive Officer* should confirm the *Experience Requirement* with the *Commercial Dive Operator*.

Dive Logs are to be reviewed and archived by the *Dive Officer*. In case of irregularities or abnormalities, the documents are to be presented to and discussed by the *Safety Committee* at their meetings.

Dive Supervisor Responsibilities: A *Dive Supervisor* must be designated for all *Dive Events*. Even if the *Commercial Dive Operator* provides a crew including one or several dive guides, the *Dive Event Organiser* must appoint a *Dive Supervisor*.

The *Dive Supervisor* is responsible for ensuring that dive activities are undertaken in accordance with section H6 (CLUB DIVE TRIP – SUPERVISION, PRACTICES, RULES AND PROCEDURES)

Each party's responsibilities must be agreed with the *Commercial Dive Operator*. The person asked to take the *Dive Supervisor* role must have the certification(s) and level of experience required. They must understand and agree to the responsibilities. Liability and insurance arrangements must be agreed between the *Dive Supervisor*, the *Club (Dive Officer and Dive Event Organiser)* and the *Commercial Dive Operator*.

Club Member: *Club Members* participating in the *Commercial Dives* must be made aware of their responsibility as part of the registration process and must adhere to these responsibilities. This includes the completion of a waiver and providing evidence of diver certification as set-out by the *Commercial Diving Operation*, through to diving according to the procedures and limitations set-out by the *Commercial Diving Operation*.

Mandatory Dive Practices (Commercial Dive Operations)

Where the *Commercial Diving Operation* provides instruction on specific Dive Practices, *Club Members* participating in the event must adhere to these practices.

Where the *Commercial Diving Operation* provided Dive Practices do not address the Club's Supervision, Practices, Rules and Procedures, as set out in CLUB DIVE TRIP – SUPERVISION, PRACTICES, RULES AND PROCEDURES, the *Club's* Supervision, Practices, Rules and Procedures should be used to supplement the *Commercial Diving Operation* Dive Practices. Where there is conflict or confusion in the Dive Practices the *Commercial Diving Operation* provided *Dive Practices* have precedence. If confusion remains, it is recommended that the more conservative option is taken.

Experience Requirement

Commercial Dive Operator is to advise the *Experience Requirement* for divers to participate in the Dive. This should be included in the trip advertisement to *Club Members*.

H5. DIVER EXPERIENCE CLASSIFICATIONS

Different dive sites have different experience level requirements. The table below sets out definitions and requirements for various Experienced ratings used by the *Club*. These should be indicated in *Trip Plans* and in event

advertisements. All divers must not exceed the restrictions of their certifications; those who do not fall into the categories below are therefore only able to participate in trips suitable for “Open Water” divers.

Unidive Diver Classifications			
Classification	Recommended Depth Limit	Qualification	Additional Experience Required
Experienced Diver	30 metres (maximum 40 metres only with suitable qualification)	Trained by a recognized SCUBA training agency to the standard equivalent of Advanced Open Water Diver.	<ul style="list-style-type: none"> Minimum 30 dives and 10 different dive sites. Divers diving beyond 30 metres must have suitable certification from a recognised agency
Experienced Plus Diver	The shallower of: maximum depth rating of qualifications Or maximum depth of 40 metres.	Trained by a recognized SCUBA training agency to the standard equivalent of Advanced Open Water Diver.	<ul style="list-style-type: none"> Minimum 40 dives and 20 different dive sites. Proven experience diving in moderate current, from a moored boat (not drift dive) Proven ability to navigate an unfamiliar site with ability to return to the anchor point Proven ability to deploy DSMB from safety stop.
Sponsor Diver¹	30 metres (maximum 40 metres only with suitable qualification)	Trained by a recognized SCUBA training agency to the standard equivalent of Rescue Diver .	<ul style="list-style-type: none"> Minimum 40 dives and 20 different dive sites. Proven experience diving in moderate current, from a moored boat (not drift dive) Proven ability to navigate an unfamiliar site with ability to return to the anchor point Proven ability to deploy SMB from safety stop.
Technical Diver²	Maximum depth rating of qualifications	Certified by a recognized SCUBA training agency to conduct the planned dives.	<ul style="list-style-type: none"> The <i>Club</i> advises that technical training is required for dives below the recreational diving limit of 40 metres and/or dives involving mandatory decompression stops and that no amount of experience can replace that training.

²**Technical Divers:** In general, *The Club* considers a diver to be a technical diver if they meet all of the qualifications of the experienced diver category AND can provide proof of training certification and qualification (e.g. PADI Tec 50, BSAC Dive Leader with appropriate documented experience, TDI Decompression Procedures, GUE Tech 1).

¹**Sponsor Diver:** is the Diver sponsoring a non-experienced diver to go on the trip.

On dive trips classified as “experienced”, a *Sponsor Diver* may choose to sponsor a non-experienced diver to go on the trip. **Sponsorship** means that the *Sponsor Diver* is taking the non-experienced diver on the trip as a dive buddy. Sponsorship **may only be undertaken if all of the following conditions are met:**

- The *Sponsor Diver* has previous diving experience with the non-experienced diver they wish to sponsor

- Two of the following *Club Members (Approvers)* approve of this sponsorship based on the experience levels of both divers: *Dive Officer, Boating Officer* or a member of the *Safety Committee*.
- The non-experienced diver meets the following criteria:
 - Advanced Open Water or equivalent certification
 - 20 dives or more
 - 10 different sites
 - Has dived in the last 6 months
 - Has dived with someone in the club, other than the *Sponsor Diver*, who will give the approvers a first-hand opinion on the diver's skills in the relevant conditions
 - Shall produce a log book detailing the diver's claims
 - Would be diving within their current training and certification level
- Requests for Sponsorship should be made by the Sponsor Diver no less than one week before the dive takes place in order to gain appropriate approval. Note: sufficient time must be given to allow cancellation/replacement if the sponsorship arrangement is not approved, which may be longer than a week.
- Records of sponsorship decisions are to be kept by either the *Safety Committee* or the Management Committee.
- **Sponsorship is not an option on dive trips classed as Experienced Plus or Technical dives/sites.**

H6. CLUB DIVE TRIP – SUPERVISION, PRACTICES, RULES AND PROCEDURES

Diving Supervision:

The *Dive Officer, Dive Supervisor* and *Boat Handler* may be called upon by the *Safety Committee* to justify their decisions/actions.

The *Primary Boat Handler* has the final overriding control of all boat-based diving activities. They will usually therefore also take on the *Dive Supervisor* role. If these roles are taken on by two separate individuals, then the division of duties must be agreed on prior to the event. As above, the *Primary Boat Handler* has precedence if opinions differ.

Prior to commencing a dive, the *Dive Supervisor* should ensure the following is completed:

- 1) In case of a *Commercial Dive Event*, discuss with the Dive Officer and/or Dive Event Organiser to ensure that they know what they are responsible for.
- 2) Review their role and responsibilities as per the Unidive By-Laws
- 3) Review Unidive '[Mandatory dive practices](#)', '[General good practices for divers](#)' and '[Marine conservation guidelines](#)' as per the Unidive By-Laws
- 4) Assist the *Dive Event Organiser* to screen participants including membership status, certification level, date of last dive, medical condition, English proficiency, number of dives and alignment between their level of experience and planned dive site.
- 5) Match buddy dive teams and decide who will be diving first, in which order. The buddy dive teams or pairs should be based on details entered under 'participant details' in the trip registration form. Less experienced divers are to be paired with more experienced divers only with the agreement of both divers.
- 6) In coordination with the *Dive Event Organiser*, provide a pre-trip briefing at the Shed. Remind divers to carry a safety sausage, whistle, cutting implement (mandatory) and snorkel (recommended). Remind divers of '[Mandatory dive practices](#)', '[General good practices for divers](#)' and '[Marine conservation guidelines](#)'. They should not dive in excess of the depth to which they have been certified. They should also stick to their buddy. Remind divers there is no 'in-water supervision' provided on Club trips. As certified divers, they are responsible for their own safety underwater.
- 7) On the day of the event, safety and site briefings should cover all of the following (in case of a *Commercial Dive Event*, ensure that the Operator does provide all the information; if they don't, it is the responsibility of the *Dive Supervisor* to complement this information with an additional briefing).
 - a) Dive objective
 - b) Maximum depth and maximum time to return to the surface and safety stop
 - c) Potential hazards and how to avoid them
 - d) Dive site terrain - distinguishing features
 - e) Buddy pairs or teams and buddy separation procedure
 - f) Buddy checks completed
 - g) Signals
 - h) Entry point and technique
 - i) Exit points and technique
 - j) Special equipment needed if any e.g. torch
 - k) Marine life of interest
 - l) Statutory regulations, if any

- m) Emergency procedures for first aid and diver recall, location of O2 kit and radio
 - n) Minimum air reserve
 - o) Procedure for use of a safety sausage
 - p) Reminder to ensure all gauges and octopuses are clipped to BCDs.
- 8) Complete dive logs and send them to the *Dive Event Organiser* after the trip. Make sure you ask participants for their non-decompression limit (NDL) for the planned depth before each dive. Record their NDL on the dive logs.

In addition, in case of *Club Run Dive Events* or *Commercial Dive Events* where it has been agreed that the *Commercial Dive Operator* will NOT provide the following services, then the *Dive Supervisor* is responsible for the following:

1. Safety management system in place incl. equipment (first aid, oxygen) and trained personnel
2. Head-count of divers before departure, and again, before leaving the dive site
3. Assess diving conditions at the dive site, on the day
4. Dive operations briefing including divers recall procedure
5. Dive site(s) briefing(s)
6. Remind divers there is no 'in-water supervision' provided on Club trips. As certified divers, they are responsible for their own safety underwater and they should stick to their buddy.
7. Active lookout and rescuer(s) at the surface while divers are in the water
8. Dive flag displayed while divers are in the water
9. Additionally, for a boat-based 'non-drift' type dive, before divers enter the water ensure that the anchor or mooring is set securely and a mermaid line is out. After the mermaid line is set, check for surface current.

Mandatory Dive Practices

The following practices are mandatory for all divers participating in *Club* diving activities; they shall read and familiarise themselves with the practices as set out below:

1. Divers must dive within their certification and training level. There is no in-water supervision provided on Club dive events.
2. *Club Members* are responsible for determining their own diving limits, without exceeding their certification (e.g. max depth, no decompression limits, too much current, too poor visibility or too deep for them to dive) and must have either a set of dive tables and an underwater timing device OR a dive computer.
3. Be familiar with dive tables or dive computer use and check depth/time calculations before, during and after every dive.
4. Always dive with a safety sausage/DSMB and whistle (or similar) attached to or contained within the BCD and a cutting implement on their person. It is recommended to take a snorkel.
5. Always dive with a buddy.
6. Ensure sufficient reserve gas is maintained on all dives (i.e. enough gas for an ascent/return for both you and your buddy while sharing gas). e.g. following the '50 bar' or 'minimum gas' rules, following the 'rule of thirds' when in an overhead environment without easy exit to the surface. In the case of freediving activities, appropriate surface intervals must be observed between dives.
7. Before and after each dive (ASAP) ensure completion of all dive profile related details in the Dive Log.
8. For non-decompression dives and where it is safe to do so, perform a safe ascent as taught by a recreational diver training agency, e.g. an ascent with a 'safety stop' of 3 min @ 5m, or a 'minimum decompression' ascent.
9. For decompression dives perform an ascent profile appropriate to the dive plan, as discussed in 13.
10. Ensure you are at the surface, having completed the required safety stop and a controlled ascent within the time limit specified by the Dive Supervisor.
11. All gas mixes other than air must be analysed and the tank labelled. It is recommended that this be done by the diver using the gas. The resulting analysis must be written on tape affixed to the shoulder of the tank and include: analysis date, analyst's initials, tank pressure and gas mix percentages (i.e. O₂% or O₂%/He%). When non-standard gas mixes (e.g. a 'best mix') are used, the maximum operating depth (MOD) should also be included. If the tanks are not correctly labelled, the *Dive Supervisor* can refuse the diver's participation on the respective dive.
12. Ideally nitrox and mixed gas divers dive in buddy teams with other divers using the same gas. In the case of mixed buddy teams, all team *Club Members* should be made aware of the gases being used, their suitability, and their effect on the dive plan.
13. Technical dives

- a. Decompression dives or those beyond 40m (with or without mixed gas) must be pre-planned and dive plans verified by a suitably certified dive buddy. A copy of the dive plan must be submitted to and sighted by the *Safety Committee* no less than 10 days in advance of the dive. The *Safety Committee* reserves the right to disallow any such dive. At any point the Management or Safety Committees may invite outside expertise for the purposes of interpreting and reviewing plans. A copy of the dive plan must be left in the shed prior to leaving. Dive plans should include gas management planning.
 - b. The *Safety Committee* should keep a log of these dive plans. As long as there is a record of it, a diver may dive to their previously submitted plans when diving at the same sites.
14. Divers must accept the decisions of the *Dive Supervisor* or *Boat Handler* who may ban individual divers from diving if, in their opinion, the diver is not safe to dive e.g. fast ascent, diver not sufficiently experienced, under the influence of drugs or alcohol.
 15. Junior *Club Members* (i.e. those under 18 years) must either dive with their parent or legal guardian, or with a designated *Club Member* over 18 years of age. In the latter case, the *Dive Supervisor* should request that the parent and designated buddy put the agreement in writing so as to acknowledge that permission has been given by the parent/guardian and that the designated buddy accepts the responsibility. The agreement must be forwarded to the *Safety Committee*.

Standing Rules for Conduct of Diving Operations

- **Command of Boat:** An approved *Boat Handler* must be in charge of any *Club* boat involved in diving activities.
- **Dive Briefing:** The *Dive Supervisor* or *Boat Handler* (or appropriate delegate) are to give an appropriate dive site brief. A dive brief must address both site specific details and general diving practices. It should include important safety aspects (e.g. reminder regarding no decompression limits, danger of entanglement, sharp objects, dangerous marine life, strong current, boat hazards) as well max depth, dive times and other important aspects (see section [H6 Dive Supervision](#)).
- **Active Lookout:** An active lookout must be maintained at all times whilst divers are in the water. This applies for both Boat and shore dives. For some trips more than one lookout will be required, based on conditions or number of divers, refer to the *Trip Plan* for the planned *Dive Site*.
- **Flag:** A dive flag will be displayed whilst divers are in the water.
- **Oxygen Resuscitation Equipment** Must be available and checked, with sufficient oxygen for the planned dive site and suitably qualified oxygen provider(s) on site.
- **Fresh water** Sufficient fresh water must be provided for the event. For a day boat trip consider 2 litres per person, and for camping trips it will depend on local access to fresh water.
- **Hot Water/Vinegar** hot water and/or vinegar should be available for first aid treatment of marine stings.
- **Documentation:** All required documentation must be completed prior to the trip to ensure the *Dive Officer* has time for review as per *Dive Officer Responsibilities* in *Club* or *Commercial Trips* and possible outcomes actioned.
- **Diving Operations Documentation:** As a minimum requirement a *Dive Log* on the standard form must be kept as record of each *Club* event. It has to be ensured each diver is responsible for completion of his or her dive profile related details to the *Dive Supervisor*.

Night Diving Procedures: For a night dive, the following conditions must be met:

- There must always be surface watch (with appropriate lighting) whether diving from the *Club* boat or shore.
- Each diver must have at least 2 sources of light, preferably 2 torches. A cyalume stick or similar may be substituted for 1 torch, unless it is a wreck dive in which case 2 torches are mandatory.
- Experienced divers with less than FIVE logged night dives should be teamed with buddies who are experienced at night diving.
- In order to take part in a night dive the diver must have logged at least one dive on that site previously.
- Additionally for boat based dives:
 - The *Boat Handler* must have a white light suitable for signalling passing boats and to assist in a missing diver search - spotlight would be suitable.
 - After anchoring, a flashing strobe light may be attached to the anchor line (if appropriate) at the optimum distance below the surface that will allow divers to find the vessel without surfacing (where visibility permits this).

H7. GENERAL GOOD PRACTICES FOR DIVERS

The following practices are expected for divers participating in *Club* diving activities and should be made available to new *Club Members* before they begin participation in any *Club* diving activities:

- Maintain good physical and mental condition for diving; avoid taking drugs including alcohol when diving is contemplated and have a regular diving medical.
- Ensure you maintain an appropriate level of swimming ability and fitness.
- Do not drink alcohol before diving – even a single beer consumed 8 hours before a dive will increase dehydration and hence the risk of decompression sickness.
- Use correct, complete and well-maintained diving equipment, which you should check before each dive, and perform buddy checks before each dive.
- Know the **limitations of yourself, your buddy and your equipment**; use good judgement and common sense in planning each dive and set moderate limits for depth and time in water, allowing a margin of safety.
- Always monitor your gas consumption and decompression limits/requirements.
- Know your diving location; avoid dangerous places and poor conditions.
- Control your buoyancy at all times; be prepared to ditch your weights in an emergency situation if warranted. In an emergency STOP, THINK, GET CONTROL, then ACT.
- Never dive alone; stay in contact with your buddy; review your hand signals with your buddy; know and implement lost buddy procedure; communicate the "OK" signal to surface support both on entering the water and on surfacing after a dive.
- Use a descent/ascent line (e.g. anchor line) whenever possible for descending or ascending.
- Ensure a dive flag is flown.
- Beware of breath holding especially on ascent, equalise pressure early and often.
- If you are cold, tired, injured or feel unwell indicate to your buddy that you wish to terminate the dive; obtain medical advice for persistent symptoms.
- Avoid unplanned stage decompression profiles.
- Carry a dive slate and use if hand signals are insufficient or confusing.
- Dives should be planned and conducted taking into account the skills and experience of the least experienced *Club Member* of each buddy team.

H8. MARINE CONSERVATION

The *Club* actively encourages its *Club Members* to follow low impact diving techniques during *Club* diving activities. Briefly, *Club Members* are expected to respect wildlife, obey marine park rules, and avoid damaging reef structures, for example by striving to:

- Being aware of and complying with local legislation, particularly that regarding marine parks
- Ensuring dive gear is secured appropriately (i.e. no dangling gauges)
- Being correctly weighted and practicing buoyancy skills to avoid accidental damaging corals etc and/or kicking up sand and silt with fins
- Being aware of surroundings at all times, especially when taking photos
- Not holding living structures (e.g. when taking photos)
- Avoiding holding on for support or to prevent drift, but when it is necessary choosing only non-living objects such as rocks
- Practicing good finning techniques to avoid disturbing marine life
- Not touching plants or animals
- Not interrupting the normal behaviours of marine wildlife (e.g. not holding bright lights directly on animals, especially at night)
- Not feeding marine life
- Not chasing, riding or blocking the path of marine animals (e.g. turtles, grey nurse sharks, manta rays)
- Not collecting any underwater souvenirs, living or dead (e.g. shells, broken coral, and shark teeth)

I. BOATING OPERATIONS

All *Club* boating operations must be under the control of a *Boat Handler* who has approval for the site of operation. This person is referred to as the *Primary Boat Handler* and has ultimate responsibility for the safety of the vessel and its passengers. The following is based upon the recognition that handling boats in the support of diving operations relies upon different skills and may present very different challenges to other marine sports. It is the *Club's* position that in order to ensure the safety of its members, all *Club Boat Handlers* must demonstrate a higher level of skill and experience than is required for the basic Queensland Marine Driver's License boat-safe courses.

11. BOAT HANDLER

Any *Club Member*: (except those specifically banned by the *Management Committee*) may drive a *Club* boat with the approval of, and in the presence of, a *Primary Boat Handler* in conditions judged safe by the *Primary Boat Handler*.

Boat Handler Roles during *Club* Events:

There are two roles that must be filled on any trip: Secondary and Primary:

Primary Boat Handler Role:

The *Primary Boat Handler* takes control of the boating operation for *Club Events* and has final decision-making authority during the *Club Event*. It is required that *Primary Boat Handlers* supervise *Club Member* boat use.

The *Primary Boat Handler* role can only be filled by a *Club Member* who is a *Site Approved Boat Handler* with site approval for the specific location of the voyage. This role is required on all Unidive trips conducted with the *Club* boat.

Secondary Boat Handler Role:

The *Secondary Boat Handler* does not require site approval but must be an *Approved Boat Handler (Limited or Full Approval)*. The *Secondary Boat Handler* will ideally be gaining experience navigating to and from sites, including anchoring, with the intention that they will one day gain site approval for that location.

The *Secondary Boat Handler* will typically maintain watch while the *Primary Boat Handler* dives. The *Secondary Boat Handler* is second in command and must be able to assume full control if the *Primary Boat Handler* becomes unavailable.

Boat Handler Approvals

There are five levels of *Club* approval and accountability for *Boat Handlers*: Novice Boat Handler, Approved Boat Handler (Limited Approval), Approved Boat Handler (Full Approval), Site Approved, and Senior Boat Handler.

Minimum Standards for all levels

All *Club Members* wishing to be a Unidive *Boat Handler* must have at a minimum:

- Recreational or commercial shipmasters license issued by an Australian State or International license recognised by the local authorities (e.g. Marine Safety Queensland in Queensland, Roads and Maritime Services in New South Wales);
- VHF radio operator certificate of proficiency: Short Range Operator Certificate of Proficiency (SROCP) or equivalent, such as the superseded Marine Radio Operator VHF Certificate of Proficiency (MROVCP);
- Current first aid, oxygen provider and CPR certification (i.e. renewed in the last 12 months); and

Novice Boat Handler - Eligible for Boating Workshop

Definition: A *Club Member* who has satisfied the *Minimum Standards* stated and is ready to participate in the Unidive Boat Handlers workshop and to start gaining general boating experience under the supervision of the *Primary Boat Handler*.

Requirements for Approval: Submission of evidence that the minimum requirements have been met to the *Safety Committee*.

Approved Boat Handler (Limited Approval) - Can act as Secondary Boat Handler

Definition: A *Club Member* who has demonstrated the skills and experience necessary to act as a Secondary Boat Handler.

Requirements for Approval: To become an *Approved Boat Handler (Limited Approval)* the *Club Member* needs to be competent in the operation of the boat, demonstrating all of the skills listed in the relevant Application Form, including but not limited to:

- ability to use the GPS
- navigate back to an anchor or mooring
- deploy an anchor and ensure the boat is secured
- attach to a mooring
- retrieve an anchor from the helm
- deploy the safety buoy and navigate back to it

The *Club Member* needs to have completed the Unidive Boat Handlers workshop and has been deemed competent by practical demonstration, or has demonstrated these skills in a way deemed acceptable to the *Safety Committee*.

Approved Boat Handler (Full Approval) - Able to collect Site Approvals

Definition: A *Club Member* who has demonstrated the skills and experience necessary to act as a Primary Boat Handler (although might not yet have the required site approvals to act as a Primary Boat Handler).

Requirements for Approval: To become an *Approved Boat Handler (Full Approval)* the *Club Member* needs to be competent in the operation of the boat, having already met all of the requirements for a *Approved Boat Handler (Limited Approval)*, and demonstrating all of the requirements listed in the relevant Application Form, including but not limited to:

- ability to launch and retrieve the boat from more than one launch site
- ability to navigate the boat in a variety of sea condition that represent typical dive trips
- deploying and retrieving the anchor at various sites
- competency in the use of all equipment aboard the *Club* dive vessel including electronic navigation aids
- demonstration of general boating knowledge and experience and SE Qld/NSW specific boat handling and diving knowledge and experience.

Site Approval

Definition: An *Approved Boat Handler* that has demonstrated the necessary skills and experience to fill the role of *Primary Boat Handler* on voyages to specific site(s).

Requirements for Approval: To gain *Site Approval*, normally an *Approved Boat Handler* would be expected to navigate to the site a minimum of two times in a variety of sea and weather conditions under the supervision of more than one *Boat Handler* approved for that site before receiving the *Site Approval*. However, these requirements may be waived if the *Approved Boat Handler* can demonstrate equivalency for the competencies required. This may be required when the club only visits a site infrequently (e.g. twice a year), and it wouldn't be possible for an *Approved Boat Handler* to meet these requirements.

In the case of new sites, a separate Application Form for New Sites (available on the website) must be prepared and submitted by an *Approved Boat Handler* to the *Safety Committee*. *Safety Committee* approval of a new site:

- may involve consultation with Senior Boat Handler,
- and may include Site Approval for the applicant.

Senior Boat Handler

Definition: A *Senior Boat Handler* is an *Approved Boat Handler* who has:

- shown significant competency in operation of the *Club's* boat,
- has a comprehensive understanding of the *Club's* dive operating procedures,

- is able to act as a mentor for both existing Boat Handlers and *Club Members* who wish to become Boat Handlers,
- and is able to provide guidance to the *Safety Committee* and *Executive Committee* on safety matters relating to boating and the approval of Boat Handler Applications and New Site Applications.

Requirements for Approval: An *Approved Boat Handler* can apply to be a *Senior Boat Handler* or be nominated by one or more current *Senior Boat Handlers*, the *Safety Chair*, or any member of the *Executive Committee*.

Application Process For Boat Handlers

Club Members applying to become a Boat Handler shall submit the relevant Application Forms available on the website to the *Safety Committee* who will consider approval, in consultation with *Senior Boat Handlers* and consideration of prior experience and qualifications. Nominations for *Senior Boat Handlers* shall be considered for approval by the *Executive Committee*.

If a *Club Member* wishes to make an appeal regarding the application process, they should contact any member of the *Executive Committee*, who may direct the *Safety Committee* to review the application and provide a recommendation to the Executive Committee whether to approve or reject the application. The *Safety Committee* may request further information from the applicant or other parties before making a decision, but it is expected that a recommendation is made to the *Executive Committee* within four weeks of the request to review.

The Safety Committee will retain records of all applicants for *Boat Handlers* and reasons for approval or rejection.

12. PROCEDURES FOR BOAT HANDLERS

At least one *Approved Boat Handler* must remain in the boat at all times. There shall be a designated *Primary Boat Handler* on all *Club* boat trips.

While divers are in the water there must always be two people in the boat. This is required in case it becomes necessary to weigh anchor or perform a rescue. The *Approved Boat Handler* on watch fulfils the requirements for surface watch while diving activities are performed and must at all times maintain a proper lookout.

There are some sites that can be visited with only one Boat Handler, this being a *Primary Boat Handler*. In these situations, the Boat Handler cannot dive and, as stated above, must have an assistant on board capable of helping in a rescue. If the Boat Handler wishes to dive, a second *Approved Boat Handler* is required in order to comply with the rule that the boat must always be in control of an *Approved Boat Handler*.

The number of *Approved Boat Handlers* required for a given location are specified in the document 'Divesite_Overview.xlsx' maintained by the *Safety Committee*.

Approved Boat Handlers are expected to offer opportunities for *Club Members* to gain experience and competence with a view to them also being authorised as Boat Handlers. Any *Club Member* (except those specifically banned by the Management Committee on the recommendation of the Safety Committee) may drive the *Club* boat with the approval of, and in the presence of, a *Primary Boat Handler* in conditions judged safe by the *Primary Boat Handler* Mastering the boat and in accordance with local laws.

Trip Plan: A documented *Trip Plan* must be submitted (for a new dive site) to a *Safety Committee* member prior to putting the boat to sea, whereas an amendment to an existing plan need only be communicated.

Checklist Procedures: Checklists must be completed prior to launching and leaving shore.

Log: The details relating to the boat (motor running time etc.) should be immediately entered in the Boat Usage Log Book kept in the shed.

Active Lookout: An active lookout is to be maintained at all times diving operations are in progress.

Radio Checks: Before leaving port and/or attempting a bar crossing a radio call shall be made to the local marine authority (Coast Guard or VMR) or the Unidive base radio, details to be included are: the destination, number of people on board, and expected time of return. Upon returning to port, the authority shall again be notified. The *Safety Chair* and *Management Committee* must be informed of departure (including ETR) and return via email, text message or phone.

Chain of Command: in the event of deteriorating conditions or emergencies, decisions should be made with deferment to the more conservative alternative; the designated *Primary Boat Handler* retains decision making but may seek input from other *Boat Handlers*.

Mooring: Boats must only be moored or anchored in accordance with the guidelines set by the *Boating Officer* and as specified from time to time in *Club Rules, By-Laws, Approved Forms* or *Management Committee* meeting minutes.

Guidelines can also be found in the Queensland Recreational Boating Safety Handbook.

Overnight Mooring: Boats must not be moored or anchored overnight unless a watch can be maintained.

A watch is defined as a person or persons maintaining continuous visual contact with the boat.

Off-limit Areas: A *Club* boat must not be taken into an off-limit area as may be defined from time to time by the *Safety Committee*. The boat must not be taken in waters where a strong wind warning is current.

Sufficient Boat Handlers: On overnight or extended dive *Club* trips such as occurs on reef trips, sufficient *Boat Handlers* must be engaged to ensure that a *Boat Handler* is not required to operate boats for periods that are likely to lead to unsafe practices.

Inform other boat handlers: After every trip where the *Club* boat is taken out, the *Boat Handlers* should inform the Boat Officer and other *Boat Handlers* of the status of the boat and/or any problems via the email list and appropriate comments in the Boat Usage Log Book.

13. BOATING OPERATIONS REPORTING

Fault Reporting: Boat faults or issues must be reported to the Boating Officer as soon as possible after the returning the boat to the boat shed and subsequently a written report must be lodged with the boat log.

J. BOATING & DIVING EMERGENCY RESPONSE GUIDELINES

- **Stopping of all diving activities in case of emergency:** If a boating or diving emergency is taking place all diving activities are stopped until further notice of boat handler, dive supervisor or executive member.
- **Disabled vessel** (loss of steerage/power, structural integrity) - use v-sheet, flares, radio as appropriate, and, if all else fails to gain attention, activate EPIRB
- **Vessel in grave and imminent danger** – Mayday radio call, flares, EPIRB as appropriate.
- **Capsize** – direct passengers to stay in physical contact with boat, retrieve safety pack from console or equipment boxes, display v-sheet, use flares as appropriate
- **Person overboard** – Ensure that spotters are watching the person(s) overboard, engage overboard (MOB) function on the GPS, make a controlled turn to recover the person(s) ensuring no risk to persons on the boat. Prepare to radio or call for help. Throw a flotation device to the persons if necessary and available (e.g. if not wearing a life jacket, one can be thrown). A call should be made as soon as there is loss of sight of the person(s) in the water.
- **Fire onboard vessel** – instruct passengers to collect flotation devices if possible and enter water, maintain contact as a group, *Boat Handler* to attempt to control fire with extinguisher, if possible retrieve safety pack before leaving the boat, use flares and v-sheet as appropriate

Medical emergency (imminent risk of death) –Pan-Pan call on radio

- **Medical emergency (other than above)** – if treatable with first aid do so using first aid kit, if necessary contact Coast Guard or Volunteer Marine Rescue for further assistance. For diving related disorders it is recommended that DAN be contacted.
- **Diver in distress (shore based)** – allocate a spotter, approach diver, determine if conscious or unconscious, offer appropriate assistance, remove diver from water, treat as appropriate (e.g. verbal assurance or first aid or medical assistance)
- **Diver in distress (boat based)** - allocate a spotter, disconnect buoyed anchor line from boat, approach diver determine if conscious or unconscious, offer appropriate assistance, remove diver from water, treat as appropriate (e.g. verbal assurance or first aid or medical assistance), if medical assistance is required use Pan Pan call to Coast Guard or Volunteer Marine Rescue,
- **Lost diver (shore based)** – allocate spotters, notify Coast Guard or Volunteer Marine Rescue,

- **Lost diver (boat based)** - allocate spotters, notify Coast Guard or Volunteer Marine Rescue, disconnect buoyed anchor line from boat, engage man overboard function on GPS, commence search pattern being mindful of other divers and hazards.

Note: whenever moving a boat in a dive area all care needs to be given for possibly ascending divers. A head count should be made as soon as is practical after any incident that occurs.

K. TRAINING OPERATIONS

Affiliated Instructor/Trainer: Instructors/Trainers utilised by the *Club* may become affiliated with the *Club*.

Recognised External Training: The *Club* recognises diving qualifications from all certification agencies meeting International Standard ISO 24801, which contains minimum standards for recreational diving (e.g. NAUI, FAUI, GUE, NASDS, PADI, SSI, BSAC, CMAS, TDI etc.) and first aid and resuscitation courses approved by those agencies and following the current recommendations of the Australian Resuscitation Council. However, it is recommended that *Club Members* undertake first aid training with Registered Training Organisations, as this provides a level of surety that the training is up to date, complete, and will be legally recognised in the event of an incident.

Selection Process of Workshop Leaders/Trainers/Instructors/Educators

Criteria that are to be used in the selection of affiliated workshop leader(s), instructor(s), trainer(s) or educator(s) include suitability of qualifications, good standing in the diving community, experience in diving education and membership of the *Club* and are at the discretion of the *Training Officer* and *Safety Committee*.

Voluntary contribution that an affiliated workshop leader/instructor/trainer/educator should be prepared to offer the *Club* should include: work involved in preparing and overseeing the execution of an annual training calendar, availability to work on the *Club Safety Committee* if selected, reasonable participation in *Club* promotion (for instance during University Orientation Week) and refresher training for *Club Members*.

Trainer Roles and Responsibilities:

The *Training Officer* is responsible for coordinating the training calendar. Instructors/Workshop Leaders are responsible for coordinating their courses/workshops.

Cost and Expenses:

Any direct expense (e.g. if the *Club Member* wishes to undertake a boat dive or use *Club* gear) must be borne by the *Club Member*. The trainer may charge a fee to cover their expenses only. Instructors act in a voluntary capacity only and no personal commission or profit may be made from the training. If questions are raised with respect to training course fees, the *Management Committee* may request a breakdown from the trainer. Trainers are encouraged to overestimate costs in the first instance and provide a refund if costs are not clear before a course begins, to avoid *Club Members* being faced with unexpected additional costs after beginning a course.

Qualifications and Insurance:

Certifying Courses: Instructors affiliated with the *Club*, or whose services the *Club* uses to hold certifying courses, must hold relevant, current qualifications from a recognized training agency or organisation appropriate to the course offered (e.g. an appropriate diver training agency, or first aid and/or resuscitation organisation), and must have appropriate insurance (e.g. professional indemnity). Certifying courses cannot be run from the *Club Boat*, due to legislative requirements around commercial boating activities.

Workshops: are held on the basis of a mentoring system. Instructors, Trainers, Educators and Experienced divers (Workshop Leaders) with current qualifications from recognised diving agencies may encourage and offer skill refreshment, practice and development to already certified divers within their current training level. Those providing mentoring should be competent in the associated skills, but may not necessarily hold instructor or similar certifications; the mentor's skills, qualifications and experience should be communicated to potential workshop attendees when advertising to avoid misunderstandings. No certifications are associated with such workshops.

Mentors who do not hold their own insurance (e.g. as an instructor) are encouraged to seek advice regarding insurance provided via UQ Sport.

Training Calendar/Schedule detailing courses and workshops available throughout the year should be prepared and approved by the *Training Officer* and published on the club's event webpage. In order to foster a spirit of camaraderie in the *Club*, where possible the *Club* training calendar and dive calendar should be scheduled such that new *Club Members* may learn from more experienced *Club Members* and training becomes an integral part of *Club* diving activities.

K1. UNDERWATER SPORT ACTIVITIES

Underwater Sport activities are undertaken primarily as fitness opportunities for *Club Members* and therefore are considered part of the *Training Officer's* role. It is acknowledged that the social aspects of opportunities to participate in inter-club competitions enhances both the participation of members in such fitness activities and the general participation of *Club Members* in all *Club* activities.

The *Underwater Sport Representative* is to coordinate pool bookings in consultation with the *Training Officer* and *Executive*, and ensure that a list of participants is recorded for all training and competition sessions. While training sessions are provided for *Club Members*, non-members may participate in up to four sessions as 'try outs' before joining; non-members must acknowledge in writing that they understand that they do so at their own risk and will not be covered by the *Club's* insurance (subject to compliance with UQ Sport rules).

Underwater Sport competition and training camps are considered *Non-routine Events* and to be *Club Sanctioned Events* they must be approved by both the *Management Committee* and UQ Sport ahead of time. The Underwater Sport Representative should ensure a UQ Sport Event Proposal Form and associated Risk Assessment is submitted to the *Management Committee* and UQ Sport before the designated deadline. Requests to the *Management Committee* to host competitions and other major events must include a designated event coordinator responsible for communication with the *Management Committee*, detailed budget, risk assessment and details of safety controls, proposed competition schedule, location information and full itinerary. The event coordinator is to ensure that the event proceeds according to the plan approved by the *Management Committee* and UQ Sport.

L. FINANCIAL AND RECORDS MANAGEMENT

L1. FINANCIAL MANAGEMENT

Financial Authorities: any two authorised *Management Committee* members (one of which must be an *Executive* member) conjointly must sign Cheques (if in use). Electronic banking records must be presented to the management committee at each monthly meeting if requested by non-signatories, however it is recognised that all four *Executive* members as account signatories can, and are encouraged to, monitor account transactions online. Internet banking signatories should be the four *Executive* members and two are required to approve all transactions.

Deposit Books and Cheque Books: Deposit books and Cheque books (if in use) are held by the *Treasurer* and brought to each *Management Committee* meeting.

Receipt of Club Moneys: *Club* moneys should be tendered with an itemised account to the *Treasurer* or delegate on or before each *Management Committee* meeting, or other similarly regular basis.

Banking Club Moneys: Banking of *Club* moneys is to be carried out by the *Treasurer* as soon as possible but at least prior to each monthly *Club* meeting. Direct deposits made by *Club Members* should include sufficient information for the *Treasurer* either in the payment reference (preferred) and/or an email to the *Treasurer*.

Committee Spending Limits: One of the *Executive Committee* should approve purchases under \$500. Purchases over \$500 should be referred to the *Management Committee* for prior approval. At least two written quotes should be obtained for purchases over \$500, where there is more than one provider available. Previously approved recurring

costs (e.g. pool hire agreements) must be reviewed at least annually and may be reapproved by the *Executive Committee* unless there is a substantial change in cost or a *Club Member* of the *Management Committee* raises concerns, in which case approval for renewal must be sought from the *Management Committee*.

Receipts: must be presented prior to reimbursement and a copy included by the Treasurer in the records associated with the annual audit.

Administration Costs: The Treasurer, on presentation of relevant receipts, will arrange payment of costs incurred by Office bearers (or delegates) in the performance of their duties from the appropriate *Club* bank account.

Capital funding: If the purchase of capital items (>\$5000) is anticipated, the *Management Committee* shall investigate options for community grant funding or similar.

L2. INVENTORY CONTROL

Asset Register: The *Treasurer* shall compile an asset register each year, of all *Club* property prior to the annual general meeting. Assistance may be obtained from other *Management Committee* members as appropriate (e.g. the *Maintenance Officer*). This register shall be included in the annual UniMutual insurance questionnaire when it is completed by the *Executive Committee*.

Inventories: Individual Office bearers should provide the *Treasurer* with an inventory report of all equipment under their control if requested, prior to the annual general meeting.

L3. KEY-HOLDERS

Management Committee members may hold any of the keys as required for their duties.

From time to time, keys or access may be provided to other stakeholders, e.g. *Dive Event Organisers*, Project groups, Underwater Rugby players, Membership or Loans Assistants etc. In such cases, the *Management Committee* member issuing the key remains responsible for its return.

Records: A record of relevant key-holders is to be held by the Secretary and President. It is the responsibility of the Secretary to maintain and update the registry when required. After every AGM all keys are returned and issued to the relevant members. Key-holders sign for the key when they receive the key and when they return it.

Verification: Key-holders must sign the key register on receipt of keys.

Delegation: Key-holders are ultimately responsible for loaning of keys.

Replacement: Key-holders are responsible for the cost of replacing lost keys.

Return: Key-holders must return keys prior to the Annual General Meeting.

L4. CLUB RECORDS

Approved Forms: To ensure a consistent approach to records produced on a regular basis (e.g. *Dive Logs*, membership applications), a set of approved forms has been developed. Any amendments and subsequent reissue require authorisation by the *Executive Committee*. The up to date forms should be made available via the website.

Financial Records: *Club* financial records are to be kept by the *Treasurer*. A copy of the annual auditor's report and stocktake should also be forwarded to UQ Sport.

Equipment Service Records: Boating service, maintenance and owner operator manuals are to be kept by the *Boating Officer*. Gear service, maintenance and owner operator manuals are to be kept by the *Maintenance Officer*. Compressor service, maintenance and owner operator manuals are to be kept by the *Ancillaries Officer*.

Other Records: All other *Club* records are to be kept by the *Secretary*. A list of the records should be kept as an appendix to the by-laws.

L5. PERSONAL DATA & DATA PROTECTION

The *Club* respects the privacy and the rights of any *Club Member* to their personal data and is committed to protect them. Therefore, any *Club Member* shall be transparently informed about how personal data is collected, stored and used upon request. If there is a security breach, *Club Members* shall be informed as soon as possible.

Access to Personal Data: At any time, a *Club Member* should have the right to request a copy of personal data the *Club* holds about them. This copy should be provided within a month. Any *Club Member* should have the possibility to change inaccurate data held about them by the *Club*.

Release of Personal Data: Release of any personal data to third parties (individuals or organisations) is at the discretion of the Executive Committee and should only happen with permission of the individuals involved.

Deletion of Personal Data: If not in conflict with any legal requirement (e.g. records of competency, financial data) and where reasonably practicable, any personal data about a *Club Member* and/or their emergency contacts should be deleted permanently after 18 months of expiry of their membership or upon individual request to the *Executive committee*.

Personal Data collected by the Club:

Membership Database: The *Club* maintains a database with the personal data it deems to be necessary to have on record to support *Club* operations. This database is currently stored on servers of revolutioniseSPORT (see <https://www.revolutionise.com.au/privacy/> for details on their Privacy Policies). Maintenance of the membership database shall be by the Membership Officer, or as directed by the *Executive committee*. The database structure may only be changed at the request of the *Executive committee*.

The following office bearers are granted full access to the membership details.

- Management Committee – All Data
- Chairperson of the *Safety Committee* – All Data
- Event Officials (Organisers) – data necessary for the safe and effective organisation of *Club Sanctioned Events*.

Loans Records: If a *Club Member* takes part in the loans systems, the *Loans Officer* maintains associated records.

L6. PRICING STRUCTURE

Activity Budgeting: Pricing structures are subject to change at the discretion of the *Management Committee*. These changes should be well documented in meeting minutes.

Boating/Diving Cost Sharing: Upon request, *Dive Event Organisers* shall provide a detailed explanation of the breakdown of costs associated with the trip. This should be furnished forthwith to the *Treasurer*. Electronic funds transfer is the preferred method for submitting funds to the *Club*. Any and all cash going handed to the *Treasurer* should be in a plain envelope that has been clearly marked with the name of the *Treasurer* and contents thereof; a. A *Club* standard form should be used and provided with the money to the *Treasurer*.

Fee Structure: The *Management Committee* shall review fees as required, but such reviews shall be held at least every two years. It should be noted that any changes to the Membership Fees must be approved at a General Meeting, as described in the *Club Rules*.

Special Fee Regulations:

Boat Maintenance Contribution: The contribution to be made per dive to fund on-going servicing and maintenance for the *Club* Boat, Motor and Boat Trailer. The contribution will be reviewed from time to time taking account of the on-going servicing and maintenance costs.

Trip Minimum Boat Maintenance Contribution: The minimum total contribution to be made for a boat trip, typically a day's use of the boat (currently: \$20/dive and minimum total \$200/day used). The minimum contribution will be reviewed from time to time taking account of the on-going servicing and maintenance costs.

On dive trips using the *Club* boat:

- Allow up to a maximum of four *Boat Maintenance Contributions* to be waived. The allocation of the waived contributions will be agreed upon by the *Dive Event Organiser* and the *Approved Boat Handler(s)*. In the absence of an alternative agreement for the trip the allocations shall be:
 - Waive the boat maintenance contribution for up to two *Approved Boat Handlers* as required for the trip (two dives for the Primary Boat Handler, one for the Secondary Boat Handler, one for the tower).
 - Waivers shall not be applied where the *Minimum Boat Maintenance Contribution* will not be met.
 - Where the trip is solely to support skills development, such as Boat Handlers Workshops, the *Club Management Committee* may waive the *Minimum Boat Maintenance Contribution*.
- Allow *Management Committee*, and regular *Loans* and *Memberships*, and assistants to rent gear at half price. Other regular assistants, instructors and trainers to rent gear at half price while they are in the role may also be granted this discount (or equivalent) at the discretion of the Management Committee. An equivalent alternative may be substituted at the discretion of the *Management Committee* (e.g. voucher for 2 dives on the *Club* boat).
 - Loans and Memberships Assistants would be expected to be rostered on a regular basis for at least 6 months of the year to be considered regular
 - Trainers and instructors would have led at least four workshops/courses over a 12 month period
- Waive the annual Membership fee for *Management Committee* members (as defined in the *Club Rules*) who have completed a full calendar year of service on the committee. This does not extend to assistants.

M. PERSONAL PROPERTY

Club Members are responsible for their own personal property at all times. The *Club* accepts no responsibility under any circumstances for loss or damage to members' personal property. *Club Members* are expected to take due care to prevent the loss or damage of both *Club* property and the personal property of other *Club Members*, for example ensuring items are secured against theft by locking vehicles.

N. JUDICIARY

Short of termination of membership (as outlined in the *Club Rules*), disciplinary action may be taken. The *Management Committee* at its discretion may suspend a member's *Club* privileges, such as participation in *Club Sanctioned Events* or access to *Club* property, upon a member's failure to comply with the *Club Rules* or By-laws. The reason, consequence and actions required to allow reinstatement must be given to the *Club Member* in writing (e.g. by email). Appeal to such suspension may be made at the next *Management Committee* meeting. Notice of any suspension shall be given in writing. A list of currently banned *Club Members* shall be made available to relevant *Dive Event Organisers*, *Loans Officer* etc. Such lists must be handed over to the new *Management Committee* each year.

Complaints regarding the behaviour of *Club Members* may be made to any *Management Committee* member by any *Club Member*. Complaints are to be recorded and investigated in an independent and fair manner. Complaints should be presented to an appropriate *Club Member* of the *Executive Committee* as soon as possible. If assistance is required, the *Executive* should contact UQ Sport for assistance.

O. STATUTORY/LEGAL OBLIGATIONS

The *Management Committee* is responsible for ensuring the *Club* complies with its legal responsibilities. All *Club Members* are expected to comply with all local laws while participating in *Club Events*.

The following items are required to be kept current and/or complied with:

- Insurances - public liability, boats, trailers, motor vehicles. This is currently handled by UQ Sport, however it is subject to complying with their rules and the UQ Sport Club Affiliation Agreement (e.g. annual review of risk assessments submitted by their deadline, annual completion of UniMutual insurance survey, stocktake requirements, review of marine hull insurance). Any large purchases (e.g. boat, motor vehicle etc.) shall be discussed with UQ Sport to determine insurance requirements before final purchase approval is granted.
- Registrations - boats, trailers, motor vehicles
- Licences for Club equipment – marine radio
- Boat Safety Equipment - keep current with Australian Maritime Safety Authority *safety management system* requirements, flares, EPIRB battery [replacement before use by dates]
- Compliance with Parks and Wildlife requirements – e.g. camping permits, 4WD permits, diving site permits
- Other compliance requirements as required by The University of Queensland and/or UQ Sport, for example facilitating electrical 'test & tag', correct storage of fuel, smoke free campus etc


P. REVIEW OF BY-LAWS AND RULES

Period: Mandatory review each 2 years, or as directed by the *Executive Committee*.

Issue: Final acceptance by majority of full *Management Committee*.

Identification: Each page to include last review date, next review date, and last page to include presiding President's signature.

New rules and regulations: new rules and regulations that were approved by *management committee* will be added to appendix of By-Laws and rules, at the two yearly review of each document the additional rules that were noted in the appendix items will be included in the rules and/or By-Laws.

President	Signature	Date
Andrew Khalil		5-Feb-2024

Q. APPENDICES

A. Dive Gear Cleaning Guidelines

General Order of Cleaning

1. Cameras and computers
2. Regulators
3. BCDs
4. Other unsoiled items
5. Wetsuits
6. Boots and soiled items (e.g. muddy or sandy)

Regulators

1. Ensure the dust cap (witches cap) is on whenever the regulator is not connected to the tank.
 - It is preferable, though not always practical, to initially clean the regulator while it is still connected to the tank. Then dry and replace the dust cap and wash it once more with fresh water. It is essential that the dust cap is on tightly so water cannot enter the first stage regulator.
 - Never submerge the regulators without either the dust cap on or it being attached to a tank and pressurised.
2. Dry the whole regulator making sure that you remove as much water as possible (either gently shake the water out or towel dry) ensuring no water is left in the mouthpiece.
 - Fresh water results in mould and mildew.

3. Hang the regulator up to air dry well. Once it has dried, store in a well-ventilated area until returned.
4. Do not depress purge buttons while submerged in water.
5. Compass bezels should be swivelled under fresh water to prevent salt/sand build-up.
6. When returning to the shed, dip into the sanitising solution provided.

BCDs

1. Invert, extend inflator hose toward the ground, and depress dump button to drain out all seawater.
2. Partially fill with tap water by depressing dump button and slowly running water into the hose outlet.
3. Use the inflator hose to then blow air into the BCD. Fill the BCD 80% full and turn upside.
4. Shake and repeat Step 1 of the BCD cleaning procedure.
5. Push the whole BCD under water in the tub to rinse the outside.
6. Blow some air into the bladder, leave to dry, and then drain any residual water out before storage.
 - Hang up to dry until returned to the shed.
 - Don't forget to empty the pockets!

Other items

1. Rinse in fresh water and allow to air dry before returning.
 - includes wetsuits, tanks, weights, hoods etc

B. Suggested directory structure yearly electronic document archive

Main_directory/

Unidive/2009_2010/ (years in progress)

President

Vice President

Hand Over Document

Secretary

Minutes executive and management meeting/

Communication

Members

Key_register

Treasurer

Report

Finance

Boating

Diving

Equipment

Loans

Ancillary Officer

Safety Committee

Minutes

Incident reports

General

By-Laws and Rules

Forms

List equipment_dive_boat_ancillary

Boating and Towing

Approved towers documentation

Approved boat handlers' documentation

Approved site for boat handlers' documentation

Publications

Website

News letter

Brochures, posters and others

T-shirts, Caps

C. Suggested Content of the Newsletter

1. Title, logo, "Official Magazine of Unidive..."
2. Date of the next General Meeting
3. Date of the next *Management Committee* Meeting
4. Date of the next *Safety Committee* Meeting
5. The President's Report
6. Any relevant *Management Committee* news
7. Any relevant *Safety Committee* news
8. Dive Trip Reports
9. Up-coming events
10. List of *Management Committee* Members
11. List of *Boat Handlers* together with their contact details
12. Fundraising activities