

DUDLEY DOLPHIN

Club Rules & Guidelines



The Committee shall, in the best interest of the Club and its Members, make and rescind Club Rules. These Rules shall be binding on all Members of the Club.

It is the intention of these rules to promote a safe and pleasant environment within the Club and they are to be interpreted as supporting and being complimentary to the Club Constitution.

Club members are expected to adhere to the following rules.

BEHAVIOUR

Members are expected to behave in a way that is not harmful or disruptive to the best interests of the Club, or to other members. Members are expected to conduct themselves with Manners, Respect, Helpfulness, and to be civil towards other members and the public always. Behaviour should be as expected in a place of work.

The club will not tolerate behaviour comprising of (but not limited to) the following recognised examples of a serious breach of club rules

- acts of bullying
- threatening behaviour
- harassment – sexual or otherwise
- physical / verbal abuse
- theft
- disregard, vandalism or misuse of Club equipment
- bringing the club reputation into disrepute
- failure to comply with the club Diving Rules
- members posting derogatory comments relating to the club or any of its members via social media

Where members behaviour falls short of requirements, it will be dealt with in accordance with the Complaint and / or Discipline procedure.

OPEN WATER DIVING

(* Refers to Diving AND Snorkelling)

All Diving* activities within the club environment shall be subject to the Dive Marshall assessment at the time of the planning of the activity.

A Dive Marshall will be appointed with the Diving Officer's approval and will be responsible for undertaking a Risk Assessment of the diving*, logging dive details and for safety in general for the group.

The Dive Marshall will also obtain a list of emergency contacts for any club off-site diving.

All diving* activities shall be under the guidance of the Dive Marshall who will decide, based on his assessment of the dive, the appropriate equipment / dive practices for the said event. The Dive Marshall will assess the dive requirements and make recommendations such as the use of high vis clothing, additional air supply, limited depth and times etc.

The Dive Marshal must hold a minimum qualification of Dive Leader, and the Snorkel Marshal must hold a minimum of Snorkel Instructor qualification.

The Dive Marshall shall seek approval from the Diving Officer for his recommendations before any diving / snorkelling is to take place. He/she will report back to the Diving Officer on any incidents/safety concerns on any club diving trip.

All members are required to adhere to the Dive Marshall's instructions, whose decision and requests on the day will be final.

The Diving Officer has overall responsibility for all Diving* activities.

Any failure to comply with the Dive Marshall instructions will be deemed unacceptable.

CLUB DIVES (off site)

Club dives are described as those sanctioned as such by the Club Diving Officer. Club dives should be organised in accordance with Club recommendations.

In addition to the above guidelines for open water diving / snorkelling above the following are recommended:

- The dive plan should be submitted to the Diving Officer 48 hours before the planned activity.
- Club equipment used on off site diving, should be issued by the equipment officer (or committee delegate) who will sign out on the relevant loan form, and should be taken care of and returned to the equipment officer in a condition ready for reuse.

CLUB TRIPS

All club trips, whether a day trip or longer organised trip will take place with the agreement of the Diving Officer, who should be notified in the planning stages, and before the trip is offered out to the membership.

Payment

All entrance fees, parking fees, and costs involved for day trips will be the responsibility of the individual member(s).

For Club trips booked and occurring within 90 days, payment must be made in full on booking.

Club trips booked and occurring more than 90 days, an agreed deposit on booking will be taken, and full payment is to be no later than 90 days prior to the trip. If required, payments can be made to the club monthly, but all balances must still be paid in full by the due date.

e.g., if the club trip takes place 1st June, full payment will need to be made no later than 3rd March

All funds will be held in the club bank account, and payment made to the accommodation / boat charter by the club on the agreed due date, to meet the requirements of the Club Trip service providers

Should a member decide to withdraw from a Club Trip then they remain responsible for the full amount of the trip.

They may only sell their place to another suitably qualified member with the agreement of the Diving Officer or his/her nominated Club Trip organiser.

Should a member be forced to withdraw from a Club Trip through exceptional circumstances (e.g., serious illness. family bereavement etc), the Committee should immediately be made aware of the circumstances.

The Committee may authorise the repayment of some, or all monies paid providing there is no loss of money to the club.

In addition, anyone who pulls out of a club trip will not be allowed to participate in future trips until the balance owing is paid in full.

CLUB EQUIPMENT

Club equipment can be hired by Club members for their sole use on payment of the appropriate hire charge. (Returnable when equipment returned). Club members will be expected to replace any equipment lost or pay the repair costs for any damaged which occurs during hire.

Cylinders hired from the Club must be refilled at the cost of the hirer. The pressure in club cylinders must never be permitted to fall below 10bar.

Equipment hired by Club members must be returned at the agreed time otherwise continuous charges will apply.

JUNIOR MEMBERS / VULNERABLE ADULTS

The BSAC Buddyguard policy will be adhered to by all members, in conjunction with the additional guidelines on enabling young people to dive and train in BSAC

SHARING OF INFORMATION / DATA PROTECTION

In a nutshell any information that can identify a 'living' individual, held by the Club is considered 'data'.

It covers data such as:

Name, Address, Telephone Number, Date of Birth, Marital Status, Gender, Partner / Spouse information, Pictures / images, Educational / Training records, Diving history, Discipline / dispute case information / notes. (This list is not exclusive).

The Club Committee Members have been deemed to require access to this information to assist with the running of the club and its activities, including member administration, updates, and notice of meetings.

Member information will be retained for the period of membership, plus a dormant period of 12 months after which time it will be destroyed.

Should a member choose to leave the Club, they have the option to request that their data is destroyed immediately, such requests should be made in writing to the committee.

Whilst we have no objections to members joining additional clubs, it must be understood that any information pertaining to Dudley Dolphin should not be shared with any other clubs. This includes members information, minutes of meetings, rules and constitution and applies to emails, electronic records and copies also.

Subscriptions

All BSAC subscription must be made in full.

All Training Courses and course materials must be paid in full before any training will commence.

The Club offers a variety of payment plans for Club subscriptions.

All members are notified 1 month in advance of renewal, and it expected that renewals will be made promptly.

Members who fail to renew their Club membership will be deemed no longer members of the club and will not be allowed to undertake in any training or club activities.

Instructor reimbursement

When an instructor has voluntarily provided training for 12 months or more for Dudley Dolphin, the club will refund them 50% of their IFC course payment. The reimbursement is subject to agreement by the Diving Officer and Training Officer.

This will be made via a goodwill deduction from the next 12 month's membership fees, calculated and based on your payment plan accordingly. This is a one-off goodwill gesture and does not apply to any other course.