

BRISBANE WATER AQUALUNG CLUB

CLUB RULES

Version 2.0

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1. Fees and Dues

1.1 Membership Fees

The fees and dues of the club are:

Member Type	Renewing Member	Joining Fee	Total New Member Pre Jan 1st	Total New Member After Jan 1 st
Diving Member	\$80	Nil	\$80	\$40
Visiting Member	\$15	Nil	N/A	N/A
Diving Member Family	\$120	Nil	\$120	\$60
Social Member	\$30	Nil	\$30	\$15

1.1.1 New member applications

All new member applications received will be passed to the Treasurer. The Treasurer will issue a receipt and a membership card, attach them to the application form and pass it to the Webmaster. Details of the new member, including verification of certification, will be notified to the committee by email or at a committee meeting. The Webmaster will add the new member to the register of members and send a welcome letter with the receipt and membership card to the new member.

1.1.2 Membership renewals

All membership renewals will be passed to the Treasurer for processing. The Treasurer will issue a receipt and a membership card to the member and pass the application form to the Webmaster. Details will be altered on the register of members, if necessary.

Dive Fees \$25.00

Subsequent dives \$25.00 nominal and which may be decreased at the discretion of the Convenor if the dive site is local to the departure point.

1.2 Pre purchased 10 Dive Cards

10 cards for the price of 8.5 - \$210.00. Available from the Treasurer or Gosford Diving Services.

Dive cards will be numbered and issued with an expiry date, which is 3 years from the beginning of the financial year in which they are issued. Provision is to be allowed for re-issue of the dive cards, under special circumstances, upon application to the committee. The Treasurer will keep a register of the dive cards. The cards are to be signed and dated on the day of use. In the event of an increase in the dive fee, holders of unused dive cards will not be required to make up the difference between the old and new fee.

1.2.1 Remote Dive Fee

Dives conducted beyond the 10 kms radius from the mooring in use, incur an additional Fuel Charge of \$5 and \$10 respectively dependant on distance from the mooring.

Dive Sites north of the Outer Bommie - add \$5.00

Dive sites South of the Birchgrove Park extending to Newport Reef - add \$5.00

Dive Sites south of the Newport Reef extending to Manly - add \$10.00

Holders of dive cards will pay the additional charge in cash or equivalent

Boat Towers Reimbursement

When the boat is towed for a specific purpose, such as motor or trailer maintenance, the tower may be reimbursed for the trip.

1.3 Fee for Unscheduled Use of Club Boat

Unscheduled dives require a minimum of FOUR (4) divers or payment of the equivalent cost of 4 divers.

1.4 Fee for Hire of Club Boat

?? A fee of \$60 is payable for the use of the club boat for non-diving activities regardless of the number of passengers. **Fuel shall be replaced at the hirer's expense.** Any other associated costs will not automatically be met by the club but their reimbursement will be at the discretion of the committee.

2. Use of Club Boat

2.1 Scheduled Use of Club Boat

Scheduled dives are those advertised in the club's monthly newsletter or notified to the club via email at least one week before the dive.

A minimum of FOUR (4) divers is required for any scheduled club dive to run.

2.2 Unscheduled Use of Club Boat

The club boat may be used by members for unscheduled activities (as defined in 1.4) provided:-

1. There is a qualified and approved member in charge of the boat.
2. The boat is not required for any scheduled activity.
3. The Boat Officer is advised of the destination and confirms the boat is not required for a scheduled activity. The Dive Officer is also to be informed of the unscheduled activity.
4. The Boat Officer is advised of the estimated time of departure and return.
5. The club boat may not be used for commercial training of divers. Members and non-members should be directed to an appropriate store, preferably one that has a record of supporting the club, for any commercial training activity.
6. A Divers Register sheet is to be completed for an unscheduled dive the same as for a scheduled dive.

2.3 Hire of Club Boat

The club boat may be used by members for non-diving activities provided:-

1. There is a qualified and approved member in charge of the boat
2. The boat is not required for any scheduled activity
3. The Boat Officer is advised of the destination and confirms the boat is not required for a scheduled activity. The Dive Officer is also to be informed of the unscheduled activity.
4. The Boat Officer is advised of the estimated time of departure and return.

5. The club boat may not be used for commercial training of divers. Members and non-members should be directed to an appropriate store, preferably one that has a record of supporting the club, for any commercial training activity.
6. A Divers Register sheet is to be completed when the club boat is hired. The completed form is to left in the plastic Information Folder located in the front cross seat locker.

3. Activity Leader

For each Club sponsored function; diving, social or otherwise - the Committee shall appoint an Activity Leader, who shall be a club member but not necessarily a committee member. The appointee shall, in the opinion of the committee be a responsible person capable of leading the activity or function.

3.1 Activity Leader Responsibility

The Activity Leader shall be permitted to co-opt assistance from other club members, however the activity leader shall be the coordinator for the activity or function.

3.2 Boat Convenor

Non-members or visiting divers attending a diving activity are required to satisfy the Boat Convenor of their qualification to dive. Refer also Rules 5.2 & 6.

4. Duties of the Committee

4.1 President

The duties of the President include:

- ?? Co-ordinate club operations
- ?? Chair monthly general and committee meetings
- ?? Represent the club at official functions
- ?? Be the contact person for the club both members and non members
- ?? Principal contact with official bodies such as Waterways, Police, RTA, Dive Shops, etc.
- ?? Look after legal issues
- ?? Public Officer of the club unless otherwise agreed per the constitution
- ?? Responsible with the Treasurer for submitting Form 12 to the Department of Fair Trading within 14 days after the Annual General Meeting
- ?? Together with the Treasurer approves expenditure
- ?? Prepare a monthly President Report for the Newsletter

4.2 Secretary

The duties of the Secretary include:

- ?? Is the main contact person for the club
- ?? Receive and record all mail in and out of the club
- ?? Attend to all official correspondence of the club
- ?? Minute all proceedings at committee and general meetings;
- ?? Review all incoming and outgoing mail; and
- ?? As soon as practical pass any moneys received to the Treasurer.
- ?? Keep records of all appointments of committee members;
- ?? Keep a diary of and confirm venue bookings for committee and general meetings;
- ?? Arrange guest speakers for club meetings;

- ?? Arrange equipment for guest speakers;
- ?? Keep a diary of and confirm arrangements with guest speakers for general meetings;
- ?? Update the Rules for the first committee meeting following the AGM

4.3 Treasurer

It is the duty of the Treasurer of the club to ensure that:

- ?? All money due to the club is collected and received and that all payments authorised by the club are made;
- ?? Correct books and accounts are kept showing the financial affairs of the club including full details of all receipts and expenditure connected with the activities of the club; and
- ?? Keep accurate records of expenses and receipts in connection with the use of the club boat.
- ?? Include in their report at the general meeting each month a summary of income and expenditure
- ?? Together with the President submit **Form 12** to Department of Fair Trading particularly the financial statement for the preceding year, within 14 days of the Annual General Meeting
- ?? Is responsible for all banking matters of the club
- ?? Within 2 months of the end of the financial year prepare a budget and forecast showing a recommendation for fees and dues for the ensuing year
- ?? Monitor funds and report to the committee if there could be a shortfall in available funds to ensure the clubs continued operation
- ?? Retain Diver Register sheets submitted
- ?? Responsible for boat towers compensation
- ?? Maintain a register of club owned equipment
- ?? Maintain a register of numbered dive cards including their expiry dates.

4.4 Safety Officer

It is the duty of the Safety Officer to:

- ?? Be the principal contact regarding club safety
- ?? Investigate member's complaints on safety
- ?? Arrange lecturers/tours on hyperbaric safety
- ?? Research and distribute information to members on safety issues
- ?? Be in touch with Australian safety standards issues
- ?? Work with the Boat Officer maintaining and replacing faulty/outdated safety equipment of the club boat
- ?? Within 2 months of the Annual General Meeting, at which the Safety Officer is elected, complete an inventory of safety items, checking expiry dates. Check with Waterways about safety requirements.
- ?? Give safety presentations at club meetings at least twice in a financial year
- ?? Promote safe diving practices within the club
- ?? Coordinate the club response to any reported diving safety incident within the club.

4.5 Dive Officer

It is the duty of the Dive Officer to:

- ?? Be the principal contact for diving inquiries for members
- ?? Respond to member request for particular sites
- ?? Organise the club dive calendar
 - ?? weekends away
 - ?? ensure accommodation has been booked for weekends away
 - ?? try to arrange discounts for air fills with local dive shop

- ?? Maintain a log of dive activities including date, location and the number of divers
- ?? Inform the treasurer once a month of the number of dives that occurred.
- ?? Approach members to write reports for the newsletter on recent dives and weekends away
- ?? Promote member participation as Dive Convenors
- ?? Maintain a log of dive sites including depth, terrain transits and marks
- ?? Research new dive sites

4.6 Social Officer

It is the duty of the Social Officer to:

- ?? Be the principal contact regarding the club's social activities
- ?? Research and recommend members suggestions for activities
- ?? Arrange annual social functions including:
 - ?? Treasure Hunt
 - ?? Ten Pin Bowling night
 - ?? Dining Out Nights
 - ?? Christmas party
 - Beach BBQs
- ?? Arrange other social events
- ?? Work with the Publicity to Officer in promoting social events

4.7 Boat Officer

It is the duty of the Boat Officer to:

- ?? Be the principal contact regarding the club's equipment including reports of failures or deficiencies
- ?? To keep a record of all club equipment including, where applicable, serial numbers, model numbers, manufacturer, etc.. Should there be a change, loss or other action that will change the value to any equipment, the Treasurer must be informed before or at the next committee meeting.
- ?? Arrange quotes for repairs or replacement of club equipment. A minimum of 2 quotes must be presented to the committee before approval of major expenditure (> \$1,000)
- ?? Arrange for working bees
- ?? To keep a maintenance log book on both the trailer and the boat and engine hours run
- ?? Ensure maintenance is conducted as required and in accordance with manufacturers recommendations
- ?? Retain manuals for club equipment
- ?? Arrange training for members wishing to be approved as boat drivers/operators.

4.8 Magazine Editor

The duties of the Editor include:

- ?? Collect and collate articles produced and supplied by club members.
- ?? Produce a monthly magazine for the club, at least 10 times per year.
- ?? Arrange printing and mailing of the monthly magazine.
- ?? Maintain a mailing list of club members and others entitled to receive the club magazine.

4.9 Non-Committee Positions

4.9.1 Webmaster

The duties of the Webmaster include:

- ?? Maintain and update the website of the club.

- ?? Maintain a register of members of the club as specified in The Constitution.
- ?? Maintain the listing of members entitled to subscribe to the BWAC magazine and the BWAC web site, removing any members who become unfinancial.
- ?? Update BWAC forms, including:
 - ?? Membership Application Form,
 - ?? Divers Register summary sheet,
 - ?? Diving Incident Report

As this is not a committee position the Webmaster is not required to attend committee meetings.

4.9.2 Historian

The duties of the Historian include:

- ?? Collection and storage of historical information and articles of the club.
- ?? Presentation of historical matters to the club members in the club magazine and/or at meetings.

As this is not a committee position the Historian is not required to attend committee meetings.

4.10 Boat & Safety Sub-Committee

The Boat & Safety Committee will comprise the Boat Officer, Safety Officer and at least four (4) members, elected at the AGM. The committee shall meet at the following occasions:

- ? prior to the routine haulout/dry maintenance of the boat to plan the work schedule.
- ? In the event of unscheduled major repair work
- ? In the event of any safety incident.

It is the function of the Boat & Safety Sub Committee to:

- ? Appraise the Committee, the Boat Officer and the Safety Officer of any maintenance, repair or safety concerns,
- ? Prepare Boat and Safety Procedures for immediate use or as directed by the BWAC committee,
- ? Assist both the Safety Officer and the Boat Officer in the discharge of their duties.

5. Member Privileges

5.1 Use of Club Boat

At any Club-sponsored diving function, Diving Members shall have precedence over other members, visiting divers or members' Guests for use of equipment or facilities, owned, hired or chartered by the club. This will include any vessel owned or chartered by the club for the purpose of transporting divers to a dive site.

Any member or members who consider that they have not received reasonable consideration at any club-organised activity shall notify the Committee accordingly.

5.2 Non Members Diving from the Club Boat

A member may invite a person to dive as a guest on the club boat provided conditions in Rule 5.1 Use of Club Boat, are adhered to. The member is responsible for the behaviour and actions of the guest including payment of the prescribed running expense. A diving guest of a member must complete a Visiting Membership application form and pay a fee of \$15.00 which entitles the person to use the club facility for a maximum of 30 days. Observers/boat sitters have no limitation as they are on board for a safety reason and not for the purpose of diving.

6. Inter Club Activities

For any interclub diving activity approved by the Committee, members of visiting club (s) shall be granted equivalent membership rights of this club for the duration of the function.

7. Boat Safety

7.1 Manual of Procedures

All persons in charge of the boat shall be aware of the Operating Procedures set out in the Club's Manual of Procedures and amendments approved by the committee from time to time.

7.2 Boat Towers and Operators

1. The club boat shall only be operated by a qualified and approved member of the club. Approval for driving the club boat is to be determined by the committee.
2. The club boat shall only be towed by a qualified and approved member of the club. Approval for towing the club boat is to be determined by the committee.
3. All approved boat drivers and towers must receive a copy of the Manual of Procedures and sign a declaration that they have read the document and agree to follow those procedures.
4. Any vehicle used to tow the club boat must have current comprehensive insurance.

7.3 Boat Supervision

During diving activities, the club boat must be attended at all times.

7.4 SCUBA Equipment

Each member is responsible for the maintenance of his/her own equipment and to ensure it is a safe working condition ie it is capable of operating safely for the duration of the planned dive(s). Any equipment hired or borrowed by the member is the member's responsibility, and it is the member's responsible to ensure that it is functioning correctly.

The Club, Committee, Boat Convenor or any other Member are not responsible in any way for the safe operation of any equipment of a member used in diving activities.

The club is responsible for the safe operation and maintenance of the "Spare Air" equipment and the Oxygen emergency breathing equipment.

7.5 Personal Equipment Required on Club Organised Dives

Each member and guest is required to carry and use the following equipment on club organised dives. It is the member's responsibility to ensure they have the equipment and it is in working order:

- ?? Mask
- ?? Fins
- ?? Suitable thermal protection – either wet or dry suit

- ?? Buoyancy compensator with two independent methods of inflation
- ?? Cylinder of appropriate capacity for the planned dive
- ?? Regulator consisting of one first stage, two second stages, cylinder contents gauge and a scuba feed hose
- ?? Depth and timing device capable of recording maximum depth and elapsed time
- ?? Whistle
- ?? The club recommends that on all club dives, each diver carries some form of surface signalling device such as a safety sausage. Other equipment for consideration by the diver include a light source, a divers reel, gloves, knife, a dive computer and a slate/pencil.

7.6 Dive Depths

The club does not recommend divers knowingly exceed their current level of certification or experience. The expected depth of the dive will be advised by the Convenor at the pre-dive safety brief and the decision whether to partake in the diving activity shall remain the responsibility of the individual diver. If a diver declines to dive, the Convenor may arrange to dive at an alternate and shallower site, if possible.

7.7 Non-smoking boat

The club boat is non-smoking at all times.

7.8 Safety Incidents

It is recommended that any incidents occurring during a club dive be reported to the Safety Officer who will then report it to the committee.

8. BWAC letterhead

The letterhead must have the club logo on the top left side of the page.

9. Reimbursement for club expenses

- 9.1** Expenses incurred in performing club duties shall be reimbursed by the Treasurer upon presentation of a written invoice or a Statutory Declaration. Expenses up to \$50 shall be reimbursed without committee approval. Where a replacement part(s) is urgently required for boat maintenance, safety or availability and costs between \$50 and \$250, then approval to purchase may be approved by one committee member.
- 9.2** Any other expenses to be paid on behalf of the club over the amount of \$250 must be priced and approved by the committee before purchase of the item(s).