

Guidance for Dive Managers

General

All branch dives must be managed by a dive manager appointed by the Branch Diving Officer (DO). The DO is responsible for ensuring that the dive manager is properly qualified and experienced and will manage diving within the current safe diving code of practice.

<http://www.bsac.com/page.asp?section=1019§ionTitle=Safe+Diving>

If a dive manager has not been appointed, then the most experienced diver or the member(s) concerned may be held accountable for any adverse consequences of the dive. See:

<http://www.bsac.com/page.asp?section=1724§ionTitle=Dive+Definitions>

Oxygen equipment must be available and the cylinder pressure and operation of the equipment should be checked prior to diving. The manager is also responsible for ensuring that other safety equipment is available and that the Coastguard is notified, as appropriate.

For decompression emergencies contact the coastguard or call 0845 408 6008 to be connected with the Aberdeen Royal Infirmary. Remember to ensure that ambulance personnel do not administer entonox even to a diver not suffering from DCS.

The DO will usually be readily contactable by email or by phone. But if there are difficulties or delay in contacting the DO, then the Chairmain, Mike Coull, is authorised to sanction club dives and to provide general advice regarding their conduct. However, regardless of who sanctioned the dive, copies of dive reports and incident reports should still be sent to the DO by email. If training is planned, then this must be explicitly sanctioned by the DO or TO before the event [see the document on Training for more details].

Procedure

If you appear on the current list of dive managers you have been appointed by the DO for that date. The web site shows Saturday and Sunday for weekend dives and you should choose whichever suits the divers/tides/weather as appropriate, or you may wish to arrange dives for both days.

Should you wish to arrange an alternate dive on the same day or weekend, first contact the appointed dive manager to ensure that your plans do not clash (appointed dive managers have first call on club equipment). Then contact the DO to discuss the details of your planned dive and to ensure that your dive can be sanctioned. Simply informing the DO is not the equivalent of it being sanctioned. A prospective Dive Manager for a Club Dive must contact the DO, or his nominee if he is not readily available, in sufficient time and with sufficient detail to allow an assessment of the proposed dive plan and for a discussion of modifications to it, if necessary, before the dive is carried out. The prospective Dive Manager must receive an explicit go-ahead before carrying out the dive.

Where it is advantageous to split a group of divers and to dive at separate locations or at differing times (for example, because of parking or other restrictions), it may still be advantageous to treat this as one Club Dive, but with an Assistant Dive Manager appointed to cover diving at one of the locations or times. Under such circumstances, the appointed Dive Manager retains overall responsibility for the safe conduct of the diving and for the appointment of a suitably-qualified and experienced Assistant Dive Manager, while the Assistant has responsibility for the group, or during the time, over which they have control. Clearly, the exact responsibilities of the Dive Manager and any Assistants must be explicitly discussed by them and both parties must agree the arrangement.

Dive leaders and above may manage dives at sites known to them. Advanced divers may manage dives at unknown sites. The dive manager or the most experienced diver should conduct a risk assessment, and take appropriate action to reduce identified risks to an acceptable level prior to carrying out diving operations. This assessment will include the qualification level of the divers, their equipment and their current level of experience in the conditions anticipated.

See:

<http://www.bsac.com/page.asp?section=1586§ionTitle=Risk+Assessment>

If you are not familiar with all of the divers you are managing, you need to contact the DO prior to the dive to ensure that no restrictions have been placed on any individual and that they have been checked out by a club instructor.

It is important that all club members are accommodated on most dives. However, there will be times when more experienced divers will wish to carry out more challenging dives. The Dive manager must ensure that all divers are suitably qualified, have recent appropriate diving experience and are properly equipped for the proposed dive.

If you are unhappy with the site conditions, the qualification level, current experience or equipment of a diver or divers for the proposed dive your decision on the day is final. Disputes may be referred to the DO afterwards if necessary.

When divers carry out dives outwith their current experience such as depth progression, drift, wall etc. you should ensure they are accompanied by a buddy who has recent experience of the depth / type of diving involved.

New Members / Non Members

When managing a diver who has not dived with the club before and is not a member, you must check their qualifications and treat them as a new member. If it is a new member's first club dive you should ensure that the initial dive is well within their qualification level and is carried out accompanied by an instructor. This is particularly important if they are not familiar with UK diving conditions or have not dived for some time. Any concerns regarding their ability must be reported to the DO. The DO should also be informed if you are happy for them to dive to their qualification level in future.

Boat Diving

If using Kraken a voyage planning sheet must be completed prior to the dive and returned to the Boat Officer along with any fees collected as soon as possible after the dive. You must have a boat handler familiar with Kraken and her

electronics and a qualified radio operator on board. Kraken must be washed down and refuelled after diving and the boat officer informed of any damage or malfunction. [See also general advice regarding rules and procedures posted by the Boat Officer.]

You will need to calculate launch and recovery times; there is advice on the bottom of the dive manager list. If you need any further guidance contact the DO.

Post Dive

After the dive you must submit a dive report to the DO including information about the dive site, names of divers, number of dives carried out, and any incidents or training conducted. It is also of interest if club members assisted others. The Training officer must be notified of any training carried out.

Incident Reports

Any incidents involving injury, death, near misses, equipment malfunction under water, damage to club equipment or third party damage must be reported to the DO by the quickest means possible. You should ensure that where appropriate a diving incident form is forwarded to the BSAC incidents advisor and a copy sent to the DO. Please note that if injury or damage involves third parties an incident report form must be completed for insurance purposes.

Incident reports are not submitted to apportion blame but as a means of passing on lessons learned to other members to increase safety. So please share your experience.

<http://www.bsac.com/page.asp?section=1046§ionTitle=Incident+Reporting>

Training

The definition of “on-site” supervision is a qualified Open Water Instructor or above being at the site with the ADI when they are teaching. Direct supervision is defined as the ADI actually being supervised in the water directly by an Open Water Instructor or above when they are teaching.

Most supervision can be carried out by an Open Water Instructor; however there are occasions where the additional experience of an Advanced Instructor (AI) or above is required. This is detailed in the following table. For example when teaching Dive management elements, here the additional training an AI receives is essential.

These requirements are the minimum qualifications needed, obviously the skills and abilities of both the ADI and the qualified instructor have to be taken into consideration as well. If the Training Officer or Diving Officer is not happy with the ADI's ability then the options would be to increase the level of supervision or to not allow training to take place.

	Diver grade and lesson environment										
Instructor Qualification	OD Theory	OD Sheltered	OD Open Water	SD Theory	SD Sheltered	SD Open Water	DL Theory	DL Dry Practical			DL Open Water
								O2	PRM	DM	
ADI SD	On Site	On Site	Direct	On Site	On Site	Direct	–	–	–	–	–
ADI DL	On Site	On Site	On Site	On Site	On Site	On Site	On Site	On Site	On Site	Direct (AI)	Direct (AI)
AOWI	On Site	On Site	On Site	On Site	On Site	On Site	On Site	On site	On Site	On Site	On Site

Ensure that when training is carried out the recipient is made aware that it is their responsibility that their QRB is signed and dated by the appropriate instructor as soon as possible. The DO will not accept incomplete training records and instructors may not remember drills carried out months before.

Expeditions / Holiday Trips

When planning an expedition you should seek the approval of the DO for your plans.

In addition, for expeditions and holidays you should ensure that any participants are suitably qualified and suitably experienced in the types of dives and depths you are planning. It is the responsibility of any individual wishing to participate to make sure they are currently dive fit and to demonstrate this to the organiser's satisfaction. The final decision as to whether a member or guest may participate in an expedition or holiday lies with the organiser. In the case of club members, any disputes may be referred to the DO.

Wayne Murray
Diving Officer

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[With thanks to Ian Robertson for Ver 1.0]