

UNIVERSITY OF PORTSMOUTH DIVING & UNDERWATER CLUB



Overview

Name

The name of the club shall be University of Portsmouth Diving and Underwater Club, referred to hereafter as 'the Club'.

Address

The address for all correspondence shall be:

UPDUC
UPSU
The Student Centre
Cambridge Road
Portsmouth
PO1 2EF

Club Practices

Part 1 Diving

- i. The club is a University of Portsmouth Society and a British Sub-Aqua Club (BSAC) Branch and shall abide to UPSU and BSAC Branch guidelines.
- ii. It shall offer both BSAC training in branch and make available PADI training through its partner The Dive Connection (See Part 2 Training)
- iii. All diving must comply with UPSU regulations, approved Current Safe Diving Practices and any other diving agency training guidelines according to qualification.
- iv. All club members by joining the club agree to these guidelines.
- v. All club diving must be approved by the Diving Officer (or Delegate appointed by the diving officer) prior to the event. The Diving Officer must be informed if club members are diving on a non-UPDUC organised trip.
- vi. A club diving trip is where any item of UPDUC/UPSU equipment is used or operating under UPSU guidelines/insurance.
- vii. The club will welcome and recognise the qualifications and experience of divers with training from agencies, such as BSAC, PADI, NAUI, and SAA etc and will facilitate offering training in these schemes where possible.

- viii. Members who do not wish to join the BSAC must provide proof of other personal third party insurance to the Diving Officer before commencing any club dives.
- ix. Every club event must be open to student members.
- x. A UPSU Trip Form must be completed and signed off by the Diving Officer (for all diving, boating and non-diving activities) or Club President (non-Diving events) or designee which must then be submitted to the Students Union before the event, as per the UPSU guidelines.
- xi. With the increasing use of Enriched Air Nitrox (EANx), Rebreathers and other mixed gases in recreational diving, divers shall follow the Safe Dive Guidelines as laid down by their training agency. The Diving Officer or Dive Manager's decision is final in all these matters.

Part 2 Training

- i. UPDUC will offer Diver Training from the following diving organisations according to the availability of instructors/qualified individuals:
 - i. BSAC
 - ii. TDI
 - iii. PSA
 - iv. SAA
 - v. And any other recognised diving organisation.
- ii. If the Club is unable to provide the training required, the Club will recommend local diving shops, in particular The Dive Connection for students to complete their training at their own expense.
- iii. The Club will adhere to the training guidelines and standards set by the BSAC.
- iv. Qualifications will be issued in accordance with the relevant Training Agency guidelines.
- v. The club shall regularly undertake instructor workshops and training events to maintain a high standard of instruction.
- vi. The Training Officer is responsible for organising all entry level diving qualifications.
- vii. The Advanced training officer is responsible for organising all higher level diving qualifications and further skills courses.
- viii. Pool training will be held at St Edmunds Pool, on Saturdays between 12pm and 4pm.
- ix. All BSAC Theory Sessions will be held at St Michaels Building, On Tuesdays between 7pm and 9pm, as and when required.
- x. Students may choose what training pathway they wish to follow. Students who choose the BSAC pathway must join the BSAC.

- xi. All regulations imposed by the owners of the training facilities and dive sites used by the club will be followed.
- xii. All training materials purchased must go through the UPSU accounts.

Part 3 Club Kit

- i. All club kit must be signed in and out of the Equipment Logbook.
- ii. Kit may only be signed out by a qualified diver unless for the use of training under the guidance of a qualified instructor.
- iii. Kit may only be taken on permission of the Equipment Officer.
- iv. Club diving kit should only be serviced by a dive service agent according to recommended service intervals. The Equipment Officer is responsible for this.
- v. All problems or issues with kit must be reported to the Equipment Officer and immediately and taken out of active service until repaired.
- vi. All kit must be washed, dried and returned promptly to the equipment store after use.
- vii. Kit may not be used for private use, (I.e. Summer Holidays etc).
- viii. For any purpose other than training, a hire fee will be charged for all kit loans, which must be paid in advance (See - Appendix A)

Part 4 Membership

Full Membership

- i. Full Membership of the Club shall only be available to current students of the University of Portsmouth who are members of the UPSU in accordance with the Students' Union Constitution.
- ii. All Full Members of the Club must pay an annual membership fee as determined on an annual basis by the Club's Committee and UPSU (Appendix A).

Associate Membership

- i. Individuals who are not current students of University of Portsmouth may join (as 'Associate Members'), but are required to pay the associate membership fee as determined on an annual basis by the Club's Committee (Appendix A). UoP & UPSU staff may join as 'Associate Members'. This is upon receipt of the appropriate forms & fees in accordance with the relevant regulations agreed by both the Club's Committees & the Sports Union.

Honorary Membership

- i. Individuals who have made a significant contribution to the club may be selected for honorary membership by the committee. This means they will be granted membership for the club without paying joining fees.

iii) Rights of Membership

All full members of the Club shall be entitled to the following:

- i) To take part in all activities of the Club according to their ability.
- ii) To stand for election to office in the committee
- iii) To vote at election for committee members
- iv) To attend all General meetings of the Club & direct the work of the Club
- v) To be fully informed about the nature & possible risks of all activities
- vi) To be insured for participation in activities
- vii) To hire equipment relevant to their qualifications and ability from the club's equipment store.
- viii) To have priority on all club events, offers and activities
- ix) All BSAC members shall have the full rights of Branch Membership as laid down by the BSAC Branch Guidelines.

Associate members of the Club shall be entitled:

- i) To take part in activities of the Club according to their ability conditional on priority being given to full members.
- ii) To be fully informed about the nature & possible risks of all activities
- iii) To hire equipment relevant to their qualifications and ability from the Club's equipment store
- iv) To be insured for participation in activities
- v) To stand for election to office in the committee according to part 6.
- vi) All BSAC members shall have the full rights of Branch Membership as laid down by the BSAC Branch Guidelines.

Part 5 Club Subscriptions & Club Finance

- i) Membership fees and admin are required from all club members, including committee members & must be paid annually.
- ii) Club members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with activities of the Club.
- iii) Profits on activities, services and/or material goods must be declared to the Club president or treasurer and UPSU. Such profits must go into the appropriate UPSU account.
- iv) All money shall be paid through UPSU. The Club shall not keep any separate or external bank account.
- v) All expenditure on new kit and equipment must be agreed by the club committee.

Part 6 Governance

The elected Club Committee shall be responsible for the running of the Club on a day to day basis. The Club Committee shall formally meet at least once a month.

The Club Committee must comprise of the following officials:

- President (Full member only)
- Treasurer (Full member only)
- Club Secretary (Full member only)
- Equipment officer (Full member only)
- Boat Officer (Full member only)
- Diving officer (Full member / Associate member)
- Training officer (Full member only/ Associate member)
- Advanced Training Officer (Full member / Associate member)
- Social secretary (Full member only)
- Membership Secretary (Full member only)

- i) Each official shall hold office for a period of one academic year. Elections for new officials shall take place in the month of May. In addition, the President of the Club shall be obliged to call an Extraordinary General Meeting upon receipt for a petition signed by either half of the Club's members or half of the Club's Committee. All General Meetings shall be conducted in accordance with the Standing Orders of the Students' Union as defined in the UPSU Constitution. The Students Union shall be informed promptly of the outcome of all elections.
- ii) The new committee shall serve alongside the old committee for the remainder of the year to promote the efficient handover of the club and provide a period of apprenticeship for the new committee.
- iii) The Club Committee shall be subject to the direction of Societies Meetings which shall take place at least once a term.
- iv) The position of Diving Officer may be open to associate members providing no suitably qualified student wants to hold the position. The position of the Branch Diving Officer must be in accordance with the BSAC Branch guidelines which require a minimum qualification of BSAC Advanced Diver. The Diving Officer must be a BSAC Member as they are responsible for all BSAC Branch Diving and qualification issuing; as well as those qualified by other organisations.

Part 7 Insurance

- i) The club provides third part liability insurance for all club members on club activities.
- ii) BSAC insurance is also valid on independent diving trips, as stated in BSAC guidelines.
- iii) Personal equipment owned by any members of the club, students or otherwise, is not covered by the Union insurance.
- iv) Associate Members
 - a. That have completed MiDAS training may drive UPSU hired vehicles.
 - b. Are permitted to take students diving off their personal boats providing their boat is in a seaworthy condition as outlined by RYA guidelines.
 - c. Are insured for towing the boat providing UPSU have a valid copy of their MOT, insurance and driving licence.
- v) The boat and associated equipment must be kept locked or as secure as possible while on trips.
- vi) All accidents/incidents no matter how small will be recorded in the accident book and the Diving Officer and the Sports Dev. & Safety Co-coordinator will be informed.

Part 8 Discipline

- i) UPSU requires that Club members behave in a fitting manner, as others perceive them as its ambassadors when engaged in club activities. This includes adherence to the Equal Opportunities Policy, precluding discrimination on grounds of:
Gender, Disability, Sexuality, Class, Ethnicity, Nationality, Ethnic or National Origin, Colour, Creed, Religion, Age, Health Status, Caring Responsibilities, Marital Status.
- ii) UPSU can and will take disciplinary action against students and/or the Club itself for unacceptable behaviour (including but not limited to bullying, harassment and discrimination) during Club activities or events, which may include terminating membership & reporting the relevant party to the University and/or police.

UPDATES

Date	Author	Change
19 th November 2008	Club Committee	Created
17 th March 2009	R. Foster	BSAC Diving Guidelines Minor Alterations
17 th Nov 2009	C. Boorer and L. Michie	Updates throughout

Appendix A Fees and Hire

Membership Fees 2009/10

Student Member	£30
Non Student DL+ / DM+ / Open Water Instructor +	£35
Non Student Sports Diver / Rescue Diver	£50
Non Student Trainee / Ocean Diver / Open Water Diver / Adv. Open Water Diver	£100

Kit Hire Fees 2009/10

Student Members	Up to 3 days	1 week
BCD	£1	£5
Regs	£1	£5
Cylinder	£1	£5
Wetsuit	£5	£5
Non Student Members		
BCD	£1.50	£10
Regs	£1.50	£10
Cylinder	£1.50	£10
Wetsuit	£10	£10