



UniDive

**BYLAWS
Version 4
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BYLAWS FOR UNIDIVE

A. CLUB PHILOSOPHY

The purpose of UNIDIVE Inc. is:

- To provide an environment in which certified divers may engage in Recreational SCUBA diving and free diving in safety commensurate with the practices expected to be encountered in responsible groups in the local community.
- To assist and encourage members to undertake training in all levels of SCUBA diving and free diving, and afford members the opportunity to participate in all aspects of *Club* activities. Members are expected to take ultimate responsibility for their own actions and safety and to ensure that they are medically fit to dive within their limitations.
- To maximise the enjoyment of the sport with adherence to safe practices.

B. DEFINITIONS

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

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

Club: Unidive (The University of Queensland Underwater Club) Inc.

Dive Log: Form designed to record dive profile information, details of dive site conditions, boat related details and preliminary incident details.

Dive Supervisor: Person authorised under the bylaws to supervise *Club* diving activities.

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

Live Boat: A moored boat, manned by a *Club Member* who holds at least a Recreational Ships Master's Licence. The member is to act as a lookout while divers are in the water.

Management Committee: *Executive Committee* plus any other positions deemed necessary to manage the running of the *Club* (refer Section O, 'Management Committee')

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

Trip Organiser: *Club Member* responsible for planning, organising and running a dive trip

Trip Plan: A document which includes 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) and dive briefing points, when those details are available.

C. CLUB PROPERTY

C1. STORAGE

General

All property except the current working *Club* hard and soft copy documents should be stored on campus preferably in the gear/boat shed(s) unless the *Management Committee* gives approval for an alternative storage site. Hard and soft copy documents that form part of the current year in progress are to remain in the possession of the official executive member until the end of the *Club* year. At the end of the year, all hard and soft copy documents should be handed over to the new official executive member taking over the role. All hard copy material should be presented in a folder with material filed in chronological order. The club records will be stored in the filing cabinet in the gear shed.

Soft copy documents

- **Soft copy documents** are those documents that are digital and created as part of UniDive daily business.
- **Yearly collation of softy copy documents:** All soft copy documents should be presented digitally to secretary of the finishing year who will collate it all and place it in the digital yearly archive.
- **Yearly archive:** Should contain all updated documents (e.g. equipment list) and newly created documents (e.g. minutes)
- **File naming conventions soft copy documents:** All digital documents created for UniDive will have the following naming conventions: UniDive_yyyyymmdd_description (e.g. UniDive_20100201_ByLaws)
- **Versioning of soft copy documents:** All digital documents created for UniDive will have a date and issue number on each page or sheet (e.g. excel)
- **File Structure of Yearly Storage of Digital Documents:** Attachment B provide a recommended digital filing structure of the yearly documents.

C2. MAINTENANCE

All equipment shall be maintained by insured certified professionals as per the manufactures/suppliers recommendations e.g major equipment such as the trailers, regulators, boat and compressor. Servicing Schedule - the relevant officer should compile and maintain a servicing schedule e.g. SCUBA gear annually, compressor on hourly basis. Unless the *Executive Committee* has accepted a preferred supplier, at least three quotes should be obtained prior to scheduled annual servicing. 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*.

C3. ELIGIBILITY TO USE

Only *Club Members* are allowed access to *Club* gear after payment of *Club* membership fees deemed applicable at the time and after paying appropriate gear hire deposit.

C4. APPROVED OPERATORS (MAJOR ITEMS)

Use of the items or performing the tasks listed below requires written approval over and above that required for use of the scuba gear:

Boat, compressor, towing *Club* trailers

- Application and approval is via the relevant Officer or the *Safety Committee*.
- Application shall include relevant experience/qualifications and include copies of any statutory requirements and if possible endorsements by suitable referees.
- After approval is granted by the Safety Committee it shall be minuted and published and the minutes will be provided to the Management committee.

C5. DIVE COMPRESSOR

Operation: A *Club Member* must complete a orientation prior to being granted approval to operate the compressor. This orientation is to be co-ordinated by the Training Officer and may be run by either the Ancillaries Officer, Training Officer or a *Club Member* delegated by the Ancillaries Officer. The Ancillaries Officer must keep a list of currently approved operators. Operators must complete the Compressor Logbook after each use. **Logbook:** Compressor operation must be logged on the approved form.

Maintenance: The Ancillaries Officer must arrange for compressor, filter and motor maintenance in accordance with Manufacturer's recommendations. Filters should be changed to manufacturers recommendations and the compressor serviced annually. Both the petrol and electric motors must be correctly maintained.

Motor Changes: Where petrol and electric motors are to be changed over, the Ancillaries Officer or a *Club Member* delegated by the Ancillaries Officer must supervise the operation.

C6. 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 has priority over hire for personal use. Gear cannot be hired for university research or course related trips (e.g.Heron Island).

Duration: Dive gear is usually loaned on a weekly basis and must be returned cleaned on the next designated loan night. Extensions to the loan period must be negotiated with the Loans Officer. *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.

Proof of ID: Current *Club Members* must provide proof of identity, SCUBA qualification, record of deposit and loan agreement before being allowed to collect dive gear.

Malfunctions: *Club Members* are charged with a duty of care and must report gear malfunctions to the Loans Officer/Maintenance Officer immediately upon its return. Malfunctioning gear must be tagged to identify the problem and must not be loaned until the problem is rectified.

Gear Cleaning: It is the responsibility of the person borrowing the gear to clean the gear and return it to the shed, NOT the *Boat Handler* or the *Dive Supervisor* or the *Trip organiser*.

Cleaning guidelines

General

All gear should be soaked immediately after use in tap water. Once salt crystals have formed, hosing the item will not remove all the salt. Proceed as per the following instructions, and then hang the gear to dry. On trips lasting more than one day gear must be rinsed at the end of every day where fresh water is available.

Regulators

- Ensure the dust cap (witches cap) is on whenever the regulator is not connected to the tank. It is preferable to 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.
- 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.
- Hang the regulator up to air dry as well. Once it has dried store in a well-ventilated area.

- Do not depress purge buttons while submersed in water.
- Compass bezels should be swivelled under fresh water to prevent salt/sand build-up

BCD's

- Invert, extend inflator hose toward the ground, and depress dump button to drain out all seawater.
- Partially fill with tap water by depressing dump button and slowly running water into the hose outlet.
- Use the inflator hose to then blow air into the BCD. Fill the BCD 80% full and turn upside.
- Shake; repeat step 1
- Blow some air into the bladder, leave to dry, and then drain any residual water out before storage

Sanctions: may be imposed for gear abuse/misuse and may include loss of deposit and/or suspension of borrowing privileges.

Loss/Theft: *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 which:

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

C7. PURCHASE GUIDELINES

Budget: *Club* gear purchases should form part of the annual budget prepared by the *Management Committee* for submission to UQ Sport.

Limits: the Treasurer or President must approve purchases under \$250. Purchases over \$250 must be referred to the *Management Committee* for approval. At least two written quotes must be obtained for purchases over \$250. These limits apply purchasing of goods only, not services.

Receipts: must be presented prior to payment.

Administration Costs: the Treasurer on presentation of relevant receipts will pay costs incurred by Office bearers in the performance of their duties.

Capital funding: If the purchase of capital items (>\$1000) is anticipated, the executive committee should liase with UQ Sport prior to September before the year of purchase to request capital funding for 50% of the value of the asset.

C8. INVENTORY CONTROL

Asset Register: The Treasurer shall compile yearly an asset register of all *Club* property prior to the annual general meeting.

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

C9. KEY-HOLDERS

Control List: Record of *Club* Key-holders:

- From time to time, keys may be given to other stakeholders, e.g. Coastcare, Underwater Hockey

Record of <i>Club</i> Key-holders:								
	Gear shed	Boat shed	Boat Key	Mail box	Money box Membership	Money box Loans	Money Box T-shirts & caps	Money box Sausage & knife
President	yes	yes						
Vice President	yes	yes						
Secretary	yes			yes				
Treasurer					yes	yes	yes	yes
Boat Officer	yes	yes	yes					
Diving Officer	yes	yes						
Training Officer	yes							
Maintenance	yes							
Auxiliary	yes	yes						
Loans	yes				yes	yes	yes	yes
Loans Assistant	Yes?				Yes?	Yes?	Yes?	Yes?
Memberships	yes				yes			
Social Officer	Yes							
Complete set (with vice president)	yes	yes	yes	yes	yes	yes	yes	yes
Trip set 1 (with dive officer)	yes	yes						
Trip set 2 (with dive officer)	yes	yes						

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

Delegation: Key-holders are ultimately responsible for loaning 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.

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 hand out to the relevant members. Key-holders sign of for the key when they receive the key and when they return it.

C10. FUEL STORAGE

Statutory Regulations: Bulk fuel must be stored in accordance with statutory regulations and **NOT** stored in the gear shed.

Smoking: Smoking is prohibited in the gear/boat shed(s) and boat(s).

D. SAFETY COMMITTEE

The *Safety Committee* is established to monitor all boating and diving activities of the *Club* and is responsible for making recommendations to the *Management Committee* on all such matters.

Committee Membership: The committee shall consist of at least five (5) *Club Members* (with a quorum of three (3)) who are appointed by vote of the *Management Committee* after annual elections, termination of a membership or resignation. It is expected that members would have demonstrated experience in areas of boating and/or diving. The Committee will have a Chairman and Secretary who will be responsible for recording Minutes of Meetings and keeping other documentation as required (qualifications, incident reports etc.). This committee shall report directly to the *Management Committee*. 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.

Committee Meetings: Meetings should be held every three months or more frequently if required. Minutes of the 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 Committee is to keep Minutes of Meetings, copies of *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*. These records are to be filed in chronological order.

Committee Duties: The Committee is to hold meetings, keep records, check boating and *Dive Log* records, report to the *Management Committee*, set safety guidelines for *Club* activities, monitor operations, grant authority to members with respect to boating, diving and other activities as required by the *Management Committee*, and make suggestions to the *Management Committee* as to remedial action that it may considered necessary.

E. 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. This is followed by a written report on the approved form, to the *Executive Committee* member initially contacted. The *Executive Committee* shall then forward a copy to the *Safety Committee* Chairperson.

All accidents (within reason) resulting in injury or loss of life and accidents causing material damage to Unidive boat must be reported to Queensland Transport within 48 hours where a "Marine Incident Report" form must be completed by the *Boating Officer*. Copies of the "Marine Incident Report" form are kept in the trip box and are to be taken on trips.

F. TRIP PLANNING

Any member can be a *Trip Organiser* will and the *Trip Organisers* duties include the following:

Before the trip

- Trip planning/advertising should be as fair and open as possible so all members, this through email, website and notice board in gear shed.
- Advertise the trip to the club email list so all members are aware of the trip.
- Obtain *Trip Plan* from the *website* and make and communicate any amendments necessary. If no *Trip Plan* is available, obtain from the *Dive Officer*.
- Gather pre-trip participants details on standard form as well as emergency contact details to provide to the *Boat Handler*.
- Select suitably qualified trip participants from the initial applicants, based on information supplied in the 'pre-trip participants details' form and consultation with the *Dive Supervisor* for the trip and for more challenging dives (e.g. Wolf Rock, St Paul, Pimpernel Rock), the *Safety Committee*. 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), max depth at the proposed dive site, bottom topography and surge/current and distance from shore (e.g. Flinders trips using Cool Change involve a long boat trip which is unsuitable for divers who get sea sick, are nervous or unused to small boats).

- Take note of any trip participants holding qualifications such as, 'Rescue' or higher, 'Oxygen Resuscitation', CPR or 'Diver First Aid'
- Make *Trip Plan* available to participants
- Organise as required: *Dive Supervisor*, *Boat Handler*, tow vehicle driver, etc. If appropriately qualified, the *Trip Organiser* may function as *Dive Supervisor* and *Boat Handler*. A *Boat Handler* can also act as *Dive Supervisor*. The *Dive Supervisor's* role is outlined in Section H1. The choice of *Dive Supervisor* will be based on the planned diving activity, the qualifications and experience of the participants. The *Trip Organiser* must ask the chosen *Club Member* if they will assume the *Dive Supervisor* role, if they accept then continue with the trip organisation. If they decline another candidate must be approached. If no one suitably qualified accepts the role then the trip cannot proceed.
- Organise all accommodation, dive charters, etc.
- Collect deposits

During the trip

- Responsible for all non-diving aspects of the trip.

After the trip

- Ensure all appropriate forms are completed and filed in the cabinet in the gear/boat shed
- Complete Trip Cost Reconciliation form, submit form and all monies to the treasurer

G. BOATING OPERATIONS

All *Club* boating operations must be under the control of a *Boat Handler* who has approval for the site of operation. The Master (*Boat Handler*) of the vessel has ultimate responsibility for the safety of the vessel and its passengers.

G1. BOAT HANDLER

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

Boat Handler:

Definition: A *Club Member* who has at least an entry level dive qualification, has completed a boat handler's course recognised by the *Safety Committee*, holds a current Recreational Ships Master's Licence, holds current oxygen resuscitation and CPR qualifications and a Restricted Radiotelephone Operator's Certificate of Proficiency and preferably has a First Aid Certificate, and has been granted approval for at least one location. It is expected that *Club Members* will have driven the *Club* boat before seeking approval as a *Boat Handler*. Boat handler courses shall cover at least such topics as mooring procedure, basic navigation, navigation aids such as GPS/depth-sounder, basic radio procedure, outboard engine maintenance/trouble-shooting, and emergency responses to diving and boating emergencies.

Authority: This person may drive unsupervised, particular boats to specified locations approved by the *Safety Committee*. It is required that *Boat Handlers* supervise *Club Member* boat use. *Boat Handlers* are expected to offer opportunities for *Club Members* to gain experience and competence with a view to their also being authorised as *Boat Handlers*.

Application for Status

- (a) All applications must be in writing and supported by relevant qualifications. Standard forms are available.
- (b) Evidence of relevant boat handling experience, with relevant boat section filled should be submitted.
- (c) Otherwise applicants should provide relevant evidence in support of their demonstrated ability and experience to handle dive boats under a variety of conditions.

Status recognition

Any approval offered only becomes valid when the *Safety Committee* approves the application and notifies the applicant.

The approved person's name will be added to the official list of *Boat Handlers* that appears in the newsletter and on the web page.

G2. BOAT PROCEDURES FOR BOAT HANDLERS

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 entered in the appropriate section of the *Dive Logs*.

Live Boat: A "live" boat policy is to be maintained at all times.

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, expected time of return. Upon returning to port, the authority shall again be notified.

Chain of Command: in the event of deteriorating conditions the most experienced *Boat Handler* on any trip will have final decision making authority, with deferment to the more conservative alternative.

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, Bylaws, 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 shore contact: A shore contact should be appointed for each trip and his details recorded on emergency contact list that will be sent around before departure of the trip. The shore contact is notified when leaving and when returning from a trip.

Inform other boat handlers: After every trip where the club boat is taken out the boathandlers need to inform by email to the boat handler list the status of the boat

G3. BOATING OPERATIONS REPORTING

Documentation: The relevant boat section of the *Dive Logs* is to be completed by the *Boat Handler* responsible for operation of the boat and filed in the *Dive Log* folder. An incident report is to be completed after any incident involving damage to *Club* boats or property damaged on *Club* boats or injury to person(s) incurred during *Club* boat operation. The incident report must be submitted to the *Safety Committee* as soon as practicable after the incident. The *Safety Committee* must be verbally notified of an incident on the same day.

Fault Reporting: Faults must be reported verbally 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.

Trip Reporting: As a means of helping promote safe and efficient *Club* boating operations, *Boat Handlers* and/or *Trip Organisers* are requested to submit any errors/omissions in the *Trip Plan* to the *Safety Committee*. The *Trip Organiser* or a delegate is requested to submit a trip report of a more social/general nature to the *Club* newsletter editor. The newsletter editor will then publish these reports in the next edition of the newsletter.

Passenger emergency list reporting: The boat handler is responsible for sending a passenger list to the president, boating officer, diving officer and Safety chair prior to commencing the trip. The passenger list should include the UniDive member name and emergency contact details. A copy of the list should be left at the boat shed. The *boat handler* can ask the *trip organiser* to sent the list, however the boat handler is responsible for sending.

H. DIVING OPERATIONS

All *Club* diving activities whether land-based or boat-based must be 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 boat-based, the boat must be under the control of a *Boat Handler* or delegated recreational shipmasters licence holder. The final assessments at the actual site for a boat-based dive with the Unidive boat is the *Boat Handler's* responsibility.

H1. CONTROL OF DIVING OPERATIONS

Club Member Responsibilities: *Club members* must take responsibility for their own safety and dive according to procedures of the *Club* outlined in these Bylaws. All *Club Members* must produce a SCUBA diver certification card appropriate to the diving activity planned prior to diving with the *Club* and when asked by the *Trip Organiser* 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.

The following practices are mandatory for divers participating in *Club* diving activities:

1. Read and familiarise themselves with the 'recommended practices' as set out below.
2. Club members are responsible for determining their own diving limits (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 and know how to use them.
3. Always dive with a safety sausage and whistle attached to or contained within the BCD and a cutting implement on their person.
4. Always dive with a buddy.

5. Before and After each dive (ASAP) complete all dive profile related details in the *Dive Log*.
6. Do a safety stop for 3 to 5 minutes at 3 to 5 metres on all dives where safe to do so; be familiar with dive tables or dive computer use and check depth/time calculations before, during and after every dive.
7. Ensure you are at the surface, having completed the required safety stop and a controlled ascent within the time limit specified by the *Boathandler* or *Dive Supervisor* and sufficient air.
8. Announce clearly in advance to the *Trip Organiser* and *Dive Supervisor* at the planning stage of the possibility of any dive other than a non-decompression dive using air. Dive trips with decompression dives or mixed gas must be pre-planned and verified by the *Safety Committee*
9. If a dive other than a non-decompression dive using air is planned, the *Dive Supervisor* must be informed and such information as the gas mixture, decompression stops and dive time shall be entered into the *Dive Log* **before divers enter the water.**
10. Divers must accept the decisions of the *Dive Supervisor* or *Boathandler* 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

The following practices are expected for divers participating in *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.
- 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 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.
- 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 (eg 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, and avoid hyperventilation when skin-diving.
- 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. See rule H1 points 8 and 9
- 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 member of each buddy team.

Experienced Divers: In general, *The Club* considers a diver to be experienced if they have all of the following: a) a qualification beyond entry level (e.g. PADI advanced, BSAC sport diver) b) Have 30 or more logged dives c) Have logged at least 4 dives in the last 6 months d) the logbook records dives at least 10 different dive sites (e.g. Flat Rock, Shag Rock, Mooloolaba coral gardens, Mooloolaba fairyland are all separate dive sites).

Two of the following people: diving officer, boating officer or a member of the safety committee has been authorised to extend, to all experienced sites, the ability of an EXPERIENCED diver to take a diver who does not meet the above criteria to an experienced dive site provided they dive together. The non-experienced diver must meet this criterion:

- Advanced or equivalent
- 15 dives or more
- 8 different sites
- has dived in the last 6 months.
- has dived with someone in the club that will give us a first hand opinion on the divers skills

We will need to see a log book detailing the divers claims.

It is not expected that this will be done as a last minute process, as the log book will need to be verified.

The arrangement **MUST** be made by the EXPERIENCED diver before the trip meeting at the shed on a Thursday night.

A set of these guidelines should be available to new *Club Members* before they begin participation in *Club* diving activities

- **Diving Supervision:** The *Dive Supervisor* has authority over *Club* diving activities, while the *Boat Handler* has complete control over boating activities. For boat-based diving activities the *Dive Supervisor* and *Boat Handler* should consult regarding the choice of dive site. The *Boathandler* has the final overriding control of all boat based diving activities. The *Dive Supervisor* and *Boat Handler* may be called upon by the *Safety Committee* to justify their decisions/actions.

Prior to commencing a dive, the *Dive Supervisor* should:

1. Check qualifications and experience level of all *Club Members* involved in a diving activity.
2. Match buddy pairs based on details entered into the 'pre-trip participant details' form. Less experienced divers are to be paired with more experienced divers with the agreement of both divers.
3. If a repetitive dive, check previous dive profile information to ensure that, the planned dive profile and type of dive activity is compatible.
4. Ensure the dive site is safe prior to diving and match the dive site with the level of experience of the least experienced diver(s).
5. Ensure a dive flag is displayed whilst diving activities are in progress.
6. Ensure a lookout is posted
7. Ensure all divers have a safety sausage and a cutting implement
8. Give a *dive brief* covering the following points just prior to entering the water:
 - (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 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 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
9. If practical have the most experienced diver enter the water first.
10. Do a head count of divers before leaving the dive site.
11. Complete general details before each dive on the *Dive Log*.
12. Ensure that divers complete personal dive profile information is completed for all fields on the *Dive Log* before and after the dive .

Additionally, for a boat based 'non-drift' type dive, before divers enter the water ensure that the anchor is set securely and mermaid line is out. After the mermaid line is set, check for surface current

Standing Rules for Conduct of Diving Operations

- **Command:** An approved *Boat Handler* must be in charge of any *Club* boat involved in diving activities
- **Live Boat:** A *Live Boat* must be maintained.
- **Dive Brief/Flag:** A dive brief must be given and a dive flag displayed.
- **Oxygen Resuscitation Equipment** Must be available with sufficient oxygen available for the planned dive site.
- **Freshwater** Must be sufficient freshwater on board e.g 2 litres per person.
- **Hot Water** Must be a thermos of hot water and/or vinegar available for first aid treatment of marine stings
- **Documentation:** All required documentation must be completed and submitted as required to the *Dive Officer* as soon as possible.
- **Diving Operations Documentation:** As a minimum requirement a *Dive Log* on the standard form must be kept as record of each *Club* event with the *Club* boat or with a commercial operator. Each diver is responsible to report for completion of his or her dive profile related details to the *Dive Supervisor*. The *Boat Handler* is responsible for boat related data whilst the *Dive Supervisor* is responsible for collection and completion of this document, which

must be reviewed by the *Safety Committee* at their meetings. A *Trip Plan* should be available to *Trip Organiser's and Boat Handlers* for all sites used for *Club* diving activities and carried on the boat. This plan should include important organisational points, dive briefing points, dive site assessment, and provision for rescue and first aid information. A *Trip Plan* should be prepared for all new sites.

- **Dive Rescue Procedures:**
Refer to Section I, 'Emergency Response'

H2. REVIEW OF DIVING OPERATIONS

Dive Logs: are to be reviewed by the *Safety Committee* to ensure safe diving practices have been adhered to.

Dive Trip Reports: should be written by the *Trip Organiser(s)* or a delegate and submitted to the Newsletter editor.

Trip Cost Reconciliation: to be submitted together with funds owing to the *Club* are to be submitted to the Treasurer before or at the next Meeting. The funds must be handed to the Treasurer in a plain envelope. The envelope must be clearly marked with the Treasurer's name and must also include information on the general contents of the envelope (e.g. trip details such as trip date, organiser and location).

H3. CONSERVATION

The *Club* actively encourages its members to conserve our marine environment during *Club* diving activities.

Spearfishing: should only be conducted in line with statutory regulations, under conditions, which take into account the safety of all involved and only for the purpose of obtaining food.

Other Fishing Activities: should only be undertaken in due regard for the safety of divers in the immediate vicinity, in line with statutory regulations and only for the purpose of obtaining food.

I. BOATING & DIVING EMERGENCY RESPONSE GUIDLINES

- **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
- **Capsize** – direct passengers to stay in physical contact with boat, retrieve safety pack from console, display v-sheet, use flares as appropriate
- **Man overboard** –, throw flotation device to man overboard, allocate spotters, engage man overboard function on GPS
- **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.

J. 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 recognised certification agencies (e.g. NAUI, FAUI, NASDS, PADI, SSI, BSAC, CMAS, TDI etc.) and first aid and resuscitation courses approved by those agencies and/or the Australian Resuscitation Council

Trainer Qualifications: Dive instructors, trainers and educators affiliated with or whose services the *Club* uses must hold relevant, current qualifications recognised by national and international diver, first aid and resuscitation training organisations and must have appropriate insurance.

Trainer Roles and Responsibilities

- **Refresher Training** maybe made available to *Club Members*. Such training may involve pool work, theory (e.g. dive table usage review) and open water work. The instructor may charge a fee to cover their expenses, and in addition any direct expense (e.g. if the member wishes to undertake a boat dive or use *Club* gear) must be borne by the *Club Member*.
- **Training Calendar/Schedule** detailing courses available throughout the year should be prepared and approved by the *Management Committee* at the beginning of the year and published in each *Club* newsletter. 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 members and training becomes an integral part of *Club* diving activities.

Selection Process

- **Criteria** that are to be used in the selection of affiliated instructor(s), trainer(s) or educators) include suitability of qualifications, good standing in the diving community, experience in diving education and membership of the *Club*. It is expected that this person or persons would be prepared to accept nomination for the *Management Committee* position of Training Officer.
- **Voluntary contribution** that an affiliated 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*.

Promotion of Affiliated Trainer is based on a mutual benefit arrangement. The trainer(s), instructor(s) or educators(s) are given exclusive recommendation to *Club Members*, UQ Sport and exclusive promotion in *Club* communications. In return they will offer significant discounts to *Club Members* in the cost of acquiring qualifications relevant to maintaining *Club* diving and boating operations as well as well as promotion of the *Club*. It is recognised that certain costs are involved in maintaining currency of relevant certificates and qualifications. Therefore it is expected that *Club Members* are to pay for the services offered. It should be quite clear that members have total discretion in deciding where they obtain their relevant training and there are no obligation to use the services of a *Club* affiliated trainer should one be available.

Affiliation Agreement: a formal agreement may be entered into the Affiliated Trainer. This agreement may specify the terms and conditions of appointment as the *Clubs* affiliated trainer.

K. FINANCIAL/RECORDS MANAGEMENT

K1. FINANCIAL MANAGEMENT

Financial Authorities: any two conjointly from the following, President, Vice President, Treasurer and Secretary must sign Cheques.

Deposit Books and Cheque Books: Deposit books and Chequebooks are held by the Treasurer and brought to each *Management Committee* meeting.

Receipt of Club Moneys: *Club* moneys shall be tendered with an itemised account to the Treasurer or delegate on or before the next *Management Committee* meeting.

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.

K2. 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*.

Financial Records: *Club* financial records are to be kept by the Treasurer.

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

L. PERSONAL PROPERTY

People at all times are responsible for their own personal property. The *Club* accepts no responsibility under any circumstances for loss or damage to member's personal property.

M. BOAT TOWING -

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

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

Skills Demonstration: Two people from the Safety Committee with relevant experience or their delagates to view a practical demonstration by applicant,

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

Records: the Safety committee and the President shall keep a record of current approved boat towers.

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

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

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

N. 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, *Trip Organisers* shall provide a detailed explanation of the breakdown of costs associated with the trip. This should be furnished forthwith to the Treasurer. A *Club* standard form should be used and handed with money to the Treasurer. All money going to the Treasurer should be in a plain envelope that has been clearly marked with the name of the treasurer and contents thereof.

Fee Structure: The *Management Committee* shall review fees as required, but such reviews shall be held at least every two years.

Special Fee Regulations:

The *Club* shall:

- pay fees for club organised O₂ provider courses for active *Boat Handlers*
- pay fees for club organised marine radio operators course for active *Boat Handlers*
- waive the boat maintenance contribution for one dive for the Primary *Boat Handler*
- Allow *Management Committee* to rent gear at half price

O. BOX TRAILER

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

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

Skills Demonstration: Two people from the Safety Committee with relevant experience or their delegates to view a practical demonstration by applicant,

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

Records: the Safety committee and the President shall keep a record of current approved box trailer towers.

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

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

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

P. MANAGEMENT COMMITTEE

P1. MANAGEMENT COMMITTEE HANDBOOK AND COMMITTEE HANDOVER

Management committee handbook:

- **Role:** to provide each management committee member with a source of information that could be used to assist the member with proper management of the club and fulfilling his duties.
- **Contents:** hand over presentation, rules, bylaws, all updated forms, yearly calendar with yearly returning activities; equipment list for boating, diving and ancillary; and list of members.
- **Distribution:** Each management committee member will be issued with a digital and hard copy of the *Management committee handbook*
- **Bylaws:** After taking office all *Management Committee* members shall be issued with a copy of the bylaws included in the *Management committee handbook*.
- **Rules:** After taking office all *Management Committee* members shall be issued with a copy of the rules included in the *Management committee handbook*.
- **Updating:** During the term the individual management committee members will update the *Management committee handbook*. At the end of term the *Management committee handbook* will be updated by previous term's secretary.

Hand over 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 the individual hard copies of the *Management committee handbook* and keys
- Previous term's secretary will update the hard copy document with the latest and/or newly created hard copy documents.
- **Hand over Meeting:** Previous term's president will present the updated *Hand Over Presentation*. The presentation will provide an overview of: Bylaws, functioning of club, major forms, important dates.

P2. MEMBERSHIP OF MANAGEMENT COMMITTEE

- **For all committee members:**
 - **Role:** Represent the club and provide daily running of UniDive
 - **Duties:** Obliges with safe diving standards and promote safe diving, Obliges with club rules, bylaws and guidelines and actively promote them on club events. Work as a team with other management members. Able and willing to take over other exec members task. Communicate clearly and regularly. Attend management meetings as much as possible. Initiate an informative email for the members when they went out on a trip. All management members will sent new forms and procedures to the secretary, so he/she can add that to hand over document.
All management committee members will keep their hard copy *Management committee handbook* up to date with updated or new documents. Updates of digital documents will be sent around after approval in management meeting.
- **President**
Role - Ultimate responsibility for all *Club* sanctioned activities.
Duties - Chairperson of all *Club* meetings, submit annual budget to UQ Sport, ensure all *Management Committee* members perform their duties as detailed in the *Club* Rules and Bylaws, 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. Will organise the handover between previous term and newly elected committee.
- **Vice President**
Role - Assist President
Duties - Chairperson for meetings in President's absence; undertake organisational role e.g. O'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.
- **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; maintaining/ updating and manipulating the membership database; forward updated membership lists to publications officer and loans officer; writing correspondence to members on an as needs basis; assist with the preparation of O'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; oversee the membership officer and ensure correct membership records are kept; add new approved rules and regulations in appendix of bylaws and/or rules. Report at monthly management meeting list of new members, and total number of UQ students, UQ staff and non UQ members which is provided by memberships officer.
The secretary is responsible for organising at the beginning of every new committee term that:
 - the names of the previous term management members will be added to the websites table and to the Honour board.
 - a poster with photos and names of all new management members to be posted in the club space.
 - a list of names, phone number and email of all new management committee members within two weeks after AGM and distribute it to the management members.

– **Memberships Officer**

Role – Oversees club memberships administration

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

Respond to email enquires via the unidive generic membership database

Keeping the Unidive website up to date regarding membership and any other areas including wobbie gossip,

To be down at the shed every Thursday night to sign up new members and on Open Days where possible and have back up membership officer if cannot attend.

Provide hard copies of the membership form down at the shed and update the online copy on the website.

Confirm the membership form is completely filled out before accepting money (esp. email, mobile, emergency contact, medical)

Provide receipt books and write all members a receipt. Resist renewals without submission of a new form Manage the money tin and provide the treasurer a monthly report on takings.

Add members to the Unidive database (online system not currently available)

Add 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) – this can only be done on a UQ networked computer

Prompt expiring members to sign up again

Report to UQSport mid-year on current memberships = name, address, phone, student/nonstudent

Provide a list of new members to the secretary to sign off on at each monthly management meeting

– **Treasurer**

Role - Oversee *Club* finances

Duties - Assist President in formulation of budget submission, collect and bank moneys including memberships, pay bills, report financial statement at each *Club* monthly meeting, organise audit of *Club* finances annually, approve expenditure claims. At the end of every financial year the treasurer 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 audit.

– **Diving Officer**

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

Duties- Co-ordinate the usage of *Club* boats; encourage and support members in the organisation of diving trips, update the dive calendar each semester; keep a brief record of dive trips undertaken by the *Club*; encourage dive organisers to submit trip reports to the Newsletter Editor, ensure 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 and enter in data base, Report on the monthly manage 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 UQSport 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 Officers to ensure minimal disruption to diving activities; ensure servicee 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 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 maintain maintenance records, maintain boat logs, promote proper use and report any misuse,

ensure registrations (boat, trailer, radio) stickers affixed, 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 Boathandlers* at least every three months to update boating procedures and exchange experiences between boat handlers.

– **Ancillaries Officer**

Role - Ensure availability of compressor, camping gear and trailer

Duties - 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 insured, and maintained correctly.

– **Social Officer(s)**

Role - Co-ordinate social activities(e.g. weekly BBQ, annual party), encourage members to go diving, organise fund-raising activities as approved by the *Management Committee*. Provides each committee member whom set in the committee for more then a halve term with a small gift of appreciation provided at the monthly general meeting.

– **Publication Officer**

Role - Ensure the assembly of contents for the quarterly newsletter and monthly news update on the UniDive Website, prepare the master copy and distribute the newsletter to all members on the mailing list usually by e-mail.

Duties - To provide members with the current club activities. These can include: dive calendar; *Club* activities such as diving, training and attending social events; to provide a forum for the *Club Members* to discuss and disseminate diving information and promote dive culture; and to maintain contact with *Club Members* who are not able to attend *Club* meetings. Publication officer can delegate the creation of publication to others such as the web site and wobbie gossip but need to provide them with the contents.

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 Presidents Report
6. Any relevant *Management Committee* news
7. Any relevant *Safety Committee* news
8. Dive Trip Report
9. The Dive Calendar
10. Course Training dates
11. List of *Management Committee* Members
12. List of *Boat Handlers* together with their contact details
13. Items for Sale e.g. caps, T-shirts, Curtain Artificial Reef Maps

The Newsletter should regularly include notices about:

1. Gear and Boat Arrangements
2. Organising a dive
3. Social Activities

Timing of the Newsletter

The Newsletter should be distributed halve yearly or more. This is best facilitated by setting a firm deadline for contributions allowing a reasonable amount of time for contributors and the editor to respond to the meeting. Historically there is no January issue as there is no December meeting.

Specifications

The newsletter is distributed by e-mail, and copies are also available for download on the *Club* website.

– **Web Editor**

Maintain and develop the *Club* website, ensuring the dive calendar and newsletter sections are regularly updated. Maintain the club list server.

– **Delegates to UQ Sport (2)**

Role - Represent the *Club* at UQ Sport Council Meetings

Duties - Attend and represent the *Club* at compulsory Council Meetings to protect *Club* interests, raise matters at the Council meetings as directed by the *Management Committee/President*, report in writing results of these meetings to the membership via the newsletter and follow up where necessary; report back to the *Club* on matters raised at the meetings, assist other executive members in organisation of *Club* activities. One UQSport delegate must be an undergraduate student, and it is suggested that the second delegate be the President or Vice-president.

– **Training Officer**

Role - Initiate and co-ordinate training activities for *Club Members*. 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 Diving Officer to ensure safety on all *Club* sanctioned diving activities. Makes recommendations to the executive on training activities and organise seminars and workshops to increase knowledge and standard of diving amongst *Club* membership.

Courses and presentation: Boathandlers (O2 update, boathandling, radio course), Advanced, Rescue, Divemaster Refresher course, First Aid and O2, Dive trip organiser and boathandler nights, presentation general And Pool training

– **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 members for misuse of gear, ensure 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.

Assistant Loans Officers

Two or more assistant loans officers may be appointed to assist the Loans Officer.

Q. 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 rights to access of equipment upon a member's failure to comply with the *Club Rules* and Bylaws. 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 barred members shall be posted in a prominent position in all gear/boat shed(s) to assist the Loans Officer(s) and others.

R. STATUTORY/LEGAL OBLIGATIONS

The following items required to be kept current for liability purposes.

- Insurances - public liability, boats, trailers, motor vehicles (Treasurer)
- Registrations - boats, trailers, motor vehicles (Treasurer)
- Licences – radio (Boating Officer)
- Boat Safety Equipment - flares, EPIRB battery [replacement before use by dates] (Boating Officer)

S. CLUB MEMBERSHIP DETAILS

Maintenance: of the membership list/database shall be by the Membership officer and overseen by the Secretary, or as directed by the *Executive Committee*.

Structure: The list/database structure may only be changed at the request of the *Executive Committee*.

Access: The following office bearers are granted access to sub sections (as described below) of the membership details.

- President – all data
- Secretary – all data
- Diving Officer – names, e-mail & telephone numbers
- Loans Officer – names, e-mail and telephone numbers
- Chairperson of the *Safety Committee*- Names, telephone, e-mail and diving certification details

Information Release: Release of details to other individuals (or organisations) is at the discretion of the *Executive Committee*.

T. REVIEW OF BYLAWS and RULES

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

By: Initial review by *Safety Committee*, then passed to *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 residing Presidents signature.

New rules and regulations: new rules and regulations that were approved by management committee will be added to appendix of bylaws 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 bylaws.

President	Signature	Date

Attachment A, Standard Club Documents & UQ Sport Documents

- Membership Application
- Pre-trip Participant Details
- *Dive Log*
- Check Lists
- Incident/Accident Form
- Tow Vehicle Use
- Trip Costs Reconciliation
- Gear Shed Money Reconciliation
- Scuba Gear Service Report Form
- Gear Loans Record
- Example Dive Plan
- Example Inventories
- Membership List/Database Record Structure
- Marine Incident Report (QLD Govt., Dept. of Transport)
- Boathandler application forms 1,2,3 and 4

Attachment B Suggested directory structure yearly 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

ByLaws 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