

Constitution, Rules & Recommendations



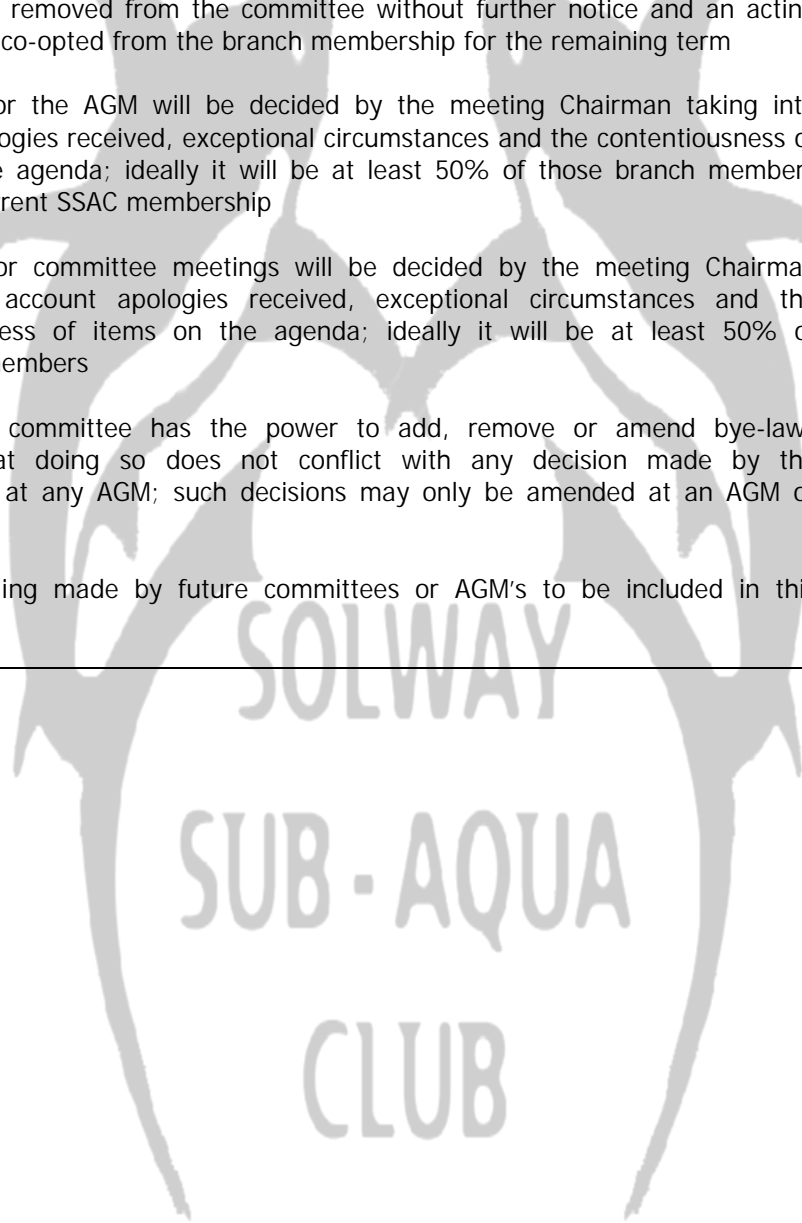
Solway Sub-Aqua Club - Constitution, Rules & Recommendations

<u>CONSTITUTION</u>	
The Branch shall be known as The Scottish Sub-Aqua Club – Solway Branch	AGM 91
The Constitution for the Branch is as for the Scottish Sub-Aqua Club	AGM 91

<u>MEMBERSHIP</u>	
All memberships run from April 1 st to the following March 31 st , new members will be charged pro-rata	AGM 04
Former branch members are not eligible for pro-rata payments instead they will be allowed a 50% discount from October onwards; a former member is defined as anyone who was a member of the branch during the previous financial year, after this period they will be classed as a new member and so be eligible for pro-rata payments	AGM 02
New members will be accepted by the Treasurer subject to approval by the committee at the next scheduled meeting; no reason for rejection need be given and any prospective member so rejected will receive a full refund of all money paid to the branch and the SSAC (at the expense of the branch)	14/8/06
All new members must complete a membership application form which is to be passed to the Secretary via the Treasurer	3/6/93
Members must maintain SSAC membership, branch membership and a current medical at all times	AGM 98
Only paid up branch members are entitled to receive committee meeting minutes	9/5/96
The minimum age for branch membership is 18	AGM 09
There are no discounts in branch membership fees for couples, families or students etc	AGM 05
Members are expected to behave in a reasonable manner at all times	14/8/06
Members are expected to respect the property of others at all times	AGM 98
The committee has the power by a three quarters majority to expel any member who repeatedly fails to behave in a reasonable manner, respect the property of others or disregards the constitution or rules	14/8/06
Any member being so expelled will receive no refund of any fees paid to the branch or the SSAC	14/8/06

Solway Sub-Aqua Club - Constitution, Rules & Recommendations

<u>THE BRANCH COMMITTEE</u>	
To hold a post on the branch committee members must have current branch and SSAC membership; any committee member allowing their branch or SSAC membership to lapse will be removed from the committee without further notice and an acting replacement co-opted from the branch membership for the remaining term	AGM 98
Office bearers unable to attend committee meetings must send an apology and brief a deputy or submit a written report; any committee member failing to do so twice will be removed from the committee without further notice and an acting replacement co-opted from the branch membership for the remaining term	AGM 08
A quorum for the AGM will be decided by the meeting Chairman taking into account apologies received, exceptional circumstances and the contentiousness of items on the agenda; ideally it will be at least 50% of those branch members holding a current SSAC membership	AGM 08
A quorum for committee meetings will be decided by the meeting Chairman taking into account apologies received, exceptional circumstances and the contentiousness of items on the agenda; ideally it will be at least 50% of committee members	AGM 08
The branch committee has the power to add, remove or amend bye-laws provided that doing so does not conflict with any decision made by the membership at any AGM; such decisions may only be amended at an AGM or EGM	14/8/06
Any new ruling made by future committees or AGM's to be included in this document	14/8/06



Solway Sub-Aqua Club - Constitution, Rules & Recommendations

<p><u>THE POOL</u></p> <p>All try-a-dive candidates must complete a consent form and a medical form; the medical referee must be consulted prior to the TAD taking place if the candidate answers 'yes' to any medical questions</p> <p>On pool nights training is paramount; no other activities must conflict with this</p> <p>Any swimmers using the pool must be separated from divers by a dividing rope</p> <p>All divers and snorkellers in the pool must always use the correct surfacing drill</p> <p>Qualified divers practising in the pool are reminded that trainees will be watching them and must therefore set a good example</p> <p>Unless all members using the pool are included ball games are not allowed</p> <p>For safety reasons over arm strokes are not permitted</p> <p>Any rules posted by the pool management must be obeyed</p> <p>Pool property must be respected; machinery and electrical systems etc must not be tampered with</p> <p>Any pool equipment used must be tidied up properly</p> <p>No smoking in pool premises</p> <p>Members are welcome to bring under 18's to the pool to swim, subject to there being sufficient space to do so and on the condition that any under 18's are under the direct supervision of that club member at all times</p>	<p>14/8/06</p> <p>14/8/06</p> <p>AGM 98</p> <p>5/3/92</p> <p>AGM 98</p> <p>14/8/06</p> <p>AGM 98</p> <p>14/8/06</p> <p>14/8/06</p> <p>14/8/06</p> <p>AGM 98</p> <p>AGM 09</p>
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<p><u>BRANCH TRIPS</u></p> <p>It is the responsibility of expedition organisers to operate trips as they see fit however the following is the recommended method:</p> <ul style="list-style-type: none"> • Deposits will be approximately 50% of the cost of the trip • Deposits are non-refundable; if you don't go on the trip you <i>will</i> loose your money (but see below) • The balance of the cost will be paid one month before the departure date; failure to do this will result in the loss of the place and the deposit • Participants dropping out are welcome to replace themselves to avoid forfeiture of their money however the organiser will retain a veto on this if the replacement is thought to be unsuitable for <i>any</i> reason 	<p>8/10/01</p>
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Solway Sub-Aqua Club - Constitution, Rules & Recommendations

<u>DIVING</u>		
Non-payment of branch or SSAC membership or no medical = no diving		AGM 00
The consent of the BDO or his nominee must always be obtained prior to any dive taking place		8/4/93
Dives must be properly conducted in accordance with SSAC open water diving procedure		AGM 98
It is not the responsibility of the committee to notify members of branch dives; members must contact the BDO to find out where dives are to take place		2/6/94
All necessary documents must be completed and submitted to the BDO as soon as possible after diving; if diving with another branch duplicates are required		8/4/93
All incidents must be reported to the BDO on an incident sheet; an incident is any abnormal event which involves aborting a dive or any unplanned or uncontrolled ascent, this includes diver separation		AGM 98
Qualified divers may use computers on branch dives provided that all divers in the party are doing so		AGM 95
If a trainee forms part of a diving party SSAC decompression tables must be adhered to and the trainee made to do the calculations		AGM 95
If applicable SSAC deep diving rules must be adhered to and with the BDO's approval maximum depths for dives are:		AGM 98
Sport Divers	30m	
Sport Diver accompanied by a Master Diver Instructor	40m	
Sport Divers holding the SSAC deep diving endorsement	40m	
Master Divers	40m	
Master Divers with consent of BDO	50m	
Divers holding a suitable qualification (i.e. mixed gas)	As per qualification	
These guidelines do not supersede the BDO's authority to set safety standards within the branch such as setting lower limits for specific members		AGM 98
All dives, wherever they take place, must be recorded appropriately		8/4/93
All divers must have at least one viable alternate air source with a hose of a suitable length		14/8/06
The oxygen kit is to be kept centrally, in the event of it being required by two groups the BDO will decide where it may be most beneficial		1/6/00
Members who have not dived for a prolonged period must seek advice from the BDO		AGM 98

Solway Sub-Aqua Club - Constitution, Rules & Recommendations

<u>BRANCH EQUIPMENT</u>	
To use branch equipment members must maintain branch and SSAC membership as well as a current medical	6/5/99
Hired equipment must be booked out in the manner approved by the Equipment Officer	AGM 98
Unless previously agreed by the Treasurer hired equipment must be paid for promptly	AGM 98
Faulty equipment is to be brought to the attention of the Equipment Officer or their nominee	AGM 98
All equipment used for pool training or open water diving must be properly cared for, cleaned and returned to the store after use	14/8/06
Unless previously agreed with the Equipment Officer or their nominee hired equipment must be returned on the first Monday after the expedition, items not returned will be charged at the current rate for each week overdue	AGM 98
When instructors are unable to use their own equipment the Equipment Officer or their nominee may provide branch equipment free of charge for the sole benefit of the trainee involved; an instructor using such equipment in the absence of a trainee will be charged at the current rate	14/8/06
The oxygen kit may not be lent to other branches or individuals who are not branch members	1/6/00
No storage of personal equipment at the pool, any equipment left for four or more weeks may be disposed of at the discretion of the Equipment Officer	14/8/06

Solway Sub-Aqua Club - Constitution, Rules & Recommendations

<u>THE COMPRESSOR – SEE ALSO APPENDIX 1</u>	
Pool key holders must adhere to the conditions set down in the agreement between the pool manager and the branch (Appendix 1)	4/6/07
All members must make every effort to get their cylinders filled during the usual Monday night pool session; there will be no obligation for key holders to turn out for members who have not attended at this time	4/6/07
The availability of additional filling sessions is for the benefit of the entire membership not just key holders own personal use; key holders must make reasonable efforts to publicise additional filling sessions	4/6/07
Only trained personnel are to use the compressor; suitable training will be arranged by the Equipment Officer	AGM 98
Only in test cylinders to be filled	3/6/93
All compressor operators must complete the log book	4/6/07
Under no circumstances may air gun or other cylinders that are exempt from testing be filled	4/10/04
Non-members will be charged at the current rate for all air fills; there will be no reduction in cost for partial fills or pony cylinders	AGM 05
The committee has the power to reduce or waive compressor charges in the event that another branch whose own compressor is out of order ask us for assistance	AGM 05
Compressor not to be left unattended whilst in operation	2/10/92
Compressor operators only to remain in the compressor room whilst the compressor is in operation, other members may enter only to collect or return equipment but must leave immediately they have done so	2/10/92
Ear defenders must be worn in the compressor room if the compressor is in operation	6/6/96
No smoking in the compressor room or near intake hoses	AGM 98
Car engines must not be left running near compressor intake hoses	AGM 98

Solway Sub-Aqua Club - Constitution, Rules & Recommendations

<u>INSTRUCTORS & TRAINING</u>	
No training may take place during try-a-dives	2/10/97
Only Branch Instructors may conduct try-a-dives	2/10/97
Trainees & instructors should ensure they arrive at the pool early so training may commence on time	1/11/91
Trainees must have their log books available for signature immediately after training has taken place, Branch Instructors are not obliged to back date signatures	27/5/02
BTP are to ensure that trainees know how to store branch equipment correctly and that they do so after each pool session	5/2/98
The BDO or their nominee must be specifically informed of any training or assessments to take place in open water	14/8/06
All members are expected to attend training lectures whenever held	AGM 98
Anyone arriving late for lectures may be admitted at the discretion of the lecturer however they will not be signed up for that lecture	13/4/95
There will be no branch sponsorship for club courses; individuals will be responsible for paying all costs	3/4/06
The safety of the trainee is paramount; instructors who have not been active during the previous 12 months must demonstrate knowledge of current dive theory and practice to the satisfaction of the BDO before diving with a trainee	14/8/06
Experienced Sport Divers or above may act as BTP	AGM 08
<ul style="list-style-type: none"> • They must have the specific approval of the BDO • They must be supervised by a qualified instructor • The instructor must be in the water although may have a trainee of their own to supervise • They may only undertake pool training • Assessments are to be carried out by a qualified instructor 	
All instructors training within the branch must adhere to the current version of the Branch Training Manual	2/6/08

Solway Sub-Aqua Club - Constitution, Rules & Recommendations

APPENDIX 1

This agreement cannot be amended without the consent of the Pool Manager

Access Agreement Between Solway Sub-Aqua Club & Wigton Pool

- Key holders may enter the boiler room at any time except those listed below for the purpose of filling cylinders or accessing equipment
 - There will be no access on:
 - Monday 15:00 to 20:00
 - Tuesday 17:30 to 20:00
 - Wednesday 15:00 to 21:30
 - Friday 17:30 to 21:30
 - The pool manager will notify Solway of any changes to the above and this agreement will be amended accordingly

At these times there are children's swimming lessons taking place and the car park is very crowded or other clubs have hired the pool

- If the pool is open and staff are present they must be notified by the key holder on arrival and departure
 - Pool staff will only allow access to authorised key holders
 - Solway members will have no access beyond the boiler room
 - On finishing work pool staff may lock up the main building and depart leaving the key holder and other club members on-site

The pool manager has no objection to key holders accessing the pool when other activities are taking place but requires the courtesy of his staff being informed

- The Pool Manager must be notified who key holders are
 - Solway will provide the pool manager with a list of key holders
 - The list will include address and phone details
 - Key holders cannot lend their key to any one else
 - Solway will promptly notify the pool manager of any changes to the list of key holders

The pool manager needs to know who has access to his property

- There will be a system to monitor access
 - A log book to sign in and out of building
 - Date
 - Time in
 - Persons present
 - Time out

The pool manager needs to be able to trace those who have accessed his property in the event of any subsequent problems

- Key holders will accept that they have a responsibility to ensure the security of the pool premises when on-site and on departure
 - Key holders will not allow any non-club members on to the premises

The pool manager needs to ensure his property is secure

APPENDIX 1 CONTINUED

- The number of keys in circulation is to be limited to a maximum of 5 (plus one held by the pool)
 - The keys are to be on 'security blanks' and will not be easily copied
 - A deposit of £20 will be charged by Solway to each of the appointed key holders

The pool manager needs to ensure keys do not become easy to obtain

- Keys will be collected in annually prior to the club AGM and deposits repaid
 - Keys will be re-issued after the AGM
 - New key holders must:
 - Meet all criteria set out in this agreement
 - Pay a deposit for their key
 - Sign a key holder agreement to accept the conditions of:
 - This access agreement
 - The appropriate risk assessment
 - Having been trained to operate the compressor

Solway have a duty to ensure all keys are accounted for at all times and that new key holders are aware of their responsibilities

- Only long standing club members who have been approved by the club committee are eligible to be key holders

Solway have a duty to ensure that only trusted members are key holders

- Only trained compressor operators are eligible to be key holders
 - All key holders will sign to accept that they have been trained

The pool manager needs to ensure only trained operators have access to machinery on his property

- All key holders must sign to accept the current risk assessment prepared by the pool manager
 - No members must enter the chained off area in the boiler room without permission from the pool manager
 - The middle door is to be kept locked
 - There will be no access to the pool from the boiler room except during Solway pool sessions
 - There must be no lone working
 - A minimum of two persons must present at all times
 - The second person must remain in contact with the operator
 - Ear defenders must be worn by all present when the compressor is in operation

The pool manager requires this for health & safety compliance

- Solway will provide a first aid kit to be kept in the boiler room

The pool manager requires this for health & safety compliance