

Sheffield Hallam University Union Of Students Hallam Union
"to support and enhance the Hallam student experience"

Sub-Aqua Club Code of Practice

Introduction

This document outlines the expectations of the Sub Aqua Club along with its aim to satisfy club members and to provide guidelines to cater for their well being, safety and behaviour whilst remaining members of the club.

General Information

Affiliation

The Sheffield Hallam Sub Aqua Club is affiliated to the British Sub Aqua Club (BSAC), the National Governing Body.

Membership

Membership is open to Hallam Union students, SHU and Hallam Union staff and SHUUS Life Members in accordance with Hallam Union's constitution providing that they:

- Purchase a 'Sport Hallam' Card.
- Complete a Sports Union registration form.
- Read and agree to comply with the Sub Aqua Club code of practice.
- Complete a BSAC fitness to dive medical form.
- Members are also required to comply with the Sport Hallam 'Terms and Conditions' (outlined in the Sport Hallam Handbook).
- Are able to swim 50 metres confidently.

Individuals are also encouraged to take membership of a diving organisation which offers 3rd party insurance (such as BSAC or PADI) or take out adequate personal insurance.

Instruction

Training is to be constructed in accordance with the standards laid down by BSAC and is to be supervised by a BSAC Nationally Qualified Instructor (NQI).

It is important that those taking the ocean diver training course complete their theory lessons, pool training and open water diving in accordance with current BSAC guidelines.

Instruction must be of a high standard and should be carried out under the instruction of a BSAC NQI.

Open Water Diving

All open water diving is to be carried out in accordance with the current regulations and depth limits appertaining to the organisation qualification each diver holds.

Diving below 30 metres carries an increased risk of decompression sickness and careful dive planning is essential if this is to be minimised. Divers should be aware that the chances of full recovery from a bend is greatly reduced if treatment is delayed. Thus first aid should be started immediately that symptoms of DCI become apparent and the diver must be evacuated to a recompression centre immediately.

The following depth limits are to apply to all SHUSAC sports diving activities.

Ocean Diver trainees: as proscribed in the BSAC training programme. This provides progressive increase in depth to a maximum of 20 metres.

Qualified Ocean Divers: 20 metres maximum

Ocean divers training as Sports Divers: 20 metres with progression to 35 metres under the supervision of a qualified NQI.

Qualified Sports Divers: 35 metres. Sports divers may carry out dives with decompression stops at the Branch Diving Officer's discretion.

Dive Leader, Advanced Diver: 50 metres when written approval of the club DO has been given and the following criteria have been satisfied:

- Dive Leaders will have satisfied the minimum requirements laid down in the BSAC training programme and further demonstrate competence in the supervision of less experienced divers.
- Divers are to have worked up to, and dived to, at least 30 metres within the previous 3 months leading to planned dives or at the discretion of the Dive Officer.
- Oxygen resuscitation equipment must be available on site.

N.B. Any club member diving under another dive qualification (PADI, CMAS etc) is restricted to the depth limits of their qualification and dives at the discretion of the Branch Dive Officer following an assessment dive with a BSAC NQI.

Decompression

BSAC 88 tables, levels 1-4 are the preferred decompression tables for sports diving but all other recognised table are allowable. Dive computers may also be used for decompression purposes, but the use of a dive computer is no substitute for thorough dive planning, including proper attention to air requirements. Whether using tables or a dive computer, the following rules apply:

- No more than 3 dives are to be performed in any 24 hour period.
- Any dive plan involving consecutive days of diving to 30 metres and below is to be limited to 4 days, after which a 24 hour break is to be taken
- Flying after diving can cause decompression sickness. To avoid this, the rules for tables and computer users are the same. No flying within 24 hours of diving.
- It is recommended that the location of the nearest chamber is determined when planning all club dive trips

Mandatory Safety Requirements

A diver is never to dive alone.

Where appropriate under current BSAC guidelines, a surface marker buoy, (permanent or delayed) is always to be carried by pairs of divers, preferably both divers shall carry delayed surface marker buoys.

Buddy lines are to be used at the Diving Officer/Dive Marshal's discretion, where the divers are experienced in their use.

Appropriate line cutting devices should be worn whenever there is risk of entanglement.

All divers are to be fully briefed on the dive plan and records maintained showing duration and depth of every individual dive.

Divers are to surface when the following conditions occur:

- The planned dive duration has been reached.
- The air supply of any diver has fallen to reserve level.
- An emergency occurs requiring the dive to be aborted.
- If a diver becomes separated from their nominated buddy.
- If for any reason to continue the dive would put the divers at risk.

All the above rules and regulations are subject to change by the sports' governing bodies.

The Diving Officer is to ensure that all members are made aware of any changes in diving practices.

Clothing and Equipment - Pool Training Sessions

Two piece swimming costumes (bikinis) will not be allowed during training sessions unless worn with a T-shirt. Trainees should preferably wear a one piece costume and a t-shirt or a pool wetsuit.

Trainees will be issued with kit at each training session.
This will consist of a BCD, a regulator set and a cylinder.

Trainees are responsible for this equipment whilst it is being loaned to them, ensuring it is washed after each session and returned to the designated place.

Instructors are responsible for the correct use of the kit by their designated trainees.

Any faults or problems regarding equipment should be reported to the instructor and equipment officer at the earliest opportunity.

All club equipment is to be kept in good working order and treated with respect.

All equipment should be security marked and serial numbers recorded.

Borrowing of club kit will only be allowed following the receipt of a 'kit hire form' which must be signed by both the borrower and the equipment officer and accompanied by a cheque

deposit for £50 per item borrowed. Charges will be incurred for loss, late return of kit or damage through inappropriate use.

First Aid

There should be at least 2 members in attendance on trips that have a first aid (the BSAC First Aid For Divers Certificate or equivalent is the minimum requirement)

A first aid kit should be taken on every trip.

Members should make themselves aware of the first aiders/life savers in the group and the nearest first aid facilities on arrival at a facility/venue.

Insurance

Sport Hallam card holders are covered by personal accident insurance through Endsleigh Insurance Brokers Limited.

Accident, Incident & Emergency Operations Procedures (E.O.P's)

BSAC Insurance

BSAC members are automatically covered for third party claims. A detailed synopsis can be found on the BSAC website, www.bsac.org in the Member Services section, Member Benefits, Third Party Insurance. A current web address for this page is:

<http://www.bsac.org/page/28/third-party-insurance.htm>

This insurance has been placed with Certain Underwriters at Lloyds by Dive Master Insurance Consultants Ltd.

Insurance for Trips outside the UK

It is mandatory that divers obtain diving insurance that covers them to their qualified depth. Many policies cover divers to 30m; however it is recommended that specialist cover is sought to ensure that you are covered in the most relevant and safest possible way.

Pool Training:

Accident and emergency procedures of the facility should be followed.

On Trips:

If required assistance from a first aider should be sought.

The appropriate rescue and emergency services should be informed if necessary.

In the case of a serious injury/accident contact **University 24 hour security on 0114 225 3856**

Do **NOT** make **ANY** statement to the media other than no comment. Do **NOT** discuss **ANY** aspect of the incident with anyone who is not connected with the emergency services.

All accidents/incidents that occur **MUST** be reported to the Diving Officer who must in turn report the incident to both the Sports Union and the Regional BSAC coach. A BSAC accident/incident form must be completed by the most senior SHUSAC diver present at the scene of the incident. The trip leader or designated dive manger (if different) must also report any accident or incident in writing to the Dive Officer who in turn must forward this report to the Sports Union and the Regional Coach.

All incidents resulting in injury at a sports facility owned by SHU must be recorded in the university's accident book located with the Sports & Recreation Service.

Transport

Travel to and from an activity is one of the most dangerous activities undertaken. Drivers are encouraged to realise their responsibilities for the safety of other passengers and the public.

Drivers (of hired or private vehicles) **MUST** seek guidance from the Sports Union before undertaking any driving/towing for club activities and must register their vehicles with the Sport Union prior to the trip.

Trip Procedure

Weather forecasts for the trip duration should be obtained.

Any trip involving Union hired or owned transport, club owned kit or advertised as a trip through the club (e.g. on official forums) must complete the necessary 'trip registration' form. This highlights details such as destination, date and time of departure and arrival, first aiders, a list of those travelling, their union card numbers and emergency contacts. **ANY** changes to the above details **MUST** be notified to the Sports Union prior to departure.

Conduct of Members

Good diving practices both in and out of the pool will be adhered to at all times. Members should not act in a way that could foreseeably cause harm to themselves or anyone else and be aware that they owe a 'duty of care' to those who are so closely and directly affected by their acts or omissions. Members are expected to treat the facilities, staff, instructors and students at Sheffield Hallam University and the establishments with the utmost respect.

All diving activity is to be carried out in line with current BSAC guidelines and within the guidelines laid down by the Diving Officer or his designated Dive Manager. The diving carried out by the club members is to be conducted at the discretion of the Dive Officer or the nominated Dive Manager. Their judgement on the fitness of an individual to dive, or the method of conducting a dive, is final. However, the choice of whether to conduct a dive as proscribed above, is the responsibility of each individual diver.

No alcohol is to be consumed on board transport owned or hired by the Sports Union.

Any member or official who is deemed by the club or the Sports Union to be acting in an inappropriate or irresponsible manner, or is ignoring the guidelines as laid down in the code of practice may be subject to disciplinary measures by the club, the Sports Union or the relevant National Governing Body.

Problems/queries/suggestions relating to the Code of Practice should be referred to the club committee or Sports Union.

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