



**Oxford University Underwater Exploration  
Group**

**Code of Conduct  
For the Academic Year 2007/2008**

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# 1 Introduction

This Code of Conduct operates as a Schedule to the Constitution of the Club. Some information about Membership and Committee Posts are presented in both documents. In the case of conflict the Constitution takes precedence.

## 1.1 The Club

1.1.1 The name of the Club shall be 'Oxford University Underwater Exploration Group', here after referred to as OUUEG.

1.1.2 The Governing Body of OUUEG is the British Sub Aqua Club (BSAC).

## 1.2 Purpose of OUUEG

1.2.1 The Purpose of OUUEG is to:

- Allow Members to experience the use of Self-Contained Underwater Breathing Apparatus (SCUBA) diving and gain recreational Diving Qualifications.
- Provide a safe diving environment in which it's Members can increase their personal experience and enjoy the sport of SCUBA diving.
- Meet the diving and training needs of its Members by:
  - Providing in-house training to its Members.
  - Ensuring that a BSAC Nationally Qualified Instructor oversees all training.
  - Organising exciting and varied Dive Trips targeted at the abilities and skill levels of the divers on the trip.
- Promote safe diving practice.

"Being totally committed to the safety of its Members, OUUEG will operate in accordance with the following document, its risk assessment, the Proctors rules and current national governing bodies guidelines."

## 1.3 Affiliation

1.3.1 Since 1963 OUUEG has been affiliated with the British Sub-Aqua Club (BSAC) who are an internationally recognised organisation.

The British Sub-Aqua Club	Tel:	0151 350 6200
Telfords Quay	Fax:	0151 350 6215
Ellesmere Port	E-mail:	technical@bsac.com
South Wirral	Web:	<a href="http://www.bsac.org/">http://www.bsac.org/</a>
CH65 4FL		

1.3.2 We are special branch number 9205.

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1.3.3 We recognise the need to be affiliated with a national or international diving organisation, and to incorporate their minimum training guidelines. Subject to the following:

- Tailoring the training we offer to produce safe and competent divers, provided the minimum requirements of the organisation offering the qualification have been met. Any additional training will be given after the award of the qualification.
- Refusing to qualify people who we believe to be a danger to either themselves or others even though they may appear to have met the minimum requirements. In such circumstances, a full explanation will be given to the candidate.
- Other than core diver training, to offer training with organisations other than BSAC. Providing the Committee are agreed that they are a reputable organisation and that the Instructor is covered by 3<sup>rd</sup> party Liability Insurance.

## 1.4 Membership

1.4.1 Membership of OUUEG is governed by the Constitution, it is open to:

- Any current and previous students and staff within the University of Oxford.
- Any member of the community.

1.4.2 Membership of OUUEG is divided into two categories:

- Diving Member (Member), defined as a Member of OUUEG who holds a SCUBA Diving Qualification or in the process of training to hold such, who wishes to undertake SCUBA diving activity within the Club.
- Non-diving Member (Associate Member), defined as a Member who does not participate in any diving activity, but may participate in other Club activities such as social events, or other activities as offered by the Club. Non-diving Members may attend, but not vote, at the AGM or any other General Meeting of OUUEG.

1.4.3 All Diving Members of OUUEG must hold third party Indemnity Insurance for diving activation and on demand must be able to produce current evidence of:

- Such insurance. This may be in the form of an annual subscription to BSAC arranged through the Club or otherwise, or other third party Insurance as approved by the Club in consultation with the Sports Federation.
- A Certificate of Fitness to dive.

1.4.4 It is the responsibility of the Secretary to ensure that BSAC and OUUEG Membership is paid by the due date of the 1<sup>st</sup> November, each year, and provide any information on new or current “best practice” requested.

1.4.5 It is the responsibility of the individual, to bring to the attention of the Diving Officer, any known medical condition or previous injuries that may affect their or other Club Member’s safe participation within the Sport.

## 1.5 Committee

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- 1.5.1 The Club will appoint a new Committee by the Friday of the 1st week of Trinity Term, in compliance with the Constitution. The Committee will serve for one complete Academic Year and one Term.
- 1.5.2 The new Committee will serve along side the old Committee for the remainder of the Academic Year to promote an efficient hand over.
- 1.5.3 The Diving Officer, Training Officer and Boat Officer of the new Committee will arrange a Safety Briefing session with the Area Safety Officer for Sport within 4 weeks of the start of Trinity Term.
- 1.5.4 The reviewed and signed versions of the Code of Conduct and Risk Assessment will be supplied to the Area Safety Officer for Sport within 4 weeks of the start of Trinity Term.

## 1.6 References

The following documents have been used as references in the Codes of Conduct:

- 1.6.1 Oxford University Sports Handbook, Sports Federation, University of Oxford
- 1.6.2 Branch Officers' Handbook, British Sub-Aqua Club
- 1.6.3 Safe Diving Practices, British Sub-Aqua Club  
(<http://www.bsac.org/page/724/safe-diving-a.htm>)
- 1.6.4 Divers Code of Conduct, British Sub-Aqua Club  
(<http://www.bsac.org/page/129/divers-code.htm#top>)
- 1.6.5 Incident Report Form, British Sub-Aqua Club  
(<http://www.bsac.org/page/1062/incident-report-2007.htm#top>)
- 1.6.6 Safe Diving Practices, Oxford University Underwater Exploration Group  
(<http://www.ouueg.org.uk/safedivingpracti.html>)
- 1.6.7 Risk Assessment, Oxford University Underwater Exploration Group  
(<http://www.ouueg.org.uk/riskassessment.html>)

## 2 Club Activities

### 2.1 Club Training Activities

ACTIVITY	DAY/DATE	VENUE/LOCATION
Pool Training	Monday evenings from October to March	Headington Girls' School
Easter Training	1-2 Weeks on and around Easter	Dorset
Open Water Training	10 Trips per year	Nation-wide.
Skill Development Courses	10 Weekends per year	Oxford and Nationwide

### 2.2 Club Diving Activities

ACTIVITY	DAY/DATE	VENUE/LOCATION
UK Diving Trips	2 Weekends per month	Nation-wide
Foreign Trips	2 Weeks per year	Global

### 2.3 Other Club Activities

ACTIVITY	DAY/DATE	VENUE/LOCATION
Friends and Relatives Try-a-Dive	October	Headington Girls' School
Fresher's Try-a-Dive	October	Headington Girls' School
Christmas Dinner	November	Oxford
Annual Dinner	Variable	Oxford
AGM	April	Oxford

## **3 Committee**

### **3.1 Responsibilities of the Committee**

The responsibilities of the OUUEG Committee are as follows:

- 3.1.1 To ensure that the interests of OUUEG Members are met and that the requirements of this Code of Conduct are followed.
- 3.1.2 To administer the day-to-day running of OUUEG.
- 3.1.3 To call an Annual General Meeting (AGM) once every year during Hilary Term.
- 3.1.4 To call at least three Meetings of the Committee during each Term.
- 3.1.5 Committee Members should hold their post until the next AGM.

### **3.2 Club Officers**

- 3.2.1 The Club Committee will consist of the following Officers who shall be elected in accordance with the club's constitution:
  - President
  - Secretary
  - Treasurer
  - Diving Officer (Safety Officer)
  - Training Officer
  - Boat Officer
  - Equipment Officer
  - Senior Member
- 3.2.2 The posts of President, Secretary, Treasurer, Diving Officer and Senior Member may not be combined. Specific requirements of eligibility exist for these positions these are to be found in the Club's Constitution and in 1.6.1.
- 3.2.3 The Club Committee will also contain an IT Officer in accordance with 1.6.1, which is a non-voting post and may be held in conjunction with any of the Offices listed above.
- 3.2.4 The Club will appoint an Alumni Officer in accordance with 1.6.1. This is a non-voting post and may be held in conjunction with any of the Offices listed above.
- 3.2.5 The Club may appoint other non-voting Officers. The Assistant roles are ideally intended to act as an introduction and training for the full Officer role. The following committee positions are non-voting Officers:
  - Advanced training officer
  - Assistant training officer
  - Assistant kit officer
  - Assistant boat officer
  - Internet officer
  - Expedition Officer

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- 3.2.6 In the event of a particular Officer not being appointed, the responsibility of that role falls to the President

## 3.3 President

The duties of the President shall include:

- 3.3.1 Ensuring the Club's Code of Conduct is followed at all times.
- 3.3.2 Providing adequate provision for all Members in the Club's Program of Events.
- 3.3.3 Submitting an Annual Report to the Sports Federation.
- 3.3.4 Publicising the Clubs Complaint Procedure to it's Members.
- 3.3.5 Ensuring the Club's Committee includes the Officers named in section 3.2.1.

## 3.4 Secretary

The duties of the Secretary shall include:

- 3.4.1 Administering the Membership of the Club.
- 3.4.2 Providing an accurate list of Club Members to the Sports Federation, by the 3<sup>rd</sup> week of Michaelmas Term.
- 3.4.3 Providing secretarial support to the Club's committee and issuing minutes of meetings to Club members.
- 3.4.4 Ensuring affiliation to BSAC is maintained and the information held by BSAC is correct.
- 3.4.5 Administering the Club's Insurance Policies.
- 3.4.6 Compiling introductory material for new Members in conjunction with the Club's Committee.
- 3.4.7 Maintaining a record of the qualifications of Members of the Club (Appendix A).
- 3.4.8 Maintaining a record of reports from the Club's activities and Trips.

## 3.5 Treasurer

The duties of the Treasurer shall be:

- 3.5.1 Administering the Club's finances in accordance with University procedures.
- 3.5.2 Producing a financial plan for the Academic Year.
- 3.5.3 Producing the Club's Annual Budget proposal.
- 3.5.4 Providing Accounts for each Committee Meeting.
- 3.5.5 Keeping receipts for all reimbursements and expenditures

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- 3.5.6 Issuing reimbursements only for authorised expenses and only when the receipt is produced within two weeks
- 3.5.7 Auditing the ET Accounts from the Expedition Officer – these to be produced to the same standard as the main Club Accounts.
- 3.5.8 Authorising expenses up to £200 in conjunction with the President. Making recommendations to the Committee for larger expenses.

**3.6 Diving Officer**

Diving Officer (Safety Officer) has ultimate responsibility for all diving and training activities of OUUEG and overall responsibility for the safety of the Club's Members.

The Diving Officer is therefore empowered to:

- 3.6.1 Override any decision made by the committee, the Club or Club members on the grounds of safety.

The duties of the Diving Officer shall include:

- 3.6.2 Maintaining Safe Diving Practices within OUUEG at all times.
- 3.6.3 Providing a high level of instruction and leadership for its Members.
- 3.6.4 Ensuring that Members are suitably qualified/experienced for the types of diving they are undertaking.
- 3.6.5 Ensuring that all incidents are reported to the Area Safety Officer within 24 hours of the incident, or as soon as reasonably practicable in the circumstances and are notified to BSAC using standard Incidents Report Form.
- 3.6.6 Ensuring that activity leaders and event leaders have registered with the Area Safety Officer.
- 3.6.7 Appointing suitable events organisers and activity leaders in conjunction with the Club's Committee.
- 3.6.8 Liaising with the Area Safety Officer over Club safety matters.

**Code of Conduct****3.7 Training Officer**

The duties of the Training Officer shall include:

- 3.7.1 Organising a Diver Training Program suitable for Novices and Qualified Divers.
- 3.7.2 Ensuring that Trainees understand all aspects of a Club Training Activity, and in particular:
  - Skill levels required
  - Risks involved
  - Equipment requirements
- 3.7.3 Maintaining the training records of all diving Members.
- 3.7.4 Promoting the benefits of further training for all Club Members and providing them with relevant information.
- 3.7.5 Ensuring the Instructors used for training are registered with the Area Safety Officer.

**3.8 Equipment and Boat Officers**

The Boat Officer and Equipment Officers carry a heavy burden of responsibility within OUUEG for maintaining the Club's diving equipment. However, an absolute responsibility cannot solely rest on these officers, but is shared by all members of OUUEG, who must make sure that faulty equipment is not used, is clearly marked and reported to the appropriate Officer as soon as possible.

The Equipment and Boat Officer's are responsible for:

- 3.8.1 Producing and maintaining an inventory of the Club's equipment.
- 3.8.2 Filing the above inventory with the Sports Federation by 4<sup>th</sup> week of Hilary term.
- 3.8.3 Providing safe and secure storage of all Club equipment.
- 3.8.4 Maintaining all equipment in accordance with the manufacturers and Club guidelines.
- 3.8.5 Keeping accurate records of all safety checks undertaken.
- 3.8.6 Recording information concerning equipment failure or damage.
- 3.8.7 Recording the whereabouts of all equipment and ensuring that equipment returned has suffered nothing more than expected wear and tear.
- 3.8.8 Ensuring that equipment is not loaned to Members who are unskilled and/or unqualified in its usage, unless they are supervised, as far as reasonably practicable.
- 3.8.9 Advising the borrower on the correct care of the loaned equipment (this includes advising on security).
- 3.8.10 To arrange the repair/disposal of unsafe equipment.

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3.8.11 Advising the Committee on the purchase of Club equipment; and informing them of when this is necessary.

3.8.12 Specific Kit and boat policies are contained in the later sections.

### **3.9 Senior Member**

The senior member is responsible for:

3.9.1 Reviewing the Club's Accounts before they are submitted to the Sports Committee.

3.9.2 Ensuring the Club complies with University regulations.

3.9.3 Ensuring the Club follows Safe Diving Practices.

### **3.10 Expedition Officer**

3.10.1 To organise ET, the Winter Trip, and the Summer Expedition, and take a lead in the organisation of other Trips

3.10.2 To keep accurate records of the ET Account including full receipts to the standard of the main Club Accounts.

## **4 Event Organisers & Diving Marshals**

### **4.1 Event Organiser**

- 4.1.1 The Event Organiser is responsible for the overall planning of a Club activity and although they may delegate tasks, it is up to them to ensure that all requirements are fulfilled, in order that the Trip can run efficiently and safely. Full details with regard to Trip planning are available on the Website.
- 4.1.2 The Event Organiser must get approval from the Diving Officer to run a Club event.
- 4.1.3 The Event Organiser is responsible for:
  - 4.1.3.1 Completing the Trip registration form by the required time.
  - 4.1.3.2 Ensuring all aspects of the Trip have been planned, including: transport and drivers, accommodation, first aiders, Diving Marshals and equipment.
  - 4.1.3.3 Providing a comprehensive itinerary of the event to ensure that the participants are in no doubt as to the nature of the Trip and their personal responsibilities and requirements.
  - 4.1.3.4 Encouraging all participants to respect the Club's guidelines and not bring the Club into disrepute.
  - 4.1.3.5 Producing a Trip Report after the Event to assist the Club when organising subsequent visits to the area.
- 4.1.4 The Event Organiser must be a member of the party during the event.
- 4.1.5 The Event Organiser must ensure that the University of Oxford Security Services telephone number is available to all attendees.
- 4.1.6 For Easter Training the production of the 'Easter Training Bible' is an annual requirement.

### **4.2 Diving Marshals (Activity Leaders)**

- 4.2.1 A Dive Marshal is responsible for organising some or all of the diving activities during an event.
- 4.2.2 All Dive Marshals must be approved by the Diving Officer prior to the event.
- 4.2.3 The Dive Marshal is responsible for:
  - 4.2.3.1 The safety of all participants.
  - 4.2.3.2 Ensuring that Club guidelines are followed at all times.
  - 4.2.3.3 Providing the highest standard of leadership and instruction as is reasonable in all of the circumstances.
  - 4.2.3.4 The inclusion of appropriate safety equipment.

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- 4.2.3.5 Providing a written report to the Diving Officer of any incident or 'near miss' that occurs during a Club activity, as defined in section 7.
- 4.2.4 The Event Organiser and Dive Marshal, before an event shall:
  - 4.2.4.1 Provide attendees with a written list of equipment required, with clarification points if required.
  - 4.2.4.2 Ensure all participants are aware of the nature of the activity.
  - 4.2.4.3 Advise participants on their own abilities.
  - 4.2.4.4 Brief and debrief participants at the start and end of the activity, where required.
- 4.2.5 Before the activity, the Dive Marshal must make sure:
  - 4.2.5.1 All participants are suitably equipped before the activity starts. Participants without the necessary equipment or faulty equipment must not be allowed to participate until the issues are positively resolved.
  - 4.2.5.2 Novices are advised on the safety equipment required and check that it is suitable.

**4.3 Activity participants:**

- 4.3.1 Although Activity Leaders are responsible for informing participants about the exact nature of an activity, participants should be aware that they are responsible for their own actions, especially if they choose to disregard advice given by the Dive Marshall or Event Organiser.

## **5 Club Diving Activities**

### **5.1 All Trips**

- 5.1.1 All diving activities must get prior approval from the Diving Officer where reasonably practicable.
- 5.1.2 All Members involved with diving activities, even if not a Club activity shall respect the Club's Code of Conduct.
- 5.1.3 The sports federation shall be notified of all Club diving activities that are not regular training activities.

### **5.2 Club Activity Definition**

A Club activity is one, where one or more of the following apply:

- 5.2.1 Any diving or training activity conducted under the name of the University of Oxford or OUUEG.
- 5.2.2 Publicised at Club meetings; on the OUUEG web site; on the Club's mailing list or in the Club's newsletter.
- 5.2.3 Require the use of equipment owned by the Club.
- 5.2.4 Requires group transport booked through the University or Sports Federation.

### **5.3 Activity Registration**

- 5.3.1 OUUEG will follow the guidelines of the Sports Federation Trip/Fixture Registration guidelines, as detailed in Section 6 of the Sports Federation Handbook.

## **6 First Aid**

### **6.1 First Aid Provision**

- 6.1.1 Training is given in diving specific first aid, and includes training for the correct procedures to follow in cases where an individual is: hypothermic, suffering from shock, unconscious, not breathing, in cardiac arrest, suffering from barotrauma or decompression sickness.
- 6.1.2 Decompression sickness is a risk largely restricted to divers. The most basic level to which we train people includes the key facts relating to decompression sickness and its management.
- 6.1.3 Anyone having taken the Oxygen Administration Course is capable of administering up to 100% oxygen to a diving casualty. This is the only effective first aid measure for decompression sickness and barotrauma and must always be followed by further treatment by medical services.
- 6.1.4 All Trips include individuals who have attended the Oxygen Administration and Practical Rescue Management Courses, assuring competency in all areas likely to be encountered as a result of a diving accident.
- 6.1.5 The Club has basic first aid kits on board its boat and a shore based kit. The Club possesses two oxygen administration kits. The appropriate first aid equipment must be taken on every Trip.
- 6.1.6 OUUEG will follow the Sports Federation guidelines for First Aid provision, as detailed in Section 21 of the Sports Federation Handbook.

### **6.2 Qualified First Aiders**

- 6.2.1 The names of the current trained and qualified First Aiders are defined in Appendix C.

## **7 Accident and Emergency Procedures**

### **7.1 Accident Management**

7.1.1 A large part of training to higher levels of Diving/Instructing Qualification is accident management.

### **7.2 Accident Recording**

7.2.1 As much information should be recorded at or just after the time of the incident.

7.2.2 In the event of an incident, the trip organiser will record all details in the BSAC Incident Report Form. A copy will be sent to the Area Safety within 24 hours or as quickly as is practicable.

### **7.3 Reporting an Accident**

7.3.1 We report any diving related accident to BSAC who publishes an Annual Report of Diving Accident Statistics.

7.3.2 Due to the nature of the Diving Officer's responsibility and Duty of Care he/she must be informed of the incident as soon as practicably possible. The Diving Officer will report all accidents to the Area Safety Officer.

Likewise, the accident procedures laid down by the Sports Federation Accident and Emergency Procedures, as detailed in Section 13 of the Sports Federation Handbook must be followed.

## **8 Training**

### **8.1 Training Courses**

- 8.1.1 In an effort to promote the highest standards of instruction, training and safety, OUUEG actively encourages its Members to partake in training courses, gain experience or undertake formal assessment in our Sport.
- 8.1.2 It is the responsibility of the attendee to check that all Instructors and Companies used shall have suitable third party Liability Insurance.
- 8.1.3 The Club will endeavour follow the Sports Federation guidelines for provision of this, as detailed in Section 15 of the Sports Federation Handbook.

## **9 Complaints**

### **9.1 Club's complaints Procedure**

- 9.1.1 The Club operates a procedure that allows Club Members to raise complaints about issues, which might include the following:
- 9.1.1.1 The safety of Club activities.
  - 9.1.1.2 Poor standards of instruction or leadership.
  - 9.1.1.3 The standard of equipment used for Club activities.
  - 9.1.1.4 Poor Club Administration.
  - 9.1.1.5 The lack of suitable activities for their level of participation.
- 9.1.2 Complaints about the standard of the Club, it's activities or it's Members should be raised with the President or Diving Officer
- 9.1.3 Complaints about the standard of training and instruction within the Club should be raised with the Training Officer or Advanced Training Officer.
- 9.1.4 Complaints about the standard of administration within the Club should be raised with the Administrator.
- 9.1.5 Complaints about the standard of equipment within the Club should be raised with the Equipment Officer or Boat Officer.
- 9.1.6 Where the appropriate Officer does not adequately deal with a complaint, the complaint should be taken to the Diving Officer or President.
- 9.1.7 If the complaint cannot be resolved within the Club, then the Sports Federation should be contacted to resolve the issue.

### **9.2 Club Safety Complaints**

- 9.2.1 Complaints concerning Club safety or operational matters should initially be addressed to the Diving Officer. If this does not prove satisfactory a written complaint should be made to the Sports Secretary at the Sports Federation. A reply will be received within ten days. If this reply is unsatisfactory then a written complaint should be made to the Director of Sport or the Area Safety Officer. Where such complaints relate specifically to diving or training issues that are a direct contradiction of safe diving practices then they should be refereed direct to the National Diving Officer of the BSAC with a copy to the Director of Sport or the Area Safety Officer.

## **10 Governing Body Recommendations**

10.1.1 OUUEG will operate in accordance with BSAC guidelines, as defined in section 1.6.2.

## 11 Boat Usage policy

The Club Boat may be used by any Diving Member of OUUEG in accordance with the following policy.

### 11.1 Insurance

11.1.1 According to the BSAC rules and recommendations all boats used for Branch Diving must be insured for Third Party risks with a minimum Indemnity Limit of £5 million. This is covered by insurance through the University – see appendix H.

11.1.2 Any Trip which uses the Club Boat must contain one nominated Diving Member of OUUEG who will be responsible for the boat.

11.1.3 The Boat may only be driven by Diving Members of OUUEG who:

- Hold at least a BSAC Boat Handling Qualification, RYA Power Boat Level 2, or an equivalent qualification as approved by the Committee.
- Have completed in the past year a refresher course on the use of the Club Boat, or a boat driving qualification using the Club boat.
- Are approved for that Trip by the Diving Officer and Boat Officer.

11.1.4 No more than 8 people are to be on board at any time (6 divers and 2 crew or 7 divers and 1 crew). Everyone on board the Boat must be wearing a Buoyancy Device: either a dry-suit (which must be zipped up), a semi-dry suit or a lifejacket. The crew of the boat must wear a lifejacket, even if they are wearing a dry-suit or semi-dry suit.

11.1.5 The boat may not be used in weather conditions above a Force 4.

11.1.6 Additionally to the stipulation in 11.1.5, the boat should only be used in suitable conditions. These can be advised by the Boat Officer.

11.1.7 It is the responsibility of the Trip Organiser to ensure that the Boat is used correctly and safely.

11.1.8 The Member nominated in 11.1.2 above (if this is not the Trip Organiser) may, should he/she feel that the conditions are unsuitable or on the grounds of safety, override the Trip Organiser and stop the use of the Boat on the Trip.

11.1.9 The Boat must have equipment according to check-list provided by the Boat Officer.

### 11.2 Boat Loan agreement

11.2.1 All bookings for the Boat are to be made with the Boat Officer, who will sign out the boat to the Trip Organiser, who will sign the Loan Agreement (Appendix D), and sign the Boat back-in upon its return.

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- 11.2.2 The Trip is responsible for the boat from when it is signed over to the Trip until it is returned and signed back in to the Boat Officer. The responsibility for the Boat ultimately falls with the Trip Organiser. However, all Members of the Trip are expected act responsibly toward the Boat.
- 11.2.3 Users of the Boat are expected to pay dues for the use of the Boat as determined by the Committee, this is in addition to the costs of fuel, towing and launching of the Boat, which will be paid for by the users. The dues should be collected by the Trip Organiser and paid upon the return of the Boat.
- 11.2.4 When the Boat Officer signs the Boat back in the Trip Organiser shall report any damage to the Boat that has occurred during the Trip.
- 11.2.5 In the face of damage to the Boat the Trip shall be liable for repairs up to the excess of the insurance policy. The Committee will normally waive liability for damage that is reported providing that the cause is not extreme negligence.
- 11.2.6 The condition of the Boat will also be assessed by the Boat Officer on return of the Boat, by comparison of the Boat condition when it is signed over to the Trip Organiser and upon being signed back-in by the Boat Officer. If he deems damage to have been caused on the Trip then, with approval of the Committee, the Trip will be liable as per 11.2.5.
- 11.2.7 The costs of any damage shall be assessed by a trained professional.

## 12 Kit policy

### 12.1 Equipment Hire/Usage Code of Practice

- 12.1.1 This covers the use of all Club equipment for all diving activities (including training). Club equipment includes all equipment listed in the Club inventory but briefly, includes cylinders, BCDs/wings, regulators, DSMBs and reels, lead, diving suits, dive timers and the O<sub>2</sub> treatment kits.
- 12.1.2 The use of Club equipment will be restricted to those Members of the Club who are either fully trained in its use or those Members who are undergoing properly supervised training. Non Members may not use Club kit.
- 12.1.3 All Members using hire kit must pay a deposit of £50. This may be retained if kit is damaged whilst in the care of a user (this is likely if the damage is not reported or is due to negligent behaviour as in 12.1.4), or if kit hire fees are not paid promptly.
- 12.1.4 It is the responsibility of the user to check that the kit that they are hiring is fit for use and is without problems. If you are not happy with the condition of a piece of equipment that you are being issued with, then you **MUST** raise this with the Equipment Officer at the time of issue. Once the kit has been issued, you are responsible for it until its return. In the case of negligent damage or loss, you will be liable for the cost of repair or replacement (exception being for fair wear and tear).
- 12.1.5 Hiring equipment - All kit hire is subject to approval from the Equipment Officer who must be notified in advance of any kit requirements. Kit hire from the Club is subject to hire charges, listed here. Charges are per item per day used (i.e. 2 x cylinders used on a day would be charged as 2 items used). Charges are only due for items used per day – equipment taken on a trip but not used is not charged for.
- 12.1.6 The Trip Organiser is responsible for collecting all equipment hire charges and forwarding them to the Equipment Officer, along with an itemised list of equipment used and also any problems with any pieces of equipment. This includes leaks, freeflows, damaged/ruptured hoses and sticking inflators.
- 12.1.7 Charges are as follows

Equipment item	Charge (per day, per item)	Notes
Regulator set	£3.00	
BCD/wing	£2.50	
Cylinder	£2.00	See notes below re: cylinders
Semidry suit/wetsuit	5.00	

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Weightbelt lead	£1.00	(Not per item – total cost)
Dive timer	£2.00	
DSMB + reel	£1.00	No charge for training dives

12.1.8 **Cylinder hire** – Compressed gas cylinders are subject to periodical testing and inspection by authorised centres. Currently, the testing schedule is a Visual Test every 2.5 years and a Hydrostatic Test every 5 years. It may be that some of the Club cylinders are occasionally ‘out of test’. These cylinders should be kept to one end of the hut and **MUST NOT BE USED**. It is the responsibility of the person taking equipment to check that all cylinders being taken are in test.

12.1.9 Club cylinders must be returned full (200 bar + ). Before a cylinder is taken, it is your responsibility to check that it is full. If not, it should be noted by the Equipment Officer. Cylinders not returned full will be subject to a charge for filling the cylinder, currently **£5**. If a cylinder is not full when it is taken, the charge for the first fill will be deducted from the equipment hire costs.

12.1.10 Personal kit may be stored in the Hut if it is clearly labelled and placed neatly within the designated areas. Permission from the Kit Officer must be sought in order for it to be correctly insured. Members may not use personal kit in the Hut except with the permission of the owner. In these cases the Club accepts no liability or involvement – the agreement is between the two Members. Examples of personal kit might include cylinders, suits, BCDs and regulators. If in any doubt, the advice of the Kit Officer must be sought.

12.1.11 Diving suits – The Club has a limited number of semi-dry suits available for hire. Because we only have a few of these, they will be hired out on a first-come first-served basis. There is a limited range of sizes and so suit hire will be dependent upon there being a suitable suit to fit you. You are responsible for ensuring that a suit fits you prior to a trip.

## 13 Declaration

As a Club Official I am aware of my moral and legal obligations to my fellow Club members.

I have read, understand and agree to abide by, and enforce the rules of the Club Constitution, Code of Conduct (this document), Safe Diving Practices (ref:1.6.6) and Risk Assessment (Ref:1.6.7) and the Office to which I hold.

<b>POSITION</b>	<b>NAME</b>	<b>SIGNATURE</b>
<b>President</b>	<b>Alexander Lewis</b>	
<b>Secretary</b>	<b>Tim Bond (Acting)</b>	
<b>Treasurer</b>	<b>George Hamer</b>	
<b>Diving Officer</b>	<b>Paul McCloghrie</b>	
<b>Equipment Officer</b>	<b>Tim Bond</b>	
<b>Boat Officer</b>	<b>Anthony Dyson</b>	
<b>Training Officer</b>	<b>Huw Jenkins</b>	
<b>Senior Member</b>	<b>Jonathon Cole</b>	

## Code of Conduct

**Appendix A Club Members**

1	Stephen	Armitage	Hon
2	Jonathan	Cole	Hon
3	Joy	Cornthwaite	Hon
4	Bob	Layton	Hon
5	Steve	Siller	Hon
6	Glyn	Taylor	Hon
7	Craig	Wilson	Hon
8	Tina	John	Nov
9	Ales	Patrusau	Nov
10	James	Major	Nov
11	Kambez	Benam	Nov
12	John-Paul	Jukes	Nov
13	Amelia	Ng	Nov
14	Barnaby	Levin	Nov
15	Muhan	Wang	Nov
16	Conor	Proud	Nov
17	Andrew	Holloway	Nov
18	Sam	Bentley-Toon	Nov
19	Hadrian	Ainsworth	Nov
20	Poulomee	Basu	Nov
21	Dragana	Mladenovic	Nov
22	Elizabeth	Jones	Nov
23	Simon	Bello	Inst
24	Tim	Bond	Inst
25	Blair	Lindsay	Inst
26	Luke	Saunders	Inst
27	Paul	McCloghrie	Inst
28	Alex	Lewis	Inst
29	Huw	Jenkins	Inst
30	Oliver	Nailard	Std
31	Christine	Tomlins	Std
32	Martin	Crow	Std
33	Hilary	Zang	Std
34	Jenny	Pan	Std
35	J E	Brewer	Std
36	HJ	Knowles	Std
37	Brian	Patton	Std
38	Joanna	Radcliffe	Std
39	George	Hamer	Std
40	Rachel	Locklin	Std
41	James	Webb	Std

## Appendix B Approved Boat Handlers

NAME	QUALIFICATION	EMAIL
Luke Sanders	BSAC Boat Handling	luke.sanders@worc.ox.ac.uk
Steven Armitage	BSAC Boat Handling Instructor	<a href="mailto:steve@armitage.ws">steve@armitage.ws</a>
Alexander Lewis	BSAC Boat Handling	alexander.lewis@lincoln.ox.ac.uk
Joy Cornthwaite	BSAC Boat Handling, Diver Cox'n	joycornthwaite@hotmail.com
Craig Wilson	BSAC Boat Handling, Diver Cox'n	craigwilson10@gmail.com
Paul McCloghrie	BSAC Boat Handling	mccloghrie@hotmail.com

## Appendix C First Aiders

<b>NAME</b>	<b>QUALIFICATIONS</b>	<b>EMAIL</b>
Blair Lindsay	OUFAU Aquatic First Aid March 2003	blindsay@rm.com
Craig Wilson	OUFAU Aquatic First Aid March 2003	Craigwilson10@gmail.com
Steven Armitage	First Aid at Work (expires 2009)	steve@armitage.ws

## Appendix D

### OUUEG – SEAHORSE USE AGREEMENT

Keys collected	First day of use	Final day of use	Key return deadline

Permitted Boat Handlers	Coxn.	VHF	Other Divers

Damage report attached – you **must** report any additional damage to the Boat Officer on 07984071155 **before you launch the Boat** or you will be charged for it.

Keys must be returned along with the report of additional damage and kit checklist by the deadline shown. You will be notified of any fuel, repair and replacement charges as soon as possible. Please report problems so they can be rectified promptly.

Person in Charge of Boat:

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Usage Charges** – these cover normal wear and tear, servicing and oil etc. but not fuel or damage. You are responsible for counting the total number of people and dives.

Charge per person per dive	Number of Dives	Total Fee

Payment by cheque payable to OUUEG must be made when the keys are returned.

Trip Organiser:

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_





## Appendix G - Oxford BSAC Suppliers & Servicing

**Item Type Company Name Address Telephone Number Fax Number Email**

### Stabs

AP Valves Water-Ma-Trout Industrial Estate,  
Helston  
Cornwall  
TR13 0LW  
01326 561040 01326 573605 info@apvalves.com

### Regulators

SDS Watersports 66-70 Station Road, Halfway,  
Sheffield,  
S20 3GW.  
0114 248 8688 0114 248 8689 info@sdswatersports.co.uk

### Misc Bits

Any Dive Shop

### Regulator Servicing

Oxford Dive Centre 302 Abingdon Road  
Oxford  
OX1 4TE  
01865 242994 odc@oxforddivecentre.com

### Cylinder Servicing

H-Pac Services Ltd Unit 1  
Old Dominion Est.  
Withy Rd  
Bilston  
West Midlands  
WV14 0RX  
01902 49498 01902 494656 enquiries@hpac.co.uk

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**O2 Cylinder Servicing/Replacement**

BOC Gases The Priestley Centre

10 Priestley Road

Surrey Research Park

Guildford

Surrey GU2 7XY

0161 794465 01483 505211

[customer.service@uk.gases.boc.com](mailto:customer.service@uk.gases.boc.com)

## Appendix H – Boat insurance

Contact: Andy Darley 01865 616012 or [andy.darley@admin.ox.ac.uk](mailto:andy.darley@admin.ox.ac.uk)

- Sum Insured - we originally declared full £23,000 to the Insurers, and they are now on cover for that amount. Cover is similar to Motor Insurance, where the Insurers will pay on an Indemnity basis - e.g. if you have a 3 year old boat in good condition they will pay up to the cost of a 3 year old boat in good condition, rather than "New-for-Old".

- Recovery in transport - Again, this relates to motor insurance; If an incident arises where a valid motor claim may be made, then full costs of recovery of BOTH vehicle AND Trailer are covered. Though logistically this may prove tricky (e.g. finding a recovery company able to take both trailer and vehicle), actual costs are covered. We are currently negotiating with a local Recovery company for a central contract, and will raise the issue of trailer recovery with them in our discussions. A claimable event is basically where there is an element of Own Damage preventing the vehicle from being driven, whether caused by a Third Party or ourselves. What is NOT covered by the Insurance, is failure of parts or mechanical breakdown (this wouldn't be covered by a Motor Insurance Policy either). The requirement is therefore that the Club arrange for some form of Breakdown recovery arrangement (e.g. Green Flag, RAC, AA etc). The Uni is in the process of transferring its AA Fleet cover from Central Purchasing to Insurance, so I can add your towing vehicle and trailer to this cover if you so require.

Essentially there are certain elements you need to be concerned with:

Marine Liability while Boat is in use: Covered under policy EM-18CA04-0033 through Zurich Municipal Insurance.

Third Party Liability while towing the boat: Covered through Policy Number NHE-18CA04-0013 through ZMI.

All Risks cover for the Boat whilst in use, transport or storage: Covered under policy EM-18CA04-0033 through Zurich Municipal Insurance.

Breakdown risks for Vehicle AND Trailer: Requested through University.