

Schedule A - Membership Charges

As from 1st October 2007 the Annual LHSAC membership charges shall be as follows: (a) Full diving membership: £55

(b) Associate membership: £25

(c) Honorary membership: No fee

(d) Country membership: £25

(e) Snorkelling membership: £30

Members will pay relevant BSAC membership fees in addition to these charges.

New members may have to pay a joining fee depending on their existing dive qualifications. See Schedule C for details.

Instructors who teach Ocean and Sports Diver open water lessons may be eligible for a Hellfins Open Water Instruction Merit Award. See Schedule D for details.

Schedule B - List of Club Officers / Committee Members Responsibilities

Chairman

- 1) Represents the “formal” face of LHSAC in correspondence with external bodies.
- 2) Chairs the monthly committee meeting.
- 3) Organises and chairs the AGM and any EGMs that are held during the year.

Secretary

- 1) Maintains accurate records of club business.
- 2) Writes up committee meeting minutes & actions and distributes them to committee.

Membership Secretary

- 1) The initial contact for all new members to the club.
- 2) Processes new member applications to the club.
- 3) Processes all LHSAC/BSAC membership renewals each year.
- 4) The club contact with BSAC on all BSAC membership matters.
- 5) Holds and updates club records (e.g. Address lists, Membership lists).
- 6) Orders the BSAC training packs for new members on receipt of the appropriate fee.

Treasurer

- 1) Determines budgets and funding of HSAC each year.
- 2) Maintains records and prepares accounts for the year 1st October to 30th September.
- 3) Ensures dive managers collect dive charges.

- 4) Authorises and plans any expenditure.
- 5) Runs and maintains the club bank accounts.

Diving Officer

- 1) Overall responsibility for diving safety in the club
- 2) Sets the rules by which dives are undertaken and decides club diving policy
- 3) Co-ordinates entire diving program for each year
- 4) Expected to be an active and enthusiastic diver
- 5) Contact with BSAC on all diving matters
- 6) Minimum qualification - Advanced Diver and Open Water Instructor

Training Officer(s)

- 1) Co-ordinates and runs all training that takes place in the pool including Ocean Diver and Sports Diver sheltered water lessons.
- 2) Sets up and organises regular skills refresher sessions in the pool and staff lounges
- 3) Organises any other pool based courses (e.g. Lifesaver)
- 4) Co-ordinates instructor pool and lecture training and preparation for Instructor exam
- 5) Co-ordinates open water training for Ocean Diver, Sports Diver, Dive Leader and Advanced Diver.
- 6) Organises all other open water training e.g. Boat handling etc.
- 7) Organises any classroom based BSAC courses (e.g. First Aid, Oxygen administration etc.)
- 8) Appointed by the Diving Officer

Equipment Officer - Pool

- 1) Maintains and services all equipment in Shell Centre
- 2) Maintains register of all kit, and ensures forms are available for signing out equipment to be hired
- 3) Purchases kit when required
- 4) Requires full-training in compressor operation before commencing role.

Equipment Officer - Boat

- 1) Responsible for everything to do with the RIB (Rigid Inflatable Boat) including winterization, storage; insurance; maintenance; purchase of spares; cleaning; preparation for start of season etc.

Social Secretary

- 1) Organises regular HSAC social dinners and drinks.
- 2) Organises and suggests other fund raising activities.

Media Officer

- 1) Responsible for publicity to attract new members.
- 2) Responsible for the website.

Member without Portfolio

- 1) No other specific activities but expected to lend a hand when required. In the past the M w/o P has tended to be someone who

provides an alternative view. e.g. Someone who has been a member of another club, or is new to the club (i.e. novices) or has other relevant experience (e.g. BSAC Regional Coach)

Schedule C - Club Dive Charges

Collection of Dive Charges

The Dive Manager is responsible for collecting dive trip related monies due to the club. This responsibility may be delegated to an assistant or organiser. Kit etc and therefore monies must be noted on the expense form, which must be used for all dive trips, prepared in advance (the expense form is located on the [Hellfins website](#)).

Any monies must be collected at the latest on the morning of the first dive, but it is the recommendation of the committee that all fees, when practicable, are collected prior to the trip. No claimed expenses will be paid to the DM or delegated person if other charges due are outstanding.

The expense forms and collection will be checked at each monthly committee meeting. Any default in payment will be taken up by the chairman to the individual concerned. After 3 formal requests of defaulting on payments (in writing from the chairman), the individual will be expelled from the club.

Experience Scuba Fee

The fee for potential members undertaking an “Experience Scuba” session shall be £20.

Joining Fee

The joining fee for a new diver joining the Club who has no existing diving qualifications shall be £110.

The joining fee for divers with other-agency qualifications that BSAC considers to be similar to BSAC Ocean Diver shall be £67.

There is no joining fee for divers with existing BSAC qualifications that BSAC considers to be similar to BSAC Sports Diver or above.

A set of BSAC 88 tables will be provided to new members paying a joining fee as set out above.

In addition to the above BSAC training packs or cross over packs will be charged at BSAC current prices (see www.bsac.com for prices). These training packs will be ordered by the membership secretary on receipt of the appropriate fee.

Dive Charges

The following are the guidelines for dive charges to be levied per diver on organised Club RIB dives.

The charges shown here include all the costs of diving including towing costs; boat fuel costs; oil; and miscellaneous costs such as parking and launch fees.

Note for exceptionally costly trips that either require the RIBs to be towed a long distance or require exceptional amounts of fuel (e.g. Aeolian Skye) then it is in the dive manager's responsibility to levy an additional charge as necessary to ensure that there is not a net cost to LHSAC from the trip.

Type of Diver	Standard Charge for RIB Diving per day	Charge for RIB diving per half day
All members of LHSAC (except instructors)	£20.00	£12.50
LHSAC Instructors (when instructing open water lessons only)	Free	Free
Overall - subject to a minimum of £60		

Boat Handling course, or use of RIB for non diving trips

	Charge for Instructor	Charge per person per day
Boat Handling course	Free	£20 each
Use of RIB for non diving trips*	£20 each	

*RIB must always have a qualified boat handler present on board.

On occasion a diving trip may be aborted on the day, and the boat used for other (eg. boathandling or other pleasure) activity. In this case the daily minimum boat charge of £60 will still apply. Any further waiver of fee subject to the discretion of the committee.

Equipment Charges

Below is a list of hire charges for different items of Club equipment, stored in the pool by Shell Centre

Any equipment borrowed is to be returned by 5pm on the following working Monday - and preferably earlier if possible. If equipment is not returned in time then the hirer may be charged for additional days' hire.

Where available there will be no hire charges levied on unqualified club divers for the hire of club kit.

	Trainee	Ocean Diver	SportsDiver or above
Tank*	Free	£2.50	£3.50
Set of regulators	Free	£2.50	£3.50
BCD	Free	£2.50	£3.50

If available, Dive Managers may borrow equipment for the purpose of having spares available in case a club member's kit breaks or is damaged during a trip. If this spare equipment is unused, there will be no charge. However if it is used, the club member using it will pay the charge appropriate to their grade.

Mask/Snorkel/Fins/Gloves not for hire and should be bought or hired elsewhere.

* Additional £2.50 surcharge for tanks that are returned unfilled

Where equipment is lost or broken irreparably by the hirer then they shall be responsible for the repair costs or full replacement (the same as if they had hired the equipment from a shop). (Note: The most common occurrence is a lost weightbelt or individual weights.)

Type of Equipment	All Divers
Tank	£150
D.V.	£300
Stab Jacket	£300
Weightbelt	£40
Mask/Snorkel/Fins/Gloves	N/A

Instructor Expenses

When instructing Club members at inland quarries, instructors may reclaim quarry entry fees (at the relevant quarry's member's rate) from the Club, subject to agreement having been gained from the Open Water Training Officer before the commencement of the training trip.

Schedule D - Open Water Instruction Merit Awards

The LHSAC Open Water Instruction Merit Award recognises the dedication and commitment shown by instructors of all grades in supporting the open water elements of the LHSAC Ocean Diver and Sports Diver training programmes.

Instructors who teach 5 open water training days will be awarded annual Honorary membership of LHSAC (or an alternative award of similar value).

Instructors who teach 3 open water training days will be awarded a 50% discount of the cost of their LHSAC membership fees on renewal (or an alternative award of similar value).

An open water training day is defined as a day where open water training of LHSAC Ocean

Diver or Sports Diver trainees is the single and specific objective of the day, either at an inland site or in the sea. An open water lesson given as part of a normal dive trip with limited or no inconvenience to the instructor is unlikely to be counted towards the total.

Open water training days should be discussed in advance with the Open Water Training Officer, who will advise on eligibility. Afterwards they should give records of all diving and training to the Diving Officer and Open Water Training Officer, as usual.

The qualifying period for awards will be the year from October 1st to September 30th. The Open Water Training Officer will present details of instructors meeting the criteria for Open Water Instruction Merit Awards at a committee meeting prior to the LHSAC AGM, for formal approval. Awards will be presented at the LHSAC AGM.