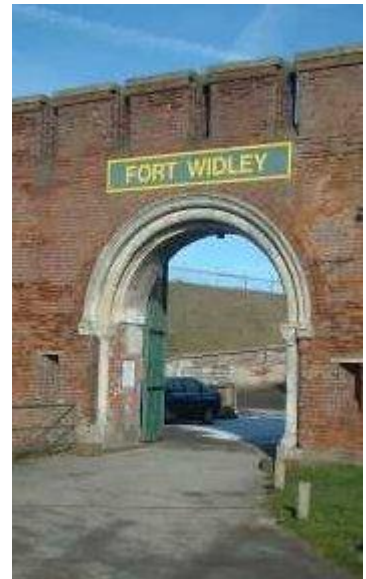




NEW MEMBERS GUIDE

**Southsea Sub-Aqua Club
Fort Widley
Portsdown Hill Road
Purbrook
Portsmouth
Hants
PO6 3LS**



1. THE CLUB

Southsea Sub-Aqua Club (SSAC) was founded in 1954 and was one of the first diving clubs to become part of the British Sub-Aqua Club (BSAC). It has an unrivalled history within the sport of recreational diving and has strong links with BSAC region and HQ. The aim of SSAC is to "Promote Sub-Aqua diving in a safe and efficient manner under the guidance of British Sub-Aqua Club (BSAC) rules." But we always aim to have fun too!

Membership within the Club comes from all walks of life and all ages, and represents a wide range of interests within the sport of scuba diving. There is an enormous amount of knowledge and experience within the Club membership which is simply not available from text books or any courses. The membership is the key strength of the Club and why it continues after more than 50 years.

For more information about the British Sub-Aqua Club and the benefits from being a member, can be found via the BSAC website – www.bsac.com .

2. THE CLUB HOUSE

We meet each week at our own Club House at the historic FORT WIDLEY every Monday and Thursday 8.30pm - 11.00pm though most people start to arrive nearer 9pm. Monday evenings tend to be a little quieter with pool training and occasional theory sessions taking place. Thursday evenings are much more social with divers planning for the weekends diving activities.

Fort Widley is situated at the top of Portsdown Hill, on the B2177, Portsdown Hill Road. Entrance to the Club is via the Eastern entrance to the Fort. The Club House itself is situated through the large green gate, round to the left and through the door marked "Ladies Toilet"! There is ample free parking outside the Fort. Please close the gate behind you.

The Club House has its own fully stocked Licensed bar with a pool table and separate equipment room. Outside Club opening hours, you can still contact the Club via the web – www.southseasubaqua.org.uk or by phone -

- Chairman (Outside Club Meeting Hours only): 01730 268230
- Membership Secretary 07740873255 or e-mail secretary@southseasubaqua.org.uk

3. MEMBERSHIP/RENEWALS

We offer 5 basic levels of SSAC membership, Full Diving, Junior, Snorkelling, Junior Snorkelling and Social. Details of Club membership joining fees, annual charges and benefits are available from the Membership Secretary at the Club House and also via the web site www.southseasubaqua.org.uk.

We can arrange for your BSAC membership through the Club. Membership to BSAC is highly recommended but not mandatory. Providing you have third party liability insurance cover for diving you can join SSAC without being a BSAC member however BSAC membership is essential for anyone training within SSAC. Details of BSAC membership fees and entitlements/benefits and methods of payment can at the BSAC web site www.bsac.com.

SSAC operates a Common Renewal Date (CRD) system which means that BSAC and club membership fees are due on 1 March each year. If you elect to join at another point in the calendar year the BSAC and SSAC membership fee is calculated on a pro rata basis based on the number of months left before the CRD. For your convenience BSAC membership fee payments can be arranged by Direct Debit and also payment of the SSAC membership fees can now be arranged by Standing Order Scheme (see below). For more details contact the Membership Secretary.

Please ensure that your Club/BSAC membership renewal is made prior to the due date. All members not renewing within 2 months of the renewal date will automatically no longer be members of the Club and all benefits will be withdrawn. Try not to make life difficult for the Membership Secretary, Diving Officer or Bar Officer in this respect.

New BSAC membership cards will be posted to you at your home address.

Standing Order Scheme

The Club membership fee can be paid by a bank Standing Order Scheme, to help members spread the cost and budget for the next renewal payment. Standing Order Forms are available from the Treasurer or Membership Secretary.

4. TRAINING

All training within the Club is carried out by suitably qualified instructors and to BSAC standards. We deliver training at all levels from Ocean Diver, Sports Diver, Dive Leader and Advanced Diver.

Safeguarding - SSAC has the safety and safeguarding of children and vulnerable adults, as a primary importance. We are committed to providing an environment where young people can learn and participate in a sport free from harassment and abuse. All those people

working with children have a moral and social responsibility to safeguard and promote a child's safeguarding. This club follows the BSAC Safeguarding Policy to ensure peace of mind for both children and adults. All our Instructors have undergone DBS checks in accordance with BSAC Safeguarding Policy.

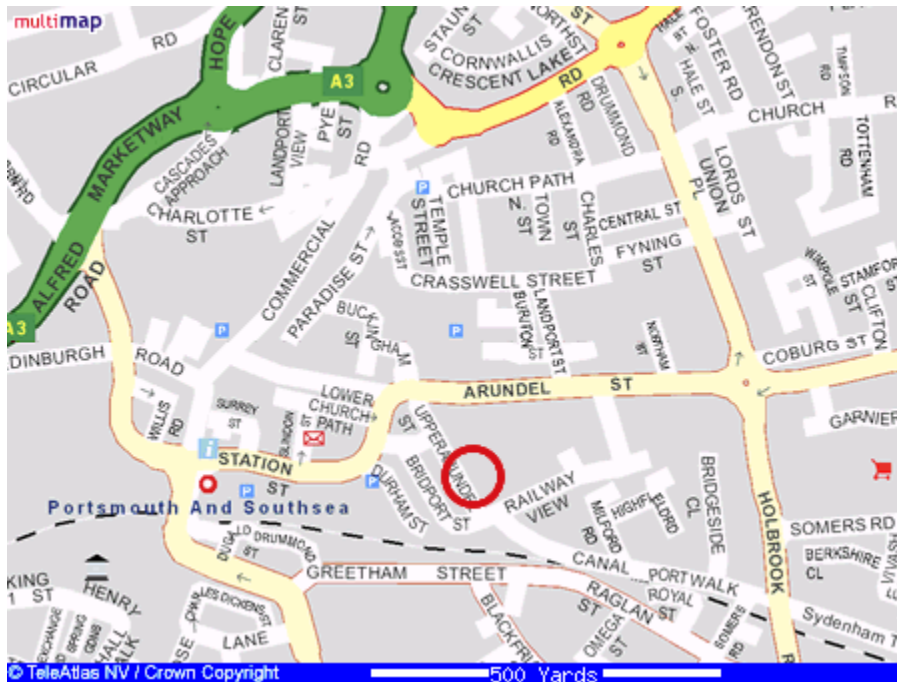
Further development and specialist skills training - We also host a number of BSAC regional Skills Development Courses (SDCs) and can also arrange specialist courses such as RYA/Boat handling if there is sufficient interest. Please discuss with the Training Officer or his assistant any training requirement you may have.

The first stage of learning to dive within a BSAC Club environment involves a number of pool sessions to master basic skills. This is supplemented by lectures, student notebooks and practical exercises before you then progress to sheltered 'open water' to complete the Ocean Diver course syllabus. BSAC training within the Club is delivered free of charge by instructors and in their own spare time. Once you have finished your pool and theory sessions the final sheltered water dives (2 days) are generally carried out at inland water sites. this element of your course is INCLUDED within the Ocean Diver training course price of £250. You may have to pay entrance fees to inland sites if your sheltered open water training is conducted at a dive centre at an inland quarry site (iro £15 per day). We encourage car sharing etc in order to keep everyone's costs down.

Once you have reached the appropriate level of competence you can then begin to dive in open water with other members of SSAC and others. Training can continue within the Club environment (Sport Diver, Dive Leader and Advanced Diver) and from the Sport Diver grade you will have reached a standard when you too can start down the road to becoming an instructor yourself if you wish. You may be asked to contribute a share to the reasonable costs of instructors' travel or site entry. If this is the case you will be advised in ADVANCE of the event.

We are also able to help people who have completed training with other training agencies to transfer and continue training under the BSAC guidelines. The Diving notice board has details for forthcoming lectures for Ocean, Sports Diver, Dive Leader and Advanced Diver qualifications and also regional BSAC Skill Development Courses. *Keep an eye out for late changes and special courses.*

Pool Training is conducted at St Edmonds RC School, Upper Arundel Street, Portsmouth, PO1 1RX on Monday evenings between 8pm and 9pm. The pool depth ranges from 0.9m to 3.2m at the deep end. Trainees will need to arrange diving equipment from Equipment room in advance (normally the Thursday before) with the Instructor or Equipment Officer. The pool is also available to all Club members who just want to swim or snorkel for a small fee.



Map of Pool location

5. SSAC DIVING

It what we are all here for! All Club Diving and Training is conducted under (BSAC) guidelines set out in the 'Safe Diving Practices' practices booklet (a copy of the booklet is included in this pack). We pride ourselves in our high standards of training and safe diving practices. Our Diving Officer is responsible for all diving organised by the Club and if you have any questions about how the diving is conducted within the Club please discuss the issue with him.

We participate in all types of diving and organise dives to suit a wide variety of interests – technical, recreational, training, marine life conservation, archaeological projects, and photography etc.

We organise local/south coast, UK and overseas trips/holidays throughout the year. Dives can be arranged by any Club member and club members are strongly encouraged to contribute in helping arrange the dive programme and once approved by the Diving Officer, are placed on the Club's Diving notice board for other members to add their names to the list. The best way to get involved in dives is to keep an eye on the Diving notice board for details of all forthcoming dives. Many are arranged before the season starts but some may be at quite short notice whilst waiting for weather reports, often on a Thursday night for the weekend. **Please feel free to discuss with the Diving Officer any diving activities that you would wish to do within the Club.**

The Club encourages all diving members to instigate and arrange dives. As long as relevant qualified members are recruited to marshal the dive or drive the boats, any Club member can arrange a dive using the Dive Planning Form. **All dives and Dive Planning Sheets are to be approved by the Diving Officer in advance of the dive.**

Once the Dive Planning sheet is pinned up on the notice board, members are free to add their name to the list of divers who wish to do the dive. In signing the form, you are agreeing to a number of conditions such as;

- You are a fully paid up member of the Club
- You have appropriate 3rd Party Insurance (automatic as part of your BSAC membership)
- You have a current medical or have a valid BSAC self certificate medical form.
- You hold the minimum qualification or have made the Manager aware of your qualification. If you are a trainee you must confirm that an instructor is available before putting your name on the list.
- You agree to pay the full cost of the dive.
- You will comply with the instructions of the Diving Officer or the appointed Dive Manager.
- You are aware of the risks associated with scuba diving in general and specific risks of this dive.

All diving members are required to provide proof of the above on request of the Diving Officer, Dive Manager or any persons they may be diving with. The Diving Officer may delegate responsibility for the safety and running of the dive to a Dive Manager whose decision on matters associated with all aspects of the dive is final.

For those members under 18, the parent or guardian will be briefed in full about all aspects of the planned dive and will need to give their written permission for any diving trips. Please speak to the Diving Officer or Vice Chairman regarding any issues involving the safeguarding of young and vulnerable people.

If you wish to volunteer to manage a dive, or assist the Dive Manager, please speak to the Diving Officer.

Payment for Dives and the Rolling Deposit Scheme (RDS)

Collecting payment for dives is usually the responsibility of the organiser or Dive Manager. Depending on the nature of the dive(s) or trip, a deposit or full payment is required in advance of the dive/trip. In order to reduce the amount of deposit money people need to pay, and reduce the administrative burden to the Dive Manager, members are encouraged to join the 'Rolling Deposit Scheme' (RDS). For a one off payment of £45.00 members no longer have to pay the upfront deposit for any dive which falls under the RDS scheme. In the event that a member fails to attend a dive, then the Dive Manager/Organiser can use some or all this RDS deposit to cover the cost of the dive until the member is able to make up the payment directly. The RDS tends just to apply to single or day trip bookings. The £45 deposit is returnable to the Club member at any time should he/she wish to withdraw from the RDS Scheme or on leaving the club. Dive deposits then become payable in advance for each dive in the normal way.

Please speak to the Treasurer or Membership Secretary if you wish to join the RDS Scheme or have any questions about it.

Medicals and Fitness to Dive

The BSAC has a 'self certificated' medical scheme where, providing you are able to answer a number of health/medical related questions correctly will allow you to be considered fit to dive for Club purposes. However, if you cannot answer questions correctly, or you have any concerns you must seek the advice of a medical referee. Once the referee is content he will provide you with a full medical certificate. The medical form should be passed to the

Membership Secretary. If your general health changes at any point, and may affect your ability to dive you should seek medical advice and inform the Diving Officer. Even the common cold will have an adverse effect on your ability to dive safely.

6. CLUB BOAT

The Club owns a 6.3m Humber Ocean Pro Rigid Hull Inflatable Boat (RHIB) which is available for hire by Club members subject to certain booking conditions and appropriate qualifications. The RHIB is equipped with GPS, VHF radio, fish-finder, flares and other safety equipment such as an O2 kit, as well as its own trailer. The RHIB is booked through the Boat Officer who should also be made aware of any problems with the boat during the period of the hire. You must inform the Diving Officer of your diving plans in advance and complete a passage plan in accordance with SOLAS regulations. The RHIB should be carefully washed down, re-greased and engine flushed before returning to the boat shed. Electronic equipment should be clean/dry and returned to the Boat Officer.

A charge of £5 per dive is levied for all divers using the RIB and is a contribution to the maintenance/running costs. Local harbour dues are paid by the club but fuel and other incidental expenses are shared between those diving from the RIB. Anyone who volunteers to tow the RHIB has their first dive free and receives a towing allowance (still pays share of boat fuel). Payment for boat hire is made to the Boat Officer immediately after the dive.

7. AIR, NITROX AND MIXED GAS BLENDING

The Club also owns an air and Nitrox compressors, both of which are located in the boat shed. High Pressure gas can be very dangerous and so access to and operation of the compressors is limited to full SSAC members and is subject to having completed the BSAC Compressor Operator's course and a bespoke training package for our gas management system. The use of the compressors is allowed under strict 'terms and conditions of use' which are displayed in the club and compressor shed. **The supply of gas to non-members is strictly prohibited.** Please speak to the Diving Officer if you have any questions or concerns about the compressors.

The air compressor can pump double filtered air up to 300 bar, from 4 charging 'whips'. Full diving members of the Club, once they have undergone some compressor operator training, will receive a key fob (price £10) as part of their membership which allows 24 hour access to the compressor/boat shed. Please see Diving Officer for a key to the compressor shed. If you cease to be a SSAC member and return your key fob then the club will happily buy back the fob for £10.

After much hard work and fundraising in 2006, the Club received a grant to help with the purchase of a Nitrox compressor which was commissioned for the start of the 2007 season. The 'membrane' compressor system means that there is no O2 blending required and allows nitrogen to be filtered out of the normal air to give an enriched 'Nitrox' mix up to 40% and at a marginal cost compared to dive shop prices. Only SSAC members with the required Nitrox diving training will be able to operate the Nitrox compressor, and only after further instruction on its use. Club members are not to fill cylinders for Access to the Nitrox compressor is made with the same key fob but it will only be 'enabled' to give access once the Diving Officer is satisfied that the required level of training has been given. Whilst the air compressor is free to club members, there is a small charge levied for members who use the Nitrox compressor to cover the electricity and maintenance costs. If you have any questions about either compressor please speak to the Diving Officer.

Tri-Mix and mixed gas blending – SSAC has recently set up a new tri-mix facility which will enable suitably qualified members to blend Nitrox or Tri-mix. We also have a gas booster pump which enables diving cylinders to be filled to full pressure with O2/Trimix. O2 and Helium are priced very competitively against commercial supply based on litres used. Please speak to the Diving Officer if you are interested in using the new gas blending/tri-mix facility.

8. HIRE OF EQUIPMENT

The Club owns a large selection of scuba equipment (cylinders, BCD's, Regulators, masks, fins, weight and weight belts) which is available for hire at a nominal fee to cover maintenance/servicing. New members who are training in the swimming pool should collect the arrange for equipment to be provided with the Equipment Officer and return the equipment after the pool training session. Trainee Ocean Divers are entitled to free kit hire until they qualify at which point they can hire equipment at the relevant hire rates.

There is a small charge for use of the pool, which may also be used for swimming only by club members and their families. *See current charges on notice board.*

Equipment can also be hired by SSAC members for use outside the pool, however all equipment must be returned on the next available club night or as agreed with the Equipment Officer informed.

9. COMMITTEE AND CURRENT MEMBERS

All members are encouraged to get involved with running the Club, social events and/or to stand for a Committee position. The Club holds an Annual General Meeting (AGM) each November when the new Committee is voted into office. Nominations will be put up on the notice board prior to the meeting and any current SSAC member can stand. If you are interested in any of the positions please don't hesitate to speak to the Chairman or existing Committee member to find out what is involved and whether you could help out.

The Committee meets most months to discuss Club matters and the minutes of the meeting are available for all members to read – see Committee notice board or the club 'Yahoo Group' site. If you have any issues you wish the Committee to consider please speak to the Secretary or Chairman.

10. OTHER USEFUL INFORMATION

Use of Club Computer

Only fully paid up club members may use the computer and its use is restricted solely to matters relating to diving, diver training, the administration and running of the Club. All Club members that wish to make use of the computer must have read and agreed to abide by the conditions contained in the document Club Computer Equipment Acceptable Use Policy, available on request.

SSAC Yahoo Group Site and FaceBook

As a member of SSAC you can also become a member of the SSAC Yahoo! Group site and facebook page. They are the best ways of keeping up with diving and social matters between club nights and also a really good source of information about club activities, news

and diving related links. If you have an e-mail or Facebook account you can use the link from the Club web site to join, or alternatively let the Chairman or Membership Secretary know and you will receive an invitation to join.

Once you have joined the 'Y Group' site please take a few minutes to include your details in the Members 'Contact' database. This is a really useful way for dive organisers, Dive Managers and others to know how to contact you if needed and also provides information on qualifications etc. which will help with dive planning.

There are some basic rules about communicating and posting messages and its use is encouraged where it is appropriate for some or all of the membership to be contacted. However please remember that sometimes it is better just to write to one or two individuals and not the whole group. That way, the numbers of emails members receive that are not for or of relevance to them will be kept to a minimum.

We also have separate 'Committee' and 'Instructor' 'Y group' sites for communication between committee members and Instructors within the Branch. These are restricted to Committee members and Instructors as appropriate.

Social Events

The Club organises various social and fund raising events from time to time. These will be advertised on the Yahoo Group site and on notice boards. A lot of effort goes into organising some of these events and club support is essential to make them an enjoyable time for all. If you think of a good idea for a fun/social event please chat top the Social Secretary or a committee member. Volunteers are always needed.

Guests

Members may sign guests into the Club from time to time. All guests must be signed in via the guest book which is provided at the bar. A small charge is payable for guests. In order to comply with licensing restrictions, a guest may only be signed in to the Club a maximum of 6 times a year. If guests wish to visit the Club more often, they should consider becoming a 'Social' or full diving member.

Shop Discounts

Southsea Sub-Aqua Club has negotiated discounts with a number of local dive shops for members – details can be found on the notice board. Be sure to mention that you are a SSAC member when making a purchase and have your BSAC 0009 membership card ready.

Committee

The current committee members are: (2012/13)

Chairman	Doug Carter
Vice Chair (Safeguarding Officer)	Tom Templeton
Diving Officer	Chris Cairns
Assistant DO	Dave Sawdon
Treasurer	Christine Coleman
Secretary	Hilary Carolan Evans
Boats Officer	Martin Davies
Equipment Officer	Chris Mathers
Membership Secretary	Alison Mayor
Social Secretary	Hilary Carolan-Evans
Web Site, E Communications & Publicity Officer	Vacant
Bar Officer	Hilary Carolan-Evans
Training Officer	Richard Hobson
Assistant TO	Tony Ryan
Special Projects	Michael Hood
Snorkel rep	Vacant
General Member 1	Vacant
General Member 2	Vacant