

TRIP ORGANISER'S CHECKLIST

PRE-TRIP: Planning

Below is a checklist of things you should think about when planning a USSAC diving trip. If you're not a DL, you'll need one to act as a Dive Manager, and to assist you with planning the trip.

- >> **Diver Qualifications**
Who are you planning this trip for? *e.g. All qualified divers including ODs, SD and above, DL and above*
- >> **Location & Dates**
Where and when are you going to be diving? Does this location offer diving appropriate for the diver qualifications you've chosen? Day trip, weekend, or longer? What boat/skipper/entry are you going to use? Check for boat spaces. *e.g. Weymouth with Tango, Plymouth on Outcast. Contact the skippers and find out if they have free spaces*
- >> **Training**
Will there be any training required? Or is this just a recreational trip? *e.g. Depth Progressions, 1st Boat Dives*
- >> **Dive Sites**
Which dive sites are you going to do? What are the back-up sites in case of bad weather? Gather information on the sites, diving info, historic info, and local info *e.g. Max Depth, Points of interest (depth to top of wreck, etc), Why the wreck is there, likely weather conditions and sea state*
- >> **Instructors and Divers**
Now that you've chosen the dive sites, think about what sort of divers you need. DLs and OWIs? Think about the spread of qualifications *e.g. If training then an OWI is required, plus DLs. New ODs on their first boat trip need to dive with a DL*
- >> **Emergency Services**
Make sure you know how to contact any emergency service if required *e.g. Ambulance - 999, Coastguard - Channel 16, etc*
- >> **Accommodation/Logistics**
Is this a day trip or a weekend or longer? If appropriate investigate options for accommodation and travel. Check for availability. *e.g. camping sites, hostels, etc. Mini-bus and van, cars, lift-sharing, etc. NB: Minibus is not always the cheapest option! Make sure you work out the costs...*
- >> **Check with the DO**
Before you send out any advertising email about the trip, chat through your plan with the club DO to make sure that they are happy for the trip to go ahead.

PRE-TRIP: Email - Advertising the Trip

Send out an email to anyone coming on the trip and copy in the Club DO. Here are some things you should put in it. To send it to the whole club, send to subaqua-club@list.surrey.ac.uk (and remember you can send to the committee first if you want it checked before sending to the club!)

- >> **Trip Information**
*Tell everyone what you want to do on the trip.
 Remember that if you need to fill a boat for example you need to sell the trip!*

e.g. Location, sites, boat/skipper/etc, local info, number of places, qualification required, training opportunities, costs (inc. boat, parking, food, petrol/bus, camping/accommodation...)
- >> **Costs**
*How much does the trip cost? Perhaps break down into transport, entry/dives, accommodation, etc.
 For boat diving or weekend trips it is recommended that you collect a non-returnable deposit*

e.g. Total cost, cost break-down, deposit to be collected based on what cost could be lost if someone pulls out (e.g. boat costs / cancellation costs)
- >> **Your Details**
Make sure people know who you are, how to contact you, and most importantly, how to pay you for the trip

e.g. name, qualification, phone number, email address, bank details!

PRE-TRIP: Equipment

Now you have a better idea of who's going you can check the kit requirements

- >> **Diver Requirements**
Make sure there's enough free club kit to cover anyone who needs it. Ask everyone to email kit requirements to the EO

e.g. Regs, stab jackets, reels & DSMBs, weight belts, etc
- >> **Safety Equipment**
Pack appropriate safety equipment. Even though a skipper may have sufficient safety kit for the diving, you need to cover the possibility of needing it when not on the boat.

e.g. O2 Kit, First Aid, etc

PRE-TRIP: Day/Weekend Plan

Looking ahead to the trip itself, you want to make sure that you plan the timetable

- >> **Bookings & Times**
Put together a schedule for the trip. If appropriate, contact the skipper to check the booking and to agree the dive plan.

e.g. What time should people arrive at the locker/campus, what time will you be getting back at the end of the trip...?
- >> **Buddy Pairs**
Put together a draft buddy plan for the trip and make sure it is approved by the DO

e.g. Perhaps put less experienced divers with more experienced, or alternatively put two similarly qualified divers together to encourage some dive leading!

PRE-TRIP: Email - Logistics

Having got your responses to the advertising email,

- >> **Logistics**
*How are people going to get to the dive location?
Make sure everyone knows the options*
*e.g. Minibus, van, cars, lift-sharing, etc
(remember to work out the cost comparison
between minibus and cars / liftsharing)*
- >> **Diver Details and Emergency Contacts**
*Gather everyone's details and emergency contact
details and make sure they are accessible on the
trip. Give these to at least one other person in case
of emergency and complete a Union Trip Form
(www.ussu.co.uk).*
*e.g. Diver name, contact number,
qualification, date of last dive, training
required, emergency contact name, number,
relation to diver*

ON THE TRIP

During the trip there are some important aspects you must remember.

- >> **Dive Location/Centre Briefing**
*If appropriate, make sure that everyone is aware of
where everything is in the centre/location, along with
any safety aspects. Normally on a boat, the skipper
will do the briefing.*
*e.g. point out O2 kit / First Aid, entry points,
toilets, cafe, pubs, shops, etc....*
- >> **Buddy Pairs**
*Depending on the type of diving it might be useful
for people to know their buddy pairs before hand
(for planning Nitrox, etc)*
*e.g. Normally on boat dives the pairs stay
the same for the day, but be aware they
may change*
- >> **Keep the DO Updated**
*If the club DO isn't on the trip, make sure that you
check in with them at the end of the day and have a
chat about how the trip is going*
*e.g. the DO needs to know if anything
happens on a trip*
- >> **Dive Logs**
*As the DM you are responsible for making sure that
the log slates for any diving done is kept up to date,
however this doesn't mean you have to do it
yourself...*
*e.g. Note that whoever is in charge of the
slate must have done it before unless they
need to do it for a qualification in which case
an OWI must supervise them*

AFTER THE TRIP

There's not much to do after the trip has finished, but here a few important things to consider.

- >> All kit needs to be washed and returned!!
- >> **Trip Reports**
*Pick on a couple of young enthusiastic divers to put
together an account of the trip from their perspective
and get it put on the website for visitors to read
about your trip!*
- >> **Update the DO**
*Make sure that you've let the DO know that
everyone is safe and write up and send them the
dive slate logs using the dive log template
(www.ussac.co.uk/dive_log_template.xls)*