

**Tips to help you as the designated Trip Organizer in your planning for the .....:**  
**You'll want to think about these aspects; albeit it is not necessarily a complete listing as other issues may also arise:**

- Obtaining access permission/permits - make sure you receive permission from the land or resource owner during the planning of your trip. You might need to get permission to access the following;
  - campsites, car parks,
  - launching/recovery of boat(s),
  - storage of boat(s)/equipment,
  - wrecks and marine parks
- Organising travel arrangements to/from the trip location
- Selecting if appropriate Dive Managers (Dive Leader minimum) for each stage of the expedition, in liaison with the Diving Officer.
- Ensure dive sites are available and relevant to the divers' BSAC qualification level:
  - 20 m for Ocean Diver.
  - 35 m for Sports Diver.
  - 50 m for Dive Leader and above: however, BSAC now strongly recommend use of Trimix at depths beyond 40m.
- **Most importantly, for all Club trips the divers involved must be 'dive fit' before going on the trip: this means that they have undertaken open water build-up dives before the start of the trip to check out their equipment, and to recap those essential skills that are easiest practiced in open water – navigation, dSMB deployment and good buoyancy control for maintaining decompression stops. Should this be seen to not happening for individual divers on the trip, then the Diving Officer is to be informed.**
- *As an aside for all: if you check everything carefully at the beginning of the season, and then build up your experience gradually, you are setting yourself up for an enjoyable diving season - this is the message to get across to all the divers. The only thing you won't be able to guard against is the weather!*
- Ensuring appropriate diving equipment is available during the trip - either to be provided by the Club, by the divers, or the Dive Centre involved.
- Controlling the trip's finances, income and expenditure, in parallel with the Club Treasurer who will authorise the appropriate payments in a timely manner.
- Carrying out a Risk Assessment relevant to your trip - this is to be submitted to the Diving Officer for agreement before the final payment is made by the Club.
- Finding appropriate accommodation for all ages (never mix adults with minors (except parents and their own children) or minors of mixed sex)
- Finding accommodation with storage/drying area for wet/dry suits, cooking/ catering facilities and car parking (especially if you are towing a boat)
- Maintaining the dive records during and throughout the trip - consider delegation on a daily basis to the Dive Manager of the day.
- Providing an end of trip report for the Club and the Diving Officer.

At any time should help or any assistance be needed in taking any element of this planning forward successfully, then the Diving Officer or any member of the Club committee stand ready to assist.

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