



**Kendal and Lakes Sub Aqua Club**  
***“A Community Amateur Sports Club”***  
**BSAC 0546**  
**Members Handbook**  
**April 2013**

The central text is centered on the page and consists of five lines of bold, blue text. The first line is 'Kendal and Lakes Sub Aqua Club'. The second line is '“A Community Amateur Sports Club”' in italics. The third line is 'BSAC 0546'. The fourth line is 'Members Handbook'. The fifth line is 'April 2013'. The background of the bottom half of the page is white with a blue wavy shape at the bottom edge.

# 1 Introduction

This handbook has been produced as a guide to help members get the most out of their diving with Kendal & Lakes Sub Aqua Club (hereafter referred to as “the club” or “club”).

This document covers the following areas -

- Club Membership & Benefits
- Diving Practices
- Club Equipment
- Welfare Policy
- Useful Information

Please remember that the work done on your behalf by the club committee, officers, instructors and other helpers is on a purely voluntary basis; they do it because they want to and they enjoy it! It is hoped that you will also consider ways in which you might assist with the continuing growth & development of our club, helping with equipment, volunteering as a Club Officer, or Committee Member, or by becoming an Instructor.

Not only should these guidelines be helpful to you, but it will also help others complete their duties.

The rules in this Handbook are not to be cast in stone; they are intended for guidance; hopefully providing Divers and Dive Manager's alike with resources to plan & manage safe recreational diving. Members are also advised to make themselves familiar with the Club Constitution & Bye Laws available on our website [www.kld.org.uk](http://www.kld.org.uk) .

## 2 Club Membership & Benefits

### Renewals

The Club Common Renewal Date (CRD) is 1<sup>st</sup> September. In the month prior to renewal, members will receive a pack from the club treasurer including details of what needs to be paid and the options of how to pay.

To renew your membership with BSAC you will need to **promptly** return the various renewal papers to the Treasurer/Membership Secretary, these will include an annual Medical Declaration and a form to update your personal details and qualifications.

If you do let your membership lapse, you will be unable, due to insurance requirements, to take part in club dives or trips.

### Benefits

Diving members of the club are also members of the British Sub Aqua Club and enjoy all the benefits that that entails including worldwide 3rd party liability insurance, access to diver training programme, monthly magazine and expert advice. More information on BSAC can be found on their web site [www.bsac.com](http://www.bsac.com).

Membership of the club offers the following benefits: -

- **Training** – The club is able to deliver all BSAC training, up to and including Advanced Diver, as well as a large number of Skill Development Courses.
- **Air** – The club owns its own compressor, costs for air fill are detailed in Table 3.
- **NITROX** – The club can provide Nitrox to suitably qualified members, NITROX costs are detailed in Table 3.
- **Use of swimming pool** - The club hires Kendal Leisure Centre swimming pool for 1 hour from 9pm every Tuesday night (October through April) for training, and recreational use by members and their families.
- **Use of club equipment** - Diving members can use club equipment for a small charge (Table 4), to cover servicing & repairs.
- **Club dives** – Suitably qualified/experienced members organize dives that are open to all suitably qualified/experienced members.
- **Red Log Books** – Available from the Treasurer.
- **Safety** - Adherence to the training you receive with the club and adherence to safe diving practices should help you to dive safely.
- **Experience** - Members can gain knowledge from other club members.
- **Club Website** – [www.kld.org.uk](http://www.kld.org.uk) contains information, events listing, information on popular dive sites and links to other useful sites..

### 3 Diving Practices

Club Diving Practices are detailed on the club website [www.kld.org.uk](http://www.kld.org.uk)

### 4 Care of Club Equipment

The club has items of equipment for the use of members. Proper care and attention to this kit will, prevent failure/breakdown, extend its useful life, minimize maintenance costs, and therefore help to keep club subscriptions down.

#### Diving Equipment

The club has equipment for pool training (masks, snorkels, pool fins), and open water training (some BCD's regulators, cylinders).

The club's Equipment Officer will endeavor to keep equipment properly maintained and serviced, in accordance with manufacturer's recommendations.

#### Safety Equipment

The club's safety equipment is usually kept in the compressor house. This consists of a Marinox (oxygen) kit, a DAN (oxygen) kit, AED and a first aid kit.

If for any reason items are taken from the first aid kit, or the Marinox cylinder is used, the Dive Officer should be informed so that replacement can be arranged.

**NB: Oxygen must only be administered by persons qualified in Oxygen Administration.**

The Dive Marshall should ensure that the O2 Kit(s) are assembled and sufficiently charged prior to all dives, or delegate a qualified person to do so.

## 5 Welfare policy

The branch Welfare of Vulnerable Persons Policy is in line with that of BSAC. All members should be aware that they may be asked to complete a self declaration form regarding their suitability to work with children and other vulnerable people. This would apply to instructors, committee members and other divers assisting with try-dives.

BSAC recommends that anyone likely to have significant contact with children should have a CRB check. This can be done through the D.O. at no cost to the member.

## 6 Useful Information

### 6.1 Club Officers

Chairman	Mark Littlewood	<a href="mailto:mark56littlewood@btinternet.com">mark56littlewood@btinternet.com</a>
Diving Officer and Training Officer	Paul Fry	<a href="mailto:paul@outrunsailing.co.uk">paul@outrunsailing.co.uk</a>
Treasurer and Membership Secretary	John Thompson	<a href="mailto:john.thompson@integritybookkeeping.co.uk">john.thompson@integritybookkeeping.co.uk</a>
Secretary	Lucy Rutherford	<a href="mailto:l.m.rutherford@btinternet.com">l.m.rutherford@btinternet.com</a>
Equipment Officer	Brian Loader <sup>1</sup>	<a href="mailto:jbloader@hotmail.com">jbloader@hotmail.com</a>
Welfare Officer	Naomi Fisher	<a href="mailto:gnomi@tesco.net">gnomi@tesco.net</a>
Try Dive Co-ordinator	Gary Davis	<a href="mailto:garyd_cannybrow@btinternet.com">garyd_cannybrow@btinternet.com</a>
Committee Member	David Fisher	<a href="mailto:wamchop@googlemail.com">wamchop@googlemail.com</a>
Committee Member	Russ Curwen	<a href="mailto:russ@curwentowers.freeseve.co.uk">russ@curwentowers.freeseve.co.uk</a>
Committee Member	Debbie Davis	<a href="mailto:debs_cannybrow@btinternet.com">debs_cannybrow@btinternet.com</a>

Note 1 Brian Loader is also a BSAC Area Coach for the North West Region.

### 6.2 Membership Subs

Club membership fees are given in Table 1. BSAC membership rates are set nationally and are not negotiable. Branch rates are set locally by the Committee and depend on the levels of expenditure required to maintain the club facilities/equipment/services etc.

### 6.3 Training Fees

Training fees are detailed within Table 1. All divers under training must be Branch members. Training costs include lectures, practical instruction, course notes, BSAC pack where appropriate (Ocean Diver, Crossover, pre-2002 qualification). Entry Costs to Capernwray are not included within training fees.

Ocean Diver training includes air and use of club equipment. Sport Diver upwards assumes own kit and air.

## 6.4 Kit Hire

Any member can use club owned equipment (by prior arrangement with the Equipment Officer), for diving related activities approved by the Diving Officer, providing they are qualified to do so, they accept responsibility for the safe & appropriate use of all equipment hired/loaned to them and they agree to pay the excess or first £100 of any loss or damage, whichever greater.

Prices given in Table 4 are per use/day, but the Equipment Officer may negotiate charges for longer hires.

Special hire rates, for club members, are also available from BLDS (Brian Loader Diving Services), please contact him on 01539 720858 or [jloader@hotmail.com](mailto:jloader@hotmail.com).

## 6.5 Air Fills

Filling evenings are Thursday throughout the year and Monday during the Summer. The location of the compressor house is shown in Figure 1. The compressor is operated by club members. All members can become compressor operators following training. The diving officer issues a compressor filling rota.

Air filling costs are detailed within Table 3.

### Compressor House Best Practice

Empty Air cylinders should be left next to the compressor with a “please fill” tag on them. They should be clearly marked with the owners name in a prominent place preferably on the shoulder and they should be in test.

Full cylinders are left to the left of the door and will have a “full” tag attached.

The club have two systems to provide NITROX: -

- Partial pressure blending panel, and;
- Continuous blending panel.

The Partial Pressure Blending Panel is used to provide specified Nitrox mixes. Nitrox cylinders must be O<sub>2</sub> clean to be used with this system. For fills with this system, cylinders should be left next to the O<sub>2</sub> J bottle and have a numbered tag from the board at the back of the house and a yellow nitrox fill tag attached. The tag number should be entered on the Nitrox register on the bench with cylinder details and the requested blend or clean air.

Continuous Blending Panel is used to provide 32% nitrox mix. Cylinders do not have to be O<sub>2</sub> cleaned to use this system. Cylinders should be marked with blue tags for a 32% fill.

Where possible members should consider the compressor operator by removing valve covers or caps and inserting A-clamp slugs, this ensures that these don't get lost due to the operator having to swap them around from one cylinder to another.

**Table 1 Membership Costs**

Grade	BSAC	Branch	Total
<b>Until 1<sup>st</sup> March 2012</b>			
New member, Ocean Diver, Sport Diver, Dive Leader	£50	£72	£122
Abated	£35	£62	£97
Advanced Diver	£45	£72	£117
Club Instructor	£45	£50	£95
Open Water Instructor	£45	£50	£95
Advanced Instructor	£40	£45	£85
Student/Junior	£25	£45	£70
Non Diving	N/A	£26	£26
<b>From 1<sup>st</sup> March 2012</b>			
New member, Ocean Diver, Sport Diver, Dive Leader	£54	£72	£126
Abated	£37	£62	£99
Advanced Diver	£49	£72	£121
Club Instructor	£49	£50	£99
Open Water Instructor	£49	£50	£99
Advanced Instructor	£45	£45	£90
Student/Junior	£27	£45	£72
Non Diving	N/A	£26	£26

**Table 2 Training Fees**

Grade	Price	Notes
Ocean Diver	£150	Includes tables and red logbook.
Ocean Diver Abated	£120	Abated pack, logbook but no tables.
Sport Diver	£100	-
Sport Diver Crossover	£140	Includes tables and red logbook.
Dive Leader	£90	-
Dive leader Crossover	£130	Includes tables and red logbook.
Advanced Diver	£90	-
Advanced Diver Crossover	£130	Includes tables and red logbook.

**Table 3 Air Costs**

	Costs	Notes
Air Fills	£2.50 per fill for the first 20 fills or a one off fee of £50 following which all subsequent fills are free	-
NITROX from partial pressure blending panel	1 p per litre of O2	-
NITROX from continuous blending panel	£2 for a 10 litre cylinder	-
	£2.50 for a 12 litre cylinder	-
	£3 for a 15 litre cylinder or twin 7's	-
Compressor House Keys	£5	Available from the Treasurer

**Table 4 Kit Hire Costs**

<b>Equipment</b>	<b>Costs</b>
Cylinder, regulator, BCD	£10.00 + £2.50 if not on free air
Cylinder	£4 + £2.50 if not on free air
Regulator	£4
BCD	£4

Figure 1: Location of Compressor House

