

East Cheshire Sub Aqua Club

Instructor Guide

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ECSAC Instructor Guide



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Lead Instructor Guide (for Open Water Training)



Basically in charge of the training day and will ensure things run smoothly. So:

- Training Officer (TO) will communicate planned dates to the club in advance.
- Lead Instructor will be the focal point for the organisation of the day and the trainees/training.
- An event plan will be produced by the Lead Instructor detailing the trainees booked and planned sessions required as well as which instructors are to deliver them. This will be issued to the DO and TO at least two Thursdays before the training outing to ensure we have time to discuss and agree + assist if required with arrangements.
- Lead instructor will collate the trainee list for the day and communicate with the membership as needed regarding arrangements.
- Lead Instructor is responsible for ensuring that trainees are aware of the date and planned training and all communication pre-event.
- For first time trainees, the lead instructor should ensure that the Instructor who has been leading their pool training has prepped them for open water ensuring they have the correct kit – suit, gloves hood etc etc.
- Any Club kit required should be communicated to the Equipment Officer 10 days before the event.
- If insufficient ECSAC club Instructors are available and additional instructors are required these will be obtained from the BSAC regional/area teams in consultation with the TO and DO.
- An outline of expected (indicative) trainee costs and instructor expenses should be agreed in advance with TO.
- Coordination with trainees on plans for the day – ensuring they have full details of training, equipment, venue, contact details etc etc.
- The club should have an emergency plan for the site being visited (see TO / DO) which will be incorporated into the site brief.
- Please confirm with instructors whether they want to claim expenses. For external instructors consider car sharing etc to minimize the potential costs for the students. All instructor costs should be shared between all of the students in receipt of training.



On the Day.

Works with the other instructors to ensure the following are sorted on the day..
(among other things)

- The Lead Instructor is in charge of the Training and arrangements and leads the day's activities. (You are in charge).
- Takes responsibility for ensuring delivery of the plans and logistics for the day
- Liaises with the DO to ensure planned training/venue are acceptable.
- Communicating with instructors and trainees wrt the plans for the day
- Works out who can do what training on the day – has the list of students signed up and ensures we can cover the training planned (or tells people if not)
- Site briefing
- Coordinates the other instructors and students to arrive on time
- Makes sure the shore cover is available (if deemed necessary)
- O2 kit is on site + any other required safety equipment
- Collates the training logs and gets them back to TO / DO
- Ensures all QRBS are signed off on the day
- Makes sure that Instructor costs are reimbursed if they request them (entry fees, mileage etc)
- Ensures dive log sheets are completed and passed to the DO
- Arrange for instructor expenses to be covered. The club agrees that IF instructors want to recoup their entrance fees they can do, this is usually done via the organiser who will work out how much needs to be collected and then asks each student to contribute. Most of the time instructors do not ask for expenses but out of courtesy please ask them if they want to claim – ideally this should be done before the day of training.



Instructor Guide (for Pool Training)

Students will be allocated to the same Instructor ideally for all of their Sheltered and Open Water Lessons. It will be the instructor's responsibility to ensure that the student is looked after and encouraged to get involved with the club. Instructors should ensure that all of their student's training is managed and planned. All training should be conducted within the BSAC DTP standards. Any queries should be addressed to the Training Officer.

The allocated instructor should:

- When a student is allocated to you ensure they have the necessary training pack and that you have walked them through it and explained the format of the training.
- Ensure the student arranges a passport photo and get the branch stamp done by the DO to validate the QRB.
- Ensure that your student(s) are registered with the Google Groups mailing list and receive updates when they are sent out.
- Very brief REAP debrief to be given at the poolside – then ensure that your student(s) come back to the club post training and have their detailed session de-brief in the club as well as having their QRB signed off as they progress. Complete a training log sheet and pass to the TO (or DO) as each section of the training is completed.
- Take responsibility for arranging training dates for the student for all Pool training, if due to holiday or illness you are unable to cover a session please endeavour to arrange a stand-in (liaising with the Training Officer as needed).
- Make sure your student has appropriate equipment and it is well maintained and configured and fits properly – also ensuring it will fit correctly when used with exposure suits i.e. drysuit – all students should have an Octo-Quick Octopus clip (as per photo on right) on their BCD if they are using Club Kit.
- Please ensure that all new students complete their swimming assessment as early as possible in their training.
- Liaise with the Training Officer to make sure that lectures are scheduled in as early as possible in the training so that Students are ready for Open Water training as soon as the pool sessions are completed. Arranged Lectures should be publicised via Google Groups and made available to anyone who wants to attend.





- When the Open Water dates have been announced the instructor allocated to the student should ensure that a training plan is agreed with the student that ensures they are booked onto an appropriate Open Water Session (even if they cannot deliver the training themselves).
- At the end of Ocean Diver Pool Training – once OS5 is signed off Instructors should:
 - Work with the Training Officer to arrange a pool assessment of their Student with another club instructor
 - Assessing Instructors should ensure that any observations from the assessment are passed to and discussed with the TO
 - Once the student has passed the pool assessment, arrange a dry-suit pool session BEFORE the student is taken for training in Open Water. If this is not possible then a dry-suit orientation session should be arranged in open water before OO1 lesson is undertaken (can of course be on the same day).

Classroom, Sheltered Water and Open Water lessons should be run in an integrated sequence using the following as a guide:

Classroom Lesson	OT1	Ocean Diver Training
Swimming Assessment	---	
Sheltered Water Lesson	OS1	Being Underwater
Classroom Lesson	OT2	Diving Equipment and Diving Signals
Sheltered Water Lesson	OS2	Basic Skills
Classroom Lesson	OT3	The Body and Effects of Diving
Sheltered Water Lesson	OS3	Developing Skills
Classroom Lesson	OT4	Planning to go Diving
Sheltered Water Lesson	OS4	Beyond the Basics
Classroom Lesson	OT5	Going Diving
Sheltered Water Lesson	OS5	Safety Skills
Classroom Lesson	OT6	What Happens If?
Open Water Lesson	OO1	The First Open Water Dive
Classroom Lesson	OT7	Enjoying Your Diving
Open Water Lesson	OO2	The Second Open Water Dive
Open Water Lesson	OO3	The Third Open Water Dive
Open Water Lesson	OO4	The Fourth Open Water Dive
Open Water Lesson	OO5	The Fifth Open Water Dive

The Ocean Diver Exam then completes the training; the exam can be taken once OT7 is complete.

Try Dive Pool Guidelines



Main objective: To experience diving underwater using SCUBA equipment in a safe environment. We are not teaching them skills! This is about fun and so bring (or borrow) some toys such as underwater Frisbee and Torpedo.

Minimum qualification: Assistant Diving Instructor (on site supervision by OWI). If teaching minors (under 18's) you must have completed the BSAC Self-Declaration CRB form and the return from BSAC be lodged with the Chairman, and acknowledged by the Diving Officer.

Ratio: Ideally 1:1 – Carry out the meet and greet, complete the permission forms. If you intend to take photos then ensure you have permission.

The students will not remember more than one objective so ensure briefing is brief.

Pre-pool:

1. Introduce yourself, your qualifications and remember your student's name. Ask about prior experience including swimming, snorkelling + anything they are concerned about and dive fitness (any colds recently, problems with ears, etc)
2. Explain the objectives of the Try-Dive as above.
3. If Parents are present please involve them in the briefing and encourage them to give it a go! Offer (if you have a camera) to take a photo and email it to them afterwards.
4. Get all equipment on poolside and student into water

In water:

5. Fit weight belt if necessary (wetsuit wearers).
6. Fit BCD to the try diver, explain how the inflate/deflate works and DV. Do a very brief explanation about octopus and pressure gauge but **you** need to monitor their air supply.
7. Explain core signals, ask student to demo the ones they need to use.
8. Breathe from DV above water.
9. Fit mask and breathe from DV just under water. Explain about mask squeeze and equalising.
10. Fit fins and brief about fin pivots (BCD inflates until neutral) then do fin pivot exercise. Help them if necessary.
11. Remind them to control BCD and to use lungs to do fine tuning then take them for progressive swims round the pool. Ensure you remind them to equalise and help them with buoyancy if required. Monitor them carefully use OK signals etc.



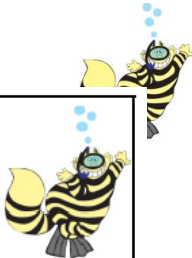
Post-pool:

12. For smaller try-divers De-kit in the water (we don't want to have them lugging kit to the showers when on a try dive).
13. Ask them if they have any questions about the dive and as they are getting out do a REAP (Review/Encourage/Assess/Preview)
14. Show them the way to the showers and arrange to meet them afterwards.
15. Invite them to the club for a tour and to be presented their try dive packs and their try dive certificate. (These are available from the Equipment Store – in a large cardboard box). Make sure it is the correct one with the Try-Dive certificate in it.

We have obtained a box full of the new A5 packs, with each pack containing a Try Dive certificate, Go Diving with BSAC DVD and Learn to Dive booklet, plus medical and photo consent forms.



Training Log Sheet



Date:
Venue:
Lead Instructor:
Assisting Instructor(s):
Trainees:
Lesson/Training given:
Comments:
Required Standard Achieved: Y/N? <input type="checkbox"/>
QRB Updated: Y/N? <input type="checkbox"/>
Signed Instructor: _____
Signed - Student: _____