

East Cheshire Sub Aqua Club

DIVE MANAGER TRIP RUNNING GUIDELINES

Created by
Kevin Phillips
ECSAC Diving Officer



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Committee Sign-Offs

V1 – August 2015

V2 - July 2018

V3 - TBA

High Level Trip Guidelines

PRE TRIP

1. Find a free weekend on the dive calendar
2. Check availability of boat
3. Clear with EO and DO that trip outline is OK (ensuring that trip organisers are suitable qualified, that suitable boat handlers/Cox's are available, planned diving is OK)
4. DO will assess the dive planning (verbal or written where needed) and provide the OK that the plans are satisfactory and required diver qualification levels appropriate. The charging regime for the trip, including instructor expenses also to be agreed with the DO (see notes on the next page).
5. Book necessary kit and boats with EO (via booking form at end of this document)
6. Announce trip on Googlegroups and via verbal announcement at club (please also ensure it is added to the trip list in the newsletter and to the website)
7. 1 week later – put up the sign up sheet on the board
8. If deposits are needed for anything (i.e. The organiser needs to expend some money) then deposits should be taken at point of signup from participants. If no money is being expended before the trip then no deposits should be required).
9. As plans firm up – if any further payments are needed prior to the trip then the people on the trip should pay when needed.
10. Once money is committed by the organiser then ALL those signed up are liable for trip costs, unless they (the diver) can fill their place with someone else – it is the participants responsibility to fill a place they have booked not the trip organiser. If the place remains unfilled the diver is responsible for all unavoidable costs and must pay their share of the trip costs.
11. **The main principle we should adopt with trips (and training events) is that the trip organiser should not be out of pocket - i.e. They should ensure all costs are covered equally and equitably by those people on the trip.**
Accommodation:
12. Where accommodation is booked by the trip organiser common sense should be applied, it should be arranged such that at no time are mixed rooms accommodating men and women to have only two people in them where reasonably practical (unless requested by the individuals).
13. Where shared accommodation is arranged, everyone on the trip should be informed of the arrangements and given the opportunity to request a change (or to make their own alternate arrangements).
14. **Weekend RIB Trips**
15. Prior to a RIB trip running a briefing meeting should be held at the club on the Thursday before, this will finalise the trip details and also be the decision point on whether the trip goes ahead given weather forecasts and sea conditions. The Trip Manager (in consultation with the DO) makes the decision on whether the trip is to go ahead. If the trip runs all those signed up must cover the costs of the trip in accordance with the trip accounting guidelines.
16. For Club RIB trips charging should be as follows:
 1. Fuel costs for the boats added together and +15% wear and tear (fuel costs reimbursed in full to the person that pays for it – the 15% goes back to the club).
 2. Towing Costs for the boats is total fuel used by the tow vehicle + 15% wear and tear – all of this goes back to the person towing.
 3. TopCat Storage Fee for weekends where the boat is not towed s £10 per day per user of TopCat
 4. All of these are then added together to come up with the **Full Trip Cost**
 5. The **Full Trip Cost** is divided by the number of dives done
 6. Each diver then pays their share of costs based on the dives done to the trip organiser
 7. If water skiing or water sports are done then use the fuel bladder to ensure that the fuel for that activity can be separately costed and paid for by those using the boat. These costs are not included in the **Full Trip Cost** – but should be paid for by those using the boat for the extra activities.
 8. The organiser is responsible for transferring money to the Treasurer and sending a copy of the accounts. The trip accounts should also be shared with the people on the trip and the DO.
17. For charter boat trips or other trips not using club assets then costs are worked out based on actual costs. These costs are to be shared fairly and evenly by participants, in general terms a trip organiser should also pay the same costs – i.e. Book 10 get 1 place free offers should mean the cost for all on the trip is reduced and everyone pays the same price. Trip organisers should not profit (or benefit from reduced costs) by running trips. Although they certainly deserve the thanks of those on the trip... (gifts or recognition for trip organisers or instructors on trips are perfectly reasonable and are to be encouraged).

POST TRIP

1. A brief trip report should be sent to the DO along with Dive Logs (consider sharing photos etc on social media and for the newsletter and provide a write-up for the WebSite trip reports section).
2. A copy of the trip accounts and any monies owed for W&T and storage costs should be passed to the Treasurer asap after the trip.
3. Notes of any kit issues, defects or problems with the club equipment should be sent to the EO.
4. **Any** dive related incidents should be reported to the DO asap after the incident, a BSAC incident report should be completed after the trip is complete and shared with the DO for information.

If diving is called off and there are costs incurred (i.e. Towing fees – assuming that the trip is called off after the boat has been towed somewhere - deposits, trailer parking, launch fees etc) then these costs should be shared equally with those who had signed up to dive on the trip. (Back to point 11 – the organiser should not be out of pocket). In general terms common sense and fairness should prevail.

Trip costing notes for RHIB Trips

Costs for the trip are calculated on a per-dive basis. Anyone attending for part of a weekend is charged a minimum of two dives.

Per individual charges are based on the above per dive charge, multiplied by the number of dives that person had. (minimum charge 2 dives).

If the trip uses the stored boat, then each user of the boat is charged a storage fee (£10 per user per day). This fee is returned back to the club.

If at the start of the trip, or at the end of the trip the boat has to be towed to or from the ECSAC clubhouse then the storage fee is charged as normal but the trip covers the towing fees instead of returning the storage charge back to the club, any surplus is returned to the club, any deficit is taken out of the W&T costs. If the fuel cost is not covered by the trip fees then the fuel costs must be covered by the trip.

Instructor Expenses and trip costs.

If a trip is being run expressly for training purposes and uses the boat (or boats) then the trip organiser should consider covering the Instructor's expenses as far as is reasonable. Expenses should be limited to out of pocket expenses / fuel/accommodation and not include food etc. As a minimum, trip costs (boat and fuel costs) should be split between the trainees on the trip and instructors should be excluded from the trip costs.

If the trip is a mixed trip – normal diving and training then a common sense approach should be taken. Participants should be asked by the trip organiser what they consider fair in terms of expenses or trip cost coverage for instructors. As a general guide it may be appropriate to include the instructor in the overall trip cost calculation and for those people who receive training to make a contribution to those trip costs as is proportionate to the training received.

As we calculate the per dive cost, it should be easy to work out if a trainee did two lessons then they can be reasonably expected to pay the costs for those two dives. The approach should be cleared with the DO pre-trip.

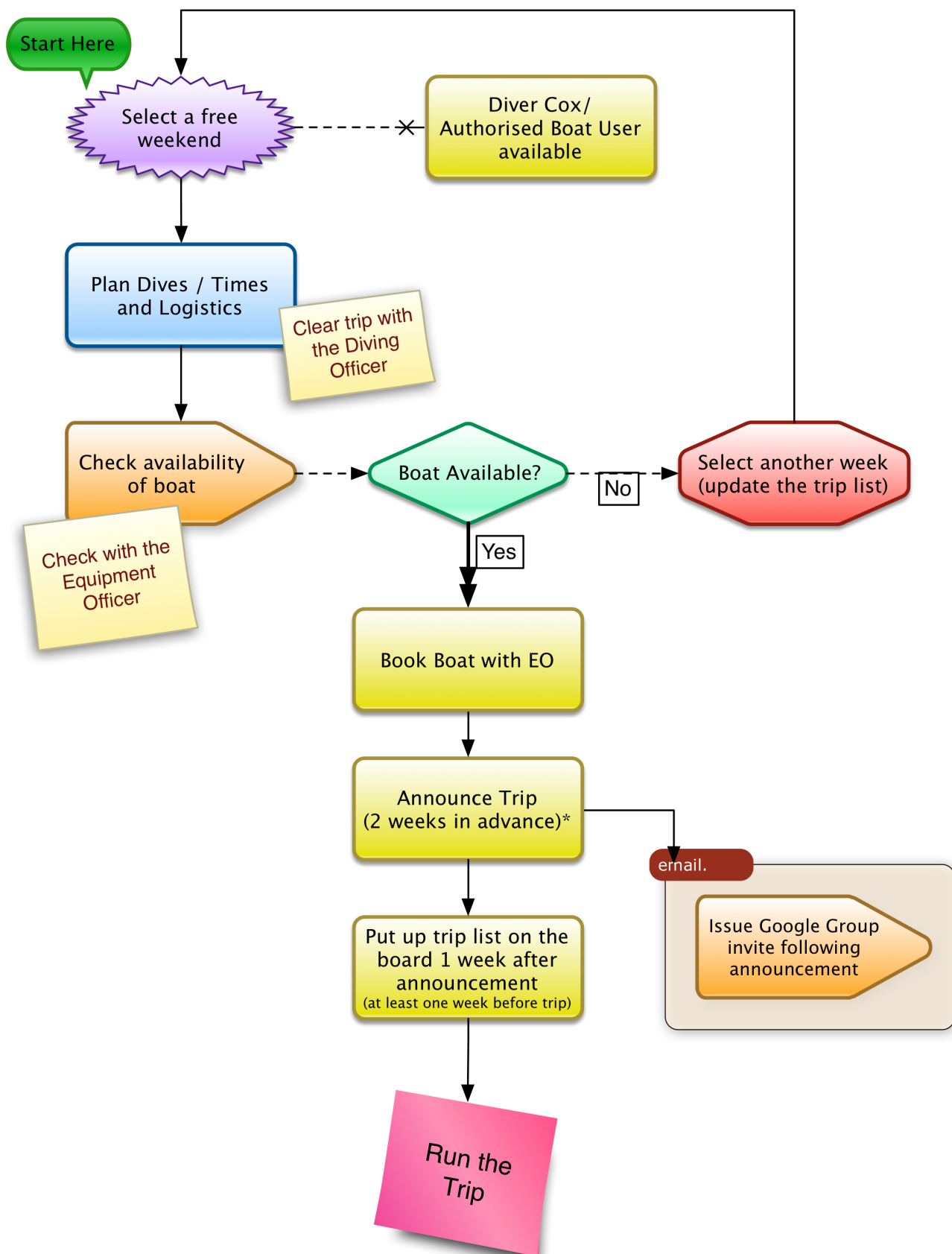
Instructor gifts/recognition

If someone has given up their time for free (that is what all BSAC instructors do), and those who have benefitted from their time and expertise are happy about it then a small gift is perfectly reasonable (and a nice gesture)... This may be in place of expenses at the discretion of the trip organiser/those on the trip.

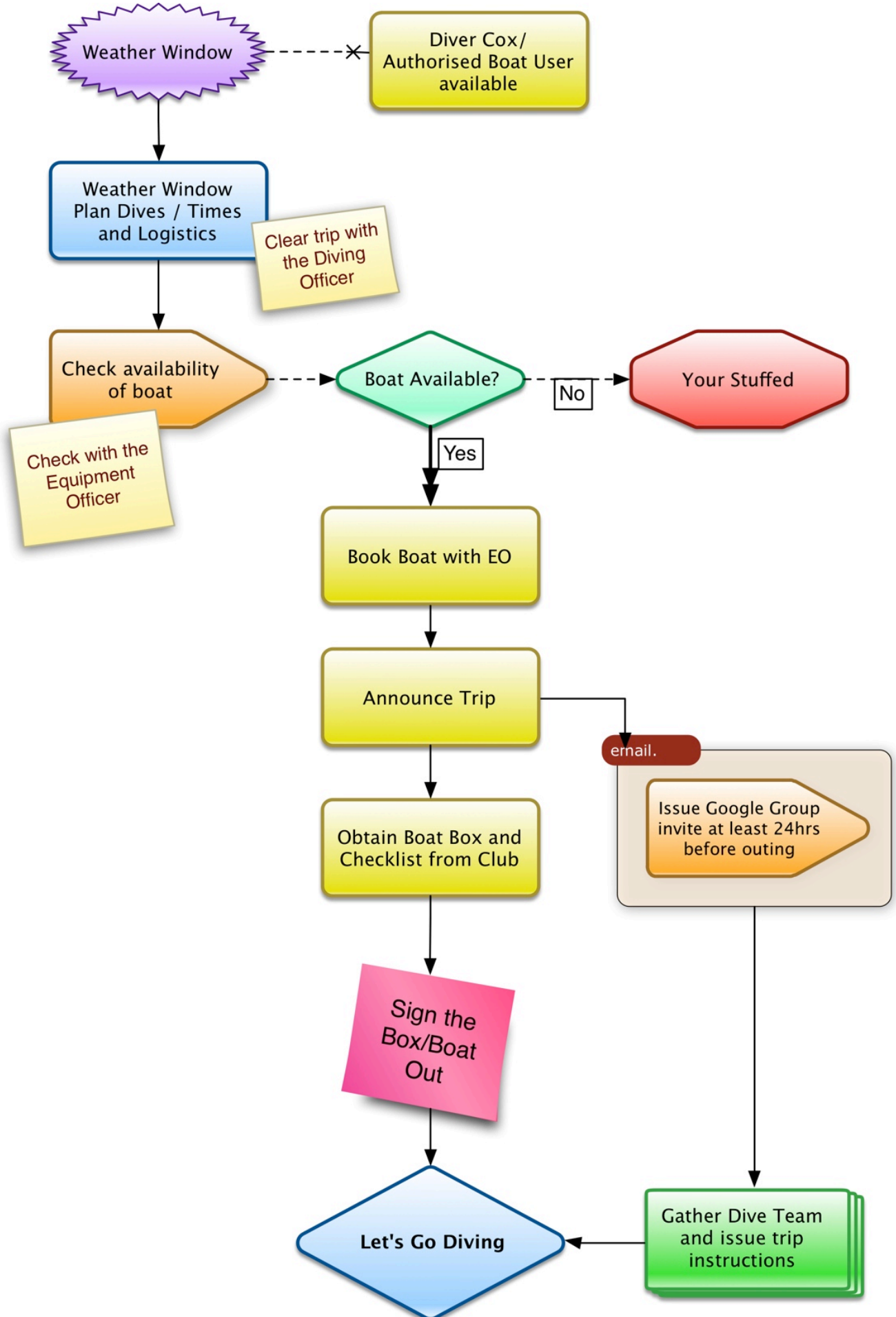
Trip Organiser gifts/recognition

When people go to the trouble of running a trip a small gift or token of thanks in that case is also perfectly reasonable and a nice thing to do. Those on the trip should consider this based on the effort put into organising and the quality of the trip. This is of course entirely voluntary and trip participants should feel under no obligations.

BOAT BOOKING PROCESS FOR PLANNED DIVES



BOAT BOOKING PROCESS FOR IMPROMPTU "CHEEKY" DIVES



Dive trip equipment booking form

Trip details

Trip organiser	
Trip destination	
Dates of trip	
Trip approved by DO?	

Boat

Boat	Estimated distance	Estimated fuel	Cox	Completed by EO		
				Issue date	Return date	Qual?
Top Cat	nm	£				
Cheshire Cat	nm	£				
Total	nm	£				

Minibus

Minibus	Estimated distance	Estimated fuel	Driver	Towing?	Completed by EO		
					Issue date	Return date	Qual?
Minibus	m	£					
Total	m	£					

Other equipment

Equipment	Estimated cost	Member responsible	Completed by EO		
			Issue date	Return date	Qual?
O2 Kit 1	£				
O2 Kit 2	£				
Shotline	£				
	£				
Total	£				

Estimated costs

Total estimated cost	£	Completed by EO
Planned number of divers		Details attached: Y/N
Estimated cost per diver	£	Costs attached: Y/N

Rules

- Trip organiser is responsible for checking all equipment prior to trip
- Trip organiser is responsible for all equipment for the duration of the trip and ensuring responsible use in accordance with BSAC Safe Diving practices
- Trip organiser is responsible for returning all equipment by the agreed date
- Trip organiser is responsible for reporting all damage to the Equipment Officer
- Failure to comply may result in cancellation or refusal of future bookings

Signatures

Trip organiser	(signed)	(date)
Equipment officer	(signed)	(date)

Example Trip Accounts - Single boat used - TopCat

No of Divers **6**

Dives Done	Saturday	Sunday	Total
Diver 1	2	2	4
Diver 2	2	2	4
Diver 3	2	1	3
Diver 4	1	1	2
Diver 5	2	1	3
Diver 6	2	0	2

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Trip Costs			
Boat Storage Fee	£60	£50	£110
Fuel Costs	£25	£20	£45
Wear and Tear (fuel + 15%)	£3.75	£3.00	£6.75

Full Trip Cost **£161.75**

Total Dives **18**

Per Dive Cost **£8.98** **(Round Up to nearest Pound) = £9.00**

18 dives therefore total fees = £162

Return the fuel costs to those who paid them = £162 – £45 = £117

£117 returned to club. *(This covers wear and tear and storage fees)*

Example Trip Accounts* - two boats used – TopCat + Delta

* Downloadable from ECSAC Website.

No of Divers 10

Dives Done	Saturday	Sunday	Total
Diver 1	2	2	4
Diver 2	2	2	4
Diver 3	2	1	3
Diver 4	1	1	2
Diver 5	2	1	3
Diver 6	2	0	2
Diver 7	2	2	4
Diver 8	2	1	3
Diver 9	1	1	2
Diver 10	0	1	2 *

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* - Minimum 2 dives charged...

Trip Costs

Boat Storage Fee **	£60	£60	£110
Fuel Costs (TopCat)	£25	£20	£45
Fuel Costs (Delta)	£35	£40	£75
Wear and Tear (fuel + 15%)	£9	£9	£18
Towing Costs*** (incl 15% W&T)	£85		£85
Parking and other fees	£10	£10	£20

			£353

** - Storage fee only charged for the number of people that used the stored boat, £10 per user per day.

This charge is then split evenly between all the divers on a per dive basis.

*** - Wear and Tear +15% paid to driver of tow vehicle

Full Trip Cost £353

Total Dives 29

Per Dive Cost £12.17 (Round UP to next 50p) = £12.50

29 dives therefore total fees = £362.50

Return the fuel costs and expenses to those who paid out = £362.50 – £45-£75-£20 =

£137 returned to club. *(This covers wear and tear and storage fees)*

In this instance we show a diver (Diver 10) who chose to pull out of all but one of the available dives and as a result they were charged the two dive per day minimum charge. This avoids the costs being unfairly passed to all the other people on the trip. (see also trip guideline No 16 on page 3).