

East Cheshire Sub Aqua Club

DIVE MANAGER TRIP RUNNING GUIDELINES

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V1



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Committee Sign-Off – August xx

High Level Trip Guidelines

PRE TRIP

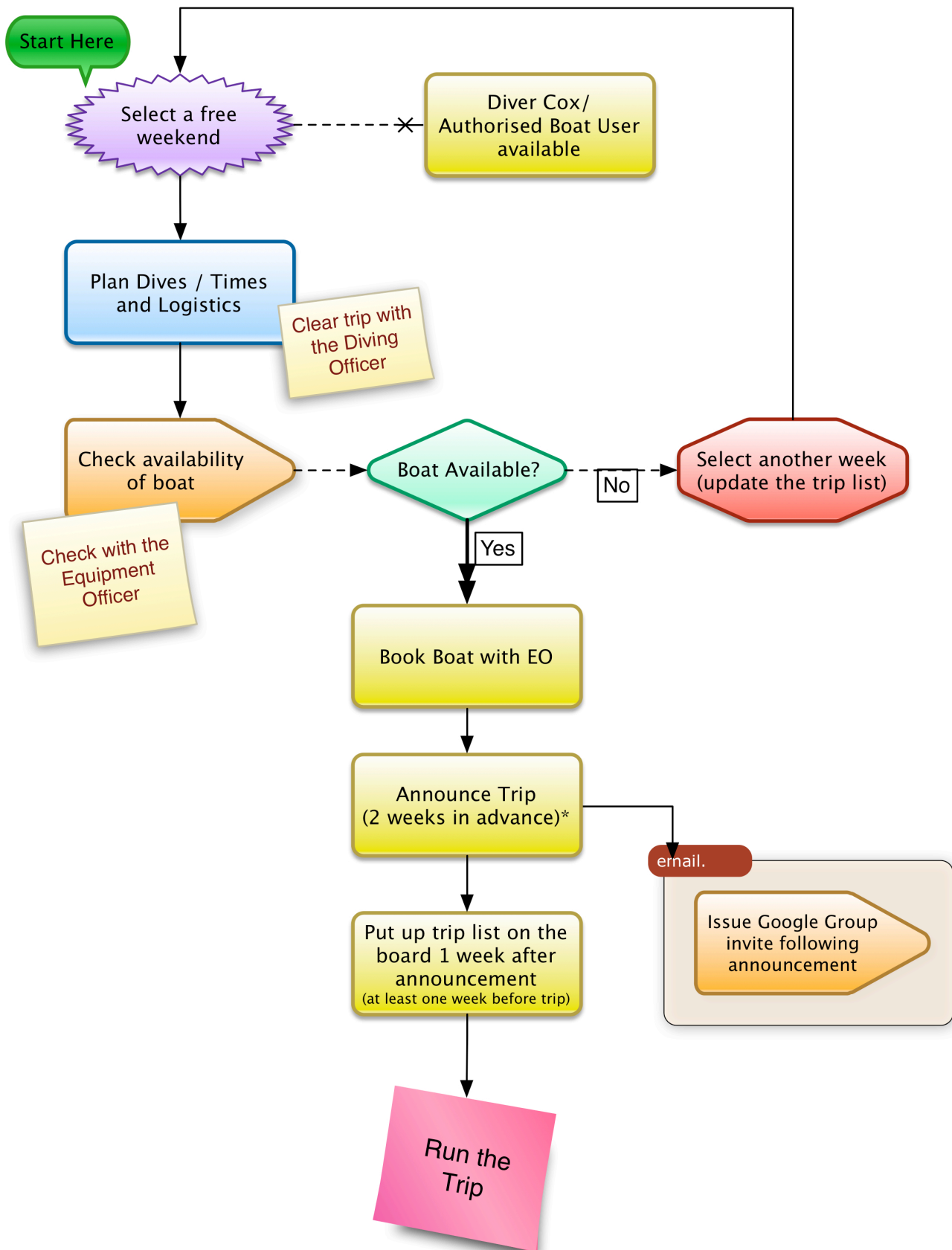
1. Find a free weekend on the dive calendar
2. Check availability of boat
3. Clear with EO and DO that trip outline is OK (ensuring that trip organisers are suitable qualified, that suitable boat handlers/Cox's are available, planned diving is OK)
4. Book necessary kit and boats with EO (via booking form at end of this document)
5. Announce trip on Googlegroups and via verbal announcement at club (please also ensure it is added to the trip list in the newsletter via DO)
6. 1 week later – put up the sign up sheet on the board
7. 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).
8. As plans firm up – if any further payments are needed prior to the trip then the people on the trip should pay when needed.
9. Once money is committed by the organiser then ALL those signed up are liable for trip costs, unless they can fill their place with someone else – it is the participants responsibility to fill a place they have booked not the trip organiser.
10. **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.**
11. 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 is the LAST opportunity for people to pull out before they are committed to pay. If the decision is taken (by the group) for the trip to go ahead then a person fails to show up on the weekend (or chooses not to dive when they get there) they will be deemed to have completed at least 1 days diving (2 dives) and will need to pay that proportion of the costs – thus if someone signs up for a weekend then they will be committed to pay for at least 2 dives.
12. 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 usage fee (for weekends) is £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 are not included in the **Full Trip Cost**
 8. The organiser is responsible for transferring money to the Treasurer and sending a copy of the accounts. Also accounts should be shared with the people on the trip.
13. 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...

POST TRIP

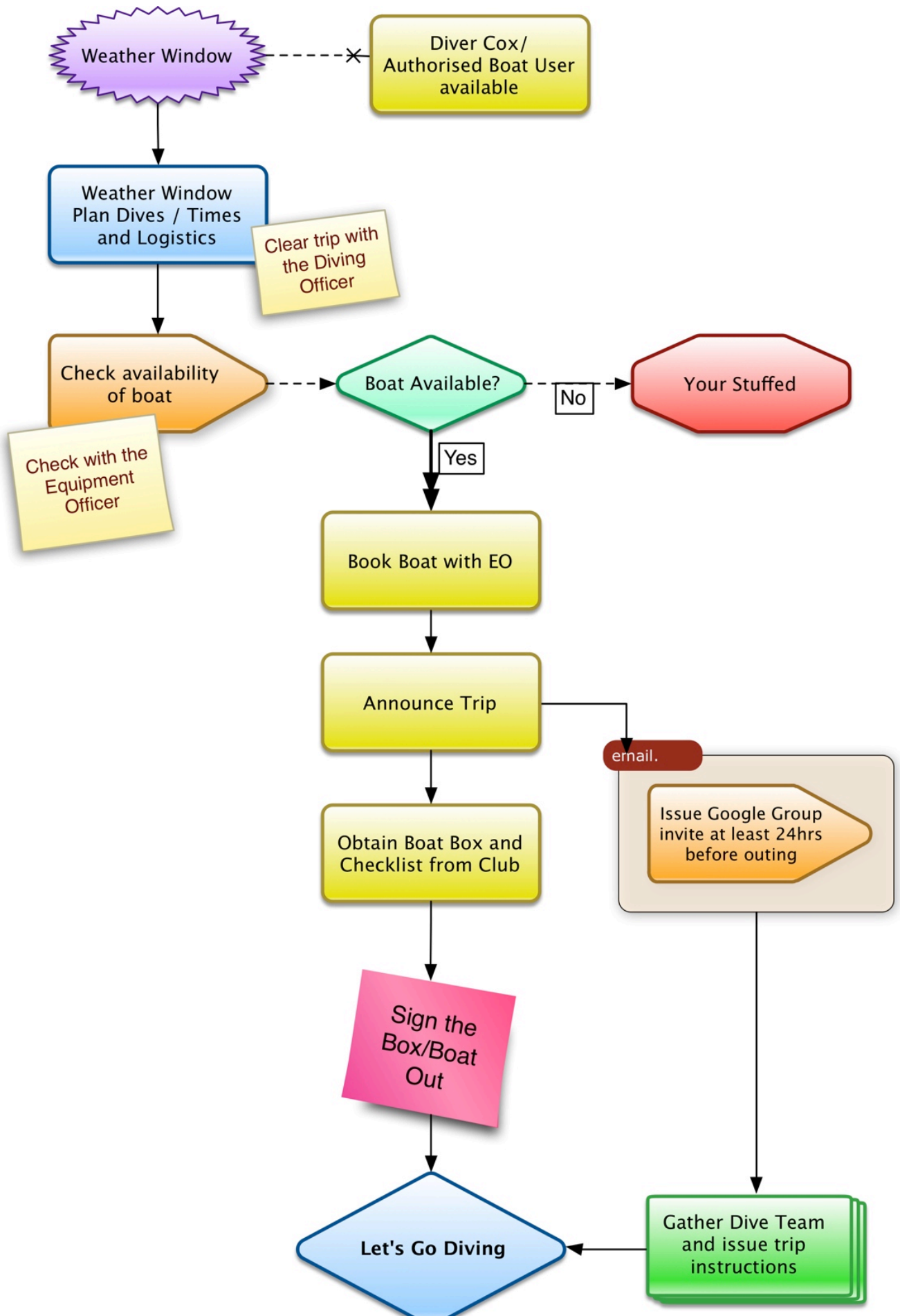
1. A brief trip report should be sent to the DO along with Dive Logs (consider sharing photos etc for the newsletter and provide a write-up for the WebSite)
2. Notes of any kit issues, defects or problems with the club equipment should be sent to the EO
3. **Any** dive related incidents should be reported to the DO asap, a BSAC incident report should be completed

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 10 – the organiser should not be out of pocket). In general terms common sense and fairness should prevail.

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

			18

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

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 TopCat.

*** - 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 minimum charge. This avoids the costs being passed to all the other people on the trip. (see trip guideline No 11 on page 3).