

## CODE OF PRACTICE

### University Of Portsmouth Sub-Aqua Club – 2005/2006

#### 1.0 Introduction

- 1.1 “The University Of Portsmouth Sub-Aqua Club (UPSAC) is totally committed to the safety and well being of its members. As a result the 2005/06 University of Portsmouth Sub-Aqua Club will operate so far as is reasonably practicable, in accordance with the Club’s Code of Practice, its Risk Assessment, the University of Portsmouth Students Union Constitution and Health & Safety Policy, the current National Governing Body Guidelines and the UPSAC Operating Requirements.”
- 1.2 The Club is affiliated to the following recognised National Governing Body (NGB) for our sport: -  
**British Sub-Aqua Club (BSAC)**, Telford’s Quay, South Pier Road, Ellesmere Port, Cheshire, CH65 4FL. (0151) 350 6200
- 1.3 It is the responsibility of each member to ensure that affiliation is paid on the due date, as stated on those members BSAC Membership Card and any information on new or current “Best Practice” requested. The membership secretary will assist and provide information on the renewal process.
- 1.4 The club will appoint a new committee in April/May which will take office in the following October, when the new term starts and before the new training programme begins. The committee will serve for one year.
- 1.5 At least three members of the new committee will arrange a Safety Review Meeting with the Sports Safety Co-ordinator within two weeks of taking office.
- 1.6 The reviewed and signed versions of the Code of Practice and Risk Assessment will be supplied to the Sports Safety Co-ordinator no later than three weeks after the Safety Review Meeting.
- 1.7 The Clubs appointed “Senior Member/ Responsible Person” is Luke Kierman, Diving Officer (Diving and Safety matters) and Ben Furlong, Club President.
- 1.8 It is the responsibility of individual members to bring to the attention of the Committee any known medical condition or previous injuries that may affect their or other Club member’s safe participation. If the issue is of a sensitive nature, then this MUST be raised via the SSC. As part of the membership requirements of the BSAC each member must complete a self-certification medical form stating they are fit to dive. Any medical queries are passed on to recognised medical referees.

## 2.0 Clubs proposed Activities

FOR THE YEAR 2005-2006 OUR PROPOSED ACTIVITIES WILL BE:

ACTIVITY	DAY/ DATE	VENUE/ LOCATION
Training (Pool Sessions)	Saturdays 12 – 3pm	St Edmunds School Pool, Portsmouth
Social Events	Various Xmas Party AGM – May 2006	TBC TBC Queens Hotel, Southsea
Diving Trips	Various	Various

All diving trips are organised by individual members and may be organised at short notice. Most trips are publicised on [www.upsac.com](http://www.upsac.com) and the notice board.

In the case of all Diving and Boating activities, the Diving Officer is always informed and has final say on whether the Trip goes ahead.

## 3.0 Specialist Officers

3.1 The Club Committee will consist of the following officers:

- President
- Diving Officer
- Secretary
- Treasurer
- Training Officer
- Advanced Training Officer
- Equipment Officer
- Boat Officer
- Membership Secretary
- Social Secretary

Some committee positions in the club have special requirements; these are laid down in the Club Operating requirements, as agreed with the UPSU.

Suggested duties/ responsibilities of these Officers are outlined in point 3 of the guidance notes to this document, the UPSAC Code of Practice and the BSAC Branch Officers Handbook.

## 4.0 Trip/ Event Organisers & Activity Leaders

4.1 The University of Portsmouth Sub Aqua Club will follow and adhere to the guidelines for Event Organisers and Activity Leaders, as outlined in the Student Activities Handbook and follow the BSAC guidelines.

4.2 Activity Participants:

Although Activity Leaders are responsible for informing participants on the exact nature and content of any activities, participants should be aware that ultimately they are responsible for their own actions, especially if they

choose to disregard any advice given by an the Event Organiser, the Instructors, the Dive Marshall and/or the Diving Officer.

## **5.0 University/ UPSU/ Club Activities**

All UPSAC activities are undertaken once the permission of the Diving Officer has been given, as per BSAC guidelines.

All trips will have a Dive Marshal as appointed by the Diving Officer, who is responsible for all diving issues on the trip. This may or may not be the Trip Organiser. The decision of the Dive Marshall with regards to dive plans is final.

Due to varied and often-short notice of Trip Organisation, it is impossible to give full details of planned diving events in advance, however the Diving Officer will always be informed and most trips publicised on the website.

- 5.1 The University of Portsmouth Sub-Aqua Club will undertake its activities as outlined in point 5 of the guidance notes to this document and those laid down by the BSAC.

## **6.0 Activities/ Trips Registration**

- 6.1 The University of Portsmouth Sub-Aqua Club will follow and adhere to the guidelines for Trip/ Fixture Registration, as laid out in the Student Activities Handbook and where agreed with the SSC at the Safety Review meeting.

## **7.0 First Aid**

- 7.1 The University of Portsmouth Sub-Aqua Club will follow and adhere to the guidelines for First Aid provision, as detailed in the Student Activities Handbook.

Due to the nature of the Club, all divers with a qualification of BSAC Dive Leader and above have had appropriate training in dealing with diving related incidents and the management of such incidents. Those with the BSAC Oxygen Administration qualification are qualified to give oxygen in the treatment of diving related incidents.

All UPSAC instructors have these qualifications.

Diving first aid qualifications from other agencies are accepted at the discretion of the Diving Officer as per the BSAC guidelines.

## **8.0 Accident & Emergency Procedures**

8.1 The University of Portsmouth Sub-Aqua Club will follow and adhere to the Accident & Emergency Procedures as detailed in the Student Activities Handbook and those of the BSAC. Due to the nature of the club, the BSAC Rescue and Incident procedure will take precedence over UPSU procedure, until such time as the UPSU procedure can be acted upon.

## **9.0 Training Courses**

9.1 In its endeavours to promote the highest standards of instruction, good practice, training and safety, the University of Portsmouth Sub-Aqua Club actively encourages and supports its members to undertake training courses, gain further experience or further qualifications in the sports/activities associated with our Club. The Club will endeavour to follow the guidelines for the provision of training as detailed in the Student Activities Handbook and those laid down by the BSAC.

## **10.0 Club Complaints Procedure**

10.1 The University of Portsmouth Sub-Aqua Club operates a procedure allowing its members to raise complaints about issues or concerns. These might include/relate to: -

- Safety of themselves or fellow participants.
- Safety of Club activities.
- Standard of instruction/ leadership.
- Standard of Club equipment.
- Club Administration.
- Grievance.

10.2 Complaints should initially be addressed to the Club Committee through the Club President and/or Diving Officer. If this does not prove satisfactory a written complaint should be made to the Sports & Societies Officer/ SSC. The matter will be considered at the next available Athletic Union Subcommittee/ Sports Safety Committee meeting. Complaints will be dealt with in the strictest confidence by Club Committee members/ Officers and University/ UPSU Staff.

The BSAC also has a complaints procedure that is available on request.

## **11.0 Governing Body Recommendations**

11.1 The University of Portsmouth Sub-Aqua Club will operate so far as reasonably practicable, in line with our current NGB guidelines as laid down in the BSAC Training Manuals, Constitution and BSAC Safe Diving Practices

## 12.0 Declaration

As a Club Official of the University of Portsmouth Sub-Aqua Club I am aware of my moral and legal obligations to my fellow members.

I have read and understand, agree to abide by, and enforce the rules and guidelines of the Club Constitution, Code of Practice, Risk Assessment and Office to which I hold.

Signed copies of this document are held by The Students Union, Club President and Club Diving Officer.

<b>POSITION</b>	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>President</b>	Ben Furlong		
<b>Secretary</b>	Melanie Pritchard		
<b>Diving Officer</b>	Luke Kierman		
<b>Training Officer</b>	Jodie Ferguson		
<b>Advanced Training Officer</b>	Chris Guy		
<b>Treasurer</b>	Paul Offord		
<b>Social Secretary</b>	Graham Maylon		
<b>Boat Officer</b>	Jamie Mulholland		
<b>Membership Secretary</b>	Angela Martin		
<b>Equipment Officer</b>	Chris Bell		

### Appendices (if necessary)

- University Of Portsmouth Sub-Aqua Club Operating Requirements
- UPSAC Instructor List