

Diver Planners Checklist

1. Decide upon your objectives (training, fun etc), which in turn will help you decide upon:
 - Destination and specific dive sites
 - Type of dive (hardboat, RIB, shore dive)
 - Minimum level (Novice, Ocean Diver, Sports Diver etc)
 - Number of spaces available
 - Duration
 - Approximate cost
2. Make sure if your trip involves a hardboat and/or accommodation that you book these well in advance. Speak with the Treasurer to secure a deposit cheque
3. Contact the Diving Officer early on to check your plan. Complete a Dive Planner, and submit it in good time for the DO to approve it
4. Check on the availability of a suitably qualified Dive Marshall and Deputy Dive Marshall. If there are novice or inexperienced divers on the trip, make sure you have enough Dive Leaders and Instructors available
5. Give the Chair at least 5 weeks notice if you require a Union minibus for your trip. Inform them of the names of those going on the trip so that the relevant paperwork can be completed in good time
6. Send out an e-mail on diver-l@cardiff.co.uk containing the following information: when, where, type of diving, minimum experience required, approx cost. Also announce it on Wednesday in lectures and in the pub
7. Contact the Equipment Officers in good time regarding which items of kit you need to borrow for the trip. If the trip involves the Club RIB, contact the DO or the Boat Officer to make sure it is available for the trip
8. Contact those going on trip, informing them of when and where to meet, travel arrangements, accommodation details etc.
9. Check weather forecasts, offshore shipping forecast, and inshore shipping forecast. If necessary, change the plan. If so, inform the Diving Officer, then all members on the trip.
10. Final confirmation to all members on the trip.
11. Go Diving!
12. Collect any money owed.
13. On return, contact the Diving Officer to confirm all went well, and pass on completed Marshalling sheets. If training was undertaken, submit report to the Training Officer
13. Write the trip report and send it to the Websmaster.
14. Bask in the glory of a job well done!!!