

1. Introduction

This handbook has been produced as a guide to help members get the most out of their diving with Kendal & Lakes Sub Aqua Club, branch 0546 of the British Sub Aqua Club (hereafter referred to as “the Club” or “Club”).

This document covers the following areas -

- Club Membership & Benefits
- Diving Practices
- Club Equipment
- Welfare Policy
- Useful Information.

The work done on your behalf by the club committee, officers, instructors and other helpers is on a purely voluntary basis; they do it because they want to, and they enjoy it! It is hoped that you will also consider ways in which you might assist with the continuing growth & development of your club, helping with equipment, volunteering as a Club Officer, or Committee Member, or by becoming an Instructor.

Not only should these guidelines be helpful to you, but it will guide others in their duties.

The advice in this Handbook is not cast in stone; It is intended for guidance; to provide divers and dive manager's alike with resources to plan & manage safe recreational diving. Members are also advised to make themselves familiar with the Club Constitution & Bye Laws, available on our website at <https://kld.org.uk/schedules.>

2. Club Membership & Benefits

Membership payments & renewals

For those still paying our treasurer direct, The Club Common Renewal Date (CRD) is 1st September. However, we are moving to payment through BSAC HQ by direct debit and prefer you to include your branch subscription with this method. Choosing this option allows you to pay the branch subscription either annually or in monthly installments at no extra cost and makes out paperwork easier.

- New members will automatically be directed to this payment method
- Existing members who already use Direct Debit for their annual membership just need to phone membership at HQ and ask them to take the club fees either annually or monthly.
- Existing members who have in the past paid our treasurer by cheque or BACS will need to download and complete a Direct Debit mandate and email it to HQ.

<https://www.bsac.com/document/direct-debit-mandate/>

Using this method, your BSAC membership is taken annually on your renewal date and club fee will be taken by HQ around the 15th of each month and passed on to the branch around the 25th of the

month. When first setting up a Direct Debit with the BSAC, you are entitled to a £10 discount on your first membership payment.

Medicals All members are required to complete a medical declaration on an annual basis.

Membership

These are the classes of membership, open to the community at large, subject to eligibility without discrimination:

- Full Diving Membership, for which any person 18 years of age or over is eligible.
- Junior Diving Membership, for which any person between the age of 10 - 17 shall be eligible.
- Student Diving Membership, for which any person of the age of 18 or over shall be eligible provided that they are in full time education.
- Snorkel Diver membership – all age groups
- Associate Membership, for which any person shall be eligible, but which shall not entitle such a member to take part in snorkeling or any other activity involving use of a SCUBA or CCR
- Honorary Membership, which shall be conferred solely by the Branch Committee and for which any person shall be eligible, having served the club for 20yrs and nominated by the committee.
- Patron, which shall be conferred or withdrawn solely by the Branch Committee, to person or organisation selected by the Branch Committee and approved by the Club.
- All classes confer voting rights at the AGM, with the exception of Junior and Associate member.



Members will retain their membership until they have resigned: If payment of Branch or BSAC subscriptions, in respect of any period is 30 days or more overdue, a member will be deemed to have resigned. If you do let your membership lapse, you will be unable, due to insurance requirements, to take part in Club dives or trips. To dive with the club, you must have current BSAC membership as this confirms the validity of your insurance.

Benefits

Diving members of the Club are also members of the British Sub Aqua Club and enjoy all the benefits that entails including worldwide £10m 3rd party liability insurance, access to diver training program, monthly magazine and expert advice.

Membership of the Club offers the following benefits: -

- **Training** – The Club is able to deliver all BSAC training, up to and including Advanced Diver, as well as a large number of Skill Development Courses.
- **Air** – The Club owns its own compressor, costs for air fill are detailed in Table 3.
- **Oxygen** - The Club can provide Oxygen to suitably qualified members, Oxygen costs are detailed in Table 3. (subject to change without notice)
- **Nitrox** – The Club can provide Nitrox to suitably qualified members, Nitrox costs are detailed in Table 3. (subject to change without notice)
- **Trimix** - The Club can provide Trimix to suitably qualified members, Trimix costs are detailed in Table 3. (subject to change without notice)

- **Club dives** – The club organises a range of dives that are suitable for differing levels of experience and qualification
 - **Red Diver Log Books** – Available from the Treasurer. Keep a detailed record of all your dives
 - **Safety** – All diving and training will be in accordance with BSAC Safe Diving guidance
 - **Experience** - Members can gain knowledge from other Club members and on regional events
 - **Club Website** – www.kld.org.uk contains information, events listing, information on popular dive sites and links to other useful sites, likewise the club Facebook page has photos, events and contacts <https://www.facebook.com/groups/KALSAC/>
 - **BSAC Website** www.bsac.com details further membership benefits.
3. **Safe Diving** Diving is carried out following the guidance for Safe Diving, published by the BSAC and can be viewed here <https://www.bsac.com/safety/safe-diving-guide>

4. Care of Club Equipment

The Club has items of equipment for the use of members. Proper care and attention to this kit will help prevent failure/breakdown, extend its useful life, minimize maintenance costs, and therefore help to keep Club subscriptions down.

Diving Equipment

The Club has equipment for pool training (masks, snorkels, pool fins, BCD's regulators, cylinders).

Some of the equipment is allowed for use in Open Water, with individual permission from the Diving Officer. It is expected that club members will acquire their own set of diving equipment.

The Club's Equipment Officer will endeavour to keep equipment properly maintained and serviced, in accordance with manufacturer's recommendations and appropriate to its use.

Safety Equipment

The Club's safety equipment is usually kept in the compressor house. This consists of a Marinox (oxygen) kit, a first aid kit and a Zoll AED (defibrillator).

If for any reason items are taken from the first aid kit, or the O₂ cylinder, or if the AED is used, the Diving Officer should be informed so that replacement or replenishment can be arranged. All members are encouraged to take the free AED familiarization course available on the BSAC website. (log in and search AED).

NB: It is preferred that anyone administering oxygen should have completed the oxygen admin course. This training is available at low cost to all club members.

The Dive Manger should ensure that the O₂ Kit(s) are assembled and sufficiently charged prior to all dives, or delegate a qualified person to do so.

5.1 Welfare & Safeguarding policy

The branch fully complies with the BSAC Welfare and Safeguarding policies which can be viewed here.

<https://www.bsac.com/advice-and-support/club-support/duty-of-care-and-welfare>

Because the club is open to members under 18 and other vulnerable persons, all instructors are required to complete an enhanced DBS check and this is done via our Welfare Officer at no cost to the individual.

If any member has concerns regarding welfare of themselves or others, then contact our welfare officer who is a committee member and his details are shown in section 6.1

The main welfare policies are also available on the club website <https://kld.org.uk/schedules/>

The club, through BSAC headquarters, has a whistleblowers line which is concern@bsac.com

5.2 Safety & Procedural Concerns - reporting

Diving, by the nature of the sport, takes place underwater and most often in a buddy group of 2 people. If there is disagreement, the problem needs to be sorted because we all depend on our dive buddies in stressful situations and failing to solve a problem is counter-productive to this aim.

Procedure to be followed.

If any member has concerns regarding what they believe to be a safety issue or a diving procedure, they are first to try and discuss it with the other member or dive buddy concerned. Any serious safety issues should be also discussed with the dive manager or diving officer. (Any welfare issues or problems should be reported via our welfare officer).

If the member is not happy with the answer, or if the concern is such that they cannot discuss directly with that member, they should speak with any committee member they feel comfortable talking to. That member will advise them of the best way forward - either by talking directly with the Diving Officer, or by bringing it before the club committee.

Diving Incident Reports are a good way of making sure that any serious issues are properly looked at and these are treated anonymously to get better safety data. Many minor incidents with good outcomes are also reported. Incident reports inform the BSAC of the need for any changes to training practices and are used to promote diving safety for all.

If a member is still not satisfied, they have the option of contacting the NW regional coach northwestcoach@bsac.com and finally by taking the problem to head of safety at BSAC HQ. Jimw@bsac.com

6.1 Club Officers, 2024

Chairman	Paul Fry	paul@langdalebrewing.co.uk
Diving Officer	Gary Davis	garykd@icloud.com
Training Officer	John Adams	john.adams@bsac.com
Treasurer and Membership Secretary	Gordon Donald	a-donald@sky.com
Equipment Officer	Gareth & John	john.adams@bsac.com
Welfare Officer	Gareth Field	garethdfield@gmail.com
Secretary	Andy Higham	andrewahigham@hotmail.com
Committee Member	Lisa Singleton	lisa.singleton90@btinternet.com
Committee Member	Julia Salisbury	juliasalisbury@icloud.com
Committee Member	Terry Curwen	terry@tcmotorskendal.co.uk
Co-opted member	Debbie Davis	debs_cannybrow@icloud.com

6.2 Membership Subscriptions

Club membership fees are given in Table 1. BSAC membership rates are set nationally and are not negotiable. Branch rates are set locally by the Committee and depend on the levels of expenditure required to maintain the club facilities/equipment/services etc.

6.3 Training Fees

Training fees are detailed within Table 1. All divers under training must be Branch members. Training costs include lectures, practical instruction, course notes, BSAC pack where appropriate. Ocean Diver, Sport Diver and Dive Leader packs are now digital including online e-learning theory. Entry costs for students to Capernwray are not included within training fees. Entry level training fees are subsidized for 2 years by a training grant from Sport England.

Ocean Diver training includes air and use of club pool equipment and the cost includes 2 days of full equipment hire for the open water dives (payable directly to Capernwray). Costs for Sport Diver and upwards assumes divers have their own kit and pay for their air / gas at cost.

6.4 Kit Hire

The best way to enjoy and be comfortable diving is to own your own equipment, however this is not always possible when starting off, so we have negotiated a special hire rate with local Dive Centre Capernwray for a full set of kit (including drysuit, undersuit, hood, BCD, Regulators, tank, mask and fins).

6.5 Cylinder Filling

Filling evenings are Thursday throughout the year and Monday during the Summer. The location of the compressor house is shown in Figure 1.

The compressor is operated by Club members. All members can become compressor operators following training. The diving officer issues a compressor filling rota.

Air/Gas filling costs are detailed within Table 3.

Compressor House Best Practice

The club has an amazing gas room with the facility to compress air, clean air, Nitrox of any mix using continuous blending and a gas blending facility for trimix supported by a large Haskell pump. Compressing cylinders is carried out by suitably qualified members and gas blending is undertaken by specific members with blending certificates.

Empty Air cylinders should be left next to the compressor with a "please fill", or a Nitrox tag on them. They should be clearly marked with the owner's name in a prominent place preferably on the shoulder and they should be in test.

Any cylinders out of test date will not be filled. The club can advise on cylinder testing at reasonable prices at an IDEST test facility

Full cylinders are deposited to the left of the door and will have tape over the valve opening.

Members are asked to check their cylinder contents on collection and before heading off for a dive. There is a digital pressure gauge on the wall behind the workbench.

Nitrox cylinders should be O2 clean, be left next to the O2 J storage bottle and have a numbered tag from the board at the back of the house attached.

The tag number should be entered on the Nitrox register on the bench with cylinder details and the requested blend or clean air.

The Compressor Operator will sign when he has completed the 'Nitrox' fill, showing the % of the mix provided, both on the sheet and the sticky tape provided, which will be affixed to the tank.

Any member receiving a filled tank of 'Nitrox' should sign the 'Nitrox' sheet, confirming the percentage of O2 provided is correct (the club O2/He analyzers must NOT be removed from the compressor house).

Where possible members should consider the compressor operator by removing valve covers or caps.

Only members who have successfully completed the Compressor Operator course may charge cylinders.

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Table 1 Membership Costs 2024

Grade	BSAC	Branch	Total
New member, Ocean Diver, Sport Diver, Dive Leader	£68.50	£85	£153.50
Joint member (live in same household	£49.50	£75	£124.50
Advanced Diver	£63.50	£85	£148.50
Open Water (Club) Instructor	£63.50	£63	£118.50
Advanced Instructor and First Class Divers	£58.00	£58	£116.00
Student/Junior	£37.00	£60	£97.00
Associate membership (non diving – non snorkeling	£37	£27.50	£64.50
Snorkel Membership	£25	£25.00	£50.00

Table 2 Training Fees From August 2024

Grade	Price	Notes
Ocean Diver with online E-learning theory course	£190	Digital materials, e-learning course, pool equipment and 2 days full kit hire for open water. This price includes a £50 subsidy from Sport England.
Sport Diver with online. E-learning theory course	£105	Digital materials, e-learning course. Extras – Capernwray entrance and KLD club equipment hire if needed at £35 a day. This price includes a £31 subsidy from Sport England.
Sport Diver Crossover from other agencies	£120	Digital materials, intro to BSAC module via Zoom, Sport Diver e-learning course, Capernwray training. Extras – Capernwray entrance and equipment hire if needed. This price includes a £31 subsidy from Sport England.
Dive Leader + oxygen admin (Oxygen admin now requirement for starting DL	£162	Includes digital materials and online e-learning courses for both oxygen admin and Dive Leader. The oxygen admin course has to be completed before starting Dive Leader.
Dive leader Crossover from other agencies	£166	Intro to BSAC module via Zoom. Includes digital materials and online e-learning courses for course for oxygen admin and dive leader.

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Advanced Diver	£100	Digital materials and instructor assessed modules.
Advanced Diver Crossover	£140	Digital QRB
Try Dives (Usually £50)	Free	Fully Sponsored by Sport England

Table 3 Air/Gas Costs

	Costs	Notes
Air Fills	£4.00 per fill or a one off fee of £50 following which all subsequent fills are free	-
O2/NITROX	1.5p per litre	-
Helium	5p per litre	
Compressor House Keys	£5 (Deposit)	Available from the Treasurer

Nitrox 32% (At cost to promote Nitrox diving)

10 Litre	£4.80
12 Litre	£5.78
15 Litre	£7.20
Any other sizes	By request

Nitrox 36%

10 Litre	£6.45
12 Litre	£7.74
15 Litre	£9.68
Any other sizes	By request

NB: Due to Gas price fluctuations, prices may be changed without notice.