

South Florida Divers, Inc. – Scuba Club

Revised, January, 2007

Policies & Procedures

I. Dives:

A. How to sign up for a dive

Dives will be scheduled at the previous month E-Board meeting and announced in our monthly newsletter Calendar section. At the General Meeting a sign up table is provided with sign up sheets for each event. Payment is to be made when signing up for an event. It is not required that a member sign up for these dives at the General Meeting. A call to the coordinator plus payment received will get you on board. Regardless of the method used to sign up, full payment must be received no later than the Monday prior to the dive or else you will not be considered a part of the dive group and will be required to make your own arrangements. Payment must be made to the attending Treasurer to confirm a reservation for that event on a first come first serve basis. If payment is not received, a reservation cannot be guaranteed for the trip. It is the responsibility of the member to sign up and make payment at the meeting or by mail by sending a check to the Treasurer.

B. Private Boat Dives

Private boat dives are dives in which Club members volunteer their boat for a day of diving. Member boat owners invite you to share in a day aboard their vessel with fellow members. These trips are usually two tank dives and you must provide all of the gear that you will need for your type of diving, including tanks. We will meet at a preset time and location, where boat assignments will be made. Please take note that the majority of these dives are leisure dives, where food & beverage are your responsibility. Private boat owners reserve the right to determine requirements for members participating and to limit the number of participants.

C. Charter Dives

Charter dives are dives in which a Club member volunteers to serve as a coordinator for a dive trip, using one of the local charter operations available. Sign ups for these dives require full payment (or a deposit for an overnight trip) to reserve a space as determined by coordinator or Club policy. All dive trips are on a first paid / first serve basis, depending on the type of dive event that it may be. Most dives are limited in the number of participants. The coordinator shall specify the number of spots available. However, alternates are always possible due to last minute cancellations (refer to Cancellation Policy section). Charter dives are prepaid by the Club for confirm reservations, and all costs are divided equally by all divers including the coordinator.

From time-to-time dives will be arranged to which there will be no cancellation allowed for members after they have signed-up due to the terms and conditions involved. It is the responsibility of the coordinator to fully inform members who sign-up for these dives of this provision. A member always retains the right to find a replacement if they have to withdraw from one of these events. However, the original signing member remains responsible for assuring full payment to the coordinator/Club.

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It will be the responsibility of each participant to check with the coordinator prior to each and every Club sponsored event. It is also the responsibility of every participant to contact the coordinator to cancel. The event could change due to participation, weather, or any other unforeseen event.

The coordinator will retain the right to cancel charter dives for good reason. In the event that the coordinator needs to cancel a scheduled dive due to personal reasons he/she is required to try to find a replacement so that the dive need not be terminated. If the dive must be permanently cancelled it is the responsibility of the original coordinator to so notify all affected members, the dive boat and the Treasurer so that any refunds due members can be made. The dive operation captain is the only one that can cancel a dive charter due to weather conditions,

1. Saturday events: Call your coordinator no later than 9 PM Wednesday
2. Sunday events: call the coordinator no later than 9 PM Thursday.
3. If you have not confirmed with the event coordinator and the coordinator has not been able to reach you, a space may not be available.

D. International & Overnight/Multi-day Trips

International and overnight trips are away trips coordinated by a Club member. These trips involve a great deal of planning and dedication in order to accommodate more than ten (10) persons with airfare (or some type of transportation), hotel accommodation, and most importantly a dive operation that will be suitable to all participants. These trips are offered as a package deal. The group rate and special services are based on discounts for a guaranteed number of divers. All international and overnight trips require scheduled payments, that once established are not subject to change. Upon signing up for a trip, the trip coordinator will supply an information packet including when, where, how and payment schedules. Final payment must be made at least 30 days prior to the cancellation date.

E. Beach Dives

Beach diving is stressful. The coordinator has the right to limit the number and determine requirements. All participants must sign a liability release waiver to participate.

II. Parties:

A. How to sign up for a party

Sign up sheets for parties will be provided at each meeting. This serves a dual purpose; to help us plan on the number of participants for food, drink and entertainment needed, and as a gauge for the different array of side dishes brought to the events.

All of our parties require a covered dish:

1. Single Membership & one guest require one (1) covered dish.
2. Family Membership requires one (1) covered dish.
3. Guests are required one (1) covered dish per every two guest.

The only parties that will require an admission charge are the Pig Roast, the Seafood Fest and the Holiday Party. The admission charge applies to all attendees 13 and over. Charges for all events shall be determined by the Executive Board and are subject to periodic change.

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B. Pig Roast

The Pig Roast is an annual event held in the second quarter of the year. The Club will provide a roast pig (prepared and cooked by a few dedicated members of the Club), soda, wine and beer. There is a per person admission charge and a covered dish will be required.

The Pig roast is very popular and is one of the best-attended parties that this Club holds. It's not only the place for good food, drinks, and fun, but also the best place to meet other members that you don't already know and a good time to kick off the dive season.

C. Seafood Festival

The Seafood Festival is held during September as an end of summer diving season event. We cook what you catch on that day's dive so we schedule the party to follow a dive event (private boat, charter or beach dive). The Club provides location, grill, chef's, beer, wine and sodas. If you are not lucky enough to catch dinner, you must provide your own entree. A covered dish is also required at this party. Members and guests must pay a cover charge for this event.

D. Holiday Party

This is our annual semiformal, and is held in the beginning of December. The Club provides a rented hall, main food course, open bar, music and plenty of great holiday atmosphere! This is our biggest party of the year, and not one to miss.

There is a cover charge for members and for their guests. In addition, you must provide a covered dish.

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III. Payment, Refund & Cancellation Policy:

A. Payment

All trips, dues and fees are payable to South Florida Divers by check or cash. The only exception to this policy is a private boat dive. See your private boat dive coordinator for details. All Charter trips will have a cancellation and/or non-refundable date as specified in section C, Cancellation Policy, below. A payment schedule and a final payment date will be provided by the coordinator of each specific International or multi-day event (see Section D of this document).

B. Refund

Refunds are issued for any dive or trip that has been officially cancelled, and it is the coordinator's responsibility to inform the Treasurer that the trip has been cancelled, and to whom refunds are to be made. The Treasurer will issue a Club check to the applicable parties.

No refunds will be generated automatically. Club checks are issued only at General Club Meetings and E-Board meetings unless otherwise specified by the Treasurer and/or coordinator on a per event basis. Refunds are NOT issued for trips that have NOT been officially cancelled.

Sometimes extenuating circumstances occur and these will be dealt with on an individual basis.

C. Cancellation Policy

All charter trips, international trips and some other events will have a cancellation policy and/or non-refundable date. After such date members will be responsible for complete payment for such charter, trip or event.

The member who is withdrawing from a dive/event (regardless of reason) after the scheduled cut-off date is responsible to find a replacement for their spot. The canceling member is responsible for the remaining balance providing cancellation was made after the stated cancellation date until such time as a replacement can be found and that replacement has made full payment. The coordinator will furnish a list of members signed-on as alternates, if available. It is the responsibility of the canceling member to contact alternates to obtain a replacement. It is also the responsibility of the canceling member to obtain payment from the replacement member for the amount that has already been paid into the dive/trip/event as well as any remaining balance. The canceling member, however, is still responsible for assuring full payment.

Should a canceling member elect not to pay a remaining balance, such member will be considered to be not in good standing and will not be permitted to participate in any further Club activities until such time as the open balance has been paid in full. As a last resort to collect payment the Club reserves the right to deduct the unpaid amount from any funds that have been paid into and are being held for that member for prepaid events, when and if available.

The replacement does not have to be a Club member unless a waiting or alternate list of members is available. All Club members have the right of first refusal, providing they are in good standing. The replacement also must be suitable for the level of skill that the dive/trip/event requires. The coordinator will make the final acceptance of the replacement with the approval of the Executive Board.

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D. Reimbursement

1. No payment or reimbursement will be issued without a receipt being presented.
2. No Club checks will be handed out in a blank form.
3. No payments will be made for any receipts not turned in within sixty days from the event or the date that such receipt was generated.

IV Members Participation:

A. Events

All events in our club are organized and run by individual members that volunteer to be coordinators. The coordinator volunteers the time to organize the event, and obtains the best possible price for the event. He/she presents it to the Executive Board to present to the general membership. The E-Board will help any member get started as a trip coordinator, providing him/her with information needed for the trip to be a total success. Members may have an Executive Board member or any other member present trip plans to the Executive Board.

The only requirement on all club sponsored and coordinated trips is that ALL discounts be divided among ALL event participants. Everyone is expected to pay the same amount for each trip, including the coordinator.

B. Private Boat Dive Etiquette

When participating in a private boat dive, there are a few small rules that are to be observed at all times. In order to keep private boat owners running these dives, the following rules will apply.

1. After assigned a vessel, see boat captain for boarding instructions.
2. Upon boarding, ask your Captain for a vessel orientation.
3. Watch what you grab on the boat (antennas and other parts can break).
4. Dive with your buddy **AT ALL TIMES**.
5. All tanks should have tank boots to protect boat surfaces.
6. Do not drop your weight belt on deck.
7. Keep your gear in check at all times.

Remember: you are a guest on board the Captain's vessel. You must respect his or her property at all times. The Captain will always have the right to abort the dive at anytime.

Some private boat dives are overnight trips, and those trips are Captain's choice.

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