

Chorley BSAC Members Handbook

Overview of Chorley BSAC

Chorley Sub-Aqua Club (Chorley BSAC) is branch number 0304 of the British Sub-Aqua Club (BSAC), and was first registered in 1968.

The club now has over 60 members ranging in age from 12 to over 60.

We run a range of diving and training activities throughout the year, catering for a wide range of experience, interests and budgets. We welcome members of all ages irrespective of gender, race etc... all we ask is that you are interested in diving!

Membership – joining and renewal

This is managed by the Membership Secretary. Membership renewal is due on the 1st of November each year.

All new and renewing members will be required to complete a BSAC membership form, medical self-declaration (and medical referee endorsement if required) and ensure that their In Case of Emergency (ICE) details are up to date. If you have any medical conditions that emergency services should be informed about in the event of an incident, please pass the details to the Diving Officer (in a sealed envelope if preferred).

For dive trips, the DO or Welfare Officer will provide the Dive Manager with a summary for the group. For local dives, the DO or Welfare Officer should be contacted in the event of an incident in order to obtain ICE information.

All new and renewing members will be given access and directed to the Branch website where the Branch Handbook is available. Additionally members will be able to access, and will be directed to the BSAC site where the BSAC Membership Handbook is available.

Chorley BSAC website

The club website offers a wealth of information and can be found at:

www.chorleybsac.org.uk. The latest club information can be found on the web site, which includes an active Members Forum. The Forum is the place to find out about or publish potential dives, training courses and social events. Members are urged to register on the Forum and to check this on a regular basis. To register, please visit the website and click on Members Forum. Follow the registration link where you will find instructions for signing up.

Meetings

Attending the club on a Wednesday evening is a good way of getting to know people and finding out what's going on. We arrange an 'open forum' and dive calendar meetings about twice per year, where members discuss dive trips and training needs which are then published on the Club Calendar.

Under 18s

We welcome junior members and take our responsibilities seriously for their welfare and safety, as evidenced by our Clubmark accreditation. In that respect it is important that a parent or carer is present for all training and diving activities. We also request contact details so that a parent or carer is copied on all correspondence and can be contacted in an emergency. The relevant Junior Coach(es) will be provided with these contact details.

The Training Officer is the Leading Junior Coach and any Instructor with a current DBS check is an Assistant Junior Coach. Their roles are outlined on the website <http://www.chorleybsac.org.uk/committee/junior-coach.htm>

Please note that St Joseph's Social Centre is a member of the Police Charter therefore the centre requires under 18s to vacate the premises by 10pm.

Training with Chorley BSAC

This is managed by the Training Officer, under the direction of the Diving Officer. No one will be selling you the next course but we are always happy to help you to progress. Please speak with the Training Officer who will check the availability of instructors and make suitable arrangements to meet your requirements.

In turn please ensure that you turn up on time and with the right equipment. If you are unable to attend a planned training session for any reason please let us know in advance.

We have a strong team of Instructors, some of whom are also actively involved at Regional and National level. This means that we can offer a wide range of Skill Development Courses in addition to the regular Diver Training Programme. Please let us know what you are interested in doing, and we will try to arrange it.

Loan of Club Equipment

If you are new to the world of SCUBA, the club will loan you a set of training equipment.

Loan of club equipment will be free of charge for use during your first year's training or until completion of Ocean Diver whichever is the shorter. Use beyond this period will incur a monthly fee. We may ask

you to return this kit to the club if we need it for specific events such as try dives. Please note that it is not practical for us to have a range of drysuits to fit all shapes and sizes, so you will need to hire, borrow or buy one for your open water training.

You will be shown how to assemble and look after the kit which you will take home after each training session and bring along to the next session. It is your responsibility to look after the kit and obtain the necessary air fills. It is the Club's responsibility to ensure all equipment is in test and fit for purpose. Any faulty equipment should be reported immediately to your Instructor.

It is expected that during this first year you will begin to acquire your own kit as you progress. The Instructor team are available to advise you before you buy equipment.

Training Locations

The club meets each Wednesday at St Joseph's Parish Centre, Harpers Lane, Chorley. Our theory lectures and other talks and meetings are held here in a classroom environment.

Bookings for training lectures and other club meetings, using the facilities at St Joseph's club are strictly managed through a club appointed nominee.

On Friday evenings we meet at the Nye Bevan Swimming Pool in Skelmersdale, where we do all of our pool lessons. Initial open water training dives will generally be organised at The Delph, a local dive centre in Eccleston, or at Capernwray Dive Centre near Carnforth.

The Club currently has a special deal with The Delph which allows unlimited diving for a specially negotiated rate. Please ask your instructor or a Club official for more information.

Diving with Chorley BSAC

The Diving Officer has overall responsibility for the safe conduct of all branch diving, and delegates on-site responsibility to the Dive Manager for a particular dive.

All diving is to be conducted in line with current BSAC Safe Diving practices
<http://www.bsac.com/page.asp?section=1019> .

The Dive Manager must agree the dive plan in advance with the Diving Officer, or with an agreed delegate. Dive log sheets should be provided to the DO after the diving activities.

If you have joined us as a qualified diver, or have completed your training, you are free to attend any organised club dive (space and qualifications permitting).

Arranging dives

The club visits many locations throughout the British Isles and overseas. At various times of the year we hold dive planning evenings. The aim of these evenings is to plan the diving and training for the forthcoming season by discussing where we would like to dive and then agreeing who will be the Dive Manager for that dive trip. However, there is nothing to stop anyone from organising dives outside of these meetings. We welcome the opportunity to dive in new places, so if there's anywhere you'd like to dive please let us know and you may quickly find there is enough interest to make it happen. If you want to arrange a dive, please speak with the Diving Officer who will ensure that the plan is safe and that the dive has the appropriate mix of skills and experience.

Official Club Dives are open to all members within the constraints that are placed on the dive regarding qualification/experience level. Once planned they will be published on the club website, both on the calendar and forum. This is one advantage of signing up to the club forum, you can plan your diving around your busy schedules!

Open water qualifying dives should be made under the guidance of a branch instructor or approved Dive Leader. Each dive should increase the diver's experience of differing underwater conditions and, where appropriate, follow the format laid out within the training scheme.

The Club wishes to encourage individuals to take on the challenge of organising dive trips and social events for the benefit of the members. Organisers need to be assured they will not be troubled with shortfalls in payments for the event.

The Club has an expectation that Dive Managers, and event organisers will be paid in full by the participants, once the participants have committed to the trip or event, if the cost of that trip or event is dependent on specific numbers. Typically, Dive Boat charters require paying for the cost of the full boat, and individuals withdrawing from the dive should not put an additional burden on the trip organiser, or the other participants.

Occasionally, individuals may have an unavoidable need to withdraw from a dive trip or event. In these cases the organiser should provide every assistance in readvertising the space, or selling on tickets, or cancelling with the operator if possible. Ultimately the responsibility for outstanding monies lies with the withdrawing individual

Feedback to the Committee

If you have any feedback to the committee, please speak with the General Member, who will raise the matter on your behalf. This can be done in confidence / anonymously if preferred.

Club Boat

Chocolate Orange is a 5.5M RIB with 75 hp engine, fully equipped with GMDSS radio, GPS and depth sounder, and safety kit. She can comfortably take 4-6 divers.



Branch fees

The Branch is run by volunteers, so the fees generally reflect the running costs of the Branch, and of specific activities. Annual membership is due on 1st November each year, and anyone joining at a different time will pay a pro-rata amount:

The fees shown below are correct for at Nov 2015, but are subject to reasonable inflationary increases.

Description	Branch fee	BSAC fee
Annual membership - Full	£90	£35.50 NI £46.50 FCD / AI £51.50 Instr/ AD £56.50 other £38.50 Joint (2 nd member in household)
Annual membership – Junior / student	£49	£28.50
Annual membership –Snorkel	£15	£18.50
Pool – adult per session	Free	n/a
Pool – junior per session	Free	n/a
Equipment usage – during first year of training	Free	n/a
Equipment hire beyond first year	£25 per month	n/a

Use of club boats	£5 per member per trip	n/a
Annual membership of Eccleston Delph Diver Training Centre (Chorley BSAC discounted rate)	Please speak with one of the Officers re the current rate	n/a
Try-dive	£15	n/a
Block of 3 Try-dives (deductible from membership fee if you subsequently join)	£25	n/a
Try-dives for scouts or similar youth groups	£12	n/a
Training packs	Price as per BSAC web site (members rates)	
Skill Development Courses	BSAC training pack at BSAC members rate plus other expenses such as boat fuel, launching fees, room hire, etc as incurred	

Club Policy Documents

Child Protection and Welfare policy

At Chorley BSAC we are aware of the vital role we all play in protecting the young and vulnerable members from the potential threats to their safety and wellbeing. Members should be alert to identify any risk of significant harm. All is done to ensure that the welfare and wellbeing of the child or vulnerable person is utmost in our thoughts and actions.

The Club Welfare Officer (CWO) will be the person who leads safeguarding of children within a BSAC club and will be the initial contact to which concerns should be raised and discussed.

All Coaches, Volunteers and Helpers must make themselves aware of the **Buddy Guard**, which is the BSAC Child Safeguarding Policy and Procedures document. Branch Officers and instructors involved in any form of training of minors or vulnerable persons, must sign up to the adherence of the principles laid out in **Buddy Guard**.

This document defines the policy adopted by Chorley BSAC for the protection of young people and vulnerable adults within the club. A brief summary of the Policy is set out below, however the full booklet can be found on the BSAC web site under the following address.

www.bsac.com/safeguarding

- The welfare of vulnerable members, both adults and children, is the first consideration.
- All members have the right to be protected from bad practice, neglect, bullying and all forms of emotional and physical abuse.
- Suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- It is the duty of all members suspecting inappropriate behaviour and actions to act on any concern.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this policy.
- To treat all members fairly, equitably and without prejudice.
- Not to participate in or tolerate behaviour that frightens, degrades, embarrasses, demoralises or negatively affects a members self esteem
- Not to tolerate acts of aggression
- Photography – members should be aware that the recording of photographic images might be inappropriate
- The members of the British Sub Aqua Club should not discriminate on the grounds of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion.
- Branch Officers and Instructors will be made aware of good practice with a specific Welfare course available – free of charge, together with appropriate documentation, training and support from HQ, to ensure that Branches are able to implement the Welfare Policy.
- DBS (Disclosure and Barring Service) checks for relevant persons will be carried out in line with the BSAC guidelines.

Awareness of these issues, and the adherence to these simple guidelines, will help maintain professionalism and safeguard good practice, secure the protection of both the vulnerable and those responsible for them, from accusations arising from misinterpretation of innocent actions.

Your duty of care is to report any suspicions to the Welfare Officer who will investigate your concerns and follow the reporting procedure as laid down in the above mentioned Policy Document for which both persons have copies.

Code of Conduct for Instructors Officials and Volunteers

- ✓ Consider the wellbeing and safety of participants before the development of performance.
- ✓ Develop an appropriate working relationship with participants, based on mutual trust and respect.
- ✓ Make sure all activities are appropriate to the age, ability and experience of those taking part.
- ✓ Promote the positive aspects of the sport (e.g. fair play).
- ✓ Display consistently high standards of behaviour and appearance.
- ✓ Follow all guidelines laid down by the national governing body and the club.
- ✓ Hold appropriate valid qualifications and insurance cover.
- ✓ Never exert undue influence over performers to obtain personal benefit or reward.
- ✓ Never condone rule violations, rough play or the use of prohibited substances.
- ✓ Encourage participants to value their performances and not just results.
- ✓ Encourage and guide participants to accept responsibility for their own performance and behaviour.

Code Of practice for parents and carers

- ✓ Encourage your child to learn the rules and play within them.
- ✓ Discourage unfair play and arguing with officials.
- ✓ Help your child to recognise good performance, not just results.
- ✓ Never force your child to take part in sport.
- ✓ Set a good example by recognising fair play and applauding good performances of all.
- ✓ Never punish or belittle a child for losing or making mistakes.
- ✓ Publicly accept officials' judgements.
- ✓ Support your child's involvement and help them to enjoy their sport.
- ✓ Use correct and proper language at all times.

- ✓ Encourage and guide performers to accept responsibility for their own performance and behaviour.

Code of Practice for junior Members

Chorley BSAC is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Branch Welfare Officer/s NAMES.

As a member of Chorley BSAC, you are expected to abide by the following junior code of practice:

- ✓ All members must play within the rules and respect officials and their decisions.
- ✓ All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- ✓ Members should keep to agreed timings for training and or inform their Diving Officer if they are going to be late.
- ✓ Members must wear suitable kit for training.
- ✓ Members must pay any fees for training or events promptly.
- ✓ Junior members are not allowed to smoke on club premises or whilst taking part in Branch activities
- ✓ Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst taking part in Branch activities.

Equal opportunities Policy

1. Vision Statement:

- Chorley BSAC is committed to promoting equal opportunities.

- The Branch values diversity and encourages fairness and justice.
- The Branch wants equal chances for everyone in the Branch, to learn and live free from discrimination and victimisation.
- The Branch will combat discrimination throughout the organisation and will use its position of influence, wherever possible, to help overcome discriminatory barriers.

2. In seeking to achieve this vision, the Branch will strive to:

- Encourage equality of opportunity for all people and actively promote good relations.
- Eliminate any conditions, procedures and individual behaviour that can lead to discrimination even where there was no intent to discriminate, with particular regard to:

Race; Gender; Disability; Sexuality; Age; Religion and Belief whilst recognising that individuals may experience disadvantage on more than one level.

- Offer training fairly to all people, ensuring that anyone in contact with the Branch is treated with respect, making provision for those groups within the Branch whose needs and expectations are less well met.
- Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment from members and the public.
- Encourage disadvantaged groups and individuals to participate in the Branch.
- Make this policy known to all Members, local citizens and partner organisations.
- Operate procurement practices and partnership arrangements that ensure others commissioned to provide services for the Branch to have similar policies that cover equal opportunities.
- Periodically review the Equal Opportunities policy.

3. Responsibility

- Overall responsibility for the implementation of the Equal Opportunities Policy lies with the Committee. Any suspected breaches of this Policy should be reported to the Diving Officer who should at the earliest opportunity bring it to the attention of the Committee who will decide who will investigate the matter and the necessary action taken.

Guidelines for dealing with an incident / accident

All incidents and accidents must be reported. All incidents that may potentially result in a third party insurance claim must be processed without delay.

Diving related issues will be recorded on an *Incident/Accident Report Form* which will be passed to the Diving Officer. Depending on the severity of the incident, the Diving Officer will process the form through the *Incidents Advisor* at BSAC HQ. Forms are available on the club website in the 'Club Document' section.

Non-diving related accidents occurring on dive trips, training sessions or pool sessions, must also be reported using the same Incident/Accident form and passed to the Welfare Officer.

Emergency Contact Details.

All persons participating in open water diving must provide details of a responsible emergency contact name and details, for use in the unlikely event of an emergency. The Dive Manager will be responsible for ensuring he/she has access to the details on site. The DO and Welfare Officer will maintain the information in a confidential form for use by the Dive Managers.

Actions to be taken in the event of an incident/accident:

Stay calm but act swiftly and observe the situation. Is there danger of further injuries?

Listen to what the injured person is saying.

Alert the first aider who should take appropriate action for minor injuries.

In the event of an injury requiring specialist treatment, call the emergency services.

Deal with the rest of the group and ensure that they are adequately supervised.

Do not move someone with major injuries. Wait for the emergency medics.

Contact the injured person's parent/carer.

Complete an incident/accident report form.

Emergency Action Checklist

IN ANY EMERGENCY, TELL THE COASTGUARD IMMEDIATELY, USING CHANNEL 16 OF YOUR VHF RADIO

Radio Information:

ALWAYS CALL FOR ASSISTANCE ON CHANNEL 16.

A distress call or urgency call will have absolute priority.

If in a *DISTRESS* situation, WHEN LIFE IS IN GRAVE OR IMMINENT DANGER, use the distress call as follows:

- MAYDAY – MAYDAY – MAYDAY
- NAME and/or CALL SIGN of your craft
- Your present POSITION
- What is the nature of your PROBLEM TO CRAFT OR DIVERS

If in an *URGENCY* situation – when no imminent danger to life exists (e.g. if broken down and drifting), use the urgency call as follows:

- PAN PAN – PAN PAN – PAN PAN
- NAME and/or CALL SIGN of your craft
- Present POSITION and INTENTIONS
- Nature of URGENCY

Continue to broadcast the message until an answer is received.

Club Constitution v3

1 Branch Title

The title of this Branch shall be the Chorley 304 Branch of the BRITISH SUB-AQUA CLUB. (Herein called the Branch in these rules)

2 Objectives

The aims and objectives of the Branch shall be to provide for its members facilities, opportunity and training for diving in accordance with the standards of the British Sub-Aqua Club, together with related social activities.

3 Membership

1 Diving and snorkelling members of the Branch must also be members of BSAC in order to participate in diving and snorkelling activities.

2 All adult diving members shall have full branch voting rights.

3 The Committee may award Honorary branch membership to a member at its discretion.

4 The Branch offers reduced Branch membership fees for under 18s, and for students in full-time education.

5 The Branch operates an open and non-discriminatory constitution encoded in our equal Opportunities Policy. Membership other than Honorary membership shall be open to all persons who apply to the Committee and upon payment of the appropriate Branch and BSAC subscriptions, shall be entitled to use the facilities of the Branch. It is a condition of membership that persons applying for membership are deemed to accept an obligation to abide by the rules of the club as set out herein and the policies of the club appended hereto and as lawfully amended from time to time

6 Branch common renewal date shall be the 31st of October each year. Branch and BSAC subscriptions shall be due on this date. Members shall be deemed to have resigned from the Branch if subscriptions, if any, are not paid by the following AGM. A member shall retain his or her membership until he/ she has

resigned or is deemed to have resigned in accordance with this paragraph, or dismissed through the misconduct procedure.

7 Members who will have significant contact with children and vulnerable adults will be required to give their permission for their criminal record to be checked through the Criminal Records Bureau.

4 Annual General Meeting

1 The Annual General Meeting (AGM) shall be held in November of each year.

2 The business of the AGM shall include:

a The minutes of the previous AGM

b The Diving Officers report

c The Treasurers report and approval of the accounts

d The election of the Committee for the coming year

e Motions for which notice has been given. Motions on the night will be accepted at the Chairpersons discretion

f Any other business at the Chairpersons discretion

3 The Secretary shall give notice to voting members of the AGM not later than twenty eight (28) days prior to the AGM

4 Notice shall be given to the Secretary not less than fourteen (14) days before the AGM of all motions which are to be brought before the meeting

5 The secretary shall accept motions from any member provided that it is accompanied by the name of a seconder

6 The secretary shall give notice of the agenda and submitted motions not later than seven (7) days prior to the AGM

7 Extraordinary General Meeting

Any other general meeting shall be known as an Extraordinary General Meeting (EGM) and shall be convened by the committee giving not less than seven (7) days notice to voting members

The Committee must convene an EGM within three (3) months of receipt of a request signed by at least five (5) voting members and giving reasons for the request for the EGM

5 Voting

1 Honorary and adult full members with current branch subscriptions shall comprise the voting members who are entitled to vote at General Meetings of the Branch

2 All current Branch members have the right to attend and speak at meetings

3 Any member wishing to vote on specific motions by proxy must give their vote to the Branch Secretary any time prior to the meeting

4 Any motion which the Committee considers to affect the objectives of the Branch shall be passed only by a 2:1 majority of not less than 25% of the voting membership; otherwise voting will be by simple majority

6 The Committee

1. The Committee shall consist of a minimum of four (4) Officers (Chairperson, Secretary, Treasurer, and Diving Officer). The AGM will elect a chairperson, a secretary and a Treasurer. The incoming Diving Officer shall be selected by the outgoing Branch Committee.

Additionally the Welfare Officer is a mandatory position, but can be covered as a dual position by a branch officer or other committee member.

2. The Committee shall take office immediately after the AGM at which it has been elected and shall hold office until replaced after the next AGM

3. The Committee shall hold and administer for the benefit of the membership all funds, equipment and property owned by the Branch.

4. The Committee may, if it deems necessary, implement an increase of the Branch levy by an amount not to exceed 5% in any one year. The committee must give the members a minimum of 4 weeks' notice of such an increase so that an EGM may be requested if members object to the increase. Any increase in excess of 5% must be ratified at an EGM or AGM.

5. The Committee shall insure all appropriate Branch equipment against all usual property risks

6. The committee may make, repeal or amend any regulations (not inconsistent with these rules) which they think expedient for the management and well-being of the Branch. All such amendments or additions shall be binding on the members until ratified/amended by the membership at a general meeting

7. Nominations for election to the Committee shall be of voting members, and shall be nominated by two other such members, providing the nominee accepts the nomination, and shall be notified to the Secretary in writing not less than fourteen (14) days prior to the AGM

8. Nominees for Officer posts (Chairman, Secretary, Treasurer, Diving Officer) of the committee must also have been voting members for at least one continuous year at the time of election. Exceptions to this shall be subject to a majority vote at the AGM.

9. Nominations may be accepted at the AGM at the discretion of the Chairperson. If an election between nominees is required a ballot of voting members shall be held and an election effected by a majority of the votes cast

10. The Committee may fill any vacancies in its members during its term of office from the voting membership of the Branch.

11. The Chairperson shall be the spokesperson for the Branch and shall further its interests to the best of his/her ability. They shall preside at the AGM, any EGM and meetings of the Committee. In the absence of the Chairperson the Committee will elect one of the voting members present to preside. The Chairperson has the casting vote on any ballots within the Committee meeting.

12. The Secretary shall keep the minute books of the Branch and Committee, summon meetings, prepare agenda, deal with Branch correspondence and maintain in good order records of transactions at meetings, books and documents of the Branch.

13. The Treasurer shall keep proper books of account of all monies received on behalf of the Branch. He/she shall arrange for all monies to be deposited in a bank account in the name of the Branch on which cheques or other orders shall be signed by not less than two officers with the Treasurer's prior approval. He/she shall be responsible for the collection of all debts and shall discharge all liabilities of the Branch from the Branch funds as the Committee may direct. He/she shall prepare an annual balance sheet and annual income and expenditure statement for submission to the AGM.

14. The Diving Officer (DO) shall be responsible for ensuring that Branch diving and training activities are carried out in accordance with the practices and procedures recommended by the National Diving Officer. He/she shall arrange for examinations to be held and certificates to be issued to those who obtain the required standard in such examinations. The Diving Officer's decision on matters of his/her responsibilities, inclusive of safety, will be final.

15. To assist in the running of Branch affairs other members of the Committee may be elected.

16. A simple majority of voting Committee members then serving shall form a quorum for a meeting; provided, however, that no quorum shall be formed without the presence of one of the Officers.

7 Branch Activities

(i) At the discretion of the Diving Officer, Branch diving and open-water training activities shall be open to members of other Branches and to guests.

(ii) Subject to such regulations as may be established from time to time by the Committee, any Branch member and, with the prior approval of the official in charge of the session, any visitor from another Branch or any guest may use the training pool for training, testing equipment, swimming with basic equipment and free swimming. No-one shall use any equipment other than basic equipment without the prior approval of the official in charge of the session.

(iii) If a member damages or loses Branch equipment the Committee may charge that member the cost of repairing or replacing the article. The Committee may similarly charge a member who damages or loses private property used in connection with Branch activities.

8 Discipline

(i) Temporary suspension from participation:

(a) In order to ensure the safety and good name of the Branch and its members, the person in charge of a Branch activity may suspend, at his/ her discretion and for the duration of the activity, any member who misconducts himself/ herself. Any such suspension shall be reported as soon as possible to the Chairman or the Secretary and shall be discussed at the next meeting of the Committee.

(b) The Committee shall first discuss the incident without the presence of the member in question and then shall invite him/ her to join the discussion and express his / her view of the matter.

(ii) Suspension and loss of membership:

(a) The Committee shall have the power by a two-thirds majority of all serving voting members of the committee to suspend the membership of any member of the Branch. Suspension of the membership of any Officer or other Committee member shall be dealt with in accordance with the provisions of the next succeeding sub-clause. A decision to suspend so taken shall be immediately communicated to the member concerned, and his/ her membership shall thereupon be suspended. A suspended member shall be entitled to demand a hearing at the next regular meeting of the Committee during which the reasons for his suspension shall be made fully known and he/ she shall be given the opportunity to answer fully the charges against him/ her. Upon conclusion of the hearing, the member shall leave the meeting and the Committee shall vote again on the suspension. If the requisite two-thirds majority does not carry the motion, the suspension shall thereupon be lifted and the member shall be informed accordingly. If the motion is carried again by the said majority, the member shall be so informed and he/ she shall thereupon be deemed to have resigned his/ her membership in the Branch. The member

affected shall have the right to appeal from the decision of the Committee to the next General Meeting of the Branch. In that regard, he / she shall for the purposes of Rules 11 (v) and 12 (iii) have the rights of a paid-up member.

(b) Suspension of the membership of an Officer or other Committee member shall only be voted upon at a meeting the agenda of which [a] has been posted or distributed to all Committee members at least one week prior to the meeting and [b] explicitly refers to the motion of suspension. If the person charged attends the meeting, he/ she shall be entitled to hear and respond to the charges levied against him/ her. When the Chair of the meeting is satisfied that the matter has been adequately and fairly discussed, the person charged shall leave the meeting and a vote shall be taken. If the proposal to suspend is carried by the requisite two-thirds majority, the person charged shall be deemed to have resigned his/ her membership in the Branch, and he/ she shall have the right of appeal provided for in the preceding paragraph. If the person charged does not attend the meeting, the provisions of the preceding paragraph shall apply.

9 Payments

Payments for subscriptions, privileges, services etc...due to the Branch shall be paid, when due, to the Treasurer or Membership Secretary.

Members' subscriptions are non-refundable.

10 Interpretation

The Committee shall determine any question as to the interpretation of these rules and regulations made there under.

11 Dissolution

1 The Branch shall dissolve if the number of full members drops below eight (8) and remains so for one year.

2 The Branch may also be dissolved at a General Meeting with the motion being proposed at an EGM held not less than one month earlier.

3 The Committee shall then, or at a date specified by the resolution, proceed to realise the assets of the Branch and after the discharge of all liabilities, hand over the net assets of the Branch equally between the Diving Diseases Research Centre (DDRC) and the Royal National Lifeboat Institution (RNLI)

12 Amendments

Except as provided for in rule 11, amendments may only be carried out by motion passed at a General Meeting.