



Caloosa Dive Club Dive Policy

General Policies

1. All dive trips will be posted in the annual calendar and announced at club meetings.
2. Club members can call the Dive Director, 573-9427, at 10:00 AM on Friday, eight (8) weeks before the trip to sign up for the trip. When club members call in to sign up for a trip, they can reserve two (2) spots. These spots are for them and their dive buddy (dive club member only) for that trip, and they must dive together.
3. Dive sign-ups will be accepted in the order in which the calls are received. The call in will open at 10:00 AM on the Friday eight (8) weeks before the scheduled dive event, unless otherwise announced. Divers will call the Dive Director and be placed in order of the call in. Once the dive is full, people will be placed on a waiting list. Those people on the waiting list who do not get on the dive will be given preference for the next club dive trip applicable to their certification level. This preference will only be applicable for the first calendar day of sign-ups.
4. If a trip fills up quickly and there is a waiting list, the people on the waiting list will be notified and can arrange for a second boat. The Caloosa Dive Club will not coordinate the second boat.
5. Payment for dives must be paid within two (2) weeks of the call in date. The payment can be paid at the next scheduled meeting, mailed to the dive club post office box, or mailed to the Dive Director's address. There will be NO exceptions. If payment is not paid within two (2) weeks, the spot(s) on that dive may be forfeited and filled from the waiting list. These people from the waiting list will have one (1) week to send in their deposit(s). Special dive trips will be dealt with on a case by case basis.
6. Fees are not refundable unless a qualified substitute is found. The person wanting off the trip must first contact the Dive Director to find a replacement from the waiting list. If there is no one on the waiting list, the person may find any club member as a replacement with the help of the Dive Director. If the trip has been opened up to non-members, the replacement may be a non-member. In no case may the waiting list be bypassed.
7. After giving members two (2) weeks to sign up for a club trip, a trip may be opened up to non-members if there are five (5) or more openings on the trip. If there are four (4) or fewer openings on the trip, non-members will be eligible to sign up for trips four (4) weeks after the trip was opened to members.
8. The club will charter the entire boat when feasible.

9. The sole function of the club will be to arrange club discounts and/or negotiate charter fees.

10. The policies of the dive operation and/or charter, including, but not limited to, certifications required, will apply to all scheduled dives. Divers shall adhere to the dive profiles as set forth by the dive operation and/or charter.

11. Weekend charter trips will be for the entire weekend, not just parts of the weekend. If the club is diving for 2 days over the weekend, all participating members will dive for both days. If the trip is not full and the club does not charter the entire boat, members wishing to dive one of the days will be directed to contact the charter company directly.

12. Each diver on a club dive will be required to fill out and sign a Caloosa Dive Club Waiver of Liability to absolve the dive club from any responsibility. There will be no exceptions. Only one waiver will be required per calendar year, per person. It is up to each diver to dive safely and responsibly within their own limits, including but not limited to physical ability, certification levels, training, and experience.

13. For each club dive, the dive coordinator, or their appointee, will be the sole contact for any club member in regards to questions or possible dive requests. Under no circumstances will any member directly contact the dive operation and/or charter personally, or as representing CDC, regarding changes to the club dive, or requests. The dive coordinator will be the point of contact for any such requests.



Caloosa Dive Club Dive Trip Policy

1. Dive trips are organized by dive club members who volunteer to do the footwork to set up different dives following the general policy set by the club. Each dive coordinator will fill out a Caloosa Dive Club Dive Coordinator Checklist for their respective planned dive and give a copy of it to the Dive Director by the date established by the Dive Director.
2. Dive coordinators and their dive buddy, if applicable, are automatically the first and second members signed up for the dive they plan. The dive coordinator must notify the dive director of the identity of their buddy for the trip. This notification must be made before the trip is full.
3. All scheduled dives must have all the information on the dive coordinator checklist filled out by the date established by the Dive Director.
4. Dive coordinators shall schedule and confirm that the dive is on the operator's calendar, and provide this information to the Dive Director by the date established by the Dive Director. Should this not happen, this date will be considered open, and an alternate dive will be scheduled by the dive director or their appointee.
5. Dive coordinators are responsible for writing a description of the planned location/dives to be included on the club web site to let members know what can be expected on the trip and dives. This description is to be submitted to the Dive Director by the date established by the Dive Director.
6. Dive coordinators are responsible for submitting a report describing the dive trip within one week of returning from that dive. This report may be written by the dive coordinator or their appointee. It is to be submitted to the Dive Director or directly to the webmaster with copy to the Dive Director within one week of returning from the trip. Please include photos, both underwater and above, to give a good overview of the trip.
7. Any changes in a dive once scheduled must be brought to the attention of the Dive Director in writing. All changes are to be submitted via mail or email to the Dive Director.
8. It is the policy of the Caloosa Dive Club not to pay any deposits in excess of \$100 to dive operators for scheduled trips prior to eight (8) weeks before the trip. If an exception is warranted, it must be approved by the Dive Director and Officers.
9. It is the policy of the Caloosa Dive Club not to pay any non-refundable deposits. All deposits must be refundable with a two week notice of cancellation.

10. The Dive Director will maintain a binder with photocopies of diver certification cards and signed waivers. Each diver who participates in a club dive must provide a copy of their certification card to the Dive Director before participating in a club dive (front and back if applicable). A copy of diver's DAN membership or other insurance provider should also be placed in the folder. All divers who intend to rent nitrox tanks or buy nitrox refills from a dive operation should also provide the dive director with a copy of their nitrox certification card for filing.

11. Copies of member certification cards will accompany the dive director or the dive coordinator on all club trips.