

AQUARIUS DIVE CLUB BY-LAWS

1. Purpose

1.1. The purpose of the Club's By-laws is to amplify the policies set forth by the Club's Constitution.

2. Recreational SCUBA Diving

2.1. In accordance with the PSP Policy Manual, only recreational SCUBA diving is permitted when diving in a sanctioned dive with the Club.

2.2. Recreational SCUBA diving shall mean that:

- a. Dives shall be restricted to the maximum depth as outlined by an individual's certifying agency or shallower and appropriate to the level of training and experience of the divers involved;
- a. Dives shall be planned and conducted as non-decompression dives; and
- b. The use of enriched air is authorized.

2.3. Technical SCUBA diving is not an authorized activity for the Club. Technical diving is defined as the utilization of procedures or techniques beyond recreational diving limits.

3. Participation

3.1. In accordance with the PSP Policy Manual, to participate in Club activities each new Club member shall:

- a. Provide valid certification from a CF recognized SCUBA certification agency;
- b. Complete a medical history form obtained from a CF recognized certifying agency or the Recreational SCUBA Training Council of Canada (medical to be carried out if contradictions are indicated);
- c. Provide a logbook to show proof of experience. At the discretion of the Chief Instructor new members may be required to attend a refresher course before they are allowed to participate in activities with the Club;
- d. CF personnel holding a military sub-specialty diving qualification are considered qualified sports divers by ACUC. To qualify for certification, the above personnel shall follow the ACUC crossover training procedures for military divers.

3.2. Members renewing their Club membership shall have their medical history form updated annually indicating any changes occurring in the past year. It is the responsibility of the club member to immediately inform the Executive of any medical conditions that are a contradiction to diving.

4. Club Executive

4.1. As stated in the Club's constitution, the Club shall be administered by a Committee of members elected from the membership, responsible to the Base Commander through the Manager, Community Recreation.

4.2. Duties of the Executive are detailed in Annex B.

5. Volunteers

5.1. Any member of the club may volunteer to perform various duties within the Club. The Executive will be responsible for approving any such activities and expectations / limitations for the volunteer. At a minimum, whenever someone volunteers their services it is expected that they will act within the guidelines approved by the executive and see their commitments through or make alternative arrangements with reasonable notice.

5.2. Volunteer Positions may include, but are not limited, to the following:

- a. Dive Leader;
- b. Divemaster;
- c. Instructor;
- d. Boat Operator;
- e. Tow Operator; and
- f. Event Coordinator.

5.3. Duties and responsibilities of volunteers are detailed in Annex B.

6. Club Activities

6.1. Sanctioned CF recreation SCUBA club dives are defined as dives organized by the Executive or Technical Committee and supervised by a club member or charter operator certified as a Divemaster or above by a CF recognized certification agency.

6.2. Members may organize dives with divers independently from the club however will be considered a casual dive and not a sanctioned club dive.

6.3. Club divers who have qualified in accordance with the above may participate in sanctioned Club Activities under the following conditions:

- a. The dive supervisor shall hold a current Oxygen Provider Certification when an O2 kit is available on site;
- b. When a Club activity involves more than three buddy teams diving at the same time one buddy team should remain on the surface to be available for an emergency or as a minimum a safety diver must be on stand-by and suited up while members are in the water;
- c. All Club equipment used in sanctioned club dives must be certified as serviceable;
- d. All sanctioned Club dives must be recorded in an appropriate club dive log;
- e. Club dives must take place in areas recognized by the club as being safe and shall be classified by a member of the technical committee as appropriate to the skill level of the participating divers;
- f. Sanctioned Club dives must be planned so that a minimum of two divers are under the water at any one time within direct proximity to each other (the “buddy” system);
- g. Sanctioned Club dives will be conducted in accordance with the PSP Policy Manual and the Club’s Constitution, By-Laws and Safety Policy;
- h. All divers are to have at least one surface signaling device with them during the dive; and
- i. A Planning and Preparation Checklist must be completed for each dive;

7. Aquarius Dive Boat

7.1. The Aquarius Dive Boat is considered a pleasure craft and operators shall be certified in accordance with the Competency of Operators of Pleasure Craft Regulations, Canada Shipping Act.

7.2. The Aquarius Dive Boat shall adhere to all applicable boating regulations including, but not limited to those found in the Small Vessel Regulations, Canada Shipping Act.

7.3. The boating conditions shall be assessed prior to the operation of the boat and the boat shall not be operated during poor conditions.

7.4. All boat operations are to be conducted in accordance with the Aquarius Dive Club Safety Policy. (Annex C)

7.5. All dives from a club boat are considered to be a sanctioned dive when organized by members from the executive or technical committee.

8. Reports and Returns

8.1. The Executive shall prepare an annual report for presentation to the membership at the Club's General Meeting. The report is to include the number of participating members, a list of activities participated in, a budget review, recommendations for future Club endeavors and any other information the Executive feels is important to report.

9. Operating Budget

9.1. The Club's operating budget will be used to cover activity costs, maintenance costs, equipment purchases and any other expenses the membership approves for the conduct of the Club's program.

9.2. Club members will be responsible for non-budgeted expenses that may be incurred for Club activities including social events.

10. Expenditures

10.1. The President and Treasurer shall be responsible for the disbursement of Club funds on approved activities. These disbursements must be approved in accordance with the authorities listed below and must be in accordance with the budget approved by the Club membership and staffed through the Manager, Community Recreation.

- a. Amounts up to five hundred dollars (\$500) can be approved by the President or Treasurer (both of which must have successfully completed the Non-Public Property course)
- b. Amounts between five hundred (\$500.00) and one thousand dollars (\$1000.00) must be approved by the Executive.
- c. Amounts above one thousand dollars (\$1000.00) must be approved at a General Meeting, staffed through the Manager, Community Recreation, and must be accompanied by a Capital Expenditure Request (CER).

10.2. The Executive can approve emergency repairs to equipment, which exceeds the above limits (such as the Club boat), however, should the amount exceed one thousand (\$1000) a CER is still required.

10.3. Failure to operate within these guidelines may result in the member being responsible for charges against the credit card, loss of future use and the Executive may (by a majority vote), institute such sanctions or suspensions as deemed appropriate.

11. Fee Assessment

11.1. The annual membership fee shall be assessed each year at the AGM. Membership fees are due the last day of April each year, or immediately upon becoming a member and are non-refundable to those who voluntarily leave the Club. The Club fees are detailed in Annex A.

11.2. Boat diving fees shall be assessed each year each year at the AGM. Boat diving fees are due each dive, prior to the boat leaving the dock. Boat fees are detailed in Annex A.

11.3. Free boat dive certificates may be issued by the President upon approval from the Executive.

11.4. Fees for use of the Club's compressors shall be assessed each year at the AGM. Air fill fees are detailed in Annex A.

12. Insurance

12.1. Due to the risks involved in SCUBA diving, Club members shall ensure that they carry adequate liability insurance. It is the responsibility of the member to ensure that liability insurance coverage provided by the member's insurance company or through a training organization is current and of sufficient value to meet the needs of the member.

12.2. When the Club must pay insurance under the BC compulsory vehicle insurance plan, it will be reimbursed by the Canadian Forces Central Fund. The amount of third party liability coverage to be obtained shall be the minimum required and no additional insurances shall be purchased as the coverage is provided by the Non-Public Property (NPP) Consolidated Insurance Program. Reimbursement for this insurance is to be submitted to the NPP Chief Financial Officer for reimbursement to the Club.

13. Equipment

13.1. Members will assist the Equipment Manager by ensuring that the utmost care is taken with Club equipment.

13.2. A permanent Gear Loan Register shall be maintained. When the Club equipment is loaned to members it shall be accurately identified. The member shall fill out the Gear Loan Register and sign a Gear Loan Card for each item borrowed. They shall enter unserviceable or faulty equipment in the Gear Loan Register upon return and tag the unserviceable item. Each member is financially responsible for damaged or lost equipment and shall repair or replace damaged or lost equipment at their expense. Equipment found to be damaged at the beginning of a dive will be deemed to have been damaged by the previous borrower.

13.3. All diving equipment shall be washed in fresh water and returned promptly within the guidelines laid down and posted in the Gear Loan Register.

13.4. Abuse of this privilege will result in a loss of club privileges for a specified period.

13.5. Club members may use their own personal SCUBA gear. It is the individual's responsibility to ensure that such equipment is functioning correctly prior to each use, and is inspected and maintained on a regular basis in accordance with the Club's equipment regulations. The ultimate approval for use of any equipment on any given dive rests with the divemaster.

13.6. Any doubt of the serviceability of equipment will result in the equipment being deemed non-serviceable until inspected by a qualified inspector.

13.7. The equipment manager shall maintain a log of club equipment service records.

13.8. All cylinders owned by the Club shall only be filled at tested sources.

14. Compressor/ Fill Station

14.1. All compressor operators shall be formally instructed on the safe use and operation procedures of the fill station by a person deemed by the executive. This person shall be familiar with the use and functionality of any such equipment. Fill station operators shall refresh themselves on the operation at minimum yearly, or sooner if there is any doubt, in the opinion of the operator or other member, that the operator requires a refresher (ie. Extended periods of not using the compressor or unsafe practice). All fill station training activities shall be documented.

14.2. Cylinders shall be filled at a rate of no greater than 600 psi/ min. Each cylinder shall have a cursory inspection conducted prior to filling to note and damages that may deem the cylinder unsafe. No cylinder shall be overfilled and will not be filled in the following circumstances:

- a. The cylinder appears damaged, unsafe or the serviceability of the cylinder is questionable;
- b. The cylinder has not been visually inspected within one year of the fill date, Eddy Current tested (if required), and hydrostatically tested in accordance with Transport Canada regulations;
- c. The cylinder doesn't bear the appropriate Transport Canada stamp; and
- d. The cylinder has no pressure and a visual inspection has not been completed by a qualified inspector since the cylinder was emptied.

14.3. The operator shall follow all manufacturer reference material, fill station check lists, club by-laws and best safety practices.

14.4. Any questionable act, negligence or unsafe practice shall be brought forward to the operator immediately and operation privileges revoked until such time that the executive deems that the operator is no longer a safety concern.

14.5. Each operator assumes full liability with any of the hazards associated with operating the fill station.

14.6. A club operated fill station shall have an air quality test, at minimum, every six months or sooner in accordance with the manufacturer's recommendations. Any modifications or maintenance to the system may require an additional test.

15. Media

15.1. For the purposes of this document, Media is defined as all forms of communication available to club members and the public. The use of Media is encouraged in order to further club administration and activities. When utilizing any form of Media associated with, or on behalf of the Club, including but not limited to, the Club's Website, Facebook Page or mailing lists, members shall remember that they are representing the Base Commander and DND as a whole. Therefore the following guidelines shall be adhered to:

- a. All posts shall be in good taste and not offensive, threatening, harassing, illegal, obscene, defamatory, libelous, or hostile towards any individual or entity;
- b. Privacy shall at all times be respected and therefore personal information such as phone numbers or of personnel shall not be publically posted without their express consent; and
- c. SPAM in the form of chain letters, or the same comment multiple times, shall not be posted.

16. Complaints

16.1. Complaints are to be directed to the President, Vice President or Secretary in writing. Such complaints shall be duly actioned within ten (10) working days unless the President notifies the complainant that more time is required. The individual initiating such a complaint may, if the complaint is not answered in the allotted time or to the satisfaction of the member, discuss the matter with the Manager, Community Recreation.

17. Diving Register

17.1. A diving register shall be maintained by the Chief Instructor. It shall contain the PSP Policy Manual Chapter 6-3 (Canadian Forces Recreation SCUBA Club Policy), the Club's Constitution and By-laws, Safe Operation Procedures and Equipment Care Regulations. A copy of a Planning

and Preparation Checklist, and a list of participants for the diving activity shall be completed by the Divemaster and forwarded to the Chief Instructor on completion of a dive.

17.2. Each club member must read the Club Constitution, By-laws, Safe Operation Procedures and sign a certification statement that these documents have been read and understood before the member is permitted to participate in SCUBA related activities.

18. Amendments

18.1. Amendments to the Club Constitution and By-laws shall be submitted in writing to the secretary at least twenty-one (21) days prior to a General Meeting. The secretary shall notify the membership of the proposed amendments.

19. Adoption of Constitution and By-laws

19.1. The Club By-laws are to be reviewed annually and approved at the General Meeting.

19.2. Amendments to the Club Constitution and By-laws require a majority decision of those present at a General Meeting.

19.3. Amendments, approved at a General Meeting, will be staffed through the Manager, Community Recreation to the Base Commander.