



# iDIVE HANDBOOK 2026

March 2026

The objective of this handbook is to give new and existing members of iDive an overview of the club and its activities.

## Introduction to iDive

We are a friendly local dive club based in Ipswich, Suffolk. We are branch number 32 of the British Sub- Aqua Club (BSAC) which is the national governing body for scuba diving and snorkelling in the UK.

Our experienced members organise dive trips in the UK as well as overseas so we are certain you will find a trip that will be of interest to you.

Our vision is to be the premier diving club in Ipswich and the East Anglian region. We will achieve this by:

- Creating a fun, friendly, social and inclusive environment promoting the sport of diving
- Generating a wide range of safe sub-aqua diving activities in a manner consistent with the BSAC safe diving practices for the benefit of our members
- Organising a training programme in accordance with the BSAC current standards and methods
- Promoting interaction and collaborations with other like-minded organisations in the area and to foster other supporting activities such as community and fund-raising events

We hold a club night at Fore Street pool Ipswich on Thursday evenings. The Pool time is 7:40 to 8:40. We also use the lecture room at the pool for social gathering and classroom training. After the pool session club members are also found in the Admiral Nelson Pub, the entrance is right next to the pool.

The pool is used for sheltered water training, skills refresh, trying out new kit and try dives swimming. Swimmers are welcome to use the pool every Thursday.

## Running the club

The club is run from a committee made up of volunteer members. Elections for committee post are held at the clubs AGM. Description of the committee roles and the club's constitution and be found on the idive website.

The club and club activities are run by and for our members. Every member is encouraged to help, from sharing knowledge, organising trips to becoming an instructor or joining the committee.

WhatsApp is the primary way club members communicate to organise trips and social activities or share diving news.

## Diving Expenses

iDive annual membership covers several things including use of the pool on a Thursday evening. There are, however, costs that members will need to be aware of that are not included in the annual membership. These additional costs are all related to the positive act of going out and going diving, which is what the club is about.

So as not to give anyone a surprise this handbook sets out below some of the costs that members can expect to incur in addition to the general membership of iDive.

### Kit maintenance contributions

Club kit is prioritised for use initially by Student Ocean Divers, other club members will be expected to relinquish club kit if requested to meet training needs of trainees. Student Ocean Divers pay a fee that covers their use of club equipment during their training for up to a year from their joining date and they do not need to pay the daily fee set out below.

For other club members kit maintenance contributions are set at:

- £10 a set per day (cylinder, BC & set of regulators)  
or
- £4 per item per day.

"Per day" maintenance contribution charges are defined where the kit is used by the member on the day. Where kit is not used no charge is incurred. For illustration, if kit was to be used on a club trip the charge is for the days the kit was used to go diving, not the days the kit is in the individual's possession.

Club kit should be in full working order and should be reported to the equipment officer if found not to be. Members are expected to look after any club kit and may be asked to contribute to the repair or replacement if the appropriate care has not been taken of the kit while in their possession.

### Training

The advantage of the club structure is that instruction is provided free to club members, there are, however, instances where additional costs involved in undertaking training are outside of the general membership fees, where students may be expected to cover these costs.

The club has a strong instructor base, instructors give their time and commitment for free, as such the club is able to offer an extensive range of training to members. Although the instructors give their time for free, there are costs to purchase the BSAC training and qualification packages. These can be

found on the BSAC website. Membership includes access to this valuable training resource particularly pool use (Fore St) and classroom training by instructors. All these should generally not incur additional expenses.

Open water training can inevitably incur additional costs to both trainees and instructors (in getting to the site, entrance fees, air fills etc.) these costs are not automatically covered in any membership fees, either for the student or instructor. Students should expect to contribute to the expenses of the instructor if asked.

Instructors can have different expectations about covering costs, students should check with their relevant instructor as to what their instructor's expectations are. General assumptions about instructor expenses can be made as follows:

- Instructors' entry fee into any dive site
- Transportation of the instructor to the dive site or fuel expenses of the instructor if they drive.
- Air fills at the dive site
- Accommodation should an overnight stay be required.

If training is being done as part of an organised club trip and not a dedicated training program then the participating instructor would normally be expected to fund the trip themselves, unless there are costs incurred that would not have been incurred if the instructor was not teaching.

If in doubt students should check with their instructor as to that instructor's expectations beforehand on what the instructor expects the student(s) to cover.

The club also runs 'informal lectures' usually over the winter months. These include topics like planning a dive trip, using a VHF radio and underwater photography. Volunteers to share topics of interest to other club members are always welcome.

## **Trips**

Dive trips are organised by our members. Each year there are trips around the UK and in some years an overseas trip, the most popular destination abroad is the Red Sea. The Dive Calendar is available on the club website.

For club organised trips the following costs should be expected to be met. The trip organiser should confirm any other likely costs prior to the trip.

- £15 per day where club boats are used (this contributes to the upkeep cost of running the boat). The fee is incurred if a diver gets on the boat with the intention of going diving, this is irrespective of if diving activities are undertaken. The driver of the vehicle towing the boat to the dive location is exempt from paying the £15 daily fee.

- A proportional share of the boat fuel used, costs to be split between the divers on the trip. (organiser to ensure boats are filled at the end of the trip).
- A share of the additional cost of towing the boat to the dive site, costs to be split between the divers on the trip. The excess costs to be calculated by the member towing as different vehicles have different fuel efficiency and are affected differently by towing.  
Example if to get to and back for the dive site without a trailer and boat being towed costs £40 in fuel but with a trailer and boat the same journey costs £70 the additional cost is £30, the share to be split between all divers is £30.
- A share of any launch fee to be split between the divers on the trip.
- A share of any mooring or boat/trailer storage fees incurred whilst on the trip.
- Actual costs of air fills used by individual divers
- Accommodation and food costs were paid for as a group these will be split between the group.

### **Junior and Student member discount**

iDive membership is subject to the payment of the appropriate fee. Membership fees are used to pay for the hire of the pool, equipment and boat purchases, maintenance and storage owned by the club.

BSAC currently gives a 50% discount for students in full time education, and the committee has agreed that iDive membership should mirror the appropriate BSAC structure. Currently students are defined by BSAC as "those in full-time education and over 18" with Junior Diving Members as "divers aged between 12 and 17 years" student and junior member rates are currently approximately 50% of the standard full membership. iDive as agreed by the committee will mirror the BSAC structure and will charge student and junior members (as defined by BSAC) membership at 50% of the current full membership rate. Membership can only be discounted for qualifying junior or student members all other club charges apply at the full rate (including but not exclusive to kit maintenance contribution charges and boat fees). Students may be expected to prove that they are in full-time education.

Junior and student discounts are agreed upon by the committee and will be applied equitably but can be revised by the committee.

Should the BSAC junior and or student membership definition need to be revised, or the discount rate changed it will be deemed to have been changed for iDive applications, once confirmed by the committee at the next iDive committee meeting.

## Early Payment discount

At the annual renewal of the club membership or common renewal date (CRD) a discount will be applied for prompt payment of club fees. An 'early bird' discount will be made for payment of the club membership fee (for all membership groups) if payment is received by the common renewal date. The full fee will apply after the CRD to all membership groups.

Any payment discount will be reviewed annually by the committee, equitability will be applied and agreed at the AGM in advance of any CRD.

## Club Website

The club maintains a website at <http://www.idive.org.uk>.

An important feature of this website for club members is that there is a [Private] tab with two entries [Contact List] and [Documents]. These entries can be used to find contact information for members (e.g. Diver qualifications, phone numbers and email addresses) and Reference documents (e.g. Dive logging Forms, logos, equipment and boat booking forms, constitution, committee and AGM meeting minutes, and similar), respectively. The tabs are (weakly) password protected with a single username and password which is: username: "idive" password: "branch0032".

## Guests

All divers participating in iDive club trips (using boats or not) with the intention of diving with iDive need to be current members of BSAC. It is the responsibility of the trip organiser. If necessary, after checking with the Diving Officer (DO), to establish that all divers are eligible to be included on a club trip. The reason that guest divers must be BSAC members is that BSAC rules require them to be appropriately insured for liability.

iDive welcomes all BSAC divers on club trips, whether they are members of iDive or not. Whilst iDive welcomes and encourages guest divers, precedence for available spaces on club trips will always be given to current iDive members.

Guest divers are limited to a maximum of 5 days diving with iDive within any one membership year. The committee can vary the maximum number of days diving of guest divers.

Guests, like any club member, are expected to pay their share of the actual costs of running the trip. However, should the trip be using the club's boats, the Boat Fees are waived.

From the club's perspective iDive's boat fees go towards paying for the insurance and maintenance of the boats - there is no element of profit in it. However, this additional flat rate charge could be regarded as placing the club in the position of

"trading with the public" if charged to guests. This has significant legal implications and therefore the boat fee is waived for guest divers.

Any voluntary donation to club funds from guest divers would be gratefully received.

## iDive Awards

The awards are an opportunity for the club to celebrate the contributions of members over the past year.

Since iDive was founded voting for the awards has been by a secret ballot. The award Categorise are:

- **Founder's Cup** donated by Ray Marshall for contributions to the club during the year.
- **Diveline Trophy**, donated by Jeff Errington, for contributions to the club's training programme during the year
- **Nigel Burgess Cup**, donated by Dr Stan Burgess, for member making most progress in sub-aqua skills in the year
- **Steve Jensen Trophy**, donated by Joy Gould, for member organising the most appreciated dive trip of the year
- **John Fletcher Trophy** for best photo of a club event

## If in doubt

This sheet is not intended to be an exclusive or exhaustive list of diving procedures but is intended to be a guide for common issues and expenses that can be incurred. If in doubt it is for the individual diver to check with the relevant trip organisers, instructor or committee member in advance.

## Important documents/information iDive members to take note

1) IPSWICH DIVE CLUB (iDive) **Equity policy statement.**

This can be found in the document section of the club website.

2) IPSWICH DIVE CLUB (iDive) Welfare policy statement (in relation to young children and vulnerable adults. This can be found in the document section of the club website.

3) IPSWICH DIVE CLUB (iDive) **Welfare Officer.**

Contact any committee member for contact details of current Welfare Officer.

4) Buddy Guard. The BSAC Child Safeguarding Policy and Procedures.  
<https://www.bsac.com/this-is-bsac/bsac-rules-and-policies/safeguarding-policy/>

5) IPSWICH DIVE CLUB (iDive) **Codes of conducts for:**

- a) Club officials and volunteers
- b) Club members
- c) Parents and carers

These Can be found in the document section of the club website.

## **Contacts**

Club member details are available on the club website.

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