



Policy & Procedures Manual



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Table of Contents

EUC Contact Information:.....	2
Etobicoke Underwater Club (EUC).....	4
Foreword:.....	4
Disclaimer:.....	4
SECTION A: General Information.....	6
General Conduct:.....	6
Liability Insurance Policy:.....	7
SECTION B: Membership	10
Membership Fees:.....	12
Membership Entitlements:.....	13
SECTION C: Events Procedures and Etiquette.....	15
SECTION D: Communications Policy (FINS, website, social media)	17
SECTION E: Training Policy	19
Training Policy	19
SECTION F: Dive Booking Policy	21
Diver's Responsibilities.....	24
Dive Boat Procedures	26
SECTION G: Safety Policy.....	30
General.....	30
Equipment.....	31
Confined Water Policy:	31
Open Water Policy:.....	32
Enriched Air Nitrox	33
Duties of the Divemaster / Dive Co-ordinator:.....	33
SECTION H: Glossary of Terms.....	36
SECTION I: Additional Resources	38
Document Control	39



Etobicoke Underwater Club (EUC)

Policy & Procedures Document

Foreword:

The purpose of this document is to provide a clear statement of understanding of policies and procedures in place within the Club. These policies and procedures are defined and approved by the Directors and Executive Board of the EUC to provide for a consistent and fair application to members with a specific regard to safety and liability.

These policies are in addition to the Constitution containing the Club's bylaws. This Policy manual is a living document. Revisions will be made as needed.

Disclaimer:

No claim is made by the EUC, the Director or Executive Board or by any contributors, as to the completeness or accuracy of information contained within this report.

Certain personal risks are inherent in most sports, and the sport of scuba diving is no exception. By engaging in the sport of scuba, you accept these risks. No amount of training, experience, equipment, policies, etc. can completely eliminate all personal risks, and the EUC, its Board Members, Committees, and Members are not responsible for any losses, injury, or death sustained as a result of members or non-members taking these risks.



General Information



SECTION A: General Information

The Etobicoke Underwater Club of Toronto, hereinafter referred to as EUC or the Club, was established in 1956, making it one of the earliest SCUBA diving clubs in Ontario.

EUC is a not-for-profit organization dedicated to promoting the sports of SCUBA diving and snorkeling. We strive to encourage and enhanced the diving experience through training, and providing a strong social support network. The diversity of our members is one of our biggest assets.

In addition to education for new divers, the Club offers advanced and leadership training for certified divers. We present structured teaching scenarios that allow students to learn the sport hands-on, in a relaxed environment.

Safety is our top priority.

We offer certification in many specialties, allowing candidates to increase their knowledge and skills base. Our highly qualified instructors have countless years of diving experience and many levels of Instructor certification.

Our active participation in the community is strong with Club involvement in environmental events. These include shore cleanup activities, marine conservation efforts, safety workshops, and fundraising for charitable organizations.

The Club operates all year round, striving to contribute to the sport we love and the community as a whole. All of the organization's administrative and training duties are performed by dedicated unpaid volunteers who enjoy opening up the underwater world to others.

General Conduct:

At all times Club members and their guests must behave and speak in an appropriate manner that reflects the nature of the fun family atmosphere. Profane or abusive language is prohibited. In addition, we must remember that we are all representatives of EUC and want it to be seen with respect in the community.



Liability Insurance Policy:

The Club carries a Liability Insurance Policy through the Ontario Underwater Council (OUC) as a member club benefit. The Policy provides protection for the Club, its executive, Instructors and its insured members from claims arising from injuries or damage to other people or property. If the Club or its insured members are sued by their buddy, the buddy's family, another member or someone whose property is damaged by an insured member, the Liability Insurance Policy will defend the Club and the member, pay their legal expenses and pay out if found at fault.

Where the insurer sets in place requirements for insurance, the policies herein are not intended to override those requirements except as defined specifically as non-sanctioned (non-insured) activities.

Details of the Current insurers' policies are available on the EUC website, Documents page of the Members section. Login to view. (can also be viewed on the OUC website <https://underwatercouncil.com/liability-insurance/>). The document on the OUC website is to be taken as the most current official statement.

"OUC Club Insurance Requirements and Risk Management Document"

The goals of this OUC document are to:

1. Define the Requirements for Club Diving Activities that have been discussed and communicated to our insurers. Agreement by our insurers makes this document a binding interpretation of the Policy.
2. Provide strong recommendations for mitigating risk.

There are 3 components to this document.

- a) Insurers Requirements
- b) OUC Implementation / Administration / Safety Requirements
- c) OUC Recommendations for risk mitigation

"OUC Liability Insurance Policy for Clubs, Certificate of Insurance"

This 1-page document certifies that OUC and OUC insured member clubs are covered under the terms of a Liability Insurance Policy. Often public swimming pools, public parks, and other agencies (public & private) will require proof of such coverage before renting their facilities. Instructors and Divemasters requiring proof of insurance for their Agencies may request a copy listing them as named insureds.

The Insurance Program provides coverage for Ontario Underwater Council and Registered Members but only while participating in or training for *sanctioned* sports (Underwater Diving, Technical Diving and Non Diving Activities (as on file with insurer) as sanctioned by Ontario Underwater Council.

Certificates for specific wordings for facility coverage are available by request through the OUC.



COVID-19 Sanctioning Protocols and Communicable Disease Liability Release

Effective January 1, 2021, our insurance provider has added an exclusion to our coverage for any lawsuits that pertain to Communicable Diseases.

The OUC website has been updated which will allow you to access this information directly and hopefully provide the answers you need.

OUC FAQ page link: <https://underwatercouncil.com/wp-content/uploads/2021/08/OUC-Online-Communicable-Disease-Release-FAQ.pdf.pdf>

The most important issues are summarized below:

- OUC and Member Club Executive, Directors, Members, Guest Divers, and Registered Non-Diving Volunteers (“Everyone”) wishing to participate in any OUC-Sanctioned activities must **first** complete OUC’s “Online Communicable Disease Liability Release and Assumption of Risk Agreement” (the “Release”) ([see under “Forms” on OUC’s Home Page](#)) **prior** to participating.
- Everyone is responsible for knowing and complying with all applicable (and ever-evolving) Federal, Provincial, Regional, Municipal, and Facility Public Health regulations, protocols, and guidance.
- OUC Member Clubs are responsible for ensuring that everyone in their Club completes the Releases correctly.
- A **minimum** of 48 hours in advance of all events, and using OUC’s [Online Club Activity Sanction Form](#), OUC Member Clubs **must** provide OUC with a list of names of everyone who will be participating in those events, so that OUC can authenticate and validate against OUC’s archive of completed Releases.
- Due to the unpredictable nature of the pandemic, OUC reserves the right to change or suspend sanctioning with little or no notice, and will inform Member Clubs of same via email and website.
- OUC will continue to actively monitor the evolving situation and will re-evaluate the above requirements and processes in August, to see how well everyone is complying and whether any OUC requirements can be relaxed or not.



Membership Policy



SECTION B: Membership

The Etobicoke Underwater Club is a member of the Ontario Underwater Council. Diving membership fees include enrolment in that organization. The Club is a not-for-profit organization run strictly on a volunteer basis. All monies collected are used for Club expenses, dives or events.

The Etobicoke Underwater Club offers certification by recognized certifying agencies.

All Club members are encouraged to attend the EUC annual and general meetings.

The Executive Committee of EUC meets every month and those who have accepted the responsibility of serving are expected to do their utmost to attend the executive meetings. Any Club member who has a problem or a pertinent subject to be discussed may feel free to approach a member of the Executive to present his or her concerns to the Board.

Visitors or members of other sport diving clubs may be invited to attend Club activities with the approval of a member of the Board, provided all required documents are submitted.

Visitors from other sport diving clubs or other guests must present recognized diving certification and submit all required documents to participate in Club dives.

Subject to the foregoing policy, visitors may be permitted on Club dives provided there is room but Club members have priority.

Current training fees are set by the Training Committee.

Initiation fee for non-Club-trained divers is determined by the Executive and will be in addition to Club membership.

Annual fees are payable upon notification by the Club secretary and a late fee deadline may be established.

Non-Club-trained certified divers who are applying for EUC membership, will require the following:

- 1) Proof of certification
- 2) Medical application and waiver
- 3) Review of c-card and logbook by EUC Instructor or Divemaster.
- 4) Acceptance by the Board

A signed Medical form is required for all new diving members; certified or students. The Club Secretary should be advised of any change in email address, mailing address, telephone number and/or emergency contact.

Certifications received outside the Club (e.g. First Aid. C.P.R.) should be reported to the Club Secretary so that the files can be updated.



Anyone is considered a minor if under the age of 18. Minors must be at least 14 to train with the Club and require their parent or guardian to be a certified diving member of the Club or take the training at the same time. Any minors already certified can only be a member of the Club if a parent or guardian is a certified diver and current member. Any parent or guardian of a minor taking a scuba specific course must be present for all course materials both in class and in water.

The minor may dive only with the parent/ guardian, Instructor or Divemaster and may never dive alone. Parent or guardian must be present to provide consent at all times.

Membership Categories:

Regular Membership (diving)

Regular (diving) membership is available to certified divers trained or in training, with the Club and to already certified divers. Entitles members to all member privileges including electronic notices, mailings, voting rights, participation in sanctioned Club dives and other sanctioned activities. OUC membership and Liability Insurance coverage is mandatory. Members of more than one OUC insured member Club only need to pay OUC membership and Insurance fees once through their “Home” Club.

Social Membership (no diving privileges)

Includes club communications, voting rights and social activities. This does not include OUC membership or OUC liability insurance.

Honorary Membership (no diving privileges)

Honorary memberships are conferred by the Membership at large and are not required to pay any membership fees or dues. Upon resolution of the Board, Honorary Memberships are approved by the membership at a general meeting of the Club. Honorary members are not entitled to vote at, but are entitled to notice of meetings and other Club mailings. No diving or pool privileges are included. Honorary members may participate in sanctioned Club non-diving activities at the non-member rate. No OUC membership or Liability Insurance coverage is included but certified Honorary members may participate in sanctioned Club diving activities at the non-member rate, by participating in OUC’s Guest Diver Program.

Life Membership (diving)

Life memberships are conferred by the Membership at large, are entitled to all the privileges of Regular membership, but are not required to pay any membership fees or dues. Upon resolution of the Board, Life Members are approved by the membership at a general meeting of the Club. OUC membership and Liability Insurance coverage is paid by the Club on the Life member’s behalf.



Membership Fees:

Club Membership fees are established by a majority vote of the membership present at a general meeting of the Club. Ontario Underwater Council and Insurance Policy fees are added to the approved Club Membership fees where applicable.

Club Initiation fee

Payable by new members who were not originally trained & certified by EUC, as determined by the Board.

Ontario Underwater Council Membership Fee

Mandatory for active (diving) members. EUC is an OUC Member Club & complies with OUC requirements and recommendations. EUC Club members are Blue OUC members.

OUC Gold Membership Upgrade

To upgrade a standard Blue OUC membership to the Gold OUC membership. Gold members have their own vote at the OUC AGM.

Liability Insurance Fee

Mandatory for active (diving) members. Non active members may participate in the Policy by paying the additional OUC membership and Insurance fees. Participating Club members are covered in the event of legal action filed against them for expenses incurred as a result of injury or damages caused by them, while engaged in sanctioned & supervised diving, training & non-diving activities.



Membership Entitlements:

Etobicoke Underwater Club Membership Entitlements	Regular Membership (T)	Social Membership	Life Membership	Honorary Membership
1. Voting privileges	YES	YES	YES	NO
2. Notice of meetings, other Corporate mailings, FINS	YES	YES	YES	YES
3. Fees	DB VM	DB VM	NO	NO
4. Qualifiers	<ul style="list-style-type: none"> • EUC Course • 18 yrs. old • Training com **See NOTE below	DB	DB VM	DB VM Duration DB
5. Sanctioned diving activities	MR	GDP	MR	NMR GDP
6. Other sanctioned club activities	MR	MR	MR	NMR
8. Certified Diver	YES	NO	YES	NO

T = Club Trained

C = Certified diver

MR = Member Rate

NMR = Non Member Rate

DB = Determined by Board

VM = Voted on by Membership

GDP = OUC's Guest Diver Program

** NOTE - 14 to 17 year olds accepted only when accompanied by parent or guardian



Events Policy



SECTION C: Events Procedures and Etiquette

- 1) For any Club event, please note you must pre book, fill out required form(s) and pay to participate. Refunds will be available under extenuating circumstances and will be looked at on an individual basis.
- 2) Children under 12 eat for free when the food is organized and provided by the Club. Organizer needs to be informed ahead of time for numbers.
- 3) There is no insurance coverage by the Club for events where alcohol may be present with the exception of our one annual allowed alcohol event (e.g. Holiday party or BBQ). Any participation is done with this knowledge.
- 4) If an event is held in a home, please be respectful of septic system protocol, and recycling/garbage practices for the area. Be courteous of neighbours and their property, including parking restrictions.
- 5) Guests of Club members are welcome. Costs may vary as determined by the event organizer. Additional forms may be required.
- 6) For all food related events at a campground, participants need to provide their own dishes, cutlery, glasses and seating.
- 7) The organizers are volunteers. Participants should feel free to volunteer to help.



Communications Policy



SECTION D: Communications Policy (FINS, website, social media)

Newsletter Policy

FINS Below Newsletter and *FIN Strokes* News Bulletin are official publications of the Etobicoke Underwater Club (EUC) published multiple times annually.

Information regarding times, dates and locations of Club events, dives and meetings are published in FINS for members' benefit.

Club members are welcome to submit stories and items of interest to the FINS Below Editor for publication. The opinions expressed in articles in these publications are those of the author and do not necessarily reflect the viewpoint of the Club.

Articles and pictures should be submitted for publication electronically to the FINS Editor at euc_fins@euc.ca.

By submitting original material for publication, the owner gives unlimited Usage Rights to the Club.

All articles and photos submitted must not infringe on any copyright, violate any property rights, or contain any scandalous, libelous, or unlawful matter. Only articles original to the writer or in the public domain or submitted with proof of reprint permission by the owner, may be published. Only photos original to the submitter or with proof of permission, may be published.

Website and Social Media

The euc.ca website is an official publication of the Etobicoke Underwater Club (EUC)

By submitting original material for posting, the owner gives unlimited usage rights to the Club.

All articles and photos submitted for posting must not infringe on any copyright, violate any property rights, or contain any scandalous, libelous, or unlawful matter. Only articles original to the writer or in the public domain or submitted with proof of permission by the owner may be published. Only photos original to the submitter or with proof of permission, may be published.



Training Policy & Procedures



SECTION E: Training Policy

Training Policy

- 1) All training for the Club must meet the minimum standard of WRSTC where applicable. All other courses must conform to the current industry standard for that specific course.
- 2) All training in open water must comply with the Club safety policy in regards to minimum equipment requirements for divers.
- 3) All non-Club members taking a Club training course with the exception of the Open Water Diver course may have an additional surcharge plus insurance fees if required over the advertised member price for the course. These persons are entitled to having the membership initiation fee waived if they join the Club before the end of the training year.



Dive Booking Policy & Procedures



SECTION F: Dive Booking Policy

Please review Diver's Responsibilities document BEFORE you submit your dive request. The Diver's Responsibilities document along with additional required forms is available in the Dive Booking Package which can be downloaded on our website.

1. All current certified EUC divers are permitted to book dives for the current season.
2. Dives are to be paid for in full at time of booking via cash, Paypal or cheque made payable to the Club. Paid spots are transferable, providing the Dive Chairperson and the acting Dive Organizer have been informed and have authorized this transfer.
3. Bookings may be made via the following methods:
 - Via Mail (address in #5)
 - Contact Dive Chairperson at euc_divetrips@euc.ca

Payment is cash, Paypal or cheque. Please make sure you have the exact amount if paying by cash as no change will be available. Cheques should be made payable to: Etobicoke Underwater Club. Wait to fill in cheque amount until it is confirmed that you have a spot.

4. A valid dive booking includes the following elements and forms *fully completed and signed (where applicable)*
 - Payment in full
 - Proof of certification level (C card – photocopy if by mail)
 - i. Seasonal Diver Registration Form (separate web site download)
 - ii. Statement of Understanding – Dive Booking (in dive package)
 - iii. Statement of Understanding – Dive Event Participation (in dive package)
 - iv. Dive Booking sheet list requested dives (in dive package)
 - v. Toronto Port Authority form (TPA) – required if diving in Toronto harbour area. (separate web site download)

Forms and info available on website, or contact Dive Chairperson

5. A dive event place will be reserved only once *all the required elements as describe in section 4* are received. Do not send cash through the mail.
6. Dives are booked starting the second Thursday in April on a first pay first served basis until the charter is sold out. All bookings are at the discretion of the Dive Chairperson. Early booking (EB) discount deadline is the second Thursday in June when applicable at the Dive Chair's discretion).
7. A wait list will commence once all the spots have been sold. Should a space become available wait listed members will be contacted via information provided on "Seasonal Diver Registration Form". Payment will be required by wait listed members to purchase the spot.
8. Non-Club divers will pay a non-member rate as determined by the Dive Chair (not eligible for refund or rebate). They will also be required to show proof of OUC insurance. If not insured by



OUC, this cost will be added and the diver must complete all appropriate forms.

9. Transportation, meals and accommodation are your responsibility. You can usually find someone to car pool / share a room with.
10. It is each Diver's responsibility to sell his/her space should cancellation be necessary. The space can only be sold to a EUC Club member unless special permission from Dive Chairperson and/or Dive Organizer is given. An additional fee may apply. The Dive Organizer in charge must be notified and approve.
11. Divers must be at the dive site at least 30 minutes prior to the dive. The boat will leave on time regardless of late arriving divers. No refunds will be issued.
12. Each dive scheduled by the Club will receive the following ratings:
 - a) Certification Rating
 - b) Specialty Experience Rating* (where applicable)Members who do not meet both of the above ratings must receive approval from the Training Committee by way of a signature on the "Seasonal Diver Registration Form". *See "Seasonal Diver Registration Form" for more information on the Specialty Experience Rating.
13. Non-Divers may be allowed to attend charters as passengers if space permits and at the discretion of the designated Dive Organizer and/or boat captain. Cost to passenger will be determined on the advice of the Boat Captain (a waiver must be signed before visitors can board the vessel).
14. At a time, determined by the Dive Chair, where vacancies occur prior to any dive, EUC will accept Certified Divers that are OUC members one week in advance with all appropriate forms. They must produce their certification cards, log books and have the appropriate training for the level of the dive(s).
15. Non-Club divers will pay a non-member rate as determined by the Dive Chair (not eligible for refund or rebate). They will also be required to have OUC insurance, and must complete all appropriate forms. OUC insurance will be added and included in their ticket cost.
16. All divers and passengers must abide by the written Club Safety Rules as per our Diver's Responsibility document. Please read this document BEFORE you book dives. All divers are bound by the Diver's Responsibility document, once dives have been booked.
17. To ensure Dive Organizer coverage for each dive, spaces will be held for designated Dive Organizers
18. Dives may be cancelled before the dive date if we do not have the minimum booking number or required Dive Organizer coverage.



19. In the case of minor divers (under 18 years of age) their dive buddy must be their diving parent, diving guardian, qualified instructor, or Divemaster. They must inform the assigned Dive Organizer of same prior to the dive. They must be able to sign all appropriate forms. The parent or guardian must be present to provide consent at all times.

The document as posted with latest revision date as found on www.euc.ca website shall be considered the current and accurate version.



Diver's Responsibilities

Dive Organizer

A Dive organizer is defined as a Dive Manager, Dive Guide, Divemaster, Assistant-Instructor or Instructor. A Dive organizer is responsible for the safety of the divers, and the smooth operation of the dive. It is recommended a dive organizer be present on all dives. Dive organizers have complete authority over all diving activity and are second only to the boat captain. Training dives are an exception (training instructor is in charge)

Club Sanctioned Dives:

Club Sanctioned Dives are defined as dives sanctioned by the Club executive committee and the operation of the dive must adhere to the Club's policies and regulations as outlined by the EUC and OUC. A full First Aid kit and Oxygen Kit must be available on every EUC sanctioned dive.

Forms:

It is the responsibility of all divers to ensure all pertinent data is recorded on the Dive log sheet.

The Dive Organizer is responsible for making sure all forms are completed accurately. These forms will be forwarded to the Club Safety officer.

Alcohol / Drugs:

The diver must not consume alcohol or recreational drugs 12 hours before a dive, or to bring alcohol or recreational drugs on any group chartered boat. Persons diving with prescription drugs should only do so on the advice of their doctor. If you are just starting a prescription medication it is always best to avoid diving until such time as any personal side effects are known.

Depth:

Divers shall not exceed the maximum depth as recommended by the Dive Organizer. No dives are to exceed 130'. We recommend all divers with less than 20 dives do not exceed 60' in depth. All divers must follow their certifying Agency's current parameters.

Decompression:

The diver using tables agrees to remain within No Decompression Diving Limits using the current standards of WRSTC registered agencies.

Safety Stop:

A safety stop of 3 minutes between 10-20 feet is MANDATORY for all dives exceeding 40 feet.

Diver Recall:

If a diver recall device is available, **ALL** divers must safely return to the surface and then return to shore (or dive boat if applicable) upon hearing the signal. This will be covered at briefings.

**Breathing Gas:**

The diver should plan to return from the dive with not *less than* 500 PSI of breathing gas.

Nitrox:

To use Nitrox, the diver must be Nitrox certified and may be asked to submit a dive plan. O₂ limits are not to exceed 1.45 ATA or the Partial Pressure limit of their certifying organization. If you cannot confirm the enriched air Nitrox mixture, it must not be used.

Equipment:

Divers are responsible for ensuring that *all their gear is in proper working order*.

Dive Organizer Logs:

All divers must report to the dive organizer and receive permission to enter the water.

Divers must not submerge before the okay has been given.

Divers must signal upon surfacing. (okay/need help).

General:

Divers must follow all EUC guidelines and policies as well as boat policies and procedures.

The dive organizer can make discretionary decisions regarding divers in accordance with their level of training, EUC Guidelines, Safety Policies and fair practices.

Proper conduct and language:

At all times all group members and their guests must behave and speak in an appropriate manner that reflects the nature of the fun family atmosphere. Profane or abusive language is prohibited. In addition, we must remember that we are all representatives of EUC and want it to be seen with respect in the community.



Dive Boat Procedures

Knowing the proper way to handle yourself and your gear while on a dive boat can make the difference to having a safe and enjoyable dive day.

Before the Dive

- 1) Plan your packing based on occupancy and boat size. A large boat with lots of room allows for a separate cooler and a bag of dry clothes. Some small boats (eg. Zodiac) have room only for a mesh bag with what you will wear diving. Be flexible. Recognize that each person's space is equally limited.
- 2) Make sure you have all the gear including tanks you need before you get to the site. Check all your gear, whether you own or rent it, to make sure it is functioning properly. Bring the number of tanks required. Make sure they are filled and know the procedure for refilling (if they can fill on the boat, at the dive shop or if you need to find a filling station). Make sure the air mixture you are using is available, and is appropriate for the specific dive.
- 3) It is recommended that you bring your logbook. It is required that you bring your C-card. For some boats, no c-card can mean no dive, no logbook can mean you will be considered at beginner level.
- 4) Have all the food and beverages you will need.
- 5) Be early. If the boat is scheduled to leave at 9AM, be there at 8:30AM ready to go. This allows time for loading the boat, filling out the manifest, signing any extra waivers. As tides and water conditions don't wait for divers, being late could make the difference to which sites everyone goes, or even if the boat can go. The boat will leave without you.

Before leaving the shore

- 1) Do not board the boat without the Captain giving the okay to do so. They have procedures that need to be followed.
- 2) Stow all gear neatly away or assembled. Put gear where the Captain specifies. There may be a place for all the tanks or they may be separated for first dive, second dive. Weight belts belong on the floor or designated area. Never on a bench or table. Store all other gear neatly together in one place. Do not leave things out loose that can be easily stepped on, sat on, blown away or knocked overboard.
- 3) Be attentive. There will be a roll call, do not answer for other people. There will also be a briefing on the boat that will include safety procedures and gear, head use and any other rules the Captain may have.
- 4) Recognize that everyone defers to the Captain. The Captain is responsible for the safety of the passengers, crew and boat; please pay attention to what he/she says. Do not argue if the Captain feels the weather conditions are too unpredictable or if the water is too rough. No dive site can be guaranteed.



Before the Dive

- 1) Listen to the Divemaster briefing. They will tell you about the dive and what to expect. They will tell you where and how to enter the water, any safety procedures, where and how to re-enter the boat, and any requirements they have.
- 2) Make sure you learn how to use the head. This is the boat bathroom and there will be very specific instructions. Do not use the head to be seasick. Go to the railing on the leeward side (the side with the wind blowing away from it).
- 3) If you smoke, please only do so at the stern of the boat. This insures your smoke drifts away from any of the other divers who do not wish to have the smell. There is no smoking unless permissible by the Captain of the vessel.
- 4) Review your plan with your buddy and go over each other's gear.
- 5) Be respectful of other diver's gear, space and organization. Do not move or adjust any gear without permission first.

Dive time

- 1) Be ready to go diving. You will be given a heads up before it is time to start. This is your time to prepare. If you like to linger, start sooner. Entering the water later can throw off the schedule of the dives and may affect what you can do.
- 2) Give the Recorder or Divemaster any information required. They need this before you enter the water. They will need further info from you when you exit the water. It is your job to fill in the remainder of the table info, not that of the Divemaster's. This information may determine if you can proceed with the rest of the diving.
- 3) Follow the procedures that are laid out. If you are to enter the water from the stern (back) and swim to a line to the bow (front), make sure this is what you do. Procedures are set up to make things the most efficient and safe for all divers. Doing something different will be dividing the supervisor's attention. Please give the okay signal when you are on the surface and know you are okay.
- 4) When using a mooring line, go down with the line on your left and come up with it on the left. This means divers headed in the opposite direction do not need to lose contact with their buddies. Be aware of divers doing safety stops. Stay on one side with your buddy when passing other divers.
- 5) If there is a hang tank, do not touch it unless you have an emergency. Do not test it to see if it is working. If each diver tested it, the amount of air would be significantly reduced for someone who actually needed it. Do not incorporate the hang tank into your dive plan.
- 6) Be alert when re-entering the boat. There will be instructions on how to do this (fins on, fins off...etc.). If there are other divers waiting for the ladder, be patient and stay within sight of the safety diver. Never be directly underneath someone on the ladder. Once on the boat, gather your gear together and stow it away neatly. Be aware that other divers in gear will be moving so don't spread out all over the place. If you have similar gear to other divers, label it so there is no confusion as to who owns what. Help with other divers. All members of the Club are



volunteers so no one should feel it is not their responsibility. Don't leave your gear on the seats. Divers will be boarding the boat and will need a seat to remove their gear.

- 7) Notice if there are wet and dry decks or areas. Do not go in or take wet gear to the dry area. If you do not have a dry bag, there is no guarantee things will be able to be kept dry.

Photography and Video

- 1) Keep gear in protective case or in hand. It can easily be knocked and damaged.
- 2) Ask someone ahead of time to hand you your gear once you've entered the water. Yelling from the water means someone's attention is taken from the next diver and runs the risk of gear being handled improperly.
- 3) If you see someone going to take a picture, be respectful and don't rush over to see to what they see. You may disturb what they have been patiently waiting for.
- 4) Pick an appropriate buddy. If you plan to sit and wait for something, make sure this is okay with your buddy before you go in.
- 5) If there is a dedicated camera rinse bucket, do not rinse your mask or suit in it. Defogging chemicals can ruin camera seals. The camera rinse bucket is for cameras, period. Place gear in gently, don't drop it, as other gear may be there. If there is a dedicated camera table, do not go to the area with wet gear or have drinks on the table.

Back to Shore

- 1) Get gear ready to unload. Do not casually start this when the boat reaches shore. You may be on holidays but the crew is at work, and would like to go home. Everyone should help with the unloading of gear.
- 2) Remember your crew. There will usually be a collection of tips, so be prepared to contribute if you have felt the service deserves it. This means planning to bring tip money aboard with you. Please be mindful that this is optional and at the discretion of each diver.



Safety Policy & Procedures



SECTION G: Safety Policy

General

The policies in this document are the recommendations of the 2nd Vice President who is responsible for the Safety portfolio.

- Etobicoke Underwater Club (EUC) Safety Policy shall, at a minimum, meet current insurance policy and requirements.
- Certification notwithstanding, the EUC does not promote Solo Diving regardless of the diving venue.
- Divers with the EUC may be certified by various recognized certification agencies.
- Age requirements and restrictions will, at a minimum, be based on the requirements and restrictions placed by the diver's certification agency(ies). The EUC may require different minimum age(s) and restrictions which may be more restrictive than those of the diver's certification agency. These may be put in place to limit the liability of the Club.
- Policies or procedures put in place by the EUC are not meant to replace or supersede the diver's agency certification minimum standards.
- Proper use of dive related equipment is expected. Where a member of the Club sees an improper use of equipment, the member is expected to bring the matter to the attention of the Safety Committee or a member of the Board who will bring the matter to the Safety Committee.
- Proper dive related protocols are expected. Where a member of the Club sees an improper or unsafe act, the member is expected to bring the matter to the attention of the Safety Committee or a member of the Board who will bring the matter to the Safety Committee.
- The Safety Committee will review the matter and will make recommendations to the member in question, the member's parent or guardian (if appropriate) and/or to the Training Committee.
- Continued violations of recommendations, which the Safety Committee feels are a danger to the safety of the diver or others, may result in the member's dismissal from the Club.



Equipment

All members will adhere to the Club standards for standard dive equipment in confined and open water:

Equipment required for all EUC Club dives:

1. Redundant 2nd stage
2. Buoyancy Compensating Device
3. Submersible pressure gauge (SPG) and depth gauge
4. A timing device (e.g. dive watch, dive computer, bottom timer)
5. A Float and dive flag (per buddy team) for shore dives

Divers are responsible for ensuring that all their gear **is in proper working order**.

Confined Water Policy:

Summary:

This section defines the minimal requirements for EUC member divers using a pool or other confined water during Club functions.

EUC Policy - Training:

As defined by the Training Policy / Committee

EUC Policy – Uncertified STUDENTS awaiting Open Water Checkouts:

They must be directly supervised by an instructor while on scuba.

EUC Policy – Confined Water (non-Training):

The use of scuba equipment and being on air in the pool (pool only) without a buddy is permitted. It is recommended that the member inform a Divemaster, Assistant Instructor or an Instructor or a member of the Executive that they will be in the pool on air solo.

In the case of minor divers (under 18 years of age) their dive buddy **must** be their diving **Parent, diving Guardian, qualified Instructor, or Divemaster**. No solo diving is permitted.

Equipment for confined space:

All members will adhere to the Club standards for standard dive equipment.

1. Redundant 2nd stage
2. Buoyancy Compensating Device
3. Submersible pressure gauge (SPG) and depth gauge
4. A timing device (e.g. dive watch, dive computer, bottom timer)



Open Water Policy:

Summary:

This section defines the minimal recommendations for EUC member divers participating in Club sanctioned dives.

EUC POLICY – Training

As defined by the Training Policy / Committee.

EUC POLICY – non-Training Club Sanctioned Dives:

- Staffing:
 - Divemaster / Dive Co-ordinator
 - Safety Divers (rotating buddy teams) selected from those participants who are willing and able, and certified to a minimum certification of “Rescue Diver.”
 - Recorder with Club DM log sheets.

- Safety Equipment:
 - First Aid Kit
 - AED
 - O2 Kit
 - Divemaster Box
 - Hang Tank for dives deeper than 60ft / 20m with regulator with two (2) second stages and pressure gauge. Tank should be full. Tank should be turned on when on the line
 - Additional equipment as necessary for the safety of the dive.

- All Divers must have a buddy or be assigned a Dive Buddy (required) as per the Divemaster
 - No Solo Diving, certification notwithstanding
 - In the case of minor divers (under 18 years of age) their dive buddy **must** be their diving Parent, diving **Guardian, qualified Instructor, or Divemaster**, as per certification.
 - The buddy team should inform the assigned Dive Organizer of same prior to the dive.

- All dives to be kept within recreational dive limits as minimally defined by the WRSTC recognized agency or where appropriate as defined by the EUC Policy of 130ft/40m.

- Dives must be kept within the limits of the diver’s certification level or that of their Buddy whichever is the most conservative.

- Divers will adhere to Policies as defined by the Dive Coordinator or Dive Committee.

- If a Diver is utilizing a dive computer and their buddy is using dive tables, then the dive is conducted using dive tables.

- If Dive buddies are using different tables or dive computers, then the most conservative buddy will control the dive.

- Divemaster or Dive Co-ordinator shall ensure a full passenger list is compiled and verified before each departure.



- If a Club member, in distress, must release and ditch their weight belt, the Club will reimburse the member for the cost of the weights and belt, if it cannot be retrieved.

Enriched Air Nitrox

- Both members of a buddy team must be enriched air Nitrox certified in order for the dive to be conducted utilizing enriched air Nitrox tables.
- If one member of a buddy team is breathing enriched air Nitrox and the other member is breathing air, the dive shall be conducted using air tables for the maximum time limit and MOD (maximum operating depth) for the maximum depth limit.
- The Divemaster will discuss the mixture and the MOD for the upcoming dive with the Nitrox divers.
- If you cannot confirm the enriched air Nitrox mixture, it must not be used.

Duties of the Divemaster / Dive Co-ordinator:

This section defines the duties and responsibilities of the EUC Divemaster / Dive Co-ordinator.

The Divemaster:

- has complete control of the dive; he/she may delegate some record keeping activities but must assume ultimate responsibility for such records.
- Makes the final decision on buddy teams. No diver is permitted to solo dive. Limits all divers to a maximum depth of 60' (approximately 20 meters) until he/she is satisfied that a deeper dive can be safely handled.
- Ensures all dives are within no decompression limits.
- Advises all divers that there will be no drinking of alcoholic beverages or use of legal recreational drugs twelve (12) hours prior to a dive or as per certifying Agency (whichever is greater).
- Enforces rules of general conduct as approved by the Board.
- Arrives early - check gear, boat and financial arrangements of the dive.
- Checks with the Captain - re weather conditions, special rules for the boat and dive site.
- Makes or causes to be made, a list of divers and non-divers as they come on board.
- Directs stowage of gear on the boat.
- Gives pre-dive briefing or ensures it is done by Captain - Identifies him/herself and assisting personnel.
- Gives or ensures Captain gives particulars on how to be comfortable on the boat, location of heads, how to get tanks filled and other rules or procedures.
- Gives or ensures Captain gives on site briefing - Explains safety emergency procedures and signals, notes particulars of dive site, water depths, current, etc.
- Ensures all dive teams do a buddy check.
- Confirm start of diving with Captain.
- Posts safety divers.
- Checks divers into the water - spot checks equipment adjustments.
- Watches for problems - ensures rescue equipment is ready and at hand. In case of an emergency, uses diver recall procedure, if not handled by Captain.
- Checks divers onto the boat -ensures gear is clear of exit areas.



- Takes final roll call before movement of boat. Confirms end of dive with the Captain.
- Ensures complete record of dives.
- Arranges hang tank for dives deeper than 60ft/18m.



Glossary



SECTION H: Glossary of Terms

Certified Safety Diver

defined as a diver with an Agency certification level of Rescue Diver or higher.

Confined Water

defined as a pool or other body of water with similar conditions to a pool with respect to clarity of water, depths, temperature, surface roughness, currents and entry and exit capabilities.

Dive / Diving

defined as the breathing of compressed gases while under conditions of varying pressure.

Dive Supervisor (per WRSTC)

“An individual who is currently qualified and sanctioned by a training organization to assist an instructor in teaching recreational scuba divers and to conduct supervised diving activities as outlined by his/her training organization. Completion of formal training in planning, management and control of diving activities, first aid, cardiopulmonary resuscitation, and diver-rescue techniques is required. The dive supervisor shall also have passed a written examination demonstrating dive supervisor-level knowledge, as required by the training organization.

To be sanctioned, the dive supervisor must meet the annual renewal requirements of the training organization. (See the RSTC Recreational Dive Supervisor certification standards for details).”

EUC refers to this as a “Divemaster” (may also include Dive Control Specialist or Dive Coordinator)

Diver Rescue (per WRSTC)

“Training (a certification) offered by a training organization that includes diving-specific classes in emergency planning and accident management, along with open water training in the areas of self-aid, self-assist, buddy-aid, buddy-assist, locating, surfacing and egress of an unresponsive diver, diver emergency planning and accident management procedures.”

EUC refers to this as a “Rescue Diver”.

MOD (Maximum Operating Depth)

The depth below which the partial pressure of oxygen (ppO₂) of the gas mix exceeds a safe limit.

Open Water

defined as a body of water open to weather conditions, significantly larger than a swimming pool offering conditions typical of a natural body of water with respect to clarity of water, temperature, surface roughness, currents and entry and exit capabilities.



Appendices



SECTION I: Additional Resources

Etobicoke Underwater Club

<https://www.euc.ca/>

Ontario Underwater Council

<https://underwatercouncil.com/>

American Canadian Underwater Certifications (ACUC)

<http://acuc.es/en/>

World Recreational Scuba Training Council (WRSTC)

<https://wrstc.com/>

Divers Alert Network (DAN)

<https://dan.org/>



Document Control

Date	Description of Change	By Whom
June 18, 2010	Created document	D Noble
June 18, 2010	Revision added logos, new Sections	D Noble
June 23, 2010	Revised to section breaks for each policy	D Noble
July 6, 2010	Embedded 1984 policy document with reformatting	D Noble
July 13, 2012	Updated Safety and Dive Booking Policies	M Collins
October 20, 2012	Added Events, Training, Pool Etiquette, Communications policies. Updated Membership Policy. Rearranged section order. Moved Glossary to end.	M Collins
November 24, 2012	Revisions to all sections	M Collins
December 7, 2012	Added Membership Entitlements	M Collins
December 13, 2012	Pre-publication revisions per final Executive review	M Collins
January 1, 2013	FINAL version for 1st publication	M Collins
January 10, 2013	Correction to Pool Policy, Item 10: "Children <i>under 14...</i> "	M Collins
June 11, 2013	<ul style="list-style-type: none"> • Added to Membership Section: Doctor signed medical... • Correction to wording of Dive Booking & Safety Policy, Nitrox section. Nitrox enriched air changed to enriched air Nitrox. • Moved Document Control to end of document. 	M Collins
May 18, 2016	<ul style="list-style-type: none"> • Removal of "legal" from "legal guardian" 	M.Yano
July 2021	<ul style="list-style-type: none"> • Full review of document 	Committee with C. Sherriff, M. Collins, D. Poirier, K. Giuliani, B. Beattie
Feb 26 2022	<ul style="list-style-type: none"> • Correction to Membership Entitlements Table Pg. 13 	M Collins