



Responsibilities: Dive Coordinator

1) To organise regular local monthly dives for members that provide:

- a variety of local dive sites (Cairns and Port Douglas)
- value for money (negotiated club discounts)
- use operators that promote diver safety, adhere to regional regulations and are eco-friendly.

Monthly dives are held on weekends utilizing both Saturdays or Sundays to help cater for various worker conditions.

2) To organise periodic specialized dive trips for members catering for:

- differing levels of dive experience
- variety of diving interests
- venture beyond local GBR waters

These trips are known as 'Domestic Travel,' vary in pricing & complexity and include Australian destinations, some outside of Queensland. Trips are planned in a way to avoid or minimize financial loss to the club (cut off dates, opening offers to non-members, wait lists, etc).

3) Discuss ideas for dives and planning at the monthly Committee meetings. (Committee approval required for dive plans). Member's suggestions are always welcome and should be forwarded via email. These will be included in committee discussions.

4) Communicate dive trip dates, booking details and other information via email, club WEB site, social media and at member meetings. Trip costings are 'Commercial in Confidence' and only sent via email to current financial members. This preserves the wishes of operators who do not wish club discounts and rates to be made public. As club members we respect and honour this at ALL times.

5) Maintain a rolling 12 month schedule (when possible) of regular and dives and special dive trips and events. Also provide as much notice as possible (ideally 3 months in advance) about Domestic Travel and special trips.

6) Financial Considerations:

- a) As a rule, the Club does not take financial responsibilities for bookings or cancellation risks. Where possible, members book and pay the operator directly and are responsible for their own bookings. No refunds are available if cancellation was made after the cut-off dates. Information provided by the club is always subject to change so members MUST confirm all rates, costs and additional conditions at the time of booking dives with the relevant operator/agent. The club assumes no responsibility for these changes or any other costs incurred by members related to any dive activity.
- b) If finances are via Club account (eg. Special Dive events, whole boat charter, group transport bookings, holding deposits, etc), then cut-off dates should be negotiated when possible with the operator/agent and risk mitigation strategies deployed (e.g. open bookings to the general public, cancellation date, no-loss or low-loss deposits, etc). This must be communicated clearly to the all members and committee decisions are final.

- 6) Where possible, monitor divers who sign up for trips to ensure they are Current Financial members and follow up with Membership Coordinator as needed.
- 7) Contribute to the club social media pages, including administration (adding of new members and removal of members who post inappropriate material).
- 8) Attend monthly committee meetings (scheduled every 2nd Wednesday of the month) and report on any relevant information and updates (eg. dive trips, planning, member feedback, etc)
- 10) Prepare a 'Dive Coordinator's Report' at the end of the year for presentation to the Club AGM (July)

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Subject: Dive Coordinator Role – as at July 2019

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