

## Amendment Sep 07 – BOH (Internet Edition)

Section No	Amendment
All	Throughout document: Change all occurrences of Nationally Qualified Instructor to Qualified Instructor.
All	Throughout document: Change all occurrences of the BSAC to BSAC.
All	Throughout document: Reference to BSAC Website to be <a href="http://bsac.com">bsac.com</a> .
All	Throughout document: Reference to BSAC School to BSAC Centre
All	Throughout document: Change most references of air to breathing gas
Front Cover	Update logo with new corporate logo
1.1.7	Delete: approximately 15 per cent Insert: approximately 8 per cent
1.1.10	Amend 2002 bullet to read: <ul style="list-style-type: none"> <li>• 2002 - The introduction in October of the 2002 Diver Training Scheme.</li> </ul> <p>New bullet point:</p> <ul style="list-style-type: none"> <li>• 2007 - Basic nitrox integrated into the Diver Training Programme. The Diver Training Programme produced as CD-Rom.</li> </ul> <p>Add new last paragraph:</p> <p>For more history of BSAC, refer to the book “<i>BSAC: The Club 1953-2003</i>” by Reg Valentine, available from the <a href="#">BSAC Shop</a>.</p>
1.2.2	Replace “services group” with “communications group”
1.2.3	Replace complete sub-section “The Importance of Voting in BSAC Elections” with: It is lamentable that historically only a small percentage of members bother to vote in the national election of members to Council and associated ballots. It is important that all members use their voting rights to ensure that the wishes of the majority are heard and that the Council is made up of competent representatives who will serve membership well. As a convenient alternative to attending an AGM or EGM members can lodge a postal vote.
1.3.1	Delete: Telephone: 0151 350 6200 Fax: 0151 350 6215 From overseas: +44 151 350 6200 Insert: Telephone: +44 (0) 151 350 6200 Fax: +44 (0) 151 350 6215  Delete: ... available on the BSAC Website under “ <a href="#">HQ Contacts</a> ”. Insert: ... available on <a href="http://bsac.com">bsac.com</a> under “ <a href="#">HQ Contacts</a> ”.
1.3.3	Replace section with:  The BSAC Website <a href="http://bsac.com">bsac.com</a> contains: <ul style="list-style-type: none"> <li>• information about BSAC that is aimed at non-members.</li> <li>• information for diving and snorkel members.</li> <li>• discussion forums.</li> </ul>

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	<ul style="list-style-type: none"> <li>• travel and holiday information for members.</li> </ul>
1.5.4	<p><b>Delete:</b> Section 4.11.3  <b>Insert:</b> Section 4.12.3</p>
2.1.1	<p><b>First paragraph:</b>  <b>Delete:</b> ... diving, the British Sub-Aqua Club (BSAC) ...  <b>Insert:</b> ... diving, BSAC ...</p>
2.1.5	<p><b>Delete:</b> collectively action  <b>Insert:</b>  collectively, action</p>
2.2.1	<p><b>Delete:</b>  It is the BSAC way  <b>Insert:</b>  It is BSAC's way</p>
3.1.1	<p><b>Sub-section "BSAC Ordinary, Special, University or Snorkel Branch:"</b>  <b>Delete:</b>  BSAC Ordinary, Special or Snorkelling Branch  <b>Insert:</b>  BSAC Ordinary, Special, University or Snorkelling Branch</p> <p><b>Delete:</b>  providing the conditions  <b>Insert:</b>  providing they meet the conditions</p> <p><b>Sub-section "BSAC Youth Branches"</b>  <b>Change minimum age from eight (8) to six (6)</b></p> <p><b>Sub-section "BSAC Direct"</b>  <b>Delete Sub-paragraph and replace with</b>  BSAC Direct offers a means of maintaining BSAC membership without joining a Branch, however, members may undertake training through a BSAC Centre, the Coaching Scheme or a Branch (willing to train them without having to join the Branch).</p>
3.2.3	<p><b>Sub-section "Diver Qualifications":</b>  <b>Delete and replace with</b>  Branch <a href="#">Bye-Laws</a> (Section 3.2) shall not contain rules or guidance on the training, testing or the <a href="#">award of BSAC diving qualifications</a> (Section 4.4.4). The National Diving Committee e-Bulletin Number 49, January 2007 states that the lead instructor of the facility (Branch or Centre) that completed the training shall sign the qualification page in a member's Qualification Record Book.</p>
3.3.1	<p><b>Sub-section "Branch Diving Officer"</b>  <b>Delete:</b> all  <b>Insert:</b>  Contained in the <a href="#">BSAC Rules</a> the National Diving Officer has ultimate responsibility for training, testing and the award of BSAC diving qualifications. The National Diving Officer has delegated much of this responsibility to Branch Diving Officers. If appropriately qualified, the Branch Diving Officer will be the lead instructor of a Branch; and will be thus empowered to award Ocean Diver, Sports Diver, Dive Leader and Advanced Diver qualifications to members within their own Branch.</p> <p>A Branch Diving Officer should hold at least the qualification of BSAC Advanced Diver and ideally be a BSAC Qualified Instructor (minimum Open Water Instructor). If not, they should nominate a Qualified Instructor (minimum Open Water Instructor) to be lead instructor of the Branch. The nominated individual will then award diving qualifications in</p>

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	<p>accordance with current guidance, see <a href="#">award a diving qualification</a> (Section 4.4.4).</p> <p>The Branch Diving Officer's attributes:</p> <ul style="list-style-type: none"> <li>• The person nominated for the post of Branch Diving Officer should be chosen carefully,</li> <li>• They should be a volunteer rather than be pressed into taking the job, enthusiasm and a desire to do things thoroughly being of great importance.</li> <li>• They should have a sound practical and theoretical knowledge of diving and in order to successfully impart their knowledge and ability to others must have zest for the task, patience, sympathy and understanding.</li> </ul>
3.3.6	<p><b>Sub-paragraph "Training Officer" and "...duties of their Training Officer(s)", Ninth bullet:</b>  <b>Delete:</b> All  <b>Insert:</b></p> <ul style="list-style-type: none"> <li>• Arranging the testing of students when their instructors consider them ready for assessment: advise the Branch Diving Officer / Lead Instructor when members have completed training and recommend the award of the relevant diver qualification.</li> </ul>
3.4.1	<p><b>Delete:</b> All  <b>Insert:</b>  Membership of BSAC is open to all, irrespective of colour, race or creed, however, Special and Youth Branches (Section 3.1.1), by their nature or affiliation to other bodies, may be obliged to restrict membership. Branch Treasurers and Membership Secretaries should know the nature of their own Branch and if any such restrictions apply.</p> <p>Applications to join and rejoin BSAC are to be considered in accordance with <a href="#">Branch Bye-Laws</a> (Section 3.2.1).</p>
3.4.3	<p><b>Sub-section "Publications":</b>  <b>Add new bullet to beginning of list:</b></p> <ul style="list-style-type: none"> <li>• The '<a href="#">Go! Diving UK</a>' DVD that shows what diving is like around the UK coast – Its free from BSAC Headquarters.</li> </ul> <p><b>Seventh bullet replace with:</b></p> <ul style="list-style-type: none"> <li>• As a result of BSAC initiatives, decompression tables specifically formulated for recreational divers have been developed for use by members of BSAC. The BSAC '88 Decompression Tables levels 1-4 were developed to give members the benefit of the latest knowledge and developments in decompression practice and theory. These tables were supplemented by the 'BSAC Nitrox Decompression Tables' to cover diving with three Nitrox gas mixes of 27%, 32% and 36% oxygen content. These are all available from the <a href="#">BSAC Mail Shop</a>.</li> </ul> <p><b>Sub-section "The Coaching Scheme":</b>  <b>Replace second bullet with:</b></p> <ul style="list-style-type: none"> <li>• Skill Development Courses in a wide range of subjects: Practical Rescue Management, Boat Handling, Search and Recovery, Chartwork and Navigation, First Aid, Oxygen Administration, Advanced Nitrox Diving, Automated External Defibrillator (AED) and many more (see <a href="#">Skill Development Courses</a> on BSAC Website or contact BSAC Headquarters).</li> </ul>
3.4.7	<p><b>Second paragraph:</b>  <b>Change minimum age from eight (8) to six (6).</b></p>
3.4.8	<p><b>Delete Sub-section "Disabled Members":</b>  <b>Insert new Sub-section:</b>  Access to BSAC Branch Services:  The BSAC expects its Branches to be inclusive in offering every activity, snorkel, SCUBA, social and fundraising. This is a primary consideration of Sport England and local authorities when</p>

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	<p>considering sports clubs.</p> <p>On occasion, members may be injured or acquire an impairment such as restricted mobility. When impairment prevents a member from demonstrating one or more of the basic diving skills (as taught in Ocean and Sports Diver), then an assessment of the support needed for safe diving is to be made. This assessment is made <b>exclusively</b> by the member and the Branch Diving Officer, though the inclusion of a carer may sometimes be helpful. The resulting support level and any condition applied to the member's diving qualification is to be entered in the member's Qualification Record Book using overlays available from BSAC Headquarters.</p> <p>The system of support levels and conditional qualifications is explained more fully in a guidance note available from BSAC Headquarters. Branch Diving Officers using the note for the first time are encouraged to seek further help from the National Diving Committee's Accessibility Officer <a href="mailto:accessibility@bsac.com">accessibility@bsac.com</a>. The same system applies to new members and to members under training. Our guiding principle is to highlight achievement and seek to mitigate difficulty. Disadvantaged people of all descriptions are masters at generating coping strategies and can usually teach established divers a great deal about risk assessment, forward planning and lateral thinking.</p> <p>Besides breaking the law, we deny ourselves great benefit when we (even subconsciously) restrict membership to "people like us".</p>
3.4.9	<p><b>Sub-section "Accepting Qualifications Issued by BSAC Centres":</b>  <b>Replace first paragraph with:</b>            As mentioned in <a href="#">Diving Qualifications</a> (Section 3.2.3) the lead instructor of a BSAC Centre may award BSAC diver qualifications. BSAC Centres will grant BSAC mini-membership to clients who undertakes the Ocean Diver course. A mini-membership pack is issued as part of their Ocean Diver Student pack. All clients become members of BSAC for a free 3-month period. Many who initially train at a BSAC Centre later seek a Branch to join in order to continue with the sport.</p>
3.5.2	<p><b>Make Sub-section "BSAC Membership Subscription" the first Sub-section.</b>  <b>Insert new Sub-section "BSAC Direct Debit"</b>            BSAC Direct Debit:            A member may wish to pay their BSAC membership subscription direct to BSAC by Direct Debit. Further information is available at <a href="http://www.bsac.org/page/16/bsac-direct.htm">http://www.bsac.org/page/16/bsac-direct.htm</a>.  <b>Add Sub-paragraph at end of Sub-section "Branch Subscription":</b>            New member training levy – to prevent being classed as commercial the training levy should only cover the additional resources a new member under training will utilise, for example: cost of breathing gas used (5 sheltered water sessions plus 5 open water), say, 8 cylinders at £3.00 a fill gives £24.00. Remember this levy could not be charged to trainees who supplied their own equipment.</p>
3.5.4	<p><b>Sub-section "Expenses" replace all with:</b>            Branch members are not expected to spend their own money supporting Branch activities, for example, paying the deposits of the annual dinner dance or a charter boat; these would be paid by the Branch that would then recover the costs from those members attending or participating in the activity. There are times when it is easier or more convenient for members to pay for these items then claim the money back from Branch funds. As a guide BSAC's Expenses Policy can be found at <a href="http://www.bsac.org/page/682/expenses-policy.htm">http://www.bsac.org/page/682/expenses-policy.htm</a>.</p>
4.2.3	<p><b>Replace Sub-section "SCUBA Instruction" with:</b>            BSAC Instructor Manual, which is DVD based (issued March 2007), for all SCUBA diver qualifications. The Manual contains instructor notes for each theory and practical lesson and is supplied with the original visual aids, together with Sample Theory Assessment papers.</p>
4.2.4	<p><b>Replace 2<sup>nd</sup> paragraph with:</b>            While every effort should be made to follow the recommended course progression and qualifying</p>

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	standards, there may be flexibility in the individual lessons that achieve the lesson targets. The BSAC believes that they are within the scope of the majority of Branches and Centres but if local conditions or individual ability, see <a href="#">Access to BSAC Branch Services</a> (Section 3.4.8) make compliance with any aspect of a lesson impractical, then common sense and ‘ <a href="#">Safe Diving</a> ’ must prevail.														
4.2.5	<p><b>Third paragraph delete:</b> All</p> <p><b>Insert:</b> Club Instructor is a pre 2002 Qualified Instructor qualification, because no open water assessment was required. Club Instructors are not permitted to supervise Assistant Diving Instructors, Assistant Open Water Instructors or Practical Instructors at open water locations. However, they are permitted to teach open water lessons (to their diver qualification) without the need for another Qualified Instructor to be present.</p>														
4.2.9	<p><b>Second paragraph:</b> <b>Delete:</b> Artificial Ventilation (AV) and Cardiac Compression (CC) <b>Insert:</b> during Basic Live Support training</p> <p><b>Third paragraph:</b> <b>Delete:</b> Artificial Ventilation and Cardiac Compression <b>Insert:</b> Rescue Breaths and Chest Compressions</p> <p><b>Forth (last) paragraph:</b> <b>Delete:</b> Artificial Ventilation and Cardiac Compression <b>Insert:</b> Rescue Breaths and Chest Compressions</p>														
4.2.11	<p><b>Sub-section “The Pool Training”</b> <b>Delete:</b> Schools <b>Insert:</b> Centres</p> <p><b>Sub-section “The Need for Control and Discipline – Pool Training”:</b> <b>Remove</b> from The Diving Manual</p>														
4.3.1	<p><b>Change air to ‘air’</b> <b>Replace Table 4.2 with:</b></p> <table border="1" data-bbox="284 1239 1461 1848"> <thead> <tr> <th><i>BSAC Qualification Level</i></th> <th><i>Depth Limit ‘Air’</i></th> </tr> </thead> <tbody> <tr> <td>Ocean Diver under training</td> <td>Specific limits for each dive</td> </tr> <tr> <td>Ocean Diver</td> <td> <ul style="list-style-type: none"> <li>To a depth which is initially limited to the maximum experienced during training, but which can subsequently be extended progressively, under the supervision of a Qualified Instructor, to a maximum of 20m</li> <li>Using breathing gas mixes of Air, Nitrox32 or Nitrox36</li> </ul> </td> </tr> <tr> <td>Sports Diver – on qualifying</td> <td> <ul style="list-style-type: none"> <li>Dive to a depth which is initially limited to 20m, but which can subsequently be extended progressively, under the supervision of a Qualified Instructor, to a maximum of 35m</li> <li>Use breathing gas mixes up to Nitrox 36</li> </ul> </td> </tr> <tr> <td>Dive Leader – on qualifying</td> <td> <ul style="list-style-type: none"> <li>Can dive to a depth which is initially limited to 35m, but which can subsequently be extended progressively to a maximum of 50m</li> </ul> </td> </tr> <tr> <td>Advanced Diver – following progressive build up to depth</td> <td> <ul style="list-style-type: none"> <li>50m</li> </ul> </td> </tr> <tr> <td>First Class Diver – following progressive build up to depth</td> <td> <ul style="list-style-type: none"> <li>50m</li> </ul> </td> </tr> </tbody> </table>	<i>BSAC Qualification Level</i>	<i>Depth Limit ‘Air’</i>	Ocean Diver under training	Specific limits for each dive	Ocean Diver	<ul style="list-style-type: none"> <li>To a depth which is initially limited to the maximum experienced during training, but which can subsequently be extended progressively, under the supervision of a Qualified Instructor, to a maximum of 20m</li> <li>Using breathing gas mixes of Air, Nitrox32 or Nitrox36</li> </ul>	Sports Diver – on qualifying	<ul style="list-style-type: none"> <li>Dive to a depth which is initially limited to 20m, but which can subsequently be extended progressively, under the supervision of a Qualified Instructor, to a maximum of 35m</li> <li>Use breathing gas mixes up to Nitrox 36</li> </ul>	Dive Leader – on qualifying	<ul style="list-style-type: none"> <li>Can dive to a depth which is initially limited to 35m, but which can subsequently be extended progressively to a maximum of 50m</li> </ul>	Advanced Diver – following progressive build up to depth	<ul style="list-style-type: none"> <li>50m</li> </ul>	First Class Diver – following progressive build up to depth	<ul style="list-style-type: none"> <li>50m</li> </ul>
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4.4.2	<p><b>Sub-section “Signing up Training and Assessments”, first paragraph:</b> <b>Delete:</b> Therefore a: <b>Sub-paragraph:</b></p>														

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	<p><b>Delete all and replace with:</b>            Qualified Instructors may sign-up training (up to their own diver qualification):</p> <ul style="list-style-type: none"> <li>• Theory Instructor may only sign-up theory lessons.</li> <li>• Practical Instructors may only sign-up practical lessons.</li> </ul> <p>The award of <a href="#">Club Instructor</a> (Section 4.2.5) ceased in 2002, but it is still a recognised Qualified Instructor qualification and may sign up:</p> <ul style="list-style-type: none"> <li>• All lessons they conduct themselves, theory and practical (Sheltered and Open Water) to their diver qualification.</li> <li>• Supervised theory lessons and practical training conducted by an Assistant Diving Instructor in Sheltered Water (Pool) only. A Club Instructor is not authorised to sign-up training conducted by an Assistant Diving Instructor or Assistant Open Water Instructor in Open Water.</li> </ul>
4.4.3	<p><b>First paragraph:</b>  <b>Replace last sentence with:</b>            The latter format is particularly discreet and therefore helpful if a student has a learning or reading difficulty.</p>
4.4.4	<p><b>Replace all with:</b>            In accordance with <a href="#">Diving Qualifications</a> (Section 3.2.3) <a href="#">diving qualifications</a> (Section 4.1.1) are awarded by the BSAC facility (Branch or Centre) that completed the training. The signature on the qualification page is purely confirmation that all the required elements for that diving qualification have been signed by a Qualified Instructor.</p> <p>Both Branches and Centres are reminded that training carried out and verified as meeting the training requirements by the signature of a Qualified Instructor is acceptable and does not need to be repeated.</p> <p>Notwithstanding the above any BSAC Branch or Centre is free to ask a new member or client to do a "check out" dive to confirm current level of dive fitness and baseline skills.</p> <p>If anyone has any doubts as to the authenticity or membership status of a signatory a telephone call or email to HQ would normally resolve these doubts.</p> <p>For <a href="#">Dual Members</a> (Section 3.4.6) the above procedure should be followed.</p> <p>Branch Committee approval is not required because:</p> <ul style="list-style-type: none"> <li>• <b>The National Diving Officer has delegated the authority to the lead instructor of the Branch, not to the Branch Committee.</b></li> <li>• <b>The National Diving Officer is not prepared to accept a situation where Committee Members less qualified could veto the decision of the Branch's lead instructor for the award of a diving qualification.</b></li> </ul>
4.4.5	<p><b>Replace all with:</b>            Impartiality:            When considering the award of a diving qualification the lead instructor must be impartial and not allow personal differences to prejudice their judgement. If the member has achieved appropriate standards in all the qualification requirements, the qualification should be awarded without delay, but see '<a href="#">Candidate's overall attitude</a>' (below). Personality problems can manifest themselves during training and every effort should be made to resolve them, or put them to one side, when considering the award of a qualification.</p> <p>Lead instructors and Branch Diving Officers are obliged to consider support levels and</p>

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	<p>conditional qualifications where members are unable or become unable to demonstrate competence in fundamental diving skills assessed at Ocean and Sports Diver levels. They should refer to the relevant advice available from BSAC Headquarters and before using it for the first time discuss the particular case with the National Diving Committee's Accessibility Officer <a href="mailto:accessibility@bsac.com">accessibility@bsac.com</a>.</p> <p>Branch Diving Officers should not regard 'pushy members keen to qualify before their time' as either a threat or a problem. If they meet the qualification requirements, qualify them - and use their enthusiasm for the benefit of the Branch! It is far better to have a Branch of happy, qualified members rather than disgruntled ones who are not allowed to qualify because 'their face doesn't fit' or for similar spurious reasons. The higher their qualifications, the more use they are within the Branch.</p> <p>Candidate's Overall Attitude: While there is no 'Character Reference' box to tick on any training record page of the member's Qualification Record Book, members seeking a qualification should be expected to display common sense and a duty of care appropriate to the qualification they seek. This becomes progressively more important as they aspire to Dive Leader and Advanced Diver qualifications. Evident absence of 'the right attitude' can be grounds for declining to award a qualification until it changes for the better, but Branch Diving Officers must be prepared to justify / explain to the member involved any delay in awarding a qualification on these grounds, and provide whatever retraining / guidance is necessary. Regional Coaches can be called in to arbitrate, if necessary.</p> <p>No Additional Qualifying Conditions: Please refer to '<a href="#">The Conduct of Diver Training Lessons</a>' (<a href="#">Section 4.2.4</a>).</p> <p>Dual Members: Please refer to <a href="#">Dual Membership</a> (Section 3.4.6).</p> <p>Lead instructor's Authority - <b>A Reminder:</b> The authority of a lead instructor is not absolute, but is delegated to them by the BSAC National Diving Officer. Consequently, it can be withdrawn or over-ridden. Allowing personality problems to stand in the way of awarding a qualification, or demanding more than the published qualifying requirements would be regarded as unreasonably withholding a qualification. In such cases the National Diving Officer might choose to over-ride the decision of a lead instructor, usually following an investigation by the Regional Coach who acts as an arbiter.</p>
4.4.6	<p><b>First paragraph, replace with:</b> Once all qualifying requirements have been met and a member has submitted their Qualification Record Book to the lead instructor then a qualification should be granted, it is the lead instructor alone who grants the qualification by signing off the appropriate certificate page in the member's Qualification Record Book, they will also stamp the qualification page with the Club Stamp.</p> <p><b>Sub-section "Training started prior to the 2007 Diver Training Programme", replace with:</b> A member who is part way through training for a pre-2007 Diver Training Programme course should complete the course under that syllabus. As from the 1<sup>st</sup> January 2006 BSAC ceased supporting courses started prior to the 2002 Diver Training Programme syllabus. In exceptional situations a Branch Diving Officer may decide that an individual may complete the earlier course. It will be the Branch Diving Officer's responsibility to arrange any support required. The Diver Qualification can only be awarded <b>when</b> the student has completed <a href="#">additional elements</a> from the current Diver Training Programme to bring the member in line with current standards; the relevant <a href="#">Nitrox Workshop</a>(s) should also be completed.</p> <p><b>Sub-section "Qualifications above the level held by the Branch Diving Officer", replace title and</b></p>

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	<p><b>text with:</b>            Qualifications above the level held by the lead instructor:            In the event of wishing to qualify an Advanced Diver when the lead instructor does not hold this qualification themselves, the lead instructor must seek guidance, ideally from the BSAC Regional Coach, a Qualified Instructor from within the Branch or from neighbouring Branches whom holds the Advanced Diver qualification. Under these circumstances, they should make the decision as to whether the qualification should be awarded and if so, should either:</p> <ul style="list-style-type: none"> <li>• Recommend to the Branch Committee that the lead instructor awards and signs the qualification.</li> <li>• Confirm the award and sign the qualification themselves.</li> </ul> <p>In either case, the course of action taken must be recorded in <a href="#">Branch Committee Minutes</a> (Section 3.3.4) and subsequently entered in Branch Training Records.</p>
4.7.1	<p><b>Add to last bullet "..., Nitrox analyzer"</b>  <b>Second bullet, Replace "AAS" with "AS"</b></p>
4.8.1	<p><b>Replace bullets with:</b>            At the time of writing:</p> <ul style="list-style-type: none"> <li>• a Sports Diver shall be trained to be an Assistant Dive Manager,</li> <li>• a Dive Leader shall be capable of Dive Managing known sites,</li> <li>• an Advanced Diver shall be able to manage and supervise diving to explore unfamiliar locations.</li> </ul>
Annex A	<p><b>Update BSAC logo with new corporate logo</b></p>