

Summer Trip Planning Guide

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- Food & General Supplies

Paperwork & Checklists

- Diver details template (to copy into Excel)
- Organisers Packing Checklist
- Divers Packing Checklist

Preparation Timeline

6 months ahead:

- Book accommodation
- Check test dates for cylinders & regulators – arrange for testing pre trip if necessary

3 months ahead:

- Check boats and trailers are in a serviceable condition
- Check we have suitably qualified people to tow the boats

1 month ahead:

- Request emergency contact information & record in one document
- Request dietary information (vegetarians, intolerances, allergies, religious dietary needs etc.)
- Find out kit requirements from group (who needs to borrow what)
- Ensure O2 kit is full – if not arrange for refill
- Ensure all cylinders & regulators are in test
- Service compressor
- Order spare compressor filters
- Order any extra kit spares (o-rings, reg mouthpieces etc.)
- Book van & minibus and identify drivers for each
- Ensure you have 2 stroke oil, hub grease and the spares boxes are replenished

1 week ahead:

- Print copies of the rota, menu etc. (copies for each cabin if in multiple chalets)
- Print copies of list of qualified O2 administrators and put with O2 kits
- Check first aid kit is fully stocked – purchase anything that is missing

2 days ahead: (Thursday if travelling Friday evening – Saturday morning)

- Buy milk & freeze (this will defrost in transit keeping other stuff cool and will be ready to use by Saturday)

Day of travel: (Friday if travelling Friday evening – Saturday morning)

- Pick up minibus & van
- Buy remaining food – double check that there is sufficient cheese

General Trip Running

Duties:

During the trip divers are split into **5 teams** to cover all of the jobs that need doing to help the trip run smoothly. This gives everyone a chance to have a go at everything and also to take a break.

Each 'team' should have **at least 1** experienced 'summer tripper', where possible double up those with experience to cover for those who might be most needed for boat repairs, dive planning help etc. (typically Woz, Jon, Rob.E, Steve.S etc.)

- **Cooking team** must make dinner, wash-up and prepare lunch for the following day (make sandwiches & count crisps, apples etc. into crate/box)
- **Cylinder filling team** must fill all cylinders used during their duty day & ensure as many as needed for following day are filled
- **Boat prep team** must ensure boats are full of fuel, oil & air and that they are empty of rubbish, kit & unnecessary tools (boats should be checked in the morning and prepped at lunch and in the evening to ensure they're ready for the following team/morning)
- **Dive marshalling** must plan the diving for their day the evening before and present the dive plan to the group. They are responsible on the day for assessing the dive site on arrival, logging divers in and out of the water and writing up permanent diving logs onto paper in the evening.

Rota:

	COOKING	CYLINDER FILLING	BOAT PREP	DIVE MARSHALLING	No Duties
SATURDAY	1	2	No Boats	Sorted	-
SUNDAY	2	3	4	5	1
MONDAY	3	4	5	1	2
TUESDAY	4	5	1	2	3
WEDNESDAY	5	1	2	3	4
THURSDAY	1	2	3	4	5
FRIDAY	Eat out	3	4	5	-

Dive Kit

- Check that cylinders are in test
- Service DV's as required
- Check all BCs are serviceable
- Make sure there is enough weight for all who do not have their own
- All weight belts need at least two clips to keep the weights in place

Dive Planning

- Get OS maps
- Get charts
- Plan potential dive sites in advance
- Print dive planning/record sheets
- Marshalling slates for shore and boats – get waterproof pens

Boats

The boats must be checked at least 3 months ahead of the trip to allow for major repairs.

Trailers

You must ensure that the trailers are in good working order. The following needs to be checked:

- Hubs rotate freely and don't bind
- Bearings are in good order and not rumbling
- Brake shoes are in good order with plenty of wear
- Brake draw bar is adjusted properly so the brakes don't snatch
- Trailer hitch compresses smoothly and is properly damped
- All fasteners are tight
- Jockey wheel is in good condition and rotates while supporting the boat
- Lights on the trailer board work correctly
- A proper registration plate is available for the registration of the tow car
- All boat support rollers are present and in good order
- Winch, winch hook and winch strap is in good order
- All tools are clean and suitable for making trailer repairs

Make repairs/replacements immediately and ensure you have enough spares for anything that may break during the trip – depending on the location of the trip it may not be possible to just

pop into a boat yard! Also ensure you have all the tools you may need (see organizers' checklist).

It is essential that when briefing the drivers they do not attempt to drive the boat onto the trailer. This snaps the rollers off the trailer.

It is also essential that the boats operate together and not as individual boats to support each other.

Engines

The following needs to be checked:

- Change the gearbox oil if required
- Top up the 2 stroke oil
- Check the tell tale jet is free and clear if required
- Check the spark plugs are in good condition
- Start and run and adjust idle speed
- Check the prop is in good order
- Check the controls work smoothly
- Check and lubricate the steering
- Check the engine mounts are secure
- Operate the tilt and trim mechanism
- Check and change the fuel filter element if required
- Test the battery and all ancillary equipment
- Test the kill cord works
- Check all spares and tools are suitable (spark plugs, ignition leads, ignition keys, spare propeller, fuel lines, fuel filters, kill cord, muffs with hose and connectors)

Boats

The following needs to be checked:

- Flares are in date and fully replenished
- First aid kit is in date and fully replenished
- Tools are cleaned and are suitable for repairs at sea
- O2 kit mount is present
- Emergency equipment (paddles, spare fuel, horn, lights, puncture repair, bailer, emergency crib sheet, anchor and chain with plenty of rope)
- VHF radio works (transmit and receive to a distance)
- Sounder, GPS, compass work
- A flag is present and useable
- At least one inflation pump per boat is in good condition and fits the tube valves
- Ropes for mooring

- Ropes for deploying shots
- Shot weight is available with suitable buoys

Compressor

The compressor must be serviced at least 1 week ahead of the trip. To service the compressor you must:

1. Replace engine oil (drain existing oil and refill with fresh engine oil NOT compressor oil)
2. Replace compressor oil (drain and refill with fresh compressor oil NOT engine oil)
3. Replace filter

Vehicles & Transport

Generally for the trip to run successfully a minimum of **4 vehicles** are required:

- 2 x cars to pull boats
- 1 x minibus
- 1 x long wheel base van

The club relies on members who are able and willing to tow to get boats up to Scotland. It is important to identify these people as soon as possible.

The minibus should be reserved from East Midlands vehicle hire (www.eastmidshire.com)**

The van should be reserved from Northgate (www.northgatevehiclehire.co.uk)**

It is important to collect the van and minibus as soon as possible on the day of trip travel. From experience avoid rush hour at all costs! Typically the van is collected first thing on Friday morning so that it can be filled with kit from the boat shed & kit room, food etc. before leaving ahead of the minibus and is possible, rush hour. The minibus should be collected by mid-afternoon if possible.

It is a good idea to identify driveways of trip-goers where the van and/or minibus can be parked during the day if possible.

** Check with current SU policy on van & minibus bookings!!

O2 & First Aid

It is crucial that we have fully stocked first aid supplies which are accessible at all time.

First Aid Kits

O2 Kits

There should be 2 x O2 cylinders. With each cylinders there should be the complete administration kit (mask, tube etc.) and also a list of the qualified O2 administrators on the trip – this list could save time in an emergency situation.

You must ensure that these are filled at least 2 weeks prior to the trip – if they are not then take them to ????????

Emergency Contact Details

At least 2 weeks prior to the trip emergency contact information and medical self-certifications should be collected from all members.

It is also a good idea to keep the following information with the first aid kit(s):

- Emergency contact information for all divers
- Details of local medical facilities and/or hospitals
- Emergency rescue information

Food

Things to consider ...

- Dietary requirements – some people may have allergies
- Quantities
- Ease and speed of meals to prepare

What to buy?

We need to feed everyone 3 meals a day – breakfast, lunch and dinner. It's important to remind everyone that they need to buy any additional snacks, treats, alcohol etc. they want separately

It is also important to buy the following general stock items on top of food for meals:

- Tea
- Coffee
- Sugar
- Squash
- Margarine
- Ketchup
- Brown sauce
- Cooking oil
- Salt
- Pepper
- Mayonnaise
- Pickle

How much to buy?

For hungry divers it's always best to have too much food rather than too little. Generally the guideline amounts below seem to work as a minimum per person per meal:

- Meat – 150g
- Pasta/rice etc. – 100g

Safety & First Aid

First aid kit

O2

- Ensure that all O2 sets are full and ready for the trip – 1 is required as a minimum, but ideally pack 2
- It's helpful to have a list of who on the trip is O2 qualified –print (and if poss. laminate) this and store a copy with each of the O2 kits as well as with general trip paperwork

Trip Organiser's Packing Checklist

Dive Kit & Spares	
	Cable ties
	O-rings (multiple sizes)
	Regulator mouthpiece spares
	Spare 1 st & 2 nd stage valves
	Spare gauges
	Clips
	Sewing kit (strong needles & thread for basic semi-dry repairs)
Dive Planning Kit	
	Whiteboard
	Whiteboard markers
	Maps/charts/guidebooks
	Dive marshalling slates on clipboard & paper copies in folder
	Permanent markers & white spirit
	Dive marshalling log sheets in folder (for writing up permanent copies)
Boats & Boat Prep	
	Fuel funnel(s)
	Spark plugs
	Grease
	Oil
	A Flags
	Dry boxes
	Flares
	Muffs
	Handheld radios & charges x 2
	Plotters x 2
	Trailer spares
	Prop covers & bungee
	Pumps x 2/3
Compressor & Spares	
	Spare filters x 3
	Compressor oil
	Oil funnel
O2 Admin & First Aid	
	O2 cylinder(s)
	Dressings (various sizes)
	Gauze pads
	Medical tape
	Bandages
	Oral rehydration solution (Dioralyte or similar)
	Space blankets
	Safety shears (optional – clothes cutting)
	Scissors (for dressings etc.)

Pointed tweezers
Plasters (various sizes, waterproof & blister plasters)
Antiseptic wipes
Antiseptic cream
Diarrhea tablets
Antihistamines
Paracetamol & ibuprofen
Thermometer
Safety pins
Latex gloves
Tools
Screwdrivers
Hammers
Spanners
Pins/brass picks
Adjustable spanners & spanner set
Allen keys
Soldering iron & solder
Wire cutters & strippers
Food Basics
Pans (big pans which live in kit room)
Salt
Pepper
Sugar
Tea
Coffee
Cooking oil
General Supplies
Bin bags
Scouring pads
Washing-up liquid
Paperwork
Diver details & emergency contact info (inc. quals, boat handling, O2 admin info)
Copies of BSAC tables, preferably laminated (some divers will not have these!)

Divers Packing Checklist

Dive Kit	
	Suit
	Hood
	Gloves
	Boots
	Weight belt & weight
	Regs
	BC
	Fins
	Mask & snorkel
	Computer/dive timer & depth gauge
	Torch (optional)
	Knife and/or line cutter (optional)
	DSMB & reel (optional)
	Logbook & Dive Qualifications
Clothing	
	Clothes – pack for everything from a monsoon to a heat wave, but be economical!
	Wooly hat & waterproofs (to stop you getting cold post-dive)
Misc.	
	Cash – cash points may not be readily available
	Alcohol/drinks (we quite often spend evenings in accommodation and may not be near to a pub!)
	Food, snacks etc. (for the journey and anything additional you might want to eat)
	Sleeping bag
	Towels (for accommodation and for diving)
	Drinks bottle – for water/squash/tea/coffee during the day
	Midge repellent & midge head net/hat
	Sun cream & after sun