

BLUE DOLPHINS SUB-AQUA CLUB

NP 116

BSAC Branch no. 668

Unincorporated Association



Branch No. 668

Club Rules: revised – June 2025

1. TITLE

- i. The title of the Club shall be "Blue Dolphins Sub-Aqua Club", (hereinafter called the "Club").
- ii. The Club is registered at the Guernsey Registry under the registration mark NP116

2. OBJECTS

- i. The objects of the Club shall be to promote underwater exploration, science, and other sub-aquatic sports; to promote safety in these activities, and to exchange knowledge and experience therein.

3. MANAGEMENT

- i. The objects of the Club shall be promoted by, and the management vested in, a general Committee, (herein after called the "Committee").
- ii. The Committee shall consist of the officers of the Club, and such members as may be appointed to be ex officio members thereof.
- iii. The officers of the Club shall be: Chair, Secretary, Membership Secretary, Treasurer, Diving Officer, Training Officer, Social Secretary, Webmaster, and Boat Officer. Two 'Ordinary' Committee Members may also be elected, if required.
- iv. If required, additional posts may be created on the Committee; and shall be approved by a majority of voting members at a Special General Meeting or Annual General Meeting. These posts may be proposed by the existing Committee, or by a motion proposed and seconded by voting members.
- v. All these officers shall have one vote, the Chair's vote being the casting vote. Should more than one post on Committee be held by one member, then that member shall have only one vote for the collective posts.
- vi. There is no limit to the length of service or re-election to the

committee.

4. PATRONAGE

- i. The Committee may, by a two-thirds majority of all members thereof, invite and, on acceptance of such invitation, appoint such distinguished person as it shall deem proper to be Honorary President.

5. MEMBERSHIP

- i. There shall be three classes of membership:-
 - a. Full membership, for which any person of the age of 15 years or over shall be eligible.
 - b. Honorary membership, for which any person shall be eligible and which shall be for such a period as the invitation to accept such membership shall state.
 - c. Visiting Divers must show 3rd Party Insurance cover and evidence of qualification.

6. ANNUAL GENERAL MEETINGS

- i. A general meeting called the "Annual General Meeting" shall be held each year in the month of November.
- ii. The business of the Annual General Meeting shall be:
 - a. The reading and approval of the minutes of the previous Annual General Meeting, and of any Special General Meeting which may have occurred since the date thereof.
 - b. The Chair's report.
 - c. The Secretary's report.
 - d. The Treasurer's report, and approval of the accounts. Accounts to be available to members and independantly examined.
 - e. The Diving Officer's report.
 - f. Any other reports as deemed aplicable by the Committee.
 - g. Matters arising from the reports.

- h. The election of the Committee for the ensuing year. There is a requirement for board members to be persons of integrity and probity who have suitable and appropriate skills and experience.
 - i. Club subscriptions for the ensuing year.
 - j. Any other business.
 - iii. The Secretary shall give fourteen clear days notice to all voting members of the Annual General Meeting. Twenty eight days notice shall be given in writing to the Secretary for any proposals referring to change of rules.

7. SPECIAL GENERAL MEETING

- i. Any other general meeting shall be known as a "Special General Meeting". This may be called at any time upon receipt by the Committee of a request to do so, signed by at least one third of the voting members, and giving the reason for the meeting. Within two months of the receipt thereof, the meeting must be convened by the Committee on giving fourteen days notice to the voting members.
- ii. The business of the Special General Meeting shall be that for which it is called and no other.
- iii. The procedure applicable to an Annual General Meeting shall otherwise apply to a Special General Meeting.

8. NOMINATIONS

- i. Nominations for election to the Committee shall be of voting members by at least two other such members.
- ii. If an election is required between nominees a ballot of voting members shall be held and the election shall be effected by a majority of votes cast thereon.

9. VOTING

- i. Except where otherwise provided, only full members and non-

diving members of the age of fifteen years or over (collectively referred to in these rules as "voting members") may vote at meetings of the Club. No person shall be entitled to more than one vote.

ii. The election of the Committee, and voting on such motions as the Committee consider may affect the objects or rules of the Club, shall be by ballot. All other voting shall be done by show of hands, unless a ballot be demanded.

10. COMMITTEE

i. The Committee shall take office immediately after the General Meeting at which it is elected and shall, unless intermediately dismissed, hold office until the next Annual General Meeting.

ii. The Committee shall meet at least once in each quarter, the first such meeting to be within four weeks after the Annual General Meeting but otherwise and subject as is hereinafter provided shall meet as required on notice to all members thereof from the Secretary; a minimum of four to form a quorum.

lii. The Committee shall arrange activities for the Club in accordance with the objects. To raise funds therefore, and defray expenses thereof, it may charge such fees for admission or participation and incur such liabilities as it may deem proper; provided that the Committee may not without the prior approval of a General Meeting incur liabilities in excess of the assets, including the reasonably expected income.

iv. The Committee or appointed officials shall hold and administer all funds, property, and equipment, in the general ownership of the Club, for the general benefit of all members.

a. The Committee may invest monies at their discretion otherwise than in bearer securities and shall insure, where possible, the premises and equipment of the Club against all usual property risks.

b. The Chair, Committee members, and Club members, shall not be held liable for any accident or injury sustained by another member or third party whilst participating on a Club activity. All persons participating in a Club activity shall be either members of the Club and the B.S.A.C. or shall produce proof of independent third party liability insurance in relation to Club activities at the commencement of all Club activities.

vi. The Committee may appoint and dismiss sub-committees and prescribe rules for the conduct thereof, may co-opt members for any special purpose provided that such members shall not be entitled to vote in deliberations of the Committee, and may fill from its members any vacancies in its membership which occurs in its term of office.

vii. The Committee may from time to time, repeal and amend all such regulations (not inconsistent with these rules) as they may think expedient for the internal management and well being of the Club. All regulations made by the Committee under this rule shall be binding upon all members until repealed by the Committee or set aside by a resolution of a General Meeting of the Club.

Viii. The Committee may award to any members such honorarium as it shall deem proper for necessary technical or professional service to the Club which would otherwise have required the employment of an independent contractor, and may reimburse out of pocket expenses incurred by any member in the conduct of the affairs of the Club as a result of any direction by the Committee.

ix. The Committee may, by a two-thirds majority of all members thereof, suspend or require the resignation of any officer or member of the Committee or of the Club. Failing compliance with any such request within seven days thereof, such officer or member shall be deemed to have resigned; provided that before

requiring the suspension or resignation of any officer or member, the Committee shall give such officer or member the opportunity of appearing before the Committee to hear of the reasons for such proposed suspension or request to resign and of addressing the Committee in answer to such reasons. It must be further provided that any officer or member of the Committee so suspended or required to resign shall, if s/he so wishes, be permitted to address the next Annual General Meeting in the same regard.

x Any officer or Committee member absenting himself or herself from two consecutive Committee meetings without furnishing the Chair and Committee with satisfactory apologies, will be deemed to have resigned from the Committee.

Xi Declared conflicts of interest to be solved in the first instance by the committee. If unable to be resolved to be put before an AGM or SGM.

11. Chair

i. The Chair shall be spokesman for the Club, and shall further its interests to the best of his/her ability. s/he shall address the Annual General Meeting on the affairs of the Club. s/he shall preside at the Annual General Meeting, Special General Meeting, and meetings of the Committee. In the absence of the Chair, the relevant meeting shall elect one of the voting members present to preside.

ii. The Chair shall not serve more than two consecutive years in office; unless at the time of election a two-thirds majority of voting members present are in favour of the current Chair continuing in office for a further term.

12. SECRETARY

i. The Secretary shall keep the minute books of the Club and the Committee, and shall summon meetings, prepare agenda,

record transactions at meetings, deal with the Club correspondence and present a report to the Annual General Meeting. Any notice required in accordance with these rules to be given to voting members by the Secretary, shall be duly given if posted to such- members on or before the commencement of the relevant period of time,

- ii. The Secretary shall be responsible for the upkeep and production of all Club rules, and amendments to Club rules and regulations. s/he shall report to the Committee on any matters of Importance involving Club rules and regulations.
- iii. The Secretary shall be responsible for the keeping of records appertaining to the Club. S/he will liaise with B.S.A.C. in any matters concerning the Club or B.S.A.C. Members.
- iv. The Secretary will ensure that all records comply with Data Protection Law. S/he will keep all records for 6 years to be protected, secure and recoverable.

13. TREASURER

- i. The Treasurer shall keep records and accounts of all monies received or paid on behalf of the Club s/he shall effect in the name of the Club, and keep records of, all investments
- ii. s/he shall arrange for all such monies and securities to be deposited, at such branch of such bank as the Committee may direct, to the credit of an account in the name of the Club on which cheques or other orders shall be signed by not less than two of the officers. s/he shall be responsible for the calling in and collection of all debts, and for due discharge of all liabilities of the Club out of Club funds as the Committee may direct. s/he shall prepare a statement of income and expenditure and a balance sheet, to the 31st of October each year to be presented to the Annual General Meeting, and may be assisted in his/her work by such person or persons as the Committee may approve.
- iii. s/he shall arrange for all such monies and securities to be deposited, at such branch of such bank as the Committee may direct, to the credit of an account in the name of the Club on which bank transfer payments (BACs) shall be digitally signed by the treasurer. s/he shall be responsible for the calling in and collection of all debts,

and for due discharge of all liabilities of the Club out of Club funds as the Committee may direct. s/he shall prepare a statement of income and expenditure and a balance sheet, to the 31st of October each year to be presented to the Annual General Meeting, and may be assisted in his/her work by such person or persons as the Committee may approve.

ANTI-FINANCIAL CRIME POLICY STATEMENT

- i. The Club recognise that financial crime in all its forms is a threat to the Club and the wider Bailiwick of Guernsey community. The Club is committed to the prevention of any forms of financial crime, including but not limited to money laundering, the funding of terrorist activity, bribery, corruption, fraud and tax-evasion. The Club strives to ensure that high standards of financial crime awareness and prevention are maintained by the club committee, and are communicated to all Club members. Membership of the Club is strictly on the basis that all members agree to comply with these commitments.
- ii. The Club commits to comply with the requirements and obligations set out in Ordinance for Charities and Not-for-Profit Organisations (NPO's) as defined by the Guernsey Registry.
- iii. In order to enforce appropriate awareness and oversight of all significant financial transactions, the Club Treasurer will ensure that any requests for payments in excess of £500 shall be communicated to the Club Committee prior to settlement, and shall only be paid in the event no objections or concerns are raised within 1 working day of the request.

14. DIVING OFFICER

- i. The Diving Officer shall be the adviser to the Committee on all aspects of Scuba diving, and shall be responsible for diving arrangements in connection with Club activities. S/he shall prepare diving regulations for the approval and publication by the Committee in which shall be laid down the standards of training and experience and theoretical knowledge required for the purposes of Club diving qualifications and the eligibility of candidates for Club diving examinations. s/he shall arrange for examinations to be held and certificates of qualification to be issued to those who attain the required

standard in such examinations. S/he shall, furthermore, be responsible for any additional tasks or roles required of the branch Diving Officer, as specified by the BS-AC.

ii. S/he shall report to the Annual General Meeting on all matters which fall within his/her responsibilities.

iii. The Diving Officer shall also be responsible for the upkeep and production, when needed, of Club equipment and shall see that the Committee is informed of any deterioration, damage or replacement of such equipment and shall advise the Committee on the needs and uses of such equipment. s/he shall also be responsible for the charging and collection of any money for the hire of such equipment.

iv. The Diving Officer should hold at least the qualification of BSAC Advanced Diver and ideally be a BSAC Nationally Qualified Instructor. If not, they will require a Nationally Qualified Instructor to supervise Branch instruction and assessments, and recommend candidates before they are able to award a diving qualification.

v. If the Club wishes and in the absence of a member meeting the terms of the foregoing paragraph willing to become Diving Officer, a lesser qualified member may be appointed as Acting Diving Officer. However, the Acting Diving Officer will not have the authority to award diving qualifications higher than those they hold themselves without further endorsement from an Nationally Qualified Instructor or a BSAC member who does hold such higher qualifications. If no Nationally Qualified Instructor is available, an Acting Diving Officer will only be permitted to award qualifications to members on the recommendation of a BSAC Regional or Coach.

vi. The Diving Officer may, if approved by the Committee, delegate various roles of his/her responsibility to other Club members; in keeping with current BS-AC recommendations on branch structure. In Particular items related to the boat are delegated to the Boat Officer and items related to training are delegated to the Training Officer.

15. Training Officer

- i. The Training Officer shall be responsible for the keeping of training records appertaining to the Club and its members.
- ii. The Training Officer will be responsible for organising the training programme of the Club in accordance with the guidelines and procedures laid down by the British Sub-Aqua Club.
- iii. The Training Officer shall also be responsible for the upkeep and production, when needed, of Club training equipment and shall see that the Committee is informed of any deterioration, damage or replacement of such equipment and shall advise the Committee on the needs and uses of such equipment. S/he shall also be responsible for the charging and collection of any money for the hire of such equipment.

16. SOCIAL SECRETARY

- i. The Social Secretary shall organise Club functions and report to the Committee on fund raising activities and competitions. Furthermore, s/he shall be responsible for charging and collection of charges for any of the aforesaid activities and shall have the help of anyone in the Club approved by the Committee.

18. Boat Officer

- i. His/her main responsibility is to look after the boat and its equipment. s/he must check that at all times the boat is safe, that mooring ropes are secure, that all the boat's equipment is available and in working order. In order to achieve this, regular inspections of the boat are to be made, water pumped out, and the engine to be run.
- ii. The Boat Officer will also be responsible for the accounts concerning the boat, s/he will keep a record of running costs, and will take the fees from people wishing to use the boat, s/he will liaise in these matters with the Treasurer.
- iii. S/he will report to the Committee on the condition of the boat and recommend such maintenance as it may require. S/he will also be

primarily responsible for organising such maintenance to be carried out. These duties apply during winter months when the boat may be laid up, and must include regular visits to ensure its safe keeping.

v. Also to be included in the list of duties is the maintenance, replacement, and inspection, of mooring ropes, chains, shackles, and dead men.

19 Membership Officer

i The Membership Officer will Liaise with the BSAC Club in the collection of BSAC and Club subscriptions, both of which are collected by BSAC.

20 SUBSCRIPTIONS

- i Club and BS-AC subscriptions are valid for a year after payment.
- ii If a Club member shows proof that his/her BS-AC membership is provided from an alternative bona fide source, his/her BS-AC subscription charge will be waived.
- iii. Full membership subscriptions for the ensuing year shall be decided at the Annual General Meeting and shall be included in the business of the Annual General Meeting. Subscription charges for all other membership classes shall be decided by the Committee, and shall not exceed the charge for full membership.
- iv. Any member who fails to renew his/her subscriptions within one month of the date due, shall be deemed to have resigned.
- v. Any member who has resigned or who has been deemed to have resigned, may:-
 - a. within twelve months of the expiry of his/her last subscription renew his/her membership on payment of the then current years subscription, which shall continue to be renewable as in (i) above.
 - b. at any time beyond twelve months of the expiry of his/her subscription apply to rejoin the Club

last

- vi. A member whose subscription is unpaid at the time of the Annual General Meeting shall not be entitled to vote or speak at the meeting.

21 ACTIVITIES

- i. A member of the Club may participate in the activities of any other branch or club that is able and willing to accept him.
- ii. No activity of the Club shall be undertaken unless it has been authorised by the respective Committee. For a diving activity a person, who shall be called the Dive Manager, shall be appointed by the Diving Officer to control and supervise that activity.
- iii. To secure the safety and discipline on diving expeditions, the dive Manager may suspend for the duration of the expedition any member who fails to obey his/her orders as appointed leader. All such suspensions shall be reported to the relevant Committee at the conclusion of the expedition.

22 INTERPRETATION

- i. The Committee shall determine any question as to the interpretation of these rules and of any regulations made there under and may rule for any occurrence not otherwise catered for in these rules provided that an appropriate amendment thereto is moved at the next Annual General Meeting.

23. DISSOLUTION

- i. If at any General Meeting a resolution shall be passed for the dissolution of the Club, and such resolution shall at a Special General Meeting held not less than one month thereafter be confirmed by a resolution passed by a majority of two-thirds of the voting members present, the Committee shall thereupon or at such future date as shall be specified in the resolution proceed to realize the property of the Club and after the discharge of all liabilities shall hand over the net assets to such

body as shall be specified in such resolution.

24. AMENDMENTS

- i. No amendments shall be made to rule 23 or this rule except by a resolution of a General Meeting of which two-thirds of the voting members present are in favour.
- ii. Subject thereto, no amendments shall be made to these rules except by a resolution of a General Meeting of which a majority of the voting members present are in favour.

25. GENERAL

- i. All participants in Club organised dives must abide by the Club rules and the safe practices as recommended by the British Sub Aqua Club.
- ii. The use of a spear gun is strictly prohibited when diving with the Club. Those infringing this rule will be instantly expelled from the Club.
- iii. All members diving from the Club boat or engaging in Club activities must comply with the relevant fishing laws for the area that they are in.

26. Welfare of Vulnerable People

To be the responsibility of the Chair and the Training Officer

1. To assist the club to ensure the BSAC Child Safeguarding, Adult Safeguarding and Equality, diversity and inclusion policies and procedures are in place, where appropriate.
2. To promote awareness of the BSAC Code of Conduct policy for instructors, volunteers, members (juniors and adults) and parents.
3. To ensure that appropriate appointment procedures for volunteers are followed, when a member is appointed to instruct under 18s.
4. To ensure that all appropriate existing instructors or volunteers in a regulated activity have an up-to-date DBS check. These should be updated every three years.

Referrals

5. To be the first point of contact for all club members, and parents for any issues concerning child welfare/adults at risk, poor practice, discrimination and potential or alleged abuse.
6. •To ensure that all incidents and concerns are reported correctly and referred in accordance with safeguarding and EDI policy guidelines.
7. To ensure confidentiality is maintained and personal information is only shared on a 'need to know' basis.
8. Be the first point of contact with the BSAC Safeguarding Officer and BSAC Welfare Officer at HQ.
9. In Guernsey The Adult Safeguarding Unit can be contacted on 01481226923. For Children, MASH on 01481223182, if out of hours 01481222222
if child or adult in immediate danger, call the police.

Welfare and safeguarding training

- 1 To advise the club on appropriate training for instructors and volunteers based on BSAC's recommended training requirements.
- 2 To signpost those with roles and responsibilities for children and young people to appropriate safeguarding and EDI training opportunities.

General

- 1 Work with others in the club to ensure a positive and diverse environment.
- 2 To sit on the club committee to advise on EDI issues, child and/or adult safeguarding issues or be in attendance as necessary.
- 3 Basic Safeguarding training is available, free, as an online course for all.