



**NQUEC**

North Queensland Underwater Explorers Club Inc  
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## **NQUEC POLICY DOCUMENT – DEFINING A CLUB SANCTIONED ACTIVITY**

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**Introduction:** NQUEC conducts three broad categories of dive trips; chartered, self-contained, and ad-hoc. A chartered trip is where the Club assembles a group of members to dive with a commercial dive operator, which has been organised by the Committee at Club meetings and promoted through the Club calendar. A self-contained trip is one which is run exclusively by the Club, again organised by the Committee at Club meetings and promoted through the Club calendar. These two categories typically involve larger group sizes and require planning over a significant lead-up time. Ad-hoc trips are late-notice dive opportunities, often organised by individual members, and typically involve small group sizes. For example; members with a privately owned vessel deciding to dive just prior to a favourable weekend weather forecast.

**Reason for club policy:** It is necessary to define what constitutes a Club-sanctioned activity because insurance providers will only allow their policy to be applied to an insurable event, if that event carries the endorsement of the Club.

**Club guidance:** Endorsed trips are known as Club-sanctioned activities. Chartered trips and self-contained trips are treated as Club-sanctioned activities because the planning is completed by the Committee, and their proposals are presented at meetings with outcomes and decisions recorded in meeting minutes. This means that these trip categories are subject to a high level of scrutiny and peer review by the full Committee and general members.

In the case of a small group of members wishing to run an ad-hoc trip, in order for it to be treated as a Club-sanctioned activity, the following rules apply:

- a) The group sends an email to the Committee describing the concept of the trip. Information shall include; details of members participating, date and timings, location, safety equipment and procedures, type of diving (e.g. wreck, reef, beach, night, etc), and dive complexity (e.g. expected depth, site conditions, duration, etc). This information helps the Committee judge the level of risk posed to the Club.
- b) Ad-hoc trips can be either capped (where all seats are filled) or uncapped (where an invite for further divers is extended to the Club), but in both situations the group must consist of at-least three (3) members for it to be considered a Club-sanctioned activity.

The Committee reviews the ad-hoc trip proposal, assessing it by comparison to the Club's objectives (as per the Club constitution and rules) and the Club's insurance policy. The assessment tests if the trip is consistent with the Club's stated goals and within the scope of its insurance. If the Committee finds the trip satisfies these criteria, then the Committee will advise the group (in advance of the event) that the trip is accepted as a Club-sanctioned activity.

If the Committee finds the trip is inconsistent with the Club's stated goals or outside the scope of its insurance, then the Committee will advise the group that the trip is not accepted as a Club-sanctioned activity.

All correspondence associated with the seeking of Club endorsement for the ad-hoc trip must be tabled at the next Club meeting, so that it can be recorded in the minutes.

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Club policy document introduced November 2018 by:

**Simon Penprase**  
NQUEC President

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