

BRIEFING 000: An Outline of Club Documents

Introduction

BD000 outlines all documents associated with DT². There are three main categories of documents, Briefing Documents (BD), Dive Brief Documents (DB) and Training Brief Documents (Refer to Appendix 1 for a list of current documents). In addition, there is also a selection of other documents, which are outlined in Appendix 2.

BD: Briefing Documents**

The BDs serve to brief the club on changes, developments, structure and exchange of information as well as providing information and policy on immediate or temporary issues. They will be issued in conjunction with club minutes from club/committee meetings as an actioned outcome. BDs are sequentially numbered from 000 (this document) onwards and will be developed continuously to make the club run effectively and to communicate information to club members in a formal manner.

DB: Dive Brief Documents

The DB documents comprise of four forms, which cover all aspects of:

- i) proposing a dive trip*
- ii) planning and risk assessing a dive trip*
- iii) Issuing Joining Instructions**
- iv) compiling a dive trip report (including dive logs)*

These are standardized forms and changes must be approved and voted on by the committee in accordance with best safe practices.

TB: Training Brief Documents

The TB documents comprise of two forms:

- i) Training questionnaire*
- ii) Training planning form**

*Completed by ANY Club Member and Submitted to the Diving Officer/Expeditions Officer

**Completed by the Diving Officer/Expedition Officer/Committee ONLY

Appendix 1

The following is a full list of all current BD, DB and TB documents (as of 25/04/12):

BD

- BD000 – *This Document*
- BD001 – Benefits of Membership
- BD002 – Personal Diving Development Plan (PDDP)
- BD003 – Management of Diving Activities
- BD004 – Financial Planning for Year 1
- BD005 – Diver Code of Conduct
- BD006 – Social Networking

DB

- DB1 – Dive proposal form
- DB2 / DB3 (Combined Form) – Dive Planning Form & Joining Instructions
- DB4 – Diving Activities Report Form

TB

- TB1 – Training Request Form
- TB1 – Training Planning Form

Appendix 2

The following is a list of current documents, which do not fall under the BD, DB or TB categories:

- DT² Branch Bye-Laws – an outline of all bye-laws associated with the club
- DT² Information Pipeline – a flowchart outlining the DT² club process
- DT² Membership Application/Update Form
- DT² Disability and Accessibility Questionnaire

Appendix 3

The club will publish, on a monthly basis, an electronic Newsletter in .pdf format, issued to all its members and published securely on the club website (Members Only Site). This Newsletter will be compiled under the approval of the club committee by contributions from all club members, under an appointed editor.