



Dive Manager Checklist

Notes

	Tasks	Timing	
1.	Book boat / skipper	6 – 12 months to go	
2.	Notify DO and Treasurer		
3.	Publish dive to club members (face-to-face, notice-board, website)	3 – 6 months to go	
4.	Collect signatures & deposits, list reserves		
5.	Check boat is full, consult DO if not (boat needs to be filled or cancelled at this point)	2 months to go	
6.	Check tide tables, plan timings of preferred sites		
7.	Collate diver information: experience, qualification, contact and next of kin details, membership current	4 weeks to go	
8.	Plan buddy pairings with DO		
9.	Check long-range weather forecast	2 weeks to go	
10.	Contact skipper; agree state of tides, likely weather, preferred sites and timings		
11.	Complete risk assessment and dive plan		
12.	Send details and itinerary to divers		
13.	Book O ₂ kit with Equipment Officer		
14.	Check that treasurer will be at club Thursday before to give you cheque for boat (or make alternative arrangements for collection)		
15.	Check weather forecast	Thursday before	
16.	Contact skipper; confirm weather and timings		
17.	Review risk-assessment and dive plan with DO		
18.	Collect and check O ₂ kit from Equipment Officer		
19.	Send confirmation of dive plan and risk assessment to divers		
20.	Collect cheque to pay for boat from treasurer		
21.	Check weather forecast	1 day before	
22.	Contact skipper if required; confirm weather, dive plan and timings		
23.	Confirm with divers as appropriate		
24.	Arrive early to meet and agree final plan with skipper	On the dive	
25.	Organise boat loading and use of space onboard		
26.	Give briefing (with skipper) – SEEDS		
27.	Oversee safe dive planning principles		
28.	Ensure safe diving practices are observed		
29.	Record diving statistics, training activities and other notable events		
30.	Manage; any incidents, cylinder fills (check that everyone has paid for fills!), social events, plans and timing for subsequent days of diving		
31.	Thank skipper and pay if required		
32.	Text/phone DO to confirm a safe day's diving		End of dive
33.	Return dive statistics and log to DO	Within 1 week	

