



Trip Organisation and Booking Notes

We have created a simple (hopefully) process to aid in the booking of dive trips. This is to help both experienced dive organisers and, more importantly, people new to the process of booking dive trips but who really want to get involved.

1. Start by contact the Dive Officer through the club portal with the details of the dive you would like to be included in the club trip calendar. The potential trip can then be discussed. Thoughts about the logistics of the dive trip can be discussed.
2. If possible provide dive details such as:
 1. Dive Site
 2. Intended Date
 3. Depth
 4. Dive experience / qualification needed
 5. Charter to be used
 6. Number of people interested
 7. Minimum number needed to allow the dive to happen
 8. Approximate cost of dive

If you cannot provide the information just contact the Dive Officer to help.

3. The Dive Officer will contact the Treasurer to make sure the club can afford the dive trip (or plan the payment of deposits etc. based on the projected club accounts).
4. Once the go ahead has been given by the Treasurer the dive will be added to the club dive trip calendar.
5. The club Committee and the dive organizer will advertise and promote the dive trip.
6. The Club Committee will fully support the dive leader to get the dive trip promoted and filled.
7. As a rule-of-thumb it is preferred that a trip has 50% confirmed interest before the club makes a commitment.

All divers need to pay a non-refundable deposit to secure their place on the trip. The deposit will be 50% of the total cost of the trip. Trip balances should be paid 30 days prior to the date of the trip.

If the trip is organised within less than 30 days a diver must pay for the trip in full to secure their place on the trip.

If a trip is cancelled by the charter then full refunds will be given.

If a club member pulls out of a trip with less than 30 days' notice they are responsible for the trip balance or to find a replacement diver.

If a club member pulls out of a trip with 30 days or more notice then they will only lose the deposit.

Divestyle Pirate Club



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