



Dive Trip Booking Procedure

- Individuals arrange trips and offer them to club members.
- Members express an interest and that allows the organiser to decide whether the trip is viable and to determine the likely cost for the size of the group.
- Members then commit to joining the trip and the organiser makes a firm booking for the boat, accommodation etc.
- Usually the organiser has to pay a deposit which he/she then recovers from those on the trip.
- At this point the members are committed to joining the trip. We sometime inaccurately refer to their payment in the point above as their 'deposit' but in reality it is their 'first instalment' towards the trip costs.
- When the full payment is due varies from a few weeks ahead to 'on-the-day' and the idea is that the organiser is not out of pocket: booking a trip for 12 can cost a great deal.
- If the diver finds later that they are unable to join the trip **they remain liable for the full unrecoverable costs of their place** unless they or the organiser can find someone to make up the numbers. To do it any other way could mean either that the other divers would have to pay more or that the organiser would be out of pocket.
- It must be said that this is a pretty rare occurrence and it is our understanding that for an official Club trip, and if you maintain travel insurance, you could recover this via a claim on your policy.
- If the trip is cancelled by the travel company or boat skipper, bad weather being the most likely event, we usually get a full refund of monies paid.
- It is recommended that organisers adopt the following procedure given in the following example:
 - Organiser books 10 places on a boat, costing, say, £450
 - Organiser charges each diver 1/9 of the cost ie £50. This means that the boat cost is fully covered if one diver drops out and the organiser is unable to recover the costs from him.
 - If 10 divers go on the trip then the organiser will have collected £500 and owes each diver a refund of £5.