



Ocean Divers Dive Club

Booking Policy

[Booking on a Trip](#)

Key Points:

- Deposits are non-refundable. If a trip fills and you fill the place then the deposit *may* be transferred
- Spaces must be booked by email: dive@oceandiver.co.uk
- Spaces are not secured until the deposit is paid and you have email confirmation
- Trips must be paid for by dates set or the place may be offered to someone else. In this instance the deposit remains non-refundable

Ocean Diver Dive Club Trips are offered initially to fully paid up club members. If you're not a full adult diving member, you need to resolve that before you can book a spot, please apply to the club secretary (dive@oceandiver.co.uk) and pay your club annual fee.

All trips are opened with an email, the club secretary will email all registered members notifying the members that the trip is now available for booking. To book a space, you **must** send an email to dive@oceandiver.co.uk requesting a place once it has been officially opened. The **ONLY** way to request a space is via email – do not mention it over the phone or at club night – you must send them an email. Any requests for places are only accepted when the trip is open for booking – if you request before it is opened it will not be accepted and you'll need to request again once it's officially opened. There is one exception to this rule described later.

Opening dates for trips will be published in an event calendar on the web site, or in club newsletter and in the trip sheet for the trip concerned. Ocean Diver operates a first past the post booking policy, the first to confirm attendance, pay the deposit and meet all certification requirements will be allocated a place on the trip, until all spaces are filled.

When you send your booking request to the secretary, they will want to know what level of certification you have along with how much and what type of experience you have, before they accept you for the trip. So if this is the first time you've dived with the club, please give them this information when you book.

The coordinator will notify you by email of your acceptance and suitability for a club organized trip. If you do not meet the minimum certification requirements for the planned event the coordinator will discuss this with the officers of the committee and you will be notified by email if your application will be rejected on safety or experience grounds. The coordinator will also notify you of your acceptance for a place (or places if a couple) on a trip. You will then be required to satisfy the financial liability of your requested allocated place.



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[Paying for Trips](#)

Once you've been accepted, the coordinator will let you know by email and ask you to confirm your place by making an initial deposit payment for the trip by the deadline. The amount of the initial payment will be indicated in the trip information. If we don't receive your initial payment by the deadline, you will unfortunately be dropped from the trip and your space will be given to the next person on the list. If you need to pull out for any reason, let the coordinator know as soon as possible and we will endeavor to fill your place.

At some point before the trip itself, typically 6-8 weeks (or longer as required by dive operator/hotel operator), you will need to pay the balance of the cost of diving and accommodation booked for you on the trip. The date by which full payment is required will be indicated. Shortly after this point the club will become financially committed to the spaces it has booked on your behalf and so we need to ensure we have your money to meet this commitment.

A week or so before the full payment is due; the treasurer will remind you of the final payment date and the amount due. This is your last chance to back out of the trip without having to bear the full cost of the space you booked. If you need to pull out after the full payment due date, and there is no-one on the reserve list and you or the coordinator cannot find anyone else to fill your space, you will still have to pay your remaining balance for the trip.

Your spot is not transferrable. If you are unable to fill the spot it will be passed on to the next person on the reserve list (if there is a reserve).

Please ensure you pay your balance by the due date. If the club has not received your payment by this date, the coordinator may sell your space to someone else that is able to pay promptly and you will lose your space. If the coordinator is unable to sell your space on, you will not be able to join the trip, will forfeit your initial payment, and will not be able to take part in any further Ocean Diver trips until the outstanding balance is cleared. If you're having unexpected problems, please contact the coordinator at the earliest opportunity and we'll try to work something out.

Payments for a trip can be made by electronic bank transfer; the club does not take cash. The club account details are:

Sort code 60-24-77

Account number 19361092

Please make sure you include your name and the trip name in the payment reference so we can identify who the payment is from and for which trip. Please email dive@oceandiver.co.uk when you have paid any deposit and outstanding balance for the trip.



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You will be notified once the payment has been received. If you do not receive confirmation, please contact the committee and we will investigate what has happened to your financial commitment and notify you by email.

[Going On Trips](#)

As we get closer to the trip the coordinator will work with those booked to sort out and communicate buddy pairs, sleeping arrangements, transportation, directions, parking details, and many other details that go to make up a successful and enjoyable dive trip for everyone. Let's enjoy our diving experience!

If you have questions on any aspect of the trip booking process, please contact your committee and they will endeavor to get you an answer as quickly as possible.

You are reminded that you agree to expressly accept the terms and conditions of the club's diving practices policy when attending a club organized event, and are strongly encouraged to have your own personal liability and equipment insurance.

