Creating a SDC Programme of Events

The purpose of this document is to describe the process and timeline for constructing a Programme of Events (PoE).

1. Draft SDC PoE

A draft PoE will be produced by BSAC HQ. This will be shared with the Regional Coaches around Mid-August. This is timed to follow after production of the ITS PoE to avoid clashes.

The draft PoE will allocate events to regions and dates.

The Regional Coach should then validate the PoE and return a revised PoE to BSAC HQ no later than mid- September.

BSAC HQ will then validate any revisions to the PoE against neighbouring regions.

The final PoE will be created in Integra and made visible to members online for booking. The Regional Coaches should review all courses in their region to ensure there are no mistakes.

The events will then be posted on the Main BSAC Facebook page. From here they will be shared and advertised within the specific region.
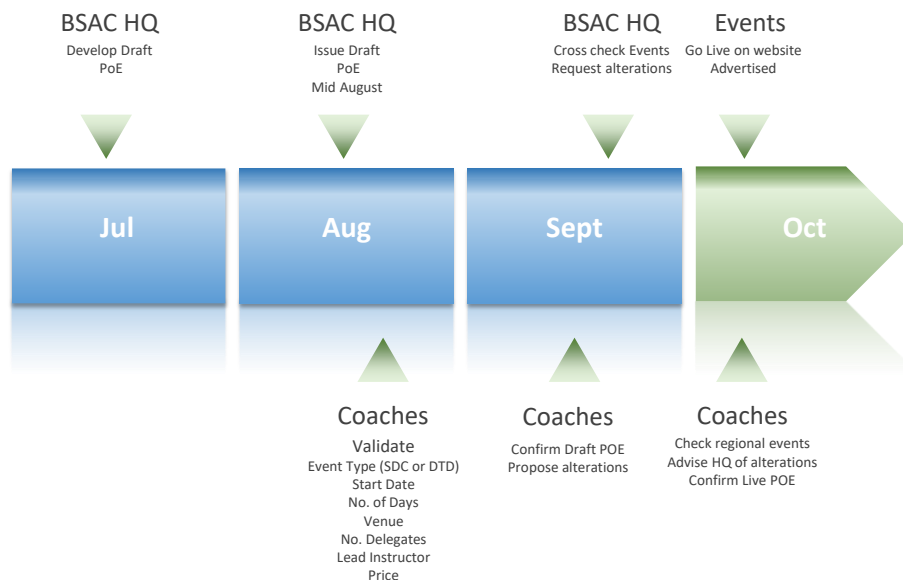
2. PoE validation

This involves agreeing a lead instructor for each event, checking the availability of other instructors and identifying an appropriate venue for each event in order to firm up the event details.

2.1 Venue

The choice of venue will depend on the specific event.

- Does the venue require classroom facilities – or will theory lessons be completed online?
- Is a pool/sheltered open water required?
- What depth(s) of water is required?

- Does the course require the use of boats (are launching sites available)?
- Are two venues required (1 dry, 1 wet)?

Most regions have an established set of venues that are appropriate for each of the different events. These may not always be in-region. This information should form part of the coach handover.

2.2 Instructors

Each region is likely to have a set of known lead instructors for the majority of events. This list will develop over time.

BSAC HQ can access records of Approved Instructors for the various SDC courses and can email these on behalf of a Regional Coach should they have difficulty sourcing instructors. BSAC HQ can also email all newly qualified instructors (OWIs etc) in a region to encourage them to join the Regional Team.

2.3 Number of delegates

The availability of instructors and the facilities available at each venue will inform the number of delegate spaces that an event can offer.

2.4 Number of days / price

Each course has a standard timetable and price.

The timetable may be revised to suit availability of venues, and also to make use of online theory sessions. Completing the theory online will provide more time for the practical elements. It is not expected that 2-day courses can be shortened into a single day due to the number of in-water dives required.

Where there are event specific costs that need to be factored in these can be reflected in a revised course price.

3. Revised PoE

The Regional Coach will produce a more detailed PoE for their regions to include:

- Event Type
- Date & Time
- Location/Venue
- Number of days (Confirm if online theory sessions planned)
- Number of delegates (min and max as appropriate)
- Lead instructor
- Price (if non-standard)

This will be shared, reviewed and agreed with BSAC HQ.

4. Facebook

Once the PoE has been agreed, the BSAC HQ Marketing team will load all Events onto Facebook a few months before the Event. This will include as many details as possible especially in respect of the location and start times and any online sessions.

The Facebook event will be shared with the Regional Facebook Page.

5. Changes to the PoE

The Regional Coach should keep BSAC HQ informed of any changes to course details so that both the Online PoE and Facebook can be kept up to date.