

ABC's OF LEADING AN EVENT

You probably joined Dolphin Dive Club because you wanted to hang out with other divers and benefit from their experiences and friendship. It is very easy to get even more involved and lead an activity yourself, it doesn't even have to be diving. Here are a few simple, EASY, steps:

- Decide where you want to go and what you want to do. We are a very active and diverse group and it's usually easy to find other members interested in joining you, whatever you want to do. In the past, in addition to diving, we have gone to shows, skiing, snow shoeing, biking, hiking, dancing, whale watching, wandered through various museums and we've met for dinner at nice restaurants. We're always looking for more fun things to do.
- Announce your plans to the other members. You can speak up at a meeting (don't be shy, we're all interested in what you have to say) and/or write a short article for the club's Yahoo! site and the Bubbles to tell us what you want to do, where and when to meet you and what you want us to do.
- If your activity needs some funding bring it up before the Board of Directors before making extensive plans. The Board is responsible for controlling our costs and balancing our resources with our goal of providing fun activities for everyone.
- Organize the activity. Campgrounds, motels, dive reservations, transportation, extra group activities; all of these things can be easily planned by the event leader. After all, you have to do these for yourself if you are going alone so why not ask us to join you? If there will be a potluck or there are extra costs involved for tickets, admissions or (?) just let us know.
- There are only a few things an event leader is responsible for at an activity. First, contact the club's safety officer to make arrangements for having the club's safety gear at the event (as appropriate). If there will be any hunting call the Activity Chairperson for the club fish scale and Abalone gauge, and verify any members take. Keep track of game caught by participants for possible entry in our annual Big Fish and Big Abalone contests. HAVE FUN YOURSELF!
- If there are non-members participating in your event, you will need to have them sign the club's "guests liability waiver" at the beginning of the event in order to protect the club. These waivers will then need to be filed with the club's secretary.

- As the event leader, people will be counting on you to keep "things", i.e. the event somewhat organized. You will need to let people know when certain things such as potlucks are to happen, where to meet for organized activities, and so on. You are not required to "baby-sit" everyone, but need to consider that this is "your" event and that people cannot read your mind as to your intentions. Also, there are usually members in attendance that have not participated in this/your event before and thus have no clue as to what is expected of them. Remember - a little communication goes a long way.
- Should you, for whatever reason, need to leave the event early, i.e. before the "official" end of the event, it is your responsibility to have someone else take on the event leadership for you. You will need to communicate to said person the remaining sequence of events, all associated member requirements, and whatever else you yourself would have otherwise addressed or taken care of.
- After the event PLEASE write an article about what everyone did and submit it to the editors. You will also be asked to present a short talk at the next meeting about the activities.
- In the event a refund of an event deposit is requested by a member, it shall be granted only if the club will not incur a financial loss or obligation as a result of such a refund. In the event of a dispute, the final decision authority shall remain with the Board.

Still unsure what to do? Just ask any Board member or other Dolphin diver, we want to help!