

EGLIN YACHT CLUB

This operating instruction (OI) establishes policies and guidelines for the operation and administration of the Eglin Yacht Club (EYC).

1. **NAME AND AUTHORITY.** The name of this organization is the Eglin Yacht Club (EYC). It is established under the authority of the Base Commander of Eglin Air Force Base and will be operated in accordance with appropriate Air Force directives. EYC will be entitled to all the immunities and privileges of a government instrumentality.
2. **OBJECTIVE:** The objectives of EYC are to:
 - 2.1. Stimulate interest and participation in boating, yachting, and sailing, the science of navigation, safety afloat, the art of seamanship and diving.
 - 2.2. Promote a fraternal spirit among its members and with other yachtsmen, divers, dive clubs, and yacht clubs.
3. **IDENTIFICATION.** The club burgee shall be a swallow-tailed pennant with light blue (Air Force Shade 125) field having a dark blue (Air Force Shade 84) border one-half inch wide. Located on the light blue field is a white arrow slanted at a 30-degree angle with the tip of the arrow pointed at the top corner of the hoist.
 - 3.1. Only properly registered or documented vessels owned by members of Eglin Yacht Club are authorized to display the burgee of the club.
 - 3.2. Burgees may be presented as gifts to other clubs under the general tradition and guidelines observed by yacht clubs nationwide.
4. **FINANCING**
 - 4.1. Financial management is to be executed in accordance with Air Force directives. This includes but is not limited to cash advances, deposits, general ledger posting, bar and resale inventory management, contract services, and financial statement reporting.
 - 4.2. The Commodore and Club or Finance Manager will authorize obligations and expenditures. If required, the Community Support Flight Chief will approve the obligations and expenditures. In general, deficit financing is prohibited and club obligations will not exceed income.
 - 4.3. Expenditures not to exceed \$5,000 may be authorized by the Advisory Council, without membership approval. Expenditures over \$5,000 must be approved by a majority vote of a quorum present at a regular meeting or a special meeting called for that purpose.
 - 4.4. Advisory Council members and Committee chairs may submit inputs to the Club or Finance Manager to assist in preparing the annual budget.

4.5. EYC Cash Handling

- 4.5.1. The Club or Finance Manager has the authority to draw cash advances, up to \$500.00 per request, from the Force Support Squadron (FSS) for club operating expenses without the permission of the Advisory Council.
- 4.5.2. The Club or Finance Manager has the authority to draw cash advances, up to \$1,000.00 per month from the FSS to purchase food and drink items for family and membership meetings.
- 4.5.3. Advisory Council may appoint authorized personnel to pick up cash advances and/or make deposits. This must be documented on EYC letterhead signed by the Commodore and sent to Community Support Flight Chief.
- 4.5.4. Cash handling is to be executed in accordance with Air Force directives.

4.6. Resale Inventory

- 4.6.1. Resale inventory is secured in EYC and stored in drink cooler, bar cabinet, and stock cabinet.
- 4.6.2. Resale inventory is to be controlled in accordance with Air Force directives.

5. BRIDGE, ADVISORY COUNCIL, AND STANDING COMMITTEES

5.1. Bridge Officers as follows:

- 5.1.1. Commodore. The Commodore is the captain of the club fleet and presides at all meetings of the club and EYC Advisory Council.
- 5.1.2. Vice-Commodore. The Vice-Commodore assists the commodore and officiates in the Commodore's absence.
- 5.1.3. Rear-Commodore. The Rear-commodore assists the Commodore and Vice-Commodore and officiates in their absence.

5.2. Advisory Council consists of: three (3) Bridge officers, six (6) members, immediate Past Commodore, Club Manager (non-voting member), and Recording Secretary (non-voting member).

5.3. Standing Committees

- 5.3.1. The following committees may be appointed by the Advisory Council:
 -) Membership Committee
 -) Boating Committee
 -) Dive Committee
 -) Entertainment Committee
 -) Information/Publications Committee
 -) Finance Committee
 -) House Committee
 -) Safety Committee

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5.3.2. Additional committees may be appointed and dissolved by the Advisory Council as necessary.

5.4. Advisory Council Responsibilities:

5.4.1. Appoint committee chairpersons. Duties include:

-) Monitoring and exercise approval authority over committee activities.
-) Appoint subcommittee leaders (e.g., Cruise Director, Dive Safety Officer, etc.)
-) Provide committee reports at monthly Advisory Council meetings.

5.4.2. Appoint a Recording Secretary whose duties include:

-) Record minutes of Advisory Council meetings.
-) Present the draft minutes to the Advisory Council for review and approval.
-) Ensure required documentation is available at meetings.
-) Ensure the published Advisory Council meeting minutes are made accessible to members.

5.4.3. Appoint a Club Manager whose duties include:

-) Participate as a standing member of Finance, Membership, House, and Entertainment committees.
-) Finance
 - o Request, receive and account for all funds and property of the club.
 - o Ensure that disbursements are properly authorized.
 - o Obtain and post monthly financial reports on club operations.
 - o The above actions may be delegated to a Financial Manager with Advisory Council approval.
-) Membership
 - o Receive and process membership applications in accordance with Section 6.
-) House
 - o Receive and process requests for use of Club facilities in accordance with Section 9.
 - o Maintain a log of open facility work order with status
 - o Ensure that Advisory Council meeting minutes and information on the bulletin board are kept current.

5.4.4. Appoint a Quartermaster whose duties include:

-) Ensure adequate consumable supplies are on-hand to support EYC functions.
-) Be available, as required, to facilitate EYC scheduled maintenance, inspection, and deliveries on behalf of the Club Manager.
-) Assist the Club Manager as needed.

5.4.5. Establish and publish rules for the guidance of members and ensure proper use and maintenance of club facilities.

5.4.6. Monitor the conduct of members and their guests and take appropriate action when necessary.

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5.4.7. Represent the general membership in the management of the club. In the event a member of the Advisory Council finds that their duties or other activities preclude their attendance at committee meetings to such an extent that they cannot be effective, they may resign without prejudice, and the Advisory Council may replace them. An unexcused absence from two (2) consecutive board or committee meetings may be considered evidence of a member's ineffectiveness.

6. MEMBERSHIP AND DUES. A Regular Member is defined in Paragraph 6.1 below. One vote per paid membership is authorized. All members are considered as 'volunteers' to ensure the club's operation meets its objectives and all requirements of this OI. This includes, but not limited to, nominations and elections, care and maintenance of our buildings, patios, docks, yard, and parking lots, bartending functions, and managing meal and special functions.

6.1. Regular Members. Pay dues, vote on club business, hold office and participate in club activities. This group includes:

6.1.1. Active duty military personnel

6.1.2. DOD civilian employees

6.1.3. Retired military personnel

6.1.4. Retired federal government civilian employees

6.1.5. Spouses of deceased active duty or retired military personnel

6.1.6. Spouses and dependents over 21 of active duty military, DOD civilian employees, retired military personnel, or retired federal government civilian employees

6.1.7. Any person sponsored by an active member and able to obtain access to EAFB

6.1.8. Spouses of deceased federal government civilian employees (who were club members at the time of their demise) who continue their membership

6.1.9. Personnel of the Armed Forces of foreign governments who are stationed in the Eglin Air Force Base area

6.1.10. Civilian employees with valid DOD contracts working in the Eglin Air Force Base area. Inactive DOD contractor members may maintain their membership by paying uninterrupted dues. (EYC officials are not responsible to coordinate EAFB access for inactive DOD contractors.)

6.1.11. Others as authorized by the EYC Advisory Council

6.2. Temporary Membership. Personnel eligible for regular membership who are temporarily assigned to the Eglin AFB area may become temporary club members during their temporary duty (TDY). The initiation fee is waived for temporary members. Temporary members will pay dues prorated for the time of their membership. Temporary members will

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complete the standard membership application form. A copy of the TDY orders, or other documentation, will be submitted with the application for membership. Temporary members have all the responsibilities and privileges of regular members except voting and receipt of an EYC nametag. If temporary members desire nametags they may purchase them, at cost, through the Membership Committee Chairperson. Temporary members will be identified as such on the club roster.

6.3. Application of Membership. Persons desiring to become members of the club will complete a membership form for submission accompanied by the initiation fee and dues for the balance of the membership year, to the Club Manager or Membership Committee Chairperson. Questionable applications will be brought to the attention of Advisory Council. If the application is not approved, the applicant will be so advised, and their initiation fee and dues will be returned. If the Membership Committee approves the application, the applicant will be notified, their name added to the club roster, and they will be introduced at the next regular membership meeting.

6.4. Termination of Membership. Membership in the club will be terminated under the following circumstances:

6.4.1. Upon receipt of a resignation, in writing, from a member in good standing.

6.4.2. By a majority vote of the Advisory Council, and upon approval of the Force Support Squadron Commander, for misconduct on the part of any member.

6.4.3. For non-payment of dues.

6.5. Reinstatement of Membership.

6.5.1. Members who have resigned may apply for reinstatement by a request in writing, or submission of a membership application, accompanied by prorated dues for the remainder of the membership year. In cases where the reinstatement is within the same membership year as the resignation, full annual dues will be required. The member will not be required to pay an initiation fee, subject to the approval of the Advisory Council.

6.5.2. Members who were terminated for non-payment of dues may apply for reinstatement. Their applications will be processed in accordance with the procedures for a new member unless the reinstatement is within the same membership-year as their termination. In a case where the reinstatement is within the same membership-year as the termination, full annual dues will be required but initiation fee will be waived.

6.6. Guests. Guests are persons present at the club at a member's invitation. Guests must be accompanied/sponsored by an EYC member and may include prospective members. Persons eligible for membership, but who do not elect to become members, will not be extended privileges more than twice in a dues year.

6.7. Dues.

6.7.1. Dues for members, with concurrence of the general membership, will be recommended by the Advisory Council and submitted to the Force Support Squadron for concurrence.

6.7.2. The dues year is October through September inclusive. A new member joining during the year will pay dues prorated, by the month, for the remainder of the dues year, starting with the month in which their membership application is approved.

6.7.3. Dues are payable during the month of October. Members have a grace period through the month of November for payment of dues, unless absent from the area on temporary duty, in which case they will have thirty (30) days after their return. As of 15 December, members whose dues have not been paid will be dropped from the roll and published membership roster.

6.7.4. Dues will not be refunded to members upon termination of membership except for:

-) Those whose membership was terminated by written resignation. Dues will be prorated for the balance of the dues year. The initiation fee will not be returned.
-) A prospective member whose application has been denied. Both dues and initiation fee will be refunded.

6.8. Initiation Fee. New members will pay an initiation fee of \$20.00. The initiation fee will be waived for TDY personnel who seek temporary membership.

7. MEETINGS and RECORDS

7.1. Conduct. Roberts Rules of Order will govern rules for conduct of meetings of the General Membership and the Advisory Council. Twenty-five percent (25%) of the regular membership of the club will constitute a quorum to elect officers and Advisory Council members. Six (6) voting members of the Advisory Council will constitute a quorum at meetings of the Advisory Council.

7.2. General Membership Meetings.

7.2.1. Annual membership meeting. The annual club membership meeting will be held during the month August for the purpose of election of Advisory Council members and other business as required. The Advisory Council shall establish and announce the date, time, and place of the annual membership meeting. The new Advisory Council members will assume their duties on 1 October.

7.2.2. Regular Membership Meetings. Regular Membership Meetings will be held once a month. The dates shall be established by the Advisory Council.

7.2.3. Special Membership Meetings. A Special Membership Meeting may be held at any time upon the call of the Commodore, upon the call of the Advisory Council, or by written request by at least five (5) regular members. The written request must state the purpose of the meeting and be signed. Notice of the time, place and object of any special meeting will be provided to all members, at least ten days prior to the meeting, by the Commodore through all methods available.

7.3. Advisory Council Meetings. The Advisory Council will meet once a month at a time decided by the officers and committee members. Regular members in good standing may attend the monthly Advisory Council meeting. In the event a meeting of the committee is called for other than the regular meeting night, the Commodore will strive to ensure all Advisory Council and Committee members are notified.

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7.4. Records and Reports. The proceedings of Advisory Council Meetings will be recorded to indicate a quorum present and include a summary of pertinent business transacted and/or discussed, committee reports and actions taken. The minutes of the meetings will be reviewed by the Advisory Council and submitted to the Community Support Flight Chief. The approved minutes of the Advisory Council meetings will be posted on the EYC bulletin board for thirty (30) days. Copies of the signed minutes are to be kept on file at the EYC clubhouse.

8. ELECTIONS

8.1. Advisory Council. Election of officers and members of the Advisory Council will be held no later than the September Membership Meeting.

8.2. Nominating Committee. The Advisory Council and/or Commodore will appoint a Nominating Committee of regular members to nominate candidates for election. The appointment of this committee will be announced at the June Membership Meeting. The nominating committee will be requested to nominate at least two (2) candidates for each elective office. The slate of nominees will be announced to the membership at least three (3) weeks prior to the election date.

8.3. Additional Nominations. In addition to nominations by the Nominating Committee, candidates may be nominated by submission, in writing, to the chairman of the Nominating Committee at least ten (10) days prior to the date of the annual meeting. A nomination letter signed by least five (5) regular members requesting the addition of a candidate to the slate of nominees must state that the nominee is eligible and has agreed to accept the position for what nominated if elected. The finalized slate of nominees will be submitted to the membership for election. Nominations will not be accepted from the floor.

8.4. Voting. Election of Advisory Council members will be by secret ballot. Absentee ballots from members unable to attend the election will be accepted up to 1800 hours on the day of the meeting. Procedures for absentee voting will be posted with slate of nominees. The results of the election will be announced at the Membership Meeting.

8.5. Term of Office

8.5.1. Advisory Council members (Commodore, Vice Commodore, and Rear Commodore) will hold office for one (1) year, or until their successors are chosen. The six (6) other members elected will hold office for two (2) years, or until their successors are chosen.

8.5.2. Elected member of the Advisory Council should not serve more than two (2) successive terms.

8.6. Filling Vacant Offices. In the event an elected officer cannot serve in their elected office, the vacancy will be filled by majority vote of the remaining committee members until a replacement is elected by the membership at the next annual election.

9. CLUB OPERATIONS AND HOUSE RULES.

9.1. Key Control

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9.1.1. A key issuance and inventory log shall be maintained at Eglin Yacht Club.

9.1.2. All Advisory Council members are to receive a key to EYC.

9.1.3. Key control is to be executed in accordance with Air Force directives.

9.2. Use of Club Facilities. The following applies to all EYC facilities. Additional instruction governing the operation of the EYC Dive Flight is provided in Attachment 1, *EGLIN YACHT CLUB DIVE FLIGHT*.

9.2.1. The club facilities are available to all EYC members on an equal basis.

9.2.2. Social events at EYC that are not normally included as part of the planned calendar will be known as SPECIAL FUNCTIONS. Planned calendar events have priority over special functions. Any member may request use of EYC to host a special function. EYC special function use requires:

- Oral or written request, accompanied by the appropriate rental fee, to the Club Manager or Special Functions Chairperson. Requests will be brought to the attention of the Advisory Council and/or Commodore.
- Notice of the approved function will be posted in EYC as part of the Advisory Council meeting minutes.
- Special function hosts are responsible for monitoring their event, returning the thermostats to their non-occupied settings, EYC cleaning and are liable for any damage. The facility must be cleaned by the end of one working day following the special function.
- The funding of special functions is the sole responsibility of the host(s). The Club Manager will be the approving authority for sale of club refreshments and will inventory club refreshments before and after the function. EYC rental fees and charges for stock used will be established by the Advisory Council.

9.2.3. Boats may not be kept at the club dock or in the club yard on a permanent or semi-permanent basis. Members may leave their boat at the club dock overnight for three (3) consecutive days. For a longer periods permission must be secured from the Club Manager.

9.2.4. The ice machine room will be secured by a combination lock. The combination will be provided to members upon request. Ice may be taken at any time unless there is a planned club activity. The Club Manager will determine ice availability to club members based on scheduled club functions. Routinely, ice will not be available on the day of any regularly scheduled club function to include monthly membership meetings and family nights.

9.3. Hours of Operation.

9.3.1. Hours of operation depend upon the availability of members to open and close the club. The club will normally be open at 1700 hours on Fridays and at other times at the Club Manager's discretion.

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9.3.2. Any member of the Advisory Council may open the club and assume responsibility for closing and locking doors and windows upon departure. The member must secure the club when departing unless another member volunteers to assume that responsibility.

9.4. Bartenders Duties.

9.4.1. Any member may volunteer to act as bartender, provided they complete annual dram shop training. Volunteers must acknowledge reading and understanding SVRY OJ 34-219. *CONTROL AND SALE OF ALCOHOLIC BEVERAGE/DRAM SHOP THEORY* by signing the responsibility statement in the Eglin Yacht Club Dram Training Program binder.

9.4.2. A list of bartenders and duties will be kept posted behind the bar. The responsibilities of the bartender include:

- Maintaining the appearance and cleanliness of the bar area.
- Closing and/or locking refrigerator and bar cabinet, doors and windows, as applicable.

9.5. Checking and Credit Policy. Personal checks will be accepted from members for the amount of the purchase or dues. Check must be drawn on US financial institution and written in blue or black ink. No credit will be extended to members.

9.6. Conduct of Members. Members will conduct themselves as ladies and gentlemen. No loud, boisterous talk, profanity or drunkenness will be tolerated. The Advisory Council has the responsibility and the authority to recommend, to the Force Support Squadron, any disciplinary action; which may include a letter of warning, temporary suspension, or revocation of membership for misconduct.

9.7. Minors (persons under 21 years of age)

9.7.1. Minors are not permitted to attend Membership Meetings. Minors may attend family nights, Dive flight meeting, and special functions providing they are sponsored by a member.

9.7.2. Minors will not be allowed to sit at or go behind the bar area at any time.

9.7.3. Minors will not be sold or served alcoholic beverages.

9.7.4. Members sponsoring minor guests are responsible for their behavior and wellbeing while on EYC properties.

9.8. Pets. No pets will be allowed in the club buildings at any time, with the exception of Service Animals.

9.9. Smoking. EYC club house is a smoke-free facility. Smoking is permitted only in designated exterior facility areas.

9.10. Competitions.

9.10.1. Any member or non-member entering a regatta or other competitive event sponsored by EYC must certify that their boat meets all Coast Guard and Florida State safety requirements.

9.10.2. No cash awards will be made.

9.10.3. The Eglin Yacht Club will not sponsor its members in any competitive event.

Approved by:

Community Support Flight Chief

EGLIN YACHT CLUB DIVE FLIGHT

1. Operating instruction (OI) establishes policies and guidelines for the operation and administration of the Eglin Yacht Club Dive Flight (EDF) activities and its associated equipment.
2. Objective: To continually educate divers and facilitate safe diving practices.
3. EDF Key Control
 - 3.1. A key issuance and inventory log shall be maintained in the Dive Flight.
 - 3.2. Dive Flight key and combination are issued to members on the annual schedule to work and properly notated on the key issuance and inventory log.
 - 3.3. Dive Flight key is to be return by members exiting the annual schedule to work and properly notated on the key issuance inventory log.
 - 3.4. Annual audit shall be performed on key control and inventory each October.
 - 3.5. The results of the annual audit shall be documented in a memorandum for record and provided to the FSS building manager with a copy of the key issuance and inventory log.
4. EDF Cash Handling
 - 4.1. A locked cash box shall be stored in an inconspicuous area and contain a set dollar amount established by Eglin Dive Flight and Force Support Squadron.
 - 4.2. Cash handling is to be executed in accordance with Air Force directives.
5. Equipment Rental Procedures.
 - 5.1. EDF equipment will only be rented to EYC members in good standing who are certified divers.
 - 5.2. Only EDF cylinders and personal cylinders of EYC members, in good standing, who are certified divers will be filled by volunteer EDF qualified staff. Prior to filling, the EDF staff will ensure that all cylinders have current VIP and hydro dates.
 - 5.3. Trained volunteers will be assigned duty shifts. Check out and return is from 1730 to 1930 hours or until all equipment is rented and all cylinders have been filled. Serving customers arriving after official closing time is at the discretion of the staff on duty.
 - 5.4. The summer schedule (Apr-Oct) requires staff to open the dive flight facility on Friday and Monday evenings. During the winter seasons (Nov-Mar) the dive facility will normally be open on Fridays only.
 - 5.5. Equipment rental rates will be established by the EYC Advisory Council and posted in the dive facility rental area. Rental rates will be reviewed at least once annually prior to the dive season and adjusted as required.

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6. Equipment Policies.

6.1. Equipment should be rented on a first come, first serve basis starting at 1730 hours during normal rental sessions. Rental fees shall be collected at the time of the rental.

6.2. Members will be charged additional fees for equipment not returned at the specified time.

6.3. Each member will be limited to two (2) sets of equipment. However, if equipment is still available at 1930, additional sets of equipment may be rented to a member. An equipment set is defined as one (1) regulator, one (1) BC, two (2) cylinders, one (1) weight belt with weights, and one (1) flag.

6.4. Equipment for support dive instruction classes may be reserved/withheld from rental.

6.5. Equipment may be reserved for local trips provided the member paid in advance. Reservations shall be made through the equipment superintendent or dive flight manager. The dive flight manager or assistant manager may authorize reservations and rental of equipment for more than one rental. Rental for use out of the local area shall be based on the time of year and the current usage.

6.6. Equipment shall be clean when returned. The dive flight staff volunteer may require the member to clean the equipment again before accepting the return.

6.6.1. Equipment not properly cleaned shall result in an additional \$5.00 fee per item.

6.6.2. Members returning tanks with less than 100 psi will be charged for the required VIP.

6.7. Equipment not returned on time is subject to a late fee. The purpose of the late fee is to ensure that equipment is returned and available for the next rental period. The late fee may be avoided if the renter coordinates with the dive flight management or staff to return the equipment prior to the next rental period. If the late equipment is not returned by the next period, the dive flight staff will notify the dive flight management. A member who falls to return equipment on time without coordination may forfeit rental privileges for one (1) month.

6.8. Damage, other than normal wear and tear, will be the responsibility of and charged to the member using the equipment.

6.9. Members will reimburse the EDF for lost equipment. The reimbursement cost shall be based upon the replacement cost of the equipment.

6.10. A credit receipt will be issued for equipment rented but not used during the winter season, due to bad weather. The credit must be used within six (6) months of the date of issue.

7. Dive Flight Staff (DFS) Procedures.

7.1. DFS shall be trained and scheduled for duty by the dive flight managers or equipment superintendent.

Attachment 1, *EGLIN YACHT CLUB DIVE FLIGHT*.

7.2. The DFS schedule shall be posted on the EYC internet web site and in the dive flight building. The DFS duty period begins on Tuesday morning during the summer season and on Saturday morning during the winter season.

7.3. Staffers are responsible for their scheduled day(s). Trades may be made, however, the originally scheduled renter remains responsible for ensuring the dive building is fully manned during their original schedule day(s).

7.4. DFS volunteers who miss their scheduled rental duty assignment without a proper replacement shall lose all privileges for two (2) months.

8. DFS Privileges

8.1. Unlimited access to the air compressor and equipment rental for personal, non-commercial use.

8.2. Reservation privilege for one (1) set of equipment set aside for renter use for up to two days at any one time.

8.3. Use of any equipment within the dive flight, when trained and/or certified.

8.4. Permission to blend nitrox, when trained and certified.

9. DFS Duties and Responsibilities.

9.1. Be present to check in and rent out equipment on their scheduled duty day(s).

9.2. Perform an inventory and ensure all equipment is properly accounted for at the start of each duty period.

9.3. Inspect oxygen kit for proper pressure and hydro date.

9.4. Verify customers are certified before renting equipment.

9.5. Properly complete all paperwork.

9.6. Ensure all equipment not rented is clean and properly stored.

9.7. Ensure all dive flight cylinders are filled before the next rental period.

9.8. Fill L1 banks while on shift.

9.9. Clean the dive facility (sweeping and trash removal).

9.10. Fill personal cylinders for Eglin Yacht Club members.

- Verify current hydro date and visual cylinder inspection sticker. Members' cylinders will be filled before dive flight cylinders. Customers will not be allowed to fill their own cylinders.

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- Luxfer cylinders dated earlier than June 88 must have a current Eddy Current inspection sticker. These tanks may be filled at the discretion of the staff.

9.11. Attend a mandatory safety meetings. Not attending results in suspension until the training is made up.

10. Oxygen Kit Rental.

10.1. Verify the person renting the kit has a signed and verified liability release form on file at the EDF. Complete a form if one was not on file.

10.2. When oxygen kit is returned, inventory the kit and verify the O2 tank has a minimum of 1000 psi. If the O2 tank has less than 1,000 psi, notify the equipment superintendent or dive flight manager.

10.3. The O2 kit may be reserved for trips or special events. Reservations shall be made through the equipment manager or dive flight manager.