

# PADI Snorkel Guide

## Course Notes



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**PADI Snorkel Guide**  
Course Notes

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# Welcome to Your PADI Snorkel Guide Course

## Course Overview

The PADI Snorkel Guide course is a training program for people who want to conduct guided snorkel tours. The course is designed to develop your organizational, rescue management and water skills to enable you to appropriately organize and conduct snorkeling tours.

The PADI Snorkel Guide course consists of three separate sections:

- Knowledge development
- Water skills
- Practical workshops

Successfully completing this course earns you a PADI Snorkel Guide certification – a professional membership level in the PADI organization.

## Goals

The goals of the PADI Snorkel Guide course are to:

1. Develop your theoretical knowledge of snorkeling and the environment.
2. Develop your practical snorkeling skills.
3. Enable you to safely organize and conduct snorkel excursions.
4. Develop your rescue and emergency management skills.



**For the purpose of this course, *snorkeling* is defined as swimming on the surface and viewing the underwater world using a mask and snorkel (may be a single combined piece of equipment or two pieces) with no or limited attempts to leave the surface.**

## Certification

Upon successful completion of the course, you become a certified PADI Snorkel Guide after submitting a PADI Snorkel Guide Application form to your PADI Regional Headquarters, including the required application fee. You'll receive a certificate that includes your photo, which you can use as proof of achieving this rating.

Note that by signing the application, you agree that you have read the PADI Snorkel Guide Membership Agreement and the PADI Youth Leader's Commitment (located in the Appendix). You also agree to provide true and correct contact information, including a personal email address to your PADI Regional Headquarters for PADI Quality Assurance purposes.

The PADI Snorkel Guide credential is recognized globally, but as a professional offering a watersports service, different countries and regions may have additional requirements that you have to meet. This may include additional training, background checks, insurance and other requirements. It's your responsibility to meet those, but your PADI Regional Headquarters can help you determine what these are and what you have to do.

## Renewal

As a PADI Snorkel Guide, you are a PADI Member and to maintain this relationship and receive its benefits, you must renew annually by submitting a completed renewal application along with dues.

It's recommended that snorkel guides carry professional liability insurance. Insurance requirements, availability and cost vary regionally. Local areas may have regulations and legislation that stipulate different insurance requirements.



# KNOWLEDGE DEVELOPMENT

## Roles and Responsibilities of a Snorkel Guide

By the end of this presentation, you should be able answer the learning objective questions accurately and completely, and apply the related material to your local area as appropriate.

### Learning Objectives

1. **Why do people want to snorkel?**
2. **What are the role and duties of a PADI Snorkel Guide?**
3. **What are the responsibilities of a PADI Snorkel Guide?**
4. **What are your membership requirements and benefits of being a PADI Snorkel Guide?**

### Why do people want to snorkel?

People snorkel because they want to see and interact with the underwater world with minimal training and little perceived risk. Aquatic life identification books, slates and videos are popular snorkeling materials because they enhance the snorkelers' experiences by identifying the animals and plants they see and tell them a bit about them.

Beyond aquatic life identification, snorkelers may have other specific goals.

- Photography and videography
- Searching for artifacts and research activities in shallow water, such as wrecks near shore or partially submerged.
- Snorkeling at night (with lights and lighting)

Snorkeling often appeals to those with a general interest in oceans, tide pools and inland waterways, but who have yet to participate in freediving or scuba diving. Snorkeling is often their first step, though many people are content to simply snorkel.

Snorkelers tend to be nature-oriented people who pursue environmental causes and want to take part in preserving our underwater resources. They can be strong PADI AWARE ambassadors, participating in beach and shallow-water debris cleanups and other activities.

Although most people enjoy snorkeling to get a glimpse of the open water environment, some do so in a swimming pool as an aerobic activity and/or part of an overall fitness program in health clubs, colleges and universities.

Snorkeling is easy and has an excellent safety record. Most people snorkel without formal training, with professional instruction typically seen as unnecessary. Snorkelers may enjoy themselves in the water, even if they have little or no aquatic ability.

## What are the role and duties of a PADI Snorkel Guide?

When acting as a snorkel guide, you may be called upon to:

- Organize snorkel excursions for participants.
- Supervise snorkeling activities, including providing guidance in methods and reducing risks as needed.
- Assist in the event of an emergency.
- Provide local environmental information (for example – tides, currents, possible risks, etc.)
- Provide advice to participants on their interaction with the environment.
- Inform participants about local aquatic life, including organisms to avoid, and how to interact with organisms without injuring the organisms or themselves.

As the snorkel guide for a group, you may:

- Lead a tour, pointing out interesting features of the environment.
- Assist snorkelers with equipment selection, fit and use.
- Brief snorkelers on safety and environmental issues.
- Assist snorkelers with entering and exiting the water
- Keep an accounting of snorkelers who are in or out of the water.
- Organize and supervise activities from the shore or boat, without getting in the water yourself.
- Respond appropriately in an emergency.

**You are qualified to lead snorkel tours. You are *not* qualified to teach or act as a certified assistant for any PADI course or program.**

## What are the responsibilities of a PADI Snorkel Guide?

As a snorkel guide, you guide and assist snorkeling participants by helping them:

- Enjoy their snorkeling experience.
- Stay comfortable.
- Understand what they see.
- Manage their risk.

You will need to be able to plan risk-managed activities that suit the abilities of the participants who look to you as a role model, leader and mentor.



## Code of Conduct

In your Course Notes Appendix, you'll find the PADI Snorkel Guide Code of Conduct. As both an ambassador for the underwater environment and a professional member of PADI, you agree to adhere to a strict code of conduct.

## Youth Leader's Commitment

Also in the Appendix, you'll find the Youth Leader's Commitment. When taking children snorkeling, you must take extra care regarding their safety and be above reproach in your interactions with them.

**Be aware that breaching the Code of Practice or the Youth Leader's Commitment are grounds for having your PADI Membership terminated.**

## What are your membership requirements and benefits of being a PADI Snorkel Guide?

As a PADI Snorkel Guide you'll be a member of PADI, the world's largest and most respected diver training organization. To continue to represent yourself as a PADI Snorkel Guide, you must renew your membership annually. This means that you submit a Snorkel Guide renewal application along with membership dues.

It's a good idea, and recommended, to carry professional liability insurance if it is available in your area. Insurance availability and cost vary regionally. In some locations, insurance is required to maintain your Active status as a PADI Snorkel Guide.

As part of your initial application and your renewal, you agree to abide by the PADI Snorkel Guide Membership Agreement. You need to be understand the terms and conditions of your membership. Be sure you read the PADI Snorkel Guide Membership Agreement in the Appendix

## Benefits

As a PADI Snorkel Guide, you may earn income or other employment benefits by performing the duties of a snorkel guide in your local area. As just mentioned, as a PADI Member, in some areas, you can obtain professional liability insurance.

If your snorkeling tours are offered through a PADI Dive Center or Resort, the PADI logo may be used in association with your credential.

You may enroll in an Emergency First Response (EFR) Instructor Course to become an EFR Instructor. This allows you teach Emergency First Response courses, which may give you more opportunities within your PADI Dive Center and the local community.



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**SEEK ADVENTURE.  
SAVE THE OCEAN.**<sup>SM</sup>



# Organizing a Snorkel Excursion

By the end of this presentation, you should be able answer the learning objective questions accurately and completely, and apply the related material to your local area as appropriate.

## Learning Objectives

1. **What are the key elements of a snorkeling excursion?**
2. **What equipment can assist in supervising snorkeling activities?**
3. **What should be included in a briefing?**
4. **What is the primary purpose of snorkeler accounting procedures?**
5. **How do you evaluate general site conditions, and how do conditions affect snorkeling?**
6. **What supervision options are available to a PADI Snorkel Guide?**

## What are the key elements of a snorkeling excursion?

Adequate planning and preparation include:

- Doing a risk assessment of the environmental conditions
- Considering the group size and logistics
- Having appropriate and sufficient equipment
- Being ready to respond to problems

Another part of preparation is ensuring that participants complete any required paperwork for the snorkel excursion. Even if someone else in the snorkel operation usually handles this, you need to know the process and are responsible for making sure paperwork is completed while participants can still choose to not participate. This may include:

- Guided Snorkeling Experience Liability Release and Assumption of Risk Agreement or Guided Snorkeling Experience Programme Statement of Risk and Liability (EU version)
- Additional releases required by your operation/employer
- Documents required by local regulations
- Parents may need to sign releases/special forms for participants under legal age

**Note that snorkeling participants may not cross out words or otherwise alter these forms. If they do not wish to sign them, politely inform them that you can't take them snorkeling.**

You may answer participant questions about the general fitness and exertion level needed for snorkeling, but do not how discuss specific medical conditions might affect them while snorkeling. Unless you are a medical doctor, giving medical advice is not appropriate. Refer participants to their physician/health care professional before going snorkeling with regard to advice about how specific medical conditions might affect them while snorkeling.

If participants want more information, you can download the Diver Medical form from the Underwater Hyperbaric & Medical Society site ([uhms.org/resources/featured-resources/recreational-diving-medical-screening-system.html](http://uhms.org/resources/featured-resources/recreational-diving-medical-screening-system.html)) and give it to them to take to their doctor.

Remind all participants to avoid alcohol or other intoxicating substances while taking part in snorkeling activities.

Perform a risk assessment of the snorkeling environment, and of the participants, and decide on the most appropriate method of supervision for the group. Depending on the circumstances, you may act as a lookout or enter the water to guide the snorkelers. Ensure that all equipment is clean/sanitized, in good working order and fully assembled.

## Supervision

To supervise snorkelers, put yourself in the most effective position to see and assist. Supervising from a boat or shore, or guiding by leading the tour have different advantages and disadvantages. Local expectations and practices vary.



Questions to ask and answer regarding supervision include:

- Where is the best place to help snorkelers fit and adjust equipment?
- What is the best way to organize groups or snorkel pairs that allows you to keep up with where they are and be ready to assist if needed?
- How can you point out interesting features, aquatic animals and other aspects that make the tour more interesting and enjoyable?
- How do you and snorkelers maintain contact with the shore/boat?
- Can you use floats/lines to help snorkelers stay within appropriate areas, to provide support and assist with entries/exits?

Points to consider are:

- Problem recognition – anticipating and identifying possible problems so you can prevent, correct or respond to them is the priority.
- Entry into the water – giving snorkelers assistance and advice about how to best enter the water.
- Tracking and counting snorkelers – checking snorkelers in and out of the water, so they are all accounted for at the end of the excursion. Be sure you know your local regulations. Administrative requirements will vary depending on local legislation.
- Signals – being sure snorkelers know how you will get their attention and how they can get your attention. Make sure they understand what your signals mean.
- Exiting the water – assisting snorkelers with exiting the water. Being aware of waves and other hazards.

- Roll call – using the roster system, you conduct a final roll call to be sure all snorkelers have returned and are accounted for. All snorkelers must be present and may not answer for anyone else.
- Debrief – congratulating snorkelers and reminding them of the highlights of the tour. Make it clear when the supervised snorkel excursion is over, and they should not go back in the water.
- Equipment cleaning and storage – guiding snorkelers in what to do with provided equipment after the excursion.

## What equipment can assist in supervising snorkeling activities?

Management equipment that may be useful depending upon the environment:

- Clipboard/roster
- Binoculars/polarized sunglasses
- Site maps
- Slates

Emergency response equipment

- Emergency oxygen.
- First aid kit with rescue breathing mask and barriers
- Rescue float or life ring with line
- Marine radio/mobile phone
- Blanket

Other useful equipment

- Tool kit with spare mask/fin straps
- Surface marker buoy
- Individual flotation devices/snorkel vests
- Rescue float or life ring for tour
- Underwater lights



**Wearing bright or easy identifiable clothing may also help snorkelers quickly find you.**

## What should be included in a briefing?

The term “briefing” relates specifically to the information you provide to snorkelers before they enter the water. It’s usually delivered while onboard a boat or at the beach, though the briefing may be divided, with portions covered at a resort, dive center or other initial location, and the rest at the snorkel site. If on a boat, the first part of the briefing should cover boat safety.

Snorkel briefings normally cover:

- Location – site name, any relevant local information, site map, etc.
- Points of interest – the local reef, particularly noticeable rock formations or coral heads, or other structures and features.
- Aquatic life typical of the local environment.
- Information relating to potential hazards – currents, boat traffic, specific aquatic life that may inhabit the area, etc.
- Environmental considerations – reminders not to touch anything, to stay clear of the reef and off the bottom, and not to attempt to feed or chase fish, etc.
- Photo/video tips if applicable.
- How to prepare and don equipment, including mask defogging, clearing a snorkel and having adequate buoyancy.
- Where to and when to gear up as well as entry/exit techniques (including the use of ladders or small boats as applicable).
- How to use the flotation device (if necessary for type used).
- Descent and equalization techniques for snorkelers who plan to dive down.
- Organization – allowed area, timing, buddy teams or group, position of the snorkel guide(s), signals and communication, emergency procedures, etc.
- Accounting procedures – be sure snorkelers understand how they will be counted in and out of the water. Explain that it's important for their safety and why they should never answer a roll call for another snorkeler.

**Remind snorkelers to stay within their limitations, stay shallow, stay close to the snorkel guide if the guide is in the water, or close to their buddy.**



### Reminders for Diving Down

- Avoid hyperventilation due to the risk of shallow water blackout – instead using diaphragm breathing
- Be buoyant at all times
- Remove the snorkel from your mouth when starting a breathhold descent
- Only replace the snorkel after returning to the surface and catching your breath.
- Do not exhale any of your breath until you surface
- Keep dives relatively shallow
- Use of the buddy system for breathhold diving – only one person dives at a time

## What is the primary purpose of snorkeler accounting procedures?

As you've learned, when supervising, a primary concern is making sure each snorkeler is back aboard/ashore after an excursion. Procedures depend on how many snorkelers you are supervising.

For smaller groups (1-8 people), it's common for everyone to stay together. This allows you to quickly count everyone in the water and then count as they come out of the water.

With bigger groups, names are usually listed on a roster as people board the boat or arrive at a site. The roster is used to individually record snorkelers as they enter and exit the water.

Typically, at the end of the excursion all snorkelers are physically present and there is a roll call and/or final count to confirm everyone is out of the water. Other methods may be used that track each snorkeler, however, regardless of method, there is generally a roll call/final count at the end.

When useful (or if required by local regulations), you may keep additional information on the roster and retain a copy of it, including

- Name and location of snorkel site
- For each snorkeler, time entered and exited water
- How the snorkelers were buddied or grouped

On larger vessels, the procedure may be used to document all people on board, including staff and guests who do not enter the water. It may be part of your responsibilities to facilitate this documentation.

Even with a small group that does not require a verbal roll call, the procedure you use should have a written record of who was snorkeling and that they were accounted for entering and exiting the water. Keep this as appropriate for your region (two to five years is typical, but consult a local legal expert if unsure).

## How do you evaluate general site conditions, and how do conditions affect snorkeling?

Site conditions affect snorkeling, and therefore evaluating them is an important element of excursion planning. Determining "acceptable" conditions may depend partly on the skill, fitness and experience of the snorkelers. Acceptability is also affected by equipment availability – particularly whether wet suits are worn. Your briefings and recommendations should help snorkelers determine whether the conditions are acceptable for them.

In many areas, most snorkelers will be relatively inexperienced with a broad range of age and physical condition. For such groups, relatively good conditions with respect to waves, currents and temperature are usually required. Some groups will consist of people more similar in age and physical conditions and may offer more variation. For example, less ideal conditions may be acceptable for a group of college-age watersports athletes snorkeling together.

**When in doubt, always lean to the conservative option, which might include finding a different snorkel site or cancelling the excursion.**

After evaluating conditions, include your evaluation in the briefing. This helps snorkelers plan their own activities when you tell them your observations and conclusions regarding the conditions. It also teaches them about evaluating conditions. Because there is a broad range of acceptable conditions, once you advise snorkelers of the conditions, with your guidance snorkelers must accept the responsibility of deciding whether or not to snorkel based on their abilities and physical condition. Ensure there is an easy exit-strategy available for snorkelers who start the excursion but decide to leave the water.

**Abort the trip if conditions are unsuitable for the group, or if conditions deteriorate too much for their comfort and/or safety during the excursion.**

Factors affecting the snorkeling conditions include:

- Weather (wind, rain, sun)
- Tides
- Currents
- Waves and surface chop



## **What supervision options are available to a PADI Snorkel Guide?**

As mentioned, you may guide snorkelers while being in the water with them or you may supervise from an appropriate vantage point. As you've learned, you want to place yourself where you can monitor snorkelers, assist with their enjoyment and most importantly, prevent and respond to problems.

How you supervise may depend on the size of the group, snorkeler characteristics (fitness, age, experience, etc.), conditions, logistics, nature of the site and other assessed risks. With large groups there may be snorkel guides both with snorkelers and/or on the outer boundaries of the snorkeling area, as well as generally supervising from a vantage point. Although it can vary, most dive centers and boats have relatively consistent snorkeler types and visit the same sites, allowing one or two adaptable standard approaches to be appropriate.

Other factors to consider for supervision:

- Use of flotation
- Depth of site (choose shallower sites – snorkeling is mostly from the surface)
- Ease of access
- Use of lines/floats/markers to define accepted snorkeling area

Supervision strategies may include:

- Keeping weaker snorkelers close to you
- Having snorkelers stay in buddy pairs
- For those making limited breathhold dives, have them follow the one up, one down rule

When supervising in the water, unless necessary to handle a problem, set a good example, because snorkelers will often follow your lead.

- Do not leave the snorkeling area
- Do not make deep or long breathhold dives
- Do not do anything else snorkelers should not do

If you do something differently explain why. For example, if you wear a weight belt, explain that it is because you must be able to swim down in an emergency so, unlike them, you need it to offset some of your wet suit buoyancy.



# Snorkeling Equipment

## Learning Objectives

1. What equipment is needed for snorkeling?
2. What equipment maintenance procedures are necessary?

## What equipment is needed for snorkeling?

Equipment is central to the snorkeling experience – without basic equipment, snorkeling is not possible.

**Masks** create an air space in front of your eyes so you can see underwater.

- Appropriate masks include a pocket for the nose, allowing snorkelers to pinch their noses and equalize if making breathhold descents.
- It's important that masks fit properly. Leaking, uncomfortable masks are a common complaint.
- Show snorkelers how to defog their masks. Be sure they understand that if the mask is rinsed several times with water, the defog washes out and they will have to defog again.
- Show snorkelers how to lift their faces up on the surface to drain water that trickles into a mask.

**Snorkels** allow breathing with the face in the water.

- Some are basic tubes with a mouthpiece, and others include a purge, which is a one-way valve that helps make clearing water easier.
- Help snorkelers attach the snorkel to the mask strap and to adjust it. Adjust it so the top is at the crown of the head with the mouthpiece comfortably in the mouth.
- Explain how to clear water that drizzles in by exhaling sharply, or lifting their faces and drain it.

**Snorkel masks** combine the mask and snorkel into a single unit that covers the entire face.

- Fit is very important – it should seal around the face outside and the mouth/nose pocket should seal well inside. Confirm proper attachment of the snorkel and straps, and that the mask valves work properly.
- Airflow in snorkel masks is very important for safety. It flows one way through the mask to keep from rebreathing the same air. Exhaled air should go out the bottom. If the air flow is proper, it should not fog up.





- **If the mask fogs, if the snorkeler feel air across their eyes when exhaling, or if they feel dizzy or uncomfortable, it may mean they are rebreathing their own air, which is dangerous if allowed to continue. They should stop, remove the mask, breathe fresh air and get assistance in correcting the problem.**
- Show snorkelers how to clear water from mask by lifting their heads and lifting the bottom off the face to drain.

**Fins** provide a large surface area to enable efficient swimming by pushing against the water. Some foot fins are designed to be worn on bare feet, and others require wearing wet suit boots. Hand fins and webbed gloves are used by people with limited leg use.

**Exposure suits (wet suits)** are popular because they provide ample buoyancy and warmth. Suits trap a thin layer of water that warms, which slows heat loss. They also protect from sunburn and minor scrapes.

**Snorkeling vests** are worn when an exposure suit isn't needed or available. Advise snorkelers to put in just enough air to float comfortably.

**Floats** (for example, pool noodles) can be pushed or towed by snorkelers. This isn't as relaxing as wearing something buoyant, but is sometimes the best option for certain situations.

Snorkelers should have an **audible signaling device** (for example, a whistle) to call for assistance. These may be attached to a snorkel vest, carried in a pocket or worn on a lanyard.

There is no need to wear weights. Participants who want to wear weights so they can make breathhold descents should have proper training and need to be supervised accordingly.

## Accessories

Floats can be towed to make snorkelers more visible in areas with boat traffic. In some situations, they may be required with a locally recognized dive flag visible on them.

Flotation devices or other rescue/swimmer assist aids may be valuable for you to carry. Depending upon the flotation type and the situation, these devices may be on standby on a boat, or with you in the water.

Underwater cameras can be used by snorkelers to capture what they see. A wide range of cameras with submersible housings are available.

Underwater lights can be used at night, or to look for organisms under ledges or in cracks.



## Your Gear

Your gear as a PADI Snorkel Guide is generally similar to what other snorkelers wear, but with some specific important points. You wear your gear when in the water with snorkelers, but should otherwise position it where it can be easily donned to enter the water when supervising from a vantage point.

You should be buoyant, but not so buoyant that you can't descend to at least 5 metres/15 feet. This is important in case you have to swim down to handle a problem. If necessary, wear weight to offset excess buoyancy.

If you are a certified scuba diver or freediver, you may use mask and fins of those activities, but have gear similar to what the snorkelers will use available for demonstrating adjustment, use, etc.

Wear something that makes you readily identifiable – a distinctly colored wet suit, a bandana, etc.

## What equipment maintenance procedures are necessary?

Snorkel equipment should be kept clean and sanitized between uses. Requirements vary, but generally involves rinsing everything with a sanitizing agent and/or fresh water after use, then allowing it to dry. After each use, equipment should be checked for tears on mask skirts, broken straps, etc., with repairs/replacements made before returning to use.

# Care for the Environment

## Learning Objectives

1. What are the different types of snorkeling environments?
2. What are responsible snorkeling practices?
3. What is PADI AWARE Foundation and what is its mission?
4. How does PADI AWARE Foundation involve people in citizen science projects?

## What are the different types of snorkeling environments?

- Coral reefs – the most popular snorkeling environment, as they can be shallow, warm, easily accessible and provide an abundance of aquatic life.
- Wrecks – can be used as snorkeling sites if shallow.
- Beaches with offshore reefs, rock formations, kelp forests, etc.
- Artificial sites, including pools and aquariums
- Inland lakes, rivers and springs



## What are responsible snorkeling practices?

Because coral reefs are the most popular snorkeling environment, snorkelers need to know important responsible snorkeling practices on reefs before an excursion. Explain that coral is a living animal. Coral tissue is very thin and easily damaged, but is also sharp and abrasive. Snorkelers should:

- Not touch it to avoid hurting or killing the coral, and not get hurt themselves.
- Resist the temptation to touch other creatures because both they and the organism can be hurt. For this reason, many marine reserves require that snorkelers do not wear gloves, so they are not tempted to grab the reef.
- Remain at least an arm's length from the reef unless looking at something very carefully.
- Avoid kicking up sand because this smothers corals when it settles and is stressful to other reef animals.
- Never stand on coral because it can cause significant damage to the coral as well as injure their feet.

## Best Practices

Encourage snorkelers to always be aware of their body and equipment's position in relation to the natural environment, especially their fins. Explain that they will see more by passively observing and floating in one spot and allowing fish to swim to them. This means watching quietly and peacefully.

Explain that you do not feed aquatic animals because for the short term, this can create risk with some species by triggering feeding behaviors. For the long term, doing so may introduce unhealthy food items and disrupt their natural behavior. There are places where feeding takes place, but it should be done only by trained professionals who know how to do so without creating undue risk to snorkelers nor to the organisms.

Remind snorkelers to not chase, touch, tease or harass underwater creatures. **Be clear that this behavior is not acceptable because it not only potentially harms the creatures, but also scares off what snorkelers came to see.** It could also cause defensive actions by the creature that could injure someone.

Be familiar with PADI AWARE's 10 Tips to Save the Ocean (See the Appendix of your Course Notes)



## What is PADI AWARE Foundation and what is its mission?

PADI AWARE Foundation® is a registered environmental non-profit organization, funded by public donations. It has three registered global charities to ensure a worldwide presence. The Foundation is committed to protecting the underwater environment and supporting the dive community and passionate conservationists like you. Ultimately, it is people like you who take action that makes a difference and will help save the ocean. PADI AWARE provides you with the tools and support to succeed.

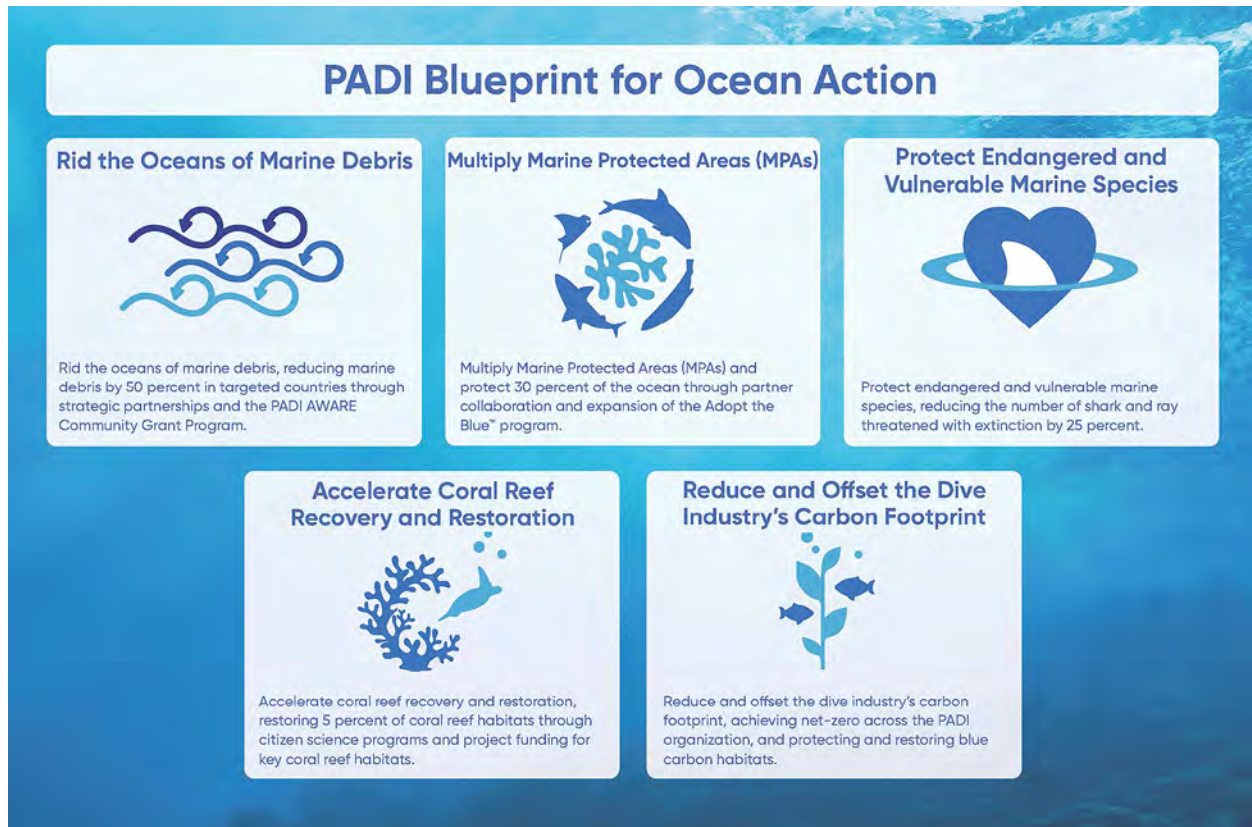
### Mission

**PADI AWARE's mission is to drive local action for global ocean conservation.**

The Foundation works alongside individual water enthusiasts and the community to take action on the key threats facing the marine environment, including marine habitat loss, climate change and vulnerable species protection. Together, under the PADI banner, are shared conservation goals and the vision to:

- Restore balance between humanity and the ocean.
- Unite AWARE's mission and PADI's mission to aggregate a billion Ocean Torchbearers™ to explore and protect the ocean.

- Advance the PADI Blueprint for Ocean Action – a conservation framework with goals in five areas



## How does PADI AWARE Foundation involve people in citizen science projects?

*Citizen science* is the term used for the activities of people who are not affiliated with academic research institutes, or don't have formal training in data collection, but who gather information to contribute toward scientific research.

Citizen science is particularly effective at addressing questions that require a large-scale approach and the simultaneous help of many volunteers. For many scientific studies, it can be extremely costly to obtain data across large areas. Thus, using volunteers to acquire data makes projects possible. Citizen science boosts environmental awareness, literacy and advocacy, and can lead to broader public support for conservation efforts. It can also act as a monitoring service that collects independent data to assess how conservation measures are working.

### Dive Against Debris®

PADI AWARE's cornerstone citizen science program – Dive Against Debris® – started in 2011. Since then millions of pieces of marine debris have been removed and reported by divers and ocean enthusiasts. This has created the world's largest underwater citizen science database.

Dive Against Debris captures data that are essential for scientists in estimating how much debris has sunk to the seafloor. It also supports work to find solutions to save vulnerable marine life and ensure the future of a clean and healthy ocean. The program continues to provide country-specific data to help advance local waste management policies, stopping marine debris at its source.

### **Adopt the Blue™**

PADI AWARE Foundation's Adopt the Blue program has created the largest network of underwater sites for conservation action. At these dive sites, citizen scientists can collect critical information about marine debris, and sharks and rays. Regularly conducting surveys at Adopt the Blue sites will help build a long-term picture of the site's health over time. Check out where Adopt the Blue sites are at [padiaware.org](http://padiaware.org) and find opportunities to take part in local citizen science projects.

### **Global Shark & Ray Census**

Similar to Dive Against Debris, people collect data on sharks and rays. This data are important because little data exist for many shark and ray populations. This lack of data means that implementing effective conservation measures often relies on assumptions. Lack of real-time data also means that there is often no way to check whether conservation measures are working or not. Having shark and ray data helps governments meet their shark and ray conservation targets.

**Get Involved by participate as a volunteer, make donations, apply for grants and add your voice to help direct positive changes. Visit [padi.com/aware](http://padi.com/aware) to learn more about PADI AWARE Foundation programs. Go to [padi.com/conservation/save-the-ocean-pledge](http://padi.com/conservation/save-the-ocean-pledge) to become an Ocean Torchbearer and join the movement.**



# Emergency Care and Safety Considerations

## Learning Objectives

1. What should an emergency assistance plan cover?
2. How do you handle life-threatening situations?
3. What are possible aquatic life injuries and how do you handle them?
4. What are other emergency care and safety considerations for snorkelers?

## What should an emergency assistance plan cover?

In an emergency, you save a lot of time if you already know who to call and where to go – that's what an emergency assistance plan provides. Your emergency assistance plan should cover:

- Contact information for local emergency medical service (EMS) and other emergency services (Coast Guard, fire, police, etc.)
- Location of first aid, emergency oxygen and rescue equipment
- How to get a victim to medical care, including local protocols such as search and rescue (SAR), landing points for connecting with emergency services
- Missing persons protocols

## How do you handle life-threatening situations?

As you learned during your EFR (CPR/first aid) training, timely and appropriate care is an important factor in the treatment of a serious injury or illness. Possible life-threatening situations for snorkelers may include:

- Drowning
- Aquatic life injury
- Trauma caused by falls
- Serious cuts or lacerations
- Medical emergencies such as cardiac arrest

You'll practice rescue techniques in this course and learn to remove patients from the water as quickly as possible in any emergency. This is important because it's difficult to render effective first aid or CPR in the water. If CPR is required, you need to get the patient onto a flat surface such as the boat deck or shore. Knowing how to use an AED (automated external defibrillator) is an important skill if one is available and a patient is in cardiac arrest. Oxygen administration is generally recommended for drowning patients, but may be useful with any snorkeler who is breathing but in respiratory distress.

**Take a PADI Emergency Oxygen Provider course to increase your knowledge and ability to respond in an emergency situation.**

## What are possible aquatic life injuries and how do you handle them?

Most aquatic organisms are harmless, but there are some that can injure. Nearly all injuries from aquatic life result from human carelessness that triggers defensive behavior.

Aquatic life injuries are primarily from organisms that sting and/or puncture, and from those that bite. The largest group is those that sting and/or puncture, which include:

- Jellyfish and Portuguese man-o-war
- Lionfish, scorpionfish and stonefish
- Stingrays
- Sea urchins
- Cone shells
- Fire coral and other hydroids
- Sea nettles



Aquatic organisms that bite include, but are not limited to:

- Moray eels
- Triggerfish
- Crocodilians
- Some sharks (most species do not)
- Barracuda and other fish
- Sea snakes (venomous bite)
- Octopuses (a few species have a venomous bite)
- Clawed lobster/crab (pinchers, not a true bite)



### Prevention

You can help snorkelers avoid problems with aquatic life by encouraging them to follow these steps:

- Be familiar with potentially hazardous organisms.
- Treat all organisms with respect. Don't touch, tease or disturb them.
- Generally avoid contact with all organisms, but especially unfamiliar ones. Some stinging organisms are very ugly or very pretty and don't attempt to escape from people. Be cautious when you encounter these and other creatures if you don't know what they are.
- Be cautious of apparently dead organisms or detached body parts because they can still cause injury. Jellyfish/man-o-war tentacles still sting when detached, or if the jellyfish/man-o-war is dead.





- Avoid wearing shiny dangling jewelry, which may look like baitfish/ small prey to some predators.
- Watch where you put your feet, knees and hands. Be careful when wading into the water.
- Stay well above the bottom and avoid contact.
- Be cautious in murky water.

## First Aid

Aquatic animals can cause a variety of problems, but fortunately, serious cases are rare. If they do occur, injury signs and symptoms are specific to the type of creature encountered. Severe injuries can cause:

- Excruciating pain.
- Local swelling, inflammation or welts.
- Weakness, nausea, mental confusion and shock.
- Spreading numbness, paralysis and convulsions.
- Severe blood loss.
- Unconsciousness and respiratory and/or cardiac arrest.

Always begin with primary assessment, and follow AB-CABS and the *Cycle of Care*. The priority is always to make sure the victim is breathing normally. Provide CPR, if necessary, while waiting for EMS.

## Stings and Punctures

When treating a sting, wear gloves while providing aid. Rinse saltwater stings with salt water. Do not use fresh water or rub the area because doing so makes it worse by activating stinging cells. Lift visible jellyfish tentacles gently with forceps or something similar to remove them. Use vinegar on jellyfish, fire coral and other hydroid stings to deactivate the stinging cells. Commercial anti-sting solutions are also available.

Remove spines from punctures (for example, sea urchin spines) with forceps if you can do so without breaking them or making them penetrate further. Otherwise, leave this to medical personnel.

Immerse stings from fish spines, scorpion/lionfish and stingrays in hot water (not above 49°C/120°F) for 30 to 90 minutes. This helps neutralize the venom. If the afflicted area is a limb, keep the limb below heart level.

Treat bites that do not involve venom like any wound by controlling bleeding, and bandaging. Seek emergency medical care for bites (even small ones) to avoid infection. Get treatment for large injuries, those that cause severe reactions or those that do not respond to first aid measures.



## Venomous Bites

Sea snake bites are extremely rare, but can be deadly. The current recommendations are:

- Immediately get the patient to emergency medical care.
- While enroute or waiting for EMS, immobilize the wound as quickly as possible and apply pressure. Wrap it tightly in a broad pressure bandage that extends above the wound on the limb. The goal is slow the spread of venom to the rest of the body.
- Splint the limb and have the patient lie still. Leave everything in place.



In some areas, seasnake antivenoms are available for aquatic sports professionals to have for emergency use.

Pressure-bandaging is not recommended for some venomous snake bites. For example, North American rattlesnakes, copperheads and water moccasins have a different venom from seasnakes, and pressure bandaging can increase the injury. Instead, while waiting for EMS, wash the bite with soap and water, cover it with a dressing and mark the leading edge of swelling/tenderness. Note the time. If possible, photograph the snake (may aid treatment), but stay a safe distance and do not try to handle, capture or kill it.

For all snake bites

- Do not wait for symptoms before contacting EMS.
- Do not apply a tourniquet.
- Do not attempt to suck out the venom (even with devices intended to do so).
- Do not use ice or immerse the wound,
- Do not let the patient take alcohol or any pain relievers.
- Treat the patient for shock.
- Continue to monitor the patient's lifeline while transporting to, or waiting for the arrival of, EMS.

Regional protocols for snake bites and other venomous injuries are based on local species, so follow local recommendations.



## What are other emergency care and safety considerations for snorkelers?

### Heat Related Concerns

You may recall from your first aid training that **heat exhaustion** occurs when the body's ability to cool becomes taxed. This is most common in hot climates while wearing a wet suit, typically before the excursion. Signs and symptoms include:

- Profuse sweating
- Nausea
- Dizziness
- Weakness
- Faintness
- The body temperature will be near normal with cool, clammy skin.

To treat suspected heat exhaustion, begin with primary assessment. Move the patient into a cool, shaded area. Have the patient remove the exposure suit, drink water (up to a litre/ quart). If signs and symptoms don't subside within 30 minutes, contact the emergency medical services.

**Heat stroke** occurs when rising temperatures exceed the body's ability to cool. It usually results from failure to address heat exhaustion adequately. Signs and symptoms include hot, dry, flushed skin. The patient is hot to the touch and does not perspire.

**Heat stroke is like a high fever that can destroy tissue and cause permanent disability. Consider it immediately life-threatening.**

To treat suspected heat stroke, begin with primary assessment. Get the patient into a cool, shaded area, remove the exposure suit (if worn and not already removed) and immerse the patient in cool water or apply cool, wet towels. Contact the emergency medical services while monitoring the patient's lifeline.

**Hypothermia** occurs when the body loses so much heat that the internal core temperature drops. While it is most common in cooler climates, it is possible even in very warm water after sufficient time in the water with limited exposure protection. Extremity numbness and shivering are the first signs and symptoms that the body is cooling. Continuous shivering is a warning signal. If this occurs, snorkelers should immediately get out of the water, dry off and seek warmth.

Recall that with severe hypothermia, shivering stops. The patient may become unresponsive. Severe hypothermia is a medical emergency; contact EMS while insulating the patient from further cooling, preferably in a warm environment.



## Dehydration

Dehydration can occur quickly in warm climates because the body uses water in the form of perspiration to cool itself. Moisture is also lost through the breath in very arid climates. It results if snorkelers fail to drink enough fluid to offset the body's loss of water. Time in the sun and getting over-heated increases dehydration risk. Signs and symptoms include:

- Fatigue
- Headache
- Muscle cramps
- Impaired thinking
- Rapid heartbeat
- Heat exhaustion often accompanies it.

Have the patient rest and drink water, sports drinks or other clear fluids (no alcohol or caffeine) at a slow to moderate pace to avoid stomach upset. If signs and symptoms do not resolve, contact EMS while monitoring the lifeline. To prevent dehydration, be sure snorkelers have adequate water or other nonalcoholic beverages available, and encourage them to drink small amounts frequently.

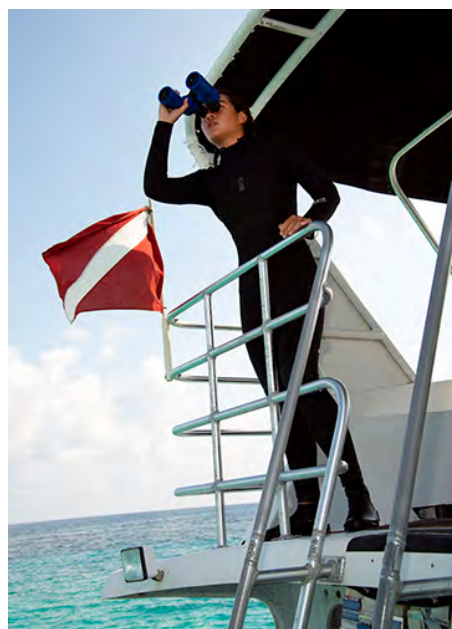
## Moving Vessels

Moving vessel hazards are present in areas where boats and jet skis share the water with snorkelers. Advise snorkelers of the potential hazards during the briefing, including that it can be caused by the snorkel vessel itself if it must move, as well as other vessels, jet skis and other watercraft. Caution them not approach the snorkel vessel if the engine is running unless signaled by the crew.

Reduce risk by equipping vessels with propeller guards if feasible, using dive flags and signals. Clearly marking snorkel areas with buoys can also help reduce risk. Have crew members keep a lookout for other vessels. Have snorkelers wear suits/shirts/gear that makes them visible in the water, and to stay clearly visible when vessels are in the area.

Inform snorkelers to take vessel hazard seriously; propeller injuries are commonly fatal, and if not, debilitating (loss of limbs, permanent disability).

Should a vessel strike occur, apply your EFR training: Get the patient out of the water, contact EMS and follow AB-CABS while giving primary care and first aid for severe blood loss.



## Overexertion

Overexertion is a potential problem because it can lead to panic and heart attack in those predisposed to cardiac problems. It's caused by swimming rapidly, failing to have adequate buoyancy and heavy exertion, such as if trying to swim against a current. Because water is dense, it takes more energy to move against and through it than air. And, it is harder to breathe through a snorkel when breathing heavily. Signs and symptoms include:

- Heavy breathing
- Feeling of not getting enough air
- Panic and anxiety arise when the victim feels like they can't do anything about it

Brief snorkelers to relax and move slowly through the water with their arms at their sides. Remind them they should be able to float at all times. Advise snorkelers that if they start to feel overexerted to:

- Stop, rest and hold onto a buoy or flotation if available.
- Signal you but otherwise continue to rest until they catch their breath, then continue at a reduced pace.
- Stay with their buddies, and end the excursion together if necessary to keep from becoming overexerted again.

Assist snorkelers who seem to have trouble catching their breath – even if they are not panicked and seem to be handling it. If breathing problems continue, contact emergency medical care and monitor the patient's lifeline.

### Immersion Pulmonary Edema (IPE)

Although rare, IPE (immersion pulmonary edema – fluid in the lungs – and also called ROPE or SIPE) can occur during snorkeling (and other watersports). This leads to physiological drowning and in some cases, death. Increased breathing resistance through a snorkel, cardiac disease and other factors are thought to contribute, but IPE has occurred in individuals with no obvious contributing factors.

## Shallow-Water Blackout

Shallow-water blackout can occur when snorkelers make breathhold descents. It most commonly follows excessive hyperventilation (deep, rapid breaths) in an attempt to hold the breath longer. It occurs as the snorkeler comes up, typically stopping swimming. The snorkeler may not feel anything. Anyone who feels dizzy, lightheaded or any tingling in the extremities should stop descending immediately, rest and relax until fully recovered.

If you see a snorkeler pass out, surface the victim (if not already at the surface), begin inwater rescue breathing if the person is not breathing and evacuate the victim from the water. Contact EMS and follow your EFR training.

It's common for shallow-water blackout patients to resume breathing, regain consciousness and feel fine. Nonetheless, all snorkeling should stop, and the patient should have a medical evaluation to rule out possible drowning complications (which can be fatal hours later). You will practice inwater rescues during the Water Skills section of this course.

**If snorkelers plan to dive down, remind them of the proper steps. Also explain that they can stay on the surface the entire time and have a great experience.**

## **Equalization Problems**

If snorkelers participate in breathhold diving, they may experience problems equalizing their ear, sinus or mask air spaces. Cover proper equalization techniques during the briefing whenever snorkelers are likely to take part in breathhold diving. Include these reminders:

- Don't descend with a cold/allergy because that makes equalization difficult or impossible.
- If they can't equalize, come up. Never continue descending with ear discomfort – it will only get worse and can lead to injury.
- Do not attempt a long or forceful equalization. This can cause severe ear injury. Equalize gently and often while swimming down. If they can't equalize, come up.

If a problem occurs, advise the snorkeler to discontinue breathhold diving. If a snorkeler disregards these principles and may have suffered a middle ear squeeze or other issue, they should see a physician.

## **Cramps**

Cramps are a painful involuntary muscle contractions, most typically in the legs, during snorkeling. Dehydration makes cramps more likely. Advise snorkelers on how to relieve cramps by gently massaging and stretching the affected muscle.

After relieving a cramp, activity can be resumed at a lower level. Again, being buoyant helps because it removes any immediate concerns of sinking, and makes it easier to relax and rest. If cramping continues, the snorkeler should exit the water (towed and assisted as necessary) and rest. If dehydration is likely, drinking water/sports drinks may help.

# Water Skills, Stamina and Practical Workshops

To earn your PADI Snorkel Guide certification, you'll learn, practice and then demonstrate that you have mastered the abilities and skills required of a snorkeling leader. This is the fun and active part of the course that gets you in the water.

Here are the segments you'll participate in along with performance requirements you must meet:

## Stamina Assessment and Development

### 15 Minute Tread/Float

- Using no aids and wearing only a swimsuit, the candidate must stay afloat by treading water, drownproofing, bobbing or floating for 15 minutes.

### 800 Metre/Yard Snorkel Swim

- Using a mask, fins, snorkel and swimsuit only (no flotation aids) and swimming with the face in the water, the candidate must swim nonstop for 800 metres/ yards in 15 minutes or less.

## Snorkeling/Skin Diving Skills

- Remove the snorkel, then dive vertically headfirst from the surface in water too deep to deep in which to stand.
- Swim at least 25 metres/80 feet horizontally under water on a single breath of air.
- Ascend properly by confirming the area above is clear and looking around while swimming up, holding one hand over the head for protection, resuming breathing at the surface, then replacing the snorkel.
- While floating face down in the water, clear a snorkel of water using the blast method and resume breathing without lifting the face from the water.

## Rescue Skills

### Self-Rescue Review

- Demonstrate the correct procedures to release a simulated cramp for yourself

### Rescue Exercise 1 — Tired Snorkeler

- Assist a tired (rational) responsive snorkeler at the surface, demonstrating:
  - Approach
  - Evaluation
  - Making Contact
  - Reassuring the Snorkeler
  - Assists and Transport
  - Equipment Removal

### Rescue Exercise 2 — Panicked Snorkeler

- **Rescue a panicked (irrational) snorkeler, demonstrating:**
  - **Approach and Evaluation**
  - **Making Contact**
  - **Releases**
  - **Approach with a quick reverse to stay out of a panicked snorkeler's grasp**

### Rescue Exercise 3 — Response from shore, boat or dock

- **Assist a responsive snorkeler in distress, demonstrating:**
  - **Nonswimming assists, including reaches/extensions and throws**
  - **Water entries without losing sight of the victim and paced to conserve energy**
  - **Swimming assists and rescues, with and without emergency flotation equipment**
  - **Tows including underarm push and modified tired-swimmer carry**
  - **Exits**

### Exercise 6 — Surfacing the Unresponsive Snorkeler

- **Bring an unresponsive snorkeler to the surface from a depth of at least 5 metres/15 feet.**

### Exercise 7 — Unresponsive Snorkeler at the Surface

- **Make contact with and check for breathing on an unresponsive snorkeler at the surface, demonstrating:**
  - **Calling for help while turning the snorkeler face up.**
  - **Removing the snorkeler's mask, opening the airway and checking for breathing.**
- **Demonstrate inwater rescue breathing using the following methods:**
  - **Mouth-to-rescue breathing mask**
  - **Mouth-to-mouth**
  - Mouth-to-nose (optional)
  - Mouth-to-snorkel (optional)
- **While continuing effective rescue breathing, tow the snorkeler toward an exit.**

### Exercise 8 — Exiting the Unresponsive Snorkeler

- **Remove a breathing, unresponsive snorkeler from the water, both with and without assistance.**
- **Remove a nonbreathing snorkeler from the water, both with and without assistance.**



## Conducting a Briefing

- **Conduct a dive briefing for a familiar dive site, covering points as listed on the Snorkel Briefing Guidelines. Demonstrate mastery by scoring a 3 or higher on the evaluation criteria.**

## Conducting a Snorkel Excursion

- **Conduct a snorkel tour in open water dive while demonstrating control and supervision. Demonstrate mastery by scoring a 3 or higher on the evaluation criteria.**

### Evaluation Criteria

Score	Criteria
5	Independently accomplished the objective without noticeable errors. Showed creativity and anticipation of snorkelers' needs in the process.
4	Accomplished the objective without no noticeable errors and without significant help from instructor or staff.
3	Accomplished the objective adequately, with a few insignificant errors. Instructor correction and intervention limited to brief reminders or suggestions.
2	Demonstrated rudimentary understanding of tasks required to meet objective. Made significant errors or omissions. Instructor correction and intervention was required for a competent result.
1	Made many or substantial errors and omissions in attempting to meet objective; or objective not met.

# APPENDIX

# PADI Snorkel Guide Code of Practice

As a Snorkel Guide, your role is to guide and assist snorkeling participants in enjoying snorkeling by staying comfortable, understanding what they see and managing their risk. You will need to be able to plan risk-managed activities that suit the abilities of the participants, who will look to you as a role model, leader and mentor. As both an ambassador for the underwater environment and a professional member of PADI, your duties include adhering to a strict code of conduct.

**As a PADI Snorkel guide, you must:**

- 1. Put the safety of participants as your first priority and responsibility. In doing so, abide by the requirements and intent of PADI Snorkel Guide Course Notes. Be safety-minded and safety conscious, and practice guiding professionally.**
- 2. Perform a personal readiness self-assessment before you lead others on snorkel excursions. This includes evaluating your physical health and fitness for diving as well as your ability to supervise and respond to diver emergencies on that day and at that location.**
- 3. Employ effective group control measures in the water, particularly when supervising novices and children. Be watchful for signs of stress and anxiety and act quickly and appropriately when you see them.**
- 4. Conduct yourself and your PADI-related activities in a professional manner.**
- 5. Abide by the requirements and intent of the PADI Member Youth Leader's Commitment whenever supervising children.**
- 6. Treat those you guide and all those involved in snorkeling/diving activities with respect, regardless of age, ethnicity, gender, religious affiliation, disability or sexual orientation.**
- 7. Be a role model for other snorkelers when interacting with the environment.**
- 8. Not wrongfully disparage the PADI organization, PADI Members or any other dive industry professionals.**
- 9. Exhibit common honesty in your PADI-related activities.**
- 10. Cooperate during official PADI investigations by responding fully and promptly to enquiries.**
- 11. Report any incident relating to your activities as PADI Member to your PADI Regional Headquarters.**
- 12. Maintain your PADI Membership. Represent yourself as PADI Snorkel Guide only when you are in renewed, active status.**
- 13. Accept that a criminal conviction involving sexual abuse either during or prior to PADI Membership is grounds for denial or termination of PADI Membership.**

**If you breach the Code of Practice, your PADI Membership is at risk.**

## **Youth Leader's Commitment**

- 1. Look after the child's health, safety and welfare.**
- 2. Ensure appropriate supervision during all instructional activities.**
- 3. Whenever possible, meet the child's parents or guardians and share program goals and objectives.**
- 4. Strive to keep parents or guardians involved and informed through verbal reports and updates as often as possible.**
- 5. Treat children, parents or guardians with respect regardless of age, race, gender and religious affiliation.**
- 6. Honor commitments made to children.**
- 7. Discuss disciplinary problems with parents or guardians.**
- 8. Do not engage in inappropriate contact with children.**
- 9. Respect a child's rights to privacy and intrude only when health and safety demand.**
- 10. Whenever possible, ensure two adults are with children.**

# Snorkel Briefing Guidelines

Depending on snorkelers, site and activities, some of these items may not apply, and additional information may need to be added. Integrate briefing points as appropriate.

## Snorkel Site Name

- Interesting facts or story behind name

## Snorkel Site Description

- Layout – topography, depth, etc.
- Conditions (current, visibility, temperature, etc.)
- Points of interest
- Hazards and areas off limits
- Facilities and map (if available)

## Environmental Considerations

- Local ecosystem
- Respect aquatic life – don't chase, touch, tease or harass underwater creatures
- Aquatic life to be cautious about
- How to minimize disturbing the environment
- Local regulations
- General recommendation – set a good example for others

## Entry and Exit Procedures

- Locations to enter/exit water
- Recommended techniques and reasons

## Snorkel Excursion Procedures

- Always maintain positive buoyancy
- Proper snorkeling techniques, and local considerations
- Recommended course to follow
- Recommended return time, or anytime if cold, tired, have a problem, etc.
- Reminders: snorkel within limitations, stay shallow, stay close to guide or close to buddy
- Photo/video tips (if applicable)
- Reasons behind recommended procedures

## Your Role

- Where you will be
- What you will be doing
- How to identify you
- How to get your attention

## Descent and Ascent Reminders

- Follow one-up one-down buddy procedure
- Avoid hyperventilation – use diaphragm breathing
- Remove snorkel from mouth when descending
- Equalize ears early and often
- Don't exhale breath until reaching the surface
- Don't exceed depth of 5 metres/15 feet

## Communication Review

- Review hand signals or other communication
- Encourage buddy teams to review signals

## Emergency Procedures

- What to do in case of an emergency
- What to do in case of buddy separation
- What to do if tired or cold
- How to call for help
- Recall procedures (if applicable)

## Roster/Buddy Check

- Roll call (procedure before/after excursion)
- Snorkeling as a group or in buddy pairs – choose buddies

## Safety and Equipment Check

- How to prepare and don equipment
- Snorkel clearing
- Mask defogging
- How to use flotation device (if appropriate)

# Snorkel Boat Guidelines

Considerations for snorkel boat activities in addition to those on the Snorkel Briefing Guidelines. Not all apply to all boats/locations, and different crew members may handle different portions.

## Predeparture

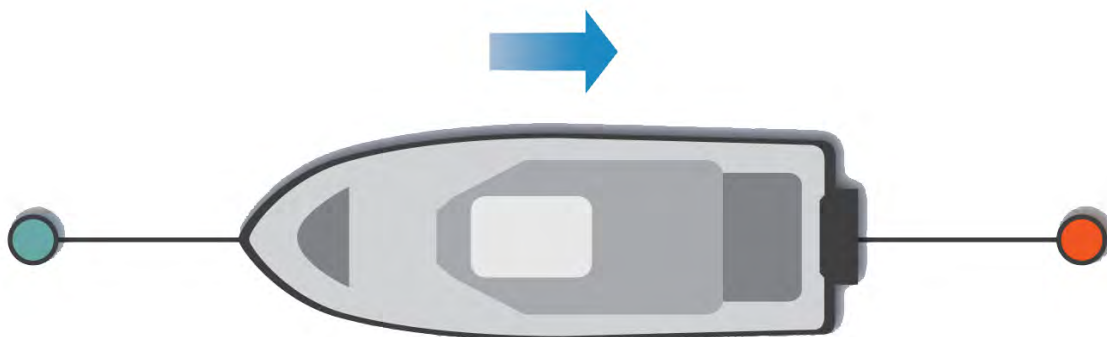
- Confirm vessel has necessary safety equipment
- Check weather and sea conditions
- Check in arriving passengers – administrative paperwork, snorkeler roster, etc.
- Where to stow and secure gear

## Orientation to Vessel

- Off limits areas
- Location of emergency and convenience items
- Specially designated areas (cameras, dry clothes, etc.)
- General safety rules
- Where to get ready to snorkel
- Use of the heads (if appropriate)
- Crew members and their duties
- Passenger behavior during docking and departure

## Snorkeling Off a Boat (points to add to the snorkel briefing as appropriate)

- Boat safety rule reminders (exit ladder techniques, etc.)
- Currents and water conditions
- Anchor/mooring and line configurations
- Entry and exit areas and procedures
- Special snorkeling procedures (drifting, etc.)
- Roll call — before and after excursion, and prior to departing site



# 10 TIPS TO SAVE THE OCEAN

**1 Be Ocean AWARE**  
Understand the significant role the ocean plays and the key threats facing the marine environment.

**2 Take Action**  
Divers are the underwater eyes of the world, strong ocean advocates and marine stewards. Every action, big or small, matters.

**3 Respect Wildlife**  
Practice role-model behavior. Do not touch, feed, or chase marine life.

**4 Be a Buoyancy Expert**  
Practice skillful buoyancy to prevent harm to fragile marine ecosystems.

**5 Practice Responsible Imaging**  
Support conservation through accurate and respectful storytelling.

**6 Leave Only Bubbles  
Take Only Trash**  
Leave no trace, and make a positive impact in the places you explore.

**7 Become a Citizen Scientist**  
Monitor and restore critical marine habitats to advance marine research.

**8 Be an Ecotourist**  
Choose facilities with responsible social and environmental business practices.

**9 Give Back**  
Volunteer, donate and fundraise to protect what you love.

**10 Join Us**  
Take the Ocean Torchbearer pledge and stay informed.



Local Action. Global Impact.



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## Release of Liability/Assumption of Risk/Non-agency Acknowledgment Form Guided Snorkeling Experience and Related Activities

Please read carefully and fill in all blanks before signing.

### Non-Agency Disclosure and Acknowledgment Agreement

I understand and agree that PADI Members (“Members”), including \_\_\_\_\_ store/resort or snorkel guide and/or any individual staff associated with the program in which I am participating, are licensed to use various PADI Trademarks and to conduct PADI training and programs, but are not agents, employees or franchisees of PADI Americas, Inc., or its parent, subsidiary and affiliated corporations (“PADI”). I further understand that Member business activities are independent, and are neither owned nor operated by PADI, and that while PADI establishes the standards for PADI programs, it is not responsible for, nor does it have the right to control, the operation of the Members’ business activities and the day-to day conduct of its snorkeling programs/experiences and/or related activities. I further understand and agree on behalf of myself, my heirs and my estate that in the event of an injury or death during this activity, neither I nor my estate shall seek to hold PADI liable for the actions, inactions or negligence of \_\_\_\_\_ store/resort or snorkel guide and/or the staff associated with the activity.

### Liability Release and Assumption of Risk Agreement

I, \_\_\_\_\_ Participant Name, hereby affirm that I am aware that snorkeling experiences and related activities have inherent risks which may result in serious injury or death. I understand and agree that neither my snorkel guide(s), nor the facility through which this experience and/or related activity is offered, \_\_\_\_\_ store/resort or snorkel guide nor PADI Americas, Inc., nor its parent, affiliate and subsidiary corporations (“PADI”), nor any of their respective employees, officers, agents, contractors or assigns (hereinafter referred to as “Released Parties”) may be held liable or responsible in any way for any injury, death or other damages to me, my child, my family, estate, heirs or assigns that may occur as a result of my participation in in this experience and/or related activities or as a result of the negligence of any party, including the Released Parties, whether passive or active.

I further acknowledge that if this experience is conducted from a boat, it includes risks of slipping or falling while on board the boat, being cut or struck by a boat while in the water, injuries occurring while getting on or off a boat, and other perils of the sea.

I further understand that this experience may take place at a site that is remote, either by time or distance or both, from professional medical care.

I, \_\_\_\_\_ Participant Name, on behalf of myself as a participant in a snorkeling experience and/or related activity and/or on behalf of my participating minor child, \_\_\_\_\_ Child's Name, acknowledge, understand and confirm that:

- In consideration of being allowed to participate in this experience and/or related activity, I hereby personally assume all risks of this experience and/or related activity, whether foreseen or unforeseen, that may befall me/my minor child while a participant in this experience and/or related activity.

- I affirm that if I, or my minor child, have knowledge or a history of any contraindicative medical conditions, I/my child will seek a physician’s approval prior to participating in the activity. Contraindicative medical conditions may include, but are not limited to, a history of seizures, dizziness, fainting, respiratory conditions (e.g. emphysema, tuberculosis), or cardiovascular conditions. I affirm that I/my minor child am/is not currently taking medication that carries a warning about any impairment of my physical or mental abilities.
- Swimming and snorkeling experiences and/or related activities are physically strenuous activities and that I/ my minor child will be exerting myself/him or herself during this experience and/or related activity, and that if I/ my minor child am/is injured as a result of heart attack, panic, hyperventilation, drowning or any other cause, that I expressly assume the risk of said injuries and that I will not hold the Released Parties responsible for the same. contained herein.
- I am of lawful age and legally competent to sign this liability release agreement. I understand the terms herein are contractual and not a mere recital, and that I have signed this Agreement of my own free act and with the knowledge that I hereby agree to waive my legal rights. I further agree that if any provision of this Agreement is found to be unenforceable or invalid, that provision shall be severed from this Agreement. The remainder of this Agreement will then be construed as though the unenforceable provision had never been contained herein.
- I understand and agree that I am not only giving up my right to sue the Released Parties but also any rights my child, heirs, assigns, or beneficiaries may have to sue the Released Parties resulting from participant death. I further represent I have the authority to do so and that my heirs, assigns, or beneficiaries will be estopped from claiming otherwise because of my representations to the Released Parties.



I, \_\_\_\_\_ **Participant Name** \_\_\_\_\_, BY THIS INSTRUMENT AGREE TO EXEMPT AND RELEASE THE FACILITY AND PROFESSIONAL STAFF PROVIDING THIS SNORKELING EXPERIENCE AND/OR RELATED ACTIVITIES, AND PADI AMERICAS, INC., AND ALL RELATED ENTITIES AS DEFINED ABOVE, FROM ALL LIABILITY OR RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH HOWEVER CAUSED, INCLUDING, BUT NOT LIMITED TO, THE NEGLIGENCE OF THE RELEASED PARTIES, WHETHER PASSIVE OR ACTIVE.

**I HAVE FULLY INFORMED MYSELF AND MY HEIRS OF THE CONTENTS OF THIS NON-AGENCY DISCLOSURE AND ACKNOWLEDGEMENT AGREEMENT AND LIABILITY RELEASE AND ASSUMPTION OF RISK AGREEMENT BY READING BOTH BEFORE SIGNING BELOW ON BEHALF OF MYSELF, MY MINOR CHILD AND ALL HEIRS.**

_____	_____
Participant's Signature	Date (Day / Month / Year)
_____	_____
Signature of Parent or Guardian (where applicable)	Date (Day / Month / Year)



Statement of Risk and Liability/ Non-Agency Acknowledgment Form

**Guided Snorkeling Experience  
and Related Activities (EU Version)**

Please read carefully and fill in all blanks before signing.

**Non-Agency Disclosure and Acknowledgment Agreement**

I understand and agree that PADI Members (“Members”), including \_\_\_\_\_ *Store/Resort or Snorkel Guide* \_\_\_\_\_ and/or any individual staff associated with the program in which I am participating, are licensed to use various PADI Trademarks and to conduct PADI training and programs, but are not agents, employees or franchisees of PADI EMEA Ltd., PADI Americas, Inc., or its parent, subsidiary and affiliated corporations (“PADI”). I further understand that Member business activities are independent, and are neither owned nor operated by PADI, and that while PADI establishes the standards for PADI programs, it is not responsible for, nor does it have the right to control, the operation of the Members’ business activities and the day-to day conduct of its snorkeling programs/experiences and/or related activities.

**Statement of Risk and Liability**

This is a statement in which you are informed of the risks of snorkeling and related activities. The statement also sets out the circumstances in which you participate in a guided snorkeling experience at your own risk.

Your signature on this statement is required as proof that you have received and read this statement. It is important that you read the contents of this statement before signing it. If you do not understand anything contained in this statement, then please discuss it with the PADI professionals conducting your experience. If you are a minor, this form must also be signed by a parent or guardian.

**WARNING:** Snorkeling and related activities have inherent risks which may result in serious injury or death.

Snorkeling is physically strenuous activities and you will be exerting yourself during this experience. Past or present medical conditions may be contraindicative to your participation in this experience, such as a history of seizures, dizziness or fainting, a history of heart condition (e.g. cardiovascular disease, angina, heart attack) and a history of respiratory problems (e.g. emphysema or tuberculosis). You also should not participate if taking medication that carries a warning about any impairment of physical or mental abilities. You should seek a physician’s approval before participating if any of these conditions apply.

Your snorkeling experience may be conducted at a site that is remote, either by time or distance or both, from professional medical care. If your snorkeling experience is conducted from a boat, there are potential risks for slipping or falling onboard the boat, being cut or struck by a boat while in the water, injuries occurring while getting on or off a boat, and other perils of the sea.

**Acceptance of Risk**

I understand and agree that neither the PADI professionals conducting this experience, \_\_\_\_\_ *Snorkel Guide(s)* \_\_\_\_\_, nor the facility through which this programme is conducted, \_\_\_\_\_ *Store/Resort* \_\_\_\_\_, nor PADI EMEA Ltd., nor PADI Americas, Inc. nor their affiliate or subsidiary corporations, nor any of their respective employees, officers, agents, contractors or assigns accept any responsibility for any death, injury or other loss suffered by me to the extent that it result from my own conduct or any matter or condition under my control that amounts to my own contributory negligence.

In the absence of any negligence or other breach of duty by the PADI professionals conducting this experience, \_\_\_\_\_ *Snorkel Guide(s)* \_\_\_\_\_, the facility through which this experience is offered, \_\_\_\_\_ *Store/Resort* \_\_\_\_\_, PADI EMEA Ltd., PADI Americas, Inc. and all parties referred to above, my participation in this diving programme is entirely at my own risk.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS NON-AGENCY DISCLOSURE AND ACKNOWLEDGMENT AGREEMENT AND STATEMENT OF RISK AND LIABILITY BY READING BOTH BEFORE SIGNING THESE STATEMENTS.**

Participant’s Name (PLEASE PRINT)	
Participant’s Signature	Date (Day / Month / Year)
Signature of Parent or Guardian (where applicable)	Date (Day / Month / Year)



## FLORIDA ADDENDUM NOTICE TO THE MINOR CHILD'S PARENT OR NATURAL GUARDIAN

**READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT EVEN IF**

**\_\_\_\_\_, AND/OR PADI AMERICAS, INC., OR ANY OF THEIR AFFILIATE AND SUBSIDIARY CORPORATIONS, RESPECTIVE EMPLOYEES, OFFICERS, AGENTS, CONTRACTORS, INDEPENDENT CONTRACTORS, DIVE PROFESSIONALS, INSTRUCTORS AND ASSIGNS, USE REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM**

**\_\_\_\_\_, AND/OR PADI AMERICAS, INC., OR ANY OF THEIR AFFILIATE AND SUBSIDIARY CORPORATIONS, RESPECTIVE EMPLOYEES, OFFICERS, AGENTS, CONTRACTORS, INDEPENDENT CONTRACTORS, DIVE PROFESSIONALS, INSTRUCTORS AND ASSIGNS IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND**

**\_\_\_\_\_, AND/OR PADI AMERICAS, INC., OR ANY OF THEIR AFFILIATE AND SUBSIDIARY CORPORATIONS, RESPECTIVE EMPLOYEES, OFFICERS, AGENTS, CONTRACTORS, INDEPENDENT CONTRACTORS, DIVE PROFESSIONALS, INSTRUCTORS AND ASSIGNS HAVE THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.**

\_\_\_\_\_  
Signature of Parent of Natural Guardian (where applicable)

\_\_\_\_\_  
Date (Day/Month/Year)

**Please identify minor child/children participants below:  
(Minor Child means person under the age of 18)**

\_\_\_\_\_  
Minor Child Name

\_\_\_\_\_  
Birth Date (Day/Month/Year)

## PADI SNORKEL GUIDE MEMBERSHIP AGREEMENT 2024 MEMBERSHIP TERM

**PLEASE READ CAREFULLY – Sign statement on application.**

PADI Snorkeling Guide membership is offered by PADI Worldwide Corp. to qualified individuals. PADI Snorkeling Guide membership and renewal is subject to Member reading and signing this Agreement and compliance with the terms and conditions therein.

PADI will consider your membership or renewal of your membership subject to the following terms and conditions:

1. I have made myself familiar with and will abide by the procedures outlined in the course and the paperwork I signed.
2. I have become familiar with all PADI snorkeling-related materials and am knowledgeable of any revisions to such materials and the introduction of new materials. I am aware of the fact that snorkeling can seriously affect a person's health and life. I agree to refrain from guiding any participant who does not meet all the requirements as specified in my PADI Snorkel Guide training.
3. I agree to receive communications from PADI regarding programs and courses in addition to promotional emails, special offers, new features and all communication deemed relevant from PADI and affiliated companies, initially and on an ongoing basis, until such time I withdraw or update my consent or preferences for communications by contacting membersvcs@padi.com. All commercial electronic messages will be sent in accordance with relevant laws.
4. I understand and agree that any false reports of standards violations deemed by the Quality Management Committee to have been made for competitive, political or financial reasons shall be grounds for Quality Assurance action.
5. I am aware of the Quality Assurance Report Form that may be filed with PADI. I am further aware of the recourse available to me through the PADI Quality Assurance process to refute any complaints that may be reported. I understand and agree that all rulings by the Quality Management Committee with regards to such complaints shall be deemed binding.
6. I understand and agree that PADI may notify other certifying organizations should any PADI Member be required by the Quality Management Committee to undergo retraining. I also understand and agree that PADI may notify other certifying organizations of the existence of any active or unresolved Quality Assurance inquiry concerning my activities as a PADI Snorkel Guide Member. I further understand that the names of terminated, suspended and expelled members may be published in *The Undersea Journal* and on PADI's website.
7. If requested, I agree to provide PADI with true and correct participant contact information, including the participant's legal name and proper mailing address, when I submit any participant data. I understand and agree such information regarding any PADI program shall be the property of both PADI and the submitting member.
8. I acknowledge that snorkeling and guiding participants are physically strenuous activities and that it is my personal responsibility to maintain the necessary level of fitness in order to involve myself in snorkeling activities. I also acknowledge that should my physical condition or health change, rendering me incapable of meeting the physical requirements of these activities, I will cease my supervisory activities until I am again capable and, if necessary, cleared by a medical examination performed by a licensed physician.
9. I understand and agree that financial irresponsibility in dealings with PADI or its corporate affiliates or associated companies is grounds for membership expulsion, suspension or termination.
10. I understand that PADI Snorkel Guide course standards meet and are governed by all applicable International Organization for Standardization (ISO) snorkeling standards, and that violations of PADI Standards may also thus entail violations of ISO snorkeling supervisory requirements.
11. I will not discredit PADI or its corporate affiliates or associated companies, nor cause any action that will create a liability to them. PADI will have the sole right to determine whether any of my actions violate the intentions of this paragraph.
12. I will file a PADI Incident Report Form with PADI for any incident relating to my activities as a PADI Member of which I may become aware that may have or potentially may have harmed myself or another individual.
13. I understand and agree that the terms and conditions of this Agreement are effective for the 2024 Membership Term, as referenced above. Should PADI substantially modify the terms of this Membership Agreement, I will be notified in writing of the changes prior to the next Membership renewal term.
14. I understand and agree that this Agreement does not create an agency relationship between PADI and me and that I am not an Agent or authorized person with respect to PADI. This Agreement is not intended to, and shall not be construed to, create any association, joint venture, agency relationship or partnership between PADI and me. PADI has no control over or involvement with my day-to-day operations and activities and bears no responsibility for the same. I shall have no power to bind, assume or create any obligation or responsibility, express or implied, for or on behalf of PADI or any of its affiliates, and this Agreement does not create any form of legal association that would impose liability upon PADI for any act or failure to act by me.
15. I understand and agree that PADI Snorkel Guide membership does not give me any rights to use any PADI marks until such time a change in licensing rights has been communicated to me.

16. I understand and agree that PADI Membership is granted at the sole discretion of PADI, based upon its unilateral determination of several criteria including, but not limited to, whether acceptance and continuation of any membership is in the best interest of PADI. Satisfaction of minimum requirements does not guarantee membership. PADI Snorkel Guide membership may be revoked by PADI, at its sole discretion, at any time.
17. I have and shall maintain in full force and effect professional liability insurance policy when providing professional services and supervision, where applicable. I will cause PADI and its affiliates to be listed as "additional insureds" under such insurance policy and will promptly provide evidence of such insurance upon request by PADI. PADI reserves the right to mandate coverage amounts and other terms of coverage for certain Members (including for example, Members in specific legal jurisdictions).
18. **Data Privacy Compliance; Data Use and Protection**
  - I will abide by and comply with local applicable privacy and data protection laws and regulations governing the processing and storing of personal information, as described in this agreement.
19. **For PADI Snorkel Guide members operating in the European Union:**
  - I understand and agree that when I collect customer personal information involved with snorkeling excursions, under GDPR regulations I am considered a "data co-controller" with PADI. Additionally, I understand and agree that when I collect customer personal information involved with enquiries (that include customer personal information) concerning PADI programs and products, such as travel, which will be forwarded to PADI for follow-through, under GDPR regulations I am considered a "data processor" for PADI. As such, I must make reasonable, commercial efforts to protect such personal data by adhering to the guidelines of GDPR Article 28, UK GDPR Article 28, or relevant local privacy policies.
20. **For PADI Members operating in Mainland China:**
  - I agree, as a condition of PADI Membership, that I shall abide by all laws or regulations required in the area(s) in which I work, in order to serve as a diving professional.
21. This Agreement shall be governed and construed in accordance with the laws of the State of California. In the event any provision of this Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provisions or the remaining provisions of this Agreement and all other provisions shall be and remain in full force and effect.

\*<https://gdpr-info.eu/art-28-gdpr/>

# Legal Risk and the Snorkel Guide

Legal risk is the possibility of a legal decision requiring you to pay another party to compensate for damages caused by your action or inaction as a professional. In some countries, legal risk includes criminal as well as civil risk. The situations and applicable laws surrounding this risk vary from country to country and region to region.

Broadly, legal risk to you, as a Snorkel Guide, arises from an obligation to act as a reasonably prudent person when a snorkeling participant is under your care. It can also result from failure to follow established professional codes of practice, such as local regulations, industry standards or PADI Standards.

## Steps for Reducing Your Legal Risk

1. Follow the established guidelines from your Snorkel Guide Course Notes that you received during your training as a Snorkel Guide.
2. Don't deviate from standards. This minimizes the chance of an accident in the first place, which is the best risk management practice there is.
3. Use good judgment; when conditions are marginal, make conservative decisions by reducing ratios, going to an alternate site, cancelling the excursion, etc.
4. Have participants complete and sign a Guided Snorkeling Experience Liability Release and Assumption of Risk Agreement, or in the EU, Guided Snorkeling Experience Statement of Risk and Liability (EU version). These documents include the Non-Agency Disclosure and Acknowledgment Agreement.
  - a. Inform participants of specific risks that pertain to an excursion.
  - b. Fill the form out completely, with the names of all parties to be released entered.
  - c. Do not allow modification of release wording.
  - d. By signing the Liability Release and Assumption of Risk, the participant acknowledges that he/she releases the named Snorkel Guides and businesses involved from liability and further acknowledges that the participant assumes any risk associated with the activity.
  - e. By signing the Statement of Risk and Liability – EU Version, it's established that the participant understands the risks associated with the activity and documents the participant's decision to assume those risks.
  - f. The Non-Agency Disclosure and Acknowledgment Agreement helps avoid incorrect perception by the public that PADI Members are employees, agents or franchisees of PADI. It clarifies that PADI Members are independent professional businesses and business people and responsible for their day-to-day control of snorkeling activities.
5. If participants ask your opinion regarding a medical condition, please visit [uhms.org](http://uhms.org) and provide them with a copy of the Diver Medical form found there and refer them to their physicians. Do not advise participants or provide opinions regarding medical conditions.

## In the Event of an Accident

Although proper preparation, planning and using good judgment go a long way toward reducing risk and preventing problems, snorkeling incidents still may occur. Follow these steps in the event of an accident:

1. As a preliminary step, have appropriate equipment available as required by standards, local regulations, and practices.
2. If an accident or emergency situation arises, your first priority is to render appropriate emergency care. Make the victim's (and rescuer's) well-being your primary concern. Activate the local emergency medical service system as soon as possible, if necessary.
3. In a dive accident that involves decompression illness, contact the Divers Alert Network (DAN), Diving Emergency Service (DES) or other emergency services that deal with diving or snorkel-related accidents.
4. Show compassion, but do not volunteer an admission of fault. You may not be at fault, so do not assume you are.
5. Isolate snorkel equipment, have someone else confirm whether it is functional and cooperate with authorities if they request the equipment.
6. Make note of environmental conditions, such as the time of day, water conditions, surf, waves, current, water temperature, visibility, etc.
7. Identify witnesses and record their names and contact information.
8. When answering questions about the accident to local authorities, state only the facts and refrain from offering opinions or speculation. Keep a copy of any statements you make. You have no obligation to give statements to other entities, such as newspaper reporters, interested parties, representatives of the involved party (family members), etc. Although you may feel the need to give a statement to these groups of people, it is not recommended.
9. Given today's legal environment, each injury comes with the potential for a lawsuit. In anticipation of legal action, you should contact your PADI Regional Headquarters, your insurance company and/or legal counsel and file a PADI Incident Report Form. On the report, state only facts and refrain from opinions or speculation. Submit the report to your PADI Regional Headquarters immediately after you witness or are involved in a snorkeling, diving or dive operation-related accident/incident, regardless of whether the incident occurred in or out of the water, is training related, recreational, or seemingly insignificant. In your report include:
  - a. The activities leading to the incident.
  - b. The circumstances of the incident.
  - c. Any action taken by the people involved following the incident.
  - d. If you are providing secondhand information, be sure to identify that it is secondhand information.
  - e. Attach copies of all documents, such as participant releases, and any other relevant documents.

- f. Keep a copy of the report and attachments for your files.
- g. Submit the report to your PADI Regional Headquarters and only to others as specified by your local PADI Regional Headquarters – such as your insurance company and/or attorney. The Incident Report Form is prepared in anticipation of litigation.

When your PADI Regional Headquarters receives an Incident Report Form, a file is opened in the Quality Management Department. The Quality Management Department will follow up by taking such actions as:

- Acknowledging receipt of the report and requesting additional information, if necessary.
- Providing general information on communicating with and reporting incidents to the insurance company.
- Advising the member not to release information to anyone unknown to the member.
- Submitting the report and other documents to the appropriate PADI Legal Department.

The Quality Management Department may also review reports to ensure compliance with PADI Standards. If necessary, the Quality Management Department may request clarification from the member or take other appropriate action. When an incident involves a fatality, the PADI Snorkel Guide's status may change to Inactive status pending review of the incident's circumstances.

If you have insurance with a PADI-endorsed insurance company, they may take a proactive approach to handling incidents after determining the member's coverage. This action may include retaining an attorney and/or an investigator, responding on the member's behalf to any legal correspondence, and determining the extent of the member's liability as well as liability for other involved parties.

If you are involved in an incident and your insurance company hires an investigator, keep in mind that the intent is to gather as much information as possible, which requires your cooperation.

The investigator is investigating the incident, not you. Be truthful and as complete as possible. All information is reported directly to the insurance company or attorney. Investigators do not make judgments.

It is important to note that not all incidents result in claims being filed. And, if a claim is filed, it may be months or even years after the incident occurred. Although the information gathered during the initial investigation assists in preparing a defense, further preparation, as well as working through the litigation process, usually involves considerable time. Some claims may be dismissed or settled quickly; however, many claims take years to bring to closure.

If you have any questions regarding involvement in an incident, contact your PADI Regional Headquarters for clarification or consultation.





## **Important – Read these instructions fully before filling out the Incident Report Form**

**PADI Standards require you to submit a PADI Incident Report Form to your PADI Office immediately after you witness or are involved in a diving or dive operation-related accident/incident, regardless of whether the incident occurred in or out of the water; is training related, recreational, technical or seemingly insignificant.**

When several PADI Members are involved in or witness the incident, the primary member should fill out the Incident Report Form. This is usually the course instructor, or in the case of a non-training activity, it may be the dive guide or boat captain. Additional members or other witnesses should provide a brief statement explaining what they observed and their role in the incident. Witness statements should be attached to the Incident Report Form.

Attach diagrams and photographs if available. Include information obtained about the incident and whether or not statements were taken by authorities. Include the identity and contact information for all witnesses and crew members, as well as boat rosters, class lists and other documents containing witness contact information. Refer to PADI's *Guide to Teaching, Philosophy and Approach* section, "In the Event of an Accident" for additional insight.

Depending on whether the incident occurred during a course, or a non-training dive or activity, use the checklists below to identify which documents you must attach to your report.

For expediency, send the Incident Report Form, witness statements and documents as email attachments to the incident email address at your PADI Office listed on the last page of the form.

### **Use the checklist to determine which documents to send with your report**

#### **Incident Occurred During a Course, Whether Diving or Non-Diving**

- |  |   |
|--|---|
| <input type="checkbox"/> Student Record File (4 pages or the individual forms below) | <input type="checkbox"/> Quizzes and Exam Answer Sheets               |
| <input type="checkbox"/> Diver Medical form/Physician's Release                      | <input type="checkbox"/> eLearning Course eRecord                     |
| <input type="checkbox"/> Release of Liability/Assumption of Risk                     | <input type="checkbox"/> eLearning Course Quick Review Answer Sheet   |
| <input type="checkbox"/> Non-agency Acknowledgment Form                              | <input type="checkbox"/> Continuing Education Administrative Document |
| <input type="checkbox"/> Safe Diving Practices Statement of Understanding            | <input type="checkbox"/> DSD Registration Documents and Safety Review |
| <input type="checkbox"/> Open Water Diver Course Record and Referral Form            | <input type="checkbox"/> Any Other Relevant Documents                 |

#### **Incident Occurred During a Non-Training Dive or Activity**

- |  |   |
|--|---|
| <input type="checkbox"/> Release of Liability/Assumption of Risk | <input type="checkbox"/> Equipment Rental Agreement   |
| <input type="checkbox"/> Boat Travel Release                     | <input type="checkbox"/> Any Other Relevant Documents |
| <input type="checkbox"/> Boat Roster                             |   |



**PADI**

**COMPLETE AND SEND TO YOUR PADI OFFICE IMMEDIATELY**

# INCIDENT REPORT FORM

**THIS REPORT IS PREPARED FOR THE PURPOSE OF RECEIVING LEGAL ADVICE OR FOR USE IN ANTICIPATED LITIGATION**

- Fatal       Training       Diving       Rebreather Dive       Snorkeling/Skindiving  
 Non-Fatal       Non-Training       Non-Diving       Technical Dive       Freediving

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_  
Day/Month/Year

Extent of injury \_\_\_\_\_

**Measurements used throughout this report are:**     **METRIC**     **IMPERIAL**

## Victim Information

Name \_\_\_\_\_  
First Initial Last

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Occupation \_\_\_\_\_ Gender     Male     Female

If certified: Agency \_\_\_\_\_ Certification Level \_\_\_\_\_ Certification Date \_\_\_\_\_  
Day/Month/Year

## Location of Incident

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Name of Dive Site \_\_\_\_\_ Depth at which incident started \_\_\_\_\_

Water Temperature \_\_\_\_\_  C  F    Visibility \_\_\_\_\_ Current \_\_\_\_\_ Surface Conditions \_\_\_\_\_

## Victim's Dive Profile

Include all dives in the last 24 hours prior to the incident, recorded as accurately as possible. If any information is estimated or approximated, indicate so. Do not guess or speculate as to the dive profiles. Provide computer log if available.

Source:     Diver's Recollection/Computer     Dive Pro's Computer     Paper Logbook     Buddy's Recollection

Date	Bottom Time	Depth	Surface Interval	Date	Bottom Time	Depth	Surface Interval

**Complete if Victim was Participating in a Course**

Instructor's Name \_\_\_\_\_ Member No. \_\_\_\_\_  
First Initial Last

Contact Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Dive Course \_\_\_\_\_ Dive No. \_\_\_\_\_ Skill \_\_\_\_\_

Number of Students \_\_\_\_\_ Number of Dive Professionals \_\_\_\_\_

Assistant's Name \_\_\_\_\_ Member No. \_\_\_\_\_  
First Initial Last

Assistant's Name \_\_\_\_\_ Member No. \_\_\_\_\_  
First Initial Last

**Complete if Victim was participating in a Non-Training Dive or Activity**

Number of Divers/Participants \_\_\_\_\_ Number of Dive Professionals \_\_\_\_\_

Was this a Guided Dive?  Yes  No Was the Dive Supervised from the Surface/Shore?  Yes  No

Dive Professional's Name \_\_\_\_\_ Member No. \_\_\_\_\_  
First Initial Last

Contact Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Dive Center / Resort / Boat Information**

Dive Center or Resort \_\_\_\_\_ Member No. \_\_\_\_\_

Contact Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Insured:  Yes  No If yes: Name of Agent or Broker \_\_\_\_\_

Dive Boat \_\_\_\_\_ Member No. \_\_\_\_\_

Insured:  Yes  No If yes: Name of Agent or Broker \_\_\_\_\_

**Victim's Equipment**

**Important** – have someone else isolate the victim's dive equipment, noting the configuration and connections, tank pressure, regulator and gauge function, etc. – however, do not disassemble it.

Equipment:  Owned  Rented Rented From \_\_\_\_\_ Member No. \_\_\_\_\_

Wet Suit Thickness \_\_\_\_\_  Dry Suit  Weights Amount \_\_\_\_\_

Dive computer used?  Yes  No Type \_\_\_\_\_ Dive tables used?  Yes  No Type \_\_\_\_\_

Compressed Air  EANx \_\_\_\_\_% Tank pressure: Start of dive \_\_\_\_\_ End of dive \_\_\_\_\_

Rebreather – Type \_\_\_\_\_

**Rescue Procedures**

Victim was found:  On Surface  On Bottom  At Depth \_\_\_\_\_ Other \_\_\_\_\_

Emergency care administered?  Yes  No    Oxygen administered?  Yes  No    CPR administered?  Yes  No

Transportation:  Ambulance  Air  Other \_\_\_\_\_

Recompression:  Yes  No    Hospitalization:  Yes  No

Name of Rescuer \_\_\_\_\_ Member No. \_\_\_\_\_  
First Initial Last

Additional Rescuer \_\_\_\_\_ Member No. \_\_\_\_\_  
First Initial Last

Additional Rescuer \_\_\_\_\_ Member No. \_\_\_\_\_  
First Initial Last

**Incident Report Completed By (If different than above members)**

Name \_\_\_\_\_ Member No. \_\_\_\_\_  
First Initial Last

Contact Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Involvement in incident \_\_\_\_\_  
 \_\_\_\_\_

**Summary of Incident**

**THIS REPORT IS PREPARED FOR THE PURPOSE OF RECEIVING LEGAL ADVICE  
 OR FOR USE IN ANTICIPATED LITIGATION**

Describe in detail what happened. Use additional sheets of paper if necessary. Attach diagrams and photographs if available. Include information obtained about the incident and include whether or not statements were taken by authorities. Include the identity and contact information for all witnesses and crew members, as well as boat rosters, class lists and other documents containing witness contact information. Attach any witness reports if available.

**Type or print clearly. Continue on a separate page if necessary.**

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# QUALITY ASSURANCE REPORT FORM

**PADI Members must report in writing all violations of PADI Standards that they witness personally.** Use this form to report only firsthand accounts of PADI Training Standards violations – do not report rumors or supposition. Be specific and provide as much detail as possible. Anonymous reports may not be accepted. Keep in mind that PADI monitors and enforces PADI Training Standards and has no jurisdiction beyond the context of PADI-related activities.

Confidentiality is maintained whenever possible, however, some aspects may be waived to allow for a more thorough inquiry. It is possible that the complainant’s name may be released at PADI’s sole discretion in the course of due process.

If you have any questions about the use of this form, or if you would like to discuss the appropriateness of any report, please contact the Quality Management Department.

PRINT CLEARLY

### IDENTIFYING INFORMATION

Name of PADI Member you are reporting \_\_\_\_\_

PADI Member number, if known \_\_\_\_\_

Member’s location : City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

General nature of violation(s) \_\_\_\_\_

Date(s) of witnessed violation(s) \_\_\_\_\_

Location(s) of witnessed violation(s) \_\_\_\_\_

### TRAINING AND DIVE INFORMATION

Level(s) of PADI instruction being conducted at the time(s) of the violation(s) \_\_\_\_\_

Diving conditions, if applicable (depth, water temperature, currents, surf, visibility, etc.) \_\_\_\_\_

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Name(s) of any other PADI Member(s) participating in the training (e.g., PADI Divemasters) \_\_\_\_\_

### SUMMARY OF WITNESSED VIOLATIONS

Be specific. Use additional paper if necessary. If there are any other witnesses who can support your report, please include their names and contact information.

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\_\_\_\_\_  
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**SUMMARY OF WITNESSED VIOLATIONS** (continued)

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**COMPLAINANT INFORMATION**

I certify that I have personally observed the above occurrence(s). I understand that false reports of violations made for competitive, political or financial reasons may be grounds for action against me.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Day/Month/Year

Name (please print) \_\_\_\_\_

PADI Member No. (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/PostalCode \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_