

**SCUBAJAM VIRGINIA**  
**Lake Phoenix – Rawlings, Virginia**  
**Labor Day Weekend Fri - Mon**  
**Leaders Guide/Registration Letter**



**ScubaJam Virginia** is a program designed to offer an exciting SCUBA diving experience to BSA (Individual or other youth groups) for certified boys and girls up to age 17. The event was created and is conducted by interested divers representing dive shops, scuba training operations, and various Organizations, BSA, GSA Troops & Venturing Crews.

**REGISTRATION:**

A pre-registration deposit of \$250 is requested so that we can plan for this exciting event and ensure your group is added to the registration waivers. We ask you and any attendees submit on-line waiver if you are thinking about coming to further assist us in obtaining planning information for this awesome time. Please final payment by 18 August so that we can prepare packages and verify paperwork. This will assist us by making your check-in the day of the event go much faster and easier. You can still make changes as to attendees and increase your unit size on arrival and by filling out additional on-line waivers as needed.

Participants pay their fees directly to their group leader, who then completes the group manifest and emails these to us at <https://lakephoenixva.com/scubajam-registration/>

Payment is required at the time of registration and can be made online at the above website address or by check payable to Lake Phoenix, 1 Quarry Lane Rawlings, Virginia 23876. Please ensure all have completed the on-line waivers and have watched the informational video. As always things happen, we will work with you on any roster changes needed.

Full payment upon registration is requested but partial deposits may be arranged by.....

**Final payment must be received by 18 August so we can plan for the event.**

**What's included in registration fees:**

Divers (Youth Participants and Adults)

- Includes:
- Commemorative T-shirt & event patch
  - Welcome packet (Youth participants only)
  - Leadership Baseball Cap (Adult participants only)
  - Entry to Lake Phoenix for the weekend (Fri-Mon)
  - 3 nights of camping (Fri-Sun)
  - 4 days of diving (Fri- Mon)
  - Unlimited air fills on 1 tank for the weekend (tank rental not included)
  - Fri Evening Meal, Sat & Sun Breakfast, Lunch & Dinner

Non-Divers (Youth and Adults) - Each group/crew is welcome to bring as many Adult Volunteers as needed for support of the group. These Volunteers are designated as either divers or non-divers and pay the fee as appropriate.

Includes: All the above except air fills

Dive Pros - Each Organization/Troop/Crew needs at least one Dive Professional to act as a Dive Safety Officer responsible to provide the youth of your group. Dive Pro volunteers receive a special entry price in addition to all the benefits of a paid Diver and are responsible to provide your youth divers with leadership, assistance and control of their diving activities. If a group is in need of a Dive Pro, please contact your local dive center or ScubaJam prior to the event at lakephoenixva@gmail.com so that we can organize a volunteer Dive Pro to assist.

Early registration of your group allows you to add additional participants and volunteers as late as the day of the event. We will work with you on changes at any time.

### **CHECK IN:**

On arrival all participants in their groups must check in at the pavilion behind the Lake Phoenix Dive Shop. Individuals cannot be admitted until their group leader is present. Check-in hours are Friday from 14:00 pm to 20:00 and Saturday 07:00 am – 09:00.

### **Required forms to be presented at check-in:**

#### *By Group Leaders:*

Ensure All On-Line waivers completed prior to 25 Aug for your group Unit Roster / Manifest, list of names provided by group leader including your dive pro Balance of fees due, if any. When you email the manifest **INCLUDE DATE OF ARRIVAL** so we can plan for meals.

#### *By all participants:*

ScubaJam On-Line Waiver (divers, non-divers & dive pros)  
Original or photocopy of SCUBA Certification Card (C-card) for all divers and dive pros

Once the group leader has checked in, camping passes will be handed out to drivers and all others will park in General Parking.

### **PARKING:**

General Parking lot will be designated for ScubaJam participants during the event. Please park only in designated areas.

Lot C is designated for RV parking only and should be arranged in advance through Lake Phoenix. Additional fee applies for participants who wish to park an RV and are paid to Lake Phoenix directly.

Dive Instructors **with permit** will be allowed to park adjacent to the Lake in the instructor's lot for easy unloading of equipment.

### **ADULT LEADERSHIP:**

Organization/Troops/Crews must provide adequate adult leadership at all times in accordance with Youth Protection guidelines and policies of their respective organizations. ScubaJam itself uses the BSA policies as a guide to its activities. Lake Phoenix DOES NOT provide lifeguards for swimming or other buddy activities.

**LEADERSHIP MEETING:** A meeting will be held at 07:00 Saturday at the Dining area for all Leaders, Volunteers and Dive Pros. Rules, safety guidelines and schedule of events will be reviewed followed by a Q&A session.

### **FIRST AID:**

Organizations/Troops/Crews are expected to provide their own first aid for minor problems. For more serious problems or injuries immediately notify a staff member to activate the Lake Phoenix Emergency Action Plan. Lake Phoenix maintains a DAN oxygen unit, ample first aid supplies and a spine board. In addition, Lake Phoenix also maintains standard rescue equipment to assist swimmers who may be in trouble. There are divemasters on duty to assist in emergency situations. Lake Phoenix is adequately staffed to handle most emergencies.

#### *Lake Phoenix Emergency Action Plan*

<https://secureservercdn.net/192.169.221.188/u5s.fd3.myftpupload.com/wp-content/uploads/2020/06/911.pdf>

### **GARBAGE DISPOSAL:**

All refuse and trash will be placed in plastic garbage bags (provided by the troop/crew) and must be placed inside the dumpster. We may ask for an assistant for Trash Runs as needed.

### **BATHROOMS:**

Lake Phoenix bathhouse is climate-controlled and has seven bathrooms. Each bathroom features running hot & cold water, shower, flushing toilets, face bowl, mirror and bench seat. Portable toilets will also be located at various points. Please help keep these clean and if there are issues, please bring it to the attention of the Lake Phoenix staff immediately.

### **CAMPFIRES:**

Emphasis is placed on cleanliness and low impact camping. All units planning to build campfires are required to attend the leadership meeting on Friday night. The following rules will apply.

- Campfires will be confined to existing fire rings.
- Campers may **NOT** move or create new fire rings.
- A 5-gallon water bucket will be issued to those building fires.
- NO CAMPFIRES IN RV LOTS.

**AWARDS:** Awards will be distributed at the Awards ceremony on Sunday evening. Awards may be in the form of:

1. Continuing education certificates for participants demonstrating excellent diving skills during events.

2. Raffle prizes consisting of a broad range of dive products produced by a variety of Manufacturers, donated to SJVA in the form of in-kind gifts. Entry into the raffle is free for youth participants and based on event participation.

### **MEALS:**

Meals for Friday Evening, Saturday and Sunday Breakfast, Lunch and Dinner are provided. Each Organization/Troop/Crew is encouraged to bring snacks and drinks or specials meals as required. ScubaJam Virginia will have the Sunday evening meal in conjunction with or followed by the Awards Ceremony. A meat and vegetarian options may be provided as well as drinks. Each group will be ask for kitchen assistance, one or two individuals, for KP or Serving to help us better serve you. There will be a sign up for this at the kitchen area. Please arrive 15min prior to your shift.

### **SAMPLE ScubaJam Menu**

**Friday Evening:** Subway Platter or Pizza

**Saturday:**

**Breakfast Bar:** Bacon or Sausage, Eggs, Hash Browns, Biscuits & Gravy, Fruit, Pancakes and the like 😊

**Lunch:** Chicken Soup & Sandwich with Chips

**Dinner:** Pulled Pork Sandwich with coleslaw & Baked Beans

**Sunday**

**Breakfast Bar:** Bacon or Sausage, Eggs, Hash Browns, Biscuits & Gravy, Fruit, Pancakes and the like 😊

**Lunch:** Chicken Soup & Sandwich with Chips

**Dinner:** Hot Dogs, Hamburgers, Potato Salad & Chips

### **GENERAL NOTES:**

#### **Lake Phoenix Quiet Hours**

Quiet hours are from 10:00 PM to 8:00 AM. Please respect those who are trying to sleep. Lake Phoenix Hours can be seen on the Lake Phoenix website.

#### **Prohibited Items and Activities**

The following are prohibited from Lake Phoenix:

- **Dive knives**
- Rock climbing
- Diving or jumping from rocks
- Guns, fireworks, or other explosives
- Glass containers
- Alcohol, drugs, or tobacco
- Spearfishing

- Animals trained to attack, bite, or guard
- Please, NO Pets for the ScubaJam Event

***These rules will be strictly enforced. To prevent misunderstandings please have everyone view the Lake Phoenix Information Video on their download page. It is also available there via YouTube and downloadable to show at your meetings prior to arrival.***

## **SCUBA EMERGENCY PLAN**

### PLANNING

1. Identify the Tour Leader
2. Complete and File Tour Permit
3. Collect Medical Waivers for the trip with updated medical information
4. Insert Waivers and Approved Tour Permit into Travel folder with physicals
5. Check all diver's certification cards
6. Check that all Junior divers have an adult dive buddy

### ARRIVAL

1. Attend the Friday evening meeting
2. Stage O2 and First Aid Kit's in known location. If you have your own O2 stage it, if not know the location of Lake Phoenix First Aid kit and O2.
3. Multiple Mobile phones are available for use

### EMERGENCY

If a diving accident occurs, always administer oxygen to the diver and secure his/her equipment

1. Call 911 or **Brunswick Co Sheriff @ (434) 848-3133**
2. Notify Lake Phoenix Staff
3. Notify ScubaJam Staff
4. If Diving Accident -
  - a. Call **DAN @ (919) 684-8111**
  - b. Secure diver's equipment and gauges
  - c. Complete Lake Rawling's Incident Report
  - d. Complete Dive Professional Incident process
5. Contact family and relevant scout leaders

### NON-EMERGENCY

Two medical facilities are within reasonable driving distance including the Southside Regional Medical Center and the Community Memorial Health Center. Driving to either is likely quicker than waiting for ambulance arrival.

Note that ambulance takes 30-45 minutes to arrive and will go to the Community Memorial Health Center.

**Southside Regional Medical Center**  
 801 South Adams Street  
 Petersburg, VA 23803  
 (804) 862-5000

From Interstate 95 South, take Exit #52. Bear right at the stop sign onto Washington Street. Proceed to the third stoplight and turn left onto Sycamore Street. Proceed 1 mile, the hospital will be on the left.

From Interstate 95 North, take Exit # 50 C (also known as the South Crater Road Exit). Turn right at the stoplight onto Graham Road and go approximately 1/4 mile. Proceed past the stop sign at the top of the hill. The hospital will be on the left.

**Community Memorial Hospital**

1755 N Mecklenburg Ave,  
South Hill, VA 23970 (434) 447-3151

See the Lake Phoenix Emergency Plan for more information, directions and or strip map.

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Typical ScubaJam Agenda

**General Schedule of Events\***

**Friday:** Lake Phoenix Shop Closes at 19:00 Last same day airfills 16:00

14:00 – 19:00 Registration Opens Note \*\*

17:30 – 19:00 Dinner (Deco Stop / Dining Area, Kitchen assistants please show up 15 min early)

**Saturday:** Lake Phoenix Shop Closes at 18:00 Last same day airfills 16:00

07:00 Dive Pro Meeting, All Group Leaders, Dive Pros and Staff (Dining Area)

07:15 – 08:30 Breakfast (Deco Stop / Dining Area, Kitchen assistants please show up 15 min early)

09:00 – 10:00 Registration Open (Pavilion #1 waterside)

10:00 – 12:00 Round Robin events including Golf Ball challenge, Crab Attack, Balloon Lift, The Maze, Ping Pong Ball challenge Note \*\*

12:00 – 13:30 Box/Bag Lunch (Deco Stop / Dining Area, Kitchen assist please show up 15 min early)

13:30 – 17:00 Cont. Round Robin events including Golf Ball challenge, Crab Attack, Balloon Lift, The Maze, Ping Pong Ball challenge Note \*\*

Cylinder Knowledge, ROV Demonstrations Exhibits & On Shore Demos.

17:30 – 19:00 Dinner (Deco Stop / Dining Area, Kitchen assistants please show up 15 min early)

20:00 – 22:30 Pro Guided Night Dive (Bring cylinders to be filled to the pavilion behind the shop)

**Sunday:** Lake Phoenix Shop Closes at 18:00 Last same day airfills 16:00

07:15 – 08:30 Breakfast (Deco Stop / Dining Area, Kitchen assistants please show up 15 min early)

08:30 – 08:40 Interfaith Service (Organization Event)

09:00 – 11:30 Scavenger Hunt Note \*\*

12:00 – 13:30 Box/Bag Lunch (Deco Stop / Dining Area, Kitchen assistants please show up 15 min early)

13:30 – 17:00 Cont. Scavenger Hunt Note \*\*

17:00 – 17:30 Rented Lake Phoenix equipment turn-in (unless it is rented until Monday)

16:00 – 17:45 BSA Merit Badge Booth (Dining Area)

18:30 – 19:30 Dinner followed by Awards Ceremony (Deco Stop / Dining Area, Kitchen assistants please show up 15 min early)

**Monday:** Lake Phoenix Shop Closes at 17:00 Last same day airfills 16:00

08:00 – 16:00 Open diving, camp breakdown - departure

09:00 – 11:30 After Action Review, Leaders and SJ Staff **(Deco Stop)**

\*\* Open Diving at the discretion of the Group Leader and Pro. Allow time for Air fills and 1 Hour Surface Interval between dive. **Cylinder hauling service closes at 12:00 noon.**

\*Subject to Change

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