



# **SCUBAJAM VIRGINIA**

## **Lake Phoenix – Rawlings, Virginia**

### **Labor Day Weekend Fri - Mon**

### **Leaders Guide/Registration Letter**

**ScubaJam Virginia** is a youth program that provides an exciting, hands-on scuba diving experience.

It helps participants strengthen their diving skills, planning, and safety practices. It is open to certified boys and girls ages 10–17, as well as individuals and youth groups.

The event was created and is operated by volunteer divers from dive shops, scuba training organizations, and participating groups, including BSA, GSA troops, and Venturing Crews.

#### **REGISTRATION:**

A pre-registration deposit is requested so we can plan the event and add your group to the registration waivers. If you expect to attend, please have all potential attendees complete the online waiver to help us with planning. Final payment is due by 18 August so we can prepare packets and verify paperwork. Early payment will also make check-in faster and easier. You may still update your attendee list and add participants upon arrival by completing additional online waivers as needed.

Participants should pay their fees to their group leader. The group leader must then complete the group manifest and submit the registration at the Lake Phoenix ScubaJam registration page, and email the manifest to lakephoenixva@gmail.com.

Payment is due at registration and may be made online through the registration page or by check payable to Lake Phoenix, 1 Quarry Lane, Rawlings, Virginia 23876. Please make sure everyone has completed the online waivers and watched the informational video. If roster changes are needed, we will work with you.

Full payment at registration is preferred, but partial deposits may be arranged if needed.

**Final payment must be received by 18 August so we can finalize event planning.**

#### **What's Included in the Registration Fee:**

##### **Divers** (Youth and Adult Participants)

Includes: commemorative T-shirt and event patch; welcome packet (youth participants only); leadership baseball cap (adult participants only).

Also includes entry to Lake Phoenix for the weekend (Friday–Monday), three nights of camping (Friday–Sunday), and four days of diving (Friday–Monday).

One tank includes unlimited air fills for the weekend (tank rental not included), plus meals on Friday evening and Saturday and Sunday for breakfast, lunch, and dinner.

**Non-Divers** (Youth and Adults) — Each group or crew may bring as many adult volunteers as needed to support the group. Volunteers are classified as divers or non-divers and pay the corresponding fee.

Includes everything listed above except air fills.

Dive Pros — Each organization, troop, or crew must have at least one Dive Professional serve as the Dive Safety Officer for its youth participants. Dive Pro volunteers receive a special entry rate and all the benefits included with a paid diver registration. They are responsible for providing leadership, assistance, and supervision for their youth divers' activities. If your group needs a Dive Pro, please contact your local dive center or ScubaJam before the event at lakephoenixva@gmail.com so we can arrange a volunteer Dive Pro to help.

Registering early allows you to add participants and volunteers up to the day of the event. We will work with you on roster changes at any time.

### **CHECK IN:**

All participants must check in with their group at the pavilion behind the Lake Phoenix Dive Shop. Individuals may not be admitted until their group leader has arrived. Check-in hours are Friday from 12:00 to 18:00 and Saturday from 08:00 to 10:00.

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

#### *By Group Leaders:*

Ensure all online waivers for your group are completed before 25 August.

Group leaders must provide a unit roster or manifest that includes all names, your dive professional, and any remaining balance due. When you email the manifest, **include your arrival date** so we can plan meals.

#### *By all participants:*

ScubaJam online waiver (divers, non-divers, and Dive Pros)

Original or photocopy of the 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:**

A general parking lot will be designated for ScubaJam participants during the event. Please park only in marked areas.

Lot C is reserved for RV parking only and must be arranged in advance through Lake Phoenix. An additional fee applies and is paid directly to Lake Phoenix.

Dive instructors with a permit may park in the instructors' lot next to the lake for easier equipment unloading.

### **ADULT LEADERSHIP:**

Each organization, troop, or crew must provide adequate adult leadership at all times in accordance with its own youth protection guidelines and policies. ScubaJam follows BSA policies as a guide for event activities.

Lake Phoenix does not provide lifeguards for swimming or other buddy activities.

**LEADERSHIP MEETING:** A meeting for all leaders, volunteers, and Dive Pros will be held at 07:00 on Saturday in the dining area. We will review rules, safety guidelines, and the event schedule, followed by a question-and-answer session.

**FIRST AID:**

Organizations, troops, and crews are expected to handle minor first-aid needs for their own members. For serious injuries or emergencies, notify a staff member immediately so the Lake Phoenix Emergency Action Plan can be activated. Lake Phoenix maintains a DAN oxygen unit, first-aid supplies, a spine board, and standard rescue equipment for water emergencies. Divemasters are on duty to assist in emergency situations, and Lake Phoenix is staffed to respond to most incidents.

*Lake Phoenix Emergency Action Plan*

See the Lake Phoenix Emergency Action Plan for details.

**GARBAGE DISPOSAL:**

All refuse and trash must be placed in plastic garbage bags provided by the troop or crew and then placed inside the dumpster. We may ask for help with trash runs as needed.

**BATHROOMS:**

The Lake Phoenix bathhouse is climate-controlled and includes seven bathrooms. Each bathroom has hot and cold running water, a shower, a flushing toilet, a sink, a mirror, and a bench. Portable toilets will also be located throughout the site. Please help keep these facilities clean, and notify Lake Phoenix staff immediately if there is a problem.

**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 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 include:

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 are provided Friday evening and for breakfast, lunch, and dinner on Saturday and Sunday. Each organization, troop, or crew is encouraged to bring snacks, drinks, or any special meals needed. Sunday evening's meal will be served in conjunction with, or immediately after, the Awards Ceremony. Meat and vegetarian options may be available, along with drinks. Each group will be asked to provide one or two people for

kitchen support, such as KP or serving. A sign-up sheet will be available in the kitchen area. Please arrive 15 minutes before your assigned shift.

## **GENERAL NOTES:**

### **Lake Phoenix Quiet Hours**

Quiet hours are from 22:00 to 08:00. Please be respectful of others who may be sleeping. Lake Phoenix operating hours are listed on its home page.

### **Prohibited Items and Activities**

The following items and activities are prohibited at 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 avoid misunderstandings, please have everyone watch the Lake Phoenix information video on the downloads page before arrival. It is also available on YouTube and can be downloaded for use at your pre-event meeting.***

## **SCUBAJAM EMERGENCY PLAN:**

### **PLANNING**

1. Identify the tour leader.
2. Ensure everyone has current medical information on file.
3. Verify each diver's certification card.
4. Confirm that every junior diver has an adult buddy.

### **ARRIVAL**

5. Attend the Friday evening meeting.
6. Stage oxygen and first-aid kits in a known location. If you bring your own oxygen kit, stage it as well; otherwise, know where the Lake Phoenix first-aid kit and oxygen unit are located.
7. Ensure multiple mobile phones are available for use.

### **EMERGENCY**

1. Call 911 or **Brunswick County Sheriff at (434) 848-3133.**
2. Notify Lake Phoenix staff.
3. Notify ScubaJam staff.
4. If the emergency involves a diving accident:
  - a. Call **DAN at (919) 684-8111.**
  - b. Secure the diver's equipment and gauges.
  - c. Complete the Lake Phoenix incident report.
  - d. Complete the Dive Professional incident process.

5. Contact the family and relevant scout leaders.

## **NON-EMERGENCY**

Two medical facilities are within a reasonable driving distance: Southside Regional Medical Center and VCU Health Community Memorial Hospital. In many non-emergency situations, driving to one of these facilities may be faster than waiting for an ambulance.

Please note that ambulance response may take 30–45 minutes, and transport will typically be to VCU Health Community Memorial Hospital.

**Southside Regional Medical Center:** 200 Medical Park Boulevard Petersburg, VA 23805 (804) 765-5000

From I-85 North, take I-95 South/US-460 East to Exit 68. Take Exit 48B for Wagner Road (West), then turn left onto Medical Park Boulevard.

**VCU Health Community Memorial Hospital:** Hospital in South Hill, VA 1755 N Mecklenburg Ave, South Hill, VA 23970 (434) 447-3151 VCU Health Community Memorial Hospital: Hospital in South Hill, VA 1755 N Mecklenburg Ave, South Hill, VA 23970 (434) 447-3151 Head toward Quarry Ln on Rawlings Rd. Go for 1.5 mi. Turn right onto Boydton Plank Rd (US-1). Go for 4.1 mi. Turn left onto Sturgeon Rd toward VA-630. Go for 0.5 mi. Turn right and take ramp onto I-85 S. Go for 19.4 mi. Take exit 15 toward US-1/South Hill. Go for 0.4 mi. Turn right onto N Mecklenburg Ave (US-1 S). Go for 0.5 mi. Turn right toward Hospital. Go for 0.2 mi. VCU Health Community Memorial Hospital

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