



Piedmont Diving and Rescue Association

Instructions for Instructor Information Packet

(Revised June 2025)

PDRA New Instructor Application Summary

1. Eligibility & Interview

- You must contact an **Instructor Committee member** (listed in the packet) to schedule and complete an **Instructor Candidate Interview**.

2. Certificate of Insurance (COI)

- Your COI must:
 - Have a **valid expiration date**.
 - List **Piedmont Diving and Rescue Association (PDRA)** as additional insured.
 - Include the **PDRA address** from the packet.
 - Pricing details **may be blacked out**.

3. Packet Completion & Verification

- Sign and **initial the checklist** in the packet.
- Have the **Instructor Committee member** initial it as well.

4. Required Documents

- Make a **copy of your Instructor Certification card**.

5. Sign-up as an Instructor Member

- Complete the membership application and pay the applicable fee.
(<https://www.ncpdra.org/members/>).

6. Submission Process

- Attach the following with your membership application: ☒ **Completed Instructor Packet** (signed and initialed). ☒ **Copy of your Certificate of Insurance**. ☒ **Copy of your Instructor Certification card**
- or E-mail to piedmontdiving1963@gmail.com.

7. Important Notice

- **Incomplete applications** will be **rejected** and will **not be processed**. Ensure all steps are properly completed before submission.

If you need further assistance—whether it's clarifying any of the steps, questions on the specific information provided, or guidance on how to prepare for your candidate interview—feel free to ask.

Piedmont Diving and Rescue Association

New Instructor Information Packet

Being an instructor on PDRA properties is a privilege. It is the sole decision of the PDRA to allow or renew instructor credentials.

This summary highlights the essential responsibilities and requirements for instructors operating on PDRA property.

1. Instructor Card:

- Every instructor must carry their PDRA Membership Card or have it readily available at all times on PDRA property.
- The card must clearly display the word “Instructor” and be presented to any PDRA officer, quarry manager, or member when requested.

2. Certificate of Insurance:

- Instructors are required to have a valid Certificate of Insurance (COI) on file, listing the PDRA as an Additional Insured (Piedmont Diving and Rescue Association, 9815 Sam Furr Road #J65, Huntersville, NC 28078)
- Any COI updates due to policy renewal must be promptly sent to the designated PDRA email (piedmontdiving1963@gmail.com) or uploaded with your membership renewal.
- New PDRA membership cards will not be issued if current COI is not on file with the PDRA.

3. Rules, Bylaws, and Code of Ethics:

- All instructors must agree to and strictly adhere to the PDRA’s Bylaws, Rules and Regulations, and Code of Ethics and hold students accountable for compliance.
- The latest versions of these documents are available on the PDRA website (<https://www.ncpdra.org/members/>).

4. Student Membership and Passes:

- **Instructors are responsible for verifying students complete the PDRA Statement of Understanding and Waiver online for a student membership and pay the applicable fees before entering PDRA property.** <https://ncpdra.org/registration/membership-application/>
- Failure of any instructor to comply can result in severe disciplinary actions, including possible expulsion of the instructor.
- A student membership permit is valid for the duration of the training class; after which, students have the option to join as full members through a reduced rate using the “Student Upgrade” option on the membership application.
- Minor students require a parent/guardian’s signature (no exceptions).
- Advanced or specialty courses (any course other than Open Water) require that students are either full members or have signed up as Continuing Education Students and paid the fee.

5. Assistant Instructors and Divemasters

- Assistant Instructors and Divemasters must work under the direct supervision of an Authorized PDRA Instructor. There will be no autonomous instructing by Assistant Instructors or Dive Masters while on PDRA Property.

6. Parking and On-Site Procedures:

- Instructors must manage the parking of students' vehicles carefully, ensuring that PDRA regular members have unobstructed access to parking and water entry areas.
- Specific guidelines exist for both Lake Norman Quarry (with designated student parking and gear-up areas) and JMR Quarry (where instructors must direct students to appropriate parking spots). Follow on-site signage for guidance.
- American Quarry has a designated area for instructor trailer parking.

7. Reporting Accidents and Violations:

- All accidents on PDRA property must be reported immediately to the PDRA President and Quarry Manager. Refer to <https://ncpdra.org/about-us/leadership/> for names.
- Instructors should also report any violations of PDRA rules or ethics using the proper forms available at <https://ncpdra.org/members/>.
- Note: **solo diving is strictly prohibited on all PDRA quarries** and will result in disciplinary proceedings.

8. Instructor Candidate Checklist:

- Prospective instructors must complete and sign the checklist confirming that they have received an explanation of all rules and regulations.

9. Contact Information

For any questions about the application process, please reach out to one of the Instructor Committee members below.

Instructor Committee:

American Quarry -

- Devan Simmerson – (704) 640-0589, instructor@3Dscuba.com
- Russ Lindsay – (803) 965-0099, D_Dscuba@outlook.com

JMR Quarry -

- Steve Hughes – (202) 841-8095, steven.d.hughes@verizon.com

Lake Norman Quarry -

- Bryan Stafford – (828) 244-0465, mbstafford1982@gmail.com
- Tim Stafford – (828) 310-4471, timhstafford@gmail.com

**Piedmont Diving and Rescue Association
Instructor Candidate Checklist**

Instructor Candidate's Name: _____

Instructor Committee Member's Name: _____

I have had the following rules and regulations fully explained to me. I agree to follow all rules and regulations of the Piedmont Diving and Rescue Association (PDRA). I understand that violating the rules of the PDRA may result in disciplinary action that can include suspension and/or fines and may include expulsion for life from the PDRA and its properties.

Candidate's Signature

Date

Instructor Initials	Committee Initials	Rules and Regulations
		1. Instructor Card
		2. Certificate of Insurance
		3. Rules, Bylaws, and Code of Ethics
		4. Student Membership and Passes
		5. Assistant Instructors and Divemasters
		6. Parking and On-Site Procedures
		7. Reporting Accidents and Violations (no solo diving)
		8. Instructor Candidate Checklist

Email a copy of this completed package to piedmontdiving1963@gmail.com