

# National Diving Council Meeting Minutes

Tuesday 9<sup>th</sup> May 2006 - 7.30 PM - SSAC HQ

## ***NDC Members Present***

Kevin Miller (KM), Hugh Fraser (HF), Graeme Forsyth (GF), Marion Brown (MB), Bert Smith (Reivers), Tony Carter (Larkhall)

## ***Other Members Present***

Andrew Murray (AM), Kevin Watson (KW), Don Lees(DL), Billy Symington (BS), Murray McCallum, Drew Stevenson (DS), Gordon Young, Jed McGloan, Ken Smith, Paul Wood, Kevin Webb, Diana Webb

## ***Apologies***

Alan Hubbard, Keith Waugh, Nigel Spike, Kevin Webb, Frank Connor, Joe Campbell, Martin Henderson, Jan Crawford

## ***Meeting***

### **Adoption of Minutes**

11<sup>th</sup> April 2006

Proposed: Hugh Fraser

Seconded: Billy Symmington

### **Actions from Previous Minutes**

<b>Section</b>	<b>Action and Update (in italics)</b>	<b>Action</b>	<b>Status</b>
5	National Coach to identify Regional Coaches and assign to branches - <i>15 confirmed RCs, another 4 willing to help 2 more who have been RCs in past still to be contacted.</i>	GF	Complete - New action – see below
6	All Regional Coaches to submit RC report using new template 7 days prior to each meeting. - <i>Template will be issued to all new RCs who have been appointed. NDO to circulate to all RCs.</i>	All RCs	Next meeting and new action
7	Contact operators of Furnace quarry re Solstice event <i>KM spoke to Colin Morrison – happy for SSAC to use quarry, but awaiting final clarification.</i>	KM	Complete – new action
8	Comments and input for DO conference 2007 to KM	All	Ongoing
9/10	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter	KW	Ongoing
10	Jack Morrison to contact BSAC re incident form – <i>Discussion with BSAC took place. CDA form should be in use. Copy requested to include our logo before being issued to all BDOs.</i>	JM	Complete – New action

11	AM to speak to Iona Anthony re Junior Snorkeller and Archaeology course options for delivery. – <i>AM advised that the draft of Junior Snorkeller course was now available for review. Options for Archaeology were discussed.</i>	AM	Complete – new action
11	Murray McCallum to co-ordinate forthcoming Master Diver lecture day (13/14 <sup>th</sup> May). <i>Lecturers are arranged. 19 candidates have signed up. Previous examination is available with solutions. Assessment will be held at end of day 2, although optional for candidates. Gordon Young requested copies of papers from previous candidates.</i>	MM	Ongoing
11	Feedback on Sport Diver lectures. – <i>AM/DL advised that a number of feedback forms had been received, all very positive and minor alterations. These will be implemented before a final set are made available. Lecture notes and instructor notes are nearing completion and will be reviewed before the CDs are issued with all 3 items.</i> <i>TC advised he had not received a copy of the lecture CD. KM advised that they were issued at the last meeting to those present and timescales did not allow further circulation Gordon Young asked if the lectures will be available online. Yes. KS asked if every BI will get a copy. KM advised that it will be issued only to RC and BDOs in first instance, but that copying was permitted. TC asked how it will be updated. KM advised it is the role of the NDC to review all courses and materials on a regular basis</i>	All who received CD	Complete – new action
11	Dates to be issued by all current course directors for forthcoming year. – <i>TC advised that 3 courses per year would be a maximum for Boat Handling and GMDSS. KM asked about broadening the instructor base.</i>	All Course Directors	Outstanding
11	KM to check laptop for BI course materials or contact Ken Smith to request latest copy. – <i>material identified on laptop and course has been reviewed (see below). TC raised concern at removing the pool session and asked if the pool can be re-examined. KM advised it was agreed at last NDC and course not to include pool. However, it can be reviewed again in the future.</i>	KM	Complete.
11	KM to contact Nigel Spike to discuss organising an RI course. <i>KM has been looking at accommodation options to hold course. Ardmay, Blairvadich, Cumbrae, Clough and Oban are being looked at. 11 names in course book.</i>	KM/ Jed	Ongoing
11	KM to contact Andy Parks to review Deep Diving materials - <i>Awaiting correspondence from HSE after reviewing the materials.</i>	KM	Ongoing
11	Identify RIs who hold deep rescue endorsement – <i>some names have been identified and passed to Billy Symmington. More to be identified. .</i>	GF/KM	Complete
11	Nitrox course – options to be explored. KM to contact Kevin Webb to request copy of Nitrox course discussed at AGM – <i>No comment made by Kevin Webb. Alternative options for course delivery were discussed.</i>	KM	Complete – new action
11	Course booking procedure to be discussed at GC <i>TC queried course booking procedure. KM requested to be tied in on communication to HQ.</i>	KM	Ongoing

12	Course directors to complete report on template prior to each meeting – <i>forms will be issued to all Course Directors</i>	Course Directors	Ongoing and new action
13	Course evaluation form to be used for all future course – <i>TC asked for exemption for RYA and VHF course as they are evaluated by RYA. Approved</i>	Course Directors	Ongoing
15	Summary of new cylinder testing to Webmaster	KW	Complete
17	AM to circulate Have Your Say procedure to HF	AM	Complete

### **Matters arising from Previous Minutes**

- 1 TC commented on communication issues with CDA. KW advised that some correspondence had been received recently.
- 2 KS and TC highlighted that the Assistant NDO must be an elected member of the NDC according to the constitution. KM will consider alternatives and therefore appointment at last meeting is not ratified at the time being.
- 3 Martin Henderson is not available to assist with GMDSS course in the coming year.
- 4 KS requested a rewording of BI course review during 2005. This was accepted.
- 5 A change to previous minutes regard wording of appointment of NC. – agreed.

### **Summer Solstice Event**

NDO - Discussed situation with the owners at the Quarry who have agreed the use of the piece of ground to the left of their machinery and although they do not own the Pier indicated we could get a number of cars parked there. It will be limited parking possibly 20/30 cars however provided people are careful as to where they park they could drop off gear and park in the surrounding areas. This is a social event and not an organised diving event by the NDC. If people wish to bring along spare gear to sell they would be more than welcome. No charge but donations to the 2 identified agencies RNLI and Hyperbaric Medicine.

### **DO Conference 2006/07**

KM proposed for this year's conference to be held in November 2006 in Fort William in order to hold a multi-agency diving conference in February time. Input is still requested from NDC members for speakers, themes and other suggestions.

### **Rescue Mannequin**

Marion Brown provided a briefing on a water rescue mannequin recently purchased by her own branch and circulated some photographs and brochures. Further information is available from [www.simulaid.eu.com](http://www.simulaid.eu.com)

Some key points:

165 cm tall, 18kg mass, constructed from plastic coated steel cable and with overlay chest section.

Can be used unsuited or suited. Need to add 10lbs of weight. Can be used with wetsuit.

Cumbersome to transport and needs some care but overall very well received by the branch.

Cost £890 inc VAT which included the water rescue mannequin, 5 lungs, 5 mouthpieces, 1 EAR mask.

### **National Coach Report**

- 1 GF has contacted around 75% of clubs to discuss RC options. RCs have been appointed to most branches to date. A copy of this list will be available for publication online.
- 2 A Regional Coach Workshop is being planned. DL has been tasked with organising this.
- 3 TC provided a job description for Regional Coach for review.
- 4 Several new RCs will need CRBS checks. GF to liaise with Jan Crawford. Forms will be available.

- 5 A query was raised in relation to continued service of RC. Do they require CRBS check? Clarification is to be provided at next meeting after consultation with CVA officer and SSAC policy.
- 6 TC raised an issue relating to recent guidance regarding a change in age. KM clarified that the legal age of an adult in Scotland is 16years. Following the DO's conference further discussion has taken place between KM and the Legal Services and it very clear the legal age of consent is 16 years therefore they are deemed to be a young adult. Discussed the situation with the legal section of Sportscotland and they too have informed the age to be 16 years with the exception of 'if there is a young person over 16 years but under 18 years they will be deemed as a child by name only if they are involved with the Children's Hearing System and are subject to a supervision order under section 70 of The Social Work Scotland Act 1995.

## **Regional Coach Reports**

RC reports were not available at this meeting, as appointments had not been made. The RC report template will be issued to all newly appointed RCs after the meeting to be implemented for all future meetings.

Sensitive issues should not be raised during NDC meeting directly by the RC. It was suggested to inform NDO in advance who can raise any related issues anonymously without reference to individuals or branches.

## **Incidents**

1 10 incidents requiring attention. 5 from 2005, 5 from 2006 so far. A summary was provided by Kevin Watson and discussed by NDC. A detailed report will be issued at DO conference.

## **Correspondence**

- 1 Letter regarding trainee to instructor ration at BI level. The NDC confirmed the following: RI are permitted to cope with 2:1 whilst a BI should instruct with 1:1 ratio.
- 2 Bert Smith informed the NDC that Dumfries and Galloway Council contacted SSAC in the past regarding instructor to student ratios for pool training and was advised of a 4:1 ratio, but no figures available for open water.
- 3 Clarification was also requested for Master Diver assessment ratios and levels.
- 4 [www.uk-sdsc.com](http://www.uk-sdsc.com)
- 5 Letter from previous member to offer services as an RYA powerboat courses. TC to respond.
- 6 BSAC life support guidelines. Bert to review and advise at next meeting.
- 7 Minutes from British Diving Safety Group. Only 3 days notice received for most recent meeting and unable to attend (London) and an alternative requested to attend on our behalf. TC raised concern at having non SSAC members acting on our behalf. NDO to consider for future meetings.

## **Branch Instructor Course**

- 1 AM provided an update on the BI course. The next course is taking place on 20<sup>th</sup> May at HQ.
- 2 A copy of the Powerpoint slides were issued to NDC members for review before next meeting. Content has not changed significantly, but lecture material has been enhanced. The BI Course manual is also being updated and should be available for review shortly. An updated course pack has been written and will be issued to new candidates. Pack now includes 2 spare assessment forms if required.
- 1 Some discussion took place regarding crossover of instructors. The guidance given was that instructors from other organisations cannot directly crossover to instructor status in SSAC. However, they may attend a BI course followed by brief assessment. Any cases of crossover instructors should be referred to the NDO via the BI Course Director.

## 17. AOCB

- 2 Proposed changes to instructors rejoining. A document was circulated for discussion relating to changes in status of instructors who leave SSAC and rejoin at a later date. Document to be considered for discussion and voting at next NDC meeting
- 3 Qualification Record Book reprint - Limited supplies remaining (approx 6 weeks). Discussion took place regarding updating the book to incorporate recent changes in the training schedule etc and timescales involved. It was agreed that further changes would be required if incorporation takes place on 1<sup>st</sup> January so print run should not be so large to exceed this date. Alicia to gain quote for smaller volume to provide some additional time. Changes to be made where possible within the timescale.
- 1 BDO Handbook – KM discussed the option to refresh the issue of BDO handbooks, which were previously issued some years ago. TC highlighted that the review process is important to clarify prior to issue. Graeme Forsyth to lead on BDO handbook, supported by Hugh Fraser and others. Draft by September for launch at DO conference in November.
- 2 Shared ascents. Discussion took place relating to a document circulated at last meeting. In summary, if we remove shared ascents from training, we must make carrying an AAS compulsory. Teaching two methods creates ambiguity. It was generally felt that some research should take place to examine incidents over a longer period to identify number of incidents occurring during or as a result of shared ascent training, and incidents in which a shared ascent proved successful in rescue. A proposal may then be offered at Diving Officers conference (November) for removal of all shared ascents and mandatory carrying of one AAS. The carrying of an AAS is currently considered to be recommended although not compulsory. Tim Chamberlain (Napier) to be invited to present. TC suggested that sharing air on one-second stage could be left as a desirable skill during training.
- 3 Member Survey – AM advised that the GC are currently planning to host a full member survey in the near future and requested nominated NDC members who would be willing to review the questions to ensure we ask meaningful and relevant questions. Marion, Bert and Billy willing to review.
- 4 Discussion took place regarding performance outcomes for training – i.e. learning outcomes. – NDC to look at for next meetings.
- 5 Nitrox course delivery discussed with numerous options considered. Approved to proceed with TDI route.

## Summary of Actions

Number	Action	Action	Date Due
Previous minutes	All Regional Coaches to submit RC report using new template 7 days prior to each meeting.	All RCs	Next meeting and new action
Previous minutes	Comments and input for DO conference 2007 to KM	All	Ongoing
Previous minutes	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter	KW	Ongoing
Previous minutes	Murray McCallum to co-ordinate forthcoming Master Diver lecture day (13/14 <sup>th</sup> May).	MM	Ongoing
Previous minutes	Dates to be issued by all current course directors for forthcoming year.	All Course Directors	Outstanding
Previous minutes	KM to contact Andy Parks to review Deep Diving materials	KM	Ongoing

Previous minutes	Course booking procedure to be discussed at GC	KM	Ongoing
Previous minutes	Course directors to complete report on template prior to each meeting	Course Directors	Ongoing and new action
Previous minutes	Course evaluation form to be used for all future course	Course Directors	Ongoing
1	National Coach to issue RC list and arrange for CRBS forms to be issued to those requiring disclosure check.	GF	Next meeting
2	Contact NAS to discuss archaeology course options		Next meeting
3	Update Incident form with SSAC logo and issue to all BDOs, RCs and website		Next meeting
4	Review Junior Snorkeller material and identify RIs to co-ordinate	NDO	Next meeting
5	Sport Diver lectures to be updated with comments. Lecture notes and Instructor notes to be finalised for review.	DL / AM	Ongoing
6	Nitrox course – KM to proceed with TDI	KM	Next meeting
7	Issue Course Director form and Course Evaluation forms to all CDs	NDO	Next Meeting
8	RC template to be issued to all RCs	NDO	Next meeting
9	Summer Solstice	NDO	Next meeting
10	Input towards DO conference	All	Ongoing
11	Review of RC job description	GF	Next meeting
12	RC workshop & handbook	GF/DL	Ongoing
13	Clarification required for Master Diver assessment ratios and levels.	All	Next meeting
14	Circulate copy of RC report to all RCs	KM	Next meeting
15	All RCs to use RC report for all meetings (submit 7 days before)	All RCs	7 days before Meetings
16	Clarification of continued service for RCs – do they need CRBS check?	CVA Officer	Next meeting
17	Clarification of Instructor to trainee ratios for both BI and RI.	NDO	Next meeting
18	TC to respond to letter offering powerboat instructor availability	TC	Next meeting

19	Attendance at BDSG meetings to be considered	KM	Next meeting
20	BI course material for review and ratification at next meeting	All	Next meeting
21	BI course manual to be updated	AM	Next meeting
22	Proposed changes to instructors rejoining	All	Next meeting
23	Quote for printing of Qualification book in smaller volume to last until ~Jan 2007	HQ	ASAP
24	BDO Handbook development	GF	Draft by Sept
25	Research of incidents relating to shared ascents and related training	NDO	Ongoing
26	Review of Member survey questions for GC.	Bert Smith, MB, Billy Symmington	Next meeting
27	Consider performance outcomes for training	NDC	Next meeting

Meeting Closed at 10.30pm.

**Future meetings:**

**Tuesday 13<sup>th</sup> June 2006**

**Tuesday 11<sup>th</sup> July 2006**

**Tuesday 8<sup>th</sup> August 2006**

**Tuesday 12<sup>th</sup> Sept 2006**

**Tuesday 10<sup>th</sup> Oct 2006**

**Tuesday 14<sup>th</sup> November 2006**

**Tuesday 12<sup>th</sup> December 2006**