

National Diving Council Meeting Minutes



Tuesday 8th August 2006 - 7.30 PM - SSAC HQ

NDC Members Present

Kevin Miller (KM), Graeme Forsyth, Tony Carter, Marion Brown, Bert Smith, Hugh Fraser

Ex-Officio Members Present

Don Lees, Billy Symmington, Paul Wood, Andrew Murray, Nigel Spike, Jack Morrison, Drew Stevenson, Joe Campbell, Gordon Young, Murray McCallum

Apologies

Kevin Watson, Drew Stevenson, David Fuller-Shapcott, John Arrowsmith, Kevin Webb, Martin Henderson, Ged McGloan

Meeting

Adoption of Previous Minutes

11th July 2006

Proposed: Graeme Forsyth

Seconded: Nigel Spike

Actions from Previous Minutes

Number	Action and Update	Actionee	Date Due/ Status
1	DDRC Phone number on website – <i>DL has emailed DDRC to request permission to edit flowchart.</i>	KM	Ongoing
2	Update RC list on web and HQ – <i>complete</i>	GF	Complete
3	RI course date to be put on website with link to ferry timetables. – <i>ongoing. Spaces still available on course.</i>	KM	Complete – new action
4	Job description for RC to be issued to RCs. – <i>a reviewed job description was issued by National Coach and discussed by members.</i>	GF/KM	Next meeting
5	All Regional Coaches to submit RC report using new template 7 days prior to each meeting.	All RCs	Ongoing
6	Comments and input for DO conference 2006/07 to NDO – <i>Fort William can no longer accommodate. Various alternative options were discussed. Support for one day conference on a Sunday. Topics so far include BDO Handbook, Shared Ascents, Sport Diver Training Schedule. Junior Snorkeller award, Basic Snorkel Training</i>	All	Ongoing
7	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter. <i>No further incidents reported during period.</i>	KW	Ongoing
8	Dates to be issued by all current course directors for forthcoming year. – <i>complete</i>	All Course Directors	Complete
9	Course directors to complete report on template prior to each meeting.	Course Directors	Ongoing
10	Course evaluation form to be used for all future course.	Course Directors	Ongoing
11	Meeting with NAS to discuss archaeology course options. KM, and Alison Fish to meet NAS – <i>outstanding</i>	KM	Ongoing
12	Junior Snorkeller material roll out - plan to roll out at DO conference.	NDO	Next meeting
13	Sport Diver lecture material	DL / AM	Ongoing
14	RC workshop & handbook <i>Outline of workshop and handbook has been developed. Plan to</i>	GF/DL	Next meeting

	<i>have ready in draft for next meeting.</i>		
15	TC to respond to letter offering powerboat instructor availability. <i>JM has sent letter</i>	JM	Complete
16	Attendance at BDSG meetings to be considered. –	DL	Complete
17	BI course manual to be updated – <i>Complete</i>	AM	Complete
18	BDO Handbook development. <i>Team assigned to develop handbook. Work ongoing.</i>	GF	Draft by Sept
19	TC requested input from NDC members and RCs for topics to be included in a future diving manual, or areas of current manual to be removed.	All	Ongoing
20	Proof copy of Logbook – <i>still awaiting proof</i>	KW	Next meeting
21	Practice radios for VHF/GMDSS course- ordered	JM	Next meeting
22	Qualification Record book – <i>still awaiting proof</i>	KM	Next meeting
23	CPR update on guidance – <i>BS advised that new rate is 30:2 compressions to breaths at 100 compressions per minute. A summary to be provided by BS and issued to all members. First Aid course material also to be updated.</i>	BS	Next meeting
24	Request further RNLI books – <i>100 copies have been received.</i>	KM	Complete

Matters arising from Previous Minutes

None

Correspondence

- Correspondence from Tony Carter regarding the new Training Schedule. This was discussed and the following amendments to be made for the next version:
 - Amend P15 to include word drysuit as well as wetsuit.
 - Include statement in pool drysuit section to state that if trainee has already completed elements of the drysuit training in earlier pool training, then it does not need to be repeated.
 - Remove the desirable part in P8.
- A query raised about repeating P14 during exercise P15 especially if wearing full equipment and risk of heat exhaustion. Discretion is required by instructor including a risk assessment.
- Input (minor changes to grammar/style/description) is welcomed for Version 3.

National Coach Report

- 20 Regional Coaches now assigned. 2 more soon to be appointed. Reports are still outstanding from some
- RC list on website has been updated.

RC Reports

- Request for support for BI candidate assessments. NC to co-ordinate.

Course Director Reports

- Nitrox – first course planned for Saturday 12th August. Course is delivered in conjunction with ITDA. Spaces also offered to NDC and RCs. Don Lees has been appointed as Course Director. Alan Bulharray and Ged McGloan are both ITDA instructors and SSAC members who will help deliver course in addition to ITDA Director. A course is also planned for West Lakes for 12 members.
- Deep Diving – course for August is cancelled due to work commitments. Further course planned for 23/24 September.
- O2/Heartstart – Last 5 courses have been cancelled due to lack of interest. Only 3 candidates signed up for future courses so far. A branch has been in contact with 12 candidates for course.
- Boat Handling – 4 members have secured for course on 19th August. However, this is being postponed until 8/9th September.
- VHF/GMDSS – practice radios have been ordered and awaiting delivery. Course dates available.
- Deep Rescue – Invite for RCs to contact Deep Rescue co-ordinator (Billy Symmington) who will arrange for training for RCs.
- Master Diver module update - draft for October meeting.

- Branch Instructor Course – Course in July with 18 members. Course manual complete. Future course dates available.

AOCB

- Comment suggesting change to email address for HQ and answer phone message.
- Member asked if the 'Have your say' process had been changed as they had not received an reply. AM and KM advised that the process had not changed but there had only been one query since June. Copy of reply to be resent to member.

Summary of Actions

Number	Action	Actionee	Date Due
1	RI Course	KM	29 th September
2	DDRC flowchart update on website	DL	Next meeting
3	Issue job description to all RCs	GF	Next meeting
4	All RCs to submit RC report to NC 7 days prior to each meeting	All RCs	Ongoing
5	Comments and input for DO Conference	All	Ongoing
6	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter	KW	Ongoing
7	Course Directors to submit report prior to each meeting	Course Directors	Ongoing
8	Meeting with NAS to discuss archaeology course options	KM	Ongoing
9	Sport Diver lecture material	DL/AM	Ongoing
10	RC Workshop and handbook	GF / DL	Next meeting
11	DL to attend BDSG meeting	DL	Ongoing
12	BDO Handbook	GF	Next meeting
13	Input from NDC members and RCs to Tony Carter for topics to be included in future diving manual, or areas of current manual to be removed	All	Ongoing
14	Proof of logbook	KW	Ongoing
15	Proof Qualification record book	KM/KW	Ongoing
16	Send updated list of all BI candidates to RCs	AM	Next meeting
17	Email address and answer phone message for HQ	JM	Next meeting

Meeting Closed at 10pm.

Future meetings:

Tuesday 12th Sept 2006

Tuesday 10th Oct 2006

Tuesday 14th November 2006

Tuesday 12th December 2006

All at 7.30pm