

# National Diving Council Meeting Minutes

Tuesday 11<sup>th</sup> April 2006 - 7.30 PM - SSAC HQ

## ***NDC Members Present***

Kevin Miller (KM), Hugh Fraser (HF), Graeme Forsyth (GF), Marion Brown (MB)

## ***Other members present***

Andrew Murray (AM), Kevin Watson (KW), Don Lees (DL), Billy Symington (BS), Joe Campbell (JC), Murray MaCallum (MMC)

## ***Apologies***

Nigel Spike, Martin Henderson, Tony Carter, Drew Stevenson, Alan Hubbard, Bert Smith, George McBurns, Kevin Webb, Diana Webb, Ken Smith, Peter Courtier

## ***Meeting***

### **1. Welcome**

Kevin Miller (KM), the new NDO welcomed all members to the first NDC meeting of the year. KM advised that he had hoped the invites would have been issued to all RIs in SSAC, but that this had not happened. He advised he would attempt contact with those not invited.

### **2. Introduction of Office Bearers**

KM introduced the elected members of the NDC and asked that all those present introduce themselves, particularly to welcome Marion Brown as a new member of the NDC.

Kevin Watson has been appointed by KM as Assistant NDO.

### **3. Previous Minutes**

8<sup>th</sup> March 2006

Proposed: Graeme Forsyth

Seconded: Kevin Watson

Matters Arising: Kevin Watson was present at last meeting, not on attendee list.

### **4. Nomination of National Coach**

The position of National Coach is vacant following the AGM. Graeme Forsyth was nominated unopposed by the NDC.

### **5. Appointment of Regional Coaches**

A list of previous regional coaches was provided to GF who will begin work on identifying this years Regional Coaches and assigning them to branches.

### **6. Regional Coach Report template**

KM circulated a draft copy of a Regional Coach Report template for review. Positive discussion resulted and a trial period of 3 months was proposed and approved by all. The form should be completed by all Regional Coaches and submitted to the NDO 7 days before each NDC meeting. The form is designed to be concise and informative without being lengthy and time consuming. Electronic copy of form to be circulated to all Regional Coaches when appointed by National Coach.

It was highlighted that in the past, some branches had concerns with providing information to their RC as this was then brought up at NDC meetings with the branch name revealed in

NDC minutes. Therefore, branch names should not be given in NDC minutes in relation to adverse issues.

## **7. Summer Solstice Event**

KM outlined background to previous events and suggested we should organise a similar event for this summer. SSAC would not take responsibility for the diving during the event – this would be the role of branches, but SSAC would market the event and arrange for access and facilities to be on-site. A donation of £5 per car is normal, with proceeds donated to charity. GF suggested 50% of proceeds donated to National Hyperbaric Centre (for distribution to Scottish chambers) and 50% to RNLI.

KM to contact owners/operators of Furnace quarry to request permission to host event and gain access to quarry area. Alternative location suggested : Portavadie

The event is proposed for Sunday 18<sup>th</sup> June or Sunday 25<sup>th</sup> June.

## **8. DO Conference 2007**

KM outlined background plans for an overall diving conference, held in conjunction with other diving agencies to take place in 2007, but there was still a need for a SSAC Diving Officers conference.

KM requested feedback on suggested format of event, themes. Ideas included workshops/break out sessions to discuss a mixture of training and organisation issues, greater involvement of Diving Officers. The format of all day Saturday with overnight stay was welcomed, and Fort William was suggested as a venue for 2007.

KM requested further input from NDC members, and volunteers to help organise conference.

## **9. Incidents**

9 incidents reported year to date. KW (Assistant NDO) will take responsibility to analyse and collate incident information, reporting to NDC at each meeting.

At first glance many incidents appear to relate to buoyancy, but more details will be issued at next meeting when analysis is complete.

Summary of incidents has been requested by members at AGM and DO Conference. This will be provided at next years AGM.

## **10. Incident/Accident Report Form**

KM circulated a copy of the Combined Diving Agency (CDA) incident report form. SSAC has subscribed to CDA several years ago. In our absence, SSAC were automatically subscribed to any changes or procedures implemented by CDA. The form does have SSAC logo but only has BSAC HQ address for reply. It is felt all SSAC incidents must be reported via SSAC HQ to be analysed before a synopsis is provided to CDA (via BSAC).

Jack Morrison to contact Jim Watson (BSAC) to request editable version of incident reporting form.

Kevin Watson to provide overview of incidents at each NDC meeting, with quarterly report to be provided to BSAC.

## **11. SSAC Overview of Courses**

KM presented a copy of a draft document originally written by AM containing available information on current SSAC courses.

Kevin Miller has not received any handover from previous NDO other than NDO stamps and HQ keys. Any member with course material is asked to contact KM.

A run through of all courses followed:

### **Junior Snorkeller Award**

AM to speak with Iona Anthony to locate current materials if available and future options for course delivery.

### **Master Diver**

Murray McCallum provided a summary of the recent Master Diver lecture day, held at Napier University. 55 members attended, 30 sat the exam at the end of the day. Murray thanked all presenters who helped with the delivery of the day and advised that a lot of positive feedback received. However, suggestions for modularisation, or reducing volume of lectures in one day were made. Perhaps 4 modules, made up of current lectures with smaller tests held after each module. The course content would not change. Master Diver can continue to be delivered in branches in the usual manner.

KM informed the meeting of a plan to hold a similar day at HQ on 15<sup>th</sup> April, but this was felt to be too short notice for changes to be incorporated. The workshop is to be postponed until 13/14<sup>th</sup> May and held over both days. KM to contact all members who had planned

Murray McCallum to consider modularisation of Master Diver course develop materials.

AM to contact Alison Fish and place notice on website that lecture day has been postponed until 13<sup>th</sup>/14<sup>th</sup> May.

### **Sport Diver Lectures**

Don Lees provided copies of completed Sport Diver lecture materials which have been developed.

DL commented that the last information (accident flowchart) he provided to a previous NDO has never been seen since.

KM requested 3 copies of lecture CD for GC members. DL handed these to KM. KM thanked Don Lees and his team for the considerable effort in producing the lectures.

Lectures feedback form circulated and requested by 7<sup>th</sup> May in order to compile responses and discuss at next NDC meeting.

### **1<sup>st</sup> Class Diver award**

Course Director – Drew Stevenson

It is understood the course is ready to run. At least 6 names in the course book.

### **BI Course**

6 members have paid deposits for course.

Clarification was requested regarding the pool session in the BI course. General discussion took place and it was felt that the pool session would not be included in future BI courses. 2 pool assessments and 2 open water assessments to remain as before. For clarification, the lecture assessment was removed over a year ago.

KM to check SSAC laptop for BI course materials or request from Ken Smith.

Andrew Murray was nominated as BI Course Director. This was approved by NDC. Don Lees and Hugh Fraser volunteered to support AM with review of material and delivery of course.

MB asked about crossover of instructors from other organisations. Crossover instructors are possible at the discretion of Examiners, subject to (free) attendance at a BI course. BDOs should contact RC to discuss further.

### **RI Course**

Over 18 months since previous course. Some names in course book. KM suggested an aim for RI course in June and October. KM suggested Scout hall at Lochgilphead as a potential venue for RI course.

It was generally felt that a weekend residential course was worthwhile, rather than the previous HQ module version.

KM to contact Nigel Spike to discuss organising an RI course.

KM asked for volunteer Regional Instructors who may not be willing to hold the post of Regional Coach, but are willing to assist with inter-branch

### **Deep Diving Course**

Andy Parks is happy to continue as Deep Diving Course Director.

Discussion took place with regard the title of the course and what it allows members to do after qualification.

Mike Harwood of HSE advised that course be re-evaluated and re-titled to reflect. He also offered to review the course materials.

KM to contact Andy Parks to review material and title of course.

### **Deep Rescue**

KM and GF will contact with RIs to identify members who already hold deep rescue endorsement.

Pre-requisite should include recent dives at 30m.

### **Drysuit Endorsement**

This endorsement was no longer required as it is now incorporated within the Sport Diver training

### **Wreck Diving**

This course was never developed. It was felt that effort should be placed on many of the other courses before developing another course at this time.

### **Boat Handling Course**

Tony Carter is appointed as Course Director

Jed McGloan - volunteered to assist with delivery of courses.

### **Archaeology Course**

AM to ask Iona Anthony about possibility for future course development.

### **Examiner Course**

2 names in book

### **GMDSS/VHF Course**

Tony Carter – Course Director, supported by Martin Henderson

### **Nitrox Course**

KM asked if any member had sight of the nitrox course announced by previous NDO at AGM. No materials have been received.

KM proposed the re-establishment of the nitrox course run in conjunction with TDI. Cost is £35 per candidate (£23 for course material, £12 for registration). Normal course price is £60 to members. There are currently ~40 names in course book for nitrox course.

Kevin Watson to explore options with alternative contact for nitrox course delivery.

### **First Aid Course**

Bert Smith Course Director

### **Course Booking procedure**

AM informed the NDC of a new office administration procedure, approved at last meeting, but not yet distributed to course directors.

It was agreed that the procedure was not practical and would prohibit organisation of course. KM to raise this issue with GC at next meeting.

Course Directors are requested to provide calendar of events - minimum of 4 dates for courses until March 2007.

## **Training Schedule**

Most recent version of training schedule has not been received by KM.

## **12. Course Directors Report**

Form circulated and approved for issue on 3 months trial.

Course book to be reviewed, and a database/spreadsheet formed.

## **13. Course Evaluation Report**

Draft circulated and approved for issue for all SSAC courses.

## **14. Volunteer Request**

Form circulated, as approved by GC last year. This should be used to identify and recruit volunteers for a range of tasks.

## **15. Correspondence**

- 1 Andy Parks, re deep diving award and RC
- 2 Gordon Young
  
- 3 Kevin Watson gave overview of changes relating to testing of cylinders requiring that testing only takes place at registered stations. Tests will remain as before, but with addition of pillar valve being included in test. Only IDEST approved testing stations are able to test cylinders after 1<sup>st</sup> July 2006. Edinburgh Dive Centre appears to be only Scottish station listed so far. KW to provide summary of changes to Webmaster.
- 4 IMCA – incidents
- 5 New book 'Medical Assessment of working divers'.
- 6 Information for recreational divers

DL highlighted that HQ does not hold copies of HSE recreation diving projects diving at work regulations or SITA risk assessment. Copies to be obtained.

Buddy breathing ascents.

[www.Spums.org.au/spums\\_policy](http://www.Spums.org.au/spums_policy) website – looks at risks of buddy breathing

## **16. Regularity of Meetings**

Propose to hold meetings on second Tuesday of each month.

## **17. AOCB**

- 1 DL provided a copy of a DVD from an equipment manufacturer showing the deployment of DSMB.
- 2 "Have Your Say" – Hugh Fraser appointed as NDC point of contact. AM to circulate Have Your Say procedure.
- 3 All minute actions due by next meeting unless otherwise stated.

## Summary of Actions

Section	Action	Actionee	Date Due
5	National Coach to identify Regional Coaches and assign to branches	GF	Next meeting
6	All Regional Coaches to submit RC report using new template 7 days prior to each meeting.	All RCs	All NDC meetings
7	Contact operators of Furnace quarry re Solstice event	KM	Next meeting
8	Comments and input for DO conference 2007 to KM	All	
9/10	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter	KW	All meetings
10	Jack Morrison to contact BSAC re incident form	JM	Next meeting
11	AM to speak to Iona Anthony re Junior Snorkeller and Archaeology course options for delivery	AM	Next meeting
11	Murray McCallum to co-ordinate forthcoming Master Diver lecture day (13/14 <sup>th</sup> May).	MM	13 <sup>th</sup> May
11	Feedback on Sport Diver lectures.	All who received CD	7 <sup>th</sup> May
11	Dates to be issued by all current course directors for forthcoming year.	All Course Directors	Next meeting
11	KM to check laptop for BI course materials or contact Ken Smith to request latest copy.	KM	Next meeting
11	KM to contact Nigel Spike to discuss organising an RI course.	KM	Next meeting
11	KM to contact Andy Parks to review Deep Diving materials	KM	Next meeting
11	Identify RIs who hold deep rescue endorsement	GF/KM	Next meeting
11	Nitrox course – options to be explored. KM to contact Kevin Webb to request copy of Nitrox course discussed at AGM	KM/KW	Next meeting
11	Course booking procedure to be discussed at GC	KM	Next meeting
12	Course directors to complete report on template prior to each meeting	Course Directors	All NDC meetings
13	Course evaluation form to be used for all future course	Course Directors	Ongoing
15	Summary of new cylinder testing to Webmaster	KW	Next meeting
17	AM to circulate Have Your Say procedure to HF	AM	Next meeting

Meeting Closed at 10.30pm.

### Future meetings:

**Tuesday 9<sup>th</sup> May 2006**

**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**