

National Diving Council Meeting Minutes



Tuesday 2nd September 2008 - 7.30 PM - SSAC HQ

NDC Members Present

Marion Brown (MB), Sam Paske (SP), Graeme Forsyth (GF). Gordon Young (GY), Nigel Spike (NS)

Ex-Officio Members Present

Joe Campbell (JC), Tony Carter (TC)

Board Members Present

Andy Murray (Chairman), Jack Morrison (JM)

Apologies

Bert Smith, Don Lees, Hugh Fraser, Kevin Miller, Murray McCallum

Meeting

Adoption of Previous Minutes

The minutes of the meeting on 5th August were proposed by Sam Paske and seconded by Marion Brown

Actions from Previous Minutes

No.	Action and Update	Actionee	Status
1	BDOs / RCs to send copies of any theory papers to HQ for attention of Sam Paske - <i>various examples received and are now being compiled. SP will continue work on this task and welcomes any further input</i>	BDOs/RCs	Complete
2	Compile bank of theory questions and sample papers	SP	Ongoing
3	Send any risk assessment templates or ideas to HQ for attention of Marion Brown – <i>to be circulated for next meeting.</i>	BDOs/ RCs	Next meeting
4	Update H&S manual to remove HQ H&S	AM	Complete
5	Arrange dates for Nitrox course – <i>dates arranged for October and December with a new instructor. Letter sent to candidates who attended last years course.</i>	HQ Staff / AM	Ongoing
6	Update Branch and Sport Diver document and circulate for next meeting - <i>see below</i>	SP/MB	Complete
7	First Class Diver Award – <i>DS is progressing with outstanding candidates</i>	DS	Ongoing
8	RI Award (Review) – <i>making good progress with new material for this years course.</i>	GF & others	Ongoing
9	Examiners Course. – <i>took place on 23rd Aug with 6 candidates.</i>	NS	Complete
10	Master Diver Lectures – <i>work ongoing</i>	DL & Team, TC	Ongoing
11	FAI – <i>no update</i>	JM	Ongoing
12	Dive Conference – <i>tickets on sale shortly. Several more raffle prizes received.</i>	AM, SP, MB, DL, JM	Ongoing
13	RCs to consider possible RI candidates within their Branches for next meeting – <i>7 candidates confirmed so far. 1 space remaining</i>	All RCs	Ongoing
14	Incorporate training review documents to date and circulate full document for next meeting	SP	Complete
15	Send Dive Leader documents – <i>circulated and to be considered in training review.</i>	GY	Complete

National Coach Report

- A number of new RCs have been appointed. GF to provide updated list to HQ for database.
- Some reports received from RCs. GF to look at any issues.

Branch Diver/Sport Diver Review

- The latest copy of the review document was discussed.
- TC does not agree with the concept of creating a new Branch Diver level, but otherwise, full support was in place for the creation of the new award.
- Discussion on theory elements of 'Branch Diver' and what form this should take. It was felt this should be multiple choice and cover the lectures of Branch Diver. The Sport Diver paper should also be multiple choice and contain mostly material from the Sport Diver lectures, with some elements of Branch Diver lectures also included.
- SP to begin drafting further materials including Instructor notes and training criteria.

DRAFT

- AM advised that the Board had appointed SP as Project Manager of the Training Review – to lead and manage the process.
- SP has prepared a scoping document for the entire review which has already been passed to the Board. Further input will be required from NDC on timescales etc.

Master Diver Review

- GY discussed his document on the Master Diver review. Some minor comments will be incorporated including a skill to inflate and deploy a DSMB without assistance of buddy.
- TC suggested boat handling and navigation lecture include elements of chartering boards (i.e. what divers should consider when chartering dive boats).
- GY will progress the work liaising with SP on the style of the materials.

AOCB

- Discussing regarding First Aid for instructors - The NDC in principle support the requirement for all instructors to hold a valid first aid qualification. Further detail to be considered for this including the possible phase in timescale, delivery of first aid courses, listing of recognised courses, and minimum duration of course. Once this is in place, a recommendation will be made to the Board.
- In the short term, the NDC recommend we ask all Instructors to submit a copy of any valid first aid qualifications they hold in order to update our records. The new membership database already has capacity to record first aid qualifications.
- Car insurance query received earlier this summer has been progressed by Divemaster insurance; a response is noted in the August Board minutes.
- NS has drafted a Regional Coach guide which is to be circulated for comment for next meeting.
- Instructors are reminded to be cautious of health and safety when practicing rescue and in particular, trainees should not practice man-handling a diver from the pool. Guidance on this to be included in a future mailing to all instructors.
- Query on IDEST status and cylinder testing received following refusal by a dive boat skipper to fill cylinders which did not have IDEST stamped on. JM advised that IDEST and ASSET are the two bodies appointed by the government to carry out cylinder testing and all cylinder testing stations must be approved by one or other. However, any filling station reserves the right to refuse to fill a cylinder. JM to include a feature in the next Scottish Diver on cylinder regulations. It was also noted that the British Standard requires the date to be stamped with year first.
- Lapsed post holder report from database passed to National Coach, indicating BDOs and Secretaries with lapsed membership. This may be incorrect data, or the Branch has not advised HQ of a change of BDO, but it is essential that the BDO and Secretary are members. GF to ask Regional Coaches to verify the situation with the Branches before we progress.

Summary of Actions

Number	Action and Update	Actionee	Date Due
1	GF to provided updated Regional Coach list to HQ for database	GF	Next meeting
2	Regional Coach 'Guide' to be circulated for comment	AM	Next meeting
3	GF to ask Regional Coaches to verify BDO for Stranraer, and Secretaries for Cumnock & Doon Valley, Irvine, West Lothian and Stranraer	GF	Next meeting
4	Compile bank of theory questions and sample papers	SP	Ongoing
5	Circulate draft risk assessment templates	MB	Next meeting
6	Follow up Nitrox letters	NS	Ongoing
7	Progress with further materials on proposed Branch, Sport and Master diver awards	SP/MB/GY	Ongoing
8	First Class Diver Award	DS	Ongoing
9	RI Course	GF & others	October
10	Master Diver Lectures	DL & Team, TC	Ongoing
11	FAI	JM	Ongoing
12	Dive Conference	AM, SP, MB, DL, JM	November
13	RCs to consider possible RI candidates within their Branches for next meeting – (one space remaining)	All RCs	By Early Oct

14	Mailing to all instructors on First aid qualifications and recover of rescue victims from pool during training.	NS/AM	October
15	Prepare a brief on First Aid requirements for instructors	AM	November
16	Article on cylinder regulations in Scottish Diver	JM	Nov/Dec issue

Meeting Closed at 10.00pm.

Future meetings: (All at 7.30pm)

Tuesday 7th October 08,

Tuesday 4th November 08,

Tuesday 2nd December 2008