

National Diving Council Meeting Minutes

Tuesday 7th October 2008 - 7.30 PM - SSAC HQ

NDC Members Present

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

Ex-Officio Members Present

Joe Campbell (JC) Billy Symington (BS), Murray Macallum (MM) Bert Smith (BS), Don Lees (DL)

Board Members Present

Jack Morrison (JM)

Apologies

Andy Murray (Chairman), Tony Carter (TC), Hugh Fraser (HF)

Meeting

Adoption of Previous Minutes

The minutes of the meeting on 2nd September were proposed by Sam Paske and seconded by Joe Campbell

Actions from Previous Minutes

No.	Action and Update	Actionee	Status
1	GF to provided updated Regional Coach list to HQ for database	GF	Complete
2	Regional Coach 'Guide' to be circulated for comment – <i>circulated with meeting agenda</i>	AM	Complete
3	GF to ask Regional Coaches to verify BDO for Stranraer, and Secretaries for Cumnock & Doon Valley, Irvine, West Lothian and Stranraer	GF	Ongoing
4	Compile bank of theory questions and sample papers	SP	Ongoing
5	Circulate draft risk assessment templates – <i>drafts circulated with agenda for comment. Approved and will be recommended to Board.</i>	MB	Complete Adopted
6	Follow up Nitrox letters	NS	complete
7	Progress with further materials on proposed Branch, Sport and Master diver awards – <i>on track</i>	SP/MB/GY	Ongoing
8	First Class Diver Award	DS	ongoing
9	RI Course – <i>course taking place later this month. 8 candidates.</i>	GF & others	ongoing
10	Master Diver Lectures	DL & Team, TC	ongoing
11	FAI - <i>no update</i>	JM	
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) – <i>one candidate identified by Hugh Fraser to fill the remaining space.</i>	All RCs	Complete
14	Mailing to all instructors on First aid qualifications and recovery of rescue victims from pool during training.	NS/AM	ongoing
15	Prepare a brief on First Aid requirements for instructors	AM	November
16	Article on cylinder regulations in Scottish Diver	JM	Nov/Dec issue

National Coach Report

- Livingston Russell, Cambeltown branch asked for help and guidance GF to respond.

Regional Coach Reports

- MM reported Limerick branch were no longer able to attend RI course and Lotsac are running a Try-dive night.

Feedback from Sport Diver Day, Loch Fyne

- Overall success however some candidates suggested I would be a good idea if there was clearer identification of SSAC organisers agreed we should buy a flag with SSAC logo.



Nitrox Courses

- Joe Campbell agreed to take on the role of course co-ordinator.

Diver Grades Review and Update

- On track.

NDC Communication

- NDO proposed setting up an NDC user group to ease communications between the NDC prior to meetings to help speed the decision making process. Agreed.

Instructor Assessments

- AM prepared a new instructor assessment forms and process to improve the quality and consistency of assessments. The forms include a range of competencies against which candidates are measured. NDC welcomed the forms and decided to trial them at the RI course.

Update from Board meeting

- NDO introduced Conflict of Interest policy and asked members to look at them and complete when they become available.
- He also introduced a Volunteer Policy approved by the Board and explained the Board's views on finding suitable ways to reward volunteers. The Board are looking for the views of the NDC.

AOCB

- MM thanked RI candidates who helped at successful Bi course in Edinburgh.
- All course directors were reminded of the need to keep HQ staff informed of progress of courses and the need to check candidate's membership details.
- DL pointed out that RC cards need updated on renewal and suggested course directors and those who helped on courses should have a badge to identify them to candidates, NS to take to Board.
- Risk assessment form to be sent out to BDOs, all RC's and also on website for download. NDO to ask Board if it can be put on a dive slate with dive log form on reverse side.
- GF proposed that pre-requisites for deep diving course should be increased to 120 dives to reflect proposed rise in qualifying dives for Master Diver.
- NDO proposed use of computers should be included in Sport Diver and Master Diver Lectures in future.
- BS asked to purchase a screen and speakers for delivery of courses - agreed.
- DL asked if there had been any update on car insurance. HSE advice to be published in SD.

Summary of Actions

No.	Action and Update	Actionee	Date Due
1	GF to ask Regional Coaches to verify BDO for Stranraer, and Secretaries for Cumnock & Doon Valley, Irvine, West Lothian and Stranraer - <i>Bert to make one final attempt to contact office bearers check viability of branch</i>	GF	Ongoing,
2	Compile bank of theory questions and sample papers	SP	Ongoing
3	Progress with further materials on proposed Branch, Sport and Master diver awards	SP/MB/GY	Ongoing On course
4	First Class Diver Award	DS	ongoing
5	RI Course	GF & others	ongoing
6	Master Diver Lectures	DL & Team, TC	Next meeting
7	FAI	JM	ongoing
8	Dive Conference	AM, SP, MB, DL, JM	November
9	RCs to consider possible RI candidates within their Branches for next meeting – (one space remaining)	All RCs	
10	Mailing to all instructors on First aid qualifications and recovery of rescue victims from pool during training.	NS/AM	
11	Prepare a brief on First Aid requirements for instructors	AM	November
12	Article on cylinder regulations in Scottish Diver	JM	Jan/Feb issue
13	Setup mailing list for NDC members to communicate between meetings	AM	November

14	RC cards to be re-issued upon membership renewal.	Board/HQ	December
15	Dive slate / Risk assessment slate	NS	December
16	Pilot new instructor assessment forms on RI course, prior to roll out on next BI course etc.	GF/NS etc	RI Course
17	NDC views on volunteer rewards	All	November

Meeting Closed at 10.00pm.

Future meetings: (All at 7.30pm)

Tuesday 4th November 08,

Sunday 23rd November – SSAC Development Day – HQ.

Tuesday 2nd December 2008

Wednesday 17th December 2008 – Board / NDC Christmas get together