

National Diving Council Meeting Minutes

Tuesday 6th January 2009 - 7.30 PM - SSAC HQ



NDC Members Present

Nigel Spike (NS), Marion Brown (MB)

Ex-Officio Members Present

Keith Waugh (KW) Joe Campbell (JC), Andy Murray (AM), Tony Carter (TC), Drew Stevenson (DS)

Guests – Andy Gemmell (AG), Jack Morrison (JM)

Apologies

Sam Paske (SP), Gordon Young (GY), Kevin Webb (KW), Graeme Forsyth (GF), Billy Symington (BS).

Adoption of Previous Minutes

The minutes of the meeting on 4th November 2008 were proposed by Joe Campbell and seconded by Marion Brown

National Diving Officer Report

- The recommendation of the NDC to change the byelaws to require BDOs to hold a minimum of both MD and BI was discussed at their November meeting. The Board felt this significant and rather than increasing the requirement, they propose to change the requirement to holding minimum BI award only. On reviewing the current data, only 5 BDOs do not hold an instructor qualification, whilst 16 are not Master Divers. This change would therefore recognise the level for many of those individuals. The pre-requisite to gaining the BI award includes a minimum number of dives and elements of the Master Diver award such as dive leader, decompression lecture, safety & emergency procedures lecture and therefore ensures they have a minimum level of knowledge and experience in leading and planning dives. This proposal will be included in the ballot of all members at the AGM.
- Amongst the NDC members, there was not unanimous agreement with the recommendation. A number of those in the room considered that BDO's should be acting unless they were both BI and Master Diver, as Master Diver typically reflects the experience level gained that is important for BDO's.

National Coach Report

- Apologies submitted

Regional Coach Reports

- TC – BDO of Coatbridge has resigned, so in need of a new BDO. TC assisting in finding a successor.
- JC - East Kilbride Branch – pool closed for 2 years due to refurbishment. JC is liaising with other local branches to try and find a temporary solution for training.
- AM – Stirling University – struggling for instructors, but 4 candidates have completed BI training

Training Review Update

- Due to a technical glitch, a paper from SP on the further detail was only issued the day before the meeting. NS asked all to review and feedback to SP.

Nitrox Course Update

- JC organised a nitrox course in November, delivered by ITDA.
- Despite some early glitches with the issuing of course paperwork, the course went well and all 8 candidates have completed.
- Interest for advanced nitrox course appears to be growing. JC will explore the options

Regional Coach Agreements

- NDO circulated draft RC agreements and RC information pack in advance and discussed the proposed implementation. This arrangement could involve up to 12 RCs with an annual allowance to

cover telephone, internet, equipment servicing and direct costs associated with delivering the role. It would be based on a minimum level of delivery and reporting and require the volunteer to sign an agreement.

- The NDC suggested the visit frequency in the agreement be changed from monthly visit to regular contact.
- It was agreed that advice needed to be taken that the agreements didn't cause tax or employment problems.
- Concerns were raised as to whether RC's would be willing to sign up to agreements and what impact this could have on a stretched base of volunteers.
- DS agreed that RC's should be properly paid for their costs/expenses, but did not agree with the Agreements.
- Joe and Keith proposed that the agreement is submitted to the board.

1st Class Award

- All 4 candidates who sat the last course are interested in completing
- Practical by June.

Master Diver Lecture Materials

- The draft of the new master diver lecture materials were now available for review and circulated to members of the NDC.
- NS thanked Don Lees, Iona Murray and Andy Murray for their work in developing the materials.
- TC asked if there was guidance on how long each lecture should take to deliver. This could be included in the instructor notes

Instructor Development Day

- Murray and Don have arranged the above event on 21st and 22nd February 2009, to facilitate the Open Water Assessments of any aspiring BIs, RIs and Examiners who have completed **all** their pool assessments and lectures. All candidates must register at SSAC HQ by Friday 6th February 2009.
- It was suggest that database lists people as BI / RI / Examiner trainee and reports this status in RC reports. This would assist RCs in identifying candidates who require assessment. This was felt useful and will be put forward for a future update of the database.

Feedback from Board Meeting

- RC list on database needs updating with new appointments
- Reminder to RCs to update qualifications with HQ when they sign qualification books. A photocopy of the qualification page should be sent / scanned to HQ.
- AGM date set for Saturday 21st March, 1500hrs at Stirling University.
- FAI – a panel has been appointed to review the determination and make appropriate recommendations.
- Board has agreed that the Safeguarding and Protecting Children course should be provided at no cost to members. MB to look at delivery options (e.g. ScotSAC organised or fund members to attend local authority courses).
- Looking for volunteers to organise the 2009 dive conference – contact the Chairman if interested
- Reminder to all RCs to monitor membership in Branches using the monthly membership lists from the HQ database. It is a requirement that all Branch members are also ScotSAC members. Failure to comply with this requirement will result in lack of insurance.

AOCB

- AM asked about plans for the summer solstice event. It was agreed to hold a similar event to last year and will take place on Sunday 21st June at Loch Fyne Tearoom. MB agreed to organise.
- Dates are required for other training events in 2009 – Course Directors to advise.

Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	Check viability of Stranraer branch in particular	GF/ BS	February
2	Compile bank of theory questions and sample papers	SP	Ongoing
3	Review progress of new Awards	SP	Ongoing

4	Firm up the December Nitrox course – <i>course complete</i>	JC	Complete
5	Flag up new opportunity to join NDC email loop	NS	May 2009
6	Investigate BSAC crossover levels	JC	Ongoing
7	Reinstate existing crossover information on the website	NS, AM	Complete
8	Create downloadable “BDO’s Handbook”	NS, AM	Ongoing
9	Risk Assessment of the new Awards scheme	NS	Ongoing
10	Recommend NC/RC honoraria to Board	NS	November
11	Explore options for Advanced Nitrox course	JC	March
12	Add BI/RI/Examiner trainee status to database and RC reports	AM	April
13	Course Directors to provide dates for courses in 2009	MMc, BS, GF, JC	February
14	NS to liaise with BS on detail of Diver First Aid, Heartstart and O2 Admin courses	NS / BS	February
15	Review latest training review document and feedback to SP	All NDC	February
16	Explore options for delivering Safeguarding and Protecting Children course	MB	March
17	Check implications of RC agreement / expenses etc on tax and employment situation	NS	February

Meeting Closed at 9.30pm.

Future meetings – all at 1930hrs, at ScotSAC Headquarters unless otherwise advised:

3rd February

3rd March

7th April

5th May

2nd June

4th August

1st September

6th October

3rd November

1st December