

National Diving Council Meeting Minutes



Tuesday 13th June 2006 - 7.30 PM - SSAC HQ

NDC Members Present

Kevin Miller (KM), Hugh Fraser, Bert Smith, Tony Carter

Other Members Present

Andrew Murray, Drew Stevenson, Gordon Young, Nigel Spike, Joe Campbell, Jack Morrison

Apologies

Marion Brown, Murray McCallum, Don Lees, Kevin Watson, Martin Henderson, Billy Symington, John Arrowsmith, Paul Wood, Graeme Forsyth, David Fuller-Shapcott, Ken Smith, Frank Connor

Meeting

Adoption of Previous Minutes

9th May 2006

Proposed: Hugh Fraser

Seconded: Bert Smith

Presentation on Buddy Breathing

Tim Chamberlain delivered a presentation on research into buddy breathing ascent and assisted ascent training.

The research provided strong evidence for the removal of buddy breathing ascents from current training. Almost all organisations recommend a secondary air source including HSE, PADI, BSAC, SAA, SDI etc.

Wide discussion took place on the future of buddy breathing ascents in SSAC. Current Sport Diver training includes 2 buddy breathing ascents from 15m (plus another 2 using an octopus or similar), whilst Master Diver includes 2 buddy breathing ascents from 20m plus 2 assisted ascents from 20m plus another 2 assisted from 30m.

Proposal: With immediate effect, suspend all open water buddy breathing shared ascents at Sport Diver and Master Diver grade until final discussion and approval at the DO conference. Further, the carrying of an Alternative Air Source (octopus or equivalent) is now compulsory for all divers.

This proposal was approved by all NDC members present.

Subject to GC approval on 14th June, a letter to be sent to all members in next issue of Scottish Diver, and also update on website immediately.

CVA Update

Tony Dorrington, the SSAC lead signatory attended the meeting to update on the process.

96 forms issued so far. Turnaround time from CRBS is now reduced to around 3 weeks.

28 forms with BI candidates which have not yet been returned. However, from analysis many of these are candidates who have chosen not to proceed with the BI award at the current time.

Further authorised signatories are being added to allow ID checks to take place.

Actions from Previous Minutes

Number	Action	Actionee	Date Due/ Status
Previous minutes	All Regional Coaches to submit RC report using new template 7 days prior to each meeting. <i>Only 3 reports received this month.</i>	All RCs	Ongoing
Previous minutes	Comments and input for DO conference 2007 to KM <i>Accommodation is limited at Fort William, but discussions</i>	All	Ongoing

	<i>ongoing. Input still requested from NDC members.</i>		
Previous minutes	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter.	KW	Ongoing
Previous minutes	Murray McCallum to co-ordinate forthcoming Master Diver lecture day (13/14 th May). <i>Event took place with 15 candidates. Successful day</i>	MM	Complete
Previous minutes	Dates to be issued by all current course directors for forthcoming year. <i>Course dates now received for BI, VHF, O2/Heartstart, Deep Diving.</i>	All Course Directors	Outstanding for some
Previous minutes	KM to contact Andy Parks to review Deep Diving materials <i>Date planned for August</i>	KM	Complete
Previous minutes	Course booking procedure to be discussed at GC - <i>work is continuing to improve booking system.</i>	KM	Ongoing
Previous minutes	Course directors to complete report on template prior to each meeting. - <i>One report received this month.</i>	Course Directors	Ongoing
Previous minutes	Course evaluation form to be used for all future course - <i>Form issued to course directors and HQ. Form used at recent BI course and provided some constructive feedback.</i>	Course Directors	Ongoing
1	National Coach to issue RC list and arrange for CRBS forms to be issued to those requiring disclosure check. - <i>RC list has been published during the month.</i>	GF	Complete
2	Contact NAS to discuss archaeology course options. <i>NDO to contact NAS to discuss options for course delivery. KM to be course director.</i>	KM	Next meeting
3	Update Incident form with SSAC logo and issue to all BDOs, RCs and website - <i>Form updated and issued to HQ. Form to be placed online and issued to branches.</i>	AM	Complete, new action
4	Review Junior Snorkeller material and identify RIs to co-ordinate	NDO	Ongoing
5	Sport Diver lectures to be updated with comments. Lecture notes and Instructor notes to be finalised for review. - <i>Lecture material has been updated to incorporate feedback received at last meeting. Lecture notes are still being finalised.</i>	DL / AM	Ongoing
6	Nitrox course – KM to proceed with TDI <i>Large demand for Nitrox course. Course costs discussed. Agreed at £80. First course in July.</i>	KM	Complete
7	Issue Course Director form and Course Evaluation forms to all CDs - <i>Forms issued</i>	NDO	Complete
8	RC template to be issued to all RCs - <i>Form issued with RC appointment letters and emailed to RCs.</i>	NDO	Complete
9	Summer Solstice – <i>this coming Sunday at Furnace.</i>	NDO	Next meeting
11	Review of RC job description – <i>GF not present at meeting. Still being reviewed.</i>	GF	Outstanding
12	RC workshop & handbook	GF/DL	Ongoing
13	Clarification required for Master Diver assessment ratios and levels.- <i>This was discussed at the meeting and the NDC advised that at open water level: RI can instruct 2 trainees (all levels). BI can only teach one to one (all levels).</i>	All	Complete
16	Clarification of continued service for RCs – do they need CRBS check? - <i>RCs who held a previous post as RC and continue in that role do not require a disclosure check, but must not act in a childcare position. Amendments were made to the Child Protection Policy at the May GC meeting - see GC minutes for full details.</i>	CVA Officer	Complete
17	Clarification of Instructor to trainee ratios for both BI and RI. <i>See above</i>	NDO	Complete
18	TC to respond to letter offering powerboat instructor availability.	TC	Ongoing
19	Attendance at BDSG meetings to be considered. <i>GC approved attendance.</i>	KM	Next meeting
20	BI course material for review and ratification at next meeting. –	All	Complete

	<i>The NDC members approved the new course format, although TC asked for it to be noted that he objected to the removal of the pool session.</i>		
21	BI course manual to be updated – <i>Manual nearing completion before being issued as draft for comment</i>	AM	Ongoing
22	Proposed changes to instructors rejoining - <i>A paper was circulated at last meeting and discussed in more detail at meeting. BI members who leave under normal rules (i.e. don't renew within 6 months or resign from SSAC) and then rejoin must attend a further BI course and reassessment before being able to operate as a BI. Further, all rejoining instructors must complete a disclosure prior to gaining BI, RI, NI or Examiner award. The RC or appointed equivalent shall perform a suitable assessment to ensure candidate is familiar with current practice. In the case of RI members who leave the organisation under the same rules and rejoins must attend a BI course (to gain updates in policy and training) and then work under the supervision of a RC for a suitable period before regaining RI award. Attendance in both cases is free.</i>	All	Complete - new action
23	Quote for printing of Qualification book in smaller volume to last until ~Jan 2007 <i>Printing of small volume (~150) is possible to cover supplies until end of year.</i>	HQ	Ongoing
24	BDO Handbook development - <i>Ongoing</i>	GF	Draft by Sept
25	Research of incidents relating to shared ascents and related training - <i>Discussed at start of meeting in Buddy Breathing section</i>	NDO	Complete
26	Review of Member survey questions for GC. – <i>Complete</i>	Bert Smith, MB, Billy Symmington	Complete
27	Consider performance outcomes for training at all stages	NDC	Complete

Matters arising from Previous Minutes

None

Summer Solstice Event

See above - event is taking place on 18th June 2006.

DO Conference 2006/07

Input still requested from NDC.

RI Course

- Course fee set at £100 per candidate, even after significant subsidising from SSAC.
- 11 candidates identified so far. Minimum of 5 examiners required to deliver course, plus additional RIs to support. To be held at National Watersports Centre, Cumbrae.
- NS, TC, DS and BS offered support to attend. Other volunteers required.

Rescue Mannequin

KM updated on the plans to purchase a rescue mannequin. SSAC cannot apply for Awards for All as the Governing Body. However, other funding routes have been explored.

National Coach Report

- GF sent apologies.
- Letters sent to all RCs and Branches to appoint RC following the approval of changes to CVA policy by GC.

Regional Coach Reports

3 received.

V1 Mar 06

- Query regarding minimum age for Junior Snorkeller. Minimum age is at the discretion of branch.
- Query relating to a visiting divers diving with a SSAC branch. This has been passed to GC.

Incidents

- KM informed the NDC of a fatality on a branch expedition.

AOCB

- First class course took place last weekend.
- Nigel Spike has advised he would like to step down as Principal Chief Examiner. KM has invited Drew Stevenson to take up this role. DS will also step down as RC in order to allow time to spend on other duties.
- KM thanked Nigel Spike for all his efforts.
- TC requested input for topics to be included in a future diving manual, or areas of current manual to be removed.
- TC asked that the rescue mannequin be available for boat handling course man overboard drills.
- KM thanked all for attendance.

Summary of Actions

Number	Action	Actionee	Date Due
1	Letter to all members in next issue of Scottish Diver and update website with changes to buddy breathing.	KM	ASAP
2	All Regional Coaches to submit RC report using new template 7 days prior to each meeting.	All RCs	Ongoing
3	Comments and input for DO conference 2007 to	All	Ongoing
4	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter.	KW	Ongoing
5	Dates to be issued by all current course directors for forthcoming year.	All Course Directors	Outstanding for some
6	Course booking procedure to be discussed at GC - <i>work is continuing to improve booking system.</i>	KM	Ongoing
7	Course directors to complete report on template prior to each meeting. - <i>One report received this month.</i>	Course Directors	Ongoing
8	Course evaluation form to be used for all future course - <i>Form issued to course directors and HQ. Form used at recent BI course and provided some constructive feedback.</i>	Course Directors	Ongoing
9	Contact NAS to discuss archaeology course options. <i>NDO to contact NAS to discuss options for course delivery. KM to be course director.</i>	KM	Next meeting
10	Review Junior Snorkeller material and identify RIs to co-ordinate	NDO	Ongoing
11	Sport Diver lectures to be updated with comments. Lecture notes and Instructor notes to be finalised for review. -	DL / AM	Ongoing
12	Summer Solstice	NDO	Next meeting
13	Review of RC job description	GF	Outstanding
14	RC workshop & handbook	GF/DL	Ongoing
15	TC to respond to letter offering powerboat instructor availability.	TC	Ongoing
16	Attendance at BDSG meetings to be considered.	KM	Next meeting
17	BI course manual to be updated	AM	Ongoing
18	Issue notice to website on change to rejoining instructors	All	Next meeting
19	BDO Handbook development	GF	Draft by Sept
20	Copy of incident reporting form to be sent to BDOs and updated on website.	HQ and Webmaster	Next meeting
21	Training Schedule update materials	KM	Ongoing
22	Update HQ and website with instructor rejoining changes	KM	Next meeting

23	TC requested input for topics to be included in a future diving manual, or areas of current manual to be removed.	All	Ongoing
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Meeting Closed at 10pm.

Future meetings:

Tuesday 11th July 2006

Tuesday 8th August 2006

Tuesday 12th Sept 2006

Tuesday 10th Oct 2006

Tuesday 14th November 2006

Tuesday 12th December 2006

All meetings commence 1930hrs