

# National Diving Council Meeting Minutes

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

## ***NDC Members Present***

Kevin Miller (KM), Graeme Forsyth, Tony Carter

## ***Ex-Officio Members Present***

Joe Campbell, Don Lees, Billy Symmington, Paul Wood, Andrew Murray, Nigel Spike, Jack Morrison, Drew Stevenson, Kev Watson

## ***Apologies***

Marion Brown, Bert Smith, Murray Macallum, Gordon Young, David Curuthers, Hugh Fraser, John Arrowsmith, Jed McGloan, Kevin Webb, David Fuller-Shapcot, Ken Smith, Martin Henderson

## ***Meeting***

### **Adoption of Previous Minutes**

13<sup>th</sup> June 2006

Proposed: Nigel Spike

Seconded: Drew Stevenson

### **Actions from Previous Minutes**

Number	Action and Update	Actionee	Date Due/ Status
1	Letter to all members in next issue of Scottish Diver and update website with changes to buddy breathing. <i>Complete</i>	KM	Complete
2	All Regional Coaches to submit RC report using new template 7 days prior to each meeting. <i>Ongoing</i>	All RCs	Ongoing
3	Comments and input for DO conference 2007 to NDO – <i>Ongoing</i>	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. – <i>Dates received from most Course Directors.</i>	All Course Directors	Ongoing
6	Course booking procedure to be discussed at GC	KM	Complete
7	Course directors to complete report on template prior to each meeting.	Course Directors	Ongoing
8	Course evaluation form to be used for all future course	Course Directors	Ongoing

9	Contact NAS to discuss archaeology course options. – <i>KM spoke to NAS Scotland to discuss options. Meeting to take place between NAS and SSAC.</i>	KM	Next meeting
10	Review Junior Snorkeller material and identify RIs to co-ordinate <i>Material reviewed. RCs to approach branches with RIs to identify if they can help.</i>	NDO	Ongoing
11	Sport Diver lectures to be updated with comments. <i>Lecture notes and Instructor notes to be finalised for review. Workshop arranged to complete lectures.</i>	DL / AM	Ongoing
12	Summer Solstice – <i>Took place on 18<sup>th</sup> June. ~ 40 people attended.</i>	NDO	Complete
13	Review of RC job description – <i>GF thanked TC for developing job description. Clarification of reporting lines for RCs to be clarified. Otherwise, the job description is complete and ready for issue.</i>	GF	Complete
14	RC workshop & handbook	GF/DL	Ongoing
15	TC to respond to letter offering powerboat instructor availability. <i>JM to reply.</i>	JM	Ongoing
16	Attendance at BDSG meetings to be considered. – <i>DL to attend next meeting.</i>	KM	Next meeting
17	BI course manual to be updated – <i>draft complete and issued for review.</i>	AM	Ongoing
18	Issue notice to website on change to rejoining instructors.	All	Complete
19	BDO Handbook development. <i>Group of volunteers identified. Work ongoing.</i>	GF	Draft by Sept
20	Copy of incident reporting form to be sent to BDOs and updated on website.	HQ and Webmaster	Complete
21	Training Schedule update materials – <i>see later in meeting</i>	KM	Complete
22	Update HQ and website with instructor rejoining changes	KM	Complete
23	TC requested input for topics to be included in a future diving manual, or areas of current manual to be removed.	All	Ongoing

### **Matters arising from Previous Minutes**

Previous correspondence had been raised by Don Lees and dealt with.

### **Incidents**

- 1 KW provided a summary of incidents prior to Mar 06. Details will be made available at the Diving Officers Conference.

### **Correspondence**

- 2 Query on CPR – passed to Bert Smith
- 3 Request from Editor for course dates.

- 4 Request from Boys Brigade for try-dives – reply sent requesting further information.
- 5 Scottish Outdoor Access Code book received
- 6 Safety at Sea book from RNLI. Additional copies to be requested.
- 7 Recreational Diving Services Panel – invite to participate in panel. Further info being requested.

## Training Schedule

KM updated on the training schedule changes. During the previous NDO, a review of the training schedule took place gaining approval at the DO conference and both the GC and NDC. The new tabular format has been incorporated into a single document to also include the other elements of Sport Diver award. The document will be issued to all BDOs and on the website. NDC members were asked to confirm the numbering of buoyancy and signals skills. It was agreed signals would be numbered '1', whilst buoyancy will be positioned prior to any ascent training. See the new version for full details.

Members who have already started training should continue with the training in their current Qualification Record book. All new members will receive a copy of the new version as soon as it arrives from the printers.

## National Coach Report

- 1 Some RC reports outstanding. Reminder for RCs to send reports to [nationalcoach@scotsac.com](mailto:nationalcoach@scotsac.com)
- 2 Paul Wood recently appointed as a new RC. 2 more in-training.

## RC Reports

3 received. No matters arising.

## Regional Instructor Course

Course planned for 29/30<sup>th</sup> Sept and 1<sup>st</sup> Oct at Cumbrae. Cost is £100 per candidate. Any material from previous courses to be sent to NDO.

Job description for RI is required in order to review the course. Nigel and KM to meet to review previous material from RI course.

## Diving Officers Conference

Discussions ongoing with Underwater Centre at Fort William. Options for accommodation are also being considered. Dates being considered are end of October/November. KM to continue considering options.

## Have Your Say

KM read out positive feedback received although some members are against recent changes.

## Nitrox Course

Discussions ongoing with TDI to confirm date. £80 course cost. Course director post vacant.

## AOCB

- 1 Alicia Bannon has recently left SSAC HQ. Request for website to be updated to provide details of times when phones will be manned.
- 2 NDO thanked Alicia for her lengthy service to SSAC.
- 3 Logbook with printers for proof copy. Available at next meeting for review.
- 4 Practice radios for VHF/GMDSS course. JM to chase order.
- 5 15m extension cable has now been purchased for projector – helpful for courses being held in HQ.

## Summary of Actions

Number	Action	Actionee	Date Due
	DDRC Phone number on website	KM	ASAP

	Update RC list on web and HQ	GF	Next meeting
	RI course date to be put on website with link to ferry timetables.	KM	Next meeting
	Job description for RC to be issued to RCs.	GF/KM	Next meeting
	All Regional Coaches to submit RC report using new template 7 days prior to each meeting.	All RCs	Ongoing
	Comments and input for DO conference 2007 to NDO –	All	Ongoing
	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter.	KW	Ongoing
	Dates to be issued by all current course directors for forthcoming year.	All Course Directors	Ongoing
	Course directors to complete report on template prior to each meeting.	Course Directors	Ongoing
	Course evaluation form to be used for all future course	Course Directors	Ongoing
	Meeting with NAS to discuss archaeology course options	KM	Next meeting
	Junior Snorkeller material roll out	NDO	Next meeting
	Sport Diver lectures to be updated with comments.	DL / AM	Ongoing
	RC workshop & handbook	GF/DL	Ongoing
	TC to respond to letter offering powerboat instructor availability.	JM	Ongoing
	Attendance at BDSG meetings to be considered. –	KM	Next meeting
	BI course manual to be updated –	AM	Ongoing
	Issue notice to website on change to rejoining instructors.	All	Complete
	BDO Handbook development.	GF	Draft by Sept
	Copy of incident reporting form to be sent to BDOs and updated on website.	HQ and Webmaster	Complete
	TC requested input for topics to be included in a future diving manual, or areas of current manual to be removed.	All	Ongoing
	Proof copy of Logbook	KW	Next meeting
	Practice radios for VHF/GMDSS course- order to be chased	JM	Next meeting

	Qualification Record book – changes to be advised to printer and proof requested	KM	Next meeting
	CPR update on guidance	BS	Next meeting
	Request further RNLI books	KM	Next meeting

Meeting Closed at 9.15pm.

**Future meetings:**

**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**

**All at 7.30pm**