

# National Diving Council Meeting Minutes



Tuesday 13<sup>th</sup> September 2006 - 7.30 PM - SSAC HQ

## **NDC Members Present**

Kevin Miller (KM), Marion Brown, Bert Smith, Hugh Fraser

## **Ex-Officio Members Present**

Kevin Watson, Nigel Spike, Drew Stevenson, Joe Campbell, Don Lees, Billy Symmington, Gordon Young, Andy Murray

## **GC members Present**

Jack Morrison (Chairman), Jim Anderson (Treasurer)

## **Apologies**

Martin Henderson, Tony Carter, Ken Smith, Murray McCallum, David Caruthers, Colin Davidson, Graeme Forsyth

## **Meeting**

### **Adoption of Previous Minutes**

8<sup>th</sup> August 2006

Proposed: Hugh Fraser

Seconded: Nigel Spike

### **Actions from Previous Minutes**

Number	Action and Update	Actionee	Date Due/ Status
1	RI Course – <i>see below</i>	KM	Complete
2	DDRC flowchart update on website – <i>full permission has been given from DDRC. New flowchart to be issued to all members in next issue of Scottish Diver. Order of phone numbers to be amended.</i>	DL	Complete – new action
3	Issue job description to all RCs – <i>emailed and posted to all RCs</i>	GF	Complete
4	All RCs to submit RC report to NC 7 days prior to each meeting -	All RCs	Ongoing
5	Comments and input for DO Conference – <i>see below</i>	All	Ongoing
6	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter	KW	Ongoing
7	Course Directors to submit report prior to each meeting	Course Directors	Ongoing
8	Meeting with NAS to discuss archaeology course options	KM	Ongoing
9	Sport Diver lecture material – <i>Lectures are now complete. Lecture notes have been reviewed. A request to GC will be made at next meeting to purchase blank CDs etc. Approval by NDC to issue CDs to branches and Regional Coaches. PDF of sport diver lecture notes online.</i>	DL/AM	Ongoing
10	RC Workshop and handbook – <i>dates have been circulated during the meeting and will be arranged for the most suitable date in October/November.</i>	GF / DL	Ongoing
11	DL to attend BDSG meeting – <i>meeting takes place later this week.</i>	DL	Ongoing
12	BDO Handbook – <i>see below</i>	GF	Ongoing
13	Input from NDC members and RCs to Tony Carter for topics to be included in future diving manual, or areas of current manual to be removed	All	Ongoing
14	Proof of logbook – <i>incorrect proof received from printers – further</i>	KW	Ongoing

	<i>copy requested.</i>		
15	Proof Qualification record book – <i>small batch ordered until end of year, subject to changes in SSAC status.</i>	KM/KW	Complete
16	Send updated list of all BI candidates to RCs – <i>list to be updated with recent completions.</i>	AM	Ongoing
17	Email address and answer phone message for HQ – <i>changed after last meeting.</i>	JM	Complete

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

- Change 'deep rescue' – RCs to contact Billy Symmington
- Change page 2 – to 120 to 100 compressions per minute
- Bert Smith updated on the CPR guidance: 10 rescue breaths to be given upon surfacing, and a further 10 rescue breaths given prior to de-kitting/landing. This is in addition to two rescue breaths every 15 seconds during tow. The CPR rate is then 30:2.
- A letter is being drafted to BDOs with the update.

### **Finance**

- KM invited the GC Treasurer to the meeting to discuss areas of finance.
- Coaching expenses were approximately £1,200 last year. The current year projections are approximately similar. Currently, no budget exists for coaching, other than prior year figures. Work is ongoing to formalise budgets for the coming year.
- JA discussed options for future coaching expenses. Some years ago, an allowance of £150 was given to all Regional Coaches to cover cost of travelling expenses. For some time now, Regional Coaches have been able to claim expenses based on actuals, although very few coaches actually claim. RCs are requested to consider preferences, which will be decided by GC based on affordability and fairness for all.
- A case was highlighted where an Acting BDO was also the RC for his own branch. Expenses had been paid for branch visits in the past. However, this has recently been declined as it is felt that expenses should not be paid by SSAC for members visiting their own branch. If there are particular circumstances where costs are incurred in routine branch training, there is a case to request support from the branch as opposed to SSAC centrally.

### **National Coach Report**

- NC sent apologies
- NC requested available dates from RCs for RC workshop in October/November.

### **Regional Coach Reports**

- Requests from branches for BI assessments. Assessment day has been arranged for 23<sup>rd</sup> September.
- Discussion took place on a suitable memorial for John Arrowsmith. Thought is to be given on appropriate options.

### **Course Director Reports**

- BI Course – 18 candidates on course at Napier, approx half of which were refreshers. Next course in Aberdeen on 30<sup>th</sup> September.
- RI Course – only 2 candidates confirmed on September course. Course to be cancelled as minimum of 6 candidates are required.
- Boat Handling Course - 4 candidates attended boat handling course in September.
- VHF course – New practice radios received, time required to practice before next course.
- Deep Diving – only one candidate on next course.
- O2/Heartstart Course – next course 19<sup>th</sup> November. Spaces available. RCs are invited to attend at no cost. RCs must book places via HQ.

### **Branch Diving Officer Job Description**

- A draft job description was issued for review and approval at the next meeting.

### **Diving Officers Manual**

- A draft contents list issued for review and discussion at next meeting.

## Diving Officers Conference

- A list of agenda items is now in place, although space is still available for others. Likely venue is Stirling University on 26<sup>th</sup> November. AM to contact branch and request booking.

## AOCB

- Nitrox qualification card has a 'valid until' date printed. Clarification being requested from ITDA.
- Request for clarification on rejoining instructors – any qualified instructor has deemed to have left SSAC (i.e. not renewed within 6 months), is required to attend a BI course and then under go assessment as deemed appropriate by Regional Coach. All rejoining instructors, irrespective of previous disclosure status, require a Disclosure check. Specific cases should be discussed with BI or RI Course Director, or NDO.
- Request for clarification on depth limits. All Sport Divers are limited to 30m, all Master Divers are limited to 40m under current rules, irrespective of when they completed the qualification.
- Copy of Health and Safety Manual requested.
- Request to GC for £5 per Regional Coach for RC workshop
- Discussion on ID cards for Regional Coaches. DL had spoken with card machine company who would be willing to design a suitable card. NDO will discuss with GC.

## Summary of Actions

Number	Action	Actionee	Date Due
1	DDRC flowchart to be printed in Scottish Diver	General Committee Editor	Next meeting
2	All RCs to submit RC report to NC 7 days prior to each meeting -	All RCs	Ongoing
3	Comments and input for DO Conference	All	Ongoing
4	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter	KW	Ongoing
5	Course Directors to submit report prior to each meeting	Course Directors	Ongoing
6	Meeting with NAS to discuss archaeology course options	KM	Ongoing
7	Issue Sport Diver lecture material CDs to all BDOs and RCs	DL/AM	Ongoing
8	RC Workshop and handbook	GF / DL	October/ November
9	DL to attend BDSG meeting	DL	Next meeting
10	BDO Handbook contents reviewed by NDC members	GF/All	Next meeting
11	Input from NDC members and RCs to Tony Carter for topics to be included in future diving manual, or areas of current manual to be removed	All	Ongoing
12	Proof of logbook	KW	Ongoing
13	Send updated list of all BI candidates to RCs	AM	Ongoing
14	Letter to BDOs/members to update on CPR/First aid guidance/ratios	BS	Next meeting
15	John Arrowsmith memorial options	All	Next meeting
16	BDO job description reviewed	All	Next meeting
17	Nitrox qualification card date issue	KM/DL	Next meeting
18	ID cards for RCs – discuss with GC	KM	Next meeting

Meeting Closed at 10pm.

### Future meetings:

**Tuesday 10<sup>th</sup> October 2006**

**Tuesday 14<sup>th</sup> November 2006**

**Tuesday 12<sup>th</sup> December 2006**

**All at 7.30pm**