

# National Diving Council Meeting Minutes



Tuesday 14<sup>th</sup> November 2006 - 7.30 PM - SSAC HQ

## ***NDC Members Present***

Kevin Miller, Graeme Forsyth, Marion Brown

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

Joe Campbell, Gordon Young

## ***Apologies***

Andy Murray, Kevin Watson, Billy Symington, Tony Carter, Hugh Fraser, Paul Woods, Dave Curuthers, Peter Courtier, Murray MacCallum, Bert Smith, Nigel Spike

## ***Meeting***

Kevin Miller (NDO) chaired the meeting

## **Adoption of Previous Minutes**

14<sup>th</sup> November 2006

Proposed: Joe Campbell

Seconded: Marion Brown

## **Actions from Previous Minutes**

Number	Action and Update	Actionee	Date Due/ Status
1	DDRC flowchart to be printed in Scottish Diver	General Committee Editor	Jan/Feb issue
2	All RCs to submit RC report to NC 7 days prior to each meeting	All RCs	Ongoing
3	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter – incidents to date have been sent to BSAC	KW	Ongoing
4	Course Directors to submit report prior to each meeting	Course Directors	Ongoing
5	Meeting with NAS to discuss archaeology course options	KM	Ongoing
6	RC Workshop and handbook	GF / DL	Ongoing
7	BDO Handbook	KM	Complete
8	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
9	Incorporate changes to logbook	KW	Complete
10	Letter to BDOs/members to update on CPR/First aid guidance/ratios	BS	Ongoing
11	John Arrowsmith memorial foundation/trust options	DL	Ongoing
12	BDO job description issued.	KM	Completed
13	Nitrox qualification card date issue	DL /KM	Ongoing
14	ID cards for RCs – <i>The GC advised that JA has received software training and is producing sample designs of new membership cards and RC ID cards.</i>	General Committee	Ongoing
15	Crossover labels to be made available to RCs	HQ	
16	Rescue mannequin purchase	KM	Ongoing
17	Invitation to BSAC and SAA NDOs for DO Conference	KM	Ongoing
18	Clarification on requirement to assess RI candidates	GF	Completed
19	Update information on website regarding crossover instructors	AM	Complete

DRAFT

20	Review crossover guidance	DL/GF?	Ongoing
21	GF to investigate issue relating to crossover of member to Master Diver	GF	Ongoing
22	Invitation to Insurers to attend DO Conference – <i>invite sent 11<sup>th</sup> Oct.</i>	AM	Complete
23	Seek clarification from Chairman on plans for dive conference	AM	Next meeting

## Correspondence

Letter sent out by Bert Smith, there are a number of spelling and grammatical mistakes; does not mention what you do between initial 10 breaths and once you land the casualty this is misleading, and the letter had not been endorsed by NDC. This requires being withdraw and re writing.

Gordon Young will reword and submit for Dr Wilmot's agreements and thereafter be circulated

## National Coach Report

RC Reports arriving

RC Workshop 12<sup>th</sup> November 06 Index of book

Job Description of Regional Coach, National Coach & National Diving Officer

Mechanism changing forms suggest HQ send a copy to all Examiners, Regional Coaches, and Diving Officers As and when changes are made

Instructors' reactivation has to attend the BI course and the DO and RC will make an assessment of their requirement of assessment.

Cross Over Stickers to be printed and issued to all RC's

RI assessment further discussion was made in relation to who would conduct these assessments; agreement was reached that it would be a Regional Coach & Examiner

Inverary Hostel It was proposed we should consider using this resource as it was available between the end of September and the end of March at a cost of £500 from Friday evening through to Sunday evening (no food included) for RI course

Crossover guidance is presently being looked at and requires to be firmed up. Review of other agencies training schedule

BI candidate's discretion re 18 months

## Regional Coach Reports

A number of RC's reports are still not been submitted, therefore it's hard to measure what the needs are and what outcomes are being achieved

## Course Director Reports

BI Course held on 11<sup>th</sup> November 06 4 candidates.

## Incidents

No further incidents have been reported.

## Diving Officer's Conference

. The agenda for the Diving Officers Conference was circulated; it was felt it was a little ambitious

## AOCB

- None

## Summary of Actions

Number	Action	Actionee	Date Due
1	All RCs to submit RC report to NC 7 days prior to each meeting	All RC's	Ongoing
2	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter – incidents to date have been sent to BSAC	KW	Ongoing
3	Course Directors to submit report prior to each meeting	Course	Ongoing

		Directors	
4	Meeting with NAS to discuss archaeology course options	KM	Ongoing
5	RC Workshop and handbook	GF/DL	Completed
6	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
7	Letter to BDOs/members to update on CPR/First aid guidance/ratios	BS	Completed
8	John Arrowsmith memorial foundation/trust options	DL	Ongoing
9	ID cards for RCs – <i>The GC advised that JA has received software training and is producing sample designs of new membership cards and RC ID cards.</i>	General Committee	Ongoing
10	Crossover labels to be made available to RCs	HQ	Ongoing
11	Rescue mannequin purchase	General Committee	Ongoing
12	GF to investigate issue relating to crossover of member to Master Diver	GF	Ongoing
13	Seek clarification from Chairman on plans for dive conference	AM	Ongoing
14	Job Description of Regional Coach, National Coach & National Diving Officer	KM	Ongoing
15	Instructors' reactivation has to attend the BI course and the DO and RC will make an assessment of their requirement of assessment.	General Committee	Ongoing
16	Inverary Hostel It was proposed we should consider using this resource as it was available between the end of September and the end of March at a cost of £500 from Friday evening through to Sunday evening (no food included) for RI course	KM/ General Committee	Ongoing
17	Crossover guidance is presently being looked at and requires to be firmed up. Review of other agencies training schedule	All	Ongoing
18	BI candidate's discretion re 18 months	All	Completed

Meeting Closed at 10pm.

**Future meetings:**

**Wednesday 13<sup>th</sup> December 2006**

**All at 7.30pm Social Event along with GC**