

National Diving Council Meeting Minutes



Tuesday 6th March 2007 - 7.30 PM - SSAC HQ

NDC Members Present

Kevin Watson, Bert Smith, Graeme Forsyth

Ex-Officio Members Present

Billy Symmington, David Caruthers, Gordon Young, Paul Wood, Jack Morrison, Andy Murray

Apologies

Kevin Miller, Don Lees, Hugh Fraser, Nigel Spike, Martin Henderson, Ian Whittaker, Tony Carter, Peter Courtier, Joe Campbell, Ged McGloan

Meeting

Kevin Watson (Assistant NDO) chaired the meeting

Adoption of Previous Minutes

6th February 2007

Proposed: Graeme Forsyth

Seconded: Bert Smith

Actions from Previous Minutes

Number	Action and Update	Actionee	Date Due/ Status
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 Directors	Ongoing
4	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
5	John Arrowsmith memorial foundation/trust options	DL	Ongoing
6	ID cards for RCs	General Committee	Ongoing
7	Crossover labels to be made available to RCs	HQ	Ongoing
8	Rescue mannequin purchase, funding has now been received	General Committee	Ongoing
9	GF to investigate issue relating to crossover of member to Master Diver	GF	Complete
10	Seek clarification from Chairman on plans for dive conference – <i>idea is still in the 3 year plan but not yet developed.</i>	AM	Ongoing
11	Job Description of Regional Coach, National Coach & National Diving Officer – RC and NDO complete	KM	Ongoing
12	Crossover guidance is presently being looked at and requires to be firmed up. Review of other agencies training schedule	All	Ongoing
13	NDC Action Plan for 2007	KM	See below
14	Next NDC Meeting set aside time to prepare for AGM	All	See below
15	Presentation of Incidents over the past year for AGM	KW	AGM

Correspondence

- Correspondence received regarding recent Nitrox course. NDO investigating.
- Letter issued to all BDOs/RCs with details of training weekends.

- Examiners have been issued with a letter to update on status and volunteer for forthcoming events.

National Coach Report

- BDO handbooks are ready to be delivered to Branches by RCs.
- RC Reports are being received, but not all are reporting.

Course Director Reports

BI Course

- Recent BI Course held in Cambelltown
- Several completed applications received.
- Course dates to be released shortly for coming months.

O2/Heartstart

- Carlisle course – 14 attended.
- Stirling 15th April – spaces available - max 18
- Request for course from Minch Active Divers – date to be arranged.
- Dates on calendar for future courses

Deep Rescue

- It was agreed that the Deep Rescue Endorsement should be taught by Regional Coaches holding the endorsement. RCs may also appoint an alternative RI also holding the endorsement.

Incidents

- 3 newly reported incidents. Summary to be provided at AGM.

Action Plan 2007

- The updated action plan was circulated and volunteers requested for each of the events.
- 31st March/1st April – Kevin Watson
- 28th April – Graeme Forsyth
- Dates to be issued on website, with details of how to register.
- Any RIs or above available to assist should contact NDO please.
- Volunteers required for all activities in Action Plan – contact NDO.

Diving Officer's Conference

- Correspondence with Grampian Branch and holding the DO conference in Aberdeen. Concerns over available cost effective accommodation.

AOCB

- Request for a 14 year old to join. Medical Advisor advised no. The current training schedule clearly states that 15 is the minimum age, but special permission may be granted for 14 years old from the Medical Advisor and NDO.
- David Caruthers circulated a draft risk assessment template. NDC to review and offer comments back to David for approval at NDC next meeting.
- It was raised that the current Training Schedule has not been approved by any AGM. Previous NDC and GC minutes confirm that it had been approved by both Committees, and the DO conference in 2006 but there is no record of it being approved by Members at an AGM. Clarification to be sought from the Board.

Summary of Actions

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4	Input from NDC members and RCs to Tony Carter for topics to	All	Ongoing

	be included in future diving manual, or areas of current manual to be removed.		
5	John Arrowsmith memorial foundation/trust options	DL	Ongoing
6	ID cards for RCs	General Committee	Ongoing
7	Crossover labels to be made available to RCs	HQ	Ongoing
8	Rescue mannequin purchase, funding has now been received	General Committee	Ongoing
9	Job Description of National Coach	KM	Ongoing
10	Crossover guidance is presently being looked at and requires to be firmed up. Review of other agencies training schedule	All	Ongoing
11	Presentation of Incidents over the past year for AGM	KW	AGM
12	Deep Rescue training for RCs – contact Billy Symmington or Graeme Forsyth if interested	All RCs	Ongoing
13	Letter in next BDO mailing for feedback on location of DO Conference	NDO	
14	All Course Directors to provide 'annual' report to NDO to compile into		
15	Consider minimum age requirement for aqualung training	NDC	
16	Review draft risk assessment template for approval at next meeting.	NDC	Next meeting
17	Dive Leader Award consideration		

Meeting Closed at 10pm.

Future meetings:

3rd April 2007

1st May 2007

5th June 2007

3rd July 2007

7th August 2007

4th September 2007

2nd October 2007

6th November 2007

4th December 2007