

National Diving Council Meeting Minutes



Tuesday 3rd April 2007 - 7.30 PM - SSAC HQ

NDC Members Present

Kevin Miller, Marion Brown, Bert Smith, Kevin Watson, Sam Paske, Gordon Young

Ex-Officio Members Present

Andy Murray

Apologies

Graeme Forsyth, George McBurns, Drew Stevenson, David Fuller-Shapcott, Tony Carter, Billy Symmington, Ian Whittaker, David Caruthers

Meeting

Kevin Miller welcomed all to the first meeting of the new NDC.

Adoption of Previous Minutes

6th March 2007

Proposed: Kevin Watson

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. <i>KW to write brief summary for website on Incident reporting.</i>	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. – <i>Tony Carter has resigned from post.</i>	All	
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 – <i>sheets of labels printed and to be sent to all RCs</i>	HQ	Complete
8	Rescue mannequin purchase – <i>mannequin has now arrived and is kept at HQ. It was used during the recent training weekend.</i>	General Committee	Complete
11	Job Description of National Coach	KM	Ongoing
12	Crossover guidance <i>KW will circulate crossover matrix for approval at next meeting</i>	KW	Ongoing
13	Presentation of Incidents over the past year for AGM	KW	Complete
14	Deep Rescue training for RCs – contact Billy Symmington or Graeme Forsyth if interested. <i>Bert Smith now taken over as Course Director and will make course details available at next meeting.</i>	Bert Smith	Updated
15	Letter in next BDO mailing for feedback on location of DO Conference – see below.	NDO	
16	All Course Directors to provide 'annual' report to NDO to compile into AGM report		Complete
17	Consider minimum age requirement for aqualung training. <i>AM to send letter to Medical Advisor requesting guidance before being considered by NDC.</i>	NDC	Ongoing

18	Review draft risk assessment template <i>Contact Peter Cook from HSE to incorporate his comments.</i>	NDC	Next meeting
19	Dive Leader Award consideration		

Appointments

The following appointments were made:

- National Coach - Graeme Forsyth was nominated unanimously by the NDC.
- Assistant NDO – Kevin Miller appointed Kevin Watson as Assistant NDO.
- Have Your Say collator – Sam Paske
- BI Course Director – Andy Murray
- O2/Heartstart Course Director – Bert Smith
- RI Course Director – Kevin Miller
- Examiner Course Director – Drew Stevenson
- Boat Handling Course Director – Vacant
- VHF/GMDSS Course Director – Vacant
- Nitrox Course Director – Kevin Miller/Don Lees
- Deep Diving Course Director – Andy Parks
- Deep Rescue Course Director – Bert Smith

Incident reporting

The process for reporting an incident was clarified by the Assistant NDO. In the event of an incident, the Branch Diving Officer must be notified immediately, who will then contact the Regional Coach and HQ. An incident report should be completed using the correct form and sent to HQ as soon as practically possible.

DO Handbooks

The folders for the new BDO handbooks were issued to Regional Coaches at the last meeting. It was agreed that a hard copy of contents should be printed by HQ Administration and issued to all BDOs to include in the new BDO Handbook.

Course Director Reports

O2 Heartstart course planned for Minch Active Divers. 8 confirmed candidates.
Request from Limerick University Branch for O2 and First Aid course.

Diving Officer's Conference

- The venue of the DO Conference was discussed and it was felt that overall, Oban was the most appropriate venue.
- It was agreed that the invite should be opened up to all Instructors and not just Diving Officers.
- The date is fixed for 3rd November 2007.
- Gordon and Sam to begin considering agenda, venue, logistics and publishing in Scottish Diver in July issue.

Training Schedule

As highlighted at the previous meeting, the sport diver training schedule issued in June last year was not previously approved by the Members at an AGM. It was agreed that all Sport Diver training should revert to the training schedule shown in the Red qualification books. The books had not been amended to include the changes made last June.

Gordon Young to draft a letter for Board approval to issue to all BDOs.

This discussion led the NDC to agree that a wider review of the training schedule at all levels should begin. A task is to be formed to consider the areas and make recommendations to the NDC.

Marion Brown offered to be involved in a task group but would be unable to attend the next meeting.

AOCB

- The Board have asked that all information held on personal laptops must be provided to SSAC HQ to avoid loss of SSAC data which is not backed up at HQ.
- First Training weekend of the year took place on 31st Mar/1st Feb at the Tearooms, Loch Fyne. Shot lines and buoys were placed throughout the site for training. 93 dives carried out. 3 University Branches attended. New rescue mannequin used during training. Thanks to the Tearoom staff, and

Kenny Young for providing concrete blocks. It is recommended that a high viz vest is made available to Dive Marshalls. AM to write a letter of thanks to the Proprietor.

Summary of Actions

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4	John Arrowsmith memorial foundation/trust options	DL	Ongoing
5	ID cards for RCs	General Committee	Ongoing
6	Job Description of National Coach	KM	Ongoing
7	Crossover guidance <i>KW will circulate crossover matrix for approval at next meeting</i>	KW	Ongoing
8	Deep Rescue course profile	Bert Smith	
9	Letter in next BDO mailing for feedback on location of DO Conference – see below.	NDO	
10	Consider minimum age requirement for aqualung training. AM to send letter to Medical Advisor requesting guidance before being considered by NDC.	NDC	Ongoing
11	Review draft risk assessment template Contact Peter Cook from HSE to incorporate his comments.	NDC	Next meeting
12	BDO Handbook material to be printed and issued	HQ	Ongoing
13	Diving Officer's Conference planning	SP/GY	Ongoing
14	Training Schedule Task Group to be assigned	All	Next meeting
15	Letter to all Branches re Sport Diver Training Schedule	GY	ASAP
16	Letter to Tearooms owner	AM	Next meeting
17	Regional Coach Appointments	National Coach	Next meeting

Meeting Closed at 10.30pm.

Future meetings:

- 1st May 2007
- 5th June 2007
- 3rd July 2007
- 7th August 2007
- 4th September 2007
- 2nd October 2007
- 6th November 2007
- 4th December 2007