

National Diving Council Meeting Minutes



Tuesday 1st July 2008 - 7.30 PM - SSAC HQ

NDC Members Present

Marion Brown (MB), Sam Paske (SP), Graeme Forsyth (GF).

Ex-Officio Members Present

Nigel Spike (NS), Joe Campbell (JC), Tony Carter (TC)

Board Members Present

Jack Morrison (JM)

Apologies

Andy Murray (Chairman)

Meeting

Adoption of Previous Minutes

The minutes of the meeting on 3rd June were proposed by Joe Campbell and seconded by Marion Brown

The NDO thanked everyone for attending and asked if HQ staff could leave a list of any apologies they had received for future meetings.

Actions from Previous Minutes

Number	Action and Update	Actionee	Status
1	Arrange dates for Nitrox course – <i>AM has contacted ITDA, but awaiting reply and will then ask HQ staff to coordinate dates</i>	HQ Staff	Ongoing
2	Circulate Dive Leader draft material for new Sport Diver – <i>circulated with meeting agenda</i>	AM	Complete
3	Update Branch and Sport Diver document and circulate for next meeting -	SP/MB	
4	Find out about e-learning options. - <i>SP advised it should be possible to create an electronic pool of questions which BDO's could make up exam papers from but would need the help of someone with experience of excel. SP and MB to source questions</i>	SP	Next meeting
5	Clarify minimum age for buddy pairs. - <i>MB reported no child protection issues but duty of care was the main issue, it was decided to set the age at which 2 qualified divers could dive together should be 16.</i>	AM/MB	Complete
6	Chair July NDC meeting	Nigel Spike	Complete
7	Liaise with Drew Stevenson re First Class and Examiner – <i>in</i>	AM	Ongoing
8	NDO role and other vacant Director roles – <i>Nigel Spike now appointed as NDO until the next AGM.</i>	AM	Complete
9	Regional Instructor Course	GF	Ongoing
10	All RCs to liaise with NC and report of any issues as they arise.	All RCs	Ongoing
11	Course Directors to report to each meeting of any issues / current progress	Course Directors	Ongoing
12	Sport Diver (Review)	SP & MB	Ongoing
13	Master Diver (Review) - <i>Gordon to be asked to consult Don and his team about possible changes to master Diver lectures.</i>	GY	August/September meeting
14	First Class Divers Award (Review) – <i>on hold</i>		
15	RI Award (Review)	GF/KW?	
16	Examiners Award (Review)	KW	
17	Master Diver Lectures	DL & Team	
18	FAI	JM	

19	Dive Conference	All	
20	Incorporate changes to Branch Diver draft and reissue for next meeting	SP/MB	complete
21	Dive leader endorsement material discussion –	NDO	complete
22	Clarification of Byelaws item re training personnel in next BDO mailing – <i>this will go in the next mailing to BDOs in July.</i>	AM / HQ staff	Next mailing
23	RCs to consider possible RI candidates within their Branches for next meeting	All RCs	Next meeting
24	Prepare a flowchart to illustrate the role of NDC & Board in preparing recommendations.	AM	August meeting
25	Consider joint meetings or workshops	AM + NDO	When new NDO in post

National Coach Report

- No negative reports from RC's

RI Course

- GF has provisionally booked weekend 24th-26th October at Cumbrae cost £71 PP. Booking form with pre-requisites to be put on website. Agreed to have 8 candidates and 8 instructors
- Drew Stevenson to be approached. NS and TC agreed to help.

Branch Diver/Sport Diver Review;

- The latest version of the document was discussed
- TC asked for justification to be altered
- NS asked for swimming assessment to be added - SP/MB to circulate updated document.

Dive Leader Endorsement (proposal from Carlisle Branch);

- This was discussed and will be considered during training schedule review. Thanks were recorded to authors. Concerns were raised about the risk assessment part of it in comparison to the one in the SSAC Health and Safety Manual. H&S manual to be distributed for comments.

Training Schedule Review

- NS and JM explained to NDC that this was part of our 3 year plan and required a timescale for implementation complete with costs. All those involved should take into account how to implement any changes, the impact they may have ie, new books, any re-training required and how much this might cost. This information must be included in our application for SportsScotland funding and budget forecasts for coming years.

AOCB

- The Board asked if the NDC would look into the possibility of using the CDA boathandling course as an alternative to RYA, TC commented that in his opinion it was not a viable option at this time.
- SP raised the point that a member of her branch had a problem with car insurance this has been passed to the board.

Summary of Actions

Number	Action and Update	Actionee	Date Due/ Status
1	Arrange dates for Nitrox course – <i>AM has contacted ITDA, but awaiting reply and will then ask HQ staff to coordinate dates</i>	HQ Staff	Ongoing
2	Update Branch and Sport Diver document and circulate for next meeting	SP/MB	ongoing
10	First Class Divers Award (Review) – <i>on hold</i>		
11	RI Award (Review)	GF/KW?	ongoing
12	Examiners Award (Review)	KW	ongoing
13	Master Diver Lectures	DL & Team	ongoing
14	FAI	JM	ongoing
15	Dive Conference	AM, SP, MB, DL, JM	ongoing

16	RCs to consider possible RI candidates within their Branches for next meeting	All RCs	Next meeting
17	Prepare a flowchart to illustrate the role of NDC & Board in preparing recommendations.	AM	August meeting
18	Consider joint meetings or workshops	AM + NDO	When new NDO in post
19	Health and Safety Manual to be distributed to NDC members etc	JM/HQ	next meeting
20	Circulate updated draft swimming assessment	SP/MB	Next meeting
21	NDC to propose to Board a 3 year plan for the review and development of training	NDC	

Meeting Closed at 10.00pm.

Future meetings:

(All at 7.30pm)

Tuesday 5th August 08

Tuesday 2nd September 08

Tuesday 7th October 08

Tuesday 4th November 08