

# National Diving Council Meeting Minutes



Tuesday 5<sup>th</sup> August 2008 - 7.30 PM - SSAC HQ

## **NDC Members Present**

Marion Brown (MB), Sam Paske (SP), Graeme Forsyth (GF). Gordon Young (GY), Nigel Spike (NS)

## **Ex-Officio Members Present**

Joe Campbell (JC), Tony Carter (TC), Drew Stevenson (DS)

## **Board Members Present**

Andy Murray (Chairman), Jack Morrison (JM)

## **Apologies**

Kevin Watson, Bert Smith, Murray MacCallum, Joe Campbell, Don Lees

## **Meeting**

### **Adoption of Previous Minutes**

The minutes of the meeting on 1<sup>st</sup> July were proposed by Sam Paske and seconded by Marion Brown

### **Actions from Previous Minutes**

Number	Action and Update	Actionee	Status
1	Arrange dates for Nitrox course – <i>AM has spoken to Director of ITDA who has offered new dates. Letter to be sent to candidates from previous course inviting them to attend a future date FoC and sit theory paper.</i>	HQ Staff / AM	Ongoing
2	Update Branch and Sport Diver document and circulate for next meeting – <i>document circulated and discussed – see below.</i>	SP/MB	Ongoing
3	First Class Diver Award – <i>course which took place in 2006 had 4 candidates, all of whom sat written paper. All required some work on charts and navigation – TC to organise. Once complete, practical day required. DS to progress. Review of award to take place afterwards.</i>	DS	Ongoing
4	RI Award (Review) – <i>NS and GF met to discuss content of next course. Further meeting to take place to include AM, NS, MMcC and SP to meet to discuss materials. Course booked for October – awaiting forms from candidates</i>	GF & others	Ongoing
5	Examiners Award – <i>review to take place following the next course. Course taking place on 23<sup>rd</sup> August.</i>	NS	Ongoing
6	Master Diver Lectures – <i>all except Navigation &amp; seamanship lecture complete. Lecture notes are in preparation. Template to be passed to TC for navigation lecture. .</i>	DL & Team, TC	ongoing
7	FAI – <i>no updates</i>	JM	ongoing
8	Dive Conference – <i>plans taking shape well. 3 headline speakers (Martyn Farr, John Bantin, Claire Peddie) Some sponsorship in place.</i>	AM, SP, MB, DL, JM	ongoing
9	RCs to consider possible RI candidates within their Branches for next meeting – <i>8 candidates recommended – awaiting forms</i>	All RCs	Ongoing
10	Prepare a flowchart to illustrate the role of NDC & Board in preparing recommendations. – <i>see below</i>	AM	Complete
11	Consider joint meetings or workshops - <i>Development day planned for 23<sup>rd</sup> November. A joint evening meeting is likely in September/October</i>	AM + NDO	Complete
12	Health and Safety Manual to be distributed to NDC members etc	JM/HQ	Complete
13	Circulate updated draft swimming assessment – <i>circulated and discussed.</i>	SP/MB	Complete
14	NDC to propose to Board a 3 year plan for the review and development of training - <i>the requirements to layout a strategy and plan for training review was repeated and discussed. SP</i>	NDC	Ongoing

	<i>volunteered to compile the views and NS will discuss with Board at August meeting.</i>		
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### **National Coach Report**

- Incident in Cumbrae reported in press and by branch – turns out to be a reaction to jellyfish.
- Incident in Garvallachs – 45m dive without authorisation; diver suffered a bend. Awaiting incident report before action.

### **Assessment Papers**

- NS informed that Gordon Young had offered sample papers for sport and master diver level, which were previously approved by NDC. The papers are available on request by RCs or Branches.
- Discussion took place regarding multiple choice verses written papers, and it was felt that multiple choice was acceptable providing the paper includes a suitable scope of questions and detailed answers to avoid guessing.
- SP is compiling a bank of questions for Sport and Master Diver and will then create a programme to randomly generate a theory paper.
- Ask BDOs and RCs to send any sample papers to Sam

### **Branch Diver/Sport Diver Review;**

- Updated document circulated and minor amendments discussed. Final approval sought at next meeting.

### **H&S Manual**

- The current manual was previously circulated and options discussed for updating it. It was felt there was a specific requirement to provide stand alone risk assessment guidance and updated template. MB to co-ordinate. Send any risk assessments to Marion - to produce a one page risk assessment template
- It was also agreed that references to headquarters health and safety should be removed as this is now covered in a separate H&S policy specifically covering H&S and includes current legislation.
- AM to make changes.

### **CDA Boathandling course**

- TC updated on the situation of the CDA boat handling course and felt we were not in a position to deliver due to the requirements for a waterside establishment, 2 days of boat based activities, CDA, Boats have to be equipped in accordance with CDA guidelines on equipment for small boats;
- In addition, the course is a training course only and does not include any qualification.

### **Master Diver Review**

- Gordon discussed his progress with the Master Diver review and agreed to forward his document for circulation with the draft minutes.

### **Dive Leader Endorsement**

- GY was actioned with circulating the copy of the Dive Leader syllabus from his BDO book. This would stand as the existing syllabus;

### **AOCB**

- Some reports have been received from Regional Coaches about training logbooks not being verified correctly. Issues include instructors delivering training who are not members, trainees with lapsed membership, depths or incorrectly completed logbooks. These circumstances are not acceptable, and all BDOs and RCs are reminded of the responsibility to ensure training is conducted in line with the schedule and is only delivered by and delivered to members of SSAC.
- Query re Master Diver lecture day from a Branch. The new MD lectures can be piloted when ready.

### **Summary of Actions**

Number	Action and Update	Actionee	Date Due/ Status
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1	BDOs / RCs to send copies of any theory papers to HQ for attention of Sam Paske	BDOs/RCs	Next meeting
2	Compile bank of theory questions and sample papers	SP	Ongoing
3	Send any risk assessment templates or ideas to HQ for attention of Marion Brown	BDOs/ RCs	Next meeting
4	Update H&S manual to remove HQ H&S	AM	Next meeting
5	Arrange dates for Nitrox course	HQ Staff / AM	Ongoing
6	Update Branch and Sport Diver document and circulate for next meeting	SP/MB	Ongoing
7	First Class Diver Award.	DS	Ongoing
8	RI Award (Review)	GF & others	Ongoing
9	Examiners Course.	NS	Ongoing
10	Master Diver Lectures	DL & Team, TC	ongoing
11	FAI	JM	ongoing
12	Dive Conference.	AM, SP, MB, DL, JM	ongoing
13	RCs to consider possible RI candidates within their Branches for next meeting	All RCs	Ongoing
14	Incorporate training review documents to date and circulate full document for next meeting	SP	Next meeting
15	Send Dive Leader documents	GY	Next meeting

Meeting Closed at 10.00pm.

**Future meetings:**

**(All at 7.30pm)**

**Tuesday 2<sup>nd</sup> September 08**

**Tuesday 7<sup>th</sup> October 08**

**Tuesday 4<sup>th</sup> November 08**