

# National Diving Council Meeting Minutes

Tuesday 4<sup>th</sup> November 2008 - 7.30 PM - SSAC HQ

## **NDC Members Present**

Nigel Spike (NS), Marion Brown (MB), Sam Paske (SP), Gordon Young (GY), Joe Campbell (JC)



## **Ex-Officio Members Present**

Keith Waugh (KW)

## **Apologies**

Andy Murray (Chairman), Jack Morrison (JM), Don Lees (DL), Tony Carter (TC), Graeme Forsyth (GF), Billy Symington (BS).

## **Meeting**

### **Adoption of Previous Minutes**

The minutes of the meeting on 7<sup>th</sup> October were proposed by Sam Paske and seconded by Gordon Young

### **Actions from Previous Minutes**

No.	Action and Update	Actionee	Status
1	GF to ask Regional Coaches to verify BDO for Stranraer, and Secretaries for Cumnock & Doon Valley, Irvine, West Lothian and Stranraer - <i>Bert to make one final attempt to contact office bearers check viability of branch</i>	GF	Ongoing
2	Compile bank of theory questions and sample papers	SP	Ongoing
3	Progress with further materials on proposed Branch, Sport and Master diver awards	SP/MB/GY	Ongoing On course
4	First Class Diver Award	DS	Ongoing
5	RI Course	GF & others	Complete
6	Master Diver Lectures	DL & Team,	Ongoing
7	FAI	JM	ongoing
8	Dive Conference	AM, SP, MB, DL, JM	November
10	Mailing to all instructors on First aid qualifications and recovery of rescue victims from pool during training.	NS/AM	Ongoing
11	Prepare a brief on First Aid requirements for instructors	AM	November
12	Article on cylinder regulations in Scottish Diver	JM	Jan/Feb issue
13	Setup mailing list for NDC members to communicate between meetings	AM	Complete
14	RC cards to be re-issued upon membership renewal.	Board/HQ	December
15	Dive slate / Risk assessment slate	NS	December
16	Pilot new instructor assessment forms on RI course, prior to roll out on next BI course etc.	GF/NS etc	RI Course

## **National Coach Report**

- *In absentia*, GF raised the matter of qualifications for BDOs. It was proposed, and unanimously accepted, that full BDO status be accorded only those members who have attained both Master Diver and Instructor status (otherwise, they remain Acting BDOs).

## **Regional Coach Reports**

- *In absentia*, TC reported that a request for Master Diver lectures from a branch had been addressed. He pointed out that adoption of the new Risk Assessment template would need to be reflected in the H&S manual.

## **Diver Grades Review and Update**

- SP reported on the progress being made on the new Awards scheme. The process is on track. Only one comment – a positive one – had been received concerning the high level proposals on the dedicated feedback forum to date. The bank of theory questions is growing; it was decided to keep the process “ongoing” to enhance the breadth of material.

## AOCB

- NS thanked all concerned for the formulation, planning and staffing of the recent RI course, which seems to have been well received. Detailed feedback is being collated on theoretical and practical aspects of performance before being sent out to the candidates, who would in turn be invited to give their views on the course. Mentoring should ensure individual action plans generate RIs over an appropriate time scale. It was suggested that an article by one of the candidates in “Scottish Diver” might “sell” future courses.
- GY is to contact DL and the team regarding progress on the Master Diver lecture series. It was hoped that the material would be ready for trialling and review before the January meeting.
- JC had difficulty contacting the agency providing the Nitrox course: he is to await reply to email communication and keep the NDC informed.
- The new NDC email “loop”, allowing updates and discussion between meetings, seems to be a success; it was decided to flag up a new opportunity for inclusion in six months’ time.
- JC represented SSAC at an informal meeting with the Technical Manager of BSAC at the Birmingham Dive Show; he is to notify the chairman of the discussion.
- Discussion took place concerning the question of crossover levels between SSAC and other dive organisations, particularly in view of our proposals for new Awards. JC is to investigate the BSAC equivalents in the first instance. It was proposed that the “old” SSAC conversion tables with PADI and BSAC be reinstated on the website. It was stressed that we stand to benefit enormously by a principled acknowledgement of divers’ qualifications gained from other organisations.
- The NDC is keen to update a (downloadable) “BDO’s Handbook”, having sourced suitable original material in electronic form.
- Much discussion took place regarding Risk Assessment of our new Awards. NS is to seek guidance from the Board on possible courses of action.
- NS updated the NDC on the Board’s ratification of the proposal to adopt the new Instructor assessment forms, and the diving risk assessment; with respect to the latter, the Board, having accepted the concept, have suggestions as to the design - in order to improve a future dive slate, for instance.
- The “Recreational Diving Industry Committee” next meeting on 25<sup>th</sup> November may be of interest to us; it was mooted that DL might care to represent us.
- The NDC considered the possibility of outsourcing elements of the First Aid courses we offer, and of building up a team of Instructors to take the pressure off our willing volunteer, BS.
- MB asked that consideration be given to members wanting to attend the recommended “Safeguarding and Protecting Children” course being funded to do so. Such courses will benefit Instructors, and Child Protection Officers within branches. The NDC view is that such courses, for the benefit of the membership as a whole, and encouraged by SportScotland, be funded by SSAC.
- In discussing the Volunteer Policy, the NDC arrived at recommendations on honoraria for National and Regional Coaches: those proposals to be presented to the Board.
- All were reminded of the forthcoming Development Day on Sunday 23<sup>rd</sup> November.
- It was decided that the NDC meeting on 2<sup>nd</sup> December be cancelled in view of the joint meeting with the Board on the 17<sup>th</sup> December.

## Summary of Actions

No.	Action and Update	Actionee	Date Due
1	Check viability of Stranraer branch in particular	GF/ BS	January
2	Compile bank of theory questions and sample papers	SP	Ongoing
3	Review progress of new Awards	SP	Ongoing
4	Firm up the December Nitrox course	JC	November
5	Flag up new opportunity to join NDC email loop	NS	May 2009
6	Investigate BSAC crossover levels	JC	Ongoing
7	Reinstate existing crossover information on the website	NS, AM	Ongoing
8	Create downloadable “BDO’s Handbook”	NS, AM	Ongoing
9	Risk Assessment of the new Awards scheme	NS	Ongoing
10	Recommend free provision of Child Protection courses	NS	November
11	Recommend NC/RC honoraria to Board	NS	November

Meeting Closed at 9.30pm.

### Future meetings:

**Sunday 23<sup>rd</sup> November – SSAC Development Day – HQ.**

**NO NDC DECEMBER MEETING**

**Wednesday 17th December 2008 – Board / NDC Christmas get together**