

National Diving Council Meeting Minutes

Tuesday 3rd March 2009 - 7.30 PM - ScotSAC HQ



NDC Members Present

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

Ex-Officio Members Present

Keith Waugh (KW) Joe Campbell (JC), Tony Carter (TC), Andrew Murray (AM)

Guests – Jack Morrison (JM)

Apologies

Murray MaCallum (MMc), Billy Symington (BS),

Adoption of Previous Minutes

The minutes of the meeting on 3rd February 2009 were proposed by JC and seconded by SP

Instructor Development Weekend

- NS congratulated all those involved and thanked Murray McCallum and Don Lees for organising. The quality of candidates was excellent.
- 4 Examiner candidates now completed assessments and pending disclosure checks.

National Coach Report

- Assessments progressing

Regional Coach Reports

- SP – 3 assessments carried out, visits to Forth Valley
- TC – still out of pool, Larkhall moving back to their own pool. Time Capsule branch progressing with some new members transferring.
- JC – East Kilbride – pool closed for 2 years, but club will aim to meet weekly and organise dives. Will utilise the pool at Hamilton when required. Glasgow South – 2 BI candidates through assessments.
- AM – one new BI candidate at Stirling Uni
- GY – written report submitted

Nitrox Course Update

- Delays with ITDA in issuing cards. JC has been following up. A new ITDA office is being set up in UK, and this has led to administration delays in issuing cards.
- Course in late March to be cancelled due to lack of numbers.

First Aid Qualifications

- AM to circulate a draft list of first aid qualifications which could be used as the equivalent of the required standard.

Training Review Update

- Some additional feedback received from members. Alex Gallego, Grampian branch has sent in some detailed feedback to be considered.
- Discussion on the inclusion of nitrox in Master Diver but overall it was felt best to keep this separate for the moment, possibly linking with a partner provider.
- TC asked if dive planning was included in Sport Diver lectures. The proposal is to include a dive leadership lecture, and this should include some dive planning. This is also included in current Lecture 10 of Sport Diver.
- Prepare a document defining the knowledge gap between 'new' and 'old' Sport Diver level, in order that BDOs could organise any additional training to bring those existing Sport Divers

Board Meeting update

- New mileage rate now 40p/mile for approved travel
- The new volunteer agreements were approved by the Board, subject to an updating of the job description to include the items on the volunteer agreement, the Board agreed to the new process

Risk Assessment Template

- MB circulated the latest risk assessment template and dive marshal slate.
- A number of edits were suggested.
- Adrian Thomas has offered to format the document once the NDC has finalised the content.
- GY talked through a sample dive marshal template and would share this with MB to produce a next draft.

Child Protection Course

- MB has organised a Safeguarding and Protecting Children course at HQ on Sunday 19th April, 9.30-12.30
- Recommend any BI / RI / Examiner or those in childcare roles consider attending
- Reminder that all Branches should be appointing a Child Protection Officer.

AOCB

- NDC email list – any NDC member wishing to join simply to email ndc@scotsac.com with the word 'subscribe' in the subject field.
- Procedure for becoming an instructor flowchart created to clarify the process, and in particular the handling of the CRBS paperwork.
- Isle of Whithorn Gala – request for involvement. Whilst we would like to be involved, the pool requires significant effort and resource. GF to look at the pool to check its current state of readiness.
- NS updated that the panel reviewing the FAI recommendations are progressing with their work and will be presenting to a special board meeting in the near future.
- AM reminded that we are seeking volunteers to organise dive Conference and that the AGM was on Sat 21st March.
- Incidents – 2 reported – GY to review.
- CDA Document on website – AT to reverse links to ensure ScotSAC document is first.
- Master Diver Lectures – team meeting in 2 weeks to review all feedback received.

Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	Check viability of Stranraer branch in particular -	GF/ BS	ongoing
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 – <i>course complete</i>	JC	Complete
5	Flag up new opportunity to join NDC email loop	NS	May 2009
6	Investigate BSAC crossover levels	JC	Ongoing
7	Create downloadable "BDO's Handbook"	NS, AM	Ongoing
8	Risk Assessment of the new Awards scheme	NS	Ongoing
9	Recommend NC/RC honoraria to Board	NS	February
10	Explore options for Advanced Nitrox course	JC	March
11	Add BI/RI/Examiner trainee status to database and RC reports	AM	April
12	Course Directors to provide dates for courses in 2009	MMc, BS, GF, JC	ongoing
13	NS to liaise with BS on detail of Diver First Aid, Heartstart and O2 Admin courses	NS / BS	February
14	Explore options for delivering Safeguarding and Protecting Children course	MB	March
15	Check implications of RC agreement / expenses etc on tax and employment situation – <i>individual advised to seek own financial advice and record on tax return.</i>	NS	Ongoing
16	Circulate latest version of the new Award Scheme	SP	April
17	Update RC list at HQ	GF	ASAP

18	Send information on sportscotland coaching courses and safeguarding course to all RCs	AM	April
19	Look at the pool to check its current state of readiness.	GF	April
20	Liaise with Dr Wilmot re medical	NS	April
21	Incorporate changes to dive marshall slate	GY/MB	April

Meeting Closed at 9.30pm.

Future meetings – all at 1930hrs, at ScotSAC Headquarters unless otherwise advised:

7th April

5th May

2nd June

4th August

1st September

6th October

3rd November

1st December