

National Diving Council Meeting Minutes

Tuesday 7th April 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

Joe Campbell (JC), Tony Carter (TC), Andrew Murray (AM), Don Lees (DL), Bert Smith (BS), Billy Symmington (BSy), Jim Anderson (JA)

Apologies

Murray MacCallum, Kevin Miller, David Caruthers, Jack Morrison

Adoption of Previous Minutes

The minutes of the meeting on 3rd March 2009 were proposed by JC and seconded by MB

National Coach Report

- A number of BI assessments taking place.

Regional Coach Reports

- Written reports from BS, GY, JC, SP
- TC – Coatbridge branch are progressing with their programme.

Training Review Update

- SP circulated the latest version of the document prior to the meeting. Given the timing and limited circulation, it was agreed to delay the consideration of this until next meeting. All NDC members were asked to consider the document in detail with an anticipated sign off at next meeting.
- NDC members were also asked to consider the format of the new materials.
- TC suggested a document control procedure is put in place.

Board Meeting update

- NS and AM updated on the latest matters at the Board.
- Membership subscriptions will change from 1st May with an increase of £2 in ordinary membership, but a decrease of £9 in joining fee. New membership form will be on website shortly and will include the recording of equity information.
- The 3 proposals at the AGM were all passed and the byelaws have been updated.
- Buddy Breathing ascents are now permanently removed and the carrying of an octopus or equivalent is mandatory. The minimum qualification for BDOs is a Branch Instructor.
- A new document with guidance for branches on implementing the byelaws was circulated to branches and also on the website. A link will be issued to NDC members.

Risk Assessment and Dive Slate Template

- GY had previously circulated an alternative dive marshal slate and risk assessment template.
- Overall, the NDC approved the updated dive slate template .
- However, great discussion took place regarding the format and structure of the risk assessment template. The NDC were reminded that a template and associated guidance had already been prepared and approved by the NDC in September and October 2008, and subsequently approved by the Board in October 2008 before being placed on the website and issued to branches.
- Discussion focused on the format of the risk assessment, and whether to leave a vacant box with some bullet point notes, or provide a structured process identifying the hazards, risks and controls.
- Instructor candidates for several years have all been introduced to a structured risk assessment, considering the hazard, risk and control measures and the new Master Diver lecture materials also utilise this structure.
- Views were mixed on the structure and although a vote took place on the two formats, JA asked to note an objection on the way the vote was presented. It was agreed that GY would prepare a number of alternative formats for circulation prior to next months meeting.

Master Diver Lectures

- The team met with the NDO on 6th April to review the feedback received from the 'reviewers'. Some suggestions have been incorporated whilst others haven't. Pending some finishing touches in the next few weeks, the materials are complete.
- The issuing will need to await the decision of risk assessment format.

Alternative Air Sources

- Following the successful proposal at the AGM, the carrying of an alternative source is now mandatory for all members. Notice has been placed on the website and in Scottish Diver.
- The NDC were asked to consider research regarding the ability of some first stages to deliver air concurrently to two second stages. It was agreed to put a statement on the website referring members to some valuable guidance from the HSE.

Diver award equivalences

- Currently the website includes guidance on crossovers from PADI and BSAC. However, a number of enquiries have been received from divers with alternative qualifications. SP was able to produce a historical document detailing a number of other organisations, although no record of the document exists at HQ.
- SP to pass current crossover document to AM to create electronic version for circulation.

Medical forms

- NS circulated a draft medical form following discussions with our medical referee, Dr Wilmot. In the last 12 months he has reviewed 400 medical forms. He is now in a position to approve the medical for a period longer than 1 year subject to no changes. Members would still be required to confirm no change in their circumstances each year however. Therefore, the draft form includes a statement for members to sign to confirm no changes in their medical position. Overall this will cut down the number of repeat referrals each year significantly and speed up the renewal process.
- JA asked if the statement for renewed medicals could be combined on the membership renewal form, removing the need for renewing members who have been given a medical for longer than a year to submit any medical form.
- AM and NS will liaise further to develop the new process.

Solstice Dive

- MB is organising this years event on Sunday 21st June at Loch Fyne Tearooms.
- It was agreed the donation of £5 per diver, as previously split between RNLi and a food voucher for the tearoom.

Dive Conference

- Sandy McPherson, Musselburgh has volunteered to organise the conference, supported by a number of other organisers.

AOCB

- TC was disappointed to note that the Board did not accept the NDCs recommendation relating to minimum qualifications of BDOs.
- During the meeting, 2 NDC members claimed advised they had not received documents sent by HQ. AM advised that where an email address is held, meeting minutes, agendas and related documents for discussions at meetings are sent by email. It turned out they the two members had not utilised their email address. Hard copies are sent where no email address is held.

Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	Check viability of Stranraer branch in particular – <i>BS has had difficulty in gaining any contact but will keep trying.</i>	GF/ BS	ongoing
2	Compile bank of theory questions and sample papers – <i>inputs complete and now compiling and preparing the structure of the question papers</i>	SP	Ongoing

3	Review progress of new Awards	SP	Ongoing
4	Flag up new opportunity to join NDC email loop	NS	May 2009
5	Investigate BSAC crossover levels	JC	Ongoing
6	Create downloadable "BDO's Handbook"	NS, AM	Ongoing
7	Risk Assessment of the new Awards scheme	NS	Ongoing
8	Recommend NC/RC honoraria to Board – <i>approved by Board.</i>	NS	Complete
9	Explore options for Advanced Nitrox course – <i>on hold until after next nitrox course</i>	JC	Ongoing
10	Add BI/RI/Examiner trainee status to database and RC reports	AM	End of April
11	Course Directors to provide dates for courses in 2009 <i>Dates for First Aid etc have been passed to HQ. GF planning RI course in Oct. Still awaiting dates for BI courses</i>	MMc, BS, GF, JC	Partially complete
12	NS to liaise with BS on detail of Diver First Aid, Heartstart and O2 Admin courses – <i>syllabus have been provided</i>	NS / BS	Complete
13	Explore options for delivering Safeguarding and Protecting Children course – <i>course taking place in April</i>	MB	Complete
14	Circulate latest version of the new Award Scheme – <i>see elsewhere in minutes</i>	SP	Complete
15	Update RC list at HQ -	GF	Complete
16	Send information on sportscotland coaching courses and safeguarding course to all RCs - <i>will be circulated in next mailing</i>	AM	April
17	Look at the pool to check its current state of readiness. <i>A request is likely to be made by Limerick Branch so this is timely and GF is still to arrange for the pool to be checked.</i>	GF	April
18	Liaise with Dr Wilmot re medical – <i>see agenda item</i>	NS/AM	April
19	Incorporate changes to dive marshall slate – <i>see agenda item.</i>	GY/MB	April
New Actions:			
20	SP to pass current crossover document to AM to create electronic version for circulation	SP/AM	June
21	All NDC members to review the latest version of training review document and format of new materials	All NDC Members	May
22	Prepare a number of alternative formats for risk assessment template for circulation.	GY	May
23	Statement re Alternative Air Source on website	NS/AT	May
24	Organise solstice dive	MB	21 st June

Meeting Closed at 9.30pm.

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

5th May

2nd June

4th August

1st September

6th October

3rd November

1st December