

National Diving Council Meeting Minutes

Tuesday 5th May 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

Tony Carter (TC), Andrew Murray (AM), Bert Smith (BS), Jim Anderson (JA)

Guest

Jack Morrison

Apologies

Billy Symington, Joe Campbell, Peter Courtier

Adoption of Previous Minutes

The minutes of the meeting on 7th April 2009 were proposed by Bert Smith and seconded by Sam Paske

National Coach Report

- A number of BI assessments pending. 3 RI's have now passed and all other candidates are progressing through assessments.

Regional Coach Reports

- Written reports from BS, GY, JC
- TC – Coatbridge support ongoing for inclusion in next BI course. Acting BDO aiming to complete BI award. Requested support of an RI and Examiner to conduct assessments.
- SP – Stirling and Forth Valley are ok.

Dive Slate / Risk Assessment

- Discussion took place on the risk assessment template, versions of which were circulated by GY prior to the meeting.
- TC asked for the word 'severity' to be removed. Discussion took place and it was agreed to replace the words 'record the risk / severity' with 'record the level of risk'. This allows those who wish to grade risks as *Low/Medium/High*.
- It was also agreed to remove word "expedition" from point 3.
- It was agreed to pass version 5 of the slate with the above amendments.
- NS suggested the Risk Assessment guidance in the H&S manual is replaced with the new risk assessment template.
- It was agreed to recommending a risk assessment takes place before each dive, providing it is conducted by a recognised method. The guidance produced and agreed in October 2008 will remain, as will the guidance in the H&S manual as two possible methods.
- The draft MD lectures have been prepared using the calculation. This should remain in the issue version, stating that it is one recognised method of risk assessment. The word heading 'Risk' column to be renamed as 'Possible Harm'

Training Review Update

- The latest version of the draft training document had been circulated and was reviewed in detail. Changes have been noted in a 'tracked change' version on file.
- It was agreed Branch Diver qualifications would be valid from the date of the BDO signature, whilst Sport Diver and above would be effective from the date of the RC signature.
- For Branch Diver, the wording 'Candidates under the age of 18 can take the award, but cannot be deemed responsible for leadership by law until they turn 18.'
- It was agreed that the swim without a mask for branch diver pool training is removed.
- Due to time constraints, discussion of the second half of the document was postponed until next month.

- AM circulated a draft flowchart to show the format of the proposed diver awards and instructor awards. Further discussion required at next meeting.

Medical Forms

- Dr Wilmot has advised that he is in discussions with the UKSDMC about a new medical form. We will await his feedback.

AOCB

- NS reported a fatality of a member on Friday 1st May. Details are emerging. NS has spoken to the BDO and will liaise further. GF has spoken to a local RC and offered further support.
- NS invited NDC members to look at the Firth of Clyde SSMEI plan – details on the website.
- Book on Deep Stops by Bob Cole – NS received a copy. Book passed to GF to review.
- An incident took place at the last O2/First Aid course when a candidate collapsed. The candidate made a full recovery. It appears this was a recurring problem not disclosed on medical form. BS to provide an Incident report.
- NDC email loop – NDC members are reminded of the opportunity to subscribe to the email group list. Official documents (meeting minutes, agendas and documents) will be circulated to all eligible members. However, the NDC email list is optional and used to discuss progress between meetings.
- GF wished it minuted that he had reservations about BDOs being Sport Divers rather than Master Divers.

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 – <i>no further progress since last month</i>	SP	Ongoing
3	Review progress of new Awards – <i>add note to minutes (see AOCB)</i>	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	August
7	Risk Assessment of the new Awards scheme	NS	Ongoing
8	Explore options for Advanced Nitrox course	JC	Ongoing
9	Add BI/RI/Examiner trainee status to database and RC reports – now in place for May reports	AM	Complete
10	Course Directors to provide dates for courses in 2009 - <i>Further First Aid dates available.</i>	MMc, BS, GF, JC	Ongoing
11	Send information on sportscotland coaching courses and safeguarding course to all RCs -	AM	Complete
12	Look at the pool to check its current state of readiness. -	GF	Complete, new action
13	Liaise with Dr Wilmot re medical – <i>see agenda item</i>	NS/AM	April
14	Incorporate changes to dive marshall slate – see agenda item.	GY/MB	Complete – new action
15	SP to pass current crossover document to AM to create electronic version for circulation	SP/AM	Complete – new action
16	All NDC members to review the latest version of training review document and format of new materials	All NDC Members	May
17	Prepare a number of alternative formats for risk assessment template for circulation.	GY	Complete
18	Statement re Alternative Air Source on website	NS/AT	Complete
19	Organise solstice dive	MB	21 st June
New Actions			
20	Pass agreed risk assessment template and dive marshall slate to AT for formatting and subsequent presentation to the board for printing onto slates.	AT	June
21	Crossover document updated and recirculated for publishing on website	AM	June

Meeting Closed at 9.30pm.

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

2nd June

4th August

1st September

6th October

3rd November

1st December