



# National Diving Council and Board

## Joint Meeting Minutes

Tuesday 2<sup>nd</sup> June 2009 - 7.30 PM - ScotSAC HQ

### NDC Members Present

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

### Board Members Present

Nigel Spike (NS), Andy Murray (AM), Jack Morrison (JM), Jim Anderson (JA), Iain Graham (IG), Archie Gillies (AG), Adrian Thomas (AT)

### Ex-Officio Members Present

Tony Carter (TC), Billy Symington (BS),

### Apologies

Peter Courtier, Murray McCallum, Sam McKay, Joe Campbell, David Carruthers, Douglas Forman

NS welcomed all to this joint meeting of the Board and NDC and outlined the purpose of the meeting was to provide a briefing on the FAI determination outcome.

### Adoption of Previous Minutes

The minutes of the meeting on 5<sup>th</sup> May 2009 were proposed by GF and seconded by MB.

### FAI Determination Response, Action Plan

- AM provided a briefing to the meeting on the actions taken since the FAI determination was published in November. The ScotSAC response was submitted last week, and detailed our agreed plan.
- There are a number of additions to the ScotSAC Rules and Recommendations which would take effect immediately upon communication to all members.

### Action / Implementation Plan

In addition to the above, the following actions were also detailed:

1. Letter to all members detailing the changes to rules and recommendations (End of June 09, AM / NS)
2. Develop Try Dive leaflet for participants (GY, end of July)
3. Develop Try Dive guidance for instructors (GY, end of July)
4. Develop Training and Assessment Templates (WL Branch, end of July)
5. Audit publications / communications with rules and recommendations (NS, AM, end July)
6. Training opportunities in quick release weight systems (NS, include in Sport Diver lectures, in branch etc)
7. Develop and provide guidance for Instructors, BDOs and RCs on rescue refreshers (NS, AM, end July )
8. Training opportunities on risk assessment (MB, draft plan by end of July )
9. Update membership form wording to include understanding of risk (complete)

During the discussions, a number of possible FAQs were raised and would be covered in the communication to member:

What is a training dive?

Does the Dive Marshall / etc need to be a member?

What are the minimum qualifications for the Dive Marshall / Safety Officer and First Aid Officer?

One member asked about the situation of one instructor and one trainee diving together and it was advised very strongly that this was in contravention to the ScotSAC diving rules and recommendations and must not be sanctioned.

Queries were raised in relation to boat diving and this guidance would be taken forward separately.

A question was raised about the minimum age of try dive participants. This is to be included in the guidance being drafted by GY.

GY suggested RCs visit every branch to raise awareness of the changes. Whilst this was felt important, it was agreed in the first instance all BDOs would be sent a letter advising of the changes and their responsibility to implement within their branch. A signed response would then be required from all BDOs.

## Incident Reports

- GY provided a summary of recent incident reports.
- A query was raised about a recent incident for which we don't have a report
- GF to follow up with the RC

## Dive Slate / Risk Assessment

- NS explained the progress of the document since the last meeting ; namely that it had been reformatted; he proposed minor typographical changes, which were accepted.
- Font to be corrected to the same font as that on the logo.
- The NDC approved the final document subject to the above change.

## Solstice Dive

- MB has confirmed the arrangements with the organiser. £5 entry donation which will include a food voucher and donation to RNLI.
- Email to be sent to branches as a reminder.

## AOCB

- NS reported the sad loss of Mike Pye of West Lakes Branch on the wreck of the "Thesis" on 1st May whilst diving on a BSAC expedition. Support has been offered to the Branch and AM has spoken his Widow. AM, NS and AG to attend funeral.
- TC asked about the training schedule document on website. It was advised that a document which did exist on the website for a short time in 2006 was not approved by NDC or the then GC and therefore was not valid and subsequently removed from website.
- MB advised ScotSAC had been invited to participate in a pilot scheme for disclosure checks and associated administration to be conducted by CRBS on our behalf. Concern was raised by JA that pilot schemes often end up with additional administrative requirements. AM and MB to meet with CRBS to find out more before considering further.
- AM advised that Hazel McBride would be leaving ScotSAC in early July due to a move to England.

## 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	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	Course Directors to provide dates for courses in 2009	MMc, BS, GF, JC	Ongoing
10	Try dive pool – check condition – <i>GF arranging transport of pool to Port Glasgow.</i>	GF	Ongoing
11	Liaise with Dr Wilmot re medical – <i>UKSDMC are reviewing the form so we will await feedback</i>	NS/AM	Ongoing
12	All NDC members to review the latest version of training review document and format of new materials	All NDC Members	May
13	Organise solstice dive	MB	21 <sup>st</sup> June
14	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
15	Crossover document updated and recirculated for publishing on website	AM	June
New Actions			
16	Letter to all members detailing the changes to rules and recommendations	AM / NS	End of June
17	Training opportunities on risk assessment	MB	End of July

18	Develop and provide guidance for Instructors, BDOs and RCs on rescue refreshers	NS / AM	End of July
19	Review options for training opportunities in quick release weight systems	NS	End of July
20	Audit publications / communications with rules and recommendations	NS / AM	End of July
21	Develop Training and Assessment Templates	WL Branch	End of July
22	Develop Try Dive guidance for instructors	GY	End of July
23	Develop Try Dive leaflet for participants	GY	End of July
24	Letter to all BDOs with pro-forma to confirm receipt and understanding of the changes	NS	August
25	Follow up on missing incident reports	GF	August

Meeting Closed at 9.30pm.

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

**4<sup>th</sup> August**

**1<sup>st</sup> September**

**6<sup>th</sup> October**

**3<sup>rd</sup> November**

**1<sup>st</sup> December**