

National Diving Council Meeting Minutes

Tuesday 4th August 2009 - 7.30 PM - ScotSAC HQ



NDC Members Present

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

Ex-Officio Members Present

Tony Carter (TC), Andy Murray (AM), Joe Campbell (JC), Ronnie Scrymgeour (RS), Jim Anderson (JA)

Also Present: Huw Thomas (HT)

Apologies

Bert Smith (BS), Murray MacCallum (MM)

Adoption of Previous Minutes

The minutes of the meeting on 2nd June 2009 were proposed by MB and seconded by AM.

National Coach Reports

- Activities progressing in hand.

Regional Coach Reports

- Written reports received from GY and JC
- TC reported that he hadn't established contact with some Branches. TC also reported that Larkhall branch had decided they would accept under 18s providing it had instructors willing to instruct them. . It was agreed that it is up to the individual branches to decide if they will accept under 18s. HT to update database accordingly.
- SM - Stirling – RI lecture assessments set for 17th Aug. Two candidates. Looking for Examiner to help with RI open water assessment over next few months.
- It was noted that there appears to be a lack of communications from Regional Coaches – feedback to the NDC. The new volunteer agreements may assist, and progress to be monitored.

Incident Reports

- St Catherine's – Incident involved an acting BDO who took trainee into water but wasn't an Instructor. Decompression incident. Regional Coach to inform branch this is strictly not permitted and NDO to write to Branch confirming that only qualified Instructors are permitted to dive with trainees. Lesson learned : they lost contact at 14 metres, trainee lost buoyancy control, feet first to surface. Ill-fitting dry-boots and not enough weight.
- Garvellachs - Two divers on dive boat. One very experienced instructor who hadn't dived in long time, other was quite new Sport Diver. One ran out of air. Panicked and surfaced. Put on nitrox on boat and oxygen when back to car. Because it was more than 2 hours out of water and no symptoms, not flown to decompression. Experienced diver seems to have been affected by nitrogen narcosis. Lesson – don't leave oxygen in car when going on boat!
- O2 course - Someone collapsed during course, had to be revived and taken to hospital by ambulance. Found out that this victim passes out randomly sometimes, but didn't tick any boxes on medical form. Now cleared to dive again.
- Diver reported feeling very bad following a dive. Had numb leg out of water. Phoned Coastguard and was informed to do some tests. They were ok, and symptoms cleared up after some more time. Full recovery.
- Solstice dive – prior to entry on any dive, a trainee found to be wearing wetsuit under drysuit and suffering from heat exhaustion. Travelled home and advised he should seek advice for trembling. This reoccurred on a further occasion (not diving related). Diver was later diagnosed with overactive thyroid.
- The NDC discussed the above, including some of the 'lessons to be learned' into Scottish Diver.

Solstice Dive

- MB reported that 51 divers attended the solstice dive on 21st June and the event was a success. NS noted thanks to MB for organising. £102 was raised for RNLI.

- Feedback had been received from the Café manager that he had been experiencing issues with unidentified divers previously abusing the access to the site. A statement has been added to the website with advice for divers.

Try Dive Documentation

The following documents, previously circulated, were reviewed:

- **Try Dive Certificate** - for participants when they have completed a try dive. Wording to be changed to "Certificate of Participation". Otherwise the document was approved.
- **Pool Training Record / Open Water Training Record** – when complete, BDO keeps record to show that exercises done. Acts as backup in the event that trainee loses logbook, or as proof of training if required or in the event of an incident. HT to add fields to top – date, Instructor name and number, branch name. Final draft to be circulated for next meeting. HT to create sticker to go at bottom of training record in logbook, so trainee can sign and confirm that 'above training was completed by me'. NS to come up with wording of this sticker.
- **Try-Dive instructor notes** – set of rules about who, what, where, how. A number of suggestions were made about this document including:
 - specify what is required by poolside cover
 - establish absolute basic minimum age : add "but must be no less than ???" - to be decided at next meeting
 - Define exactly what equipment is required
 - Define the detail of the brief given to the candidate
 - Change "must" to "shall".
 - Change from 1.6 to 1.8m
- The document is to be updated and circulated for next meeting, grouping rules, recommendations, and guidance.
- **Understanding of Risk and Disclaimer Form** – this was not reviewed in detail as the wording was that prepared by ScotSAC Solicitors and would remain unchanged.
- It was clarified that the official name of "Try-A-Dive" from this date onwards changed to "Try Dive"

Rescue Refresher

The NDC reviewed 2 documents previously circulated. The document 'Rescue Refresher Guidance for BDOs and Instructors', had minor changes noted and will be updated for circulation and approval at next meeting before consideration by the Board. The process for notifying HQ of rescue refreshers was agreed as a pre-printed postcard, issued to BDOs.

What does "Rescue Equivalent" mean? "Equivalent" removed

Summary – "Must carry out a simulated rescue", rather than "demonstrating competency"

6 month reminder to be put in place

AOCB

- AM advised that it is planned to relocate ScotSAC headquarters to Caledonia House, South Gyle, Edinburgh on 1st October 2009. Hazel McBride left her role in June to move to England, and Huw Thomas has joined on a temporary basis whilst the recruitment process takes place.
- Murray MacCallum has resigned as BI Course Director. NS noted his thanks for Murray's work over the last few years on the course and is pleased he will remain as a RC. Advert to be issued for a replacement
- Complaints have been received about divers' behaviour at Ballachulish dive site; namely utilising a residents property as a toilet. Identity or any organisation is unknown, but a notice to be added to the website.
- First class award – Drew Stevenson is planning to run practical event once candidates have completed work on navigation exercises..
- Query about instructors using rebreathers whilst instructing candidates on open circuit – HT to review previous minutes

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	Complete – new action
3	Review progress of new Awards	SP	Ongoing
4	Investigate BSAC crossover levels	JC	Ongoing
5	Create downloadable “BDO’s Handbook” – <i>HT looking into this</i>	NS, AM	Ongoing
6	Risk Assessment of the new Awards scheme	NS	On hold
7	Explore options for Advanced Nitrox course	JC	On hold
8	Course Directors to provide dates for courses in 2009 – <i>Regional Instructor course booked for October. Info on websites. Deposit paid for venue already. Minimum number of 6 for course, 8 ideal. HT to phoned Cumbria about latest cancellation date.</i>	MMc, BS, GF, JC	Complete
9	Try Dive pool – check condition – <i>GF arranging transport of pool to Port Glasgow. BS also expecting pool for event in Dumfries & Galloway</i>	GF	Ongoing
10	Liaise with Dr Wilmot re medical – <i>UKSDMC are reviewing the form so we will await feedback</i>	NS/AM	Ongoing
11	All NDC members to review the latest version of training review document and format of new materials – <i>issued.</i>	All NDC Members	Ongoing
12	Organise Solstice dive – <i>see agenda item – now complete.</i>	MB	Complete
13	Pass agreed risk assessment template and dive marshal slate to AT for formatting and subsequent presentation to the board for printing onto slates. <i>3 sample copies now received. Company awaiting email to confirm batch. JA and MB to test run this weekend and advise HT.</i>	AT	Complete
14	Crossover document updated and recirculated for publishing on website	AM	September
15	Letter to all members detailing the changes to rules and recommendations	AM / NS	Complete
16	Develop and provide guidance for Instructors, BDOs and RCs on rescue refreshers	NS / AM	End of July – Complete, new action
17	Review options for training opportunities in quick release weight systems – <i>see agenda item</i>	NS	End of July
18	Audit publications / communications with rules and recommendations – <i>complete – to be presented to Board</i>	NS / AM	End of July, complete
19	Develop Training and Assessment Templates - – <i>see agenda item</i>	WL Branch	End of July – complete, new action
20	Develop Try Dive guidance for instructors – <i>see agenda item</i>	GY	End of July - – complete, new action
21	Develop Try Dive leaflet for participants	GY	September
22	Letter to all BDOs with pro-forma to confirm receipt and understanding of the changes – <i>to be issued with documents in September/October</i>	NS	October
23	Follow up on missing incident reports – <i>now received</i>	GF	Complete
24	Advertise position of new BI coordinator	NS/HT/AM	September
25	Letter to BDO of Branch reporting recent incident.	NS	September
26	Update Pool and Open Water Training Record templates	HT	September
27	Create stickers to be included in all newly issued qualification record books, and a batch issued to BDOs. Wording to be prepared by NS	HT/NS	September
28	Consider the absolute minimum age for try-dives	All	September
29	Update Try Dive instructor notes for next meeting.	GY	September

30	Update the training review timeline	SM	September
31	Update guidance for Instructors, BDOs and RCs on rescue refreshers	AM	September
32	Update Training and Assessment Templates	GY/HT	September
33	Equipment requirements for instructors – HT to investigate minutes and see if discussed previously	HT	September
34	Circulate document on Training Opportunities on Risk Assessment, and Try Dive Risk assessment for next meeting	HT	September

Meeting Closed at 9.30pm.

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

1st September, Glasgow

6th October, Edinburgh (tbc)

3rd November, Edinburgh, (tbc)

1st December, Edinburgh, (tbc)