

National Diving Council Meeting Minutes

Tuesday 3rd November 2009 - 7.30 PM - ScotSAC HQ



NDC Members Present

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

Ex-Officio Members Present

Joe Campbell (JC), Jim Anderson (JA), Don Lees (DL), Billy Symington (BS), David Carruthers (DC)

Also Present: Kate Jenkins (KJ)

Apologies

Andrew Murray (AM), Graeme Forsyth (GF), Murray McCallum (MM) Tony Carter (TC)

Adoption of Previous Minutes

The minutes of the meeting on 6th October 2009 were proposed by DC and seconded by SM

National Coach Reports

Resignation of Kevin Miller discussed. DL, BS, and DC to assist limerick BI training and Strathclyde branch. New Regional Coach Fiona Watson taken on Orkney and Shetland. Discussion about communication process and NDC loop.

Regional Coach Reports

- JC, BS, AS submitted written reports
- AS – from written report, issue raised over new course director for O2, Heartstart, and Diver 1st Aid. Phased take over being considered, possibly with a group of candidates from previous RI courses, or others with current medical qualifications. Also possibility of having 2-3 people to work on a regional basis being considered.
- SM – Stirling – two RI assessments: both passed
- SM – Midlothian – RI's are experiencing communication difficulties with the clubs
- MB – Forth Valley – 9 new members attained from successful try dives

Incidents

- One incident reported this month. A night dive involving 3 divers was done within the safety limits. One diver treated for decompression illness and recovered successfully.
- BSAC informed of 3 incident reports missing. Copies of these have been made and sent off, for which they thanked GY.

"Try Dive" Documentation

- SM raised the discussion about a time scale during which only one try dive is allowed; after discussion, it was agreed to maintain the rule that only one such dive should be countenanced. It was decided that this is to be reviewed again at a later date.
- JA raised a discussion about the clarification of "poolside cover". This will be referred to as "surface cover", as per ScotSAC guidelines.
- Discussion about data retention. Try dive records to be kept for 1 year before being destroyed.
- Under 18's and over 18's briefing sections to be combined, with an extra paragraph for under 18's included at the end. NS to circulate redrafted version of the "Instructors' Guide" before presentation to the Board.
- ScotSAC logo to be included
- Date and version to be included on final version.
- GY – Try Dive Leaflet – SM pointed out that the website needs a "Try Dive" section. SM also to ask club member to help with graphic design of leaflet. MB raised issue of all instructors having full CRBS disclosure. Wording to now say "Our 'Try Dive' instructors have full Disclosure Scotland and current certification". This wording is also to appear on the "Try Dive" form.
- Response to the sheriff was quoted. The leaflet was deemed not to have fulfilled the initial requirements, but was a fitting brochure for the purpose of attracting interest. A discussion about

banding the disclaimer into the leaflet, and the possibility of creating a "Try Dive" pack took place. All "Try Dive" participants are to receive the brochure, information sheet, and disclaimer, which are all to be ScotSAC branded.

Nitrox

- JC informed that ITDA has relocated to Malaysia. Possible problems involved with logistics. ITDA suggested we take out a contract to print our own documentation, but this would involve additional costs. JC had casual discussion with BSAC Nitrox course director, who said they would be willing to train our own candidates on their course. They also suggested they would be willing to re-write the course to include conversions for Bhulman tables. JC to explore this option further.
- Discussion on the possibility for a Nitrox course to be made available to Sport Divers took place.

New Award Scheme: part three

- SM – no progress to report. Clean version to be prepared for next meeting. Samples needed for new documentation.

AOCB

- Next board meeting to be held Thursday 12th November 2009
- Meeting on 1st December 2009 to be chaired by the deputy NDO in the NDO's absence.
- Provisional date for December "social" meeting proposed for 16th December 2009
- DL – problems reported with CRB status of instructors. If divers to be instructed are over 18 this is not a problem. If divers are under 18, the instructor needs a CRBS check. Highlighted the opportunity to review the use of twin sets when reviewing the Sports Diver syllabus.

Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	Check viability of Stranraer branch in particular	GF/ BS	Complete
2	Review progress of new Awards	SP	Ongoing
3	Investigate BSAC crossover levels	JC	Ongoing
4	Create downloadable "BDO's Handbook" – <i>empty ring binder folders available on request to HQ, for those who want to download and store documents in hard copy form.</i>	NS, AM, HT	Complete
5	Risk Assessment of the new Awards scheme.	NS	On hold
6	Explore options for Advanced Nitrox course – <i>advanced course now on 'back burner'</i>	JC	On hold
7	Try Dive pool – check condition – <i>slight leak, but now repaired. Pool now in Limerick. Limerick have asked to use pool for try dives in January. NDC agreed that they keep the pool until then, subject to recall if demand requires.</i>	GF	Complete
8	Liaise with Dr Wilmot re medical – <i>Adrian Thomas now following up</i>	NS/AM	Complete
9	Crossover document updated and re-circulated for publishing on website –	AM	Removed
10	Review options for training opportunities in quick release weight systems – <i>article due in next issue of "Scottish Diver".</i>	NS	Complete
11	Develop Try Dive leaflet for participants	GY	Ongoing
12	Letter to all BDOs with pro-forma to confirm receipt and understanding of the changes, once documents have been agreed.	NS	Ongoing
13	Update Try Dive instructor notes for next meeting.	GY	November
14	Update the training review timeline – <i>see agenda</i>	SM	Complete
15	Update guidance for Instructors, BDOs and RCs on rescue refreshers – <i>complete – approved by Board and pending printing of postcards with new "freepost" address.</i>	AM	Complete

16	Circulate document on Training Opportunities on Risk Assessment, and Try Dive Risk assessment for next meeting	HT	Complete
17	Add to agenda for next meeting a discussion on Branch dives. West Lothian to provide copy of previous documentation on Branch dives.	NS/HT	Complete
18	Finalise Try Dive certificate and circulate for approval at Board meeting	HT	Complete
19	Review documentation on air requirements for pool training dives	AM/NS	Complete
20	Publish article on weight systems on website and magazine	NS	Complete
21	RC report template to be added to website.	AT/KJ	Ongoing
22	NDC to consider what they would like on a 'RC' page of the website	All	December
23	Compile try dive guidance for instructors with child protection guidelines and risk assessment guidelines	NS	Complete
24	Drop NDC loop in favour of NDC and Ex-Officio members	AM	November
25	Graphic Design of "Try Dive" brochure to be redone	SM	Ongoing
26	Circulate revised "Try Dive" Instructor Guide before presenting to board	NS	November
27	Explore option of BSAC Nitrox course	JC	Ongoing
28	"Clean" version of New Awards Scheme to be prepared for next meeting	SM	November

Meeting Closed at 9.30pm.

**Future meetings – all at 1930hrs, at ScotSAC Headquarters unless otherwise advised:
1st December, Edinburgh**