

# National Diving Council Meeting Minutes

Tuesday 1<sup>st</sup> December 2009 - 7.30 PM - ScotSAC HQ



## NDC Members Present

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

## Ex-Officio Members Present

Joe Campbell (JC), Jim Anderson (JA), Tony Carter (TC), Bert Smith (BS)

Also Present: Kate Jenkins (KJ)

## Apologies

Andrew Murray (AM), Nigel Spike (NS), Billy Symington (BSy), David Carruthers (DC), Graeme Forsyth (GF)

## Adoption of Previous Minutes

The minutes of the meeting on 3<sup>rd</sup> November 2009 were proposed by GY and seconded by JC.

## Review of Actions

The actions were reviewed and are noted at the end of the minutes.

## National Coach Reports

- In his absence, GF wished to report via the Chair that Don Lees (DL) has officially resigned from his post as Assistant National Coach with immediate effect, due to a family bereavement. GF wished to thank DL for all of the work he has put in throughout the past.
- GF proposes an Instructor Development Day in March/April 2010, which will be of similar format to the last such event.

## Regional Coach Reports

- JC, BS submitted written reports
- SM – Stirling, Midlothian – nothing to report
- MB – Forth Valley – substantial number of new trainees expected to come through in January 2010
- TC – Coatbridge – BDO and Assistant BDO have resigned from their posts. TC suggested possibility of training 2 BI's ASAP. Discussion about CRBS procedure took place with specific regards to re-joining instructors. MB to check status of all outstanding disclosures with CRBS before presenting to NDC.

## Incidents

- There were no Incidents reported this month.

## Try Dive Brochure

- SM spoke to branch member's spouse regarding the Graphic Design of the brochure, who declined to be involved in the opportunity.
- GY confirmed that the original intention of the brochure was to upload it onto the website for branches to use as part of their marketing process. There was a subsequent discussion about the CRBS guidelines, and it was agreed that the brochure should be put forward to the Board for wording confirmation.

## First Aid

- More volunteers are needed in order to run the courses and to allow a phased take over from BS.
- BS stated that Instructors need only be validated on HeartStart courses, not O2 Administration and Diver First Aid. Other than BS, there are no validated Instructors to date.
- BS to create a draft course information document, detailing criteria, and the process for becoming an Instructor. This document will be circulated as a formal call out for Instructors with the next communications to all Regional Coaches, Branch Secretaries and BDO's in Jan 2010.

## Website

- It was stated that at the last Board meeting an issue was raised that training requirements have not been filtered down to the membership. A volunteer was called for to act as a liaison between the NDC and the Webmaster, and to go through backdated minutes and to update the website accordingly. No volunteers came forward – this will be put forward at the next NDC meeting to assign a volunteer.

## Air Requirements in Pool

- A case was made at the last Board meeting for additional wording to be added. This wording was approved and shall be re-submitted to the Board, with the wording *"Before taking a trainee into a pool for aqualung training, the instructor must ensure that the air supply carried is sufficient for the intended activity; subject to ending the session with a minimum of 50 bar"*.

## Training Manual Support

- A discussion took place about the Sport Diver training material after the stock of Sport Diver manuals is exhausted. It was decided that the market should be identified in order to form an opinion on the type and content of training material to be provided.
- BS and JC are to enquire with other dive organisations as to the type of materials they provide. This will be added as an agenda point at a future meeting once this information is obtained.

## Annual Plan 2010

- The Annual Plan for 2010 was reviewed with regards to missing/unneeded projects.
- GY and GF to organise one instructor development event over two days in March/April 2010.
- Any budgetary requirements to be determined and put forward to NDO, for reporting to the Board.

## Regional Coach Form

- The Regional Coach Report form was reviewed and accepted.

## Nitrox

- JC been in contact with BSAC and is awaiting response.
- Proposed course at Carlisle branch in Feb/Mar 2010 for remaining course materials.
- TC raised the possibility of having a ScotSAC accredited course, with course documents that have previously been written. TC to review these documents and present to JC to present to the NDC.
- JC to continue to pursue BSAC route in the meantime.

## New Award Scheme: part three

- A discussion on the possible document design/format took place, with regards to electronic and hard copies. It was identified that the documents will need to be future proof.
- The way in which the documents are to be used will determine an appropriate format.

## AOCB

- Those present were asked to RSVP to the invitation to attend the Festive Gathering at HQ on 16<sup>th</sup> Dec 2009.
- TC enquired as to the current status of the Training Schedule, which has been removed from the website. TC to circulate current document to NDC loop for review at next meeting.

## Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	Review progress of new Awards	SP	Ongoing
2	Investigate BSAC crossover levels	JC	Ongoing
3	Risk Assessment of the new Awards scheme	NS	On hold
4	Explore options for Advanced Nitrox course – <i>advanced course now on 'back burner'</i>	JC	On hold
5	Crossover document updated and re-circulated for publishing on website	AM	Removed
6	Develop Try Dive leaflet for participants	GY	Ongoing
7	Letter to all BDOs with pro-forma to confirm receipt and understanding of the changes, once documents have been agreed	NS	Ongoing
8	Update Try Dive instructor notes for next meeting	GY	Complete
9	RC report template to be added to website	AT/KJ	Complete
10	NDC to consider what they would like on a 'RC' page of the website	All	December
11	Drop NDC loop in favour of NDC and Ex-Officio members	AM	Ongoing
12	Graphic Design of "Try Dive" brochure to be redone	SM	Ongoing
13	Circulate revised "Try Dive" Instructor Guide before presenting to board	NS	December
14	Explore option of BSAC Nitrox course	JC	Ongoing
15	"Clean" version of New Awards Scheme to be prepared for next meeting	SM	Complete
16	Create a draft O2/HS/DFA course information document, detailing criteria, and the process for becoming an Instructor	BS	January
17	Assign volunteer to liaise with webmaster re uploading meeting minutes		December
18	Make enquiries with other dive organisations as to the type of training materials they provide	BS/JC	Ongoing
19	Review ScotSAC Nitrox course documents to present to NDC	TC/JC	Ongoing
20	Circulate Training Schedule document to NDC for review at next meeting	TC	Dec

Meeting Closed at 9.30pm.

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

- January 5<sup>th</sup> 2010