

# National Diving Council Meeting Minutes

Tuesday 4<sup>th</sup> May 2010 - 7.00 PM - ScotSAC HQ



## NDC Members Present

Nigel Spike (NS), Marion Brown (MB), Albert Smith (AS), Billy Symington (BSy), Joe Campbell (JC)

## Ex-Officio Members Present

None

Also Present: Kate Jenkins (KJ)

## Apologies

Graeme Forsyth (GF), Jim Anderson (JA), Andy Murray (AM), David Fuller-Shapcott (DF-S), David Carruthers (DC), Tony Carter (TC), Gordon Young (GY), Sam McKay (SM)

## Adoption of Previous Minutes

The minutes of the meeting on 6<sup>th</sup> March 2010 were proposed by JC, seconded by BSy, pending minor emendations. April's minutes were deferred until the next meeting on June 1<sup>st</sup> 2010.

## National Coach Report

- In GF's absence, NS stated that the dates for the Regional Instructor course have now been set to 26<sup>th</sup> – 28<sup>th</sup> November 2010, for which volunteers will be needed.

## Regional Coach Reports

- JC, BSy, AS, and DC submitted written reports.
- JC – East Kilbride do not currently have the use of a pool. Greenfaulds branch is expanding, taking on a number of new members.
- AS – communication problems have been experienced with Stranraer branch.

## Incidents

- Details of an incident have been received by BSy. We are currently awaiting full report details.

## Nitrox Course

- The final set of ITDA Nitrox cards have been received by those candidates at Carlisle branch.
- The joint Nitrox course venture between ScotSAC and BSAC was discussed.
- BSAC are willing to train up ScotSAC Instructors to deliver the BSAC Nitrox course. The possibility of having a joint logo on the Nitrox cards was discussed, and it was believed that BSAC would possibly be willing for ScotSAC to produce our own cards, containing a reference to BSAC.
- JC to meet again with BSAC to give information in order to get costing information for the courses.
- The future plans of the Nitrox course were discussed, with particular reference to its delivery. ScotSAC instructors will be able to deliver the Nitrox courses, but will not be able to train up instructors. It was suggested that 6-10 volunteers of at least RI level be recruited to be trained up as Nitrox Instructors.
- NS thanked JC for his patience with ITDA and for all his hard work with BSAC.

## First Aid

- One First Aid volunteer was expected to attend the next course to be held at Perth SAC on 8<sup>th</sup>-9<sup>th</sup> May 2010.
- The logistics of training up the volunteers for the First Aid courses was discussed. It was suggested that job parameters could be sent to all candidates.
- BS to liaise with volunteers and co-ordinate their attendance at future courses.

## Fatality Procedure Documents

- Details for Incident Reporting were discussed.
- Problems in the past with communication channels have highlighted the need for an amended formal procedure.
- Details required for the report were considered, and are to be discussed further with the Board.

## Training Awards: definitions agreed

- Details of the Dry Suit Endorsement were discussed, with particular reference to safety implications and the differences in pool and open water training.
- The ScotSAC lecture on National Maritime Archaeology is ready to run. The suggestion of including the lecture as part of the Master Diver course was discussed, and it was decided that it would be better served as an endorsement made available to those who are interested.
- The stock levels of the Sport Diver manual were discussed. The rights for CD production are currently being investigated as a possibility for the future.
- The validity of the skills involved in the first Class diver award was discussed. It was deemed appropriate for this to remain unchanged at present.
- The BI and RI course progressions are to be documented, with a master copy (CD) being kept at HQ.

## Next Steps

- The formatting of the new training schedule documents was discussed, along with the possibility of outsourcing production and design.
- It was suggested that the logical order of documents should be addressed, along with which inserts should be provided, and at what point in the training schedule.
- It was suggested that a small group meet for 1-2 days to run through as much information as possible

## AOCB

- JC raised a discussion about payment options, as the Direct Debit system is currently not available.
- The possibility of a RC contract was discussed.
- The cost of the Solstice Dive planned for Sunday 20<sup>th</sup> June 2010 is to be set at £3. There will be no donations made to charity as ScotSAC currently has no policy on charitable donations.
- NS proposed that 10 dive slates be acquired from HQ for the purpose of the Solstice Dive and other nationally-run events.

## Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	Review progress of new Awards	SM	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 – JC discuss options with BSAC re joint logo and insurance	JC	Ongoing
5	Crossover document updated and re-circulated for publishing on website – find out progress from AM for next meeting	AM	On hold
6	Develop Try Dive leaflet for participants – NS to present full set of try dive documents to Board (Awaiting for Jack Morrison to provide graphics)	NS	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	NDC to consider what they would like on a 'RC' page of the website	All	Ongoing
9	Assign volunteer to liaise with webmaster re uploading past	NS	Back Burner

	meeting minutes		
10	Review ScotSAC Nitrox course documents to present to NDC	TC/JC	Back Burner
11	Circulate Training Schedule document to NDC for review at next meeting	TC	Back Burner
12	Working Pool Management guidance document to be put before Board (Run past DF)	NS	Ongoing
13	Full RC list to be created, request photos & blurb	GF, KJ	Ongoing
14	Insurance clarification for guest diving – Iain Graham	NS	Ongoing
15	Present Dry Suit Endorsement to Board for ratification.	NS	Complete
16	Source logbooks/binders from other dive organisations	KJ	Complete

Meeting Closed at 9.30pm.

**Future meetings – all at 1900hrs, at ScotSAC Headquarters unless otherwise advised:**

- Tuesday June 1<sup>st</sup> 2010