



NDC Meeting Minutes

Tuesday 7th September 2010

ScotSAC HQ, Edinburgh

NDC Members Present

Nigel Spike (NS), Tony Carter (TC), Gordon Young (GY),

Ex Officio Members Present

David Carruthers (DC), Billy Symington (BS), Joe Campbell (JC)

Also present: Kate Jenkins (KJ)

Apologies:

Marion Brown, Graeme Forsyth, Bert Smith

Previous Minutes

The minutes of the previous NDC meeting on 3rd August 2010 were reviewed. Proposed by JC and seconded by GY.

Regional Coach Reports

- Written report received from GY. BI course held at HQ on Sunday 29th August 2010 yielded 15 new BI's plus 2 BI refreshers.
- DC – 1 new BI at Telford branch. Pool sessions at MUSAC are progressing.
- JC – experiencing problems contacting EK Divers, who will have no pool for the next 2 – 3 years. JC will continue to try and contact the branch to discuss their options regarding training.
- TC – Coatbridge branch pool is again available, so sessions can now resume.

Regional Coach Reporting

- NS thanked GY for a successful BI course where there were a total of 17 in attendance.
- GY identified several issues that arose during the course. Candidates from branches with few or no Instructors experience difficulty gaining experience through shadowing existing Instructors. GY suggested as a temporary solution to provide a step by step document of what is required of Instructors when teaching skills. GY, TC, and DC have identified possible documents that can be used for this purpose. It was also noted that instructors can ask their RC for help and advice on this subject whilst documentation is finalised.
- The issue of official ScotSAC hand signals was also raised, as the BI candidates had learnt varying signals. It was suggested that trainees should be taught the official signals, and that qualified divers should decide which signals to use before commencing a dive. NS to bring the issue to the Board's attention.

Incident Reports

- There were no incidents to report this month.

Nitrox Update

- JC has made contact with BSAC, who have passed the query on to one of the coordinators in Scotland. JC will also meet with BSAC at the dive show in Birmingham.

Web Communication

- NS thanked GY who has volunteered to liaise between the NDC and the Webmaster regarding documentation to be uploaded to the website.

Review of Qualifications Record/Logbook

- The proposed new training schedule document was reviewed, and certain emendations were made.

Next Steps

- NS to make suggested emendations and to circulate for next meeting.

- Training Schedule is to be synchronised with the Awards Scheme to ensure that there are no contradictions or clashes.
- GY to amend Instructor and Diver Awards Overview document to include version number.

AOB

- A letter was received from the National Park regarding the dangers of Ice Diving. A letter will be written to acknowledge the information.

Rescue Refresher Progress

- 60 rescue refresher cards have been received at HQ to date (out of a possible 300).
- RC's asked to encourage branches to send in the documents.
- KJ to construct letter to ask all those who have not done their rescue refresher if they intend to complete it.
- The possibility of extending the deadline was suggested, but it was decided that this option should be used only as a last resort.

AOB

- TC raised that point about access issues and landowners disallowing access. Parking rights and ownership of the verges needs to be established.
- The deadline for the Suunto Award is Sept 30th. RC's were asked to remind their BDO's to encourage nominations.
- The new PVG Scheme is to be put in place from 30/11/2010. MB to attend PVG meeting on 22/09/2010.

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	Back Burner
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	NDC to consider what they would like on a 'RC' page of the website	All	Ongoing
7	Assign volunteer to liaise with webmaster re uploading past meeting minutes	NS	Ongoing
8	Review ScotSAC Nitrox course documents to present to NDC	TC/JC	Back Burner
9	Circulate Training Schedule document to NDC for review at next meeting	TC	Back Burner
10	Working Pool Management guidance document to be put before Board (Run past DF). On agenda for next board meeting.	NS	Ongoing
11	Full RC list to be created, request photos & blurb	GF, KJ	Ongoing
12	Insurance clarification for guest diving – Iain Graham	NS	Ongoing
13	Draft letter to BDO's re new PVG Scheme	MB	Sept
14	Draft letter of thanks to George McBurns	NS	Sept

Meeting Closed at 9.30pm.

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

- Tuesday 5th October 2010