

NDC Meeting Minutes

Tuesday 7th June 2011

ScotSAC HQ, Edinburgh



NDC Members Present

Nigel Spike (NS), Gordon Young (GY), Alistair McCulloch (AM),

Ex Officio Members Present

Tony Carter (TC)

Also present: Kate Jenkins (KJ)

Apologies:

Joe Campbell, Dot Kisielewski, Graeme Forsyth, Bert Smith

Previous Minutes

The minutes of the previous NDC meeting on 3rd May 2011 were reviewed. Proposed by AM and seconded by NS.

National Coach Report

- Deferred.

Examiners Course

- Deferred

Incident Reports

- One Incident Report was received this month, involving a rapid ascent, the use of a shot line, and inflation of an SMB.
- GY to bring document with recommendations for next meeting for consideration and inclusion in Scottish Diver Magazine.

BI Course

- Everything on course for Sunday 26th June at ScotSAC HQ.

First Class

- Deferred

Report on Board Meeting

- Thanks were sent to Marion Brown for organising the Solstice Dive. Regrettably, due to no suitable venue being available, this had to be cancelled.
- The question of whether to use the word "Rules" or "Recommendations" was brought up at the last Board meeting, who are now considering this possibility.

Nitrox Update

- Everything on course for Saturday 18th June, with 6 candidates attending. Thanks were sent to JC in absentia.

Roll-out for New Awards Scheme

- Thanks were given to AM for producing the Rollout Plan.
- Some minor emendations were made and the document is to be circulated at the next meeting.

Date of Next Meeting

- There was a discussion about the July meeting. It was decided to go ahead and plan for the meeting on Tuesday 5th at HQ as normal.

AOB

- NS has the Rescue Dummy at his house. If anyone needs to use it, please contact him via HQ.

- The question of Rescue Refreshers for new Instructors was raised. For the purpose of the database, a date needs to be logged to create the next renewal date. There is no section in the ScotSAC Qualification Record to log a Rescue Refresher, so new BI's will be asked to submit evidence of their last rescue before being issued with a BI number.
- A risk assessment was received on the NDC loop from a branch relating to the use of a harness weightbelt. It was suggested that the risk assessment should have been made on the problem itself (standard weightbelt), not on the solution. TC to finalise details and contact branch.
- There was a discussion regarding whether to make Sport Diver Materials for BI's available on the website. These materials are available to all instructors – they are issued at the Bi course, and copies can be obtained from HQ on request. It was requested that any mistakes noted in these materials be sent to HQ for rectification.
- Progress is being made with the BDO's Handbook. GY is updating the documents one by one to be approved by the NDC and ratified by the Board.

Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	Review progress of new Awards	SM	Complete
2	Investigate BSAC crossover levels	JC	Back Burner
3	Changes to Deep Diving Award	GF	Ongoing
4	BDO's Handbook to be pulled together and a section created on the website – progress underway	GF/GY	Ongoing
5	First Class Course	TC + Help	Ongoing
6	Nitrox Course – dates confirmed	JC	Ongoing
7	BI Course – dates confirmed	GY	Ongoing
8	Create a pool of 50 MD Decompression Theory exam samples	DK	Ongoing
9	Risk Assessment of the new Awards Scheme	NS	Back Burner
10	Crossover Document updated & re-circulated for publishing on website	AM	Complete
11	NDC to consider what they would like on a 'RC' page of the website	All	Back Burner
12	Review new Awards Scheme Version 6 – draft submitted	AM	Ongoing
13			
14			

Meeting Closed at 9.30pm.

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

- Tuesday 5th July 2011