



NDC Meeting Minutes

Monday 7th November 2011

ScotSAC HQ, Edinburgh

NDC Members Present:

Gordon Young (GY), Graeme Forsyth (GF), Joe Campbell (JC), Alastair McCulloch (AM), Ronnie Scrymgeour (RS), Joe Doolan (JD), James Anthony (JA).

Ex Officio Members Present:

Don Lees (DL), Bert Smith (BS).

Also Present:

Kate Jenkins (KJ), Alastair Reid (AR), Alan Purcell (AP), Hugh Fraser (HF).

Apologies:

Tony Carter (TC), Dot Kisielewski (DK), Peter Courtier (PC).

Previous Minutes

The minutes of the previous NDC meeting on 2nd August 2011 were reviewed. Proposed by AM and seconded by GY.

Appointment of National Coach

- GY proposed to re-appoint GF as National Coach. No objections were noted and the proposal was passed.
- As National Coach, GF proposed to appoint Ronnie Scrymgeour as Assistant National Coach. No objections were noted, and the proposal was passed.

Co-opt of Additional Members

- GY proposed to co-opt Alan Purcell and Hugh Fraser on to the National Diving Council. No objections were noted, and the proposal was passed.

Appointment of Incident Report Officer

- It was established that as GY (current Incident Report Officer) is now the NDO, it would be sensible to re-allocate this position. Volunteers were asked for and James Anthony stepped forwards to take on the role. No objections were noted.

Matters Arising

1. GF is in the process of communicating with BDO's and RC's to determine crossover levels.
2. Deep Diving Instructor Course was held 29th – 30th Oct 2011 at which 2 candidates were successfully endorsed. Another course is to be held early 2012, after which time the Deep Diving Course can be rolled out to the Membership.
3. The ScotSAC Website is currently being updated, with a specific resource area for Instructors and BDO's. An electronic version of the handbook is already on the website for any new BDO's to access. A reminder is to be sent to all Branches asking them to notify HQ of any committee changes.
4. It was suggested that a First Class Diver course should be run in 2012. TC is to be asked to update at next meeting.
7. Progress is underway with this item. In the meantime, if Branches need exam questions, they can be obtained from through their Regional Coach.

National Coach Report

- BI assessments will be taking place at Strathclyde University on 3rd December, for which x5 RI's will be needed, in addition to their own 4.
- BI assessments will be taking place in Greenfaulds Branch on 12th December.
- Deep Diving Course is to be rolled out in the New Year.
- There is concern about a number of ScotSAC clubs losing their pools, due to closure and/or refurbishment. GF suggested having 2 training sessions a year where Branches can join together and book a pool and get their pool training done.
- GF will run through the RC lists with GY.

- There was a discussion on the appropriateness of a RC being a member of one of their own Branches. The view was that this was inappropriate as it caused a Conflict of Interest.

Incident Reports

- None received.

Nitrox Course

- The first new ScotSAC Basic Nitrox course took place on 30th October 2011, with 11 candidates successfully completing the course.
- A second Basic Nitrox course is to be held in February 2012.
- Thanks were expressed to JC for his role in implementing the new course, which has been 2 years in the making.
- There has been some discussion at Board level as to the level of Instruction accredited to ScotSAC Nitrox Instructors. It was determined that BSAC train all their instructors to Advanced level, not Basic.

ScotSAC Recommendations – Part 2

- Background to this document was given; it was stated that the document had been created as a result of a Fatal Accident Inquiry in 2006.
- DL suggested the wording of “buoyancy check needed” be altered to “bubble check needed”, as this is an all-encompassing check.
- It was agreed that the document be presented to the Board as is for ratification.

Divers and Decompression

- Background to this document was given; it was stated that a Diver suffered a bend and asked their Doctor for a PFO check. The Diver expressed concern at the way in which different Doctors investigated the problem, using different methods, and asked ScotSAC to contact the NHS regarding their procedures.
- ScotSAC sought advice from Dr Wilmot about this matter, who stated that it is not possible to create a set of guidelines for those who have experienced a bend, as every case is different. He did, however, state that he is happy to offer advice to any Diver who has experienced a bend and needs information.
- It was agreed that the document should be passed on to the Board for ratification.

New Medical Form

- A new version of the UKSDMC medical form was submitted, having been created by Dr Wilmot and the other UK Sport Diver Medical Committee referees, and Insurance companies.
- It was noted that ScotSAC do not charge a fee for checking medical forms, whilst there is a section on the form that makes reference to fees.
- It was agreed that the document was OK as a Joint Organisation form, and will be passed to the Board for ratification.

Sport Diver Lectures

- The possibility of organising courses to present Sport Diver lectures was discussed, suggesting that some of the smaller Branches might benefit from having a course held at HQ.
- There was some debate about the plausibility of these sessions, with a number of those present deeming the proposal unsuitable. It was agreed that GY and GF to liaise and run one session at HQ to determine its plausibility and if it will be of any benefit to the Membership.

New Training Schedule

- The New Training Schedule content has been presented and ratified by the Board.
- Supporting documentation is also needed on how to deliver the new content, including pass and fail criteria. The document is already in existence, but there has been some confusion as to its identity. Am will update the correct document and bring to the next meeting.
- JD raised the question of how Instructors will receive and review the schedule, and how it will be rolled out. It was stated that workshops will be held for all Instructors to show them how to deliver the new Training Schedule. It was also stated that an Instructor Guideline book or document is to be created, along with Instructor prompt cards.

- The format of the new Training Schedule was discussed. AP, AM and Jack Morrison to liaise to run through requirements.

AOCB

- Bert Smith has been receiving enquiries for more O2/Heartstart/Diver First Aid courses. He has been unable to provide these courses for the last year due to ill health, and ScotSAC's appeal for volunteers provided full endorsement of only 1 Instructor. However, Bert has now returned to full fitness and is willing to start providing courses again if the demand is there. He can take bookings for 8 to 22 people on a Sunday at HQ. An advert is to be placed in the next issue of Scottish Diver Magazine, and a notice is to be placed on the website.
- DL suggested that the NDC have a breakout room at the Annual Conference in Oban, where members can ask the NDC any questions they have about any training matters.
- JC attended a cross agency meeting with BSAC and SAA, who are keen to continue these meetings.
- AM suggested that some information on the new Training Schedule should be given at the Conference. GY is closing the event, and will mention it.
- GF raised the issue of having endorsement cards for ScotSAC courses. Endorsements are written at the back of the Qualification Record. The possibility of creating these cards will be presented to the Board.
- Contact details for a number of ScotSAC Branches with no members are still available on the website. GY to ask Board about removing them from the database.

Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	Investigate BSAC crossover levels.	JC	Ongoing
2	Changes to Deep Diving Award.	GF	Complete
3	BDO's Handbook to be pulled together and a section created on the website – progress underway.	GF/GY	Ongoing
4	First Class Course.	TC + Help	Ongoing
5	Create a pool of 50 MD Decompression Theory exam samples.	DK	Ongoing
6	Risk Assessment of the new Awards Scheme.	NS	Back Burner
7	NDC to consider what they would like on a 'RC' page of the website – now BDO/Instructor resource area.	All	Re-assigned
8	MB to liaise with KJ to update child protection documents on website.	KJ/MB	Ongoing
9	Run through RC lists.	GF/GY	Ongoing
10	Explore holding SD Lecture sessions at HQ	GY/GF	Ongoing
11	Update and present New Training Schedule delivery supporting documentation.	AM	December
12	Liaise with Jack Morrison to discuss format of new Training Schedule.	AM/AP	Ongoing
13	Advert in SD Magazine and Website for O2/HS/DFA courses.	BS	Ongoing
14	Look at Endorsement Cards.		Ongoing
15	Ask Board to remove Branches with no members from database.	GY	December

Meeting Closed at 2105hrs.

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

- Monday 5th December 2011.