

NDC Meeting Minutes

Monday 2nd April 2012

ScotSAC HQ, Edinburgh



NDC Members Present:

Gordon Young (GY), Alastair McCulloch (AMc), Ronnie Scrymgeour (RS), Alan Purcell (AP), Joe Campbell (JC).

Ex Officio Members Present:

Don Lees (DL), Marion Brown (MB), Tony Carter (TC), Bert Smith (BS).

Also Present:

Kate Jenkins (KJ).

Apologies:

Graeme Forsyth (GF), Alastair Reid (AR), Hugh Fraser (HF), Dot Kisielewski (DK), James Anthony (JA), David Fuller-Shapcott (DF-S).

Previous Minutes

The minutes of the previous NDC meeting on 6th February 2012 were reviewed. Proposed by RS and seconded by AMc.

Matters Arising

- 3. MB has most updates in place for the new PVG Scheme, including a new 10 steps to safeguarding children in sport document which will update the present Child Protection Policy. We are still waiting for contact from a couple of Branches as to their group status. Discussions were had as to how to bring all qualifying Instructors into line with the new system. Only BI's, BDO's and CPO's of group 2 Branches will be required to join the PVG Scheme. However, ScotSAC has to continue with a robust selection and recruitment procedure for all Instructors training Junior members. MB suggested that only BI's in group 2 and 3 Branches should apply for a role with "Junior Responsibility" as group 1 do not accept Juniors. After discussion, this was not accepted. The majority felt all BI's should apply for a role with Junior Responsibility.
- 4. AMc is currently working on the lectures – progress is being made.
- 7. All booking forms have now been updated and standardised, and are ready to go onto the website.

Board Meeting

- GY was absent at the last Board meeting, but was able to send documents electronically for consideration.
- Deep Diving Endorsement
 - After the disappointment over the proposed cost of the course, the Board agreed to reduce the cost of the course to £40, with a minimum of 6 people per course.
 - This information will be updated on the website.
 - Anyone wishing to attend the course should complete the booking form and return to HQ. Applications will be collated until the minimum number has been reached, and a date will be set.
 - Endorsement cards will also be made available at a cost of £10.
 - Proof of the qualification is in the Qualification Record, and also on the website under the relevant section.
- First Class Diver
 - After a couple of minor emendations, the proposed First Class Diver Award was approved by the Board who are keen to see it in place.
 - Information will be uploaded to the website, and it is thought the Award will be proposed at the AGM for ratification by the membership.
 - The logistics of the Award were discussed. No's 1 - 4 on the content list can be signed off by the relevant people at Branch level. No's 5 – 14 are to be signed off by the NDO.
 - No's 1 – 4 on the list are straight forward. No's 5 – 14 need a set of criteria, including a list of accepted qualifications. GY will ask HF if he is able to help out with this.

- GY is currently contacting all current First Class Divers to gauge their opinions on the award and to get feedback and support for the new content.
- The equivalent BSAC award was looked at. The ScotSAC First Class Award is appropriate for our Organisation, and is also offered free of charge.

National Coach Report

- In GF's absence RS reported that a successful Try Dive session and Rescue Refresher session took place at Campbeltown Branch.
- A BI course was held at Grampian, with 11 candidates, 6 of whom have already successfully completed all pool work.
- A Deep Diving Instructor course is planned for 21st - 22nd April in Glasgow. This will result in a total of 11 regionally placed Deep Diving Instructors.

Incident Reports

- None received.

Nitrox Course

- JC has received some interest in the next course for April 29th. He has spoken to those interested and asked them to contact HQ, but as yet HQ has not heard from them.
- There are 9 packs at HQ. A cut off date of April 10th is to be put in place, after which if HQ has still not had any contact, the course will have to be postponed until June.
- JC has also requested that an advert be put in Scottish Diver magazine.

Branch Instructor Course

- GY hopes to arrange a BI course for the end of May or July. HQ has only received details of 4 candidates to date, and need at least another two to arrange the details.
- After some recent communications from members, GY wished to reiterate the differences between a BI and an RI:
 - A BI can only instruct within their own Branch on a 1:1 ratio.
 - An RI can instruct within Branches other than their own with permission from the BDO of that Branch, or an invitation from the Regional Coach.
 - The only exception is for a BI who has been on an RI course and is completing their RI assessments, as long as another RI is in attendance.
 - It was also stated that it is ok to take a trainee from another Branch for a BI assessment if none are available from their own Branch.

First Class Award

- See "Board Meeting" agenda item for all progress.

New Training Schedule

- AP has been in contact with a number of companies in the UK and China to determine the cheapest and most efficient way forward.
- AP presented a prototype ScotSAC Ring Binder which would hold all the loose-leaf training documents. The current cost of the binder, based on purchasing 1500 units, stands at £7 each.
- Outsourcing to China seems to be a cheaper option. Another benefit is also that all documentation can be inserted at source, lessening the administrative burden at this end.
- AMc has all Instructor notes to accompany the new Training Schedule completed. These now need to be re-structures once the format has been finalised. He is also working on re-structuring the lecture material which will all be able to fit on to one disc for our members.

AOCB

- DL queried whether or not it was possible to have a Sport Diver as BDO. It was stated that a Sport Diver can be a BDO as long as they have attained their BI qualification. A Sport Diver BDO is able to sign off a Master Diver training record as long as all assessments have been performed by a Master Diver Instructor.

- BS queried whether or not there was an Incident Report that did not contain the word “Fatality” in the title. The Incident forms are available from the website, along with the procedures for a fatality. The relevant section of the website was given.
- BS queried the policy on a party of three divers. ScotSAC does not recommend it, but it is at the discretion of the BDO.
- JC reported the resignation and transfer to Glasgow Academy of the Larkhall Branch committee. Larkhall Branch now has no active Instructors and no Branch committee, and as such he has advised for all diving to cease. JC will ask GF to help out with Rescue Refreshers of any inactive instructors. Larkhall are to hold an EGM on Wednesday 11th April.
- JC also reported that East Kilbride Branch have not been able to acquire a pool. Hamilton Branch have offered to take on any trainees that they may have.
- KJ informed all those present that we have a new Communications and Administration Assistant at HQ, Chris Cassie. Chris will be in the office for 25 hours a week and will be with the organisation for 6 months. His post is being funded by the Community Jobs Scotland program run by the Scottish Government. Chris will be mainly involved in processing memberships and dealing with monthly mailings.

Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	BDO's Handbook to be pulled together and a section created on the website – progress underway	GF/GY	Ongoing
2	First Class Award	GY, GF, DL	Ongoing
3	MB to liaise with KJ to update child protection documents on website.	KJ/MB	Ongoing
4	Update and present New Training Schedule delivery supporting documentation	AM	Ongoing
5	Liaise with Jack Morrison to discuss format of new Training Schedule	AM/AP	Ongoing
6	Contact all Branches re Child Protection lists	KJ/MB	Ongoing
7	Contact all relevant BI's to undergo PVG check	MB/KJ	

Meeting Closed at 2110hrs.

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

- 14th May 2012