



# NDC Meeting Minutes

Monday 14<sup>th</sup> May 2012

ScotSAC HQ, Edinburgh

## ***NDC Members Present:***

Gordon Young (GY), Alastair McCulloch (AMc), Ronnie Scrymgeour (RS), Hugh Fraser (HF), James Anthony (JA)

## ***Ex Officio Members Present:***

Marion Brown (MB), Dot Kisielewski (DK),

## ***Also Present:***

Kate Jenkins (KJ).

## ***Apologies:***

Graeme Forsyth (GF), Alan Purcell (AP), Alastair Reid (AR), Joe Campbell (JC), Bert Smith (BS), Don Lees (DL.), Tony Carter (TC).

## **Previous Minutes**

The minutes of the previous NDC meeting on 2<sup>nd</sup> April 2012 were reviewed. Proposed by RS and seconded by DK subject to minor emendations.

## **Matters Arising**

- 3. MB met with **sportscotland** to discuss the PVG Scheme checks. After discussions, she was informed that it is not appropriate to have all BI's checked on the new PVG Scheme, only those who fall into group 2. All BI's from a group 2 Branch who have qualified since the start of the scheme will be contacted to go through the procedure. For future courses, all BI's from group 1 and 3 will only need to go through the internal application process, whilst BI's from group 2 Branches will need to go through the official PVG Scheme. There was some discussion on an appropriate title for Branch Instructors from group 2 Branches. It was decided to go with the working title "Branch Instructor with Junior Responsibility".

## **National Coach Report**

- In GF's absence RS reported that GF plans to visit Campbeltown Branch to provide support for training Instructors.
- A Deep Diving course is provisionally planned for the August/September time. The date is to be confirmed, and location will be dependent on Instructors and candidates.

## **Incident Reports**

- 2 Incident Reports were received at HQ this month.
- The first involving 3 Sport Divers, one of whom experienced a rapid ascent. ScotSAC recommends that diving in a group of 3 should be discouraged amongst inexperienced divers, and also where visibility is poor.
- The second involved 2 Sport Divers, one of whom experienced equipment failure. ScotSAC reiterates its recommendation that a thorough buddy check and equipment inspection should be carried out before every dive.

## **Nitrox Course**

- The last Nitrox course was postponed due to lack of interest. 9 candidates are needed for the next course to be run. This will be rescheduled for Sunday 24<sup>th</sup> June. Application forms and deposits must be received at HQ before the course date for it to go ahead.

## **Branch Instructor Course**

- Around ten BI candidates have now applied to attend a BI course. GY will arrange for a course to be held at HQ on June 24<sup>th</sup>.

## **First Class Award**

- The new 1<sup>st</sup> Class Award has been approved by the ScotSAC Board, who would like the award to be implemented as soon as possible, to be ratified at the next AGM.
- The award was discussed in terms of signatures needed to sign the qualifications off. After some discussion it was decided that the first 5 mandatory requirements can be signed off by the BDO, with the sixth requirement being signed off by both the BDO and Regional Coach (or other Coach, Examiner or NDO, as elected by the RC). The modules are to be signed by the RC, and countersigned by the NDO once evidence has been received and verified.
- HF was asked to look into creating supporting information and criteria for each module numbered 5 – 14.

## **New Training Schedule**

- The new 1<sup>st</sup> class Award is to be inserted into the New Training Schedule documentation.
- AP is currently away, but is liaising with Jack Morrison regarding feedback for the formatting and production of the new awards.
- The NDC wished to express their support for the larger prototype.
- Exact costings and written quotations need to be obtained, including quotations for printing and collating all material, before a final decision is made.
- Instructor guidance notes will need to be included as an add-on to the Training Schedule in order for the accompanying manual to be written by Lawson Wood.

## **Snorkel Instructor Award**

- KJ is currently working on a pilot to train local authorities to deliver the ScotSAC Junior Snorkel programme. The existing course content already in place, and supporting documentation is being compiled.

## **Deep Diving Award**

- The Deep Diving Award is now up and running, with a cost of £40. The course consists of one day in the classroom, and one day diving. The next course is being planned for August/September.

## **Instructor Rescue Refresher**

- There has been some confusion as to the procedure for Rescue Refreshers. It was reiterated that the expiry date for new Instructors is not 3 years after the date they qualify. In order to maintain the highest of safety standards, it was decided that as part of the BI course a rescue to the appropriate level (Sport Diver/Master Diver) should be assessed. Candidates currently have to complete 2 assessments with a trainee, and this rescue will replace one of these assessments.
- The expiry date will be 3 years after the date of the Rescue Refresher performed as a part of the BI assessment.

## **AOCB**

- RS pointed out some errors on the cross over documentation on the website. The ScotSAC Organisational lecture is to be included in the cross over from a PADI Rescue Diver. It was also pointed out that to cross over to ScotSAC Master Diver level, the website states that only 20 hours of logged dives need to be completed, whereas in order to qualify as a Master Diver with ScotSAC, 30 hours need to be logged. It was also clarified that the number of hours logged can include those completed under another Dive Organisation, as long as they are relevant to ScotSAC standards (ie in UK waters).

- The future of the ScotSAC logbook was discussed. The existing documentation will be reformatted to align with the new Training Schedule. A decision has not yet been made as to whether the blue books will continue to be in print.
- HF queried the time lapse between a BI candidate completing the course and finishing assessments. Some leeway can be given, as long as the candidate attended a current BI course. GY can be contacted if anyone needs to clarify this.
- The inclusion of diving depth limits on the ScotSAC Membership cards is being investigated. If it is a practical solution, it is hoped that this will help ScotSAC members when diving abroad for example.
- Regretfully, ScotSAC received a letter of resignation from Don Lees who is unable to continue with ScotSAC in an official capacity. The NDC were keen to see an appropriate token of gratitude being made to Don for his commitment throughout the years.

### ***Actions Record***

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

Meeting Closed at 2110hrs.

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

- 11<sup>th</sup> June 2012