



British Caving Association

Minutes of the National Co-ordinating Panel meeting held on
Monday 1st February 2010 at Staffordshire Council Staff Club, Stafford

1 Present

Tom Peacock (TP)	Chair & ALO – South Wales Panel
Dave Baines (DB)	ALO - Derbyshire Panel
Lee Paskin (LP)	ACI Rep
Dena Proctor (DP)	ALO – North Wales Panel
Graham Mollard (GM)	Training Officer
Mary Wilde (MW)	Training Administrator

The meeting commenced at 10:15

2 Apologies for Absence

Tony Smith
Tony Boyle

3 Minutes of the Meeting Held on 5th October 2009.

3.1 DB felt that the wording in point 5.9 regarding the CIC mines Module was incorrect. The following wording was agreed: -

‘A discussion took place on whether completing the CIC mines module should automatically provide LCMLA Cave T/A’s with Mine assessor status’. (Note that this point was discussed again later in the meeting).

3.2 The meeting agreed that the minutes were a true record of the last meeting

4 Matters Arising From the Minutes

4.1 Emergency Card

GM said that ‘Hitch and Hike’ have offered to part fund the next run of emergency cards and ‘Inglesport’ may do likewise. **GM** will also approach Ben Lyon for funding. The cards have been distributed to various caving shops. **TP** said there was a supply at ‘Crickhowell Adventure Gear’ and ‘Up and Under’. **LP** asked if the cards would show the sponsor’s web address and **GM** explained that there may not be room but that we would try to include the sponsor’s logos. **TP** asked if the cards were being sent out with club cards and **GM** explained that this was the intention but that the initial 1000 had nearly all been distributed. **LP** suggested that the card should go on the website in PDF form and **MW** agree to do this. **MW** also said they were being sent out with registrations but that her stock was low. **GM** said that he did have a few spare that **MW** could use.

4.2 Mines Assessors

A question arose regarding which qualifications are required for mines assessors and it was noted that the successful completion of the new CIC mines module would qualify someone to be a mines assessor, providing he or she was already on a panel.

There was then a general discussion on the criteria for acceptance or rejection of new panel members. For instance, **DB** said that there was little if any mines activity in the Forest Of Dean so there was only a

minimal requirement for a mines assessor in that area. **GM** stated that each panel required different numbers of members and that it was up to the panel to manage their own numbers according to needs.

4.3 e-S4B

GM had been approached by a T/A with concerns about the new electronic S4B forms. As this T/A uses a MAC not a PC, the form did not work correctly. However, the T/A had created a copy that could be used on a MAC but was worried that if it was easy for him to make a copy then anyone could follow suit, leading to security issues. **MW** explained that she had spoken to the T/A and reiterated the S4B receipt confirmation process, which should prevent any fake forms being processed.

5 Action Register

TP ran through the action register, which is shown in its updated form at the end of these minutes. Note that items 'DISCHARGED' will appear as such in the register once, and be removed after the following meeting.

With regard to Action 12, **DP** said that the Glossary should be defined as a Local Terminology Document. She also felt that although it was useful to have such a document, leaders should not have to know the terminology for regions other than their own. It was suggested that a table format be created to list terms per region. This could be added to the Handbook CD and the website. All ALO's should produce a document reflecting their region and send them to **MW** to collate in table format

6 Training Committee Report

6.1 New Handbook

GM said that the new handbook was nearly ready for printing and that after today no changes could be made to the content, (other than formatting and contact details which **MW** was still to complete). **GM** and **MW** visited a company called Wewow last Friday and were given a verbal quotation of between 65p to 70p each for a CD in a cellophane wrapped DVD style case (if we order 1000). **MW** is aiming to extend the life of the new handbook by building in links to the BCA website to allow dynamic access to scheme changes.

6.2 Scheme Changes

All proposed scheme changes were accepted by the Training committee.

6.3 Military Panel

The new Military Panel has been set up. Initially Martin Barry, Barry Albutt and Chips Rafferty will sit on this panel and there will be some moderating during the 1st year or so. This panel will be responsible for military personnel only, but other than that will adhere to the same processes as the other panels.

LP voiced concerns that members of this new panel had not gone through the standard probationary process. **GM** agreed but explained that this was a measure taken in order to get the new panel up and running and that any further people wishing to join the panel would have to go through the standard procedure. **TP** added that the members of the Military Panel were extremely experienced and came extensively in a professional capacity. **GM** added that he would be sitting on the Military Panel but would not act as a T/A for them.

6.4 CIC Updates

No progress was reported regarding the CIC scheme updates and handbook.

6.5 Fees

The fees payable to T/A's for CIC and LCMLA Revalidation Workshops was discussed in detail at the last Training Committee Meeting. The new fees and expenses payable are: -

'£200 for a course director or assistant leader.

A maximum of £50 expenses for the course director. This is an inclusive figure to cover items such as room hire, transport, tea/coffee if provided.

Expenses will only be paid via an invoice and receipts must be provided.

In order to ensure that LCMLA workshops remain financially viable the fee for candidates would rise to £75 and there will now be a minimum of 4 candidates at Level 1 and 3 at Level 2.'

TP said that some T/As in South Wales were unhappy with these changes. **GM** explained that the new fees were set by the meeting after considering options of up to £300 (inc expenses), an option that was rejected on the basis that such a rise would necessitate the candidate fee to rise by too much. **TP** also felt that the wording in the note that was sent to T/As shown below was less than diplomatic.

'If any T/A is unable to work for this amount they should refrain from putting themselves forward to lead Revalidation Workshops as these are maximum figures and there will be no exceptions'

GM acknowledged **TP's** concerns but again stated that this was the view of the Training Committee, having been voiced by one of its members.

6.6 Training Officer

GM is to resign as Training Officer in March 2011 and a discussion took place about the process for selecting his successor. **GM** felt that whoever takes on the role should be a T/A and although he may approach suitable people, the role would be advertised on the website and the appointment would actually be made by the Executive Committee.

6.7 Flooding and Weather Document

The meeting reviewed the current version of the weather and flooding document, which had kindly been updated by Martin Barry. Some changes were made and it is hoped that the document will be completed in time to be published in the Handbook CD. **MW** is to email T/As requesting photographs of caves in dry and wet weather for use in the completed document.

6.8 Manchester Hole.

The case is going to court in April and may have implications for risk assessments in the future. The HSE will be attending a future meeting to discuss any changes required to current operating procedures.

7 Thoughts on a Generic Coaching Process Course.

A discussion took place on teaching and coaching. The NCP feels that at both Level 1 and 2, transfer of skills (teaching) is a basic technique required of all leaders. It was felt that cave leaders definitely do teach their groups.

8 Does the scheme need a change of name to reflect a change in emphasis?

The NCP felt that this was not necessary at present.

9 Geology Document.

The 'Geology' document was discussed and **GM** said there were some concerns about the accuracy of the chemistry. **TP** said that the South Wales Panel felt that a more proactive approach was needed in order to finalise the document. He added that the document must satisfy the needs of students at different levels. **GM** noted that autogenic and alogenic recharging had not yet been included and this needs to be addressed. **TP** is to approach Nigel Ball requesting him to update the document ready for the next NCP meeting. **GM** is to ask Tim Fogg if we can use his diagrams. All NCP members were asked to send photocopies of any suitable diagrams to Nigel Ball.

10 Panel Reports

10.1 TP - South Wales Panel

- Some issues have arisen regarding parking for Bridge Cave. These have now been resolved and basically parking must be paid for.
- There were concerns about the changes to Revalidation fees. (Noted elsewhere in this minutes).
- The Panel reviewed its site list and asked if other panels have a similar list. **MW** explained that all panels have a list and that they were all due to be updated. **MW** is to send out the lists so that each panel can review its own.

The discussion on cave site lists led the NCP to consider the position of the Military Panel, which cover all areas. They would need to have copies of all site lists in order to operate under the same procedures. **DB** asked why the coverage afforded to the Military Panel had not been discussed at NCP and **GM** explained that it had been a policy decision by the Training Committee.

- Revalidation Workshop dates would be set at the next South Wales Panel meeting.
- Some diagrams are required for the Technical Guide to Level 2 Rope Work. **GM** said that this might no longer be needed as the BBC has offered to produce a filmed guide.
- Ogof Clogwyn has sustained some damage due to a tree fall. This is being assessed.
- A pollution issue in Ogof Craig-a-Ffynnon is also being addressed.

10.2 DP - North Wales Panel

- The panel discussed the changes to the LCMLA scheme and the new fees.
- A T/A Workshop was held in December and some useful points were raised. These have been sent to **GM** and **MW**.
- There is a potential access issue to Gwynfynnydd, which is being addressed.
- The panel complained about the length of time it takes for payment to reach them from the BCA. (Note this has been addressed by the introduction of a third signatory for cheques).

10.3 DB – Derbyshire Panel

- The panel reviewed the recent scheme changes to ensure all were clear.
- Natural England has provided a grant following the bad air incident in Bagshaw Cavern. This money is being managed by the DCA.
- Nigel Atkins reported that Phoenix has taken over Dragon Products and wish to bring in an old style caving belt. Caving Supplies may also reintroduce such a product. The NCP noted that a harness not a caving belt should be used on L2 Training courses.
- An idea to introduce 'mystery shoppers' to check training course was rejected.

10.4 LP- ACI

- Nothing to report.

10.5 GM - Northern Panel

The panel meeting is to take place next week.

11 Any Other Business

11.1 SRT Training in North Wales.

DP explained in detail an issue regarding compulsory SRT training at Level 2 in North Wales.

“The panel did not agree with the mandatory inclusion of SRT as part of level 2 training. This had not been discussed fully in the regions and it was felt that a decision had been taken here without full consultation.

The wording was confusing i.e. ‘Candidates for level 2 training are expected to be proficient at SRT progression before undertaking a level 2 course’ – if this is so why do we need to teach it?

The panel felt that North Wales should be exempted from the need to include SRT as a mandatory part of level 2 training for the following reasons:

there are no suitable venues for training

there are no suitable venues for candidates to actually use SRT – therefore has no relevance. All our mines except one (currently no access) involve traverses and lowers/abseils down slopes – so this is an inappropriate skill.

we would be unable to sell this to candidates who come forward for level 2 training (often reluctantly) as most feel their MIA/MIC skills are adequate. AALS doesn't help us here as they are prepared to accept Level 1 plus MIA as valid qualification to do vertical work in mines. This undermines the scheme in our area and gives no quality control on what is done on pitches/traverses. In this time of financial difficulty in many Centres we must offer a relevant and cost effective course if it is to be taken up.

Over several years we have offered a ‘long one day’ level 2 course for those at MIA level – this has been popular as it has been possible to look at those aspects concerned with rigging mines in detail plus traverse rescues. A two day level 2 course is still offered for those with little vertical or only SPA. A separate SRT day has been regularly offered but taken up on only two occasions in 15 years! If we accepted candidates holding MIA/MIC should go straight to assessment this would give some control but would not meet the present requirements.

The panel propose that North Wales should continue to offer a long one day course (for those with MIA), two day courses (for those with little or less than MIA vertical experience) and an optional separate SRT day course. This would have implications for anyone transferring regions and would have to be picked up as part of the transfer module as a separate SRT day would have to be done (in any region) at this stage”.

TP was concerned that this exception would ‘open floodgates’ for other such requests. **GM** said that North Wales had a real issue, as no venues require upward SRT in order to exit the mine. **TP** said that one reason to introduce the SRT element was to expand the value of the training course. **GM** was sympathetic to proposal and suggested that North Wales be defined as Mines Only and SRT Training at Level Two would not be required there. However, any leader wishing to change or add a region would be required to complete the SRT Module. **GM** will put this proposal forward at the next Training Committee Meeting.

11.2 CIC / LCMLA Mines

MW raised a question about two CIC holders who had undergone an LCMLA mines assessment. **DB** explained that one was planning to do the CIC mines module and needed to add a second area to his existing LCMLA award. The other wished to regularise his award. **GM** said to send both an LCMLA Mines Certificate for the areas they had specified.

GM left the meeting at 15:15.

11.3 Military Panel

LP again raised issues with the Military Panel. He was concerned that although it had been agreed to set the panel up, no detail had been discussed at NCP or Training committee.

He also asked why the Northern Panel T/As could not have been employed to carry out training for the military candidates. **MW** explained that one reason was the desire to achieve parity between the Military and BCA schemes so that Military personnel could achieve a civilian award. **LP** suggested that people other than Paul Rafferty who is already a T/A, should do an apprenticeship on another panel. **DP** and **DB** agreed with this suggestion. **TP** is to raise this issue with **GM**.

11.4 Core Skills Reassessment Issue

LP noted that **GM** had mentioned earlier in the meeting that following expiry of their certificates, two people were required to undertake a core skills reassessment, but that this could not be carried out by their head of centre. **LP** felt that this was wrong.

Meeting Closed At 15:35

12 Dates of the next Meetings

07/06/2010

04/10/2010

31/01/2011

NCP Action Register

No	Action	By	Deadline	Done
	03/03/2009			
001	Bring Geology booklet to next meeting	DB	01/06/2009	Discharged
003	Pass callout and casualty information to DB	CM	ASAP	Discharged
007	Pass military information on flooding to DB	CM	ASAP	Discharged
010	Review mines glossary	DP/TS	ASAP	Discharged
012	Suggest a 3rd signatory for cheques (Completed. A third signatory has been established)	GM	ASAP	Discharged
	01/06/2009			
015	TB and DB to ensure that the Northern and Derbyshire Panels submit a list of quality trips to MW .	TB and DB	June	Discharged
016	MW to check if all regions have submitted their next three revalidation workshop dates and to chase any outstanding regions	MW	June	Discharged
020	SH to forward flooding section from military document to DB.	SH		Discharged
23	. SH to send the Town Drain incident report to GM	SH	ASAP	Not done Discharged
024	MW to mock up an electronic S4B for comment	MW	ASAP	Discharged
	05/10/2009			
025	MW to ensure TC meeting minutes are circulated to all ALO's	MW	From next meeting	Discharged
026	MW to arrange for emergency cards to go out with new BCA insurance subscribers	MW	ASAP	Discharged
027	MW to produce an updated version of the weather and flooding document for the next TC meeting.	MW	By 13th October	Discharged
028	MW to include 'cave to mine' conversions as revalidation on the agenda for the next NCP.	MW	By Next NCP	Discharged
029	DB to broker a meeting between Dave Carlisle and Steve Pope.	DB	ASAP	Ongoing
	01/02/2010			
030	GM to approach Ben Lyon for emergency card funding	GM	ASAP	
031	MW to create a copy of the emergency card for the website.	MW	By Next NCP	
032	Glossary / local Terms document. All ALO's to produce a document reflecting their region and send them to MW to collate in table format	ALOs	ASAP	
033	MW to collate Local Terms document	MW	ASAP	
034	MW to email T/As requesting photographs	MW	ASAP	

	of caves in dry and wet weather for the Weather and Flooding doc.			
035	TP to ask Nigel Ball if he will pull together the Geology document	TP	ASAP	Discharged GM to do it
036	GM to ask to ask Tim Fogg if we can use his diagrams in the Geology document	GM	ASAP	Discharged permission granted
037	All NCP members to send photocopies of any suitable diagrams to Nigel Ball for the Geology Document	ALL	ASAP	
038	MW to send out approved site lists to panels for review.	MW	ASAP	
039	GM to ensure the North Wales SRT exemption proposal be put forward at the next TC meeting	GM	10/05/2010	
040	TP to raise with GM the issue of probationary period for Military Panel members.	TP	ASAP	Discharged