

Minutes of National Co-ordinating Panel Meeting  
Wednesday 8th February 2006  
Held at Stafford

1. Present - D. Baines, S. Tomalin, T. Peacock, G. Mollard, D. Proctor, P. Ramsden, T. Boyle, T. Flanagan, I. Williams

2. Apologies -T Smith

3. Previous Minutes

3.1 Minutes of meeting held on 12/10/05 were read and the following matters arose.

3.2 Discussion on whether people doing a CIC training should have to do Level 2 assessment prior to CIC training. NCP wanted to encourage club covers to go for CIC. Agreed that candidates should do L2 training but not necessarily assessment before CIC training.

3.3 S. Wales reported that they were not keen to put on further training for local clubs until the clubs approached the panel, as they had done this before and had had a poor response. Discussion on panel involvement at Hidden Earth - see point 5. in main agenda as we revisited this issue.

3.4 Brief discussion on expenses and we are now to use the new BCA expenses form.

3.5 GM had suggested a trade deal for NCP and panel members. S. Wales suggested that people could get this through ACI and that they should support ACI. GM and others pointed out that there were significant numbers of panel members who were not eligible to join ACI and others who were not members. It was suggested that there were various indirect ways in which these people could get a trade deal!

3.6 ALO's had been asked to ask their panels if they approved of GM as Chairman. S. Wales reported that they were happy and a discussion followed on the issue of the Chairman of a meeting doing the minutes. Result - GM to chair NCP and the minute taking would alternate between other committee members. GM quite pleased with this result! TP to start the process.

3.7 Minutes then approved.

4. Military Cave Proficiency Course (CVP)

4.1 GM reported back on his two day observation of a five day military Cave Proficiency course. The only different criteria to the BCA LCMLA scheme is that military personnel may well be novices when they attend their course.

4.2 GM was impressed with their course and he and NCP accept that their five day course will count as a training course for both LCMLA Level 1 and Level 2.

Military candidates who want our award must register and enrol on the BCA LCMLA scheme when they do their CVP course.

4.3 The CVP must be run by a CIC who is on a local panel for it to qualify for our award. At present 'Chips' Rafferty is the only military CIC on the Northern panel. In the event of him moving on, any military CVP course (usually run from Ripon) must have a CIC who is on a local civilian panel (i.e. Trainer/Assessor) as its Course Director for it to count for the LCMLA.

4.4 People expressed concern over assessment courses which GM was not asked to look at, but this is covered as long as only enrolled candidates are assessed by a CIC who is on a panel (at present 'Chips')

4.5 [Test case - A military candidate who passed his military qualification but was not assessed by Chips, or in future a military CIC on a panel (i.e. Trainer/Assessor), would not have his/her civilian LCMLA award! I stress that they must enrol on the BCA scheme at the time of their CVP.]

4.6 TF gave us some interesting insights as to the history and how CVP courses worked.

4.7 GM declared that he had been authorised to take some remuneration for the considerable time and effort he had put into this.

## 5. Hidden Earth

5.1 Training Committee asked NCP to ask panel members if they were prepared to offer training options at this year's Hidden Earth in Derbyshire in September. TF asked if this was part of the role of the NCP and GM pointed out that we had just been asked and that it perhaps helped the link between amateur and professional cavers.

5.2 Lengthy debate about insurance issues, CRB checks, qualifications and payment ensued.

5.3 IW suggested that we might offer SRT Training and Rescue and family days. It was agreed that ALO's would ask their panels if members were interested and if so they should contact IW.

## 6. Revalidation

### 6.1 CIC Revalidation

6.1.1 Some CICs had complained about having to revalidate every three years, especially as the first CICs had no necessity to revalidate - "lififers". If CIC change, what effect would it have for LCMLA holders? Lengthy discussion.

6.1.2 If you are a Trainer/Assessor you have to revalidate to keep your status. Most NCP members felt that it was appropriate and valuable to keep a revalidation scheme for CICs.

### 6.2 LCMLA Revalidation

6.2.1 This led to DP raising the issue of a three year LCMLA revalidation which some question as pointless, as it is only a paper and oral exercise or a £15 tax as there are revenue implications for the BCA. A one day workshop was suggested but there would be cost implications. It was agreed that ALOs would take this issue back to their panels.

## 7. Forest of Dean Panel

7.1 The future of this panel was raised as it appears that it is not running many training courses, is not having panel meetings, many of its members were on other panels and people were very dispersed. Do we need it or could its caves and members be covered by Mendip and S. Wales panels? If it were disbanded what would happen to that local knowledge? Panel members could be co-opted onto other panels as advisers to keep that local knowledge.

7.2 ST, GM and IW agreed to make an action plan for the future of the Forest panel. It was agreed that ST would take the issue of the panel's future back to the panel for them to decide what they wanted to do, preferably before the next Training Committee meeting in April.

## 8. Criteria for Maintaining Trainer/Assessor

8.1 GM pointed out that it was NCP who originally set the criteria for maintaining TA status, Training Committee then ratified it. If we have rules we should follow them but we (NCP) can make recommendations to change them.

8.2 The criteria for keeping Trainer/Assessor status are:

8.2.1 "Informing PR of course dates" - We agreed that you do not have to do this unless you want them advertised.

8.2.2 "You must follow the handbook guidelines for courses" - NCP agreed that this would stay the same.

8.2.3 "To supply the Administrator with course report and Section 4's within 30 days" - Lengthy discussion. PR pointed out that many people did not fill in course reports and paperwork was often late. NCP agreed that course reports are to be kept and that ALOs are to explaining the importance of this to panels - i.e. as a way of identifying trends and problems on courses.

8.2.4 "Trainer/Assessors must have valid qualifications" - This to stay the same.

8.2.5 "Insurance for Trainer/Assessors" - We have to have it but BCA cannot make it a condition if they don't provide it. NCP agreed that this was the responsibility of individual Trainer/Assessor and none of the business of BCA. Although Trainer/Assessor would be silly to operate without it.

8.2.6 "Trainer/Assessors to attend a local Trainer/Assessor workshop every two years" - Lengthy discussion. NCP agreed that this should now be every three years and that dates for these should be published a lot earlier, i.e. up to one year earlier. This would probably result in fewer workshops but with more people from more regions attending.

8.2.7 "Trainer/Assessors to attend a minimum of one panel meeting a year or they are struck off" - DP felt that there were other ways of staying in touch. IW and GM felt that going to one meeting was important for keeping aware of the local issues. NCP decided that a panel should publish dates for two panel meetings a year in advance and if possible for three, so as to give people an opportunity to attend. If someone failed to attend there will be an appeal structure. An "offender" would appeal to the ALO in writing. "Appeal process goes to the ALO who passes it, with his/her comments, to the Training Officer". Therefore, non attendance does not automatically result in a person being struck off!

8.3 All these potential changes to the criteria for maintaining Trainer/Assessor status go to the Training Committee for approval in April.

## 9. Items from Panels

9.1 S. Wales Panel - raised issue of Training Committee directing them to write "Deep Water Included" or "Deep Water Excluded" on a candidate's assessment form in relation to Porth yr Ogof. S. Wales panel would prefer to write "Deep Water Excluded" rather than "included" as Training Committee wants. Lengthy debate ensued. NCP agreed that S. Wales will follow the Training Committee line (as they won't change it anyway!), i.e. we are to write "Deep Water Included". If we do not say anything on a candidate's Section 4 then it is assumed that deep water is excluded rather than the other way around. For areas other than the Resurgence, deep water is defined as not being able to wade comfortably on the day - the Resurgence is always a swim.

9.2 Derbyshire Panel - raised the issue of insurance for Trainer/Assessors. Pointed out that we have lost Dave Carlisle's and others' services due to this issue. Suggested that it may be put onto BCA insurance but this may be financially unviable. Insurance companies do not seem interested. Matter unresolved.

9.3 N. Wales Panel - Dave Carlisle has a new mines report out which can be purchased from DP. Access negotiations to various mines still ongoing. Dave Carlisle is upset that some bad group behaviour has been practised and is ongoing. Initially DP will deal with it but may have to pass it on to Training Officer. Qualifications can be removed if people bring the scheme into disrepute, particularly over matter of conservation.

9.4 Northern Panel - the issue of cavers with pre-1992 awards - who are also 'lififers' - was raised. How do they undergo revalidation? It was suggested that log books are checked and they attend a Leadership revalidation workshop. We do not want to lose them so a 'humane' approach was recommended! Qualification may be downgraded to LCMLA Level 1 depending on experience, etc.

9.5 Northern Panel - GM sought clarification on the idea of putting riders on where a candidate can or cannot go in particular cave due to hazards, water or Level 1/Level 2. Panels have been doing this but there is no proviso for it in the Handbook. NCP agreed and the exact wording for the Handbook to be worked out later.

9.6 Training Officer - raised issue of mines on a candidates list that had not been inspected by Dave Carlisle or anyone else. Complex discussion from which the following points were raised.

9.6.1 Candidates going down mines should have a relevant survey and a mines certificate.

9.6.2 Need to standardise between regions what is written on a candidate's Section 5 for mines, e.g. DC often writes "approved routes only".

9.6.3 Mines come in and out of access and in and out of being checked for group use during the time a candidate's award is valid.

9.6.4 Onus on candidate to know about access and validity of inspection certificate - because it is on your list does not mean a right of access.

9.6.5 Some caves have mined sections or mine entrances and some are approved for use by cave leaders, e.g. Symonds Yat Caves and Carlswark Cavern. PR requires ALOs to send her an up to day list of mines as it is not always clear which venues are mines or caves or which are both!

## 10. Any Other Business

10.1 Training Officer pointed out the position regarding grants from UK Sport was not good. After 2007 the future was not clear. Government is wanting more outdoor education for children.

10.2 Trainer/Assessor Workshops :

S. Wales panel : Friday 5th May 2006

Northern panel : Saturday 18th November 2006

N. Wales panel : February 2007 (not half-term) - tba

## 11. Next meetings

11.1 Next meeting on Friday 9th June 2006.

11.2 Forthcoming NCP meetings

4th October 2006

9th February 2007