



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 20<sup>th</sup> May 2019 at the British Caving Library

## Present

Gethin Thomas	(GT)	ALO North Wales Panel
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Mary Wilde	(MW)	Training Administrator
Stephan Natynczuk	(SN)	ALO Southern Panel
Dave Baines	(DB)	ALO Derbyshire Panel
Juliet Parker-Smith	(J P-S)	QMC Chair.
Nigel Atkins	(NA)	BCA Training Officer
Graham Derbyshire	(GD)	ALO Northern England Panel
David Hollingham	(DH)	AHOEC
Phil Baker	(PB)	CIC Panel Rep

## Apologies

Tony Radmall	(TR)	ASCT
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## **Abbreviations**

**T/A Trainer Assessor**

**T/Adv Technical Advisor**

**TC Training Committee**

**QMC British Caving Association Qualification Management Committee**

Meeting commenced at 10:30 am.

### **1. Minutes of the Last Meeting**

The minutes of the last meeting were accepted as a true record. Proposed by NA and seconded by RH

### **2. Action Register and Matters Arising.**

#### **2.1 Action Register**

No	Action	Who	By	Done
<b>25/09/2017</b>				
168	MW will work with PB to agree wording regarding weaknesses for Section 5 and CIC certificates. <b>Update 20/05/2019 Delayed due to other S4B Changes and waiting for outcome of meeting with JSMT in June</b>	<b>MW</b>	Before next meeting	Active
<b>26/02/2018</b>				
186	MW to create and issue updated S4Bs <b>Update 20/05/2019 Discharge as covered by 168.</b>	<b>MW</b>	ASAP	Discharged



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<b>21/05/2018</b>				
<b>193</b>	Draft a statement on TA observations for cave and mine Update 14/01/2019 – RH issued draft proposal which was accepted. <b>Update 20/05/2019 Done</b>	<b>MW</b>	ASAP	Discharged.
<b>24/09/2018</b>				
<b>196</b>	Create an email for T/As regarding training above level <b>Update 20/05/2019</b> <b>ALO's to bring up the topic at panel meetings.</b>	<b>PB</b>	By Next Meeting	Discharged.
<b>14/01/2019</b>				
<b>199</b>	<i>MW to publish the new 'simple sites' document.</i> <b>Update 20/05/2019 document still under review</b>	<b>MW</b>	ASAP	Active
<b>200</b>	GT to document some bullet point about P2P guidelines <b>Update 20/05/2019 Ongoing</b>	<b>GT</b>	Next Meeting	Active
<b>201</b>	MW to publish L1Ropework document <b>Update 20/05/2019 Complete</b>	<b>MW</b>	ASAP	Discharged.
<b>202</b>	DB and RH to draw up a list of criteria for a new CIC panel member <b>Update 20/05/2019 Complete</b>	<b>DB/RH</b>	ASAP	Discharged
<b>203</b>	MW to complete all the paperwork for the new T/A <b>Update 20/05/2019 Complete</b>	<b>MW</b>	ASAP	Discharged
<b>204</b>	All to provide MW with ideas for a scheme presence at Hidden Earth <b>Update 20/05/2019 MW to try and get a banner produced and book a table</b>	<b>ALL</b>	Next Meeting	Active
<b>205</b>	ALOs to provide MW with up to date site lists <b>Update 20/05/2019 Only list received was for Cornwall. ALOs to send current list to MW and also any exclusions lists.</b>	<b>ALOs</b>	ASAP	Active
<b>206</b>	MW will implement the changes to CSR process and reminders <b>Update 20/05/2019 Complete</b>	<b>MW</b>	ASAP	Discharged
<b>20/05/2019</b>				
<b>207</b>	DB to raise the issue of membership cards direct with the BCA	<b>DB</b>	ASAP	Active
<b>208</b>	GT to issue an updated simple sites document for panels to review and provide feedback for the next meeting.	<b>DB</b>	ASAP	Active
<b>209</b>	GD to prepare a draft terms of reference doc for panels.	<b>GD</b>	By Next Meeting	Active
<b>210</b>	DB to split access and conservation document and add etiquette to the access section.	<b>DB</b>	By Next Meeting	Active



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211	RH to draft a document on pull throughs	RH	By next meeting	Active
212	MW to update all documentation on voluntary grants	MW	ASAP	Active
213	ALOs to identify sites for radon testing trial	ALOs	ASAP	Active
214	GT to draft an updated form with regarding to the Prof Standards Doc	GT	ASAP	Active

## **2.2 Matters Arising**

GDPR – MW has a note from Cookie which is being put on all forms and refers people to the website privacy notice.

### **3. Expense Form**

Printed and circulated.

### **4. Report from BCA Council meetings**

J P-S reported that the following topics were covered at the last meeting:-

- Effort needs to be made to improve BCA image and council should be more positive.
- Remote meetings – nothing yet agreed.
- Website - needs updating. The convenors must ensure their content is current.
- Insurance – at present there is an option to join the BCA without insurance. But this should be included as a general membership benefit or the BCA would be deemed an insurance broker which is not allowed.
- Public liability. Howard Jones is working hard to get a new policy set up via Howdens. Cavers are a small cohort with potentially high risk which is unattractive to insurance companies. The cost is likely to be higher in the future. A cheaper alternative is via Barbican but there are doubts about the scope of its cover.
- Howard Jones has transferred some of the QMC money to a higher rate interest account.
- Robin will be passing on the role of secretary
- The AGM is on Sunday June 9<sup>th</sup> at the YSS hut.

GT added that there has been a degree of conflict regarding the rope work document but he is now working with equipment and techniques to resolve this

DB (at the QMC) raised the issue of DIM cards being issued late – leaving people unable to prove they have insurance if challenged by landowners. This is an issue which affects all members and DB was asked to raise it with the BCA direct.

### **5. Finance**

No report.

### **6. LCMLA/CIC Stats**



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MW reported that registrations have dropped over the years partially due to drop off of military registration. The number of updates in 2018 went up as predicted. Based purely on fees collect V T/A fees paid LCMLA is running at small loss so far in 2019 – but it is expected that this will even out as the year goes on.

## 7. CIC Report RH

A recent attempt to run a meeting via Skype failed.

Chip Rafferty is looking at deep water practice – this should apply to LCMLA too.

The next meeting is to take place at the library in June.

RH welcomed NA and Pete Knight as new mines CIC T/As and Mel Sugden as a new CIC caves T/A. These posts have been formally accepted. Probationary observation plans are being issued.

## 8 Regional Reports

8.1 Derbyshire DB - Mark Fox has been accepted onto the panel as a full T/A

8.2 North Wales GT – N Wales discussed the list of simple sites requested. This generated further discussion regarding the wording of the document. GT will issue an updated document which will go to the panels - feedback needed for the next meeting. DH to feedback to AHOEC. The panel also asked whether training should expire. MW said this had been suggested in the past and rejected. When getting enquiries MW suggests that people might do a refresher but that they can go straight into assessment. She also suggests they discuss with a T/A if in doubt. Les Riley the mines engineer is to continue doing inspections. Access has been lost to some sites. The panel also discussed best practice with regard to eating underground

8.3 Northern England GD – Dan Liddy accepted onto the panel as a full T/A. The panel discussed whether they should have a constitution. QMC suggested that terms of reference would be appropriate. GD will prepare a draft based on the existing statement in the handbook. Lee Paskin provided some feedback on the shock loading document which will be covered later on the agenda.

8.4 Southern England SN - Tony Smith has undertaken some radon samples in S Eng. sites and some results may be too high. Staff will be restricted regarding activity in such sites.

Cornwall – John Crowsley has produced a list of sites but a mines inspector is required for Cornwall. Would the BCA pay an inspector expenses to carry these out? NA will discuss with JC. The panel asked how to find out about courses running for P2P review purposes. MW said they are on the website. Wookey Hole is now on their list of sites.



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8.5 South Wales RH - Candidates were sometimes arriving for L1 module 1 assessment without cows tails. J P-S suggested that the T/A should issue a list of equipment they should bring to assessment. Martin Jackson has now joined the Southern Panel.

## 9. TC Report (NA)

All positive. TC and QMC terms of reference now documented and will go to the AGM for ratification.

Training grants – hoping to expand take up and to establish national guidelines. GT/NA are working with Equipment and Techniques in a more positive way.

## 10. T/As New, Resigned, Applied.

Dan Liddy has been accepted as a full T/A. Tony Flanagan has decided to drop his CIC as he is no longer working in caving. Although no longer a T/A it was acknowledged that in the past he did sterling work for the BCA.

## 11. Exemptions /Extensions

None.

**As PB had to leave early the agenda the item on resources was brought forward.**

## 12. Exemptions /Extensions

**12.1** Conservation DB – passed to the publications officer by Andrew Hinde. Agreed to split it and cover access as a separate document covering generic access issues. Specifics will be covered on training courses as they are regional and often sensitive. DH suggested it should cover etiquette with land owners and for groups. DB will process this. Also suggested that people are pointed to the current access leaflet rather than re-inventing the wheel. MW said that this is sent out with registrations.

**12.2** Knots – RH. QMC listed the knots that need to be included and a discussion took place. Agreed that terminology and alternative names need to be included.

**12.3** Limestone – PB. PB's CIC document needs P2P review. He will issue this along with the cave leader level one too.

**12.4** Geology. J P-S working on the document produced by Mel Sugden. Need hazards and photos need to be added.

**12.5** NA – Stops – There was a discussion about new devices. GT asked what we should be teaching. He felt we should not teach belaying with a stop at L2. J P-S said we need a statement to issue to T/As. GT says something is being produced and it is with the BCA



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secretary. He will send it to all and include the pulley/jammer system documentation. NA is still driving the petzl stop issue.

**12.6 Mines – DB –** This has been checked by Dave Carlisle and Les Riley. GT offered to get some illustrations done.

## **13. Pull Throughs**

An award holder recently asked for a pull though. J P-S said that it is not currently on the syllabus but that in some circumstances it would be acceptable and should be included in Module 3. There must be a guaranteed line of treat. RH is to draw up the appropriate wording.

## **14. Voluntary grant scope**

It was agreed to reverse the decision of some years ago to restrict award holders to voluntary leading activities only. MW will make it clear on the application form that they must notify us once training or assessment has been completed in order to trigger payment of the grant.

## **15. T/A workshop - and P2P**

All ALOs to remind panels about doing T/A workshops or P2Ps.

## **16. Scheme Fees – updates and CSRs**

It was agreed to hold scheme fees and T/A payments at the current rates until GoMembership is in place.

## **17. Tyrolean updating L1?**

Tyrolean will not update a Level 1 award as it is an add on module similar to SRT for Leader.

## **18. OOA sites, after completing L2 (MW)**

There are two aspects of OOA site that are causing confusion.

- a. Who gains authorisation of OOA sites when someone wishes to add them at L2 assessment?  
**This should be done between the candidate and assessor.**
- b. What process do T/As carry out to authorise OOA additional sites at L2 assessment or update.  
**This varies and may involve anything from a paper exercise to site visit. ALOs are to discuss this at panel meetings.**

## **19. Gethin as deputy – JPS**

Gethin was formally appointed as deputy chair of QMC

## **20. Terms of reference for QMC/TC – JPS**

Already covered.



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## **21. GO membership up-date – GT/MW**

Go live date of 1<sup>st</sup> June was not viable. Activity will increase now personnel are back from leave. MW warned everyone not to underestimate the effort required to roll is out to existing award holders.

## **22. Technical up-date – GT**

Already covered.

## **23. Radon up-date – GT**

Work is underway to establish a consistent and effective method of sampling across regions. AHOEC have provided money to by monitors. The army is also carrying out tests in S Wales and J P-S will bring the topic up when she meets with JSMT in Rippon in June. is GT asked ALOs to identify venues for testing using the agreed method. Volunteers are also required to place monitors in sites.

## **24. Professional standards document – JPS**

J P-S has started work on this. It will apply to T/As only - not award holders in general. The emphasis will be on the positive but will include a process for instances where standards have been breached. GT will create a new form to replace the current one that has been withdrawn. This will be considered at the next QMC.

## **25. Professional Insurance – JPS**

Already covered.

## **26. QMC profile/Image – AGM and Hidden Earth**

It was agreed to run a stand at Hidden Earth this year. MW to book a table and to try to get a banner made.

## **27. Life lining Report**

Already covered.

## **28. Military Scheme Parity**

J P-S is to meet with JSMT in June after the AGM to review the arrangements.

## **29. Date of Next Meeting**