

Minutes of the NCA Training Committee Meeting held on 8th September 2001  
at the Staffs CC S&S Club at 10.30 a.m.

Present:

Nigel Atkins [NA] (Derbyshire), John Cliffe [JHC] (Co-opted member), Eric Hoole [EH] (CCC), Dave Judson [DJ] (Legal and Insurance Officer), Bob Mehew [BM] (NCA Treasurer), Jenny Potts [JP] (DCA Treasurer and Speleoscene Editor), Paul Ramsden [PR] CNCC.

1) Apologies:

Dave Webb [DW] (DCA -Assistant Training Officer), Dave Edwards [DEd] (Dave Edwards & Associates), Pat Ramsden [RamBS} Ram Business Services.

2) Minutes of the last meeting on 19  
th May 2001:

Taken as read and accepted as a true record.

3) Matters Arising:

3.1 (6.1) BM reported that the Sports Council submission was completed on the basis of information available and has been submitted.

3.2 (6.2) ditto.

Copies of the submission to the Sports Council to be circulated to Training Committee members by e-mail plus a note about the draft submission to Sport England. (It was agreed that BM could omit detailed analysis of the budget to ensure confidentiality of contracting arrangements.)

Comments to BM. Action BM, then all.

3.3 (6.3) No suggestions received for CaversÕ Fair 2002. No event is being organised in the Forest of Dean in 2002.

EH to ask CCC if it will put on a CaversÕ Fair in 2002. Action  
EH.

3.4 (6.4) The SR

ZT training event is set up for the BCRA Conference. DEdis to identify who is to run this. Action DEd.

3.5 (6.5) University Seminars. BM has not done the mailshot yet. Action  
BM.

3.6 PR suggested that a list of suitable training venues be drawn up and made available. This will help to decide where to organise practical University and other training events.

JP to ask in Speleoscene for information about training venues.  
Action JP.

3.7 (6.6) EH reported insufficient take up to run an SRT event in South  
Wales.

3.8 (6.6) BM had heard nothing from Tony Flanagan about a proposed event  
at Dalesbridge.

3.9 (6.7) Club Training Events are considered under item 6.1 below.

3.10 (7) BM has written something to go into the next edition of  
Speleoscene about revalidation of NCA awards and a letter will be going out to  
LCMLA Trainers/Assessors.

Action BM.

3.11 (8) Dave Judson has taken over the previous Training Committee  
actions concerning Disrepute and Child Protection Policies. He also agreed to  
produce for the next meeting a discussion paper to cover:

(i) some background on the legal aspects of dealing with under 18s;

(ii) insurance cover provided under the BCRA policy for under 18s and its  
implications for activities involving them;

(iii) implications of Child Protection. Action DJ.

- 3.12 (9.1) Dealt with under agenda Item 7.
- 3.13 (9.2) Dealt with under agenda item 7.
- 3.14 (9.4) A definitive list of CIC holders has been confirmed.
- 3.15 (9.5) Workshop dates will be published.
- 3.16 (10.4) John Crowsley has been contracted to fully document the current state of the LCMLA Scheme.
- 3.17 (10.6) The minutes of the NCP meeting held on 13th July 2001 will be distributed by BM. Action BM.
- 3.18 (10.7) Review of content of six year revalidation of LCMLA to be dealt with by John Crowsley and NCP. Action JCr & NCP.
- 3.19 (10.8) Ram BS informed.
- 3.20 (10.10a) & (10.10b) Letters will be going out next week to LCMLA Trainers/Assessors. Action JHC/BM.
- 3.21 (10.10c) The BCRA Insurance policy does not cover caving as a financial business or any other activities of individuals whose specific or main objective is to provide income for themselves. BM & DJ agreed to provide some further information on related aspects of professional indemnity. (This is covered by an existing NCP action, so is not actioned here.)
- 3.22 (10.11) Dealt with by NCP.
- 3.23 (10.14) NCP to deal. Action JHC.
- 3.24 (12) Minimum Impact Caving Code. See minutes, item 10 below.
- 3.25 (14) NAMHO - Guidelines for the use of mines. JHC had accessed this document on the NAMHO website and confirmed with Wes Taylor that it could be advertised in Speleoscene. BM thought that there was another (larger) document. Action JP to obtain a copy and advertise it in Speleoscene. JP to send a copy to JHC who will review it for Speleoscene.
- 3.26 (14) Mines Leader Awards Seminar. Dena Proctor had forwarded a copy of the proposal. It was agreed that NCP and CIC Panels should consider using the topics in it for their own workshops and seminars. Action JHC to send copies to NCP, CIC Panel & DED.
- 3.27 (15) Training Website can be accessed via main NCA site. It was meant to be controlled and updated by the Training Committee. BM was setting up a process for control and updating. Action BM to sort out Training Web Site control process.
- 3.28 (16b) If dates of NCP and CIC panel meetings are known to JP she is to advertise them in Speleoscene. Action JP.
- 3.29 (17a) No comments received.
- 3.30 (17b) Process to be noted in in John Crowsley's review of LCMLA. Action JHC.
- 3.31 (17c) A proposed revision to the European Directive on working at height appears to give possible exemption from what had been a total ban on use of single rope techniques at work.  
Action BM to circulate web site reference to document.  
The exemption required a risk assessment to justify not using double ropes. It was agreed that a document should be drafted considering the pros and cons of double verses single rope usage in caving and related situations. PR volunteered to do so. Action PR to draft consultation document.  
It was also agreed that an article should be written for the next edition of Speleoscene inviting comments on the topic. PR volunteered to do so. Action PR to provide JP with article.  
NA stated that he would be conducting a workshop in the near future and would conduct some practical work to look at double rope usage. Action NA to report back on experiences.

#### 4) Training Convenor Post - Current situation.

- 4.1 No definite candidate has yet come forward.

4.2 BM said that he would not continue to act as Training Officer after the end of the year. Someone must be found by then to oversee the delivery of the training commitments made in the Sports Council submissions.

Action all.

5) The New Post of Technical Training Coordinator - has been contracted to Dave Edwards and Associates.

BM indicated he was intending to publish a description in Speleoscene of the contracts with DEd & Associates, RamBS and also on the LCMLA and CIC work. Agreement had yet to be reached with contractors on the nature of the description.

Action BM.

A description of the contracts with DEd, RamBS and John Crowsley is to be published in Speleoscene.

Action BM.

6) Training Committee programme and Budget.

6.1 Training Events 2001-2002

NA submitted proposals for 4 events for 2001-2002.

- Dec. 2001 SRT Rigging and Rescue Event for Eldon Pothole Club.

A grant of up to £180 agreed.

Action BM to make contact and sort out payment.

- Feb. 2002 An open event covering SRT and a range of other activities. A grant of £500 agreed subject to informing BM of list of all activities to be covered. NA accepted that persons from all over the UK would be welcomed.

Action NA to supply details of course. Action BM to make contact and sort out payment details. Action JP to advertise in Speleoscene. Action EH to organise advertising in CCC newsletter.

March 2002 A First Aid course for cavers. Concern was expressed about allocating too much of the budget at this early stage. NA agreed to resubmit the request next year.

April 2002 An open training event for Colleges and Universities.

A grant was agreed up to £120.

Action BM to make contact and sort out payment details.

It was agreed that if no more requests are made for funding events in 2001 then BM will put on more SRT events as in the Spring.

Action BM to arrange SRT events for end of 2001.

6.2 The NCA

AGM requested the Training Committee to produce a paper on the implications of self funding the leadership schemes. In discussion it was noted that the costs of the NCA schemes were comparable with at least one other NGB award. EH volunteered to draft a paper. Ideas, comments etc. were requested from all including those not present. Action EH agreed to draft a paper on self financing.

7) CIC Panel Business.

7.1 A meeting was held on 5.9.01. The minutes will be sent out separately. Four matters are brought to the attention of this meeting:

7.1.1 The Panel intend to appoint 3 new trainer/assessors during 2002. These positions will be advertised to all current CIC Holders.

7.1.2 Some CIC holders are sounding out whether there is interest in setting up an Association of Caving Instructors.

7.2 CIC Revalidation Workshops:

- 6th & 7th October 2001. Director Dave Elliot.

- May 2002. Director Paul Ramsden.

- September 2002. Director Nigel Ball.

7.3 New CIC Syllabus. DEd is working on this.

7.4 Recognition of CIC abroad. Considered desirable.

8) LCMLA NCP Business.

- 8.1 The minutes of this meeting have not been published yet. Action BM
- 8.2 The review of LCMLA scheme has been contracted to John Crowsley.
- 8.3 LCMLA Trainer/Assessors workshops.
  - November 2001 North Wales. Contact Dena Proctor.
  - December 2001 Derbyshire. Contact Dave Baines.
- 8.4 Setting of LCMLA Revalidation dates. There have been 3 complaints, dealt with by BM. In future NCA to set this dates from Section 7 pages.
- 8.5 Chris Jowett (North Wales) has completed all parts of L1 and all but one part of L2 process. In consultation with ALO for North Wales BM agreed to recognition as a L1 trainer/assessor.

8.6

AOB.

8.6.1 S. Wales putting on a 6 year revalidation workshop on 22.9.01.  
(Already full.)

8.6.2 Northern Panel submitted a constitution for its running. NCP to consider review of terms of reference for all panels. Action NCP/BM.

8.6.3 Electronic submission of LCMLA reports is being considered.  
Action CP/BM.

9) Important Correspondence.

9.1 Scouts Association

An informal meeting between NCA (BM & JHC) and Ian James, National Specialist Advisor for Caving for the Scouts Association was followed up by a letter from Ian James. He is convening a meeting with Scout cave leaders to look at improving the quality of leadership and the suitability of the LCMLA for them. BM reaffirmed the NCA offer to help.

The Training Committee restated:

- that the LCMLA does not provide any statement about the fitness of an LCMLA holder to assess the ability of others to lead caving trips.
- that the LCMLA does not confer any expertise on a leader to lead a group using SRT (the SRT module relates to only confirming the ability of the leader to use SRT for self progression whilst the rest of the party use ladder and line)Ó.

9.2 Requests for checking the NCA Database.

(i) The logbook is the primary source of information.  
(ii) NCA will provide information about the status of a person in the leadership schemes providing the name and sufficient detail (e.g. registration number, date of birth or address) to identify clearly the person on the database. A note will be added that there may be omissions in the database.

(iii) Implications of the Data Protection Act need to be checked.

Action BM.

(iv) Enquiries as a result of litigation will be forwarded to the Training Convenor to deal.

Action RamBS

9.3 Oxford University Caving Club

The inquirer has been directed to the NCA information in its leaflet Guidelines for University and College Caving Clubs in the first instance.

10) Minimum Impact caving Code

The NCA AGM asked that the whole code be reviewed.

PR volunteered to represent the Training Committee at the Conservation and Access meetings.

Action PR

11) Dates and Venues of next Training Committee meeting.

1st December 2001 at the Staffs CC S&S Club at 10.30 a.m.

12) Any Other Business.

12.1 DCUC are supporting the construction of an SRT training facility at the Mountbatten Centre. The Training Committee also agreed to NCA Council that NCA support it.

12.2 Circulation of Training Committee minutes.

Following discussion, it was agreed a revised circulation list would be issued.

Action BM.

12.4 Signatories to the NCA Training bank account.

It was proposed by BM that the signatories be changed to BM, JHC and Mick Day (NCA Chairman). 2 out of 3 to sign. Agreed.

12.5 Club Training Officer Training.

Dave Webb has produced a poster for display at the BCRA Conference seeking support for his initiative. BM has commented on content. Training Committee offered support.

12.6 Acknowledge of Risk Statement.

It was proposed that a statement on the acknowledgement of the inherent risks involved in caving should be drafted for general use. A similar statement had been produced by climbing some years ago and was reported in a document on liability for clubs and instructors (see Training Bulletin 97/4).

BM agreed to give some consideration to it. Action BM to draft a document for discussion.

12.7 NCA Equipment

The SRT equipment is to be located. Action BM.

12.8 Attendance of Dave Edwards and Associates and Ram Business Services and John Crowsley. A standing invitation to be extended to these subcontractors if they decide it is appropriate to attend meetings.

Action BM.

The meeting closed at 4.00 p.m.  
NCA Training Committee minutes 8.9.01

John Cliffe, Recorder for the meeting.