



British Caving Association

Minutes of BCA Training Committee Meeting 19/09/15
Held at BCRA Library, Glutton Bridge, Buxton SK17 0EN

The meeting commenced at 10:00 am

1. Present

Nigel Ball	(NB)	Training Officer
Nigel Atkins	(NA)	DCA Training Officer
Idris Williams	(IW)	ASCT
Gill Jordan	(GJ)	Administration Support
Mary Wilde	(MW)	Training Administrator
Richard Hill	(RH)	CCC rep
Dave Baines	(DB)	NCP rep
Andy Eavis	(AE)	Chair BCA

2. Apologies for Absence

Phil Baker	(PB)	CIC Panel Chairman
Juliet Parker-Smith	(JP-S)	Heads of Centres Rep
Dan Irving	(DI)	CNCC
Chris Binding	(CB)	CSCC

3. Notification of AOB

NB Access in certain regions for running the local schemes

NB The future of Training Committee

4. Minutes of the Last Meeting.

IW proposed the minutes of the last meeting are a true record.
Seconded by **NA**.

5. Action Register and Matters Arising

5.1 Action Register

No	Action	By	Deadline	Done
	18/02/2012			
013	MW to draft a flyer on that the BCA can offer club cavers. Update 8/5/12 No progress but hoping to complete this during the 'quiet' summer period. Update 13/10/12 Draft format created, ongoing Update 07/05/13 Agreed to raise priority above business as usual work. Update 02/11/2013 MW has produced a draft and is waiting for response from BCA secretary. Update 18/03/2014 MW to send the draft flyer to all present at this meeting for feedback. Update 20/05/14 Feedback to date has been sparse. The	MW	ASAP	Discharged

	<p>feeling generally in the meeting is that this is ready to go subject to approval. Will be sent by MW to Les Williams and Damian Weare and other committee members. MW to get quote from supplier to print.</p> <p>Update 13/09/2014 Flyer approved. Agreed to have 1000 printed and will attempt to get these done before Hidden Earth</p> <p>Update 03/03/15 Flyers now printed. MW needs to get flyers out to clubs. MW will get list from BCA membership secretary. Ongoing</p> <p>Update 12/05/15 This is still ongoing as MW is experiencing a heavy workload.</p> <p>Update 19/09/15 MW has now completed this and will send flyers out to Hidden Earth. Flyers will also be sent out as part of the new membership pack.</p>			
	08/05/2012			
021	<p>NB to create a recreational cavers training course proposal and circulate before the next meeting.</p> <p>Update 13/10/12 Ongoing. Titles created but further work to be done.</p> <p>Update 07/05/13 Some progress. Suggested that a pilot day be set up incorporating several modules</p> <p>Update 02/11/2013 aiming to arrange a workshop for club training officers in 1st quarter 2014. See 5.4.</p> <p>Update 18/03/2014 Ongoing</p> <p>Update 20/05/14 Ongoing (after general discussion in the meeting re why recreational cavers are not taking up offers for courses.)</p> <p>Update 13/09/2014 See agenda item 12.</p> <p>Update 03/03/15 Ongoing. Moving forward but no further progress re clubs. Further discussion will take place with CHECC.</p> <p>Update 19/09/15 NB has been contacted by Stuart Aldred from CHECC re qualifying for training grants.</p>	NB	Before Next Meeting	Ongoing
	13/10/2012			
031	<p>NB to progress development of a CIC TA coaching course</p> <p>Update 07/05/13 action ongoing</p> <p>Update 02/11/2013 course material produced. Now considering how to deliver it to CICs.</p> <p>Update 18/03/2014 Initially to be delivered in two areas – N England and S England</p> <p>Update 20/05/14 Ongoing :</p> <p>Update 13/09/2014 Ongoing</p> <p>Update 03/03/15 Ongoing NB: This has gone back to the chair of CIC</p> <p>Update: Hagg Farm 13/12/15 Ongoing</p>	NB	Next Meeting	Ongoing

	07/05/2013			
041	<p>GD and GM to send their work on geology to NB. Update 02/11/2013 Ongoing Update 18/03/2014 Ongoing Update 20/05/14 Ongoing (GM has now pulled out) Update 13/09/2014 Ongoing Update 03/03/15 Ongoing NA suggested use of Geology book “Beneath Our Feet” by Tim and Pam Fogg. Update 12/05/15 Copy of book has been received and is now at the Caving Library. Ongoing</p>	GD/ GM	ASAP	Discharged
	02/11/2013			
042	<p>NB to invite a rep from the BCA Exec (Andy Eavis) to TC to discuss membership of BCA and access to caves Update 18/03/2014 NB to invite a rep to the next meeting Update 20/05/14 Ongoing: AE is happy to attend a TC meeting (to be arranged) and would also like to observe some training and assessment courses. Update 13/09/2014 AE still aims to attend and to observe some training and assessments. Update: 03/03/15 Ongoing NB to contact DW re attendance. Update 12/05/15 AE will attend the September meeting of the TC.</p>	NB NB	ASAP ASAP	Discharged
	20/05/2014			
063	<p>NB To research options for using Skype in subsequent meetings. Update 13/09/2014 Video conference facilities could be built for £200 per node plus £2000 per year for software. 03/03/15 Update MW suggested we try using Skype. Update 12/05/15 To go back to Council for discussion. Update 19/09/15 NB has been testing out Skype with groups.</p>	NB	ASAP	Ongoing
066	<p>MW to contact Damien Weare and Les Williams re ratification of reverting to Draft 4 of the guidelines for Ts Update 13/09/2014 Done, but MW to contact DW to find out what happens next with the guidelines for Technical Advisors document. Update 03/03/15 NB to send latest draft version after suggested amendments from a council member, to DW, LW and MW Update 12/05/15 Now placed on website by DW</p>	MW NB	ASAP ASAP	Discharged
070	<p>NB to alter some of the wording in the TA Appointments document. Update 13/09/2014 Ongoing Update 03/03/15 NB presented revised/reworded document to the meeting. To be discussed at next NCP meeting. NB will present. Update 12/05/15 Review at next NCP. Include in next</p>	NB	ASAP	Ongoing

	agenda.			
071	<p>NB to report to council that a voluntary rewrite of the LCML scheme is no longer an option.</p> <p>Update 13/09/2014 Ongoing - See matters arising</p> <p>Update 03/03/15 NB will contact GE on S Wales panel.</p> <p>Update 19/09/15 Funding for this has been pulled.</p> <p>AE stated that BCA should fund this. NB will put this forward at next NCP and then put together an action plan.</p>	NB	Next NCP meetingi	Ongoing
072	<p>NB to contact MW re parity of SIU and BCA awards document. (Mines and admin).</p> <p>Update 13/09/2014 Ongoing</p> <p>Update 03/09/15 Document has been amended by NB.</p>	NB MW	ASAP	Discharged
	13/09/2014			
074	<p>LP to discuss the proposed restructure of the meetings model with the other ALOs</p> <p>Update 03/03/15 Ongoing.</p>	LP	Next Meeting	Discharged
	03/03/15			
077	<p>NB to approach GD regarding 041. NB to contact GM re diagrams. Put issue to NCP re putting a document together.</p> <p>Update 12/05/15 GW has the relevant documents which will be collected ASAP by NB</p> <p>Update 19/09/15 NB now has the relevant documents from GM.</p>	NB	ASAP	Discharged
079	<p>RE 070 : NB to present revisions to the TA Appointments document at next NCP meeting.</p>	NB	Next NCP	Ongoing
080	<p>PB's CIC panel report (point 4) to be sent back to CIC panel with comments from NB to be taken into consideration.</p> <p>Update 12/05/15 CIC panel had further discussion. Outcome was that after a vote of 6 for, and 1 against that candidates can choose their own lead assessor (excluding the person who trained them) and BCA would allocate the second assessor on a rota basis.</p> <p>TC will ask for clarification from BCA exec regarding the legal status of the above decision.</p> <p>Update 19/09/15 A CIC member will seek legal advice re this issue.</p>	NB	Next CIC ASAP	Ongoing
085	<p>NB To raise the issue of access to caving sites in South Wales personally, with Andy Eavis.</p> <p>Update 12/05/15 NB to continue this discussion with AE in September.</p>	NB	ASAP	Ongoing
	12/05/15			
086	<p>NB To write a letter to a named organisation expressing TC's concerns about photographs of clients on their website, wearing clothing that is not appropriate to the venue.</p> <p>Update 19/09/15 NB to contact named organisation re this issue.</p>	NB	ASAP	Ongoing
087	<p>MW To amend current leaflets re. Caver Training Grants so that a "special offer" is made available which subsidises</p>	MW	ASAP	Discharged

	courses with a MINIMUM of four clients, at £25 pounds per person.			
088	NB To review action 087 at subsequent TC meetings.	NB	Next TC	Discharged
089	MW To write a letter to an applicant who has requested direct access to the CIC scheme. Send to NB for approval <i>first</i> . (see point 11 on the minutes for further details). Update 19/09/15 Client was contacted, but has not responded to date.	MW	ASAP	Ongoing
090	MW To send a letter to all CICs to inform them of the decision made by TC regarding the matter in action 089 .	MW	ASAP	Discharged
091	MW to send out a change notice to all T/As to inform them that when they are doing group days for Modules 2 or 4, the report must start with a comment that denotes the <i>type</i> of group and the numbers within that group.	MW	ASAP	Discharged
092	DP To draft a proposal re. T/As running revalidation courses at LCLMA level. (See point 4.2.2 below in Matters Arising). Proposal to be sent out for discussion before the next NCP meeting.	DP	ASAP	Ongoing
	19/09/15			
093	NB to write a letter to CB in response to his report from CSCC.	NB	ASAP	
094	BCA Insurance office to be approached re insurance cover for BCA supported events.	NB	ASAP	
095	Adapt the Training Grant form so that it includes a box to indicate if insurance is in place to cover those participating in training courses or events.	MW	ASAP	
096	To approach BCA Equipment and Techniques Committee regarding the use of belts during Level 1 trips.	NB	ASAP	
097	Contact the Northern Panel regarding the election of a new ALO.	NB	ASAP	
098	Draft a statement (regarding access in certain regions for running the local schemes) to present to Council on Training Committee's behalf. Email to TC beforehand for approval.	RH	ASAP	

5.2 Matters Arising None

6. Reports from Regional Councils

6.1 DCA (NA)

Cliff hanger continues to be a success and is a good PR exercise for BCA. The fact that children under 10 are actively involved in this event, is further positive PR for BCA.

6.2 CCC (RH)

Nothing to report.

6.3 CSCC (CB)

CB submitted a written report, which was distributed and read by the meeting.

The meeting's response to the report was as follows:

AE suggested that we ask for constructive ideas as to what can be done about the situation as it stands.

MW stated that **CB** should be made aware that the process for applying for caving grants has changed.

RH NB needs to respond to **CB**'s report.

NB will write a letter to **CB** in response to his report.

No other regional reps were present at the meeting.

7. Applications For Training Grants.

NA Submitted two applications, both of which were approved by TC.

NB Re Grant applications. **NB** checked that it was within his remit as Training Officer to approve training grants *before* the TC meeting.

IW stated that it *was* up to the Training Officer to make such decisions about training grants. **IW** then raised the issue re Training Grants and scouts (who are not members of BCA). Can grants be awarded to non BCA members?

General discussion took place regarding BCA insurance.

AE inquired about the practicality of asking that people on training courses have the appropriate insurance cover.

NA stated that clarification of the insurance situation is needed.

AE suggested that people without appropriate insurance cover should not be awarded a training grant.

It was agreed that the BCA insurance officer will be approached regarding insurance cover for BCA supported events. (**NB** to action this).

MW stated that the Training Grant form needs a new box to indicate that insurance is in place to cover participants in the training course or event.

8. National Co-ordinating Panel Report

Nothing to report, as no meeting took place.

Other NCP issues:

DB Raised the issue of a lack of revalidations in the North.

NA Commented upon the issue of continuity within the scheme. Regarding Trainers and Assessors, is there standardisation, or are different T/As saying and doing different things?

DB Asked if the methods/ equipment are safe and fit for purpose.

NB The T/As Handbook needs to be revised/ re written as the current syllabus is too vague.

General discussion then took place regarding the use of caving belts.

NA Where can the appropriate belts be obtained and which belts are allowed to be used?

NB suggested that this issue be presented to the Equipment and Techniques Committee.

NA will approach **NW** regarding this.

DB Asked if the Cambrian agreement will undermine centres.

RH Responded: No, professional cavers should not be affected.

9. CIC Panel Report (NB reported on behalf of the Chair of the CIC Panel)

NB Tom Peacock has stepped down as trainee CIC assessor. **NB** has written a letter of thanks. New Trainer Assessors are not required at this time.

Video conferencing is moving forward.

MW The situation in CIC is stable and healthy, with people progressing through the scheme.

10. Application for Direct Access to CIC Scheme (NB)

NB presented an application from a candidate who wants to bypass the local scheme and go straight to the CIC Training Scheme. NB would support him based on his previous experience.

DB Approved and **IW** seconded.

It was agreed by TC that the applicant go straight into the CIC Training Scheme.

11. Application to become a Trainer /Assessor

NB put forward two candidates for trainee Trainer/ Assessors.

NA raised the issue that there are too many T/As in certain areas. Should the appropriate panel/s not be consulted regarding numbers?

NB stated that BCA should be approving T/As not panels, and that T/As can operate in any area.

After general discussion it was agreed that the first candidate be approved as a probationary T/A and that the N Wales Panel has also approved this. The second candidate's application is to be deferred until the panel issue is resolved.

NB Will contact the Northern Panel re the election of an ALO.

12. A.O.B.

12.1 Access in Certain Regions for Running the Local Schemes (NB)

NA stated that BCA run course should have free access to all systems without restriction.

AE stated that commercial caving was the problem, though finding the correct approach to initiate change was difficult. The fact that payments are made for the courses/training was also a problem. **AE** stated that he would be prepared to negotiate but needed support from Training Committee.

RH has tried to negotiate with bodies in the SW region re access, but has found it difficult to make any progress at all.

AE suggested that TC put some suggestions to Council and that Council will work on TC's behalf.

NA suggested that TC put together a statement outlining a case for the BCA. Links to commercial caving need to be broken.

IW suggested that a case be made to the Welsh Assembly, as this may be a way forward.

RH will draft a statement to present to council on the behalf of TC. This will be emailed to TC for approval.

12.2 The Future of Training committee

NB asked that someone be appointed within TC to represent recreational cavers. This will not require constitutional change.

General discussion took place regarding this proposal. No agreement was reached.

13. Dates and Places of Next Meetings.

TC :

16th December 2015 by video conference

Wednesday 9th March 2015 (venue to be confirmed)

The Meeting closed at 14.35