



# British Caving Association

Minutes of BCA Training Committee Meeting 18<sup>th</sup> March 2014  
Held at Stafford Council Staff club

The meeting commenced at 10:37.

## 1. Present

Nigel Ball	(NB)	Training Officer
Nigel Atkins	(NA)	DCA Training Officer
Graham Mollard	(GM)	CNCC Rep
Gill Jordan	(GJ)	Administration Support
Mary Wilde	(MW)	Training Administrator
Dave Baines	(DB)	NCP Rep

## 2. Apologies for Absence

Juliet Parker-Smith	(JP-S)	Heads of Centres Rep
Phil Baker	(PB)	CIC Panel Chairman
Richard Hill	(RH)	CCC Rep
Graham Derbyshire	(GD)	ACI Rep
Steve Holding	(SH)	NAMHO
Idris Williams	(IR)	ASCT

## 3. Minutes of the Last Meeting.

NB introduced Gill Jordan who will be providing meeting administration on a trial basis for a year in order to ease the workload for MW.

NB asked for someone to chair the meeting and GM agreed to do this.

NA proposed (and NB seconded) the minutes of the last meeting are a true record.

## 4. Action Register and Matters Arising

No	Action	By	Deadline	Done
	15/02/2011			
002	MW to add an option on the S4B form to allow T/As to select 'training excluding SRT skills'. Update 8/5/12 - No progress but hoping to complete this during the 'quiet' summer period Update 13/10/12 No progress but now planning complete S4B revamp. Update 07/05/2013 No progress. <b>Update 02/11/2013</b> Completely revamped form being trialled by 10 TAs. <b>Update 18/03/2014</b> Still in trial due to MW's workload	<b>MW</b>	ASAP	
	01/10/2011			
007	NB/SH to set up a BCA event at this year's NAMHO Conference Update 13/10/12 Ongoing	<b>NB/SH</b>		Discharged.

	Update 07/05/13 Ongoing <b>Update 02/11/2013</b> Next year's conference will be on 25-27 <sup>th</sup> July so aiming to arrange it at that. <b>Update 18/03/2014</b> NAMHO have turned down offer of help from the BCA.			
	18/02/2012			
012	AB would try to establish if a national training event would appeal to his members Update 13/10/12 Ongoing Update 07/05/13 AB not present. <b>Update 02/11/2013</b> AB not present <b>Update 18/03/2014</b> Item discharged as no response has been forthcoming	AB		Discharged
013	MW to draft a flyer on hat 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. <b>Update 02/11/2013</b> MW has produced a draft and is waiting for response from BCA secretary. <b>Update 18/03/2014</b> MW to send the draft flyer to all present at this meeting for feedback.	MW	ASAP	
	08/05/2012			
021	NB to create a recreational cavers training course proposal and circulate before the next meeting. Update 13/10/12 Ongoing. Titles created but further work to be done. Update 07/05/13 Some progress. Suggested that a pilot day be set up incorporating several modules <b>Update 02/11/2013</b> aiming to arrange a workshop for club training officers in 1st quarter 2014. See 5.4. <b>Update 18/03/2014</b> Ongoing	NB	Before Next Meeting	
	13/10/2012			
031	NB to progress development of a CIC TA coaching course Update 07/05/13 action ongoing <b>Update 02/11/2013</b> course material produced. Now considering how to deliver it to CICs. <b>Update 18/03/2014</b> Initially to be delivered in two areas – N England and S England	NB	Next Meeting	
	07/05/2013			
035	MW to estimate how long stocks of handbooks will last. <b>Update 02/11/2013</b> further stock purchased since previous meeting. MW to check how long these will last. <b>Update 18/03/2014</b> Less than a year's supply remaining. MW to get a quote from WEWOW for another run.	MW	ASAP	
041	GD and GM to send their work on geology to NB. <b>Update 02/11/2013</b> Ongoing	GD/GM	ASAP	

	<b>Update 18/03/2014 Ongoing</b>			
	<b>02/11/2013</b>			
042	<b>NB</b> to invite a rep from the BCA Exec (Andy Eavis) to TC to discuss membership of BCA and access to caves <b>Update 18/03/2014 NB to invite a rep to the next meeting</b>	<b>NB</b>	ASAP	
043	<b>MW</b> to arrange for all NCP minutes to be circulated to TC members <b>Update 18/03/2014 Done</b>	<b>MW</b>	ASAP	Discharged
044	<b>MW</b> to alter the wording of the note to all N Wales L2 leaders <b>to say ‘WILL’</b> be required to demonstrate personal SRT skills if changing region. This it also to be noted for the LCMLA Handbook rewrite. <b>Update 18/03/2014 Done (see agenda item)</b>	<b>MW</b>	ASAP	Discharged
045	<b>NB</b> to explore the possibility of holding the training course for club training officers at Ripon. <b>Update 18/03/2014 Done</b>	<b>NB</b>	ASAP	Discharged
046	<b>NB</b> to write to four TAs identified as ‘possibles’ to carry out the LCMLA Handbook rewrite and invite them to register their interest. <b>Update 18/03/2014 Action overruled. See agenda item.</b>	<b>NB</b>	ASAP	Discharged
047	<b>NB</b> to respond to the NCP explaining the reasons why TC changed the wording in the Technical Guidelines document. <b>Update 18/03/2014 NB unable to attend last NCP – carried forward.</b>	<b>NB</b>	next NCP	
048	<b>NB</b> to write a letter of thanks to Vin Machin <b>Update 18/03/2014 done</b>	<b>NB</b>		Discharged
049	<b>NB/MW</b> to establish how the centralised TA application process will work. <b>Update 18/03/2014 See agenda item</b>	<b>NB/MW</b>		Discharged
050	<b>NB</b> to write to a particular LCMLA leader asking for an explanation of certain actions. <b>Update 18/03/2014 done</b>	<b>NB</b>		Discharged
051	<b>NB/GM</b> to propose a code of conduct and discipline processed for LCMLA/CIC/TAs <b>Update 18/03/2014 ongoing</b>	<b>NB/GM</b>	Next Meeting	
052	<b>MW</b> to implement L2 revalidation via CIC training <b>Update 18/03/2014 done</b>	<b>MW</b>		Discharged
053	<b>MW</b> to pass on items for the next BCA newsletter to the editor. <b>Update 18/03/2014 done</b>	<b>MW</b>		Discharged
054	<b>IW</b> to pass various old documents and to drawings to GM and NB <b>Update 18/03/2014 done</b>	<b>IW</b>		Discharged
	<b>18/03/2014</b>			
055	<b>NB</b> to notify the BCA secretary that panel meeting minutes are to remain internal to panels and will no longer	<b>NB</b>	ASAP	

	require checks.			
056	DB to carry out a search for the original NCP mandate	<b>DB</b>	ASAP	
057	MW to process the new TAs application	<b>MW</b>	ASAP	
058	MW to write on NB's behalf to the TA who has been suspended	<b>MW</b>	ASAP	
059	MW to update the TA agreement and reissue in Jan 2015	<b>MW</b>	Jan 2015	60
060	NB to draw up the new "appointment of TAs" process and implement by 01/07/2014	<b>NB</b>	July 2014	
061	NB to draw up the SUI/LCMLA award parity document	<b>NB</b>	Next Meeting	
062	MW to arrange to use the Caving library for the next meeting	<b>MW</b>	ASAP	

4.1 CNCC have rejected a proposal for the introduction of a 4th category of membership as "professional".

## **5. Regional Councils**

### **5.1 RH CCC**

NB reported on behalf of RH.

- CCC AGM took place and a few committee members changed.
- Ran a very successful SRT workshop with 15 people being trained by 4 CICs and 2 trainee CICs. The day was so oversubscribed that we plan to put another day on in July.
- Planned is a photography workshop on the 7th June, an evening bat talk/walk again in June and a surveying workshop sometime in the Autumn.

### **5.2 NA DCA**

Nothing to report

### **5.3 GM CNCC**

There has been a huge boulder fall in Goyden. Need to be aware of the effects of this year's bad weather on cave geology.

### **5.4 SCSS**

No report

### **5.5 CSCC.**

No report

### **5.6 DCUC.**

No report

### **5.7 BCRC.**

No report

NA expressed concern regarding the non-attendance of regional reps. This generated a discussion but no specific actions were taken.

## 6. Training Grants

NB reported that one application had been received from CNCC for a surveying course. This had taken place and was a great success.

NA submitted three requests, “SRT Rigging and Recue”, “SRT introduction” and “Funding for Cliffhanger”. These were all agreed by the meeting.

The TC wished to emphasise that they welcome applications for training grants from regional councils for caver training events in their constituent areas, in addition to direct applications from clubs.

## 7. National Caving Panel Report

There now followed an extended and passionate discussion regarding several items raised at the NCP. It was impossible to record this in detail so I have summarised the key points.

7.1 Checking of panel minutes. The NCP felt that the minutes should be reviewed by its own panel members before being passed to a member of the Exec to check. NB explained that the purpose of the check was to ensure that nothing is published that might constitute libel or bring the BCA into disrepute. As the minutes are not currently published on the website it was agreed that they should become internal documents only and never circulated beyond the panel members. MW said that she needed to know who had attended the meeting in order to monitor fulfilment of the trainer assessor agreement. It was agreed that the ALO from each panel would notify MW of who had attended. NB is to notify the BCA secretary of this decision.

7.2 North Wales SRT statement. A note is sent to all North Wales leaders who achieve level two without SRT that if they change region they *may* have to demonstrate SRT skills. The wording was changed at the last TC meeting from ‘*may*’ to ‘*will*’. The NCP objected strongly to this and wish it to be changed back. The argument was that some L2 caves in other regions can be safely visited without the use of SRT (e.g. Giant’s Hole - Garlands Pot). NB/GM both said that although this was so, all Derbyshire leaders gaining Level 2 were required to have personal SRT skills - and this would apply to any L2 site including Giants.

A long and convoluted discussion took place which basically questioned the whole power structure of the scheme. This discussion ended in an impasse.

DB then proposed that the wording be changed back to ‘*may*’. A vote was taken resulting in 2 for and 2 against so no decision was made.

7.3 LCMLA Handbook Rewrite. The NCP were unhappy with the way the selection process for people to carry out the rewrite was being managed. However GM explained that the previous decision by the TC had been over ruled by BCA Council. This was to be covered under a later agenda item.  
***[Post-Meeting Note: this is factually incorrect. See Item 16 for further details].***

7.4 The role of the NCP. The NCP members felt that the power and purpose of the NCP had been subsumed by the TC. They proposed that this be reversed. Again a lively discussion ensued and again this led to an impasse.

7.5 Moderation and notification of courses .Regarding notification DB said that the 4 week lead time was not always feasible. NB said that 4 weeks was preferable but that failure to provide such notice

would not result in penalisation unless this occurred habitually. He also stated that it was for notification not authorisation.

7.6 Code Of conduct. The NCP felt that it should be involved with the creation and delivery of this process. GM disagreed and yet again there was discussion about the role of the NCP.

7.7 Compulsory Attendance of Panel Meetings. This would be covered under the agenda item later in the meeting as would suspension due to nonattendance.

7.8 Finally, some proposals were made with regard to the role of the NCP.

DB proposed that a search be made for old meeting records to identify the original mandate for the NCA. This was passed unanimously.

NA proposed that the TC makes an apology to the NCP for lack of support over the last 12 months. A vote was taken resulting in 2 for and 2 against so no decision was made.

NA proposed that the TC should continue to support the workings of the NCP in running the LCMLA scheme. GM proposed the following amendment, that the word support be replaced with the word valued. The amendment was carried 3 to 1.

## **8. CIC Panel Report**

NB reported on behalf of PB.

8.1 Tony Flanagan offered his resignation from CIC panel in February 2014 after many years' service. The panel and scheme as a whole have derived great benefit from his input over that period and we wish him well in the future

8.2 A one day training course for CIC T/A regarding coaching is planned - designed by Steve Banks.

8.3 A working group has been set up with three T/As developing a paper to explore options for CIC revalidations in the future. This can then be circulated to CIC panel for discussion/onward progression

8.4 Skype still being used effectively for panel meetings.

8.5 NB added from the CIC statistics provided by MW that registrations in 2013 were up on 2012. There are currently eleven candidates in the assessment process – although MW added that some had been given authority to be assessed a long time ago and may have dropped out of the system. CIC revalidation workshops generated a profit of £330 in 2013.

## **9. New Trainer Assessors**

NB presented the completed observations form from a probationary South Wales TA who was applying to be a level 1 TA. This was ratified.

MW added that two candidates had been accepted as probationers on the Southern England panel at the NCP meeting. These were also ratified.

## **10. T/A Agreement (attendance at regional panel meetings) (NB)**

This item covered two separate issues:-

- a. What action should be taken regarding a TA who had failed to attend a panel meeting in 2013?
- b. The general issue of compulsory panel meeting attendance in the TA Agreement.

MW pointed out that if the rules were changed at this meeting they could not be applied retrospectively. The meeting then addressed item a. The current rules state that a suspension should be applied but that the length of time was a decision for the TC. DB stated that the NCP supported this TA who had already attended a panel meeting in 2014. It was (eventually) agreed that this TA should be suspended until a further panel meeting had been attended. This would be reviewed if the TA failed to do this by the end of 2014. MW will write to the TA on behalf of NB to inform the TA of this decision.

Regarding item b. the compulsory attendance of panel meetings, various pros and cons were put forward. Although benefits in attending meetings were apparent it was also noted that TAs could demonstrate active participation in the scheme in other ways such as running revalidation workshops. For CICs the TA agreement only requires active participation in the scheme and NB suggested that this should be the position for LCMLAs too.

MW asked how this could be measured – no judgment is currently made as to whether CICs actually fulfil that requirement. She suggested that such a statement was meaningless as it could not be tested. Finally GM proposed that both statements be removed from the TA agreement. A vote was taken and passed 3 to 1. This will be implemented from 01/01/2015.

### **11. The moderation process for training and assessment courses (NB)**

Over 100 courses have been notified already. NB hopes that the moderation process does not highlight inconsistencies to be as large an issue as anticipated. The process will be consistent and examine the content and paperwork not the style of delivery. Several moderators will eventually be required and they should moderate out of their own area. GM suggested that initially one person should moderate once in each area to get an impression of the issues. In all cases the person observed should receive feedback and this should also be available to the TC. An appeal process also needs to be devised.

The moderator's information should be used to initiate improvements. Moderators will be selected by the TC and they may need to undergo some training. GM asked if it would be a paid role but NB was not able to confirm this. MW asked who would provide the administration for moderation and NB said it would be done by the Training Officer. It was agreed that the T/O would start the moderation process by doing a moderation in each region for each level. Once this had been done new Moderators would be appointed.

### **12. Caving awards for children (NB)**

It has been proposed that a caving achievement scheme for children be devised.

### **13. The process of the centralisation of T/A appointments (NB)**

A model needs to be drawn up by the TC as to how this will operate. NB is to draw up a model which should be implemented by 01/07/2014.

### **14. Leeway in revalidation window (NB)**

NB asked for a decision on whether any leeway should be given to leaders who miss their revalidation date but who do not have extenuating circumstances. Although there was an argument that some leeway might be appropriate (for instance, missing a revalidation date by one day) the counter argument was about where to draw the line. Eventually it was agreed that no leeway would be given and that the TC would support the Training Officer in this.

## **15. Resignation of T/A s from the CIC and LCML schemes (NB)**

Tony Flanagan has stood down as a CIC TA. Phil Booth has stood down as an LCMLA TA.

## **16. Rewrite of LCML scheme (NB)**

The BCA Council has appointed GM to rewrite the LCMLA handbook, thus overruling the previous TC decision. DB and NA expressed strong reservations about this being done independently from the NCP.

*[Post-Meeting Note: this is actually incorrect and BCA Executive has, at Council's request, considered how to best proceed with the rewrite of the LCMLA and CIC Handbooks and has concluded that there is no way of producing the perfect Schemes by one person winning a competitive tender, as it will require the input of a considerable number of suitably experienced people from across the current Schemes. Instead we have asked GM to produce an initial draft of a Scheme (on a voluntary basis) which can then be used as a starting point for discussions among suitably experienced people. At this stage it may well be appropriate to fund this stage of the rewrite (by paying people's time), and this will be considered in the coming weeks. Once all this is complete, the final writing of the Handbook itself and paperwork to do with the new Schemes can almost certainly be put out to tender.]*

## **17. Any Other Business**

17.1 GM has negotiated a new insurance deal which will replace that provided by JLT It is more comprehensive and covers other mountain based activities too such as ML and high ropes.

NB thanked GM for his work in sorting this out.

### **17.2 Parity SUI / BCA awards**

NB visited the SUI in Ireland and an agreement has been made in principal regarding parity between their caving awards and the LCMLA scheme. The SUI awards are the equivalent of LCMLA 1 and 2 without the local aspects. Leaders from Ireland may apply for their LCMLA equivalent by registering and fulfilling the risk assessment local knowledge aspects of the LCMLA. It is thought that LCMLA leaders will be able to gain the SUI equivalent and no registration fees will be chargeable. NB is to clarify the charging aspect and draw up the relevant agreement.

17.3 GM is currently working with Nick Williams with a view to him taking over as Insurance Manager in the future

17.4 It was proposed that the next meeting in May takes place at the British Caving Library as the majority of attendees are from the North. MW is to arrange this. The Saturday meeting in September meeting will take place at Stafford as usual in order to accommodate Southern reps who find Saturday meetings easier to attend.

## **18. Dates and place of next meetings**

**Tuesday 20/05/2014 10:30 (please note this is later than usual)**

**Saturday 13/09/14 10.00**

**Meeting closed at 14:00**