



# British Caving Association

Draft Minutes of BCA Training Committee Meeting 20<sup>th</sup> May 2014  
Held at The British Caving Library

The meeting commenced at 10:37.

## 1. Present

Nigel Ball	(NB)	Training Officer
Nigel Atkins	(NA)	DCA Training Officer
Gill Jordan	(GJ)	Administration Support
Mary Wilde	(MW)	Training Administrator
Dena Proctor	(DP)	NCP rep
Steve Holding	(SH)	NAMHO
Phil Baker	(PB)	CIC Chair
Graham Derbyshire	(GD)	ACI rep
Kate Lawrence	(KL)	Chair (CSCC)
Alan Butcher	(AB)	Training Officer (CSCC)

## 2. Apologies for Absence

Juliet Parker-Smith (JP-S) Heads of Centres Rep

## 3. Notification of AOB

**NB** : Asked for discussion re decisions made at TC meetings. How long can/will decisions made actually stand?

## 4. Minutes of the Last Meeting.

**NA** proposed and **NB** seconded that the minutes of the last meeting were a true record.

## 5. 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>Update 20/05/14</b> <b>MW</b> : completed and now ready to go. <b>NB</b> apologised that he had yet to review them but would have done so by the end of the week ( May 23 <sup>rd</sup> )	<b>MW</b>	ASAP	
	01/10/2011			
007	NB/SH to set up a BCA event at this year's NAMHO	<b>NB/SH</b>		Discharged.

	<p>Conference  Update 13/10/12 Ongoing  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.</p>			
	18/02/2012			
012	<p>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</p>	AB		Discharged
013	<p>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.  <b>Update 20/05/14</b> Feedback to date has been sparse. The 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>	MW	ASAP	
	08/05/2012			
021	<p>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  <b>Update 20/05/14</b> Ongoing (after general discussion in the meeting re why recreational cavers are not taking up offers for courses.)</p>	NB	Before Next Meeting	
	13/10/2012			
031	<p><b>NB</b> 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.</p>	NB	Next Meeting	

	<b>Update 18/03/2014</b> Initially to be delivered in two areas – N England and S England <b>Update 20/05/14 Ongoing</b>			
	07/05/2013			
035	<b>MW</b> to estimate how long stocks of handbooks will last. <b>Update 02/11/2013</b> further stock purchased since previous meeting. <b>MW</b> to check how long these will last. <b>Update 18/03/2014</b> Less than a year's supply remaining. <b>MW</b> to get a quote from WEWOW for another run. <b>Update : 20/05/14</b> <b>MW</b> has ordered another run. <b>NB</b> to check invoice.	<b>MW</b>		Discharged
041	<b>GD and GM</b> to send their work on geology to <b>NB</b> . <b>Update 02/11/2013</b> Ongoing <b>Update 18/03/2014</b> Ongoing <b>Update 20/05/14 Ongoing</b> ( <b>GM</b> has now pulled out)	<b>GD/GM</b>	ASAP	
	02/11/2013			
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</b> <b>NB to invite a rep to the next meeting</b> <b>Update 20/05/14 Ongoing</b> : <b>AE</b> is happy to attend a TC meeting ( to be arranged) and would also like to observe some training and assessment courses.	<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</b> <b>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</b> <b>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</b> <b>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</b> <b>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</b> <b>NB unable to attend last NCP – carried forward.</b> <b>Update 20/05/14</b> <b>Discharged</b>	<b>NB</b>	next NCP	Discharged
048	<b>NB</b> to write a letter of thanks to Vin Machin <b>Update 18/03/2014</b> <b>done</b>	<b>NB</b>		Discharged
049	<b>NB/MW</b> to establish how the centralised TA application process will work.	<b>NB/MW</b>		Discharged

	<b>Update 18/03/2014 See agenda item</b>			
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>Update Done</b>	<b>NB/GM</b>	Next Meeting	Discharged
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 require checks. <b>Update 20/05/14</b> TC decision reversed : Minutes MUST be read before general release.	<b>NB</b>	ASAP	Discharged
056	<b>DB</b> to carry out a search for the original NCP mandate <b>Update 20/05/14 done</b>	<b>DB</b>	ASAP	Discharged
057	<b>MW</b> to process Vicky Arnolds TA application <b>Update 20/05/14 done</b>	<b>MW</b>	ASAP	Discharged
058	<b>MW</b> to write on NB's behalf to the TA who has been suspended <b>Update 20/05/14 done</b>	<b>MW</b>	ASAP	Discharged
059	<b>MW</b> to update the TA agreement and reissue in Jan 2015 <b>Update 20/05/14 Ongoing</b>	<b>MW</b>	Jan 2015	60
060	<b>NB</b> to draw up the new "appointment of TAs" process and implement by 01/07/2014 <b>Update 20/05/14 Done</b>	<b>NB</b>	July 2014	Discharged
061	<b>NB</b> to draw up the SUI/LCMLA award parity document <b>Update 20/05/14 done</b>	<b>NB</b>	Next Meeting	Discharged
062	<b>MW</b> to arrange to use the Caving library for the next meeting <b>Update 20/05/14 Done</b> ( next meeting will be in Stafford) 20/05/2014	<b>MW</b>	ASAP	Discharged
063	<b>NB</b> To research options for using Skype in subsequent meetings.	<b>NB</b>	ASAP	
064	<b>MW</b> To provide a flyer sent by <b>GM</b> re insurance info to go with new registration docs.			
065	<b>NB</b> To contact Leeds University re grant from TC. To clarify availability to BCA of film made during first aid course.	<b>NB</b>	ASAP	
066	<b>MW</b> to contact Damien Weare and Les Williams re	<b>MW</b>	ASAP	

	ratification of reverting to Draft 4 of the guidelines for Ts			
067	<b>NB</b> to assign tasks re TC structure review.	<b>NB</b>	ASAP	
068	<b>NB</b> to send letters of thanks to Dave Elliot and Phil Booth.	<b>NB</b>	ASAP	
069	<b>MW</b> to order PLOW cards to be printed and laminated then send invoice to BCA treasurer.	<b>MW</b>	ASAP	
070	<b>NB</b> to alter some of the wording in the TA Appointments document.	<b>NB</b>	ASAP	
071	<b>NB</b> to report to council that a voluntary rewrite of the LCML scheme is no longer an option.	<b>NB</b>	ASAP	
072	<b>NB</b> to contact <b>MW</b> re parity of SIU and BCA awards document. (Mines and admin).	<b>NB MW</b>	ASAP	

17. 1 **PB** queried the arrangements regarding insurance for BCA. Perkins Slade were selected as insurers and availability of this policy is now up and running. (See action register 064)

## 6. Regional Councils

**Derbyshire Council NA** : Pointed out that Training Officers are difficult to recruit for different areas and that we need to entuse people to take an interest in the role. We also need to think of ways in which to attract recreational cavers.

**Southern Council AB** : Agreed that we need to think of ways to entuse people to re engage with BCA and take part.

## 7. Applications for Training Grants

**NA** : £150 requested by Eldon Pothole Club for SRT course/workshop. This was proposed to accept by **NB** and was cleared and accepted by the panel.

**NB** : Grant of £250 requested by University of Leeds Speleological Association (ULSA) for First Aid course/ filming first aid in a cave environment. General discussion took place as this course does not appear to be caver training specific. **NA** pointed out that a first aid qualification could be gained elsewhere. However, clarification is needed as to how the film will be used and whether BCA would have free access to it to use themselves. It was decided that if BCA did have free access then the application would be accepted but if not, no grant would be given. **NB** to seek clarification from Leeds Uni ( See action register).

**PB** : Stated if the film was being made for commercial purposes, funding should not be provided. There was general agreement about this.

**NA** : Asked if there was a possibility of providing assistance to Cliffhanger re running and covering costs.

## 8. National Coordinating Panel Report

**DP** Issues: Decisions made by NCP have been overturned by TC.

Guidelines for Technical Advisors : Are they to be qualified with experience or on paper? NCP gained responses from 32 CIC holders. NCP would prefer to revert to draft 4. **MW** to send this draft to Damien Weare and Les Williams to ratify. ( See action register)

**DP** SRT in NW issue. Level 2 in North Wales is regarded as an inferior qualification due to the SRT issue. **DP** stated that the agreement is anomalous and proposed that the wording be changed from “will” to “may” running from September 1<sup>st</sup> 2014. General discussion took place re SRT and NW.

**NB** pointed out that the statement referred to was in fact incorrect : at a level 2 Core Skills Assessment no candidates are obliged to demonstrate personal SRT skills. This will only occur if someone wants to be assessed for Module 5 SRT for Leader.

**DP** then proposed that the course be over 3 days with one day committed to SRT training. **MW** will no longer send out the exception note with Level 2 North Wales certificates.

**DP** Presented the research undertaken by Dave Baines into the setting up of NCP.

**NCP** feel that the BCA should operate from the bottom up and that regional panels should stay in place.

### **8a. To Invite Training Committee to review its structure based on council's proposal.**

It is proposed that TC review and modernise its language and structure to bring it up to date.

**AB** suggested that each part of the structure needs to be reviewed.

**NB** said that some titles and roles need review. Different people need to be tasked to look at different areas and report back to **NB**. Report back to NB by the end of 2014. Draft paperwork review by 13/09/14. Ratified by the beginning of 2015. ( see action register)

## **9. CIC Panel Report**

**PB** : Next meeting will be 22<sup>nd</sup> June 2014 via Skype

Two resignations have taken place: Tony Flanagan and Dave Elliot.

CIC Panel recognises and is grateful for, the huge contribution they have made over the years.

Letter of thanks has been written and sent to TF. Letters need to be sent to Dave Elliot and Phil Booth.( see action register)

**PB** discussed size of the CIC panel. Is it possibly too large?

**NB** recommended that numbers be kept low.

**PB** : Revalidation. Papers have been produced for discussion.

**PB** stated that Sunday meetings for CIC are preferred to free people up for weekends or during the week.

**PB** CIC numbers are fairly static.

**PB** New CIC Holders : Workshops are making a profit with few cancellations.

**PB** Revalidations and registrations are coming through.

## **10. New Trainer Assessors none**

## **11. Plow Card**

**MW** Emergency cards need revamping and reproducing. 1000 cards cost £100 to print and £ 170 to laminate. **NB** proposed that we go ahead. It was agreed that **MW** will action this ( see action register) and forward the invoice to the BCA treasurer.

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

Training Committee have previously agreed that TAs no longer need to attend panel meetings but do need to show involvement with the scheme.

**NA** agreed that TAs need to show involvement with their panel. Each panel needs to make the decision about whether a member is involved regionally.

**AB** proposed that this arrangement be monitored and reviewed after 6 months. This was agreed.

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

**NB** presented his report on this matter. **NB** asked the question : Should moderators be paid for their work? He suggested that £150 per day was a reasonable rate. Moderators should also work in different regions.

There was general agreement re the report, and moderation is due to commence in Sept 2014 with level one as a start point.

#### **14. Caving awards for children (NB) ongoing**

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

**NB** presented his report re this issue. T/A applications may go to interview depending on the calibre / number of applicants. T/As will apply centrally to TC, not to panels.

**AB** suggested that some wording in the document be modified. **NB** to alter the wording in certain parts of the document to highlight more positive aspects of the process. ( see action register).

#### **16. Leeway in revalidation window (NB) Done**

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

#### **18. New T/A Ratification(NB) Done**

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

**GM** was to rewrite but this is now not the case. **NB** proposed that TC now needs to go back to exec with this issue.

**DP** proposed that a small working party be appointed to slim down and restyle the scheme.

**NB** to report to council that a voluntary rewrite is no longer on the table. ( see action register)

#### **20. Parity of SUI and BCA awards (NB)**

**NB** presented a document re this issue with details of how the SIU can gain parity with BCA awards. **SH** raised the issue of mines awards.

**MW** needs to add mines awards issues to the document. The document was accepted by TC.

**MW** pointed out that some admin issues will be created as a result of this document and will need to be sorted out in the BCA admin. **NB** will contact **MW** on 23<sup>rd</sup> May re this issue.

#### **21. AOB**

**NB** raised the issue that decisions made by TC can be overturned at subsequent meetings due to poor attendance.

**SH** suggested that decisions reached be binding for a set period with a possible let out clause, ie at the discretion of the chair for example.

**NB** pointed out that as there is no constitution, therefore there is no need to be quorate.

**PH** suggested the setting up of a constitution.

**AB** suggested that important or contentious decisions be passed to non attendees for their opinions.

**DP** stated that the spacing of meetings is key, so that minutes from one meeting can feed into others.

**AB** proposed that people who disagree with decisions can do so formally in writing to the chairperson. This was agreed and the following statement regarding decisions made was issued ;

**“Decisions made at training Committee meetings shall be binding unless a written request to review a decision is received and supported at the following meeting with reasons for that request.”**

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

**Saturday 13/09/14 10.00 am Stafford**

**Tuesday 03/03/15 10.00 am Stafford**

**Tuesday 12/05/15 10.00 am Stafford**

**Meeting finished at approx 2.30pm**