



British Caving Association

Minutes of the National Co-ordinating Panel meeting held on
Monday 31st January 2011 at Staffordshire Council Staff Club, Stafford

Present

Tom Peacock (TP)	Chair & ALO – South Wales Panel
Dena Proctor (DP)	ALO – North Wales Panel
Tony Smith (TS)	ALO – Southern England Panel
Dave Baines (DB)	ALO – Derbyshire Panel
Mary Wilde (MW)	Training Administrator

The meeting commenced at 10:05

1. Apologies for Absence

Lee Paskin (LP)
Graham Mollard (GM)
Tony Boyle (TB)

2. Minutes of the Meeting Held on 4th October 2010

It was agreed that the minutes were a true record of the last meeting

3. Matters Arising

None

4. Training Committee Report

TP on behalf of GM.

4.1 SRT Skills at Level 2.

GM explained that we are not running basic SRT training but that leaders are expected to be personally competent. For instance they must be able to ascend, descend, change over, pass a knot and get off a rope. There is no requirement for SRT rigging skills.

(NCP - TS said that having no SRT rigging skills made no sense, as the leader would have to rig his own pitch. This would be covered later in the meeting).

4.2 Expenses

Issues with expenses and fees are still being raised but the decision has been made and the item is closed.

4.3 Revalidation Workshops

LCMLA revalidation workshops would run as long as at least one person has booked and paid 6 weeks in advance. If there were no bookings 6 weeks in advance the workshop would be cancelled.

(NCP - discussion on this took place. TS said that on some occasions he would be willing to run a workshop with late applicants. DP added that in her area very few bookings come 6 weeks in advance. There was some concern that cancellations might result in the loss of financially viable workshops if enough late candidates applied. DP suggested that at the discretion of the course director, a workshop could be run as long as at least three candidates were to attend making it financially viable for the BCA. MW to ensure this is raised at the next training committee meeting).

ALO's are now provided with a list of candidates due for revalidation in their area so they can encourage bookings directly. **MW** will provide this list every 6 months.

Revalidation workshops must be scheduled 18 months in advance. Bookings are now made via **MW**.

The changes to the revalidation process were clarified: -

‘When an award reaches its expiry date there will no longer be a 12 month revalidation window. If someone’s award expires they will be required to do a Core Skills Reassessment, which will include revalidation and development elements. This must be done within 6 months of the award expiry date. If the leader fails to do this they will be required to undergo full reassessment at the level at which they were originally qualified (unless they wish to be downgraded). Leaders will now be able to revalidate up to 18 months before their award expiry date and will receive reminders at 18 month and 9 months before their award expiry date’.

Voting in favour on this was unanimous

4.4 North Wales SRT.

The level 2 SRT skills exemption for North Wales was agreed. Anyone transferring to another region would be required to gain personal SRT skills.

(**NCP – TS** said that other issues might need to be considered when regional transfers take place. For instance, flooding awareness. The NCP meeting was in agreement and felt that this would be a topic for discussion in the future).

4.5 Joint Service Panel

The arrangements regarding the Joint Service Panel were raised again. **GM** clarified some points including:-

- Any new aspirant panel members will have to go through the normal process for becoming a T/A.
- The panel **ONLY** covers military candidates and do not run Level 1 or 2 assessments.

This item of business is closed.

4.6 New Panel Members Process

Panels will decide the criteria for their own panel membership and there is no stipulation for a candidate to have been a CIC for at least 5 years.

4.7 Hot Topics

ALO's are to be informed of which hot topics should be discussed at T/A workshops. Also workshop and panel minutes will go to **GM** and **TP** in order for them to pick up new hot topics for further discussion. Current hot topics include a review of the Level 2 skills checklists which should be more prescriptive, and a review of each panel’s practice in instructing traverse rescues at Level 2.

4.8 CIC Panel Meeting

The new syllabus is still being finalised. The appropriateness of ‘mid rope rescue’ and ‘travelling ropes’ are being considered.

A scoring system has been devised as follows:-

- 1 = inadequate
- 2 = poor
- 3 = developing
- 4 = good
- 5 = excellent.

At least 11 points must be gained in the 3 modules of which at least 7 must be from modules 1 and 2.

4.9 Exec Meeting (the one before last)

- **GM** will stay on as Training Officer until someone else comes forward. The Exec must make the role clear and it should have the power to make decisions. This was agreed by the Exec. **GM** also asked for it to be an employed role but Exec was not forthcoming with a decision. **GM** feels the role should have parity with other similar roles in NGB's. Regarding panels, other NGB's see them as scheme providers and they do not have as much influence or input to the running of schemes. The Exec agreed that panels could put forward ideas but that the ultimate decision lies with the Training Officer.

(**NCP** discussed the role of the Training Officer and chain of power. **DB** was opposed to the power of decision resting with the Training Officer. **MW** was reminded to send the Training Committee minutes to the ALO's).

- NCP/Training Committee – The Future.
A merger of the two bodies was proposed. The following would have a seat on the new body: -
Training Officer
Old NCP Chair,
CIC chair
Regional Councils
ALO's
Other bodies as appropriate.

A vote was taken and all but one was in favour. **GM** said that the final decision on the new body and who would have a seat was not his decision but would go the Exec.

The Exec rubber-stamped the Manchester/Goyden document.

4.10 Topics for T/A and Revalidation Workshops

Topics for T/A Workshops were discussed and the following suggested:-

- Regional terminology
- What constitutes a pass for a Level One Group Day

Topics for Revalidation Workshops were discussed and the following suggested:-

- Should we be using crabs without a CE mark
- Rope weight.
- Suitability of lights (main or secondary) as so many types are now available.
- Flooding

- Longevity of caving equipment, ropes crabs helmets etc.
- Modern belaying techniques.

The next TC meeting is on 15th Feb 2011

5. Revise Level 2 Core Skills, Group Day and SRT for Leader Checklists

This was done and suggestions for additions, changes and deletions are shown on the document appended to these minutes.

6. What Are Different Regions Teaching for Level 2 Traverse Rescues?

TS suggested the first stage was to consider the reason for the rescue such as:-

- Unconscious
- Tired,
- Tangled
- Tangled in Space

TS said that to rescue a caver injured in a V he would set up a hoist to pull the victim sideways, upwards or lower downwards (using group). Consideration must be given to the complications of passing intermediate anchors. Other considerations were - counter balance, 'gorilla' lift, and cutting cows tails.

It was strongly recommended that a spare rope be carried.

7. What Constitutes a Pass for a Level 1 Group Day?

This topic generated a lively discussion. The initial approach was to consider not just what constituted a pass but reasons for a fail. .

Aspects That Would Contribute to a PASS

- Appropriate trip selected
- Selection of an appropriate group for the trip
- Awareness of the needs of each individual throughout the trip.
- Clear organisation including aspects such as - insurance, letters to parents, and planning.
- Correct equipment
- Delivery of an initial briefing
- Delivery of a trip that is appropriately interesting, fun, challenging, adventurous, informative and at the correct pace for the group.
- Consideration of conservation
- Presence of an appropriate emergency kit for a group and the knowledge of how to use it.
- Good group management and control.
- Appropriate management of child protection.
- The ability to resolve an unexpected problem safely.
- The question 'would I let this person take my children underground?'

Some discussion took place regarding the need to make an intervention. This was not deemed a straightforward issue as the reason for the intervention could be covered by discussion or a follow up paper and might not constitute immediate failure.

8. Training Exemption for 1 Candidate (MW for GM)

GM asked the meeting to consider a CIC training exemption for a candidate. This candidate is very experienced and **GM** was willing to exempt him from LCMLA Level 1 and 2 training and assessment. However, **GM** wanted the meeting to discuss whether he should/could have an exemption from CIC training and progress directly to assessment.

This generated some discussion. **TP and TS were** against exemption from CIC training. The candidate was known to **DB** who agreed that he was CIC material. In general the meeting had concerns that this candidate would not have been seen with a group and therefore that we should be mindful of health and safety commitments. If he has not been seen with a group we should not be providing him with a 'certificate' that allows him to take groups underground.

During the discussion it emerged that the whole question required clarification. No-one was sure if **GM** intended to issue the candidate with an LCMLA certificate or if he would simply by-pass LCMLA. It was the feeling of the meeting that if he was to receive an LCMLA certificate at Level 2 he should at least undertake a Module 4 assessment. If he was to bypass LCMLA all together that this would be an exception to the prerequisites for CIC and therefore it would be up to the CIC panel to decide. **MW** will clarify with **GM**.

9. Hot topics from Trainer/Assessor Workshops

TP had analysed the notes from the last two years worth of T/A workshops and the following issues were flagged for consideration by the NCP.

Southern England 11/11/2010

- Aid Traverse Lines" using level 2 techniques
- Uniformity of standards at L1 and L2

Derbyshire 13/09/2009

- Training at level 2 – inappropriate use of mini & pro-traxions. Training should include escaping from a loaded pulley-jammer.
- Use of single resin anchor and use of anchors at L1.
- Use and responsibility for, borrowed lighting
- The use of incidents such as Long Churn for training purposes
- Site specific assessments.
- "G.M. revealed that following various discussions HSE & AALS are now favourable towards technical advisors giving site specific assessments to users of a single site. In spite of the way this appears to undermine the LCMLA and the original 1993 Bootle meeting agreement with HM Mines Inspector they have accepted this for mines. CIC's or assessors may not provide this approval unless they are the appointed technical advisor for the provider and are working within remit. A CIC without the mines module cannot be a tech advisor for mines".
- Use of non-inspected mines for training & assessment.

North Wales 13/12/2009

- Standardisation must be the main objective of a T/A workshop but for this to work there must be a cross section of T/As across the regions.
- Weather and flooding and the need to look at what is covered in the regional the transfer modules. NCP could do this. Attending workshops for different areas might help this. **DP** suggested that one big T/A workshop each year might be an effective way of achieving standardisation.

- Are there any incidents of candidates making complaints about differing standards? If so these should be discussed at TC and fed back to panels/NCP.

South Wales

- ALO's need to know who was coming up for revalidation every six months. Revalidation dates must be set 18 months in advance.
- Pre assessment experience. The key factor is the total amount of experience gained before assessment not before training.
- ALA should give (but will not) provide information regarding which organisation lists you as their technical advisor. It is possible to give them a list of those for which you believe you are technical advisor and ask them to confirm it. Questions arise regarding how agreements to be technical advisor are recorded.
- Exam papers - a pool of sample exam papers would be useful but **not** set papers.
- SRT for leader as compulsory part of L2 training. If a candidate had no basic SRT skills before L2 training the course would have to be three days long. **GM** insisted on existing SRT personal competence in order to remove the need for a three day course. (This is now in the syllabus)
- Can we have some sort of post assessment form on line to fill in with feedback/action plan for the client? (Similar to old BCU C2).

10. Is it time we considered a point scoring system for LCMLA L1 and L2 pass or fail? (GM)

No-one was in favour of this. **DP, TP** and **TS** felt that words more important than scores.

11. LCMLA Reminders

TP had had feedback that sending out Revalidation workshop forms 18 months in advance was a waste of paper. The meeting noted however, that as candidates may revalidate 18 months in advance it was necessary to send out the forms that far ahead.

12. Regional Panel reports

12.1 DP North Wales

- Most business was in house and feedback from the last NCP.

12.2 TP South Wales

- The Level 2 check lists had been discussed (See these minutes item 5).
- One panel member had not been paid for a workshop last September. **MW** said she had recently chased payments and that all should have been cleared by the end of last week.
- The criteria for rejecting a cave for the level two site list was discussed. One key factor is ease of rescue, which is why Daren Cilau and Llanelli Quarry Pot have been removed from the list.

12.3 DB Derbyshire

- Two T/A workshops have been planned.
- There is a potential issue regarding the use of non inspected mines by the Scouts association. Although the Scouts have been given information to the effect that they can use non inspected mines, **GM** has stated that he will not support this and would be willing to be a witness for the prosecution for any case that came up where this was an issue. There are Duty of care and best practice issues.
- Kev West has been reinstated as a full T/A.

12.4 TS Southern England

- Some panel members could not attend the last T/A workshop but did contribute by email. **MW** asked whether this should count as having attended and will discuss with **GM**.

- The question of whether sites should be removed from site lists for reasons of high CO2 or Radon was discussed.
- Since John Whitely resigned Simon Mullens has been inundated with requests for site specific assessments. The meeting felt they should be encouraged to go for their LCMLA.

13. AOB

None

14. Date of next meeting

Training Committee

- Tuesday 15th Feb
- Saturday 14th May

NCP

- Saturday 11th June
- Monday Oct 3rd

NCP Action Register

No	Action	By	Deadline	Done
	05/10/2009			
029	DB to broker a meeting between Dave Carlisle and Steve Pope.	DB	ASAP	Ongoing
030	GM to approach Ben Lyon for emergency card funding	GM	ASAP	
031	MW to create a copy of the emergency card for the website.	MW	By Next NCP	
032	Glossary / local Terms document. All ALO's to produce a document reflecting their region and send them to MW to collate in table format	ALOs	ASAP	
033	MW to collate Local Terms document	MW	ASAP	
034	MW to email T/As requesting photographs of caves in dry and wet weather for the Weather and Flooding doc.	MW	ASAP	
037	All NCP members to send photocopies of any suitable diagrams to Nigel Ball for the Geology Document	ALL	ASAP	
038	MW to send out approved site lists to panels for review.	MW	ASAP	
039	GM to ensure the North Wales SRT exemption proposal be put forward at the next TC meeting	GM	10/05/2010	
	04/10/10			
040	GM to canvas regional reps for their views on their involvement at the TC.	GM	January 2011	
041	MW to provide ALO's with lists of award holders due to expire	MW	November 2010	
042	GM to circulate a list of geology document photo requirements	GM	ASAP	
043	MW to check that all lists of local mining terms have been received.	MW	ASAP	
044	DB to check if there are any safety implications were Dave Carlisle's reports 'pirated'.	DB	By next meeting	
045	MW to set up a simple T/A workshop application form.	MW	ASAP	
046	TP and GM to agree any core items to be covered at the next round of T/A Workshops	TP/GM	ASAP	
047	MB to follow up the 'lights of' issue in PYO.	MB	Next meeting	
	31/01/2011			
048	Raised the issues of automatic cancellation of LCMLA Revalidation workshops at the next TC meeting	MW	15/02/2011	
049	MW was reminded to send the Training Committee minutes to the ALO's.	MW	Ongoing	

050	Clarify with GM the precise details of the proposed LCMLA/CIC exception for on candidate	MW	ASAP	Done
051	Does contribution by email count as having attended a T/A workshop – discuss with GM	MW	Next meeting	

1.1.1 6.3.3 MODULE 3 CHECK LIST – VERTICAL SKILLS ASSESSMENT –

LEVEL 2 – CAVE OR MINE

Name		Date of assessment	
Registration No	Date	Date of birth	
Core Skills Assessment Date		Assessor	
Group Skills Assessment Date		Assessor	

<p>VERTICAL EQUIPMENT Leader's Personal Equipment – suitability / care Choice and suitability of equipment for group members' use – harness / cows tails / descender etc Knowledge of PPE regulations and Equipment Standards Ropes – types / construction / longevity / usage / storage / care etc Karabiner / Maillons – types / usage / limitations etc Ladders / Spreaders / Tethers – types / construction / linkage / limitations / coiling / storage etc Descenders / Ascenders / Pulleys / Belay devices etc – types / usage / limitations Bolt hangers – types / usage / limitations</p> <p>KNOTS Use of an appropriate range of knots Knowledge of suitability / limitations</p> <p>RIGGING Equipment Preparation / Packing Rigger Protection – methods and their advantages / limitations Natural Anchors – suitability and use Artificial Anchors – pre-use checks Knowledge of Fall Factors Traverse Lines , Tyrolean (possibly just for NW) Belay systems – construction using rope / slings – alignment and forces – sharing loads Pitch head – approach / ease of access / position of leader etc problem prevention Ladders – use of spreaders/releasable</p> <p>Group abseil rope-, releasability? Lifeline – incl. double life lining</p>	<p>LIFELINING METHODS Belay Methods and Devices – use and limitations Position of Leader Safety of group members – waiting / to & from pitch head Efficiency / Fluidity of Lifeline Technique Double Life lining Communication</p> <p>DESCENT / ASCENT Group Ladder climbing- pros and cons / hazards / style Group Abseiling – pros and cons / hazards Lowering – pros and cons / hazards Leader Personal safety – ladder / abseil</p> <p>EMERGENCY VERTICAL TECHNIQUES Improvised Harness – rope only / slings & krabs Chosen belay method or device – ability to lock off / ability to lower off / ability to convert to hoist etc Ladder problems and solutions Abseil problems and solutions Lowering problems and solutions Traverse problems and solutions Assistance to exhausted ladder climber Hoist of exhausted / injured group member – with assistance / without assistance Conversion of hoist to lower</p>
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ADDITIONAL CHECKLIST WHERE 'LEADER'S SINGLE ROPE TECHNIQUE SKILLS' IS BEING ASSESSED IN CONJUNCTION WITH MODULE 3. (This can also be assessed separately as MODULE 5).

PERSONAL SRT

Due consideration of accident to leader

Personal SRT equipment – suitability and use

SRT personal skills – pitch head / descent / ascent / deviations / rebelay etc, **change overs**

Self Rescue – improvisation in case of equipment failure or loss etc

Ropes and Knots for SRT

Use of Rigging Guides / Topos

Rigging for SRT – principles / personal safety / traverse lines / pitch head / rebelay / deviations

Conversion of SRT Rigging for lifeline / group abseil / group lower

Use and suitability of Personal SRT equipment for life lining / lowering / rescue

Consideration and use of Travelling Ladders

The Trainer / Assessor is encouraged to make a record of evidence and his / her judgement against the above items as evidence of his / her recommendation on assessment.

1.1.2 6.3.4 MODULE 4 CHECK LIST – GROUP VERTICAL SKILLS ASSESSMENT –

LEVEL 2 CAVE OR MINE

Name		Date of assessment	
Registration No	Date	Date of birth	
Vertical Skills Assessment Date		Assessor	
Assistant Leader(s)			
Group Numbers		Group ability	

Suitability of Venue & Trip for group and **sustainability of venue.**

Weather Conditions / Water Levels / Flood Awareness / **Other hazards**

Compliance with Access Procedures

Surface Navigation / Care of Groups en-route to **and from** Venue

Suitability of Clothing & Personal Equipment of Group

Vertical aspects

Appropriateness of technical equipment

Protection of group on scrambles with and without a rope

Protection of group at pitch head / foot

Suitability and effectiveness of technique for descent / ascent

Own progression

Suitability of rigging/anticipatory rigging/ organisation and efficient use of equipment.

Leadership Style / Rapport / Sensitivity to Group

Effectiveness of Party Management / Group Control & Safety

Education / Conservation / History etc

Suitability of Group Briefings (Technical, Educational, Information, Hazards)

Use of Assistant Leader(s) if appropriate

Appropriate Emergency Kit & Rescue Call-Out

Organisation & Running of Day

The Trainer / Assessor is encouraged to make a record of evidence and his / her judgement against the above items as evidence of his / her recommendation on assessment.

1.1.3 6.3.5 MODULE 5 CHECK LIST – Leader’s Single Rope Technique Skills

Name		Date of assessment	
Registration No	Date	Date of birth	
Module 3 Vertical Skills Assessment Date		Assessor	
Module 4 Group Vertical Skills Assessment Date		Assessor	

PERSONAL SRT

PERSONAL SRT

Due consideration of accident to leader

Personal SRT equipment – suitability and use

SRT personal skills – pitch head / descent / ascent / deviations / rebelayes etc, **change overs**

Self Rescue – improvisation in case of equipment failure or loss etc

Ropes and Knots for SRT

Use of Rigging Guides / Topos

Rigging for SRT – principles / personal safety / traverse lines / pitch head / rebelayes / deviations

Conversion of SRT Rigging for lifeline / group abseil / group lower

Use and suitability of Personal SRT equipment for life lining / lowering / rescue

Consideration and use of Travelling Ladders

The Trainer / Assessor is encouraged to make a record of evidence and his / her judgement against the above items as evidence of his / her recommendation on assessment.