SCOTTISH AMATEUR SWIMMING ASSOCIATION

MINUTES

BOARD OF MANAGEMENT MEETING

Date: Sunday 20th March
Venue: Marriott Hotel, Glasgow

Present: Ian Mason, Chairman
Stuart Martin, VC Admin & Finance
Win Hayes, VC Education
Wally Lord, VC Disciplines
Murdo Wallace, VC Marketing
Elaine MacKenzie, Administration Manager

In Attendance: Alistair Gray, Genesis Consultant
Mike Sheppard, National Swimming Convenor

ACTION

1. **APOLOGIES**

IM opened the meeting by giving Sandy Brunton, Helen Brunton and Bill Blacks apologies.

4. **DEVELOPMENT PLAN**

Alistair Gray, Genesis Consultant attended the meeting at 11.00 am for this Agenda item.

The BOM looked at putting the facts and figures into the development plan re pages 6, 36 and 37. After some discussion it was agreed that AG shall put the figures in place, up-date the document and fax a copy of the changes to IM and SM. AG then to send the document to the Office by Wednesday 24th March. **AG**

The process will then be as follows:

Stage I - IM and AG to meet with the SSC to discuss the development plan. IM to arrange a date. **IM**

Stage II - The development plan shall be sent to all Project Leaders with a cover letter outlining the feedback from SSC. **IM/EM**

Stage III - IM and AG to then firm up on dates/timetable for the District Roadshows. **IM/AG**

AG left the meeting at 12.05 pm.

ACTION

5. SWIMMING CONVENOR

Mike Sheppard joined the meeting for Agenda item 3 at 12.00 pm.

IM informed the meeting that MS had been invited in order to allow a 2 way exchange of information which would allow for general communication and any concerns that wether party may have could be raised.

IM informed MS that he felt that the Swimming Committee was doing a good job and pointed out that this was the largest and most complex of all of the disciplines within the sport. He pointed out that the Swimming Committee had just had a very positive meeting last week.

The concerns/issues which were raised by MS were as follows:-

Director of Swimming Post/Technical Support

The Swimming Committee felt that there was a lack of direction and leadership of a technical nature due to the lack of a Director.

IM informed MS that the BOM were actually interviewing that afternoon and hoping to appoint a Director of Swimming. Although, it was agreed by the Board that even although they are anxious to appoint they would not wish to appoint the wrong person. IM went on to inform the meeting that the appointement of a Director of Swimming would not affect the programme up until the Summer/Commonwealth Games and that all the necessary arrangments for this time had been made - it was unlikely that if a Director of Swimming was appointed to day that he/she would take up the post before May.

IM also informed the meeting that he hoped to have 2 Development Officers in place by August 1994. This would only happen if there was co-operation from the Districts, Schools Association and SSC.

IM had been to a meeting with the Director of Team Sport Scotland - and was able to inform the meeting that all Governing Bodies will receive an application form to bid into Team sport Scotland.

Swimming, Gymnastics, Athletics, Squash and other sports will be anxious to join this scheme. However, there is likely to be a maximum of 1 place only. IM will hope to put forward a strong case in that Swimming as a Governing Body will be looking to raise the capital to employ another Development Officer as well as the one that could be employed if Swimming were successful in their bid - Swimming will have to sell themselves in order to be successful in securing this bid. Athletics are well ahead of Swimming in terms of development. IM feels that it is most likely that we would be invited to do a presentation - it was agreed that IM, WH and SB should be involved in this.

ACTION

WL also pointed out to MS that as long as the technical assistance that he required was justified then the support would be there but for identified tasks only.

IM pointed out that the office will need guidance from Committees and a reasonable timescale in order to carry out defined tasks.

MW looking into the area of travel within the Association as a whole - will feedback to the Board. **MW**

WL feels that any Association should be looking at identifying one person within a travel firm who will look at the best prices/options available to that Associations needs.

Kit Arrangements

MS informed the meeting that he and EM had liaised in order to work out a procedure re Kit. This is in place and will be fully utlised once next years kit budget has been spent. MS to order Kit to be held in stock at Cambuslang as soon as he is aware of his Kit Budget. SM hopes to have Kit Budget figures for 1994/95 to Convenors by May. **SM**

MS pointed out that some swimmers do not like the quality, style or design of HIND swimwear. However, fully agreed on the priciple that National Team should wear National Kit.

MS asked if it was possible to have plain tracksuit bottoms instead of the original design which was not favoured by swimmers. MW to phone Chris Reed at HIND tommorrow. **MW**

MW pointed out that Chris Reed would like to meet with all squad members, however, time was running out - WL pointed out that all squad members would be at the Edinburgh Grand Prix 30th March - 1st April. MW to invite CR along to talk to the squad members. **MW**

Commonwealth Games

IM informed MS that Council had agreed that Synchro should be represented at the Commonwealth Games as long as they met a particular standard. However, since each discipline had first submitted their criteria for sending their representatives to the games it would appear that Synchro has changed the criteria - this was felt to be unfair to all other disciplines, the matter will be raised at Council next Sunday, however, it was agreed that the Board could not support this.

If Synchro to have reprsentation at the Games they would have to have showed progression over the last 4 years. This was also important in relation to justifiying the selective funding invested by the SSC for games preparation.

ACTION

Graeme Smith

Discussion took place re Graeme Smith and his committment to the Commonwealth Games programme. MS to follow up. **MS**

National Swimming and Diving Championships

IM informed the meeting that the price quoted for the pool hire is static and remains the same whether the evening sessions are used up or not. It is felt that by allowing Water Polo and Masters to host these events that it is giving them an opportunity that their budgets would not otherwise allow. Any income from Water Polo and Masters will be pored back into the Championship budget.

The information pack for the above Championships is out. It was agreed that IM and MS should speak to Noel Dashwood Brady re the organsiation of the above Championships while they are both in Edinburgh for the Grand Prix. **IM/MS**

EM to fax MS a copy of the minutes from the last meeting. **EM**

Age Group Championships

This information will be sent to the office by Wednesday 24th March (mid week). EM to ask WB to design a front cover along the lines of the National Swimming and Diving Championships front cover. The office then to photo copy the information packs and send out. **EM**

EM informed the meeting that Bob Craig was to phone her on Monday 21st March to inform her of the 1st date set for the Organsisng Committee of the Age Group Championships to meet.

Swimming Committee Co-opted Members

MS asked that Alex McNeil be co-opted on to this committee. He could think of no one else at this time who should be on the committee. Danny McGowan does not wish to be co-opted on to the committee, however, is happy to attend the meeting when necessary.

Victoria - Commonwealth Games Training

MS informed the meeting that this had been a successful trip with 5 good times being set and 2 Scottish Records had been broken. He is still waiting on the report.

ASA Calander Conference

The date for this is the 19th June. IM to discuss further with MS re any possible representation. **IM**

ACTION

Coaches Planning Seminar - 16th April

WL has a letter to be sent out from the Office next week re the above. The coaches will be given an agenda and asked to give some thought to it prior to the meeting. They shall be asked in the letter to confirm their acceptance. WL to pass information for posting to EM. **WL/EM**

Sports Medicine/Sports Science

IM informed MS that he had written to Bob Howat. The SSC will soon issue a set of guidelines for Scottish Science programmes. David McCrae is keen to meet with Bob Howat in order to investigate potential areas of support for enhancing the successful programme run by Bob Howat and Malcolm Robson. EM to send a copy of this letter to MS. **EM**

MS left the meeting at 1.10 pm.

2. MINUTES OF PREVIOUS MEETING

One change was made to the minutes page 3, letter was sent from SSA and not SSC re: half yearly meeting.

MATTERS ARISING FROM THE MINUTES

Forward with the Future Pamphlet - These have now be reprinted and Ian Russell is going to distribute them to the Local Authorities and Local Sports Councils. MW to put a mailing of the leaflets to all Development Officers in England. **MW**

G. B. Review - Papers to be circulated to B.O.M. - not IM/SM. **EM**

Stirling University, Performance Centre - IM is to meet with Alan Lynn on Thursday 31st March. AL indicated to IM that he had come up with a solution to club membership - this would not cost the Association any money.

SVQ/NVQ Arrangements - IM has received the minutes of the meeting that he and WH attended with John Lawton, however, these were very poor and did not indicate the way forward.

Swimalong with David Wilkie - WL informed the meeting that the "BT Swimathon" had been a disaster at the RCP.

School Age Sport in Scotland - IM is going to the day in Perth and SB to attend the day in Elgin. **IM/SB**

Meeting re By Laws in Loch Lomond - Liz Hastie had been asked to represent Long Distance Swimming at this meeting. LH has informed IM that she will not be attending the meeting - did not feel that it was of any relevance.

ACTION

Long Distance National Convenor - Liz Hastie refused this post as she felt unable to deovote the time and effort needed at this time. EM to send a letter to Ian McIntosh asking him to take up the post of National Convenor. EM

Synchronised Swimming National Convenor - Elizabeth Bowman has accepted this post, however, has indicated that she will need alot of support and help from the Board/Office.

Co-opted Members onto Committees - the nominateions received are as follows:-

Swimming - Alex McNeil
Water Polo - Vic Williams, Hugh Cullen and Alex Burgoyne
Masters - Flora Connolly and Ron McDonald
TTO - Sandy McGill

All of the above were approved by the Board.

EM to write to all National Convenors informing them of the above. EM
EM to send a letter to E Bowman re synchro nominations.
EM to send a letter to A Hart re Education nominations, asking her to liaise with WH if in any doubt.

Education - There had been no response to the advert placed in last months issue of Swim 2000 re financial assistance with a coaching trip to Canada. WH to place another advert this month. WH

Raffle - This would appear to be going very well 49,000 books have been sent out from the office so far. MW has placed an order for another 25,000 books. MW to send EM a list of people/letter to be sent out re small prizes. MW

EM to update MW as to which clubs have returned their books unsold. It was agreed that after the raffle has taken place a letter should go out to all clubs informing them of next years raffle date so that the date can be put in their diary and their support given. EM

Travel Within The Association - MW is putting something together to go out to travel companies to see if any commission/sponsotship can be gained. MW

Venue for next year's AGM - MW to ask Jim Westcott to phone IM re this. MW

Code of Conduct - This is still very much a discussion document. EM to send this document with a covering letter to all Convenors and B.O.M. asking for their constructive feedback to be sent to WL. EM

Coaches Register - A letter had been sent to those clubs that had not responded. The response is now 60%.

ACTION

National Planning Seminar - The Stirling Management Centre has been provisionally booked for the 10/11th September.

6. DRAFT DEVELOPMENT OFFICER JOB REMIT

This document was discussed and a few changes made. EM to amend. EM
David Joy from the SSC will attend District meeting with IM in order to talk about Development Officers initiatives in other Sports.

3. CORRESPONDENCE

Letter from GB - EM to write back to GB indicating that IM is available to attend the meeting on the 15th April, however, he would prefer York as the venue as opposed to Manchester. EM

GB Representatives - EM to phone E Bowman and ask her if she will accept this nomination re synchro. EM

Vat Exemption - SM informed the meeting that this letter was not very clear and we would have to wait until the remit comes from Customs and Excise.

ASA Prompt Card - WH to speak to Lex Taylor re his thoughts. WH

Letter from Helen Murray re change of criteria for Commonwealth Games. IM to raise at Council. IM

Information Booklet - Any further charges to be sent to EM by Tuesday 22nd March. Co-opted members now to be inserted.

Letter from Speedo - Wishing the new Board well and indicating interest in Sponsorship. IM to respond to the letter. IM
A Copy of the letter to be sent to MW for information. EM

Letter from SSC - re need for performance indicators to justify Scottish Office funding of new Glasgow pool.

Letter re Bellshills Sports Complex - Informing the Association of a name change and indicating that they have some new timing equipment and would like details on courses. EM to send to Colin Wilson and Derreck Hoare. EM

Commonwealth Games Tickets - The Board felt this was a point for some discussion and it was left until after the Director of Swimming Interviews.

EM left the meeting at 2.55 pm.

PLEASE NOTE THAT THE MEETING SCHEDULED FOR SUNDAY 3RD APRIL HAS BEEN CANCELLED.

DATE OF NEXT MEETING :-

Date: Sunday 24th April
Time: 10.00am - 4.00pm
Venue: Perth Ice Rink

CC: B.O.M.
Council
National Convenors
Ian Russell, Scottish Sports Council
Colin Pearson, Scottish Sports Council
Alistair Gray, Genesis