

SCOTTISH AMATEUR SWIMMING ASSOCIATION

MINUTES

COUNCIL MEETING

Date: Sunday 4th December 1994

Venue: City Mills Hotel, Perth

Present: Mrs H Brunton, President
Mr W Black, Vice President
Mr R Dale, West District President
Mr R Craig, West District Secretary
Mr S Davidson, Midland District Vice President
Mr J Westcott, Midland District Secretary
Mrs H Murray, East District President
Mr H Stevens, East District Secretary
Mr J Frew, North District President
Martyn Woodroffe, Director of Swimming
Elaine Mackenzie, Administration Manager
Ian Mason, Chairman
Stuart Martin, VC Finance & Admin

ACTION

1. **PRESIDENT' S ADDRESS**

The President opened the meeting by welcoming everyone to her last Council Meeting. A list of events/meetings that the President had attended since the last meeting in September had been previously circulated.

2. **APOLOGIES**

Apologies were received from Dr Hoare, S Davidson attended in his place. Mr A Drummond, North District Secretary also sent his apologies.

3. **MINUTES OF PREVIOUS MEETING**

Corrections :

Page 2: minute that Bill Black was attending a Water Polo Meeting and therefore was not at Council.

Page 5: under the Director of Swimming's report add squad between Senior Plan which shall now read Senior Squad Plan.

Page 7: under correspondence item 6 should read In Mr Black's **opinion** he rules should when the rule book is **re-printed**.

Minutes then approved as a true record.

Proposed by: R Dale

Seconded by: H Stevens

4. **BUSINESS ARISING**

Mrs Murray asked if Tayside Masters had suspension had been lifted.

Mrs Brunton informed Council that Tayside Masters had now paid their fine and had been reinstated.

Convenors Reports to the Board will be copied to Council with the Board minutes.

EM

Mr Woodroffe informed Council that the Interviews for the post of Part-time National Coach would take place on Monday 5th December 1994.

Mr Dale asked for clarification on the Eight Nations Committee. Why had Mr Gibb the East District Convenor not been approached to co-ordinate the Officials for this meet.

Mrs Mackenzie explained that the Eight Nations was being organised alongside the Edinburgh International Meet as it will run onto this meet and that in previous years Mr Snowden had always carried out the co-ordination of Officials for this meet.

Nominations for 1995 Appeals Committee as follows:-

- West District - A Fletcher and J Smith.
- Midland District - Mr Spence and Mr McGillvery
- East District - Mr Stevens to inform the Office. *E. T. and McGood Ben*
- North District - Mr Drummond to inform the Office.

HS
AD

Life Membership - after a thorough discussion it was agreed that the rule for nominating Life Members would be amended to read as follows:-

"Recommendations for Life Membership to be passed to the District Secretary for information who will then present them to Council".

Members can still submit nominations direct to Council, however, should copy the nomination to the District Secretary for information.

9. **CHANGES OF RULE/AGM BUSINESS** (agenda item brought forward to allow Ed Adam to leave meeting).

The proposed draft document had been circulated to all Council members prior to the meeting. Mr Black informed the meeting that this was a draft that had been agreed by the Board and had now come to Council for endorsement, any modifications could be made before the 15th December 1994.

The constitution will be divided into four sections with different groups taking on particular areas of responsibility.

Council will still look after the main functions of the Constitution. Mr Black proposed to replace the AGM with an Annual Business Meeting and rule changes will be made every four years, it was agreed that this would be more efficient than the present system.

A congress would be put in place every four years to review rules and approve the revised constitution. 1st congress would take place in 1995, if approved.

Bye-laws could be put in place at any time by Council.

Regulations - these are the operating rules and would be the responsibility of each committee. They should be put in place for the year. Each committee would be responsible for holding an annual meeting to present their proposals for the following year.

Associate Bodies - eg. GB, SSSA, Award Scheme - these Constitutions should feature in our own constitutional paperwork.

The Council agreed that the work/proposals that Mr Black & Mr Adams had put forward were very good and should go forward to the AGM for approval. Mr Black and Mr Adams to present to the AGM.

BB/EA

Mr Adams pointed out that to put the new proposals in place will take through to 1996 and this would be dependant on Committee's working to an agreed timescale.

Mr Frew commented that he felt the proposals were more in line with the four year Development Plan and that they would allow people to make decisions at a lower level.

Corrections to the draft to be made and then sent out to clubs.

EM

Further detailed work will be sent out in December club mailing and then final document to be sent out in January with the AGM papers for inclusion on the AGM Agenda.

EM

5. VICE CHAIRMAN, FINANCE & ADMINISTRATION'S, REPORT

Draft Balance Sheet as at 30th November tabled.

Mr Martin informed Council that all control accounts had been squared and he anticipated a surplus of £18,242 which the Association had set out to achieve at the start of the financial year. The Auditor had been to the SASA Office to start the financial audit and was very pleased with the new financial systems now in place.

Mr Martin pointed out that we as an Association would be going into the next year with all professional staff in place and this would obviously increase expenses. The Association will be committed to trying to create a reserve as the reserve at the moment only covers a fraction of the professional staffs salaries.

Mr Mason congratulated Mr Martin on the significant steps forward on the financial systems this feeling was conveyed by all of Council.

A discussion then took place on the Timing Equipment and it was agreed by all at Council that the equipment now belongs to the Districts and each District Secretary had received a letter indicating the above. Each district should show their timing equipment on their balance sheets. The Association still holds the National Equipment which is housed at Carnegie and looked after by Colin Wilson in the East District.

INSURANCE
SASA
Districts 1/2m/1

Mr Martin informed Council that the professional staff have all been supplied with computer systems that shall last for the next four to five years, however, some software changes will be needed before that.

Mr Stevens asked what the contributions from each District for the Development Officer was:-

East and West District - £3,000

North - £2,000

Midland - £1,500

SSSA - £5,000

All contributions made for this financial year.

Mr Martin informed Council that he will be recommending to the AGM to raise per capita fees from £5.55 - £6.00 and the ACF fee from £10.40 - £11.00 to further development over the next four years. We must generate income if we are asking the SSC to increase funding.

ACTION

Mr Mason pointed out that there is future scope for looking at different levels of membership within the Association. That to expand positively we must give value for money. We as an Association are looking for increased funding from the SSC and other agencies, however, only a moderate increase from within the Association. We must look to decrease our dependency on the SSC.

Mr Martin put to Council that as of 1st December 1994 mileage expenses will rise as follows:-

Council and Board to 25p per mile. Convenors and Committees to 18 p per mile.

This was approved by Council.

Mrs Brunton thanked Mr Martin and congratulated him once again on his work over the year.

6. ADMINISTRATION MANAGER'S REPORT

Report circulated prior to the meeting.

Mrs Mackenzie asked Council to bear in mind that the office are short staffed with the dismissal of Hazel McGuire, an advert has been placed and it is hoped that interviews will take place before the end of the year.

National Team Kit has been ordered and Mr Frew was informed that all swimmers representing their country from whatever discipline would be supplied with adequate kit.

Mr Craig raised a concern over a recent article in Swimming 2000 which stated that all Masters World Class swimmers had received National Kit - Flora Connelly had not received any kit.

Mr Martin informed Council that last year was the first year that Masters had received a kit allocation and the responsibility of issuing kit had been delegated to convenors. Mr Martin will ensure that a fair system is set in place for the next issue of kit.

SM

Isla Hale Grant Application - Mrs Mackenzie circulated a letter from Mr Hale re Isla's application which had been submitted to the SASA Office in September 1993, passed on to Mr Sheppard for completion and had subsequently got lost.

After a thorough discussion it was agreed that Mr Mason would write to Mr Hale apologising for the error and ensuring him that systems were now set in place to avoid a recurrence. Mr Mason to copy the letter to Mr Sheppard.

IM

6.1 Transfers/International Permits

Transfers were accepted as follows:-

Euan Stewart from City of Dundee to Drumchapel ASC

International Permits were noted for:-

Central Region Swim Team - Germany

Nicola Redfern - Australia

Mervyn Fassen de Heer - Amsterdam, Holland

7. CHAIRMAN, BOARD OF MANAGEMENT'S REPORT

1. **Grant Aid Meeting:** - Mr Mason, Mr Martin and Mr Woodroffe attended the Grant Aid Meeting at the SSC on Monday 28th November this involved giving a presentation to the SSC Operations Division to make them aware of what the SASA are doing. The presentation was extremely thorough followed by individual question and interview sessions. Mr Mason has been invited along to the full Council meeting to give a further presentation on Wednesday 14th December. Mr Mason informed Council that he felt the presentation went well and pointed out that the SASA are looking for a substantial increase in funding and if this is granted the sport will come under severe scrutiny with regular spot checks to ensure that we as a sport are achieving.
2. **Development Officers:-** The Association is looking to employ a 3rd Development Officer, either as a solo appointment or as a joint appointment with a Local Authority. There is a meeting on Monday 5th December with the Development Officers to look more directly at their work programmes, on completion of work programmes a copy shall be sent to Council.

EM

There will be individual meeting arranged between the Development Officers and each District Executive to discuss District needs, it is hoped that these will then take shape by January 1995 and the Development Officers can start to work within the Districts.

The Development Officers are planning to hold eight, one day seminars, two within each District for club officials and club coaches.

The Development Officers are also organising a two day conference, one day will be on "the preparation of the elite swimmer" and the second day on "the development of youth swimmers". Pamphlets for the above will be available at the Short Course Winter Championships and will also go out in a club mailing.

3. Great Britain Up-date:-

1. **GB Review:** Mr Mason informed Council that the pace is now slowing down and that further background work is needed before any recommendations can be put to the constituent countries. Mr Martin has a meeting in York on Thursday 15th December to discuss finance. Mr Black and Sir Peter Healtly are attending a meeting on Saturday 10th December re the constitution.

Mr Mason pointed out that the Association must remain positive and then assess any recommendations that are put forward.

2. **GB Performance Director:** In confidence, Mr Mason informed Council that an offer had been made to a candidate, if this person accepts the position it would be a major step forward for British Swimming.

4. National/Sub National Facilities Up-date: -

1. Northfield Pool: this development has now been referred back to Aberdeen District Council talks will now resume to get funding for an 8 lane pool. There is a split at the SSC, everyone agrees that there is a need for an 8 lane pool in Aberdeen, however, they are not convinced that Northfield would be the best location.

2. Inverness: The plans for the new pool are progressing very well and both Mr Mason and Mr Woodroffe are involved in the plans. The negotiations are almost final and once the contract has been signed this shall be a major step forward for both the Association and the District.

3. Glasgow: The Association is just about to conclude the access agreement for the new 8 lane pool at Scotstoun and the foundations have been started for the new 10 lane 50m National Swim Centre.

5. **Development Plan Implementation:-** Plan has gone out to all Council, Board, Convenors and Committees. A summary document will be ready in January which shall go out to all Clubs. We as an Association are now at the stage of "stop talking and start asking everyone to focus and carry out their tasks as detailed in the plan".

6. **District Development Plans:** Each district should be looking to find a person within their District who can act as a link between the Board and the District, this person should have the potential to become a future Board member. Perhaps it is time for the District to start looking at "blooding" new people to take on such a role.

7. **National Swim School:** Will take place this year from Saturday 25th March - Friday/Saturday 7/8th April. Both Win Hayes and Briony Shimmons will be responsible for running/organising the School. The costs will go up because of the nature of the new courses, however, the objective will be to keep the costs to a minimum.
8. **AGM 1995:** Mr Mason informed Council that the administration/management of the AGM is well in hand. Both Mrs Mackenzie and Mr Martin have carried out some background work for pulling the Annual Report together. All those responsible for submitting reports have been asked well in advance and reports submitted after the 15th December will not be included in the Annual Report.

At the moment we are looking at changing the format to:-

1. Summary Swimming Development Plan.
2. Annual Report of Association - printed.
3. AGM Business Document - "in-house".
4. Statistical Document for year - "in-house".

9. **Association Appointments - Board Recommendations:-** Mr Mason put forward suggested nominations for debate to be considered by Council. The agreement for appointments was as follows:-

Commonwealth Games Council: Director of Swimming
VC Finance & Admin
VC Disciplines

British Olympic Association: Bill Black, Vice President.

Great Britain Committee: Chairman, Board of Management
VC Finance & Admin
Sir Peter Heatly
Plus floating member with no voting power.

Scottish Sports Association: Douglas Brown.

Joint Award Scheme: VC Marketing, to be re-appointed in 1997.
VC Finance & Admin, to be re-appointed in 1998.
Jack Snowden, to be re-appointed in 1996.

All of the above appointments are for 3 years.

Hon Legal Advisor: Elspeth Black. EM to write asking Mrs Black to remain in this position.

EM

Medical Advisor:	EM to draft a letter to the medical committee asking them if they still intend to stand. Enclose a copy of the committee remit in the letter.	EM
Auditor:	Linda Kilgour, Crichton Kilgour.	
Life Member:	Helen Brunton.	
Nancy Riach:	Memo sent to Council to approve nominations.	
WG Todd:	Samantha McNeilly.	
John Bell:	no nominations.	
Senior Water Polo Player of the Year:	Keith Anderson, Portobello.	
Junior Water Polo Player of the Year:	Neil Strachan, Dundee.	
J Y Coutts:	no nominations.	

10. Local Authority Initiatives:-

Moves are now afoot in Aberdeen, a draft document has now been produced and substantial financial resources are being looked at from both the Local Authority and SSC to fund a coach.

Exploratory meeting in Edinburgh to take place, in principle clubs have agreed to look at an excellence programme. There are promises of substantial funding from the SSC.

Talks have opened in Dundee with the District Council re funding for a Performance Coach.

Perth and Kinross District Council are looking to appoint a Development Officer - decision after the 15th January.

8. DIRECTOR OF SWIMMING'S REPORT

Report circulated prior to the meeting.

National Plan for Training and Competition - Mr Woodroffe informed Council that a letter would be going out to Clubs/Committees asking for applications for the post of Commonwealth Games Team Manager 1998 this would allow anyone who is interested and has the necessary requirements to apply and would also help to clarify future potential.

Competition Calendar Plan - correct dates for the SASA meets are now as follows:-

National Championships -	14th - 16th June 1995
Age Group Championships -	29th June - 2nd July 1995
Inter District Competition -	30th September 1995

These dates would now remain in place for the four year plan.

Mr Woodroffe would send Council members a copy of the up-dated Competition Calendar.

MW

Mr Woodroffe's opinion is that Scottish swimmers are not fit enough to swim at World Class level and there appears to be a reluctance from Coaches to work the swimmers too hard. Swimmers need to be committed to the sport and to work to a much needed landwork programme. We must send the message to both swimmers and coaches that they must work harder.

Mr Davidson asked for clarification on the Coaches Technical Committee and their remit. Mr Woodroffe pointed out that he needs to take the coaches with him and have their full support if he is to succeed in improving Scottish swimming.

Mr Woodroffe will propose a rule change at the AGM to take the technical duties away from the Swimming Committee.

MW

Mr Woodroffe informed Council that the selection for the 1995 Eight Nations Team shall be made after the Short Course Winter Championships at Ayr, any swimmers not at the Short Course will not be selected.

10. CORRESPONDENCE

1. TTO Exam Paper - letter from Lex Taylor tabled at the meeting.

Jeanette Paterson, Midland District TTO Convenor had requested in writing from the Office all exam papers, however, omitted to mention that she was to sit the Referee's exam and was therefore sent the paper. Lex then informed Jeanette that she could not sit the exam as it would be unfair.

ACTION

Council were in full agreement with the decision made by the TTO Committee. EM to write to both Lex and Jeanette informing them of Council's decision.

EM

2. East Kilbride Appeal.

Mrs Brunton read to Council the letter from Max Holland. Council noted letter, however, the decision made by Council will still stand and medals will be presented at the Winter Championships.

3. Letter from Mr McNeilly asking for clarification as to Samantha's eligibility to swim for Scotland.

Mr Black read the letter to Council who agreed that Samantha is still eligible to compete for Scotland as she has been resident in Scotland for six months and having already competed for Scotland can continue to do so. If Samantha was then to compete for another country she would no longer be eligible to compete for Scotland. Mr Black to respond to the letter.

BB

4. Mr Dale informed Council that the West District would not be available to attend the next Council meeting on Sunday 26th March as the West District Group 1 Prelims were on the same day.

The meeting closed at 5.15 pm