SCOTTISH AMATEUR SWIMMING ASSOCIATION

MINUTES

BOARD OF MANAGEMENT MEETING

Date: Friday 14th May 1995
Venue: Perth Ice Rink, Perth

Present: Ian Mason, Chairman
Stuart Martin, VC Finance & Admin
Murdo Wallace, VC Marketing
Sandy Brunton, VC Development
Douglas Brown, VC Disciplines
Martyn Woodroffe, Director of Swimming
Elaine Mackenzie, Administration Manager
Bill Black, President
Norman Grierson, Vice President

ACTION

1. APOLOGIES

IM opened the meeting by giving Win Haye's apologies.

IM welcomed Douglas Brown to his first meeting as VC Disciplines. IM explained the system behind the paperwork for Board meetings and asked DB to speak with Elaine re administration.

IM reminded all Board members that confidentiality of discussions that take place at Board meetings is essential.

2. MINUTES OF PREVIOUS MEETING

As there were no corrections to the minutes they were approved as read.

3. CORRESPONDENCE

1. Letter from David Brown, Tayside Sports Development Group inviting the Association to attend a briefing meeting with the Sports Specific Co-ordinators, Local Development Officers and other Governing Bodies involved with the IMPACT initiative. **IM to action.**
2. **Letters from Ross Elder re:**

a. Scottish Water Polo Cup finals - Committee disappointed that after the success of last years programme which ran with the Long Course Swimming Championships that the same arrangement will not be made for this year.

ACTION

b. Non publicity of Water Polo in view of the fact that Water Polo is the most successful discipline that Scotland has at present.
c. Request for a member of the Water Polo Committee to attend the LEN Calendar Conference. **IM actioned.**
3. Letter from David Bayman, Moray House College commenting on the success of the Easter Swim School.
4. Letter plus flyer advertising the new ASA Awards Presenters from Hamilton Bland, Promoter of the Kia-Ora/ASA Awards Scheme.
5. Letter from Sir Peter Heatly re Scotland biding for the 1998 European Short Course Championships/1999 European Masters as well as the bid for the 1997 European Junior Swimming and Diving Championships which had already been placed. **For discussion.**
6. Copy Letter from the ASA to Mr A Gray re negotiating a music licence with both PPL and MCPS on behalf of the SASA, WASA, ASA and GB.
7. Letter from Shelagh Brumpton re eligibility to compete at the Age Group Championships. **For discussion.**
8. Letter from Derek Casey, Chief Executive of the Sports Council re Sports Council Restructuring.
9. Letter from David Stevenson, Chairman on the Scottish Sports Aid Foundation thanking the Association for supporting this year's SSAF Awards Dinner and informing the SASA of other major fund raising events in 1995.
10. Copy letter, for information to David Sparkes from Murdo Wallace re ASA Synchronised Swimming Championships.
11. Midland District Minutes.
12. East District Minutes.
13. Fina News.

For Discussion:-

5. IM explained to the meeting that he had asked P Heatly to speak to H Beyer. IM read the letter from P Heatly to the meeting. It was pointed out that the success of the bid going forward would depend on the two cities as the bid involves both Glasgow and Edinburgh as a package.

   MaW to identify a minor budget. MaW

   MW raised the concern that for all events the Association would have to clarify very early on that the fees for any television at these meets would be coming to the SASA.

7. EM read the letter from S Brumpton to the meeting regarding her children's eligibility to compete at the Age Group Championships. The Board agreed that each case like this should be discussed individually and it was agreed to allow these children to compete. EM to notify. EM

ACTION

Other Correspondence:-

1. IM read a letter from Keith Jackson to the meeting re the following points:

i. European Junior Diving Championships - Edinburgh are committed in principle, however, will have to be aware of full implications before final approval.

ii. International Open Meet - Edinburgh agree in principle to hosting a open meet as past of a joint venture with the SASA, however, there are several points regarding role of "partnerships", type of programme, what the event would be used for in terms of swimmers qualifying for other major events.

After a thorough discussion it was agreed by the Board that when MaW meets with Keith Jackson next week that he would have to clarify points such as prize money, length of event, areas of perceived responsibility, financial agreements etc. MaW

iii Age Group Championships - IM informed the Board that the cost of the pool hire over the four days including a week-end would be £12,900. MaW to clarify if this figure is inclusive of vat plus use of full electronics. MaW SM does not think that the budget would stand this pool hire cost. It was discussed that it would be possible to take the Age Groups to the West District at no or very little cost.

2. Letter from City of Aberdeen District Council re Diving into Shallow Water. MaW to respond to the letter and it was agreed by the Board that the final say would have to come from the Health & Safety Officer. MaW

3. Letter from Edinburgh Woollen Mills thanking the Association for it's support at the Scottish Sports Aid Foundation Annual Awards Dinner.

4. Letter from Douglas Brown accepting the post of VC Disciplines.

5. Letter from Ross Elder re lack of publicity for Water Polo.
6. Letter from Ken McKay re lack of publicity for Masters.

IM read both letters to the meeting.

ACTION

Water Polo
MW informed the meeting that there is nothing he can do if the national press do not take up any press releases that are sent and that Ross Elder is aware that press releases are being sent. Water Polo would have to identify someone within their committee to target local press and feed into MW any information as they do for Swimming 2000.

Masters
MW feels that KM letter does not reflect the last Smaller Disciplines Meeting which was very positive and encouraging and informed the meeting that he had agreed to work individually with Ken McKay regarding Masters as MW was aware that a discipline they had different needs. MW

IM asked MW what a possible solution was for publicising Masters? After discussion it was agreed that MW would get the Association's Press Assistant to research information on the smaller disciplines and to see what the feedback on these articles produced. MW

It was agreed that SB should also contact Ken McKay regarding a F/Future leaflet "All About Masters". SB

SB suggested that we should develop peoples awareness of Masters Swimming and promote the existing awards that are available until Masters numbers become viable to market a new separate award.

IM to respond to both KM and RE. IM

4. ADMIN MANAGER'S REPORT

National Raffle
Please advertise at District meetings still 40,000 tickets left. Four clubs and two committee members have returned their tickets unsold.

MW to ensure that District Raffle Co-ordinators do everything possible to promote ticket sales within their Districts. MW

Age Group Championships
Attended a meeting on the 9th May - only core committee there, no one from the Swimming Committee. Ian Lochray attended from 7.15 pm onwards.

Organisation is in hand. EM now doing minutes to ensure that action points are being done. Next meeting 31st May.

EM has concerns over the general presentation of the meet.

ACTION

IM stressed with the recent rule change at the AGM the overall responsibility for the quality of organisation at National Events was with the Swimming Committee. It is vital that all National Championships are improved both in terms of presentation and format.

National Championships
Presently collating the programme to go to the printers at the end of the month. MW to look into a meet hotel for the Championships for Staff, Committee members. MW

It was agreed to have a President's Reception at both meets. BB to make up tickets. EM to organise catering for 50. BB/EM

Invitations
A general point - if the office is having to spend time putting out invitations to different events EM asked that all invitations are responded to within timescales.

Data-Base
Both Fiona and Anita attended a two day course last week. Over the next couple of months the office will be working to input all information and have the data bases up and running. The order for working on new data bases will be as follows:- ACF, S/Grants, STO - then Per-Capita, Coaches, Tutors, Swimmers Profiles.

National Planning Seminar
All information going out to Clubs and Committees this week - please respond by dates on correspondence.

General
Now employed for four hours per week a helper to help with photo-copying, club/weekly mailings, time-cards etc within the office.

5. DIRECTOR OF SWIMMING'S REPORT

Multi Nations De-brief
MaW informed the meeting that de-brief had been very positive. When the Lanzarote report from the national coach is completed this will be sent to the Board. MaW informed the meeting that the national coach had acted as head coach and was responsible for overseeing all coaching groups although he was not responsible for any individual swimmers - JP felt this worked very well and should be maintained as far as possible. MaW

MaW discussed the possibility of funding another coach to go to the Canadian Nationals and the physiotherapist as this service was well used and has not been budgeted for.

ACTION

MaW informed the meeting that EM was looking into the possibility of Danny McGowan visiting Fontromeaux while in Lyon as this may be a possible High Altitude venue for a future camp. EM

Additional Equipment required for training camps was:-

1. Video/Cam Corder - for training and leisure purposes.
2. First Aid Box - this should be pursued through a pharmaceutical company. MaW to refer to the medical committee. MaW

It was agreed that for all future international events a pre-gather of teams competing at these events should be considered. This was a strong recommendation from the various Team Manager reports.

Coach Education Needs

MaW will be looking to arrange two days, the first day for the top 10/15 coaches and the second day for all other coaches to address/ discuss the physiological side of performance. MaW to get the agreement from Jim Aitken at the SSC to use the Coaching Matters Budget to run these seminars. MaW

Youth Squad Coaches Interviews

MaW informed the meeting that there had been four applicants for the posts and that the interviews would take place on Tuesday/Wednesday of next week. These post will roll over for three years. MaW will then look at advertising the post of Youth Squad Team Managers. MaW

Sprints/Winter Championships

It was the feeling of both Swim Committee and MaW that the Sprints and Winter Championships be incorporated into one event. MW suggested that a final session of sprints (just for TV) could be incorporated into the programme.

Swim Committee will need guidance from MW re best day to have sprints within the Winter Championships. MaW to speak to MW re the above and then liaise with Swim Committee at the next meeting on the 2 June. MaW/MW

6. VICE CHAIRMAN'S REPORT

FINANCE

SM reported to the Board that the information held on the old data-base was out of date. The ACF figures were showing a deficit of £8,000 based on last years figures, however, until all of the 1995 ACF information had been put into the new data base he would not be drawing any conclusions. SM will be looking closely at the information after it has all been re input.

ACTION

SM informed the meeting that as yet there was no confirmed Sponsorship. SM will be looking closely at memberships figures and also controlling the spend of the Association until the SASA starts to generate more income.

DEVELOPMENT

SB informed the meeting that F/Future Leaflet No 5 will be on Water Polo and passed the draft to NG to look at and answer a few queries on. This was then to be sent to MW for printing. — NG/MW

Leaflets No 6, 7 and 8 will be on Insurance, Masters and Education. SB to co-ordinate. — SB

SB had a quarterly meeting with both of the Development Officers and they will be looking at ways to communicate better with the Districts through mail-outs and Swimming 2000.

SB produced a booklet titled "Helping Out" which had been written by Robert Jackson. SB has asked both IMcG and MW to cost the printing of this booklet. SB informed the meeting that Martin Sreenan had also produced a booklet which should be printed for distribution/sale.

SB requested budget figures/codes from SM. — SM

SB will start to look at ways to generate income with the Development Officers. SB will encourage BS to link activity with income. — SB

District Custodians - SB informed the meeting that he had still not received a name from the North District. EM was asked to chase this up. SB will schedule the first meeting of the district custodians to take place at the Age Groups. — EM/SB

SB and MaW to discuss the possibility of Land Training Courses being delivered by the Development Officers. — SB/MaW

DISCIPLINES

DB asked for clarification on the swimming development plan as there seemed to be lack of reference against VC Disciplines and the performance indicators. IM, MaW and DB to meet to discuss role and work load. — DB/IM/MaW

DB to speak to EM re administration etc. — DB

ACTION

MARKETING

Swimrite
MW informed the meeting that Swimrite had now signed a new contract with the Association for another year which will run from the 1st June. EM asked MW to liaise with Swimrite re National Events that Swimrite will attend and that they should be informed of the Meet Directors of the national events. It was agreed that if Swimrite were not going to attend the smaller discipline events the Convenors could find their own shops to work at the events. EM also advised the Board that Swimrite would not attend East District meets due to lack of business. MW

Sponsorship
MW informed the meeting that there was at present no Sponsorship for the Age Group Championships or the National Championships.

A discussion then took place regarding sponsorship in general. A meeting is scheduled for Monday 22nd May between IM, SM and MW to look at all aspects of Income Generation. IM/SM/MW

Awards Scheme
MW informed the meeting that the Awards Scheme was taking up a lot of his time.

Smaller Disciplines
MW informed the Board that with the exception of Masters these meetings had been very positive and would be looking at ways to incorporate the smaller disciplines into the planned swim festivals.

Executive Patrons Club
MW looking into finding someone to do the research involved with this project. It is hoped to confirm this next week. MW to update Board at next meeting. MW

Swimfit
MW informed the Board that 181 centres throughout Scotland are now involved with a major focus now being Edinburgh.

Sponsorship Booklet
MW will use this for new and old contacts. It has now been sent out to all past sponsors of the association. All major PR Companies have been circulated.

IM asked the Board to use the booklet for personal contacts that can be made regarding sponsorship. ALL

ACTION

Meet Presentation
MW will be happy to head up meet presentations for all SASA National Events starting with the Winter Championships.

7. **COUNCIL MEETING ISSUES**

IM informed the meeting that the current Board of Management had been re-appointed by Council. There had been a fair amount of discussion at the Council meeting about certain Board members not undertaking all perceived remits. IM to take up with relevant individuals. IM

All Board members now appointed for a four year period which will be reviewed annually.

IM informed the Board that there will be more council meetings taking place this year in order to allow Council to work on the Constitution of the SASA. Most Council meetings will have a restricted Agenda. BB informed the meeting that the terminology in the hand-book will have to be common throughout. The Board were put in place to manage the Association where the Council are still responsible for the policy/ constitution of the SASA.

The Policy Document of the Association will go out to clubs in May with a memo from IM informing the members that this is a voluntary document which has been passed by the Legal Advisor and ask the clubs to use it/refer to it if required. IM/EM

Council have agreed that the first congress will take place at the 1996 AGM.

GB Review Open Meeting scheduled to take place on the 25th June from 1 - 4 pm at Perth Ice Rink. IM to check with the ASA re the booklets which will then be distributed to the clubs with a memo inviting all members to the meeting. IM

IM will put forward the proposals to the SASA members at this meeting and then take any feedback to the GB review meeting in July. MW felt that it would be useful to have the feedback from the English districts at our meeting.

SM informed the Board that Council had agreed to abolish the ad-hoc Timing Equipment as their role had been fulfilled.

ACTION

8. NATIONAL PLANNING SEMINAR

IM tabled the draft National Planning Seminar Booklet and asked the Board to feedback any comments/changes to EM before Tuesday as the information would be going out to Committees/Clubs at the end of the week. ALL

MaW to identify who are the national team staff, EM to chase up the Education Page, BB to do a general welcome to all attending day two. MaW/EM/BB

9. FORWARD PLANNING ISSUES

Next Board meeting will take place at Cambuslang on the 1st July from 10.00 am - 2.00 pm. All forward planning issues will be carried forward to this meeting.

10. DEVELOPMENT PLAN PROGRESS

IM informed the meeting that SM, IM, MaW and WH will be meeting with the SSC on the 15/16th June for the six monthly review of progress against the SASA Development Plan. It was agreed that this meeting will be more convenient on the 16th pm. IM to confirm the date with the SSC. The meeting planned for the 30th April re Swimming Development will now take place on the 14th April at the Long Course. SB gave his apologies to this meeting. IM

MaW meeting with Water Polo on the 22/5 and Diving on the 4/6. MaW to write to all Convenors including Education asking them to submit in writing a report by the 5th June detailing the progress against their individual development plans. MaW

IM reminded the meeting that we are under review and will be questioned on the progress made against the plan. IM also reminded the meeting that the money from the SSC is dependant on our own Income Generation.

11. STAFFING ISSUES

IM informed the meeting that IM, SM, EM and MaW will be meeting with the Glasgow Development Agency on the 1st June to discuss the Investors in People Award for the Association.

The system in place for staff appraisals at present is that SM as the line manager to the admin staff carries out these appraisals. It was agreed that all professional staff's appraisals should take place within the same month each year as this would be easier to administer

ACTION

and that everyone would have the same appraisal form/system. IM along with MaW will be responsible for the technical staff's appraisals.

IM has confidential view of I McGregor's appraisal as he is appraised by the SSC.

BB commented that the appraisals have to be meaningful to the staff.

12. A.O.C.B.

1. Memo from SSA re Facilities Sub Committee. IM read the memo to the meeting which was looking to get views/ideas from different governing bodies regarding local authority contacts, facilties available to those governing bodies etc. DB informed the meeting that it would be useful to send someone along to the meeting to make contacts and exchange information. IM to respond to memo informing the SSA that SASA will be represented. IM

2. LEN Calendar Conference. IM informed the meeting that he will now go under the GB Banner and will be paid for from the International Delegates Budget. As per the previous Board minute it was agreed to send a second Scottish delegate which will spread the experience of the current members. Board agreed to send SM.

3. Youth Squad Information Booklet - EM to chase IMcG up and get this booklet to the printers as it has to be out to the clubs now. EM

Meeting closed at 3.05pm.

DATE OF NEXT MEETING:-

Date: **Saturday 1st July 1995**
Time: **10.00 am - 2.00 pm**
Venue: **SASA Office, Cambuslang**

cc: **B.O.M.**
Council
National Convenors
Ian Russell, SSC
Colin Pearson, SSC
Ian McGregor, TSS Swimming Co-ordinator
Briony Shimmons, National Development Officer
Jim Park, National Coach
Danny McGowan, National Aquatics Team Manager