

SCOTTISH AMATEUR SWIMMING ASSOCIATION

MINUTES

COUNCIL MEETING

Date: Saturday 9th September
Venue: Perth Ice Rink, Perth
Time: 4.00 pm - 7.00 pm

Sederunt:	Mr B Black	President
	Mr P Syer	East District
	Dr D Hoare	Midland District
	Mr J Westcott	Midland District
	Mr J Phillips	North District
	Mr R Dale	West District
	Mr I Mason	Chairman, B.O.M.
	Mr S Martin	VC Finance & Admin, B.O.M.

In Attendance:	Mr M Woodroffe	Director of Swimming
	Mrs E Mackenzie	Administration Manager

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1. President's Address

The President welcomed those present and asked for approval to take items on the Agenda out of order to allow Mr Woodroffe to attend the swimming committee meeting. This was agreed.

2. Apologies:	Mr A Drummond	North District
	Mrs A Thow	East District
	Mr R Craig	West District

3. Minutes of Previous Meeting

These were not formally proposed and approved.

4. Matters Arising from Previous Minutes

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Mr Mason informed the meeting that two main professional appointments in Aberdeen and Edinburgh had been agreed and explained the need for the Association to be fully involved in the management of these appointments if the Association is to achieve its objectives detailed in the development plan. Mr Mason informed the meeting that the appointments had been discussed in detail with the SSC and similar systems are being established in other sports such as hockey and volleyball.

The appointments are part of a three way contract between the SSC, SASA and the Local Authorities. As per the agreement on a given date finance from the other two agencies will be forthcoming to the SASA who will be the employers of the new posts.

Mr Mason outlined the safeguards that had been put in place:-

1. Posts employed on a three year contract.
2. Trials Periods written into the contracts.
3. Annual Reviews.
4. No financial contribution from the SASA.

The Director of Swimming will be the line manager to the posts.

The appointments will be made on standard SSC contracts and therefore the Association will not be under any legal obligation. Mr Mason informed the meeting that 90% of the detail had been finalised regarding these posts.

Mr Black asked if there was any provision to take the posts beyond the three year contract. Mr Mason said there was no provision within the contract, however, beyond the priming period it is hoped that the Local Authorities and clubs would take this on.

The appointments panel will consist of a representative from the local authority, SSC, local working group and Mr Woodroffe.

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Club Development - Mr Mason informed the meeting that it would not be effective for the National Development Officers to be responding to requests on an ad hoc basis up and down the country. Their main contact with clubs had been through the initial trawl at the first round of club seminars. Mr Mason also informed Council that a booklet

ACTION

of education modules had been put together which would respond to clubs individual requirements. A second round of club seminars will take place to ensure efficiency of current working practices.

Mr Mason tabled a paper which highlighted work which had been undertaken by the NDO in the North District this year.

Mr Phillips requested that information on the work which is being carried out by the NDOs be circulated to Council on a regular basis.

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Mr Westcott asked if the NDOs Job Description had changed since their appointments.

Mr Mason thought not as Briony's main focus of work is aimed at the lower end of the sport, working on low level initiatives and school in-service programmes, while Ian's focus is aimed at a higher level with Local Authorities and Youth Sport. The appointment of a third development officer would be looking at teacher/tutor education expertise.

It was agreed that District Executives should discuss with the Director of Swimming and the National Development Officers specific areas of work within their districts.

ALL

Mr Mason concluded by saying that the NDOs are doing a lot of positive work and if there is any criticism at all it is a communication problem.

Mrs Mackenzie to send a copy of Jim Parks and Ian McGregors work programmes to Council.

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Mrs Mackenzie confirmed that Mr Mason's nomination had been sent to the Commonwealth Games Council.

9.2

Mrs Mackenzie informed Council that Barry Davidson had not made payment or shown evidence that payment had been made and had in fact ignored the letter that was sent.

Council agreed to suspend Mr Davidson until full payment had been made or evidence of payment provided. Mrs Mackenzie to inform Mr Davidson and copy the letter to his club and the national water polo convenor.

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Mr Martin informed the meeting that he had not audited club accounts he had only reviewed them and has responded to all clubs except Prestwick as he has only just received their accounts. This process was not part of the National Planning Seminar as suggested in point 5.2 of the previous minutes.

Most of the club accounts were in good working order and Mr Martin confirmed that all clubs were selected purely at random which will continue on a regular basis.

Mr Martin informed the meeting that it is only now with the SASA computing power that the Association are able to analyse information. Mr Black said that Councils concern is that the constitution/rules must go with the systems that are now available to the Association.

A discussion took place on keeping a list of all club members on file, however, Mr Martin reported that only the Government can hold information on individuals, no other agencies have the authority to do this.

9. Director of Swimming's Report

SASA/SSC/Local Authority Initiatives

Mr Woodroffe informed Council that two coaching posts with Aberdeen and Edinburgh District Councils had been agreed. The Aberdeen post has been advertised and the Edinburgh post will be advertised next month.

Glasgow has also appointed a ??
Dundee is an area which still has to be targeted and the top club award scheme may provide some financial assistance in this area.

Mr Woodroffe is looking to get the above four initiatives set up and then become reactive to other areas/local authorities.

Mr Woodroffe then went on to outline projects which are ongoing with other Local Authorities.

Swimming is seen as a high profile sport and most Local Authorities are willing to take on a swimming coach/development officer post. Clubs and Local Authorities must work together.

Mr Black thanked Mr Woodroffe for his report.

6. Vice Chairman, Finance & Admin Report

Mr Martin informed council that he had purchased new software and hardware to be used at national championships.

The Accounts for August 1995 were tabled and Mr Martin reported that income is less than expenditure. The Per Capita figures are up against budget, however, the ACF figures are below target. It was also reported that all areas of Income are up against budget except for sponsorship which is proving very hard to find in all areas.

MBNA/VISA - Mr Martin and Mr Mason had signed an agreement which Mr Wallace had negotiated to run an affinity card. For each new card taken out the Association will receive a fee.

Colorado Timing Systems - have offered the Association free use of equipment for training purposes. Discussions are ongoing with Colorado.

Mr Mason commented that the Association would have to find more creative ways of generating income and would hope to have a blend of income schemes.

Awards Scheme - Mr Martin commented that the changes in the Award Scheme with the appointment of a new administrator are long overdue and a quality person has to be put in place to move things forward. The Board have agreed to look at the Awards Scheme in terms of income generation to the Association in one years time.

Synchronised Swimming Music Licence - Agreement has been reached with the licence authority for dubbing music to tape. Contribution from the SASA will be £1,000. This licence period will run from the 1st January - 31st December 1995.

Mr Martin is in the process of trying to conclude the licence for playing dubbed music at the moment. Finer details will go out to clubs when they are available.

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Timing Equipment - Mr Syer asked if the maintenance timing equipment had cost more than was made by hiring the equipment out. Mr Martin could not answer this as Mr Wilson maintains the national equipment at present.

Mr Martin said that the reserve fund for maintaining the Timing Equipment was reallocated by Mr Charles, former treasurer.

Mr Black thanked Mr Martin for his report.

7. Administration Manager's Report

7.1 Transfer was accepted as follows:

Name	From	To
David McLaren	Fins CSC	City of Dundee ASC

Report tabled at the meeting.

Resignation of Administration Officer

Mrs Mackenzie informed the meeting that Anita Findlay has resigned from her administration officer post and will leave on Thursday 21st September. Sharon Gallagher will commence employment with the Association on Monday 2nd October.

Staff Appraisals

All administration and technical staff have undergone very thorough appraisals and all work programmes up to July 1996 have been identified. Training requirements in various areas have also been identified for each member of staff.

Investors in People

The Association met with Jillian Moffat of the Glasgow Development Agency to discuss the Associations intent to work towards the Investors in People Award. Subsequently a letter of commitment from the Association was sent to the GDA advising them of our intent to work towards the award. A second meeting then took place on the 24th August to discuss the work required to develop an action plan with specific responsibilities and time-scales being set to take the initiative forward.

Half Yearly Audit

Our first half yearly audit went smoothly and subsequently there will be significantly less work at the end of the financial year.

National Championships

All administration for the following National Championships is currently ongoing:

- Inter District Swimming Championships - 30th September 1995, F.I.R.P.E.
- National & Open Diving Championships - 16/17th September 1995, RCP, Edinburgh. Highboard and 3m Springboard.
- National & Open Diving Championships - 14/15th October 1995, RCP, Edinburgh. 1m Springboard.
- SASA National & Open Synchronised Swimming Championships - 21/22 October 1995, Hector McNeil Baths, Greenock.

Per Capita/ACF Returns

After numerous reminders and chasing around all 1st and 2nd Per Capita Returns have now arrived at the office. The 3rd Per Capita Return will go out at the end of September and any club who has not made a return by the 31st October will become unaffiliated. All club secretaries have been made aware of the return dates at the start of the year and these are also listed on each return form.

The ACF database is now 80% complete and it is intended that all information will be input by the end of September. A full check will then be done against all clubs Per Capita/ACF Returns.

1995 National Raffle

The national raffle generated net income of £6,500 for the association and £10,000 for clubs. This was significantly below our original target profit. This seems to be due to the lack of early advertising of the raffle to the clubs.

Mr Black thanked Mrs Mackenzie for her report.

8. Board of Management Chairman's Report

Mr Mason spoke to the following agenda items:-

1. Commonwealth Games Council Structural Review

This review has been funded by the SSC and there are some 51 recommendations to be discussed at the Commonwealth Games Council Meeting in October. Mr Mason is presently pulling together the Associations response and would be happy to hear from anyone who would like to feedback on the document.

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2. Scottish Sports Council Review of Grant Aid

Mr Mason alerted Council to the fact that Grant Aid will go under review from January - Easter 1996. Mr Mason does not see this affecting swimming as our negotiations with the SSC will have been agreed before January.

3. Local Authority Development Officers Seminar

Mr Mason informed Council that 30 delegates from 26 different Local Authorities had been represented at the above seminar, this was an excellent move forward for the SASA.

The seminar was used as an opportunity to put in place integrated structures in one continuum. Swimming is most definitely at the forefront of peoples thoughts. It was hoped to repeat the conference next year with a technical input.

Mrs Mackenzie to send Mr Phillips a delegate list for the seminar and also a copy of Briony's report on the day.

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4. Glasgow - East End Leisure Centre

Mr Woodroffe had represented the Association at a meeting to discuss in detail the plans for the East End Leisure Centre. Mr Mason reported that the Association are very much involved with this project.

Mr Black reported that he had also attended a meeting with Glasgow City Council regarding submitting a bid for lottery money to develop the diving facilities at the centre.

5. European Junior Championships

Mr Mason informed the meeting that Britain has been awarded the 1997 European Junior Swimming Championships which will take place in Glasgow and the Youth Diving Championships which will be held at the RCP.

The contract has been signed between GB and LEN and Mr Mason will be looking to meet with the two Authorities in the near future.

6. GB National Performance Director

Mr Mason reported that Don Talbot has been appointed as the Great Britain National Performance Director up to the year 2000 which will culminate with the Olympics in Sydney.

Don Talbot's main focus will be European, World and Olympic preparation at GB level, however, Don will also be encouraged to be part of the Scottish, English and Welsh programmes.

7. AOCB

1. Age Group Championships at Scotstoun.

Mr Mason reported that he and Mrs Mackenzie had attended a meeting with John Swanson of Glasgow City Council to resolve the issues from the Age Group Championships. The bigger issue was to build bridges with Glasgow for future events.

Mr Black thanked Mr Mason for his report.

10. Correspondence

10.1 Report from A Fletcher on North District Appeal.

Mrs Mackenzie reported to the meeting that the Appeals Panel had met, however, they were still to put out a letter indicating the outcome of their findings to the relevant parties.

10.2 Memo from Peter Syer re: Eligibility to Compete for Scotland.

Mr Syer was informed that as per the constitution the swimmer must either have been born in Scotland, have Scottish Parents or be resident in Scotland for six months prior to competing.

10.3 Masters Age Group 19 - 24 years.

Council agreed that competitors in the 19 - 24 age group could compete in their own age group at a Masters Meet, without affecting their amateur status provided that they do not compete with Masters competitors.

FINA rules for Masters state clearly that Masters competitors must be 25 years old on the 31 December in the year of competition therefore 19 - 24 age group is not in the Masters programme.

Mr Syer proposed to adjourn the Council meeting and hold a special meeting on the 13th September at Perth Ice Rink from 10.00 am - 4.00 pm to discuss agenda item 5 - the constitution. Mrs Mackenzie to book meeting room.

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Mr Black thanked everyone for their time. The meeting closed at 7.00 pm.

Date of next meeting

Date: Sunday 26th November 1995
Venue: Perth Ice Rink, Perth
Time: 10.00 am - 2.00 pm