

# SCOTTISH AMATEUR SWIMMING ASSOCIATION

## MINUTES

### COUNCIL MEETING

**Date:** Sunday 13 October 1996  
**Venue:** Perth Ice Rink, Perth  
**Time:** 10.00 am

<b>Sederunt:</b>	Mr N Grierson	President
	Mrs A Thow	East District
	Mr R Reekie	East District
	Mr S Davidson	Midland District
	Mr J Phillips	North District
	Mr R Craig	West District
	Mr M Holland	West District
	Mr I Mason	Chairman, B.O.M.
	Mr S Martin	VC Finance & Admin, B.O.M.
<b>In Attendance:</b>	Mr M Woodroffe	Director of Swimming.
	Mrs E Mackenzie	Administration Manager

### ACTION

- 1. President's Address**  
President's address attached to the minutes.
- 2. Apologies:**  
Dr D Hoare, Vice President  
Mr B Black, Past President  
Mr A Drummond, North District
- 3. Minutes of Previous Meeting**

Page 4 - Change to: "Mr Holland wished it to be noted that it was sometimes difficult to get enough Officials to run galas....."

With the above correction the minutes were approved as a true record.

*Proposed by: Stewart Davidson*  
*Seconded by: Bob Craig*

#### **4. Matters Arising from Previous Minutes**

**PAGE 2** - Archival Material - to be carried forward until Mr Reekie was present.

**PAGE 7** - Wrightsports Contract - Mr Martin had a final meeting with Eddie Wright and the final contract was with Eddie for signing.

##### **4.1 Editorial Board Report to Council & Draft Bye-Laws for Approval**

Mr Grierson asked Mr Holland to note any changes/amendments and advise Ed Adam after the meeting as Mrs Mackenzie was leaving the Council meeting to travel to Inverclyde for the FINA Synchro event.

##### **Council approved the following recommendations from the Editorial Board Report:-**

1. After discussion Council agreed to approve the Bye-Laws to go to print to allow them to be sent to the membership for reading. Any proposals/amendments to be back at the Office by 15 December.
2. Council agreed that the Editorial Board should meet with anyone who proposes an amendment to review and edit as necessary.
3. Council agreed to the procedure as suggested by the Editorial Board for handling regulations. **No discipline regulations should re-quote documents such as the FINA Handbook.**

#### **5. Vice Chairman, Finance & Admin Report**

1. *Accounts as at 31st September 1996 tabled.*  
Mr Martin reported that the Association were slightly behind budget targets for the end of October.
2. **3rd Per Capita Return** - due by 31st October 1996. Mr Martin informed Council that this was proving to be an onerous job trying to get the clubs to work to the dates as laid down in the constitution.
3. **Property** - Mr Martin and Elspeth Black are still waiting to hear from South Lanarkshire Council regarding the Association's lease at Cambuslang.

## ACTION

4. **Insurance** - Mr Martin had met with representatives from Perkins Slade in early September who were surprised that people could assume membership of the Association even although they did not pay a Per Capita fee. Mr Martin is waiting to hear back from Perkins Slade with definitive answers to various concerns that he raised. Perkins Slade are in discussion with the Insurers at the moment.

Voluntary Helpers are only covered for Public Liability not Personal Accident. Only paid Per Capita members of the Association are insured through the Association.

Licence & Accreditation of Meets - paper must have a clause included about insurance requirements.

Mr Martin to keep Council updated with further information as it becomes available.

SM

5. **Commonwealth Games** - point of clarification. The minute from the meeting in Atlanta stipulates that Synchro will only be included if 7 countries take part.
6. **Great Britain** - The finance people from the three constituent countries have met and agreed budgets which have to be taken back to their Associations for ratification. Mr Martin reported that he is slowly getting better information out of GB and in the last financial year GB made a surplus which will be carried forward to the next financial year to help cover costs incurred by employment of National Performance Director.

Mr Martin has negotiated a downward input from SASA to GB due to the fact that Scotland have to travel to England for all meetings.

A GB finance meeting will take place in early December to approve final audited accounts.

7. **SASA Office** - Mr Martin reported that the current workload on the Office staff is horrendous. After the FINA Synchro event Mr Martin will meet with the Administration Manager to discuss workload before having a full staff meeting to implement any changes required.

A report may well have to go to the membership about what we as an Association can and cannot provide. We must look at the priorities for the office.



8. **Budgets** - Mr Martin has had various meetings with Discipline Convenors to discuss the 1997 Budgets. A full report/budget submission has to be with the SSC by the end of November.

Mr Martin reported that expectations of expenditure from all areas is greater than what will be allocated. We as an Association must continue to decrease our dependency from the SSC and look at ways to increase our income.

Mr Martin proposed the following minimum changes based on the rate of inflation:

Per Capita:	From £6.20	⇒	£6.40
ACF:	From £11.40	⇒	£11.80

The above will be submitted to the 1997 AGM.

9. **Honoraria** - With a view to taking the 4 year Development Plan forward and looking forward to professionalising the sport Mr Martin put the following budget proposals to Council:

***Honoraria to be extended for:***

Chairman:	From £3000	⇒	£3500
VC Finance:	From £3000	⇒	£3500
Youth Squad Head Coach:	From £600	⇒	£750
Youth Squad Coach:	From £500	⇒	£600

***Honoraria be introduced for:***

Aquatics Team Manager	£1000
VC Disciplines:	£1000
VC Development:	£500
VC Technical Development:	£500
VC Marketing:	£500
Youth Squad Head Team Manager:	£400
Youth Squad Team Manager:	£300

Mr Martin reported that he will be meeting with the Chairman and other individuals to discuss salary increases.

NDO Post - carried forward to Chairman's Report.

Administration Manager - completed 3 years of a 4 year contract.

Mr Martin would hope that Council will agree that the work carried out by both of the above positions has been excellent.

## ACTION

Mr Holland asked Mr Martin how much he hoped to raise with the proposal to increase per capita/acf subscriptions. Mr Martin informed the meeting that he hoped to raise approximately £6000.

*Mr Mason drew the following points to Council's attention:*

1. The Association need to go to the SSC within 6 weeks with a proposed budget.
2. Honoraria was debated last year at Council and an agreement was made in principle to move towards professionalising the sport.
3. Council are here to represent their Districts and make decisions on behalf of their Districts.

Mr Holland objected to Mr Mason's point regarding decision making, Council are willing to make decisions if these decisions are urgent, however, no prior notification was given on the proposals submitted by Mr Martin.

Mr Holland asked for an understanding of West Districts position and wished the following to be noted:

**West District** fully support the increase to subscriptions and salary increases for professional staff. However, with regard to honoraria the West need more time to consider the proposals and consult with the District as the views of the District in the past have been quite clear in objecting to honoraria payments.

Mr Grierson requested that Council go forward with their expressed intention of last year. Mr Martin pointed out that there was overwhelming approval of honoraria at the 1996 AGM.

Mr Woodroffe feels that payment of honoraria would help establish some form of order to posts as some posts are paid at District level and not National level.

**East District** representatives at Council fully support the proposals which were agreed last year.

**North District** support the increase to subscriptions and salary increases for professional staff. However, their main concern regarding honoraria payments is the funding of them. Mr Phillips asked where the money to pay the honoraria would come from?

## ACTION

Mr Mason asked how we resolve the problem of lack of funding?  
We must move towards professionalising the sport. We are talking today about an extension of proposals which have previously been agreed.

After a very full discussion Mr Grierson hoped that all Districts would support the proposals and commented that the honoraria proposed for Board members was very fair and not at all excessive.

Council accepted the proposals from the VC Finance & Admin, West District representatives abstained from voting.

Discussion took place regarding the National Coaches work and priorities. Mr Woodroffe informed Council that to-date Jim Park had been working on monitoring and tracking the elite squad and those who fall just below that level. Mr Woodroffe will be asking Jim to increase contact/communication between the elite and youth squad and Jim will also be asked to start working with the top swimmers from the youth squad who will in effect become our next elite squad.

10. **Team Kit** - Mr Martin reported that the majority of the Team Kit had arrived at Cambuslang and would be stocked in over the next few weeks. Mr Martin would allocate the kit to Disciplines as soon as the balance arrives.

SM

11. **Midland District Development** - Mr Davidson asked about the funding of the Midland District Swimming Programme which has not been approved as yet as Swimming Committee feel that the programme has been paid for out of Impact and not the District.

Mr Mason commented that the Midland District Development Plan was an excellent document and that the purpose of Impact was to enhance the Districts Programme not take from. It was agreed that the more sub-structures going into the District the better.

*Mr Grierson thanked Mr Martin for his very full report.*



**6. Administration Manager's Report**

Mrs Mackenzie's report had been circulated with the Council business.

The following points were raised in the report:

- **FINA Synchro World Cup Qualifying Event** - Mr Reekie feels saddened that Judges/Officials who have been involved in Synchro have not been asked to participate in the event which may have been their only opportunity to gain experience at this level.
- National Planning Seminar.
- Winter Championships.
- **Inter District Championships** - Council asked West District to pay for Officials expenses and catering as the other Districts had done in previous years. Action Mr Craig.
- SASA Constitution Folders.

BC

**6.1 International Permit and Transfers**

The following were approved:

<b>Name</b>	<b>From</b>	<b>To</b>
Morag Shaw	Edinburgh Synchro	Clydebank ASC
Katie Lawson	City of Dundee	Warrender
Kirsty Hope	City of Dundee	Warrender
Lois Maxwell	Fins CSC	City of Dundee
Martin McBain	Warrender	Milngavie & Bearsden

Mr Davidson to action clearance certificate from Ashley Williamson, City of Dundee. Office have no notification of transfer.

SD

*Mr Grierson thanked Mrs Mackenzie for her report.*

**7. Board of Management Chairman's Report**

1. **GB Constitution Review** - Mr Mason informed Council that Bill Black had been the representative from the SASA who had worked with the ASA and WASA to draft the Working Party Paper. Council to let Mr Mason or Mr Martin known of any concerns/comments which will then be taken forward to the next GB meeting.

ALL

Mr Mason confirmed that any changes to the Constitution have to be approved by all countries.

Mr Holland asked Mr Mason to take consideration of point 3.9, length of appointment of GB Chairman.

4 years? unresolved

IM

- 2. **National Development Officer Post** - Memo previously circulated. Mr Mason asked Council to agree in principle to the refunding of the NDO post for a further three years and confirm by mid November. Each District had been asked to fund the post with an increase of £500 for the three year period.

Mr Mason commented that Briony Shimmons had done a great job since joining the Association and we must look to sustain the post.

All District to confirm refunding of post by mid November.

ALL

- 3. **VC Marketing & PR Vacancy** - Council had previously received a copy of Murdo Wallace's letter of resignation. The vacancy had been discussed at Board and Mr Mason felt it appropriate to discuss at Council before advertising the vacancy.

The Board need to look at and consider all streams of external income generation into the Association. To-date we have been successful in obtaining grant aid from the SSC and income from membership, however we have been unsuccessful in obtaining sponsorship.

Mr Mason proposed that he investigate the possibility of a obtaining proposals from professional companies who would be paid on a commission basis.

The above vacancy will become more as a facilitator, someone who oversees areas and who will form a marketing committee to undertake specific areas of work.

*Appointments Panel to be made up of:*

President, Vice President, West District Secretary and Chairman Board of Management.

Mr Mason asked Council to alert anyone who they feel would be suitable to the vacancy. The post will be advertised in the October club mailing.

EM

- 4. **National Lottery Revenue Funding** - The priority from the SSC is "Funding for Performers". The scheme has 5 access levels from top GB athletes down to promising youngsters. Each governing body will be consulted for all disciplines with the special issue of teams being built in.



## ACTION

There is also positive news regarding grants for running International Events, potential money being available for coaching to support international competitors and scope to bid to provide educational opportunities.

We as an Association must use this funding to try to enhance our current national programmes eg. Youth Development Model.

### **5/6/7. Governing Body Funding/Two Year Progress Report/Development Plan 1999 - 2002**

The SSC have introduced a new system which will be quite harsh on Governing Bodies who do not submit their bids on time. We as an Association must look to decrease our dependency on the SSC and should always be looking to increasing our income.

SASA Two Year Progress Report is coming up at the end of November and a glossy publication will go out to all clubs and Local Authorities. It is hoped that this document will be ready to go out with the AGM mailing towards the end of January.

### **8. Awards Scheme** - Mr Mason informed Council of the interim arrangement that had been put in place with Murdo Wallace resigning as Chairman:

Mr Martin will act as Chairman and Win Hayes will become the second Association representative on the committee up to February 1997.

Mr Mason raised his concerns about the lack of income to the Association from the Awards Scheme. Joanne Gallagher seems to be doing a tremendous job with turnover being up, however, the profit has not increased due to the pricing structure and consultancy costs which were incurred when the new awards were introduced.

The Board of Management have agreed to assess after a further year.

### **9. AOCB**

1. EJC Executive Meeting - 18th October 1996. Sky TV have agreed to televise the World Cup in Glasgow - 2hrs/night.

EUROSPORT ?

2. Commonwealth Games Council - Honorary Treasurer Vacancy. Mr Mason proposed to Council that subject to his agreement the Association nominate Mike Sheppard. Mr Mason to contact Mike.

IM

*Mr Grierson thanked Mr Mason for a very full report.*

**8. Director of Swimming's Report**

**Mr Woodroffe's report had been circulated with the Council business.**

**The following points were raised in the report:**

**Professional Coaching Appointments:**

**Glasgow** - Interviews for high performance coach to take place in the near future.

**East Dunbartonshire** - Swimming Committee formed on Monday 23rd September 1996 to steer new structure. Head Coach appointment currently being formalised by District Council.

**Development Officer Appointments:**

**Dundee** - Ian Black appointed, will take up duties at 1st October 1996.

**East Lothian** - Alan Rapley appointed, will take up duties (also a coaching role involved) at the end of this month. Mr Woodroffe commented that Alan will need assistance to get the post fully supportive - will be looking at TSS input.

**Local Authority and Club Discussions:**

**South Lanarkshire:** Ongoing.

**West Lothian:** Plan now being developed - presentation to be made to clubs in the near future.

**Midland District:** Meeting with clubs and Impact on 30th October. Plenty of activity which needs to be pulled together.

**New Projects:**

**Stirling University and Dollar Academy** - Informal talks started.

**Inverness** - Early talks with Inverness Swimming Club.

**Youth Squad** - New Squad formed and 1996/97 programme has commenced.

**Elite Squad** - Disappointing results from the Canadian Nationals.

Planned High Altitude programme on hold due to individual swimmers and coaches being unavailable ie. University, School and Work commitments.

Mr Woodroffe has spoken with both Richard Hope and Fraser Walker who has retired from the sport and will speak to Alison Sheppard on her return from Canada.

**Calendar Planning, Licence and Accreditation:**

1997 - 2000 Calendar Programme now being planned and implemented.

Mr Woodroffe highlighted some problems from the North District. A sequence of meetings will be arranged to establish dates.

**Sports Science Support Programme:**

Ongoing talks with Scottish Institute of Sport Medicine and Sports Science to develop a new programme.

**Coach Education:**

**National Event Coaching Programme** - 1st December Keith Bewley lecturing on Coaching Freestyle. Graeme Smith will speak at the Seminar.

**Sports Science Seminar Day** - 2 February 1997 all speakers arranged.

**GB Doping Control:**

Mr Woodroffe wished to record his thanks to Derrick Hoare for his input to the Working Party.

**National Planning Seminar:**

**Coaches Forum** - Mr Woodroffe has collated a list of action points for the next 12 months which will be discussed at the forthcoming Coaches Technical Panel Meetings.

**Pathway to Performance:**

Mr Woodroffe is delighted to report that the Programme has reached its full capacity and is underway.

**Youth Development Model:**

Meeting took place at Perth to look at content and implementation of a Youth Development Model. The Association will have to look at appointing a full-time Development Officer to implement the model.

**8.1 Records**

See attached sheet. Records ratified.

*Mr Grierson thanked Mr Woodroffe for his report.*

**9. Correspondence**

9.1/ Timing Equipment - East & Midland agreed to consider matter and negotiate a mutually agreeable solution.

9.7 Timing Equipment Spares - East District offered to pay £200 for above items. Said sum to be divided among other three Districts.

Archives - Mr Reekie had contacted National Library of Scotland. The Library could store our Archival material, which would remain as the property of the Association. Mr Reekie to contact Bill Black, Douglas Brown and Peter Heatly to progress the project.

9.2/ Council agreed to withdraw fine of £250 which had been imposed on Western Baths Water Polo Club. Mrs Mackenzie to write to club informing them of the decision and advising the club that they must



**ACTION**

in future remain strictly within the rules and constitution of the SASA.

EM

To safeguard against any repetition of a similar situation Council asked Mrs Mackenzie to write to the National Convenor to ensure that a system is put in place that allows the office to check that all registrations are current before any matches take place. It should be noted that a checking system is in place for all other disciplines.

EM

9.4 Application and Constitution from City of Edinburgh Composite Team - approved with the following change - AGM date to be set cannot be agreed by the Management Committee. Mrs Mackenzie to advise.

EM

9.5 Application and Constitution from Cumbernauld & Stirling Swim Team. Approved. Mrs Mackenzie to advise.

EM

9.6 Letter from SWPC to council re: Entry Fees - proposed fees for Water Polo competitions agreed. Mrs Mackenzie to advise.

EM

9.8 Application and Constitution from Tayside Swim Team. Approved. Mrs Mackenzie to advise.

EM

9.9 West District Secretary to send information regarding formation of new clubs in the West District to the SASA Office as soon as possible.

BC

Mr Grierson thanked everyone for their attendance.

**PLEASE NOTE THE DATE OF THE NEXT COUNCIL MEETING:**

**Date: 24 November 1996 - To consider Bye-Laws, Regulations and AGM Business**

**Venue: Perth Ice Rink**

**Time: 10.00 am - 2.00 pm**

**Date: 2 February 1997 - Normal Council Agenda**

**cc: B.O.M.  
Council  
National Convenors  
Colin Pearson, SSC  
Ian McGregor, TSS Swimming Co-ordinator  
Briony Shimmons, National Development Officer  
Jim Park, National Coach  
Danny McGowan, National Aquatics Team Manager  
Youth Squad Team Staff (YS 1)**

## *President's Address to Council - 13 October 1996*

It was a great pleasure to stay up to the early hours of the morning to watch Graeme Smith's Bronze medal winning efforts in the 1500 metres freestyle in Atlanta, and congratulations to our three Masters World Champions Eddie Riach, Alex Galletly and Alastair McGregor who also broke the World Record during his swim. It was with regret that I heard of Murdo Wallace's resignation as Vice Chairman, Marketing and Public Relations. Murdo has given great service to the Association over many years. As you will realise from the Agenda and Council papers, the Editorial Board have been very busy over the summer months. I commend them for the devotion shown to task of updating our Rulebook.

The Age Group Swimming Championships went very well and the Inter District Swimming Event result could not have been closer in the Senior & Junior Groups. I do regret that the Midland District felt unable to field a team and that the National Swimming Committee wish to cease the competition as an official SASA Championship.

Myra and I enjoyed our holiday which happened to coincide with the Szentes Water Polo Tournament in Hungary. Both Senior & Junior teams learned a lot from three days of matches.

We can now look forward to the FINA Synchro event at Greenock. The Organising Committee have had a great response from the rest of the world. I hope that their efforts will be appreciated by a large audience of spectators.

*Norman Grierson*  
*SASA President*

## Scottish Amateur Swimming Association Records

<b>Name</b>	<b>Time</b>	<b>Event</b>	<b>Championship/Venue</b>	<b>Date</b>
Bryan Morgan	00.26.90	Jnr L/C 50m Butterfly	SASA National Championships, Edinburgh	13 June 1996
Cameron Black	00.25.17	Snr L/C 50m Butterfly	SASA National Championships, Edinburgh	13 June 1996
Graeme Smith	15.02.48	Snr L/C 1500m Freestyle	Olympic Games, Atlanta	26 July 1996
Teresa Davies	2.18.11	Snr/Jnr L/C 200m Butterfly	ASA National Age Groups, Crystal Palace	1 August 1996
<b>Scottish Senior Men:</b> Michael Cole Craig Millar Steven Young Alisdair Pullan	3.31.75	4 x 100m Freestyle Relay	Penlan Pool, Swansea	20th July 1996
<b>Scottish Junior Women:</b> Jillian Rees Beverley Robertson Chere Richards Lynn McLaren	2.03.76	4 x 50m Medley Relay	Carnegie Open Meet, Dunfermline	15 September 1996
<b>Scottish Junior Men:</b> Bryan Morgan Daniel Polo Del Vecchio Steven Kidd David Leith	1.50.79	4 x 50m Medley Relay	Carnegie Open Meet, Dunfermline	15 September 1996