SCOTTISH AMATEUR SWIMMING ASSOCIATION

MINUTES

BOARD OF MANAGEMENT MEETING

Date: Sunday 12th October 1997
Venue: Perth Ice Rink

Present: Ian Mason, Chairman
Stuart Martin, VC Finance & Admin
Win Hayes, VC Technical Development
Douglas Brown, VC Disciplines
Bob Dyett, VC Marketing
Elaine Mackenzie, Administration Manager
Derrick Hoare, President

ACTION

1. APOLOGIES

Received from Sandy Brunton, Martyn Woodroffe and Robin Dale.

2. MINUTES OF PREVIOUS MEETING

Corrections:

Page 6 - Swimming 2000, *delete DB and insert BD.*
Page 7 - 19.02 EJC - *meeting to discuss the allegations made by IM, SM, BD, MW on 3rd March and DB's response of 8th March*
Page 9 - Internal Communications, *delete DB and insert BD.*

3. MATTERS ARISING

Page 2 - Composite Team Constitutions

DH tabled a paper for discussion which had been drafted by the Editorial Board. All existing composite teams to be sent the guidelines with a copy of the SSC publication "Club Constitutions" asking them to refine their constitutions by the 28th February 1998 and submit to the Board of Management for approval. All future requests for Composite Teams will be issued with the guidelines which they must incorporate into their constitutions. EM

At present our Composite Teams would not be eligible to compete in the GB Speedo Leagues we must look at the option to bring our rules into line with the English system for feeder clubs.

It was agreed that we must look at proposing a rule change to the Congress regarding the Composite Team formation. **Swim Committee to action.** **SC**

DH agreed that the Editorial Board would draft a rule which would allow swimmers to swim for more than one club, however, both clubs must have some kind of structure between them. DH

4. CORRESPONDENCE

1. Letter from BOA re: AGM - 24th September 1997.
2. Letter from Commonwealth Games Council re: Affinity Card Membership.
3. Letter from Commonwealth Games Council noting Scotland's intention to participate in Synchronized Swimming in KL 1998 should they reach the appropriate standard.
4. Diving Criteria re: Commonwealth Games 1998.
5. Copy letter to David Sparkes from Roger Eady, UK SC re: ASFGB Olympic Review Meeting to take place on Tuesday 16th September 1997. **MW to attend.**
6. Letter of grant aid offer from the SSC re: SASA National Planning Seminar. **IM to action.**
7. Letter from Donald Muirhead regarding Scotland hosting the 1998 GB Masters Championships. **IM to action.**
8. Copy letter to David Sparkes detailing the 1997 BT Swimathon financial statement.
9. Letter from Elspeth Black re: lease for Holmhills Farm. **SM to action/update.**
10. Commonwealth Games Council Team News.
11. Summary Notes of the SSC Governing Body Sports Development Unit Meeting with Service Level 1 Governing Bodies.
12. Letter to Ian Mason from SSC re: Barclaycard Volunteer Investment Programme (VIP) Awards 1997. Both submissions made by the Association were unsuccessful.
13. Information re: Protecting Children from Abuse : A Seminar Programme for Policy Makers.
14. Letter from David Sparkes with regard to the possibility of establishing an aquatics forum enclosing a copy of a draft discussion papers which has been prepared by the ASA.
15. Kuala Lumpur 1997 Sports Committee Report with Executive Board comments.

For Discussion:

7. Letter re: 1998 GB Masters event. IM explained to the Board that the budgetary effect of hosting the event is £12k which must also be paid if we choose not to host the event. If we can negotiate free pool hire this would greatly reduce the cost. It was reported at the last Board meeting by MW that Donald was not keen to host the event.

   IM read a letter from Donald to the meeting, the issues that have to be clarified are:

   1. Confirmation of the event date as June/July would not be convenient for the Association who already have two major events at this time.
   2. IM would be happy to support Donald's suggestion of delaying Scotland's

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turn to host the event until 1999 as long as we were not responsible for the £12k in 1998.

IM had tried unsuccessfully to speak to DM prior to the Board meeting, however, would endeavour to speak to him this week before raising the matter with David Sparkes at the GB Strategy meeting on Friday. IM

IM reported that DM would not be averse to oprganising the event in 1998, however, time is moving on and a decision will have to be made. IM to ask DM if the event could be combined with the SASA Masters Championships in May 1998. IM

It was agreed that we would have to look for a pool to host the event and make some budgetary provision. BD indicated that a Sponsor could perhaps be found as it was a Masters event. IM BD

14. Letter re: possibility of establishing an aquatics forum. DB raised concern regarding the draft paper and was not happy with the content. IM saw the forum as an opportunity to meet to discuss areas of common interest and felt that if we opted out a decision would be made outwith our control.

    DB has no concerns about taking part in discussions, however, would be worried that these would then be recommended as policy. WH feels that the forum will go ahead with or without us and we must be part of it.

    BD feels that we must not perpetuate GB wide organisations talking only to the ASA. We must be pro-active and suggest that we would like to take a joint lead role with the forum having GB as opposed to ASA status.

    It was agreed that our interests would be better served by being part of the forum and that in principle we would welcome the opportunity to be involved and support the formation of the forum as an ASFGB initiative. IM to reply to David Sparkes. IM

Additional Correspondence:

1. Letter from David Sparkes re: Scottish Launch of the BT Swimathon Programme. Timescale for the launch would be November 1997. It was agreed that IM would speak to David Sparkes and pass then project over to BD to co-ordinate. IM/BD

    IM reminded the Board that this programme is based upon the national curriculum and the SASA have created our own customised version. The target group are those who teach primary swimming and our objective is to give the 32 local authorities the opportunity to get their staff trained up.

ACTION

This programme will be phased in over two years with a one day inservice course plus technical options that they can choose.

2. Complimentary Diving Report from Sven Folvik re: EJC Diving event.

3. National Planning Seminar - Grant for £1500 received from the SSC.

4. Request from Ian McGregor re: information regarding funding partners. MW to action. MW

5. Letter from David Sparkes thanking the Association for the invitation and opportunity to speak at the National Planning Seminar, letter raised three issues:

   1. GB Water Polo Ladies selection criteria.
   2. SASA Ladies Water Polo entering into ASA Leagues - to be considered by the Polo Committee.

   EM to advise the Polo Committee of the above issues. EM

   3. GB Age policy regarding the pre-FINA list officials. There is no record of a GB minutes agreeing a GB age limit policy. Item to be raised at the next GB meeting. IM

6. Letter from David Sparkes re: Lottery Funds Administration within Scotland. IM to progress the matter with the SSC. IM

7. Notification of the SSA Annual Conference taking place on Sunday 2nd November 1997. DB and SM to attend. EM to book places. EM

8. Letter advising the Association that Joy Woodward is no longer working at the ASA.

9. Letter re: alleged incident with the GB Diving Team in Seville.

10. Letter from SSC re: proposed celebrations by the Association to mark the Millennium.

11. Letter from Eric Simpson, North District re: CIJ Meet in Luxembourg. Letter to be referred to Swim Committee. EM

12. Notification of National Sports Development Seminar at Airth Castle Hotel on the 10/11th December 1997. EM to copy information to MW, IMcG and BS. EM

5. ADMINISTRATION MANAGER'S REPORT

EM reported on the following:

WINTER CHAMPIONSHIPS - 1st Meeting of the Organising Committee has taken place and all key personnel have been appointed. EM to work with Gillian Ross to provide admin support and ensure that the organisation

ACTION

from the SASA Office is in hand. Gillian will then work on the 1998 Nationals and Age Groups and EM will adopt a more support and advice role.

AGM - Venue confirmed as the Howden Centre, Livingston. Both GR and EM recently visited the centre with Bob Reekie, only forceable problem is the lack of eating facilities close to hand.

West Lothian Council have approved a grant of up to £600 to include facility hire, provision of tea/coffee and a civic lunch - details to be confirmed.

Preparations for the AGM and Annual Report are now under way, however, a decision regarding the Annual Report budget needs to be made.

BD, SM and EM to have a meeting to discuss the reshaping of the Annual Report, key issues and a strategic element should be included in the report as this is the major annual communication of the Association. BD/SM/EM

ADMIN OFFICER VACANCY - EM highlighted the need to discuss the appointment of a 3rd Administration Officer. A holding letter to all applicants advising them that the post has been put on hold until January 1998 has been sent out.

EM reported that both she and GR attended an excellent course on Job Evaluation & Recruitment which was organised by BISA.

INVESTORS IN PEOPLE - EM and GR to meet to discuss how to best progress the IIP Award, will then start to put systems into operation and realistically aim to achieve the award before the 1999 AGM.

6. DIRECTOR OF SWIMMING'S REPORT

No report in MW's absence.

7. COUNCIL BUSINESS UPDATE

DH reported on the following issues:

1. As a result of the new Swimming Regulations thought will have to be given to the ACF system which currently operates. New numbers will have to be issued which clearly identifies which category each swimmers is in and a full time member of staff would have to be employed to administer the ACF database. This would have to be taken into consideration when setting the fees. SM to meet with Mike Sheppard to discuss. SM

2. Discussion also took place regarding Individual Membership and Unattached Swimmers. A swimmer cannot swim unless they are a member of a club. It was also agreed at Council that Individual Members could apply for an ACF number and swim at open events.

ACTION

8. VICE CHAIRMAN'S REPORTS

Marketing - Bob Dyett *(report tabled)*

Items raised under the report as follows:

Sponsorship - BD reported that we need to get some short term answers and that the strategy is changing to look at an umbrella sponsorship package.
BD to action some dates for the Board to meet with Martin Cork. BD

PR - BD has met with the Youth Squad to discuss publicity and is also giving some thought to the PR for the Winter Championships. However, both of the above do not seem to be taken up by the Press. Pathway to Performance seems to be very marketable.

Internal Communications - BD has had meeting with Bill Black and has agreed to pay for the upgrade of Bill's computer equipment. BB had written to Bob asking him to pass on his thanks to the Board.

Each issue of Swimming 2000 is being filled up and the closing date is the 1st of the month preceding publication which is every two months. EM suggested to BD that he dates the Swimming 2000 for the following month so the November issues would be dated December etc. This was agreed.

Scottish Swimming Awards - to be taken under SM's report.

New Building Project - BD tabled a paper which he had put together looking at property in the Lanarkshire area. All properties listed in the report are current and available now.

Discussion took place regarding the possibility of the Association purchasing a building. Proposal will go to the Congress to allow the Association to enter into a lease or to purchase property.

Other factors which will have to be looked at when we move are stationery, title and the need to update and create a corporate image for the Association. B

IM to alert Council to the paper at the next Council meeting. IM

SM to draft a paper for the next Board meeting looking at purchasing property which will be used as a comparison. SM

IM did not think that the above project would meet any criteria for Lottery Funding. The building would have to include an education and training centre to be potentially eligible for Lottery Funding. SM to raise with the Lottery Unit and report back to the Board. SM

IM thanked BD for an excellent presentation and report.

ACTION

Education - Win Hayes

Items raised under the report as follows:

Education Development - WH reported that she has undertaken to look at the Education Development Plan and has proposed to split the Committee into two sections:

1. Convenor, District Convenors and ISTC rep - will be responsible for planning and administration of lowest level certificated courses.

2. The rest of the group will separate and will be chaired by WH this will be an Education Development Group which will change depending on the tasks to be undertaken.

The above would require a constitutional change to be put forward to the Congress. The Working Group will drive Education Development forward. WH

1998 Swim School - IM to make an official approach to the College. IM

Distance Learning - WH reported that Level 1 has been successfully piloted over the last year and it has now been accepted for publication. WH to send a copy of the document and acknowledgement to the SSC. WH

Level 2 relating to the Teachers update will have to be rewritten. This cannot be actioned until the ASA republish their documentation.

Water Polo Tutors - WH reported that Alex Burgoyone and Alan Donaldson have been accepted onto a Tutor Course.

National Teaching Syllabus - Ross & Cromarty. WH is experiencing difficulty in obtaining a copy of the ASA document which has been lost. IM to see if he can get a copy. John Lawton has suggested to WH that the document will not be ready until April 1998. IM

Swim Scotland - WH, BD and SB to meet to discuss. WH/BD/S

ASA Education Finances - John Lawton to action.

WH left the meeting at 3.00 pm.

Disciplines - Douglas Brown *(report tabled)*

Items raised under the report as follows:

20:02 - Water Polo budget noted.

20:05 - Swimming Committee have made a formal request that Mike Sheppard be placed onto the GB Technical Committee with immediate effect. (Ref: discussion under GB report).

ACTION

20:06 - STO Committee, DB reported on two proposals which had been made from their meeting on the 28th September:

1. Ed Adam to be invited to attend the ASFGB Swimming Technical Committee meeting which considers the STO nominations to the FINA list. EM to find out when this meeting is taking place and report to IM. — EM

   The above request is regarded as an interim measure to the following:

2. That the SASA propose the introduction of a separate STO Committee at either ASFGB level or as a sub committee to the ASFGB Swimming Technical Committee. The objective is to ensure that the representatives come together to consider issues and nominations.

   Point 2 to be discussed at the November GB Meeting. — DB

20:07 - SSA AGM - annual subscription has been increased by £5.00.

Commonwealth Games Council Meeting - Thursday 16th October. DB to attend in place of SM. — DB

Finance - Stuart Martin

Items raised under the report as follows:

Accounts - SM reported that the profit year to date stands at £8,000, however, there are many strands of income still outstanding such as Education, Sponsorship, BT Swimathon etc.

EJC - SM has finalised and lodged with the SSC the interim Lottery Claim for £35,000. SM and EM to finish the claim. — SM/EM

Budget - 1st draft of the budget has been completed. IM and SM to meet to discuss. SM to enquire if any further funding will be available from the SSC to support Commonwealth Games preparation in 1998. — SM

Swimming Awards Scheme - SM put a proposal to the Schools in writing to buy them out of the scheme. SM is awaiting correspondence.

Professionalisation - SM proposed to the Board that we put a proposal forward to the Congress to drop the word amateur from our title.

Council - SM reported that Council did not received discipline minutes. EM was fully aware of this as the only people who receive the minutes are the Executive and the Disciplines Chairman. All Council members will receive the Convenors Reports which will be attached to the next Board minutes after discussion. — EM

ACTION

Scotswim Direct - SM advised the Board that there may be a potential difficulty in promoting Epsan as the Association already endorse Swimshop. It was agreed that we go ahead with the endorsement of Epsan while being are aware of the issue.

BD is looking at sports specific beverages to sell under Scotswim Direct. BD

9. GB REPORT

Communication - IM has agreed with Jane Nickerson that the new look Fastlane News will become a GB publication which will be distributed to all clubs and committee members, this should help to facilitate communication.

It had previously been agreed that for a period of one year the SASA would support the request of the National Performance Director to reformat the Swimming Technical Committee.

It was agreed that all three GB reps would raise issues on the Associations behalf and if we did not get satisfactory answers we would consider changing our agreement. The SASA agreed to the changed format on the condition that communication improved and if this did not happen reps would be sent to future meetings.

GB Ranking List - SM referred to the minutes of a meeting held on the 18th September which MW attended to discuss the current status of the GB ranking list.

SM has grave concerns about the ability of the ASA to run the ranking programme effectively. SM also reported that we do not have a working ranking list in Scotland.

SM is also concerned about handing over SASA information on disks and the frequency of having to supply such information.

EM informed the Board that the ASA had recently employed two new posts to deal with the operation and adminstration of the ranking list.

BD was concerned that MW had attended the meeting on his own as BD had indicated his attendance if SM could not attend.

IM emphasised that we would want to support the creation of a GB ranking list and enter into a pilot programme and then make a judgement. This was agreed.

Strategy Group Meeting - IM and MW to attend on the 17th October. IM/MW

10. REPORTS FROM STANDING COMMITTEES

Carried forward to the November meeting.

ACTION

11. 1998 CONGRESS ISSUES

It was agreed that EM would draft a list of items which the Board wish to put forward to the Congress and circulate to the Board for amendment. EM

These items would then be collated and passed to DH to take to the Editorial Board before their November 14th meeting. Editorial Board draft the wording of the proposed changes. DH

12. REGISTER OF PECUNIARY INTERESTS

IM to obtain a copy of the forms used at ASFGB. IM
EM to obtain a copy of the forms used at SSC. EM

Item to be carried forward to the next meeting.

13. HEALTH & SAFETY - Tom Pate joined the meeting at 1.00 pm.

IM welcomed Tom Pate to the meeting and explained that the Board were concerned that the Health & Safety Committee were producing documentation and receiving very little feedback. The purpose of today's discussion would be to find the best way to move the work forward.

The Health & Safety Committee were set up to provide the Association with guidelines which cannot be implemented as policy until they are discussed and changes made if required.

It was agreed that a one day Seminar would be organised for appropriate personnel and this would be used as an opportunity to take on board everyone's opinions before we issue and Association Policy.

The Seminar will take place on Saturday 24th January from 10.00 am - 4.00 pm at Perth Ice Rink. EM to organise. IM/EM to draft a memo to go out with the Agenda asking people to insure that all groups are represented. SM to meet with the Health & Safety Committee to draw up the Agenda. EM/IM SM

Target audience: All Disciplines, Board of Management, Council, Technical Officials, SSC Rep, Legal Advisor, Education Committee, National Events Co-ordinator, SSCA Rep and Health and Safety Executive.

Future items that the Health & Safety Committee will be working on are:

1. Risk Assessment.
2. Medical Form for use by clubs to report medical conditions.
3. Accident reporting procedures.

IM thanked Tom for his attendance.

ACTION

14. CONFIRMATION OF DISTRICT MEETING DATES

North: 6th December - SB
East: 4th December - DB
West: 12th November / 6th December - SM/BD
Midland : 17th November - IM

15. AOCB

1. Bullet Points to be drafted and circulated prior to the first District meeting. EM

2. Letter to BD from Ben Connolly re: Glasgow Sports Strategy Review.

3. BD to give a presentation on "How to run a successful club" at Scottish Gymnastics AGM.

4. Re-election of Board members - four members of the Board have been in post for the full cycle and will have to be reelected or stand down at the 1999 AGM. DB and BD have been in the cycle for two and one years respectively.

   IM commented that we have to refocus the job descriptions as and when appropriate. If we are successful in securing the finance for a professional management post this would be a logical time to re-look at the present Board member's job remits.

The meeting closed at 4.10pm. IM thanked everyone for their attendance at the meeting.

Date: **Monday 27th October**
Time: **6.30 pm**
Venue: **City Mills Hotel**

Date: **Sunday 16th November**
Time: **10.00 am**
Venue: **Perth Ice Rink**

cc: **B.O.M.**
Council
National Convenors
Colin Pearson, SSC
Heather Lowden, 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)
Bill Black, Swimming 2000 Editor