

# SCOTTISH AMATEUR SWIMMING ASSOCIATION

## MINUTES

### COUNCIL MEETING

**Date:** Sunday 20 June 1999  
**Venue:** Perth Ice Rink, Perth  
**Time:** 11.00am

<b>Sederunt:</b>	Mr R Dale	President
	Mr R Taylor	Vice President
	Mr R Greenlees	East District
	Mr P Lee	East District
	Mr J Stewart	Midland District
	Mr S Davidson	Midland District
	Mr B Prentice	West District
	Mr A Fletcher	West District
	Mr I Mason	Chairman, B.O.M.
	Mr S Martin	Director of Finance, B.O.M.
<b>In Attendance:</b>	Mr P Bush	Chief Executive
	Miss G Ross	Administration Manager
	Mr M Woodroffe	Director of Swimming

#### ACTION

#### 1. PRESIDENTS ADDRESS

Mr Dale welcomed everyone to the meeting. A list of all events attended since the last meeting is attached.

#### 2. APOLOGIES

Mr I Cole, North District  
Mr T Tracey, North District

#### 3. MINUTES OF PREVIOUS MEETING

Page 1 - The Director of Administration and Finance should read Director of Finance only.

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

*Proposed by:* Blair Prentice  
*Seconded by:* Stewart Davidson

#### 4. BUSINESS ARISING

##### **Page 2 - AGM**

Mr Bush has contacted hotels in Aberdeen for costings. It is proposed that the AGM be solely for business and that there be a dinner in the evening with awards presented at that time.

**ACTION**

Mr Taylor had contacted the Secretary of the Past Presidents, Jill Cochrane, who was happy to hold the Past President's dinner on the Friday evening. Mr Bush and Mr Taylor are to visit hotels in the Aberdeen area on 28 June and also meet with Aberdeen City Council who may provide financial assistance.

**PB\RT**

**Page 3**

The question of the GB numbering system being millennium compliant was raised. Mr Lee stated that he felt the IT group should be extended to look at IT at all levels to identify issues of non-compliance. The ideal situation would have been to see membership software before it was set up. The It group has not met recently and Mr Lee feels that its remit must be extended beyond meet management to ranking lists and membership systems. Miss Ross reported that she was now attending the GB ranking group meetings and the next meeting is in July. Mr Bush recommended that Miss Ross write a status report on the IT for the IT group to consider. Mr Mason stated that we should not forget the big picture of GB Rankings Lists.

**GR**

**Chairperson of Board**

The interviews for the Board positions took place on Thursday 17th June and Ian Mason was re-appointed and Douglas Brown was also re-appointed.

**5. MEMBERSHIP**

A membership reminder had been circulated on the 9th June to Districts and Mr Martin reported that the majority of clubs have now returned satisfactorily however there remained a significant number of clubs which pose difficulties. The income to date is £180,000 against a budget of £250,000. Mr Martin pointed out that the alterations as approved at the AGM had an adverse effect. Mr Martin advised that the target for membership income would be adjusted to £210,000, £40,000 below budget and savings are being identified. There have been staff savings and other savings all in administration costs. However further savings could prove difficult. It was agreed that some clubs should be approached again. Mr Prentice pointed out that some clubs in North had 'compulsory' adult membership.

Mr Mason stated the income received realised an income of an average of £13.60 per member And the total amounted to the same level as last year. The club administration has been a problem. A further effort is necessary as incoming fees have reduced during the last fortnight to £2,000 weekly. Mr Bush reported that at the 3 District visits to date there have been no questions on membership fees. Mr Lee stated that the timescale for the letter had been unrealistic and that it was inappropriate to compare income to date with the whole of last year, it should only be compared to the 1st per capita. Some clubs have not declared their adult members and Mr Lee stated that there are four problem clubs in East but he believes that there will be no more membership from these. Mr Martin requested that where clubs had been contacted feedback should be given to the SASA Office. Mr Lee noted that several of the non-competitive clubs membership have gone up. Mr Prentice stated that a revised club list required.

**ALL**

Mr Dale reported that he has spoken with the President of Dumfries Dolphins.

## ACTION

Mr Bush advised that correspondence had been sent to the club advising the position regarding insurance.

Mr Martin requested that Miss Ross copy the list of clubs who have responded to reminders to him. Mr Mason stated that once the system has bedded in the system will be processing at the end of the month, however membership was being taken on a daily basis at present.

Mr Davidson stated that one problem was that clubs had set their own fees before the SASA AGM. However Mr Martin stated that the clubs knew 6 months in advance the proposals for changes to the fees.

Mr Taylor queried that situation with checking competitors for events. Miss Ross reported that the entries for the Age Groups had been checked and only 9 had been found.

Mr Fletcher stated that the membership issues at National level would cascade down to Districts as numbers for this year will be used for next year's District per capita.

Mr Mason requested a flyer be put in the monthly mailing reminding clubs. Miss Ross appraised Council of the progress to date for the input of membership which is to be completed by the deadline of 1st September. Mr Bush reported that he was seeking sponsorship for membership cards and a flyer to be distributed directly to individual members.

Mr Fletcher requested that a general pack be put together for clubs seeking to affiliate to the SASA.

GR

Mr Mason stated that the situation is not all doom and gloom however SSC funding in future years will decrease.

Mr Mason requested that as soon as possible a list of members be circulated. Council agreed that a list of members is no longer required at end of June. Mr Fletcher asked whether it was possible to look at a different level of membership for Learn to Swim. Mr Mason stated that this shouldn't be done now but is something to consider in due course if there are benefits to SASA of another level of membership.

GR

## 6. DIRECTOR OF FINANCE

### **May Accounts**

Mr Martin reported that there is a need to make savings and to obtain income. In addition there is the need to increase reserves. Mr Martin is also producing detailed reports for the Chief Executive. One additional problem has been created by low bank interest rates which mean that the target for bank interest will not be met. On the positive side the Learn To Swim sales have been very successful and as has the merchandising side.

### **Swimming Awards**

Mr Mason, Mr Bush and Mr Martin have met with SSSA to resolve the situation which has been ongoing over 18 months. Agreement has now been reached

**ACTION**

subject to the change of one sentence. The agreement to be signed before Friday. Council granted permission for the Chief Executive and the Director of Finance to sign the agreement between SASA and SSSA.

**7. ADMINISTRATION MANAGERS REPORT**

**Staffing**

Melanie continues to work 2½ days per week. However efforts to recruit a person to work the remaining 2½ days per week were not successful with a very poor response. This post is again on hold. The PA to the Chief Executive is also on hold.

**Membership**

The new membership database is now operational and the input of membership has begun. The possibility of networking the software is being investigated. This will speed up the rate of entry of information. Melanie Findlay and Gillian Ross have visited Loughborough for training and to gain experience of the systems used. Numbers will be issued towards the end of inputting. New GB numbers will be issued to competitors. This will assist in the ranking lists.

**Ranking Lists**

Gillian Ross has replaced Bob Dyett as the Scottish representative on the GB Ranking Committee. There has been significant progress made in the understanding of the issues on both sides and there should continue to be improvements in this area. Software to allow Scotland to generate its own lists should be available in the near future.

Mr Lee raised the fact that as technical issues are being discussed at these meetings then a technical person should attend the meetings. Miss Ross stated that the technical aspect of the meetings was limited and the focus more on policy. Miss Ross to circulate a paper from Graham Sykes to the IT Committee. **GR**

**Gourock ASC**

Gillian Ross and Katie McConachie visited Gourock ASC to provide them with information to assist in their decision on whether to re-affiliate. From this visit and other communication from clubs there would appear to be a general lack of information on what SASA does for the clubs. Miss Ross to follow up with a letter. **GR**

**Learn to Swim Syllabus**

Continues to be successful with 300 now sold. There is a waiting list of 30 for the next reprint. It was agreed that 100 more be reprinted. **PB**

**National Planning Seminar**

To be held on the 4th of September. The information to go out at the end of June.

**7.1 TRANSFERS AND INTERNATIONAL PERMITS****Transfers**

<u>Name</u>	<u>Reg No</u>	<u>From</u>	<u>To</u>
Nicola Campbell	34034	Dunfermline ASC	Kinross Otters
Alan Boyd	33428	Carnegie	Kinross Otters
Carolyn Smith	33240	Carnegie	Kinross Otters
Alan Wighton		Cupar & District	City of Dundee
Suzanne Wighton		Cupar & District	City of Dundee
Geoff Lynn	34749	Dundee WPC	Western Baths WPC
Steven Stewart	26181	Carnegie SC	Stirling ASC
Betty Bissett	34192	Stonehaven ASC	Warrender Baths Club
Gillian Anderson	16748	Ren 96	Warrender Baths Club
Scott McAllister	27421	Aberdeen ASC	Montrose & District Seals
Linda Kerr	11423	Bathgate ASC	Hamilton Baths

**International Permits**

<u>Team</u>	<u>Travelling to</u>	<u>Dates</u>
Heart of Midlothian	Malta	11 - 18 April 1999
East District Squad		22 - 25 April 1999

Mr Lee raised the issue of one form for transfers whether they be National or District. However this would require a change to the Bye-Laws at next AGM. A compromise could be to have all forms sent to Cambuslang to update database before being sent out to Districts.

**8 CHAIRMAN'S REPORT****National Swimming, Training Research Centre**

A decision will be known by the end of the month. If the plans do not gain approval the Association will be no worse off except for the need to support SIS training programme.

**Sponsorship**

Mr Mason updated Council on sponsorship.

**GB Issues**

There is little to update. The consultants, Lane 4, and GB have been pursuing money to support management consultants. A professional staff group has been formed and is working up papers. The next Review group meeting is next week. Scotland have made it clear that whilst being fully supportive of modernisation, we do not wish to be a District. The earliest possible timescale to bring this forward is March.

**Aqua 21**

The 6 month review with SSC had been undertaken and had gone well. There has been slippage due to the financial position as new budgets need to be worked up. The 4 year summary of Aqua 21 will be published in September this year. The action plans need to be worked up. Some of the initiatives have happened anyway. A slot at the National Planning Seminar will focus on Aqua 21.

## ACTION

### **Retreat**

The retreat had been very worthwhile although there will be no immediate benefits. The Board of Management have begun to discuss how to progress the issues raised. In addition Sue Campbell has offered to provide services free and to come back in 6 months time to monitor progress.

### **Area Institutes of Sport**

Voting on the allocation of £20m to AIS will be made at the end of the month. SASA can tap into this. Every area will have a programme manager. The decision on location of the hub will be made by the end of the year - there are 7 contenders for this.

### **AOCB**

### **FINA Diving**

The event generally went very well, however there had been a few glitches such as late invites etc. which will be picked up at the debrief.

### **Director of Marketing**

A revised job description has been prepared but the Board decided that no further action be taken at present. It was suggested that Sarah Birrell be utilised for other roles within the Association. Mr Bush suggested that it may be appropriate to attract a patron to SASA. Mr Bush to draft letter for Mr Dale to sign.

GR

## **9. DIRECTOR OF SWIMMING'S REPORT**

### **Partnership Programmes**

- **City of Edinburgh** - Tim Jones' existing contract now extended to October 2000, efforts are now being made to move the post into the employment structure of Edinburgh City Council/Edinburgh Leisure.
- **City of Aberdeen Swim Team** - Post now fully absorbed into the City of Aberdeen Council's Sports Development Structure.
- **REN 96 (Renfrewshire and East Renfrewshire)** - Interviews held on 3 June 1999. Post under offer.
- **Highland Swim Team** - Early discussions are now under way between the Scottish Sports Council and Highland Council to ensure that the post is maintained beyond the existing contract.
- **Moray Council** - The Moray Clubs and the Moray Council are now in the process of drawing up a Swimming Development Plan for the area and are currently looking at the financial implications in terms of either an appointment of a Development Officer/Coach for Moray Council or some method of locking into the Highland Swim Team.
- **South Ayrshire** - A successful Club Development Day was held on 15 May 1999 for the South Ayrshire Swim Team and the South Ayrshire Clubs resulting in a commitment to increase pool time and to use existing resources to their full potential.
- **Aberdeenshire** - No progress to report.
- **North Lanarkshire** - North Lanarkshire Swim Team now being established with two junior elite squads and a senior elite squad with all four clubs in the area feeding the new structure and the North Lanarkshire Council giving pool hire for the training at greatly reduced costs.
- **Tayside** - Unfortunately no progress has been made in terms of replacing Ian

## ACTION

Black who recently departed from the post of Swimming Development Officer in Dundee. No progress to date on any coaching post.

- **Fife** - Development Plan is now complete and is being progressed through council officers and council members.
- **West Lothian** - Unfortunately the West Lothian Clubs do not wish to progress with developing a swimming structure based on the Scottish Youth Development Model and therefore I have no progress to report.
- **Stirling Partnership** - Grant Robins has now taken up post. A successful Development Day was held between the Club, Council and the University along with the Swimming Facility Manager. The current training programme is being restructured to make better use of the existing facilities. It is also hoped that the Stirling Council will appoint a Swimming Development Officer. It is now our intention to try and structure the pool use at the University to reflect the same pool timetable which will exist when the new National Training and Research Centre is built.
- **Dumfries & Galloway** - Development Plan now being written up with input from the Dumfries & Galloway Council and Dumfries Dolphins Swimming Club.
- **General Local Authority Partnership Overview** - I am now developing a matrix of all 32 Local Authorities to establish which areas we have existing partnership and structured programmes in place, which areas are adopting our National Learn to Swim Syllabus, which areas are requiring club development assistance and which areas are producing the swimmers at the performance and excellence level. This matrix will assist in my work in terms of targeting local authorities and clubs for future development.

### **National Squads**

- **Senior Elite Squad** - The highlight of the elite squad swimmers must be Alison Sheppard's gold and bronze medal winning performances at the World Short Course Championships in Hong Kong, along with Graeme Smith's silver medal at the same championships. Arrangements are now currently being made for an elite squad training camp in Canada leading into competing at the Canadian National Championships. A full programme of activities is being drawn up between the elite squad/S.I.S. swimmers from September 1999 through to December 2000.
- **Scottish Youth Squad** - The Scottish Youth Squad successfully competed in the Vittel Cup in France, 5/12 April 1999. The trip was a success both in terms of the work carried out at the training camp and the competition results. The Youth Squad programme from September 1999 through to Easter 2000 is now planned and initial preparations are being made for three training/education weekends between September and December, a Christmas and New Year training camp in Stirling University and an Easter warm weather training camp (possibly Israel).
- **General Comment** - To date our performance indicators in terms of Scottish records being broken are very encouraging. At the time of writing 13 Scottish records by 5 different swimmers have been broken between 1 January 1999 and 1 June 1999. This is far better than the comparable period four years ago when we noticed a decline in standards after the 1994 Commonwealth Games. It would appear that the momentum gained from the 1998 Commonwealth Games has been maintained in the difficult post Commonwealth Games Year.

### **National Competitions**

- **National Championships** - All arrangements for the forthcoming National Age Groups and Senior Championships are in hand.

## ACTION

- **Information Booklet** - This is being drawn up for the Scottish Christmas Open Meet.
- **National and District Competition Structure 2000** - The District Roadshows have been completed and preparations are now in hand to implement the new National District Competition Structure starting in January 2000.

### **National District Squad Curriculum**

- The National District Curriculum has now been drawn up with a first draft of the psychology, physiology and nutrition being written into the district packs. Consultation is now taking place between the national team staff and the district coaches to see how the programme can be implemented over the next 12 month period.

### **Discipline Development**

- Successful Discipline Development Day held for Local Authorities on 23 April 1999. A Follow Up and Feedback Day has been arranged for Friday 2 July 1999 with every Local Authority in Scotland again being invited to participate.

## **9.1 RECORDS APPROVED**

### **Female - Senior**

50m Freestyle	Alison Sheppard	00.25.65	Phoenix	14/05/99
50m Breaststroke	Alison Sheppard	00.33.03	Phoenix	14/05/99
50m Butterfly	Kerry Martin	00.28.81	Sheffield	29/05/99
100m Butterfly	Kerry Martin	01.03.54	Sheffield	29/05/99

### **Female - Junior**

50m Backstroke	Rowena Cornish	00.30.46	Sheffield	28/05/99
100m Backstroke	Rowena Cornish	01.05.28	Toulouse	18/04/99
200m Backstroke	Louise Coull	02.18.88	Sheffield	29/05/99

VIPs at Age Groups had commented on lack of records in the programme. Mr Woodroffe to check set in office and update where possible.

**MW**

Mr Prentice raised an issue that in one of the warm-up's at the Age Groups one coach was in the water with the swimmers. Permission had been granted by a member of the organising group and subsequently revoked by Noel Dashwood-Brady.

Mr Taylor raised the issue that the videoing regulations apply to the disciplines and they should be notified of this. Mr Fletcher stated that pool staff are also aware of this.

## **10. CORRESPONDENCE**

### **1. Letter from Win Hayes**

Win had written thanking the Association for the life membership she was granted at the AGM and wishing success for the future.

### **2. Letter from Martyn Woodroffe**

Regarding the one start rule (FINA rule SW4.1). The organiser of an event



## ACTION

can decide to operate either the one or two start rule as long as this is declared in meet information. Swimming Committee are recommending December for first use for national competitions but will probably filter into District. The SASA should adopt the one start rule unless stated otherwise. Council agreed to implement starting from 1 September.

### **3. Letter from Ed Adam**

Ed Adam had raised issues which were consequential to the changes approved at the last AGM. Council agreed that a Congress be held in 2000 which could be subsequently cancelled should there be no business. Miss Ross to notify clubs of Congress in 2000. Mr Lee suggested that due to the time taken to issues amendments to the Constitution and Bye-Laws it may be appropriate to issue a double sided paper immediately after the AGM listing all the amendments. Mr Bush suggested that this could be included in the Chief Executive report in the Swimming 2000. **GR**

### **11. AOCB**

Mr Davidson raised the issue of Tayside going to the Speedo League Final instead of COAST and asked why COAST had not attended as there were cost implications and a very quick decision had been required. Mr Woodroffe reported that COAST did not take up the offer of the place as they were attending another competition on that day and cost implications. Mr Mason reported that this issue had been discussed at Board of Management and they were unhappy at COAST after efforts to get a place at the final for a Scottish club. Mr Bush suggested that it should be stressed that a commitment to entry is part of winning is going to final.

There being no further business the meeting closed at 2.15 pm. Mr Dale thanked everyone for their attendance.

**Date: Sunday 3rd October 1999**  
**Venue: Perth Ice Rink**  
**Time: 11.00 am to 2.00 pm**

**cc: Council**  
**Board of Management**  
**National Convenors**  
**Colin Pearson, sportscotland**  
**Roddy Smith, sportscotland**  
**Ian McGregor, sportscotland Swimming Co-ordinator**  
**Katie McConachie, National Development Officer**  
**Chris Martin, National Coach**  
**Youth Squad Team Staff**  
**Bill Black**  
**Editorial Board**

**PRESIDENT'S ITINERARY SINCE THE COUNCIL MEETING**

**ON 7<sup>TH</sup> MARCH 1999**

<b>13<sup>th</sup> March 1999</b>	Willie Mellors Water Polo Tournament at H.M.S Caledonia, Rosyth
<b>14<sup>th</sup> March 1999</b>	West District Championships, Larkhall presenting W.G Todd Trophy to Louise Coull
<b>18<sup>th</sup> March 1999</b>	Sports Council V.I.P Awards in Marriott Hotel, Glasgow (swimming received four)
<b>27<sup>th</sup> March 1999</b>	Warrender Baths Swim Meet & Water Polo Contest at Carnegie Leisure Centre, Dunfermline
<b>28<sup>th</sup> March 1999</b>	North Ayrshire Graded Meet, Auchendarvie Pool
<b>10<sup>th</sup> April 1999</b>	West District Championships, Larkhall
<b>16<sup>th</sup> April 1999</b>	Swimming Committee Meeting, Perth
<b>19<sup>th</sup> April 1999</b>	Funeral of Past President N Beattie, Lynn Crematorium, Glasgow
<b>27<sup>th</sup> April 1999</b>	Technical Disciplines Forum, Cambuslang
<b>7<sup>th</sup> May 1999</b>	Scottish Masters Championships, Scotstoun Leisure Centre, Glasgow
<b>8<sup>th</sup>/9<sup>th</sup> May 1999</b>	Retreat at Windlestrae Hotel, Kinross
<b>15<sup>th</sup> May 1999</b>	Edinburgh International Meet, R.C.P
<b>16<sup>th</sup> May 1999</b>	North Ayrshire Sprints, Johnstone
<b>22<sup>nd</sup> May 1999</b>	City of Glasgow Graded Meet, Larkhall
<b>23<sup>rd</sup> May 1999</b>	Masters Training Camp, Tollcross Leisure Centre, Glasgow
<b>28<sup>th</sup> May 1999</b>	Scottish Age Groups Organising Committee, West District, Glasgow
<b>29<sup>th</sup> May 1999</b>	Scottish Diving Championships, R.C.P and Committee Meeting, Edinburgh
<b>4<sup>th</sup> June 1999</b>	Scottish Schools Team Championships, Tollcross, Glasgow
<b>5<sup>th</sup> June 1999</b>	Final of Mini League, Ayr
<b>6<sup>th</sup> June 1999</b>	Board of Management, Perth
<b>10<sup>th</sup> to 13<sup>th</sup> June 1999</b>	2 days Scottish Open Age Groups, Tollcross, Glasgow 1 day Fina Diving Grand Prix, R.C.P, Edinburgh 1 day Scottish National Synchro Championships, Drumchapel, Glasgow
<b>17<sup>th</sup> June 1999</b>	Chairman of Interview Panel for Director of Disciplines & Chairman of Board, Perth
<b>19<sup>th</sup> June 1999</b>	M & B Graded Meet, Castlemilk, Glasgow