

SCOTTISH AMATEUR SWIMMING ASSOCIATION

MINUTES

COUNCIL MEETING

Date: Sunday 28th November 1999

Venue: Perth Ice Rink

Time: 12.15 p.m.

Sederunt: Mr Robin Dale, President
Mr Ron Taylor, Vice-President
Mr Bob Greenlees, East District
Mr Peter Lee, East District
Mr Stewart Davidson, Midland District (*part meeting*)
Mr Tom Tracey, North District
Mr Bill Murdoch, West District
Mr Allan Fletcher, West District
Mr Ian Mason, Chairman
Mr Stuart Martin, Director of Finance

In Attendance: Mrs Elaine Mackenzie, Director of Administration
Mr Martyn Woodroffe, Director of Swimming (*part meeting*)
Mrs Gillian Milne, Assistant to Chief Executive
Mr Ed Adam, Editorial Board (*part meeting*)

ACTION

1. PRESIDENTS ADDRESS

Immediately before the meeting, Mr Jim Stewart, Midland District had collapsed and Mr Davidson had travelled to hospital with him. The President opened his address by wishing Jim well.

Mr Dale welcomed everyone to the meeting and in particular welcomed Mrs Mackenzie back from her sabbatical, Mr Murdoch who was attending his first council meeting and Mrs Milne to her first Council meeting following her marriage.

Mr Dale had returned the previous day from a holiday to Australia, Singapore and Malaysia, and gave a brief description of his visit to various Olympic venues.

Mr Dale confirmed that today's business included the proposed changes to the Constitution and Bye-Laws by the Editorial Board, and to decide the Council member who will speak for or against the various amendments and to consider the nominations for national awards.

A list of Mr Dale's official itinerary since the last meeting is attached to the Minutes.

2. **APOLOGIES**

Mr Ian Cole, North District and Mr Paul Bush, Chief Executive.
Mr Woodroffe, Director of Swimming joined the meeting part way through due to a squad weekend.

5. **EDITORIAL BOARD REPORT**

The paperwork had been circulated and further discussions took place. It was agreed that Council would sponsor those changes which were policy changes and the editorial board would sponsor those that were merely tidying up wording.

Proposal A

Tidy up wording.

Proposer: Editorial Board

Seconder: Editorial Board

Proposal B

Proposer: Editorial Board

Seconder: Mr Tracey

Proposal C

To define the members of clubs attending. To be re-worded 'registered members of SASA.'

Proposer: Mr Lee

Seconder: Editorial Board

EA

Proposal D

To allow Individual Members to take part in AGM without a vote.

Proposer: Mr Fletcher

Seconder: Editorial Board

Proposal E

Consequential to D.

Proposer: Mr Fletcher

Seconder: Editorial Board

Proposal F

If D is accepted then F will be withdrawn.

Proposer: Mr Fletcher

Seconder: Editorial Board

Proposal G

Consequential to F.

Proposer: Mr Fletcher

Seconder: Editorial Board

Proposal H

Change title of Administration Manager to Director of Administration.

Proposer: Mr Mason

Seconder: Mr Taylor

ACTION

Proposal J

To change reference to SSCA to BSCTA. PB to clarify whether the wording should be BSCTA or BSCTA Scottish Branch.

Proposer: Editorial Board
Seconder: Editorial Board

PB

Proposal K

The Medical Committee has superseded the requirement for an Honorary Medical Advisor. Mr Dale to speak to Mr Venner.

Proposer: Mr Fletcher
Seconder: Mr Greenlees

RD

Proposal L

To make the Health and Safety committee a standing committee with the Honorary Legal Advisor as a corresponding member.

Proposer: Mr Lee
Seconder: Mr Tom Pate?

Proposal M

Made by Synchronised Swimming Committee. Council agreed that the proposal to increase from 3 to 4 co-opted members would set a precedent. Mr Adam to advise Synchro Committee that they should identify a specific post and leave 3 co-opted members. A proposer and seconder should also be identified.

EA

Proposal AA

To move categories of membership from the section referring to fees.

Proposer: Editorial Board
Seconder: Mr Davidson

Proposal BB

To disallow an Individual Member from competing.

Proposer: Editorial Board
Seconder: Mr Martin

Proposal CC

This proposal will be withdrawn if congress does not accept Proposal D

Proposer: Editorial Board
Seconder: Editorial Board

Proposal DD

To allow the Chairman of the Board of Management and the Chief Executive to make a joint report to Board and Council meetings.

Proposer: Mr Greenlees
Seconder: Mr Taylor

Proposal EE

As in Proposal C wording to be altered.

Proposer: Editorial Board
Seconder: Mr Lee

EA

Proposal FF

Amendment to District AGM.

Proposer: Editorial Board

Seconder: Editorial Board

Proposal GG

This proposal will be withdrawn if Congress does not accept Proposal H.

Proposer: Mr Mason

Seconder: Mr Taylor

Proposal HH

Changes due to new membership system.

Paragraph (c) to read: 'a unique registration number will be allocated to swimming\competing club members.'

Proposer: Mr Martin

Seconder: Mr Tracey

Proposal JJ

The proposal to be altered so that 12.2.2.5 is revised and paragraph 12.2.2.6 is retained subject to clarification of the definition of casual helpers.

SM

Proposer: Mr Martin

Seconder: Editorial Board

Proposal KK

Delete an unused reference.

Proposer: Editorial Board

Seconder: Editorial Board

Proposal LL

Synchro wished to define their juniors. However, all disciplines have different juniors and therefore it was agreed that Mr Douglas Brown be requested to clarify what each of the disciplines require. A possible wording is 'except where the FINA definition will apply'

DB

Mrs Mackenzie raised the issue of the inconsistency of dates for the nominations for Awards as outlined in BL19. Council agreed that all nominations for Awards should be submitted to the SASA office by 15th November each year.

EA

Council debated whether it was preferable to issue a full description of rule changes or advise on only the wording changes. It was agreed to maintain the process of advising only on wording changes.

Mr Adam asked for Council's recommendations on the lack of changes being submitted for individual discipline regulations and whether the Editorial Board should be more pro-active. It was agreed that Mr Douglas Brown be requested to write to individual Convenors after the AGM to request their changes.

DB

Mr Mason reported that there were two changes to the GB Constitution that the AGM would be asked to consider:

1. That the cost of GB should be shared by the constituent members based on a formula agreed by the countries.
2. Notice of changes to the Constitution can be made by any constituent members in writing to the Secretary (Chief Executive) not less than 60 days before the meeting.

It was agreed that a motion would be put to the AGM for agreement of these changes. Mr Mason and Mr Adam to agree wording.

EA\IM

Changes to the Licensing and Accreditation Regulations had been received. Mr Adam to deal directly with Mr Peter Lourie on this issue.

EA

3. MINUTES OF PREVIOUS MEETING

Page 5 - Director of Finance's Report 'Mr Martin advised that he was 98% happy with these accounts' should have the 98% deleted.

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

Proposed by: Mr Greenlees

Seconded by: Mr Tracey

4. BUSINESS ARISING

Page 2 - Ranking Lists

Mrs Milne confirmed that the scheduled GB Rankings meeting on the 20th October had been postponed and a new date was yet to be set.

Page 2 - Dumfries Dolphins

A reply is still awaited.

Page 5 - Honoraria

The increases in honoraria are based on inflation and increased workload for national team staff, Director of Disciplines and Director of Finance.

In addition the honoraria payments have not increased in the last 3 years and are now fixed ahead for 2 years.

6. AGM\CONGRESS ISSUES

6.1 SASA Appointments 2000

Auditor

Crichton Kilgour

Honorary Legal Advisor

Elsbeth Black

Commonwealth Games Council

Chairman, Board of Management

Director of Finance

British Olympic Association

Director of Disciplines

Scottish Sports Association

Douglas Brown

6.1 SASA Appointments 2000 (cont)

Great Britain Committee

Chairman

Director of Disciplines

Director of Finance

6.2 SASA Awards 2000

Council agreed the recipients of SASA Awards as follows:

J Y Coutts

Jack Snowdon

Stewart Davidson

(Council agreed that this award could be presented to more than one person in a year.)

Nancy Riach Memorial Award

Alison Sheppard

W G Todd Prize and Cup

Louise Coull

Senior Water Polo Player of the Year

Lynn Baird

Junior Water Polo Player of the Year

Ryan Laird

Sarah Thompson

John and Margaret Bell Trophy

No nominations

Life Membership

Danny McGowan

Jeanette Paterson

Ian McIntosh

Robin Dale

6.3 Fees and Fines 2000

The following fees and fines were approved for submission to the AGM:

Special Meeting of Council	£180.00
Special District Meeting	£60.00
Protest	£10.00
Complaint - Level 1	£40.00
Complaint - Level 2	£50.00
Appeal - Level 1	£80.00
Appeal - Level 2	£100.00
International Permit	£20.00
Composite Team Fee	£150.00
Membership Fees	
Full Member	£16.50
Adult Member	£12.50
Novice Member	£10.50
Individual Members	£12.50
Suspension Fee - failure to return membership list	£50.00

6.4 Notification of Office Bearers

It was agreed that all Districts should submit nominations before the 15th of December.

ALL

7. DIRECTOR OF FINANCE'S REPORT

October Accounts

The October accounts had been circulated.

Budgets

Had been discussed at the joint meeting of Board and Council

Awards Scheme

The Edinburgh office is still on the market

Annual Report

The accounts in the annual report will be in an easier to read format.

IT

An IT audit by an independent company had been carried out and approval had now been given for the ordering of £7,000 of new hardware. This includes a server, cabling, printer and software.

Mr Taylor explained to Council that Aberdeen City Council had agreed to fund 100 lunches at the AGM which left approximately 100 lunches over. Mr Martin agreed that SASA would fund these additional lunches.

Mr Fletcher raised the issue of honoraria for the post of National Events Convenor. Mr Martin reported that honoraria had been declined by the person accepting the post.

Mr Martin also confirmed that the 25p per mile for volunteers would operate in the coming year.

Mr Dale thanked Mr Martin for his report.

8. ADMINISTRATION MANAGER'S REPORT

STAFFING

Joan Davies took up a six month post on the 25th October to cover for Dawn Gough who is now on maternity leave. Joan is settling in well, however, the office has been extremely busy and therefore training has been interrupted.

MEMBERSHIP

Taking into account amendments, feedback and new members the input of membership was completed by mid October and club lists printed for distribution.

Council's attention was drawn to the onerous and time consuming job of achieving the new single membership. The office was closed for a week with the job taking approximately two full weeks to complete which involved staff taking work home most evenings for almost the full two weeks. The Director of Administration believes that the Association is way ahead of it's capabilities at the moment in terms of staffing levels, database training and sufficient IT to have moved to single membership.

A full briefing of this years process will take place to allow a clearer and planned process for the coming years.

The Director of Administration showed her appreciation and thanks to all staff who worked well together under pressure to bring the membership mailing to a conclusion.

IT

Stuart Martin has carried out a full analysis of IT required at Cambuslang to allow staff to carry out their jobs. At the moment there is insufficient and out-of-date hardware which causes extra work as the staff are not networked and cabling is poor which has also caused problems when printing and accessing data.

AGM/AWARDS DINNER

Arrangements are in hand for both the AGM and Awards Dinner. Confirmation of hospitality has been received from Aberdeen City Council and a second meeting has been arranged to finalise details and meet with the new contact before Maureen Campbell leaves her post with Aberdeen City Council.

TURNING THE TIDE SEMINAR

This seminar went extremely well and was a good learning curve for future seminars. Thanks to Heather Learmonth who co-ordinated the admin for the Seminar and worked with Wendy Newman from ISRM throughout the two days to ensure that the talks ran smoothly and all IT issues were met.

BP SCOTTISH WINTER OPEN 1999

Closing date for entries was the 10th of November with over 3,000 entries being received in the last couple of days. Heather Learmonth is co-ordinating the admin for the meet.

NATIONAL KIT

A meeting has been scheduled for 1st December in Glasgow with Barbara Haskew to discuss the possibility of a new kit contract, quality of kit, deliver times etc. Paul Bush, Ian Mason, Stuart Martin and Elaine Mackenzie will attend this meeting.

RANKING LISTS

Work taking place at GB level to combine the ASA, SASA and WASA databases which is required to allow ranking lists to be produced. As of January 2000 Heather Learmonth will edit the top 6 Scottish swimmers for each event from GB ranking list for publication in the Swimming 2000.

8.1 INTERNATIONAL PERMITS AND TRANSFERS

The following transfers were approved:

<u>Name</u>	<u>Reg No</u>	<u>From</u>	<u>To</u>
Bryan Morgan		Carnegie ASC	Stirling Students
Ross Law		Dunfermline ASC	Dollar Academy ST

Mrs Mackenzie reported that although district to District transfers were notified to the office not all transfers within Districts were. The Districts to notify the office of all transfers approved at District meetings.

ALL

Mr Dale thanked Mrs Mackenzie for her report.

9. **BOARD OF MANAGEMENT CHAIRMAN'S REPORT **
CHIEF EXECUTIVE'S REPORT

1. National Swimming Academy

The funding shortfall has almost been resolved and the 18 month construction programme should commence by 1st May 2000. The first meeting of the project group will be held on 15th December and this group is made up of Mr Mason, Mr Bush, two representatives from the University and one from the Institute. There will also be various sub-groups focusing on specific aspects of the project.

Mr Mason also indicated that the pool floor may have a hinged boom which will allow lanes to be set up 50m whilst the remainder are 25m.

Moray House will close for redevelopment in 2001 and therefore the National Easter School will move to the National Swimming Academy.

The Scottish Institute of Sport hub site will also be located at University of Stirling.

2. Facilities Strategy

Covered in the Joint Meeting

3. GB Issues

Mr Mason highlighted an issue for consideration by Mr Woodroffe regarding a swimmer in San Diego who had declared that they were on a drug for asthma. Mr Woodroffe reported that he was confident that the Scottish procedures were in place.

GB Review

Although the review had decided against a move to an integrated GB there is still the need for a revised constitution. It has been agreed that although there will still be geographic representatives on the GB Committee there will be a move to bring in particular skills and an independent Chairman.

Probate and Audit Committee

A nominee from Scotland is required for this Committee. Council members to advise of possible nominations to be discussed at Board meeting.

National Performance Director

Interviews have now taken place for the above post and negotiations are currently taking place.

5 Nations, Glasgow

This event is still under discussion. However a decision is required prior to the 1st December.

Commonwealth Games\European Championships

There is a direct clash of dates for the swimming events at the above Championships and neither side will move. Mr Woodroffe stated that if

a swimmer was asked to make a choice between the two the SASA would need to take a view on it. The Scottish goal remains the Commonwealth Games.

International Events

SASA had been considering making a bid for the 2002 European Junior Championships. However, Berlin is making a bid and it is likely they will win. Therefore, Mr Bush to check with Glasgow and Edinburgh as to their availability to host in 2003.

PB

4. Corporate Governance

A major item on Mr Mason's job description is corporate governance; the rules and regulations within which the Association operates. Mrs Mackenzie is working on a draft to be taken to the next Board meeting and this will be refined over the year. It is quite possible the Association could be externally audited in the near future. Mr Fletcher asked whether it was possible to set up internal audits. Mr Martin reported that this was something for the future.

5. Commercial Partners

Mr Mason reminded Council that all details of contracts with commercial partners should remain confidential. Mr Mason reported that a substantial grassroots project would be launched in January. A meeting to be held on 1st December with Speedo to re-negotiate contract.

6. Scottish Institute of Sport

Funding has been approved for the Area Manager of 4 of the 6 Area Institutes of Sport (West, Grampian, Highland and Central). Tayside are expected to bid prior to Christmas and the East has just established it's Board. It is hoped that all 6 AIS will be operational by Easter. Council extended formal congratulations to all selected SIS swimmers.

7. Aqua 21 Review

A first year review meeting had been held with sportscotland at which Mr Mason, Mr Martin, Mr Bush, Mr Woodroffe and Mrs Mackenzie had been in attendance. The formal offer of grant and aid has now been made.

8. Professional Coaching Posts

A strategic approach has now been agreed. SASA will receive a per annum figure for 4 years and will decide where it is allocated. However the long term aim is to incorporate these posts into local authorities.

9. Turning the Tide

Mr Mason congratulated the hard work of the staff, and in particular Miss Heather Learmonth, which had contributed to the success of the event. The quality of delegate attracted was high and the event will take place again next year, probably earlier in the year.

10. AOCB

Schools Sport Co-ordinators

Mr Mason confirmed that these are currently being put in place across Scotland.

sportscotland Training Sessions

Anyone who is interested is to apply through Mrs Milne.

ALL**Glasgow Millennium Programme**

Mr Bush had written to discipline Convenors requesting any bids to be made through him.

Mr Dale thanked Mr Mason for his report.

10. DIRECTOR OF SWIMMING'S REPORT**PARTNERSHIP PROGRAMMES**

Highland Swim Team - Meeting arranged with Highland Council 9 December 1999 to sustain coaching post.

Moray Council - The Moray Clubs, Moray Council and Moray Leisure have agreed to put a funding package together to appoint a Swimming Development Officer/Coach.

Aberdeenshire - South Aberdeenshire post of Swimming Development Officer/Coach currently being advertised. Interviews to be held on Monday 13 December 1999.

Falkirk - Development Group established and monthly meetings arranged for the next six month period.

Dumfries & Galloway - final Development Plan produced and Council are now looking at the possibility of funding and the appointment of a Swimming Development Officer/Coach.

Fife - no progress.

North Lanarkshire - new coaching timetable proposed - awaiting Council ratification of times.

General Local Authority Work - continued dialogue with the following Local Authorities:

Tayside, Edinburgh, Aberdeen, Stirling, Glasgow and South Ayrshire. Currently the Association is working in partnership with over 50% of the Local Authorities within Scotland.

NATIONAL SQUADS

Senior Elite Squad - The following swimmers have been selected to compete for Great Britain in the European Short Course Championships:

Cameron Black Michael Cole Alison Sheppard

Bryan Morgan

(Graeme Smith declining an invitation to compete to concentrate on his preparations for the Olympic Games).

The following swimmers have been selected for the Sydney World Cup 18/19 January 2000:

Cameron Black Gregor Tait Michael Cole

Ian Edmond David Leith

The following swimmers have been selected for the Shanghai World Cup 5/6 January 2000 and Hong Kong World Cup 8/9 January 2000:

Kenny Clark David Carry Kirsty Orr Bryan Morgan

Rowena Cornish Louise Coull Samantha Hunter Ross Martin

Arrangements are in hand for these competitions.

Scottish Youth Squad - The Youth Squad have completed three Education/Training Weekends and will be attending a Christmas Training Camp 26/31 December 1999. Arrangements are in place. Unfortunately Helen Murray has resigned her post as Scottish Youth Squad Team Manager. Warm weather camp planned for Easter.

General Comment - The arrangements for all national activities through to January 2000 are complete and arrangements in hand for national squads from February onwards.

NATIONAL COMPETITIONS

BP Winter Open - Arrangements are in hand and early indications are that there is a good level of entries.

Information Booklet for March Nationals complete and distributed to clubs.

National Leagues - Arrangements in hand for Glenrothes 5 February 2000.

National Championships Long Course - information currently being finalised ready for distribution in December Club Mailing.

NATIONAL DISTRICT SQUAD CURRICULUM

Mr Woodroffe has attended several District Squad Training Weekends and is pleased to report that much of the Curriculum is now being implemented. The possibility is currently being looked at of some parts of the Curriculum being available to all clubs in Scotland during 2000. Meeting to be arranged for feedback on the use of the Curriculum.

DISCIPLINE DEVELOPMENT

Meeting arranged and completed with Water Polo and project leaders now established to work with Local Authority.

LOTTERY UPDATE

Junior Groups Award re-submitted.

Coach Development Award complete - awaiting outcome.

Talented Athlete Programme Forms submitted and swimmers now notified of their awards.

COMMONWEALTH MILLENNIUM YOUTH GAMES

Noel Dashwood-Brady has been appointed as the Events Organiser for the swimming element and a provisional programme, which includes the Scottish Millennium Club Relay Championships, has been produced. This will be circulated to clubs in the New Year.

COMMONWEALTH GAMES 2002

The Commonwealth Games Council for Scotland are now requesting definitive selection policies to be ready for February 2000 (Speed Swimming Policy already submitted). Awaiting policies for Synchronised Swimming and Diving.

The Commonwealth Games Council for Scotland are seeking partnership

arrangements concerning the appointments of Team Managers for the Games. Attached draft job description for discussion. Also attached is Team Management Matrix 2000 -2004/6. council members to feedback any thoughts to Mr Woodroffe. Panel for appointment of Team Manager to consist of Director of Swimming, SIS National Coach, a swimmer from the Elite Squad, a CGCS representative and a member of the Board of Management.

Mr Woodroffe has used this formula and worked downwards to plot out other Team Managers

Council agreed to allow Mr Woodroffe to pursue.

MW

SWIM SCOTLAND - 2ND DRAFT POLICY DOCUMENT

Circulated to Council in readiness for discussion at Joint Council/ Board Meeting.

It was agreed that this document should be tidied up following feedback and should be developed into a policy for the 12 months leading into 2001. CTP to debate in December and Swimming Committee in January to be given last chance to contribute to consultation document. Mr Mason highlighted the comment made by Mr Sandy Brunton at the Joint meeting regarding the title of the document. Council agreed to pursuit along these lines.

MW

SCOTTISH INSTITUTE OF SPORT

Discussions are now taking place with the Scottish Institute of Sport and the Area Institutes of Sport to ensure that swimming is able to maximise the benefits of the Area Institutes.

ASFGB/SCOTTISH RANKING LISTS

Progress is now being made in terms of electronically accessing this information.

STAFF APPRAISALS

Staff Appraisals complete for Tim Jones, Eileen Adams and appraisal to be held in December 1999 for Jeff Tavendale.

QUESTIONS

Mr Greenlees queried why only the East District had sent officials to the Inter District Championships. Mr Woodroffe confirmed that the £2,000 from the Junior Groups was solely for swimmers and related staff.

Mr Davidson queried why no Scottish coach was travelling to the Short Course Championships in Lisbon.

Mr Davidson queried when the Youth Squad Team Manager would be replaced. Districts to provide names for possible candidates. Mr Woodroffe fulfilling role at present time.

Mr Davidson reported that the Dundee training issue has been resolved.

10.1 RECORDS

Male - Senior

50m Butterfly	Cameron Black	00.25.22	Dundee	25/09/99
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Junior Club Team

4 x 200m Freestyle	COAST	08.03.52	Aberdeen	23/10/99
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Mr Dale thanked Mr Woodroffe for his report.

11. CORRESPONDENCE

There was no correspondence.

11. AOCB

Council Meetings

The dates for the Council meetings in 2000 were agreed as follows:

- 30th January 2000
- 26th March 2000
- 18th June 2000
- 12th November 2000 - joint with Board of Management
- 26th November 2000
- 28th January 2001

There being no further business the meeting closed at 4.40 pm. Mr Dale thanked everyone for their attendance.

Date: Sunday 30th January 2000
Venue: Perth Ice Rink
Time: 11.00 am to 2.00 p.m.

Acronyms used in this Minute

BSCTA	British Swimming Coaches and Teachers Association
SSCA	Scottish Swimming Coaches Association
IT	Information technology
ISRM	Institute of Sport and Recreation Management
SIS	Scottish Institute of Sport
AIS	Area Institute of Sport
CTP	Coaches Technical Committee
CGCS	Commonwealth Games Council for Scotland

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

PRESIDENT'S ITINERARY SINCE THE COUNCIL MEETING ON 3RD OCTOBER

<i>7th October 1999</i>	SASA Staff Meeting, Cambuslang
<i>9th October 1999</i>	Scottish Synchro Age Group Championships, Tulliallan
<i>10th October 1999</i>	Board of Management Meeting, Perth
<i>15th October 1999</i>	Swimming Committee Meeting, Stirling
<i>20th October 1999</i>	Coaches Technical Panel, Cambuslang
<i>23rd October 1999</i>	North Ayrshire Gala for the Disabled, Auchenharvie Pool

SCOTTISH AMATEUR SWIMMING ASSOCIATION
AND
COMMONWEALTH GAMES COUNCIL FOR SCOTLAND

COMMONWEALTH GAMES (2002) TEAM MANAGER

JOB DESCRIPTION

1. Background

Following an extensive review of the Team Manager appointment within the Commonwealth Games Council for Scotland and Scottish Swimming's establishment of a team management structure from 2000 - 2006, Scottish Swimming and the Commonwealth Games Council for Scotland are making a joint Team Manager appointment for the 2002 Commonwealth Games in Manchester. The Team Manager will be responsible for the overall management of the Commonwealth Games Team (Speed Swimming, Synchronised Swimming and Diving).

2. Main functions and role of the Team Manager

- 2.1 The appointment will be for a two year period from 1 August 2000 to 31 September 2002 (the appointee will hopefully take up post two months prior to August to prepare for the full two year term).
- 2.2 The Team Manager will assist Scottish Swimming and the Commonwealth Games Council for Scotland in the implementation of all aspects of team management leading to the 2002 Commonwealth Games.
- 2.3 The Team Manager will carry out administrative duties connected with the 2002 Commonwealth Games.
- 2.4 The Team Manager will be responsible for the conduct of the Aquatics Team and staff when attending any training camps and competitions and the Commonwealth Games.
- 2.5 The Team Manager will liaise with all Scottish Swimming Team Managers to ensure co-operation and co-ordination of all management staff.
- 2.6 The Team Manager will attend all Commonwealth Games Training Camps and appropriate competitions including the Manchester Commonwealth Games 2002.
- 2.7 The Team Manager may be required to attend training camps and competitions outside the Commonwealth Games preparation i.e. Scottish Internationals or Scottish Institute of Sport training camps, competitions and will be responsible for ensuring suitable arrangements are made for Scottish teams.
- 2.8 The Team Manager will attend all relevant national team staff meetings along with Commonwealth Games management meetings.
- 2.9 The Team Manager will submit periodic written reports to any of the relevant committees.

3. Qualifications and Experience Required

- 3.1 An official or coach, amateur or professional who is an active member involved in swimming or having management experience through business or other sports.
- 3.2 A proven record of administration of sporting teams or events.
- 3.3 Experience of managing sporting teams or management of groups of people within the wider world of sport.
- 3.4 Have a sound knowledge of current issues in sport and has an understanding of swimming and its competition laws.
- 3.5 An appreciation of swimmers and performance at national and international level.
- 3.6 The ability to communicate with swimmers and their coaches.
- 3.7 Communication skills when dealing with the media, sponsors and other agencies.
- 3.8 An ability to manage swimmers and coaches to produce a harmonious and positive team.
- 3.9 Have a sound knowledge of issues of drugs, nutrition, sports psychology and other related sports issues.

4. Management and Direction

- 4.1 The Team Manager will be on a day to day basis directly responsible to the Scottish Amateur Swimming Association Director of Swimming but will also be jointly managed over the two year period by the Executive Director of the Commonwealth Games Council for Scotland.
- 4.2 The Team Manager must be able to devote a considerable amount of time to ensure that all of the tasks are carried out effectively.

5. Conditions of Appointment

- 5.1 The appointment is an honorary post and whilst legitimate expenses involved in carrying out the duties will be reimbursed it should be noted that there is no honoraria or payment for the successful candidate.

SCOTTISH AMATEUR SWIMMING ASSOCIATION

TEAM MANAGEMENT 2000 - 2004/6

- **Commonwealth Games Team Manager**
1 August 2000 - 31 September 2002
- re-advertise for 1 August 2004 appointment
- **Scottish Elite Squad Team Manager**
1 August 2000 - 31 July 2004
- re-advertise for 1 August 2004 appointment
- **Scottish Youth Squad Team Manager**
1 August 2000 - 31 July 2004
- re-advertise for 1 August 2004 appointment
- **Scottish Youth Squad Assistant Team Manager**
1 August 2002 - 31 July 2004
- re-advertise for 1 August 2004 appointment
- **National District Squads Team Managers**
1 August 2000 - 31 July 2004
- re-advertise for 1 August 2004 appointment
- **National District Squads Assistant Team Managers**
1 August 2000 - 31 July 2002
1 August 2002 - 31 July 2006
- re-advertise for 1 August 2002 appointment

SCOTTISH AMATEUR SWIMMING ASSOCIATION

TEAM MANAGEMENT 2000 - 2004/6

- **Commonwealth Games Team Manager**
1 August 2000 - 31 September 2002
- re-advertise for 1 August 2004 appointment
- **Scottish Elite Squad Team Manager**
1 August 2000 - 31 July 2004
- re-advertise for 1 August 2004 appointment
- **Scottish Youth Squad Team Manager**
1 August 2000 - 31 July 2004
- re-advertise for 1 August 2004 appointment
- **Scottish Youth Squad Assistant Team Manager**
1 August 2002 - 31 July 2004
- re-advertise for 1 August 2004 appointment
- **National District Squads Team Managers**
1 August 2000 - 31 July 2004
- re-advertise for 1 August 2004 appointment
- **National District Squads Assistant Team Managers**
1 August 2000 - 31 July 2002
1 August 2002 - 31 July 2006
- re-advertise for 1 August 2002 appointment

SCOTTISH AMATEUR SWIMMING ASSOCIATION

TEAM MANAGERS' TRAINING

- **Management Procedures and Policy Training Day**

Annually in September 2000 - 2004

- **National Team Staff Planning Meetings**

Commonwealth Games Team Manager
Elite Squad Team Manager
Youth Squad Team Manager
Assistant Youth Squad Team Manager

Six Weekly 2000 - 2004

- **National District Team Staff Planning Meetings**

Bi-monthly 2000 - 2004

- **Management Future Planning and Policy**

Annually in March 2001 - 2004

All Team Managers including Staff Coaches and District Conveners

- **Annual Team Managers' Seminar**

For all Pathway to Performance and Club Team Managers

Annually March 2001 onwards