

SCOTTISH AMATEUR SWIMMING ASSOCIATION

MINUTES

COUNCIL MEETING

Date: Sunday 3rd October 1999
Venue: Perth Ice Rink, Perth
Time: 11am

Sederunt:

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 T Tracey	North District
Mr S Martin	Director of Finance, BOM

In Attendance:

Mr P Bush	Chief Executive
Mr M Woodroffe	Director of Swimming
Miss H Learmonth	Administration Officer

ACTION

1. PRESIDENT'S 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 I Mason, Chairman, B.O.M.

3. MINUTES OF PREVIOUS MEETING

Page 2 - Should read Douglas Brown was re-appointed Director of Disciplines.
Page 2 - Should read Mr Mason stated the income received was an average of
Page 3 - Should read Mr Mason stated the situation is not all doom and gloom
but SSC funding in future years may decrease.

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

Proposed by: Blair Prentice
Seconded by: Stewart Davidson

4. BUSINESS ARISING

Page 1 - AGM

Mr Bush reported that SASA are awaiting confirmation from Aberdeen City Council regarding their support. 150 tickets will be available for sale for the dinner and rooms are available at the Patio Hotel.



Life Membership will be presented at the AGM with other awards being presented at the dinner. All winners to be contacted before event to make sure they attend.

Page 2 - Dumfries Dolphins

Mr Woodroffe reported that he had met with representatives from Dumfries Dolphins. They indicated that the club had split into 2 - Dumfries Amateurs and Dumfries Dolphins for competitive swimmers. Insurance had been obtained for Dumfries Amateurs from ISTC and this club only competes against other non-affiliated members. Representatives indicated that the membership fees are the only barrier for all swimmers joining the Association.

Other companies may insure them but insurance is not adequate. Mr Prentice stated that Local Authorities should be made aware of this situation.

It was agreed that for now a considered approach to be taken with Mr Bush writing to the club with a list of questions including which non-affiliated clubs compete in competitions and do the club's STOs officiate at the non-accredited meets as this is in contravention of the STO rules. Mr Bush to contact **sportscotland** for advice on the child protection issues this matter raises.

Page 3 - Packs for Clubs

Mr Fletcher asked if the packs for clubs were ready to be sent out to clubs who wanted to affiliate to SASA. Mr Bush stated this still was being worked on. **PB**

Page 4 - Learn to Swim Syllabus

Mr Bush reported that another 100 copies of the syllabus had been sold, total 400, with orders for 17 for the next run.

Ranking Lists

Mr Davidson stated that either Mr Tracey, Mr Lee or Mr Bruce should attend the next meeting of the GB Ranking Committee on 20 October. This was agreed. Mr Tracey reported that Graham Sykes was not getting the support he needed in order to continue with the rankings. Mr Woodroffe advised that he has requested the ASA to send the ranking lists to him on 6 dates per year. Mr Tracey stated that SASA should ideally have access to the ranking lists at all times.

National Planning Seminar

Mr Bush stated he was very disappointed that this was cancelled due to poor response.

Page 6 - Retreat

This item should be added to the joint Council/Board of Management agenda in November. Mr Taylor to chair next meeting. Mr Fletcher asked what the joint agenda is to cover. Agreed Mr Taylor/Mr Mason and Mr Bush to draft agenda. **RT/IM/ PB**

FINA Diving Grand Prix

Mr Taylor advised that the de-brief meeting has never taken place, it was agreed that the local organising committee should hold a meeting and invite GB to attend. Sir Peter Heatly to arrange.

Mr Taylor stated that both Fiona Thomson and Steve Forrest will be resigning from the Diving Committee, with no-one identified for the future. Council agreed that in this circumstance an appeal would be made to the districts to allow interested parties to represent them on the committee. **PH**

Page 9 - Speedo League Final

Mr Woodroffe reported that Swimming Committee are to put appropriate arrangements in place to avoid a repeat of last year. Clubs will have to sign an agreement that they will compete in this event if they win the National Leagues.

5. CHIEF EXECUTIVE'S REPORT

Mr Dale stated that as Mr Mason was on holiday both this and the Board of Management Chairman's Report would be taken together.

Mr Bush stated that for future meetings he would report on operational issues with Mr Mason reporting on strategic issues.

National Development Officer Post

Interviews for the NDO vacancy took place on Wednesday 29 September 1999. Appointment will be circulated once confirmed. Council confirmed it's financial support via the Districts for this post for the remainder of the contract, 3 years.

Turning The Tide – Swimming Development Conference

Final arrangements for this event are now in hand. This is a three way partnership event involving Glasgow City Council, ISRM and Scottish Swimming. An ambitious programme involving a variety of external speakers has been put together by the Director of Education and the Chief Executive who have been the driving force behind this event. There will be a limit of 200 delegates per day throughout this two day. The Minister for Sport Rhona Brankin will open this event with a keynote address. Agreed Council, Board and one nominee per Committee to attend.

GMB/BSCTA

Special edition of Swimming 2000 will be issued over the next fortnight to celebrate the partnership arrangement between Scottish Swimming and GMB/BSCTA. This is part of an extensive partnership arrangement put in place by the Chief Executive which will result in substantial benefit both in kind and in financial support to the association. This will include free distribution of four issues of Swimming 2000, assistance with our first ever annual awards dinner in February.

National Swimming Academy

Progress is ongoing to meet the financial shortfall following the £2.75million Lottery Award for the above project. We hope to be in a position over the next month to announce that this issue has been resolved and that a start date has been identified. Should this turnout to be the case we are ready to move to the next phase of detailed planning in relation to the facility design and the details of our headquarters relocation.

Scottish Institute of Sport

Progress is ongoing at identifying a headquarters site for the Scottish Institute of Sport. A number of locations have been shortlisted and it is hoped to make an announcement regarding the headquarters location over the next month. Parallel with this it is anticipated that four areas of Scotland will be operational in terms of the Area Institutes of Sport by February 2000.

Membership

Membership income continues to grow. At the close of play on Friday 24 September membership stands at 14,664 and membership income is at £194,849. Administrative arrangements are in hand for the distribution of membership cards and details of member benefits by the end of September. Sponsorship has been forthcoming from Swim Shop to enable the printing and distribution of membership cards. It is appropriate to recognise the efforts of the office staff in what has been a major logistical exercise in establishing our first ever database of individual members. The good work and major effort of this year will make the process much more efficient in our second year of individual membership.

Corporate Governance

The first draft of an association file on corporate governance issues has been completed. This will be refined over the coming months and will form the basis for the financial and operational procedures of Scottish Swimming. Draft copies of this document will be circulated to Board and Council for comment once the document has been further refined.

Development Plan – Aqua 21

The association will publish a one year progress report on progress to date in the first twelve months of our four year Aqua 21 development plan. In addition we are about to distribute to our stakeholders a refined glossy of the full Aqua 21 plan.

Sport 21 Review

sportscotland (formally Scottish Sports Council) is initiating the first review of Sport 21, its strategic framework for the development of sport in Scotland. A number of forums have been set up to look in detail at key aspects of this document. Paul Bush in his capacity as Chief Executive of Scottish Swimming has been appointed to the forum looking at facilities. Ian Mason in his capacity as **sportscotland** member has been appointed to the forum examining the elite level aspect of sport.

Communication With Districts

A growing issue coming from the professional staff is the difficulty in sustaining regular and efficient communication with the district executives. Obviously, if we are to be a sport that responds quickly to issues it is important that lines of communication are established on a two way basis.

Mr Woodroffe stated that the problem either lies with the present system or with the individuals who report back to the districts. He stated that it was a long process to get the National Calendar plan in place as the communication from districts was slow. As yet there is no format in place for the National District Squads to report back to the districts. Mr Woodroffe said that the way the Swimming Committee operates is out of date, with a possible solution of a separate group to deal with National District Competitions to then report back to Swimming Committee.

It was agreed that until route established, an informal group to be set up and for the swimming convenors to be informed. In the absence or unavailability of swimming convenors, the report to be sent to the district secretary and then their responsibility to report to the district.

Great Britain Review

At the Great Britain review meeting on 1 September 1999 the representatives from the five districts of England plus Wales and Scotland joined by various professional staff of Great Britain met to discuss the future direction of the GB review. After careful consideration the review group are to recommend to the GB committee that whilst significant advantages could be forthcoming from an integrated British Swimming Association it was recognised that this model at this time was not deliverable. The review group reluctantly came to this conclusion after examining in particular the various financial models and the aspirations of the constituent parts of Great Britain. It was recognised however that significant progress has been made to date in relation the establishment of High Performance Swimming Limited and the recognition that the current model of delivering our sport is no longer appropriate as we move to the challenges of the 21st century. It is anticipated that a future condition of funding from UK sport will be an ongoing process of modernisation. Consequently the GB review group has agreed that –

- No change is not an option.
- We need to establish a clear role and function for Great Britain Swimming.
- We need to review and update an outdated constitution.
- There is a need for agreement on joint strategic policies across British Swimming to be implemented in each constituent part as appropriate.
- We require to move towards an element of skill based representation as well as geographical representation at GB executive level.

Further proposals to develop these concepts will be brought forward to the GB meeting in November.

AOCB

Mr Bush stated that the matter regarding Kate Docton was to be resolved and 3rd party advise is being taken. Elspeth Black has indicated this could be a test case.

SASA has been given the go ahead to re-bid for the European Juniors in 2002 at Tollcross.

6. DIRECTOR OF FINANCE'S REPORT

September Accounts

Mr Martin advised he was 98% happy with these accounts. All savings required have been made from salaries. If membership and sponsorship continue then the target of reserves of £27K per year will be achieved.

Budgets

Mr Martin stated that he has received all discipline budgets with the exception of Water Polo. The **sportscotland** Grant Aid application has to be submitted by the end of October.

Honoraria

It was agreed at the last Board meeting that the National Team Staff and Board of Management would receive an increase in Honoraria payments. The National Team Staff honoraria would increase by 60% (£500 increased to £800) to be in line with district and Pathway to Performance levels, effective

from 1/12/99 - 30/11/00 - agreed.

Proposed increases for Board Honoraria as follows:

The Board increases would be the first in 3 years.

Director of Disciplines increase would be 25% (£1000 increased to £1200)

Directors of Education/Development and Communication an increase of 25% (£500 increased to £600)

Chairman/Director of Finance would receive an increase of 14% (£3500 increased to £4000).

Mr Davidson stated that he had difficulty with the Board increases in light of the financial situation the Association is in.

Mr Martin advised that the figures had been revised and are part of next years budget. Payments are not made usually in April until well after the AGM.

Mr Fletcher asked the reasons for the increases. Mr Martin stated that due to the increased workload and the fact there has been no increase for 3 years.

Last year the Board took a cut in payments to help the Association.

Mr Dale requested Council accept or reject payments.

Mr Fletcher stated he had no mandate from his District to accept and wanted to take it back to District members and would report back at next Council meeting.

Mr Taylor stated that this item is always discussed at this Council meeting and was in the Board minutes.

Mr Martin advised this is a 2 year review and would again be reviewed in year 4.

Mr Lee reported he did not see point of delaying decision until next meeting.

Mr Dale asked Council to vote whether decision to be made. 3 in favour of delay, 4 not in favour.

5 in favour of proposed increase, provided reviewed every 2 years.

Mr Lee queried the cost of implementing the new membership system. Mr Martin stated that the programme for the computer was free, with costs for maintenance of software. This with the costs of staff overtime and 2 part time students during summer was less than £1000. The membership card is fully sponsored.

Swimming Awards

The scheme legally changed hands on 31st August. To recognise his unbroken 20 years service on the committee, Mr Jack Snowden was presented with a silver photo frame and on behalf of Council and Board, a bottle of whisky. Mrs Jean Smith received a bouquet of flowers.

Awards office will move through to Cambuslang on Wednesday 6th October and Frederick Street property is up for sale at offers over £35K.

Mr Taylor reported that the previous Schools Meeting had gone well, and also reported that there was a general appeal from the Schools Association for assistance to run the School Championship Meets.

7. ADMINISTRATION MANAGER'S REPORT

ACTION

Staffing

Elaine Mackenzie returns to post 4th October. Gillian Ross returns from leave on 12th October and will take up post as Assistant to Chief Executive. Dawn Gough finishes for maternity leave on 29th October. Interviews for maternity cover being conducted on 23rd September. Heather Learmonth has accepted a permanent contract.

Membership

Input of membership was completed at the end of August. The input was achieved through overtime by office staff & the employment of students over the summer.

Lists have been circulated to the clubs for checking and amendments being now made. Several clubs still to return amendments.

Ranking lists

Another meeting took place in July and progress made.

AGM/Awards Dinner

Paul Bush, Gillian Ross and Ron Taylor had visited Aberdeen at the end of June. Proposed venue is the Beach Ballroom for the AGM and the Town and County Hall at the Town House for the Awards Dinner. Aberdeen City Council are currently considering support for the events. The Patio Hotel proposed as centre for accommodation. Awards Dinner to have 150 max.

7.1 TRANSFERS AND INTERNATIONAL PERMITS

Transfers

<u>Name</u>	<u>Reg No</u>	<u>From</u>	<u>To</u>
Duncan Conroy	Applied for	Carnegie ASC	Dollar Academy Swim Team
Billy Bryce	BRYCBX80010683	Cumbernauld ASC	Aberdeen ASC
Linda Gibson	Applied for	Perth City	Dunoon ASC

9. DIRECTOR OF SWIMMING'S REPORT

Partnership Programmes

- **REN 96 (Renfrewshire and East Renfrewshire)** - Graham Wardell appointed as Head Coach.
- **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. North Aberdeenshire post under review.
- **General Local Authority Partnership Overview** - Very little to report on existing partnership programmes. Slow progress for Tayside, Dumfries & Galloway, Fife and North Lanarkshire. New project underway with Falkirk, Edinburgh, Aberdeen, Stirling, Glasgow and South Ayrshire continuing to develop satisfactorily.

National Squads

- **Senior Elite Squad** - The highlight of the elite squad swimmers must be Alison Sheppard's double bronze medals at the European Championships in Istanbul (with pre-selection for the 2000 Olympics). Also Louise Coull's bronze medal at the European Junior Championships.
Successful results from the Scottish Institute of Sport's trip to the Canadian Nationals.
Cameron Black, Gregor Tait, Brian Morgan and Michael Cole selected for Great Britain v America v France in San Diego.
Arrangements in hand for elite squad swimmers to compete in Sydney, Shanghai and Hong Kong World Cups.
- **Scottish Youth Squad** - Training Weekends in place and warm weather camp planned for Easter.
- **General Comment** - To date our performance indicators in terms of Scottish records being broken are very encouraging. At the time of writing 27 Scottish records have been broken between 1 January 1999 and 31 September 1999. New squads selected on improved criteria showing a continued improvement of National Squad Standards

National Competitions

- **National Championships 2000** - Information Booklet being completed. New programme in place.
- **Information Booklet** - Scottish Christmas Open Meet Booklet complete.
- **National League** - Arrangements in hand for Glenrothes 5 February 2000.
- **National and District Competition Structure 2000** - Being implemented.
- **National Competition Calendar 2000 - 2004** - Completed.

National District Squad Curriculum

- The National District Curriculum has now been drawn up. Pilot programme up and running in each District along with a pilot being arranged for clubs in South Lanarkshire.
Discussion with ASFGB to link the Scottish Programme into the World Class Potential and Start Programmes that exist in England.

Discipline Development

Project leaders to be appointed for Water Polo Strategic Development Plan (meeting arranged for 30 October 1999) to start negotiating with the Local Authorities how the franchise structure can be implemented. If successful similar project leaders will be appointed for Synchronised Swimming and Diving.

Lottery Update

- Junior Groups application complete and submitted.
- Coach Development application complete and submitted.
- Talented Athlete Programme Swimmers' Forms submitted.
The lottery applications have been developed to link in with the National Team Plan and Scottish Institute of Sport Programme to maximise the total funding available.

Commonwealth Millennium Youth Games

- Attendance at several meetings to discuss Scottish Swimming's participation in the above competition.
- Confirmation that the competition will go ahead with a Scottish 18 and

under team participating against selected Commonwealth Games nations. Probable inclusion of a Scottish Millennium Club Relay Championship to ensure that the Youth Games is a major event.

9.1 RECORDS APPROVED

Female - Senior

50m Butterfly	Kerry Martin	00.28.73	Edinburgh	24/06/99
50m Butterfly	Alison Sheppard	00.28.65	Sheffield	09/07/99
100m Freestyle	Alison Sheppard	00.56.21	Istanbul	26/07/99
50m Freestyle	Alison Sheppard	00.25.33	Istanbul	26/07/99
200m Backstroke	Louise Coull	02.17.09	Moscow	16/07/99

Female - Senior Club Record

4 x 100m Medley Relay	City of Edinburgh	04.34.18	Edinburgh	25/06/99
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Female - Junior

100m Backstroke	Louise Coull	01.04.75	Moscow	15/07/99
200m Backstroke	Louise Coull	02.17.09	Moscow	16/07/99

Male - Senior

50m Backstroke	Gregor Tait	00.27.35	Sheffield	10/07/99
50m Butterfly	Cameron Black	00.24.97	Sheffield	11/07/99
100m Backstroke	Gregor Tait	0.57.85	Canada	13/08/99

10. CORRESPONDENCE

ACTION

1. Letter from Noel Dashwood-Brady

Regarding the court ruling against the Boxing Association for failing to provide adequate medical coverage at an event.

This matter is currently with Perkins Slade for advice.

2. Letter from John Bruce

John Bruce had written advising the changes made at last years STO Seminar had still to be ratified by Council. Council agreed to ratify the changes.

3. Letter to Paul Bush from Ed Adam

Ed Adam had written regarding various regulations and bye-laws. Mr Dale to consult Mr Taylor at Synchronised Swimming Event.

11. AOCB

- Mr Davidson raised the issue of a point in Wavelength magazine re: competitive starts over 0.9m. Mr Woodroffe stated that there were 2 items to be investigated:
 - Diving into 0.9m and
 - The issue of lifeguards at club training sessions.
- Mr Tracey asked why all training costs were covered by the STO budget except AOE. Mr Martin stated that STO would have to re-submit their budget to reflect AOE.
- Mr Greenlees advised he had presented Lynn McLaren with the WD Todd Trophy.

There being no further business the meeting closed at 3.05pm. Mr Dale thanked everyone for their attendance.

Date: Sunday 28 November 1999, joint meeting with Board

Venue: Perth Ice Rink

Time: 10am

Further Council meeting at 12pm.

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 20TH JUNE 1999

24th - 26th June 1999	Scottish National Open and Youth Championships, R.C.P. Edinburgh Scottish Cup, Water Polo, Drumchapel
17th July 1999	Scottish Open Water Championships (Senior-Junior), Loch Lubnaig
1st August 1999	STO Committee Meeting, Perth
3rd August 1999	Swimming Committee Meeting, Stirling University
11th August 1999	West District Delegates Meeting, Glasgow
14th August 1999	Midland District Open Water Championships, Loch Earn
16th August 1999	Midland District Delegates Meeting, Dundee University
19th August 1999	East District Delegates Meeting, Meadowbank
20th August 1999	Swimming Committee Meeting, SASA Office Cambuslang
21st August 1999	Lomond & Scottish Masters Championships, Helensburgh
22nd August 1999	Board of Management Meeting, Perth
10th September 1999	Civic Reception by Provost of Inverclyde Council for Isla Masters, Greenock
11th/12th September 1999	West District Sprints/Relay Championships, Ayr
17th September 1999	Swimming Committee Meeting, Perth
19th September 1999	North Ayrshire Mini Meet, Auchendarvie Pool
25th September 1999	Midland District Sprint Championships, Olympia, Dundee
2nd October 1999	North District Delegates Meeting, Aberdeen
3rd October 1999	STO Seminar, Perth