



# Dingwall Amateur Swimming Club

## Minutes of AGM held on 7<sup>th</sup> September 2015

**Present:** Neil Anderson (Chair) Julie Davidson (Secretary) Yvonne Boyd (Parent) Justine Sutherland (Parent) Scott Munro (Parent) Rachel Thomson (Coach) Jordan MacDonald (Coach) Gordon Lyall (MC) Andrew Clark (Head Coach) James McPake (Parent)

**Apologies:** Ewan MacNab (Treasurer) Angie Connelly (MC) Michelle Wallace (Membership Secretary) Claire Connolly (MC) Aileen Mackay (MC) Katy Connolly (Head Girl) Fiona MacLennan (Auditor)

Item	Discussion	Action
1	Neil opened the meeting, welcomed all and introductions were made.	
2	Apologies received prior to the meeting as above	
3	<b>Approval of Minutes from last years AGM:</b> The Committee did not receive a copy of minutes from last years AGM.	
4	Reports were delivered and are attached at the end of the minutes.	
5	<p><b>Election of Officers:</b></p> <ul style="list-style-type: none"> <li>- Secretary: Vacancy</li> <li>- Minutes Secretary: Yvonne Boyd</li> <li>- Management Committee: Justine Sutherland + more please</li> <li>- Membership Secretary: Vacancy</li> </ul> <p>The committee would like to ask that if parents are unable to help with the committee, whether they have any friends or family who may have the time to be on the Committee? If you require any further information on what this would involve please contact Neil via email from the Website.</p>	<b>All parents</b>
6	<p><b>Constitution</b></p> <p>Discussion was held whether we should add in an additional point to the constitution stating that if any swimmers miss 3 or more sessions without contacting the coaches, then their membership would be withdrawn However it was recognised that this is clearly set out in the Code of Conduct which all swimmers have signed.</p>	
7	<p><b>AOB &amp; discussions arising from annual reports</b></p> <ul style="list-style-type: none"> <li>- Discussions need to be held re: costs of swimmers entering competitions: entry fees, travel, accommodation, food ... who will be liable for these expenses – needs to be decided and set out clearly before we reach this stage.</li> <li>- As Scottish Swimming don't give swimmers anything for being a member of SS, it was discussed whether the club could introduce club level certificates, membership cards or similar.</li> </ul>	<p><b>Committee</b></p> <p><b>Neil</b></p>

	<ul style="list-style-type: none"> <li>- Discussion re: the problem that there are some swimmers in the feeder group who need to be in the main group and equally some swimmers in the main group who should be in the feeder group. Coaches need to decide how to deal with this – they may introduce timings to the older swimmers in the feeder group.</li> <li>- Neil reminded the committee that Rachel Thomson and Emily Finlayson were taken on as coaches on a trial basis. Andrew is very happy with how they have fitted in and the quality of their coaching. Neil proposed that they both become permanent DASC coaches and all present agreed.</li> <li>- Andrew would like Rachel and Emily to undertake their Level 2 Teaching Qualification which costs approx £600 each. They would both receive a bursary of approx £300 from Scottish Swimming. Neil advised that if the girls remain with DASC for a year after completion of their course, then the club will pay half of the remaining cost of the course. The girls need to confirm the full cost of the course and speak to Neil before booking, agreement to be drawn up explaining this fully for the girls and the club’s protection.</li> <li>- Andrew &amp; Jordan raised that they are happy to reduce their hourly rate if this helps with finances in the club. This was rejected as it is recognised the number of hours they all give the Club both poolside, but also time at home. Additionally the club has a healthy bank balance at the moment. It may be considered if the Club’s finances deteriorate.</li> <li>- Andrew talked about “goal” forms he may distribute to older swimmers</li> <li>- The coaches would like to extend an invitation to parents to come along and see what their child’s swimming session involves – dates to be arranged and emails will be sent.</li> <li>- Andrew has bought medals for Club Championships – cost £152, money to be reimbursed. There will be costs associated with getting the trophies engraved. Costs to be advised before any engraving undertaken. Those receiving trophies will keep them for one year – full list needs to be kept of who has what trophy and trophies need to be signed for by the swimmers receiving them.</li> </ul>	<p style="text-align: right;"><b>Andrew</b></p> <p style="text-align: right;"><b>Neil, Rachel &amp; Emily</b></p> <p style="text-align: right;"><b>Andrew</b></p> <p style="text-align: right;"><b>Andrew</b></p> <p style="text-align: right;"><b>Ewan</b></p> <p style="text-align: right;"><b>Andrew</b></p>
8 11	<p><b>Date &amp; Time of Next Meeting:</b></p> <p style="text-align: center;"><b>Monday 9<sup>th</sup> November, 7pm, Dingwall Academy (confirmed)</b></p> <p>Neil closed the meeting and thanked everyone who attended the meeting or made submissions. Committee Reports found below:</p>	

## **Chair Report**

*In my short term as club chairman it has been an eventful year.*

*My thanks go to our coaches Andrew and Jordan for their commitment and enthusiasm to the club. Without them the high points such as the intra club Gala, Duel in the Pool meets and club swim wear would unlikely to have occurred.*

*With a relatively healthy balance in the club account, the club has been able to provide club swim caps, club swimming costumes and club tee shirts. The uniform appearance at events is very good and was worth the outlay. Replacement items and new members items will however, be at the swimmers expense. The club has also recently purchased replacement lane ropes at a bargain price. My thanks again go to Andrew and Jordan who noticed the deal and who after receiving my approval for the purchase, on their own initiative, hired a van and collected the ropes and also paid for the ropes with their own funds. The club will fully reimburse them for their costs.*

*Early on in my term as chairman I recognised that the Club struggles to cope with the progression of its swimmers. Very few swimmers have progressed from the feeder squad to the main club and there are swimmers in the main club that are considerably weaker than some in the feeder squad. The committee has been toying with the idea of altering the current structure to allow for more focused squad but this will require some re-organisation and more pool time. Highlife Highland has yet to be approached regarding additional pool time and the accounts need to be studied to ensure that the club can afford it. In my opinion, this thorny issue needs addressed in the short term, otherwise the potential talent we have in the feeder squad will leave for other clubs that can aide their progression.*

*Several committee members have served notice that they will be stepping down. My thanks go to them all for their involvement with the club and a special thanks to Julie who, as secretary, has been a considerable asset to the club since joining the committee.*

*Committee meetings are in general poorly attended. I like most other parents have conflicting work and personal commitments and I fully understand that finding time is difficult. The club does however require the posts to be filled. Scottish Swimming suggests that the club should look out-with the swimmers parents for some of the committee roles. If all of the vacant positions cannot be filled at tonights meeting , it would be appreciated if parents and swimmers could consider if any of their acquaintances may be willing and able to commit a modest amount of time to furthering the continued success of the club.*

## **Scottish Swimming**

*Since being elected last year the club has pursued it affiliation to Scottish Swimming. This has meant that the clubs governance has had to be completely updated and extended. It revealed several omissions such as not having adequate insurance and child protection policies. These have now been put in place. The club's membership is not fully in place yet as the membership fees have not been sent off yet. We are still awaiting a response regarding the fee payable.*

*Julie, who I must thank for all her work in facilitating all the paper work and liaison with Scottish Swimming, will no doubt agree that Scottish Swimming are not a user friendly organisation and from the Chair and Secretaries point of view, the benefits of membership are, so far, questionable. The club will need to decide before next April if the benefits of membership are worth the fee that every member of the club will need to pay. To be fair, the club's swimmers have not attended any Scottish Swimming swim meets and the coaches/committee have not been on any training events. Hopefully these will justify the expenditure and considerable organisational input that has been involved.*

### **2015 – 2016 The Year Ahead**

- *Once a full committee is in position I would like to ensure that outstanding matters over this years membership to Scottish Swimming are resolved.*
- *A decision needs to be made over future membership of Scottish Swimming.*
- *The issue of additional pool time needs to be progressed.*
- *There has to be a clear route for progression for swimmers within the club.*
- *The club needs to continue focusing on providing a nurturing environment for all those who enjoy swimming. This means catering for those that enjoy general participation in swimming and those that are seeking a more competitive environment. The two should not be mutually exclusive.*

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### **Secretary Report**

*Welcome to the AGM and a thank you for your past, present and anticipated future support. It's been a steep learning curve for a lot of the committee this year and the club is hopefully seeing the benefits of all the hard work.*

### **Affiliation to Scottish Swimming**

*Where are we now? We have paid £200 to North District, Scottish Swimming. All the swimmers have completed membership forms and we have cheques waiting to send away: £20 administration fee and another cheque for an as yet unknown exact amount (either around £4000 or £2000 depending on SS's date) for our swimmers to join. We are still waiting for Scottish Swimming to get back to us. We are reluctant to pay the full £4000 as there have not been any benefits for our swimmers to date.*

### **Swimark**

***SwiMark** is Scottish Swimming's quality development programme for clubs. The aim is to provide a nationally recognised standard that will enable clubs to: "Develop safe, effective and child friendly environments, based on good practice... improve swimmers, teachers, coaches and volunteers". With our affiliation process started we are making good progress working towards gaining our first level. The remaining tasks required to achieve this are to create an Annual Education Plan and most importantly complete essential training days for the Committee: "Safeguarding and Protecting Children". Unfortunately we are still waiting for dates for these training sessions from Scottish Swimming.*

## Recommendations

Neil, Andrew and I have been heavily involved with the Scottish Swimming affiliation process and I'm sad to say that I have real concerns regarding our ongoing involvement. It's not been the most positive of starts, with lack of information, mis-information and general confusion being a real and regular problem.

On a positive note, the process has certainly helped us put all the correct paperwork and documentation into place, which the club didn't have a year ago.

I know that the coaches are very keen for DASC to remain affiliated to Scottish Swimming, I don't want to "spoil the party" but I hope the committee consider all these points (& more) when deciding whether to re-affiliate next year:

- With the resignation of Ewan Stirling there is currently no Regional Support Development Manager in place for North Scotland.
- Communications have been generally (but not exclusively) exceedingly poor. This may improve when the new Regional Support Manager is in place, but to date there have been un-answered emails or multiple weeks wait for an answer, along with the mis-information & general confusion.
- Affiliation with SS costs a lot of money (a full years membership for all swimmers & committee members is £4,000+). We have funded it this year, but next year will be asking the swimmers to pay. Apart from support/training for coaches I'm not sure what we are gaining as a club. The training days the committee are required to attend (& which SS pay for) are the same courses offered by the Community Sports Hub & fee's for attending the training are minimal.
- Undoubtedly our higher ability swimmers will benefit from access to competition, but these are small numbers in our club and I'm not sure it's fair for all swimmers to pay when they won't be accessing competition.
- For Scottish Swimming membership to be good value for our club, we need Scottish Swimming to introduce different levels of joining fee's ( with different rates for competitive and non-competitive swimmers and a family rate). We've been told this will happen before next year's membership comes round. This needs to be a serious consideration as next year the swimmers will be paying for their membership. Personally with 3 children swimming in the club I wouldn't be keen to pay £129 unless there are tangible improvements and we are seeing real benefits for all.

With regard to ongoing discussions on the formation of squads and gaining additional pool time, while I fully support the need for swimmer progression in the club, I have concerns. As we'll see from Ewan's finance report below, there is barely enough taken in each month to cover our current pool hire costs and expenses. There may be additional income from additional swimmers or swimmers taking on additional nights, but this needs to be confirmed before we commit ourselves.

I'm aware of a number of families, whose reason for joining DASC was because they did not want the competitive, multi-day training on offer from Inverness Swim Club. I'm sure the committee will do so, but we need to ensure we consider all swimmers wishes, competitive or otherwise.

Thanks must go to Neil who has had an excellent first year as Chair and is proving to be very effective in his role. To the Coaches for all their hard work & super coaching and to the committee for the work they have done this year.

Can I put out a plea for more parents to be involved in the club, in any way they can.  
Good luck to the new Secretary - I will give a full handover and support in any way I can.  
Julie Davidson (Secretary September 2014-15)

## Treasurers Report for the Accounting year to 30 June 2015

1. Thank you to Fiona MacLennan for auditing the accounts.
2. The accounts have been prepared on the basis of income and expense invoices received. No allowance was made for expenses not invoiced at 30/06/2015.
3. As a consequence of 2. Expenses associated in joining Scottish Amateur Swimming are not included in these accounts. The current cost of joining from 1 September 2015 is £2247. While the club will pay the joining fee, it is noted the fee is wholly offset by the sum raised through the sponsored swim. **The treasurer acknowledges the significant effort of the club members, coaches and generosity of parents and other donors in raising this sum.**
4. The sum spent on apparel for club members ran to £3477 or 23% of total expenditure. While this was offset by direct contribution (£670) and the fundraising cake sale (£407) the treasurer notes this sum was extraordinarily high and used next club funds of £2400.
5. Current fee income is £1116 monthly. Fixed monthly expenditure on pool hire, coaching and insurances total £1103. It is therefore unavoidable that the club rely on existing funds to meet any additional necessary expenses throughout the coming year, unless additional income is sought.

## Income & Expenditure for the year to 30 June 2015

<b>Income</b>	<b>£</b>
Membership Fees	12,842.50
Members contributions to swim suits	660.00
Members contributions to gala travel	130.00
Sponsored swim	2,271.50
Cake sale	407.25
Sale of swim caps	10.00
	<b>16,321.25</b>
<b>Expenditure</b>	<b>£</b>
Coaching	5,230.00
Insurance	76.47
Alness Pool Hire	1,197.29
Dingwall pool Hire	3887.05
Trophies	195.35
Apparel	3,477.24
Administration Expenses	101.68
Competition Expenses	365.00
Association Expenses	140.00
	<b>14,670.08</b>
Surplus of Income over Expenditure	1,651.17
Opening Bank balance at 1 <sup>st</sup> July 2014	7,731.01

<i>Closing Balance at 30 June 2015</i>	<b>9,382.18</b>
<i>Per Bank Statement at 30 June 2015</i>	10,323.78
<i>Outstanding cheques</i>	(941.60)
	<b>9,382.18</b>

Ewan McNab 24/08/2015

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### **Head Coach Report**

*I'd like to thank you all for coming to this year's AGM. As you will see in my report I have tried to cover all major areas of success and development within our club over the past year.*

### **2014/15 Season:**

*I just want to start by saying what a fantastic year we have had at Dingwall ASC. There has been a wave of changes within the club which has made us go from strength to strength and it has been a hugely exciting time to be a part of DASC.*

*One of the key aims and objectives for the past season has been to develop the technique of all our club swimmers, which in turn will lead to an increase in performance and enjoyment as well as more swimmers competing to their potential. I feel that this aim has been met which is mainly down to the tiresome work put in by our coaches, committee and of course our swimmers.*

*From a personal point, this year has been exhilarating. My personal aims for this past year was to increase the profile of the club, increase the enjoyment of the sport within our current membership with a strong focus on technique development. This aim has been met with more than 10 of our current swimmers increasing their sessions from once a week to twice a week. We've also seen new members joining us over the past year and an increase in numbers which has meant we are now exploring the idea of extra pool time to accommodate our current members as well as our waiting list.*

### **Squad System and Membership**

*After summer of 2014 we implemented our Feeder Squad aimed at catching swimmers from High Life Highlands Learn to Swim programme as they finished Level 6 and training them for progression to the Main Squad. Over the past year our membership has been relatively steady at between 80 and 85 within our Main Squad and between 22 and 26 in our Feeder Squad. Our overall club numbers have hovered between 102 and 111 swimmers altogether.*

- I would say we have to be more selective of those who are joining. Whilst I agree that swimming should be inclusive and agree with Scottish Swimming changing their position from competition focus to participation focus I still believe it's not entirely unreasonable to have stringent entry requirements for each squad.*
- Our training sessions are at maximum capacity of 32 swimmers per session. This causes obvious problems with training/coaching due to the varying abilities in any given session.*
- We are looking at implementing a squad system with swimmers grouped based on ability which will help coaches develop swimmers to the best of their ability.*
- The biggest bottleneck will be at the development end of the club with movement from our Feeder Club being slower than elsewhere in the club.*
- Due to our sessions being at maximum capacity we have had to put a waiting list in place.*
- I would like to create 4 squads within the club named the following: Junior (Feeder) – Development – Potential – Performance.*

- *There is a definite need for a clearer pathway for progression within the club in order to allow swimmers to know where they are headed and set out how to progress between squads.*

## **Training**

*This year has been an experiment for the club with a new training regime being tried out. As I'm new to coaching I am constantly striving to train swimmers better and smarter while keeping the sessions fun for all. My personal philosophy has always been quality training over quantity; I would rather each session have low mileage with meaningful training than high mileage with poor technique.*

- *As mentioned previously, we are at maximum capacity on Tuesday and Thursday nights. Being at capacity on these nights makes these training sessions busy, which makes it a challenge to ensure each swimmer is being coached to the best of my ability. The main solution for this would be an increase in pool time, especially in conjunction with a squad system.*
- *We have started to ask swimmers to stretch before and after swimming in order to look after their body and ensure they are warming up correctly. We started this a few weeks ago and so far it has proved successful.*
- *Held a one hour taster session for dryland training which included some speed and agility work, swimmers seemed to enjoy this session. I would like to see dryland training added to our training regimen for our older swimmers.*
- *Our young Feeder Squad swimmers are developing well and we have a good group of swimmers coming through however as we are at capacity there is a logjam at our development end.*
- *Summer Attendance: As normal we halted training on Tuesday and Friday nights but opened our Thursday night sessions up to all swimmers. We also kept our Feeder Squad on however it was poorly attended so maybe next year we can keep the session (6:30pm – 7:00pm) and invite all of our older swimmers to train for 1.5 hours during summer.*
- *Important that we continue to develop technique at all levels.*
- *Recently made a change in our season planning which will help all coaches develop swimmers to the best of our ability.*

## **Coaching Structure**

*Our coaching structure currently looks as follows*

<b>Head Coach</b>	<i>Andrew Clark</i>
<b>Assistant Head Coach</b>	<i>Jordan MacDonald</i>
<b>Club Coaches</b>	<i>Emily Finlayson Rachel Thomson</i>

- *Emily Finlayson and Rachel Thomson joined our coaching team within the last 4 months and have been an excellent and welcome addition to the team. They have added energy and expertise to the team and have built a good rapport with the swimmers.*
- *The additional coaches have helped ensure that we have more coaches' poolside to help coach and develop our swimmers to the best of our ability.*
- *All coaches have a shared vision for an increase in technique development and also share my philosophy of quality over quantity.*
- *Jordan has recently undertaken his Level 2 Teaching Aquatics course and is awaiting his results although I am very confident that he will succeed. This additional qualification will aid both the club and its swimmers.*

- *I passed my UKCC Level 1 Coaching Swimming qualification in January of this year and it has definitely helped me coach the swimmers better and give me a deeper understand of the coaching side of swimming as I've spent my time predominantly teaching.*

### **Teacher/Coach Development**

- *I would like to develop my coaching further by attending a UKCC Level 2 Coaching Swimming qualification and will keep my eyes out for any courses in the future.*
- *I would also like to see Emily and Rachel put through their UKCC Level 2 Teaching Aquatics.*
- *We are aiming for more youth participation within the club and if we were to put some of our older swimmers through their UKCC Level 1 Teaching this would benefit the club but also be a pathway for them to follow should they choose to cease training but remain in the sport.*

### **Competitions**

#### **Club Championships**

- *We held our first Club Championships in September 2014 and will hold our 2<sup>nd</sup> Annual Club Championships in a couple of weeks on Saturday 26<sup>th</sup> September in the Dingwall Leisure Centre.*
- *We had 50 swimmers in attendance last year and we have roughly 45 swimmers signed up for this year's Club Championships.*

#### **Lochaber Duel In The Pool**

*Last November we participated in our first external gala with Lochaber Swimming to compete in the Highland Duel In The Pool for the Highland Duel In The Pool trophy. Our first meet was held away in Lochaber with 35 swimmers taking place. All swimmers thoroughly enjoyed themselves (apart from the bus journey, but the less said about that the better).*

*The scores were are follows:*

**Lochaber 405 – Dingwall 299**

*We then met with Lochaber again 6 months later to compete for the trophy this time on home turf. All swimmers had some amazing swims with some highlights for me being:*

*Martin Keyes 1:05.60 100m Freestyle. The first swimmer we've had to under 1:10.00 a fantastic achievement.*

*Carron MacDonald filling in for the boys 100m IM and putting in a solid performance.*

*Our newest swimmers Euan Mightenns and Ruth MacDonald competing for the first time and putting in 100%.*

*Despite the score: Lochaber 285 – Dingwall 197, all Dingwall ASC swimmers had a blast and were absolutely exhilarated by the whole event.*

#### **Highland Schools 2014/2015**

- *Erin and Rona Robinson, Danny McPake, Hamish Kerr, Ellie Souter and Martin Keyes qualified for 10 events in the 2014 Highland Schools Swimming Gala held in November. The event was a huge success with Danny McPake securing a place in the final at Aberdeen Sports Village in January 2015.*
- *Other highlights were: Rona Robinson's first 100m Breaststroke swim and Erin Robinson, Hamish Kerr's and Martin Keyes first 100m Butterfly swims. Great behaviour by all swimmers in attendance.*
- *This year the event will be held on November 4<sup>th</sup> in Inverness Leisure. After last year I aimed for more swimmers qualifying and I am delighted to announce that this year we have 8 swimmers qualifying they are: Erin and Rona Robinson, Danny and Chris McPake, Katy Connelly, Carron MacDonald, Anna Beveridge and Ellie Souter. We may have more swimmers qualifying as we are still to find out if swimmers times have to be slower than the entry time in order to qualify. Fantastic effort and I'm really excited to attend in November.*

## **Other**

- *We have recently increased our Social Media presence to stay in contact with club swimmers and parents. We have a brand new website which can be found at [www.dingwallswim.com](http://www.dingwallswim.com). We also have a Closed Facebook Group, Twitter account and a Club Instagram page for the younger swimmers to keep up with the goings on in the club.*
- *I'm in contact with Team Scotland Swimmer and Scottish Record Holder, Sian Harkin, to possibly arrange for her to come up and visit us and give a talk to interested swimmers and parents. Final plans still to be organised however I am looking at asking her to discuss her time in swimming which will then lead into a Q&A and finish with some pool work for her to show us her favourite drills etc.*
- *I've been assisting Inverness Amateur Swimming Club on Wednesday nights to learn from their Head Coach, Maureen Keil. I've learned a tremendous amount and hope to keep building on this.*

*We released our first Club Newsletter this year and hope to release a new edition before summer and winter. All comments welcome*

## **Aims for 2015/16 Season**

*Over the next season my personal aims for the club are as follows:*

- *More pool time with a squad structure implemented to ensure the smooth running and progression of swimmers.*
- *Additional qualifiers for the Highland Schools and subsequent Scottish Schools Championships.*
- *More youth involvement with coaching and other roles i.e. timekeeping/judging.*

## **Closing Words**

*The last year has been fantastic for the club and I hope that we can continue to build on this each and every year. It's been a lot of hard work from all members of the club but I cannot thank the committee, especially our Chairman Neil Anderson, Secretary Julie Davidson and Treasurer Ewan MacNab for all their commitment and hard work. I have to thank the parents and volunteers for their support as well as the rest of the coaching team for all the work they put in but above all I have to thank the swimmers for their understanding and dedication over the past year as we have experimented with different training methods and different layouts of the lanes etc. I'm extremely proud of how far we've come and even more excited for where the road takes us next.*

*Once again, thank you to everyone for making this such a great year!*

**Andrew Clark**  
**Head Coach**

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## **Membership Secretary Report**

*Total Club Numbers: 106 swimmers. Breaks down as 27 Boys and 79 Girls.*

*Swimmers sessions:*

*Friday - 26 Swimmers*

*Thursday - 19 Swimmers*

*Tuesday - 18 Swimmers*

*Tuesday and Thursday - 13 Swimmers*

*Tuesday and Friday - 2 Swimmers*

*Feeder Club - 27 Swimmers*

*Age Groups:*

*7 Years Old - 1 Girl*

*8 Years Old - 6 Girls, 2 Boys*

*9 Years Old - 8 Girls, 2 Boys*

*10 Years Old - 7 Girls, 5 Boys*

*11 Years Old - 10 Girls, 3 Boys*

*12 Years Old - 16 Girls, 5 Boys*

*13 Years Old - 9 Girls, 5 Boys*

*14 Years Old - 7 Girls, 2 Boys*

*15 Years Old - 7 Girls, 1 Boy*

*16 Years Old - 6 Girls, 1 Boy*

*17 Years Old - 2 Girls, 1 Boy.*

*Michelle Wallace*

*Membership Secretary*

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