



# Dingwall Amateur Swimming Club

## Minutes of Committee Meeting held on 15<sup>th</sup> January 2015

**Present:** Neil Anderson (Chair) Julie Davidson (Secretary) Ewan MacNab (Treasurer) Michelle Wallace (Membership Secretary) James McPake (Parent) Joanie Cushnie (MC) Fiona Simpson (Child Protection) Claire Connelly (Fundraising) Gordon Lyall (MC) Elaine MacDonald (Parent) Andrew Clark (Head Coach) Jordan MacDonald (Coach) Katy Connelly (Head Girl) and Hamish Kerr (Head Boy).

**Apologies:** Angela Cushnie (MC), Kirsty Finlayson (MC), Fiona Macleman (Auditor).

Item	Discussion	Action
1	Neil opened the meeting and introductions were made. It was great to have 2 parents attend the meeting, who do not sit on the committee. To parents the Club Committee Meetings are open to all those with children swimming with DASC. We welcome you along to learn more about the club and to bring fresh thoughts and ideas.	
2	<b>Minutes</b> from the last meeting were approved	
3	<p><b>Finance:</b> Ewan presented the clubs financial statement as of 15<sup>th</sup> January 2015 (see last page of minutes) showing a very healthy balance of £8718.85. However Scottish Swimming Affiliation fees have to be accounted for and Ewan also reported that Andrew &amp; Jordan have not submitted time sheets since November. Just after the last meeting Andrew &amp; Jordan proposed that they stop being paid as Coaches and instead undertook the role on a solely voluntary basis. This was discussed over email at the time, with the Committee feeling this to be unattractive for a number of reasons: the DASC coaches have always been paid; Andrew &amp; Jordan coach not once, but 3 times a week; on top of this is all the other planning and club work they undertake. It was also felt that often volunteer coaches are parents of children in the club and this is not the case. This was all discussed again at the meeting and all present continue to feel the same way. Andrew &amp; Jordan agreed to submit timesheets from now on.</p> <p>It has also been discovered that DASC appear not to be insured. Ewan will research this asap and get something in place as a temporary measure until affiliation goes ahead. <b>NB Ewan has arranged Public Liability Insurance for the club effective 20.1.15</b></p> <p>Ewan will also chase up the On-line Banking</p>	<p><b>EWAN</b></p> <p><b>Ewan</b></p>

4	<p><b>Membership Update:</b> Andrew manages the details of swimmers leaving and joining DASC and passes on the information to Michelle. The information received from previous committee was limited so Michelle is planning to overhaul and update all details when she has some time off in February. It is expected that all parents will need to be asked to complete new membership information for all children as there appear to be gaps.</p> <p>There are currently 26 swimmers in the Starter Group and 78 swimmers in the Senior session (total 104). Ewan only has 18 Standing Orders for the Starter Group so this needs to be looked into.</p>	<p><b>Michelle</b></p> <p><b>Andrew Michelle Ewan</b></p>
5	<p><b>Fundraising Update:</b> Claire thanked all those who handed in cakes for the Bake Sale before Christmas. The fantastic sum of £470 was raised which will go towards purchasing white t-shirts (see item 8). Claire to email all parents re: empty tubs left over from the sale – to be collected or will be put disposed of.</p> <p>Plans for future fundraising events:</p> <ul style="list-style-type: none"> <li>• Sponsored Swim to be held on usual Tuesday, Thursday and Friday training nights week commencing 23<sup>rd</sup> February for starter and senior swimmers. Claire to devise a Sponsor Form and distribute to all swimmers.</li> <li>• Bag Pack in Tesco – it's thought there will be a long waiting list for this so Claire to book a date for later in the year. The children should have the t-shirts by then.</li> <li>• Letters to be written to local businesses at the end of the financial year: to request money for specifics i.e. help with Scottish Swimming Affiliation costs, club t-shirts, club hoodies, bus hire costs for gala's etc</li> </ul> <p>Andrew to email Claire with information/advice he received from a friend re: levels of support e.g. Bronze Silver Gold when contacting companies</p>	<p><b>Claire</b></p> <p><b>Claire</b></p> <p><b>Claire</b></p> <p><b>Claire &amp; Keith</b></p> <p><b>Andrew</b></p>
6	<p><b>Policies for Scottish Swimming Affiliation:</b> Fiona, Michelle and Neil continue to work on the policies and will have these <b>completed</b> for our next meeting on the <b>26<sup>th</sup> February.</b></p> <ul style="list-style-type: none"> <li>• <b>Club Grievance Procedures (Neil)</b></li> <li>• <b>Child Protection Policy – Officer Appointments and Terms of reference (Fiona)</b></li> <li>• <b>Disciplinary Procedures (Neil)</b></li> <li>• <b>Coach's Code of Conduct (Neil)</b></li> <li>• <b>Swimmer Code of Conduct (Michelle)</b></li> <li>• <b>Parent Code of Conduct (Neil).</b></li> <li>• <b>Expenses policy (Ewan)</b></li> <li>• <b>New Swimmer Entry Procedure (Michelle).</b> Drafts of these policies are available on the Scottish Swimming web site.</li> </ul> <p><b>If those named can ensure these policies are complete for 26<sup>th</sup> February please.</b></p>	<p><b>Neil Michelle Fiona Ewan</b></p>

	<b>Please do not hesitate to contact Neil for any help required.</b>	
	<p>At the last meeting it was agreed that Club Fee's would need to increase from £11 per child/1<sup>st</sup> nights training to £15 and this need to increase the club fee's was further agreed tonight. The meeting felt that it was necessary to detail to parents what the club is gaining through it's affiliation with Scottish Swimming. The new committee members weren't involved in previous discussions on this, so Julie will contact Scottish Swimming to clarify for all what it means.</p>	<b>Julie</b>
7	<p><b>Dingwall Community Sports Hub</b> Neil attended the meeting. Training dates have been received for First Aid but no one is able to attend. Application form to be completed.</p>	<b>Neil</b>
8	<p><b>Club T-shirts:</b> as per item 5, £470 was raised through the Bake Sale. At the time it was proposed that white t-shirts with the Swim Club Logo be purchased for all swimmers (starter and senior) and this was agreed on as it was felt that it is good for the swimmers to feel part of the club with club kit. The t-shirts can be worn at fundraising events as well as at any swim gala's or competitions. Andrew has been speaking to a company who once they have the club logo do not charge a set up fee for additional items of merchandise e.g. hoodies, sports bags etc and they also sell swim caps. It was thought to be sensible to further investigate this, rather than different companies all charging set up fee's. It was also discussed that when writing to companies asking for financial assistance they may want their logo on items of clothing.</p> <ul style="list-style-type: none"> <li>• Andrew to get price for purchasing t-shirts for all starter and senior swimmers + a few spares</li> <li>• Claire to get price for same from a local company.</li> <li>• Ewan and Neil to look at purchase costs and agree which to order. Claire/Andrew to then get size samples and get each child to try on for size. At that point the t-shirts can then be ordered.</li> <li>• It was also agreed to purchase more Swim Caps for all those children who do not currently have a Club swim cap. A number of spares also to be purchased for anyone who loses or breaks their caps (they will be charged £5 for replacement) and for new members (cap will be free), also bearing in mind the greater number of caps ordered the cheaper they became – Andrew to get costs agreed by Ewan, then get them ordered.</li> <li>• All parents are asked to remind their children that it is a Club Rule for all children to wear a Swim Cap to all sessions, competitions and gala's. Your</li> </ul>	<p style="text-align: center;"><b>Andrew</b></p> <p style="text-align: center;"><b>Claire</b></p> <p style="text-align: center;"><b>Neil</b> <b>Ewan</b></p> <p style="text-align: center;"><b>Andrew</b> <b>Ewan</b></p> <p style="text-align: center;"><b>All parents</b></p>

	support with this would be greatly appreciated.	
9	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Club Swimwear</b> for senior swimmers has arrived and looks terrific. Well done to all in the marathon process of sizing and huge thanks to Andrew for pushing this through.</li> <li>• <b>Coach Contract:</b> Andrew raised that neither he nor Jordan have a contract. It was thought to be beneficial to the club for them to have a contract. Neil to arrange.</li> <li>• Andrew and Jordan have re-arranged their lanes on a Tuesday night to be make the best use of swimmer space.</li> <li>• <b>Swimmer of the Month Trophy</b> is being stopped at it is proving problematic getting the trophy back and passed on to the next swimmer in time. The trophy will be used as an award at the end of the year (more discussion next meeting). The Swimmer of the Month medals (bought from club funds) continues.</li> <li>• <b>DASC/Lochaber Gala:</b> it is proposed that Lochaber Swim Club will come to Dingwall on either the 9<sup>th</sup> or 10<sup>th</sup> May tbc.</li> <li>• <b>Club notice-board:</b> thanks were passed onto Andrew for his “makeover” of the club notice-board which can be found on the wall to right just before you enter the changing rooms in Dingwall.</li> <li>• <b>Level 1 coaching course:</b> Andrew informed us what he had gained from attending the course. The meeting agreed to pay a proportion of what the course had cost Andrew. The club wishes to support Andrew and Jordan with any courses they would like to attend in future for the benefit of DASC. Jordan stated that his training needs are met through his job.</li> <li>• <b>Timing Software:</b> Andrew informed the meeting that in order to submit any of our swimmers into competitions, we must have specific software to register the swim times. Scottish Swimming pay half the cost, DASC to pay the remainder. Andrew to give details of this to Neil and Ewan pay.</li> <li>• <b>Inter-Club Gala</b> – September 2015 – date to be confirmed.</li> <li>• Danny McPake will be attending the Scottish Schools Finals on Sat 31<sup>st</sup> Jan. Best of luck to him from everyone at DASC.</li> </ul>	<p>Neil</p> <p>Neil &amp; Ewan</p> <p>Neil &amp; Ewan</p>

10 & 11	<p><b>Date &amp; Time of Next Meeting:</b></p> <p style="text-align: center;"><b>Thursday 26<sup>th</sup> February, 7pm, Meeting Room, Dingwall Academy (booking confirmed 20<sup>th</sup> Jan)</b></p> <p>Neil closed the meeting and thanked everyone for attending.</p>	<p><b>Julie to book room.</b></p>
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Minutes submitted by Julie Davidson, Secretary 20/01/15

Minutes approved by Neil Anderson, Chair, 20/01/15

DINGWALL AMATUER SWIMMING CLUB	
Financial Statement	
15/01/2015	
Statement prepared to assist the Committee Meeting on 15/01/2015	
Cash at bank at close of banking 15/01/2015	10936.84
<b><u>Outstanding debts</u></b>	
Dingwall Pool December	313.50
Dingwall Pool November	264.00
Swimming costumes	1426.99
Alness Pool (not invoiced) 7 sessions at 30.50	213.50
Total payments to be deducted	2217.99
<b>Available funds</b>	<b>8718.85</b>
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<b><u>Budgeted income and expenditure</u></b>	
1 Monthly income 5 December 2014 – 4 January 2015 taken as indicative of standard monthly income (18 starter club fees included)	1237.00
2 Monthly expenditure	
Dingwall Pool (8 sessions @£33.0)	264.00
Dingwall Pool (4 sessions @£16.50)	66.00
Alness Pool (4 or 5 sessions @ £30.50)	<u>138.00</u>
	<u>852.00</u>
<b>Excess monthly income over expenditure</b>	<b>385.00</b>
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<b>Probable agreed future expenditure</b>	
SASA affiliation (members fee) 80 at £33.00 =	<b>2640.00</b>
(There are additional fees to be added)	
Guide to remaining funds after deduction of the above items =	<u><b>£6078</b></u>
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Ewan MacNab	15/01/2015