



Dingwall Amateur Swimming Club

Minutes of Committee Meeting held on 9th October 2014

Present: Neil Anderson (Chair) Julie Davidson (Secretary) Ewan MacNab (Treasurer) Michelle Wallace (Membership Secretary) and Fiona Macleman (Auditor). Andrew Clark (Head Coach) Jordan MacDonald (Coach) and Hamish Kerr (Head Boy) joined the meeting when Swim Club was finished.

Apologies: Joanie Cushnie, Fiona Simpson, Claire Connelly, Katy Connelly (Head Girl) Michael Beveridge, Gordon Lyall and Kirsty Finlayson

Item	Discussion	Action
1	Neil opened the meeting and introductions were made.	-
2	<p>Apologies as above. It was agreed not to arrange future meetings in the last week of a school term.</p> <p>Julie apologised for the omission of a Finance Item on the Agenda and Finance discussions took place:</p> <p>Ewan distributed the Financial Statement to date (found at end of the minutes).</p> <p>It was agreed that the new financial year for the Club would run to 30th July. This would allow time for Accounts to be audited and brought to the AGM in September.</p> <p>Bank Account requires new signatories (4 in total). Ewan to get Signatory Form for Neil, Julie and Michelle to sign.</p> <p>Internet Banking: forms are ongoing and will be dual authorisation with Ewan and Neil.</p> <p>Although Funds look healthy, there is some concern that if there are going to be regular Galas with transport, medal costs etc, we will need to step up fundraising.</p>	Ewan
3	<p>First Inter-club Gala Congratulations to Andrew for all his preparatory work and to Andrew, Jordan and all who helped on the hugely successful day. It's hoped it will be held at least once a year.</p> <p>Lochaber Swim Gala: bus will cost between £360-450 depending on size. A number of parents are travelling by car with their children. There will be 37 races, no heats. Lochaber Pool has 6 lanes, so middle 4 will be used for races, with 2 outside lanes being used for warm up/cool down and timings. Gala will run between 9.30-11.30am. As it is a team event there will no medals, but there will be a Trophy for the winning team. DASC parents who will be at the pool may need to help out with scoring.</p>	
4	<p>Club Affiliation</p> <p>Cost of £2,640 per year, breaks down to £33 per child/year.</p>	

	<p>Sub-committee met a few weeks ago.</p> <p>Discussion surrounding do we go for Swim School status or Swim Club? After discussion it was felt that we just needed to get on and complete the application ready for March.</p> <p>Current DASC fees are £11 per child/one night/month. It was felt that we would need to increase that our fees to £15/one night/month to cover future years fees.</p> <p>Draft Policies are required for Club Grievance Procedures (Neil), Child Protection Policy – Officer Appointments and Terms of reference (Fiona). Although not mandatory the following policies are advised: Disciplinary Procedures (Neil); Coach’s Code of Conduct (Neil); and Swimmer & Parent Code of Conduct (Michelle). There are a number of other draft policies which are not mandatory that we may also want to have formalised for example, Expenses policy (Ewan) and New Swimmer Entry Procedure (Michelle). Drafts of these policies are available on the Scottish Swimming web site under members/membership/governance documentation. If those named can make a start on the policies that would be fantastic.</p>	<p>Neil Fiona Michelle Ewan</p>
5	<p>Club Constitution</p> <p>This links with the Club Affiliation. Michelle to see if she can get hold of Shetland Swim Club Constitution to help us. The draft supplied relates to clubs much bigger than ours.</p> <p>The draft was completed by the sub-committee at their first meeting, this needs to be finalised the circulated to all.</p>	<p>Michelle</p> <p>Neil</p>
6	<p>Sport Scotland Community Hub</p> <p>The documentation was circulated to all, few comments received back, all of which were positive. There are no financial implications for us and indeed benefits of receiving training.</p> <p>Application to be completed and names sent for training.</p>	<p>Julie - Neil</p>
7	<p>Fundraising</p> <p>As discussed under finance, it’s felt that we will need to step up our fundraising over the coming months. Ideas suggested at the meeting:</p> <ul style="list-style-type: none"> - Tesco Bag Pack - Bucket collection at Ross County Game - Hiring the pool for a Pool Party on a Friday evening, parents provide food, charge entry fee (check cost of hiring pool and rainbow room which will determine how much we’d need to charge and therefore it it’s viable.). - Ewan heard that Councillor Mackinnon (contact by phone at Highland headquarters) gave a school some money for a party. - Co-op Community Fund - Does anyone have any links with Invergordon/Alness ? It’s thought monies left over from oil related companies health and safety is donated to local charities. - Dingwall Rotary Club - Car Wash at Dingwall Community Centre or Simpsons Garden Centre 	<p>Claire and Keith to see if we can arrange any of these</p>

	<p>- Tea/Coffee Morning with parents providing home baking.</p> <p>It was felt if we can ask for specific items, we are more likely to be successful. Ideas for specifics:</p> <ul style="list-style-type: none"> - Bus Travel to Gala's - Club Swim Costumes - 	
8	<p>Committee Vacancies</p> <p>The previous committee has suggested the Club may require 2 Gala Convenors and a Press/Publicity Officer. After discussion it was felt these posts are not currently required. Everyone happy to help at Gala events and any of committee can contact local papers (Ross-shire Journal, North Star) with news items/photos for club publicity.</p>	
9	<p>Trial Form</p> <p>Andrew has devised a new form to be completed when children are trying out for the swim club. More compact design with less information required and a tear off slip for them to take back to their swim teacher if applicable.</p>	
10	<p>Dry Land Training</p> <p>Andrew had considered introducing a land based training session of stretches, strength and fitness work, however it was agreed that they would rather try to have an additional swim night (though it's not know if there is any availability). Another possibility is to introduce some pool side dry land training, if it would be allowed by the pool staff and the children were able to come along 15 minutes early.</p>	
11	<p>Training Equipment</p> <p>If parents are looking for Christmas gift ideas for their keen swimmers, Andrew has suggested some training aids that would be helpful for the children to have on the website. It is hoped that the keen swimmers will eventually have their own kit bags with swim fins, kickboard and pull buoy.</p> <p>http://dingwallswim.com/information/</p>	
12	<p>AOB</p> <p>Starter Club – Andrew will put a 6 month training plan for the Starter Group on the website.</p> <p>Membership List – Michelle has taken on the role of Membership Secretary following the AGM. Unfortunately there doesn't appear to be an up-to-date list of all club members and their contact details. Andrew has details of those who have joined since he became Head Coach. Michelle is going to attend all swim sessions and compile an up to date list, which will also give us an email list for contacting parents.</p> <p>Club Swimwear – the small number of suits, jammers and knee suits which have been ordered for sizing should arrive this week. Volunteers please to arrive at each swim session a bit early, so the kids can try the suits on for size. When everyone has tried on we can put in the final order.</p> <p>Highland Schools Swim Competition – 6 swimmers from the club have been entered.</p>	Michelle

13 & 14	<p>Date & Time of Next Meeting:</p> <p>Thursday 15th January, 7pm in the Spinning Room (found next to Gym and on Balcony overlooking the pool). Note the Rainbow Room will no longer exist from end of the year at it is being converted into a weights room. The meeting will be held in the spinning room next to the gym/balcony overlooking the pool</p> <p>Neil closed the meeting and thanked everyone for attending.</p>	<p>Julie to book room.</p>
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Minutes submitted by Julie Davidson, Secretary 10/10/14

Minutes approved by Neil Anderson, Chair, 12/10/14

DINGWALL AMATUER SWIMMING CLUB

Financial Statement

09/10/2014

Statement prepared to assist the Committee Meeting on 09/10/2014

Cash at bank as at 09/10/2014 9538.00

Outstanding debts

Andrew Clark coaches fees(Aug), medals, coaches T-shirts (11003)	196.09	
Digwall Pool Hire August	(11004)	198.00
Andrew Clark Gala medals and swim suits	(11007)	770.72
Miscellaneous	(11008)	100.00
Coaches fees September 30 hours at £15-00		450.00
Dingwall Pool September (est as not currently invoiced)		264.00
Alness Pool estimated (est as not currently invoiced)		138.00
Coaches sweatshirts		81.02
Total payments to be deducted		2197.83

Available funds 7340.00

Budgeted income and expenditure

1 Monthly income 07 August 2014 to 07 September 2014 taken as indicative of standard monthly income (Only 1 starter club fee is included)		831.00
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)	138.00	
2 coaches @hrs x £15.00	<u>450.00</u>	
		<u>852.00</u>

Excess monthly expenditure over income -36.00

Probable agreed future expenditure

Costumes 80 at £15.00 = 1200.00

SASA affiliation (members fee) 80 at £33.00 = 2640.00

(There are additional fees which to be added)

Lochaber bus 475.00

(Subsidy – not included in calculation)

Guide to remaining funds after deduction of the above items = **£3025**

Ewan MacNab

09/10/2014