



Dingwall Amateur Swimming Club

Minutes of the Committee Meeting
held in Dingwall Academy Meeting Room
on 20 August 2019 at 7.15pm

Attendees: Nicola Mitchell (Chair), Stephanie Innes (Vice Chair), Rhona Morrison (Membership Secretary), Gordon Lyall (Management Committee), Fiona Richardson (WPO), Andrew Clark (Head Coach), Laura Roberts (Parent), Keith Wilson (Parent) and Colleen Blair (Scottish Swimming)

Apologies: Melissa Maclennan (Treasurer), Neil Robinson (Parent) and Sara Simpson (Parent)

Item	Discussion	Action
1	Nicola welcomed everyone to the meeting.	
2	Apologies were received and noted above. Please notify a Committee member or Andrew if your name has been missed from the Apologies or Attendee list.	
3	Trophies/Shield Names Melissa will get in touch with the people who are buying trophies/shields for the Club. Andrew suggested that the trophies are named after each person who has donated but they are welcome to choose what it is named after. Each person needs to let Andrew know what they would like the trophy/shield to be called. He said there are still more that are needed but these six were the ones that were needed immediately.	Melissa Committee
4	Coaches Symposium Andrew is going to Stirling in 2 weeks with the National Coach for Scotland team and will be doing some practical poolside workshops and a workshop on coaching female athletes as the Club members are about 90% female.	
5	Summer Camp 2019 - Update Summer camp went well with almost 100% attendance. Andrew gave the swimmers a feedback form at the end and the feedback was very positive. The majority said the most important aspect was to improve their technique and some would have preferred the days to have been longer. The water bottles were very popular, but they are definitely not dishwasher safe. Andrew said that he enjoyed it very much, but the land training could have been done a bit better. The swimmers had asked that in the future the land training be done before the pool work as they had wet hair when they were doing the land training. Andrew had organised yoga on Wednesday, but the coach did not turn up, so he had to sort something else out. The Development Squad did starts and turns and land training for the first time and it went extremely well. Nicola gave thanks to the Coaches from the Committee and the parents for all they did as they had put a lot of work in for the Summer Camp to happen and the swimmers had really enjoyed themselves.	

6	<p>Any Upcoming Competitions</p> <p>Andrew said that there aren't many upcoming competitions. The Western Isles competition took place in September 2018 so we are due another one but Stuart has left the Club so we will skip one this year. Highland Schools is the first Wednesday in September and the schools have to give the competitor information to Andrew. Andrew said he would prefer it if they came direct to him, but Colleen confirmed that the entries have to go through the schools first.</p>	
7	<p>Timekeeper Course</p> <p>The timekeeper course has not been organised because of the pool closure. It might have to be done in Alness, but we will wait for now to see when Dingwall pool will reopen. In previous years there haven't been many responses from parent helpers but there has been a good response to help at the Club Championships this year so hopefully there will be quite a few parents who will be willing to do the timekeeper course.</p>	
8	<p>AOCB</p> <p>Dingwall pool has been closed since the beginning of August and Andrew has been informed that it will continue to be closed for 3 weeks from 26th August. The provisional opening date is 16th September, but it could be longer. Andrew has been in touch with Alness to see if Club training can carry on there. He is waiting for confirmation of times and dates available but, once they are, he will email members and parents and stress that this is only temporary. Fiona asked about cost. Andrew said he didn't know the cost, but he had received an email from Lisa from Highlife Highland saying that they would discount the future charges as a good will gesture as the Club hasn't been able to use the Dingwall pool for a couple of months.</p> <p>The Club championships are taking place in Alness as Dingwall pool will still be closed. It is easier to keep it on the same date as everything has been organised and attendees have been confirmed. Andrew said that we can use the pool at any time that day so it was agreed that the event should start at 9.30am There was an issue with one diving block but the Facilities Manager said that he will get it fixed for the championships. Andrew and Jordan will take the lane ropes over from Dingwall as the ones in Alness aren't very good and Andrew has also asked for the water level to be put up to the correct level and for the temperature to be correct. This should help as the water feels different in Alness to the water in Dingwall. There should be space poolside for spectators, but Stephanie suggested that only 1 or 2 spectators per competitor otherwise it will be too crowded. Fiona has use of the Academy minibus on the day of the Club Championships so is able to transport swimmers from Dingwall if their parents are unable to take them to Alness. Andrew is looking at the running order as last year competitors were finishing the 200m IM and then going straight into a freestyle final. He also said that they are strict with the judging of Club championships but that we don't currently have a qualified judge as part of the Club. Colleen recommended that Andrew approach other Clubs such as Tain, Inverness and Nairn to see if they have some judges that might like to come along and help out and she said that there may be a Judge</p>	<p>Andrew</p> <p>Andrew and Jordan</p> <p>Andrew</p> <p>Andrew</p>

1 course on in the coming months if someone wants to become qualified.

Andrew said that he had emailed Colleen about long course training in Stirling but had not heard back. Colleen has an email with available dates and times and contact details for Stirling so she will forward it to him so that Andrew can contact them direct. The email address is info@scottishswimming.com. Andrew said that it would be good to do it this year and we will discuss it at the next meeting.

Colleen

Colleen asked if anyone in the Committee had received an email about HIVE, an online learning platform. Governing bodies for sports such as rugby have used it for Club development and Scottish Swimming are now using it and have sent out invites to Committee members to join as there is controlled access; you can only join by invitation. None of the Committee remember receiving an invite so Colleen will arrange for it to be sent out again. Each month a part of the framework is on HIVE and there is a guide to the pathway to becoming a technical official. It is also great for communication between Clubs. Colleen said that the Membership Secretary in particular should be registered on HIVE.

Colleen also said that on 1st September the cost of membership changes to £45.

Sarah Birkenshaw, the North District Swimming Convenor is offering free coach training. They have great communication with the North District but not-so-great communication with non-North District Clubs so Colleen will ask Sarah to email Andrew about the training.

Colleen

There is a Club District Delegate meeting in Nairn on 7th September and Colleen asked if anyone was planning on attending. Andrew said that he had been to a meeting before but had found it to be very political and it had put him off going to any more but also that this meeting was on the same day as the Club Championships so no-one from DASC would be able to attend. Colleen agreed that the meetings were very formal, but they now aren't as regimented as they used to be. However, they are very Aberdeen-focused as those Clubs are the ones that generally attend the meetings. Island Clubs are now able to attend virtually but all mainland Clubs have to attend if they are based within a 40-mile radius of the meeting. If out with the 40 miles, it is now being proposed that the Clubs are allowed to attend virtually.

Colleen said that what is happening with PVGs at the moment is fine but if we have any new coaches the Membership Secretary will receive an email if they do not have a valid PVG. Andrew mentioned that we have updated some of our policies recently but Colleen said that they may need to be in accordance with the Scottish Swimming ones so we may have to redo them. Colleen will email Fiona with the section on the website and Andrew will email Laura with the policies that need changing. She also said that there are some virtual courses available including Safeguarding and Protecting Children, Child Wellbeing Protection in Sports and In Safe Hands. Ullapool have recently run a Level 1 Coach qualification and there will be another one running during one weekend in November and one weekend in December. Colleen will send through dates in case anyone is interested.

**Colleen
Andrew**

Colleen

	<p>Andrew asked Colleen what we would need for SwiMark. Colleen said it is often easier to do SwiMark and SwiMark + together and this would give the Club free affiliation and an education voucher. Colleen delivers a Club Governing session and we would need to appoint a Team Manager who ideally shouldn't be the Head Coach. A parent would be ideal so that they could support the coaches if they were away, but the coach would be left to coach. A virtual Team Manager course is being run in the next few months and this is funded by the North District so there would be no cost to the Club. This would allow the Club to take their swimmers overseas. Also, for SwiMark the Head Coach would need to be licensed and all Coaches would need to be licensed for SwiMark +. She also said that the Club would need a 3-year Development Plan showing the 6 key areas of Club framework including strengths and weaknesses. Andrew said that he has already got a Development Plan. Scottish Swimming use Adobe Connect for courses. Colleen will email Andrew about courses available and the criteria for SwiMark and SwiMark +. Once the Club has SwiMark it is checked every 3 years and for revalidation.</p> <p>North District are launching a young people's programme which includes a Young Technical Official Group that they will be choosing soon. This group will consist of 6 swimmers within the North District who are 14+ and they will be able to help to coordinate District and National events. This Group has been piloted in Edinburgh and has been successful. She also mentioned about training for Young Leaders so each Club would choose 2 members and they would attend training at an outdoor centre which would help them to speak at Committees and Club events and there would also be a coaching strand. Fiona asked if this was transferrable as HighLife Highland run a leadership programme, but Colleen said that it was a swimming specific programme. She also said that they have found that Technical Officials are generally quite old, so they are trying to get some under 25s involved by getting SQA qualified.</p> <p>Rhona asked about membership fees for next year. Colleen said that they have been set for next year as they are set 4 years at a time and there are 2 years left before the review. Colleen couldn't remember the exact amount but there has only been a small increase of £2 - £3 to bridge the gap if it goes up in 2 years' time.</p> <p>Andrew confirmed that the Club kit would be here before the Club Championships.</p> <p>At the last meeting Melissa suggested that she may wish to step down as Treasurer and Stephanie said she may be interested in taking over so they will discuss it and the next meeting is the AGM so it is the perfect time to handover if that is what is decided.</p>	<p>Committee</p> <p>Colleen</p> <p>Committee</p> <p>Melissa and Stephanie</p>
	<p>Date and Time of Next Meeting</p> <p>Club AGM on Tuesday 24th September 2019 at 7.30pm in Dingwall Academy Meeting Room.</p>	<p>Kavitha</p>