



Dingwall Amateur Swimming Club

Executive Committee Meeting Minutes Zoom Meeting on 18th June 2020

Attendees: Nicola Mitchell (Chair), Andrew Clark (Head Coach), Rhona Morrison (Membership Secretary), Steph Innes (Treasurer), Carlan Connon (Secretary), Jordan MacDonald (Assistant Head Coach), Rachel Thomson (Coach), Nicole Macleod (Coach)

Apologies: N/A

Item	Discussion	Action
1	Andrew welcomed everyone to the meeting in these extraordinary circumstances.	
2	<p>Return to Training Scenarios</p> <p>Andrew advised that he had issued a scenario document to the executive committee prior to the meeting for consideration and had been discussed in depth with the coaches at their meeting on Sunday. The document looked at possibilities of what a return to training could look like but this is very much dependant on guidance from the Scottish Swimming & the Scottish Government in coming weeks and is subject to change.</p> <p>Steph had also run financial forecasts based on the scenarios and expressed concern that the impact of COVID-19 would have a negative impact on the club's finances over the next 12 months regardless of which option is agreed upon.</p> <p>Andrew clarified that the forecast for inclusion of a 5th coach (Erin Robinson) was not an additional coach but a relief coach to stand in when any of the other coaches not available due to work or studying commitments. Andrew is due to begin his teaching degree in September and Nicole due to start nursing studies later in the year so this has to be considered as a possible option.</p> <p>Carlan asked if the main aim is to get the swimmers back to training asap or to maintain the clubs financial viability.</p> <p>Andrew will raise with Colleen (Regional Swimming Development Manager) for clarification on the maximum number of swimmers per lane as this has not yet been clearly set out in any of the documentation received.</p> <p>Alness new pool is now delayed until October (approximately) so any training in Alness would be in the existing facility if this is even a possibility.</p>	<p>Andrew</p>
3	<p>Club Cost Considerations</p> <p>It was asked if there was a possibility of High Life Highland offering a reduced rate to swimming clubs to make much needed savings. Andrew noted that he could only assume that this would not be an option as HLH will be looking to get as much income as possible after the restrictions are lifted and they reopen facilities.</p>	

	<p>Andrew reminded everyone that DASC are still owed 1-month free pool time previously pledged as a goodwill gesture due to Dingwall pool being closed for repairs for a prolonged period of time. This will allow for 1-month cost saving.</p> <p>Rhona asked if Scottish Swimming had put in place any financial assistance by way of reduction of fees to clubs who are not operating but have still paid in recognition of the financial hardship they are facing. She noted that she is aware of other sporting organizations who have furloughed staff during COVID19 and expressed concern that there does not appear to be that level of support to swimming clubs as Andrew understands their staff are still operating. Rhona will raise this issue on the Scottish Swimming chat forum re: reduced fees next year and advise in due course.</p> <p>It was noted that there had not had a membership fee increase since 2018 and this may need to be considered for the future viability of the club. Andrew said this couldn't be done without consultation with parents but the option should not be rules out.</p>	<p>Rhona</p>
<p>4</p>	<p>Risk Assessments – COVID19</p> <p>Andrew commented that just prior to lockdown he had been requested to provide a risk assessment for each type of training session, competition etc to HLH.</p> <p>There will have to be robust risk assessments now that the social distancing and health and safety concerns of COVID19 will have an impact on the club and how it operates going forward for some time to come.</p> <p>Carlan asked if the risk assessments will be aligned with HLH to ensure number of swimmers permitted in pool is in accordance with their rules. Andrew will follow up to make sure the numbers work with HLH, Scottish Swimming and Government guidelines but this has not been forthcoming as yet.</p>	<p>Andrew</p>
<p>5</p>	<p>Survey</p> <p>Andrew had circulated a survey to swimmers and parents to gauge feelings with what a return to the club could look like and allow them to air any concerns. 94% of respondents advised they would return to training immediately which was agreed by all to be incredibly positive considering the impact COVID19 on everyone.</p> <p>Andrew asked if another survey should be carried out nearer the time to restarting training to ensure the consensus remained the same.</p> <p>Steph advised that this would present an opportunity to ask parents about a small increase in membership fees if this question could be added. Carlan noted that unfortunately, Highland currently has 27% of employees on furlough and that many would be facing redundancy when the rules change in August and employers have to contribute to wages so should be dealt with sensitively. All agreed that the follow up survey should be around mid-August as many will have a clearer picture of what their financial position is and the position on re-opening may have changed again by that time.</p>	
<p>6</p>	<p>Funding</p> <p>An account has been created via easyfundraising in order that any online shopping via sites such as Amazon can raise small funds for the club. Andrew will provide more details in due course to all.</p>	<p>Andrew Carlan Steph</p>

	<p>Steph will look to engage with emergency funding resources and Carlan will speak to the Highland Council Ward Manager to see if they are aware of any grants available to sports clubs.</p>	
7	<p>Squad Movements</p> <p>Andrew noted that 6 swimmers from A squad are due to leave to go onto Uni etc which will only leave 9 swimmers. He feels that there are a number of swimmers in B squad that are ready to progress and has discussed this with them individually.</p> <p>There are also a number from C Squad and Development Squad that are ready to move up a squad upon return to training. Andrew advised that this is purely based on performance and potential and was planned before the COVID-19 pandemic resulted in training being cancelled. Andrew also voiced his concern that he is worried that parents may perceive this as a financial decision and he reassured the Committee that this was not the case in any way.</p> <p>Carlan suggested that the Club Captains (Brandon and Kirsty) have a Zoom call with those earmarked for promotion to give them a platform to ask questions about what it feels like to move up from a swimmers perspective and give positive encouragement from their peers. Andrew will action this.</p> <p>This will leave capacity at lower squad levels and allow for new members to be assessed to join when COVID-19 restrictions allow.</p>	Andrew
8	<p>Communication</p> <p>All thanked Andrew for the time and effort he had put into keeping the club spirit going during these unprecedented times. He advised that the lockdown had afforded him the opportunity to attend seminars and training sessions for his own development.</p> <p>One of his learning outcomes is that the club needs to engage with the parents as well as the swimmers. They are a vital part of the club as they are the biggest supporters, volunteers and committee members and should be encouraged to participate in an open and inclusive environment.</p> <p>Andrew noted that he is working on a section of the club website for documents, minutes and other relevant documents to be posted for all parents to have access to. He wants to encourage a culture of transparency within the club. More details to follow when this is finalised and ready to be published.</p>	Andrew
9	<p>Support</p> <p>Andrew offered to do door step, socially distanced visits to swimmers if they feel they need to have a chat for any reason.</p> <p>If restrictions relax in due course, he would encourage small group meet ups with him to reinforce the social and support aspects of the club but this is entirely dependant on the guidance from Scottish Government in the coming weeks and months.</p>	Andrew
	<p>Date and Time of Next Meeting</p> <p>Thursday 23rd July – 6:45pm</p> <p>**subject to change if any announcements made regarding return to swimming are made sooner**</p>	