



## Dingwall Amateur Swimming Club

### Executive Committee Meeting Minutes

#### Return to Training Zoom Meeting

On 27<sup>th</sup> July 2020 at 6:45pm

**Attendees:** Nicola Mitchell (President), Andrew Clark (Head Coach), Rhona Morrison (Membership Secretary), Steph Innes (Treasurer), Nicole Macleod (Assistant Coach)

**Apologies:** Jordan MacDonald (Assistant Head Coach), Carlan Connon (Secretary), Rachel Thomson (Assistant Coach)

| Item | Discussion  | Action                      |
|------|---|-----------------------------|
| 1    | Andrew welcomed everyone to the meeting and thanked them for their time.  |                             |
| 2    | <p><b>Scottish Swimming Club Update Event</b></p> <p>Notes from the meeting were sent to the Executive Committee and Coaching Staff and have been published to the Club website under the Return to Training section.</p> <p>Rhona and Andrew both attended the meeting on Thursday 23<sup>rd</sup>, hosted by Club Development Manager Paul Donaldson, SASA Council President Moraig McDonald and Regional Development Swimming Managers Colleen Blair and Sean Dawson.</p> <p>The main topic of discussion surrounded the appointment of a COVID Officer and COVID Liaison Officers.</p> <p>It was noted that the Club are preparing for a return and have been working to draw up Risk Assessments and other policy documents that will be required for our return to training.</p>  | <p>Andrew</p> <p>Andrew</p> |
| 3    | <p><b>COVID Officers/COVID Team</b></p> <p>Scottish Swimming are asking Club's to appoint a Lead COVID Officer and a group of COVID Liaison Officers to support Club's in their return to the pool.</p> <p>Andrew aired his concerns that the COVID Officers require to be PVG'd and also must undertake COVID Officer training however Scottish Swimming have not yet confirmed dates for this and there is also a backlog of PVG applications as Disclosure Scotland shut down for lockdown. Andrew is concerned that there may come a scenario whereby the Scottish Government announces that the pools can reopen but the Club have not yet PVG'd or trained up COVID Officers, meaning the Club will not be able to return to the pool immediately. It is hoped that Scottish Swimming will announce COVID Officer Training in the very near future.</p> |                             |



|                 |   |  |
|-----------------|---|--|
|                 | <p>Andrew has been appointed the Lead COVID Officer and will be the key contact for all matters COVID-19 for the club and will be responsible for liaising with key stakeholders and other organisations in relation to the clubs response to COVID-19.</p> <p>Andrew suggested that the Club advertise for COVID Liaison Officers immediately as the Club will need 1 COVID Liaison Officer for all training sessions.</p> <p>Rhona suggested that there may be a number of Clubs that do not return to training immediately as there is a lot of work to undertake to ensure that Club's are ready to return and smaller Clubs in Scotland may not return as it may be too much work. However, Andrew suggested that the Club has pretty much everything in place at the moment, the only element we are missing is the COVID Liaison Officers.</p>   | <p><b>Andrew</b></p>   |
| <p><b>4</b></p> | <p><b>Return to Training General Discussion</b></p> <p>It was noted that Scottish Swimming recommend that all members of Clubs (swimmers, coaches and committee members/volunteers) complete a Self-Declaration form prior to their first session back. Clubs must also ensure that all members complete a Health Screening Questionnaire before their first session back and every week thereafter.</p> <p>Andrew mentioned that he was looking into making the forms digital, in the form of an online survey similar to the Membership Survey issued earlier in lockdown. That way it will be easier to collate responses.</p> <p>Steph suggested that the Club purchase a hand held temperature gauge to check the temperatures of members before entering training however it was noted that some swimmers are dropped off without parents and the question was raised as to whether parents would stay behind will temperatures are checked.</p> <p>Andrew suggested that the Club purchase hand sanitiser to have available for Club members and coaches before, during and after training.</p> <p>Andrew has been working on a COVID Risk Assessment and it has been approved by the Committee however Rhona raised the question that surely the Club will be required to go by the guidelines and protocols in place by High Life Highland as the facility operator. If we meet the operational requirements of the facility would there be any need for a COVID Officer etc as it is currently only guidance and not a mandatory required. (This issue was raised at the Club Update event by another coach).</p> | <p><b>Andrew</b></p> <p><b>Steph</b></p> <p><b>Andrew</b></p> <p><b>Andrew</b></p> |



|          |   |   |
|----------|---|---|
| <p>5</p> | <p><b>Dingwall Leisure Centre - Return to Training</b></p> <p>The Club received an email from Lisa MacDonald regarding our return to training and Andrew will respond on Tuesday (28<sup>th</sup>) and arrange a video call with Lisa and the Executive Committee to discuss our plans for returning.</p> <p>Andrew will also email Lisa the general risk assessments that were asked for by the centre (pre-COVID).</p> <p>It was suggested that Andrew pitch the Club's ideas/plans for physical distancing and try to come to an arrangement with the centre to ensure our risk assessments and protocols are in line with HLH.</p> <p>It was noted that there is conflicting information regarding maximum coaching numbers for a variety of sports. Shinty currently operate 1 coach to 8 athletes, youth football operate 2 coaches to 10 athletes and in Rugby it is 1 coach to 15 athletes. It is worth bearing this in mind when planning for our return to training.</p> <p>Andrew suggested that we meet with Lisa soon as he believes we are not that far away from pools reopening. The Club is currently at a standstill until we liaise with the centre to determine our risk assessments and protocols.</p> | <p><b>Andrew</b></p>  |
| <p>6</p> | <p><b>Funding</b></p> <p>Steph has applied for the COOP Grant for a total of £2,500 to assist with funding a long course training opportunity in 2021.</p> <p>It was noted that the Club will need to look into fundraising options on our return. Rhona suggested that the Club organise a fundraiser to support a local charity such as MFR Cash for Kids and split the profits 50/50 to help with the costs of returning to training. Beauly Shinty Club completed a 24 hour challenge and raised over £2,000.</p> <p>Andrew also suggested that the Club look into gaining sponsorship from a local business in return for posting their logo on our social media/website and including it in any press or publications (such a programmes) in the future.</p> <p>Steph also looked into Scottish Government funding but noted that it pointed you to your local authority and the Highland Council funding is not specific to us.</p>  | <p><b>Steph</b></p> <p><b>Andrew</b></p> <p><b>Andrew/Steph</b></p> |
| <p>6</p> | <p><b>Any Other Business</b></p> <p>Andrew has updated all Club policies and documents and will send to the Committee for approval/proofing before uploading to the website.</p> <p>A Membership Survey will be sent out to members on Monday 3<sup>rd</sup> of August to help the Club plan its return to training.</p>  | <p><b>Andrew</b></p> <p><b>Andrew</b></p>                           |



|  |  |
|--|--|
| <p><b>Child Wellbeing and Protection Courses</b><br/>There are two CWP courses running in August (6/8 and 19/8). Nicola, Steph and Nicole have put their name forward to complete this. Jordan, Rachel and Carlan are also to complete this course but Andrew it awaiting a response before organising.</p> <p><b>Wellbeing and Protection Officer</b><br/>Our current WPO, Fiona Richardson, intimated that she wished to step down from her role in March this year. Fiona has agreed to stay on until a replacement is found however Andrew would like to advertise for this role immediately to ensure the Club is adopting best practice when we return to training. This is an essential role in order to remain an affiliated Club and it is important it is filled immediately. <b>If anyone would like to know more about the role please speak to Andrew (e: <a href="mailto:andrew.dingwallasc@gmail.com">andrew.dingwallasc@gmail.com</a>)</b></p> | <p><b>All</b></p> <p><b>Andrew</b></p> |
|--|--|