



Dingwall Amateur Swimming Club

Executive Committee Meeting Minutes Return to Training Zoom Meeting On 11th August 2020 at 6:45pm

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

Apologies: Nicole MacLeod (Assistant 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>Club Update</p> <p>As it stands, and following the latest announcement from the Scottish Government, swimming pools and indoor gyms will not open before the 14th of September. All agreed that this was disappointing and not the outcome the Club or its members expected, however Andrew noted that he would sooner wait until the time was right than rush back to training and put our members at risk.</p> <p>The Club is in talks with High Life Highland (Dingwall Leisure Centre) to secure as much pool time when facilities reopen however we anticipate that we will not be operating at our usual 6 sessions per week to begin with initially. The Coaching Team and Executive Committee are continuing to liaise with the Centre and have requested a meeting with Lisa MacDonald (Dingwall Leisure Centre Manager and Colleen Blair Regional Development Swimming Manager for the Highlands) to help facilitate discussions. Andrew will email this week to follow up on previous conversations. It was noted that no communication has been received from Alness Swimming Pool as yet however, Kensa Robertson (Manager) is now on maternity leave. Andrew will enquire as to who best to approach to discuss pool time in Alness.</p> <p>Rhona noted that some HLH pools may not reopen as it may not financially viable for them to do so. Rhona also made the meeting aware that only a small number of pools (approx 3) are reopening in Edinburgh. It is worth bearing this in mind while approaching leisure facilities as some may be opening on reduced hours and programmes.</p>	



<p>3</p>	<p>COVID Officer Training Andrew (Lead COVID Officer) will be attending a training event on 13/08. Once Andrew has completed this course he will be responsible for communicating information to the COVID Team/COVID Liaison Officers (to be appointed).</p> <p>Andrew noted that this takes the pressure off as he was initially under the impression that all of the COVID Team had to attend training and he was concerned about how challenging it might be for all COVID Officers to attend with other commitments such as child care, working hours etc.</p> <p>Andrew will organise a Zoom Meeting with the COVID Team shortly.</p>	
<p>4</p>	<p>Members Survey - August 2020 At the time of the meeting, 36 members (51.4%) have completed the Members Survey.</p> <p>100% of respondents intend on returning to training immediately.</p> <p>17.9% of respondents wish to increase their commitment (moving Squads). Andrew made the Committee aware that there are still some Squad movements to be finalised and parents will be made aware in the next two weeks after Coaches have met to discuss in greater detail. A number of swimmers have moved from B Squad to A Squad however there are still some swimmers to move from C Squad to B Squad and Development Squad to C Squad.</p> <p>Deadline for completion: 17th August 2020</p> <p>COVID Officers From the survey, 39.3% of respondents wanted more information on becoming a COVID Officer and 17.1% said that they would be willing to take on this role. From the respondents, Andrew noted that there were a great mix of parents from all Squad (which is a great help to the Club)</p> <p>As it stands there are: Development Squad - 4 C Squad - 7 B Squad - 4 A Squad - 5</p> <p>Andrew said that it may be worthwhile training the other members of the Coaching Team to ensure adequate cover in the event of parent/swimmers absence.</p> <p>Andrew will distribute more information at the weekend. Please keep an eye on your emails.</p>	



5	<p>Any Other Business</p> <p>Club Policies All Club Policies, Procedures and Governance Documents have been updated or created to ensure the Club has robust procedures in place (both for COVID-19 and general club operation). These are subject to approval by the Committee and will be posted on our website in due course. Policies include:</p> <ul style="list-style-type: none">• Social Media Policy• Code of Ethics• Late Collection Policy• Transport Policy• Athlete Transfer Guidance• Various Risk Assessments (General Club Training, Club Galas, Club Travel, External Competitions, COVID-19 Risk Assessments)• Plus many more.. <p>Wellbeing and Protection Officer</p> <p>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. If anyone would like to know more about the role please speak to Andrew (e: andrew.dingwallasc@gmail.com)</p> <p>This is a vital role that needs to be filled, without it, the Club will no longer be viable. Please consider helping out.</p>	<p>Andrew</p>
	<p>Date and Time of Next Meeting:</p> <p>Tuesday 25th August at 6.45pm</p>	