



SCOTTISH DISABILITY
SPORT

LEADING THE DEVELOPMENT OF SPORT AND PHYSICAL RECREATION
FOR PEOPLE WITH DISABILITIES THROUGHOUT SCOTLAND

Minutes of the Thirty-eighth Meeting of the Management Committee of Scottish Disability Sport held on Wednesday 12 June 2002 at **sportscotland**, Caledonia House, South Gyle, Edinburgh EH12 9DQ at 18.00 hrs.

1.0 Attendees:

Richard Brickley	Chairman
Jim Thomson	Vice Chairman
Jacqueline Lynn	Convenor Sports Development
Jen Quinton	Branch Representative
Gordon McCormack	Branch Representative
Heather Lowden	sportscotland Liaison Officer
Jane Ferguson	Development Officer
Cynthia Clare	SDS Administrator (Minute Secretary)

Apologies:

David Thomson	Treasurer
Anna Tizzard	Athletes Representative
Rob Claridge	Marketing & Communications
Gavin Macleod	sportscotland Co-ordinator/ Convener Local Development

Action

2.0 Minutes of Meeting held on Wednesday 22 May 2002.

The previously circulated minutes of the meeting held on Wednesday 22 May, with the under noted amendments, were accepted as an accurate record.

Page 9 Item 7.2 Should read UKSA not UKCC.

Page 10 Item 8.1.5 Should read "Huge uptake" not Huge intake.

Page 9.1.5 Should read £87M not £1.2M.

Action

3.0

Matters Arising - Minutes of 9 September

Re sponsorship with Clydesdale and Royal Bank. Chairman awaiting feedback from Rob Claridge. Gavin Macleod to investigate.

Chairman/Rob Claridge/Gavin Macleod

Matters Arising - Minutes of 12 December

5.2.5 SDS Ties – selection shown and design selected.
No 1 Gordon McCormack to progress.

Gordon McCormack

5.2.6 Gordon McCormack to obtain quotes for an SDS “pin” which has been requested on many occasions by members, in particular bowlers.

Gordon McCormack

Matters Arising - Minutes of 21 March

7.1.2 Jacqui Lynn updated on the availability of Stirling
No. 2 for the BPA Financially Supported Sports Development Camp. SDS has been offered 1st and 2 November. All facilities are available. Jacqui Lynn to contact co-ordinators then the BPA. A full costing will be prepared before agreeing anything.

Jacqui Lynn

5.2.1 See Item Financials. Item 5.1.2.
No. 6

No. 8 Company Limited by Guarantee. Chairman confirmed that a discussion had been held with Bob Mitchell. No comments had been received back from the Management Committee and it was confirmed that everyone was in agreement with the proposals previously circulated. Arrangements would be made to meet with the lawyers.

President/Chairman

No. 25 Physical Activity Task Force. Chairman had requested 50 copies of the document, which would be circulated for comments to enable a response to be submitted on behalf of SDS.

Chairman

Matters Arising - Minutes of Wednesday 22 May

6.1.1 To be covered later. See item 6.1.1.

Action

- 6.2.4 Chairman confirmed that Scottish Swimming have reviewed the letter sent by SDS requesting consideration be given to reducing the affiliation fee. This has been reduced to £50, in line with previous years.
- 6.2.3 Development Plan - this item was dealt with separately at the end of the last meeting. Jacqui Lynn will report later. See item 9.1.4.
- 6.4.8 Cynthia Clare confirmed that about 50% of the Branches had forwarded copies of Constitutions. Once all these are to hand, they will be reviewed by Bob Mitchell. Cynthia Clare to continue to follow up. Chairman to approach President to seek his support. **President/
Chairman/
Cynthia Clare**
- Statistical Analysis figures for each branch are coming to hand. Cynthia Clare to follow up. **Cynthia Clare**
- 6.4.11 AGM documentation along with the Nomination Forms (all posts come up for re-election this year) and Invitation Request Form had been issued.
- 7.1.1 Jim Thomson confirmed that the BPA's new constitution had been accepted and new office bearers appointed.
- 9.4 The Sport 21 Review, "Sport for All", was attended by Jacqui Lynn.
- 9.5 New Opportunities Fund. Chairman confirmed he had written to Eric Samuel's of NOF and had received a positive response. See Financial Item 5.2.2.

4.0 Officer Reports

4.1 Team **sportscotland** Officer – Gavin Macleod – In Gavin’s absence on holiday Jane Ferguson advised that the BP Summer Camp was looking good. Currently have 25 applicants. Only 1 girl had had to be refused.

4.2 Development Officer – Jane Ferguson

4.2.1 Jane had not prepared a formal report and would just give a verbal overview of the current position.

4.2.2 Work had been carried out on the Ethics and Equity Package. Copy was given to those present (on disc) and everyone was asked to feedback comments. Chairman congratulated Jane on having put together such an involved document and kept to the timescales. Chairman then asked Jane to talk the committee through the document.

The Ethics and Equity Package is divided into 5 Sections. Section (a) covers Child Protection; Section (b) Selection and Recruitment of Volunteers; Section (c) Code of Conduct; Section (d) Ethics Policy and Procedures; Section (e) Other Appendices, forms etc. for each branch, athlete etc. to use. Section (f) Help and Support i.e. Contacts List.

Short discussion followed on timescales taking into account the summer holidays and other activities. Jamie (Jane’s partner) had already commenced putting together the CD format. Final document needs to be available for the AGM. Chairman proposed that following the receipt of any feedback a further period of consultation should take place. Proposed and agreed by those present that a further 10 people would be asked to read the Ethics and Equity Package and give their comments. Management Committee to identify appropriate people, i.e. 2 branches, 2 co-ordinators etc. A list was put together by the end of the meeting. If any Committee Member wishes to make any recommendations e-mail to be sent to Chairman tomorrow morning (13th). This process needs to be completed by the end of July then between July and the AGM top and tail the whole document. Document also needs to be passed by a lawyer before it is finally put forward for adoption.

- 4.2.3** Disclosure Scotland – Concerns were raised by Jane Ferguson on how this is fed out to the other members of the Association. Chairman confirmed that he had started the process of registration. Discussion took place on individual branches registering and what is required. Concerns were raised in respect of adequate capable personnel in the branches to deal with this.

Those present felt that Good Practice and Child Protection is much more important than Disclosure Scotland. If working with a new branch this can be covered in part of the process of becoming a branch. Chairman stressed that the idea was not just to hand out the CD and package but for Jane Ferguson and Gavin Macleod to arrange training and education for the branches, on what is required. Possibly a seminar with key representatives attending, after that the CD-ROM would be issued and Jane Ferguson and Gavin Macleod would follow up at the next branch meeting.

It was proposed that Sue Hamilton is contacted for guidance on child protection and how to implement.

- 4.2.4** Branch Report
- 4.2.5** Lothian – Attended the branch meeting. AGM arranged for 27 June at which Jane is giving a presentation that Jamie is preparing. Swimmer did not manage his swim in the Forth but still raised £5,000 sponsorship money.
- 4.2.6** Perth & Kinross –Attending the meeting tomorrow night (13th June). Meeting held last week with Health Board. (Gavin Macleod spoke about this) Looking to establish an Ayrshire wide games for school children from all over the Ayrshire conurbation to take part in. This would be run by the Health Board.
- 4.2.7** One of Jane Ferguson’s projects was to ascertain what training or seminars each branch required. All branches have not yet been asked but to date requests have been for disability awareness and child protection. Chairman confirmed that SDS has a team of tutors and if that is all the branches require contact can be made with Moira Timmins, **sportscotland**. Chairman expressed a wish to get back to monthly training courses.

**Cynthia Clare/
Development
Officer**

4.2.8 Sports Development

Wheelchair Basketball – Meeting held last week with Development Group. Plans put in place and targets set for the next 12 months. Proposals to be put to players and parents at a meeting, to be held prior to the wheelchair basketball session, at the Letham Centre on Saturday 29 June.

The Development Group were looking at funding from “Awards for All” and obtaining funding from this source for the various groups. Discussion took place on the requirements to access this funding.

4.2.9 Dawn Hamilton has been appointed to the new co-ordinators post within North Lanarkshire.

4.2.10 Renfrewshire – open meeting scheduled for August. Everything is progressing well and notification of the meeting has been circulated throughout the whole area.

5.0 Finance

5.1 Financial Statement May 2002 – David Thomson

5.1.2 The Chairman circulated the financial statement. No questions were raised. The implementation of SAGE has increased the workload. A further document was issued (copy appended) indicating the steps required for some of the financial transactions. Heather Lowden advised that Gordon Mather, Financial Controller, **sportscotland** was willing to come to Fife and go over the SAGE system with Norma Buchanan. Chairman to arrange suitable date.

Chairman

5.2 Other Financial Issues

5.2.1 TAP Funding – the chairman had met with Fraser Walker to discuss TAP Funding. See appended memo for list of the athletes under consideration. SDS athletes have until the 28 June to return their TAP applications to the Chairman for sign off. Fraser Walker will be contacting Jacqui Lynn for discussions concerning boccia players.

ALL

**Fraser Walker/
Jacqui Lynn**

Action

- 5.2.2** NOF – Chairman confirmed he had written to Eric Samuel and had received a reply indicating who all the local contacts throughout Scotland are. Chairman will write to all these contacts drawing their attention to SDS and the importance of physical activity for young people with a disability.

Chairman

Discussion followed on the main items to be put forward for the 5 - 16 age group. Looking at Facilities and Equipment. Long discussion followed and the following topics were proposed:

- 1.(a) Multi-sport programme, disability specific for 5 - 8 years 8 - 12 years and 12 - 16 years. Excellent example of this in Belfast, Northern Ireland.
- 1.(b) Transport issue.
- 1.(c) Equipment i.e. similar to the project put together for Allan Alstead.
- 1.(d) Time 16.00 hrs to 18.00hrs. or weekends. Must be long term and sustainable.
- 2.(a) School Sports Co-ordinator in local authority. (Inclusive). Clackmannan and West Lothian have officers who are effectively access officers who have a list of children with disabilities within the schools.
- 2.(b) Active co-ordinator disability (GTC registered) £40,000.
3. Liaison/Evaluation of current facilities who deliver projects and activities at local level.
4. Vocation “sports” camps.
5. Resource materials.

Any other ideas to Chairman, asap.

ALL

- 5.2.3** Rhona Alexander, Project Manager for NOF has offered to meet with SDS. Heather Lowden confirmed she had also received a similar letter.

**Chairman/
Heather
Lowden**

5.2.4 Minor equipment grant is no longer available due to cut backs in **sportscotland**. Chairman has responded.

5.2.5 Jim Thomson made reference to the fuel rebate and the current position. Documentation was circulated (Copy appended). This will be circulated to branches.

Cynthia

6.0 Projects and Programmes

6.1 Athletes Committee – Anna Tizzard

6.1.1 TAP funding – despite sending out in advance, some SDS members are late with their applications.

6.1.3 Paralympian Coaching Programme. Short discussion took place on the athletes who were listed in the letter tabled by Heather Lowden. These were athletes from the Games of 2000 and had expressed an interest in being involved in a coaching programme. Flow diagram to be e-mailed to Cynthia Clare for circulation with these minutes. Chairman confirmed that of the 3 athletes listed, Maggie McEleny and Jack Bradley are already involved but Andrew Lindsey is not.

**Heather
Lowden/
Cynthia Clare**

6.2 Governing Body Issues – All

6.2.1 The breakfast meeting with Scottish Swimming set up for 08.00hrs on Thursday 13 June is cancelled due to Paul Bush being unable to attend. Meeting will not now take place until after the Commonwealth Games.

6.2.2 Athletes going to the Boccia National Championships next week in Oporto.

6.2.3 Scottish National Long Course Championships take place on 18-23 June. SDS members swimming on 19, 20 and 22. They will swim in one event per day. Jen Quinton will get info on each swimmer to send information to Scottish Swimming for commentary.

Jen Quinton

Kirsten Taylor is away to the Spanish Championships.

Action

- 6.2.4** SDS has agreed with Scottish Swimming that swimmers not members of clubs registered with Scottish Swimming must join SASA. e.g. Maggi McEleny and Jim Anderson who will need to register as individuals with Scottish Swimming.
- 6.2.5** Heather Lowden proposed that the next meeting with Scottish Swimming is held at 16.00 hrs, within sportscotland, prior to the Management Meeting on Tuesday 3 September. **Heather Lowden**
- 6.2.6** An approach has been made for Laura Kinder, one of SDS's most promising athletes with a learning disability, to be included in the West of Scotland Institute of Sport. All present were in agreement. **Chairman**
- Barry Jackson has already been included.
- 6.2.7** Chairman to arrange to send everyone a list of the people who are in the Area Institutes (Copy appended). **Chairman**

7.0

Links with external bodies

- 7.1.1** BPA information has been circulated advising that Chris Simons is the liaison person from the Board of the BPA to link with SDS. Anticipate that Chris will be arranging to come to Scotland.
- 7.1.2** Special Olympics – EGM this Friday. Gordon McCormack attending and he will take all the paperwork. New Constitution to be put in place. Jed Renilson and Laura Smith will be the Scottish representatives. Gordon McCormack is standing down as Chairman and therefore will not have any contact with this group.

7.2

UKSA

- 7.2.1** AGM to be held on Saturday. Gordon McCormack attending. Gordon McCormack and Laura Smith need to reaffirm that 2 people are representing Scotland. Gordon McCormack will report back.

7.2.2 The point was made that the England issue needs to be raised. Gordon McCormack will be preparing a Scottish report giving an overview. Proposed that the following subjects should be included, NOF, Murray Dingwall attending the high performance centre, Czech Republic. Advise also of the Ethics and Equity Pack. Chairman has written to Geoff Smedley re. British Championships and number of athletes with learning disability from England who did not attend.

7.2.3 Jim Thomson advised that the Executive Officer for the IPC, Thomas Rieniker had resigned.

7.3 Commonwealth Games

Nothing further to report.

8.1 Domestic Events – All

8.1.2 Boccia – Excellent event. Very well supported by people with learning disabilities.

8.1.3 Football – Arbroath. Great event. Very successful and everyone did really well.

8.1.4 Archery Championships 25 May. Good time was had by all with some very good results being achieved.

8.1.5 Table Tennis Fife Institute, 17 May – standard good although the number attending was lower than anticipated.

8.1.6 Snooker Championships - 11 May. This event was organised by Richard Kermath our Pool co-ordinator. Small entry.

8.1.7 All the results are on the website and everyone should encourage the athletes and as many people as possible to visit the SDS website.

8.1.8 Bowls – Lawn Bowls Championships will take place in Aberdeen on 31 August.

Action

8.1.9 Dr Elaine Murray the new Depute Minister for Sport and Leisure has agreed to meet representatives of SDS.

Chairman

8.2 International Events

8.2.1 World Athletics event at Lille in France 14 – 28 July.

8.2.2 Boccia - World Championships to be held in Oporto commencing 16 June.

8.2.3 Good wishes were sent to the Boccia players going to Portugal and the 3 athletes, Karen Lewis, Pauline Latto and Stephen Payton who were competing at Lille.

8.2.4 Four athletes attending the World LD Athletics Championships in Hungary. Janice Eaglesham and Ian Mirfin travelling as support staff.

9.0 **Any Other Business**

9.1.1 **Sportscotland**, national audit for Scotland – letter of thanks received for completing the audit.

9.1.2 All notices have been sent out for the AGM on Wednesday 18 September.

9.1.3 Jen Quinton proposed that Jean Stone MBE, be made an Honorary President of SDS. All present agreed this should be recommended at the AGM. This item needs to be added to the AGM papers.

**Chairman/
Cynthia**

9.1.4 New Development Plan – Proposed that the colours on the backing sheet be reversed. All agreed. Document needs to be ready for the end of June. First proof check to be carried out by the Chairman.

Chairman

Action

- 9.1.5** Ethics and Equity Pack – 12 people who will review the document were identified. To be issued once feedback on the document circulated to the Management Committee has been received by Jane Ferguson and any amendments made. **Jane Ferguson**
- 9.1.6** Chairman confirmed that SDS had not yet moved into opening up the SDS website to the branches. Still one or two minor problems to be overcome with web site.
- 9.1.7** Chairman gave an overview of the e-mail received from Isport and confirmed that currently we would not be changing our internet provider.
- 9.1.8** Chairman confirmed that the SDS Domain Name had been re-registered.
- 9.1.9** Jane Ferguson had received a call from Scottish Spina Bifida asking if SDS knew of any hotel in Scotland or complex that had suitable accommodation in Perth or central Scotland. The following places were suggested: Stirling Management Centre at Stirling, Pleasance or Pollock Halls of Residence in Glasgow and Heriot Watt University at Riccarton Campus, Edinburgh. **Jane Ferguson**
- 9.1.10** Confirmed Review of Sport 21 had been completed.
- 9.1.11** 25 June is the next Child Protection Meeting. Heather Lowden will advise venue. **Heather Lowden**
- 9.1.12** Annual Open Meeting for Governing Bodies of Sport will take place on Tuesday 25 June at 6.30 p.m. Stirling University. Chairman to attend. **Chairman**
- 9.1.13** Branch meeting dates were circulated covering the period up to the 3 September. Document appended.

Action

- 9.1.14** Copy of the holiday chart was circulated to those present. Chairman asked if any of the Management Committee wished to be included on this sheet, for the summer period, if so, holiday information should be passed to Cynthia for inclusion.

Cynthia

There being no further business the meeting closed at 21.00 hrs.

Date of Next Meeting - Tuesday 3 September 2002 at **sport**scotland, Caledonia House, South Gyle, Edinburgh EH12 9DQ @ 18.00 hrs. Central 1.