



SCOTTISH DISABILITY  
SPORT

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

Minutes of the Thirty-seventh Meeting of the Management Committee of Scottish Disability Sport held on Wednesday 22 May 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
Heather Lowden	<b>sportscotland</b> 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	<b>sportscotland</b> Co-ordinator/ Convener Local Development
Gordon McCormack	Branch Representative

### Action

### 2.0 **Minutes of Meeting held on Thursday 21 March 2002.**

Chairman thanked Jane Ferguson for taking the minutes. Due to the meeting scheduled for Tuesday 16 April being cancelled a list of Action Points from the Minutes of the meeting held on Thursday 21 March (Copy appended) had been issued by the Chairman. All present agreed to go through the "Action Points" in preference to the Minutes of 21 March.

### 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**

**Action**

**Matters Arising from Minutes of 12 December**

5.2.5 SDS Ties – to be carried forward to next meeting. **Carry Forward**  
No 1 Gordon McCormack still investigating.

5.2.6 Thoughts to be given to a suitable item for females, **Carry Forward**  
possibly a brooch or pin. Ideas to be brought to  
next meeting.

**Matters Arising from Minutes of 21 March**

7.1.2 Jacqueline Lynn gave a brief update on the **Jacqueline Lynn**  
No. 2 availability of the Pool, Games Hall and Track. Cost **Carry Forward**  
of B & B at the Travel Inn £35. After discussion it  
was agreed that Jacqueline would ascertain if  
Stirling would be available during October and if our  
co-ordinators were available at that time.

No. 3. Jim Thomson mentioned Renfrew racing **Jim Thomson**  
trike/cyclist manufacturer. Awaiting contact from  
him.

4.1.5 Caterer at Bells has terminal cancer, SDS to send **Jen Quinton**  
No. 4 note. Jen Quinton to get address and pass to  
Chairman.

4.1.6 Letter to be sent from SDS to Jim McCluskie's wife **Chairman**  
No. 5 who has recently had a stroke.

5.2.1 Sage system is now fully operational. Not reduced  
No. 6 workload but should help with year-end audit.

5.2.3 Royal Mail sponsorship for year ahead confirmed.  
No. 7

No. 8 Steps are being taken to put in place proposal for **President/  
Chairman**  
SDS to move to a Company Limited by Guarantee

5.2.4 Ian Robson has still not responded to the letter from  
No. 9 the Chairman seeking support for SportSability  
programme.

## **Action**

5.2.4 With the exception of North Lanarkshire all  
No. 10 branches have paid their subs. Two Member  
Organisations still to pay.

6.1.2 TAP Funding letter circulated once again to co-  
No. 11 ordinators. Chairman emphasised how important it  
is to adhere to the time scale.

6.2.1 Presentation to be made to SIS on taking Curling  
No. 12 forward has been postponed.

6.2.6 Jim Thomson confirmed that £500 had been  
No 16 received by Capability from the SFA. SDS had  
received £2,500 from the SFA for Belfast and the  
French trip for players with a learning disability.

6.3 See Item 6.3 - Development Plan.  
No.17

No. 19 Chairman reiterated that Wheelchair Curling had  
been accepted as a Paralympic Sport.

No. 21 See Item 7.2 - UKCC

No. 25 Physical Activity Task Force. Jim Thomson **Chairman**  
requested copy of document. Launch on 6 June. At  
this point will go in for consultation.

## **4.0 Officer Reports**

**4.1** Team **sportscotland** Officer – Gavin Macleod – In  
Gavin’s absence nothing to report.

**4.2** Development Officer – Jane Ferguson

**4.2.1** Jane Ferguson spoke to her report, which had been  
circulated prior to the meeting. Copy appended.

**Action**

**4.2.2** National Development – Cycling Day - Jen Quinton reported that the helmets, misplaced after the cycling day, had been found.

**4.2.3** Ethics & Equity – Nothing has come from sportscotland regarding policy templates.

**4.2.4** Draft policy documents on Recruitment of Ex-Offenders Policy and Secure Handling of Disclosure Information Policy were distributed. Copies appended.

**4.2.5** Notes on the implications of the Data Protection Act on SDS were issued. Copy appended. All to review and pass any comments to Jane Ferguson within the next 2 weeks.

**ALL**

Chairman asked about copyright on the information circulated and Jane Ferguson confirmed that so long as we gave credit to the source the information could be used.

**4.2.6** Consideration needs to be given to how we include these policies in the SDS Constitution i.e. Child Protection. It was felt advisable to let a legal person review the documents prior to adoption and publication. Heather Lowden asked if SDS would like to apply for £1,000 towards the cost of a lawyer to review the Child Protection and Data Protection documents. Suggested that the lawyer who reviewed documents for swimming be approached.

**Heather  
Lowden**

**4.2.7** Short discussion followed on filtering information to the Branches and that education and training would be required.

**Gavin Macleod/  
Jane Ferguson**

**4.2.8** Proposed that final documents be retained on CD-ROM as this was easier to use than a manual.

**Action**

**5.0**

**Finance**

**5.1**

Financial Statement April 2002 – David Thomson

The Chairman circulated the financial statement for the period from 1 April and advised that everything is now being lodged into the new SAGE system. Heather Lowden to ascertain if any other governing body had a printout like the one currently used to present the Financial Statement to the Management Committee. Chairman indicated that a separate monthly statement would be prepared meantime.

**Heather  
Lowden**

**5.2**

Other Financial Issues - All

**5.2.1**

Grant has not yet been received from **sportscotland**. Heather Lowden advised that the Chairman's signature was required on 2 pages. To be dealt with at the end of the meeting. Application needs to go to Council due to it being for long term funding i.e. over 4 years.

**Chairman/  
Heather  
Lowden**

**5.2.2**

Sportscotland had commented that SDS were eating into their reserves and were SDS aware of this. Confirmed all aware of this. Chairman thanked Heather Lowden for all her help with the Grant Aid form.

**5.2.3**

Chairman advised that he had been to the Lloyds TSB Foundation Workshop. SDS had done extremely well out of the Foundation and it was unlikely that we would be given further funding. The next hurdle is the Assessors' review of the year past before the final instalment is released.

**5.2.4**

Thanks were expressed to the Sports Council of Glasgow who had given £1,000 in support of the Senior Swimming Championships at Tollcross.

**5.2.5**

Invitation Cards for the AGM had been printed at a cost of £87.00.

**5.2.6**

Letter of thanks sent by Chairman to Consignia for their continued support of SDS under the RWA for Sport programme.

## Action

- 5.2.7** A request for grant aid to assist with carriage driving training and other expenditure had been rejected.

## **6.0 Projects and Programmes**

The Minister recently opened the new Angling Centre at Loch Leven. SDS was highlighted in the publicity. Mike Tudor was very involved with the setting up of this Centre and Scottish Disability Sports Trust had provided a grant.

### **6.1 Athletes Committee – Anna Tizzard**

- 6.1.1** In Anna's absence the Chairman confirmed that the Athletes Questionnaire had gone out and the TAP funding documents have once again been issued to the co-ordinators. Once the athletes have completed these forms the Chairman or co-ordinator needs to complete a section on the Form in support of the application. It is imperative that everyone adheres to the dates indicated to enable timely submission of the applications.

**Chairman/  
Co-ordinators**

- 6.1.2** Chairman still has to attend to the Performance Coach Development documents in conjunction with Jacqui Lynn.

**Chairman/  
Jacqui Lynn**

### **6.2 Governing Body Issues - All**

- 6.2.1** Football – Jim Thomson advised that the Draft Plan had been prepared and gave a brief update on the current position. Once this Plan is finalised it is hoped that it will assist in obtaining further support from the Scottish Football Association.

- 6.2.2** Jim Thomson confirmed that about £6,000 of kit had been received from the SFA.

- 6.2.3** Short discussion followed on linking in the action items from the Football Plan with coach development and training taking into account the various modules and their content. One of the first things needed is to have a disability awareness coaching programme with all of the coaches and community officers.

## **Action**

It was felt that SDS needed to have some form of disability awareness module available for coaches doing their training. The coaching structure needs to include a disability awareness section.

**6.2.4** Chairman advised that SDS usually affiliated to Scottish Athletics and Scottish Swimming. Scottish Swimming requested a fee of £200. This is being referred to their Board and hopefully they will agree on a reduced fee as in previous years.

**6.2.5** Athletics – usual meet. All going well.

**6.2.6** Scottish Pool Association – National Championships arranged for later on in the year. Local qualifying events are being organised for 1 and 8 September. Circular has gone out from the office requesting advance indication of support.

**6.2.7** Scottish Archery – a Royal Mail event.

**6.2.8** Croquet - Chairman had had discussions with representatives from Croquet after which a workshop had been held at the Fife Institute on croquet for disabled people. Following this event the Croquet representatives would like to introduce croquet for disabled people to a club in Lothian.

### **6.3** Development Planning Update – Jacqui Lynn

Confirmed that the Development Plan 2002-2006 had been completed and final draft circulated. Chairman, Heather Lowden and Jacqui Lynn to meet after this meeting to finalise format and decide on style. All present agreed they were happy for the aforementioned to take the decision on format and style of the Development Plan.

**Action**

- 6.4** AGM 2002 – Chairman
- 6.4.1** Venue booked - Windlestrae Hotel, Kinross.
- 6.4.2** Date – Wednesday 18 September
- 6.4.3** Guest speaker - Dr Bob Price, Chairman, IPC Europe. Administrator to follow up in early July. **Cynthia Clare**
- 6.4.4** Preliminary Notice issued.
- 6.4.5** Various Awards to be presented: Service to Sport, Coach of the Year,
- 6.4.6** Nominate Key Posts
- 6.4.7** Campbell Riddell Paper on SDS becoming a Company Limited by Guarantee was circulated.
- Bob Mitchell is to bring the Articles of Association in line. Any comments on the documents to Chairman within 2 weeks. Chairman to discuss comments with Bob Mitchell on his return from vacation. Once finalised these proposals will be tabled at the AGM. **ALL**
- 6.4.8** Discussion followed on the position of the Branches and how many had Constitutions in place. Cynthia Clare to contact branches and ascertain if each branch has a Constitution, obtain a copy for SDS file, and report back to Management Committee. **Cynthia Clare**
- 6.4.9** Management Board will then have a Policy Book or Bye-Laws Handbook. **Bob Mitchell**
- 6.4.10** Notice of the AGM to be issued 6 weeks before the AGM. Due to holidays etc. Documents need to be ready by the end of June. **Chairman/  
Cynthia Clare**
- 6.4.11** All positions on the Management Committee are up for re-election. Format of the notice sent out for nominations for the various posts will have to be in both formats, in case the vote is passed for SDS to become a Company Limited by Guarantee.

If the vote is passed to become a Company Limited by Guarantee the role and responsibilities of each Director will need to be defined.

**7.0 Links with external bodies**

**7.1 BPA**

**7.1.1** BPA – Jim Thomson advised that an Extraordinary General Meeting had been held to finalise the new Constitution. This was passed. SDS retained membership of the BPA. Tony Sainsbury stood down and Ann Cutcliffe was elected vice-chairman. Vacancy on the Management Board was filled by Tim Reddish.

A presentation was made by Philip Lane, on the BPA and where it is going.

Interviews were held last week for Dave Tillotson's post. A part-time fundraiser is to be employed to try and recoup some of the losses made in the last financial year.

**7.2 UKSA**

Copies of correspondence from Bernard Atha had been issued earlier by the Chairman and a very brief discussion followed on the UKSA. SDS's representatives are Gordon McCormack and Laura Smith. Chairman confirmed that Gordon McCormack would attend the AGM on Saturday 15 June and will take down Laura's vote.

**7.3 Commonwealth Games**

**7.3.1** Chairman reported that all is going well and only swimmers have as yet to be notified. Men's and women's bowls now finalised. All arrangements are in the hands of the mainstream team managers.

**8.1 Domestic Events – All**

**8.1.1** National Snooker Championships were held last week at the John Spencer Centre. Richard Kermath co-ordinated.

## **Action**

- 8.1.3** The team entered in the British Athletics Championships did extremely well.
- 8.1.4** Table Tennis Tournament, Aberdeen very successful.
- 8.1.5** Boccia – event coming up next weekend, 1<sup>st</sup> June. Entries exceptionally good. Huge uptake from learning disabilities side.
- 8.1.6** Archery Championships to be held down in the borders this coming weekend. Very disappointing, only 12 entries, from Fife, Lothian and Borders. Three archers were unavailable. This is a Royal Mail event.

## **8.2 International Events**

- 8.2.1** Boccia– Scottish Team beat England and Ireland. Jacqui Lynn to forward results to Cynthia for input to the website.
- 8.2.2** Football – CP team have been to Holland where 6 countries took part in the event. Unfortunately the team did not win anything but they put on an excellent performance. Jim Thomson to arrange for John to send information for the website, i.e. name of team etc.

**Jacqui Lynn/  
Cynthia Clare**

**Chairman/  
Cynthia Clare**

## **9.0 Any Other Business**

- 9.1** Question was asked if anyone was going to the Scottish Institute meeting on 29 May at The Hub, “The Way Ahead – The Vision”. Unfortunately everyone otherwise engaged.
- 9.2** Chairman circulated “access4fitness” letter together with his response (copy appended). Aberdeenshire had indicated to this group that nobody in the Local Authority knew about the Disabilities Discrimination Act. Heather Lowden advised that this group had approached **sportscotland** for financial assistance.

## Action

**9.3** Chairman circulated documents on the KMPG survey carried out on behalf of **sportscotland**. Copy appended.

**9.4** Sport21 is holding a review on 5 June "Sport for All". Jacqui Lynn is attending.

**9.5** The new "Opportunities Fund" is allocating money to be spent in two different areas "Facilities" and "Activity Programmes". They have £87M for distribution. This is a great opportunity for disability sport to access some of this money. Jane Ferguson and Gavin Macleod to highlight to people how they can access some of this money. This is an ideal opportunity to get the local officers involved. Chairman suggested sending a letter to designated Local Authority officers. Heather Lowden to obtain copy of a letter sent by other Governing Bodies. Chairman to contact Eric Samuels of NOF to secure local contact names.

**Jane Ferguson/  
Gavin Macleod**

**Chairman**

**Heather Lowden**

**Chairman**

**9.6** Jane Ferguson advised that the "Young Scot" had launched their website, which was highlighted in a TV Campaign. Gavin Macleod and herself had been asked for information so that SDS could be represented on the "Young Scot" site.

**9.7** CSRB – Short discussion took place and it was decided that each branch should register. Method of dissemination of information and necessary training/guidance to be decided.

**9.8** Sportscotland Review referred to 3 new Directors, Stewart Harris, Colin Pearson and Ashley Howard, responsible for Widening Opportunities, Developing Potential and Achieving Excellence. It was proposed these people be invited to a Management Meeting to give an overview of their new areas of responsibility.

Early warning was given that Governing Bodies are to be invited to meet these 3 Directors on Tuesday 25 June.

There being no further business the meeting closed at 21.35 hrs.

**Date of Next Meeting** - Wednesday 12 June 2002 at sportscotland, Caledonia House, South Gyle, Edinburgh EH12 9DQ @ 18.00 hrs. Central 1.