



SCOTTISH DISABILITY
SPORT

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

Minutes of the twenty-sixth Meeting of the Management Committee of Scottish Disability Sport held on Tuesday 17 April 2001 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
Karen Lewis	Development Officer
Jen Quinton	Branch Representative
Gordon McCormack	Branch Representative
Anna Tizzard	Athletes Representative
Gavin Macleod	sportscotland Co-ordinator/ Convenor Local Development
Heather Lowden	sportscotland Liaison Officer
Cynthia Clare	SDS Administrator (Minute Secy.)
Claire Mands	Student

Apologies:

David Thomson	Treasurer
Rob Claridge	Marketing & Communications

Action

The Chairman welcomed members and introduced student, Claire Mands, who is on placement for six weeks working with **sportscotland** and SDS. Claire has been working with local branches and sports co-ordinators to pull together and update our junior database.

2.0

Minutes of Meeting held on Thursday 22 March.

The previously circulated minutes of the meeting held on Thursday 22 March were approved with two minor amendments. Page 4, Item 6.1, should read Athletes

Action

not Athletics Committee. Page 7, Item 9.2, the word “hopefully” to be added to read “Glasgow City Council are hopefully doing an independent audit...”

The Chairman advised that all Branch subscriptions had now been received. Due to the lateness of payment on the part of some branches these had not been included as being paid in the year end accounts.

3.0 Matters Arising (Minutes of 22 March)

4.3.2 John Hood had not yet accepted the appointment of angling co-ordinator.

6.3.3 **sportscotland** are undergoing a review process and the Chairman will be having a telephone interview with KPMG tomorrow.

6.3.5. Confirmed Assistant Teachers of Swimming course went ahead.

6.4.3 Chairman confirmed he had written to Nigel Holl to determine what services each individual SIS athlete has accessed.

Letter prepared for Anna Tizzard to ask athletes for their comments on the level of support they have received from SIS.

Anna Tizzard

7.3.1 Costs for football squad going to France – see under Finance, Item 5.2.3

7.4.3 World rankings for weightlifting have been circulated to Scottish Governing Bodies.

4.0 Officer Reports

4.1 Team sportscotland Officer – Gavin MacLeod

Gavin reminded everyone that Donna would soon be going on maternity leave. Since preparing his report Gavin advised that he had attended Aberdeen’s sportsability training. Gavin summarised his report and copies were circulated to all present. Copy appended to the minutes.

Action

- 4.1.1** Date and venue of the Aberdeen branch AGM to be ascertained for the Chairman and Gavin Macleod who both hope to attend. **Cynthia Clare**
- 4.1.2** Mountain Recreation – in respect of the new officer position, location and funding for the post are being investigated.
- 4.1.3** Ready Willing and Able - Following the awards night a letter of thanks had been sent to Liz Turner. Letter of thanks had also been sent to Gavin Macleod for his report and excellent planning for the year. The Committee reiterated their thanks.
- 4.1.4** BP Summer Camp – information sent out to all branches. Good response so far. Due to a number of people being involved with the Special Olympics Gavin is hoping to involve people from the **sportscotland** youth sport team to assist.
- 4.1.5** Sportsability – been up in Aberdeenshire today with Claire. Gavin to produce a paper on where we are to date and what we envisage in the future. **Gavin Macleod**
- Claire gave a brief summary of her work to date in respect of the junior database and circulated a section for all to see what is covered. (Copy appended)
- Copies of the database have been sent to the branches for updating and to fill in any omissions. A junior Calendar of Events is also being put together and branches will be asked for information for this calendar covering the period end of May 2001 to June 2002. Copies will then be circulated to each and every individual. **Claire Mands**
- Jennifer to let Gavin have names of squad and new squad people together with anyone who has attended a camp or been to a festival. Deadline for the return of updated information and calendars 7 May. **Jennifer Quinton**
- The Chairman would like to see information on the numbers from the different areas, number of girls, number of boys, wheelchair users etc. etc.

Action

All

Claire asked for suggestions/areas to cover for her dissertation. Physical education for young people in mainstream schools would be a good topic. All members to put forward suggestions.

- 4.1.6 BAA Youth Games** – Gavin has been asked to produce some rules. Hopefully this will help everyone to get things right for the future.

4.2 SDS Development Officer - Karen Lewis

Karen circulated her report and gave a brief résumé. Copy appended.

- 4.2.1** Forth Valley are looking at setting up a multi-sports club at Stirling University for people with physical disabilities. It is hoped that this will commence in two weeks' time.

- 4.2.2** Tennis – Glasgow District Council ran a wheelchair tennis tournament; SDS were not aware of this and therefore could not promote event. Chairman requested that SDS be advised in good time of any future events to enable us to promote these.

- 4.2.3** Table-Tennis – Following a meeting on the table-tennis options available, David Fairholme has indicated that his coaching services would be charged at £150. Karen Lewis to ascertain if this is a charge per session or for the full 2 day course. **Karen Lewis**

- 4.2.4** Norwegian Confederation of Sport Seminar – The Norwegians were mostly involved with mainstream sport and rather than them speaking to us SDS were speaking to them.

- 4.2.5** Southern General Hospital – Spinal Unit links, Jim Thomson suggested that the spinal injuries unit might perhaps link up with the head injuries unit and become involved with the sports camp and inter-spinal games. Proposed to keep contact and see what sort of response is received and how this develops. People with head injuries and stroke could possibly benefit from joining CP Games, e.g. Janice Lawton.

Action

4.3 Sports Development – Jacqui Lynn

- 4.3.1** Jacqueline Lynn and Gavin Macleod held a joint meeting. Thirteen people attended and good progress was made. It was heartening to see John Hood the proposed new Angling Co-ordinator there. Copy of the notes from the evening together with the question and answer sessions will be circulated. **Jacqueline Lynn/Cynthia Clare**
- 4.3.2** Jacqui held an NCF course in Stirling for Good Practice and Child Protection. Eleven people attended. Two people who had booked places did not turn up. Gordon McCormack also ran the same course in Glasgow. Six people had booked on the course and a further 13 turned up on the night. This resulted in the allocated room being rather cramped.
- 4.3.3** Local coaching network to be investigated. SDS needs to look at how we enable our coaches and local branches to be aware of what is going on in Scotland. “Coach Camp” runs a good scheme whereby everyone who attends ends up with a Governing Body qualification. The key issue is networking. A lot of people from the Borders and West of Scotland attended the recent Coach Camp held in England. Short discussion followed on the possibility of holding a Coach Camp in Scotland. Currently lots of items on the agenda. Proposed that this is possibly considered at some time in the future.
- 4.3.4** Attended the Athletics meeting. Raised the communication process and the SDS link together with links to athletes. The wider picture needs to be considered. The question was asked how do we take this forward. Anna Tizzard to link with SIS Athletes. Area Institutes to be monitored. Chairman to cover Tayside and Fife. **Anna Tizzard
Richard Brickley**
- 4.3.5** Meeting held with Karen Lewis and proposed Action Plans for various sports were put together. Costings to be put against the various events. The Management Committee will be kept updated. **Jacqueline Lynn/
Karen Lewis**
- 4.3.6** Michelle Hammond to be invited to attend one of the Management Meetings. Date to be arranged. **Jacqueline Lynn/Cynthia Clare**

Actions

- 4.3.7** BP Performance Camp – on the whole all had a good time. Age range 9 to 17. Confirmed that it was important to set standards for behaviour, which had been far superior to the previous year. Code of conduct had been emphasised on the Friday evening. All in all a very successful weekend and now looking forward to the Summer Camp. Grateful thanks were again expressed for everyone's help and especially to Jacqui and Gavin.

4.4 **Local Development – Gavin Macleod**

Included in the Sports Development Co-ordinators report. See Item 4.3.

4.5 **SC Liaison Officer - Heather Lowden**

Heather gave a brief summary and circulated her report to those present. Copy appended.

- 4.5.1** No responses had been received in respect of the Children and Young People statement asking for comments and to nominate suitable people for this group. It was put to the meeting that the following should be put in place. In the case of disciplinary issues the first point of contact would be Richard Brickley followed by Jacqueline Lynn. Branches to have own Child Protection policy. Branches also need to have a responsible contact person in relation to Child Protection issues. Heather Lowden to prepare for Chairman background information on criteria for candidate and expectations. A workshop would be held once the appropriate people had been identified.

Heather Lowden

Heather Lowden

Everyone was reminded that it was important to monitor and evaluate the Child Protection Policy. All need to be signed up to the Code of Conduct. To be in place by 2002.

- 4.5.2** Gavin Macleod and Karen Lewis to find out if the Local Authority operate a Child Protection Policy.

Karen Lewis
Gavin Macleod

- 4.5.3** **Review Paper** – sport specific network. To be covered at the Planning Meeting in June. Planning Meeting items to be put together by chairman.

Richard Brickley

		<u>Action</u>
4.6	Marketing and Publicity	
4.6.1	Rob Claridge attended the meeting with Royal Mail. Follow up meeting was very amicable. Special thanks to Rob for all his useful input.	
4.6.2	Meeting to be held with iSport to finalise links and carry out training with appropriate members of SDS.	Richard Brickley/ Cynthia Clare/ Norma Buchanan
4.6.3	All to publicise web site. Gavin Macleod and Karen Lewis to highlight the web site when visiting branches etc.	All Gavin Macleod/ Karen Lewis
4.6.4	Appropriate items to be submitted for the web site SDS Constitution to be put on the web site.	All Cynthia Clare
4.6.5	Chairman advised that he had just about completed the task of listing every Paralympic winner since 1960. This would then be put on the SDS web site.	Richard Brickley
4.6.6	Jacqueline Lynn to prepare article for the web site on Boccia event 20-21 April.	Jacqueline Lynn
4.6.7	Requests had been received from a parent for an interactive page on the web site. Other organisations have requested links to our site. Further information to be sought before decision taken.	Richard Brickley
5.0	Finance	
5.1	Financial Statement	
5.1.1	Copy of the accounts were circulated (copy appended to minutes). No questions were raised.	
5.1.2	Books currently with Bob Mitchell. Preliminary discussions have been held and the books are being prepared for the auditors. Any questions the auditors raise will be advised to the Committee.	
5.1.3	Consideration being given to additional codes for items to enable a clearer picture to be obtained. Short discussion followed.	

Action

5.2 Other Financial Issues

- 5.2.1** Jim Thomson emphasised that SDS could not continue to make a deficit. It was felt that other sources of sponsorship/funding needed to be found. Heather Lowden to look at applications for funding/grants. **Rob Claridge**
Heather Lowden
- 5.2.2** Chairman had received quote for football strips. FILA had offered the same prices as the Scottish Football Association. Gavin to submit application to enable a further saving to be made. The strips will be held by SDS and only used for teams competing in a high profile event e.g. France trip. **Gavin Macleod**
- 5.2.3** Funding was requested for the football team going to France. Each player is paying £60. Decision taken to look for external funding.
- 5.2.4** Jim Thomson is also taking a football team to Nottingham.
- 5.2.5** How do we publicise these two events? Could a photo shoot be arranged? Do we do a press release? Heather Lowden to contact Catrina Bush, **sportscotland** for advice/suggestions. Ensure strips have arrived before firming up a date. **Heather Lowden**
- 5.2.6** Further discussion took place on funding. Suggested that SDS writes to "Supporting the Arts", "Scottish Disability Sports Trust", "Football Trust". Heather Lowden to speak to Euan Gillies. Any other suggestions to Chairman asap. **Chairman**
Heather Lowden
All

6.0 Regionalisation

- 6.1** Discussion paper prepared by Gavin Macleod.
- Gavin Macleod gave an overview of his paper. This paper had been prepared because **sportscotland** felt it should have a regional structure and Governing Bodies were being asked for their thoughts.

Action

The various regions and proposals were considered. Any regional change does not have to affect our branch locations. Consideration needs to be given to how the areas are split to enable sports development officers to cover an appropriate area.

Any comments/ideas to Chairman asap.

All

7.0

Projects and Programmes

7.1

Athletes Committee – Anna Tizzard

Felt quite motivated following meeting with Jacqueline Lynn, Gavin Macleod and Karen Lewis. Letter would be going out to athletes to try and get their views on UK Athletics and the World Class Performance Plan. If they do not respond Anna Tizzard to telephone.

**Anna
Tizzard**

7.2

Governing Body Issues - All

7.2.1

Scottish Swimming – Minutes of joint meeting received.

7.2.2

Chairman met with Ian McGregor. Identified people and put forward:

Forbes Dunlop, post of Head Coach
Jennifer Quinton, post of Assistant Coach
Two lane coaches, Anna Tizzard and John Calderwood to be offered the other position.

Ian McGregor delighted with the above proposals.

People at the present time will be the junior squad. Flyer due to go out shortly. Aimed at under 18 with a physical, sensory and learning disability for the squad.

The mainstream squads will meet on the same day. SDS will be picking up the cost for the hire of the facilities. The whole thing is very exciting. All delighted that we are up and running.

Action

- 7.2.4** The Chairman reported that he had had a very positive meeting with Paul Bush and Martin Woodruff. Opportunity for 3 events for swimmers with a disability within the main stream events. Events will be run on our terms.
- 7.2.3** Downside ASFGB. Paul Bush was not aware of this. A letter had been sent out by David Sparks referring to the new structure. Concerns expressed that there was no accountability to anyone. Copy of letter to be circulated by Chairman. Heather Lowden feels this is an issue that should be raised at the meeting, date to be arranged, with Michelle Hammond to discuss why SDS has opposed the World Class Performance Plan. Suggested that Dave Kemp from Lottery join the meeting.
- Karen Lewis to have a meeting or telephone meeting with athletes to discuss issues and to highlight the relevant issues from the last meeting.
- 7.2.4** Boccia – World Class Performance Plan – issue about the level of support for Boccia. Heather Lowden suggested looking at Badminton. Heather Lowden to liaise and assist Jacqueline Lynn. England and Scotland would have their own body i.e. quasi body with a representative of England and Scotland on this body.
- 7.3** **Ethics Issues - Update**
- Covered in Item 4.5
- 7.4** **Scottish and Area Institutes Update**
- Heather confirmed memo re Area Institute Athletes had been circulated.
- 8.0** **Links with External Bodies**
- 8.1** BPA requesting membership fees. Meeting called for 19 May. This is the first meeting since the election of new people.

**Richard
Brickley**

**Heather
Lowden**

**Karen
Lewis**

**Heather
Lowden/
Jacqueline
Lynn**

		<u>Action</u>
8.2	UKCC – Jim Thomson	
	Nothing to report.	
8.3	UKSA – Gordon McCormack	
	Unofficial report from the World Conference the IQ will be 70 to 75. Reverting back to old Constitution to enable home countries representation.	
8.3.1	World Cup Football to be held in Japan in 2002. Elaine McKenna and Gordon McCormack would like to intimate their interest to participate. Applications have to be in by 30 April 2001. Gordon McCormack to contact Geoff to find out what is happening.	Gordon McCormack
8.3.2	INAS Registration Fees – nothing to report. Investigation being carried out on Registration Forms.	
8.4	Commonwealth Games 2002 – Richard Brickley	
	Good response to April Camp. Group of representatives going along. First Camp of the Commonwealth Games.	
8.5	Special Olympics Scotland – Gordon McCormack	
	Cardiff going well. Equestrian has taken decision not to compete due to foot and mouth problems. Final decision to be taken on 30 April whether or not to hold the event due to the foot and mouth outbreak.	
8.6	Other	
	Nothing to report.	
9.0	Any other Business	
9.1	Domestic Events – All	
	Number of programmes coming up. Norma doing a great job sending out application forms etc.	

Action

National Swimming, British Boccia this weekend.
LD swimming, Football, Archery, Track & Field,
British Long Course Championships, National
Cross Country going ahead.

John Beattie Show – this Saturday covering the
National Swimming event and British Boccia.

9.2 Branch Visits, Conferences, etc update

Three Scots taking part in the London Marathon:
Nicky Diatchenko, Mark Telford, Kenny Suttie

9.3 Special Projects Seminars

- 9.3.1** All of the evening seminars are going well. Dates
to be fixed for further seminars towards the end of
the year. Jacqueline Lynn and Gordon
McCormack to advise Chairman of suitable dates
and venues for Child Protection Courses.

**Jacqueline
Lynn/
Gordon
McCormack**

- 9.3.2** Karen Lewis reported that a branch had asked
about holding a lifting and handling course. This
is a very specialist area and it was suggested that
the branch source a course through their Local
Council or Trust or the Local Education Authority.

10.0 Any other Business

There being no further business the meeting closed
at 21.55 hrs.

Date of Next Meeting – Wednesday 23 May at **sportscotland**, Caledonia House,
Time 18.00 hrs. Location Council 1

/cmc
25 April 2001