



SCOTTISH DISABILITY  
SPORT

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

Minutes of the Forty-sixth Meeting of the Management Committee of Scottish Disability Sport held on Wednesday 4 June 2003 at **sportscotland**, Caledonia House, South Gyle, Edinburgh EH12 9DQ at 18.00 hrs.

**1.0 Attendees:**

|                  |   |
|------------------|---|
| Richard Brickley | Chairman  |
| Katie Oman       | Convenor Local Development  |
| Jim Thomson      | Branch Representative   |
| Jen Quinton      | Convenor Sports Development                                       |
| Claire Mands     | Project Officer   |
| Gordon McCormack | Branch Representative   |
| Heather Lowden   | <b>sportscotland</b> , Partnership Manager                        |
| Gavin Macleod    | <b>sportscotland</b> , Youth Development Manager Disability Sport |
| Cynthia Clare    | SDS Administrator (Minute Secy.)                                  |

**Apologies:**

|                 |                         |
|-----------------|-------------------------|
| David Thomson   | Treasurer               |
| Jacqueline Lynn | Vice Chairman           |
| Anna Tizzard    | Athletes Representative |

**Action**

The Chairman welcomed everyone to the meeting and to C J Lynn (Jacqueline's baby boy).

**2.0**

**Minutes of Meeting Held on Tuesday 15 April 2003**

The previously circulated minutes of the last meeting held on Tuesday 15 April were accepted as an accurate record. Spelling correction, page 2, item 6.1.2 should read Carol Muschett not Carol Muskett.

**Matters Arising - Minutes of 9 October 2002**

5.2.2 Meeting held SDS and Capability Scotland. See Item 5.2.10

**Matters Arising - Minutes of 18 February 2003**

**Action**

- 4.2.5 Accuracy SDS needs to be registered with Central Registered Body Scotland not Disclosure Scotland.

**3. Matters Arising – Minutes of 18 March 2003**

**Lloyds TSB**

Chairman advised that there had been no feedback from Lloyds TSB in respect of funding for the Development Officer post.

**Matters Arising – Minutes of 3 April 2003**

- 4.1.1 Conference Report – See Agenda Item 7.4 and 8.1.
- 4.1.2 Ready Willing & Able – See Gavin Macleod’s report Item 4. **Gavin Macleod**
- 5.2.2 Budget Projections – a list of the sports co-ordinators that had submitted their budget projections to be prepared for the next meeting. **Cynthia**
- 6.2 Update on moving to a Company Limited by Guarantee. Chairman had advised the insurance company but had received no response to date. See Agenda Item 6.2
- 7.1.2 Athletes’ forum and maintaining contact with athletes that have achieved excellence. Brief overview being prepared by Anna Tizzard. **Anna Tizzard**
- 8.4 AGM  
Speaker – looking for a personality. Suggested Rhona Martin, curler, to be approached by Gavin Macleod. See Agenda Item 8.5 **Chairman  
Gavin Macleod**
- 9.8 SQA – Jonathan Fisher – SDS still assisting. **Chairman**

Sportscotland were looking for a response from the Chairman in respect of the £30,000 coaching money for Forth Valley and Fife. Chairman and Vice-Chair to respond.

**4.0 Officer Reports**

**4.1 Team sportscotland Officer - Gavin Macleod**

Copies of Gavin's report were circulated.

**4.1.1** Sports Development – Wheelchair Curling – RCCC – Gavin Macleod liaising with Chris Hildrey and Kate Caithness in respect of the Wheelchair Curling Constitution.

**4.1.2** It has been confirmed that in 2005 Braehead will host the World Curling Championships. This will be a major event in the lead up to the Winter Paralympic Games.

Wheelchair Rugby – Scottish Wildcats Tournament was held on 24 & 25 May. Due to a lack of substitutes this created a weakened team who failed to win a match. An excellent event and a great learning process for the team. This event was funded from RWA money.

**4.1.3** Conference – See Agenda Item 8.1 Conference debrief.

**4.1.4** RWA Annual Review Meeting. Thanks were given to Gavin Macleod for his presentation to this meeting and for all his hard work and efforts put into the RWA programme.

**4.1.5** The RWA programme had been very worthwhile and it is important that SDS finds something to fill the gap. BP money may also be unavailable. Sources of income generation and applications for grants need to be found to fill those strands. The RWA money had generated 5 – 10 jobs and had been an excellent development tool.

- 4.1.5 Spina Bifida Sports Camp – Excellent event. Gavin Macleod felt the time and effort was well worthwhile and would recommend that the SBA are encouraged to fund another camp next year.

**4.2 Project Officer – Claire Mands**

**Local Development**

Claire Mands spoke to her report, which had been circulated prior to the meeting.

- 4.2.1 Dumfries & Galloway – Following a request from Lee Seaton (an ex student of Richard Brickley), two disability awareness training sessions, targeted at Local Authority staff and coaches, to be arranged.
- 4.2.2 North Lanarkshire – Development work to be implemented through links with Local Authority. Geoff Draper to be encouraged.

**Gavin  
Macleod/Claire  
Mands**

**National Development**

- 4.2.3 Powerchair Soccer – Excellent turnout on the day after an initial poor response. Steps are being taken to put together something for a small group (5) of juniors who all live in Fife.

Good publicity received through the Dundee United website, Falkirk match day programme and the interview on the John Beattie Sports Weekly Show when Claire Mands talked about powerchair soccer. The Chairman congratulated Claire Mands on her presentation.

- 4.2.4 Athletics – After a long delay a meeting was held on 27 May. It was unfortunate that no one from Scottish Athletics was present but positive discussions took place on junior development.
- 4.2.5 BP Summer Camp – To date 25/26 applications have been received.

Short discussion took place on holding a high performance sport specific camp. It was felt that before this could be arranged, SDS needed first to identify youngsters with potential.

- 4.2.6** Child Protection Training – Going well. Tutor Training – Katie Oman and Claire Mands both did exceptionally well. Short discussion followed on the number of tutors SDS now has and whether charges should be made for SDS trainers carrying out trainings for other organisations.

## **5.0 Finance**

- 5.1** Financial Statement April/May 2003 – prepared by David Thomson

Chairman circulated an abbreviated financial statement. Due to the pressures on the Fife office administration, and due to the documentation needed for the current sporting events, it had not been possible to pull together a full up-to-date financial report for this meeting. There being no questions, financials approved.

In the future it may be necessary to look at the amount of time spent on producing the accounts. Moving to SAGE has not helped. It has not reduced the workload and there may be a need in the future to appoint someone specifically to deal with the finances of the Association.

## **5.2 Other Financial Issues**

- 5.2.1** Jack Bradley – Consideration was given to his request for additional funding. Decision taken to reimburse his out of pocket expenses amounting to £82.30 but not loss of earnings.
- 5.2.2** Fly Fishing – agreed SDS would assist with the expenses for the trip to Ireland. Approval given for up to £500.
- 5.2.3** Application has been made to the UVAG Main Grant Scheme for 50% of funding for a training officer.

**Action**

- 5.2.4** Endowment Fund – Heather Lowden has written a paper, which will be circulated in due course.
- 5.2.5** British Junior Swimming Championships, £3,000 of junior money has been released from the Scottish Disabled Sports Trust.
- 5.2.6** £2,100 from Nationwide has been secured to support the National Swimming Championships.
- 5.2.7** Expecting a cheque for £2,500 from Stirling Art following MacKenzie Thorpe exhibition. Kim Longman proposed that SDS should receive this money. Will be used to support squad training at Stirling University. Chairman to collect.
- 5.2.8** Rotary Club/Scottish Sports Aid is supporting a youngster with their sports participation. Correspondence issued and nominations sought.
- 5.2.9** President of SDS, Bob Mitchell, has embarked on a personal mission to fund the development of local sports clubs. Bob has donated £100 to start off his plan.
- 5.2.1** Alan Dickson, Capability Scotland, has agreed to make available funds to support the following: Development Officer Post (25%), Squad Training, National Events particularly for people with CP, Education & Training Officer (25%), specific development programmes for people with CP and support the Junior Festivals. Confirmed that Capability Scotland would like to become a major partner agency. Dates and timescales etc. awaited.

**Heather  
Lowden**

**All**

**5.3** Fit for Purpose

- 5.3.1** Brief overview was given by Cynthia on the information session by AHL (company commissioned by **sportscotland** to carry out the audit) on Tuesday 13 May 2003.

Audit will be carried out of all of the SDS processes. Initial contact will be made and questionnaire will be sent out for completion (takes approximately 2 hours) prior to audit taking place. Audit will be over 2.5 days when a main contact (Chair) will need to be available plus person responsible for the finances. At the end of the audit meeting will be held with Governing Body and **sportscotland** after which a report will be issued. Anticipated that the recommendations will be implemented within 6 months.

**6.0 Development**

**6.1** Changing with the Times – 2 and the way forward. Update – Jacqueline Lynn. Nothing to report.

**6.2** Update on moving to Company Limited by Guarantee

**6.2.1** Lot of work has been carried out. Letter with copy of Memorandum and Articles of Association issued to branches. Huge amount of time taken in getting to this stage. The Chairman reminded everyone that it had been planned to have a meeting beforehand but hoped that the documentation sent to the branches would cover this. No branch had submitted any questions during the lead up period.

Correspondence had taken place with the Inland Revenue, bank and lawyers. Currently working on the insurance to ensure that everything is covered.

Membership need to be aware of their voting rights and it was proposed that some explanation of the new voting rights are given at the AGM.

**7.0 Projects and Programmes**

**7.1** Athletes Committee – Anna Tizzard.

Nothing to report.

Chairman advised that the submission date for TAP forms had now passed.

**7.2 Governing body Issues**

- 7.2.1** Swimming – Meeting held and thanks were given to the Chairman for updating everyone. Heather Lowden confirmed that minutes of the meeting had now been issued.
- 7.2.2** Tim Reddish (Development Officer) had visited Scotland and met with one or two people. Anthony Strickland (leg amputee) has been appointed as High Performance Coach in Scotland. Forbes Dunlop is setting up an induction programme and will put together a main contacts list for him.
- 7.2.3** Short discussion took place on the people with World Class potential.
- 7.2.4** Annual Meeting for Governing Bodies of Sport to be held on Wednesday 25 June. Programme covers funding, grant aid and coaching.

Heather Lowden raised concerns regarding the funding for coaching within Fife & Forth Valley particularly with Katie Oman having moved to a new post. It was confirmed that Noan Nicol would take over until the new person was appointed, hopefully at the end of June. Proposed that a meeting is held before the end of June with Heather Lowden, Jaqueline Lynn and Noan Nicol, to look at a work programme and take things forward.

- 7.2.5** Chairman had attended the AGM of the Commonwealth Games Council for Scotland. Very positive report presented on taking forward issues about events for the next Commonwealth Games.
- 7.2.6** Chairman had met with Vicky Strange to discuss taking forward issues of Area and Scottish Institutes. Vicky Strange is currently trying to ascertain who is on the books of the Scottish Institute and Area Institutes. Review was due February but is to be changed to October in line with other Governing Bodies.

Timescales for SDS in relation to swimming and athletics to be discussed. First identify swimmers then athletes. Existing Area Institute documents with SDS documents to be used to determine who will go forward. Chairman to circulate notes of meeting with Vicky Strange.

**Chairman**

**7.3 Links with external agencies**

**7.3.1** Special Olympics – Chief Executive handed in his notice yesterday.

In 10 days' time off to the World Games. The Games will be opened by Nelson Mandela and the BBC intends featuring the Games in Grandstand on the 5 July. The Chairman wished Gordon and his team all the very best.

**7.3.2** UKSA – Gordon McCormack attended the last meeting. Poor turn out. Gordon McCormack made a very good case for Scotland and circulated copies of Changing with the Times – 2. He also promoted the SDS National Conference and mentioned funding for 2004.

**7.3.3** BPA – It was reported that representation was still being made for inclusion of people with learning difficulties in Athens programme.

It had been requested that SDS is kept in the loop regarding funding and events people are participating in, in the lead up to Athens.

Wales are keen to resurrect the Home Countries Championships in 2005. It was felt that it would be wrong to put this in opposition to the GB Special Olympics Games.

**7.3.4** UKCC – Nothing to report.

**7.3.4** Heather Lowden confirmed that she had written to the Scottish Executive for money for the database project.

**7.4 Branch Conference 2003 Update**

Short discussion followed on timescales for a Professional Officers Group and Branch Conference. Decision taken to offer a combined event between September and December 2003. Anna Tizzard's Athletes Group to be included.

Proposal is to dedicate the morning to the Athletes Group, Professional Officers Group and Volunteers after which everyone would come together for the Conference. Date suggested Sunday 16 November at Dewars Centre Perth. By that time the New CEO and DO should be on board. Sub group of people to be used as for the National Seminar together with Jacqueline Lynn if back from maternity leave and Cynthia Clare to be involved in administration.

**8.0 Reports**

**8.1 Conference Debrief**

**8.1.1** Gavin Macleod thanked everyone for their help before and on the day. Approximately 140 attended, which was better than anticipated. Overall feedback very good. Special thanks were given to Eliza Watson, **sportscotland** for her assistance. Chairman to write to Ken Miller.

**Chairman**

**8.1.2** It was proposed that SDS could perhaps do a "High Performance Coaches Forum" using Istvan Balyi. Heather Lowden suggested that a meeting with the CEOs of sport specific Governing Bodies, Institute of Sport and the Commonwealth Games are brought together for a discussion on the way ahead for disability sport.

**8.1.3** It was felt that Wai Yin Hatton could be a good advocate for SDS. Dialogue to be maintained. Conference Resource Material to be put together by Claire Mands. Evaluation Sheets to be typed up by Cynthia Clare on her return from holiday.

**Claire Mands**

**Cynthia Clare**

**8.2 Domestic Events**

**8.2.1** Snooker event had to be cancelled. Complaint from 1 individual athlete. Dealt with by Chairman.

**8.3** International Events

- 8.3.1** Senior Track & Field Championships – IPC Athletics Committee Technical Officer, Roger Blades, attended the event and produced a report within 24 hrs. Report available from Chairman if required.
- 8.3.1** European Championships to be held in Assen, Holland in 2 weeks time.
- 8.3.2** Chairman gave a brief summary of involving the 7 man Fly Fishing Team selected for next year's Fly Fishing Championships. Confirmed response had been made.
- 8.3.3** Home Countries Bowls on 24 & 25 August will be hosted by Dumfries & Galloway at Maxwelltown Bowling Club. Information has been circulated to the Home Countries. It was confirmed that this event included women.
- 8.3.4** Elaine McKenna had taken a team to the International soccer event in Ireland. There is a report on the SDS website and in the Irish Association newsletter.
- 8.3.5** Open Boccia Championships will be held at Easterhouse this Saturday. Acknowledgement was given to the support received from Glasgow City Sports Council.
- 8.3.6** Glasgow City Sports Council was also acknowledged for their support of the Senior Swimming Championships (LD) at Tollcross and especially to Gordon and his team who were all on the poolside.

**8.4** Website

- 8.4.1** Website hits were tabled and attention was drawn to the specific days when the site had had more visits. This appears to be after specific events e.g. swimming. The number of visits to the site is increasing steadily.

**8.5 AGM Arrangements**

- 8.5.1** Advance notification has been issued.
- 8.5.2** Nominations have been requested for the various SDS Awards. Everyone is asked to give serious thought to these nominations.
- 8.5.3** Following the July Management Meeting decision will be taken on when the final papers go out.

**All**

**8.6 Update on Job Applications**

- 8.6.1** Healthy response had been received for both posts. All agreed that they were quite comfortable that only the Review Group is aware of the applicants. Short list for both posts will be put together on Monday 9 June. Interviews to be held for the CEO post 23 June and DO post 30 June. Chairman confirmed that the quality of the applicants for both posts was very strong.
- 8.6.2** The Interview Panel for the CEO post will be made up of: Richard Brickley, SDS Chairman, Jacqueline Lynn, SDS Vice Chair, Roddy Smith, **sportscotland** and Jo Thyer, Governing Bodies HR.
- 8.6.3** Interview Panel for the DO post will be as above but with one change, Gavin Macleod, **sportscotland** will replace Roddy Smith, **sportscotland**.

**9.0 Any other business**

- 9.1** Functional Ability Card – Jen Quinton had investigated and now obtained a form from Naomi for this card. It is now necessary to identify the athletes who have the card as well as those who have the application form for the card. People in the junior groups have to obtain one of these cards if they wish to go on to Athens; IPC qualification and SASA Number. It is thought that this was initially carried out by British Swimming.

**Action**

- 9.2** Aberdeen Branch – Matter is still not resolved. Quantum Claims had been in touch “”No Win No Fee”.
- 9.3** Update on Renfrewshire – To enable them to become integrated into SDS only have to complete Membership Form, ensure Committee is in place and Constitution agreed. This should all be in place for Cynthia Clare to announce on her return from holiday.
- 9.4** Blind Judo Player, Peter McCann from Kinglassie won a Bronze in Lithuania.

**Cynthia Clare**

There being no further business the meeting closed at 21.30 hrs.

Date of Next Meeting - Thursday 3 June at sportscotland, Caledonia House, South Gyle, Edinburgh EH12 9DQ @ 18.00 hrs. Council 1.