



SCOTTISH DISABILITY
SPORT

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

Minutes of the Thirty-ninth Meeting of the Management Committee of Scottish Disability Sport held on Tuesday 3 September 2002 at **sportscotland**, Caledonia House, South Gyle, Edinburgh EH12 9DQ at 18.00 hrs.

1.0 Attendees:

A R Mitchell	President
Richard Brickley	Chairman
Jim Thomson	Vice Chairman
Jacqueline Lynn	Convenor Sports Development
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
Claire Mands	Project Officer
Cynthia Clare	SDS Administrator (Minute Secretary)

Apologies:

David Thomson	Treasurer
Rob Claridge	Marketing & Communications

Action

Chairman welcomed the President and Claire Mands who had taken over as Project Officer following Jane Ferguson's return to Australia. Rob Claridge had written to advise that he was moving to Malaysia.

2.0 Minutes of Meeting held on Tuesday 12 June 2002.

The previously circulated minutes of the meeting held on Tuesday 12 June, with the following amendments, were accepted as an accurate record.

Page 12 Item 9.1.9 "Pollock Halls of Residence in Glasgow" should read "Pollock Halls of Residence in Edinburgh".

3.0 Matters Arising - Minutes of 9 September

Action

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 – Quotation received. For an order of 50 ties
No 1 cost will be £7.00 each. All present agreed that
Gordon McCormack should proceed with the
purchase of 50 ties at a cost of £350.

**Gordon
McCormack**

5.2.6 Gordon McCormack displayed copy of the designs
obtained for an SDS “pin”. Cost 27p each with no set
up charge. Gordon McCormack to progress.

**Gordon
McCormack**

Matters Arising - Minutes of 21 March

7.1.2 See Item 7.1.3
No. 2

6.4.8 Bob Mitchell agreed to review these once they are all
to hand.

**President/
Chairman/
Cynthia Clare**

Statistical Analysis figures, for each branch should all
be to hand by the AGM. Cynthia Clare following up.

Cynthia Clare

9.4 The Sport 21 Review, “Sport for All”, Chairman
requested that Jacqui Lynn send in a response on
behalf of Scottish Disability Sport.

Jacqueline Lynn

4.2.9 North Lanarkshire new co-ordinator, Dawn Hamilton
has been in touch with Gavin Macleod. She has
expressed her concerns regarding the new adventure
club and a report has been issued. Gavin Macleod to
keep committee informed.

Gavin Macleod

4.2.10 Jim Thomson asked if there was any update regarding
the proposed Renfrewshire branch. See Project
Officer report.

Action

- 9.1.12 Chairman confirmed he had attended the Annual Open Meeting for Governing Bodies of Sport at Stirling University on Tuesday 25 June.

4.0 Officer Reports

- 4.1** Team **sportscotland** Officer – Gavin Macleod – Spoke to his report, which had been circulated prior to the meeting.

Item 4 – National Conference. Gavin would like to get together with people to discuss the speakers etc. Proposed that the Conference could take place in February/March 2003.

**Gavin Macleod/
Chairman**

Item 5 – BP Summer Sports Camp. Gavin expressed his thanks to all who had taken part and in particular Jacqui Lynn and Anna Tizzard. Comments were also made regarding the improvements that had been carried out at the centre. Jacqueline Lynn expressed thanks to Gavin for his hard work. There were a lot of children with huge potential and it is important that SDS ensures these children are funneled into specific sports.

Camp Team

Item 6 – Ayrshire Special Games. Chairman asked if the leaders and coaches were being organised through local clubs and SDS? Gavin confirmed that this was in hand and he would advise the Chairman as soon as the arrangements were finalised.

Gavin Macleod

- 4.2** Project Officer – Claire Mands

- 4.2.1** This was Claire's first report and she gave an overview of the areas of work she would be covering followed by a summary of her report that had been circulated prior to the meeting.

Local Development

- 4.2.2** North Lanarkshire are in the process of re-drafting the Constitution. It is hoped that people from the local authority will become involved and help to take this branch forward.

- 4.2.3** Renfrewshire – Evelyn Stevenson is very keen to get the branch started and an open meeting has been held at which presentations were made. The attendees came from many diverse backgrounds and were keen to become involved. A very positive meeting.
- 4.2.4** Perth & Kinross and Aberdeenshire branch meetings had also been attended.

Sports Development

- 4.2.5** Wheelchair Basketball - Quite a low turnout at the last session possibly due to holidays. An application has been submitted to “Awards for All” for sport specific wheelchairs. Lomax has also been contacted for prices. Steven Duff is establishing a wheelchair basketball club in East Lothian.
- 4.2.6** Athletics – Looking at junior developments with support from Claire Mands.

Magic Mac and Thistle Awards have been replaced by Shine Awards. Chairman to investigate the possibility of SDS linking with SAF development officers.

Chairman

- 4.2.7** Power Wheelchair Soccer is originally from Japan and is played with 5-a-side and a tyre around the chair. The balls are very expensive but a good alternative is a good size beach ball. The project is for people with a severe disability.

National Development

- 4.2.8** Ethics and Equity – Claire Mands advised that this would not be ready for the AGM as originally hoped. There was only 1 section, training, to complete and Claire was working on this together with the Chairman and Heather Lowden. Once completed a draft copy will be issued for review

4.2.9 Resource Pack. The company who originally produced this pack had been contacted and they forwarded a disc with info plus invoice. The disc had not been requested and was returned. A credit note in respect of this invoice has now been received.

4.2.10 Paddlesport – Attended a meeting held by Scottish Canoeing and Suresh Paul regarding an application for a grant for the European Year of the Disabled. SDS is one of the partner organisations. No financial assistance or officer time required. Looking for office space.

Concerns were raised regarding the number of sports we are taking on i.e. power wheelchair soccer. Chairman noted concerns.

5.0

Finance

5.1 SDS Change of Company Limited by Guarantee

5.1.1 Since the last meeting a 1st draft had been circulated and everyone had been invited to contact the President if there were any problems. No one had contacted the President so it was assumed that there were no problems and everyone is in agreement.

5.1.2 The President gave an update and discussed the proposed bye-laws that would be needed to cover items not in the Articles and Memorandum of the proposed Company Limited by Guarantee but in the current SDS Constitution. A draft, of proposed bye-laws, was discussed. The President confirmed that the bye-laws had been seen by a lawyer and approved. Those present approved the bye-laws. Each stage, of moving SDS to a Company Limited by Guarantee, was explained. It is anticipated that SDS would hand over its net assets at close of business on 31 March 2003 to the new company and the new Company commence trading on 1 April 2003. This would avoid two sets of accounts and allow a better time scale to put documentation in place. Oswalds of Edinburgh would register the new company and deal with all the formalities regarding charities etc as per standard practice.

At the AGM on Wednesday 18 September the members eligible to vote would be asked to adopt the following resolutions:

1. With effect from 1 April 2003 Scottish Disability Sport be wound up and the business of the Association be carried on by a Company Limited by Guarantee.
2. At the close of business on 31 March 2003 the net assets of the Association be handed over to the Company.
3. The officers and members of the Management Committee of the Association serving on 31 March 2003 become the first Chairman and Directors of the company to serve until the first general meeting of the company.

- 5.1.3** It was explained that at the AGM of 2003 each member of the Management Committee and a representative of each of the 18 branches would have voting rights and the opportunity to nominate people to become members of the company. Each branch would nominate a person to become a member of the company.

The Chairman thanked the President, Bob Mitchell, for his excellent work.

5.2 Financial Statement May 2002 – David Thomson

- 5.2.1** The Chairman circulated the financial statement and drew attention to the £30,000 received from **sportscotland**.

Reference was made to the grant from Lloyds TSB and a copy of the letter and report to Lloyds TSB was circulated (copy attached).

Short discussion followed on the movement of funds to a different bank account.

Action

SAGE – New contact person to be put in place.

5.3 Other Financial Issues

5.3.1 Renewal notice for the SDS Combined Insurance Cover had been received from our insurers. Currently pay £1,500 but renewal notice asks for £5,050. Proposed that quote be obtained from Perkins Slade. Cynthia Clare to contact Perkins Slade. President suggests that changes are made when SDS changes to a Company Limited by Guarantee and that SDS asks other companies to tender.

Cynthia Clare

5.3.2 A summary of the end of year accounts was circulated. The President referred to this document and spoke to the full end of year accounts. Reference was made to Ready Willing and Able money. Heather Lowden to prepare a report for **sportscotland** about the sum involved. All present approved the accounts and copies were signed by the Chairman.

Heather Lowden

Mention was made regarding our reserves policy, which will be part of our risk policy. The President confirmed that a sub-committee had been set up for Risk Management. The President had had discussions with Gordon McCormack about Risk Management and was now in the process of putting a Risk Management document together, which would be circulated when finalised. The Chairman thanked Gordon McCormack for all his help and assistance.

6.0 **Projects and Programmes**

6.1 Athletes Committee – Anna Tizzard

6.1.1 TAP forms – These had been issued to athletes and literally 100's had applied. Perhaps this process could be repeated next year keeping in mind the lessons learnt from this year. It would be useful to be advised of the number of successful applications. The question was raised regarding the standard that is looked for and whether or not SDS should take this into consideration. A number of boccia athletes had not been successful. Jacqueline Lynn to contact Fraser Walker.

Jacqueline Lynn

6.1.3 Athletes Questionnaire – Only 16 questionnaires had been returned, of which 10 were from swimmers. The responses covered 6 areas with 1 having no branch link. From the responses 7 athletes had heard of and knew about SDS. A total of 8 new most of the information provided. On a more positive note 13 of the athletes who responded wish to be linked to their local branch. Only 2 responded that they did not wish to be linked to a branch and one did not have a branch in the area. Most of the athletes wished to take part in the activities of the branch. The other popular option was to become involved with the media and promote the work of SDS and the branch.

6.1.4 A database with the current information from the questionnaires had been put together. It is intended to hand out further questionnaires to athletes at the AGM. Hopefully there will be further responses before the cut off date.

6.1.5 Gavin Macleod remarked how brilliant it was to have Anna Tizzard and Maggie McEleny at the BP Camp. It certainly encouraged those attending the camp to become more actively involved. Following the camp an e-mail had been received from one of the camp attendees asking how they could participate in swimming and how could they get involved. The Chairman expressed his thanks to everyone concerned. Heather Lowden asked if we should be contacting Fraser Walker to see how many applicants there had been and how many came in. It was felt that the officer reports from Scottish Lottery was a better way of obtaining information.

Chairman

6.2 Governing Body Issues - All

6.2.1 Since the last Management Meeting, Richard Brickley, Gavin Macleod and Heather Lowden had met with Paul Bush, Alan Lynn, Ian McGregor Scottish Swimming and Liz Mendl of SIS. It was a very positive meeting and a number of projects are being work on. “Flying Start” most important venture is now in its second year. Heather Lowden will issue notes on the meeting in due course.

Heather Lowden

Action

- 6.2.2** UK Athletes (Scottish Institute) Ken Kelly and all of the co-ordinators attended a meeting chaired by Stuart Turner. All in all a very positive meeting which was followed by a meeting between SDS and Scottish Athletics.
- 6.2.3** Curling – have formed a sub-group that will become an official sub-group of RCCC. An official invitation has been received for 2 members to sit on that group. Consideration being given to a Royal Mail launch with the leading curling athletes in attendance.
- 6.2.4** Boccia – Currently a lot of pressure for the development of this sport and where it aligns and where it is going particularly at the British level. Various options were put forward including whether it should align with bowls. Further discussions to take place. **Jacqueline Lynn**
- 6.2.5** Two invitations had been received from Scottish Swimming for SDS to be represented at their de-brief from the Commonwealth Games in Manchester. Jen Quinton to attend if possible. **Chairman/Jen Quinton**
- 6.2.6** World Class Performance Plan – SDS invited to submit nominations. **Chairman/Co-ordinators**
- 6.2.7** Invitation from the Scottish Institute to attend the Sport Science and Media Conference. Chairman has indicated our interest. **Chairman**
- 6.2.8** Area Institutes – Now at the stage of identifying our nominations for the Area Institutes. Currently looked at swimming and now looking at athletics. Proposals will be brought to the Committee after discussion. The following swimmers were put forward: Rebecca Lee, Tayside and Fife, taken back on board. Colin Johnston Lothian, Fiona Grey West of Scotland, Garry Brown West of Scotland, Angela McCowan West of Scotland, Mhairi Love West of Scotland. All present approved. **Chairman/Jen & Gordon Quinton**
- 6.2.9** West of Scotland Area Institute, turned down applicants last time due to excess of applications. In future it is hoped that all swimmers nominated by SDS will be accepted.

6.2.10 Boccia – Jacqueline Lynn raised concerns about how we process the other people e.g. Boccia. Chairman confirmed it was up to SDS to ensure that all leading sports people with potential regardless of sport are supported in every way possible.

6.2.11 Bowlers - TAP forms will be submitted.

6.2.12 Golf – There are now a number of golfers around and these need to be kept in mind for consideration.

Chairman

6.2.13 Chairman reminded everyone that all the co-ordinators should be aware of who is of the potential for TAP funding and Area Institute support.

7.0 Links with external bodies

7.1 BPA

7.1.1 BPA's AGM has been called for 21 September when the accounts will be presented and the administrators for the next 4 year cycle will be appointed. Jim Thomson will be attending.

7.1.2 Visit made by Philip Lane, Chief Executive of the BPA. Very general meeting with no formal agenda. Discussions centered on Minister and how she could help in trying to put together a political profile for disability sport. Competitions and media coverage were also covered. A similar meeting took place between Philip Lane and Gavin Macleod.

7.1.3 BPA Financially Supported Development Camp – Jacqueline Lynn has been in touch with the various co-ordinators to see if holding a development camp in November at Stirling would be suitable. 3 out of 4 did not see it as a great opportunity for their squads. Discussions took place on the benefits of the camp and also the number of commitments people had at that time of the year. Stirling is still available for the 13-14 November. The football co-ordinators thought it would be of particular benefit. Jacqueline Lynn to go back to the co-ordinators.

**Jacqueline
Lynn**

Action

- 7.1.4** Links need to be made to get the children from the BP camp and link them across the range of sports. Some way needs to be found to cover the jump between the children and the Paralympic athlete. The BP initiative was about that next level of Paralympians. Jacqueline and Jim Thomson to progress the football side. Jacqueline to obtain a list of the children from the BP Camp and arrange to get them together. Possibly need to consider the wheelchair basketball members as well.
- Jim Thomson/
JacquelineLyn/
Gavin
Macleod/Claire
Mands**
- 7.1.5** John Morgan of the BPA Disability office in Wales had been in touch to ascertain if anyone could attend a Conference in Wales on the issue of sport, to be held on 23, 24 and 25 September. Basically looking for someone to go down on 25 September to give an external perspective of disability sport and what is happening and what is being done. Unfortunately, due to other commitments nobody available to attend. Cynthia Clare to respond.
- Cynthia Clare**
- 7.1.6** UKCC – Confirmed Heather Lowden, Jim Thomson and Richard Brickley had copies of correspondence on the position of UKCC. Questionnaire needs to be completed. Chairman to respond.
- Chairman**
- 7.1.7** UKSA – Still in discussion regarding the England saga. Next meeting not until 26 October.
- 7.1.8** Special Olympics – World Games - selections taking place. Various training weekends being held for coaches and squads.
- AGM was held in June and the new Board selected. This Thursday evening the Scottish Committee will decide on the 3 leadership members to go to London on 14 September. The three representatives are Jed Renilson, Laura Smith and Gordon McCormack.
- 7.1.9** Glasgow Evening Times announced that Glasgow is proposing to host the 2005 Games in Glasgow.

- 7.1.10** Commonwealth Games – Very pleasant letter of thanks had been received from Louise Martin thanking SDS for all their help. The Chairman thanked Jen Quinton in particular for all her assistance in the lead up to Manchester.

The Bowlers from Manchester were proudly displaying their medals to everyone at the bowling event in Aberdeen last Saturday.

It was felt that the disability events at the Commonwealth Games did not represent disability sport very well. It was confirmed that comments are been fed back and the contact person is Louise Martin.

8.1 Domestic Events – All

- 8.1.2** Lawn Bowls – The Chairman gave special thanks to Gavin Macleod and his wife, Kate, for all their hard work. Great support had been received from Aberdeen City Council.

Lots of domestic events at the moment, which can be picked up from the calendar of events.

8.2 International Events

- 8.2.1** Next major event is Golf, Scotland v England – Auld Enemies Cup.

- 8.2.3** It had been a wonderful summer with the Commonwealth Games in Manchester, especially the bowlers winning gold in the EAD triples.

Action

- 8.2.3** Stephen Payton, Pauline Latto and Karen Lewis all winning medals at the IPC Championships in Lille, France.
- 8.2.4** Four people in Hungary for the INAS Championships with Scotland ending up 3rd out of 17 countries ahead of England and Wales. Allan Stuart and Laura Kinder won 3 gold medals between them.
- 8.2.5** Boccia team went to Oporto, Portugal where Anne Woffinden, won silver in the BC2 class. She is now number 2 in the World.
- 8.2.6** Kenny Herriot, Aberdeen, became the first ever International podium finisher by a Scottish Wheelchair racer at the Marathon in Thailand.
- 8.2.7** Next event coming up is the IPC swimming in Argentina.

8.2.8 Calendar of Events – dates required, if possible, for the coming 2 years. During the last year SDS have been involved with 35 national events and 12 international events. An up-to-date Calendar of Events to be issued.

All

Cynthia Clare

8.2.9 Carpet Bowls – This event will most probably be hosted by Glasgow.

9.0 Any Other Business

9.1 National Playing Fields Association Junior Awards. Responses required asap.

All

9.2 Website portal servicers are experiencing problems and are about to change. Other governing bodies that were part of the iSport regime have been contacted. Within the next few weeks will put together a number of suggestions for consideration. SDS may lose the site for a short period of time.

**Chairman/
Cynthia Clare**

9.3 Performance Coach Development Plan.

Action

The Chairman asked Jacqueline Lynn to put together a document for circulation. Gavin Macleod to liaise with Jacqueline Lynn.

**Jacqueline Lynn/
Gavin Macleod**

- 9.4** Bob Rhodes, the Chief Executive of TACT who works with people with disabilities made a presentation in Fife on his project. Basically company organises respite holidays and they are looking to put together sporting activities. After discussion decision taken that the Chairman should respond advising that we are unable to assist at this time.

Chairman/All

- 9.5** Bank of Scotland are hosting a Gala Sporting Dinner at the Thistle Hotel. Cost £45 – table for 10 people.

- 9.6** SASA 104th AGM to be held in the Tayside area on 22 February 2003. Tickets £40 per couple. Proposed that Jen and Gordon Quinton represent SDS. All in attendance agreed.

- 9.7** Richard Brickley had had a meeting with Alan Dickson, Chief Executive, Capability Scotland who is interested in putting some money into disability sport. Proposed that money could support a training post. Currently awaiting a response.

- 9.8** Chairman advised that he had sent a letter to Derek Lawrie thanking him for his excellent work on our Development Plan. This was his last job before his post with **sport**scotland terminated.

- 9.10** Letter of thanks has been sent by the Chairman to Bob Dick, Team Manager of the Scottish Bowls team.

- 9.11** Montgomery Associates are holding a Conference in Aberdeen and have asked the Chairman to speak about inclusive fitness equipment. One of the other speakers is John Harris of Powersport. This Conference was initiated by Aberdeenshire branch.

Action

9.12 Anna Tizzard gave brief overview of the cross party discussion meeting on sport she attended at the Scottish Parliament. Advised them that she thought Paralympians should be in there. Anna also spoke about the SDS summer camp and how people with disabilities in mainstream schooling should get some form of physical education and not just sent to the library. She explained the priorities of SDS and the next 4 year Development Plan of which a number of people received copies.

9.13 Claire Mands thanked everyone for appointing her as Project Officer and giving her the opportunity to increase her skills and knowledge.

9.14 Physical Activity Task Force. Chairman confirmed that he had been asked and had agreed to stay on a small management committee for this group. Responses to the report were required by 13 September. All to forward comments to the Chairman asap to enable Chairman to respond.

**ALL
Chairman**

9.15 NOF 5 – 16yrs PE and Sport Programme. Chairman hoped that all Local Authorities would include youngsters with a disability in their programme.

9.16 AGM

All the papers for the AGM have been issued.

The Minutes of the last AGM have been circulated.

Dr Bob Price is the speaker.

Management Team to forward to Chairman suggestions for the various SDS Awards. All present agreed that the Chairman in conjunction with Heather Lowden would make final decision.

**ALL
Chairman/
Heather
Lowden**

Co-ordinators determining athletes and swimmer of the year. Jen and Gordon Quinton to recommend candidates for the Brian Dolan Memorial Trophy.

**Jen & Gordon
Quinton**

Presentation to be made by Gavin Macleod on the work of SDS.

The AGM will be well funded. Chairman thanked Cynthia for her efforts.

Action

Discussion followed on the large increase in the insurance costs and how this would be funded. Decision taken by the Management Committee to put to the AGM that the annual subscription charge is increased for members to £200 and member organisations to £100. The reason being the large increase in the insurance costs.

There being no further business the meeting closed at 21.50 hrs.

Date of Next Meeting - To be confirmed.