



SCOTTISH DISABILITY  
SPORT

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

Minutes of the Seventy-sixth Meeting of the Management Committee of Scottish Disability Sport held on Wednesday 29 November 2006 **sportscotland** Caledonia House, South Gyle, Edinburgh EH12 9DQ at 18.00 hrs.

**Attendees:**

Gordon McCormack	Chairman
Jim Thomson	Vice Chair
Miller Stoddart	Director
John Brodie	Director
Gavin Macleod	Chief Executive Officer
Graham Cormack	Performance Development Officer
Claire Mands	National Development Officer
Heather Lowden	<b>sportscotland</b> , Partnership Manager
Cynthia Clare	Minutes Secretary

**Apologies:**

Charlie Forbes	Director
Anna Tizzard	Athletes Representative
Jed Renilson	Director
Eileen Ramsay	Director
Lauren MacTaggart	Director

Gordon McCormack, Chairman welcomed everyone to the 76<sup>th</sup> meeting. He was aware a number of people were unable to attend but felt it was necessary to hold a meeting prior to the Christmas and New Year break.

**ACTION**

**2.0 Minutes of the Meeting held on Tuesday 31 October.**

Those present agreed that the minutes of the meeting held on Tuesday 31 October were an accurate account of the proceedings.

**3.0 Matters Arising**

**ACTION**

## **Matters Arising from Minutes of 8 December 2005**

- 5.1.9 UK Sport – Confirmed SDS has received £5,543 for the production of a DVD to publicise disability sport across the Active Schools Network. Eliza Watson confirming costs. This is part of one of the projects Richard Brickley is working on.

**Eliza Watson**

## **Matters Arising from Minutes of 15 February 2006**

- 2.0 Presentation by Clive Brewer, **sportscotland** on LTPD and Regional Programmes.

SDS to provide the contact details of experts in specific disciplines who will be asked to form a discussion/advisory group.

**Richard  
Brickley/CEO**

## **Matters Arising from Minutes of 9 March 2006**

- 4.1.8 Area Institute of Sport Nominations – Graham Cormack has prepared details for the website and these have been passed to Richard Brickley.
- 4.3.1 South Ayrshire – This branch has now become part of a regional partnership.
- 7.2.4 A grid and time line showing the position of branches has been discussed along with the audit. Once the audit is completed will revert to the time line. All of this work/information will be monitored. Action - Ongoing
- 8.1.2 CP Swimming – Carry forward to March 2007 when a date will be confirmed.

**Claire Mands/  
Gavin Macleod**

**March 2007**

## ACTION

### **Matters Arising from Minutes of 13 April 2006**

- 7.1.1 Decision to be taken on how SDS can help to support volunteers in clubs. **Gavin Macleod**
- 7.4.2 Scottish Snooker – No response has been received so it is presumed that Scottish Snooker do not wish to proceed.
- 9.7 Athletes with LD – Richard Brickley, as one of his projects, is currently writing up standards and how SDS governs this. A further updated statement has been prepared. Comments are requested by 25 November. **Chairman**

Jed Renilson will take to Special Olympics.

Chairman confirmed that the athletes with INAS registrations are Rebecca Lee, (swimming) Laura Kinder (athletics) and Alan Stewart (athletics). Once the SDS procedures are in place it was suggested that Gordon McCormack/Janice Eaglesham act as one contact and the National Office in Edinburgh as the other contact address. Gordon McCormack/Chairman to establish changes with Tracy McCullen, UKSA.

**Gavin  
Macleod/  
Gordon  
McCormack**

### **Matters Arising from Minutes of 10 May 2006**

- 4.3.2 Various databases are being looked at to ascertain the best way forward for a new database to be put on the website which could be accessed by sports co-ordinators and sports people. Graham Cormack to discuss with Richard Brickley. **Graham Cormack/  
Richard Brickley**

### **Matters Arising from Minutes of 15 June 2006**

- 5.3.3 The Chairman and Gavin Macleod to liaise with Graham Cormack on criteria for funding for training days and sports coaches. It was emphasized that this funding would only be available for “key” people. A budget could be prepared once the numbers are known. It may then be necessary to look at the honorarium for co-ordinators. It was emphasized that this needs to be completed without any further delay. **Richard Brickley/  
Gavin Macleod/  
Graham  
McCormack**

**ACTION**

- 7.6.1 Special Olympics – At the meeting to be held on 4 December the Scottish position with SDS will be re-affirmed. **SOGB, CEO, Chair**
- 7.6.2 UKSA Issues – It was confirmed that LD athletes will not be represented at Beijing.
- 8.1.4 2007 Carpet Bowls - South Lanarkshire will be hosting this event. Entry forms have been issued. Venue is available on the Friday evening. **Miller Stoddart/  
Richard Brickley**

**Matters Arising - Minutes of 15 September 2006**

- 4.1.14 Fit for Purpose Audit will be carried out on 11 December. Due to people being unavailable on 12 December the Child Protection Audit by AHL will take place in the New Year.
- 6.1.1 Question was asked as to whether every branch had to be registered for CRB disclosures? It was explained that SDS were working with groups of branches covering a few at a time. Most of the branches are doing disclosure checks through their Local Authority. Borders Disability Sport are registering with Disclosure Scotland. **Claire Mands**
- Claire Mands asked if Board Members who had Disclosure Forms with them ensured they were signed off. Update for next meeting. **Claire Mands**
- 6.1.7 IT was confirmed that nearly all the athletics forms had been completed. Forms have gone out to the Boccia players. The January date will be missed but all the papers are out and only waiting for the forms to be returned and registered. **Claire Mands**

**ACTION**

- 7.3.1 Education & Training Calendar for the coming year being prepared. Looks as if there will be 18/19 courses to date. These will be added to during the year.

**Claire Mands/  
JohnBrodie**

Scottish Swimming are interested in a course similar to the SDS Pool Workshop due to the Scottish Swimming Certificate Award no longer being available after the 1 January 07.

- 8.2.4 Aileen McGlyn won gold in the 1 mile time trial in Switzerland. Gavin Macleod to write article for the website.

**CEO**

**Matters Arising From Minutes of 31 October 2006**

- 4.1.8 The Annual Review took place on 21 September with the Loyds TSB Foundation. The final cheque for the 3 year grant has been received. Funding source needs to be addressed to assist with the National Development Officer position. Suggested that the Robertson Trust be approached.

**CEO**

- 5.3.3 Short report to follow later on pension costs and implications.

**CEO /  
Heather Lowden**

- 6.1.1 During Gill Penfold's maternity leave the work on the Implementation Plan and Equity Standard will be covered by Gill Bennett.

Claire Mands will prepare a monthly update for the Management Board.

**Claire Mands**

- 7.4.1 SFA – Meeting held with Stuart Sharp on CP Football for under 18's and those with a learning disability. Hope to have training dates for the next Management Meeting on 29 November.

**ACTION**

- 7.4.2 GB Boccia Memorandum & Articles for GB Boccia have been passed by Neil Tunnicliff. SDS's two representatives will be Jim Thomson and Jacqueline Lynn.

Alan Dickson to be contacted, to ascertain if he is in agreement with the link being through SDS, or would he prefer it to be someone from Capability Scotland.

**Gavin Macleod**

- 7.5.3 Gavin Macleod has spoken with Stuart Kerr to see which of the 11 youngsters taking part in the World Cross Country, Wakefield, 10 November are already in the junior squad.

- 9.1 Following discussions the date of the PD Swimming event was not an issue. Problems arose in the early stages trying to identify the swimmers.

**4.0 Officers Reports**

- 4.1** Gavin Macleod spoke to the combined officer report which had been issued prior to the meeting.

- 4.1.1** Local Development – Disability Sport Fife is looking to appoint a Sports Development Officer post within the Local Authority to work in partnership with the Fife branch. Funding was being sought from various sources and a request had been made to SDS for financial support to enable the salary scale to be raised from AP3 to AP5. SDS had given financial assistance to other branches for Sports Development Officer post. Following discussions all present agreed in principle. Further information/advice to be sought regarding the salary grade.

**Chairman/CEO**

- 4.1.2** Sports Development – Following the British Open Wheelchair Curling Championships in Kinross the Scottish Squad for the World Championship in Sweden from 16 – 25 February have been selected. The team consists of Michael McCreadie, Tom Killin, Angie Malone, Jim Seller and Aileen Neilson. Jim Elliot has been selected as the first reserve. The rules have changed and a female curler has to be on the ice at all times.

**ACTION**

- 4.1.3** The Wheelchair Curlers have won the Glenfiddich team event and will be on ITV at 11.00 hrs tomorrow.
- 4.1.4** Paul Wilson, the newly appointed Disability Development Officer with Scottish Swimming, is now in post. A meeting to look at the present structures and developing the pathway for swimmers with a disability in Scotland, has been arranged with representatives from SDS (Chairman, CEO, Graham Cormack and Jen Quinton) and Scottish Swimming for the 6 December at the Fife Institute, Glenrothes.
- 4.1.5** GP Football – World Championships. The GB Football group is not constituted. The following proposals have been made, to second Jeff Davies to the post of Performance Director for the remainder of 2006/2007. UK Sport funding will be through the FA for the exclusive use of GB football. All to be co-ordinated through a service level agreement which UK Sport are happy to draft. The BPA would not do this without a service charge. Head coaches would be recruited from Blind and CP section. SDS is being asked to support this interim agreement. Ranking Points – only fair way is to choose the highest ranking team. Short discussion followed on the Scottish involvement at World Championships and accumulation of Paralympic ranking points for any GB team. It is now proposed that the Home Nation team with the highest International ranking at the start of the qualification period should be nominated. SDS is also asked to approve this request. All present confirmed they were in agreement with the proposals.
- 4.1.6** Boccia – Confirmation has been received that two of our boccia players are now on the Fast Track programme and will have access to the Area Institute facilities.
- 4.1.7** Strong links have been forged with Heriot Watt University to look at research projects. Currently looking at Boccia ramps and Boccia Balls. They will look at four other projects for SDS. Wheelchair Curling delivery sticks is one suggestion. Any other ideas from the Board are welcomed. Ramps from the path to the green for lawn bowls would be useful.

**Chairman/CEO/  
Graham  
Cormack/Jen  
Quinton**

**ALL**

## **ACTION**

These would need to be easy to move and store. Further information available from Gordon McCormack, Richard Brickley, John and Val Robertson could possibly help. Jonathan Ogg of the Bowlers Association to be contacted. The curling group might also be interested in ramps for getting on and off the ice.

**Graham Cormack**

**4.1.8** Following a very successful meeting at Elmwood College Golf Club it has been decided to form a Scottish Disabled Golf Partnership to construct open communication links for sharing information and common interests. Notes are being circulated to interested parties and placed on the SDS website. An Action Plan for the partnership will be issued by the proposed steering group.

**4.1.9** Meeting held with Suresh Paul and Pauline Sanderson of Equal Adventure, providers of inclusive training, equipment and development opportunities in all aspects of outdoor adventure are looking for funding. They have asked if SDS will provide a letter of support for funding from **sportscotland**, as well as provide financial support. The Board asked what would be the benefit for SDS branches and would like to be advised of the number of people involved and coaches trained. Those present agreed that SDS would provide a letter of support. Gavin Macleod will distribute the information he has received.

**CEO**

**4.1.10** Education & Training – To date 11 Disability Inclusion courses have taken place. Twelve further courses are scheduled between December '06 and May '07. SportSability deliverers course is arranged for 12 December. Due to a lack of support the Branch Conference arranged for the 12 November had to be cancelled. Further work needs to be given to promoting and encouraging people from Local Authorities to attend the Active School Inclusion Networking Days.

**4.1.11** Graham Cormack is currently working on the Action Plans and Performance Planning for the new processes to be put in place for the six Strand 1 sports.

## **ACTION**

**4.1.12** SDS Edinburgh Office Administrator Post – Three people were short listed and interviewed. The successful applicant declined the offer. The position has been re-advertised. Applicants will be short listed on 5 December and interviews will take place on 15 December.

**4.1.13** SDS was invited to be involved in the press launch of the Scottish Parliament's Equal Opportunities Committee's disability enquiry report. Anyone interested in seeing the report to contact Gavin Macleod.

**ALL**

**4.1.14** Communication – Following the meeting with Sportfocus a proposal for the re-vamp of the SDS website has been submitted. Proposed cost £7,000. Sportfocus are offering a sponsorship deal of £3,000 and for that we would sponsor Sportfocus. Currently £5,000 is available from **sportscotland**.

Steve Donolly, Fife Institute, will now be taking on the responsibility of co-ordinating the SDS website. Steve Donolly will liaise with Sportfocus once Cynthia Clare steps down.

**4.1.15** Meeting held on 13 November with Fred Coulter, Stirling University and **sportscotland** to discuss a proposed research project on elite athletes and the impact of their handicap and further education of elite performers.

## **5.0**

### **Finance**

**5.1** Financial Statement April – November 2006.

The April to October and April to November statements were both issued.

**5.1.2** All will see that the money has come in from **sportscotland**.

**5.1.3** It was confirmed that the Board had all seen the Financial Procedures document and approved of the system.

## **ACTION**

**5.1.4** It was confirmed that two of the three new signatories were in place.

**5.1.5** Since becoming a Company Limited by Guarantee and the appointment of Ailien Pallet as the Finance Manager SDS did not require the services of a Treasurer. It is proposed that the Vice Chairman, Jim Thomson, takes on the role of finance. This was agreed in principle and will be ratified at the Induction Weekend to be held on 12/13 January.

### **5.3** Other Financial Issues

**5.3.1** Following a discussion on staff pensions, those present agreed in principle that all staff should be offered a pension scheme; proposed 6% each way. Heather Lowden to look at the options available.

**Heather Lowden**

## **6.0** **Development**

### **6.1** **Child Protection Implementation Plan – Claire Mands**

**6.1.1** Not a lot to follow up on. Meeting held with Richard Brickley and a cut off date of the end of the year agreed for the Equity and Child Protection documentation. SDS needs to ensure that all the sports people are covered. We need to find out now where the delays are and ensure these are sorted out. It is imperative that all disclosure forms are completed and returned. Concerns were raised regarding liability and responsibility issues particularly if co-ordinators are allowing people to coach who are not checked. SDS needs to issue a master list showing those that have been checked and are eligible to coach. Those that have not been checked will not be allowed to coach.

**Claire Mands**

**6.1.2** Documentation needs to be in place for each of the Branches to ensure they have an Equity and child Protection policy in place.

**Claire Mands**

**ACTION**

**6.1.3** SDS needs to publish lists and if a name is not listed then they cannot coach or be in charge of children and vulnerable adults. Claire Mands explained the difficulties with Disclosure checks through local authorities.

**Claire Mands**

**6.1.4** Changes are being made to development policies and guidelines. Implementation plans need to be in line with ACCORD.

**6.2 Equity Standard Foundation Level. Progress Report**

**6.2.1** All of the bits and pieces with Child Protection are being pulled together. SDS does not have a policy it just has a statement. Richard Brickley is pulling something together.

**Richard Brickley**

**6.2.2** It was confirmed that Claire Mands's job description is being updated, Time Sheets are being updated to show the time spent on the Equity Standard. During the meeting with Richard Brickley it was agreed that deadlines need to be set and time spent on specific work needs to be clearly identified. It is anticipated that everything will be ready for February then SDS should be ready in March for the Foundation Level.

**6.2.3** Jill Bennett will be carrying out the 3 hour training session with the Board Members on the Equity Standard.

**7.0 Reports Specific**

**7.1 Away Days – 12/13 January 2007**

**7.1.1** It was confirmed that Heriot Watt University had been booked for the Board Members Away Weekend. Times have to be confirmed but it is anticipated the Programme will commence on Friday afternoon at 14.00 hrs until 21.30/22.00 hrs. Overnight accommodation arranged. Commence Saturday morning at 08.30/09.00 hrs and finish around 16.00 hrs on Saturday afternoon.

**ACTION**

**7.1.2** Alison Pithie had been in contact with a number of the Board and once all the comments were accessed an Agenda for the Away Days would be prepared and issued. It is hoped to have the Programme ready for issue before the Christmas break.

**7.1.3** Induction Document to be e-mailed by Gavin Macleod.

**CEO**

**7.2 Professional Officers Group – Katie Oman**

**7.2.1** Session outcomes and feedback from the last meeting held on 11 October have been issued. Consideration needs to be given to these comments and how relevant they are. These are the people that SDS wants to work with to identify young people and additional talents. It is a huge education programme and SDS needs to make these people aware of what is happening. There is a need for a Board Member to take responsibility for this group. (To be discussed at the Away Days)

**Carried  
Forward to the  
Away Days**

**7.2.2** The proposed dates for the next meetings are 21 March and 10 October. Proposed venue to be in Kinross rather than the Dewars Centre, Perth.

**7.2.3** Concerns were expressed at the number of Professional Officers who were not attached or involved with a branch and did not know much about SDS and how it operates. SDS needs to identify key issues and then decide how to convey this.

**7.2.4** Questions were asked about the Branch Audit. The results had not shown the information that SDS was looking for. It was felt that each branch should be visited and talked to. The audit is important to know what is happening and how good the Branch is. Discussion took place on who should be approached to try and get people motivated. Would things happen locally if there was no branch? Heather Lowden to re-issue the paper on the Regions.

**Heather  
Lowden**

## **ACTION**

### **7.3 Education & Training**

**7.3.1** Nothing to report.

### **7.4 Governing Bodies Issues-All**

**7.4.1** Scottish Swimming – Meeting arranged for the 6 December at Fife Sports Institute, Glenrothes.

**7.4.2** Met with UK Athletics, new Performance Manager who outlined plans for the way forward for Podium athletes and Development. Funding is not going to be available for athlete with a disability in Scotland although it does in England. Gavin Macleod will take to the CEO's forum at which it is anticipated Phil Lane will be present. It was felt that the Development Group should also be writing. The total priority until 2008 is being given to Podium athletes. Nothing has been put in place for Performance athletes. Discussion followed on whether to resurrect the Home Countries Group consisting of two representatives from the Sports Council, one each from Home Countries and UK Sport and one Representative from SDS. Letter to be sent to Julia Bracewell, as Head of Regions and Nations.

**7.4.3** Swimming – at the last swimming meeting SDS were asked to identify 2 people to go through. Tim Redditch to be advised. Understand Richard Brickley has in hand.

**Richard  
Brickley**

**7.4.4** The Inaugural meeting of the New British Boccia Federation will be held on Friday. Northern Ireland are unable to attend the meeting and still have to decide how they will move forward with being represented.

### **7.5 Links with external agencies**

**7.5.1** BPA – Nothing to report

**7.5.2** UKSA – No LD athletes at Beijing.

## **ACTION**

- 7.5.3** European Conference INAS – Geoff Smedley is now the CEO of INAS Europe. Chris Hinkley is Treasurer and Nick Parr is Member at Large.
- 7.5.4** Special Olympics – Meeting to be attended on Monday to discuss Scottish issues and where Scotland fits into SOGB.
- 7.5.5** The Scottish Executive is looking for a briefing sheet on Special Olympics. SOGB is not recognised as a Governing Body and will therefore not be eligible for Government money. Local Authorities will have to be approached for funding.

## **7.6 Website Update**

- 7.6.1** Some training has been carried out with Steve Donnelly to enable the website to be maintained during Cynthia's absence on holiday. Cynthia Clare recommended that another person should be trained on maintaining the website to ensure the site could be kept up-to-date at all times. Thanks were given to Cynthia Clare for all the work she has carried out and for keeping everything straight.

## **8.0 Sports Reports**

### **8.1 Domestic Events**

- 8.1.1** Lots of events have taken place. Delighted to see that the Carpet Bowls Entry Forms have been issued 6 – 8 weeks in advance.
- 8.1.2** Schools Cross Country events start next week.
- 8.1.3** There is a lot happening in December, four athletics events and swimming events.

## **ACTION**

**8.1.4** In the New Year there are three football events and by the end of next week the Boccia will be arranged.

**8.1.5** UK School Games to be held on 24 – 26 August '07 at the University of Coventry. Chairman and CEO to write. Heather Lowden will provide contact details for the Youth Sports Trust and also Hazel. CEO

### **8.2 International Events**

**8.2.1** Following the Boccia World Championships Britain is ranked 9<sup>th</sup>. Three male and one female are doing extremely well and three could possibly have potential for Beijing; maybe even 4 or 5. Two male and one female are off to Hong Kong for an International Training camp.

### **9.0 Any Other Business**

**9.1** The Risk Register for the Association has been redistributed. Any comments by return. **ALL**

**9.2** SDS invited to an Anti-Doping Conference to be held on 8 – 9 March at the Holiday Inn, London. Proposed that Graham Cormack attends.

**9.3** Reference was made to an e-mail from Richard Brickley regarding emerging talent for a youngster Stephen Hogan.

**9.4** Two years ago Heather Lowden organized a promotion on wheelchair tennis. Meeting has been arranged for next week to discuss the relationship with Tennis Scotland. Lawn tennis currently have the No 1 Junior in Scotland and one in the top 50 in the World.

Friday evening club run by Caroline Johnson, takes place at Scotstoun in Glasgow.

## ACTION

Six tennis players are going to Shanghi; two from Scotland and four from England. This is being funded by the Law Tennis Association.

- 9.5** Scottish Wheelchair Bowls Association - A question was raised, asking where does this group fit in? It was understood that they come under Spinal Injuries Scotland and are set up as an independent body. They are hosting the British Isles Championships and have applied to the lottery. They may require a reference from SDS>
- 9.6** Sports Development Conference, Glenrothes. The only disability content in the programme was in the grapevine session by Gavin Macleod and Emma O'Callaghan.
- SDS needs something linking the Local Authority to education – suggest Lothian or Ayrshire Special Games. It was hoped that these would have been on the Agenda.
- 9.7** SALSC Conference is looking for a sports specific workshop. Stuart is taking one on developing football and links between the SFA and SDS.
- 9.8** Libby Clegg has been put forward for Sports Personality of the Year.
- 9.9** The wheelchair curlers are up for Team of the Year and last night it was announced that they had won the Glenfiddoch Award.
- 9.10** Bye-laws – The cost of the work to date in respect of the proposed Bye-laws would be £500 to £600.

There being no further business the meeting closed at 20.05 hrs.

**Date of Next Meeting – Monday 15 January 2007, sportscotland, Caledonia House, South Gyle, Edinburgh at 16.00 hrs.**

Circulation: Management Committee + Administrator, Edinburgh Office