

DUNFERMLINE AMATEUR SWIMMING CLUB

ANNUAL GENERAL MEETING MINUTES - Sunday 11th November 2018 – 13.00

Chairman

Welcomed everyone along to our annual general meeting in our 70th Birthday year. We have marked the occasion throughout the year with our Platinum Sprint Gala, Fordell Birthday Activity day and all swimmers will be in receipt of a special edition personalised silver swimming cap. We hope you can continue to join in with the celebrations at the annual prize giving night on 7th December.

Not only is this a special year for our Club, as I am sure you are all aware today marks 100 years since the end of World War One. On this special remembrance Sunday all attendees joined in a 1-minute silence to honour and respect those who have paid the price for us and our freedom.

Thank you to everyone who has come along today and for showing your support to the club. The agenda, annual report, last years minutes have all been circulated in advance of today's, hopefully you have all had the chance to read through the information.

Apologies – Richie Metcalfe, Ruth Robertson

Minute of AGM – 28th October 2017,

Karen Kemp approved, seconded Robert Smith

Matters Arising

There has been a lot of activity behind the scenes this year from a coaching and committee perspective. Following last year's AGM we were concerned at the lack of committee members particularly as several key posts remained vacant. Despite this we have worked hard on the administration of the club which is now in a much better position. We do however need to address the vacant positions today.

Last year we were also unsure as the future of silver and bronze sessions and with no squad coach in place and the requirement to place an advert externally. This position was not filled but thanks to our existing volunteer coaches and some new coaches Elizabeth, Audrey, Joe, Andrew & Fiona stepping up to help, sessions could continue. Thank you also to Roz for returning and providing support. In July this year Graham came forward to cover this role which has brought stability to both squads.

Reports

The fully inclusive report was issued in advance of today's meeting in accordance with Club constitution. Key points highlighted;

We are indebted to our coaches for all the voluntary time and effort they put in not only poolside but also behind the scenes preparing sessions plans, attending meetings and keeping their qualifications up to date in their own time. This club would not run without them.

Thank you also to those helping poolside, supporting at galas and at club events this is greatly appreciated.

Congratulations to Graham Thomson and Fiona McArthur for completing their level 1 coaching qualification and good luck to Andrew Ross who is looking to achieve his level 1.

There have been no child protection issues at the club and we are happy to report that Annette Bond will be continuing in the CPO role (newly named WPO) for the next year, thank you Annette.

Opportunity was provided for any comments or questions about the report so far, none raised. Strongly recommended those that may not have read the report yet to do so to ensure up to date with club matters.

Gilliam handed over to Matthew to present the Club Accounts for approval and to provide an update re SASA and Club fees.

Matthew

Matthew presented the accounts as shown in the 2018 AGM report which was circulated prior to the meeting. The deficit from this year was £3517 the key drivers being reduced swimmer's fees, increased pool hire cost and a one off investment of new club laptop including software and security.

Matthew highlighted the fees section of the report in relation to the proposal to change the annual membership fee to be payment of SASA membership fee only. This would be due 1st March and the fee would be decided by SASA annually. The annual swimmer's membership is proposed to be included within the monthly fees.

It was also highlighted that there had been no increase to DASC monthly fees for at least 5 years despite rising pool hire costs due to inflation. The monthly fees will be increasing per proposal in AGM report with Gold seeing a higher proportional increase due to the 8.5 hours pool time.

Gillian Wilson asked any if there were any objections or questions for Matthew and 1 question was raised by Mrs McGowan asking when the increase to monthly fees will take effect. Matthew confirmed this would be with effect from 1st Jan 2019 and communication would be issued to confirm. No further questions or objections were raised.

Approval of the Annual Accounts

Proposer: Matthew Bond Secoder: Robert Smith

Appointment of Auditor: Karen Graham (Son Aidan is in Gold Squad)

Motions & Proposals

Gillian Wilson read through the Constitution, Bye-Law and regulation amends which were all seconded by the management committee. There were no objections or questions from the room.

Constitution Amends

- C3.1a The membership shall consist of the following categories:-
- a) Adult Member (An Adult is an individual 16 years and over as recognised in Scots Law)
 - Swimming Member
 - Non-Swimming Member

Proposal to change wording as follows;

- a) Adult Member (An Adult is an individual 16 years and over as recognised in Scots Law)
 - Swimming Member
 - Non-Swimming Member (this includes Masters who are registered & represent the club but do not train at club sessions)

Reason: to include Masters swimmers within the constitution.

Proposer: K Kemp

Secoder: Management Committee

- C3.2.1 The membership fees of existing members (agreed at the AGM) shall become due on 1 January in each year and those of new members on the date of acceptance for membership.

Proposal to change the date of 1st January to **1st March**

Reason: to better align with the new SASA year.

Proposer: M Tate

Secoder: Management Committee

- C3.2.2 Members not renewing by 31 January will be deemed to be non-members and will be notified in writing accordingly.

Proposal to change the date of 31st January to **31st March**

Reason: to better align with the new SASA year.

Proposer: M Tate

Secoder: Management Committee

- C4.2 The Club shall comply with the Scottish Swimming Codes of Conduct, Ethics and Child Protection Guidelines.

Proposal to amend Child Protection Guidelines to Well-Being and Protection Guidelines

Reason: to align with SASA guidelines

Proposer: G Wilson

Secoder: Management Committee

- C4.6 The Management Committee shall have the power to publish and enforce such Regulations as the Committee feels necessary to govern the activities of the Club.

Proposal to change wording as follows "...power to publish, **amend** and enforce such."

Reason: to better define the ability to change regulations.

Proposer: M Tate

Secunder: Management Committee

Amendments to Bye-Laws

As defined by Constitution C4.5 Amendments to the Bye-Laws shall only be made provided a simple majority of those present and voting is secured.

BL1.5.1 The Management Committee shall comprise the Officers of the Club (as defined in paragraph BL1.2), seven other Adult members and the Swimmers representative. The appointed positions of Child Protection Officer (where not one of the elected adult members) and Squad Coaches will be ex-officio members.

Proposal to change Child Protection Officer role to Well-being & Protection Officer

Reason: To align with SASA role name

Proposer: G Wilson

Secunder: Management Committee

BL1.5.10 The Management Committee shall appoint at least one Child Protection Officer (CPO) who has attended a Scottish Swimming approved training course.

Proposal to change Child Protection Officer role to Well-being & Protection Officer

Reason: To align with SASA role name

Proposer: G Wilson

Secunder: Management Committee

BL1.5.12 The Swimmers Representative shall be elected by the Swimming Members of Performance, Junior Performance and Platinum Squads and must be an Adult swimming member of the Club on 30 June prior to the AGM. The AGM approve the appointment.

Proposal to change to;

"The Swimmers Representative (**minimum age 14**) shall be elected by the Swimming Members of ~~Performance, Junior Performance~~ **Gold** and Platinum Squads and must be an ~~Adult~~ a swimming member of the Club on 30 June prior to the AGM. The AGM approve the appointment.

Reason: Performance and Junior Performance Squads have become obsolete. Define minimum age.

Proposer: M Tate

Secunder: Management Committee

BL 3.4 Two of the nominated Officers of the Club shall sign all cheques and withdrawal notices drawn against Club funds.

Proposal to change to:

All invoices/expenses received by the club should be signed off by an Officer of the Club before being processed by the Treasurer. All Cheques drawn against Clubs funds shall be signed by a minimum of two Officers of the Club. When payments are required to be made by direct Bank transfer the Treasurer shall obtain e-mail/written agreement from the President or another Officer of the Club prior to making an electronic payment.

Reason: To align with SASA guideline and to ensure swift, efficient payment of invoices for the club to ensure payment terms can be met. All online payments have a complete audit trail of where the payment is made, and all payments should be backed up with invoice/receipt backup.

Proposer: M Bond

Secunder:

BL 3.12 All outgoing payments of £50 (fifty) or more shall be made by cheque signed in accordance with paragraph BL3.4.

Proposal to change to:

All outgoing payments shall be made by cheque or direct bank transfer duly authorised in accordance with paragraph BL3.4

Reason: To align with SASA guidelines.

Proposer: M Bond

Secunder: Management Committee

BL 4.2.1

A Grievance, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with the management of the Club can be made by:

- Any member of the Club
- A parent or guardian on behalf of a junior member as defined in paragraph C3.1(b)
- Any individual

Proposal to change to add the wording

A parent or guardian on behalf of a Member classified as a Vulnerable person, defined as a person who lacks sufficient capacity to present a grievance by themselves.

Reason to align with SASA guidelines.

Proposer: K Kemp

Secunder: Management Committee

BL 4.3.2 A complaint must be made in accordance with Scottish Swimming Company Rules, Section R.12.

Proposal to change wording to A complaint must be made in accordance with Scottish Swimming Company Rules, Section R.12 to R.15.

Reason To align with SASA rules.

Proposer: K Kemp

Seconder: Management Committee

BL 4.4.1 An appeal may be made against the decisions taken by the Club in respect to the outcome of a complaint submitted grievance or against decisions taken by the national Enquiry Panel.

Proposal to change wording to;

An appeal may be made against the decisions taken by the Club in respect to the outcome of a complaint submitted grievance or against decisions taken by the National Complaints Committee.

Reason: Updated to reflect new committee name.

Proposer: K Kemp

Seconder: Management Committee

BL 4.4.2 An appeal must be made in accordance with Scottish Swimming Company Rules, Section R.14.

Proposal to change wording to an appeal must be made in accordance with Scottish Swimming Company Rules, Section R.12 to R.15.

Reason Update to reflect new SASA referencing.

Proposer: K Kemp

Seconder: Management Committee

Amendments to Regulations

R2.1 Squads will be structured on a progressive training ability and achievement basis and will be called Dolphin, Bronze, Silver, Gold, Junior Performance, Performance and Platinum.

Proposal to delete reference to Junior Performance and Performance Squads.

Reason: Performance and Junior Performance Squads have become obsolete.

Proposer: M Tate

Seconder: Management Committee

R3.1 The Management Committee will appoint and approve poolside staff prior to them taking up a role on the poolside. Appropriate recommendation by the CPO must be obtained prior to such approval being given.

Proposal to change Child Protection Officer role to Well-being & Protection Officer

Reason: To align with SASA role name

Proposer: G Wilson

Seconder: Management Committee

R3.3 Where a shortfall of poolside help exists for a session that threatens to suspend that session, the Squad Coach shall request support from a member of the MC or exceptionally by a parent of one of the swimmers in the squad who is known to them. Self-declaration forms will be available from the CPO and must be completed by all volunteers as required by the latest Protection of Vulnerable Groups and Scottish Swimming guidelines.

Proposal to change Child Protection Officer role to Well-being & Protection Officer

Reason: To align with SASA role name

Proposer: G Wilson

Seconder: Management Committee

R7.1 Club Captains are to be elected in November each year by the Gold, Performance, Junior Performance and Platinum Squad Swimmers. There will preferably be one girl and one boy, minimum age 14, who shall be members of these squads.

Proposal to delete reference to Junior Performance and Performance Squads.

Reason: Performance and Junior Performance Squads have become obsolete. Suggested age added due to nature of the nature of his role.

Proposer: M Tate

Seconder: Management Committee

R 8.2 Swimmer of the Week Award will be made to the Dolphins to be retained for a period of one week. Winners will be selected by the Squad Coach.

Proposal to add Bronze and Silver Squads.

Reason: To update wording to accurately reflect current awards being made within the club.

Proposer: K Kemp

Seconder: Management Committee

Elections

<u>Position</u>	<u>2017/18 Incumbant</u>	<u>2018/19 Nominee</u>	<u>Proposer</u>	<u>Seconded</u>
POSITIONS				
President	VACANT	Gillian Wilson	Sarah Purcell	Karen Kemp Graham Thomson
Vice President	VACANT	Not Filled	N/A	N/A
Secretary	Sarah Purcell	Sarah Purcell	In 2 nd year of term	Steven Fielding
Treasurer	Matthew Bond	Gareth Hewie	Gillian Wilson	Susan Robertson
Membership Secretary	Ann Farrell	Ann Farrell	In 2 nd year of term	Julie Fielding
Gala Secretary	Ruth Robertson	Ruth Robertson	Karen Kemp	Gillian Wilson
CPO	Annette Bond	Annette Bond	APPOINTED BY MANAGEMENT COMMITTEE	
MEMBERS				
Members	Susan Robertson	Susan Robertson	Karen Kemp	Susan Robertson
(min 7 required inc. membership & gala secretary)	Julie Fielding	Julie Fielding	Ann Farrell	Sarah Purcell
	Karen Kemp	Karen Kemp	Gillian Wilson	Matthew Bond
	Gareth Hewie	Matthew Bond	Sarah Purcell	Robert Smith
	Robert Smith	Sueann Rochester	Gillian Wilson	Sarah Purcell
	Gillian Wilson	Not Filled	N/A	N/A
	VACANT	Not Filled	N/A	N/A
	VACANT	Not Filled	N/A	N/A
	VACANT	Not Filled	N/A	N/A
Swimmers Rep	VACANT	Not Filled	N/A	N/A
HONORARY				
Hon President	Phil Smithard	Proposed; Gillian Wilson	Seconded; Sarah Purcell	
Hon V-P	Mrs Sylvia Mackay	Proposed; Gillian Wilson	Seconded; Karen Kemp	
Hon Members	Ms J Metcalfe	Proposed; Gillian Wilson	Seconded; Julie Fielding	
	Mrs A Garden	Proposed; Gillian Wilson	Seconded; Julie Fielding	

Approval of the Nomination of Swimmers Representative

No nominations were received

Any Other Competent Business

The room was advised that Photography at Club Champs is not permitted unless you have completed and requested permission forms. Annette Bond WPO will be available with the forms after AGM if required. Neil Farrell club photographer will be taking photo's poolside which will be on display at DASC presentation night.

Gillian closed the meeting, thanking everyone for attending and supporting the club.