

## BRIDGE OF DON ASC AGM

### APPROVED MINUTES OF MEETING ON 27<sup>TH</sup> MARCH 2012

#### 1. Presidents remarks

Thank you all for attending this AGM for Bridge of Don ASC.

The management of the club is very important to the running of the club and I am so please to say that we have a very strong committee who are committed to their roles and this is evident and has been commented on by others who are not members of our club and this is pleasing to hear. Thank you all very much.

The committee have worked this last year on the “paper work” side of the club (not as much fun as the swimming side) this is an on-going task and the new committee will be looking at the club handbook and making this as current and appropriate as possible to what the current structure of the club and also COAST is at present.

I would like to thank Cindy for the last two years that she has been on the end of the phone listening to any problems that may have come up and always willing to share with me her valuable advice. Cindy has taken on the role of COAST secretary and will not be carrying on as Vice President of the club, I wish her well in her new role and know that the club will be able to ask her assistance, if required, in the future as Cindy has a great deal of experience and she is always very approachable.

It has been a very successful year for BODASC, the progression of our swimmers through from Swim School into the club has been steady and this has led to a slight delay in swimmers joining the club from out with our scheme. We have swimmers progressing within the squads and also attending the COAST development squad which will hopefully lead on to them joining COAST and increasing the clubs presence there.

Not only have our swimmers progressed we have also encouraged the personal development of our coaches, teachers and Technical Officials and BODASC have supported them 100% to achieve this, well done to them. The club members enjoyed “spotting” Kevin officiate at the British Gas Swimming Championships earlier this month held in the London Aquatics Centre, well done to him! I felt for him ringing the bell for Rebecca Adlington, but no need to worry it all went without a hitch. Congratulations Kevin, an amazing experience.

With the construction of the new 50m pool well under way, we are coming towards what could be a difficult yet exciting time. There are already water plan meetings being held in the city with every club using the facilities available in Aberdeen having a voice. As a club we will continue to be represented at these meetings and any information will be fed back to members via the committee and our website.

There are also others who help the management committee on the IT side, thanks to Allan and Graham, it would be a real website/email tangle without you.

Finally if you will have me, I am willing to carry on as president for the forthcoming year.

Thank you Audrey

## 2. In Attendance and Apologies

Present- Audrey Deans, Lesley Beveridge, Colin Downie, Joan Paterson, Kevin Paterson, Cindy McIntosh, Heather Grant, Mike Pratt, Elaine Cruickshank, Nikki Perry, Alison Macdonald, Al Dewsbury, Ruth Stewart, Sean Dawson, Liz Kemp, Dianne Smith, Paula Macleod, Debby McIsaac, Gillian Main, Louise Muirhead and Fiona Leith

Apologies -Gordon Glasgow, Hazel Fowler and Linda Barrie

## 3. Approval of previous Minutes and matters arising

- Proposed by Joan Paterson and Seconded by Elaine Cruickshank
- There were no matters arising

## 4. Meet Secretary Report

It has been a great year so far for Bridge of Don ASC.

We have been to 53 Meets in total since 26<sup>th</sup> March 2011. 43 Short Course and 10 Long Course.

We have had a good lot of medals too. Great PBs.

I would like to thank the swimmers for their good behaviour and for

ensuring that they wear BOD kit when representing the club at meets. I would like to wish all the swimmers good luck in the coming year.

I would also like to thank all the parents who make meets possible. Be it by helping with the catering or the raffle, timekeeping, judging, coaching or chaperoning.

Thanks again and keep up good work.

We seem to of hit a lull in swimmers entering competitions. Hopefully this will pick up as the year goes on.

May I say a bit about draft programmes they really are just for Meet Secretary's to check for errors?

Yes they can be wrong.

I wish all the swimmers good luck in future competitions. And keep up the good work.

Roll on 2012 into 2013.

Joan Paterson  
Meet Secretary.

### 5. Honorary Secretary Report

This has been my third year as club secretary and excluding a few hic-cups with delays in securing room lets and obtaining a licence for our galas, overall things have gone very smoothly with no major administrative problems to deal with. In fact with many areas of this post that can now be done electronically e.g. email, document storage, completing and sending room/ pool application forms etc the role has become much more manageable.

My main duties include:

- Booking pool time for swim school lessons, squad training and swim galas
- Booking rooms for Technical Official courses, committee meetings and galas.
- Appling for licences for swim galas so that our meets can be accredited by Scottish Swimming.

- Handling incoming mail and distributing to relevant committee members or coaches.
- Organising any correspondence that needs to be addressed or sent out.
- Assisting in organising club trips e.g. Stirling training in August 2011.

Most notably, I assisted in collating all of the documentation needed for the club to update and regain its Swimark Accreditation. Swimark is a nationally recognised standard that enables us to develop and promote the club. It gives us access to discounted training courses and attract external funding grants or bursaries.

I have decided to volunteer for this post for another year but with a view to shadowing another role during this coming year

Lesley Beveridge

## 6. Coach Report

It's been two years since I agreed to take on the role as Head Coach at the club (with a few months break due to other commitments). I would like to thank the coaches for helping out with the running of the squads and other duties when I was MIA.

After last year's AGM Bridge of Don Swim School was set up, this has been a big success with over 120 swimmers learning to swim. This will have a great effect on the club as we will see these swimmers progress into the club. Alison McDonald looks after the teaching staff and they have done a great job over the year.

Sean Dawson has taken on the role as Assistant Head Coach which will be a big help to me over the coming year

This year we saw some of our older swimmers complete their UKCC level 1 courses and join the coaching/teaching staff also some of our coaches completed their UKCC level 2 courses ;congratulations to all

We had a long course training day in Stirling with Land work, 2 Pool sessions in August last year. Thanks to all who made it a great day!

Throughout the year the Club swimmers have attended many meets from Beta League matches to National competitions. Swimmers have performed great with PBs and Medals

There was no Summer Challenge Relay due to the pool being closed but had Xmas Challenge instead, which had 12 teams (JC1 -COAST) & a coaches team, this was great fun

## COAST

We have a total of 14 swimmers in COAST over the 4 squads  
The Coast development squad trains once a week at Northfield with 9 of our swimmers attending

## DRP

Bridge of Don had a number of swimmers attend the 3 day District regional squads with Meg Paterson being picked to attend the Stroke camp for Butterfly. The North District also held a training day and a long course weekend in Stirling.

Emma Mitchell trained throughout the year with the Scotland Disability Squad including competing in Sheffield. In April this year Emma will be attending the 2nd round of Paralympics Trials also in Sheffield.

All the squads have worked hard throughout the year working on technique, building stamina which has all paid off with tumbling pb's , attendance has been good on the whole.

I would like to thank all the swimmers for their hard work and enthusiasm, they are a great credit to the club and it makes all the hard work worthwhile.

## Clubs Champs

These were in November due to the Scottish Short Course in Inverness on our usual Saturday date. There was a great atmosphere and this in turn pushed the swimmers to race hard and break Club Champ records, there was 13 records broken Yasmin Perry (3) Zoe Grant (4) and Stuart McIntosh who broke all six (5 age group and 200frs open).

It was great to see so many swimmers taken part including the JT4 & 5 challenges, I think I can say it was a great day.

Finally I would like to thank the lead coaches, coaches, teachers, assistants and committee for making this year's hard work enjoyable. Also the Meet Secretary for arranging all the Meets & Time Trials that we attend and of course the parents for bringing them to the pool.

Kevin

## 7. Financial Report

### 1/ Financial Report

I am pleased to report that financially we have had a very successful year. In addition to our April Showers and September Splash event we have managed to raise additional funds from bag packing and the various other activities organised by Heather Our Social Convenor . These activities raised in excess of £2200 for bag packing and over £1100 from the other activities such as the monthly draw and the 2p challenge. The money raised was used for various trips etc for the club swimmers including the trip to Stirling, the Xmas cinema outing and the Xmas selection box given to each swimmer, the total cost for all these came to approx. £2400. The net impact of this and the other income raised and other expenditure incurred, was to help generate a surplus for the club of £1436 over the financial year ending 28/02/2012 – So well done to Heather and all the people who have involved themselves in the various fundraising efforts over this last year and I hope we can all manage to do our best to help in the coming year !!

We have now been set up with “easyfundraising” for the last few years and this has brought in an additional £79 which could be greatly increased if we all take advantage of the offers available through this scheme – Please see the link for this in the home page of the club website, as I am sure you will find something available in their offers which would appeal to you. We are currently looking into possibility of grants which may be available to us to help fund the running of the club and the various things we organise for the swimmers. In the coming year we have plans to organise a trip to another venue for the swimmers, along with various other treats etc. over the course of the year.

The club currently pays an honorarium to our teachers and coaches under 25 years. This is exceptional for a voluntary club and can only be paid whilst funds are available. We have no plans to remove this, however I do have a concern that potential changes to pool charges and the ever growing amounts of coaches requiring honorarium, will have implications on the clubs ability to maintain a sufficient surplus.

Draft Income and Expenditure Account for period to 31st March 2010

Income

Expenditure

Fees £21334.90

Pool Hire £19114.1

Gala Entries £4,539.75

Gala Entries £5,013.5

Refunds £698

Refunds £1033

SASA Reg. £3729

SASA registration £4483.5

Swim School Insurance £1070

Swim Shop £6180.24

Swim Shop £7690.74

Membership £4228.16

Postage & Stationery £109.89

Misc £4965.54

Misc £2642.84

Juice etc £34.93

Swim School £12872.8

COAST £360.00

April Showers £2,743.8

April Showers £1424.76

Sept Splash £3,663.61

Club Champs £90.00

Bank Interest £4.57

TOTALS £65050.37

Surplus of Funds @ 28/02/12 - £1911.10

Notes to Accounts ;

1. Pool Hire is outstanding for the months of December, January and February (as of 28.2.10)
2. Honorarium is the payment made to our teachers and coaches under 25 years old and is subject to withdrawal should funding not be available.
3. The swim shop is showing a loss over the year, however we are carrying a large stock that helps compensates for this
4. Audit fees are estimated

Audit Fees £275

Sept Splash £2261.23

Club Champs £1132.81

Honarium £14669.25  
Training Courses £1823.35  
TOTALS £63139.27

## 2/ Set Membership Fees for the Year

There are no proposed changes to the membership fees for the coming year ended 28/02/2013

## 8. Membership Fees for the year

It was agreed that the swimmer's membership fee would be fixed at £35 and £5 per adult

## 9. Proposed changes to Constitution

After discussion it was agreed that the constitution should be amended to read as follows: \_

C7.4 All cheques drawn against the Club's funds shall be signed by a minimum of two Officers of the Club.

C7.5 The Management committee can enter into contracts and/or partnerships, on behalf of the Club, provided each proposal is fully discussed at and recorded in the minutes of a quorate committee meeting prior to the commitment being made.

C7.6 All adult members of the Club shall be jointly responsible for the financial liabilities of the Club.

C7.7 Any surplus of the club's income will be re-invested in the club and not distributed to its members.

### C8.0 Discipline

C8.1 The Management Committee may take action (e.g. suspend or cancel membership) against any Club Member proved guilty of infringing the Club Regulations or acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the SASA Constitution and the SASA Company Rules have been applied.

C8.2 All Grievances, Complaints and Appeals, except for doping, child abuse or alleged criminal offences, shall be dealt with in accordance with Section 8 of the Club Byelaws.

C8.3 Grievances and Complaints involving child abuse or other criminal offences shall be referred to the SASA Chief Executive within 48 hours, in

accordance with SASA Company Rule R16.1.4 Failure to do so may result in disciplinary action. If the complaint involves the use of drugs the complaint shall be referred to British Swimming for action and no further action taken under the complaints procedure as per R12.1.5.

#### C9.0 Awards

C9.1 Nomination and selection procedures shall be in accordance with Section 9 of the Byelaws.

#### C10.0 Trophies

C10.1 All trophies belong to the Club in perpetuity and cannot be won outright.

C10.2 The Club Honorary Treasurer shall act as Trustee of Club Trophies.

#### C11.0 Dissolution

C11.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied towards the objective of the SASA.

C11.2 So long as the four honorary Officers of the Club C5.2 , agree to support the Club it cannot be dissolved.

### 10. Proposed changes to Bye- laws

#### Bye-Laws

BL1.0 [Not used]

BL2.0 [Not used]

#### BL3.0 Membership

BL3.1 Members of the club aged 16 years or over are classed as Adult Members.

BL3.2 The subscription of existing members (agreed at the A.G.M.) shall become due on 1 September in each year and those of new members on the date of acceptance for membership.

BL3.3 Members not renewing by 30 September will be deemed to be non-members and will be notified in writing accordingly.

BL3.4 Members will be excluded from taking part in any of the Clubs activities, competitions or meetings until their annual subscription is paid.

BL3.5 A member wishing to resign from the Club shall inform the Secretary in writing.

BL3.6 A Club member wishing to change their 1<sup>st</sup> or 2<sup>nd</sup> claim Club must do so in accordance with SASA Company Rule R5.2.

BL3.7 When an application for membership is turned down by the Management Committee, the applicant must be advised of the reason and their right of appeal to the SASA, in writing.

BL4.0 [Not used]

#### BL5.0 Management

BL5.1 The Management Committee shall comprise the Officers of the Club (as defined in paragraph C5.2), Assistant Secretary, Meet Secretary, Assistant Meet Secretary, Child Protection Officer, Equipment Convenor, STO Convenor, Membership Secretary, Swim School Coordinator, Coaches Co-ordinator, Newsletter Editor and a Social Convenor. The Squad Coaches will be ex-officio members.

BL5.2 The term of office for President, Secretary and Treasurer shall be one year.

BL5.3 The Vice President, the Assistant Secretary and Meet Secretaries shall be elected for a term of one year.

BL5.4 The term of office for the other Adult Members shall be one year.

BL5.5 Retiring members of the Management Committee may offer themselves for re-election.

BL5.6 Management Committee members shall hold a post consecutively for no more than three years, unless if no new member applies for election, then with the agreement of adult members at the A.G.M. the existing member may continue for one further year.

BL5.7 Management Committee members co-opted by the committee shall be subject to endorsement at the first E.G.M. or A.G.M. thereafter.

#### BL7.0 Finance & Accounts

BL7.0.1 The Treasurer shall arrange for the Auditor(s)/Independent Examiner(s) to examine and certify the Club accounts and balance sheet before presentation of an audited summary to the A.G.M..

BL7.0.2 The Treasurer shall submit a budget, to the last meeting of the M.C. prior to the A.G.M., for the following financial year.

BL7.0.3 The Treasurer shall submit a financial statement to the M.C. no less frequently than every 3(three) calendar Months.

BL7.0.4 All cheques drawn against the Club's funds shall be signed in accordance with paragraph C7.4 of the Constitution.

BL7.0.5 The Treasurer will make payments through the secure BACS system when possible.

BL7.0.6 No financial commitment can be made without the approval of the M.C..

#### BL7.1 Membership Fees

BL7.1.1 The membership fee shall be payable by the 1st of September each year. Members will be deemed to have discontinued their membership if they have not paid their fees by the 30th of September. The Management Committee shall have discretion to offer membership at a reduced rate for members joining the Club between 1st April and 30th June. The fee is non-refundable.

BL7.1.2 Members will be notified of the Membership Fee due 28 days in advance of the due date.

#### BL8.0 Discipline

Any member guilty of conduct or breach of the Constitution, Bye-laws,

Regulations which is detrimental to the interests or aims of the Club may be disciplined by the M.C., provided Paragraph C8.1 of the Constitution has been satisfied.

#### BL8.1 Suspensions

BL8.1.1 The M.C. may suspend, from activities wholly within its own jurisdiction, or expel a member as a means of discipline.

#### BL8.2 Grievances

BL8.2.1 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:

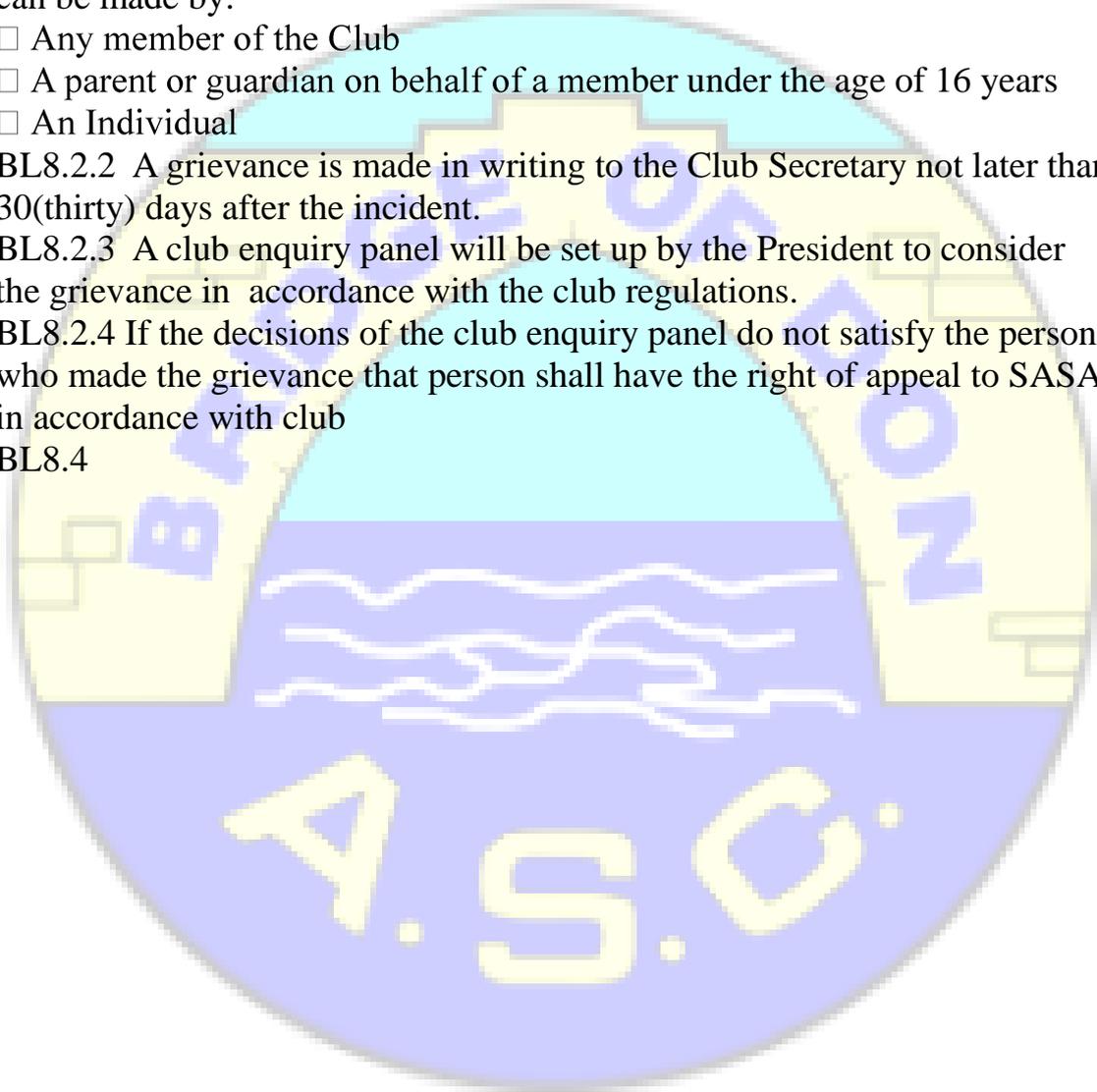
- Any member of the Club
- A parent or guardian on behalf of a member under the age of 16 years
- An Individual

BL8.2.2 A grievance is made in writing to the Club Secretary not later than 30(thirty) days after the incident.

BL8.2.3 A club enquiry panel will be set up by the President to consider the grievance in accordance with the club regulations.

BL8.2.4 If the decisions of the club enquiry panel do not satisfy the person who made the grievance that person shall have the right of appeal to SASA in accordance with club

BL8.4



## 11. Election of Management Committee

The following members were elected as follows

Positions	Nominee	Proposed by	Seconded by
President	<b>Audrey Deans</b>	<b>Elaine Cruickshank</b>	Heather Grant
Vice President	Colin Downie	Kevin Paterson	Lesley Beveridge
Treasurer	<b>Mike Pratt</b>	<b>Elaine Cruickshank</b>	Lesley Beveridge
Secretary	<b>Lesley Beveridge</b>	Elaine Cruickshank	Mike Pratt
Assistant Secretary	<b>Fiona Leith</b>	Elaine Cruickshank	Heather Grant
Convenor	Debby McIsaac	Elaine Cruickshank	Joan Paterson
Social Convenor	<i>Heather Grant</i>	<i>Elaine Cruickshank</i>	<i>Lesley Beveridge</i>
Child Protection Officer	Elaine Cruickshank	Heather Grant	Karen Pratt
Swim School Coordinator	Ruth Stewart	Mike Pratt	Nikki Perry
Coach Coordinator	Sean Dawson	Elaine Cruickshank	Colin Downie
Membership Secretary	Hazel Fowler	Audrey Deans	Kevin Paterson
Meet Secretary	Joan Paterson	Lesley Beveridge	Kevin Paterson
News Editor	Al Dewsbury	Elaine Cruickshank	Lesley Beveridge
Equipment Convenor	Dianne Smith	Karen Pratt	Mike Pratt
Assistant Meet Secretary	Vacant		

## 12. Approval of Management Committee and ,Auditors

The foregoing election of the committee members were approved by those present ; the new Committee would instruct auditors to inspect the Accounts , once available

## 13. Life Membership Awards

There were none proposed

## 14. Other relevant business

- It was agreed that Sean Dawson will be the Club's Coast representative
- the 3 North District Delegates appointed were Kevin Paterson, Audrey Deans and Colin Downie.

