



**Scottish  
Swimming**



# **AGM 2020**

## **AGENDA, BUSINESS DOCUMENT & ANNUAL REPORTS**

**26<sup>th</sup> September 2020, 10.30am  
Virtual Meeting**



# AGENDA

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## **List of Acronyms used in this Report**

SE	Swim England
BS	British Swimming
CEO	Chief Executive Officer
CPD	Continuing Professional Development
FINA	Federation Internationale de Natation
LEN	Ligue Europeenne de Natation
STO	Swimming Technical Officials
WPO	Wellbeing & Protection Officer

As we continue to find our way through this extraordinary year, it falls to me to welcome everyone to our first ever virtual AGM. Although many of us have become more accustomed to online meetings, this is not something that has been considered previously within our Constitution. It has not been ruled out, but neither has it been ruled in. In the continuing uncertainty of these times, we have concluded that this format offers the best option, at present, to ensure the safety of our members; to remain in step with possible government guidance on gatherings; and to guarantee - as far as is possible - that the AGM may be held at all, in order to conduct the business that we are required to within our governance, and to allow presentation of the Annual Report to take place. Although very different to our usual platform, there has been one positive side effect of conducting meetings in this manner: it is much easier for our members at a distance to be able to participate, which can only be a good thing.

*No objections have been received to the resolution intimated within the 2020 Annual Business Document: that the 2020 SASA AGM will be held virtually, via Hopin. The meeting will, therefore, proceed as indicated. Please note the intention for this resolution to be ratified at the 2021 SASA AGM, assuming this will be held in the traditional manner.*

At the deadline for publication of the Annual Business Document, there was still a great deal of uncertainty around the timescales for our aquatic activities to resume fully, which has left many in the world of Aquatic Sport anxious, unhappy, and concerned about the future. Aquatics is, and always will be, a physically and mentally demanding sport across all of its disciplines, but the experience of being unable to access the water for so many weeks has, itself, placed a distinct and tangible strain on everyone within our organisation, and within the partnerships we rely upon so heavily and with whose fate our own is intertwined. We are currently facing a crisis of a nature that is beyond the memory of us all, and, although the first steps of returning to the water have begun, the root cause of that crisis is still very much with us

I am extremely grateful that I had the opportunity, in the first year of this extended presidency, to meet so many of our members, both volunteers and athletes, to hear their thoughts and to be able to represent their views with authenticity. No one who has this privilege could fail to be impressed by the dedication and commitment of those who work so diligently to support endeavour and achievement within Aquatics. This opportunity provided a useful basis to continue to work from as we moved into the new, and unfamiliar, phase we have found ourselves in. I know you have continued to work tirelessly throughout, for the good of your athletes and your clubs. Your immense passion has not dimmed, and has been firmly in evidence as we have picked our way along this unmapped road together. A remarkable passion, one that is used to getting things done and tackling obstacles head on, without fear of failure. Challenge is what our sport is built on, and we do not give up without a fight even when the odds seem stacked against us. The challenge to work with the water in ways that push us to become stronger, faster, more skilled, more adept, more informed. To find ever more powerful ways to work together to break down the barriers that would confine us. While the decision was taken not to present our annual National awards this year, this was not because our members have not been striving towards these goals. Rather, it was to show solidarity across all areas of our practice, as the usual criteria for all could not be applied, given the position we have been placed in over the weeks since March 23<sup>rd</sup>. There have been many outstanding achievements along the way, and you will hear about these within the reports presented to this meeting, as has been the case in every 'normal' year.

Since early 2020, we have been confronted by an unfamiliar enemy that has attempted to undermine everything our community has built over the years. One that threatens not only the fabric of our own organisation, but that of the partners we rely upon to deliver our sport. We must not give up in our mission to find ways to overcome the new obstacles that now stand before us. We will continue to campaign consistently and persistently, from all quarters and via all avenues, to ensure that our collective voice is heard and understood. We will continue to support our athletes as they pursue their dreams; to support our local pools as they strive to overcome the immense challenges they now face, in opening and beyond; and to keep our sport at the forefront of the push towards fitness, better health and wellbeing, and opportunities for all. We will do this, as the Association has done throughout its 133 years, on behalf of all those who love the water and everything it has to offer, from the earliest days of life right into our senior years, from Learn to Swim to senior Performance. Together, our organisation will do everything in its power to ensure that aquatic sport remains viable and relevant as we look towards the future.

***Moraig Macdonald, President***

**Saturday 23<sup>rd</sup> February 2019, 10.30am**

**Pathfoot Lecture Theatre, Pathfoot Building, University of Stirling, Stirling FK9 4LA**

## 1. **President's Address:**

The President, Alison Low, extended a warm welcome to past presidents, life members, delegates and Board and Council members to the 120<sup>th</sup> AGM. The President thanked Stirling University for use of the facility, the Scottish Swimming staff for all of their preparations for and organisation of the AGM and Harper Macleod for its continued support at meetings. The President also thanked all those attending the AGM for their support.

Before continuing, the President respectfully requested delegates to stand and observe a one minute silence to commemorate the following Scottish Swimming members and supporters who have sadly passed away over the past year:

Bette Black	Ren 96 Life Member
Marina McFall	Motherwell & Wishaw Life Member
Donald Hopkins	SASA Life Member
James Ramsay Morton	SASA Life Member
Joyce Wadell	Duns ASC Coach
Dave Hill	City of Glasgow Swim Team
David Barr	Water Polo player

The President introduced the annual report video that was presented to the AGM and referred to her report within the AGM Business Document, adding that it had been a wonderful year for her and it is with sadness that she is stepping down.

The President moved on to outline the business of AGM and format for the remainder of the day, including lunch and workshops.

The President then introduced the colleagues alongside her:

Graeme Marchbank, Chair of the Board of Directors

Forbes Dunlop, Chief Executive Officer

Elaine Mackenzie, Director of Services

Deborah McGinniss, Finance Manager

Moraig Macdonald, Vice President

The President also took the opportunity to introduce the Council and Board members in the audience.

## 2. **Minutes of the AGM of 24<sup>th</sup> February 2018:**

A correction on page 8 was proposed by Robert Taylor, Heart of Midlothian regarding the reference "Duncan McConnell" which should read "McKinnell".

Subject to the amendment above, the minutes were accepted as a true record of the 119<sup>th</sup> AGM in 2018.

Proposed by Lynn Alderton, Alford Otters and seconded by Fiona Crawford, Kinross Otters ASC (SASA Council member).

## 3. **Business from Minutes:**

None.

## 4. **Correspondence:**

None.

## 5. **Address:**

### 5.1 **Address by Company Chair and Chief Executive**

The Company Chair, Graeme Marchbank, was then invited to present to the AGM. The Chair said he would focus on three highlights from the last year and the changes to the Board since the last AGM.

Whilst the Chair noted the many impressive statistics in the annual report, he highlighted the partnerships with 37 LTS providers' now in place that allow Scottish Swimming to better represent the interests of our clubs and gives us influence on the most common route to club membership as children progress through learn to swim. In short, this is the foundation of where we operate and our future members.

The second highlight comes from the Commonwealth Games, an event with many highlights, including the successes of James Heatley and Grace Reid. While the technical differences in the pathways of swimming and diving are obvious,

the strategy behind both is absolutely aligned and the pathway is the backbone of Scottish Swimming, helping all our members achieve to their maximum potential.

The last highlight mentioned by the Chair is that this is the 10th straight year of membership growth, which is a testament to the culture and experience all of our clubs offer every session, every day.

The Chair moved on to discuss the changes in governance, in particular the Board of company directors. The Chair noted the Chief Executive's appointment as **sportscotland's** first ever Chief Operating Officer, congratulating and wishing him well in this new role. The Chair commented on the Chief Executive leaving Scottish Swimming in a better place, his approach to developing partnerships and his diligence in working toward our goals has been a significant part of the success we have enjoyed over the last six years. The recruitment for our next Chief Executive is now well underway and we have received significant interest.

The Chair confirmed to the AGM that Kerry Christie has agreed to a second four-year term on the Board and David Carry has stepped down following his appointment as an independent director of British Swimming in 2018. John Mason and Maureen Campbell have also stepped down after reaching the end of their terms of office.

Following their stepping down from the Board, Jackie Davidson, Andrew Dunlop and Caitlin McClatchy have been appointed to the Board and the Chair shared some background on their skills and experience. The Chair also commented on the importance of remaining connected to the membership and maintaining a governance structure that is both correct and considered a best example.

The Chair concluded his presentation by noting that there have been challenges over the last 12 months and that we will face more over the next 12 months and beyond. However, the Chair is confident that we will continue to respond effectively to such challenges.

## **Presentations**

**Services:** The Director of Services, Elaine Mackenzie, advised the AGM of a few key highlights from the services area. Her presentation began by confirming that we have met our membership target of 24,000 members following our membership review last year. However, although our membership continues to grow year on year, it is not at the rate we had projected and so we have reduced our long-term membership target from 26,000 to 25,000.

Following our membership review, we are proposing to maintain our two-tier structure of swimmer and non-swimmer fees. From our consultation, the Districts have intimated they would be in favour of an incremental increase so we are proposing to increase the swimmer fee from £43 to £45 and the non-swimmer fee will be held at £10. The membership fees will be set for two years until 31 March 2021 with the next set of fees being considered prior to the next AGM in September 2020.

In relation to wellbeing and protection, Elaine advised that our wellbeing and protection policies were separated in 2018, which offer best practice for both children and adults. This area remains high on our agenda as it is important for the health of our sport. Our safeguarding officer is now contracted with us for 2.5 days per week as we have seen an increase in the number of cases requiring her services. Each District now has a local calendar detailing the training available to their clubs and there are a number of national online learning opportunities that our members can also take advantage of.

Following the introduction of the General Data Protection Regulation (GDPR) in May 2018, Scottish Swimming has undertaken a number of changes with support from Harper Macleod. This included changes to our policies, guidance and templates for clubs and offering drop-in sessions at SNAGs, which received positive feedback. The GDPR is now embedded into our governance sessions and is part of the SwiMark process. Elaine reminded clubs that ongoing compliance queries for clubs can be raised with Francesca Carlo, our Data Protection Officer.

In relation to equality, Elaine advised the AGM that the Board and Council have decided to defer the proposed date of March 2019 for submitting our application for the Advanced Equality Standard in order to ensure that equality is embedded throughout our sport and we hope to achieve the standard by the end of our current corporate plan.

Elaine also advised that having successfully maintained our satisfactory rating we have now been invited by KPMG to carry out a self-assessment. There is no obligation to complete this based on our rating but we feel in terms of good governance this will allow us to challenge our policies and processes to ensure we remain fit for purpose.

Elaine's presentation concluded with Scottish Swimming's commitment to continuous improvement and recognition of the need to be more innovative as technology becomes more advanced in an area of technical evolution. Examples of this were given, including improving commitment to customer service through direct marketing support to Trusts and Local Authorities signed up to the National Framework; further development of Azolve and introduction of HIVE, an online learning platform; carrying out our own video work and doing some of our own graphic design saving around £8k a year. We will continue to challenge our leadership and communication whilst ensuring we remain true to our values

**Finance:** The Finance Manager, Deborah McGinniss advised the AGM that the purpose of her presentation today was to summarise the accounts that had been presented in the Annual Business Document and talk through the key changes.

The AGM was reminded of the decision at the last AGM to change our financial year and membership year to align this with **sportscotland's** investment year. In addition, we changed our accounting policy and at the time we estimated that the impact to our reserves would be around £100k.

Deborah spoke to the figures in comparison to those presented last year and advised that our turnover has reduced, largely as a result of the treatment of our membership income across financial years. This also has an impact on our reserves which has gone from £4k to a loss totalling £5k. However, the main change is to our balance sheet. As a result of changing our accounting policy our grants & deferred income has increased. As deferred income is treated as a liability, our net assets and reserves totals have gone down to £142k.

Further, a comparison of the 12 month figures for 2017-18 to the restated figures for 2016-17 results in certain changes. The surplus presented for 2017-18 is not a reflection of the financial position at the end of October, this is the result of a planned surplus of £122k, which is the agreed approach by our Board to release some old historical pots in order to increase our reserves from £153k to £275k. Whilst the current reserves figure of £275k is not enough to support three months' trading, the Board has agreed a reserves policy to be implemented during the next round of the corporate plan.

Deborah also advised the AGM that our sponsorship target over the past few years has been ambitious as we based this target around the assumption that we would secure new sponsorship partners. However, this has not materialised and as a result we have reduced this target. Further, we are in discussions with Scottish Water around the possibility of extending our current agreement and hope to share news on that soon.

In relation to our badges and certificates, over the past few years our sales have significantly declined in this area. As our National Framework is now fully embedded with a number of Local Authorities and Leisure Trusts, we will revisit this area in order to generate revenue with a target of around £70k.

Deborah concluded her presentation by informing the AGM of the process for year end and confirming that an application to **sportscotland** has been submitted for £1.2m and we are cautiously confident that this will be secured. As our next AGM is not until September 2020, we have presented two sets of projections, the first to capture the five months through to March 2019 and the second for the period through to March 2020 within the Annual Business Document.

**Development:** The Director of Development, Sharon Macdonald focused her presentation on three key areas for which she has responsibility – participation, club development and education.

In relation to participation, Sharon advised the AGM that ensuring Everyone Can Swim is our vision and ensuring every child can swim is critical to Scottish Swimming achieving our three strategic objectives. It is the beginning of the athlete pathway whether a child chooses to swim for health, fitness and fun or whether to be a club swimmer and progress along the pathway to performance, it underpins all the work that we do. However, quite often the experience a child has whilst learning is the determining factor as to whether they will go on and continue in our sport.

Sharon confirmed that in 2014 following a comprehensive review of Learn to Swim ("LTS") programmes across the country and the support we as the Governing Body were providing to LTS programme providers, we developed a National LTS Framework to support the delivery of quality learn to swim environments. We identified following key components, which all need to be in place in order to deliver a quality environment:

- a comprehensive and inclusive aquatic pathway providing opportunities for all to participate in their chosen aquatic discipline;
- the right culture creating a fun, welcoming, child centred programme;
- quality programmes require a quality workforce – having the right people with the right knowledge, skills, values and behaviours; and
- effective programme management considering both what happens in and out of the water and finally developing partnerships is crucial to continuous improvement to enable the sharing of best practice and accessing knowledge and expertise.

We received an unexpected demand from LTS providers for support and this has resulted in a number of important achievements, including having 37 LTS providers signed up to the Framework. We delivered CPD training to over 1000 teachers across the country and we are seeing significant re-investment back into aquatic programmes. Further, we attracted a significant sponsor to support the programme and the majority of the providers we are working with are reporting that their programmes have grown with over 75k children in programmes across the country.

Sharon confirmed that as we are now entering our 4th year of implementation, we conducted an independent evaluation of the Framework which highlighted the following:

- 70% of parents, swim teachers and managers rated the Framework quality high;
- 95% of managers were positive about the increase in numbers;

- all managers were positive about the programme content, information and tools and skill progression;
- parents rated highly their children's enjoyment, quality of teaching, what their children have achieved and improvement in swimming skills; and
- Scottish Swimming's partnership approach is an example of best practice.

In relation to club development, Sharon advised that a working group was set up to discuss the need for a club development framework to support delivery of quality club environments. Following this, we have identified six key components to develop the club framework and principles have been developed for all sizes of clubs and clubs can access as many resources as they require.

To support delivery of the club framework, we have developed existing resources and created new resources. For example, HIVE. In coming months, more groups will be added and encouraged all to join.

In relation to education, Sharon confirmed that a review in 2018 identified the need to make significant changes to training of swimming teachers with more CPD coaches and practical based learning and application. A new swimming teaching qualification is currently being piloted across four venues in Scotland and will be rolled out on 1 April 2019.

Sharon concluded her presentation by noting that the work she has highlighted would not be possible without our partnerships and we believe that we have grown our credibility with key partnerships.

**Performance:** The Disability Development Manager, Paul Wilson presented to the AGM in the Performance Director's absence by highlighting some of the achievements from the 2018 season. Paul commenced his presentation with the belief that sport should be fun, memorable and enjoyable throughout the performance pathway and also noted the LTS link and the importance of our supporters who travel across the world to follow our athletes' achievements. Outstanding family support is key to the success and progression as athletes and people.

At Gold Coast's Commonwealth Games we had our second highest medal tally with a total of 11 medals and 13 medallists. We also had fantastic results from our divers with our first medals in this discipline since 1958. Paul presented a graph to the AGM illustrating our sustained performance and medal delivery – this is a trend that we hope to continue.

At Glasgow's European Championships, our 10 swimming athletes represented 24% of the GBR team, our two diving athletes represented 14% of the GBR team and our five para athletes represented 21% of the GBR team. In total, our athletes delivered 33% of the British medals.

Paul also highlighted certain fantastic individual performances, including Duncan Scott, Grace Reid and Toni Shaw. Such performances have also been recognised at the **sportscotland** Coaching and Volunteer Awards at which Duncan Scott's coaching chain was presented with an award. It is important to identify every level of coach to ensure that we are delivering good quality coaches throughout the pathway.

Paul concluded his presentation by highlighting our four stages of coaching as a strategic objective within the performance plan.

The Chief Executive, Forbes Dunlop thanked the team for their presentations and for putting together the annual report. Forbes considers this demonstrates that our sport is in a very healthy position, which is a testament to the team and everyone involved, and opened the floor for questions:

Helen Murray, Life Member raised a query regarding GDPR in respect of Scottish Swimming's use of business and personal email addresses Board members as Scottish Swimming should be encouraging the use of generic addresses and lead by example. FD responded to advise that the Districts are leading the way in this area due to the implications of using personal email addresses and confirmed that her point regarding Board members would be taken into account.

Nigel Martin, Kinross queried the increase in fees in relation to our missed membership target and if a 5% increase in membership fees is required to cover the 2.5% decrease in revenue streams. In light of **sportscotland** and sponsorship decreases, Nigel requested information on what is being done to increase revenues. FD advised that while the target was 26,000 the budget was set against a much lower level, recognising the stretching nature of the target and our prudent approach to budgeting. Further, our ongoing conversations with **sportscotland** are positive and the challenging area is sponsorship. The Management Team realises that there is a lot of time involved in managing a sponsor so the intention is to manage a few great sponsors rather than spread ourselves too thin. FD also advised that a new corporate plan will be presented at the 2020 AGM, which will consider our financial model.

Helen Murray, Life Member commented on the focus within the report from performance being on medals, rather than performance and would like to see graphs on athlete performance across different events. For example, she noted that there are eight records in women events achieved prior to 2009 and she would like to see more figures from the performance team on our strengths and weaknesses in this area. FD advised that the performance team has very detailed analysis available and so he would be happy to put Helen in touch with the Performance Director to provide the figures she has requested.

Forbes concluded by reporting on the culture and values working within the staff team. The staff and volunteers are working together to deliver the corporate plan and he took the opportunity to thank everyone as it is his last AGM. He has enjoyed working with Scottish Swimming and wishes everyone the very best for the future.

## 5.2 Company's Annual Report (includes reports from National Committees)

The President thanked staff for their comprehensive reports and referred to the national committee reports as previously circulated. She invited the Chairs to add to their reports.

**Diving Committee:** Allan Reid advised the AGM that the changes to the format of our National and Open Championships sought to make event more appropriate for those competing and make the most use of the Aberdeen facilities. This has been a success but there are still learnings regarding the running of the events but this brought forward a better feeling of partnership between diving and Scottish Swimming. Further, development of STO continues and we have coaches training this year to make sure that we have momentum and resilience.

**Masters Committee:** there were no further updates or questions.

**Open Water:** there were no further updates or questions.

**Swimming Committee:** Lynn Alderton advised the AGM of new records for 2018 since her report. The number of Scottish National records ratified has increased to 34, the number of para swimming records ratified is 64 and the number age group records ratified is 99. Lynn advised that the breakdowns will go on the website.

**Swimming Technical Officials:** Neil Valentine updated figures for 2018 since his report regarding certificates awarded: 186 (Judge 1), 60 (Judge 2), 34 (Judge 2S), 3 (Referee) 13 (Recorder), 3 and 2 (Open Water).

**Synchro Committee:** Phyllis McLean advised the AGM that since her report, we had a team down at the Nationals competition and Lucy Foster made the final for the 12 years and under age group. Edinburgh won the Club Championships in December 2018 and Linda Atkinson from Clydebank has been appointed as a GB judge for the FINA World Championships in April 2019.

**Water Polo Committee:** there were no further updates or questions.

The President thanked all of the chairs for their reports and there were no further questions.

## 6. Attendance and Apologies for Absence:

### Attendance:

Club Delegates:	<b>69</b>	East	26	Midland	11	North	12	West	20
Clubs Represented:	<b>42</b>	East	17	Midland	6	North	8	West	11
Life Members:	15								
Swim Schools:	0								
Council & Board of Directors:	9								
Total Voting Delegates:	<b>93</b>								

Also in attendance were:	Staff	<b>18</b>
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### Apologies:

<b>Life Members</b>	Ed Adam, Bill Black, Elspeth Black, Mary Black, Myra Grierson, Norman Grierson, Donald Muirhead. Malcolm Taylor
<b>Swim Schools</b>	Institute of Sport & Exercise University of Dundee

### Clubs

<b>East</b>	Armada Barracudas ASC, Bathgate ASC, Edinburgh University, Fife Synchro SC Ferry AST, Gala ASC, Glenrothes ASC, Kelso ASC, Musselburgh ASC
<b>Midland</b>	Blairgowrie ASC, Brechin Beavers ASC
<b>North</b>	Banff & Buchan Masters, Bridge of Don ASC, Broch ASC, Bucksburn ASC, Deveron ASC, Dingwall ASC, East Sutherland ASC, Garioch ASC, Grantown ASC, Huntly ASC, Inverness ASC, Lerwick ASC, Lochaber ASC, Nairn ASC, Nairn Synchro SC, Shetland ASC, Tain ASC, University of Aberdeen ST, Upper Deeside ASC, Whalsay ASC, Ythan ASC
<b>West</b>	Glasgow University, Larkhall Avondale ASC, North Ayrshire ASC, University of Stirling

## 7. Financial Report 2017/18, Budget for 2017/18 & Membership Fees for 2019-21

Proposed by David Downie, Life Member and seconded by Allan Fletcher, Life Member.

The membership fees were ratified for 2019-21. Durno Jessiman, Alford Otters (SASA Council Member) and seconded by Margaret Somerville, Life Member.



## 8. Company Fees & Fines for 2019/20

The Company Fees and Fines for 2019/20 were proposed by John Deans, Life Member and seconded by Derek McGown, East Kilbride ASC (SASA Council Member).

## 9. Alterations to the Governance Documentation

### SASA Constitution:

Proposal PC1:	Carried
Proposal PC2 & PR1:	Carried
Proposal PC3:	Carried
Proposal PC4 & PR2:	Carried
Proposal PC5:	Carried
Proposal PC6:	Carried
Proposal PC7:	Carried
Proposal PC8:	Carried
Proposal PC9:	Carried
Proposal PC10:	Carried
Proposal PC11:	Carried
Proposal PC12:	Carried

### SASA Articles:

Proposal PR3:	Carried
Proposal PR4:	Carried

The President thanked Blair Prentice and the Editorial Board for their work in preparing the amendments.

## 10. Matters the SASA needs to consider as sole member of the Company:

None.

## 11. Notices of Motion:

None.

## 12. Appointment of Members of SASA Council:

The President advised that the appointment of members of SASA Council were listed within the Annual Business Document.

There were no objections to these and the AGM approved the appointments for the coming year.

## 13. Endorsement of Members of National Committees

The President advised that there were a few changes notified within the STO Committee as follows:

Open Water Rep: Richard Collins should read Les Rodger; and  
Elected Members: Alison Finlayson and George Lawrie should read Vacancy.

Lynn Alderton, Alford Otters and Swimming Committee Chair advised that appointments on the Coaches Technical Panel are not District appointments but instead coaches are selected by geographical spread. The references to Districts should be removed so that they just read Coach. This was noted and will be amended going forward.

Subject to the changes above, the endorsement of members was approved by the AGM.

## 14. Confirmation of Appointments:

The President advised that the appointments were listed within the Annual Business Document. There were no objections to these and the AGM approved the appointments for the coming year.

## 15. Installation of President:

The President installed Moraig Macdonald as the new President of SASA.

The outgoing President shared some background on Moraig's commitment to swimming with reference to the letters in her name:

**M is for Mum**, first and foremost, as her three sons are such an important part of her life;

**O is for Official** at Club and District level, Moraig joined her club committee in 2005 and from 2007 she spent nine years as on the District Swim Committee and as Midland Championships Convenor, as well as other District roles, including Club Events and Training Secretary, Club Secretary, Volunteer Co-ordinator and President. In 2014 Moraig became the second Midland SASA Council representative, applying for Vice President in 2016;

**R is for Referee**, in 2004 Moraig began her training as a timekeeper and in 2011 she completed her STO training, qualifying as a referee;

**A is for All Rounder**, as well as officiating and technical officiating, Moraig is also a qualified coach – completing her L1 qualification in 2009 and undertaking her L2 training whilst studying for a MSC at Glasgow University;

**I is for intelligent, insightful, interesting individual** with tremendous sense of humour; and  
**G is for Great**, a great person to be the next SASA President, a true volunteer and committed supporter of her Club, District and SASA.

The outgoing President thanked the new President for being a supportive Vice President.

The new President said it was a great honour to represent SASA and thanked both the outgoing President and Margaret Somerville for being fantastic guides and mentors. The new President also extended her appreciation to the Scottish Swimming staff for the amount of time they put into their jobs and advised that she is looking forward to working with the Council and Board over the coming months. Aside from addressing business, Council meetings present an opportunity for District representatives to come together, share ideas and consult on best practice. Council meetings have reflected an ongoing culture of collaboration and co-operation, producing positive and fruitful outcomes as a result. The new President also advised the AGM that it had been interesting to be a part of Board meetings to see strategic direction and support provided to the organisation, ensuring that we are staying healthy as an aquatic community across Scotland.

The President confirmed the appointment of the Vice Presidents – Ian Fleming and Colin Kennedy.

#### **16. Presentation of SASA Life Membership:**

Having shared background information on each of the worthy recipients, Life Memberships were bestowed on:

- Alison Low
- John Mason
- Maureen Campbell who could not attend but the Chief Executive read out a note of acceptance on her behalf.

Alison is a highly committed volunteer. She is a respected coach, teacher and tutor, and has actively supported North District for many years as a committee member and Swimming Technical Official

Throughout her year as President, Alison has fulfilled her National commitments with equal dedication. She has attended National meetings, meets, events and Board meetings, including representation of the Association south of the border. She played an integral part in the recruitment and appointment process for the new Chair and members of the Board.

As Chair of Council, she has fostered a continuing culture of cooperation, permitting Council to work effectively alongside our National Governing Body. She has encouraged our District representatives to look to the future while remaining mindful of the lessons of precedent. An avid advocate for young people, she has actively supported the development of opportunities for our younger members within the organisation

In recognition of all she has done to support the Association, it gives me great pleasure to present Alison with Life Membership today.

John Mason was a member of the Board from 2006 to 2018, championing equality by supporting the organisation to achieve our intermediate award and encouraging us to work towards the advanced award. His chairmanship of the Audit and Risk Committee has allowed the organisation to define and limit risk, highlighting areas requiring further development. His experience and knowledge of the Scottish Government, Scottish politics and the bigger political agenda has proved invaluable to allow Scottish Swimming to remain in touch within a changing political climate. During his tenure with Scottish Swimming, the organisation's turnover doubled and the President was delighted to present John with life membership.

Maureen Campbell was a member of the Board from 2004 to 2006 and Chair from 2006 to 2018 providing excellent leadership and direction to Scottish Swimming and being very supportive of the Council throughout. Her commitment, enthusiasm and support has been unwavering and she remains as passionate and determined to see our sport move forward today, as she did when she joined the Board. Her leadership, vision and determination has seen Scottish Swimming develop into and become recognised as one of sport's leading Governing Bodies in Scotland. Maureen's leadership has left the organisation in a very healthy position with a platform to grow and develop.

The President thanked the AGM for attendance and prior to conclusion, confirmed the following dates for diaries:

1. Awards Dinner on 28<sup>th</sup> September 2019, Radisson Blu, Glasgow; and
2. The next AGM will take place in September 2020, date and venue to be confirmed.

**The AGM meeting concluded at 12.10 hours.**

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**CORRESPONDENCE**

**ITEM 4**

**None**

Scottish Swimming has enjoyed another successful year across the period April 2019 to March 2020 on all fronts of the business and the sport. While the end of the year has been hugely affected by COVID-19, our collective prior success is a result of the excellent work of our members and the support of our partners, and our sincere thanks goes to every person and organisation that contributes to developing aquatics in Scotland.

Progress against our KPI's across the three main objective areas in the Corporate Plan of Participation, Club development and Performance continues as we move closer to the end of the 2015 – 2021 plan. The trend across the life cycle of the plan demonstrates good progress and in fast approaching the final year, the process of developing the next strategic direction for the sport started early in 2020 to begin to explore the sport's future ambitions.

Our member clubs across Scotland continue to do an excellent job, providing the opportunities, skills and experiences for a continually growing membership to enjoy aquatics activities across all levels and abilities. The Club Framework continues to guide the development of stronger, sustainable clubs and was enhanced this year by embedding a volunteer strategy further supplemented with additional resources and support via our online platform, Hive, and Club Chairs networking events. This was all complemented by the hands on support of the Regional Swim Development Officers to ensure all clubs have access to help and support as and when they need it.

It was another very busy year for all of our athletes and coaches, in particular for those with Olympic ambitions as we looked forward and built up to Tokyo 2020. Yet again there was a strong Scottish contingent competing at a junior and senior level at World and European Para events; Grand Prix and World series Diving events; World and European swimming events, long and short course competitions and at European Youth Olympics. With plenty of medals and strong performances, the longer term strategy of ensuring high performance through effective athlete development and quality coaching continues to demonstrate progress. Congratulations to all the athletes, coaches, support staff and families for another successful year on the international stage and well done and thanks to British Swimming for a continuing strong partnership with Scottish Swimming that delivers valuable support and excellent results.

We recognise the important role that good teachers and coaches play in our sport. During 2019/20 we introduced our new Scottish Swimming Teaching Qualification bringing an innovative approach to modernising teacher education. With the aim of continuing the development of quality coaching we are developing a new Coaching Framework that will be influenced by the coaching review. We will continue to invest in teacher and coach education and development as a critical and core part of developing the sport. With it, is the drive to develop and support the future of aquatics by creating the Young Volunteer Programme, introducing a number of different components for members 25 years and younger to become more involved in shaping the sport.

Our work in Learn to Swim continues across Scotland. We now have 28 Local Authority / Leisure Trust partners and a further 11 aquatic providers delivering the National Learn to Swim Framework. With the help of our National Framework partners, the aim over an initial three-year period was to reach the target of 100,000 youngsters across the country having been involved in the programme to learn a life skill and a sport for life. By the end of March 2020, there had been over 106,000 youngsters involved in the programme and it is the success of the Framework and the strength of the partnership that has secured a further year of investment and sponsorship from Scottish Water.

As part of grant conditions, we are required to complete a governance audit on a regular basis, commissioned by **sportscotland** and led by KPMG. Following an audit in 2019 we were delighted with the final report which provided us with the highest possible audit rating: a rating of 'satisfactory' with no conditions or comments. Our commitment to achieving the Advanced Equality Standard continues, with the aim of evidencing that we have embedded our approach throughout our work. A recent example of progress towards this standard introduced during 2019 was our See My Ability campaign to promote and support our ongoing work targeted at ensuring opportunities exist for young people with a disability to swim.

We would like to thank our local authority, leisure trust and university partners; our sponsors and supporters, Harper Macleod, TYR and Scottish Water; and **sportscotland** for all the support they continue to provide to us. We would also to thank Council and Board members as they continue to provide support and challenge, the connection between members, clubs, Districts, Board and Council remains a critical aspect of the continued development and success of our sport. Finally thanks to the staff at Scottish Swimming as they continue to do a great job.

**DIVING REPORT**

2019 and early 2020 were promising times for diving in Scotland under the guidance of the National Coach Jen Leeming, with excellent performances at International, British and Scottish level demonstrating strong potential for the future.

**International Competitions**

James Heatly (Edinburgh Diving Club) and Grace Reid (Dive London Aquatics Club) represented GB at the World Championships in Gwangju, both reaching individual finals. In August, Gemma McArthur (Edinburgh Diving Club) was selected for her first European Diving Championships, in Kiev, where James won bronze in the 3m Springboard. Significantly, James and Grace qualified Olympic spots for Team GB. At the FINA Diving World Series events (5 in 2019 and one in 2020 prior to lockdown), Grace won 7 Synchro medals including a gold, and set a new British Record in the individual 3m Springboard. Three Scots were selected for FINA Diving Grand Prix with James winning a medal in each of his last 3 events including gold in Rostock and a Scottish Record while taking silver in Calgary. Lucas Thomson (Edinburgh Diving Club) won 2 silvers in 10m Synchro, and Gemma narrowly missed a medal with two 4<sup>th</sup> places in individual 10m.

At Junior Europeans in Kazan, Lucas and Cameron Gammage (Southampton Diving Academy) represented GB, both divers reaching the finals in their individual events and Lucas winning a bronze in 10m Synchro. The Youth Development Squad excelled in Eindhoven (2019 & 2020) and both Edinburgh and Aberdeen Diving Clubs competed in Croatia. Gemma also won a bronze in 10m at the 2019 World Student Games in Naples.

**British Competitions**

Six divers competed in the 2019 British Nationals winning 5 medals including 2 golds for James Heatly. Nine Scots attended the 2020 Nationals winning 6 medals with James regaining his individual 3m title (improving his own Scottish record) and Lucas taking gold in 10m Synchro. Danny Mabbott & Angus Menmuir (Edinburgh) and Clara Kerr (Aberdeen) attended their first Nationals, acquitting themselves well. Scottish divers excelled at British Junior Elites winning an amazing 9 medals including 4 golds from Lucas (10m & 10m Synchro), Cameron (3m) and Lachlan Stark (Edinburgh Diving Club) on 3m.

**Domestic Competitions**

The Scottish Nationals in December proved extremely popular and attended by 124 divers from Scotland, England (10 clubs) and squads from Netherlands, Spain & Jamaica. The 2019 Age Groups and Thistle Trophy (Novice Competition) in Aberdeen in May attracted a large number of divers from around the UK. Our Levels competitions have also continued to provide regular competition opportunities for divers of all standards.

**Coaches and Officials**

Scotland has been well represented on the International and GB stages. Becky Gallentree coached at both the World Championships and the World Student Games. Vicki Tomlinson was selected as a judge at one FINA World Series and 2 Grand Prix events and was the GB Team Manager at the European Diving Championships in Kiev. Scottish officials were also selected as the referee for the British Championships in 2019 (Jane Ogden) and 2020 (Vicki).

**Clubs, Facilities and Committee**

We are fortunate to have 2 outstanding facilities in Edinburgh and Aberdeen, both clubs are run well and (prior to lockdown) have seen membership increasing. The increase in numbers and standards at Aberdeen has been particularly heartening under the guidance of Judy Wardlaw. Dundee benefits from a hard working team and we were delighted when the Council in Ayr made structural alterations to the pool that has enabled all boards to be used after several years of significant limitations. This will hopefully be the catalyst for the only club in the West District to grow.

The Committee aims to promote diving throughout Scotland, focusing on the development of coaches and officials. I would like to express my thanks to Committee members, Scottish Swimming staff, coaches, officials, volunteers and, of course, our divers.

***Robert Heatly, Diving Chair***

## **MASTERS REPORT**

With the enforced and considerably shortened training and competition programme over the year, it has been enlightening to see how the Masters Swimming community adapted and embraced such a variety of alternative regimes to sustain fitness and wellbeing. Most Masters swimmers are used to juggling their time and priorities and they took the loss of pool access and competition hard but philosophically.

Ever inventive they used various social media platforms to generate group support networks from dry land workouts, virtual bingo, zoom T parties to more community orientated outcomes like food delivery and running errands. For many who were time managing with home schooling and working with all the distractions of lockdown, it was most impressive just how they found the time and energy.

SCB even completed a "Round the World Lockdown Tour" achieved in the month of June! Approx. 22,000 miles on turbo trainers, live walks etc. Many Masters swimmers being in to Open Water Swimming as well, took to the lochs as the water warmed and (with some secrecy when appropriate) there was quite a spike in that activity be it within 5 miles or walk/cycle journey either side of a swim.

All going well, there should be a reasonable period of pool time access for training to get back on track in time for a busy and uninterrupted 2021 season. The Scottish Masters SC Nationals are pulled forward slightly to 26<sup>th</sup>/27<sup>th</sup> March in Tollcross to allow for the British National Masters LC Championships being held between 23<sup>rd</sup> and 25<sup>th</sup> April, again in Tollcross. Our Scottish Masters swimmers have every incentive to work hard and get ready for those.

This is followed by the European Masters LC Championships being held in Budapest between 23<sup>rd</sup> and 30<sup>th</sup> May. Added to that there will be the usual annual events held in Scotland and as many as any swimmer wishes to enter in England. All dates and entry details are available on the Masters Calendar.

Fun Fitness and Friendship - Back in Business.

***Eddie Riach, Masters Chair***

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## **OPEN WATER SWIMMING REPORT**

Unlike other disciplines 2020 never got started because of COVID 19, however while the pandemic has caused problems for all, it has given Open Water a chance to thrive. As everyone is all too aware with swimming pools been closed for over half the year the only chance athletes have had to splash around and get reacquainted with swimming was by jumping into the beautiful lochs of Scotland or like myself tethered swimming in the back garden in a make shift pool.

What the pandemic has done is bring OW to the forefront and to that end Colleen Blair (RDSM for Highlands, Islands and Moray and OW Committee Member) created an OW workshop which has been delivered to over 60 coaches and club representatives to enable them to deliver OW Swimming training safely to their clubs. This has also highlighted the need for a formal OW Coaching qualification which the committee are now currently working behind the scenes on to hopefully bring to clubs and coaches in 2021.

With the increase in athletes taking to the Open Water in 2020, it is hoped that when events can restart that the discipline sees an increase in participants for 2021 at one of the 4 district events or the National Championships. This year would have seen the National Championships relocate to Lochore Meadows in Fife, this is due to the steady increase in numbers over the years and the event out growing the Sailing Club on the banks of Loch Venechar. Hopefully they will be able to accommodate us in 2021, attracting swimmers from the other home nations as well, to take part in one of the many distances from 1k up to and including the Olympic distance 10k event.

The discipline is also looking at how we can incorporate a specific OW training day/weekend into what will be a busy 2021 programme. The aim is to include training for swimmers, coaches, officials and our partners OW Rescue, providing variety and accessibility for members of Scottish Swimming outside of the pool environment.

We look forward to seeing many of you on the loch side next year.

***Richard Collins, Open Water Chair***

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## **SWIMMING REPORT**

At the time of writing this report in the aftermath of Covid-19, only Scotland's performance swimmers are "Back to the Water" in three centres. Hopefully, by the time it is read, swimmers of all ages and levels of achievement will have returned to the pool, enjoying the chlorine with friends and team-mates.

With no swimming having taken place since the Edinburgh International back in March, and the cancellation of all major international and domestic competition since then, one might be expecting a short swimming report. However, due to the change of timing for the AGM, that is not so. The highlight of the last report was the success and achievements of our swimmers on the Gold Coast in 2018 and plenty has happened since then! Many achievements in 2019 were celebrated at the Awards Dinner but have not been reported on yet so are summarised below.

### **International Competition**

2019 saw the inaugural season of the much-anticipated professional International Swimming League. This big budget short course team-based competition with fast-paced race sessions did not disappoint, and was expected to run in an expanded format for 2020, however, with world travel a challenge just now there may be some changes. There were Scottish swimmers competing for Cali Condors, Aqua Centurions, Team Iron and London Roar with Energy Standard the eventual winners in Las Vegas.

In more traditional competition, Duncan Scott, Ross Murdoch and Scott McLay, all University of Stirling, competed for Great Britain at the World Swimming Championships in Gwangju with Duncan winning Bronze in the individual 200m Freestyle and Gold as a member of the 4 x 100m Medley Relay.

Toni Shaw (University of Aberdeen Performance) stood out amongst the Scots competing for Great Britain at the World Para Swimming Championships winning six medals. There were Silvers in 100m Butterfly and 400m Freestyle and Bronzes in 100m Freestyle and 200m Individual Medley. There were also two Golds for Toni in team events at the Championships, one of which was a World Record in the Medley Relay.

There were medals too for Stephen Clegg of City of Sunderland (Silver – 100m Butterfly), Scott Quin of Warrender Baths Club (Silver – 100m Breaststroke) and Louis Lawlor of City of Glasgow Swim Team (Bronze – 100m Backstroke).

University of Stirling's Craig Benson, Mark Szaranek and Craig McLean competed for British Students in Naples at the 30th edition of the Summer Universiade and Archie Goodburn (Warrender Baths Club) won Bronze in 50m Breaststroke competing for Great Britain at the World Junior Championships in Budapest.

Archie was also in action at the European Junior Swimming Championships in Kazan, this time picking up a Silver, and Katie Shanahan (City of Glasgow) won Bronze in the 400m Individual Medley. Also competing were Charlie Hutchison and Lauren Wetherell (both Ellesmere College), Evie Davis (Bromley Swimming Club) and Emma Russell (Heart of Midlothian) with all the girls winning medals in team events.

Katie and Evie were joined by Mark Ford (City of Glasgow) at the European Youth Olympic Festival in Baku where all three Juniors won medals with Katie the stand out winning five medals including three Golds in Championship Record breaking times in the 400m Individual Medley, 200m Individual Medley and 200m Backstroke.

### **Domestic Competition**

2019 was a successful year with full meets and some great competition.

2020, not so. Our Scottish National Age Groups was an early victim to the Covid-19 restrictions and the Scottish Open Swimming Championships, Scottish Summer Meet and Scottish Team Championships fell soon after. The Scottish Short Course Swimming Championships is still in the calendar at time of writing.

A Competition Review Group has been created to consider how return to competition should be managed once we have returned to training. The group will also be reviewing the Scottish competition calendar and making recommendations to Swimming Committee for the years ahead.

### **National Programme and Squads**

The cessation of competition has led to a lack of opportunity to post times to enable swimmers to qualify for the National Programme at all levels. This has thrown up some challenges to the Performance Team, who

have, with the support and input of coaches at weekly Zoom meetings, applied some broad principles to allow selections to take place through a combination of selections and nominations.

Programme activity is planned to take place with a combination of virtual and face-to-face sessions when restrictions are sufficiently lifted.

### **Records**

Scottish swimmers broke a grand total of 41 Scottish National Records and 57 Age Group Records in 2019 – a bumper year compared to 2018. To date in 2020, unsurprisingly there have been no new Scottish National Records set and just 7 Age Group Records.

2020 has seen 10 new Para Swimming Records whereas there were 75 in 2019.

Swimming Committee has been using a record checking utility that uses the Swim England rankings system which will enable us to keep records updated more effectively when they are not claimed within the time frame.

### **Other News**

Andra Laird is stepping down from her role as East District Swimming Convenor and will be replaced by Jackie Maguire. I am incredibly grateful to Andra for her contributions to not only the National Committee but also her work in the East District and with the Edinburgh International.

***Lynn Alderton Swimming Chair***

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## **SWIMMING TECHNICAL OFFICIALS' REPORT**

Firstly, I would like to congratulate Durno Jessiman (referee) and Matt Huntington (starter) on their selection to FINA list 21. There are a huge number of very experienced officials across Great Britain, only 5 places available and it is a great credit to Durno and Matt, their mentors, trainers, and all others involved that Scottish officials are so strongly represented in the GB FINA team.

The STO Committee and our extensive group of experienced volunteer STOs continue to work on increasing our numbers to provide resilience in provision of technical officials at all levels of competition. There have been major changes in the Judge 1 training with the move to an online theory programme. This has been highly successful and welcomed by the vast majority of participants and it is anticipated there will be more online training in future. Of course, the previously mentioned perennial problem of losing officials as quickly as we train them remains.

### **Registered Officials – 5 year (\* to 31 July)**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020*</b>
East	205	201	226	259	218
Midland	91	89	104	138	125
North	361	365	370	424	390
West	214	212	203	257	259
<b>Total</b>	<b>871</b>	<b>867</b>	<b>903</b>	<b>1078</b>	<b>992</b>

### **Certificates Awarded (\* to 31 July)**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020*</b>
Judge 1	94	110	161	178	83
Judge 2	39	59	51	79	24
Judge 2S	16	24	16	32	1
Referee	6	8	3	7	3
Recorder	5	10	12	8	2
AOE	1	1	3	3	1
Open Water		17	2	5	0

The STO Seminar was held in the Stirling Court Hotel on 22<sup>nd</sup> September 2019 and included a debrief on the Scottish Swimming / Swim Ireland exchange, British Swimming mentoring workshop and Mark Davies of the SOG presented an extensive update on the Judge 1 online training, now implemented. Some regulation

updates and changes were made, with the decision to go to a bi-annual seminar with something more regional or perhaps on-line in the intervening years. Since then, events have overtaken us, and more online working is clearly the future.

The STO Awards for 2019: Cath Fleming – East, Fiona Crawford – Midland, Derek Allan – North and Joyce Fleming – West.

Of course, things are very different at present due to COVID19, however we have used this time to move to new ways of working, including running online Judge2, 2S and timekeeper courses. These have been well received, and looking to the future, we will move more online as time goes on. We are also working out how we will officiate competitions in our new world. I've mentioned in previous reports that we have a large number of senior officials, many in their 60's and 70s and we need to be very mindful of the vulnerabilities of this group in planning our return to poolside.

Finally, on behalf of myself, the STO committee and Scottish Swimming, I would like to sincerely thank all officials at all levels. All are volunteers, and commit their time and effort willingly and always with the best interests of the sport at heart.

***Neil Valentine, Swimming Technical Officials Chair***

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### **SYNCHRONISED SWIMMING REPORT**

In March 2019 we were delighted to host the GB Duet along with GB Coach Paola Basso. This was open to all club coaches to attend, along with our Caledonia swimmers to have an opportunity to take part in a training programme with the GB duet and also have a question and answer session for the duet. This was a very inspiring and motivating opportunity for our Caledonia athletes.

August 2019 we had another guest coach, Ilaria Brandimarte who is a former GB Assistant Coach, and was a current member of GB Senior Squad and Head Coach of Team Bath SSC. Again all Caledonia athletes were given an opportunity to work with Ilaria on landwork and water work.

Our National Figure Competition 2019 at the RCP was held in March with Nairn SSC winning gold in all Age Group categories, losing out only in the National Duet to Clydebank to stop a clean sweep.

June 2019 saw our SNAGS with a change in the calendar as this event is usually held in October. We saw our biggest entry from Scottish clubs this year along with English clubs competing. It was very encouraging to see the sport have such large numbers at our major event of the year with over 250 swimmers. This was the first event for us to introduce coach, volunteer, swimmer passes, and this has now been rolled out over all our National events. The Portsmouth Quaich was won by Hazel Hendry, Nairn SSC. With the Dawn Zajac Trophy and The May Laidlaw Trophy was awarded to Emily Gill – Clydebank ASC, 13/15yrs winner of both National figure and solo events. Helen Murray Trophy was awarded to Bethany Thomas for the highest combined Technical and Free scores along with the Berlin Trophy. Nairn SSC had a tremendous event having a medal winner in most categories and winning the Avril Dempster Trophy for the Combination Team Event. Bethany Thomas & Niamh Peters were winners in the Open Free Duet event. The Glasgow Sports Promotion Trophy was awarded to Edinburgh SSC and the Podium Award was awarded to Nairn SSC.

Linda Atkinson (FINA judge) was selected by GB to attend the FINA Artistic World Series in Japan in July 2019. Linda also experienced an opportunity to see the Olympic pool which was in the process of being built next to the pool where the event was being held.

Our Grade days continued throughout the year with swimmers coming from England to attend. We also introduced Routine Grades for the first time this year (Grades 1 & 2.) These grade days also give our judges another opportunity to judge out with competitions. We did manage to host one grade day early February 2020.



Our Caledonia squad training has gone extremely well with 42 swimmers signed up as eligible to take part. All athletes were invited to attend trials in October 2019 and it was encouraging to see so many looking to be part of the Caledonia age Groups Squads. All the squads were coached by our Scottish coaches from most Scottish clubs and other coaches were invited to attend to observe. Guest coaches were brought in for dance and flexibility training. Overnight camps were organised prior to heading down to Swim England NAGs in March 2020 at Manchester Aquatics Centre. All the athletes attending were enthusiastic and well prepared. We achieved 3<sup>rd</sup> place in the 12yrs and under figure event (Eleanor Fryer) and this position qualified for a solo place in which Eleanor achieved a very credible 4<sup>th</sup> place. The 12yrs and under team finished in 6<sup>th</sup> position. Our first placed 13/15yr was Corin Macdonald who was 31<sup>st</sup> from a field of competitors of 179. The Team finished in 13<sup>th</sup> place. Unfortunately, our Juniors after all their training were unable to continue due to Covid 19. My thanks go to all the coaching staff and our two team managers who have been absolutely first class. Invited Officials to this event included Myself, Linda Atkinson and Elizabeth Bowman.

This year Caledonia swimmers plus one coach along with some Scottish Clubs were selected to take part in a Virtual Zoom session with Great Britain's FINA World Series Silver medal winners. This virtual training included strength and conditioning sessions, flexibility, dance and extension exercises. All those who took part enjoyed this experience.

We have held 2 Level 1 coaching courses which has seen some senior swimmers attend and now coach at their clubs. We have also held a level 1 judge course and a Level 2 judge course. My thanks go to Linda Atkinson, Elizabeth Bowman, Julie McDonald Simpson and Margo Wimberley for taking the time to tutor these courses.

In 2019 our Synchronised Swimmer of the Year award went to Niamh Peters from Nairn SSC. With Niamh's mum Sharon winning the John Gunning Volunteer award for the North District and Linda Atkinson winning the John Gunning Award for the West District. A great night for Synchro and again many congratulations to all the winners that evening.

It has been a very strange year with no competition and a lot of disappointment for both coaches and swimmers. I do hope that we can retain our numbers and come back stronger and more focused. I must finish by commending our clubs, coaches, parents and swimmers for their involvement in technology during this year. We have all learned how to use Zoom and other media platforms to keep in touch as well as having our various challenges along the way personally, our health, family, working from home, home schooling to name a few. I do hope that we shall eventually return to the pool very soon and our Aquatic family will come together in our familiar environment that we all love.

***Phyllis McLean, Synchronised Swimming Chair***

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## **WATER POLO REPORT**

We have an established governance, competition format, framework and structure to run our sport. We need to improve our development of athletes and teams – with more players challenging for GBR teams; and seek success at a national and international level.

For a long time the sport was focused in the East District, in recent years clubs in Central region and then West District have grown, and now in the North around Aberdeen there are nearly 90 registered water polo members of Scottish Swimming. The opportunity is there for clubs to work with Scottish Swimming to take their initiative and grow the sport further.

The biggest opportunity to develop is in the West through securing a **sportscotland** direct club investment in partnership with University of Strathclyde and several of the west based clubs, however, this is on hold in consideration of the pandemic.

We have re-established a framework for technical official's development, and to improve officiating in our national competitions. There were seminars on the "new rules" for water polo, brought into the Scottish game this season.

### **Domestic Competition**

In the Scottish Championships finals 2019, Stirling won the U16 & U19 Boys; Dunfermline won the U16 Girls & Women's; Portobello retained the Men's event for the 5<sup>th</sup> year; and it was great to see one of our newer clubs Kirkintilloch & Kilsyth pick up their first national honours in the Girls U19 event.

The format and structure for our season was finally established during 2019-20, running from September to June - aligning with the European season and academic year, with competition at Under 16, 19 and Senior for men and women.

As with other sports our leagues were not completed, and we took the decision to void our 2019-20 Leagues. The Scottish Championship finals 2020 were scheduled for June, these may-be played later in 2020.

All our results at [https://scotwpl.leaguerepublic.com/lfg/1\\_732799934.html](https://scotwpl.leaguerepublic.com/lfg/1_732799934.html) .

### **National Squads**

There has been focus on the age groups squads at U14/U16/U18 levels with recruitment for coaches and managers, and more sessions for these squads to build for inter-regional events within the UK. The timing of the EU Nations events has conflicted with exams and prevented attendance in 2020.

Our senior teams need fresh impetus and direction, programmes need to be re-established to facilitate the rebuilding of these squads. Resource issues with: finance, time, scheduling is inhibiting athletes, particularly those in their mid-late 20's; a younger cohort are coming through but there is a requirement for a balance of experience, strength across ages within a team sport.

All GBR activities are heavily dependent on England, another GB Water Polo Group has been formed and we have made early contributions to the direction which we hope will be take the sport forward. Harry Gray, represented GBR in the U17 European Qualification event, in Manchester in May 2019; a number of officials also supported the event.

### **2020-21**

A new chair and committee have come forward; and are, during the sporting hiatus created by the pandemic, making plans for when we can re-open the sport. Once re-opened there will undoubtedly be a time required to re-establish and see what resources remain before setting out the direction.

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***Alan Anderson, Water Polo Chair***

The enclosed financial statements are extracts taken from the certified accounts of Scottish Amateur Swimming Association Limited (SASA Ltd). A copy of the statutory accounts can be obtained from our website [www.scottishswimming.com](http://www.scottishswimming.com).

The decision to change our financial year was made at the 2018 Scottish Swimming AGM and the decision was to align the financial year and the membership year to **sportscotland** investment year. As a result of this our last set of accounts is based on a 17 month period running from 1<sup>st</sup> November 2017 to 31<sup>st</sup> March 2019. In order to provide a comparative analysis I have pro-rata'd the income and expenditure figures for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019. The figures are presented as follows:

1. Actual figures for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 (12 months)
2. Pro-rata'd figures for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 (12 months)
3. Actual figures for the period 1<sup>st</sup> November 2017 to 31<sup>st</sup> March 2019 (17 months)

	<b>April 19 – March 20 (12 months)</b>	<b>April 18 – March 19 (12 months)</b>	<b>November 17 – March 19 (17 months)</b>
Income	£3,062,751	£3,322,408	£4,778,860
Expenditure	£3,050,090	£3,248,255	£4,653,767
<b>Surplus</b>	<b>£12,661</b>	<b>£74,153</b>	<b>£125,093</b>

Our target for the period ending 31<sup>st</sup> March 2020 was to generate a surplus in the region of £10k however as a result of COVID-19 a number of activities were suspended at the tail end of the financial year resulting in a slightly higher surplus than anticipated.

<b>Represented by</b>	<b>April 19 – March 20</b>	<b>November 17 – March 19</b>
Reserves b/f	£278,779	£153,686
Surplus for the year	£12,661	£125,093
Retained Reserves	<u>£291,440</u>	<u>£278,779</u>

Overall our financial position continues to be healthy. The balance sheet continues to be sound with assets in the region of £2M (bank £1.9M). Our liabilities for the period were £1.7M leaving a net asset position totalling £286k after all of our liabilities have been settled.

Summary points are as follows:

- The **sportscotland** investment awarded this year totalled £1,315.6k, however the investment recognised during the period totalled £1.249.2k with £66.4k held as deferred income and will be utilised during 2020-21
- Membership income received during this period totalled £800k with £751k generated through our swimmer and non-swimmer categories. The difference (£49k) was generated through swim school affiliation fees and local authorities signing up to the national framework (see next bullet point)
- We currently have 27 partners signed up to deliver our national framework and the income generated through teacher's membership, affiliation, licencing, marketing and CPD totalled £88k. As part of our framework we supply an awards programme (badges and certificates). This year we had predicted sales in the region of £70k however this did not materialise with sales recognised in the region of £37.7k. This was due to many providers now using an online reward system and therefore not needing awards
- Sponsorship income for the year totalled £137k with £106k recognised during 2019-20 and £31k held as deferred income to support planned activities during 2020-21
- This year saw the introduction of a new Scottish qualification that replaced our previous coaching qualification (UKCC). We are pleased that the number of candidates undertaking SSTQ were approximately the same as UKCC with additional candidates undertaking the SSTQ conversion course. The income generated through the delivery of our Education programme sends a positive message that SSTQ qualification has been well received
- Staffing costs has gone up from £1,203k to £1,215k, an increase of <1%

In addition to the above notes I have summarised the attached accounts under each of the corporate areas:

## Services

- The target for membership income this year was £746k which was achieved. The figures shown in the 2018-19 pro-rata figures shows income in the region of £720,885, however it should be noted that this figure does not include any of the revenue generated through our national framework partnership, the reason being we did not raise any invoices during the period November 2018 to March 2019
- Staffing costs are slightly higher compared to the previous 12 months, the reason is the redirection of staffing from the Development Team to the Services Team
- Office & overheads expenditure is less due to rent being free for 3 months as a result of relocating to Airthrey Castle
- We continued to generate income from external partners with this year the income being related to National Events and the Young Leaders Programme and is therefore is captured under development

## Performance

- As expected and planned, investment towards our athlete and coach support is less this year due it being a non Commonwealth Games / Olympic year. The investment this year was used to support a number of events including FINA World Championships, British and National Championships and World Para Swimming
- British Swimming and **sportscotland** investment (Swimming, Para and Diving) continues to be used to deliver the Performance Plan and more specifically support World Class programme swimmers across Scotland including investment into our Performance Centres. Scottish Swimming “draws down” investment at differing rates depending on specific delivery against agreed targets and therefore investment can fluctuate from year to year. This year seen an increase in investment to support performance athletes and coaches/centres and therefore is highlighted as an increase this season

## Development

- The decrease in grant shown against **sportscotland** does not mean a reduction in investment. The figures are less than the previous year due to:
  - I. The number of candidates applying for subsidies was less this year than the previous year;
  - II. Grants used to support development programmes was less this year than the previous year, for example last year included participation programme grant money
- Although we did not achieve our Swimming Awards target (£70K), this programme still generated a surplus totalling £22.5k
- Staffing costs are less than previous year due to the redirection of staffing cost to the Services Team
- Disciplines spend totalled £48.7k against a £56.3k budget, this is less than anticipated and is due to events being cancelled as a result of Covid-19

I would like to take this opportunity to thank the Board, Council, committees, budget holders, commercial partners and all our supporters for their cooperation and support during 2019/20.

As our sport starts to ease out of lockdown I wish all those connected with Scottish Swimming a full and successful return to the water.

***Deborah McGinniss, Finance Manager***

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**Income & Expenditure Statement for year ending 31 March 2020**

Summary	2019-20 (12 mths)		2018-19 (12 mths)		2017-19 (17 mths)	
	April 2019 - March 2020		April 2018 to March 2019		Nov 2017 to March 2019	
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Services</b>	<b>£1,170,406</b>	<b>£755,336</b>	<b>£1,140,722</b>	<b>£778,552</b>	<b>£1,653,916</b>	<b>£1,114,943</b>
<b>Performance</b>	<b>£992,344</b>	<b>£1,306,154</b>	<b>£1,182,225</b>	<b>£1,383,323</b>	<b>£1,697,474</b>	<b>£2,011,301</b>
<b>Development</b>	<b>£900,001</b>	<b>£988,600</b>	<b>£999,461</b>	<b>£1,086,380</b>	<b>£1,427,470</b>	<b>£1,527,523</b>
<b>Release of Reserves</b>						
<b>Total Income/Expenditure</b>	<b>£3,062,751</b>	<b>£3,050,090</b>	<b>£3,322,408</b>	<b>£3,248,255</b>	<b>£4,778,860</b>	<b>£4,653,767</b>
<b>Surplus for the Year</b>	<b>£12,661</b>		<b>£74,153</b>		<b>£125,093</b>	
<i>*Total grants received from sportscotland</i>	<b>£ 1,249,275</b>		<b>£ 1,405,572</b>		<b>£ 2,001,720</b>	

Services	2019-20		2018-19		2017-19	
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Membership & Accreditation	£801,761		£720,885		£1,040,287	
Grants & External Funding						
- sportscotland	£244,161		£215,599		£298,933	
Sponsorship: Current Year	£106,829		£154,575		£245,071	
Bank Interest	£6,253		£3,722		£5,007	
External Income			£30,283		£39,685	
VAT	£5,944		£8,572		£12,786	
Staffing		£466,853		£445,803		£632,123
Office & Other Overheads	£5,457	£133,864		£141,155		£205,521
Committee Expenses		£31,600	£7,086	£26,610	£12,147	£41,418
Marketing & Communications		£114,070		£149,208		£211,537
Corporation Tax		£6,066		£10,207		£15,856
General Overheads		£2,883		£5,570		£8,487
<b>Services Income &amp; Expenditure</b>	<b>£1,170,406</b>	<b>£755,336</b>	<b>£1,140,722</b>	<b>£778,552</b>	<b>£1,653,916</b>	<b>£1,114,943</b>
<b>Surplus/Deficit</b>	<b>£ 415,070</b>		<b>£362,170</b>		<b>£ 538,973</b>	

<b>Performance</b>	<u>2019-20</u>		<u>2018-19</u>		<u>2017-19</u>	
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Grants & External Funding						
- <b>sportscotland</b>	£654,827		£693,702		£1,001,992	
- British Swimming & British Disability	£207,878	£98,934	£283,954	£98,935	£402,408	£140,157
Staffing		£296,357		£284,285		£406,931
Athlete & Coach Support	£129,638	£503,849	£204,570	£611,993	£293,074	£912,127
Performance & Performance Dev		£407,014		£388,110		£552,087
<b>Perf Income &amp; Expenditure</b>	<b>£992,344</b>	<b>£1,306,154</b>	<b>£1,182,225</b>	<b>£1,383,323</b>	<b>£1,697,474</b>	<b>£2,011,301</b>
<b>Surplus/Deficit</b>		<b>-£313,810</b>		<b>-£201,098</b>		<b>-£313,827</b>
<b>Development</b>	<u>2019-20</u>		<u>2018-19</u>		<u>2017-19</u>	
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Grants & External Funding						
- <b>sportscotland</b>	£350,286		£496,270		£700,795	
- Participation	£-	£18,932	£3,309	£46,516	£5,672	£66,632
Swimming Awards & Products	£37,753	£15,178	£41,878	£17,982	£58,259	£25,749
Education (SSTQ & CPD)	£384,927	£322,892	£362,078	£377,024	£526,602	£515,116
External Income: YLS & Edin Council	£26,496	£14,810				
Staffing		£451,816		£473,230		£669,362
Club Development	£4,601	£20,272	£7,050	£30,814	£8,886	£47,452
Discipline Support	£95,938	£144,701	£88,876	£140,815	£127,255	£203,212
<b>Dev Income &amp; Expenditure</b>	<b>£900,001</b>	<b>£988,600</b>	<b>£999,461</b>	<b>£1,086,380</b>	<b>£1,427,470</b>	<b>£1,527,523</b>
<b>Surplus/Deficit</b>		<b>-£88,599</b>		<b>-£86,919</b>		<b>-£100,053</b>
<b>Total Income</b>	<b>£3,062,751</b>		<b>£3,322,408</b>		<b>£4,778,860</b>	
<b>Total Expenditure</b>	<b>£3,050,090</b>		<b>£3,248,255</b>		<b>£4,653,767</b>	
<b>Surplus for the Year</b>	<b>£12,661</b>		<b>£74,153</b>		<b>£125,093</b>	

**Balance Sheet for Year Ending 31 March 2020**

	<u>2019-20</u>	<u>2017-19</u>
<b>Fixed Assets</b>	<b>£5,705</b>	<b>£2,393</b>
<b>Current Assets</b>		
Stock	£37,177	£33,599
Debtors	£36,973	£98,750
Prepayment	£56,383	£19,568
Bank	£1,909,263	£1,900,797
	<b>£2,039,796</b>	<b>£2,052,714</b>
<b>Current Liabilities</b>		
Creditors & Accruals	£603,128	£435,684
Grants c/f & Other Deferred Income	£1,150,934	£1,340,645
	<b>£1,754,062</b>	<b>£1,776,329</b>
<b>Current Assets Less Current Liabilities</b>	<b>£285,734</b>	<b>£276,385</b>
<b>Total Assets less Current Liabilities</b>	<b>£291,440</b>	<b>£278,779</b>
<b>Represented by:-</b>		
Reserves b/f	£278,779	£153,686
Surplus for the year	£12,661	£125,093
Retained Reserves	£291,440	£278,779

**Notes to Accounts for the year ended 31 March 2020**

1. The surplus for the year amounted to £12,661.
2. These accounts are prepared under the historical cost convention.
3. Fixed assets are depreciated over three years. The charge for the year amounted to £2,883 compared to £1,445 during 2019.
4. Stocks are valued at cost.
5. At 31 March 2020 the Company had a financial commitment of £11,550 p.a. plus VAT for a period of seven years for the rental of premises at Stirling.
6. The figures presented in 2018-19 have been pro-rata'd to provide a comparative analysis for a 12 month period from April 2018 to March 2019.

**Report of the Accountants to the members of Scottish Amateur Swimming Association Limited**

We have examined the financial statements for the year end 31st March 2020 and are satisfied to the best of our knowledge and belief, that in accordance with the information and explanations supplied to us, the financial statements have been properly prepared from the accounting records of the company.

The procedures undertaken do not provide all of the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Walton Kilgour, Chartered Accountants, 2 Marshall Place, Perth PH2 8AH

## BUDGETS FOR 2020-21

Lockdown took place one week before the start of our financial year, as a result of Covid-19 the projections for this financial year has been revised to reflect the government's announcement which resulted in a number of events and activities being cancelled for the foreseeable future in an attempt to control the spread of Covid-19. With restrictions being lifted we are slowly easing out of lockdown however our priority remains the same in that we will continue to focus on supporting our members and our partners to ensure a safe passage back into the water as soon as it is safe to do so. The management will continue to refine these projections as we work through the phases following the Scottish Governments announcement. In the meantime the projections below are our current figures and they will remain in draft form until we understand the impact that Covid-19 will have on our sport and the economy.

	<b>Budgets 2020-21</b>	
<b>Services</b>	<b>Income</b>	<b>Expenditure</b>
Membership & Accreditation	<b>£679,044</b>	
<b>Grants</b>		
- sportscotland	<b>£290,000</b>	
Sponsorship	<b>£114,500</b>	<b>£74,500</b>
Bank Interest	<b>£5,000</b>	
VAT (PE)	<b>£7,500</b>	
Contribution towards Reserves Target		
Staffing		<b>£484,397</b>
Office & Other Overheads		<b>£129,131</b>
Committee Expenses		<b>£37,400</b>
Marketing & Communications		<b>£47,412</b>
General Overheads		<b>£19,000</b>
<b>Services Income &amp; Expenditure</b>	<b>£1,096,044</b>	<b>£791,839</b>
<b>Surplus/Deficit*</b>	<b>£304,205</b>	
<b>Performance</b>	<b>Income</b>	<b>Expenditure</b>
<b>Grants</b>		
- sportscotland	<b>£673,000</b>	
- British Swimming & British Disability	<b>£260,000</b>	<b>£98,399</b>
Staffing		<b>£291,333</b>
Athlete & Coach Support		<b>£348,000</b>
Performance & Performance Development		<b>£393,500</b>
Committee Expenses		<b>£4,250</b>
<b>Perf Income &amp; Expenditure</b>	<b>£933,000</b>	<b>£1,135,482</b>
<b>Surplus/Deficit*</b>		<b>-£202,482</b>
<b>Development</b>	<b>Income</b>	<b>Expenditure</b>
<b>Grants</b>		
- sportscotland	<b>£435,000</b>	
Swimming Awards & Conference	<b>£10,000</b>	<b>£10,000</b>
Education (UKCC & CPD)	<b>£158,750</b>	<b>£204,750</b>
Staffing		<b>£460,702</b>
Participation Programmes		<b>£12,500</b>
Club Development	<b>£13,500</b>	<b>£24,400</b>
Discipline Support		<b>£32,450</b>
National Committees/Swimmer Pathway		<b>£2,000</b>
<b>Dev Income &amp; Expenditure</b>	<b>£617,250</b>	<b>£746,802</b>
<b>Surplus/Deficit*</b>		<b>-£129,552</b>
<b>Total Income (net)</b>	<b>£2,646,294</b>	
<b>Total Expenditure (net)</b>	<b>£2,674,122</b>	
<b>Surplus / Loss</b>	<b><u>-£27,828</u></b>	

### Notes to the above:

**Sportscotland investment £1,398k includes the £66.4k deferred from 2019/20**

**Sponsorship income £114k includes the £31k of deferred income from 2019/20**



## PROPOSED MEMBERSHIP FEES 2021/2022

Membership Fees 2021-2022	
Category	
Swimmer	£45.00
Non-Swimmer	£10.00
Temporary Membership	£10.00
Club Affiliation Fee	
SwiMark + clubs	Free
SwiMark clubs	£20.00
Non SwiMark clubs	£50.00
Swim School Affiliation	£300.00

## COMPANY FEES FOR 2021/2022

## ITEM 8

Protests	£25
Complaints	£50
Appeals	£100
Special District Meeting	£100
Composite Teams	£150
Combined Teams	No fee
Meet Licence Applications	£20

## ITEM 9

## PROPOSED ALTERATIONS TO SCOTTISH SWIMMING GOVERNANCE DOCUMENTATION

**Proposals are categorised depending on the Governance Document being changed.**

- Proposals to change more than one area are prefixed by "CP" - **two thirds majority of those voting.**
- Proposals to change the Constitution are prefixed by "PC" - **two thirds majority of those voting.**
- Resolutions to change the Company Articles are prefixed by "RA" - **two thirds majority of those voting.**
- Proposals to change the Company Rules are prefixed by "PR" - **simple majority of those voting.**

### **Combined Proposals ("CPs").**

Proposals affecting more than one area of the Governance are combined into one entity and require a **two thirds majority of those voting** to be adopted **in full**, including any Company Rules changes.

The voting rules for each set of proposals are set out in the SASA Constitution C4.1.1, C4.1.2 and C4.1.3.

**Alterations to the Governance Documents shall take immediate effect unless otherwise decided.**

\* \* \* \* \*

### **Combined Proposal CP1** (two thirds majority required)

**Proposed by Blair Prentice, Life Member (Chair, Editorial Board)**

**Seconded by Margaret Somerville, Life Member (Editorial Board)**

### **Briefing Note.**

To amend the SASA Constitution, Company Articles and Company Rules to be gender neutral as per the recommendation from **sportscotland**.

This proposal will replace "he or she", "him or her", "his or her" by "they", "them", "their".

### **CP1 - SASA Constitution**

"Amend paragraphs C7.1.5.6, as detailed"

#### **C7.1.5 SASA Council Meetings**

C7.1.5.6 The Chief Executive Officer and/or their nominee(s) shall normally be in attendance.

## **CP1 - Company Articles**

"Amend paragraphs A3.2.3.4, A5.6.1, A5.6.2 & A5.7.1(b) as detailed"

### **A3.2.3 Majority Decisions Without Board Directors' Meeting**

A3.2.3.4 And if a Board Director states that they do not wish to discuss or vote on a particular matter, the Board Directors may choose not to communicate with that Board Director in relation to decisions to be taken on that matter.

### **A5.6 Indemnity**

A5.6.1 Subject to the provisions of the Act but without prejudice to any indemnity which may otherwise be available, every Board Director, Managing Director, auditor, secretary or other officer of the Company shall be entitled to be indemnified by and out of the assets of the Company against:

- a) all charges, losses, expenses and liabilities incurred by them in the execution and discharge of their duties or in relation thereto; and
- b) any liability incurred by them in:
  - i) defending any proceedings, whether civil or criminal, in which judgement is not given against them; or
  - ii) in connection with any application in which relief is granted to them by the Court from liability for negligence, breach of duty or breach of trust in relation to the affairs of the Company.

A5.6.2 The Company may purchase and maintain for any officer or auditor of the Company insurance against any liability which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the Company.

### **A5.7 Company Income, Property and Payment**

A5.7.1 The income and property of the Company whensoever derived shall be applied solely towards the promotion of the objects of the Company as set forth in the Company Articles and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, gift, bonus or otherwise howsoever by way of profit to the Members, officers or servants of the Company.

PROVIDED that nothing herein shall prevent

- a) The payment in good faith of reasonable and proper remuneration to any Member, officer, or servant of the Company in return for any services actually rendered to the Company, or outlays properly incurred on its behalf.
- b) The payment in good faith to any Member, officer, or servant of the Company including members of its Board of Directors of out of pocket expenses incurred by them in or about the performance of their duties.

## **CP1 - Company Rules**

"Amend paragraphs R13.8.2, R13.8.2(g), R13.8.5 & R13.11.1 as detailed"

*(Please note that Paragraph R13.11.1 is also included in Proposal PR2)*

### **R13.8 Complaints Hearings - Preliminary Matters, Investigations and Procedures**

R13.8.2 The Committee Chair shall be entitled to make such order(s) they may think appropriate in advance of any hearing, or adjourned hearing, requiring any person or party

- a) to attend at a hearing;
- b) to produce any document or provide any information to any hearing;
- c) to provide in advance of any hearing a written submission or outline of their case;
- d) to provide details of any witnesses who may be called at any hearing;
- e) to provide in advance written statements of such witnesses and any documents or other materials as may be in the possession of such person or party;
- f) to disclose any or all of such to any other parties with an interest in the proceedings;
- g) any other order they consider will assist in securing a just and expeditious outcome.

R13.8.5 A Committee may be assisted by a secretary, other clerk, legal adviser and/or technical expert. The secretary, clerk, legal adviser and/or technical expert shall be entitled to take part in the proceedings, except that they shall not have a vote. Any advice given by any technical expert shall be disclosed to parties in advance of any determination being made by a Committee and parties shall be afforded a reasonable opportunity to make representations on such advice before any determination is made.

### **R13.11 Sanctions – Interim Suspensions**

R13.11.1 The Head of Panel may of their own volition recommend to the CHIEF EXECUTIVE OFFICER that an interim suspension order is imposed if they feel it is appropriate. The Complaints Officer can also bring to the attention of the CHIEF EXECUTIVE OFFICER any concern that they may have and suggest that an interim suspension order is imposed. The CHIEF EXECUTIVE OFFICER shall be entitled to decide whether or not to impose an interim suspension order.

\* \* \* \* \*

**Proposal PC1** (two thirds majority required)

**Proposed by Phyllis McLean, Life Member (Chair, Synchronised Swimming Committee)**

**Seconded by Margaret Somerville, Life Member (Editorial Board)**

**Briefing Note.**

At the February 2018 AGM Scottish Swimming took the decision to recognize the change, by FINA, to use the terminology “artistic swimming” instead of “synchronised swimming” but to continue to use the term “synchronised swimming” internally. This was based on the effort and cost it would take to change all our governance, committees, membership system, etc. at that time.

This proposal is to recognise either of the terms “artistic swimming” or “synchronised swimming” which will allow a change to managed over a period of time and not require a “big bang” approach.

The first changes are internal to the Synchronised Swimming regulations and will allow the National Committee to advertise their events as “Artistic Swimming” to Clubs and Associations out with Scotland.

“Amend paragraphs C2.1(a) as detailed”

**C2.0 OBJECTIVES**

C2.1 The objectives of Scottish Swimming shall be to:

- a) Advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of swimming, diving, high diving, open water swimming, water polo, artistic swimming (hereinafter referred to as either artistic swimming or synchronised swimming) and masters swimming.

\* \* \* \* \*

**Proposal PC2** (two thirds majority required)

**Proposed by Andrew Dunlop, University of Stirling (Board Director)**

**Seconded by Kerry Christie, Westhill District ASC (Board Director)**

**Briefing Note.**

At their April 2019 Company Board meeting the Board, following concerns raised about WPOs being in post without training, decided that the time limit for being trained should be reduced from 12 months to 6 months. This was a recommendation from the Scottish Swimming Safeguarding Officer.

This proposal is to amend the timescale in the constitution and to allow for on-line training.

“Amend paragraphs C10.6.1 & C10.6.2 as detailed”

**C10 CLUBS**

**C10.6 Wellbeing and Protection Officer (WPO)**

C10.6.1 Clubs must comply with the Company's wellbeing and protection policies and are required to have a fully trained WPO who has completed the Company approved training. This includes attending repeat workshops, as required by the Company, to remain fully trained.

C10.6.2 When Clubs appoint a new WPO they must ensure that the WPO attends the Company approved courses within ~~twelve~~ six months of their appointment in order for them to be regarded as fully trained.

\* \* \* \* \*

**Proposal PC3** (two thirds majority required)

**Proposed by Fiona Crawford, Kinross Otters ASC**

**Seconded by Jackie Davidson, University of Stirling (Board Director)**

**Briefing Note.**

At the 2019 AGM the constitution was amended to reflect the process which had evolved over the previous years with an Awards Panel making the recommendations to SASA Council or the Company Board on the awards winners. Additional awards were also introduced.

Now that all disciplines have their own awards it is deemed sensible that the recipient of the Nancy Riach award should be determined from the nominations for all the discipline awards rather than having a separate nomination process with duplication of nominations.

The Awards Panel will review the nominations and make a recommendation to SASA Council. As the Awards Panel is now making a decision on a recipient, it is being expanded to provide additional expertise as necessary.

“Amend paragraphs C11.1.5 and C11.3.2 as detailed”

“Delete paragraph C11.3.3 and renumber C11.3.4 to be C11.3.3.”

**C11.1 General**

C11.1.5 An Awards Panel consisting of the Company Chair, The President, the 1st Vice President and one other from the Company Board, SASA Council or Scottish Swimming Management Team will review

the nominations for the recipients of the National and District Awards (C11.3) and the Discipline Awards (C11.4). The Awards Panel will make recommendations to Board and Council, as detailed in C11.3 and C11.4. Board and Council, as appropriate, will have the final decision.

### **C11.3 National and District Awards**

C11.3.1 The Awards Panel will consider the nominations and make a recommendation to SASA Council on who will receive the National and District awards. The awards will be presented annually.

#### **C11.3.3 Nancy Riach Memorial Medal**

C11.3.3.1 The Nancy Riach Memorial Medal shall be awarded to the athlete who has done the most to enhance or uphold the prestige of Scottish Swimming in any of its disciplines during the year.

C11.3.3.2 All the recipients nominated by the Discipline Committees for the athlete awards in C11.4, will be submitted to the Awards Panel for consideration.

~~C11.3.3.3 SASA Council Members, Company Board Members and Company National Committees may make nomination(s).~~

C11.3.3.3 The award will be made at a time decreed suitable by the Company.

\* \* \* \* \*

### **Proposal PC4** (two thirds majority required)

**Proposed by Andy Figgins, East Kilbride ASC (Board Director)**

**Seconded by Caitlin McClatchey, University of Stirling (Board Director)**

#### **Briefing Note.**

To add in a "Coach" award to the Discipline Awards with Nominations being considered by a selection panel who will make a recommendation to the Awards Panel.

All the National Discipline Committees are invited to submit their nominations for the awards.

"Add in Sections C11.4.11 as detailed"

### **C11.4 Discipline Awards**

C11.4.1 The Awards Panel will consider the proposed recipients and make a recommendation to the Board on who will receive the Discipline awards. The awards will be presented annually.

#### **C11.4.11 Coach of the Year Award**

C11.4.11.1 The Coach of the Year Award shall be awarded to the coach who has done most to enhance or uphold the performance and/or prestige of Scottish Swimming's athletes during the year.

C11.4.11.2 Nominations shall be submitted by the National Discipline Committees to the Director of Performance by 31 July, or a more suitable date determined and advised by the Board.

C11.4.11.3 Each nomination shall include an account of the achievements of the nominee during the year. The selection panel, consisting of the Chair of the Coaches Technical Panel, the Director of Performance, the National Coach and at least 1 other, may add other candidates and will nominate a recipient to the Awards Panel.

C11.4.11.4 The award will be made at a time decreed suitable by the Company.

\* \* \* \* \*

### **Resolution RA1** (two thirds majority required)

**Proposed by Blair Prentice, Life Member (Chair, Editorial Board)**

**Seconded by Margaret Somerville, Life Member (Editorial Board)**

#### **Briefing Note.**

The Company Article referring to National Committees meeting dates is currently paragraph A3.1.3.2.4. It is in a logical place for meetings but would be better moved to Responsibilities in paragraph A3.1.3.6.1, where all other date related tasks for National Committees are listed.

"Move the responsibility in paragraph A3.1.3.2.4 to paragraph A3.1.3.6.1(d) as detailed"

"Renumber paragraphs A3.1.3.2.5 to A3.1.3.2.7 to be A3.1.3.2.4 to A3.1.3.2.6"

"Renumber paragraphs A3.1.3.6.1(d) to A3.1.3.6(f) to be A3.1.3.6.1(e) to A3.1.3.6(g)"

### **A3.1.3 Committees**

#### **A3.1.3.2 Meetings**

~~A3.1.3.2.4 Each Committee shall provide a list of meeting dates for the following calendar year to the Company by 31 July each year.~~

#### **A3.1.3.6 Responsibilities**

A3.1.3.6.1 National Discipline/Technical Committees shall have the following responsibilities in addition to those detailed in their Regulations:

- a) Review annually and bring forward for the approval of Company Board amendments to the regulations, for which they have responsibility, or confirm no change is required by 31 May each year, before promulgation of the regulations to the membership.
- b) Submit an Annual Report to the Company by 31 July each year.
- c) Submit their nomination for Chair for the following year to the Company by 31 July each year.
- d) Submit their list of meeting dates for the following calendar year to the Company by 31 July each year.
- e) Submit to the Company reports as requested by the Company Board.
- f) Submit a proposed budget for their forward programme to the Company Board and be accountable and responsible for the implementation of the agreed programme.
- g) Health and Safety at events they run on behalf of Scottish Swimming. It is the responsibility of the National Committee to:
  - i) Ensure that all participants are made aware of the Health and Safety requirements of the facilities and/or venues used.
  - ii) Define any additional Health and Safety requirements specific to their discipline where those defined by the facility and/or venue operator are insufficient to cover their requirements.
  - iii) Ensure that all participants are aware of the Health and Safety requirements that apply.

\* \* \* \* \*

**Resolution RA2** (two thirds majority required)

**Proposed by Neil Valentine, Forfar ASC (Chair National STO Committee)**

**Seconded by Blair Prentice Life Member (Chair, Editorial Board)**

**Briefing Note.**

The Annual STO seminar in September 2019 accepted a proposal to hold a National Meeting (Seminar) every 2 years instead of annually as at present. It will be held on odd years to coincide with the 4 year timetable for FINA rule changes and their mid-term amendments.

This requires a minor amendment to the Company Articles for the National STO Committee to amend the term "annual STO meeting".

"Amend paragraph A3.1.3.8.1(d) as detailed"

**A3.1.3.8.1 Swimming Technical Officials Committee**

- a) Chair
- b) One representative from each District
- c) One Representative from Open Water, nominated by the National Open Water Committee
- d) Two persons elected at a National STO meeting
- e) Co-opted Members, if necessary, subject to approval of the Company Board.
- f) All members shall be certificated registered referees.
- g) The quorum for Swimming Technical Officials Committee meetings shall be four, excluding co-opted members, provided at least 2 Districts are represented.

\* \* \* \* \*

**Proposal PR1** (simple majority required)

**Proposed by Sarah Burkinshaw, Broch SC**

**Seconded by David Haig, Dundee City Aquatics**

**Briefing Note.**

This rule is being proposed to allow the Midlands and North Districts to enter as a joint team at the Swim England County Team Championships.

The rule, as proposed, has been generalised to allow other Districts to come together as a joint team to participate in events outside Scotland to prevent the need for future rule changes for any new events.

"Add in a new section R5.6"

**R5.6 District Swimming Teams**

R5.6.1 Districts may enter a joint swimming team at events outwith Scotland with the agreement of the National Swimming Committee and subject to the approval of the Company Board.

R5.6.2 The application can be made by the Districts or can be at the recommendation of the National Swimming Committee. In either case the National Swimming Committee is responsible for processing the request and informing the Company Board for their approval.

R5.6.3 There is no fee for these applications.

\* \* \* \* \*

**Proposal PR2** (simple majority required)

**Proposed by Blair Prentice, Life Member (Chair, Editorial Board)**

**Seconded by Margaret Somerville, Life Member (Editorial Board)**

**Briefing Note.**

To clarify the options available when an Interim Suspension has been imposed on a member as part of the Complaints process as per Company Rules R13.2 and R13.11.

This proposal clarifies the options to be followed after the disciplinary proceedings have been completed.

“Amend paragraph R13.11.1 as detailed”

*(Please note that Paragraph R13.11.1 is also included in Proposal CP1)*

“Add a new paragraph R13.11.4 and renumber existing R13.11.4 to R13.11.5 as detailed”

**R13.11 Sanctions – Interim Suspensions**

R13.11.1 The Head of Panel may of their own volition recommend to the Chief Executive Officer that an interim suspension order is imposed if they feel it is appropriate. The Complaints Officer can also bring to the attention of the Chief Executive Officer any concern that they may have and suggest that an interim suspension order is imposed. The Chief Executive Officer shall be entitled to decide whether or not to impose an interim suspension order.

R13.11.2 In cases involving allegations of doping or a breach of safeguarding rules, an interim suspension should be imposed automatically pending the outcome of proceedings.

R13.11.3 Interim Suspensions shall be valid for the full duration of disciplinary proceedings or otherwise until revoked. They do not represent a disciplinary measure of themselves.

R13.11.4 After the disciplinary proceedings have been completed the Interim Suspensions will be terminated and one of the following options applied.

- a) No other sanction imposed.
- b) The party is suspended from membership for a fixed period of time.
- c) The party is suspended from membership until a condition has been met.
- d) The party is given a lifetime suspension from membership
- e) An alternative sanction as per those detailed in R13.10.2 is imposed.

R13.11.5 Interim Suspensions may be reviewed in exceptional cases where an argument for the suspension to be lifted can be made.

R13.11.6 Interim suspensions and the lifting of interim suspensions shall be reported to Clubs, Districts and to British Swimming/FINA as appropriate.

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**ITEM 10**

**MATTERS THE SASA NEEDS TO CONSIDER AS SOLE MEMBER OF THE COMPANY**

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**None**

**NOTICES OF MOTION**

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**ITEM 11**

**None**

<b>COUNCIL</b>		
<b>President</b>	Ian Fleming	All Districts
<b>Vice President</b>	Colin Kennedy	All Districts
<b>Vice President</b>	Brian Hendry	All Districts
<b>District Reps</b>	Les Rodger	East District
	Duncan McKinnell	East District
	Jordan Young	Midland District
	Fiona Crawford	Midland District
	Derek Allan	North District
	Lisa Houston	North District
	Derek McGown	West District
	Jamie Nelson	West District
<b>Company Chair</b>	Graeme Marchbank	Chair

**NOMINATIONS FOR MEMBERS OF NATIONAL COMMITTEES ITEM 13**

All National Chairs and Staff Nominees are listed for information only.

<b>COACHES TECHNICAL PANEL</b>	
<b>Chair/sportscotland Partnership Manager:</b>	Phil Reid
<b>Coach(s):</b>	Ann Dickson
	Ross Douglas
	Bradley Hay
	Kostas Kalitsis
	Gregor McMillan
	Ian Wright
<b>Performance Director:</b>	Ally White
<b>National Coach:</b>	Alan Lynn
<b>Staff Nominee:</b>	Shona McCallum

<b>DIVING COMMITTEE</b>		
<b>Chair:</b>		Robert Heatly
<b>Clubs:</b>	Aberdeen Diving Club	Judy Wardlaw
	Ayr Diving Club	Peter Smith
	Dundee City Aquatics	Kay Neale
	Edinburgh Diving Club	Becky Gallantree
<b>Events Co-ordinator</b>		Kimberly Young
<b>Technical Officials Co-ordinator</b>		Jane Ogden
<b>Staff Nominee</b>		Sharon MacDonald

<b>MASTERS SWIMMING COMMITTEE</b>		
<b>Chair:</b>		Eddie Riach
<b>Committee:</b>	East	Fiona McEwen
	Midland	Jane Grant
	North	Andy Wheeler
	West	Graeme Schreiber
<b>Events Co-ordinator:</b>		Margaret Riach
<b>Technical Officials Co-ordinator:</b>		Vacancy
<b>Staff Nominee:</b>		Sharon MacDonald

<b>OPEN WATER COMMITTEE</b>		
<b>Chair:</b>		Richard Collins
<b>Committee:</b>	East	Kirsten Geary
	Midland	Vicky Taylor
	North	Donna Lawrie
	West	Nicole Simpson
<b>Squad/Team Manager:</b>		Richard Collins
<b>Events Co-ordinator:</b>		Kirsty Ewen
<b>Technical Officials Co-ordinator:</b>		Ralph Payne
<b>Health &amp; Safety Co-ordinator:</b>		Jim Gallacher
<b>Staff Nominee:</b>		Colleen Blair

<b>SWIMMING COMMITTEE</b>		
<b>Chair:</b>		Lynn Alderton
<b>Committee:</b>	East	Joanna Maguire
	Midland	David Haig
	North	Sarah Burkinshaw
	West	John Deans
<b>National Championships/Events Convenor:</b>		Margaret Riach
<b>Technical Officials Rep:</b>		Neil Valentine
<b>BSCA Rep:</b>		Andrew Addison
<b>Disability Performance Development Manager:</b>		Paul Wilson
<b>Director of Performance:</b>		Ally White
<b>Staff Nominee:</b>		Shona McCallum

<b>STO COMMITTEE</b>		
<b>Chair:</b>		Neil Valentine
<b>Committee:</b>	East	Alistair Shields
	Midland	Richard Allan
	North	James Scott
	West	Jean King
<b>Open Water Rep:</b>		Les Rodger
<b>Elected Member(s):</b>		Matt Huntington
		Susan Liddle
<b>Staff Nominee:</b>		Sean Dawson

<b>SYNCHRONISED ARTISTIC SWIMMING COMMITTEE</b>		
<b>Chair:</b>		Phyllis McLean
<b>A representative from each Club:</b>	Clydebank ASC	Susan Anderson
	Edinburgh Synchro SC	Margo Wimberley
	Fife SSC	Irene Glen
		Lesley Bloomer
	Grangemouth ASC	Lindsay Makin
	Kirkintilloch & Kilsyth ASC	Susan Wallace
	Nairn SSC	Jennie Thomas
	North Ayrshire ASC	Emma Miller
<b>Events Co-ordinator:</b>		Elizabeth Bowman
<b>Technical Officials Co-ordinator(s):</b>		Elizabeth Bowman
		Margo Wimberley
<b>Staff Nominee:</b>		Sharon Macdonald



<b>WATER POLO COMMITTEE</b>		
<b>Chair:</b>		Tom Gebbie
<b>A representative from each Club:</b>	Aberdeen WPC	Doris Shum Seward
	Dunfermline WPC	Richie Metcalfe
	Edinburgh University WPC	Club President
	Forth Valley WPC	Lorna Cherrie
	Glasgow University WPC	Club President
	Kirkintilloch & Kilsyth ASC	Alan Scobie
	Larkhall WPC	Mark Hovarth
	Menziehill WPC	Andrea Baker
	Portobello ASC	Ed Grundy
	Ren96 WPC	Steven Burgoyne
	Stirling WPC	Fraser Harris
	Warrender WPC	Susan Shippey
	Western Baths WPC	Ken Fussell
<b>Events Co-ordinator:</b>		Nico Fenu
<b>Technical Officials Co-ordinator:</b>		Alexander Johnstone
<b>Finance Co-ordinator:</b>		Guy Broadhurst
<b>Staff Nominee:</b>		Sharon Macdonald

## **CONFIRMATION OF APPOINTMENTS**

**ITEM 14**

### **FOR INFORMATION**

<b>Independent Examiners:</b>	Walton Kilgour
<b>Honorary Legal Adviser:</b>	Harper Macleod
<b>Honorary Medical Adviser:</b>	Dr Carrie McCrea

### **BRITISH SWIMMING JUDICIAL PANEL MEMBERS**

<b>Judicial Panel:-</b>	Allan Fletcher
	Elizabeth Stewart
	Margaret Somerville

<b>Appeal Panel:</b>	Doris Mair
<b>Appointments Panel:</b>	Blair Prentice