



# Dundee Gymnastics Club 2K

Limited company by guarantee SC 250221  
Charity Registered in Scotland SC 034466

DGC2k, Davidston Cottage, Couston by Newtyle, Blairgowrie,  
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## Minutes Directors Meeting

21 June 2015, 16 Rankine Street, 7-9pm

**Present;** Paul Carson, Bea Petersen, Clare Huxley, Colin Blakeman, Alison Bell, Vicky Lothian and Toni Knox.

**Apologies;** Richard McCready, Jacqueline Archibald

### **Resignation**

Drew Duffy resigned as a Director at 18.32 on Sunday 21 June 2015;

'After almost 2 years as a director I'm afraid I will have to resign from my position with immediate effect. As a director I must always put the interests of the club before anything else but that is proving to be difficult. I should have done this sooner as I've not been able to do much and taken a back seat recently. I would like to thank each of the directors for their support and hard work since my first meeting in Jackie's house. I will be happy to support the directors because many of the coaches have become GMB members I will continue to ensure they are supported and will work with the directors to ensure DGC2K is a fantastic place to work.'

Drew was also the Chair of the Directors of DGC2K. It was agreed to continue with the business of the meeting without a Chair.

### **1. The minutes from 19 April and 25 May 2015**

These were agreed and can go on the website.

### **2. Matters Arising from 19 April and 25 May 2015**

The Development Groups Open day on Saturday 30<sup>th</sup> May was successful with parents commenting positively.

### **3. Child Protection, codes of conduct and related issues**

Toni Knox (DGC2K Child Protection Officer) and Bea Petersen had attended a Safeguarding Level 2 course. Points which need tightening up at the club are;

**PVG checks:** These need to be carried out on all volunteers as well as coaches before they spend any time in the gym. This costs £7 for a volunteer and £49 for a paid coach. Tony organises PVG checks and the club pays for them.

**Codes of conduct:** These need to be prepared for gymnasts, parents, coaches and volunteers. These then need to be signed by all gymnasts, parents, coaches and volunteers. Toni will arrange a meeting with Ross McGuire to go through what our codes of conduct should say as we have Parent Guidelines, Rules of the Gym for the gymnasts, and a coaches code of conduct has been written in draft form for approval. Our codes of conduct require fine tuning to bring up to date.

**Drop off and pick up arrangements:** At arrival, our responsibility for the gymnasts starts when they are ticked off on the register – this needs to be made clear to parents. At departure, currently the younger gymnasts (Development groups and younger) generally stay with the coach till a parent is there to pick them up. For gymnasts 8 or less, we should introduce a system of parents signing the gymnasts out. For older children we need permission from the parents if their children are to leave the building alone (eg to be picked up from the car park). This needs further consideration before implementation.

### **Directors :**

C. Huxley, A. Bell, P. Carson, B. Petersen  
R. McCready, J. Archibald, V. Lothian, C. Blakeman  
Club Manager: Paul Carson 01382 861 028  
Secretary: Bea Petersen 01828 650606





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**Coach's Conduct:** A club coach has pleaded guilty to serious assault. This was an altercation after a night out in the city involving another adult man who fell back and hit his head causing injury. We discussed carefully whether this coach should be suspended;

- this is the first time the coach has been involved in any such behaviour
- no minors were involved
- it was not in any way related to club business
- the Head Coach and Club Manager were informed about the event when it occurred in October 2014
- the coach has pleaded guilty and is co-operating with the police
- there has been no behaviour in the gym or relating to coaching to cause any concern.

On balance the Directors present agreed that the coach should not be suspended. However, Tony Knox will seek further advice from Ross McGuire as to whether this is a child protection issue that needs to be addressed by suspension. We will also be advised by Scottish Gymnastics whether they think a suspension is needed.

#### 4. Accounts to end May 2015

This was covered very briefly; income for May £13596, Payroll £9000, Hall hire £4136 so we are profitable for May (+£460). Since then, Bea and Paul have reorganised the groups a bit so we should be more profitable for June.

#### 5. Progress with expediting the waiting list

Vicky has made a database of everyone on the waiting list – currently 241. All the groups are currently full apart from boys development where there is one place. Vicky has had problems with parents not responding to emails and boys not turning up. We need to arrange that Vicky can access the registration forms so that she can see when spaces arise. There are nowhere near enough places in the club to take everyone on the waiting list. The idea of having open days/week during the summer where everyone on the waiting list is invited in was discussed and will be taken forward.

#### 6. Progress with chasing up non-paying parents (Colin Blakeman)

This was not covered due to lack of time

#### 7. Progress with costs of the McTaggart and the VAT situation

This was not covered due to lack of time

#### 8. Progress with additional premises and funding

This was not covered due to lack of time

#### 9. Dates for coach's development meetings, meetings of parents with coaches

This was not covered due to lack of time

#### 10. Fundraising report and plans

This was not covered due to lack of time

#### 11. AOB and date of next meeting

We agreed to hold a meeting in the next few weeks to consider just the financial issues. Date and time to be

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