



SCOTTISH AUTOCYCLE UNION Ltd.

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**SUMMARY Minutes of Directors Meeting on Tuesday 9th February 2016
Redford Barracks, Colinton, Edinburgh at 7.00pm**

Present Chair A Mack A McNaughton, A Cameron, I Barnes, W Annandale,
D Young, W MacGregor, D Paton, W Brown, R Bryant, K Pennycook, A Wood

Conf. Phone: Not available

	Action
1. Apologies S Campbell, T Weir	
2. Declaration of interest. None declared.	
3. Minutes of previous meeting Jan 12th 2016 Proposed W Annandale A Cameron Summary Minutes Approved Prop D Young A MacNaughton	Action . Circulate minutes to clubs and post on website
4. Matters arising a. Policies Guidance notes for Directors – in production. Policies will require to be ratified by the Board for adoption. Policy guidance to clubs – are we providing as a must do or as a guidance? The policies will be adopted by the SACU Board – a short summary for guidance on the actions that clubs need to take to be produced and agreed by the Board b. Adoption of Policies Prop D Young Sec W Annandale c. Concussion A briefing note on concussion was approved at the Jan Meeting and accepted as suitable. D Paton suggested the concussion procedure be added to the Supplementary Regs. Page 272 of the ACU Handbook 2016 covers concussion. <ul style="list-style-type: none"> • Wording for adding to Supplementary Regs for all disciplines . <p>“The competitor to notify the club of any recent (within the last 23 days) concussion injury and to produce a doctor’s note to state they are able to compete in the event. The Doctors note to state “The competitor is no longer suffering the consequences of concussion”.</p> <p>For competitors suffering a concussion at an event this will be recorded on the Stewards Report form. Clubs should notify the office of riders suffering concussion as soon after the event as possible – where it will be noted on their licence record.”</p> <ul style="list-style-type: none"> • Add to the event entry form for each event. <p>Add the following paragraph as per ACU to event entry form disclaimer.</p> <p>“I confirm that I am not currently suspended from ACU/SACU permitted competition or on the ACU/SACU Stop list as a result of incurring a</p>	Action D Young to produce guidance note. Action. Disciplines to add the wording to their Supplementary regs. Office to notify the clubs via the Bulletin of wording to be added to the event entry form disclaimer

<p>Concussion injury. I shall notify the Club should I incur such a suspension or concussion injury between now and the race event”</p> <p>Riders are required to submit a doctor’s letter to the SACU office or hand to the event Steward or Clerk of the Course. Clubs to return the Doctors letters to the SACU office with event paperwork.</p> <p>d. NFU Article Add in to the draft document “The sport could be seen as diversification of the activities of the farm” Submit for publication.</p>	<p>Action amend and submit for publication</p>
<p>5. Financial Report</p> <p>a. Treasurers Report The treasurer presented a year on year comparison for 2015/ 2016. This is based on cash flow accounting. Some monthly items are a month late due to processing and invoice dates – and accounted for. Year to date reports to be produced by the Treasurer for monthly meetings. The treasurer to review licences and accounts monthly. Monthly accounts will allow cash flow trends to be followed throughout the year alerting the Board of any problems in advance.</p> <p>b. AGM Audit report – draft. The auditor highlighted that the write off of Enduro timing equipment outstanding cost needs to be agreed . It is nearly 4 years old and is now almost fully depreciated. It was proposed that the cost is written write off – this was accepted. Audit comments discussed. Licence numbers are up for this year so far. Rider numbers at events are also being noted. Officials at events are also to be noted to allow volunteer participation to be recorded. Production of Road Race Marshalls plastic ID cards at a cost of c £2. Was requested. Approved. D Paton to confirm details of card and recipients.</p> <p>Lanyard prices to be investigated - Quote 100 – 500. SACU blue / white logo.</p>	<p>Action. Auditor to be notified of write off of Enduro costs.</p> <p>Action . Office to add a note to Bulletin and permit papers requiring list of Officials to be returned to the Office with event paperwork. Office to check on lanyard costs with SACU logo.</p>
<p>6. Sport Scotland Audit Response D Young presented a review of the audit document and the SACU responses. It is a review of Governance and procedures. D Young to undertake internal audits to understand the procedures currently in place. Response to SportScotland – Governance is based on our constitution, the ACU Handbook and the FIM National Sporting code and FIM Code of Ethics. Some of our processes do not fit well with the audit process – eg Board membership is voted on – not skills based. The Board may appoint a level of non-board level members. Specialists for particular projects.</p> <p>A financial management procedure manual requires to be produced listing office procedures. Risk Management. Planning and reporting Communication HR Management. IT – requires documenting Policies – require development.</p> <p>A discussion on sponsorship highlighted that the sponsored income needs to be ring fenced for the intended use.</p> <p>Constitution updates – require to be sent to company’s house as soon as agreed. The</p>	<p>Action</p>

presentation was attended by the Enduro Chairman at the ACU at Rugby.
There is concern over the requirements to pass on to clubs as a safety plan is required to be produced for events on FC land. The SACU Enduro committee to decide on how to produce certification for SACU clubs. This may also involve Trials clubs if they run events on FC land

A Cameron – offered to provide guidance to trials clubs if required.

I Barnes - noted that a Try Trials date is going ahead at E Fortune – requested that the marshalls be allowed to participate. This was approved

Road Race Extraction training is to be provided by the SACU Road race committee.
This follows incidents where sidecar has become lodged in ARMCO.

I Barnes is seeking to recruit 30 volunteers over 5 years to run MX as officials – this would help clubs to run events. To help over current lack of officials.

D Paton – raised some queries over suitability of MX at E Fortune. This may work at other venues.

Marshalls are required but there is also a need for new club officials to be certified and trained - a current problem is to recruit new officials.

A request for a permit for an event on the date of the AGM was declined – there are only two dates in the year that are reserved and no permits issued. The AGM and Remembrance Sunday.

A vote of thanks to the chair and to Major A Mack MBE for the kind use of the venue.

Meeting closed at 22:00 pm

C Mackenzie - Minutes