

Minutes from the **Physical Activity Committee** meeting held on Monday 3rd December in the Seminar Room, Hillhead Centre, Aberdeen University.

Present

Juliet Balfour (JB) Chair
Jacqui Stone (JS)
Debby Sargent (DS)
Jackie Davidson (JD)
Alan Francis (AF)
Anna Anderson (AA)
Siobhan Wilson (SW)

Apologies

Hazel Ednie (HE)
[Julie Falls (JF)]
[Eilidh Bartlett (EB)]

In attendance

Davie Watt (DW)
Miles Fuller (MF)
Laura Hayward (LH)

WELCOME, AND SCENE SETTING

1. Juliet welcomed everyone to Aberdeen. Apologies were noted from Hazel, and Julie. Davie Watt from Glasgow and Laura Hayward (SUS) were present and Miles Fuller from Inverness College was thanked for attending.
2. Committee members were asked for any news.
 - MF introduced himself explaining that he was facilities manager at Inverness College but was hoping to become a sports lecturer so had been training towards this. He was keen to engage further with the SUS network.
 - Several committee members commented that it was a very busy time of year and everyone was feeling the pressure. JB was taking a well-earned break next week.
 - Tara Graham is leaving St Andrews University in January to take up a post within the NHS. The post would not be filled until the new Director had settled in. DS was also to be involved in the research element of an Obesity study to be completed in the New Year.
 - AA had successfully negotiated generic kit for all of the teams at Dundee and had completed electronic matriculation for clubs which would allow more detailed information to be collected.
 - JS reminded about the Christmas Seminar on the 13th December. Also noted that she will have an article published in the January edition of the Journal of Sport and Social Issues. LH had completed her placement and results of the coaching study would be available in the New Year. Exec would be giving thought to finding someone to act as a third person in the office.
 - Aberdeen is trying to find a way to include a physical activity element to the Granite City Challenge for this year. JD will also be completing a charity cycle of 444 miles in May and so will be asking SUS colleagues for their support.
 - SW was attending the meeting in her new capacity as Sports President of the University of West of Scotland. The end of the week had seen ceilidhs to mark the official name-changing ceremony.
3. *Minutes 08/10/07*: The minutes were agreed as an accurate record.
4. *Matters Arising*: The Active Age Festival would be held in Aberdeen this year. All other matters would be dealt with below.

ACTION

Newsletter

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| 5. JS had clarified that the cost for a print run of the newsletter was £555.82 for 300 copies. The smaller a print run the higher the unit cost. If there was to be an order it would need to be completed in one go and the re-invoicing completed quickly. It was felt that this may be too expensive and so in-house promotion and printing would be recommended. | All |
| 6. It was suggested that there should be a poster campaign to promote the SUSPAC resources on the website. JS and JB would look at producing a template for this ahead of the next newsletter in March. | JS/JB |
| 7. JS would check with the web statistics for how many downloads of the resources were happening. | JS |
| 8. Any further content for this edition of the newsletter should be emailed ASAP to JS and JB for collation. In particular members were asked to think about dates for the diary. | All |

Flyers

9. Four flyers will be published at the same time as the newsletter. The content will be as follows: What is physical activity; Injury prevention; Getting to the core; cardiac rehab.

Dates

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| 21 st January – Stirling | All |
| 3 rd April – SUSPAC Roadshow, Abertay | |
| 13 th May – Paisley | |

Workshops

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| 10. JS, JB and LH met with Jaz from SEMSA to discuss a new project that is being set up in the Glasgow area to get more ethnic minority women more active. The project launched on the 17 th November and it is hoped that Jaz may be able to join us for our meeting in January. | |
| 11. The workshop in January will be a broad session to do with equity issues. JS and JB will try and contact Ali Jarvis to join us to give some tips on setting up an equity strategy for SUS. | JS/JB |
| 12. The SUSPAC Roadshow this year will focus on careers available for those with sport, physical activity and health-related degrees. Skills Active and BASES will be invited to attend as well as looking at what employers want and CV writing tips. More thought to content will be given at the next meeting. | All |

Other Business

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| 13. JB was meeting with Skills Active and Fitness Scotland next week to talk about REPS which is having a major overhaul. | |
| 14. JB was also busy with the BASES exercise and health practitioners group who were looking to set up a pathway for students to get experience. They were also looking at approving an accreditation pathway. | |
| 15. JS updated about the Active Students Paper that had been submitted to the Scottish Government. More information about this could be found in the Exec Minutes on the SUS website. This year's submitted business plan was also available there to download. | |
| 16. It was requested to have meeting venues and maps available on the SUS website so JS would look into this. | JS |
| 17. Committee members were asked to think about the summer and who would stay on the committee. | All |

Actions List

In-house promotion and printing of SUSPAC resources	All
Template for posters	JS/JB
Check download statistics	JS
Send any further content for newsletter to JS	All
Note dates for future meetings	All
Work out content for January workshop	JS/JB
Give thought to content for SUSPAC Roadshow	All
Look at having venue info and maps on the website	JS
Give thought to next year	All

Intra-Mural Sport and Activity

Present

Jacqui Stone (JS)
Laura Hayward (LH)
Siobhan Wilson (SW)
Davie Watt (DW)
Stew Fowlie (SF)
Alan Francis (AF)
Miles Fuller (MF)
Simon Messenger (SM)
Donnie Campbell (DC)

Juliet Balfour (JB)
Anna Anderson (AA)
Michael Bates (MB)
Gordon Cox (GC)
Andy Smith (AS)
Jackie Davidson (JD)
Debby Sargent (DS)
Euan Carghill (EC)
Jason Maclean (JM)

AA had requested for this topic to be discussed as Dundee had no form of intra-mural (IM) sport and were keen to set up some activity before the end of the year. It was hoped that a sub-group could be set up to help with this topic where those with good programmes could support those who are at the development stages.

AA facilitated the workshop. Discussion started with a round-the-table update from each institution about what provision they have for IMI sport. It was evident that things were different at each of the institutions represented ranging from little or no provision to an extensive programme covering several sports.

Dundee, UHI, UWS, RGU had no programme to speak of. HW and Aberdeen had a small programme in a few sports and St. Andrews, Glasgow and Edinburgh had a more co-ordinated approach to an IM /recreational sport programme.

AA then asked Edinburgh and Glasgow to describe their activities and set-up in more detail.

SM spoke about Edinburgh's programme which is run by three Exec officers and the Sports Union Administrator. The programme covers 8 different sports and has about 1000 participants. This encompasses several teams and takes place on Wednesdays, Saturdays and Sundays. Facilities are a combination of some internal through the CSE and block bookings of external facilities. Charges are on an annual basis and cover personal accident insurance and the facility bookings. Players are often used to referee other games (e.g. rugby). Administration is handled by the Sports Union office. The programme is mainly aimed at students but non-students can also be involved. Where referees are needed this is usually completed by students except in the case of sports such as rugby where qualified refs are needed. The sports union have a set of policies and procedures to ensure the smooth running of the programme and they hold a meeting at the start of each year to highlight the way forward. The Edinburgh programme sells itself and needs no promotion. However the leagues are full and often oversubscribed which also presents a problem for successful IM programmes to consider.

DW informed the group that Glasgow's football leagues are always full but they do find it difficult to get people to commit the same time every week. Drop in sessions have worked well for some sports and they have squash and badminton ladders. One-off events can be successful such as the charity 5k in March.

A brief update was also given on the programmes at St Andrews, Heriot-Watt and Aberdeen.

Discussion followed on what was meant by Intra-mural, as activity that was classed as IM at one institution was not necessarily classified the same at another. It was felt that there perhaps needed to be a change in what institutions call Intra-Mural and thought would be given to this.

It was recommended by Aberdeen to get an individual who knows, and is passionate about, the sport to help set up a new programme. It was also commented that it makes sense to have links with clubs for promotional purposes. It was felt that it would be better to have big one-off events that are



successful rather than weekly leagues that are not so popular. Advertising is important and also trying different sports.

The session then split into 2 groups and discussed the main challenges in starting up an intra-mural programme from scratch. There were recurring themes of time, finances, staffing and facilities. The combination of new comers and old timers to intra-mural, added depth to the discussions and produced a learning environment for those who are planning on implementing IM within their Institution. Many ideas and possible solutions to barriers came from the discussion groups, however when introducing an Intra-mural program into an Institution the best piece of advice was ***Start Small!***

It was felt that this issue needed an ongoing forum and AA would look into how to take this forward.

Notes from Groups

Group One:

TIME

- Start small, one thing a year that is successful

FINANCES

- Self funding
- Often subsidised prices for courts/pitches
- Sponsorship?
- Therefore finances not a major issue

PEOPLE TIME

- Need one passionate person to get it set up
- Get the clubs to organise it (if you have keen students)

FACILITIES

- Finding the time slot that is available and suitable
- Maybe having an 'Intramural Day' (Sunday?)

OTHERS

- Use fixtures live (BUSA) for admin of fixtures
- Branding exercise on 'Intramural' therefore need for a mass name change? Use words like 'sport', 'fun', 'social' so that Freshers know what we are on about
- Is intramural just about leagues or also one-off events?
- Blues and Colours tied in with Intramural Awards

KEY POINT: Start small and work your way up!

Group Two:

FACILITIES

- In house/ Out of house?
- What type?
- Cost?
- When available?
- Staff? Department or students?

STAFF

- Contacts
- Strong Characters
- Knowledge
- Interest/passionate
- Admin – with expertise in leagues
- Helpers – use 1st years and local community
- Refs – tap into local community or have structure in place to put people through coaching/ref courses

STEPS IN GETTING STARTED

- Pre intramural questionnaire, find out what your campus wants
- One off event first? (start small)
- Have a vision – think 5 years ahead not 1!
- Be realistic
- Plan your workforce and resources