

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Thursday, 11 June 2009 at 8.00 p.m.

PRESENT: Jane Evans (President), Karen Huckle, Sheila Mackenzie and Derek Milton (Education Manager).

APOLOGIES FOR ABSENCE

ED09/37 Apologies for absence were received from Andy Lennard, Ian Watson (Chairman MB) and Geoff Wood (Chairman).

MEETING QUORUM

ED09/38 There were just 3 committee members present (plus the President), this being 2 less than a quorum. It was agreed that the meeting would proceed, with any key decisions carried forward to the next meeting.

APPOINTMENT OF CHAIRMAN

ED09/39 In the absence of Geoff Wood, Derek Milton volunteered to be chairman for the meeting.

MINUTES OF PREVIOUS MEETING

ED09/40 The minutes of the meeting held on 2 April 2009, as considered by the Management Board on 13 May 2009, were accepted as a true record.

MATTERS ARISING

ED09/41 Re: ED09/21. Ian Watson established typical room hire costs from Marilyn Hughes and it has been agreed by the Management Board that up to £50 will be reimbursed to clubs for the cost of room hire for officials courses.

ED09/42 Re: ED09/23. Sharon Hunter (Stevenage Leisure) has confirmed that the Helper Course run in Stevenage in Feb/March ran very smoothly and was well received.

ED09/43 Re: ED09/26. The Management Board has accepted the Education Committee proposal to provide 25% funding to clubs for NPLQ training, where there is evidence that having someone with the NPLQ is a requirement for pool hire.

ED09/44 Re: ED09/27. It transpires that the Hertfordshire RLSS provides 100% funding for RLSS Assistant Teacher Courses.

ED09/45 Re: ED09/28. The Management Board has agreed that the funding amnesty should not be extended to courses run before January 2008.

CORRESPONDENCE

ED09/46 Several funding claims, not requiring discussion, have been received. The following items were discussed.

- 46.1 Ian Watson has distributed a list (dated 7 April 2009) of East Region clubs, including 11 Hertfordshire clubs, which have achieved swim21 accreditation. This list does not include City of St Albans SC, which has recently achieved accreditation.
- 46.2 E-mail from Andy Lennard regarding the possibility of providing funding for first-aid courses. Ian Watson has suggested initial consideration by the Education Committee and this is covered in the following agenda item (ED09/48).
- 46.3 Sheila Mackenzie has forwarded a message from Kevin Wray, alerting people to a new apprenticeship programme, details of which are on the British Swimming website. Derek Milton will send this information to the clubs.
- 46.4 Phillip Jackson has found a "Next Step Qualification Matrix", which is available on the British Swimming website, but had not been seen previously by members of the committee. The document looks likely to be very helpful to teachers/coaches trying to understand options for gaining ASA qualifications. Derek Milton will forward the document to the Education Committee and the clubs.
- 46.5 Sandra Hagley-King has enquired about funding and courses for Land Training. Derek Milton has responded, confirming that 25% funding is available if an

appropriate course can be identified. Sheila Mackenzie will endeavour to find out if anyone in East Region can suggest a Land Training qualification that is well matched to swimming club requirements.

FUNDING FOR COURSES

ED09/47 In 2009 (January to mid May) 11 clubs have received funding, with 26 funding claims having been approved, giving subsidies totalling £2306 for 47 course places. Fourteen of the 2009 claims, accounting for 27 course places and funding of £1234, were approved under the funding amnesty. Six of these claims were from clubs who had not previously claimed, so between January 2008 and May 2009 a total of 20 clubs have benefited from course funding through the Association.

ED09/48 The possibility of providing funding for first aid training was discussed, with the conclusion this may be appropriate if the training is required to achieve swim21 accreditation. Sheila Mackenzie will endeavour to find out if such training is required for swim21. Derek Milton will contact Andy Lennard to seek clarification on the reason for the request.

ED09/49 Derek Milton has been informed by Nikki Merrill that East Region funding claims should be sent to Phil Lown, as he is now the Senior County Swimming Coordinator for East Region.

DEVELOPMENT PLAN

ED09/50 The Action Plan for 2009 – 2010 was reviewed and the status recorded in the attached appendix.

FUTURE COURSES

HELPER

ED09/37 A reminder about the September Helper Course in Stevenage has been sent to the clubs.

ED09/38 Linda Donovan (John Warner Leisure Centre) is keen to run a Helper course and is trying to identify a tutor.

ED09/39 It has not yet been established if a Helper Course could be run at Hartham Leisure Centre. Derek Milton will pursue a response from the centre.

OTHER COURSES

ED09/40 The only course request received is the enquiry from Hoddesdon, seeking help to find a Land Training course. The next club forum, expected to be held in September, will hopefully give another opportunity to check if more courses are required.

CHILD PROTECTION AND WELFARE

ED09/41 Derek Milton will contact Barbara Scorer to find out if possible dates have been established for Barbara Barratt (ASA Child Protection Officer) to give a talk to Welfare Officers.

ANY OTHER BUSINESS

ED09/42 An Education Report was submitted on 20 May, as part of the County Report for distribution with the Annual Council Meeting documentation. It was agreed that with distribution imminent the report will not be updated to cover the very recent funding claims.

ED09/43 Slides prepared for presentation at the Club Forum, scheduled for 10 June but now postponed till later in the year, were briefly reviewed.

Next meeting Thursday 10 September 2009.

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Chairman – Education Committee

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Date

What do you want to achieve?	What is your target and when?	Status at 11 June 2009
1. Teacher/Coach/Helper Qualifications 1.1. Assist teachers and coaches to enhance their level of qualification 1.2. Promote the organisation and take-up of courses leading to ASA qualifications (Swimming) 1.3. Provide assistance for diving, open water, synchronised swimming and water polo courses.	90% of enquiries satisfied over the year. Increase the number of qualified teachers, coaches and volunteers. Sufficient courses to meet demand, including two ASA Helper Courses Sept 2009, March 2010. All disciplines contacted and demand established by end May 2009	Information about available courses is distributed to the clubs whenever it becomes available. The HASA web site has contact details for centres running courses and these are updated regularly. Stevenage Leisure Centre is running a Helper course in September 2009. Linda Donovan (John Warner Leisure Centre) is keen to run a Helper course and is trying to identify a tutor. It has not yet been established if a Helper Course could be run at Hartham Leisure Centre. Derek Milton will pursue a response. No requests for assistance received.
2. Facilities Maintain a directory of approved facilities capable of and willing to facilitate ASA courses, through the ASA Regional Education Officer	Current list updated by end May 2009	IOS Centres: Watford Leisure Centre, Sportspace Hemel, The Venue Borehamwood, Hitchin Pool and Bishop Stortford College. The Independent Approved Centres: Hartham Leisure Centre, John Warner Leisure Centre and Stevenage Swimming Centre.
3. Support Structures Support clubs to find training and development opportunities for club volunteers, to enable clubs to achieve and maintain swim21 accreditation.	Identify support required by May 2009 90% of requirements satisfied.	The possibility of a survey to establish club course requirements will be discussed with the County Co-ordinator, once they have been appointed.
4. Funding 4.1 Identify and facilitate available funding support for volunteers, teachers and coaches. 4.2 Distribute HASA funding for courses to assist all clubs achieve and maintain swim21 accreditation	Sources identified by end May 2009 and the clubs of all eligible individuals assisted during the year. All requests for funding settled within 1 month of course completion	HASA funding process is in place. Additional funding up to 75% total is available for swim21 clubs (and clubs working towards swim21) through East Region.
5. Disabilities Assist in raising the profile of opportunities for disabled swimmers	All clubs with arrangements in place to integrate swimmers with disabilities.	The County Association is accommodating disabled swimmers and the action for clubs is covered by Swim21 requirements.

Signed:(Chairman - Education Committee)
 Education Action Plan Outcomes

Date
 Appendix to Education Committee Minutes 11 June 2009