

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Thursday, 11 Sept 2008 at 8.00 p.m.

PRESENT: Jane Evans (President), Philip Jackson, Andy Lennard, Sheila Mackenzie, Derek Milton (Education Manager), Barbara Scorer and Geoff Wood (Chairman).

APOLOGIES FOR ABSENCE

ED08/67 Apologies for absence were received from Karen Huckle and Ian Watson (Chairman MB).

MINUTES OF PREVIOUS MEETING

ED08/68 The minutes of the meeting held on 19 June 2008, as considered by the Management Board on 2 July 2008, were accepted as a true record.

ED08/69 It was agreed that Derek Milton should put the minutes on the county website.

MATTERS ARISING

ED08/70 Re: ED08/62. The MB meeting of 2 July 2008 requested that the Education Committee reconsider the decision to provide funding to all HASA affiliated clubs, irrespective of their Swim21 status. After a debate it was agreed to defer a vote on this issue until later in the meeting (ED08/75).

CORRESPONDENCE

ED08/71 Derek Milton has dealt with numerous items of correspondence, many of which do not require discussion. However, those of particular interest were mentioned:

- 71.01 Correspondence with Ian Mackenzie regarding a request, from a finance meeting of 17 July 2008, that any funding claims that appear to warrant support, but are not strictly within the guidelines, should be considered sympathetically and if necessary referred to Ian Watson. Some claims have subsequently been approved after discussion with Ian Watson.
- 71.02 Correspondence with Ian Watson regarding revised forms for the funding process. New forms were sent to the clubs on 21 July 2008.
- 71.03 Request from Bushey ASC for a Health and Safety Risk Assessment Course.
- 71.04 Phil Lown has provided clarification of the East Region funding process.
- 71.05 Information from Phil Lown about centres in the county that are part of the Institute of Swimming network. There are 12 potential sites but 5 of these are inactive.
- 71.06 Saron Hunter (Stevenage Leisure) has provided information about courses in Stevenage.
- 71.07 Ware SC have expressed concern and are seeking a formal response regarding significant delay in payment of a funding claim. Derek Milton has given an initial response and will follow-up with the Finance Officer.
- 71.08 Phil Lown has requested details of HASA funding paid to clubs in order to ensure that clubs are not "double funded" by East Region. East Region now has additional funding from Kelloggs and the intention is to use this to give clubs a total funding of 75% from all sources.

FUNDING FOR COURSES

ED08/72 So far this year £1556 of HASA funding has been approved for 17 claims covering 44 people on courses. There are 6 applications in progress and if these are all successful the total funding paid will be £2318.

ED08/73 Phil Lown has confirmed that East Region funding is only available for courses organised by the Institute of swimming and is not available for courses held at independent ASA Approved Centres, such as Stevenage and Hartham.

- ED08/74 It was agreed that HASA funding should continue to be administered separately from the East Region funding. Derek Milton will give Phil Lown details of all HASA funding claims, to avoid possible "double funding" but the possibility of a "one stop" process will no longer be pursued.
- ED08/75 A vote was taken on a proposal "to continue to provide funding to all HASA affiliated clubs, irrespective of their Swim21 status". This proposal was accepted with 5 in favour, none against and 1 abstention. The outcome resulted from consideration of the source of funding, it being generally agreed that funding that originates from affiliation fees should be applicable to all clubs, whereas funding from other sources could more reasonably be restricted, based on Swim21 status.
- ED08/76 Derek Milton will continue to make the funding available to all clubs, subject only to redirection by the Management board. Clubs will be informed that if they are Swim21 accredited, or working towards Swim21, they should be able to obtain funding from East Region to bring the total funding to 75% of course costs.
- DEVELOPMENT PLAN**
- ED08/77 The Action Plan for 2008 – 2009 was reviewed and the status recorded in the attached appendix.
- FUTURE COURSES**
- HELPER
- ED08/78 A Helper Course will be taking place in Stevenage over three Friday evenings, starting on 19 September. This has been organised by Stevenage Leisure and has been restricted to people associated with Stevenage SC. If this course is judged a success it is anticipated that a similar course, open to applicants from all clubs, will take place in early 2009.
- OTHER COURSES
- ED08/79 Barbara Scorer will endeavour to engage Barbara Barratt (ASA Child Protection Officer) regarding a talk to Welfare Officers.
- ED08/80 Barbara Scorer and Geoff Wood will contact Nikki Baker to establish the outlook for Child Protection courses.
- CHILD PROTECTION AND WELFARE**
- ED08/81 No outstanding issues.
- ANY OTHER BUSINESS**
- ED08/82 There was no other business raised. The next meeting will be on Thursday 6 November 2008.

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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 September 2008
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 2x ASA Helper Courses June 2008, Sept 2008 All disciplines contacted and demand established by end May 2008	Information about available courses has been distributed to the clubs. The HASA web site has been updated with contact details for centres running courses. Stevenage Pool has provided details of course through 2009 and these have listed on the HASA website Stevenage pool is running a Helper Course for Stevenage SC in September/October 2008. A similar course, with availability for all clubs, is anticipated in early 2009. Water Polo does not require any assistance. Other disciplines will be contacted once new committee memberships have been established.
2. Facilities Maintain a directory of approved facilities capable of and willing to facilitate ASA courses.	Current list updated by end May 2008	A list of 12 centres forming the IOS network in Hertfordshire is available but 5 of these centres are currently inactive. Derek Milton is endeavouring to obtain a full list of independent Approved Centres.
3. Support Structures Support clubs, in conjunction with HSP, to find training and development opportunities for club volunteers, to enable the clubs achieve and maintain swim21 accreditation.	Identify support required by May 2008 90% of requirements satisfied.	13 Clubs have provided a list of courses required.
4 Funding Identify and facilitate available funding support for volunteers, teachers and coaches.	Sources identified by end May 2008 and the clubs of all eligible individuals assisted during the year.	HASA funding process is in place. Additional funding up to 75% total is available 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	The County Association is accommodating disabled swimmers and the action for clubs is covered by Swim21 requirements.

Signed:(Chairman - Education Committee) Date