

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Thursday, 12 Nov. 2009 at 8.00 p.m.

PRESENT: Philip Jackson, Andy Lennard, Sheila Mackenzie,
Derek Milton (Education Manager) and Ian Watson (Chairman MB).

ELECTION OF CHAIRMAN

ED09/80 Philip Jackson volunteered to become chairman of the committee. His offer was unanimously welcomed and accepted.

APOLOGIES FOR ABSENCE

ED09/81 Apologies for absence were received from Karen Huckle.

MEETING QUORUM

ED09/82 Following the resignation of Geoff Wood, the quorum for the Education Committee reduces from four to three, under the rules adopted at the ACM on 1 July 2009.

MINUTES OF PREVIOUS MEETING

ED09/83 The minutes of the meeting held on 10 September 2009, as considered by the Management Board on 23 September 2009, were accepted as a true record.

MATTERS ARISING

ED09/84 Re: ED09/62. Sheila Mackenzie is still seeking information about existing Land Training qualifications.

ED09/85 Re: ED09/79. Ian Watson confirmed that room bookings have been confirmed for the proposed 2010 meeting dates. The meeting on Wednesday 16 June 2010 will be in the Small Hall, at the Welwyn Civic Centre, rather than a committee room.

CORRESPONDENCE

ED09/86 Geoff Wood has resigned from the Education Committee, citing what he sees as the inequity of the Management Board decision to reject the Education Committee proposal to continue course subsidies to all affiliated clubs. Derek Milton has responded, thanking Geoff for the support he has given to the committee. It was agreed that committee members would endeavour to identify someone to join the committee.

ED09/87 Keith Belton (East Region Finance Officer) has suggested that the Regional funding for courses at Independent Centres should be 50% of the course cost, rather than at the level required to make the cost to a club the same as for an IOS course. It was agreed that this view does not necessarily need to delay the implementation of a combined East Region and HASA funding process but some changes will be required if the East Region Board decides to adopt the suggestion. It is not known if or when this will be considered by the East Region Board but the first opportunity will be their next meeting, scheduled for 9 January 2010.

FUNDING FOR COURSES

STATUS OF CLAIMS

ED09/88 In this financial year (since 1 April 2009) funding for 17 clubs has been approved, with a total of £5697 for 59 claims covering 142 course places.

ED09/89 Sheila Mackenzie will establish how to obtain the latest swim21 status for HASA clubs and Derek Milton will then estimate how many of the 17 clubs receiving funding would have done so if swim21 eligibility criteria had been in place.

REVISED FUNDING PROCESS

ED09/90 A draft document, intended to give the clubs initial notification that funding is to become subject to swim21 eligibility criteria, was reviewed and a number of potential changes identified.

ED09/91 Some concern was raised that it appears from the East Region swim21 criteria that clubs who gain initial accreditation at a level higher than "Teaching" are not eligible for funding of Level 1 or Level 2 Teaching Aquatics courses. Derek Milton will seek clarification of the East Region policy.

- ED09/92 It was decided that it would probably be best to make the initial letter to clubs very brief and only distribute the full details after resolution of outstanding uncertainties about the new funding process. Derek Milton will update the draft documentation in this way and distribute it to interested parties for comment.
- ED09/93 The East Region Funding Claim Form was reviewed and some options were considered for changes to make it suitable for the new funding process. Derek Milton will create a modified form and seek comments from Kevin Wray and Keith Belton. Enquiries will also be made as to whether there is a form for Suffolk clubs that may be a good model.
- ED09/94 It was observed that since the Management Board meeting of 9 November was not quorate, there is not yet approval to proceed with the proposed joint East Region and HASA funding scheme. After some discussion it was concluded that either the schedule for implementation would need to be delayed or alternatively it may be possible to maintain the proposed schedule if approval can be obtained through a meeting of the Emergency Committee. Derek Milton will establish if a meeting of the Emergency Committee can be arranged.
- DEVELOPMENT PLAN**
- ED09/95 The Action Plan for 2009 – 2010 was not reviewed in detail. However, the attached version has been updated to reflect discussions in the meeting.
- FUTURE COURSES**
- HELPER
- ED09/96 There has been no further word from Linda Donovan (John Warner Leisure Centre) so it is assumed that a tutor has not yet been found for a Helper course. Derek Milton has been attempting to establish the status and will continue to do so.
- ED09/97 It is still not known if Hartham Leisure Centre will remain as an Independent Approved Centre or join the IOS Network. Derek Milton will continue to seek the latest status.
- OTHER COURSES
- ED09/98 Discussion deferred to the next meeting.
- CHILD PROTECTION AND WELFARE**
- ED09/99 Derek Milton will contact Barbara Scorer again to establish if possible dates have been agreed for Barbara Barratt (ASA Child Protection Officer) to give a talk to Welfare Officers.
- ANY OTHER BUSINESS**
- ED09/100 None.

Next meeting Wednesday 27 January 2010.

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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 12 November 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. Derek Milton will review the website and make suggestions for improvements. Stevenage Leisure Centre ran a Helper course in September 2009. Linda Donovan (John Warner Leisure Centre) is trying to identify a tutor for a Helper Course. Derek Milton is awaiting a response from Steve Rata to establish whether Hartham Leisure Centre is to remain Independent and if there is the possibility of a Helper Course. 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.
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	Following a Management Board decision on 23 September, HASA funding will become restricted to clubs with a swim21 accreditation, or accepted by ER as working towards swim21. It is proposed to combine the ER and HASA funding schemes, with administration by ER, and subject to MB approval, the target date for implementation of the combined funding process, with swim21 eligibility conditions, is 1 January 2010.
5. Disabilities Assist in raising the profile of opportunities for disabled swimmers	All clubs with arrangements in place to integrate swimmers with disabilities.	The action for clubs is covered by swim21 requirements and the County Association is accommodating disabled swimmers in the county swimming events.

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

Date
 Appendix to Education Committee Minutes 12 November 2009