

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Wednesday, 16 June 2010 at 8.00 p.m.

PRESENT: Karen Huckle, Philip Jackson (Chairman), Sheila Mackenzie (Association Secretary) and Derek Milton (Education Manager).

APOLOGIES FOR ABSENCE

ED10/34 Apologies for absence were received from Ian Watson (Chairman MB) and George Kent (President Elect).

MINUTES OF PREVIOUS MEETING

ED10/35 The minutes of the meeting held on 18 March 2010, as considered by the Management Board on 7 April 2010, were accepted as a true record.

MATTERS ARISING

ED10/36 Re: ED10/19. No suggestions have emerged for potential new members to fill vacancies on the committee.

ED10/37 Re: ED10/21. Derek Milton has established contact with Kim Stevens (swim21 National Administrator, based in the East Region Office) to confirm the status of a club. It has been agreed that Derek Milton will be provided with appropriate updates to swim21 data, to minimise the need for specific enquiries.

ED10/38 Re: ED10/25. Guidance notes for the combined ER/HASA course funding scheme and an East Region application form were reviewed, with the conclusion that some changes would be appropriate. Sheila Mackenzie will ensure this is discussed with Kevin Wray (East Region Director).

ED10/39 Re: ED 10/32. The East Region meeting for Welfare Officers, held on 18 April 2010, was well received and there does not appear to be any immediate need for a Hertfordshire meeting. However, it is thought that welfare procedures and potential issues would be an appropriate topic to be included in a Club Forum. This may become particularly relevant following the government announcement that the Vetting and Barring Scheme is on hold. Sheila Mackenzie will suggest such topics to Ian Mackenzie.

CORRESPONDENCE

ED10/40 Kevin Wray has provided details of claims made for funding under the combined ER/HASA scheme.

ED10/41 Leanne Brace (County Swimming Coordinator) has provided information about ASA Approved Centres.

ED10/42 Enquiry from Dolphin SC regarding funding for a Level 2 course. Derek Milton has responded, pointing out that there are swim21 eligibility criteria for East Region and HASA funding.

FUNDING FOR COURSES

ED10/43 In the year from 1 April 2009 to 31 March 2010 funding was approved for 19 clubs. There were 82 claims covering 220 course places giving a total subsidy of £8,166.

ED10/44 Since 1 April 2010 funding has been approved for four clubs, there being 10 claims covering 17 course places and a total subsidy of £970. Eight of these claims were for Teaching/Coaching courses that were notified before 31 March and two were for courses covered by the ongoing HASA funding process.

ED10/45 Since the start of the combined ER/HASA funding scheme on 1 April, the HASA committed funding is £2,357.

ED10/46 Derek Milton will contact Kevin Wray to request that we be made aware of any claims from HASA clubs that are to be rejected by East Region.

ED10/47 It has been agreed with Keith Belton (East Region Finance Officer) that the HASA will receive quarterly invoices from East Region.

- ED10/48 A recent funding application was reviewed and it was agreed that for the ongoing HASA funding, invoices should not be taken as evidence of payment unless signed to confirm receipt. It was also confirmed that the funding does not cover expenses, such as refreshments.
- ED10/49 Details of the ongoing HASA funding process have been sent to the clubs and put onto the HASA website. Guidance notes and the application form for the ER/HASA scheme will not be put onto the HASA website until an updated version is available.
- DEVELOPMENT PLAN**
- ED10/50 The Action Plan for 2010 – 2011 was reviewed and the status is recorded in the attached appendix.
- FUTURE COURSES**
- ED10/51 Leanne Brace has been actively working to get more ASA Approved Centres in Hertfordshire and the availability of courses appears to be improving significantly.
- ED10/52 There is, however, concern that there may not be sufficient Coaching Course opportunities and Sheila Mackenzie will ask Ian Mackenzie to seek opinions on this at forthcoming Coach and Club Forums.
- ED10/53 Philip Jackson will establish if it would be possible to hold a Helper Course in Harpenden.
- CHILD PROTECTION AND WELFARE**
- ED10/54 No matters requiring discussion, other than covered by ED10/39.
- ANY OTHER BUSINESS**
- ED10/55 None

Next meeting Thursday 9 September 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 16 June 2010
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 2010, March 2011. All disciplines contacted and demand established by end May 2010	Information about available courses is distributed to the clubs whenever it becomes available. Contact details for centres running courses are on the HASA web site, together with regularly updated information about forthcoming courses. Helper Course target achieved through Stevenage Leisure but the possibility of a course in Harpenden is to be investigated. Discipline Managers yet to be contacted.
2. Facilities Maintain a directory of approved facilities capable of and willing to facilitate ASA courses, through the ASA Regional Education Officer. NB. Appropriate contact is now County Swimming Coordinator.	Current list updated by end May 2010	IOS Centres: Watford Central, Watford Woodside, Herts Sports Village Sportspace Hemel, The Venue Borehamwood, Hitchin Swimming Centre, Haberdashers Boys School, Harpenden Leisure Centre and Royston Leisure Centre. Hatfield Swim Centre expected to be added soon. The Independent Approved Centres: Hartham Leisure Centre, John Warner Leisure Centre and Stevenage Swimming Centre. Confirmation / update awaited from Leanne Brace.
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 2010 90% of requirements satisfied.	Requirements for any additional courses to be established at Coach and Club Forums
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 4.3 Establish a combined HASA + ER funding process.	Sources identified by end May 2010 and the clubs of all eligible individuals assisted during the year. All requests for funding settled within 1 month of course completion Ideally within 2009 – 2010 plan, otherwise April 2010	HASA funding has been agreed to cover appropriate courses not within the scope of the ER/HASA scheme. Payment by BACS has helped to achieve rapid payment well within target. Combined funding scheme implemented from 1 April 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) Date