

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Thursday, 18 March 2010 at 8.00 p.m.

PRESENT: Philip Jackson (Chairman), Sheila Mackenzie (Association Secretary) and Derek Milton (Education Manager). By invitation: George Kent (President Elect).

APOLOGIES FOR ABSENCE

ED10/17 Apologies for absence were received from Karen Huckle and Ian Watson (Chairman MB).

QUORUM AND COMMITTEE VACANCIES

ED10/18 Following the resignation of Andy Lennard and with Sheila Mackenzie now being an ex officio member, the quorum of the Education Committee has become the presence of two members.

ED10/19 There are now up to three vacancies on the committee but potential new members have yet to be identified.

MINUTES OF PREVIOUS MEETING

ED10/20 The minutes of the meeting held on 3 February 2010, not yet considered by the Management Board, were accepted as a true record.

MATTERS ARISING

ED10/21 Re: ED10/06. Sheila Mackenzie provided those present with copies of the most recently available swim21 status sheet. It was agreed that in any cases of uncertainty, prior to approving funding claims, Derek Milton will contact Kim Stevens (swim21 National Administrator, based in the East Region Office) to confirm club status.

ED10/22 Re: ED10/09. Initial information regarding the forthcoming move to a combined East Region and HASA funding process has been sent to the clubs.

ED10/23 Re: ED 10/14. Information about courses in Harrow and in Huntingdon has been added to the HASA website.

CORRESPONDENCE

ED10/24 A matrix of courses to be held at Stevenage Swimming Centre has been received and this has been added to the HASA website. It was observed that the cost for a Level 2 Coaching course is £690, this being £40 above the IOS Recommended Retail Price.

ED10/25 Kevin Wray (e-mail of 4 March) has suggested that people register for courses as they become available and then apply for funding once details of the new process are distributed. There is no known outlook for availability of the process details so Sheila Mackenzie will endeavour to establish the status.

FUNDING FOR COURSES

STATUS OF CLAIMS

ED10/26 In this financial year (since 1 April 2009) funding for 19 clubs has been approved, with a total of £7,598 for 81 claims covering 216 course places.

REVISED FUNDING PROCESS

ED10/27 The committee reviewed a previously distributed proposal for the funding of courses not covered by the joint East Region / HASA scheme. It was agreed to submit this, without change, to the Management Board for consideration on 7 April. The proposal is an appendix to these minutes.

ED10/28 It was agreed that although the revised funding scheme starts on 1 April, distribution of the proposed HASA process will be delayed until after the Management Board meeting.

DEVELOPMENT PLAN

ED10/29 The Action Plan for 2009 – 2010 was reviewed and the status is recorded in the attached appendix.

ED10/30 The Development Plan for 2010 – 2013, as submitted to East Region, was briefly reviewed. The status against the 2010 – 2011 action plan will be covered at the next meeting.

FUTURE COURSES

ED10/31 The committee will respond to any requests for courses that emerge from the Coaches Forum on 24 March or the Club Forum on 5 May.

CHILD PROTECTION AND WELFARE

ED10/32 The need for any action will be reviewed after the East Region meeting for Welfare Officers, being held on 18 April.

ANY OTHER BUSINESS

ED10/33 None

Next meeting Wednesday 16 June 2010

.....
Chairman – Education Committee

.....
Date

What do you want to achieve?	What is your target and when?	Status at 18 March 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 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 to review the website and make suggestions for improvements. Target achieved through Stevenage Leisure Centre courses (Sept 09, Feb/Mar 10) Linda Donovan (John Warner Leisure Centre) is trying to identify a tutor for a Helper Course. Outlook to be established. 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. Confirmation required.
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.	Any need for courses will hopefully emerge from the Coach and Club Forums but the possibility of a survey of clubs to establish requirements will be discussed with the County Swimming 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 Management Board agreement on 2 February, funding for teaching courses, coaching courses and all courses required for swim21, will be covered by a new process giving combined East Region and HASA funding 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

Education Committee Proposal for Course Funding – February 2010

- 1) From 1 April 2010 the HASA to continue funding appropriate courses not covered by the combined East Region / HASA scheme.
- 2) Such claims to be submitted to the Hertfordshire ASA Education Manager, who will approve the funding as per the existing scheme.
- 3) The current subsidy levels to be continued, as shown below:

	Course	Subsidy
3.1	Lifesaving/Lifeguard	25%
3.2	Courses required for club development but not specifically for swim21	50%
3.3	ASA Helper Certificate	100%
3.4	Officials courses for all disciplines	100%

- 4) Subsidies for courses covered by (3.1), (3.2) and (3.3) will only be payable to clubs that are swim21 accredited or accepted by ASA East Region as working towards swim21.
- 5) Funding for officials courses will be available to all affiliated clubs, irrespective of swim21 status.
- 6) Courses covered by (3.2) to be as per the existing list, subject to such courses still being available.
- 7) New courses, not on the existing list, to be added to the list of eligible courses, if deemed appropriate by the Education Committee.
- 8) Subsidies to apply to course fees and examination /ASA fees but to exclude travelling or other expenses.
- 9) The funding process to be simplified so that claims can be accepted without the need for clubs to have submitted a notification form.

Additional notes

- a) When started in 2006 the HASA funding did not cover examination fees. However, since March 2008 (MB08/31) examination fees have been included, this change being made as with IOS courses any examination fee was included in the course cost and not separately identifiable.
- b) The application of the principle of covering examination fees has been interpreted as covering ASA fees, which in some cases, such as recent timekeeper courses, is an administration fee rather than an examination fee. This is, in any case, consistent with the original undertaking to give 100% funding for officials courses, excluding examination fees.
- c) In this financial year the total funding paid for timekeeper courses has been £384.88, this being £109.88 for room hire and £275 for ASA fees. This ASA fee is an average of £2.89 per timekeeper.
- d) The need to submit a notification form was introduced at the inception of the HASA funding scheme as a safeguard in case the demand for funding was excessive. However, in practise this notification has not served any useful purpose, yet has imposed an administration burden on the clubs and the Education Manager. Furthermore, with the introduction of the new East Region / HASA funding arrangement, the HASA process will only be dealing with relatively low cost courses, and the Education Committee thus proposes (ED10/11) to discontinue the requirement for notification forms.
- e) A letter for distribution to the clubs has been drafted and is reproduced on pages 2, 3 and 4 of this document.



HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION

(County Association of ASA East Region)

President: Derek Milton

Education Manager

Derek Milton
11 Witchford
Welwyn Garden City
Herts.
AL7 2PR

April 2010

Dear Club Secretary / swim21 Co-ordinator / Club Contact,

Funding Opportunities for HASA Affiliated Clubs

The HASA will continue to fund courses not covered by the new combined East Region / HASA scheme for teaching, coaching and swim21 related courses.

The following should be noted:

- Funding is currently available to Hertfordshire ASA affiliated clubs for the courses listed on the attached table, subject to the eligibility conditions stated.
- For courses where swim21 criteria apply, eligibility will be determined by the East Region listing at the time of claim submission.
- The HASA will fund/part fund course fees and ASA fees, but not travelling or other expenses.
- Clubs, not individuals, must make all claims.
- Signed forms can be submitted by scans to e-mail.
- On completion of the course a claim form, complete with copies of proof of payment and attendance must be submitted to the Education Manager.
 - o Proof of attendance can be: Claim form signed by the course tutor
or Copy of Certificate of attendance / achievement
 - o Proof of payment can be: Copy of receipt from course organiser
or Club Secretary's signature on claim form
- Funding, in accordance with the attached table, will be paid directly to the club's bank account.

If any problems or questions arise please contact me by e-mail at derekmilton@f2s.com

Yours faithfully,

Derek Milton
Education Manager

Attached: Funding availability table.
Claim Form.

Funding availability from the HASA		
Course Title	Subsidy	Eligibility / Special Conditions
Rescue Test for Teachers (NRASTC)	25%	Club with, or working towards, a swim21 accreditation.
National Pool Lifeguard Qualification	25%	Club with, or working towards, a swim21 accreditation. Only available if NPLQ (rather than NRASTC) required as condition of pool hire.
Courses required for club development but not specifically for swim21	50%	Club with, or working towards, a swim21 accreditation.
ASA Helper Certificate	100%	Club with, or working towards, a swim21 accreditation.
Officials courses for all disciplines	100%	Available to all HASA affiliated clubs, irrespective of swim21 status. Subject to £50 limit on room hire.

DRAFT

Claim for HASA Funding

Name of club			
Banking details (if not previously supplied)	Bank name		
	Account name		
	Account number		
	Sort code		
Course details	Title		
	Venue		
	Date(s)		
Cost of the course per individual, including ASA and exam fees	Cost per head:	£	
	Total cost (excl. expenses etc.)	£	
This form submitted by			
e-mail address			
Names of candidates completing the course			

Either:

I confirm the above person/s attended and completed this course

Signed by Course tutor/leader Date

Print Name

Or:

Tick box to confirm copy of certificate(s) enclosed / attached ☐

Also:

Tick box to confirm proof of payment enclosed / attached ☐

Or:

I confirm that the above named club paid £..... for these candidates on this course.

Signed by Club Secretary Date

Print Name

Please send to:

Derek Milton
Education Manager, Herts. ASA
11 Witchford
Welwyn Garden City
Herts.
AL7 2PR
derekmilton@f2s.com

Official use only

Received:
Swim21?
Payment approved: