

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Thursday, 19 June 2008 at 8.00 p.m.

PRESENT: Karen Huckle, Philip Jackson, Derek Milton (Education Manager),
Ian Watson (Chairman MB) and Geoff Wood (Chairman).

APOLOGIES FOR ABSENCE

ED08/48 Apologies for absence were received from Jane Evans (President), Andy Lennard
Phil Lown (RDO), and Sheila Mackenzie.

MINUTES OF PREVIOUS MEETING

ED08/49 The minutes of the meeting held on 3 April 2008, as considered by the
Management Board on 20 May 2008, were accepted as a true record.

ED08/50 It was noted that in minute ED08/44 the correct title of the venue for the Team
Manager course is the Hertfordshire Sports Village.

ED08/51 The minutes from 3 April 2008 have been published on the HASA web site with the
correction to the venue title in minute ED08/44.

MATTERS ARISING

ED08/52 Re: ED08/44. Sixteen people attended the Team Manager course, held on 11 June
at the Hertfordshire Sports Village. Feedback has been received from one
participant, indicating that the course was well received.

CORRESPONDENCE

ED08/53 The only correspondence requiring discussion related to course funding, which is
covered as a separate agenda item.

DEVELOPMENT PLAN

ED08/54 The Action Plan for 2008 – 2009 was reviewed and the status recorded in the
attached appendix.

FUTURE COURSES

HELPER

ED08/55 It has not been possible to confirm arrangements for the proposed Helper Course
at Stevenage in June 2008. However, it is still believed that the course will be able
to take place and the revised target is for September.

ED08/56 Karen Huckle volunteered to contact the Stevenage SC to establish if their
preference is for the course to be on Fridays or Sundays.

OTHER COURSES

ED08/57 Discussion of plans for Barbara Barratt (ASA Child Protection Officer) to give a talk
to Welfare Officers and a review of the list of courses, required for clubs to achieve
Swim21 accreditation, was deferred to the next meeting.

CHILD PROTECTION AND WELFARE

ED08/58 No outstanding issues.

COURSE FUNDING

- ED08/59 It was anticipated that Phil Lown (RDO) would be at the meeting to discuss the possibility of combining HASA and East Region funding for courses. Unfortunately he was unable to attend but it was agreed that the options should be discussed, based on correspondence and a recent telephone conversation.
- ED08/60 East Region has proposed a “one-stop shop” arrangement whereby East Region would administer distribution of the available East Region and HASA funds. This would potentially offer a benefit to the clubs in that only one application would be required to obtain funding from both sources.
- ED08/61 However, several possible disadvantages were discussed.
- 61.1 Clubs will only be told how much funding is available after they have submitted a funding application for courses previously listed on the club development plan held by East Region.
- 61.2 If clubs are working towards Swim21, but are not accredited, they will only receive 50% of the declared funding, the remaining 50% being paid upon accreditation, providing this is achieved within 18 months of the original submission of the club development plan to East Region.
- 61.3 The East Region process states that funding will only be provided for courses that are run by the Institute of Swimming and this may mean that courses run at Independent Approved Centres, such as Stevenage and Hartham pools, are not eligible for funding.
- 61.4 The East Region process requires applications to be signed by the club chairman and the Swim21 co-ordinator.
- ED08/62 It was agreed that the current East Region process would not be in the best interests of many of the Hertfordshire clubs. In particular, since the HASA funding comes from club affiliation fees it seems unreasonable to exclude non-Swim21 clubs from the funding. It was thus concluded that for the immediate future we should continue with separate administration of the HASA funding but that we should negotiate with East Region in an attempt to develop a “one-stop” process that will be beneficial to the clubs.
- ED08/63 Derek Milton will contact Phil Lown to explain the Education Committee concerns with the East Region funding process and will endeavour to negotiate a satisfactory way of enabling a “one-stop” process for the clubs to obtain funding.
- ED08/64 Twelve claims for HASA funding, covering 36 people on courses, have been approved so far this year, these representing funding of just over £1000. There are three Level 2 courses awaiting completion that will bring the total to approximately £1500. Derek Milton will check with the Finance Officer to establish if the approved funding has all been paid to the clubs.
- ED08/65 The Finance Officer is keen to settle funding claims using BACS and the HASA funding documentation requires updating to facilitate this. Some other improvements are also desirable and Derek Milton will draft a revised version for consideration by the Education Committee.
- ANY OTHER BUSINESS**
- ED08/66 There was no other business raised so the meeting closed, after confirming that the next meeting will be on Thursday 11 September 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 19 June 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 promised a list of forthcoming courses but this has not yet been received. Stevenage pool has agreed to facilitate a Helper Course, in conjunction with Stevenage SC, and the target to run this course has now moved to September. 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	Stevenage, Dacorum, Herts Sports Village, Hatfield Swim Centre and Hartham pools are approved centres. Geoff Wood will check list with Nikki Baker.
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. A proposal to combine HASA and East Region funding has been rejected but negotiation with East Region will continue to strive for a “one-stop” funding arrangement for clubs to access East Region and HASA funds.
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