

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Thursday, 26 February 2009 at 8.00 p.m.

PRESENT: Jane Evans (President), Karen Huckle, Philip Jackson, Sheila Mackenzie, Derek Milton (Education Manager), Barbara Scorer, Ian Watson (Chairman MB) and Geoff Wood (Chairman).

APOLOGIES FOR ABSENCE

ED09/01 Apologies for absence were received from Andy Lennard.

MINUTES OF PREVIOUS MEETING

ED09/02 The minutes of the meeting held on 11 September 2008, as considered by the Management Board on 22 September 2008, were accepted as a true record.

MATTERS ARISING

ED09/03 None, other than items that will be covered as agenda topics.

CORRESPONDENCE

ED09/04 Several funding claims, not requiring discussion, have been received. The following items were discussed.

- 4.1 Information from the Splash Academy in Huntingdon, giving details of STA (Swimming Teachers Association) and ASA courses. Derek Milton will put the ASA course details onto the HASA website.
- 4.2 Enquiry from Marilyn Hughes (forwarded by Bryan Thompson) regarding funding for Officials Courses. It was agreed that although the existing HASA funding process covers normal course fees the situation where a club incurs room hire costs to facilitate an Officials Course has not previously been considered. Ian Watson will seek guidance from the Finance Committee as to an appropriate level of funding. Derek Milton will mention this topic the forthcoming Club Forum.
- 4.3 David Sparkes letter outlining the proposed network of county swimming co-ordinators. The co-ordinator for Hertfordshire has yet to be appointed but Phil Lown and Carl Cooper will be completing all actions they committed to in their RDO roles. It is assumed that, in the short term at least, the change in ASA structure will not affect the administration of the HASA course funding.

YEAR END REPORT 2008

ED09/05 A report covering 2008 has been submitted and this was briefly reviewed. The only comment was a correction to the number of clubs claiming for funding during the year, which should have been stated as 15, rather than 16.

FUNDING FOR COURSES

ED09/06 A total of £2318 was approved for course funding in 2008. There are currently 14 claims where the initial notification has been received but the final claim has yet to be received.

DEVELOPMENT PLAN

ED09/07 The Action Plan for 2008 – 2009 was reviewed and the status recorded in the attached appendix.

ED09/08 The Education Development Plan for 2009 – 2012 has been submitted to East Region as part of the HASA Development Plan. Derek Milton will distribute the final version of the Education plan to the committee, this version having minor changes to the previously distributed draft. The new Action Plan for 2009 – 2010 will be reviewed at the next meeting.

FUTURE COURSES

HELPER

ED09/09 Following a request from the Education Committee, Stevenage Leisure have organised two Helper Courses in 2009. The first will be on 27 February, 6 and 20 March. This course is fully subscribed and there are already 5 candidates for the second course, which will be on 4, 11 and 18 September. Derek Milton will send a reminder about the September course to the clubs.

OTHER COURSES

ED09/10 The possibility of sending a new questionnaire to clubs, to establish their course requirements, was discussed. It was concluded that this should only be done if it will not replicate requests made from East Region.

ED09/11 At the Club Forum on 4 March some advice will be given on how to find courses and assistance from the Education Committee will be offered. It will also be pointed out that, in the absence of suitable courses, the Education Committee will encourage the IOS, and independent Approved Centres, to organise courses to meet the needs of the clubs.

ED09/12 Information to be presented at the Forum was briefly reviewed and Jane Evans volunteered to make copies of a final version for distribution on the evening.

CHILD PROTECTION AND WELFARE

ED09/13 Barbara Barratt (ASA Child Protection Officer) has agreed to give a talk to Welfare Officers and Barbara Scorer will contact her to establish possible dates. Barbara Scorer will distribute the offered dates to the committee, seeking agreement on the most suitable.

ED09/14 Geoff Wood will contact Nikki Baker to establish the outlook for Child Protection courses.

ANY OTHER BUSINESS

ED09/15 The June meeting has been moved from 18 June to 11 June. Meetings for this year are all on Thursdays, the dates being: 2 April, 11 June, 10 Sept., and 12 Nov.

.....
Chairman – Education Committee

.....
Date

What do you want to achieve?	What is your target and when?	Status at 26 February 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 2x ASA Helper Courses June 2008, Sept 2008 All disciplines contacted and demand established by end May 2008	Information about available courses is distributed to the clubs whenever appropriate. The HASA web site has contact details for centres running courses but some updates are required regarding available courses. Following a request from the Education Committee, Stevenage Leisure is running two Helper Courses in 2009. No requests for assistance received. Derek Milton will check if there are any new requirements from the recently appointed Swimming Manager.
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. Geoff Wood will ask Nikki Baker for the latest list of 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.	Any further survey seeking club course requirement to be distributed in conjunction with East Region and the County Co-ordinator, to avoid clubs receiving multiple requests for the same information.
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