

**HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION**  
**EDUCATION COMMITTEE**

Minutes of the meeting held at the Welwyn Civic Centre, Wednesday, 26 Jan. 2011 at 8.00 p.m.

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

**APOLOGIES FOR ABSENCE**

ED11/01 None.

**MINUTES OF PREVIOUS MEETING**

ED11/02 The minutes of the meeting held on 11 Nov 2010, as considered by the Management Board on 22 November 2010, were accepted as a true record.

**MATTERS ARISING**

ED11/03 Re: ED 10/81. Philip Jackson has spoken to Leanne Brace about the possibility of a Helper course in Harpenden, and it has been concluded that such a course would most likely be viable. Philip Jackson will contact Leanne again and request that a course be organised, preferably running from late June to July 2011.

**CORRESPONDENCE**

ED11/04 Joan Keevill (Hemel Hempstead SC) has expressed disappointment at the rejection of a HASA funding claim, as the club did not meet the swim21 criteria. However, following a period of transition the club regained appropriate status and has been approved for funding by East Region. It was agreed that the HASA claim should be settled, without asking the club to reapply.

ED11/05 Bob Horne (Bishops Stortford SC) has asked about funding for NPLQ training. The club is able to reduce pool hire costs, by providing lifeguards with the NPLQ, and they would like to have more volunteers with the qualification to help ensure they have cover for all club sessions. After some discussion it was concluded that this request is not eligible for funding, under the currently agreed terms, as it is a cost saving opportunity for the club rather than an enabler to meet mandatory pool hire conditions.

ED11/06 Keith Belton has submitted an invoice for £1078.50 to cover funding under the ER/HASA scheme for the fourth quarter of 2010. Following resolution of a question over swim21 status of one club the invoice has been paid by the Finance Officer.

**FUNDING FOR COURSES**

ED11/07 Since 1 April 2010 funding paid directly by the HASA has been approved for nine clubs, there being 22 claims covering 64 course places and a total subsidy of £2,120.

ED11/08 The total HASA contribution to the ER/HASA joint funding scheme, for the 9 months from April till December 2010 has been £2,469.

ED11/09 The above cited payments under the HASA scheme were all made in 2010 so that the total course funding paid by the HASA for the last three quarters of 2010 was £4,589. Scaling this to estimate the total for a full year gives some £6118, which is somewhat lower than expected when compared with a total HASA funding of £8,166 paid out in the 2009 – 2010 financial year. It is not clear if the relatively low take-up of funding is a result of the introduction of swim21 criteria or some initial difficulty in clubs dealing with the ER/HASA combined scheme.

ED11/10 The level of funding for the NASTC was discussed with a view to possibly increasing the subsidy. However, it was concluded that it is appropriate for it to stay at the current level of 25%.

**DEVELOPMENT PLAN**

ED11/11 The Action Plan for 2010 – 2011 was reviewed and the status is recorded in the attached appendix.

ED11/12 An initial draft Development Plan to cover 2011 – 2014 was discussed. Derek Milton will complete this and distribute it to the committee for further comments.

**EDUCATION BUDGET**

ED11/13 A draft Education Budget for 2011 – 2012 was reviewed and several suggestions for enhancement were discussed. Derek Milton will update the document and distribute it to the committee for further comments prior to submission to the Finance Officer.

**CHILD PROTECTION AND WELFARE**

ED11/14 No matters requiring discussion.

**ANY OTHER BUSINESS**

ED11/15 Sheila Mackenzie advised that a funding enquiry for a first aid course should be anticipated. If received well before the next Education meeting Derek Milton will initiate consideration via email.

Next meeting Wednesday 16 March 2011

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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 26 January 2011                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Teacher/Coach/Helper Qualifications</b><br>1.1. Assist teachers and coaches to enhance their level of qualification<br><br>1.2. Promote the organisation and take-up of courses leading to ASA qualifications (Swimming)<br><br>1.3. Provide assistance for diving, open water, synchronised swimming and water polo courses. | 90% of enquiries satisfied over the year.<br>Increase the number of qualified teachers, coaches and volunteers.<br><br>Sufficient courses to meet demand, including two ASA Helper Courses Sept 2010, March 2011.<br><br>All disciplines contacted and demand established by end May 2010 | Information regarding available courses is distributed to the clubs whenever it becomes available.<br>Contact details for centres running courses are on the HASA web site, together with information about forthcoming courses. This information needs to be updated.<br>Helper Course target achieved through Stevenage Leisure but <b>a course in Harpenden will be requested.</b><br>No requests from Discipline Managers.                                    |
| <b>2. Facilities</b><br>Maintain a directory of approved facilities capable of and willing to facilitate ASA courses, through the ASA Regional Education Officer.<br><br><b>NB. Appropriate contact is now Leanne Brace, the Aquatic Officer for Hertfordshire.</b>                                                                 | 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.<br>Hatfield Swim Centre expected to be added soon.<br>The Independent Approved Centres: Hartham Leisure Centre, John Warner Leisure Centre and Stevenage Swimming Centre.<br><b>Derek Milton will request an update</b> from Leanne Brace. |
| <b>3. Support Structures</b><br>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<br>90% of requirements satisfied.                                                                                                                                                                                                                   | Requirements for any additional courses to be established at Coach and Club Forums.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>4. Funding</b><br>4.1 Identify and facilitate available funding support for volunteers, teachers and coaches.<br><br>4.2 Distribute HASA funding for courses to assist all clubs achieve and maintain swim21 accreditation<br><br>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.<br><br>All requests for funding settled within 1 month of course completion<br><br>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.<br><br>Payment by BACS has helped to achieve rapid payment well within target.<br><br>Combined funding scheme implemented from 1 April 2010. Improved documentation has been provided by ER.                                                                                                                                                                |
| <b>5. Disabilities</b><br>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.<br>Disability Swimming Committee now formed and Development Day planned for 19 February 2011.                                                                                                                                                                                                                 |

Signed: .....(Chairman - Education Committee)      Date .....