

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Thursday, 3 April 2008 at 8.00 p.m.

PRESENT: Jane Evans (President), Karen Huckle, Philip Jackson,
Derek Milton (Education Manager) and Ian Watson (Chairman MB).

APOLOGIES FOR ABSENCE

ED08/28 Apologies for absence were received from Sheila Mackenzie, Barbara Scorer and Geoff Wood.

MEETING QUORUM

ED08/29 There were just 4 committee members present, this being 1 less than a quorum. It was agreed that the meeting would proceed, with any key decisions carried forward to the next meeting.

APPOINTMENT OF CHAIRMAN

ED08/30 In the absence of Geoff Wood, Ian Watson agreed to be chairman for the meeting.

MINUTES OF PREVIOUS MEETING

ED08/31 The minutes of the meeting held on 7 February 2008, as considered by the Management Board on 18 March 2008, were accepted as a true record.

MATTERS ARISING

ED08/32 None.

CORRESPONDENCE

ED08/33 Several enquiries regarding courses and responses have been provided.

ED08/34 E-mail from Ryan James, of Cheshunt SC, suggesting the pool at Cheshunt School as a good venue for ASA courses. A response has been given, explaining the constraint that courses can only be run at ASA Approved Centres and offering assistance should the school wish to become such a centre.

ED08/35 Ian Mackenzie, suggesting that a forthcoming Team Manager Course could be funded by the Herts ASA rather than by East Region.

ED08/36 Kevin Wray (Regional Director, ASA East Region), suggesting combining Herts ASA funding with East Region funding to enable 50% funding to people, from Swim21 clubs, attending courses.

COURSE FUNDING

ED08/37 The messages referenced in ED08/35 and ED08/36 prompted a discussion of the funding process and actions were agreed.

ED08/38 Derek Milton will contact Kevin Wray and Ian Mackenzie to gain a better understanding of the proposal to combine Herts ASA and East Region funding.

ED08/39 For the immediate future Herts ASA funding will continue to be administered in the way adopted by Brenda Squires.

ED08/40 Derek Milton will contact the HASA Treasurer to establish the total available fund and draft a revised funding process, to be considered by the Education Committee.

DEVELOPMENT PLAN

ED08/41 The Action Plan for 2008 – 2009 was reviewed and the status recorded in the attached appendix.

FUTURE COURSES

HELPER

ED08/42 It has not been possible to confirm arrangements for a proposed Helper Course at Stevenage, as the key contact has not been available. However, an alternative contact has been established and Derek Milton will endeavour to establish plans for a course in June 2008.

OTHER COURSES

ED08/43 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.

ED08/44 Nikki Baker has arranged a Team Manager Level 1 & 2 course, to be held at the Hertfordshire Sports Village, on Wednesday 11 June 2008. Details have been sent to the clubs.

ED08/45 Information on the availability of Teaching and Coaching courses has been distributed to the clubs and the HASA web site has been updated with contact details for centres running courses.

CHILD PROTECTION AND WELFARE

ED08/46 No outstanding issues.

ANY OTHER BUSINESS

ED08/47 It was agreed that the next meeting would be moved from 12 June to 19 June. Derek Milton will ask Steve Turner to change the room booking

Date of next meeting: Thursday 19 June 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 3 April 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 agreed to facilitate a Helper Course, in conjunction with Stevenage SC, and the target to run this course in June is believed to be realistic. Discipline Standing Committee Managers yet to be contacted.
2. Facilities Maintain a directory of approved facilities capable of and willing to facilitate ASA courses.	Current list updated by end May 2008	Some information available and it is anticipated that a complete list will be available well before the end of May.
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 will be considered.
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