

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
EDUCATION COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre, Wednesday, 3 Feb. 2010 at 8.00 p.m.

PRESENT: Philip Jackson, Andy Lennard, Sheila Mackenzie,
Derek Milton (Education Manager) and Ian Watson (Chairman MB).

APOLOGIES FOR ABSENCE

ED10/01 Apologies for absence were received from Karen Huckle and Barbara Scorer.

MINUTES OF PREVIOUS MEETING

ED10/02 The minutes of the meeting held on 12 November 2009, as considered by the Management Board on 2 February 2010, were accepted as a true record.

MATTERS ARISING

ED10/03 None, other than items that are covered on the agenda.

CORRESPONDENCE

ED10/04 Details have been received of ASA courses being held at Harrow Leisure Centre and at Hinchingsbrooke School in Huntingdon.

FUNDING FOR COURSES

STATUS OF CLAIMS

ED10/05 In this financial year (since 1 April 2009) funding for 18 clubs has been approved, with a total of £6,842 for 71 claims covering 182 course places.

ED10/06 Sheila Mackenzie has provided the East Region spreadsheet giving swim21 status for HASA clubs but some clarification of the information is required to determine if any of the clubs who have received funding are not classed as swim21 accredited or working towards accreditation. Sheila Mackenzie will establish how to interpret the information given on the spreadsheet.

REVISED FUNDING PROCESS

ED10/07 The committee reviewed a draft document, intended to give the clubs initial notification that, as agreed by the Management Board 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.

ED10/08 Some concerns were raised, particularly regarding the HASA funding for courses not covered by the combined East Region / HASA scheme. However, it was observed that, based on the agreement reached at the Management Board meeting of 2 February, the Education Committee has the authority to distribute initial information to the clubs, providing this is consistent with the principles agreed by the Management Board.

ED10/09 Derek Milton will update the proposed document for the clubs, incorporating the suggested changes, and distribute this to the committee.

ED10/10 Forms and Guidance notes for the new process have been requested from East Region and, subject to agreement with Kevin Wray, these will be distributed to the clubs as soon as possible.

ED10/11 It was agreed that the HASA process for funding courses not covered by the joint East Region / HASA scheme could be simplified, so that the submission of a notification form is no longer required.

DEVELOPMENT PLAN

ED10/12 A review of the Action Plan for 2009 – 2010 was deferred to the next meeting.

ED10/13 The proposed Development Plan for 2010 – 2013, as submitted to East Region, has been distributed and committee members will send any comments to Derek Milton.

FUTURE COURSES

ED10/14 Derek Milton will put details of the courses at Harrow and Huntingdon on the HASA website.

CHILD PROTECTION AND WELFARE

ED10/15 Following a suggestion from Barbara Scorer it was agreed that the possibility of Barbara Barratt (ASA Child Protection Officer) giving a talk to Welfare Officers from the Hertfordshire clubs should be reviewed after the East Region meeting for Welfare Officer in April.

ANY OTHER BUSINESS

ED10/16 Andy Lennard is ceasing his involvement with Aqualina Synchro Club from 5 February and as a consequence will no longer be a member of the Education Committee. Those present expressed their sincere thanks for all the support Andy has given the committee over the past 6 years and wished him well for the future.

Next meeting Thursday 18 March 2010

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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 February 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 will review the website and make suggestions for improvements. Stevenage Leisure Centre ran a Helper course in September 2009. Linda Donovan (John Warner Leisure Centre) is trying to identify a tutor for a Helper Course. 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.
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.	The possibility of a survey to establish club course requirements will be discussed with the County 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)
 Education Action Plan Outcomes

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Date
 Appendix to Education Committee Minutes 3 February 2010