

Minutes subject to approval at the next meeting

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION

Club Development Group

Minutes of the meeting held at the Welwyn Civic Centre on Wednesday 21st January 2015 at 8pm

Persons Present

Karen Lawson	KL
Grant Chivers	GC
Sheila Mackenzie	SM
Ian Mackenzie	IM
Jonathan Pope	JP
Karen Huckle	KH

Apologies from

Shirley Burns
Mark Horrod
Nicola Rix
Helena Pretious-White

CDG15/1 Welcome

KL opened the meeting and welcomed all the attendees.

CDG15/2 Minutes of the previous meeting

Minutes were agreed from the previous meeting

CDG15/3 Minutes of the officials meeting

Minutes of the officials meeting on the 15th January 2015 were circulated to the members.

CDG15/4 Matters arising from the officials meeting

JP discussed the database and gave a brief update on progress.

GC mentioned that it was important to ensure clear direction of what needed to be achieved.

JP explained system requirement document had been circulated to ensure clear requirement of system and reduce system development misunderstanding.

SM stated that training standards needed to be maintained across the county.

Actions from the last CDG meeting:

CDG15/5 CDG14/2 IM had submitted all decisions to Management Board and this action was complete.

CDG15/6 CDG14/8 KL had a Welfare Officer who could attend if required. Action complete.

CDG15/7 CDG14/10 IM had raised the CDG with the forums. Action complete.

CDG15/8 CD14/12 SM asked if this could be put over to the next meeting. SM to progress reviewing website to make them more relevant to clubs. Action: **SM**

- CDG15/9 **Funding for courses and CPDs**
Funding for Tutor Courses were discussed. Region will fund course but there is a deadline of 6th Feb 2015 for applications.
SM asked if the committee should advertise?
IM explained that it was open to coaches but also educational professionals.
SM asked if the courses were generic to swimming and IM replied that swimming only at this time and it takes 12-18 months commitment to complete the course.
IM agreed that Alan Doyle would be contacted to make a link on the website. Action: **IM**
- CDG15/10 **Funding for courses and CPDs**
Funding for courses and CPDs were discussed.
The county had set aside a sizeable amount of money £7000 and only £1638 had been used.
IM explained that clubs needed to apply for funding before booking courses for Level 1 & 2 Coaching. This information was already on the website. Initially there had been a lack of Level 2 courses but this was being addressed by an increase in Tutor courses.
- CDG15/11 **Funding for courses and CPDs**
CPDs attracted a 25% subsidy, especially on courses that were needed for swim21 status including – Team Manager 1 and 2, Safeguarding and Protecting Children.
- CDG15/12 **Funding for courses and CPDs**
GC raised the issue of tablets being available to clubs. A discussion ensued about their use and club take up of the offer to use in the sport of swimming. GC went onto to state that the application process was very simple and was surprised that more clubs hadn't taken up the offer.
KH will take over the funding for courses and clubs and will work with GC. Action: **KH**
- CDG15/13 **Funding for courses and CPDs**
IM to liaise with Alan Doyle re: Change of contact details on the form. Action: **IM**
- CDG15/14 **Funding for courses and CPDs**
GC will change the letter on the website Action: **GC**
- CDG15/15 **Development Fund**
The committee then discussed the Development Fund, whereupon it was agreed that this would stay with GC.
- CDG15/16 **County Conference**
County Conference was discussed. The dates were 21st and 22nd February 2015. Of particular importance was the Team Managers Module 1 and 2.
IM stated that the application and process were on the website but clubs hadn't responded as well as was thought.
SM agreed to send a reminder to club secretaries. Action: **SM**
- CDG15/17 **County Conference**

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Team Managers course - IM stated that the process was Level 1 followed by Level 2 which then led to Presenter Course. Leanne Brace, the Regional Club Development Officer, had all the details and should be contacted for more information.

CDG15/18 County Conference

KL asked could the Guide to Referring be opened to J2S in training. SM agreed.

CDG15/19 County Conference

KL asked about coaches masterclass and what age group could attend.

IM stated minimum age 17 years old with experience of coaching.

CDG15/20 County Conference

Disability Swimming and Safeguarding and Protecting Children on Sunday would be a good session and should be promoted.

CDG15/21 County Conference

IM stated that there needs to be sufficient help over the weekend to ensure a professional conference. Action: **All**

CDG15/22 County Conference

Costs of the conference will be invoiced to GC post event. GC aware.

CDG15/23 County Conference

KL suggested targeting parents of county selection/development swimmers with Team Managers Course.

GC asked if there was any opportunity for interested parties to shadow at such courses with a view to increasing qualified tutors. Action: **IM**

CDG15/24 Officials update

Officials update – JP updated the meeting.

CDG15/25 Development Plan/Budget

Herts are ahead of most other counties in the region with regard to Development Plan. It still needed some work and KL and IM agreed to meet outside this meeting to progress.

Action: **KL/IM**

CDG15/26 Development Budget/ Plan

-Workforce Development Plan 2013-17 circulated to members and discussed.

-Every club should have a Team Manager Level 1

-Water Polo Clubs also need to comply with swim21 or at the least adopt Safeguarding and Protecting Children.

GC offered to attend Club Committee meetings to explain benefits.

Leanne Brace, the Regional Club Development Officer, also offers Regional assistance to clubs.

Review Workforce Development Plan 2013-17

Action: KL/IM

CDG15/27 Development Plan/Budget

A discussion ensued about Wave Power and Safeguarding and Protecting Children. Welfare Officers need to be aware of contents to ensure clubs do not fall foul of advice and guidance provided by ASA.

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CDG15/28 Forums

Club Forum on 19th November 2014 – Circulate minutes. Action: **IM**

CDG15/29 Forums

Coaches Forum on 12th January 2015 – Circulate minutes. Action: **IM**

CDG15/30 Forums

Officials Forum on 11th February 2015 – Circulate for attendance. Action: **JP**

CDG15/31 Forums

Club Forum on 3rd February 2015 – Circulate for attendance. Action: **IM**

CDG15/32 Forums

Attendance of the Club Forum was discussed and how to increase. GC stated that this linked to communication strategy of Herts ASA and the wider ASA as discussed at Management Board.

The key is to engage with the clubs and get them more involved various ideas were discussed including surveys, both personal and online.

KL suggested an information desk at Counties to promote all that is available through Herts ASA. Action: **KL**

CDG15/33 Any other business

swim21 – List of clubs that were swim21 circulated to members.

This should go on the County website. Action: **IM**

CDG15/34 Any other business

Leanne Brace is Regional Club Development Officer and assists clubs to get through swim21.

CDG15/35 Date of next meeting

Next meetings dates circulated to members:-

18th March 2015

17th June 2015

16th September 2015

4th November 2015