

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre on Wed. 12th Sept 2012, at 8.00 p.m.

PRESENT: Philip Jackson (chairman), Derek Milton (Workforce Development Manager) and Janet Warrington.

APOLOGIES FOR ABSENCE

WD12/68 Karen Huckle and Sheila Mackenzie (Association Secretary).

ELECTION OF CHAIRMAN

WD12/69 It was agreed that Philip Jackson would continue as chairman.

MINUTES OF PREVIOUS MEETING

WD12/70 It was noted that the date on the action plan distributed with the minutes from the meeting held on 6th June, should have been dated April 2012 – March 2013. Subject to this correction, the minutes, as considered by the Management Board on 4th July, were accepted as a true record.

MATTERS ARISING

WD12/71 Re: WD 12/47. Derek Milton does not yet have details of the new Helper course. SM

COUNTY CONFERENCE

WD12/72 A draft budget was considered, this covering a two day event for 60 participants, with pool sessions on both days, two motivational speakers, a total of 6 CPDs with an average of 20 people on each. It was also assumed that refreshments and food would be provided. The estimated total cost for this is £5,500 so with funding of £1000 from the Herts Sports Partnership, £500 from East Region and say £1000 from the county association, the charge for each participant would need to be about £50.

WD12/73 The most significant cost would be the registration and certification of CPDs. The ASA fees for CPD registration would be £1,293 and certification would add a further £1,380.

WD12/74 Janet Warrington proposed that it may be better to focus the two days on inspirational sessions that cover topics requested for CPDs but not actually run the established CPDs. It was thought this should enable a significant reduction in costs and at the same time give a more worthwhile experience for the participants.

WD12/75 It was also suggested that the Herts Sports Partnership should be encouraged to include courses such as "Time to Listen" and "Team Manager (1&2)" as opportunities during the Coach Education Week. JW

WD12/76 It was agreed that the focus for Saturday 16th February should be low classification disabled swimmers and if possible with a session led by Rob Aubry (British Disability Swimming) and Carl Cooper. Janet Warrington will contact Robin Hardwick (Herts Sports Partnership) and Carl Cooper to help establish if this proposal would be possible. JW

WD12/77 The suggested format for Sunday 17th February is a talk, followed by a pool session with able bodied swimmers, led by a Performance Coach. Topics requested by coaches, such as teaching turns and periodicity, to be included. Derek Milton will contact Geoff Wood to discuss options, including pool availability and the provision of suitable swimmers. DM

CORRESPONDENCE

- WD12/78 Kelly Stannard: invoice for ER/HASA course funding and updates on outstanding commitments.
- WD12/79 Leanne Brace: re requests for "Time to Listen" courses and information about organising team manager courses. It is hoped these can both be covered in the Coach Education Week (see minute WD12/75).
- WD12/80 Leanne Brace: re funding for L1/L2 courses. Derek Milton has responded, confirming that HASA funding is not currently available.
- WD12/81 Emma Potts (Berkhamsted Sports Centre SC): re Team Manager courses. The information subsequently received about a course in Harpenden has been provided.
- WD12/82 Ian Mackenzie: details of forthcoming officials' courses and a team manager course.

RECENT FORUMS

- WD12/83 There was a forum for coaches on 18th April and for officials on 4th September. No new actions identified for the committee.

FUNDING FOR COURSES

- WD12/84 Since 1 April 2012 subsidies under the HASA scheme have been approved for four clubs, totalling £200.
- WD12/85 An invoice for £488 has been settled, covering the ER/HASA funding for the second quarter of 2012.
- WD12/86 The outstanding HASA commitment to the ER/HASA scheme is £902, which is £410 less than anticipated as some agreed funding is no longer required.

DEVELOPMENT PLAN

- WD12/87 The Action Plan for 2012 – 2013 was briefly reviewed and the status is recorded in the attached appendix.

CHILD PROTECTION AND WELFARE

- WD12/88 No matters requiring discussion.

ANY OTHER BUSINESS

- WD12/89 None

Next meeting Wednesday 7th November 2012

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Chairman – Workforce Development Committee

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Date

What do you want to achieve?	What is your target and when?	Budget	Cost to date	Status at 12 Sept 2012
1. Teacher/Coach/Helper/Young Aquatic Organiser 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, water polo and disability courses.	Courses indentified for 90% of requests. Increase the number of qualified teachers, coaches and volunteers. Sufficient courses to meet demand, including two ASA Young Aquatic Organiser Courses Sept 2012, March 2013. All disciplines contacted and demand established by end July 2012.	Nil Nil Nil Nil		Information regarding available courses is distributed to the clubs whenever it becomes available. Contact details for centres running courses, together with information about forthcoming courses, is being maintained on the HASA website. Committee support has been offered for the organisation of Young Aquatic Organiser courses. Website updated with list of courses the committee could organise if required. Disciplines being asked at committee meetings. No requests for assistance to date.
2. Workforce Support clubs to find training and development opportunities for club volunteers, enabling the clubs to achieve and maintain swim21 accreditation.	Identify support required by July 2012	£450	£120	£120 is approximate cost of room hire for 4 Forums this financial year (2x coach, 1x club, 1x officials). Requirements for any additional courses to be established at County Forums.
3. Forum Response Actions in place to address all requirements emerging from county forums.	County conference February 2013 All new issues addressed within 3 months.	£1,000		Now being planned for February 2013 in conjunction with disability day. No identified new actions.

4. Funding 4.1 Identify and facilitate available funding support for volunteers, teachers and coaches. 4.2 Administer HASA funding for courses. 4.3 Work with East Region to re-establish a funding process to help clubs achieve and maintain swim21 accreditation.	Sources identified by end July 2012 and the clubs of all eligible individuals assisted during the year. All requests for funding settled within 1 month of course completion. All funding requests from eligible clubs supported.	Nil £3,500 £10,000	£200 £1,390	East Region / HASA combined scheme covering teaching/coaching courses and CPDs required for swim21, suspended February 2012. HASA scheme covers courses considered appropriate for club development but not within the ER/HASA scheme suspended from 31 March 2012. Claims settled for four clubs since 1st April 2012 (4 claims, 21 course places). Invoice for £488 paid this financial year. Outstanding commitment of £902 for suspended ER/HASA scheme included in cost to date. No progress on re-establishing funding.
5. Disabilities Assist the Disability Swimming Committee in raising the profile of opportunities for disabled swimmers.	All clubs with arrangements in place to integrate swimmers with disabilities.	Nil		The action for clubs is covered by swim21 requirements and the County Association is accommodating disabled swimmers in the county swimming events. Disability Swimming Committee now formed and active.
	Total	£14,950	£1,710	

Signed:(Chairman – Workforce Development Committee) Date