

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre on Wed. 20th Mar 2013, at 8.00 p.m.

PRESENT: Bob Horne, Karen Huckle, Philip Jackson (Chairman),
Sheila Mackenzie (Association Secretary) and Derek Milton (Workforce
Development Manager).

APOLOGIES FOR ABSENCE

WD13/34 None received before the meeting but it subsequently transpired that work
commitment had prevented Mark Horrod attending or sending an apology.

MINUTES OF PREVIOUS MEETING

WD13/35 The minutes of the meeting held on 23rd January 2013, yet to be considered by
the Management Board, were accepted as a true record.

MATTERS ARISING

WD13/36 Re: WD13/5 Bob Horne was welcomed to his first meeting of the committee. The
process for filling vacancies on the committees does not appear to be fully
covered by the constitutional rules but it is anticipated that the Management
Board will enthusiastically endorse Bob Horne and Mark Horrod joining the
Workforce Development Committee.

CORRESPONDENCE

WD13/37 Leanne Brace: links to list of CPDs and other courses. These have been added
to the HASA website. Leanne has also offered to give some suggestions
regarding what courses should be organised. Sheila Mackenzie confirmed that
the Young Aquatic Organiser is still an available option. Bob Horne will review
some relevant information he has in a Powerpoint format.

WD13/38 Debbie Emmons: confirming Derek Milton as a substitute representative to
attend Club Development Group meetings if Bob Horne is not available.

WD13/39 Becky Milnes: confirming Derek Milton as the Volunteer Coordinator for HASA.
The full responsibilities of this role are yet to be established but it certainly
includes distribution of relevant information to the clubs.

WD13/40 Grant Chivers: very positive feedback on coaching session with Kevin Ayers and
suggestion for more similar events.

WD13/41 Becky Milnes: details of the Club Leaders programme being run by Sport
England and Price Waterhouse Coopers. This information has been distributed
to the clubs.

WD13/42 Kelly Stannard: updates on outstanding commitment to ER/HASA course
funding.

WD13/43 Sharon Hunter: details of a Level 1 coaching course in Stevenage for which
generous funding is available. The information has been distributed to the clubs.

BH

COUNTY CONFERENCE AND FOLLOW-UP

WD13/44 The conference is considered to have been very successful and numerous
favourable comments have been received. It was observed that for future
events some aspects of the organisation should become easier through the
experience gained at the conference.

WD13/45 Following the suggestion from Grant Chivers it was agreed to plan for more
master-class sessions over the coming year. Derek Milton will contact Kevin
Ayers with a view to holding one on 19th or 26th May.

DM

- WD13/46 Derek Milton will also contact Scott Siery to establish the availability of the pool and a room at St. Albans School. DM
- WD13/47 Philip Jackson suggested that if an event goes ahead at St. Albans School it would be most appropriate to enlist swimmers from the three clubs that are known to use the pool. DM
- WD13/48 Sheila Mackenzie will provide cost details from the conference to assist with developing a budget for master-class events. SM
- WD13/49 Bob Horne suggested it would be appropriate for the coaches/clubs to pay for master-class sessions but the possibility of funding from the county was also considered. It was thought that a cost of say £20 per coach would be reasonable and may be sufficient to cover the costs. A recommendation will be made once a budget has been established. DM

CLUB DEVELOPMENT GROUP

- WD13/50 Derek Milton attended a meeting of the East Region Club Development Group on 18th February.
- WD13/51 Several new swim21 accreditations were declared for the region, including Hemel Hempstead SC having added a new Foundation (masters) section.
- WD13/52 It was agreed, without any detailed discussion, that numerous swim21 revalidations should be submitted to the National Panel. These included Harpenden SC (swimming at skill development level), Hitchin SC (water polo at teaching level and swimming at skill development level), Watford SC (swimming at skill development level and swimming at foundation (masters) level) and Welwyn Garden SC (swimming at teaching level).
- WD13/53 Leanne Brace gave a presentation on her new role of Club Development Officer and on the priorities for the next 12 months. One of her tasks will be collecting examples of good practice and getting them onto the ER website.
- WD13/54 The demand for Time to Listen courses was discussed and Leanne Brace agreed to establish the demand from the counties. Sheila Mackenzie has subsequently received an enquiry from Leanne and it was agreed that we should request a course for Hertfordshire. SM

RECENT FORUMS

- WD13/55 There was a club forum on 5th February and an officials' forum on 13th February. No new actions identified for the committee.
- WD13/56 Derek Milton suggested that the committee may be able to assist with the organisation and running of the forums. Sheila Mackenzie will ask Ian Mackenzie if support would be appreciated. SM

FUNDING FOR COURSES

- WD13/57 Since the last meeting there have not been any new claims for subsidies under the HASA scheme. The total paid out for this financial year thus remains at £1,108.
- WD13/58 The total contribution to ER/HASA funding since 1st April remains at £784.
- WD13/59 The outstanding HASA commitment to the ER/HASA scheme has reduced from £436 to £351 as a claim for £85 is no longer required.
- WD13/60 Sheila Mackenzie stated that the region is planning to buy in courses, rather than reintroduce funding paid to clubs.
- WD13/61 It was agreed to recommend to the Management Board that funding for Team Manager courses should be funded on the same basis as for officials' courses, including room hire, but not the cost of certificates. DM

BUDGET FOR 2013 - 2014

WD13/62 A draft budget provided by Grant Chivers was reviewed along with some changes suggested by Derek Milton. Some further enhancements were discussed and Derek Milton will update the budget accordingly and distribute it to the committee. DM

DEVELOPMENT PLAN

WD13/63 The Action Plan for 2012 – 2013 was not reviewed but Derek Milton will update it in areas that were discussed under earlier agenda items. DM

WD13/64 It was agreed the Development Plan should be an earlier agenda item for the next meeting. DM

ANY OTHER BUSINESS

WD13/65 None

Next meeting Wednesday 19th June 2013

.....
Chairman – Workforce Development Committee

.....
Date

What do you want to achieve?	What is your target and when?	Budget	Cost to date	Status at 20 March 2013
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. All disciplines contacted and demand established as required.	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. Advice on further updates awaited from Leanne Brace 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 from each forum.	£450	£300	£300 is approximate cost of room hire for 10 Forums this financial year (3x coach, 4x club, 2x officials, 1x chairs). 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	£500	Conference held 16/17th February and very successful. Cost to county not known at meeting so £500 is estimate only. 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 as available 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	£1,108 £1,135	East Region will fund the technical units for one course per club, per year. East Region are planning to buy in courses rather than reintroduce payment of subsidies to clubs. Claims settled for ten clubs since 1st April 2012 (13 claims, 73 course places). Invoices totalling £784 paid this financial year. Outstanding commitment of £351 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	£3,043	

Signed:(Chairman – Workforce Development Committee) Date