

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Notes of the meeting held at the Welwyn Civic Centre on Wed. 22nd Jan, 2014, at 8.00 p.m.

PRESENT: Bob Horne (BH), Sheila Mackenzie (SM)(Association Secretary) and
Derek Milton (DM)(Workforce Development Manager).

APOLOGIES FOR ABSENCE

WD14/1 Grant Chivers (Finance Officer), Mark Horrod, Karen Huckle (Chairman),
Marilyn Hughes, Philip Jackson, Chris Sage (County President) and
Barbara Scorer (Welfare Officer).

WD14/2 In the absence of a quorum it was agreed to continue with the meeting and
seek agreement by email for any decisions required.

DM

MINUTES OF PREVIOUS MEETING

WD14/3 The notes of the non-quorate meeting held on 6th November 2013 will be
considered for approval at the next quorate meeting.

MATTERS ARISING

WD14/4 Re: WD13/111 It was agreed by email that three Level 3 course would be
eligible for funding.

WD14/5 Re: WD13/112 It was agreed by email that a 2012 timekeeper course would
not be funded.

CORRESPONDENCE

WD14/6 Lee Arnold, Watford SC, regarding funding for the National Rescue Award for
Swimming Teachers and Coaches (NRASTC). This has been discussed by
members of the Management Board, resulting in a suggestion that the club
should apply for assistance under the HASA Project Funding scheme. Derek
Milton will contact Lee Arnold to ensure the club is aware of the suggested
procedure.

DM

WD14/7 Numerous email exchanges with Lynsay Evans (HSP) and Julie (HSV)
regarding arrangements for the forthcoming HASA conference.

FUNDING FOR COURSES

WD14/8 Fifteen notifications of claims for UKCC courses have been received since
the funding scheme was launched in September 2013. Two claims have
been completed with a total of £268 funding being paid. If all the outstanding
notifications result in claims the total funding payable will be £2,498.

WD14/9 It was agreed to suggest to the Management Board that the funding for
UKCC courses be continued for the 2014/2015 financial year, with a further
allocation of up to £500 per swim21 club.

DM

COUNTY CONFERENCE 2014

WD14/10 A programme of events has been agreed. Details have been sent to clubs
and are on the HASA website. The key information is also available on the
Herts Sports Partnership website.

WD14/11 Geoff Wood has agreed to supply swimmers for the backstroke master-class.

WD14/12 Options for food and refreshments were considered. On both days morning
tea, coffee, fruit infusions and biscuits to be provided at £1.70 per person and
"Working Lunch 2" at £6.60 per person. In addition, on the Sunday,
afternoon refreshments at £1.15 per person. Numbers to be established.

DM

WD14/13 So far there are just five applicants for the Master-class, one for refereeing
and seven for the disability session. There have not been any requests for
places on the swim21, AOE, Keeping Safe in Sport or HY-TEK sessions.

WD14/14	We do not yet have anybody to lead the proposed HY-TEK workshop and the next step will be to establish the level of interest. Sheila Mackenzie will also review options for a lead person with Ian Mackenzie.	SM
WD14/15	Sheila Mackenzie will contact the clubs again with targeted prompts encouraging attendance at the various sessions.	SM
WD14/16	Derek Milton will contact Carl Cooper and Leanne Brace to seek assistance in promoting the disability and keeping safe in sport sessions respectively.	DM
WD14/17	Ian Mackenzie will be running a Team Manager 1 and a Team Manager 2 course during Coach Education Week. Applications for places are to be sent directly to Ian.	
WD14/18	Sheila Mackenzie will discuss with Ian Mackenzie options to improve the prominence of the Team Manager courses on the HASA website.	SM
WD14/19	Bob Horne will encourage people who attended a Team Manager 1 course in 2013 to apply for the Team Manager 2 course, which will be the only such course in the county this year.	BH
WD14/20	The requirements for support during the weekend were considered. Derek Milton will compile a table indicating when and where help will be required. Jobs will be allocated where possible and volunteers requested to fill vacant positions.	DM
WD14/21	Barbara Scorer to be asked to attend the Keeping Safe in Sport workshop.	DM

OFFICIALS UPDATE

WD14/22	Deferred to the next meeting.	
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ER CLUB DEVELOPMENT GROUP

WD14/23	Bob Horne attended a CDG meeting on 18 th November 2013, at which the need to promote opportunities for young people involved in aquatics was stressed.	
WD14/24	There were no issues regarding swim21 accreditation or health checks for Hertfordshire clubs and the new swim21 essentials process has undoubtedly made the challenge for clubs easier to complete.	
WD14/25	Bob Horne observed that the CDG does not normally consider the details of swim21 accreditations and Sheila Mackenzie volunteered to confirm the remit of the group.	SM

DEVELOPMENT PLAN

WD14/26	The development plan was briefly reviewed and some changes to targets made, based on suggestions from Ian Mackenzie. It was observed that in some cases the proposed county targets meet or exceed the regional targets.	
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RECENT FORA

WD14/27	There as a coaches' forum on 13 th January. No new actions established for this committee.	
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ANY OTHER BUSINESS

WD14/28	None.	
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Next meeting Wednesday 19th March 2014

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Chairman – Workforce Development Committee

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Date

RECOMMENDATIONS TO THE MANAGEMENT BOARD REQUIRING ACTION OR APPROVAL:

WD 13/132 – Suggestion to repeat UKCC course funding for the 2014-2015 financial year.

Workforce Development Plan 2013-17

What needs to be done	How will it be done	Who is responsible	What are the targets	When will it be achieved	Cost / Resources required	Action Achieved/Comments
TRAINING / EDUCATION						
Team Manager Module 1	The courses will be pre-arranged at certain time of the year in specific venues within the Counties. Counties to register, promote and take bookings	WFD committee	120 Team Managers trained over the 4 years.	2013/14- 30 ppl 2014/15- 30 ppl 2015/16- 30 ppl 2016/17- 30 ppl Deliver county course every year.		Hatfield- 19 th Feb 2013- 18 attendees. Bob Horne organised TM1 Dec 2013, run by Carina Quayle. Nine attendees from Bishops Stortford, 3 from Berkhamsted.
Team Manager Module 2	The courses will be pre-arranged at certain time of the year in specific venues within the Counties. Counties to register, promote and take bookings	WFD committee	48 Team Manager M2 trained over the 4 years.	2013/14- 12 ppl 2014/15- 12 ppl 2015/16- 12 ppl 2016/17- 12 ppl County to deliver every year		Watford- 25 th March
Time to Listen CPD	2013/14 courses will be delivered to meet the need. Following years a Regional CPD will occur. CDO to liaise with the tutor and to get counties to book venue. CDO to get resources printed and to tutor. Counties to promote and take bookings.	WFD committee <i>County Welfare officer</i>	<i>40 welfare officers trained over the 4 years.</i>	2013/14- <i>10ppl</i> 2014/15- <i>10ppl</i> 2015/16- <i>10ppl</i> 2016/17- <i>10ppl</i>	£125 per course plus mileage @ 45p per mile. Resources printed Nationally. Estimate £200 per course. £800 over 4 years	Welwyn May 1013 - 11 attendees No more Herts courses in 2013 but regional course anticipated in Kentford Nov or Dec 2013.

UKCC discipline courses	Liaise with CDO to establish demand and initiate course registration	WFD committee	Provide opportunities within the region for 24 people to attend a UKCC coaching course	2013/14- 6ppl 2014/15- 6ppl 2015/16- 6ppl 2016/17- 6ppl		To cover diving, water polo and Synchro.
Promote E-learning courses	Young people to participate in online Club Captain training. To be promoted at county fora.	WFD committee, Clubs	160 young people over the 4 years.	2013/14- 40 yp 2014/15- 40 yp 2015/16- 40 yp 2016/17- 40 yp		Marketing material produced and on ER website. Also sent to Club Secretaries.
	Over 25 year olds to participate in online training for club roles eg. Chair person. To be promoted at county fora.	WFD committee, Clubs	40 volunteers over the 4 years.	2013/14- 10ppl 2014/15- 10ppl 2015/16- 10ppl 2016/17- 10ppl		
Ensure adequate numbers of officials within the county	Ensure Officials are active within the County and continue to attend training, seminars and galas. Seminars before Championships/Age Groups and Development Meet to ensure uniformity of officiating.	WFD committee, Clubs	Ensure that the training needs of the volunteers are met.	October 2013 & March 2014		<u>2013:</u> J1 1a,1b:Jan, April & Sept J1 Part 2: Mar, July & Dec J2 Part 1: Mar & Sept J2 Part 2: July, & Dec J2S: Oct <u>2014:</u> J1 1a,1b:early in year &Sept J1 Part 2: Mar, July, Dec J2 Part 1: Mar & Sept J2 Part 2: July & Dec J2S: On demand
Increase 13-16 year olds attending Helpers course	Clubs deliver the course for their young people within their clubs. Resources downloaded off ASA website. To produce a pathway plan of courses for clubs to demonstrate the options available from a young age	WFD committee, Clubs	80 young people over the 4 years.	2013/14- 20 yp 2014/15- 20 yp 2015/16- 20 yp 2016/17- 20 yp		

Increase 14-19 year olds attending Young Aquatic Leaders Course (YALC)	Young People attend this course to get more involved in organising aquatics.	WFD committee, Clubs	40 young people over the 4 years.	2013/14- 10yp 2014/15- 10yp 2015/16- 10yp 2016/17- 10yp		Need to establish who will run these courses.
CPDs for swim21	To register and promote any other CPD's the clubs may raise a need for. These will be booked via the IOS online system	WFD committee, CDO, Clubs, SCO	No target	No target		
Complete an education calendar for the County's Clubs	24 monthly educational calendar established to roll out- to include UKCC disciplines, volunteer courses and CPD's	WFD committee, CDO	Up to date County education plan appearing on HASA website	On-going		A Regional Calendar has been proposed.
FUNDING						
swim21 bursary	Provide financial assistance to swim21 accredited clubs for UKCC level1, level 2 and level 3 courses.	WFD committee	£500 to each swim21 club	March 2014	£10,000 in 2013 financial year.	£7,000 in budget. Scheme launched Sept 2013. 25% funding each course.
CPDs	Provide 25% funding for CPDs required to achieve or maintain swim21 accreditation	WFD committee			£1,200 in 2013 financial year	
Officials training	Funding for all officials courses, subject to £50 room hire limit per course.	Marilyn Hughes			£4,500 in 2013 financial year	£2,200 in budget

COMMUNICATION						
Support and advice for the County's clubs	To answer all queries directly or forward to relevant person to assist in the development and day to day running of our clubs	WFD committee				
Conferences	To provide County conferences for clubs and their workforce. These should be in line with the needs of the clubs and their members.	WFD committee, Disability committee	One Conference each year Providing 30 attendance places per conference	2013/14- Feb 2014 2014/15- Feb 2015 2015/16- Feb 2016 2016/17- Feb 2017	£4,000 over 4 years.	22 nd /23 rd Feb 2014 Kevin Ayers backstroke master-class on 22 nd
Club Forums	To ensure there is provision of 9 forums per year.	WFD committee, Ian Mackenzie	36 forum meetings over the 4 years	2013/14- 9 mtgs 2014/15- 9 mtgs 2015/16- 9mtgs 2016/17- 9mtgs	£450 per year	<u>2014 Fora:</u> 13 th Jan – Coaches 4 th Feb – Club 12 th Feb – Officials 15 th April – Coaches 14 th May – Club 15 th Sept – Club 22 nd Sept – Officials 8 th Oct – Coaches 19 th Nov - Club