

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre on Wed. 23rd Jan 2013, at 8.00 p.m.

PRESENT: Leanne Brace (East Region Club Development Officer), Karen Huckle, Sheila Mackenzie (Association Secretary) and Derek Milton (Workforce Development Manager).

APOLOGIES FOR ABSENCE

WD13/1 Bob Horne, Mark Horrod and Philip Jackson (Chairman).

CHAIRMAN

WD13/2 It was agreed that Derek Milton would be chairman for the meeting.

MINUTES OF PREVIOUS MEETING

WD13/3 The minutes of the meeting held on 7th November 2012, as considered by the Management Board on 5th December 2012, were accepted as a true record.

MATTERS ARISING

WD13/4 Re: WD12/99 Confusion regarding funding for a timekeepers course has been resolved.

WD13/5 Re: WD12/106 Bob Horne and Mark Horrod have both been invited to join the committee, subject to Management Board approval. Unfortunately neither of them were able to attend this meeting.

DM

CLUB DEVELOPMENT

LB

WD13/6 Leanne Brace attended the meeting to help establish how best she may be able to assist the county association. A set of questions from Leanne prompted a good discussion and resulted in a list of potential opportunities.

WD13/7 It was observed that despite the excellent opportunities provided by Marilyn Hughes, many clubs do not have sufficient officials for galas.

WD13/8 The county now has some 15 clubs swim21 accredited but further encouragement and help is required for clubs that have not achieved swim21. Leanne Brace commented that from April the accreditation process will be streamlined, which should make it easier.

WD13/9 It was agreed that there should be a county plan for training opportunities over a 12 month period.

WD13/10 The promotion of courses, with a calendar, may be best done from the regional office. This would ensure the most up to date club secretary contact details are always used and it would also be a convenient way to distributed information about courses in other counties within the region.

WD13/11 The county has active swimming and diving committees but we do not currently have water polo or synchro committees. This is not seen as a major issue as water polo and synchro activities are still happening.

WD13/12 It is considered not yet appropriate to have a county synchro committee but conditions will be required for competitions held within regional events.

WD13/13 Grant Chivers has been working with Steve Cook for the county's Water Polo strategy and Leanne may be able to offer some support.

WD13/14 Leanne will continue to support county forums whenever possible.

COUNTY CONFERENCE

- WD13/15 Karen Huckle has received 13 applications for the Low Classification Workshop, with Rob Aubry, and 10 applications for the Masterclass with Kevin Ayres.
- WD13/16 Three people have registered with the IOS for the "Working with Disabled Young People with a Severe Physical Impairment" CPD and a further seven people have requested the reservation code.
- WD13/17 Leanne Brace volunteered to generate material to separately promote each element of the conference.

LB

CORRESPONDENCE

- WD13/18 Kelly Stannard: invoice for ER/HASA course funding and update on outstanding commitment.
- WD13/19 Request from Royston SC for Team Manager training. Carina Quayle is planning to run a course to cover requirement from Letchworth SC, Hitchin SC and Royston SC.
- WD13/20 Request from Verulam ASC for a National Rescue Award for Swimming Teachers and Coaches (NRASTC) course. Information about a course in Welwyn Garden City was provided.
- WD13/21 Enquiry from Hemel Hempstead SC regarding Development Funding. The club was referred to the information on the HASA website.
- WD13/22 Ian Mackenzie: confirmation that a Team Manager 1 course will be run on 19th February as part of Coach Education Week.
- WD13/23 Sharon Hunter: details of courses at the Stevenage Swimming Centre. This has been forwarded to club contacts.

RECENT FORUMS

- WD13/24 There was a forum for club chairmen on 12th November and for clubs on 4th December. No new actions identified for the committee.

FUNDING FOR COURSES

- WD13/25 Since 1 April 2012 subsidies under the HASA scheme have been approved for ten clubs, totalling £1,108.
- WD13/26 An invoice for £98 has been settled, covering the ER/HASA funding for the last quarter of 2012. This brings the total contribution since 1st April to £784.
- WD13/27 The outstanding HASA commitment to the ER/HASA scheme is £436.
- WD13/28 The region has agreed to provide some funding for course technical units.
- WD13/29 There is an expectation that some British Gas funding for workforce courses will become available from March.

DEVELOPMENT PLAN

- WD13/30 The Action Plan for 2012 – 2013 was reviewed and the status is recorded in the attached appendix.
- WD13/31 It was acknowledged that the changing role of the committee has impacted the relevance of some of the development objectives and it was observed that the development plan should ideally be enhanced to better capture opportunities for the committee to be more effective. Leanne Brace will suggest additions to the plan if any interesting ideas emerge from other counties in the region.
- WD13/32 Leanne Brace will provide a directory of courses.

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ANY OTHER BUSINESS

- WD13/33 It was noted that the February issue of the Swimming Times has an article by Roger Guttridge, which includes some opinions from Grant Chivers regarding the ways in which the ASA should be helping clubs and the cost of courses for teachers and coaches.

Next meeting Wednesday 20th March 2013

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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 23 Jan 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. 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	£240	£240 is approximate cost of room hire for 8 Forums this financial year (3x coach, 3x club, 1x 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		Planned for 16/17 February 2013 with details developed by the disability committee. 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 £1,220	East Region will fund the technical units for one course per club, per year. Claims settled for ten clubs since 1st April 2012 (13 claims, 73 course places). Invoices totalling £784 paid this financial year. Outstanding commitment of £436 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	£2,568	

Signed:(Chairman – Workforce Development Committee) Date