

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre on Wed. 25th Jan 2012, at 8.00 p.m.

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

APOLOGIES FOR ABSENCE

WD12/1 Grant Chivers (Finance Officer) and Charles Dainton (President)

MINUTES OF PREVIOUS MEETING

WD12/2 The minutes of the meeting held on 9th December, not yet considered by the Management Board, were accepted as a true record.

MATTERS ARISING

WD12/3 Re: WD 11/3. East Region has advised clubs of the process for submission of invoices for course funding.

WD12/4 Re: WD 11/8. A revised committee description has been written for the website.

CORRESPONDENCE

WD12/5 Kelly Stannard, invoice covering Sept. to Dec. 2011 for ER/HASA funding.

WD12/6 Kelly Stannard, seeking clarification regarding HASA funding for courses. Derek Milton has replied, confirming that the county wishes the region to continue administration of the ER/HASA scheme and the HASA will continue to subsidise courses that the region funds.

WD12/7 Three new funding claims for the HASA scheme. Two have been paid but the third is awaiting more information from the club.

COACHES' FORUM

WD12/8 The results of the questionnaire regarding a coaches' conference were reviewed and the coaches' forum of 18th January was discussed.

WD12/9 It was agreed to proceed with planning a conference to be held on Saturday 15 September at a venue with pool availability. WDC

WD12/10 Various possible venues were considered and it was decided to initially make enquiries at Heath Mount School and Haileybury College. Karen Huckle will provide contact details for Haileybury and Derek Milton will contact both venues. KH
DM

WD12/11 Derek Milton will contact Leanne Brace to discuss the possibility and costs of running the top four CPD's from the questionnaire, together with a presentation from a motivational speaker. DM

WD12/12 Initial consideration was given to refreshments and food. Drinks will be provided but depending on the venue and costs participants may be asked to supply any food they will require.

WD12/13 The East Region funding of £750 for a conference may now be intended to embrace the needs of volunteers rather than just teachers and coaches. Sheila Mackenzie will seek clarification. SM

WD12/14 Philip Jackson suggested it may be beneficial to establish a theme for the conference. This will be considered once the East Region preferences have been established. WDC

WD12/15 Derek Milton will prepare a budget with estimated costs, including the venue, tutor fees, ASA fees and any other anticipated expenditure. Management Board approval and any limit on expenditure will need to be established. DM

OTHER FORUMS

- WD12/16 The committee has not identified any actions from the chairman's forum of 14th November but Sheila Mackenzie will check for the "you are not alone" document that was apparently attached to the forum notes. SM
- WD12/17 Sheila Mackenzie will ask Ian Mackenzie to include all Workforce Development committee members on the distribution list for all county forum outputs. It will also be requested that whenever possible actions for the Workforce Development committee be highlighted in the forum notes. SM

FUNDING FOR COURSES

- WD12/18 Since 1 April 2011 subsidies under the HASA scheme have been approved for seven clubs, totalling £862, which is well within the planned budget (see attached action plan).
- WD12/19 Derek Milton will send the clubs a reminder about the availability of funding under the HASA scheme and also check the website to establish if any update would be appropriate. DM
- WD12/20 The invoice from East Region for £1,517, covering the HASA contribution to the ER/HASA scheme for the third quarter of the financial year, brings the nine month total HASA contribution to £5,760.

DEVELOPMENT PLAN

- WD12/21 The Action Plan for 2011 – 2012 was reviewed and the status is recorded in the attached appendix.
- WD12/22 A new development plan for 2012 - 2015 and an action plan for 2012 – 2013 were briefly reviewed. Derek Milton will complete a draft of these documents and distribute them to the committee for comments. DM

CHILD PROTECTION AND WELFARE

- WD12/23 No matters requiring discussion.

ANY OTHER BUSINESS

- WD12/24 Sheila Mackenzie provided a table giving an outline of courses, including the new ASA Helper, which would be appropriate for the committee to organise. Derek Milton will get appropriate parts of the table onto the website and invite enquiries from the clubs. DM
- WD12/25 Sheila Mackenzie also has details of the new ASA Helper course, which can be run by a level 2 teacher.

Next meeting Wednesday 21 March 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 25 January 2012
1. Teacher/Coach/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.	90% of enquiries satisfied over the year. Increase the number of qualified teachers, coaches and volunteers. Sufficient courses to meet demand, including two ASA Young Aquatic Organiser Courses Sept 2011, March 2012. All disciplines contacted and demand established by end Sept 2011.	Nil Nil Nil		Information regarding available courses is distributed to the clubs whenever it becomes available. Latest John Warner info distributed. Contact details for centres running courses, together with information about forthcoming courses, has been added to the new HASA website, including John Warner updates. Committee support has been offered for the organisation of Young Aquatic Organiser courses. Disciplines being asked at committee meetings. No requests for assistance to date.
2. Facilities Maintain a directory of approved facilities capable of and willing to facilitate ASA courses, through the county Aquatic Officer.	Current list updated by end May 2011.	Nil		IOS Centres: Sportspace Hemel, The Venue Borehamwood, Herts Sports Village (L3 only), Watford Woodside, Hatfield Swim Centre and Harpenden Leisure Centre. Haileybury - status to be checked with Leanne Brace. The active Independent Approved Centres: John Warner Leisure Centre and Stevenage Swimming Centre.
3. Support Structures Support clubs to find training and development opportunities for club volunteers, to enable the clubs achieve and maintain swim21 accreditation.	Identify support required by May 2011. 90% of requirements satisfied.	£270	£330	Requirements for any additional courses to be established at Coach and Club Forums. £330 is approximate cost of room hire for eleven forums this financial year (4xclub, 4xcoach, 1x officials and 2x chairs)

What do you want to achieve?	What is your target and when?	Budget	Cost to date	Status at 25 January 2012
4. Funding				
4.1 Identify and facilitate available funding support for volunteers, teachers and coaches.	Sources identified by end May 2011 and the clubs of all eligible individuals assisted during the year.	Nil		East Region / HASA combined scheme covers teaching/coaching courses and CPDs required for swim21. Now limited to one UKCC course at each level in club swim21 year. HASA scheme covers courses considered appropriate for club development but not within the ER/HASA
4.2 Distribute HASA funding for courses not within the scope of the combined ER/HASA funding process.	All requests for funding settled within 1 month of course completion.	£3,500	£862	Claims settled for seven clubs (9 claims, 60 course places).
4.3 Support combined ER/HASA funding process to help clubs achieve and maintain swim21 accreditation.	All funding requests from eligible clubs supported.	£10,000	£5,760	Invoices from East Region for £2157, £2086 and £1517 covering April – December 2011
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		£13,770	£6,952	

Signed:(Chairman – Workforce Development Committee) Date