

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre on Wed. 6th June 2012, at 8.00 p.m.

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

APOLOGIES FOR ABSENCE

WD12/45 Charles Dainton (President), Karen Huckle and Sheila Mackenzie (Association Secretary)

MINUTES OF PREVIOUS MEETING

WD12/46 The minutes of the meeting held on 21st March, as considered by the Management Board on 2nd May, were accepted as a true record.

MATTERS ARISING

WD12/47 Re: WD 12/29. Derek Milton does not yet have details of the new Helper course. SM

CORRESPONDENCE

WD12/48 Kelly Stannard: invoice for ER/HASA course funding, updates on outstanding commitments and a request for status regarding claims from one club.

WD12/49 Keith Wilding re: funding for a club education day. Following discussion by the Management Board Advisory Group, Derek Milton advised the club to apply for project funding from the ongoing HASA scheme.

WD12/50 Wendy Sherwood re: masters swimmers for a PhD project. Derek Milton has responded.

WD12/51 Leanne Brace: details of forthcoming Level 1 and Level 2 courses.

WD12/52 Kelly Stannard: details of Level 1 Teaching Aquatics course at Hatfield.

WD12/53 Several email messages regarding the proposed county conference.

COUNTY CONFERENCE

WD12/54 Ten possible venues have been approached but only two have given encouraging responses.

WD12/55 Derek Milton has visited Queenswood School and has confirmed the facilities would be eminently suitable for a county conference. The school are keen to meet our requirements but cannot do so on 15th September. The school is used by pupils on Saturdays and the best option would most likely be at a half term break. The next opportunity would be late October but Ian Mackenzie has advised that would be uncomfortably close to a regional conference.

WD12/56 After a somewhat delayed but nevertheless enthusiastic response Derek Milton has visited St. Albans School. It transpired that a manager had only just been appointed to manage the newly constructed sports facility which includes a six lane 25m pool with electronic timing and an infinite pool with camera and recording facilities.

WD12/57 This venue would also be suitable for a conference and, at the time of the visit, was available on 15th September. However, following correspondence with Kevin Wray, Derek Milton informed the school that we no longer have sufficient time to organise the conference on that date.

WD12/58 Ian Mackenzie has suggested the possibility of holding the conference alongside the county disability day in February 2013. Derek Milton will raise this for discussion at the next disability meeting on 4th July. DM

RECENT FORUMS

WD12/59 Consideration was given to the following forums: Coaches 18th April and Club 9th May. No new actions identified for the committee.

FUNDING FOR COURSES

- WD12/60 Since 1 April 2012 subsidies under the HASA scheme have been approved for three clubs, totalling £101.50.
- WD12/61 An invoice for £1,525 has been settled, covering the ER/HASA funding for the first quarter of 2012. This brings the total HASA contribution for the 2011/2012 financial year to £7,286.
- WD12/62 Kelly Stannard has provided two updates of the outstanding HASA commitment to the ER/HASA scheme and the latest version is summarised in the attached action plan.
- WD12/63 There are four claims outstanding which were submitted by 31 March for HASA funding after suspension of the ER/HASA. One candidate was unable to attend the course so funding will not be required. One club has two claims which should, once the courses are completed, warrant a total subsidy of £261.
- WD12/64 One claim is for a Level 2 course but it transpires that at the time the claim was submitted the club was no longer considered by East Region to be actively working towards swim21. This was reviewed by the Management Board Advisory Group and it was agreed to offer the funding (£170) if the club achieves swim21 accreditation by 31 October 2012.

DEVELOPMENT PLAN

- WD12/65 The Action Plan for 2012 – 2013 was briefly reviewed and the status is recorded in the attached appendix.

CHILD PROTECTION AND WELFARE

- WD12/66 No matters requiring discussion.

ANY OTHER BUSINESS

- WD12/67 None

Next meeting Wednesday 12th September 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 6 June 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	£60	£60 is approximate cost of room hire for 2 Forums this financial year (1x coach, 1x club). 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 September 2012. All new issues addressed within 3 months.	£1,000		Two possible venues identified but insufficient time to organise conference in September. Considering moving to February 2013 alongside disability day. No identified new actions.

4. Funding					
4.1 Identify and facilitate available funding support for volunteers, teachers and coaches.	Sources identified by end July 2012 and the clubs of all eligible individuals assisted during the year.		Nil		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.
4.2 Administer HASA funding for courses.	All requests for funding settled within 1 month of course completion.		£3,500	£101	Claims settled for three clubs since 1 st April 2012 (3 claims, 11 course places).
4.3 Work with East Region to re-establish a funding process to help clubs achieve and maintain swim21 accreditation.	All funding requests from eligible clubs supported.		£10,000	£1,801	Total contribution to ER/HASA scheme was £7,286 from April 2011 to March 2012. Outstanding commitment of £1,801 for suspended ER/HASA scheme, shown as 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	£1,962

Signed:(Chairman – Workforce Development Committee) Date