

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre on Wed. 6th Nov. 2013, at 8.00 p.m.

PRESENT: Karen Huckle (Chairman) and Derek Milton (Workforce Development Manager).

APOLOGIES FOR ABSENCE

- WD13/96 Mark Horrod, Marilyn Hughes, Sheila Mackenzie (Association Secretary) and Chris Sage (County President).
- WD13/97 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

- WD13/98 The minutes of the meeting held on 11th September 2013 were considered and are to be approved at the next quorate meeting.

MATTERS ARISING

- WD13/99 Re: WD13/72 Derek Milton attended the Volunteer Coordinator workshop at the ASA conference on 19th October. It seems likely the responsibilities of the role will depend very much on the existing arrangements in each county.
- WD13/100 Re: WD13/76 The Workforce Development budget has been revised, with officials funding being transferred from the swimming budget.
- WD13/101 Re: WD13/77 No information available regarding the success of the Suffolk funding scheme.
- WD13/102 Re: WD13/94 Marilyn Hughes has agreed to join the committee. This gives a full committee and the quorum increases from three to four members.
- WD13/103 Re: WD13/95 The room booking secured for 2014 meetings are as agreed at the last meeting, apart from the June and September meetings, which will now be on 18th June and 17th September respectively.

CORRESPONDENCE

- WD13/104 Leanne Brace, Bob Horne and Leanne Pemberton regarding Team Manager courses. Bob Horne has agreed to organise a Team Manager 1 primarily for Bishops Stortford SC.
- WD13/105 Leanne Brace with slides from Peter Sissons covering local funding opportunities.
- WD13/106 Marilyn Hughes re: 2014 official's courses, including open water. It is anticipated that Paul Kendall will run a Judge Level 1 (Open Water) in the county next year.
- WD13/107 Lin Donovan re: courses being held at the John Warner Sport Centre in 2014. This information has been put on the HASA website.
- WD13/108 Margaret Carrier re: funding for Safeguarding and Time to Listen courses. Derek Milton has responded.
- WD13/109 Ian Mackenzie re: pool availability for the county conference.

FUNDING FOR COURSES

- WD13/110 Details of the county funding for UKCC courses have been sent to the clubs and are posted the association website. Thirteen notifications of claims have been received and if these are all approved the total funding payable will be £2230.
- WD13/111 Three notifications are seeking funding for Level 3 courses and the committee will be contacted by email to seek agreement on acceptability.

DM

WD13/112 Two requests for funding of courses for timekeepers were discussed, one of these being from 2012. The committee will be contacted by email to seek agreement on acceptability. DM

COUNTY CONFERENCE 2014

WD13/113 Kevin Ayers has agreed to hold a Backstroke master-class on Saturday 22nd February. Proposed timing is: Start at 09:00, pool from 10:30-13:00, lunch 13:00–13:30 and finish in the class room at 14:30. The pool availability will be three lanes, 17.5 metres long (boom end).
Ideally provide lunch for the coaches (lunch for swimmers not discussed).
Committee support for these arrangements to be solicited by email and confirmed with Kevin Ayres and Ian Mackenzie DM

WD13/114 One option for sourcing swimmers would be to ask Geoff Wood, who has already confirmed he would be happy to oblige. Committee agreement to proceed with this option to be requested by email. DM

WD13/115 It was proposed that applications from teachers/coaches would be accepted by email and a £10 fee would be charged, this to be payable online, subject to agreement from the Finance Officer. Agreement from the committee will be requested by email. DM

WD13/116 Karen Huckle and Derek Milton would both be willing to accept applications for master-class places. Application process details yet to be established. DM

WD13/117 Leanne Brace has agreed to hold a swim21 session but the timing has yet to be established. DM

WD13/118 Leanne Brace has confirmed a tutor for “Keeping Safe in Sport”, course to be held from 10:00 to 12 noon on 23rd February.

WD13/119 Chris Hisgrove is prepared to run a familiarisation course on operating AOE and it has been suggested that finding someone to run a Hy-tek familiarisation course would be good. Follow-up required. DM

WD13/120 Ian Mackenzie has volunteered to run a Team Manager course. Arrangements to be established. DM

DEVELOPMENT PLAN

WD13/121 The new development plan, which is attached as an appendix to these minutes, was judged to be more useful than the previous version but was not reviewed in detail. It has been distributed to the committee but no comments have been received.

RECENT FORA

WD13/122 No new actions established.

ANY OTHER BUSINESS

WD13/123 Committee members to be asked to confirm availability prior to each meeting. DM

Next meeting Wednesday 22nd January 2014

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Chairman – Workforce Development Committee

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Date

RECOMMENDATIONS TO THE MANAGEMENT BOARD REQUIRING ACTION OR APPROVAL:

None identified.

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	40 Team Managers trained over the 4 years.	2013/14- 10ppl 2014/15- 10ppl 2015/16- 10ppl 2016/17- 10ppl Deliver county course every year.		Hatfield- 19 th Feb 2013- 18 attendees. Bob Horne to organise TM1 primarily for Bishops Stortford SC late 2013.
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	16 Team Manager M2 trained over the 4 years.	2013/14- 4ppl 2014/15- 4ppl 2015/16- 4ppl 2016/17- 4ppl 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>	<i>2013/14- 10ppl 2014/15- 10ppl 2015/16- 10ppl 2016/17- 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	40 young people over the 4 years.	2013/14- 10yp 2014/15- 10yp 2015/16- 10yp 2016/17- 10yp		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	40 young people over the 4 years.	2013/14- 10yp 2014/15- 10yp 2015/16- 10yp 2016/17- 10yp		

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		
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 6 club 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