

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION
WORKFORCE DEVELOPMENT COMMITTEE

Minutes of the meeting held at the Welwyn Civic Centre on Wed. 7th Nov 2012, at 8.00 p.m.

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

APOLOGIES FOR ABSENCE

WD12/90 Sheila Mackenzie (Association Secretary), Janet Warrington.

MINUTES OF PREVIOUS MEETING

WD12/91 The minutes of the meeting held on 12th September 2012, yet to be considered by the Management Board, were accepted as a true record.

MATTERS ARISING

WD12/92 Re: WD12/71 Details regarding the Aquatic Helper course are now available on the ASA website.

COUNTY CONFERENCE

WD12/93 The conference proposal from the last meeting (12th September) has been pursued and further developed through the Disability committee. This has resulted in a very interesting programme for 16th and 17th February, details of which are documented in the Disability minutes of 7th November.

WD12/94 It is also anticipated that the Herts Sports Partnership will be able to offer opportunities for "Time to Listen" and "Team Manager 1" during the Coach Education Week.

WD12/95 At the Disability meeting Derek Milton agreed that the Workforce Development Committee would accept the applications from coaches for the sessions on both days of the conference. Karen Huckle volunteered to undertake this role and Derek Milton offered support if required.

WD12/96 All members present anticipate being able to help with administrative tasks during the two conference days.

KH
KH
PJ
DM

CORRESPONDENCE

WD12/97 Kelly Stannard: invoice for ER/HASA course funding and updates on outstanding commitments.

WD12/98 Shelley Cooper, St Margaret's Sports Centre, Bushey, requesting a seminar for "working with children with educational difficulties".

WD12/99 A funding claim for a timekeepers course that requires some clarification regarding ASA fees. Marilyn Hughes will be contacted to resolve.

DM

RECENT FORUMS

WD12/100 There was a forum for clubs on 24th September and for coaches on 8th October. No new actions identified for the committee.

FUTURE COURSES

WD12/101 Following the request from St Margaret's Sports Centre, a seminar for "working with children with educational difficulties" may be arranged, subject to consideration by the Management Board Advisory Group.

FUNDING FOR COURSES

- WD12/102 Since 1 April 2012 subsidies under the HASA scheme have been approved for seven clubs, totalling £959.
- WD12/103 An invoice for £197 has been settled, covering the ER/HASA funding for the third quarter of 2012. This brings the total contribution since 1st April to £685.
- WD12/104 The outstanding HASA commitment to the ER/HASA scheme is £535.

DEVELOPMENT PLAN

- WD12/105 The Action Plan for 2012 – 2013 was briefly reviewed and the status is recorded in the attached appendix.

ANY OTHER BUSINESS

- WD12/106 Derek Milton is endeavouring to enlist another person onto the committee.
- WD12/107 Meeting dates for 2013 (all Wednesdays): 23rd January, 20th March, 19th June (set after meeting), 11th September and 16th November.

Next meeting Wednesday 23rd January 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 7 Nov 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. 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	£180	£180 is approximate cost of room hire for 6 Forums this financial year (3x coach, 2x club, 1x officials). 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 by 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	£959 £1,220	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. Claims settled for four clubs since 1st April 2012 (9 claims, 49 course places). Invoices totalling £685 paid this financial year. Outstanding commitment of £535 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	£2,359	

Signed:(Chairman – Workforce Development Committee) Date