

Minutes subject to approval at the next meeting

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION

Club Development Group

Minutes of the meeting held at the Welwyn Civic Centre on Wednesday 25th January 2017 at 7.30pm

Persons Present

Karen Lawson	KL
Sheila Mackenzie	SM
Murray Devine	MD
Ian Mackenzie	IM
Helena Precious-White	HPW
Shirley Burns	SB
Nicola Rix	NR
Jonathon Pope	JP
Karen Huckle	KH

CDG17/1 **Welcome**

IM opened the meeting and welcomed all the attendees

CDG17/2 **Apologies for absence**

Apologies were received from Simon Lever SL

CDG17/3 **Minutes**

The minutes were approved from the November meeting. All actions dealt with.

CDG17/4 **Matters arising**

IM noted that the date/references at bottom of minutes was March 2015.

SM to remove prior to publishing on Herts ASA web.

CDG17/5 **Correspondence**

KLs correspondence would be covered in Quartile report and funding.

NR had been informed by Stevenage that their development meet date was the 22nd of April 2017 and not the 23rd.

CDG17/6 **Funding for courses/CPDs**

KL stated she had authorised payment of the Hoddesdon funding request. A request from Aqualina Syncro had been received for a coaching course, they not sent any confirmation that the course had been passed. KL had emailed asking for a copy of the Certificate which had been acknowledged.

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CDG17/7 JP informed the committee that there was a new process to book TK courses and Judge 1 and 2 course would follow the same procedure next year. JP stated that Deborah Huggett was no longer dealing with course allocation and that he would now be doing this.

JP would like all up and coming courses advertised on the Herts ASA web with contact details And dates.

JP stated that all course presenters now needed to be DBS checked and have completed a Safeguarding course.

SM highlighted that the Development weekend in February would be an ideal opportunity For all to do Safeguarding course.

ACTION SM would email all county refs re the February course.

CDG17/8 KL stated that the information regarding funding on the Herts ASA web page had dates as 2013 and 2014 which may confuse those looking into applying for funds.

ACTION IM would check this.

CDG17/9 **Development Plan 2016/17 2017/18**

IM presented the committee with the 2016/17 plan and had highlighted the targets that had and had not been reached. He pointed out that the CPD Time to Listen and Guide to Refereeing and Helpers would all be reached after the Feb Development weekend. IM stated that no Hertfordshire club captains had completed the online course. KL stated that she had emailed all her clubs with the link to the course but had had no feedback or response. KL suggested that the link be attached to the Herts ASA web and possibly clubs own web pages. IM informed all that there had not been time to organise any Open Water development days but it was hoped that this coming season things would move fwd.

CDG17/10 IM produced the 2017/18 Development Plan. The majority of targets would remain the same with an adjustment to swimming officials TKs which would increase to 100 over 25s and 20 14-25 yr olds.

The promotion of e learning needed to be addressed and it was agreed that each of Quartiles would email officers from clubs and ask them to complete the packaged and give feedback.

ACTION KL HPW NR SB to email club officers.

CDG17/11 IM stated that the admin involved in dealing with the £8 registration fees for registering for Officials courses was huge. Should the County pay for this. It was agreed that this was a good idea and would start on the 1st of April 2017.

CDG17/12 IM was trying to establish whether there were any fees involved in holding a Table Officials Course. Water polo had held a very successful day recently.

CDG17/13 SB asked if the recent Coaches forum had been well attended which it had with 13 clubs

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being represented. 4 Hertfordshire coaches had attended the British Swimming Conference and had presented what they had learnt.

CDG17/14 **swim21**

Ware SC, Berko SC and PBSC were all still working towards their accreditation. MD asked if Swim21 was just for swimming and was informed it covered all disciplines, Aqualina Syncro, Watford Water Polo and Beaumont Diving were all covered.

IM highlighted that the process for swim21 was now very straightforward and it was simply a business plan to help clubs run efficiently.

CDG17/15 **Regional Club Development**

IM had attended the December meeting. The East Region were running Time to Listen and Safeguarding courses across the region. The Region now had an administrator who looked after courses whilst Amy Bryant dealt with the disciplines. Leanne Brace was now the overall manager. All Regions now saw the East as an exceptionally good model.

CDG17/16 **County Development Weekend**

All presenters had been booked and confirmed including Grant Robins the talent manager. All bookings were being done through Eventbrite. JP stated that it was possible to do block bookings which would be good for clubs.

CDG17/17 JP expressed a concern that there may be some double booking or that people would turn up having not registered or paid the £8 fee. JP would word a reminder of the correct procedure re the booking of the Officials course to be forwarded to clubs by quartiles.

CDG17/18 KL would arrange the reception cover for the weekend

CDG17/19 **Quartile Reports**

SB – Watford had run a successful TK course and had attendees from outside clubs. SM asked if there were any terms of reference details the responsibility of the quartile leads. SM said that each lead should be contacting their clubs with course information and encouraging clubs to attend the various Forums.

NR – had been informed that Stevenage would be holding a TK course at their development meet in April but had received no other enquiries.

HPW – had sent a number of emails detailing courses and Forums but had received no replies or enquiries. NR highlighted that some clubs had generic email contacts which wasn't really helpful.

KL – PBSC had a new contact for officials and workforce who had shown interest in a number of courses and events. KL had invited 2 new officers from 2 clubs to attend their first Club Forum but neither could/had attended. Emails had been sent to clubs asking to advertise Development Weekend on their website, CoStA had done this and she was hopeful others would follow. She had received an email from the new PBSC Sec asking for advice on electronic gala entry, PBSC and CoStA were put in touch with each other. KL had emailed the Club Captains link to all her contacts.

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CDG17/20 **Any Other Business**

JP had been in contact with Kate Williamson with regard to new software which he was
He was hoping to move forward with after Counties.

CDG17/21 **Date of next meeting**

Wednesday the 3rd of May 7.30pm