

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 Thursday 15th September 2016 at 8pm

Persons Present

Karen Lawson	KL
Sheila Mackenzie	SM
Ian Mackenzie	IM
Karen Huckle	KH
Leanne Brace	LB

CDG16/27 **Welcome**

KL opened the meeting and welcomed all the attendees

CDG16/28 **Apologies for absence**

Apologies were received from Jonathan Pope, Helena Precious White, Shirley Burns

CDG16/29 **Minutes**

The minutes were approved from the March meeting.

CDG16/30 **Matters arising**

SM questioned whether 16/19 had been paid. IM was able to confirm it had. 16/20 LB had emailed Steph Elliott with regards to how many people had used the online Club Captain and Committee roles learning module. IM stated that the Open Water event had been put on hold until next year.

CDG16/31 **Correspondence**

KL had received 2 applications for funding; from Hoddesdon for 3 L1 coaching courses, and from Tring for 3 Safeguarding courses.

CDG16/32 **Funding for courses/CPDs**

KL stated she was awaiting the L1 Coaching certificates from Hoddesdon, and would send the Tring application for funding to the Finance Officer.

ACTION – KL would email Hoddesdon to chase up certificates.

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CDG16/33 Development/Budget Plan

Grant Chivers had resigned from the post of Herts ASA Finance Officer. IM stated that as he was currently acting as the Interim Finance Officer, and the 2016/17 plan appeared fine. A replacement Finance Officer had been found, and IM would work closely with the new appointee towards creating the 2017/18 budget.

CDG16/34 Swim21

LB Regional Club Development Officer stated that the county currently had 18 swim21 clubs, and from 28th October there would be 19, with Watford Water Polo Club joining. LB informed the committee that Potters Bar SC and Royston SC were both working towards the award, and she had visited both clubs recently - both were in a healthy position. LB had been in contact with Stevenage SC, but as yet the club had failed to upload any elements. Berkhamstead were doing well, and had completed 11 elements. LB stated that Amy Bryant, East Region Support Development Officer was assisting Dacorum DC which has uploaded two elements, and was going to approach Potters Bar Syncro. SC.

CDG16/35 Regional Club Development

LB stated that new changes to the swim21 portal would come into effect in the first week of October, when there would be 16 elements. The December panel would see the first 16 element applications. It was seen as a positive change.

CDG16/36 County Conference 2017

IM informed the committee that Disability swimming had been booked for the Saturday evening at Herts Sports Village. Carl Cooper had accepted the invitation and would run a 2 hour Para workshop prior to the pool session. Team Manager 1 and 2 courses would run mid week. It was discussed and agreed that 100%ME should be included again, but perhaps there was need to look at how to promote this better amongst the clubs and coaches. SM suggested that perhaps the coaches/clubs were approached and asked to nominate/invite a number of athletes to attend the talk from their clubs. LB suggested posting on the web a "save the date" advert. Suffolk and Norfolk both had one-day events running in October and December. LB stated that the Regional "Parent Talk" had been very well attended, and that if Hertfordshire ran such a session, a presenter would need to be found. IM and LB thought that a Guide to Open Water swimming would be a good addition to the weekend. LB would look into Sports Coach UK and see if they could contribute to the weekend.

CDG16/37 Allocation of jobs

KL suggested that a number of CDG jobs were identified and that these could be allocated to a member of the committee - roles such as Funding, Social Media, Development Plan, Budget.

IM reported that the Club Forum held the night before had only seen five clubs represented, and this was very poor. It was very unfortunate that there were no members from the CDGs sub-divisions present, as those in attendance were keen to know who their points of contact were. It was not a good advert for the county. There was a good discussion around

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monitoring feedback from the four sub-divisions, in relation to any emails being sent out or communications coming in. There needed to be more contact made with the clubs, and LB stated that Norfolk ASA had a good arrangement where by a CDG committee member attends different club committee meetings, thus enabling direct contacts and making themselves known on a personal level. This allows the CDG to advertise all that is on offer from funding to courses etc. It was highlighted that all clubs have different priorities and changes in committee membership sometimes meant things get lost and forgotten, or not passed on. An example of what could have been done to promote the Club Forum and also other forums would have been for the clubs in each quarter to have been contacted and encouraged to send a representative. The CDG should also be promoting things such as the up coming ACM. It was agreed that an agenda item should be created, with each of the divisions reporting to the committee any work/correspondence they had been involved in during the previous quarter, and that, if unable to attend, a short report of any activity be submitted.

Action – KL to identify jobs and allocate accordingly and email committee with proposed future role.

CDG16/38 **Any Other Business**

SM would not be available on the 3rd November. Maybe the meeting scheduled for that day be moved to the 2nd at 7.30pm.

Action – KL to canvas members re suitable date.

CDG16/39 **Date of next meeting**

Wednesday the 2nd or 3rd November 2016.