

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 2nd November 2016 at 7.30pm

Persons Present

Karen Lawson	KL
Sheila Mackenzie	SM
Ian Mackenzie	IM
Helena Precious-White	HPW
Shirley Burns	SB

CDG16/40 **Welcome**

KL opened the meeting and welcomed all the attendees

CDG16/41 **Apologies for absence**

Apologies were received from Jonathan Pope JP, Karen Huckle KH, Nicola Rix NR

CDG16/42 **Minutes**

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

CDG16/43 **Matters arising**

IM noted that the date/references were incorrectly numbered.

Action – SM would correct before sending to Herts ASA portal.

IM – informed the committee that Steph Elliott was now Steph Matthews.

IM – stated that no Hertfordshire Club Captains had completed the online module.

Action – KL to create link and email to quartiles

CDG16/44 **Correspondence**

HPW had emailed her quartile contacts re the Coaches Forum, but had not had any replies positive or negative. SB stated that the Watford coach would be attending if cover could be found. KL reported that PBSC and CoStA had both replied, including a junior coach from CoStA, with positive feedback. An email request for an officials' polo shirt had been received, and KL had sent an appropriate reply.

CDG16/45 **Funding for courses/CPDs**

KL stated she had liaised with Hoddesdon re their L1 coaching qualification funding request, and confirmed that the application had been sent to the Finance Officer for payment. No other funding requests had been received.

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CDG16/46

Budget/Development Plan

IM informed the committee that he and Simon Lever, Herts ASA Finance Officer would be meeting to discuss, and put in place, next year's budget and development plan which would then be passed to the relevant committees for discussion/action.

CDG16/47

swim21

IM reported that it was the intention of the ASA to make all clubs swim21. The new swim21 process came into force at the beginning of October, and should be easier for clubs to submit their annual check ups.

SB asked if there was a buddy system to assist clubs which perhaps needed help with the process. IM stated that Leanne Brace, ASA ER Regional Club Development Officer was always available to assist any clubs with submitting their applications.

IM pointed out that Potters Bar SC and Hertsmere Flyers were now amalgamating and this would mean that the 19 swim21 clubs would go down to 18. Potters Bar SC would have to amend their application to support Hertsmere Flyers which is already swim21 accredited.

CDG16/48

Regional Club Development

KL had attended the September Regional Club Development Group meeting. There had been a number of matters discussed which were relevant to Hertfordshire. Consideration should be given to inviting other counties our Development weekend in February 2017. It was thought that this was already done via the ASA East Region website. A number of very useful online resources were discussed, and the links to these would be passed on to county Club Development Groups (CDGs) by Leanne Brace. These included a British Swimming online resource for coaches, online concussion awareness, a social media guide for beginners, and a policy of Trans competitors.

CDG16/49

As of next year the ASA were intending to enforce new meet conditions relating to teams competing at Summer and British Championships, in that anyone acting as a team manager must have completed a TM2 course and Safeguarding CPD. SM asked if all Hertfordshire clubs had been notified of this new requirement. It was agreed that this would be a useful tool to promote the TM courses running in the February Development week. IM would also raise the issue at the upcoming Coaches Forum.

CDG16/50

Leanne Brace, East Region Club Development Officer had urged that county CDGs feed back to her if there were any specific workshops that could be run for any of their disciplines. It was noted that Hertfordshire ASA had covered the most relevant workshops during their Development weekend.

SB – asked if more funding/support could be given to coaches. IM pointed out that clubs could claim up to £500 per year towards coaching courses. SB pointed out that a number of parents had actually completed L1 coaching courses in the past, but had been unaware that they could have applied for funding.

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Action – KL to contact Leanne Brace for a full list of CPDs available.

CDG16/51

County Conference 2017

The County Conference 2017 would be advertised as a development weekend. IM and Leanne Brace had met with Hertfordshire Sports Partnership (HSP), and made some very positive progress with arrangements.

All the facilities would be used with no charge, including no charge for pool time. LB had agreed with HSP to use their online booking facility. SM asked when this would be made available, and IM stated that it was hoped to be within the next few weeks. IM had created a template on how the weekend would run and showed the already confirmed sessions, which included Safeguarding and Protecting Children, Time to Listen, Introduction to Open Water Swimming, Understanding Drugs in Sport, Para Swimming, Adult Learn-to-Swim CPD, Promoters' workshop, Judge L1 & L2, Introduction to Refereeing, Strength and Conditioning Workshop, Full Helpers' Course.

HPW asked if there were any CPDs more relevant to children. SM suggested that the children/athletes themselves should be asked what they wanted.

KL – would organise the manning of the reception desk for the weekend.

CDG16/52

Allocation of jobs

KL had compiled a list of jobs currently carried out by the CDG, and thought it would help if members of the committee took responsibility for each role/s. It was agreed as follows:-

Agenda/minutes – KL with KH (Chairman)

Funding approval – KH

Social media – HPW, with SB looking into LinkedIn use

Development plan/budget – NR

Regional CDG – the committee required someone to attend the regional meetings, KL and IM were both unavailable for the meeting on the 5th December. KL to canvas those not present.

Forums – IM to continue with support of committee

Conference – IM logistics of the weekend KL to coordinate reception desk.

CDG16/53

Any other business

SM – suggested that, in future, the agenda should include an individual feedback report from each of the quartile leads on any incoming/outgoing communications and actions.

Action – KL to re send quartile map highlighting the clubs for which each quartile lead has responsibility.

CDG16/54

Date of next meeting

Future meeting still have to be booked by Welwyn Council, but would commence at 7.30pm.

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