



# Swim England Hertfordshire

(County Association of Swim England East Region)

President Mrs Janet Warrington

## Minutes of the Club Development Group meeting

10<sup>th</sup> September 2018 – Civic Centre, Welwyn

Present

Jonathan Pope	(JP)	
Sheila Mackenzie	(SM)	County Secretary
Karen Huckle	(KH)	
Helena Pretious-White	(HPW)	
Nicola Rix	(NR)	

		Action
<b>18/16</b>	<b>Welcome</b>	
18/16.1	JP welcomed everyone to the meeting	
<b>18/17</b>	<b>Apologies</b>	
18/17.1	Shirley Burns (SB) Janet Warrington (JW) & Ian Mackenzie (IM)	
<b>18/18</b>	<b>Declaration of conflicts of interest</b>	
18/18.1	No conflicts raised	
<b>18/19</b>	<b>Minutes of meeting on 29<sup>th</sup> January 2018</b>	
18/19.1	Minutes were agreed as true and correct	
<b>18/20</b>	<b>Matters arising</b>	
18/20.1	SM would send out Job Descriptions	SM
<b>18/21</b>	<b>Correspondence</b>	
18/21.1	No correspondence had been received	
<b>18/22</b>	<b>Replacement CDG Manager</b>	
18/22.1	JP advised that serious consideration needs to be given to finding a replacement CDG manager. The job description needed to be circulated – JP summarised the duties – Chair 3 meetings/ year, oversee the Fora occur and are supported, development weekend and supported and minutes completed for each of these meetings sent to County Secretary.	ALL
18/22.2	Circulate Job Description	SM
18/22.3	Advertise on website when it is back up and running	IM
18/22.4	Email members through quartiles	KH, HPW, SB, NR
<b>18/23</b>	<b>Funding for Courses</b>	
18/23.1	KH explained that there were requests in the folder that needed review and that she would do this over the coming period	KH
<b>18/24</b>	<b>Officials</b>	
18/24.1	JP explained that courses would be offered but due to pressures of work this had not been done yet. He hoped to have something circulated in due course.	JP
<b>18/25</b>	<b>Development Budget Plan 2018/2018</b>	
18/25.1	JP explained that the Development Budget Plan for 2017/2018 should be used again in 2018/2018 subject to any further additions. JP to ask IM for 2017/2018 plan and review outside meeting	JP, IM
18/25.2	JP mentioned that more course presenters were required.	

	and explained the process, Minimum J2S, must shadow course, then must lead a course. DBS and Safeguarding a requirement. Members would circulate	ALL
<b>18/26</b>	<b>Development Plan 2018/2018</b>	
18/26.1	<p>JP spoke about plan from 2017/2018 and that this should form the basis of 2018/2018.</p> <p>TM Courses – thought that these should continue to be offered</p> <p>Time to Listen – Benefit of course and should remain on list</p> <p>TK – County to continue to fund</p> <p>JL1 – JL2S – County to continue to fund</p> <p>Referee and Guide to Refereeing at Conference</p> <p>JP mentioned that in 2016/2017 we had delivered more officials courses than previous years and this was in the annual report submitted to the County Secretary.</p> <p>On this basis the plan should mirror the last plan – IM to circulate</p>	IM
<b>18/27</b>	<b>Fora</b>	
18/27.1	<p>JP introduced Forum support and attendance. A discussion ensued about attendance numbers, NR suggested we make it mandatory that clubs send representatives, JP asked do we continue the forums? SM mentioned do we approach this as it is worth doing despite the low numbers and we are getting some support.</p> <p>JP suggested that a form of wording goes out that he would prepare to clubs, firstly do they want Fora and secondly if they don't support they will lose the opportunity.</p>	JP
18/27.2	Email clubs through quartiles	ALL
<b>18/28</b>	<b>SwimMark</b>	
18/28.1	Update from IM in due course	IM
<b>18/29</b>	<b>County Development Weekend</b>	
18/29.1	<p>The following courses should be offered – TM1 &amp; 2 (20 spaces on ea), Poolside Helper Course x 2 (Oversubscribed last year hence two options)</p> <p>Officials courses – JL1 – JL2S (Up to 40 spaces per JL1 Part 1 and 2)</p> <p>Guide to Refereeing (10 spaces), Safeguarding x 2 (20 spaces on each)</p> <p>Time to Listen, Para Swimming / Disability?</p> <p>Eventbrite will be used again but the instructions needs to be clearer for officials as more work for JP. IM to work into plan and circulate</p>	IM
<b>18/30</b>	<b>Reports from Quartiles</b>	
18/30.1	<p>HPW – nothing to report</p> <p>NR – feedback officials courses but no other responses</p> <p>KH – No responses</p> <p>SB – No responses</p>	
18/30.2	<p>JP asked if there was benefit from this engagement, were the quartiles actually working. A discussion ensued about contacts, club listings, struggles experienced from non-swimming clubs.</p> <p>SM raised support to Regional Management Board, Inter County Competitions. Linked to Fora – Email to clubs about support</p>	JP
<b>18/31</b>	<b>AOB</b>	
18/31.1	NR said there was difficulty in finding officials for club championships	
18/31.2	NR suggested a more visually-appealing email might be used to contact the quartile clubs Monthly update maybe of up-coming events, courses and	

Minutes subject to approval at next CDG Meeting

	meetings JP suggested using Mailchimp, and HPW will investigate how to do this. Reminders could also be sent the day before a meeting, event, forum etc	
<b>18/32</b>	<b>Date of next meetings</b>	
18/32.1	Dates of next meetings will be circulated, Mondays/Tuesdays preferred, 7.30pm at Welwyn.	IM