



Swim England Hertfordshire

(County Association of Swim England East Region)

President Mrs Janet Warrington

Minutes of the Club Development Group (CDG) meeting

25th March 2019 – Civic Centre, Welwyn

Present

Jonathan Pope	(JP)	
Sheila Mackenzie	(SM)	County Secretary
Helena Pretious-White	(HPW)	
Nicola Rix	(NR)	
Ian Mackenzie	(IM)	

		Action
19/01	Welcome	
19/01.1	IM welcomed everyone to the meeting	
19/02	Apologies	
19/02.1	Janet Warrington (JW) and Karen Huckle (KH)	
19/03	Declaration of conflicts of interest	
19/03.1	No conflicts raised	
19/04	Minutes of meeting on 10th September 2018	
19/04.1	Minutes were agreed as true and correct	
19/05	Matters arising	
19/05.1	No one could trace the job descriptions so IM will send them out	IM
19/05.2	All other items were historic and/or were included in the Agenda	
19/06	Correspondence	
19/06.1	Email from Shirley Burns received just prior to the previous meeting which was subsequently cancelled. IM to send letter of thanks for her contribution over the years	IM
19/07	Replacement CDG Manager and adding to the committee	
19/07.1	The meeting agreed that a concerted effort needed to be made to find a Manager and other members for the committee. JP will send out the job descriptions to all the clubs to try and gain assistance and support for this important committee	ALL
19/07.2	Circulate Job Description	IM
19/07.3	Advertise on website	IM
19/07.4	Email clubs through quartiles	KH, HPW, JP, NR
19/08	Funding for Development and Courses	
19/08.1	KH reported by email that she only had one payment pending for courses	
19/08.2	IM reported that the Management Board had closed down the Development fund from October 2018	
19/08.3	IM to establish from the Finance Officer the total paid out for courses and the Development fund for the past financial year.	
19/09	County Development Weekend	
19/09.1	Very successful – over 400 session units filled. Report on website with photos – Eventbrite was a great tool, but only as good as information requested. It was a learning curve. Participants from East Region, South East Region, London Region, Para Swimming – from various regions.	

Minutes subject to approval at next CDG Meeting

19/09.2	Funding from Swim England East Region, two Safeguarding courses and a Time to Listen Course + £600, + cost of Para regional training. Swim England funded a Para ID session £500 as well as supplying free presenters.	
19/09.3	Cost of running a new course Integrating Autistic Children into mainstream Swimming £149.50, - should have been £455	
19/09.4	Total cost to the County £459.30 – Estimated cost was £4113	
19/10	Development Budget Plan 2018/2019	
19/10.1	The plan was reviewed, with much of it achieved. Many areas over-achieved	
19/10.2	There were four areas where targets were not achieve, <ol style="list-style-type: none"> 1. Open Water, County training - Clubs did their own training. Regional training took place in the county 2. Club Captain on-line training – the facility was withdrawn by Swim England, because of lack of engagement. 3. Team Manager module 2 course provided but only 4 took up against 20 budgeted for 4. Officials and table officials for the disciplines – managed regionally 	
19/11	Development Budget Plan 2019/2020	
19/11.1	The plan was rationalized from previous years. Without the committee support a more radical plan could not be achieved. – Plan attached	ALL
19/12	Officials Education	
19/12.1	JP informed the group that he had written to all club secretaries informing them that the J1 course will be an online course from January 2020.	
19/12.2	All current trainees have to have completed their mentoring and be assessed by July 2020, or they will need to start again	
19/12.3	It is thought that the J2 will still be face-to-face in 2020.	
19/13	SwimMark	
19/13.1	IM produced the latest list, attached. Dacorum Diving and Borehamwood SC are going to the National Panel on Wednesday, which will increase the total to 20	
19/13.2	NR reported that Ware only have two elements to complete	
19/14	County Development Weekend 2020	
19/14.1	IM informed the group that he would not be able to lead on the weekend next year, so someone else needs to be found. He would support the person as much as he was able.	
19/15	Reports from Quartiles	
19/15.1	HPW – nothing to report NR – no responses KH – no responses	
19/16	AOB	
19/16.1	JP reported that he has found a Power Point guide to Ares AOE. He is cleaning it up and will circulate appropriately when complete.	
19/17	Date of next meetings	
19/17.1	9 th September 2019	