



Swim England Hertfordshire

(County Association of Swim England East Region)

President Tom Brennan

Minutes of the Club Development Group (CDG) meeting

9th September 2019 – Civic Centre, Welwyn

Present

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

		Action
19/18	Welcome	
19/18.1	IM welcomed everyone to the meeting	
19/19	Apologies	
19/19.1	Jean Cook	
19/20	Declaration of conflicts of interest	
19/20.1	No conflicts raised	
19/21	Minutes of meeting on 25th March 2019	
19/21.1	Minutes were agreed as true and correct	
19/22	Matters arising	
19/22.1	There were none	
19/23	Correspondence	
19/23.1	Email from the Regional Office asking if Hertfordshire would host an Open Water(OW) Swim Camp, within our Development Weekend. It would be run by the National Talent Team and only a classroom would be needed.	IM
19/23.2	The university rooms are not charged to us so there is no cost to us, but the OW camp could possibly mean additional candidates for our own sessions. Agreed to host the camp	
19/24	Replacement CDG Manager and adding to the committee	
19/24.1	The meeting agreed that a concerted effort needed to be made to find a Manager and at least one other member for the committee. Additional efforts to identify individuals	ALL
19/24.2	IM pointed out that there are two meetings a year, so sending out the agenda and completing the minutes. The time commitment for the manager is maximum 6 hours total plus the 4 hours for the meetings	
19/24.3	Setting up the adverts for the Development Weekend and booking the facilities 8 hours plus downloading the lists of attendees 16 hours spread over 3 to 4 months	
19/24.4	Support the presenters on the weekend, or get a team to front it. Between 4 and 16 hours – to be managed.	
19/25	Funding for Development and Courses	
19/25.1	There is no funding for development	
19/25.2	Only Timekeeper courses are now funded by the county	
19/25.3	It was decided with the new process for Officials Courses, the County should not cover the cost of Judges courses from 1 st January 2020 RECOMMENDATION to MB for approval	
19/26	County Development Weekend 2020	

Minutes subject to approval at next CDG Meeting

19/26.1	A list of potential sessions was arrived at – see attachment- There will be a £10 charge for some of the sessions	
19/26.2	Accommodating the OW camp, gives potential to run an OW Officials course alongside. Contact Paul Kendall to offer	IM
19/26.3	The disciplines should be offered support if they wish to run any courses or camps	IM
19/26.4	Linked to the Development Weekend will be a seminar on 12 th Feb 2020 at the University of Hertfordshire for 220 participants, athletes, parents, coaches and anyone else, covering Nutrition, Drug Awareness. The intention is to charge £5 per head.	
19/26.5	Booking is going to be through our web site and Stripe	
19/27	Development Budget Plan 2019/2020	
19/27.1	The plan was reviewed, with a limited amount achieved prior to Development Weekend	
19/28	Officials Education	
19/28.1	JP reminded the group that he had written to all club secretaries and officials informing them that the J1 course will be an online course from January 2020.	
19/28.2	All current trainees have to have completed their mentoring and be assessed by July 2020, or they will need to start again	
19/28.3	It is thought that the J2 will still be face-to-face in 2020.	
19/28.4	JP confirmed that he will ensure that there will be sufficient assessment opportunities, for those affected by the change	
19/28.5	The officials seminar next month would benefit from a scenarios format - JP will investigate	
19/13	SwimMark	
19/29.1	IM produced the latest list, attached. Stevenage has been added which has increased the total to 21.	
19/29.2	NR reported that Ware SC have completed all the elements	
19/30	Reports from Quartiles	
19/30.1	HPW – nothing to report KH – no responses	
19/30.2	NR – Received a query about the Swim camps for 11 year olds. Why do we not do it for other age groups. This is a National programme that the County facilitates. But additionally Hertfordshire has camps for 12 year olds that do not get invited to the Regional camps.	
19/31	AOB	
19/31.1	There was none	
19/32	Date of next meetings	
19/32.1	To be advised.	