



MINUTES

Disability Swimming Herts County Development Meeting

Wednesday 7th November, 2012
13:30hrs

Ian and Sheila's 42, Wychford Drive, Sawbridgeworth, Herts. CM21 0HA

Present:

Ian Mackenzie
Sheila Mackenzie
Jackie Harvey
Janet Warrington
Carl Cooper
Derek Milton

Apologies:

Susi Williams
Ros Cramp
Grant Chivers
Sandra Hagley-King

Item		Action
1.0	Minutes of the last meeting were agreed as true and correct.	
2.0	Update on Herts Conference Weekend 16 th /17 th February 2013	
2.1	Herts Sports Village is booked for the conference and Herts Sports Partnership (HSP) have agreed to pick up the total cost of the room hire and the pool hire. We will need to cover the cost of any catering. JW to establish menus and costs. We also need to extend the booking of the Conference rooms until 15:00 on the Sunday.	JW
2.2	<u>Booked</u> <u>Saturday 16th February 2013</u> 13:00-17:00 - Conference Room 1 & 2 (two rooms) 17:30-19:30 - Whole Pool <u>Outline Agenda:</u> 13:00 Coaches arrive for registration 13:30 British Swimming Low Classification Workshop with Q & A – C1 15:30 break – Tea/Coffee – Light buffet outside C1&2 16:00 Disability athletes arrive – go to gym/dance studio 16:15 Workshop continues in gym/dance studio – Land-work 17:15 close and break to go poolside 17:30 Pool Session led by British Swimming with coaches assisting 19:30 finish - presentation of Herts ASA participation certificate to coaches.	
2.3	We decided today that we would incorporate a CDP within the first afternoon (to be held in C2) – Multipurpose Disability CPD. It was decided that the CPD would be free but had to be booked through IOS and that we would seek Leanne's assistance in making that operational. Hertfordshire clubs would get priority, then the region,	LB

	then if we are not full – open it up. Leanne to establish details. CC suggested that he would be able to get £500 towards the cost of the course, the county picking up the rest of the costs. The course will be in one half of the conference room.(1 or 2)	CC
2.4	<u>Sunday 17th February 2013</u> 09:00-10:00 - Conference Room 1 & 2 (one room) 10:15-11:15 - 3 lanes in the pool 12:00-13:00 – Light Buffet Lunch 13:00-14:00 - Conference Room 1 & 2 (one room) <u>Draft Agenda:</u> 08:45 – 09:00 - Coaches arrive (coffee/tea outside C1&2) 09:00 - 10:00 - Master Class Presentation C1&2 10:00 – 10:15 - 'top end' lesson swimmers from HSV to arrive (selected by GWood) 10:15 - 11:15 - Master Class Poolside 11:30 - swimmers leave with Herts ASA participation certificate 11:15-12:00 – Buffet Lunch 'Coaches Networking' outside C1 & 2 12:00-13:00 - Master Class Presentation C1&2 13:00 - departure - coaches receive participation certificate	
2.5	Masterclass will be 1.Skills & Drills for Rhythm in front Butterfly 2.Building great Butterfly turns. 0900 - 1000 - Presentation Fly Skills & Drills 1015 - 1115 - Water Skills & drills Fly & Turns 1300 - 1400 - Presentation Fly Turns	
2.6	Youth Forum – C1 The gap in the use of the classroom between 10:00 and 12:00 is to be utilised by the Youth Forum, with all clubs invited to send two delegates along. Leanne will lead this.	LB
2.7	Volunteers The Head of Volunteer engagement at the ASA has offered for one of her team to attend the conference and give a presentation about volunteers in the club. This will be followed by Sportsmakers (HSP) advising everyone what level of volunteers there are to utilise. This will be picked up from 13:00 to 15:00. Ian to organise.	IM
2.8	LB to produce a poster/leaflet to distribute to clubs in as soon as possible to advertise the event.	LB
2.9	There is to be a £20 registration fee for the conference weekend sessions, refundable on completion of the session. (The suggestion is that the applicant writes a personal cheque which will not be cashed but returned to the applicant at registration on the day). Closing date Friday 8th February 2013	ALL

2.10	Registration for the various sessions will be the responsibility of Coaches – both sessions – Workforce Development Committee Youth - Leanne Volunteers - Ian The above should all liaise with Janet for numbers for drinks/food etc. and to Sandra for participation certificates	DM LB IM JW &SK
2.11	Registration Form to be created	IM & JW
2.12	Certificates for all participants to be created	SK
2.13	Budget to be created after discovering the cost of the various items. Already established, cost of Kevin, but unaware Geoff's costs. All others are ASA employees and therefore there is no fee involved.	IM
3.0	Events: 06/10/2012 - SOEH Eastern Regional Gala – HSV Hatfield. Very successful 07/10/2012 – Pilot English Talent Camp – Basildon (12:00-17:30) Very Succesful 14/10/2012 – ER Disability Champs – Newmarket – Very Successful 20/10/2012 - ER Training Camp - Cancelled – CC expressed his disgust that this had not happened. He will raise it at the Regional meeting on 12 th November. 24-25/11/2012 – DSE Open Champs – Sheffield 19/01/2013 – ER Championships	
4.0	Date of the next meeting : Wednesday 9th January 2013 at 13:45hrs - Sheila and Ian's home: 42, Wychford Drive, Sawbridgeworth, Herts. CM21 0HA.	ALL