



British Universities Life Saving Clubs' Association

Committee Meeting Agenda

Date: Wednesday 19th July 2017 **Time:** 20:00-22:00 **Venue:** Skype

Invited: Michael Kirkham, Jared Wray, Stephanie Panagi, Josh Hale, Luke Peel, Holly Willing, Helen Morris

Purpose: BULSCA committee meeting to update the committee on planned and new developments.

Agenda

No.	Item	Details / Outcome	Name	Time
2.0	Welcome, attendance, apologies, conflicts of interest	Record data.	MK	2 mins
2.1	Matters arising	Matters arising from the previous meeting.	ALL	10 mins
2.2	Sponsorship	Update on sponsorship and is VAT on sponsorship.	SP	10 mins
2.3	Freshers Fair pack	Update on Freshers Fair pack	JH	10 mins
2.4	Updating documents	Update on documents	JW	5 mins
2.5	Club Development Officer role	Discussion on proposed CDO split	JH	5 mins
2.6	Safeguarding guidance	Update on Safeguarding guidance document	JW	10 mins
2.7	Communication plan	Update on summer communication plan	HW	10 mins
2.8	Conference	Discussion regarding Conference experiences	JW	5 mins
2.9	Website	Update on new website status	LP	10 mins
2.10	Championships	Update on Championships	MK	2 mins
2.11	Recruitment		JH	5 mins
2.12	Instructors courses		JH	5 mins
2.13	Update on working with CDPCs		JH	2 mins
2.14	Feedback questionnaire		MK	2 mins
2.15	General development		JH	5 mins
2.16	Bias in judging	Discussion of perceived bias in judging and potential solutions.	ALL	If time
2.17	Any other business	Review items not already discussed.	ALL	4 mins
2.18	Date of next meeting	Define next BULSCA meeting dates, venue and invitees.	ALL	3 mins

Minutes

Date: Wednesday 19th July 2017 **Start time:** 20:00

Present: Michael Kirkham, Jared Wray, Stephanie Panagi, Josh Hale, Luke Peel, Holly Willing

Apologies: Helen Morris

Agenda item 2.0: Welcome, attendance, apologies, conflicts of interest

Presenter: Michael Kirkham

Discussion:	MK: Welcomes committee to second meeting. MK: Establishes no conflicts of interest have been raised for meeting. MK: Apologies from Helen Morris.
Conclusion:	Apologies from Helen Morris. No potential conflicts of interest declared for meeting.

Agenda item 2.1: Matters arising

Presenter: ALL

Discussion:	MK: Previous minutes accepted as accurate by the whole committee. MK: All handovers completed. Old committee members have been removed from the Dropbox. Queries whether all files have been consolidated in the shared committee Dropbox folder. LP: Yet to transfer files over. LP: To transfer all files he has access to into the Committee Dropbox folder. JW: Still organising the Lifesavers Magazine article. SP: JH has been refunded for double payment. LP already a signatory on the bank account, he will just need to apply for a card reader. SP will receive a message in the coming weeks. Money has been paid by some clubs which was outstanding, however £15 deducted from Crawley entry due to insisted payment on the day by Zara. JH: In talks with Plymouth yesterday and has another meeting planned in just over a week. HW: Club profiles are being received from clubs and has received contact information from most clubs. Main difficulty in contacting Plymouth. JH to get contact from Plymouth during next meeting. Meeting minutes now available on the BULSCA website. HW: Needs access to the Dropbox.
Conclusion:	

Action point	Action description	Person responsible	Deadline
A2.1.1	Transfer over all files to the Committee Dropbox folder.	LP	ASAP
A2.1.2	Find out Plymouth contact details and get them to respond to emails.	HW	August 2017
A2.1.3	Give HW access to the Dropbox.	MK	ASAP

Agenda item 2.2: Sponsorship

Presenter: Stephanie Panagi

Discussion:	SP: Produced sponsorship pack and invites everyone to read through it and send feedback to SP to alter. Pack is 7 pages long and explains why BULSCA is good and worth sponsoring. Pack can have a month's trial whilst SP is away. MK to be added as contact whilst SP is away to respond to any follow ups. HM can try and contact people once back in the country. Excel spreadsheet of contacts on the Dropbox, other committee members to add other contacts they can think of.
Conclusion:	

Action point	Action description	Person responsible	Deadline
A2.2.1	Read through sponsorship pack and provide SP with feedback.	ALL	August 2017
A2.2.2	Add away from office email response giving MK Chair email address.	SP	ASAP
A2.2.3	Add any other contacts or businesses that may be useful to target for sponsorship.	ALL	August 2017
A2.2.4	Contact businesses regarding Championships sponsorship in August.	HM	August 2017

Agenda item 2.3: Freshers Fair pack			
Presenter: Josh Hale			
Discussion:	<p>JH: Only 2 clubs have expressed interest in the Freshers pack. Still waiting on RLSS to see what resources are available to be included. May need to call it a non-starter.</p> <p>JW: Expects that there may be more clubs interested once we have an idea of what is included. Definitely more for smaller clubs rather than larger clubs. Once it is formed we could target these clubs.</p>		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.3.1	Source items for Freshers Fair pack and put together final pack information to distribute.	JH	August 2017

Agenda item 2.4: Updating documents			
Presenter: Jared Wray			
Discussion:			
Conclusion:			
Action point	Action description	Person responsible	Deadline

Agenda item 2.5: Club Development Officer role	
Presenter: Josh Hale	
Discussion:	<p>JH: Desire to split Club Development Officer role into two separate roles [Appendix A]. Looking to also move student records over to the Secretary role. Suggests potentially being a 2 year role in order to facilitate increasing connections with other new clubs as by the time the new person starts they have a shortened time frame to engage clubs in the new BULSCA competition year.</p> <p>MK: Another officer cannot be elected this year. A sub-committee would be a better way to get another person involved.</p> <p>JH: Not keen on sub-committee idea.</p> <p>JW: Unsure whether a separate committee position is needed, as predominantly the role involves utilising other people (such as getting someone else to run courses). Sub-committee idea would allow a wide range of skillsets and people in different geographic locations to be involved and help develop new clubs when required.</p> <p>JH: There are lots of different ideas needed to help new or current clubs work. Not just workshops but need more support. There are many clubs that don't like BULSCA and people are needed to help change that opinion. Mainly the central clubs are attending competitions, with the outlying clubs being ignored.</p> <p>JW: The two roles would have to work very closely with each other as they would have different information that the other role would require.</p> <p>JH: The two roles need to communicate. Doesn't think that both areas of the role can be done properly by one person. Nobody has done a recruitment drive recently and a specific person is needed to focus on it.</p> <p>MK: Thinks a sub-committee would be the most useful suggestion.</p> <p>SP: Believes that the committee idea would be a start and that an individual is needed to focus on it.</p> <p>JW: Thinks that a sub-committee would be the best idea. The individual to help direct and focus on the recruitment and development would be the Club Development Officer.</p> <p>JH: The recruitment plan needs to get people involved in the future</p>

	Committee vote to decide whether we will commit to look further into the option of splitting the Club Development Officer role. 4 votes in favour and 2 abstentions. The vote passed.		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.5.1	Get feedback on the proposed way the Club Development Officer role has been split (potentially removing the word Development from one of the roles) and take it out to consultation.	JH	September 2017

Agenda item 2.6: Safeguarding guidance			
Presenter: Jared Wray			
Discussion:	<p>JW: RLSS UK unveiled their NSPCC approved safeguarding policy, with a useful leaflet to share with clubs. Spoke to Lee Heard at RLSS UK with regards to BULSCA having their own safeguarding guidance. His stance was that the RLSS guidance would cover BULSCA's every need. Whilst BULSCA follows the RLSS Safeguarding Policy, the need for guidance for clubs who only have to think about dealing with younger people during competitions has been brought up by numerous people.</p> <p>The BULSCA Committee decided that this guidance was worth producing, even if only a page or two long.</p>		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.6.1	Create a draft safeguarding guidance document.	JW	September 2017
A2.6.2	Share the RLSS UK leaflet on safeguarding when distributing the BULSCA Safeguarding Guidance document.	JW	October 2017

Agenda item 2.7: Communication plan			
Presenter: Holly Willing			
Discussion:	<p>HW: Has posted on the Facebook group and using the Facebook page. The mailing list has been combined and is now fully functional. All committee members have now been introduced.</p> <p>MK: Sheffield Club Captain has not received a welcome email.</p> <p>HW: To ensure that the email for Sheffield is correct.</p>		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.7.1	Contact Sheffield and ensure correct contact address is used.	HW	August 2017

Agenda item 2.8: Conference			
Presenter: Jared Wray			
Discussion:	<p>JW: Four members of the BULSCA Committee attended the RLSS Conference at the beginning of July 2017. Two places were funded by RLSS UK Avon and North Wiltshire Branch to support BULSCA, and two other members attended through branch support. Personally found the experience enjoyable and useful. The Safeguarding course on the Sunday and networking opportunity was valuable. Seminars on the Saturday were interesting, although the workshops were slightly less handy.</p>		

<p>HW: Unsure as to whether Conference was useful for her role in the future. MK: Not useful for role however relatively interesting. Titles of the seminars didn't reflect what was actually covered. Perhaps had too high expectations. JH: Talked to lots of different people about setting up new clubs and community ones. Interesting talking to different people and issues that they were facing. Useful from a development point of view. JW: Active BULSCA Committee members best to attend as we are unable to select between clubs. Good for us to network, and its usefulness depends on the content for the given year. MK: Numerous clubs represented at Conference: Birmingham, Bristol, Swansea and Warwick. Gives thanks to Avon and North Wiltshire for supporting BULSCA attendance.</p>			
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.8.1	Provide clubs with the information gained from Conference.	JW, MK, JH, HW	October 2017

Agenda item 2.9: Website			
Presenter: Luke Peel			
Discussion:	<p>LP: Moving content over to new website currently hosted at thefutureofbulzca.co.uk. Hoping that everything will be set up by September. Is going to work with HW and any other committee members to create some new content and move everything that is needed over to the new website. JW: Can we use the RLSS address as a contact address rather than paying for WHOIS privacy? LP: Can use this in the future to save yearly cost.</p>		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.9.1	Use RLSS HQ address for domain.	LP	September 2017

Agenda item 2.10: Championships			
Presenter: Michael Kirkham			
Discussion:	<p>MK: HM hasn't made much progress since our last meeting regarding booking the pool. MK: Received an email which has been circulated about the Lifesaving Speed Series. HW: Likes idea of Lifesaving Speed Series. SP: Worried it could bring other people along to our competition including high volumes of very fast swimmers. Could be an issue of people taking all the medals which are usually more available for students to obtain. HW: BULSCA Student Championships and RLSS Speeds happens so big clubs less likely to want to send their major players. Championships can be marketed as a development opportunity so they could send development teams rather than experienced. JW: The Lifesaving Speed Series has a league, so it would be in teams interests to send their better teams to attend. Clubs do have concern about non-students winning individual events as many believe that it is unfair for non-BULSCA people to win everything. The Championships rules may need amending to ensure that a large influx of external people isn't going to disadvantage university teams in terms of recognition of achievement regardless of current split scoring. HW: Separate scoring is already present. This can be used to encourage larger clubs to enter. JW: Financial benefit to more clubs entering may be beneficial for the future, including deposits and more money to spend on BULSCA. Should think about commitment to current BULSCA clubs before trying to expand, although this could help bring more people into BULSCA in the future. HM should probably be actively involved in this decision however.</p>		

	<p>JH: Warning over GB athletes as we are a bit slower. Current teams feel that teams are coming in so need to worry about more experienced external teams entering.</p> <p>LP: People can break records at BULSCA Championships due to an agreement with the RLSS UK.</p> <p>MK: Someone should go through the rules and look at potential changes. HW suggests LP.</p> <p>LP: To look through the BULSCA Championships rules and see what may need amending. To ask Alan Sutherland to help if needed.</p> <p>MK: To contact Matt Quimby so he knows we are looking into the situation.</p>		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.10.1	Look through the Championships rules and see what may potentially need to be amended if part of the Lifesaving Speed Series. BJP should be consulted if necessary.	LP	August 2017
A2.10.2	Contact Matt Quimby to update on BULSCA's current situation.	MK	ASAP

Agenda item 2.11: Recruitment			
Presenter: Josh Hale			
Discussion:	<p>JH: Recruitment is on the back burner as feels unable to do the two different parts of the role simultaneously as feels they should be separate role, so currently focusing on current clubs.</p> <p>MK: James from Oxford met the BULSCA committee members at Conference and is looking for some development help. Oxford are at risk of disappearing so lots of help should be given.</p>		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.11.1	Contact James from Oxford to provide support for the university club.	JH	August 2017

Agenda item 2.12: Instructors courses			
Presenter: Josh Hale			
Discussion:	<p>MK: Spoken previously about running more courses.</p> <p>JH: Rebecca Ewers and Oli Coleman running courses in September to get signed off at pack cost. Wants to put ones on for clubs so they don't have to travel too far.</p> <p>JW: Running Instructor course in Bristol in September. There will be a large number of instructor courses running in order for people to get signed off from Conference Lifesaving Instructor Tutor course, so look to get BULSCA members signed off. HW should advertise courses run within BULSCA as they are in demand.</p> <p>JH: Posted on the Facebook group asking people whether they wanted a Lifesaving Instructor course run near them and there was a massive response of both people wanting a course and people prepared to help run one. Best timings for these courses are in September and January, so people can sign people off and get awards before BULSCA Championships.</p>		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.12.1	Advertise any Lifesaving Instructor courses to BULSCA clubs.	HW	Ongoing

Agenda item 2.13: Update on working with CDPCs

Presenter: Josh Hale	
Discussion:	JH: Now has a list of all CDPCs and knows what their areas cover. Wants clubs to be thinking all year around about development rather than just at the end of the year. Desires people being more self-sufficient within clubs, and not waiting until committee handovers to solve problems.
Conclusion:	

Agenda item 2.14: Feedback questionnaire			
Presenter: Michael Kirkham			
Discussion:	MK: Questionnaire has been approved for issue. This should be sent out by email via the mailing list as well as through Facebook. Can also go on the website. JW: We should be wary about what we place on the front page of our website due to Freshers potentially wanting to find out more about university lifesaving.		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.14.1	Send out feedback questionnaire to clubs.	MK	August 2017

Agenda item 2.15: General development	
Presenter: Josh Hale	
Discussion:	JH: BULSCA should look to develop all of the time rather than just occasionally.
Conclusion:	

Agenda item 2.16: Perception of bias in judging	
Presenter: ALL	
Discussion:	<p>MK: Clarifies that no bias is considered. Has several ideas to try and tackle the perception of bias in judging. Proposes that in future competitions, judges do not receive a list of teams coming out for SERCs. Also proposes that judges do not need to receive a list of what teams are competing in what lanes. Suggests that clubs could all wear plain hats as opposed to club hats.</p> <p>JW: Thinks that there may be a line within the rules stating that 'club hats' are required. To investigate. Giving judges teams helps ensure the correct form is filled out, and if a judge was so inclined to be bias they would probably still be able to identify their club.</p> <p>LP: Provides examples of cases where teams have been disqualified however the disqualification doesn't match the team in the given lane.</p> <p>JW: Believes that any perceived bias may potentially arise from different clubs training SERCs in different ways, so there could potentially be a preference for one way rather than another.</p> <p>HW: Judges may compare teams to what the teams did back when they competed. There is a concern that judges may not have up-to-date qualifications, with judges judging to the wrong standard.</p> <p>JW: Suggests this could be rectified by issuing a link to the Survive and Save manual that is available online, which provides the correct treatments. Judges have to meet the standard of Life Support 3 award when a probationary BULSCA official, however there is no required qualification or standard once a full BULSCA official regardless of any changes or whether the correct standard is maintained. Suggests that perhaps judges should meet a certain standard or hold a current qualification, although I accept that it is unlikely that more rigorous standards could be implemented without reducing the judging pool. Personally believes that judges wouldn't be bias in any deliberate way, and that we should just be looking to help judges ensure they are judging to the appropriate standard.</p>

	<p>JH: Thinks of bias more likely to arise in speed based settings, such as DQs for pulling on the back line. HW: To provide a feedback form for the committee to gather thoughts on perceived bias. LP: Suggests inviting BJP to fill in feedback form. MK: BJP to be contacted after the committee has thoughts finalised. LP: Don't want to offend anyone with investigation, even though no bias is thought to exist.</p>		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.16.1	Feedback as to whether plain hats are acceptable rather than club hats within competitions.	JW	August 2017
A2.16.2	Don't give judges a list of teams.	LP	October 2017
A2.16.3	Create a Google Form to list what we think bias is, which events that it may feature in, and whether the bias is positive or negative	HW	ASAP

Agenda item 2.17: Any other business			
Presenter: ALL			
Discussion:	<p>HW: Suggests implementing BULSCA awards, including awards for development, most improved etc. MK: Felix Ng has been selected as a member for the BULSCA Judges Panel. SP: BULSCA Committee t-shirts ready to order. Give details of t-shirt size by tomorrow. SP: Alerts the BULSCA Committee that she may be asked to step-down from BULSCA as Treasurer due to her work with PWC. Will provide further details next meeting.</p>		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A2.17.1	Add BULSCA awards as agenda item for the next committee meeting.	JW	August 2017
A2.17.2	Send information on t-shirt size to SP.	ALL	ASAP

Agenda item 2.18: Date of next meeting			
Presenter: ALL			
Discussion:	<p>MK: To create a Doodle Poll to decide the date of the next meeting. Looking at the week beginning 21st August. LP: Reminds committee that due to work commitments he cannot attend any meeting that starts before 17:00/18:00.</p>		
Conclusion:	Next meeting date and time to be voted on using Doodle Poll.		
Action point	Action description	Person responsible	Deadline
A2.18.1	Create a Doodle Poll for the next meeting for the week of the 21 st August.	MK	ASAP

Meeting closed at 22:31. (2 hours 31 minutes)

Summary of action points from meeting			
Action point	Action description	Person responsible	Deadline

A2.1.1	Transfer over all files to the Committee Dropbox folder.	LP	ASAP
A2.1.2	Find out Plymouth contact details and get them to respond to emails.	HW	August 2017
A2.1.3	Give HW access to the Dropbox.	MK	ASAP
A2.2.1	Read through sponsorship pack and provide SP with feedback.	ALL	August 2017
A2.2.2	Add away from office email response giving MK Chair email address.	SP	ASAP
A2.2.3	Add any other contacts or businesses that may be useful to target for sponsorship.	ALL	August 2017
A2.2.4	Contact businesses regarding Championships sponsorship in August.	HM	August 2017
A2.3.1	Source items for Freshers Fair pack and put together final pack information to distribute.	JH	August 2017
A2.5.1	Get feedback on the proposed way the Club Development Officer role has been split (potentially removing the word Development from one of the roles) and take it out to consultation.	JH	September 2017
A2.6.1	Create a draft safeguarding guidance document.	JW	September 2017
A2.6.2	Share the RLSS UK leaflet on safeguarding when distributing the BULSCA Safeguarding Guidance document.	JW	October 2017
A2.7.1	Contact Sheffield and ensure correct contact address is used.	HW	August 2017
A2.8.1	Provide clubs with the information gained from Conference.	JW, MK, JH, HW	October 2017
A2.9.1	Use RLSS HQ address for domain.	LP	September 2017
A2.10.1	Look through the Championships rules and see what may potentially need to be amended if part of the Lifesaving Speed Series. BJP should be consulted if necessary.	LP	August 2017
A2.10.2	Contact Matt Quimby to update on BULSCA's current situation.	MK	ASAP
A2.11.1	Contact James from Oxford to provide support for the university club.	JH	August 2017
A2.12.1	Advertise any Lifesaving Instructor courses to BULSCA clubs.	HW	Ongoing
A2.14.1	Send out feedback questionnaire to clubs.	MK	August 2017
A2.16.1	Feedback as to whether plain hats are acceptable rather than club hats within competitions.	JW	August 2017
A2.16.2	Don't give judges a list of teams.	LP	October 2017
A2.16.3	Create a Google Form to list what we think bias is, which events that it may feature in, and whether the bias is positive or negative	HW	ASAP
A2.17.1	Add BULSCA awards as agenda item for the next committee meeting.	JW	August 2017
A2.17.2	Send information on t-shirt size to SP.	ALL	ASAP
A2.18.1	Create a Doodle Poll for the next meeting for the week of the 21 st August.	MK	ASAP