



British Universities Life Saving Clubs' Association

Committee Meeting Agenda

Date: Sunday 24th September 2017 **Time:** 19:00-21:00 **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
4.0	Welcome, attendance, apologies, conflicts of interest	Record data.	MK	2 mins
4.1	Matters arising and committee meeting procedure	Matters arising from the previous meeting.	ALL	10 mins
4.2	Procedures for new clubs	Discussion on proposed procedure.	MK / JH	5 mins
4.3	Courses	Discuss planned courses.	JH	2 mins
4.4	Survey feedback	Discussion on club survey feedback.	JH	10 mins
4.5	Hosting a competition	Discussion on resources to assist people hosting competitions.	JH	3 mins
4.6	BULSCA awards	Discuss types of awards that could be presented.	HW	5 mins
4.7	Finance	Update on finances.	SP	5 mins
4.8	Lloyds Bank	Update on signatory situation.	SP	2 mins
4.9	Membership	Update on membership payments.	SP	2 mins
4.10	Shirts	Update on committee polos.	SP	5 mins
4.11	Sponsorship	Update on sponsorship opportunities.	SP	5 mins
4.12	Championships	Update and discussion on Championships.	HM	15 mins
4.13	Website	Update on website status.	LP	5 mins
4.14	BULSCA Documents	Update on updates status.	JW	5 mins
4.15	Safeguarding Guidance	Update on release of draft safeguarding document.	JW	2 mins
4.16	Lifesaver's Magazine	Update on article submitted to lifesavers magazine.	JW	2 mins
4.17	Approving SERC setters and judges	Discussion on process for approving judges and SERC setters.	MK	10 mins
4.18	Communication lines	Discussion on lines of communication within committee.	MK	5 mins
4.19	Perception of bias in judging	Continuing of our discussion on the topic of perception of bias.	HW	10 mins
4.20	Any other business	Review items not already discussed.	ALL	4 mins
4.21	Date of next meeting	Define / remind of next BULSCA meeting dates, venue and invitees.	Committee	3 mins

Minutes

Date: Sunday 24th September 2017 **Start time:** 20:00

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

Apologies: -

Agenda item 4.0: Welcome, attendance, apologies, conflicts of interest	
Presenter: MK	
Discussion:	MK: Welcomes committee to meeting. HM running late. Potentially has a conflict of interest for later on which will be brought up if necessary.
Conclusion:	Committee welcomed to 4 th committee meeting.

Agenda item 4.1: Matters arising and committee meeting procedure			
Presenter: ALL			
Discussion:	MK: Queries whether Warwick has been contacted with regards to hosting GM. JW: In progress. MK: Wants to keep to time in committee meetings and sometimes has seen group go off topic. If we need to talk about it more and make it a topic of discussion, we can action it as a topic to discuss at another time. JW: Currently not all information is provided that is needed for the agenda apart from the item name. This has led to times and descriptions not being as accurate as they could be. Plan for next meeting is to have a Google Form requiring all fields to be filled in to submit items.		
Conclusion:	Warwick have been contacted regarding GM room. MK to keep committee to topic. Agenda items for future to be submitted via Google Form.		
Action point	Action description	Person responsible	Deadline
A4.1.1	Publish link to agenda Google Form for item submission.	JW	Next meeting

Agenda item 4.2: Procedures for new clubs			
Presenter: JH			
Discussion:	JH: Want to ensure new clubs are not scared when considering joining BULSCA. MK: Two people have approached MK to set up new university clubs. The first one MK sent a lengthy piece of information. The second one just wanted to join BULSCA and MK told they had done it through expressing that desire to the Chair. They need to be able to contact HW for communication, contact LP so they can enter competitions, have been directed to JH to for further help. Clubs from Leeds University and Northumberland University interested. HW: May be best to direct everyone through JH so his role can guide the clubs through. MK: JH to talk to SP to sort out emailing out an invoice. SP can send a blank invoice, JH to CC MK into email.		
Conclusion:	Two new clubs interested in joining BULSCA and setting up university lifesaving clubs. Committee is underway in helping them through the process.		
Action point	Action description	Person responsible	Deadline
A4.2.1	Assist clubs through process of joining BULSCA.	ALL	Ongoing

Agenda item 4.3: Courses	
Presenter: JH / MK	
Discussion:	JH: Messaged Rebecca to find out date for course and hasn't had a response. Will run a instructor course soon. MK: Waiting to run a course.

Conclusion:	Lifesaving Instructor course will be run for a university club at some point in the near future. No update regarding other ones being run.		
Action point	Action description	Person responsible	Deadline
A4.3.1	Plan Lifesaving Instructor course.	JH / MK	Ongoing

Agenda item 4.4: Survey feedback			
Presenter: JH			
Discussion:	<p>JH: Every club has filled it out apart from Cambridge. London filled out the form twice with contrasting opinions including what competitions they attended. Competitions last year were well attended, and at least one competition had a team missing from it. Birmingham competition had the date moved at the last minute so partially excluding from data, but trying to help people to get funding for competitions. Bristol competition had a great SERC and people appreciated B league medals. League support from BULSCA is felt not as prominent, however we have already acted on this without seeing the data. Third of clubs haven't attended a BULSCA boot camp so want to focus on trying to get more clubs there and livestream so everyone can get involved. Drip feed information through blog posts throughout the year.</p> <p>MK: Likes idea of dealing issues when arising, and resources provided throughout the year rather than at the very end.</p> <p>JH: Organise people to produce resources throughout the year.</p> <p>JH: People felt boot camp was focused on larger clubs rather than the smaller clubs, looking at how to prioritise everything and not all clubs may want to grow. Courses to be organised will be organised for throughout the year within BULSCA and look at where to signpost. Three quarters of clubs get involved with RLSS so will send out contacts to local people such as CDPCs, so people don't have to rely solely on BULSCA. People want BULSCA to offer support for the league, help with competition competitors and help struggling clubs.</p> <p>LP: Lots of website issues will come into play for the next</p> <p>JH: Next season they want BULSCA to help support them from throughout the year.</p>		
Conclusion:	Survey feedback has been looked at and actioned. Many points already being worked on and some points will be addressed into the future.		
Action point	Action description	Person responsible	Deadline
A4.4.1	Ensure production of resources throughout the year for club development.	JH	AGM
A4.4.2	Ensure boot camp is organised with a range of clubs in mind, including smaller clubs.	JH	AGM
A4.4.3	Provide clubs with local contacts such as CDPC's.	JH	ASAP
A4.4.4	Send out email with survey data.	JH	ASAP
A4.4.5	Review issues with website for new website.	LP	ASAP

Agenda item 4.5: Hosting a competition			
Presenter: JH			
Discussion:	<p>JH: JW is currently looking at policy but not development documents. JH to look at development documents including hosting a competition. Want to create development documents including hosting a competition with a flow chart.</p> <p>JW: Correct that not currently looking at development documents – competition documents may be outdated and definitely can be improved even further so think it is a good idea.</p> <p>MK: Good idea.</p> <p>LP: Will change to Wiki when new website live, so this should be kept in mind.</p> <p>JH: Documents can exist in both forms if needed.</p>		

Conclusion:	JH is going to create and improve development documents available for clubs such as hosting a competition.		
Action point	Action description	Person responsible	Deadline
A4.5.1	Create and improve development documents available for clubs such as hosting a competition.	JH	AGM

Agenda item 4.6: BULSCA Awards			
Presenter: HW			
Discussion:	HW: Tabled for next month, HM has sent over details on awards that she knows of as a starting point and example. Plenty of time before GM so not worried. Open to feedback so can send a message.		
Conclusion:	BULSCA Awards are being introduced at this year's AGM to recognise the achievements of individuals and clubs.		
Action point	Action description	Person responsible	Deadline
A4.6.1	Create BULSCA Awards document.	HW	GM

Agenda item 4.7: Finance			
Presenter: SP			
Discussion:	SP: Finances report emailed out. All good so far. Membership to be discussed in separate item.		
Conclusion:	Finances healthy.		

Agenda item 4.8: Lloyd's Bank			
Presenter: SP			
Discussion:	SP: Lloyd Bank contacted to ensure required people are on accounts.		
Conclusion:	Currently ensuring everyone has access to accounts.		

Agenda item 4.9: Membership			
Presenter: SP			
Discussion:	SP: London deadline applied a week later due to need for extra information on form. Nottingham have paid. Sending follow up email reminding of deadline on 14 th October 2017. Will issue £5 fine if still problematic.		
Conclusion:	Membership invoiced to clubs and the deadline has been extended for London.		
Action point	Action description	Person responsible	Deadline
A4.9.1	Send follow up email for membership.	SP	ASAP

Agenda item 4.10: Shirts			
Presenter: SP			
Discussion:	SP: The company has apologised regarding errors in the polo shirts and they should have been delivered to the Bristol SU. Will be collected and brought to Freshers competition.		
Conclusion:	Polo shirts have been resent and are currently awaiting collection.		
Action point	Action description	Person responsible	Deadline

A4.10.1	Bring polos to Freshers competition	SP / JW	Freshers Competition
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Agenda item 4.11: Sponsorship

Presenter: SP

Discussion: SP: Not much time at the moment, will work on in mid-October. Will look at focusing on sponsorship for Championships.

Conclusion: Main focus for sponsorship will be Championships based. Discussions between SP and HM about what can be offered to potential sponsors.

Action point	Action description	Person responsible	Deadline
A4.11.1	Talk to HM regarding what we can offer sponsors.	SP	October 2017

Agenda item 4.12: Championships

Presenter: HM

Discussion: HM: Difficulty regarding the organiser in Bath. Had the wrong dates in diary before however we still will get the dates desired. Speed pads will go in on Friday evening if possible, need to discuss with water polo team. It is a semi-final / final so may be able to put it in depending on if they get through. Contract through so alright however need Public Liability insurance. LP: Have that. HM to find in Dropbox or email RLSS UK if expired.
HM: 10% deposit 4 months before and pay afterwards.
HM: Oli Coleman says he can score and HM accepted.
MK: BJP has sent thoughts back that we cannot be part of the Lifesaving Speed Series this year and advertise on their website, aim to be part of the series in the future when position changes.
HM: Authorised to book 2019 champs venue. Proposed that Hengrove or K2 are good venues from SP/JW/HW/LP. Aim to give Championships Coordinator ability to choose if other ideas if possible.
LP: Ready to release information on the new site including dates, location, approximate timings etc.
HM: Contacted accommodation and waiting to hear back from scout groups.

Conclusion:

Action point	Action description	Person responsible	Deadline
A4.12.1	Email RLSS to get Public Liability insurance that is in date for competition.	HM	October 2017
A4.12.2	Contact Bath to confirm pool hire and dates.	HM	ASAP
A4.12.3	Email Matt Quimby regarding outcome of LSS ideas.	HM	ASAP
A4.12.4	Provisionally book 2019 Champs venue.	HM	December 2019

Agenda item 4.13: Website

Presenter: LP

Discussion: LP: Website going well. All content that wants to be on first website ready to go. Initiated transfer of the new domain to the website. Could take up to a week. Could be up to a week of downtime to the website. This time next week will have a new website. Initial issues could be items missing.
MK: Confirming that website up to speed and old website backed up and an offline option which will be available on a different domain

Conclusion: Website ready to go and will be taking over from the old site within the next week.

Action point	Action description	Person responsible	Deadline
A4.13.1	Old website on a different domain.	LP	October 2017

Agenda item 4.14: BULSCA Documents

Presenter: JW

Discussion:	JW: Documents are still under review. Lots of information to process and go through to ensure any changes are correct.
Conclusion:	BULSCA documents are still being reviewed.

Agenda item 4.15: Safeguarding guidance

Presenter: JW

Discussion:	JW: Safeguarding guidance document is properly underway now the RLSS UK have released their new policy announced at Conference. Going through the document extracting key parts of the document for usage and applying to BULSCA setting. Hope that it will be brought out by the end of this year as don't want to rush it. Will reference to main document – worth highlighting that it is guidance and not our own policy, we still follow RLSS UK policy.
Conclusion:	Safeguarding guidance production still underway and will be uploaded to Dropbox for thoughts.

Action point	Action description	Person responsible	Deadline
A4.15.1	Upload Safeguarding Guidance document to Dropbox	JW	ASAP

Agenda item 4.16: Lifesavers magazine

Presenter: JW

Discussion:	JW: Article has been written and is now being circulated for review. Images will be selected by the RLSS UK team from a selection provided to help them create the best look they can and so I am not required to choose which teams to include photos of (and which teams not to). HW: Shared this idea with clubs so they are aware of the process after photo permission email after last committee meeting.
Conclusion:	Lifesaver's Magazine article ready for submission.

Action point	Action description	Person responsible	Deadline
A4.6.1	Submit magazine article to RLSS UK.	JW	ASAP

Agenda item 4.17: Approving SERC setters and judges

Presenter: MK

Discussion:	MK: Thought that BULSCA committee need to approve SERC setters and judges, however MK needs to approve that as Chair. Unless there is a problem that MK is aware of or a conflict of interest will just approve in accordance with his powers as Chair. JH: Found previous list of who set the SERCS so should be able to pick them out. Cannot set the SERC in the same year and in the previous year at the same competition. MK: Conflict of interest with deciding Sheffield competition SERC setters. Defers to Secretary in that case. MK will decide on SERC setters for Champs. HW: Wonders whether issue arises due to MK competing on deciding competition SERC setters.
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	<p>MK: Guidance says they cannot both be from the home club and need to abide by the guidelines. Extra requirement for Freshers competition, they didn't have the experience requirement (setting two SERCs of that type within the past three years) and so have had to waive the requirements (noted in the 2011 GM) in accordance with BJP/Chair authority. Is to propose to remove at GM/AGM.</p> <p>HM: Don't want to jeopardise Sheffield team performance by MK potentially seen to be influencing SERC style due to choosing the setter.</p> <p>JH: Could ratify that we have discussed and minuted decision at the next meeting.</p> <p>MK: Could send it to League email address and LP and MK can discuss to do it. Ben Prime/Fraser Whittaker are writing the wet and Jamie Shone is writing the dry at Nottingham. SP writing wet SERC and JH writing dry at Bristol. What is happening so far is that clubs are providing a single name saying that is who is writing it so there isn't a decision to be made.</p> <p>HW: Directing people to the judges/SERC setters mailing list to ask for SERC setters.</p>		
Conclusion:	<p>MK and LP to jointly choose SERC setters for league competitions, which will be mentioned in committee meetings to be confirmed however often only one candidate puts themselves forward. Competition organisers should be directed towards mailing list to find SERC setters.</p>		
Action point	Action description	Person responsible	Deadline
A4.17.1	LP and MK to jointly decide on SERC setters and email to committee to ratify.	MK / LP	Ongoing
A4.17.2	Direct competition organisers towards mailing lists to find SERC setters.	HW / JH	Ongoing

Agenda item 4.18: Communication lines

Presenter: MK

Discussion:	<p>MK: Want to provide communication with clubs over email primarily. Wants to do this for numerous reasons, such as looking more professional and have a record that will work into the future. Issue reiterated around deciding safeguarding officer via email. Communicate via everyone by email.</p> <p>JH: Students don't respond by email.</p> <p>LP: Contact via Facebook and then minute it as a message so they have a record of what is said.</p> <p>JW: Will we have access to emails as changing provider.</p> <p>LP: Setting up new emails on new webserver and will pull across to another hosting provider. There will be some downtime.</p> <p>SP: Has wrong email address from Birmingham. Need to know if they can have a deferred deadline.</p> <p>HW: Can issue fine if needed and just give to Dale (numpty).</p> <p>HW: If clubs don't have a proper club email with us we should obtain it as want proper records. Want to be easy for them however.</p>		
Conclusion:	<p>Email provider being changed over so expect downtime. Email is preferred communication for records to ensure documented properly.</p>		

Action point	Action description	Person responsible	Deadline
A4.18.1	Communicate with people via email and can direct people to their emails via other means.	ALL	Ongoing
A4.18.2	Transfer emails over to new hosting.	LP	October 2017

Agenda item 4.19: Perception of bias in judging

Presenter: HW

Discussion:	<p>HW: Still only had 7 responses from committee with 3 almost very similar so potentially resubmitted. Looking at using the data to make changes to reduce bias levels.</p>
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Conclusion:	Submission errors identified as cause of not complete set of responses. HW is going to put together data for review at a later date.		
Action point	Action description	Person responsible	Deadline
A4.19.1	Compile data before next meeting and ensure all responses submitted.	HW / ALL	October 2017

Agenda item 4.19: Any other business

Presenter: ALL

Discussion:

JH: With regards to the club recruitment role, we should stop referring to it as a role split as it has new duties for the most part.

JW: Action points from this meeting have been uploaded to the Dropbox as of now, with this aiming to buffer any delay in publishing minutes although will aim for a week after the meeting.

JH: Attended RLSS UK Roadshow. Looking to establish what past BULSCA members are doing now as this could be useful information when applying for grants.

JW: Attended RLSS UK Roadshow also, worth ensuring we are knowledgeable about content covered which will affect BULSCA including new Data Protection laws coming in to play next May.

Conclusion: RLSS UK Roadshow has brought up future points for discussion. Worth encouraging people to attend.

Agenda item 4.21: Date of next meeting

Presenter: ALL

Conclusion: Planned meeting dates are 16th October 2017 at 19:00 and 12th November 2017 at 18:00 (for 2 hours).

Action point	Action description	Person responsible	Deadline
A4.21.1	Send in Freshers items for 16/10/2017 at 19:00 and attend meeting on 12/11/2017 at 18:00.	ALL	14/10/2017