



British Universities Lifesaving Clubs' Association

Meeting 3

Date: 06/10/2015

Time: 20.00

Location: Skype

Present: Emily Castle, Rebecca Ewers, Helen Morris, Sam O'Connor, Tania Pearson, Jamie Roberts

Apologies: Scott William Chamberlin-Wibbeke, Adam Martin

Agenda Item 1: Apologies

Presenter: Tania Pearson

Discussion Jamie said Scott was ill so was unable to attend. However, we struggled to get in contact with Adam. Sam turned up later to the meeting.

Conclusion Two committee members were unable to attend.

Action Point	Action Description	Person Responsible	Deadline

Agenda Item 2: Membership and Payments

Presenter: Helen Morris

Discussion Helen stated she has already sent out the emails for membership payments. She has only had one expenses form back from boot camp. She suggested next time to maybe put a cap on the expenses form to stop unnecessary claiming. Committee agreed.

Conclusion Memberships payments have been sent out to the clubs.

Action Point	Action Description	Person Responsible	Deadline

Agenda Item 3: Championships

Presenter: Jamie Roberts.

Discussion Jamie stated the pool is booked for 12th/13th March 2016 at Hengrove. Jamie also suggested there is a possibility for free accomodation, however it is a 20min drive away. Emily said but its free and we can use the budget somewhere else. Jamiesaid its along the A4 towards city centre. Emily asked how big is the space. Jamie answered it can host 200 people with a restaurant and bar, maybe have the social

	<p>there. Everyone present agreed Jamie should enquiry.</p> <p>Jamie researched more in to pins and turns out they are expensive. However she said we should still do something maybe like a BULSCA goodie bag and have customised stuff in and sell for about £7, increase t shirt price. Helen asked what would be in the goodie bag? Jamie said it would include a bottle, t-shirt, tattoo, stickers and whatever she can get free from the RLSS. Helen asked how much to sell for. Jamie said £9.99 as the making price is £6.60 so a £3 profit. Helen suggested we could sell things individually. Jamie responded that is an idea. Emily said she would like both a t-shirt and a bottle. Helen asked if it is worth asking clubs about the goodie bag. Jamie said she is thinking of doing a questionnaire and get clubs to commit to buying them and then buy a few extra in case. Emily suggested giving bags out for free to participants.</p> <p>Discussion on what is happening with the logo for 15 years of BULSCA. Jamie asked Indie to draw a logo. Sam said he has spoken to Luke but hasn't really got anywhere. And then Tania also said her dad has designed some logos and will post them on the committee page.</p> <p>Helen began to speak about sponsorship and she sent a form for the committee to read. Sam asked what a sponsor sign up level was and Helen explained. Helen has sent out a form to sponsorships and post it on BULSCA page. we went through the questions to ensure they are good. Helen asked if there is anywhere to get photos from. Tania said her dad has a lot, Emily said she has got some too. Helen also stated we cant apply for Sport England as champs is an event that has already happened but if you want to do a new event keep this in mind.</p>		
Conclusion			
Action Point	Action Description	Person Responsible	Deadline
3.1.3	Enquiry about accommodation and goody bags	Jamie Roberts	Next meeting

Agenda Item 4: Freshers'			
Presenter: Sam O'Connor			
Discussion	<p>Sam posted on the group to all chairs about Birmingham Competition. He said clubs are split about the decision doing obstacles or medley. He continued to say Birmingham did not originally bid for freshers', Southampton are also running medley and there is a longer time to train. Helen agreed that it is not too early so clubs have more time to train. Jamie asked if any other clubs were doing obstacles? Sam said not at the moment. Sam mentioned a new rule bid for event for freshers and ask clubs to put a second date down when bidding as Birmingham was the only one. Rebecca said diving with fins could be a problem. Tania also mentioned changeovers to think about as well. Emily said it will not take long to train its just the diving. Tania said learning to dive can vary between people on how competent they become. Sam doesn't want to go back to Birmingham telling them to change without a groundrule. Jamie said its usually the clubs which decide. Sam said he explained to the clubs who disagreed. He also said people will not dive if they cannot dive and he will send</p>		



	an email to training officers to keep a log of who can or can't dive. Rebecca said to attach the diving resources from Oliver Coleman to help clubs.		
Conclusion	Birmingham will keep medley for Freshers' competition		
Action Point	Action Description	Person Responsible	Deadline
4.1.3	Send an email to training officers	Sam O'Connor	ASAP
4.2.3	Open entry for Birmingham	Scott William Chamberlin-Wibbeke	4 weeks before Birmingham Competition

Agenda Item 5: Publishing competition manual, AGM minutes and scoresheets			
Presenter: Tania Pearson			
Discussion	Tania wanted an update on the uploading of the competition manual, AGM minutes and scoresheets. Sam said he is going to upload all three.		
Conclusion	All three documents are going to be uploaded to the BULSCA website		
Action Point	Action Description	Person Responsible	Deadline
5.1.3	Upload three documents to BULSCA website	Same O'Connor	ASAP

Agenda Item 6: BULSCA SER setters guidelines			
Presenter: Sam O'Connor			
Discussion	Sam has sorted this and Judges Panel are happy.		
Conclusion	Judges panel are happy		
Action Point	Action Description	Person Responsible	Deadline

Agenda Item 7: Boot camp review			
Presenter: Rebecca Ewers			
Discussion	Rebecca stated that people enjoyed it and she has sent out google docs form for feedback. Some resources are online, just still waiting for others. Sam asked who is in charge of the youtube account? Rebecca said Emily. Sam asked if he could have the password to put some videos on. Sam also said he felt it went well and increased		



	knowledge, closed some gaps and there was a good range of speakers.		
Conclusion	Boot camp went well.		
Action Point	Action Description	Person Responsible	Deadline

Agenda Item 8: Review of last committee meeting			
Presenter: Tania Pearson			
Discussion	Tania asked if there are any issues with last meetings minutes. Committee said no and they are happy.		
Conclusion	Committee are happy with the minutes.		
Action Point	Action Description	Person Responsible	Deadline
8.1.3	Finalise minutes	Tania Pearson	ASAP
Agenda Item 9: AOB			
Presenter:			
Discussion	<p>Helen mentioned she is ordering t-shirts but she is waiting for her student loan to come in. She asked if we want new logo or normal logo? Sam just said normal logo as they can be carried through to years after. Helen also mentioned if she orders 16 shirts then she will get free engraving. Sam said get the tshirts in white as it is easier to sell on.</p> <p>In regards to the facebook group, Helen asked if the old member still need to be there. Sam started to delete off the group there and then.</p> <p>Helen also told Sam he needs to go to the bank with ID to verify changes. Sam said he will set a reminder and do it at the weekend.</p>		
Conclusion	Ordering T-shirts with free engraving, and old members have been deleted off the facebook group.		
Action Point	Action Description	Person Responsible	Deadline
9.1.3	Order T-shirts	Helen Morris	ASAP
9.2.3	Trip to the bank to verify changes	Sam O'Connor	ASAP



Agenda Item 10: Date of next meeting			
Presenter: Sam O'Connor			
Discussion	Committee agreed Tuesday 3 rd November 2015 8pm.		
Conclusion			
Action Point	Action Description	Person Responsible	Deadline
11.1.3	Agenda	Tania Pearson	03/11/2015