



# British Universities Lifesaving Clubs' Association

Meeting 3

Date: 26/09/16

Time: 19.30

Location: Skype

Present: Jamie Shone, Rob Forster, Luke Peel, Hannah Smallwood, Harry Withers, Emily Goodwin

Apologies: India Pollard

<b>Agenda Item 1: Apologies</b>			
Presenter:			
Discussion	India was unable to attend		
Conclusion	1 committee member was unable to attend.		
Action Point	Action Description	Person Responsible	Deadline

<b>Agenda Item 2: Competition manual</b>			
Presenter: Jamie			
Discussion	<p>The committee members have reviewed the competition manual which had been amended by the judge's panel. The only issue that was raised was the use of the words 'victim' and 'subject' with reference to the catcher in the rope throw rules. This feedback will be given to the judge's panel before it is released.</p> <p>The templates for timekeeping will create consistency at every competition and so the committee accepted them.</p> <p>It was also suggested by the judge's panel that should be advised that the head referee is not the same person who reviewed the SERC. The committee agreed with the judge's panel that this should be advisable but not mandatory.</p> <p>Jamie said that at the GM or AGM the use of the RLSS material as guidance manuals will be discussed as there are conflicts regarding personal safety in different manuals.</p> <p>The new scoresheet will be tested out by committee members.</p>		
Conclusion	Only one minor amendment was suggested for the manual, all other changes to the manual and additional material was accepted.		
Action Point	Action Description	Person Responsible	Deadline
2.1	Relay feedback to the Judge's panel	Jamie	

<b>Agenda Item 3: Southampton competition</b>			
Presenter: Harry			
Discussion	Harry has been in discussions with Southampton. They are having issues with providing information about what the food will be or the costs which is delaying the opening of the competition for entries. The timings for the competition have been completed. Information about the food may not be known until 2-3 weeks before the competition so Harry proposed		

	<p>information about what the food will be or the costs which is delaying the opening of the competition for entries. The timings for the competition have been completed. Information about the food may not be known until 2-3 weeks before the competition so Harry proposed that the entries are opened with as much information as can be provided now with a rough estimate of food costs. All agreed this was the best thing to do as the manual states that the entries must be opened 28 days before the competition. They are also low on judges so all committee were asked to ask any judges they know to sign up if they haven't already.</p> <p>It was also discussed that the website will be updated with the information about the competitions. Facebook posts in the group will then contain links to the website to provide consistency in information and to avoid confusion.</p>		
Conclusion	The entries for Southampton competition will be opened ASAP containing a rough estimate of the food costs.		
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>
3.1	Open the competition entry for Southampton	Harry	

<b>Agenda Item 4: Champs trophy</b>			
Presenter: Rob			
Discussion	Rob said that a new trophy would cost at least £100. There is BULSCA money available that we could use but sponsorship would be preferable. Rob has written sponsor letters and sent them to Luke. All agreed these should be sent out in the next couple of weeks. All committee members agree to come up with 3 contacts by the end of the week. Aim to buy the trophy in 1 month.		
Conclusion	Find sponsorship and buy trophy within 1 month		
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>
4.1	Identify potential sponsors	All	
4.2	Send out sponsorship letters	Luke and Rob	

<b>Agenda Item 5: Champs</b>			
Presenter: Luke			
Discussion	The Welsh National Pool in Swansea has been booked for 11 <sup>th</sup> - 12 <sup>th</sup> March. The pool has 8 lanes and a warm up pool which is 25 metres and 5 or 6 lanes. Time pads will also be used. Discussed using the warm up pool on the Sunday for a wet SERC set by the RNLI. Rob suggested teaching some kids in the pool on the Sunday but it was agreed that we do not have the time or resources to do so. We could invite other teams along to compete on the Sunday. Luke will email SLSGB and RLSS to inform them of what we are doing		
Conclusion	Pool booked for champs. Invite RNLI and youth lifesaving clubs.		
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>
	Email SLSGB, RLSS and RNLI	Luke	

<b>Agenda Item 6: Membership</b>			
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**Agenda Item 6: Membership**

Presenter: Rob

Discussion	Rob said that the BULSCA membership for university clubs is currently £35 however he was not sure where this money went as the champs budget is separate and judges courses pay for themselves. It was concluded that Rob would look through previous statements to find out where it had been spent in the past. It was suggested that the money be spent on updating the website. All agreed the price for membership will remain the same and the date for the payment should be Friday 28 <sup>th</sup> October, the day before Southampton competition.
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Conclusion	BULSCA membership will remain at £35 and will be due on the 28 <sup>th</sup> October
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Action Point	Action Description	Person Responsible	Deadline
6.1	Send out membership invoice to clubs	Rob	

**Agenda Item 7: RLSS Branch**

Presenter: Jamie

Discussion	Avon and North Wiltshire RLSS branch are happy to provide some money towards champs providing they know what it is going towards. The committee suggested that it goes towards the training pool or the medals.
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Conclusion	The money provided by the Avon and North Wiltshire branch will go towards the training pool or medals at champs.
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Action Point	Action Description	Person Responsible	Deadline
7.1	Check the champs budget and see where the money would be best spent	Luke	

**Agenda Item 8: Changes to BULSCA finance policy**

Presenter: Rob

Discussion	<p>Rob pointed out that the finance policy has not been updated since 2008. He therefore has identified areas which need to be updated:</p> <p>2.1.2 – the bank account is now held with Lloyds not Nat West so will be updated</p> <p>2.1.3 and 2.2.5 – both of these point are to do with a Paypal account which Rob was not aware we had. The committee agreed that this account should be found to check there is no credit in the account.</p> <p>2.13.1 – the committee are allowed up to £30 for travel expenses for official business. The committee agreed that this should be increased to £35 as it has not been updated for at least 8 years. Luke would like to visit Swansea’s pool for champs and it was agreed he could be reimbursed for the trip.</p> <p>The committee will sign using e-signatures once the policy has been updated</p>
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Conclusion	Finance policy will be updated.
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Action Point	Action Description	Person Responsible	Deadline
8.1	Update finance policy	Rob	

<b>Agenda Item 9: Committee introductions</b>			
Presenter: Jamie			
Discussion	We would like to inform everyone who we are, what we do and what we do for the clubs. Take pictures in t-shirts and answer some questions for a profile of each committee member. Introduce ourselves again in January when more people are in the group. All should be formatted the same, India was volunteered to format them and put them online. As Rob will not be at Southampton he may do a video to introduce himself so people know who he is.		
Conclusion	Make profiles of committee to introduce ourselves		
Action Point	Action Description	Person Responsible	Deadline
9.1	Organise and format profiles for each committee member	India	

<b>Agenda Item 10: Printer</b>			
Presenter: Jamie			
Discussion	Oli does not own the office sized printer, BULSCA could have it if we wanted it. All agreed we would use someone's printer for champs and purchase our own ink cartridges. Could buy a cheap one last minute if necessary.		
Conclusion	We will not be using the printer Oli has.		
Action Point	Action Description	Person Responsible	Deadline
10.1	Inform Oli we do not want the printer	Jamie	

<b>Agenda Item 11: T-shirts</b>			
Presenter: Jamie			
Discussion	India said that the t-shirts will be about £12, all happy to buy them ourselves. Would like position, name and BULSCA logo on t-shirts. Potentially in blue or white, maybe also other colours on shirt too.		
Conclusion	Buy t-shirts soon, in time for Southampton competition.		
Action Point	Action Description	Person Responsible	Deadline

Conclusion	Buy t-shirts soon, in time for Southampton competition.		
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>
11.1	Buy t-shirts	India	

<b>Agenda Item 12: Committee update</b>	
Presenter: Jamie	
Discussion	<p>Update on what each committee member has done and plans to do in the near future:</p> <p>India: Currently doing the social media. Has suggested that we get a snapchat filter for freshers comp which would cost £35-40 for 12 hours, paid for by BULSCA. Committee suggested we have 2 separate filters in different places (comp and social). India also is planning on doing a regular update to clubs (roughly weekly) via email and Facebook to keep everyone updated on what has happened at the competitions and which ones are coming up. Also doing a BULSCA promotional video</p> <p>Luke: Booked the pool for champs. Lots of background work to do in the next couple of months including cost estimates.</p> <p>Emily: The SERC folder is in progress as all clubs have replied. Each club will write 2 wet and 2 dry SERCs for the folder which Emily will put together. Sheffield suggested that it might be good to write SERCs to train different skills. Deadline for SERCs will be 9<sup>th</sup> October. Planning for the 2017 boot camp will begin after Christmas and work with next development officer when they are voted in.</p> <p>Rob: All the new signatures are on the account and he has access to the account via online banking. Finance policy will be updated and Rob is currently redesigning the claims form. Currently BULSCA has little expenditure which includes money to Oli Colman for hosting the domain 'BULSCA'.</p> <p>Harry: The website was updated for the new academic year and Harry is currently going through the website and removing all the dead hyperlinks and getting to know how the website works. A scorer for champs has been sorted. Harry will be talking with comp organisers. All the committee have admin rights on the website.</p> <p>Hannah: All the agendas have been sent out before committee meetings and minutes written up after. Hannah will be sending out emails for the GM closer to the time. London are happy to host the GM.</p> <p>Jamie: Feedback forms were sent out to all clubs asking what they want and expect from the committee and what they want more of. Jamie has been aiding with the change of date of 3 different competitions and has asked for the opinions of the club chairs/presidents via a vote. It is likely that Loughborough and Sheffield will be in the Easter holidays of some clubs but this can't be avoided. The calendar will be updated once new dates are confirmed. Jamie has also spoken to Avon and North Wilshire branch with regards to funding.</p>
Conclusion	

<b>Agenda Item 13: AOB</b>	
Presenter:	
Discussion	<p>Luke suggested we get a snapchat filter for champs, all agreed. He also mentioned buying new scoring software. This year at the Yorkshire Speeds event they are trialling a new system called Sport Systems which costs £400. We may invest in it if it is successful.</p> <p>The next meeting will be decided via a doodle poll and will be about 2 weeks before Southampton competition.</p>
Conclusion	Champs will have a snapchat filter. We shall monitor how the new scoring software works at

	The next meeting will be decided via a doodle poll and will be about 2 weeks before Southampton competition.
Conclusion	Champs will have a snapchat filter. We shall monitor how the new scoring software works at Yorkshire Speeds and the next meeting will be decided via doodle poll.

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