

02/12/18 BULSCA COMMITTEE MEETING AGENDA

Meeting Information

Objective:

Date:	02/12/2018	Location:	Skype
Time:	16:00	Chair:	Jared Wray
Called By:	Jared Wray	Taking Minutes:	Michael Kirkham

Attendees: Jared Wray, Michael Kirkham, Ben Holloway, Sophie Priddis, Hannah Smallwood, Joshua Hale, Conor Ingham, Tom Sharp

Apologies:

Preparation for Meeting

Please Read: This agenda and the previous agenda

Please Bring: Your charming smiles

ACTION AND AGENDA ITEMS

<i>Action Items from Previous meeting</i>	<i>Responsible</i>	<i>Due Date</i>
1. Publish minutes of previous meeting to website	Michael Kirkham/Sophie Priddis	02/12/2018
2. Personal Bios to Sophie: send profile pictures	Tom Sharp, Conor Ingham, Ben Holloway	ASAP
3. Keep track of BULSCA spending directly from membership fees to see if increase is needed in future	Ben Holloway	Ongoing
4. Investigate Club2020 where possible	Hannah Smallwood	Ongoing
5. Order polo shirts	Ben Holloway	ASAP
6. Work with Luke Peel and Jared Wray to create new competition entry system, integrated with BULSCA website.	Conor Ingham	Ongoing
7. Send competition deadline document to Jared and add to website	Joshua Hale/Hannah Smallwood/Sophie Priddis	ASAP
8. Ensure competition deadline document is distributed to clubs	Hannah Smallwood	ASAP
9. Find a suitable candidate for second welfare officer	Jared Wray	ASAP
10. Distribute the name and responsibility of newly appointed welfare officer	Jared Wray	ASAP
11. Order new t-shirts for Judges course	Hannah Smallwood	17/11/2018
12. Clear out unnecessary files on committee	Jared Wray	Ongoing

dropbox (be sure to archive old but important things)		
13. Publish 2018 AGM minutes to website	Jared Wray, Sophie Priddis	ASAP
14. Make a results spreadsheet checklist for Sheffield competition, to prevent errors in results	Conor Ingham	24/11/2018
15. Publicise how BULSCA scoresheet works using document detailing this	Sophie Priddis, Jared Wray	ASAP
16. Talk to BULSCA members about functionality of scoresheet and what they want to improve	Hannah Smallwood	Ongoing
17. Organise and inform head referees about a SERC feedback summary	Hannah Smallwood	Ongoing
18. Organise Survive & Save instructor course	Michael Kirkham/ Hannah Smallwood	Ongoing
19. Book room for mid-season GM	Michael Kirkham	ASAP

Agenda Items	Outline	Presenter	Time Allotted (mins)
1. Approve previous minutes	Confirm that the previous minutes are accurate and ready to publish.	Michael Kirkham	10
2. Review previous minutes	Review previous action points and progress made	Jared Wray/Michael Kirkham	30
3. Update on RLSS insurance	Update committee on further discussions with the RLSS concerning our relationship with them	Jared Wray	15
4. Champs progress	Update on Championships organisation	Tom Sharp	10
5. Update on Birmingham competition	Update on information received from Birmingham club on their competition	Conor Ingham, Jared Wray	10
6. Date of Next Meeting	Set date for next meeting	Jared Wray	5
7. AoB	-	-	-

OTHER NOTES OR INFORMATION

None

2/12/18 BULSCA COMMITTEE MEETING MINUTES

Action Points	Responsible	Due Date
1. Send previous minutes to be published on website	Michael Kirkham and Sophie Priddis	ASAP
2. Personal Bios to Sophie: send profile pictures	Tom Sharp, Ben Holloway	ASAP
3. Keep track of BULSCA spending directly from membership fees to see if increase is needed in future	Ben Holloway	Ongoing
4. Investigate Club2020 where possible	Hannah Smallwood	Ongoing
5. Work with Luke Peel and Jared Wray to create new competition entry system, integrated with BULSCA website	Conor Ingham	Ongoing
6. Upload competition deadline document to website	Sophie Priddis	08/12/2018
7. Teach Sophie how to upload competition deadline document to website	Conor Ingham	07/12/2018
8. Find a suitable candidate for second welfare officer	Jared Wray	ASAP
9. Distribute the name and responsibility of newly appointed welfare officer	Jared Wray	ASAP
10. Clear out unnecessary files on committee dropbox (be sure to archive old but important things)	Jared Wray	Ongoing
11. Publish 2018 AGM minutes to website	Jared Wray, Sophie Priddis	ASAP
12. Publicise how BULSCA scoresheet works using document detailing this	Sophie Priddis, Jared Wray	ASAP
13. Talk to BULSCA members about functionality of scoresheet and what they want to improve	Hannah Smallwood	Ongoing
14. Organise and inform head referees about a SERC feedback summary	Hannah Smallwood	Ongoing
15. Organise Survive & Save instructor course	Michael Kirkham/Hannah Smallwood	Ongoing
16. Book room for mid-season GM	Michael Kirkham	ASAP
17. Make a poll on Facebook to gather concerns about potential RLSS arrangements with BULSCA	Jared Wray	Done
18. Fill that ^ in	BULSCA committee	ASAP
19. Get in touch with Matt Quimby regarding Speeds Series	Jared Wray	ASAP

Agenda Item	Summary of discussion	Action points
Welcome to meeting	Starting without Hannah as she didn't turn up to meeting. Terrible	

1. Approve previous minutes	Conor proposes a vote to accept, Josh seconds. 5 for. Approved	
2. Review previous minutes	<p>Previous action points:</p> <ol style="list-style-type: none"> 1. Not done, Michael to send to Sophie 2. Conor: I sent it Ben: Haven't done 5. Ben: order for t-shirts (committee and judges) in, waiting for confirmation 6. Ongoing - Jared will hook Conor up with some guys 7. Jared has it, but not linked on website. 7b. Conor, teach Sophie how to do that. 9. Ongoing 10. Not done 12. Not done. 13. Not done - Jared send to Sophie 14. Done 15.??? 17. Not done. 18. Survive and Save Instructor course - ongoing 19. Waiting for Warwick 	See discussion
3. Update on RLSS insurance	<p>Jared: Have received email from Lee Heard (see appendix). Need to decide something as the RLSS have a board meeting soon. Costs the RLSS £776.61 to insure us annually. We cannot run champs without this.</p> <p>Suggested options are us being a branch or service level agreement - an agreement drawn up to formalise our relationship and actions.</p> <p>Not all BULSCA clubs are members of the RLSS, although don't believe their list (see appendix) is completely up to date and some clubs listed aren't members of BULSCA currently either.</p> <p>To be an RLSS branch has its benefits, but won't give us much more than we currently have. There is the flexible branch model. Could be a potential issue with BULSCA committee members needing to be RLSS members. Also, may not be able to organise our own branch activities due to dispersed membership.</p> <p>Prefer Service Level Agreement, will pass this on to Lee and ask what this will entail/can we have a draft.</p> <p>Michael: Could we ask RLSS precisely what us being a branch would entail? We're a bit unique</p> <p>Jared: Will ask Lee also. Initially thought being a branch would be good due to personal experience. However, might not be in BULSCA's best interest, could restrict uni clubs if they interact with other bodies for help/funding. Couldn't charge membership to our members, maybe? Will ask about both SLA and Branch details.</p>	<p>Jared: Make a poll on Facebook to gather concerns about potential RLSS arrangements with BULSCA</p> <p>Everyone: comment on that</p>

	<p>Josh: Can we summarise our concerns to submit/ask RLSS?</p> <p>Jared: Will make a poll about it on committee facebook group. Please respond and I'll pass it on. Need to sort this before our current insurance expires.</p> <p>Tom: Difficult to discuss/have concerns when we don't know exactly what they want.</p> <p>Jared: Trying to get information, but Lee isn't authorised to make decisions on it alone.</p>	
4. Champs progress	<p>Tom: Spoke to Oli Coleman. Cannot help this year, which is very unfortunate due to his experience and organisation</p> <p>Conor: (Crying emoji)</p> <p>Jared: Oli can't be there all weekend, but he is willing to help beforehand with organisation and troubleshooting. Thing to sort: scoring. Get access to software and get someone who can learn how to use it.</p> <p>Tom: Agreed</p> <p>Conor: Luke Peel? Has run champs and Crawley Open.</p> <p>Tom: Oli also suggested him, will ask. Tom: Jared, have you spoken to Warwick about champs being in their holiday? Jared: No, I'm as bad a chair as Michael is a secretary. We should trade back.</p> <p>Tom: Releasing information. Want to start pretty much now and contacting judges. Sending emails, posting on facebook, etc.</p> <p>Invite community and international clubs.</p> <p>-</p> <p>Tom: Birmingham have contacted me saying they can't make our planned champs dates due to it being dissertation submission time. Makes Brum and Warwick unable to.</p> <p>Conor: I'll give all of you £5 is Brum don't turn up to champs.</p> <p>Jared: It's too late to find another date.</p>	Tom: Good job, carry on.
5. Update on Birmingham competition	<p>Jared: Entry closes tonight. Sophie, please remind captains.</p>	Sophie: please remind captains about entry.

	<p>40 teams maximum, should be able to have all teams enter. Have submitted info to us. (Bunch of discussion not necessary for this.)</p> <p>At Sheffield, had issue with teams not declaring were non-counting (for league). Need to ensure that doesn't happen, if possible.</p> <p>Conor: Enforce some sort of penalty?</p> <p>Jared: Maybe, tricky for non-counting teams.</p> <p>Conor: Will try to ensure teams that don't attend are removed from the scoresheet and that teams declare status (NC) at registration.</p>	(Sophie has already done this)
6. Date of Next Meeting	06/01/2019	Meet then
7. AoB	<p>Jared: I'm jumping ahead to AoB, like someone who should have submitted agenda items. Sophie, can we share things with the international club attending champs for their media?</p> <p>Sophie: Maybe. Might have to get new permission.</p> <p>-</p> <p>Michael: Speed series with Matt Quimby? Jared: Heard about it, not discussed it with anyone. Tom: Sounds great. Josh: Non-students might come and steal our jobs. Jared: Have to manage it properly, won't count to overall anyway. Josh: People miss out on individual certificates. Conor: Doesn't really matter. If you're second to GB athlete, that's a good result. Jared: Anyone can enter anyway though. More people attending is a bonus.</p> <p>[Redacted as Jared slandered me]</p> <p>Vote on whether or not want to be in speed series:</p> <p>For: 7 Against: 0 Abstain: 0</p>	Jared: Get in touch with Matt Quimby

Appendix:

Email from Lee Heard:

Just to confirm the rationale for our discussion as it appeared during the call to not be fully none or transparent. Our initial discussion was in relation to the Insurance payment annually to the value of £776.61.

BULSCA Committee are covered as a sporting association undertaking promotion, lobbying, setting association rules, promoting best practice, event organisation, presentation ceremonies and fund raising for:

Life saving

Provision of coaching courses

Advice to affiliated bodies regarding child protection

Advice and guidance on funding applications.

Professional indemnity cover is at £5,000,000

Management, public and product liability is also set at £5,000,000.

The current policy ends on 5/3/19.

We have been tasked by the RLSS UK Board to better manage our relationships with partners/organisations to ascertain the return on any investment for either party. It is also time for the annual review of insurance policies for 2019 so the brokers can seek out best options and fees for us.

It is important to note that this isn't about RLSS UK gaining any control over BULSCA but about the charity being more prudent about its spend and return. We respect and recognise BULSCA's autonomy and wouldn't wish to encroach on this. We are also not looking to threaten any current relationships but I want to do what I can to ensure that support for BULSCA continues and so I have to be able to communicate a change to the board.

Some potential options that we discussed and to now be discussed by BULSCA committee;

create a BULSCA branch that could be in control of its own clubs like all other Branches do, and be included in communications, opportunities, challenges etc..

create a Service Level Agreement (SLA) between the two organisations. This would include outlining a written agreement that would outline what needs to be contributed annually to meet the aims of RLSS UK.

seek BUCs approval if enough clubs were involved (?)

BULSCA funds its own insurance for their activities.

(It should be noted that the Police Lifesaving Champs. do not get insurance from RLSS UK)

Looking through the database we can identify that not all BULSCA competing clubs are in RLSS UK membership. Whilst their SU should insure any (lifesaving) activity they do perform, this should be checked out to ensure no shortfall in liability cover.

Loughborough – membership

Birmingham – ATC and membership

Bristol – ATC and membership

Warwick – member

Sheffield – member

Southampton – member

Nottingham – outstanding debt not in membership

Swansea – member

Plymouth – outstanding debt not in membership

Oxford – ATC and membership

Cambridge – not in membership

London – not in membership.

Note: If any of the clubs contest the above, this may be due to their clubs having a different name to * university LSC, and with the correct name we can quickly check for them

I have attached a copy of the S&S delivered through BULSCA clubs for insight. Hopefully this will help to demonstrate that there is inconsistency in the number of awards guaranteed.