

BULSCA COMMITTEE MEETING AGENDA



Meeting Information

Date:	26/7/20	Location:	Jitsi.Meet
Time:	11:00	Chair:	Ben Barker
Called By:	Ben Barker	Taking Minutes:	Michael Kirkham

Attendees: Ben Barker, Michael Kirkham, Emma Smith, Jared Wray, Ellie Murray , Emily Goodwin, Adam Lane, Eleanor Lavelle, Richard Evans, Joshua Hale

Apologies: Julia Whitworth, Charlotte

Preparation for Meeting

Previous Action Points	Responsible	Due Date
Publish Minutes	Michael	26/7/20
Publish BULSCA Roadmap	Ben	ASARP
Take part in RLSS bealifeguard campaign	All lifeguard members	When available
Advertise RLSS bealifeguard campaign	Adam	
Organise leaving gift for Felix	Ben	26/7/20
Contact RLSS concerning campaign prize	Ben	26/7/20
Contact clubs to find out their situations and report back for the committee to set a deadline for possibly cancelling league comps.	Ben	26/7/20
Look in to committee polo shirts	Ben/Jared	
Publish comp deadline calculation spreadsheet to website	Michael/Jared	4/7/20
Give access to BULSCA accounts to relevant people	Jared/Emma	ASARP
Make a BULSCA/RLSS events calendar to share	Ben	4/7/20
Find out where BULSCA sits in RLSS club structure	Ben	4/7/20

Action and Agenda Items

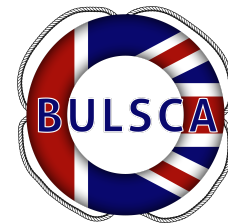
Agenda Item	Outline	Time Allotted (mins)
Welcome and apologies		5
Matters arising		5
Investigation Plan		

Presentation with Josh Hale		
Meetings Feedback		
Committee Officer Status Report		
Calendar Update and Upcoming Events		
COVID Statement Discussion		
Next committee meeting	Agree on a date	5
Any Other Business		

OTHER NOTES OR INFORMATION

None

26/7/20 BULSCA COMMITTEE MEETING MINUTES



Action Points	Responsible	Due Date
Distribute draft review documents to committee	Ben	ASAP
Distribute details of possible allied organisation NuCo	Ben	ASAP

Agenda Item	Summary of discussion	Action points
Welcome and apologies	Apologies from Julia, Charlotte Jared Absent	
Matters arising		
Investigation Plan Presentation with Josh Hale	<p>Please find documents appended. There is a timeline produced by Josh. See attached. Josh has created a draft survey/opinion poll about BULSCA for clubs to fill in. Who are 'Stakeholders'? Anyone with an interest in BULSCA. Broad net. Josh: Thoughts on timeline? Ellie: Can we review the survey before publishing? Ben: Yes. Feedback next meeting.</p> <p>Ben: What would you like to achieve from this survey? Josh: The point of the review is to get a lay of the land as to where BULSCA stands and if all is well or if there are goals to improve.</p> <p>Michael: We have roadmap. Does this conflict? Is longer term, over the course of the year to determine going forwards.</p> <p>Ellie M: What is motivation/inciting incident? Josh: imo BULSCA is on the decline and I want to try to help to improve it and find out how we can improve BULSCA as a whole</p> <p>Ellie M: but why/what are we addressing? Josh: Is broad to allow identifying problems</p> <p>Adam: Are we sending this to stakeholders? Josh: Plan is to identify stakeholders then interview them separately.</p>	Ben: Send out those things

	<p>Ben: Will send timetable and draft survey to committee to review</p> <p>Ellie L: What is motivation for people to fill out this broad, long survey? Possibly a prize?</p> <p>Ben: Sure, will look into it.</p> <p>Josh: Possible problem is lack of engagement with filling out survey, which would be an issue to address in itself.</p> <p>Ellie: Can we add extra stage with more experienced BULSCA members/focus groups first to refine the survey?</p> <p>Josh: Nah bro. The survey will identify issues and then focus groups will hash them out.</p> <p>Michael: several people have mentioned engagement being an issue, so why don't we address that issue?</p> <p>To confirm it is an issue? See if anyone has other issues to add?</p> <p>Josh: want this as an external review so that people can say what they want that they wouldn't maybe otherwise</p>	
Meetings Feedback	<p>Meeting tomorrow with Andrea and James.</p> <p>Ben met with RLSS representatives. James Cossons is RLSS Youth Ambassador. We should deal with James and Youth Advisors; Andrea Roberts membership; Lee Heard director of something-or-other.</p> <p>BULSCA is a club in Avon and North Wiltshire. RLSS ambassadors have a region they represent and are responsible to feed info from RLSS board to regions/clubs. Mentioned becoming a branch. Has been discussed in the past, but both RLSS and BULSCA against it. However, BULSCA as club doesn't seem to fit, so will take ongoing look at our relationship and develop. Will come back throughout the year as develops.</p> <p>Adam: Is club structure (affiliated) in RLSS. Are we? We are affiliated, as are some BULSCA members, but not all. Is a bit confusing.</p> <p>Ellie: Talking to UEA club about becoming an RLSS club. Is that required? It isn't required, but as part of our SLA we should encourage clubs to be involved with the RLSS.</p> <p>Michael: Practically, should to be involved with RLSS for insurance and for awards, but not required by BULSCA.</p> <p>Greek Lifesaving - met with Stathis Has organised Greek Lifesaving competition. Is eager for BULSCA to attend. Is looking forward to championships and has comments/requests. Has offered</p>	<p>Ben: Contact NuCo/send us deets</p>

	<p>support with filming at champs. He requests judging experience for greek members. He has around 20 people interested. Emily G, if running a course online, please keep this in mind. Asked about Instructor qualification. Ben has explained.</p> <p>Emily: Is there a national greek team? Ben: My understanding is: was previously, but has folded. Emily: possibility of introducing them to ILS for judging or coaching?</p> <p>Sam Johnson - RNLI Interest for RLNI SERC for champs. Could be beneficial to get involved with RNLI campaigns, such as safety campaign. Would be nice for us to go and hang out on their boats.</p> <p>SLSGB - Are currently unavailable as staff are furloughed.</p> <p>Club captains - Attendance could have been better. Had people who missed it but sent messages and questions afterwards. Had a lovely chat. Want to know about comp calendar, will update them as we discussed in previous meeting. Will have ongoing meetings. Better attendance from all clubs would be great as it allows clubs to chat/hang out together.</p> <p>Other possible organisations? -Sport Leaders? Maybe we could offer a related qualification. Emma: Might not be the right level or time. -Black Swimming Association Thoughts? Emma: What's the goal? Ben: Diversity in lifesaving, encouraging recruitment from all backgrounds. - NuCo? Maybe supply organisation. Will send company details to committee to look at.</p> <p>Youth Sports Trust? Swim England</p>	
Committee Officer Status Report	<p>Ben has been contact external organisations as above. Looking into committee tops, greek lifesaving with Adam and promotions on social media, covid statement. Meeting with club captains.</p> <p>Michael (sec): Has been taking minutes and publishing minutes. Has got a new job and has not done anything else.</p> <p>Emma S (treas): Am trying to get access, but need to talk to Jared to get online, but have not heard back from him yet. Can't progress until he can help. Looking at sponsorship.</p>	

	<p>Ellie M: Have got champs sponsorship ideas, will share with you. (Emma has to leave)</p> <p>Emily (dev): Have a plan for club workshop. Action plan for organising online judges course. Working with Adam about sharing training materials.</p> <p>Ellie L (recruit): Messaging UEA, in touch about setting up club. Sent a budget spreadsheet for start up costs and running costs. Looking into club 2020 pack from RLSS for club recruitment. Putting together a recruitment pack for any prospective clubs. Adam: Have you heard from Falmouth? Ellie: No. Will try to get Oxford and London back involved again, if possible.</p> <p>Adam (comms): Have been sharing posts to facebook. Got a new posting format and logo. Have access to snapchat, but no plans. Looking at developing a promotional video. Waiting on Swansea, Warwick and Notts. Stathis (Greece) has sent footage from champs). Looking to learn to use an editing programme to put it all together.</p> <p>Ellie M (champs): Julia and I have worked together on champs plans, but pandemic regulations are extremely inconvenient with regards to planning. Have provisional dates and to do list. Contact Hengrove, Cardiff and Swansea pools. Want to ensure that champs (if it can go ahead) is safe and covid compliant. Currently planning for it to go ahead, but need to make sure it's safe. Adam has contact at Millfield pool if looking at them to host.</p> <p>Richard Evans (welfare): Reviewed BULSCA documents for references to welfare. There are not a lot. References to RLSS guide, but would be good to parse that for BULSCA. Please committee look at document prepared. Want to make sure it's explicit that the referee is competitor liaison, or that there is a separate welfare overseer. For socials also need host clubs to provide sober/responsible point of contact. Charlotte has been in communication with Ben about welfare position.</p>	
Calendar Update and Upcoming Events	<p>Calendar is coming together. Meeting ended early as people had to leave, The following points were moved to the next meeting.</p>	
COVID Statement Discussion		
Next committee meeting		
Any Other Business	<p>Plymouth owe Sheffield 70 Pounds for last year's competition entry.</p>	

Draft survey

1. Are you a current Student?
 - A. Yes
 - B. Graduated/ Graduating 2020
 - C. Graduate
 - D. Other
2. Have you ever sat on the BULSCA Committee?
3. Have you ever been a BULSCA Official?
4. If any which Universities are you affiliated with? Please include even if you class the affiliation to have expired.
5. What does BULSCA mean to you?
6. What do you think BULSCA's function should be?

Excluding Competitions...

7. What do you like about BULSCA?
8. What do you not like about BULSCA?
9. What things would you like to see change in BULSCA?
10. Do you find it easy to know what's going on in BULSCA and do you think its easy for you to make change or voice your views? If no, why?
11. What do you think about BULSCA GM's and AGM's

BULSCA Competitions...

12. What do you like about BULSCA Competitions?
13. What do you not like about BULSCA Competitions?
14. What things would you like to see change in BULSCA Competitions? The sky is the limit, events, day, timings, anything you could dream of...
15. Anything else you would like to say?

Timescale. (Michael's apologies for the terrible formatting)

	To do / Time Line	A ug -0 1	A ug -0 2	S e p- 0 1	S e p- 0 2	O ct -0 1	O ct -0 2	N ov -0 1	N ov -0 2	D ec -0 1	D ec -0 2	J a n- 0 1	J a n- 0 2	F e b- 0 1	F e b- 0 2	M ar -0 1	M ar -0 2
St ag e 1	Create survey																
	Send survey to all clubs																
	Survey is live																
	Identify key stake holders to interview																
	Interview key stake holders																
	Initial findings report to the committee																
	Decision to be made by committee whether to continue																
St ag e 2	Hold focus groups on areas of findings to find out more																
	Full findings report to the committee																

[illegible]