

# BULSCA COMMITTEE MEETING AGENDA



## Meeting Information

---

<b>Date:</b>	23/08/2022	<b>Location:</b>	Google Meet
<b>Time:</b>	19:45	<b>Chair:</b>	EI Murray
<b>Called By:</b>	EI Murray	<b>Taking Minutes:</b>	Michael Kirkham

**Attendees:** Elinor Murray, Michael Kirkham, Dylan Nicol, Noah Hollowell, Chloe Warr

**Apologies:** Lauren Hill, Mia Green

## ACTION AND AGENDA ITEMS

---

<b>Agenda Item</b>	<b>Outline</b>	<b>Time Allotted (mins)</b>
Welcome and apologies		5
Handovers complete?	Has everyone received a handover from the previous officer? How is everyone?	5
1:1 meetings for new committee with BULSCA Chair	Updates on meetings between committee members and Chair and how they have gone.	TBC
BULSCA membership fees	Discuss if they should be increased with inflation.	TBC
Birmingham champs fees	Update on these being paid by Birmingham.	TBC
Competition fines	Are these effective disincentives, should they be changed?	TBC
Website update	Data manager looking at new version of website for this year	TBC
RLSS Sport Action Group	Update on meeting	TBC
Welfare Officer	Discussion of candidate	TBC
Freshers fair packs	Discussion of creating them	TBC
Committee tops	Discussion of options	TBC
Next committee meeting	Agree on a date	5
Any Other Business		

## OTHER NOTES OR INFORMATION

---

None

# 24/08/22 BULSCA COMMITTEE MEETING MINUTES



<b>Action Points</b>	<b>Responsible</b>	<b>Due Date</b>
Mia and Chloe to organise 1:1 meetings with EI	MG and CW	Next meeting
Draft announcement of increased BULSCA membership fees	DN and EM	26/08/22
Follow up Birmingham club's unpaid champs fees	EM	Next meeting
Include £5 fine for not using BULSCA ropes in manual update	MK	Manual update
Create comp deadline calculator	MK	Next meeting
Send email about increasing membership and include that fines will be enforced.	DN	Next meeting
Continue developing the website.	NH	02/09/22
Develop content for freshers area of website	EM and LH	02/09/22
Provide photos and info for committee page to NH	All	02/09/22
Check if RLSS safeguarding policy applies to BULSCA welfare role	EM	Next meeting
Speak to new welfare officer	EM	Next meeting
Promote BULSCA inclusions policy	EM	Next meeting
Ask clubs what would be useful from freshers pack	EM	ASAP
Look in to suppliers for committee polos	DN	Next meeting
Add discussion of club support fund and an online shop to next agenda	MK	Next meeting

<b>Agenda Item</b>	<b>Summary of discussion</b>	<b>Action points</b>
Welcome and apologies	See top	
Confirm minutes/Matters arising	N/A	
How's everyone doing? Handover complete?	Handovers complete. Dylan a bit tired.	
1:1/updates	EI has met Dylan, Noah and Lauren. Still Mia, Chloe and Michael to go. Michael's meeting planned. EM: Want to find out what committee members want to work on for the year. E.g. NH update coming later in agenda. DN to look at sponsorship and improving BULSCA finances. LH looking to advertise to young lifesavers not in uni yet.	Chloe and Mia To organise meetings with EI.
BULSCA membership fees	DN: Are membership fees suitable as current? Were recently raised from £35 to £40 so reluctant to raise, but made a large	EM and DN to announce/

	<p>loss over champs. Could raise it temporarily and future BULSCA committees could reduce. DN has supporting spreadsheet with costs. See attached. For comparison, RLSS cost is £75 PA.</p> <p>Propose increase BULSCA membership fee to £50, which will help (see spreadsheet). Have also prepared costings for £60, but this might be too great an increase. LH (in absentia): Durham should be able to afford that. DN: Notts likely to be able to afford. Unsure about smallest clubs like Oxford. MK: possibly could support smaller clubs with BULSCA club support fund.</p> <p>DN: £60 might be a bit much as a 50% increase on current fee. Not necessarily a huge increase, but a large fraction.</p> <p>Should announce shortly to allow clubs to plan for increase.</p> <p>CW: what is justification of increase? EL: Current state of BULSCA accounts and loss from champs last year. DN: Also inflation around costs of champs (pool hire, judges gifts). MK: can we just increase cost of champs? DN/CW: easier to spread cost over different areas and encourage champs attendance by not increasing just champs entry.</p> <p>EM: vote - should we increase cost to £60? In favour: DN, EM, CW, NH Abstain: MK</p> <p>With caveat that we will offer club support fund and of course next committee can change things.</p>	<p>plan announcement</p>
<p>Birmingham champs entry fee payment</p>	<p>£1500 owed by Brum due to complicated payment policy of university funding. We have been set up as a payee. Lots of work by previous BULSCA committee and should be able to be paid soon. No timeframe yet, but will follow up this week</p>	<p>EM: to follow this up.</p>
<p>Competition fines: should they be increased?</p>	<p>DN: looked at how much fines are for comp organising rule breakages. Currently £5 + £1 per day. Some offences may be more serious than others. May warrant a greater fine. Also it may be worth adding a fine for not using BULSCA provided ropes (currently must be used 2.4.1.2, but no penalty for not).</p> <p>Committee agree to update rule manual to include a fine for not using the ropes (£5).</p> <p>DN should this be increased to disincentivise more greatly? EM: maybe just enforce them as haven't been in previous years (include in fees email). DN: Thinking of making draft fine email that can be sent to clubs. MK: Can make a spreadsheet that will calculate the fines.</p>	<p>MK: To include this (£5 rope fine) in manual update. MK: Make deadline calculator spreadsheet. DN: send out email about increasing membership and include that fines will be enforced.</p>

	<p>CW: is there a penalty for not paying fines?  DN: Not exactly, but could come under disciplinary procedure (warning, docking points, no participation in competitions, etc. See disciplinary procedure)</p> <p>Acceptable comp profit formula is: Maximum profit = 100 + (16.75 - Cost per competitor) x Number of competitors. See 2017 GM minutes.</p>	
Website update	<p>NH: New website presented following structure of previous/current website. Has front page banner that can be updated with something topical.  Button for joining mailing list.  Can have separate pages for things happening.  Upcoming comps section.  Clubs can update their pages with their own club accounts.  Committee page.  Create a club page (guidance for how to do that). DN: Mia can help with that.  Search bar for meeting minutes, etc.  Hopefully be able to have comp sign ups through website eventually.  Available at dev.bulsca.co.uk</p> <p>EM: Will this be done for this year?  NH: Yes. Can also import previous years' information.</p> <p>EM: additionally would like to add welfare area (signposting links to organisations/resources that can help); anonymous reporting form; freshers area; club dev area.</p> <p>MK: will this be easy to do for others in the future?  NH: not yet, but working on it. This is a custom website/language, but currently working on making it easier/more user friendly. Will be happy to support this in future years.</p>	<p>NH: continue developing this. Deadline 2nd Sept.</p> <p>EM: work on developing freshers area with LH. Work on other desired areas.</p> <p>All committee: send photos to Noah (and Lauren)</p>
Sport Action Group RLSS	EM attended group meeting. Discussed championships. Will pass on other information later	
Welfare Officer	<p>Have 1 nominee: Kirsty Reed. EM has received information about her.  Going into second year of degree.</p> <p>EM: will be handover from prev officer.  She is a swim teacher, so may have experience with younger lifesavers and DBS, etc.</p> <p>In favour of appointing Kirsty Reed: unanimous.</p> <p>EM: considering updating Welfare role to cover diversity and inclusions. Not yet defined, but researching it.  DN: would be good for this and future Welfare officers to look for DBS checks in terms of under 18s for safeguarding.</p> <p>Who is a safeguarding incident reported to at a competition?  EM: need to clarify, but presumably accompanying person (responsible for them) is responsible for them.</p>	<p>EM: look at RLSS safeguarding policy. Does it apply to welfare role?</p> <p>Speak to new welfare officer</p> <p>Promote BULSCA inclusions policy</p>

	<p>MK: comp host would ultimately be responsible for things at their competition.</p> <p>DN: If not safeguarding trained, welfare officer shouldn't be responsible for safeguarding. EM: will look at RLSS policy and report back</p> <p>EM: will meet Kirsty and discuss, looking at inclusions part of role. Will consider updating constitution (welfare role).</p> <p>EM: Pleased with previous committees new inclusions policy. Intend to publish and promote.</p>	
Freshers fair packs	<p>EM: would like to give clubs support for their freshers fairs. Provide flyers/posters, etc. Intend to ask clubs what they think of is, find out when fairs are so we can support on comms/soc med.</p> <p>DN: Notts flyers mostly have info on taster sessions and personalised info, might not be useful having generalised leaflets. Pens are great though. EM: considering posters, stickers, things to hand out not just flyers. CW: Might not have been helpful for Brum. Nice gesture, but not essential. EM: Ask clubs if this would be helpful. DN: BULSCA send a representative to help?</p>	EM: Ask clubs if this would be useful
Committee tops	Committee tops: we want them	<p>EM: Ask prev Dev officer</p> <p>DN looking in to suppliers for committee polos</p>
AoB	<p>Applications for club support fund. Should they be accepted through the year?</p> <p>Online shop?</p>	Discuss next time