

Service Level Agreement RLSS UK and BULSCA

This is a service level agreement between RLSS UK and BULSCA. In exchange for the payment of BULSCA's annual insurance premium, paid by RLSS UK - BULSCA will agree to carry the duties listed in section 5.

1. Parties and Definitions

- 1.1. RLSS UK: The Royal Life Saving Society UK
- 1.2. BULSCA: British Universities Lifesaving Clubs' Association
- 1.3. BULSCA's member clubs. Groups/clubs in membership of BULSCA
- 1.4. Insurance policy: Refers to details of the annual insurance policy supplied to BULSCA (not BULSCA's member clubs) as provided by Hiscox Insurance Company Limited.
- 1.5. Insurance Premium: Refers to monies paid for the insurance policy.
- 1.6. Insured activities:
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 application
- 1.7. Period of Insurance: from 6th March 2019 to 5th March 2020 (both days inclusive).

2. Payment of Fees

- 2.1. RLSS UK will pay the insurance premium provided to BULSCA at the renewal date each year and reserves the right tender the services for insurance so long as any new premium provides cover for the same activities listed by definition in the insured activities. In exchange, expects BULSCA to meet responsibilities detailed in section 5.

3. Cancellation of the Agreement

- 3.1. RLSS UK has the right cancel to this agreement, giving three months written notice to BULSCA.
- 3.2. RLSS UK reserves the right to cancel this agreement with BULSCA if there is evidence of malpractice in relation to safety and due care on BULSCA's part when hosting activities. Specifically, in relation to not meeting the conditions of the insurance policy.
- 3.3. BULSCA has the right cancel to this agreement, giving three months written notice to RLSS UK.
- 3.4. Cancellation of the agreement by either party will not result in any refund of payments made.
- 3.5. Upon cancellation of the agreement both parties should remove any visible association from online media and new print stock within 28 days.

4. Agreement Renewal

- 4.1. This agreement is subject to renewal on a rolling 12-month basis.
- 4.2. A review of the conditions, outlined in this agreement, on both parties will take place during the month of November.
- 4.3. Any changes to the agreement will be implemented following the conclusion of this agreement and the commencement of a new agreement. Any changes should be agreed before the end of the calendar year.
- 4.4. In the event that both parties cannot both agree to accept proposed changes during the review, the agreement may continue as it was before the review, or either party has the right to terminate the agreement as detailed in section 3.

5. BULSCA's Responsibilities to RLSS UK

In signing this agreement BULSCA agrees to adhere to the following duties and accepts that failure to adhere to their responsibilities, listed below, may result in cancellation of the agreement.

BULSCA will:

- 5.1. Encourage BULSCA's member clubs to join in membership with RLSS UK, proactively promoting the benefits of RLSS UK Membership.
- 5.2. Support the RLSS UK Youth Advisor by encouraging young people to move between RLSS UK and BULSCA
- 5.3. Support the RLSS UK Youth Advisor by encouraging, engaging micro-volunteering opportunities on behalf of RLSS UK.
- 5.4. Encourage BULSCA's member clubs to register RLSS UK as a Raising and Giving Charity (RAG) through their Student Unions (if available) and encourage member clubs to campaign on RLSS UK's behalf, increasing the opportunity for RLSS UK to be a chosen charity.
- 5.5. Encourage BULSCA's member clubs to run and support RLSS UK campaign activity.
- 5.6. Continue to encourage BULSCA's member clubs to complete an RLSS UK award or qualification as part of the prerequisites for the BULSCA Student Championships.
- 5.7. Encourage BULSCA's member clubs to contact their local RLSS UK branch.

6. RLSS UK's additional responsibilities

In addition to RLSS UK paying BULSCA's insurance premium, RLSS UK also agrees to the following:

- 6.1. To work in collaboration with BULSCA to generate engaging materials and activities for BULSCA to facilitate the duties outlined in section 5.
- 6.2. Supply BULSCA with draft communications (such as email templates) and materials to facilitate the delivery of duties outlined in section 5.
- 6.3. Promote BULSCA, its aims and BULSCA's member clubs to RLSS UK members, clubs and branches.
- 6.4. Advertise BULSCA and its member clubs to RLSS UK members who are potential university joiners.
- 6.5. Encourage RLSS UK Branches and Clubs to effectively engage with BULSCA Clubs.
- 6.6. To organise a progress meeting during the month of September to review the progress of responsibilities outlined in section 5 and 6 and to discuss any improvements.

7. Responsibility and Liability for Programmes and Activities

- 7.1. BULSCA remains fully responsible for the safety, governance, and management of their own activities/products and must comply with the conditions set out in the insurance premium.

BULSCA

Name (print): Jared Wray

Signature:



Position: BULSCA Chair

Agreement must be signed by the current BULSCA Chair

Date: 04 March 2019

RLSS UK

Name (print): Lee Heard

Signature:



Position: Deputy Director of Workforce and Governance

Agreement must be signed by an RLSS UK Senior Manager or Trustee

Date: 04 March 2019

Key Dates

Start Date: 06 March 2019 (inclusive)

End Date: 05 March 2020 (inclusive)

Progress Meeting: September 2019

Review Date (normally 3 months prior to end date): November 2019