**2021**

| **The British Association of Sport Rehabilitators and Trainers executive committee****2pm Wednesday 24th Nov 2021. Join The Zoom meeting herre:**[**https://us02web.zoom.us/j/81892845298?pwd=WGJUb3d3SVlKc1lyejV0TEN2OVMxUT09**](https://us02web.zoom.us/j/81892845298?pwd=WGJUb3d3SVlKc1lyejV0TEN2OVMxUT09)**Meeting ID: 818 9284 5298****Passcode: 488285****MAIN AGENDA** |
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| **No.** | **Item** | **Purpose** | **Lead** | **Type** | **Open/ restricted** |
| **1** | Apologies: Allan Munro (AM) |
| **2** | In attendance (check and move): , Stephen Aspinall (SJA) Oliver Coburn (OC) John Morgan (JM), Victoria Wakenshaw (VW), Ryan Gordon (RG), Chris Wilcox (CW), Hollie White (HW), Richard Collins (RC), Jonty Ashton (JA); Richard Moss (RM) |
| **3** | Conflicts of interest: |
| **4** | Standing item 1: Approval minutes of previous meeting (01/09/21)<https://docs.google.com/document/d/19qi85m9uN7xtXOlIW-zaLrUAa-8JG-wQV6ey2NRC94g/edit?usp=sharing>  |
| **5** | Standing item 2: Matters arising from minutes of previous meeting (01/09/21) |
| **6** | Standing item 3: Review and learning points from FtP  |
| **Reports from Executive committee members (received as additional to Main agenda)** |
| **7** | Exec committee reports (brief). | All | Verbal | Closed |
| **8** | CEO report | SJA | ? | n/a |
| **9** | Registrar report | OC | ? | n/a |
| **10**  | Administration report | RG | Verbal | n/a |
| **11** | Communication report | VW | Written | n/a |
| **Marketing Update August-Oct 2021** **Design** - slide put together for Community Rehab Alliance promoting BASRaT**Email**s Member – August email newsletter **–** featuringconcussion piece, long covid webinar and over 25 job roles. Sept email newsletter – plantar heel BJSM piece, vaccine, pain webinar and more.PG mutual email alertGraduating students - offer of support email including 20 job roles2nd and 3rd Year students - email set up for Jonty’s welcome back with focus on massage insuranceNew members - September email newsletter special edition for new members including posts from previous newsletters. **Social media** - PG Mutual tweet and Facebook post, - bone and joint week, Richmond stace pain, many jobs promoted, AGM, journal club, email newsletter.Top TweetSept **–** ERI role in Lossiemouth, 3934 impressionsTop Media tweet – Concussion knowledge feature, 2,394 impressions **AGM -** ad done for AGM, twitter and Facebook post in September, included in September’s email newsletter, login picture and message added on members website login, included in Nov email newsletter, repeat messages on Facebook, twitter, Instagram and LinkedIn and a text message sent to all members. **ERI Lossiemouth role** 1. Featured in our members newsletter as the key role in first article. 2. Shared multiple times on twitter, Facebook, members Facebook page and Linkedin. 3. Emailed again as key article to all new graduates. 4. Added to our jobs board. 5. Text message sent out to a selected group of members - 108 of which visited the page, 127 total views, average time on page 31 seconds. **Website content** - International Agreement webpage written and information and instructions written **Admin -** Lots of jobs admin and adding to jobs board, Renegotiation meeting agreement with PG Mutual |
| **Submitted items for discussion/decision** |
| **12** | Progress of IFSPT work | Discussion and actions, linked to previous minutes | RM | Verbal | Open |
| **13** | Mission Statement | Discussions and actions, linked to previous minutes | HW/JA | Verbal | Open |
| **14** | Manipulation report | Discussions and actions linked to previous minutes | ? | Verbal | Open |
| **15** | Return to work/career break | Discussions and actions linked to previous minutes | ? | Verbal |  |
| **16** | Report on background, progress and scope of neuro project | Discussions and actions linked to previous minutes | SJA |  |  |
| **17** | Link Committee (roles and progress) | Report and agreement | HW |  |  |
| **18** | BASRaT long-term strategy | Discussion | AM | Verbal |  |
| **19** | Exam update request | For RG, RM to update please | AM/HW |  |  |
| **20** | Dates of EC next year |  |  |  |  |
| **AOB** |
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| **For information only** |
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| **Next meeting: TBC** |
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| **BASRaT Role Specification:** | **Link Officer** |
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| The Link Officer is responsible for raising awareness, building relationships, and promoting good practice and success of BASRaT registered Graduate Sport Rehabilitators (GSRs) working in their specialist field.This is a project focussed role accountable to the Student Liaison Officer (SLO) and Institution Link Officer (ILO) as well as the wider Executive Committee. This is an ongoing role that will be reviewed annually by the Executive Committee and continue subject to project needs.  |
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| **Main result areas:** |   |
| Relationships with Industry/Sector | Encourage, establish and maintain contact networks of GSRs and other interested parties within the field of specialism. Facilitate cross-working between GSRs and other interested parties to coordinate collaboration. |
| Advocating for the profession | Raise awareness of the profession through professional and social networking, reinforcing BASRaT Executive Committee and Chief Executive Office communications and celebrating successes within the field of specialism.  |
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| **Objectives/ Targets** |   |
| Working towards expanded opportunities for GSRs within the field of specialism. | This may entail organising and attending meetings with interested parties in the specialist field with the support of the Chief Executive Office and Executive Committee. Additionally, this may involve participation within working groups. |
| Provide support for GSRs working in the field of specialism. | Offer support and collaboration opportunities for GSRs working in the specialist field through a variety of communication channels.  |
| Attend and contribute to Link Officer meetings | Attend and contribute to three UK based link officer meetings chaired by ILO/SLO, consider invitations to attend four UK based committee meetings and the Annual General Meeting in every 12 month period  |
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| **Financial stipulation** |   |
| --- | --- |
| Remuneration | The Link Officer is a voluntary role. |
| BASRaT Membership fees | The Link Officer is obliged to pay Public Liability Insurance fees if appropriate, but the annual membership fee to BASRaT will be waived for each 12 month period in the role. |
| Expenses | Reasonable expenses will be paid subject to prior approval from the Executive Committee Chair and/or Chief Executive Officer. |
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| **Person Specification** |   |
| Qualifications and Experience required | - Professional qualification in Sport Rehabilitation (BSc/MSc – leading to registration with BASRaT)- Appropriate membership with BASRaT- Significant experience within the field of specialism.- Demonstrable skill in building relationships and project working.- Demonstrable skill in teamwork and communication. |
| Desirable | - Demonstrable skill in time management and project work- Experience in forming and delivering strategic plans of development in either business or voluntary positions.- Familiarity with planning, organising and managing group tasks with set goals.- Experience of mentoring and supporting others within their professional role. |
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| Date: | November 2021 |
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BASRaT welcomes applications for these roles from GSRs of all backgrounds. We understand that diversity in representation is important.

Informal discussions prior to shortlisting are welcome. Please contact: Chair@basrat.org

We ask that you submit a CV and short cover letter to apply for this role.

| **BASRaT Role Specification:** | **Institution Liaison Officer** |
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| The Institution Liaison Officer is responsible for overseeing liaison between education providers for future BASRaT registered Graduate Sport Rehabilitators and the Association.This is a ‘link’ position, reporting to the BASRaT Executive Committee that will last no longer than four years without re-election at the Annual General Meeting in November each year; three subsequent terms of office are allowed. |
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| **Main result areas:** |   |
| Relationships with Education providers | Establish and encourage productive collaborative working relationships with programme leaders and staff teams at educational institutions. Facilitate cross-working for institutions and coordinate multi-centre data collection and research.  |
| Communication management | Maintain and record contact with institutions through creation of an accurate database. This will include regular communication from the link officer but also a record of feedback for BASRaT, support for institutions and hosting of meetings/events as necessary.Undertaking focussed projects to achieve defined and agreed goals within specialist area |
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| **Objectives** |   |
| Build relationships with programme leads and staff teams | Create and maintain an up-to-date list of programme leads and staff teams. Offer support and facilitate cross-working between institutions and teams |
| Work closely with SLO and accreditation | Form joint strategies to support staff and students at institutions. Work together in partnership to ensure that requirements for accreditation may be achieved for institutions and students. |
| Data collection and research | Forge links between institutions to facilitate multi-centre research projects and other collaborative projects requiring multiple centre data collection. Liaise with executive committee and institutions to agree research/project directions. |
| Tailor institutional support strategies | Recognise institution specific challenges and develop focussed support strategies through one-to-one advice, including giving and receiving feedback. |
| BASRaT Executive Committee Meetings and other activity | Attend four UK based committee meetings and the Annual General Meeting in every 12 month period  |
| BASRaT Annual General Meeting (November)  | Compile and present an activity and achievement report. |
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| **Financial stipulation** |   |
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| Budget | Although the Institution Liaison Officer is not allocated a specific budget, all BASRaT Executive Committee Members will demonstrate appropriate financial management practices on behalf of the membership |
| BASRaT Membership fees | The Institution Liaison Officer is obliged to pay Public Liability Insurance fees if appropriate, but does not pay an annual membership fee to BASRaT |
| Remuneration | The Institution Liaison Officer receives annual remuneration of £175 per meeting attended for their role on the BASRaT Executive Committee and may receive reimbursement of travel expenses as a result of business; agreed in advance with the Chairperson |
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| **Person Specification** |   |
| Qualifications and Experience required | - Professional qualification in Sport Rehabilitation (BSc/MSc – leading to registration with BASRaT)- 3-years post graduate experience working in UK Higher Education with knowledge and experience of working with professionally accredited programmes- Demonstrable skill in building relationships and project working- Please note that due to potential conflict of interest this role is not available to individuals currently working within BASRaT accredited programmes. |
| Desirable | - Demonstrable skill in leadership- Previous or current employment within Further or Higher Education institutions- Experience in forming and delivering strategic plans of development in either business or voluntary positions- Familiarity with planning, organising and managing group tasks with set goals. |
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| Date: | July 2021 |