**The British Association of Sport Rehabilitators and Trainers committee meeting**

**Agenda**

* Apologies (OC, AW, RM)
* In attendance (SJA, HW, JA, LOD, PN, JM, AM, CW, AN, LW)
* Conflicts of Interest – none declared

\*Prior to the meeting SJA clarified the creation of Quality Officer role, CW was welcomed to the role.

\*LOD was welcomed to the committee.

\*SJA congratulated committee on renewal of accredited register status. Action points circulated and need to be mapped to calendar (admin action point).

1. **Review of minutes (matters arising)**

Minutes agreed as true and accurate record

1. **Brief report of activities from committee**

SJA: Positive work with PSA on submission of reports to government about progression of register, this will continue. Education review of PSA now available in draft format and will progress to full draft. Work with accredited registers collaborative group, been attending meetings. Reminded committee to review evidence of need for statutory regulation in our field and feed this information to HCPC. Ongoing finance management.

AN: Liaising with Admin, chair, and audit. Member survey completed (33% return) and will be sent to committee for review. MOD appears underrepresented in numbers. Handover of insurance responsibilities from SJA postponed.

CW: Induction with CJ regarding quality procedures for FtP etc.

AM: Emails with members regarding CPD requirements. Audit 2015 will start as renewal window now closed. Attended BSJM meeting with SJA.

JM & PN: ongoing lay committee responsibilities, engaging with committee email dialogue

LOD: organised student visit with Nottingham, role handover with CW

CJ: see point 14 for detail. Dealing with potential claims, updating and writing new policy documentation with advisors. Liaising with CW.

LW: newsletter, patients stories and emails to/from members. Conference and AGM Friday 20th Nov. New website input.

HW: contributing to audit, emails.

1. **Quality Officer Role approval (HW)**

Minor amendments to the circulated documentation agreed by the committee

1. **Updates to membership website details (AN)**

AN would like to update information and transparently of membership categories. Committee agreed. Highlighted need for online membership renewal. Terminology regarding registrants and members, all committee to be mindful of differences.

1. **RFU ICIS in institutions (AN)**

Committee discussion clarified that institutions will need to meet RFU ICIS standards as part of their educational programme (reflected in educational framework documentation, RM action point). If ICIS level two course not taken alternative provision must be demonstrably equivalent.

1. **Consultancy and Committee buy outs (SJA)**

SJA stressed that this is important and necessary for professional progression. Discussions continue with institutions. Committee agreed that budget for buy will be £15,000 for one day per week. PN suggested that organisational development funding may be available and committee agreed to investigate funding sources.

1. **Insurance review (SJA)**

At renewal of 2016 cover for registrants working with professional footballers will potentially need to be withdrawn. Registrants will need to be made aware of reasons for this, separate insurance policies will be sourced and highlighted to registrants and members as appropriate.

Committee agreed that registrants should again be made aware of the requirement for 'run off' cover, changed on website but admin to email registrants).

1. **Generation of income and current expenditure (SJA)**

Current expenditure is in the form of Web design, PHI insurance work has not cost so far, PR consultancy ongoing though consultant. LW and AW have been liaising but there is a need for clear strategy and deadlines. Also a need for increase of sponsorship (website, AGM, etc) has been identified.

SJA stressed need for more generation of income, will investigate grants and funding. Committee reviewed a proposal from BJSM regarding provision of journal/evidence/access to registrants, as well as associate, NPM and affiliates. Committee agreed to this proposal and will investigate ending current contract. Student membership benefit to be replaced/new options to be investigated by LW, AN, LOD.

SJA suggested SSR and time between accreditations by BASRaT needs to be reviewed. Committee to make a decision about these aspects next meeting.

Committee discussed possibilities for external speakers at FE and foundation degrees, particularly for SLO and membership officer. Committee agreed flat rate £200 + expenses agreed for this service. BASRaT to receive 25% of fee.

1. **Public Information pieces (SJA)**

Committee agreed to approach, commission and offer fee for articles pertaining to encouraging exercise in different forms. Ownership of the article must transfer to BASRaT at completion. Committee to forward possible names to LW. Fee agreed at £500. Authors must be GSR's. Annual budget for this £2500.

1. **BJSM podcasts (SJA)**

Committee have been approached to do a podcast for BJSM. SJA will film this, this month. Publicity will be positive step for BASRaT

1. **PH insurance update (SJA)**

Details from membership and registrants being gathered currently. SJA will follow up.

1. **2015 annual symposium (SJA)**

Confirmed as 20th Nov, Etihad stadium Manchester, performance rehabilitation focus. Covering extreme environments and events to recreational and beginner athletes. Publicity for this event to begin asap.

1. **Fitness to practice policies and procedure amendments (CJ)**

CJ Currently updating policies in line with independent review by Capsticks, liaising with CW to achieve clarity and transparency. Circulated hard copies of policies for review by committee, feedback to be emailed to CJ. CW and CJ have a calendar of targets and actions, first deadline is March.

1. **Review of website pictures (SJA)**

All committee need to review pictures on Dropbox with a view to use on new website. Feedback to LW and all committee to add photos to Dropbox if available. Committee ageed that new website must have new photos.

1. **AOB**

HW maternity leave (March to June) main duties to check email and forward as appropriate, admin to assist with checking email though out of office reply will be used. Additionally CJ will take 2 weeks paternity leave and will use out of office reply.

SJA proposed link to RFU head case/physical literacy resource from our website? Committee agreed, OC and JA to coordinate this for new website.

Document circulated for meeting dates for 2015, committee agreed. Pre AGM meeting will need to chage and can be agreed at next meeting.

1. **Date of next meeting – Thurs 25th June 2015, 15.30 University of Hull**