

# Regional Team FAQs

## 1. How can I establish a new regional team?

You can either draft an email to all active instructors in your region or you could organise a regional meeting. The email/meeting invite needs to be sent out by BSAC HQ. In order to organise a regional meeting, please put a request to the Coaching Coordinator ([drt@bsac.com](mailto:drt@bsac.com)) at HQ with following details:

- What is the cost of the room hire
- What is the location of the meeting
- What is the date and time of the meeting

## 2. How can I communicate with members in my region?

You can communicate with members in your region via HQ. You can communicate with your members regularly via the regional Facebook page. Your Facebook page should include news from your region.

These updates could include:

- Message from you to your region's members
- Newsworthy items
- Training opportunities (courses) for next 3 months

## 3. Can I get a list of branches in my region?

Yes, we can give you the list of active branches in your region; however these are subject to data protection law. You cannot give out any details unless they are already published on our website.

## 4. Can I get a list of members in my region?

Yes, we can give you the list of members in your region; however these are subject to GDPR. You cannot give out any details unless they are already published on our website. We can let you know how many members there are and break it down for each membership type: BSAC Direct, instructors etc. HQ can send emails on your behalf to members.

## 5. Can I directly communicate with instructors that are willing to help?

Yes, once they have volunteered to help and provide you with their contact details. You can use a local What's App group chat for your Regional Team.

## **6. Which expenses are covered by HQ and which should be covered by the branches?**

- Regional Coach – travel to handover meeting with predecessor – expenses should be claimed from HQ
- Regional Coach – travel to attend regional team meeting / meetings requested by branches – expenses should be claimed from HQ
- Regional team meeting – room hire – HQ - This needs prior approval from HQ.
- Skill Development Courses – all expenses associated with an SDC are covered and should be claimed from HQ
- Branch requesting training visit (including branch only SDCs) – all expenses should be covered by the requesting branch
- Branch hosted SDCs – where a branch offers to run an SDC and open spaces to non-branch members the split of expenses between the branch and the external candidates should be agreed in advance.

## **7. Can I cooperate with other regions to run joint events?**

Yes, we strongly encourage cooperation between regions.

## **8. By when do I need to submit courses for the program of events each year?**

BSAC HQ will issue a draft ITS PoE in July and a draft SDC PoE in August. You should review and confirm the SDC PoE by mid-September.

## **9. How often does the bsac.com website Program of Events (POE) get updated?**

Daily, courses are updated and new ones added if HQ have been informed about them.