

# British Universities Life Saving Clubs' Association

Annual General Meeting Minutes - 28/04/2018





# British Universities Life Saving Clubs' Association

## Annual General Meeting Minutes

Location: University of Loughborough – Room J202 in the Edward Herbert Building

Date: Saturday 28<sup>th</sup> April 2018

Time: 09:15

BULSCA Committee: Michael Kirkham (Chair), Jared Wray (Secretary), Stephanie Panagi (Treasurer), Joshua Hale (Development Officer), Luke Peel (Data Manager), Holly Willing (Communications Officer)

Judges Panel: Oliver Coleman (Judges Panel), Alan Sutherland (Judges Panel)

Clubs: Bristol, Birmingham, Loughborough, Nottingham, Plymouth, Southampton, Swansea, Warwick

### 1. Welcome and Apologies

Apologies received from Helen Morris (Championships Coordinator).

MK explains the meeting procedures.

### 2. Approval of the Minutes from the Previous Meeting

MK proposes to approve GM minutes. Patrick (Birmingham) seconds.

For: 8 Against: 0 Abstaining: 0

GM Minutes accepted.

### 3. Matters Arising from the Minutes of the Previous Meeting

No matters arising from the previous meeting.

### 4. Officer Reports

#### a) Michael Kirkham, Chair

This year has been a successful one for BULSCA. At my election, I said that I would do my best to ensure BULSCA ran smoothly, to follow our guidelines and enforce any rules that have fallen by the wayside in recent years. I believe that this has been achieved and all events this year ran relatively smoothly and deadlines have been met. I'd like to congratulate all clubs who hosted a competition and those who have developed competitively and socially.

Most of this was not directly due to anything I did but was instead conceived and implemented by the rest of the committee. Each committee member has contributed at least one significant improvement to the rules and running of BULSCA, on top of managing the routine tasks each committee position demands. I'm going to give a brief outline, which I'm sure each member will develop on in their own speech.

Jared, Secretary: Has spent his year updating every piece of BULSCA legislation (some of which were 3 years out of date), as well as introducing safeguarding guidelines.



Stéphanie, Treasurer: As well as trying to recoup the losses sustained last year, Steph introduced a new finance limit for competitions to allow clubs to raise more funds.

Luke, Data Manager: He has designed a new website to replace the previous, poorly maintained website. He's in the final stages of creating a BULSCA wiki, improving ease of document access and storage.

Holly, Communication Officer: Holly has led a return to communication from the committee by email, an important primary communication tool alongside our social media accounts. She has worked hard with Luke to populate the new website with information and write reports on all BULSCA events. She has also introduced the BULSCA awards; something we hope will be continued by future committees.

Josh, Development Officer: As well as contacting clubs and working on running needed courses and events for clubs, Josh has sought to assist other BULSCA officers with their roles at every opportunity. He has introduced a Recruitment Officer to the BULSCA in order to help our community grow.

Helen, Championships Co-ordinator: Aside from the monumental task of organising the BULSCA Championships, Helen is working to find a pool for next year's Championships, which should decrease the work of the next co-ordinator.

Many of these projects require work by next year's officers to ensure they are maintained to a good standard or fully realised. My advice to the next Chair is to ensure that, as well as innovative projects to improve BULSCA, all the time consuming, yearly jobs are done, such as updating paperwork and mailing lists. Something that I found the most useful was to read all of the BULSCA documents to know exactly what my role is and what everyone's responsibilities are.

On a personal note, I'd like to take this opportunity to thank the BULSCA committee for all their hard work and support. The role of chair has been simpler than expected due to their organisation and independence, while still keeping the committee involved in their progress.

This year has been difficult for me in other respects. Due to the stress of my PhD, I began treatment for mild anxiety and depression, starting medication and attending classes. BULSCA would not have functioned without the rest of the committee working hard when I couldn't handle lifesaving work, and my University work would have suffered more than it has. Knowing I've had such a capable and competent committee has made this year a pleasure to be Chair of BULSCA. I hope that my successor will have as much luck with their committee members.

#### **b) Jared Wray, Secretary**

This year has been an interesting insight into how BULSCA is run and the responsibilities placed on each of the members of the BULSCA Committee. I have been so impressed by every committee member's attitude and work ethic towards improving BULSCA for everyone, and they have been an amazing group of people to work alongside this year.

I have been attending, contributing to and minuting every committee meeting that has been held this past year. I hope my style of minuting has made reading any minutes and the associated action points easier to do, along with them being a detailed and accurate representation of these meetings for people in the future to utilise.



I have spent most of the year going through BULSCA documents and meeting minutes. This involved collating these files from their various depositories and then reading through and understanding all of these documents and minutes. This put me in a position to enact the will of previous general meetings, and by the point of handover these will be able to be uploaded to the website and Wiki (just some final tweaking required). Some of these documents also needed basic level editing to ensure they made sense and to remove any obvious errors in spelling / grammar / word choice, along with contradicting statements in different documents. It is my hope that this will make them easier to read and allow complete confidence that the documents are up-to-date. This has been a long process but personally I am happy with the results and it has given me a very in-depth insight into BULSCA policies and procedures. Among these documents is the Constitution, which has been submitted as a proposal to vote on at this AGM.

I also worked on producing BULSCA Safeguarding Guidance (which were based on the RLSS UK and NSPCC guidance released at the end of last year) which aims to assist clubs in following their duties when dealing with children and adults at risk, especially at BULSCA competitions.

I have also in my year as Secretary got BULSCA back into the Lifesavers Magazine produced by the RLSS UK. This hopefully contributes to our ongoing exposure within the lifesaving community and acts to increase the awareness of university lifesaving in people about to make the transition to university. The next article has been produced focusing on BULSCA Championships this year and will be published in the Summer edition of the magazine.

As a committee we are all working to finalise our handover materials (to be uploaded to the Committee Wiki) to help ensure a smooth handover and to ensure the next committee can continue what we have already done. I wish the next Secretary the best of luck in the role.

### **c) Stephanie Panagi, Treasurer**

#### **BULSCA Finances 2017-2018**

##### Treasurer comments

My aim this year was to completely change the way BULSCA handles its finances as it lack efficiency and sustainability. BULSCA is not rich but I would like to see BULSCA grow financially which in turn may be useful in helping attract new clubs, maybe even with early financial support. I believe I've had a few successes that have helped improve BULSCA

- Clarity - Club deserve to see how BULSCA's money is spent. This is why I have released a year end summary of finances including a detailed analysis of Champs 2018. Helen and I decided to be open and honest with clubs about Champs from the start and I believe this resulted in much better coordination and cooperation from clubs.
- Efficiency - I strongly believe clubs deserve to be rewarded for efficiency. I successfully passed a proposal to change the way clubs are allowed to make profit on competitions. This has the potential to be a win-win situation for the hosting club and competitors. Note, this means the treasurer is entitled to ask for invoices to calculate profit so please ensure you are on top of your competition finances.



- Sustainability - BULSCA needed to be more financially sustainable. Our only source of income is membership which doesn't give BULSCA the chance to expand. I managed to secure £1000 of sponsorship which shows it can be done. I strongly encourage the new treasurer to continue pursuing sponsorship as this means additional income and will increase BULSCA's public presence.

Over the year I discovered how much work is involved in being treasurer, however, I have also appreciated the cooperation from teams in making this role easier and I hope clubs continue this, allowing the treasurer to focus on new ways to expand BULSCA's funds.

BULSCA cash for the year ended April 2018

**Income**

Membership (Note 1)	390	
Appeals	10	
Judges shirts	10	
		410

**Expense**

Website (Note 2)	216	
RLSS membership	62.5	
Thank you presents	60	
Judges course room (Note 3)	70	
		-408.5

Opening cash	2594
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Cash as at 13th April 2018	2114
Cash in transit	1051



Closing cash 3165

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#### Note 1 - Membership

We had ten clubs join BULSCA which is the same as the previous. The total also includes a late payment fine for one club. It is acceptable to put down a deposit before the deadline if your Student Union is unlikely to pay on time. Once the payment has been received, the deposit will be reimbursed and as a result, your club avoids fines.

#### Note 2 - Website

Of this amount, £72 relates to the 6 months until December 2017 with the old website. The remainder of £144 relates to the new website and covers web hosting until May 2020.

#### Note 3 - Judges course

As this was the only judges course run in the year, we wanted to ensure attendance was maximised. To avoid higher costs to attendees, the committee agree to fully subsidise the room hire costs. This way, we channeled the money gain from membership back into the BULSCA community.

#### Note 4 - Cash in transit

Bradford champs	40
Birmingham Champs	1011
Judges course entries	
Judges course costs	

This includes any expected movements in cash until the date of the AGM. Note, this is subject to change for the final report release at the AGM.

#### Student Championships 2018 Statement of Profit/Loss

##### **Income**

Entries (note 1)	4,397
Food (note 2)	528
Accommodation (note 3)	144

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merchandise	1,172	
Sponsorship (note 4)	1,000	
		7,241

### Expense

Facilities (note 5)	4,137	
Food (note 2)	810	
Accommodation (note 3)	75	
Helpers and judges (note 5)	360	
Prizes (note 5)	225	
Merchandise	986	
Other (note 5)	207	
		-6,800
Profit		441

### Note 1 - Entries

	2018	2017
Entries	4,397	4,386

Entries were £290 lower than the previous year. This is primarily due to the absence of a university team compared to 2017. However, we appreciate the effort made by clubs to enter additional individuals to help boost entries as this helped narrow the gap compared to 2017.

### Note 2 - Food

	2018	2017
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Food income	528	530
Food expense	-850	-603

Food, including helpers and judges, cost £250 more than the previous year. It was agreed that we could afford to absorb the loss made on food as we wanted to ensure food was kept at a reasonable price. Once we gain additional entry fees and sponsorship, it was decided that we wanted to offer more helpers the option of a free meal as a way to minimise the cost helpers were expected to pay.

#### Note 3 - Accommodation

Due to many unexpected issues, accommodation was changed twice and as a result, we were obliged to move accommodation to a location further from the University of Bath than we had hoped. We aimed to charge a price for accommodation to offset the cost which was quoted at £150 for our initial accommodation. In reality we were only charged £75. We would have passed this saving on to competitors, however, we were only made aware of this a month after the event.

#### Note 4 - Sponsorship

We successfully gained £1,000 in sponsorship which has been the main reason we have achieved a profit. With established links between Ultimate Activity Camps and BULSCA, I hope to see the new treasurer of BULSCA build on this relationship in the next academic year.

#### Note 5 - Competition expenses

Certificates	33
SERC props	83
Judges thank yous	206
Lunches and helper thank yous	154
Medals	195
Travel costs	56
Printing	67
SERC room hire	99
Pool hire	3,211
Timing system	420
Furniture hire	118
Isolation room hire	289



Most costs were consistent with last year however, with additional revenue from last minute entries, we decide to increase spending on helpers and judges' thanks you presents and lunches. The hire of the pool timing system was an unexpectedly high and unavoidable cost. This would have been factored in to the venue choice had we been made aware of the cost prior to signing the contract.

#### Addendum - Merchandise 2018/2019

These are personal suggestions and do not necessarily reflect the views of the BULSCA committee.

I strongly recommend the new BULSCA committee looks into the production of BULSCA merchandise in the next competition year. BULSCA needs to broaden its sources of income. Merchandise is another possible revenue stream for the organisation. Merchandise will also improve exposure in the wider community by displaying BULSCA's logo. I have two suggestions as a starting point

Naked calendar:

- Each club can submit an entry for a month of the year, which means everyone gets involved. Could even do a month for BULSCA judges.
- Naked calendars are often very popular.
- Members of BULSCA have shown interest in the past to create a calendar..
- We could have them ready for December 2018, just in time to buy your grandparents one for Christmas!

Face shield:

- These are small and so will be cheaper than other possible products such as clothing.
- They are related to lifesaving and is incredibly useful to own!
- This is not an item already provided by clubs, nor are they sold at Champs. This means no competition for demand.

#### **d) Joshua Hale, Development Officer**

Since being elected I have:

- Supported several committees through the summer handover
- Worked with Michael to produce the feedback questionnaire and report on findings and actions
- Wrote my first competition SERC
- Attended RLSS conference and qualified as a Lifesaving Instructor Tutor (Probationary)
- Attended RLSS Honours 2017
- Attended all BULSCA committee meetings
- Written a procedure for the introduction of new clubs



- Created a new committee position for Club recruitment officer to support the sustainability of BULSCA
- Organised a Judges Course (Post Loughborough Comp)
- Organising an Instructors course (Currently having issues as clubs are unable to host – Warwick maybe able to now)
- Organising an online boot camp to ensure all clubs can attend
- Worked to ensure that BULSCA are committed to our actions from the start of year survey.
- Supported all committee members where possible
- Judged at as many comps as I could to ensure that club competitions can run
- Organising 1-1 development sessions for clubs
- Created an new guide for competition deadlines to ensure clubs have a clear timeline of deadlines

Aiming to complete by end of year:

- Have run an instructors course
- Written handover / intro guide to the new Club Recruitment Officer role

**e) Luke Peel, Data Manager**

Foreword

The Data Manager's main role is to ensure that the website is kept up to date, to collate league results and produce the league table, and to maintain the scoring and entry software for both league competitions and Championships.

This year has proved to be successful so far, but not without its challenges. In general, I hope that I have been easily contactable and provided assistance where required and in a timely manner. Thank you to the committee and all BULSCA members we have worked with over the past year.

Main Activities and Achievements

- Development and launch of the new BULSCA website, [www.bulzca.co.uk](http://www.bulzca.co.uk)
- Launch of the new BULSCA Public Wiki, [www.bulzca.co.uk/wiki](http://www.bulzca.co.uk/wiki)
- Launch of the new BULSCA Committee Wiki, [www.bulzca.co.uk/committee](http://www.bulzca.co.uk/committee)
- Management of the league tables
- Management of the league competition entry systems
- Management of the Championships data entry systems
- Liaison for Championships graphic design



### Going Forward

- Replacement of current league competition entry system
- Maintenance of Championships data entry system.
- Additional content for BULSCA website
- Additional content for BULSCA Wiki and BULSCA Committee Wiki

#### **f) Helen Morris, Championships Coordinator**

##### Summary:

BULSCA Championships 2018 were hosted at the University Bath on 10<sup>th</sup>-11<sup>th</sup> March 2018. Eight university squads and three Community teams attended the competition. This report will outline the strengths and weakness of the 2018 BULSCA Championships, before commenting on the threats and opportunities of the 2019 BULSCA Championships.

##### Strengths of 2018 BULSCA Championships:

1. Generated profit - One of the main aims of the Championships this year was to run a successful champs whilst generating a profit, to enable the deficit from last years Championships to be recovered without affecting the overall experience of the Championships. Through gaining sponsorship this was achieved and a profit of £441 was made which will be directly channeled into next years Championships.
2. Positive feedback - from Competitors and volunteers on the ease of entry system, venue facilities, general organization and results process.
3. Venue – on the weekend, the venue worked well and the Feedback questionnaire showed appreciation from both competitors and volunteers.
4. Merchandise:
  - This followed the same design as 2017 but in a different colour. The intention behind this was to create a recognized “brand” for BULSCA Championships, which will in the future mean that sponsorship is easier to gain.
  - Based on a poll on the Facebook group I re-introduced water bottles into the merchandise offered.
  - Sales of Merchandise were similar to 2017.
5. Increased Sponsorship:
  - We were able to gain £1100 in sponsorship from Thekla Nightclub and Ultimate Activities Camp.
  - In return for sponsorship the Thekla received their logo on the T-shirts (as main event sponsor) and the programmes.
  - Ultimate activity camps had their logo on the programme and gave a 15-minute presentation during isolation.



#### 6. Increased Community outreach:

- Three Community Teams entered Championships this year and the Community Shield was awarded to Keynsham.
- Councillor Bob Goodman attended the event on both days showing the support of Bath and North East Somerset Council.
- Contact was made with the RLSS and we had support on their social media.
- Radio Bristol interviewed Michael Kirkham (BULSCA Chair) about the event and the wider work of BULSCA. I liaised with the RLSS about this to ensure that we mentioned their relevant campaigns whilst on air.

#### Weaknesses:

##### 1. Value for money:

- The Feedback showed that competitors would have appreciated a reduction in price in regard to competition entry and merchandise;
  - All merchandise products were secured at a cheaper price than the previous years. I used the same companies as the previous Championship coordinator and hope that this relationship will continue next year to ensure price reductions.
  - Squad price – This could have been reduced, however as explained in the above Committee decided that part of the championships aim this year should be to recover the losses made in 2017, hence the prices were kept at £34 per person (the same as 2017.)

2. Organization of the pool – Whilst the venue received positive feedback from competitors/ volunteers I would be apprehensive of recommending the pool again due to the communication issues we had with University which resulted in the organization of the Championships becoming more stressful and complex than needed.

3. Accommodation – This had to change in the lead up to the Championships due to a burst pipe in one of the Scout huts. This resulted in the Saturday evening accommodation being 25 minutes from the pool.

4. Communication prior to and after the event could have been more effective – There was also a delay in releasing the final results.

#### Threats to future BULSCA Championships:

1. Decreasing squad entries – This year not all BULSCA affiliated clubs entered the Championships. Entries were £290 lower in 2018 than 2017, mainly due to the absence of a University club.
2. Budget concerns – Despite the success in generating a profit, the profit only totaled £441 meaning that if we had not gained sponsorship of £1100 we would have made a loss this year. Next year's committee need to focus on sponsorship as a means to ensure the financial viability of the Championships.



3. RLSS Relationship – The RLSS pay BULSCA's Public Liability Insurance. We need this to operate and the Championships would not be able to happen without this policy. The committee and BULSCA community need to ensure that we continue to work with the RLSS and build on positive relations. If RLSS do not pay for this the financial viability of BULSCA and the Championships would be jeopardized.
4. Volunteers / Officials – We had less interest in volunteering at the Championships this year than in previous years. BULSCA needs to ensure that there are officials available for the Championships, and particularly to work on the officiating pathway to ensure that sufficiently high-level officials are available for this event.

#### Opportunities' for BULSCA Championships 2019:

1. Sponsorship – this was key to the financial success of this year. We were able to target local companies in the Bristol area. This should be a key concern of the next Championship coordinator and could also be a consideration in terms of venue location.
2. RLSS relationship – The next Championship coordinator should work more closely with the RLSS.
3. Venue Choice – I have started to contact pools for 2019 Championships and this should be the priority of the next coordinator so secure a booking ASAP. It also may be worth making provisional bookings for 2020.
4. Merchandise – build on the relationships with the companies, which have been used in both 2017 and 2018, which could lead to further discounts in 2019.
5. Increased Community engagement – This offers BULSCA more publicity and potentially more competitors. Location may be a key factor in attracting more external competitors.
6. Communication and Social media:
  - As the main event in the BULSCA Calendar the Championships should be a focus on our social media pages. More could be done with this, and club engagement with the BULSCA social media pages should also be increased. For example, no official BULSCA photography occurred at the event this year.
  - Communication with competitors and official's could have been improved in the lead up and after the event.

#### Thank you's:

- Thank you to all of the volunteers and officials who attended the event and made it possible.
- Special thanks to Alan Sutherland, Oliver Coleman and Luke Peel for their continuous support throughout the event and organization.
- Thank you to the BULSCA committee for their support throughout the year.



### g) Holly Willing, Communications Officer

The focus of my term as communications officer has been to increase the level of communication that occurs via the email and website channels. This report contains some data to support the activity that I have undertaken in this role. All data collected in this report was correct as of 8<sup>th</sup> April 2018.

In addition, as part of this role, I created the BULSCA Awards which celebrate the achievements of all lifesavers, whether from a voluntary, coaching or sporting perspective. I hope that this is embraced by the clubs as an opportunity to give some well-deserved recognition to those lifesavers who go above and beyond to support and promote lifesaving.

#### Website

This season we were able to take advantage of the new website design, courtesy of Luke, the Data Manager. The improved visual aesthetics of this website lent itself to the promotion of competitions and events and a list of the published articles and the number of views follows:

<u>Article title</u>	<u>Views</u>
BULSCA Championships Competition report	450
Southampton Competition 2018	709
Birmingham Competition 2018	403
Warwick Competition 2017	924
Sheffield Competition 2017	946
Bristol Competition 2017	1033
Nottingham Competition 2017	1534
Meet the 2017/18 Committee	513
RLSS UK Conference 2017	447
RLSS UK National Honours	398
RLSS Ragley Crawl 2017	449
BULSCA at the German Cup	322
Update from the Commonwealth Festival of Lifesaving	1472
Upcoming BULSCA Competitions in 2017	588

*Data collected from [www.bulzca.co.uk](http://www.bulzca.co.uk) (Loughborough Competition report excluded in this report due to AGM submission deadlines)*

As you can see from the list above, we published articles on competitions and events from outside of the BULSCA calendar.



As well, every club had an updated profile included, with information supplied from the current committee members. I would like to thank all the club committee members who assisted with this and sent in up-to-date information and photos to ensure that their clubs were represented.

In addition, I would like to thank everyone who has contributed to the writing and posting of articles as this website is so important in sharing the great achievements that you all have made.

### Emails

The mailing lists were updated prior to this season which allowed the personalisation of audience. The three lists used were:

- Competition
- Judges
- Alumni

Information regarding the AGM, GM and BULSCA wide opportunities was always sent to the General mailing list which included every member. The specific lists above were used to reduce the number of irrelevant emails sent to our members as they were able to opt-in to the lists that were relevant to them.

Over the course of this season, 65 emails were sent to the above mailing lists.

### Social media:

#### Facebook page

The public Facebook page is followed by 442 people.

Over the course of the season, 42 posts were made public to increase awareness of the activities and competitions. Our reach on the public facebook group varies depending on the number of shares and reactions that the post generates, but our top three posts this season were:

- Introducing Oxford Lifesaving club (posted 23/8/18) – reached 1695 people
- Introducing Loughborough Students Lifesaving club (posted 21/8/18) – reached 1440 people
- Introducing Data Manager (posted 7/8/17) – reached 1280

Our public page was also used to advertise our BULSCA Championships sponsorship with Thekla in Bristol, this post reached 813 people, subsequent posts for Championships and Thekla also approached this number.

#### Internal Facebook group

This group is highly used by members as a source of information. As a result, the decision was taken this year to introduce a requirement for myself, the Chair or Data manager to approve all posts.



This was a time commitment for the three committee admins to ensure that posts were published promptly but also allowed us to maintain the focus of the group.

In addition, requirements were put on new members joining, asking them to declare their club affiliation. This reduced the number of spam requests to join, as previously we were receiving multiple spam requests a week.

### Instagram

Instagram was used to repost many of the BULSCA club account images ahead of the BULSCA Championships to increase awareness of the club and of BULSCA. Over this season, we posted 29 times and currently have 255 followers.

### Twitter

Twitter was used infrequently over the duration of my role, as the focus was on email and website communication. However, Twitter was used effectively to promote our BULSCA Championships sponsor Thekla as well as promoting interest in the event. Over the course of my term in role, 28 tweets/reposts were posted and the BULSCA twitter account has 706 followers.

### Looking forward

As my year as Communications Secretary draws to a close, I would like to thank the support of all the club members who contributed, reacted to and read all the content that I have distributed to the members.

In particular, Luke as the Data Manager has enabled me to complete my role more successfully through the creation of a brilliant new website which showcases all of our achievements as well as providing all the technical expertise that has been essential in uploading documentation to the website to keep you all up to date.

I wish the next Communications Secretary the best of luck in this challenging but rewarding role and I hope you are able to build on this season and promote all of the positive and successful activities and competitions that BULSCA are involved in.

Oliver (Judges Panel) proposes to accept officer reports. Emily (Loughborough) seconds.

For: 8 Against: 0 Abstaining: 0

Oliver (Judges Panel) and Alan (Judges Panel) are stepping down from the BULSCA Judges Panel. Available to help out with the transition period next year if required. A gift for Oliver and Alan have been ordered and will be posted to them. Michael (Chair) thanks the both of the retiring BULSCA Judges Panel members for their many years of service on the panel and to the BULSCA committee. Calls for applications have been issued and Michael Jacklin has been approved to join the BULSCA Judges Panel. Oliver (Judges Panel) reminds meeting that the panel is ideally formed of three or four members, so if they know anyone appropriately qualified or suitable, an application would be gladly received and reviewed, and encourages applications. Alan (Judges Panel) states that the College of Referees will help develop the Judges Panel and BULSCA develop referees.



## 5. Competition Applications for the 2018/2019 Season

- a) Allocation of Fresher's Competition  
Applicants: Birmingham, Bristol

Birmingham Competition: Start early at 10:00, move social to new bar. School are reliable as several members work for them and run NPLQ courses for them – just need lots of notice but plenty of time here. Dates are free and happy for them to book. Enough space. 6 lane pool. Different scout huts and church halls.

Bristol Competition: Dates are not booked with pool, currently in negotiation. Everyone knows pool so plenty of space. Limiting factor on capacity is time, can ask for it to be extended.

Vote for Fresher's Competition:

Bristol: 5 Birmingham: 3 RON: 0

Bristol is awarded Fresher's competition.

- b) League Competition Applications  
Applicants: Birmingham, Bristol, Loughborough, Sheffield, Southampton, Warwick

Southampton Competition: Cooked English breakfast with accommodation at the church. Only one date than can be offered due to clashes and other pools are too expensive to host. Limiting factor is time, only had 24 teams last year so expecting same this year. Food cost may increase.

Birmingham Competition: Same as previous description. Same team limit as before.

Warwick Competition: Run the same way as last year and flexible with pool hours. Food and social will be pizza in the SU. Booked officially this year to avoid any issue. The accommodation is 30 minutes from the social so will hire a minibus. The cost is less than last year. Not offering free food and social to judges and helpers.

Sheffield Competition: Maximum capacity will be 30 teams with 7 hours of pool time. The dates are confirmed and dates not in preference order rather chronological order. Accommodation in members houses 10-15 minutes' walk.

Loughborough Competition: Will be run in the same way as this year. 8 lane 25m pool. Social will be at the SU and can have room until 02:00. Accommodation in a church hall and members houses. Date not clashing for most teams.

Vote on competition calendar:

For: 5 Against: 2 Abstaining: 1

BULSCA competition calendar has been accepted.

## 6. Committee Elections

- a) **Chair**  
Declared candidates: Sophie Priddis, Jared Wray

**BULSCA Chair – Jared Wray**



**b) Secretary**

Declared candidates: none declared

**BULSCA Secretary – Not filled**

**c) Treasurer**

Declared candidates: none declared

Ben Holloway: Part of Swansea Lifesaving for the last 2 years and on placement with Rolls Royce this coming year. Within the club, kept the club in a financially strong position. Kept revenues as high as possible and secured sponsorship for the club. Take a view to get a lead sponsor for the whole competition year. Equipment and things to purchase – potentially looking at what equipment each club needs to gain. Look into BULSCA merchandise and keep BULSCA finances as transparent as possible.

**BULSCA Treasurer – Ben Holloway**

**d) Development Officer**

Declared candidates: Joshua Hale

Joshua Hale: Run courses earlier in the year. Spent time working on BULSCA survey to find out what we need. Online bootcamp idea. Focus on BULSCA judges. Make sure support is offered to members, actively engaging them and give them that there is mentoring. Connect clubs to sport funding. A small number and want them to grow. Help with Club 2020.

Hannah Smallwood: Been in BULSCA 4 years, run Nottingham competition. Has previously been BULSCA Secretary. Been Captain and Secretary of Nottingham Lifesaving Club. Dialogues between clubs this year. Three main areas for this role – work with recruitment to share ideas, bootcamp to run together, club committees to know each other and share ideas. Attend most clubs trainings between now and the end of summer. Judges feedback following SERCs. Work on the wiki and become the middle point between competition organisers if they ask any questions. Run 2 to 3 judges courses within the year and an instructors course.A

**BULSCA Development Officer – Hannah Smallwood**

**e) Data Manager**

Declared candidates: none declared

**BULSCA Data Manager – Not filled**

**f) Championships Coordinator**

Declared candidates: none declared

Tom Sharp: Part of lifesaving for 3 years and treasurer at Swansea Lifesaving for the past 2 years and Captain. Large side of Championships is financial. No experience running larger events but happy to learn. Good relationship with current Treasurer.

**BULSCA Championship Coordinator – Tom Sharp**

**g) Communications Officer**

Declared candidates: none declared



Sophie Priddis: Sends lots of emails. Social media is a quick way but use different platforms. Will tweet David Hasselhoff every day. Continue Holly's awards.

#### **BULSCA Communications Officer – Sophie Priddis**

##### **h) Club Recruitment Officer**

Declared candidates: none declared

Joshua Hale: Worked really hard to put it in the constitution. Wants BULSCA to grow and develop.

#### **BULSCA Club Recruitment Officer – Joshua Hale**

## **7. Discussion of Proposals**

##### **a) Amendments to the Constitution**

Proposer: Jared Wray (BULSCA Secretary)

Secunder: BULSCA Committee

Committee recommendation: Accept without discussion

Accepted via online voting.

##### **b) Adopt BULSCA Judges Panel Governance**

Proposer: Michael Kirkham (BULSCA Chair)

Secunder: Jared Wray (BULSCA Secretary)

Committee recommendation: Accept without discussion

Accepted via online voting.

##### **c) Move of BULSCA Student Records to Data Manager**

Proposer: Joshua Hale (BULSCA Development Officer)

Secunder: Jared Wray (BULSCA Secretary)

Committee recommendation: Accept without discussion

Accepted via online voting.

##### **d) Revisit GM Decision on Casualties Changing States During a SERC**

Proposer: Chris Harper (Senior BULSCA Official)

Secunder: Andrew Scoones (Warwick Training Officer)

Committee recommendation: Accept with discussion

Chris (Proposer) states proposal passed at GM goes against judging freedom and examples given did not happen. Michael (Chair) proposes moving to a vote. Ellie (Sheffield) seconds.

For: 8 Against: 0 Abstaining: 0

Proposal passes.

##### **e) Helpers at Competitions**

Proposer: Joshua Hale

Secunder: Ellie Murray (Sheffield Captain)

Committee recommendation: Discuss without recommendation



Joshua (Proposer) put this proposal forward to ensure helpers are there who have an understanding of what they are doing. Make clubs bring more helpers. It may be challenging for clubs but not happy for teams to be cut on the day. This is a softer rule of what is in the Championships rule book. It may not work every time but is down to competition discretion.

Emily (Loughborough) states that this rule wouldn't help BULSCA at all, as only a few clubs bring more teams. Clubs should be aware of this but it shouldn't be a rule. Trying to bring more helpers to competition has an additional cost on clubs which will affect their budget.

Oliver (Judges Panel) raises as a point of information that RLSS UK SERC requires 2 helpers per team of 4.

Emily (Loughborough) proposes an amendment to change the wording from "helper" to "helper or judge". Accepted after vote: For: 5 Against: 2 Abstaining: 1

Oliver (Judges Panel) proposes an amendment to the amendment "where the judge is eligible to compete under the constitution". This is rejected by the amendment proposer and rejected after vote: For: 3 Against: 5 Abstaining: 0

Ellie (Secunder) puts forward amendment to change the wording to add a caveat that the new rule is at the discretion of the competition organiser, equal for all clubs. Joshua (Proposer) accepts.

Another amendment to change the number of teams before having to bring helpers along from 2 to 3. Rejected by vote: For:3 Against: 5 Abstaining: 0

Patrick (Birmingham) queries the penalty for not adhering to this requirement, which Oliver (Judges Panel) suggests that would be they cannot compete.

Joshua (Proposer) highlights that breaking the rules when turning up without helpers is different to getting a team removed on the day.

Jared (Secretary) states that helpers brought from clubs may not necessarily be trained in lifesaving or good actors. Having enough helpers does mean there will be less of a strain on officials and less amendments to SERCs on the day.

Vote:

For: 5 Against: 3 Abstaining: 0

Proposal with amendments is accepted.

#### **f) Introduce Pool Lifesaver Relay to League Events**

Proposer: BULSCA Judges Panel

Secunder: BULSCA Judges Panel

Committee recommendation: Discuss without recommendation

Oliver (Proposer) states the ILS and RLSS have added this speed relay. It is a mixed sex relay in the rule book and already changed rules for manikin carry and obstacles as a single sex event. RLSS don't produce short course rules. Team members can choose any leg. Rules explain depth



limits. If pool isn't suitable don't choose event. Event in BULSCA Championships, now looking to move to include in league events.

Vote:

For: 5 Against: 3 Abstaining: 0

Proposal passes.

**g) Increasing number of SERC casualty types**

Proposer: Ellie Simms (Sheffield)

Seconder: Chris Brown (Bristol)

Ellie (Proposer) proposes amendment: "Discuss change casualties from the NPLQ to a list of casualties".

Vote on amendment:

For: 7 Against: 1 Abstaining: 0

Alan (Judges Panel) states that the current rule doesn't limit the casualties in SERCs, just the knowledge required to treat the casualty. Need to be based on a lifesaver. This is currently how this is done at a National level by the RLSS UK. Have to be aware of training above competence level. Officials struggled to get around Survive and Save, and at the last AGM people voted for prompt pages. Issue within what officials can judge on. Willingness of BULSCA to engage with community clubs which train to a Survive and Save level is a point to consider.

Michael (Chair) spoke to Eloise Greenwood and we would not be able to issue copies of pages from NPLQ manual, and the suggestion would be that we could create our own resources based on it. Also issue around RLSS insurance if being trained above competency. The Survive and Save manual is freely available online.

Alan (Judges Panel) reiterates after other people's comments that people should be training members only if they are qualified to. They should be a Lifesaving Instructor or TA to teach members as it would still be potentially an insurance issue regardless. Some elements need to be dealt with differently than you might in real life, for example bandaging a burn in Survive and Save, but this is a sports competition and things can be done slightly differently much like driving differently on your driving test to real life.

Michael (Chair) concludes this proposal as there was no action point associated with it, only for it to be discussed.

## **8. Any Other Business**

Michael (Chair) encourages applications for other BULSCA committee roles.

Meeting closes.