

# British Universities Life Saving Clubs' Association

## BULSCA Judges Panel Guidelines

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BULSCA Judges Panel





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## Introduction

This document outlines the role of the Judges Panel, what is expected of each member on the Panel and how the decisions of the Judges Panel are upheld. These guidelines also contain the procedures to be followed by all SERC setters for a BULSCA affiliated event.

## Duties of the BULSCA Judges Panel

The Judges Panel will vet all (and sign-off) all SERCs for use in BULSCA competitions. One member of the Judges Panel shall be allocated to each BULSCA competition, and will review all SERCs for that competition - more details can be found in Section [06](#). Upon receipt of each SERC, the member selected to review the SERCs shall check that:

- the general incident is realistic, sensible and tests the competitors lifesaving skills and knowledge, not their imagination;
- the incident does not involve any situation where previous knowledge of the incident area is an advantage;
- check for any areas which may be worthy of further risk assessment;
- the casualties are appropriate for the scenario and for a lifesaving situation;
- the weightings are appropriate;
- the score sheets for judges are well written, clear and self-explanatory;
- the casualty briefs are detailed and accurate i.e. the actions of the casualty reflect how a casualty with the specified condition would act; and
- the schematic of the incident is present and the location is appropriate for the incident.

Each member of the Judges Panel shall hold at least one (1) aquatic-based and one (1) land-based SERC in “stock”, for use when the Judges Panel feel that a SERC is not suitable for use at a BULSCA Competitions despite going through the SERC review process as specified in section [03](#).

## SERC Review Process

The following procedure shall be followed by all SERC setters and members of the Judges Panel:

As soon as they are aware the hosting club will email the judges panel ([bulscajudgespanel@bulsc.co.uk](mailto:bulscajudgespanel@bulsc.co.uk)) with details of the SERC Setter and their contact details.

If more than one individual is selected to write a SERC, then a single individual shall act as the lead SERC setter to communicate with the relevant judges panel member. The lead SERC setter shall be given to the authority to act on behalf of the other SERC Setters when required.

The relevant Judges Panel member will then contact the proposed SERC Setter and provide them with the necessary information regarding:

- The aim of the SERC;



- The role of the SERC Setter;
- The role of the BULSCA Judges Panel;
- The bounds for conceiving a SERC; and
- The criteria for a SERC Plan.

These elements should all be found in the BULSCA document: Guidelines for Setting Simulated Emergency Response Competitions (SERC).

In addition, if the relevant Judges Panel member deems it appropriate, they reserve the right to request the SERC Setter put forward the “idea” behind the SERC prior to the initial submission of the SERC. If necessary, the Judges Panel member may:

- insist on alterations to the initial scenario; or
- reject the initial idea completely.

The SERC setter will send the initial submission of their SERC (via email to [bulscajudgespanel@bulzca.co.uk](mailto:bulscajudgespanel@bulzca.co.uk)) by 12 Midday twenty-one (21) days prior to the competition (i.e. 12 Midday the Friday 3 weeks before a Saturday competition). The SERC Setter will also send (via email to the competition Management Committee) confirmation that they have submitted their SERC to the Judges panel for review on the same day (excluding all details of the SERC).

After the initial submission of the SERC, the relevant Judges Panel member will then review the SERC (see Appendix A – SERC Review Process). It is typical that the Judges panel will review the SERC in three separate phases, and time should be allowed for the completion of each phase:

- The incident overview, SERC schematic, casualty briefs and competitor/team briefs;
- The mark scheme, including different assessment areas; and
- The weighting factors.

Each phase shall be dealt with successively. The SERC Setter will note that each phase shall be dealt with successively and time must be allowed for the completion of each phase. Subsequent to each phase the Judges Panel member will respond with as many comments, questions, additions and/or alterations as they deem necessary.

Upon receipt of the feedback from the Judges Panel, the SERC setter may:

- Accept the changes made by the reviewing member of the Judges Panel; or
- Reject any number of changes as made by the reviewing member of the Judges Panel.

Where the SERC setter is in agreement, they must make all of the agreed changes and send an updated SERC to the reviewing member of the Judges Panel as soon as possible.

If the SERC setter is in disagreement, they must respond to the Judges Panel Member with detailed arguments and comprehensive justifications for their reasons as soon as possible.

The Judges Panel member now reviews the SERC again, specifically responding to any arguments/justifications made by the SERC Setter. The reviewing member of the Judges Panel then chooses to either:

- Accept the arguments as laid out by the SERC setter, or



- Reject any number of argument/justifications as laid out by the SERC setter.

Where the reviewing member of the Judges Panel rejects the arguments, the arguments may be forwarded to the next available member of the Judges Panel whom shall review the points of view from both sides. The decision made by the second incident reviewer is final.

If at any point during the review process, communications between the SERC setter and the reviewing member of the Judges Panel break down, the SERC setter and member of the Judges Panel should contact the BULSCA Committee, as soon as possible, in an attempt to restore communications.

If the Judges Panel feel that the SERC is not suitable for use at a BULSCA Competition they reserve the right to reject the SERC.

If a SERC is rejected by the Judges Panel, and if enough time is believed to exist prior to the competition, the Judges Panel may approach a new SERC Setter.

If a SERC is rejected but it is believed that not enough time exists prior to the competition, a “stock” SERC held by the Judges Panel should be used. However, if only minor amendments are required, to make the SERC suitable, the Judges Panel may make the necessary alterations on behalf of the SERC Setter.

The BULSCA Judges Panel is independent of the BULSCA Committee, but the BULSCA Committee shall fully support the Judges Panel on their decisions, unless it conflicts with other BULSCA Policies and Procedures.

## **Eligibility to be a member of the BULSCA Judges Panel**

Any member of the RLSS, BULSCA or a BULSCA institution is eligible to become a member of the BULSCA Judges Panel providing they meet the following criteria:

- They are a Full BULSCA Official (see BULSCA Officiating Pathway) or are recognised as an Externally Experienced Official.
- They are a fully qualified official having attended a BULSCA Officials Course or higher within the RLSS.
- They have judged in a minimum of four (4) competitions (which contain a SERC) over a minimum period of two (2) years prior.
- They have set a minimum of two (2) SERCs, with at least one (1) being for a BULSCA competition, over a minimum period of two (2) years prior.
- They are willing to commit to the role and all its undertakings for the duration of the competition year (September to September).
- In exceptional circumstances, current members of the Judges Panel and the BULSCA Committee may agree to permit the eligibility of individuals who do not meet the Official criteria, but have the abundant experience with SERCs (including those at BULSCA competitions). In these instances the individual must complete the Officials course as soon as possible.



## **BULSCA Judges Panel Selection Process**

Any suitably qualified and eligible member as outlined in section 04 is encouraged to nominate himself or herself as a potential member of the Judges Panel.

Candidates must register their interest in joining the BULSCA Judges Panel with the panel at least four (4) weeks prior to the AGM.

It is suggested that all registrations of interest be accompanied by brief details of the candidate's experience (with respect to SERCs) and details of their motivation for wishing to join the BULSCA Judges Panel.

If deemed appropriate and/or necessary, the current members of the Judges Panel may choose to approach suitable candidates to determine whether they would be interested in joining and if so will be added to the list of nominated candidates.

The current Judges Panel shall then decide on the suitability of the candidates by a simple majority vote and

- Inform unsuccessful candidates (and the BULSCA Committee) of their decision, explaining why they were not deemed suitable.
- Inform the BULSCA committee of any suitable candidates at least three (3) weeks before the BULSCA AGM.

The BULSCA committee will then vote internally on either accepting or rejecting the proposed new members.

At the BULSCA AGM the BULSCA committee will present the approved suggestions for the Judges Panel, allowing BULSCA clubs to vote on the acceptance of the proposed members.

Candidates rejected by both the Judges Panel and/or the BULSCA committee cannot be voted into the Judges Panel at the AGM.

At any point during this process any unsuccessful candidates may email the BULSCA chair and the Judges Panel outlining their argument why they should be included in the Panel. The Panel together with the BULSCA committee will look into the application and at the points outlined by the candidate. The Judges Panel may reconsider, but their decision remains final.

There should be a minimum of three (3) judges on the panel to ensure all the incidents are not monitored by the same people.

## **Selection of the SERC Reviewer for each competition**

The members of the Judges Panel shall agree up on the allocation of the BULSCA competitions for the forthcoming season. The competitions shall be evenly split throughout the season, with each member being allocated the same number of competitions (where possible).

Attempts should be made to rotate the fresher's competition and the BULSCA Championships around the members of the Judges Panel (i.e. have a different panel member each season and not the same panel member within a single season).



If the members of the Judges panel cannot agree up on the allocation of competitions, then they must inform the BULSCA Chair, who will perform the allocation. After allocating the Fresher's competition, the BULSCA Chair shall undertake a Round Robin system to select the reviewing member for each competition. The system will operate on an alphabetical list of the members' surnames.

If a member is unable to review a competition, it shall be reviewed by the next member in the Round Robin system. The following competition will then be reviewed by the member who was unable to review the previous competition. The Round Robin system shall then continue.

### **Restrictions on Members of the Judges Panel**

Members of the Judges Panel cannot write more than two (2) incidents each for a BULSCA competition in any one competition year (running from September to September). These incidents must be split as one (1) dry and one (1) wet incident, excluding the BULSCA Championships.

Members of the Judges Panel may not be selected as Lead Official on a SERC for any more than two (2) competitions in any one (1) competition year, or for a competition in for which they were the reviewer.

Members of the Judges Panel may not review more than 2 consecutive competitions unless written permission has been obtained from the BULSCA Chair. This must be copied to the BULSCA Secretary for filing and the BULSCA Committee must be informed.

## Appendix A – SERC Review Process Map

The SERC review process is typically approached in three phases (as stated in 03.1.4). Each phase shall be dealt with in succession. Subsequent to each phase the Judges Panel member will respond with as many comments, questions, additions and/or alterations as they deem necessary, this initiates the review process.

It is important to note that if agreement cannot be reached a second member of the Judges Panel may be required to arbitrate (as per 03.1.6). Additionally, the Judges Panel may reject the SERC if it is deemed unsuitable for use in a BULSCA Competition (see 03.3).

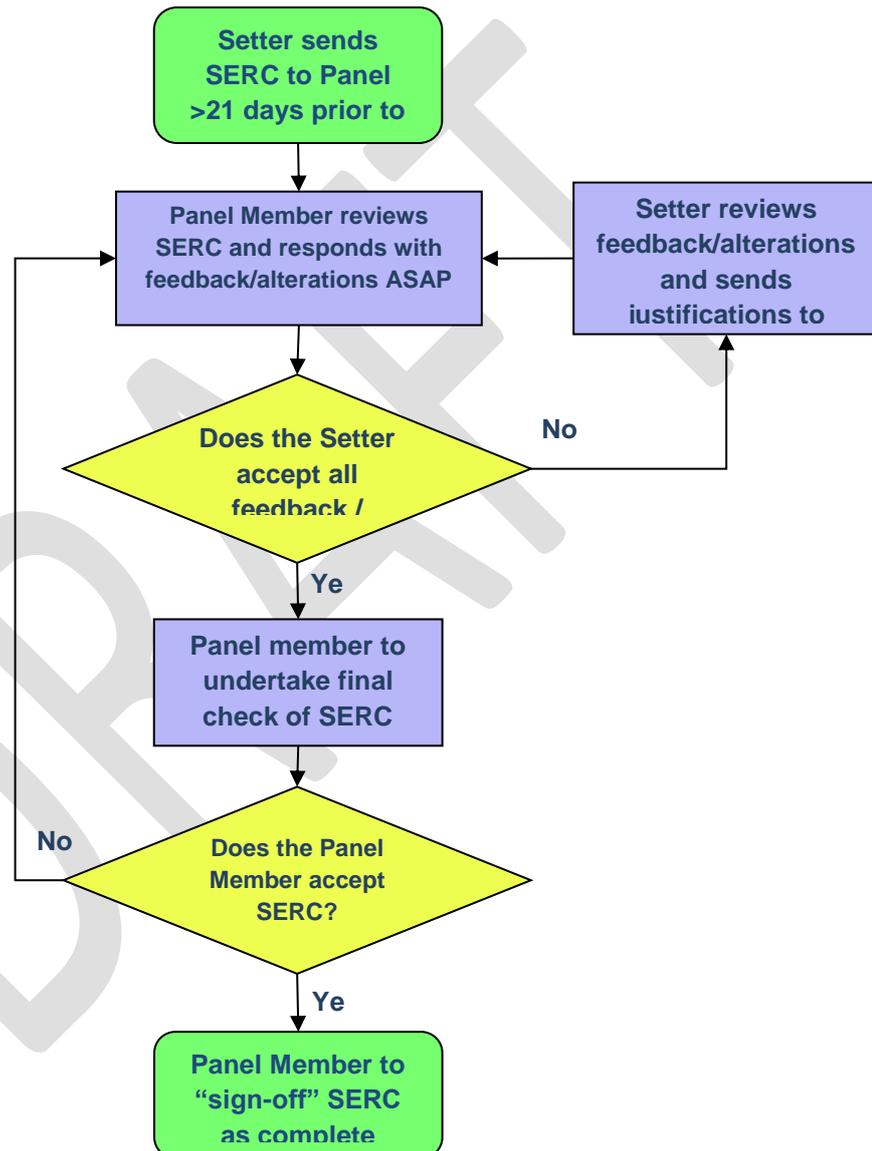


Figure 1 – Flow chart representing the generic SERC review process.