



# British Universities Life Saving Clubs' Association

Handover & RLSS Meeting  
RLSS, River House - Wednesday 4<sup>th</sup> June

## Meeting commenced at 2:12pm

**Present:** - Alan Sutherland, Dom Robertson, Helen Killingley, Kate Wade, Lauren Dyson, Nick Farmer, Oli Croad, Steve Tedds.

**Apologies:** - Chris McCorquodale, Oli Coleman.

- **Committee roles**

Dom Robertson; began by asking the new committee to explain their roles to the room (without aid from written text), and then allow for the room to add additional items for them to include with their job description.

Dom Robertson: - Oversee and help everyone with their roles, to be the spokesperson and figurehead for the organisation.

Nick Farmer: - To have a suitable understanding and develop speed lifesaving and coaching to new and existing clubs. Liaise with RLSS about Lifesaving Sport and progress development of sport with BULSCA.

Helen Killingley: - To have clubs assist (along with Alan Sutherland) to co-ordinate Championships.

Cliff Nelson (RLSS Programme Manager – Beach & Open Water) entered:

He offered his help and invited us to ask questions to him in the area that he could be of use.

We asked about the potential for borrowing RLSS equipment, with particular interest to the trip to Oliva, Spain. He explained that since the recent flooding, the RLSS were in the process of getting boards replaced/repared.

Cliff Nelson left at this point

The previous discussion continued:

Championships were raised but discussions were halted and it was decided to move them to the appropriate point in the meeting.



Old boys were briefly mentioned (on a tangent discussion) and the roles in which they could play.

Could we expand the old boy's circuit and create and hold contact details for old boys?

Dom Robertson expressed his interest for having an old boy's representative to communicate between all old boys and BULSCA.

Old boys should keep in contact with their University club and communicate that way.

Although not present; it was mentioned that Elouise Greenwood (RLSS National Sports Development Officer, Support Officer) might like to be able to refer old boy's to local clubs in the area which they move to after University and therefore keep them within Lifesaving rather than "let them slip away".

**ACTION – Oli Croad**

**Look in to what could be accomplished by setting up an "Old Boys" network, including the potential advantages and any possible disadvantages.**

The previous discussion continued:

Steve Tedds: - To take minutes at BULSCA meetings, to keep email lists and club details up to date.

To assist other committee members with any issues they may have and help them carry out and implement their tasks.

Lauren Dyson: - Assist new clubs start up and help smaller/struggling clubs. A small example of what might be useful was given: If/when an email is received, which asked for contact details of another, it would be preferable to reply with the answer and also carbon copy the person for which the original sender was trying to contact. Dom Robertson also requested that Lauren Dyson be able to know how to find answers that were asked, if she didn't know or couldn't find the answer herself, and reply promptly to any enquires or questions.

Alan Sutherland: - To keep the accounts, organise BULSCA affiliation, and assist with the budget for the Championships. Could BULSCA accumulate reserve funds? These could be used be used to loan money to new clubs, in order for them to start up, develop their own budgets, etc. Alan Sutherland expressed that he wished to be involved with projects (e.g. coaches, judges courses) from the beginning so that he can draw up budgets for running such projects.

- **Travel expenses**

Dom Robertson explained that whilst everyone was entitled to claim travel expenses it obviously reduces BULSCA's funds.



Alan Sutherland to claim for expense incurred from having to alter a train ticket due to the start of the meeting being made earlier.

**ACTION – Alan Sutherland**

**Come up with plans and procedures for how to claim for expenses, how much can be claimed, etc.**

- **Website Advertisement**

A travel and gambling website have offered BULSCA \$150 (ca. £75) per year, having a link to their website on the home page of the BULSCA Website. After previous emails that have been sent around before this meeting and after further discussions (including ethics behind the website being gambling based).

The website in question provides a wide variety of information and services, including worldwide casino reviews, users' ratings, game tutorials, news but does not actually permit online gambling on its own website. Concerns were raised with future potential sponsorships wanting sole rights and/or being indirectly associated with the travel and gambling website. If this was to become a problem we would be able to simply remove the code from our website and the company would simply stop paying money in to the BULSCA account. Payment would be provided through PayPal or Moneybookers for the first month in advance. After a month, they would check back and if see that everything were still in place, they would then transfer payments for 3 months in advance every 3 months.

*[It was also previously mentioned via email that once we give them our approval they will prepare an ad which will have content that fits the general subject of our website. The ad would only include text, with no image or logo, and should blend in nicely with your website's design.]*

**Proposal: Lauren Dyson**

**Second: Dom Robertson**

**ACTION – Lauren Dyson**

**Go ahead with arranging the Website advertisement.**

**ACTION – Alan Sutherland**

**Set a Paypal account to accept payment of this kind. Also look in to any cuts that Paypal may take from the sponsorship.**

- **Sponsorship**



Lauren Dyson has written to some companies to ask for sponsorship towards the BULSCA Championships and is now going to chase them up.

**ACTION – Lauren Dyson**

**Chase up initial sponsorship enquires.**

Dom Robertson publicized his target for sponsorship to put towards the BULSCA Championships, and so that entry fees for the competition can be capped at £20. The target is £3000.

Alan Sutherland is writing a sponsorship pack, which will detail:

- Who BULSCA are;
- what BULSCA do;
- What BULSCA can offer; and,
- What any respective company could get in return for their money.

**ACTION – Alan Sutherland**

**Complete sponsorship pack.**

Included with the sponsorship pack Alan would like press clippings from any club that incorporate BULSCA or related BULSCA activity e.g. a league competition in a local newspaper. Additionally, if anyone has any information about university clubs helping within their local branch/region this could also be useful.

Someone should write up reports/articles and send them to the local press. If this involves BULSCA, the committee can be involved. Otherwise, encouragement should be given to clubs to do this with regard to their club within their local area.

Enquire as to whether it would be possible to have an article with every edition of the Lifesavers magazine. The article would include a brief synopsis of BULSCA's activities, and any relevant information with regard to competition, courses, community work, etc. Note; the Lifesavers magazine is published quarterly.

**ACTION – BULSCA (Steve Tedds)**

**Ask Stephanie Clarke (RLSS, Secretary to Director of Technical Services and Communications) about possible BULSCA articles in Lifesavers.**

**ACTION – Steve Tedds, (Lauren Dyson, Nick Farmer)**

**Write articles for Lifesavers (with images/pictures), Lauren Dyson and Nick Farmer are to assist.**

Oli Croad left at 3:03pm



- **Online Entry System**

BULSCA would like to standardise the entry procedures for BULSCA Competitions, and so BULSCA is developing an online entry form that will be hosted on the BULSCA website. After logging on, clubs will be met by several options. One will allow them to update their own club information and details. This for example could be used if they change their website address or wish to use a second email address (as some clubs appear to have problems with University hosted email accounts). The other options will be geared towards competitions; entering competitions hosted by other Universities, editing details for hosting a competition and receiving entries for your competition. The online form will also inform you of all the essential details, for example, the location, date and time of the competition. It will inform your club of the limit for entries (for example, two teams per university), and it will ask for times to be submitted for the 4 x 50m Swim and 50m Tow event so that heats for the speed events can be (automatically) seeded (as per agreement in the recent BULSCA AGM). Additional information may also be collected at this point, for example requests for more teams (i.e. more than the allocated amount, entry for old boy teams, etc). This would also be the point where you would find out which the speed event has been chosen by the host University, if they have an extra event (and the rules for any non-standard BULSCA events). Essentially, all the normal information that is needed will be held in this central location. It is hoped that this will (to some degree) remove problems from emails not being received, entries getting lost in the post, etc.

A couple of problems were thought of with an online entry system; namely, entry confirmation and payment. Potential ideas were discussed. Perhaps having a “double deadline”, this would mean that there would be a deadline for the online entry, and then give one additional week to sort out any online problems via traditional paper entries. Examples could be that a club may think that they have entered, but the hosting university not receiving the entry. It was decided that the entry system would allow the hosting university to produce a reference number to confirm entries. Entering universities could use this to prove entry and also they should assume their entry to be unsuccessful until they receive the reference number. In the past some university clubs have been unable to pay for entry to competitions without immediately receiving a receipt, whilst some institutions simply send cheques through the post and wait to collect receipts at the competition. Additionally, some hosting clubs have been left short on budgeted income due to teams dropping out (at the last minute) and not paying for the teams that they have entered. BULSCA feel that payment for entry to competitions should be stricter. Therefore, the online entry system will produce an invoice for



entry to competitions when they are entered. This could be printed off by each university and used to authorise payment for competition entries. BULSCA suggests that hosting universities state that entry remains “provisional” until they have received payment. This should eliminate reasons for non-payment, and therefore it should be made promptly. It is then up to the hosting university as to whether they wish to chase up payment from one institution or offer there place some where else. BULSCA also strongly suggests that if teams are to pull teams out after the deadline they remain liable to paying the full amount; i.e. no refunds are to be given.

**ACTION – Steve Tedds, Lauren Dyson**

**Write payment plans in to competition manual**

**ACTION – Steve Tedds**

**Add potential increase to competition entry fees to the agenda for the next general meeting, and email university clubs asking for opinions on this.**

It is hoped that this system will be up and running for the first competition of the 2008/09 University Competition Calendar (25<sup>th</sup> October, University of Southampton).

Note: Clubs will be able to log on to the website using a unique username and password, known only to them, the BULSCA Chair, Secretary, and Webmaster.

- **Costs of Competition**

BULSCA have noticed that the costs of socials are once again creeping up. Therefore the question was raised as to whether we should introduce a cap on to the costs of socials. The BULSCA Committee agreed that food and social costs should be capped.

Hosting universities are to contact the BULSCA committee if they feel that they cannot meet the capped costs. A member of the BULSCA committee will then view the budget for the competition (potentially by visiting the host university) and help with the budget of the competition.

The BULSCA committee propose the following capped costs:

- Entry per team; £30.
- Social, accommodation and food; £8.
- Food only; £5.

As per previous agreement (at a BULSCA general meeting) the social, accommodation, and food costs at the Fresher’s competition will remain capped at £5. It should be noted that hosting universities typically do not make (much of) a profit on hosting a competition, and whilst these costs have been capped BULSCA would like to see costs remain as low as possible to encourage involvement.



At this point (3:30pm), a break was had in the meeting.

Jill Rich (RLSS, Team Secretary) gave us a tour around River House, introducing us to all the members of staff that were present at this time. This gave us the opportunity to put faces to names and ask any burning questions that we had.

The meeting recommenced at 4:15pm with Adrian Lole (RLSS, Director of Development) present, but without Alan Sutherland (who was meeting with Pam Smith, RLSS Corporate Director).

Adrian apologised on behalf of Elouise Greenwood being unable to be at River House that day. He noted that BUSA (British Universities Sports Association) is changing to BUCS (British Universities & Colleges Sport). This takes effect from Monday 16<sup>th</sup> June 2008. Additional details can be found on the BUSA website, under the About Us section.

<http://www.busa.org.uk/page.asp?section=0001000100020003&sectionTitle=About+Us>

It was revealed that BULSCA has had an image of being solely sport orientated. However, this has also come to include development in the last few years.

Both BULSCA and RLSS noted that they had found it somewhat frustrating that some local RLSS branches were not “capturing” university old boys and using them to help develop Lifesaving.

Regionalisation (and Regional Managers) is due to be implemented. It is hoped that this will reduce the localised-ness of branches, instead they would “club” together. The appointed regional manager is paid position and is expected to liaise with River House and take the administration load off branches. It was also noted that River House did not want to lose local branch volunteers with the new system. Regional Chairs are meeting on the 11<sup>th</sup> July to select a pilot region, which is due to start on 1<sup>st</sup> January 2009. The criteria for the pilot region are still being developed for the pilot region. Questions were asked as to where Universities would sit with these new regions and it maybe that criteria for the pilot region would be to have universities included.

An additional point that arose was membership fees, which are (or will be) under review and may include different rates for students, older members, etc.

The idea of a sports group was raised. Adrian Lole indicated that an advert for a Performance Director had been released, and accepted that the candidate may be taken from outside of the lifesaving community. They are planning on introducing a coach education programme.



As mentioned previously, BULSCA seems “sport orientated”, but it was noted that sport was needed to keep young people interested and Adrian Lole is hoping to keep sport going at the RLSS.

Amongst ourselves we had also previously discussed the Lifesavers Magazine; at this point we raised it with Adrian Lole. We spoke of having regular features, potentially with one of those being on sport, perhaps in a similar style to some newspapers where a sports section can be found at the back. An idea was suggested that different technical aspect could be covered in every issue, to assist the development of sport.

We also mentioned having regular articles from BULSCA, and perhaps the reason why this was removed from Lifesavers a few years ago.

With regard to recent safety concerns, it was indicated that the RLSS have been working with the ASA (Amateur Swimming Association) and the British Finswimming Association to come to some solutions. With the ILS (International Life Saving) Federation being due to discuss these recent safety issues in July. Perhaps implementation of coaching guidelines could be used as navigation for some safety issues.

The RLSS have been in contact with some swimming pools, who stated that they are able to remove the side handles on their starting blocks, which would remove one of the safety concerns. However, Adrian expressed that they would need written confirmation from the manufacturer that in doing this the structural integrity of the starting block was not being compromised.

We asked if we could try to arrange another meeting at River House with all of the development crew present (BULSCA were not aware that so many would not be in the office on this day). Adrian Lole spoke of meetings that the development team have away from River House, something that they do regularly, for a few reasons (for instance, so that they are not constantly called away to the phone). He suggested that it could be possible to arrange one of these, and to include BULSCA. They would set an agenda to which we could add our own items.

Adrian Lole was called away to a meeting at 4:45pm, at which point we relocated to continue the meeting.

The meeting recommenced at the Bull’s Echo, Bidford, at 5:20pm.

Alan Sutherland rejoined the meeting.

A quick decision was made to address small items for discussion first leaving the BULSCA Championships until last.



- **Courses and Qualifications**

The level 1 and level 2 coaching courses that Dom Robertson mentioned at the AGM were not going to happen. Instead the idea of “clinics” was suggested that would come off the back of the speeds training day. There would be in the region of 8 - 10 topics, each being around 2 – 3 hours in length. Nick Farmer produced a form that clubs are currently filling in and returning to him, these are to give BULSCA an idea of the standard of teaching/coaching at clubs, in order to plan appropriate topics. Elouise Greenwood, Alaric Smith, and Nick Farmer are writing some topics for the clinics, which may form part of a coach education programme.

The recent judge’s course made more money than expected (several hundred pounds), mainly due to the vast quantity of people eventually taking the course and the lack of expenses that were claimed for by the course instructors. It was raised that despite the course making money, any aggrieved people that attended the course should be aware that the course was only £20, compared to the last one which was £50, and also to the normal cost of around £70. Future trainer/assessor, judges courses are to go on the website so that people are able to find them, and BULSCA may need to use the RLSS course finder system (on their website).

In the past we have noticed that some students seem reluctant to commit themselves to attended courses. It was suggested that we open up courses to non-BULSCA members, and state that BULSCA members need to be quick and commit themselves if they want to be on the course. BULSCA decided to try to clamp down on course entry and would follow the same path as competition entry. Whereby once applying to attend the course you will not officially be on it, instead you will be given a reference number (and an invoice if required) to which you can pay and a receipt will be given with official confirmation.

**Action – Alan Sutherland**

**Create a booking /payment policy**

- **Website & Email lists**

Steve Tedds stated that the [committee@bulzca.co.uk](mailto:committee@bulzca.co.uk) email address does not forward emails to the committee, which is its purpose. Along the same note it was asked whether new email lists for all university clubs and judges could be created.

**ACTION – Oli Coleman, (Steve Tedds)**



Set up forwarding addresses for the BULSCA committee, clubs, and judges. These should be: [committee@bulzca.co.uk](mailto:committee@bulzca.co.uk), [clubs@bulzca.co.uk](mailto:clubs@bulzca.co.uk), and [judges@bulzca.co.uk](mailto:judges@bulzca.co.uk). Steve Tedds will assist with providing the actual email addresses to forward emails to.

The BULSCA committee spoke of having an events page to advertise things like the Bournemouth Beach Training Weekend and the trip to Oliva, Spain.

**ACTION – Oli Coleman**

**Create an events page. Incorporate the events into the calendar. Give the option of viewing the calendar with or without events included.**

Oli Coleman has added a coaching section to the website. Chris Stock and David “Blondie” Fielding have short paragraphs detailing who they are and their experience. It was decided that the committee should do the same.

**ACTION – BULSCA Committee**

**Write about 100 words about who we are and our experiences with regard to Lifesaving and BULSCA.**

**ACTION – Oli Coleman**

**Add above action to a new Committee Page.**

- **Committee Clothing**

Items of clothing were quickly discussed. The BULSCA committee agreed that they would like committee clothing, whether it be t-shirts, hooded jumpers, etc, which would come to the cost of each individual.

**ACTION – Lauren Dyson**

**Look in to prices of some different items and create some designs.**

- **Business Cards**

Business Cards were quickly discussed. The BULSCA committee agreed that they would like generic business cards. If individuals wished to add personal information they could do by use of a pen, to write it on the back.

**ACTION – Lauren Dyson**

**Create some designs for some business cards and look in to some prices.**

- **BULSCA Logo and Club Kit**

Dom Roberton asked about the feasibility of having the BULSCA logo on all BULSCA clubs’ kit. Helen Killingley/Steve Tedds and Nick Farmer spoke on behalf of Birmingham and



Loughborough, respectively, and indicated that would not be possible on official university kit. Dom therefore asked that if clubs were able to add the BULSCA logo to any club kit could they please do so.

- **BULSCA Funds**

The BULSCA committee decided that it would be a good idea if it were able to have a reserve of funds. It would then invite BULSCA clubs to apply for funding from BULSCA. All applications would be considered, however, the idea behind these loans (or grants), is aimed towards new clubs starting up or existing clubs that are struggling as opposed to sending scores of people to the World Championships. Concerns within the committee were also raised with regard to spending all BULSCA's money on the BULSCA Championships; it should also be used for development.

**Action – Alan Sutherland**

**Create a standard application form (perhaps around the size of 2 x A4 sheets), asking clubs why they would like money, how much they would like, and giving them a chance to detail their reasons, etc.**

**At this point it was decided that the RLSS National Development Committee could be discussed via email/BULSCA committee Facebook group.**

- **BULSCA Championships**

Discussions for Swansea versus Burgess Hill pursued. We would like details in writing from Swansea pool, particularly, times and breakdown of the costs (pool and other facilities).

Calculations have been made on the basis of 10 Universities entering 2 teams each, needing 8 hours of pool time (5 hours for the Speeds and 3 hours for the Traditional competition).

8 hours x £198 per hour = £1584,

Food was then added; 12 people per team x 10 universities, plus 30 helpers, at £5 per head,

120 competitors + 30 helpers x £5 per head = £750,

£750 + £1584 = £2334.

A couple of questions were asked:

Could it be possible to open up the competition to A-level students to boost numbers and revenue?

Would 8 hours of pool time be enough? (5 Speeds and 3 Traditional)



6 hours are provisionally booked for each day.

The projected minimum income from fees is 10 universities x 8 competitors; 80 competitors x £20 (per team member) = £1600.

**Action – Alan Sutherland**

**Minimum and Maximum income and expenditure needs to be calculated for the BULSCA Championships.**

It was noted that it would be a shame to lose clubs through going to a 50m swimming pool due to them being “intimidating”. There is a need to push for an increase in the number of participating clubs as well as to push the sport forward.

The committee spoke about some of the confusion that was noticed in the organising of last year’s Championships; it was felt that some ambiguity within the rules for the Championships did not help.

**Action – Helen Killingley (Dom Robertson, Nick Farmer)**

**Rules for the BULSCA Championships need to be clarified.**

Helen Killingley and Dom Robertson are to look in to the facilities available at the Wales National Pool. The swimming pool is 50m, with 8 lanes, a depth of 2m equipped with moveable floor and boom (website: <http://www.walesnationalpoolswansea.co.uk>).

Additional points were noted that needed to be investigated, namely: accommodation and evening activities (social), food (including breakfast), pool time, the scoring and timing, storage of items (sleeping, etc, as well as competition equipment, e.g. rescue manikins, gates, etc), isolation room ( as well as suitable routes to the swimming pool).

**Action –Dom Robertson**

**Sort out email responses with regard to Swansea and the BULSCA Championships.**

Invitational teams were briefly mentioned, teams like Crawley could perhaps be invited.

- **BULSCA “Hit Squad”**

Dom Robertson brought up his idea of a BULSCA “Hit Squad”; this basically is a team of BULSCA helpers that will go to events at other universities, e.g. London, Oxford, and help them recruit new members. The team would also be available to help organise competitions if they request it as well as many other things that were not specified.

- **Additional items**



Kate Wade raised an item that was agreed at a previous general meeting, which meant that BULSCA are to set up a team of Judges that are responsible for reviewing incidents of BULSCA Competitions (only one judge is needed per review, not the entire panel).

Meeting was declared closed at 6:31pm