



British Universities Life Saving Clubs' Association

September Committee Meeting Minutes – 27/09/2008
University of Birmingham (Learning Centre, Room: UG06); 10 am.

Meeting commenced at 10:37 am.

1. Present: - Alan Sutherland, Dom Robertson, Helen Killingley, Lauren Dyson, Oliver Coleman, Steve Tedds

1.1. Apologies: - Nick Farmer.

2. Minutes of previous meeting accepted as accurate and correct

Corrections to the previous from the handover meeting on Wednesday 4th June at River House:

- Under Committee Roles;
 - Helen Killingley: - To have Clubs assist (along with Alan Sutherland) to co-ordinate Championships.
Should be changed to:
Helen Killingley: - To have Clubs assist (along with the Treasurer) to co-ordinate Championships.
- It was also noted that page numbers should be added.

3. Update on Actions from previous meeting

All actions from the previous minutes have been completed with the following exceptions:

- “Write payment plans in to competition manual”
This has not been done due to needing to inform Clubs prior to writing them in. It was noted that these should be written up in to the competition manual but BULSCA should wait to implement the plans. At this point payment plans was also added to the agenda alongside Entry Fees (4.2).

ACTION – Steve Tedds

Write payment plans in to competition manual.

- “Set up forwarding addresses for the BULSCA committee, clubs, and judges. These should be: committee@bulsca.co.uk, clubs@bulsca.co.uk, and judges@bulsca.co.uk. Steve Tedds will assist with providing the actual email addresses to forward emails to”
The application that the BULSCA website and email currently uses does not support automatic forwarding. However, it is hoped that a solution to this will be found soon, probably by Christmas.
- “Write a paragraph about who we are and our experiences with regard to Lifesaving and BULSCA”
The majority of the committee have completed this task. It was decided that the information should be uploaded to the website and general details should be added to fill the gaps regarding the final committee member.

Action – Oli Coleman

The paragraphs written about who we are and our experiences with regard to Lifesaving and BULSCA are to be added to the website as soon as possible.

- “Add above action to a new Committee Page”

This will be done as stated above.

- “Look in to prices of some different items (clothing) and create some designs”

This has been completed and Lauren Dyson is to go ahead and order the committee clothing at £17 per committee member.

Action – Lauren Dyson

Lauren Dyson is to go ahead and order the committee clothing.

- “Create some designs for some business cards and look in to some prices”

This has been completed; however, the “cheap” companies require the use of their own template. If we would like our very own design we would need to pay more. The committee decided to go ahead with business cards with an original BULSCA design.

Action – Lauren Dyson

Lauren Dyson is to go ahead and order the business cards.

- “Minimum and Maximum income and expenditure needs to be calculated for the BULSCA Championships”

This has been completed; however, is to be updated to reflect recent changes in costs.

- “Rules for the BULSCA Championships need to be clarified”

Attempts to clarify the rules have been made and these were discussed later in the meeting.

- “Sort out email responses with regard to Swansea and the BULSCA Championships”

Attempts to rectify problems regarding communication with Swansea and the BULSCA Championships have failed, thus meaning there would be major difficulties with holding the BULSCA Championships at Swansea.

4. Competitions – 2008/09

4.1. Entry procedure (Online)

Work has been done; however, the system is not quite ready to “go live”. This is to be completed by Wednesday 1st October. Capabilities for institutions to “host” a competition through the BULSCA website are to be ready by the first competition of the academic year (Saturday 25th October, at University of Southampton).

Online entries will be accompanied by paper entries as has been previously discussed, as a back up for the online procedure during its test stages, and will be reviewed at the General Meeting in December (at London).

Club Captains will need to contact the Webmaster (Oli Coleman, web@bulasca.co.uk) in order to receive the registration details for their club. Note that it will be possible for anyone to register on the website; however permissions will only be granted to those that require it.

ACTION – Oli Coleman

The online entry system is to be finished by Wednesday 1st October. A user manual for the system is to be written by Saturday 11th October. The capability for institutions to host the competition on the BULSCA website is to be running by Saturday 25th October.

ACTION – Dom Robertson

Email all University Clubs advising on the online and paper entry plans.

It was noted that clubs should receive some automatic confirmation for the receipt of their online entry. Original ideas involved an invoice being generated and immediately sent to the entering club, with the receipt of entry only being confirmed after the host club had received payment. However, rather than email it, Oli Coleman said that a pop-up window showing a reference number with the ability to print would be much easier.

At this point Dom Robertson raised his request to increase BULSCA's turnover by having all clubs pay BULSCA, and then have BULSCA pay the host club. This was rejected by the committee.

4.2. Entry fees (and payment plans)

An email from Steve Tedds detailing the BULSCA's proposed cap on costs for competitions (as discussed in the last meeting) was sent out to all University clubs on Tuesday 16th September. Only two responses were received (Southampton and Birmingham), both of which agreed with the content of the email. This mainly reflects the costs of certain items having increased and so the cost of team entry has also increased to help meet expenditures.

Prior to the meeting Southampton had declared a problem with being able to offer a social, food and accommodation for £5. They had negotiated their original plan and came to an offer of £6.71 for food and social (with accommodation incurring them no cost). It was decided that they could cut items like bread and salad if they wished to save costs, but the social, food and accommodation should still not exceed £5.

The committee discussed if there were any penalties for non-compliance of these costs. The committee agreed that such an issue fell within the realms of BULSCA's Disciplinary Policy. An

example was given by Dom Robertson, if £10 was charged for social, food and accommodation, it would result in BULSCA declaring that a £2 refund should be given per person in addition to an investigation as per the Disciplinary Policy.

4.3. Championships 2009

4.3.1. Update

Helen Killingley confirmed that she had been in contact with people at Swansea's pool and that they were happy for us to have it for the weekend of 21st/22nd March 2009.

In light with the communication problems that are being had with Swansea University, Helen Killingley informed the committee that she had been looking into alternatives and had come to Millfield School as a potential venue for the Championships.

A quick price comparison was given for the two venues with Swansea being over £200 per hour in comparison to Millfield being £125. It was also noted that an area for isolation within the complex would be available at Millfield as well as a second pool. Accommodation is available near the pool. Helen Killingley mentioned that there was training on the Sunday and so the pool was unavailable until 11:30 am. This wasn't too dissimilar to 2008, and with only 4 events needing to be carried out and 8 lanes this should be ok.

An issue was raised with the decision made at the AGM to host the Championships at Burgess Hill. In light of the reasons behind that decision, the committee decided that it was able to alter venue with the best interest of the Championships, the competitors, the clubs and BULSCA in mind.

ACTION – Helen Killingley

Check with Millfield School prices and pool times.

ACTION – Dom Robertson/Helen Killingley

If ok, email all clubs advising them of the possible changes to the Championships venue.

BULSCA should concentrate on investigating the pool hire and then to plan the accommodation, etc afterwards.

4.3.2. Rules

Steve Tedds raised a quick point that had he remembered; Pete Sturgess from the Bournemouth area runs the scoring for the RLSS speeds and Steve Tedds advised the committee that we should contact him for some input.

ACTION – Lauren Dyson

Contact Pete Sturgess with regard to RLSS Speeds and the Championships.

Helen Killingley sent out her revised copy of the Championships rules on Friday 8th August. She has made some alterations after some comments from the committee. These were discussed and clarified. The rules still have some questions pending, for example the qualifications which are to be accepted. Helen Killingley agreed to send out the revised rules for another check by the committee. The committee also talked for 30 minutes about the reserves and whether using a reserve would count and in which part of the Championships. This sparked debate was had over the potential problems that could arise from the use of the reserves in the Championships. The idea of the reserves is so that clubs are not to be penalised through injury or illness. Some of the committee showed concern of the potential abuse of this system by “faking” injury after the Saturday’s speed events in order to input a reserve that typically is better at the SERC events. Dom Robertson and Oli Coleman raised that this system had been used at the first Championships and the last one with no problem of that nature and so it’s is hoped that this will not occur.

ACTION – Helen Killingley

Email out Championship rules and Entry packs for approval.

4.4. Judges panel

The purpose of the Judges panel was briefly discussed. They are to check each incident for being at a suitable standard, to ensure that they “make sense” and are feasible. The importance of the casualties should be reflected within the weighting and hence the scoring of the incident, which is defined in the Competition Manual under section 5.3.

After deciding that the panel should consist of 3 judges; Dom Robertson expressed his wish of having one RLSS Judge, one BULSCA Judge plus one other non-competing person on the panel. The committee decided that it was now too late to get the panel up and running before the start of the season so it would be discussed further at the next meeting.

ACTION – Steve Tedds

Place discussion of Judges Panel on the agenda for next meeting.

5. Financial Policy and Procedures

Alan Sutherland described how he had based Financial Policy and Grant Application documents on one from an undisclosed charity which was aimed towards groups and societies. The two draft documents had been sent to the BULSCA committee on Tuesday 23rd September. The majority of the documents were deemed to be satisfactory with some minor amendments having been made via previous comments and some during the meeting.

An issue was raised with events such as the Oliva trip, where it would be ideal to have BULSCA manage the accounts, but where there is a need to access funds via a cash card. It was decided that for “BULSCA accredited events” i.e. the Oliva trip, a separate personal account could be opened. However, BULSCA requires updates and access to financial statements upon request. Other points to note from this discussion are that payment terms have been agreed to be 30 days, BACS is not ideal as BULSCA does not have online banking and so the Treasurer would only be able to check BACS transactions when the monthly statement was posted, whereas cheques must be paid in and the Treasurer is therefore already aware of the payment. This is to save Clubs or individuals for being chased for payments that they’ve already paid. Alan Sutherland is however, looking in to online banking for BULSCA, it must be noted that any online banking that is to be agreed upon can only be for “read only” purposes. This is so that only one signatory cannot authorise any payments i.e., we must have two out of the three signatories to sign for and release BULSCA funds.

The Financial Policy will be raised at the next General Meeting (due to be at the Freshers Competition), in order for it to be agreed by the BULSCA Members.

Additionally, Alan Sutherland stated that he had been using Microsoft Accounting 2008 to organise the BULSCA finances, and is going to be offering a demonstration of this free software at the Freshers Competition for those interested.

6. Sponsorship updates

Lauren Dyson informed that all of the sponsorship enquires that she has made have either been unsuccessful or a response has yet to be received.

Alan Sutherland explained that he is in contact with Accenture but is still awaiting a response, which is expected soon.

Steve Tedds spoke of the answer from Zoggs, which simply stated that they had used their entire allocated sponsorship budget for the year, but welcomed interest for sponsorship next year.

Steve Tedds also, asked the committee what they thought about asking brands such as Lucozade and Gatorade to provide sponsorship in the form of free drinks with no financial gain. The committee expressed that they are primarily looking for financial sponsorship. Alan Sutherland emphasised that the sponsorship pack which he has produced details the potential for a variety of sponsorship deals so as to not limit BULSCA.

7. Club/Sport Development updates

Lauren Dyson gave a quick overview of her work so far as Club Development Officer. She explained that she had drawn up three Powerpoint presentations; the first with information about how to set up a club, the second about awards and a small third one on Lifesaving Sport. Oli Colman asked for the presentations to be saved as slide shows so that they cannot be edited. Lauren Dyson has also designed a questionnaire for clubs to gage an idea of general clubs practises.

7.1. "Hit Squad"

A BULSCA hit squad was not overly discussed.

7.2. Courses and Qualifications

Alan Sutherland said that he had a Lifesaving TA course to run in the Bath area if they were interest. Lauren Dyson is to look into other courses that could be run around the country; with interest shown towards Defibrillation and Oxygen from the committee.

ACTION – Lauren Dyson

Look in to courses for BULSCA to run.

Dom Robertson said that there are still plans for a club in Newcastle (contact Michele Weedy) to have a friendly competition with the University; there is a hope to get them to attend BULSCA competitions.

ACTION – Lauren Dyson

Contact Michele Weedy with regard to running this competition.

8. Advertising

8.1. Website, banner, kit, business cards, press, etc

Dom Robertson explained how he had not had time to organise the purchase of a banner before going to Oliva, but still has plans to purchase one.

Business cards were discussed in section 3 of the meeting.

ACTION – Dom Robertson

Design and buy banner for BULSCA.

Dom Robertson also mentioned that he has spoken to the British Heart Foundation who is due to have an expose on BULSCA in their next magazine. He also spoke of another company that may wish to do something similar.

ACTION – Dom Robertson

Pursue second company that may wish to write something on BULSCA.

9. Spain

9.1. Report and future plans

Dom Robertson explained that there is £500 left over from the Oliva trip. The committee said that this should be returned to those that went, being split equally. Dom Robertson then said that both himself and Christian Wood from Southampton had put a lot of time and effort in to organising the trip and that they felt that they wouldn't be able to continue to organise it with out some discount from the cost. With both these points in mind the committee agreed to give some discount to both Dom Robertson and Christian Wood. The £500 was split so that they both are to receive £125 which would effectively cover most their flights and accommodation. The remaining £250 will then be kept by BULSCA and will be used to help with future Oliva (or other equivalent) trips, may it be to provide discount or to help meet costs if a trip is poorly attended.

10. A.O.B.

10.1.Simon Creasey is writing a new scoring outline for SERCs. It is due to be finished soon, ready to be scrutinised by clubs.

ACTION – Dom Robertson

Chase Simon Creasey regarding the scoring outline and distribute to clubs with explanations for scrutiny.

10.2.BULSCA agreed that membership/affiliation of clubs should be completed after the AGM and before the freshers competition.

ACTION – Steve Tedds

Contact clubs with regard to affiliating to BULSCA.

ACTION – Alan Sutherland

Produce affiliation invoices for clubs.

10.3.Steve Tedds stated that we had been contacted by Dan Graham asking whether he was still on the BULSCA Judges list. Steve Tedds explained that he wasn't along with others that BULSCA had no record of taking a Judges course, which has been done in an aim to ensure that all BULSCA Judges have been trained. Dom Robertson asked Steve Tedds to email those people and ask for details of the course that they attended. If they have no record but would like to do one then they could be put on one at no cost to them.

ACTION – Steve Tedds

Contact those that have previously judged regularly at BULSCA competitions but have no known record of having taken a Judges course.

11. Next meeting

11.1. Freshers meeting; University of Southampton

The next meeting is to be held at the University of Southampton on the weekend of the Freshers Competition. Steve Tedds asked whether this would be a very brief meeting and would therefore be planned to have during isolation. Dom Robertson said that he thought it would be on the Sunday after the competition. At this point Steve Tedds explained that he would be going away on holiday that day and would therefore be not able to attend.

Meeting closed at 14:24 pm.