



# British Universities Life Saving Clubs' Association

Committee Meeting  
Saturday 24<sup>th</sup> October 2009  
University of Southampton

## Minutes of Committee Meeting

### In attendance:

Dorota Bortel  
Oliver Coleman  
Simon Creasey  
Iain Long  
Martin May  
Rich Rowe  
Tom Strachen

Championships Coordinator  
Webmaster  
BULSCA Chair (Chairperson)  
BULSCA Secretary (Clerk)  
BULSCA Treasurer  
Club Development Officer  
Sport Development Officer

### Observers:

None.

*Unless otherwise stated, all actions should be completed in time for the next committee meeting. All actions are summarised in Appendix 1 of these minutes.*

Simon called the meeting to order at 19.55.

### 1. Apologies for Absence:

Dorota Bortel (running late); Martin May (running late).

### 2. Approval of Minutes from the Last Meeting:

Simon noted that the minutes were well presented. No officer found any errors.

**Vote 2.1:** Iain proposed accepting the minutes as a true and accurate record of the meeting.

**For:** 5

**Against:** 0

**Abstaining:** 0

The proposal was accepted.

### 3. Matters Arising from the Minutes:

**Action 2.1:** Not discussed.

**Action 3.1:** Dorota to speak to Gareth David and John Morley regarding sponsorship for the Championships.



**Action 3.1.1:** Not discussed. Iain has spoken to London.

**Action 3.2.1:** Not discussed. Simon has acquired a pack.

**Action 5.1:** Rich has investigated individual membership. It will be discussed later in the meeting.

**Action 5.2:** Dorota has read through feedback from the Championships.

**Action 5.3:** Tom has received no applications for the role of senior judge. Instead, according to the new judging guidelines, the Judges Panel and Simon will work together to assign the Head Judge and Head Referee positions.

**Action 5.4:** Simon has finalised the judging guidelines.

**Action 5.5:** Tom has sent the procedures for judges' remediation to Stu Richardson. Simon noted that he had been working with Stu Richardson to produce some guidelines.

**Action 3.2:** Simon to send draft judges' remediation guidelines to Tom.

**Action 5.6:** Simon has tested Oli's new spreadsheet. It seems to work.

**Action 5.7:** Tom has chased up Stu Richardson regarding SERC setters.

**Action 3.3:** Simon to send Oli information regarding SERC setters.

**Action 5.8:** Iain has updated the Competition Manual.

**Action 3.4:** Iain to prepare a list of amendments to the Competition Manual.

**Action 3.5:** Simon to send a list of errors in the Competition Manual to Iain.

**Action 5.9:** Steve has sent Iain all templates and documents.

**Action 5.10:** Dorota has produced guidelines regarding child protection policies.

**Action 5.11:** Simon has produced guidelines regarding simulating the treatment for choking during SERCs.

**Action 3.6:** Simon to distribute guidelines on simulating the treatment for choking to clubs and judges.

**Action 5.12:** Rich and Simon have not investigated organising a TA course. Tom noted that the West Region would like dates to run a course in Bath that will attract BULSCA members. Iain suggested delegating this to Rich.

**Action 3.7:** Rich to investigate dates for a TA course in Bath, and to forward suggestions to the West Region.

**Action 6.1:** Tom has not reviewed the student records.

**Action 3.8:** Tom to review the student records.

**Action 6.2:** Dorota has invited Belfast to the 2010 Championships.

#### **4. Officer Accounts:**

Tom gave an oral report on his activities. Since the last committee meeting, he has:

- Spoken to some smaller clubs.

Iain gave an oral report on his activities. Since the last committee meeting, he has:

- Prepared minutes and distributed papers.



- Updated the Competition Manual, and asked Oli to publish it online.
- Written and submitted articles for the October issue of the Lifesavers magazine.
- Collected information from clubs for an article in the January issue of the Lifesavers magazine.
- Prepared a paper on general meetings.
- Prepared a paper on competition fees.

Oli gave an oral report on his activities. Since the last committee meeting, he has:

- Resolved several issues regarding emails.
- Sanctioned payment for BULSCA website address.

**Action 4.1:** Martin to pay £15 for the continued use of [www.bulca.co.uk](http://www.bulca.co.uk).

Rich gave an oral report on his activities. Since the last committee meeting, he has:

- Spoken to Bradford regarding setting up a club.
- Begun work on a freshers' fayre pack. This has proven to be a mammoth task, and he will continue to prepare it in time for next year.

**Action 4.2:** Rich to continue working on a freshers' fayre pack.

Simon gave an oral report on his activities. Since the last committee meeting, he has:

- Prepared judging guidelines.
- Prepared SERC setter guidelines.
- Worked on the judges review panel.
- Begun preparing competition entry packs.
- Thought about:
  - Reviewing championship stuff.
  - Preparing judges' feedback on SERCs.
  - A report on Southampton for the Lifesavers magazine.

**Action 4.3:** Simon to send Iain photos from Southampton by Tuesday 27<sup>th</sup> October.

- Getting individual members signed up for emails and making better use of the BULSCA Old Boys Facebook group.

## **5. Individual Membership:**

Discussion of this point was postponed until later in the meeting.

## **6. Reforming BULSCA General Meetings:**

Iain presented a paper on reforming BULSCA general meetings. The following points were noted by the committee:

- The general meeting have a lot of unproductive discussion.
- The general meetings could be streamlined by instigating a few rules.

Oli asked, in reference to the paper, what happened if more than one person chose to speak against a proposal. Iain accepted that his paper did not make that clear. Moreover, he noted that the paper was for internal BULSCA committee discussion, and that the finalised version would be more detailed.

Oli then asked if the starred items system would remain. Iain noted that his paper did not mention the starred item system, as he was not looking to overturn existing BULSCA policy.



**Vote 6.1:** Iain proposed accepting his proposal to reform BULSCA general meetings, and to delegate responsibility for addressing Oli's concern to him.

**For:** 5  
**Against:** 0  
**Abstaining:** 0

The proposal was accepted.

**Action 6.1:** Iain to prepare a more detailed paper on reforming general meetings for presentation at the London general meeting, incorporating a procedure for coping with several people choosing to speak against a proposal and the starred item system.

### **7. Abolishing the Cap on Competition Fees:**

Iain presented a paper on abolishing the cap on competition fees. The following points were noted by the committee:

- The proposal system created competition for the right to hold a competition.
- Some clubs struggled to break even on a competition due to, e.g. pool hire costs.
- Iain felt that the clubs should be allowed to decide for themselves whether they wished to sanction a more expensive competition.

Simon was uneasy about this proposal, as collusion may occur between clubs. He suggested amending it to state that BULSCA recommended a competition fee of around £30. Iain accepted this amendment, noting that he was fully expecting clubs to have to justify any higher fees on the basis of their costs anyway.

Oli was unhappy with level of detail of the proposal. He suggested that it was not detailed enough to present to the general meeting. Iain highlighted that, as with the previous paper, this was designed for internal committee discussion only. It was not a paper for the general meeting. He further noted that he would expect to write a far more detailed proposal if it was approved by the committee.

**Vote 7.1:** Iain proposed accepting his proposal to abolish the cap on competition fees, subject to the amendment regarding a recommended fee of £30.

**For:** 5  
**Against:** 0  
**Abstaining:** 0

The proposal was accepted.

**Action 7.1:** Iain to prepare a more detailed paper on abolishing the cap on competition fees for presentation at the London general meeting, incorporating a recommended fee of £30.

### **5. Individual Membership:**

Rich gave an oral report on individual membership. The following points were noted by the committee:

- The issue appears to be a lot bigger than previously anticipated.
- Rich is not entirely sure why we need it.

Martin arrived at 20.28.

- There are numerous problems with insurance etc.



Simon noted that individual membership would only be available to those students who cannot attend a club. Iain agreed, stating that he viewed it as a first step towards setting up clubs at other universities. Rich suggested that this simplified things considerably.

Iain noted that there was an issue regarding voting rights at general meetings. He suggested that individual members should not be allowed to vote, although was unsure of the legal issues (given our charity status).

Dorota arrived at 20.36.

Simon outlined the reasoning behind the individual membership. A competitor from De Montfort university was training at Loughborough. She was unable to enter in a counting team according to the rules manual. Individual membership would enable her to compete more officially. Iain noted that London had a similar issue with its associate members. He also noted that it represented a fundraising opportunity for BULSCA.

**Action 5.1:** Rich to take the comments of the committee away and devise a proposal on individual membership for presentation at the next committee meeting.

#### **8. Any Other Business:**

Simon raised the issue of affiliation. He has asked clubs for their fees. Martin noted that he still did not have control of the accounts.

Simon then mentioned fundraising. He suggested that BULSCA needs to raise money, and proposed doing this by:

- Running courses; and
- running something next summer.

Iain noted that BULSCA did not take advantage of its current fundraising opportunities. It should look to make more money on, say, t-shirts at the championships. He suggested that we look to exploit opportunities we already have, in addition to coming up with new ones.

**Action 8.1:** Simon to prepare a paper on fundraising opportunities for the next committee meeting.

Simon noted that the committee should review the championship rules.

**Action 8.2:** Simon to review championship rules.

Simon raised the issue of competition proposals. He stated that we need to prepare a pack for clubs to complete in order to submit their bid. Iain requested that they also prepare a cover sheet highlighting their fees for the competition, food, social and accommodation, as well as the size of their pool and number of teams they can cope with. Simon agreed.

**Action 8.3:** Simon to prepare a competition proposal pack and to send it out to the committee for comments.

Tom mentioned that RLSS are looking for a central BULSCA contact. Iain noted that this fell into Simon's job description.

Dorota highlighted problems with committee communication. She requested that all officers check their emails regularly, and reply as soon as possible when required to do so. Iain seconded this.



**Action 8.4:** All officers to check emails regularly and reply as soon as possible when required.

Dorota noted that she had a meeting with Millfield on the 6<sup>th</sup> November to discuss the Championships.

Oli noted that all officers should sign up to the website.

**Action 8.5:** All officers to sign up to the website.

Oli also asked whether we could remove the sponsorship from the website. He did not think it raised much money, and caused some younger people to be unable to view the site due to parental controls.

**Action 8.6:** Martin to investigate the implications of removing the sponsorship from the website.

Oli also noted that we need a more thorough costing of the championships. Iain agreed with this sentiment.

**Action 8.7:** Dorota to cost the championships.

**Simon closed the meeting at 20.54.**



## Appendix 1: Summary of Actions

Officer	No.	Action Details	Done
Dorota Bortel	3.1	Speak to Gareth David and John Morley regarding sponsorship for the Championships.	<input type="checkbox"/>
	8.4	Check emails regularly and reply as soon as possible when required.	<input type="checkbox"/>
	8.5	Sign up to the website.	<input type="checkbox"/>
	8.7	Cost the championships.	<input type="checkbox"/>
Oliver Coleman	8.4	Check emails regularly and reply as soon as possible when required.	<input type="checkbox"/>
	8.5	Sign up to the website.	<input type="checkbox"/>
Simon Creasey	3.2	Send draft judges' remediation guidelines to Tom.	<input type="checkbox"/>
	3.3	Send Oli information regarding SERC setters.	<input type="checkbox"/>
	3.5	Send a list of errors in the Competition Manual to Iain.	<input type="checkbox"/>
	3.6	Distribute guidelines on simulating the treatment for choking to clubs and judges.	<input type="checkbox"/>
	4.3	Send Iain photos from Southampton by Tuesday 27 <sup>th</sup> October.	<input type="checkbox"/>
	8.1	Prepare a paper on fundraising opportunities for the next committee meeting.	<input type="checkbox"/>
	8.2	Review championship rules.	<input type="checkbox"/>
	8.3	Prepare a competition proposal pack and to send it out to the committee for comments.	<input type="checkbox"/>
	8.4	Check emails regularly and reply as soon as possible when required.	<input type="checkbox"/>
	8.5	Sign up to the website.	<input type="checkbox"/>
Iain Long	3.4	Prepare a list of amendments to the Competition Manual.	<input type="checkbox"/>
	6.1	Prepare a more detailed paper on reforming general meetings for presentation at the London general meeting, incorporating a procedure for coping with several people choosing to speak against a proposal and the starred item system.	<input type="checkbox"/>
	7.1	Prepare a more detailed paper on abolishing the cap on competition fees for presentation at the London general meeting, incorporating a recommended fee of £30.	<input type="checkbox"/>
	8.4	Check emails regularly and reply as soon as possible when required.	<input type="checkbox"/>
	8.5	Sign up to the website.	<input type="checkbox"/>
Martin May	4.1	Pay £15 for the continued use of www.bulca.co.uk.	<input type="checkbox"/>
	8.4	Check emails regularly and reply as soon as possible when required.	<input type="checkbox"/>
	8.5	Sign up to the website.	<input type="checkbox"/>
	8.6	Investigate the implications of removing the sponsorship from the website.	<input type="checkbox"/>
Rich Rowe	3.7	Investigate dates for a TA course in Bath, and to forward suggestions to the West Region.	<input type="checkbox"/>
	4.2	Continue working on a freshers' fayre pack.	<input type="checkbox"/>



Officer	No.	Action Details	Done
Rich Rowe	<b>5.1</b>	Take the comments of the committee away and devise a proposal on individual membership for presentation at the next committee meeting.	<input type="checkbox"/>
	<b>8.4</b>	Check emails regularly and reply as soon as possible when required.	<input type="checkbox"/>
	<b>8.5</b>	Sign up to the website.	<input type="checkbox"/>
Tom Strachen	<b>3.8</b>	Review the student records.	<input type="checkbox"/>
	<b>8.4</b>	Check emails regularly and reply as soon as possible when required.	<input type="checkbox"/>
	<b>8.5</b>	Sign up to the website.	<input type="checkbox"/>