



# British Universities Life Saving Clubs' Association

## Committee Meeting Agenda

**Date:** Wednesday 18<sup>th</sup> April 2018      **Time:** 19:00-21:00      **Venue:** Skype

**Invited:** Michael Kirkham, Jared Wray, Stephanie Panagi, Josh Hale, Luke Peel, Holly Willing, Helen Morris

**Purpose:** BULSCA committee meeting to update the committee on planned and new developments.

### Agenda

No.	Item	Details / Outcome	Name	Time
14.0	Welcome, attendance, apologies, conflicts of interest	Record data.	MK	2 mins
14.1	Matters arising	Matters arising from the previous meeting.	ALL	10 mins
14.2	Proposals	Discussion of proposals submitted for AGM.	ALL	-
14.3	Competition applications	Discussion of competition applications.	ALL	-
14.4	Any other business	Review items not already discussed.	ALL	4 mins
14.5	Date of next meeting	Define next BULSCA meeting dates, venue and invitees.	Committee	3 mins

### Committee meeting minutes

<b>Agenda item 14.0: Welcome, attendance, apologies, conflicts of interest</b>	
Presenter: MK	
Discussion:	MK: Welcomes committee to meeting. Apologies from HM. Conflicts of interest from JW, JH, MK, and SP due to submitted proposals. For own proposals we can offer facts but should abstain from voting. Not considering HW to have a conflict of interest due to previous proposal RE SERC casualties as no longer competing.
Conclusion:	Apologies from HM. Conflict of interest from JW, JH, MK, and SP as each have submitted proposals.

<b>Agenda item 14.1: Matters arising</b>	
Presenter: ALL	
Discussion:	No matters arising.
Conclusion:	No matters arising.

<b>Agenda item 14.2: Proposals</b>	
Presenter: ALL	
Discussion:	<u>SERC casualty specifications</u> MK: Suggests Chris Brown and Ellie Simms write together. JW: One application not entirely accurate, for example stating that S&S manual is not openly available when it is. JH: Not comfortable to teach what your not qualified to teach. MK: Difference between competence and qualification teaching.

JW: Disagree with not being qualified to teach being a barrier, some training officers are not qualified to teach S&S content. Would be giving club members useful skills with some not that difficult to teach and can be quite basic.

LP: Concern that may void RLSS UK individual membership insurance if treating outside competence.

JH: Not all simple treatments.

JW: One proposal has listed the casualty types, and you can almost go through and pick ones which you are able to do.

LP: Need to consider who is judging, as if they are not NPLQ TA's, which most aren't, then they may be marking incorrectly.

MK: Neither proposal asking for NPLQ page like currently done with S&S manual page. Note that judges are not required to be Lifesaving Instructors either.

JH: Judges aren't qualified to judge certain content.

LP: NPLQ is vocational and would require a different set of permissions to use pages from the manual.

SP: Suggests using S&S content in Fresher's competition only.

MK: Not addressing the potential issues. Not sure if SERCs are as difficult in Fresher's competition anyway.

LP: BJP usually do simpler SERCs for the first competition of the year.

MK: Note that SERCs are not limited in what can be included, such as with dry SERCs in Warwick and BULSCA Championships.

JW: People have mentioned this year about SERCs being simpler.

HW: The standard across clubs is not standardised. Many people doing SERCs would not be considered competent at certain aspects so definitely room for improvement. Wonders whether the spread of marks could be analysed, and if they are close then agrees more casualties are needed however if not need to look at areas for improvement.

JH: Agrees with HW.

MK: Issues mentioned include looking to use vocational qualification so not able to hand out resources, and whilst a good thing within clubs may not be practical.

JW: Insurance mentioned as an issue – is this problematic?

LP: Approach RLSS UK to check.

SP: As a non-RLSS UK member she doesn't mind.

HW: Depends on how much they want to sue you.

JW: Not against selecting casualty types from NPLQ like one of the proposals as variety is welcome.

Vote: Reject without discussion: 3, Reject with discussion: 1, Discuss with no recommendation: 2.

Committee recommendation is reject without discussion.

### Constitution

JW: Clearing up a few small things with the document, updating some external references and errors inside the document.

HW: Difficult to follow what has changed, can changes be shown on the document.

MK: Add publishing to website as an action on proposal form.

JW: Will amend.

Vote: Accept without discussion: 5

Committee recommendation is accept without discussion.

### BULSCA Judges Panel Governance Document

JW: POI – we have been using this document for the last year.

MK: Just officially voting in.

Vote: Accept without discussion: 4

Committee recommendation is accept without discussion.

### BULSCA Records

HW: Good idea.

LP: Agrees – makes sense.

MK: Pedantic – needs actions.

JW: Will add.

Vote: Accept without discussion: 4  
Committee recommendation is accept without discussion.

#### GM decision reversal regarding judging of casualties

HW: Need enough information for new people to start judging.  
JH: Unfortunate situation centred around a new judge and new SERC setter. Need new judges to feel comfortable asking advice of others.  
MK: No evidence that it happened as incorrect maths in initial proposal and wrong weighting quoted as spreadsheet rounded.  
JW: Expecting this to be a long discussion as clubs have already invested time in discussion. Secunder seems to be the person who proposed the previous proposal.  
Voting: Accept with discussion:5 Accept without discussion: 1  
Committee recommendation is accept with discussion.

#### Helpers at competitions

JW: Needs to remove one secunder.  
JH: Remove person who has submitted another proposal.  
JW: Personally don't agree as come from a club where we can just about scrape together 3 teams. Would be difficult transport wise for clubs and it can be difficult to get people to attend, and would have a financial impact for clubs. Specifies reason as to increase trained helpers, but not all helpers would be trained and not all helpers are good at acting. This has been discussed in the past.  
HW: Would help ease lack of helpers at league competitions. Doesn't think the committee can put a recommendation on this as all clubs aren't represented by the committee.  
MK: Not all lifesavers are good at being casualties.  
JH: Would stop cutting teams.  
JW: Home club should provide helpers – can ask friends and other club members. Much more difficult to get other people to attend for the whole weekend. May result in clubs cutting teams to provide own helpers which has a financial knock on to clubs hosting due to less teams entered. Would mean a variety in helper club affiliations.  
JH: May stop overrunning.  
MK: Transport more expensive and difficult for some clubs.  
Voting: Discuss without recommendation: 4, reject with discussion: 1  
Committee recommendation is discuss without recommendation.

#### Merchandise

MK: Doesn't need to be a proposal.  
HW: Concerns regarding type of calendar suggested, as we target under 18s to join for the following year so potential safeguarding issue.  
SP: Lots of university clubs do calendars.  
HW: They are not associated with a nationally recognised charity.  
JW: This has been discussed in the past.  
LP: Representing BULSCA which is a national association.  
MK: Amend to remove reference, or separate agenda item.  
JW: More of a handover thing, could mention it in officer report?  
WITHDRAWN – include in Officers Report and Handover.

#### Nottingham Universities

MK: Proposal unnecessary – only needed when a club changes their name mid-season.  
SP: Issue if they are changing because they have received interest from Nottingham Trent? If more than 4 could be a new club?  
HW: Not able to dictate either way. Funding, training hours and coaching can be limiting. Could be a suggestion further down the line depending on type of interest.  
SP: Could train with Nottingham and compete under another name.  
MK: Proposal not needed.  
WITHDRAWN – Nottingham to register name change with Chair next academic year.

#### Pool Lifesaver Relay in League Competitions

	<p>JW: Like idea of increasing variety in league competitions. Concerns with regards to depth if having to retrieve manikin from depth.  LP: Rules designated for a male and female.  HW: Not prescribed so not an issue.  LP: Concerns in moving away from RLSS UK rules.  MK: Same as swim and tow.  LP: Not a BULSCA event.  HW: Caveat on rules for depth.  MK: Doesn't need to be in rule.  JW: Easily lost down the road if not mentioned somewhere, needs clarification if a set rule.  Vote: Accept with discussion: 3, discuss without recommendation: 3  Committee recommendation is discuss without recommendation.  **Please note that the RLSS UK Speed rules do mention a rule regarding depth – maximum depth of 3m**</p>		
Conclusion:	<p>SERC casualty specifications - reject without discussion.  Constitution – accept without discussion  BULSCA Judges Panel Governance Document – accept without discussion  BULSCA Student Records – accept without discussion  GM decision reversal regarding judging of casualties – accept with discussion  Helpers at competitions – discuss without recommendation  Merchandise – withdrawn  Nottingham Universities – withdrawn  Pool Lifesaver Relay at League Competitions – discuss without recommendation</p>		
<b>Action point</b>	<b>Action description</b>	<b>Person responsible</b>	<b>Deadline</b>
A14.2.1	Contact Ellie Simms and Chris Brown regarding SERC casualty proposals to ask them to combine them into one.	JW	ASAP
A14.2.2	Contact BJP regarding proposal.	JW	ASAP
A14.2.3	Amend proposal for constitution regarding tracking changes.	JW	ASAP
A14.2.4	Amend BULSCA Records proposal to include actions.	JW	ASAP
A14.2.5	Online voting for BULSCA Judges Panel Governance Document.	JW	ASAP
A14.2.6	Amend Helpers at competitions proposal.	JW	ASAP
A14.2.7	Contact Nottingham Universities regarding process to change name.	JW	ASAP

<b>Agenda item 14.3: Competition applications</b>	
Presenter: ALL	
Discussion:	<p>**Please note that prior to the publication of these minutes, some clubs have come back and submitted a revised application</p> <p>JW: Bear in mind the rule for competition profits “Maximum competition profit (<math>\pounds</math>) = <math>100 \leq 100 + ((\alpha - \mu) \times \beta) \leq 250</math>, where <math>\alpha</math> is the average competition entry cost per competitor (1/4 team entry fee + food + social) for the past competition year (reviewed and published by the BULSCA Treasurer), <math>\mu</math> is the cost per competitor charged at an individual competition (1/4 team entry fee + food + social), and <math>\beta</math> is the number of competitors at the competition. Maximum profit is restricted to <math>\pounds 100</math> unless judges, helpers and bodies receive free food and social at the competition.”  SP: Average competition entry cost per competitor (<math>\alpha</math>) is <math>\pounds 16.75</math>.</p> <p><u>Birmingham**</u></p>

JW: Nationals is on 03/11/2018 so is a restricted date. To notify clubs which have selected this date.  
 MK: Need to specify competition speed event.  
 JH: Potential over-profiting.  
 SP: Can only make £100 profit anyway as above average price threshold.  
 JW: Profit and costs can be adjusted closer to the time, needs to be flexible depending on sign ups.  
 MK: Depends if they have more sign ups as Fresher's competition.

Bristol\*\*

SP: May be putting forward Fresher's competition.  
 MK: No earliest date.  
 LP: Crawley Open is 27<sup>th</sup> October 2018 but not a restricted date.  
 JW: Pool Lifesaver for Freshers or similar to Medley so perhaps better to avoid?  
 MK: Usually too many legs to teach for first competition.  
 SP: Maximum profit is £250 as meeting criteria discussed in GM.

Loughborough

MK: Not included 3 dates.  
 HW: Southampton provided less last year.  
 SP: Only able to make £100 profit.  
 LP: Strange number of heats – 35 SERCs but even number of lanes so half filled heat.

Sheffield

SP: Maximum profit is £250, well within.  
 JH: Profit is too low as only 24 teams maximum, so only a few less teams makes a big difference.  
 JW: Will try and find out date of Speeds 2019 and need to ask what they will do if they earn too little.

Southampton\*\*

SP: Above £100 maximum profit at £130.  
 JH: Quite a big chance of a loss of quite a large amount.  
 MK: Need to strongly suggest being more financially secure.  
 JH: Adjusting figures on competition pack and they can charge a bit more.  
 JW: Quite high food and social, should use historical data to justify.

Warwick

SP: Confused about costs.  
 MK: Don't pay for pool hire.  
 JH: Social costs may be for door staff.  
 SP: £100 profit maximum as no free food and social to helpers and judges.  
 JH: Profits barely change with adjusting. Worth remembering that Warwick cannot refund any profits. E.g. £25 per team entry and giving free food and social means they can keep all of the profit which is just under £200 at 100% attendance and breaking even at 80%.

Conclusion: Competition applications received from Birmingham, Bristol, Loughborough, Sheffield, Southampton and Warwick.

Action point	Action description	Person responsible	Deadline
A14.4.1	Contact clubs with regards to discussed competition applications.	JW	ASAP
A14.4.2	Upload to website.	HW / LP	ASAP

**Agenda item 14.4: Any other business**

Presenter: ALL

Discussion: REDACTED DISCUSSION

	<p>LP: All can now access BULSCA Wiki. Handover information can be uploaded.          JH: Low sign ups so far for Judges Course. Need packs.          JW: To order packs through Avon and North Wiltshire Branch via Theresa. Should push Judges course as a priority – mention to people this coming weekend at the Competition and via electronic means.</p>		
Conclusion:	BULSCA Wiki access to committee. Judges packs to be ordered for course, need more signups so mention at competition.		
<b>Action point</b>	<b>Action description</b>	<b>Person responsible</b>	<b>Deadline</b>
A14.5.1	MK to call HM.	MK	ASAP
A14.5.2	Order Branch Official Packs from RLSS UK.	JW	23/04/2018

<b>Agenda item 14.5: Date of next meeting</b>	
Presenter: ALL	
Discussion:	MK: Already arranged.
Conclusion:	Next meeting is on Wednesday 25 <sup>th</sup> April 2018 at 19:00 to discuss AGM preparation.