

British Universities Life Saving Clubs' Association

Mid-Season General Meeting
09/02/2019





Mid-Season General Meeting Agenda

Location: Room B2.01 in Warwick University Science Concourse

Date: 09/02/2019

Start Time: 9:15 am

- 1. Welcome and Apologies**
- 2. Approval of the Minutes from the Previous Meeting**
- 3. Matters Arising from the Minutes of the Previous Meeting**
- 4. Officer Reports**
 - 4.1. Jared Wray, Chair*
 - 4.2. Michael Kirkham, Secretary*
 - 4.3. Ben Holloway, Treasurer*
 - 4.4. Hannah Smallwood, Development Officer*
 - 4.5. Conor Ingham, Data Manager*
 - 4.6. Tom Sharp, Championships Coordinator*
 - 4.7. Sophie Priddis, Communications Officer*
 - 4.8. Joshua Hale, Recruitment Officer*
- 5. Presentation from James Cossons, RLSS UK Youth Advisor**
- 6. Discussion of RLSS-BULSCA relationship**
- 7. Notices from BULSCA Committee**
 - 7.1. BULSCA Judges Panel Vacancy*
 - 7.2. BULSCA Awards*
- 8. Date of Next Meeting**
- 9. Any Other Business**

Upcoming Events

Date	Event
09/02/2019	BULSCA League: University of Warwick Lifesaving Competition
10/02/2019	Judges Qualification Course
23/02/2019	BULSCA League: University of Southampton Lifesaving Competition
16 – 17/03/2019	RLSS Speed Championships
30 – 31/03/2019	BULSCA Lifesaving Championships
27/04/2019	BULSCA League: University of Loughborough Lifesaving competition

For more information, check www.bulzca.co.uk



British Universities Life Saving Clubs' Association Mid-Season General Meeting Minutes

1 Welcome and Apologies

Attendees:

(Jared Wray, Michael Kirkham, Hannah Smallwood, Sophie Priddis) BULSCA Committee,

<i>Club name</i>	<i>First Representative</i>	<i>Second Representative</i>
Nottingham	Henry McColl	Aoife Cleland
Loughborough	Libby Scammell	Rhianna Field
Birmingham	Alfie Pau	Francesca Symonds
Sheffield	King Yee Cheung	Helena Darke
Warwick	Ben Barker	Chris Quinn
Bristol	Maisie Gleeson	

Apologies: (Joshua Hale, Tom Sharp, Ben Holloway, Conor Ingham) BULSCA committee, Swansea, Southampton, London

2 Approval of the Minutes from the Previous Meeting

No noted errors.

Loughborough propose to accept the previous minutes

Warwick second.

3 Matters Arising from the Minutes of the Previous Meeting

None raised.

4 Officer Reports

4.1 Jared Wray, Chair

The committee have been working hard to help ensure BULSCA is running effectively. We have been listening to feedback and are working on implementing solutions to those, both right now and into the future. We have been holding regular meetings and the minutes for those have been published on the website. I have been very pleased with the work carried out by the BULSCA committee along with the three successful university league competitions that have been run so far this season. One of the focuses I have had is in regard to our relationship with the RLSS UK, which is an area that is scheduled to be discussed at this General Meeting. The rest of the committee will be going into a little more detail as to the areas they have been focusing on in their own reports, so please have a read!

4.2 Michael Kirkham, Secretary

This year began with the secretary position unfilled and I volunteered to fill the position, promising that I would do the bare minimum possible. So far, I have exceeded my promise, attending all BULSCA meetings, taking minutes, publishing them, and organising this GM with



only moderate cajoling. The secretary is an integral role on the committee and next year, hopefully a more dedicated person can be found to fill the position as there is a great deal of archived documentation in the BULSCA filing system that needs organising and updating.

4.3 Ben Holloway, Treasurer

So far my role as treasurer has consisted of work behind the scenes. I've been supporting Tom with championships by preparing budgets and I've reached out to businesses in an attempt to source sponsorship for the organisation. We have also been working hard to cut championship costs in order to keep entry costs low and not make a loss. Our financial position remains healthy as a result of making a profit from championships 2018. However, we must make sure this is maintained by managing Championship costs well. I am also looking at getting some BULSCA merchandise and I hope that I can share some details of this shortly.

BULSCA Interim accounts			
Income		Expenditure	
Total Membership	£ 355.00	Polo Top deposit	-£ 157.58
Merchandise	£ 157.50	RLSS Membership	-£ 66.00
Appeals	£ 35.00		
Judges Course Income	£ 630.00		
Total income	£ 1,177.50	Total Expenditure	-£ 223.58
Opening Balance June 2018	£ 2,996.11		
Net income for period	£ 953.92		
Closing Balance Feb 2019	£ 3,950.03		

4.4 Hannah Smallwood, Development Officer

So far as club development officer I have achieved the aims I had set out for myself or am working towards achieving them.

We have had one officials course so far, run by Felix Ng after Sheffield comp, where four people qualified as judges. Tomorrow after Warwick comp there is another course running with 20 (at time of writing) participants. This is really exciting for the future of BULSCA as competitions have been struggling for judges this year, hopefully we won't have this problem next year!

Myself and Michael are planning a Survive and Save instructors course which will hopefully run in Nottingham in April. This should help the sustainability of some clubs and ensure that members are qualified for future BULSCA Championships. Watch this space.

I have produced a document to guide people through running a competition and how to navigate the BULSCA deadlines and requirements for competitions. My aim for this document was to bring everything I have learned together in an easy to read way to make the prospect of organizing a competition a bit less daunting and a bit more manageable. The document was well received and the feedback I have got back has been positive. If anyone has anything they think needs changing or adding to the document or would like a copy please let me know. Today at the GM I am planning to use any remaining time we have for club development so if there is anything your club would like to discuss in particular please let me know, either in advance of the meeting or come along with some ideas.



4.5 *Conor Ingham, Data Manager*

Entry Forms: The system for competition entry has changed this year and is mostly manual: I am currently reviewing all options to automate this process.

Competition Deadlines: Just a gentle reminder to organisers that the deadlines need to be met for organising competitions and receiving the correct documentation after the competition. BULSCA will be taking a firmer stance on this issue and will more rigorously enforce the existing system of fining for late entries if required. On a further note, please can teams review the website and ensure that entries are submitted in a prompt manner as this helps greatly with the administration of these events.

Competition Scoresheet: A new checklist has been introduced to scorers to ensure that errors are minimised. I am also looking at ways of improving the transparency of scoring to allow teams to become more engaged in the process. We are also looking at new ways of presenting the scoresheet information. Any suggestions would be greatly received.

Website: Since taking on my role, I have been ensuring that the website is constantly maintained and kept up-to-date with accurate information. If you feel that any specific pages or information require improvement or are missing – please let me know by emailing data@bulsca.co.uk.

Future Plans: I will look to improve the website and continue with my current projects. I will send out information regarding progress of these activities in due course.

Thank you for everyone's continued support.

4.6 *Tom Sharp, Championships Coordinator*

This year the BULSCA Championships will be held at Swansea on the 30th and 31st March. The competition was held here in 2017 and was loss making, so initially other cheaper venues were looked for. However, it is increasingly clear that pools need to be booked a year in advance. This has been attempted by previous committees but has not happened in recent years. This means that Swansea was the only venue available for the very small window we had. It will be a similar format as 2017 but with a greater emphasis on cutting costs where possible.

Entry will be opening imminently and will be open for a month. Entry forms and all other compulsory forms will be released and close at the same date. Please get these in as soon as possible and do not leave them to the deadline!

Several businesses have been contacted regarding sponsorship and we are in discussion with them. Hopefully we will be successful, and this extra income can be used to offset costs. We are still looking for judges to help for the weekend so please get in touch if you are interested.

This year we have a team from Greece competing, largely arranged by Jared. This is a great opportunity to showcase Lifesaving in the UK so please make them feel welcome during the event.

As always, feel free to get in touch with any questions.

4.7 *Sophie Priddis, Communications Officer*

So far this year I have realised how little I post on social media and how unimaginative I am, also how technically unadvanced I am. Having said that, I have sent emails which I hope you have all received OK.



I've been working with Conor to keep the website as up to date as possible and think that we've been working well as a team on that.

For the rest of the year I'd like to utilise my new phone and take more pictures at competitions, to use on the website and social media accounts, and continue to do what I can in terms of articles for the website, where time allows.

I'd encourage clubs to send me photos, ideas for posts, or if you've been doing anything within our local communities, club members going to competitions, etc. it would be great to have more content on what people get up to outside of BULSCA league competitions.

4.8 Joshua Hale, Recruitment Officer

I have had a challenging start to the role, as it is newly introduced this year there isn't a foundation to start with. Having said that, I have advertised through the RLSS that we are now actively seeking new clubs and that we have a designated committee member to support the creation and/or joining of new clubs. I started by scoping out if there were any other UK clubs that already existed at universities that weren't already apart of BULSCA. Working with the RLSS UK Community Drowning Prevention Coordinators we haven't been able to identify any. I have been in contact with a branch member in Ireland and have identified about 7 University Swim and Polo teams that also undertake lifesaving competitions. I'm in the process of spreading information about BULSCA and inviting them to the BULSCA Championships. From the publicity we put out at the start of the year I have had some interest from Exeter University, and I am in the process of reaching out to them. This has been made easier by my recent relocation to Exeter where I have started working for their Student Guild.

Setting up new clubs and attracting interest is challenging, but I am pleased that I am making some progress as we knew when we added the recruitment position it wouldn't be an easy task.

I have been lending a hand to other BULSCA committee members where possible, such as with the BULSCA GDPR policy (Coming soon, be very excited and get me a gin!)

5 Presentation from James Cossons, RLSS UK Youth Advisor

A brief summary of James Cossons presentation can be found below. For more information, please contact him at James.Cossons@rlss.org.uk

With James' first visit to a BULSCA GM, he wanted to introduce himself and his role.

As Youth Advisor, he sits on the RLSS Trustee board, as an advisor, who set the budget and choose the direction of the RLSS. He was appointed in September and has been working the the HQ team to develop a plan going forwards. As part of this plan, he wants to here from BULSCA clubs and members as youth (especially university age) seem to be under represented in the RLSS.

James Cossons will holds this position for 3 years and in that time would like to:

- Create a Youth Network
- Form and fill a RLSS UK Youth Advisor Role (2 year position)
 - Form part of a 'Youth Board'
 - Helping with local projects and RLSS AGM
- Want to encourage Youth Culture (<30 years old)
 - Partly as some branches have an age imbalance in senior positions.



6 Discussion of RLSS-BULSCA relationship

Jared introduces Appendix A

The RLSS pay insurance for us that is critical to running the Student Championships. This year they've asked to draw up a formal agreement of things to balance the relationship, or to acknowledge work we already do.

(Reading of Appendix A.)

Warwick: Can be a negative perception of BULSCA in the RLSS. Possible to encourage some sort of collegiate system (like American Football)?

Birmingham: Might affect some clubs negatively, depending on unions/sports organisation.

Warwick: A suggestion to get people more involved. Might involve younger people with Survive and Save awards to do competitive things.

Jared: So RLSS promotion would be beneficial to us?

Warwick: Promoting specific universities that have clubs to branch members. So that RLSS members might factor BULSCA clubs in their university choices.

Jared: We do write in the RLSS magazine but maybe we can be more proactive.

Warwick: The past two years we have tried to attend other competitions (RLSS Nationals and Speeds, Crawley Open, Yorkshire Open, Worlds, etc.). Something other clubs can look in to to have a closer relationship with the RLSS.

Sheffield: This year it was very difficult to get involved with RLSS competitions near us as communication was slow and at times inaccurate. Also, extra cost of being an RLSS member for our members.

Sophie: Possibility of talking to Andrea Roberts about an RLSS Student Membership to make it more affordable.

Birmingham: Not affiliated with our SU, (as a sports club, affiliated with university sports organisation) so we have no influence with the SU and societies like RAG.

Bristol: Bristol RAG tend to select local and mental health causes. They have an open vote but there's very little engagement.

Warwick: If it's a registered charity our SU will allow activities, but might not associate it with the SU or vote for it.

James Cossons: The intention for the SLA is that it's not dictating to BULSCA, but that there is flexibility. Not all clubs have to do all things. Can find other ways to do things.

Jared: it's still worth clubs letting us know what we/they can and can't do.

Sheffield: Tried to run Don't Drink & Drown (D.D.&D.), was not well received by students. It was assumed we were promoting abstinence/against drinking in general. People who liked it were almost exclusively anti/non-drinkers. Difficult to use with students and to use materials provided.

Bristol: We have a club in a boat on a river, so it's well received there because it's immediately relevant, but that doesn't work for everyone.

Birmingham: We didn't run D.D.&D. but UB sports ran a drowning prevention week. Because it was run by them, they had wider reach and better funding/organisation, but it was more engaging the community rather than students. Now that UB sport have an in-house trainer who is affiliated with the RLSS, they kind of take the lead. We don't have the reach and resources to run things at



the same level. Can only work with them.

Loughborough: Have done drowning prevention things, but again it was run by the pool and our members worked with them.

Sheffield: Can't run and first aid awards because the SU won't allow us to.

Ellie Murray¹: They wouldn't allow us to in case we taught people to do CPR, then they did it incorrectly and there were repercussions for the union. Tried to explain, tried talking to our branch, but SU won't listen.

James: We can probably help with this. Branch, HQ, etc. Also worth noting that trainers are insured by the RLSS in case of legal action by students of courses run.

Jared: Could maybe bypass this by running courses outside of the union?

Birmingham: Have supported RNLI courses. Is that relevant?

Jared: Is good to hear from courses from similar charities, but not sure if it's applicable. Many clubs don't do DD&D, but any other activities we contribute?

Warwick: We delivered first aid courses to Girl Guide groups. Isn't a campaign, but have made sure to announce we do lifesaving and are from the RLSS.

Bristol: Maybe the SLA could just state 'campaigns' instead of D.D.&D?

Warwick: Winter safety/Summer safety courses?

Jared: good to hear a few are involved in Drowning Prevention week, but seems outside term times/inconvenient?

Clubs: For the most part, yes.

D.D.&D. unsuccessful, besides Bristol. Tried to run but have been unsuccessful either due to reception or club members not partaking.

From RLSS would like support and advertising/awareness

Jared: anything else that would benefit clubs?

Warwick: Funding

Jared: Can apply to branches

Warwick: We tried, but unfortunately not in good position.

Jared: Not needed in this SLA, but can talk to branches/RLSS HQ.

Jared: Are clubs in contact with branches?

Warwick, Brum, Loughborough, Bristol: Yes.

Warwick's RLSS Branch has a University liaison position which one of Warwick club holds. This is useful as:

Birmingham: Branch committee has had the same members for a long time (e.g. 28 years) whereas at university we change every year. It's easy to lose touch. Would be useful if there was better procedure to keep in touch and branches understand about turnover. Sometimes we need reminding about things.

Jared: Is there anything that clubs feel they can do or already do for the RLSS/to be recognised by the RLSS?

Michael: Also: can report things clubs already do. And things we can do.

Jared: Sophie is making a form for Captains/Chairs/President to submit to BULSCA so we can keep track. Once this is complete, please add to it.

¹ Granted temporary speaking rights by Jared as Ellie communicated with the SU for Sheffield.



The BULSCA committee will review this information and the draft SLA we have been presented with and liaise with the RLSS. We will feed back to clubs at the AGM.

7 Notices from BULSCA Committee

7.1 BULSCA Judges Panel Vacancy

There is a maximum of two vacancies on the BJP. It's open to anyone who meets the criteria. These, along with the remit and purpose of the BJP can be found in the BJP guidelines document on the BULSCA website

(<http://www.bulzca.co.uk/uploads/documents/governance/BULSCA%20Judges%20Panel%20Guidelines%20V2.2.pdf>)

Current members of the BJP are Michael Jacklin and Felix Ng. They can be contacted at bulscajudgespanel@bulzca.co.uk with any questions.

7.2 BULSCA Awards

This year's BULSCA awards are described in Appendix B. The BULSCA committee encourages clubs to nominate members and themselves by sending nominations, along with reasons for their nomination, to secretary@bulzca.co.uk and social@bulzca.co.uk. The outcome will be announced at the end of this year's league. We look forward to hearing from you!

8 Date of Next Meeting

27/04/2019 – In the morning before Loughborough comp.

9 Any Other Business

Bristol: What is the Paddle of Rebuke?

Michael: Gives a lengthy history.

The meeting concluded at 10:45am.



Appendix A:

An extract from the draft SLA between the RLSS and BULSCA, sent to us by the RLSS.

5. BULSCA's Pledge

In signing this contract BULSCA agrees to adhere to the following duties and accepts that failure to adhere to the pledge may result in cancellation of the contract.

BULSCA will:

- Encourage all BULSCA Affiliated Clubs to join in membership with RLSS UK, proactively promoting the benefits of RLSS UK Membership
- Support the RLSS UK Youth Advisor to deliver his vision for youth development, specifically encouraging young people to move between RLSS UK and BULSCA and generating, engaging micro-volunteering opportunities.
- Promote and encourage all BULSCA Affiliated Clubs to enlist RLSS UK as a Raising and Giving Charity (RAG) through their Student Unions, and to campaign on RLSS UKs behalf to increase the opportunity for RLSS UK to be chosen.
- Promote and encourage all BULSCA Affiliated Clubs to run a Don't Drink and Drown Campaign.
- Continue to encourage all BULSCA lifesavers to complete an RLSS UK award or qualification as part of the prerequisites for competition.

6. RLSS UK's additional responsibilities

In addition to RLSS UK paying BULSCA's insurance premium, RLSS UK also agree to the following:

- To work in collaboration with BULSCA to generate engaging materials and activities for BULSCA to promote in conjunction with the duties outlined in section 5.
- Supply BULSCA with draft comms and materials facilitate in delivering the duties outlined in section 5.
- Promote BULSCA and BULSCA affiliated Clubs to RLSS UK members, clubs and branches.

7. Responsibility and Liability for Programmes and Activities

BULSCA remains fully responsible the safety, governance, and management of their own activities/products.



Appendix B:

BULSCA Awards

BULSCA Club of the year

Awarded to the club which has shown commitment to promotion of lifesaving both within the University and in the wider community. Clubs are encouraged to nominate themselves as well as others.

BULSCA Volunteer of the year

Awarded to an individual who has shown unrivalled commitment to Lifesaving and promoting Lifesaving activities within their club, University and in the wider community. This individual has made a significant impact in Lifesaving.

BULSCA Sportsman of the year

Awarded to a BULSCA competitor who has shown exceptional sportsmanship and commitment to Lifesaving sport, both as an individual and as part of a team.