

British Universities Life Saving Clubs' Association

Mid-Season General Meeting
09/02/2019





British Universities Life Saving Clubs' Association 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



Officers' 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 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@bulzca.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!)



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.