

# British Universities Life Saving Clubs' Association

Constitution v2.8

September 2023





# British Universities Life Saving Clubs' Association Constitution

## 1. Name

- 1.1.1. This association shall be known as the British Universities Life Saving Clubs' Association, hereinafter referred to as BULSCA or the Association.

## 2. Aims

- 2.1.1. To promote the training and development of lifesaving skills.
- 2.1.2. To oversee competitive lifesaving between Higher Education institutions.
- 2.1.3. To promote and develop lifesaving as a sport.
- 2.1.4. To represent university lifesaving clubs to the Royal Life Saving Society (RLSS) UK and other interested bodies.
- 2.1.5. To support new lifesaving clubs and the expansion of lifesaving sport.

## 3. Membership

### 3.1. *Institutions*

- 3.1.1. Membership of BULSCA will be conferred on any institution registering their interest with the Chair and paying the appropriate membership fee.
- 3.1.2. Membership fees may be waived for the first year of any institutions' membership or at the discretion of the BULSCA Committee.
- 3.1.3. Institutions eligible for membership of BULSCA must be institutions of Higher Education within the confines of the United Kingdom of Great Britain and Northern Ireland.
- 3.1.4. Membership of BULSCA may also be held by conglomerates of institutions provided that all institutions comply with section 3.1.1, section 3.1.3 and none of these institutions are separately members of BULSCA; this provision requires the written acceptance of the chair and membership shall be reviewed at each annual general meeting.
- 3.1.5. Multi institution members shall be treated as all other institutional members of BULSCA except they may draw members from all constituent institutions.

### 3.2. *Individuals*

- 3.2.1. Officers as defined in sections 4 and 5 below shall be deemed to be members of the association and have the authority to act on its behalf within their remit and policy set by BULSCA meetings.
- 3.2.2. BULSCA may choose to admit honorary members or officers at the discretion of the BULSCA Committee. These members shall be bound to act in accordance with the principle and policies of BULSCA. A list of these members shall be held by the Secretary.
- 3.2.3. Individual members shall not be eligible to vote in meetings with the exception of the Chair's casting vote.



## **4. Officers**

### **4.1. General**

- 4.1.1. Officers shall be elected annually by BULSCA institutional members as defined in section 3.1.
- 4.1.2. The Officers together make up the BULSCA Committee which has responsibility for the day-to-day operation of BULSCA.
- 4.1.3. Officers must be or have been eligible to compete for a member institution.
- 4.1.4. Other than the officers described below, the institution holding the chair of BULSCA will be expected to provide any other support for the administration of BULSCA.
- 4.1.5. Officers may be removed from office following a two thirds majority vote of an extraordinary general meeting.
- 4.1.6. At all times at least one of the officers must be available to answer queries of the membership or others within a reasonable timeframe.

### **4.2. Chair**

- 4.2.1. The Chair must be currently eligible or have been eligible within the last 12 months to compete for a member institution under section 5.2.
- 4.2.2. The Chair shall:
  - 4.2.2.1. Act as the BULSCA representative to the RLSS, SLSCB and other interested bodies.
  - 4.2.2.2. Act as a point of contact for BULSCA.
  - 4.2.2.3. Be responsible for interpreting the BULSCA constitution.
  - 4.2.2.4. Undertake other tasks as dictated by the needs of the job.

### **4.3. Secretary**

- 4.3.1. The Secretary shall:
  - 4.3.1.1. Take minutes at BULSCA meetings.
  - 4.3.1.2. In conjunction with the Communications Officer, collate and produce varied articles for the Lifesavers Magazine biannually.
  - 4.3.1.3. Submit relevant information to RLSS UK.
  - 4.3.1.4. Maintain all BULSCA governance and guidance documents, review them periodically and ensure that the latest version is accessible on the BULSCA website.
  - 4.3.1.5. Maintain the BULSCA document storage system.
  - 4.3.1.6. Keep a list of current members and their contact details.
  - 4.3.1.7. Undertake other tasks as dictated by the needs of the job.

### **4.4. Treasurer**

- 4.4.1. The Treasurer shall:
  - 4.4.1.1. Oversee the financial management of BULSCA.
  - 4.4.1.2. Submit a financial report to the BULSCA AGM.
  - 4.4.1.3. Ensure Sponsorship is sought after by the association
  - 4.4.1.4. Undertake other tasks as dictated by the needs of the job.



#### **4.5. Development Officer**

4.5.1. The Development Officer shall:

- 4.5.1.1. Assist new and existing clubs in developing their club.
  - 4.5.1.1.1. In part through organising training courses.
- 4.5.1.2. Assist clubs in the development and training of the sport.
  - 4.5.1.2.1. In part through organising Judges Courses.
  - 4.5.1.2.2. In part through organising workshops
- 4.5.1.3. Alongside the Chair, facilitate the induction of new clubs into BULSCA.
- 4.5.1.4. Advise BULSCA on the development of Lifesaving as a sport.
- 4.5.1.5. Hold and update Student Records.
- 4.5.1.6. Undertake other tasks as dictated by the needs of the job.

#### **4.6. Data Manager**

4.6.1. The Data Manager shall:

- 4.6.1.1. Ensure that the website and associated RLSS pages are kept up to date with regard to sport content rules and results.
- 4.6.1.2. Collate the league table in line with current regulations, including the insurance that the dalliance process regarding officials, SERC setter and quality of events are followed
- 4.6.1.3. Keep policy regarding quality control of competitions up to date
- 4.6.1.4. Advise the treasurer of any BULSCA financial penalties that clubs commit while administering BULSCA League events.
- 4.6.1.5. Maintain scoring and entry software and support clubs with using this software.
- 4.6.1.6. Provide the Championships Coordinator with entries and scoring support at BULSCA Championships
- 4.6.1.7. Work with the Communication Officer to ensure that any club, web based system will integrate with the wider website
- 4.6.1.8. Undertake other tasks as dictated by the needs of the job

#### **4.7. Championships Coordinator**

4.7.1. The Championships Coordinator shall:

- 4.7.1.1. Be responsible for the organization of an annual BULSCA Championships.
- 4.7.1.2. Undertake other tasks as directed by the needs of the job.

#### **4.8. Communication Officer**

4.8.1. The Communication Officer Shall

- 4.8.1.1. Manage website content and distribution of documents to members.
- 4.8.1.2. Advertise courses to members through relevant channels.
- 4.8.1.3. Engage other organisations and membership through social media.
- 4.8.1.4. Manage email lists, both personal and public, and contact of members.
- 4.8.1.5. Develop content with the Development Officer to engage, up-skill and develop the membership.
- 4.8.1.6. Work to ensure changes made will not affect the scoring systems used by the Data Manager.
- 4.8.1.7. Work with the Secretary to ensure the official RLSS UK blogs and magazine articles are also displayed on our web space.



- 4.8.1.8. Undertake other tasks as dictated by the needs of the job.

## 5. Welfare and Inclusion

### 5.1. *Welfare and Inclusion Officer*

- 5.1.1. The Welfare and Inclusion Officer shall be an appropriate person that is appointed annually by the BULSCA Committee as defined in section 3.2. They are not a member of the BULSCA committee but are to work in conjunction with the committee on appropriate issues.
- 5.1.2. The Welfare and Inclusion Officer shall:
- 5.1.2.1. Be a point of contact for competitors, clubs, the BULSCA committee, the BULSCA Judges Panel and RLSS UK on welfare and inclusion issues.
  - 5.1.2.2. Aid clubs and committees to resolve any welfare, inclusion or safeguarding issues that arise.
    - 5.1.2.2.1. For competitions with under 18s in attendance, liaise with competition organisers to ensure all reasonable accommodations have been made, such as photography requirements, social venue, etc.
  - 5.1.2.3. Ensure BULSCA, including the committee, member clubs, and individuals follow the Diversity and Inclusion Policy.
    - 5.1.2.3.1. Where necessary, provide assistance to competition organisers or the referee when assessing reasonable adjustment requests as per Sections 1.1 and 1.1.5. of the Diversity and Inclusion Policy.
    - 5.1.2.3.2. Keep an anonymised record of previously granted adjustment requests as per Section 1.1.11 of the Diversity and Inclusion Policy.
  - 5.1.2.4. Update and maintain the BULSCA website Welfare Area alongside the Data Manager.
  - 5.1.2.5. Monitor the incident reporting form, and provide the BULSCA committee with an anonymised statistical report to be published at the AGM.
  - 5.1.2.6. Undertake other tasks as dictated by the needs of the job.

## 6. Competitions

### 6.1. *General*

- 6.1.1. Competitions eligible for BULSCA league shall be registered with the Chair at least 12 weeks before the competition.
- 6.1.1.1. At the discretion of the Chair competitions may be accepted at fewer than 12 weeks notice.
- 6.1.2. BULSCA competitions shall be advertised on the BULSCA website and communicated to member institutions by the hosts of the competition.
- 6.1.3. BULSCA competitions shall use rules published by BULSCA if such rules exist for an event.
- 6.1.4. Should BULSCA rules for an event not exist then the clubs must circulate suitable rules 4 weeks prior to date of competition, these rules must be fair as deemed by the judges at the competition in question.
- 6.1.5. Objections to competition rules must be raised with the host of a competition at least seven days in advance of the competition.
- 6.1.6. Only BULSCA registered institutions shall be eligible for placement in the BULSCA league.



- 6.1.7. The BULSCA Championships shall be held at a venue agreed by the BULSCA committee, at a time appropriate to ensure bookings at appropriate venues can be made.
- 6.1.8. Competitions shall be bound by policy passed by BULSCA meetings.
- 6.1.9. Participants in competitions must fulfil the criteria in section 6.2 in order for that team to be placed in the BULSCA league.
- 6.1.10. Complaints about the conduct of a competition should be made in writing to the Chair. The Chair shall have the power investigate the complaint and rule upon the fairness of competitions, subject to a general meeting of the association.

## 6.2. Eligibility

- 6.2.1. Anyone may enter to compete at a competition hosted by a BULSCA member club. Only eligible participants will count towards the BULSCA league.
- 6.2.2. **Eligible Participants** - For a student to be eligible for BULSCA Competitions they must:
  - 6.2.2.1. Be a registered student at an institution of Higher Education; and
  - 6.2.2.2. Be registered on a credit rated course (e.g. MSc, Degree or HND)<sup>1</sup>, and
  - 6.2.2.3. Be undertaking a study programme equivalent to at least 60 credits per year, or in the case of a postgraduate student be undertaking a study programme of no less than 50% of the full-time student programme. Higher Education institutions that have Further Education students registered with them and undertaking a minimum of 225 Guided Learning Hours are eligible.
  - 6.2.2.4. Have paid the appropriate club membership fee.

<sup>1</sup> That is a course that is registered under CATS (Credit Accumulation and Transfer Scheme).
- 6.2.3. **Special Cases for Participation** – the following persons are eligible to participate in the BULSCA league:
  - 6.2.3.1. *Non-internal students*, provided they meet the other eligibility criteria.
    - 6.2.3.1.1. This allows a student whose home institution does not have a BULSCA club to compete in the BULSCA league with a BULSCA club of a different institution.
    - 6.2.3.1.2. This also allows for students who are away from their home institution, e.g. on a year in industry, to compete in the BULSCA league should they have access to another BULSCA member institution.
    - 6.2.3.1.3. Non-internal students should hold an appropriate membership for, and train with, the BULSCA member club for which they compete.
    - 6.2.3.1.4. Where possible, internal students attending BULSCA member institutions must train and compete with their university's club.
  - 6.2.3.2. A student who is fully registered as an internal student at more than one BULSCA member institution (and is by BULSCA regulations eligible to compete for each of those institutions) may choose, annually, from among the institutions which they are eligible, which of those member institutions to represent.
  - 6.2.3.3. No student may compete for more than one institution in any one academic year.
  - 6.2.3.4. A Sabbatical Officer of either a Students' Union or an Athletic Union who has paid the appropriate Union or Athletic Union subscription.





- 6.2.3.5. A student satisfactorily finishing their course of study from December onwards is eligible until the end of the academic year provided their club membership has been paid.
- 6.2.3.6. A student embarking on a Sandwich Course and / or Year Abroad course provided all of the following:
  - 6.2.3.6.1. The appropriate club membership fee has been paid; and,
  - 6.2.3.6.2. The duration of the course in industry is no more than one year,
  - 6.2.3.6.3. In cases of doubt Club Captains/Committees should refer the circumstances to the BULSCA Committee.

6.2.4. **Ineligible participants** - The following students are ineligible to participate:

- 6.2.4.1. Students undertaking 'foundation' courses are only eligible if their institution's Registry Office (or equivalent) deems them to fulfil these BULSCA eligibility requirements; i.e. are internally registered students of the BULSCA member institution and are studying an appropriate course as listed above.

## 7. Meetings

### 7.1. General

- 7.1.1. The Annual General Meeting (AGM) of BULSCA shall occur between the 1<sup>st</sup> March and 1<sup>st</sup> September.
- 7.1.2. Extraordinary General Meetings (EGM) may be called at the Chair's discretion, by majority decision of the BULSCA Committee, or by written request of three voting members to the Secretary. The Secretary must convene a meeting within twenty-one days.
- 7.1.3. The time and location of general meetings must be advertised to members at least fourteen days in advance.
- 7.1.4. Items for the agenda must be submitted to the Secretary at least ten days in advance, the Chair may accept late items at their discretion.
- 7.1.5. The first agenda must be produced at least seven days in advance of the meeting.
- 7.1.6. The quorum for all BULSCA meetings shall be five voting members.
- 7.1.7. BULSCA meetings which fulfil conditions 6.1.3, 6.1.5 and 6.1.6 may be considered a general meeting of BULSCA, regardless of the name or designation of the meeting.

### 7.2. Policy

- 7.2.1. Policy may be made by any general meeting of BULSCA or as a result of an online vote conducted using the online voting procedures.
- 7.2.2. Policy shall be binding upon all members of BULSCA.
- 7.2.3. Policy requires a simple majority to pass unless it amends the constitution in which case a two thirds majority is required.
- 7.2.4. Amendments to policy may be tabled during the meeting; amendments that are passed are entered into the policy as a whole.

### 7.3. Voting

- 7.3.1. Voting shall usually be by show of hands.
- 7.3.2. A vote by secret ballot may take place at the discretion of the Chair or upon the request of one member.



- 7.3.3. Each member institution shall have one vote.
- 7.3.4. Proxy votes shall not be permitted.
- 7.3.5. In the event of a tie the Chair shall have a casting vote.
- 7.3.6. Officers of BULSCA will be elected using Single Transferable Vote (Appendix A)

Agreed at the general meeting of the British Universities Life Saving Clubs' Association.





## Appendix A – Single Transferable Vote (STV) System

- A.1. Nominations/bids are accepted and announced.
- A.2. Ballot papers are distributed.
- A.3. Members eligible to vote rank the options in order of preference.
  - A.3.1. The preferred option should be marked “1”, the second preference marked “2”, and this should be continued until all options have been ranked, or the voting member has no further preference.
  - A.3.2. Voting members may indicate “Re-Open Nominations” (RON) as a preference if they would rather re-open nominations than accept any of the remaining options. Further preferences may be indicated, even if these are ranked below RON. RON may be considered an option in the same way as any other.
- A.4. Ballot papers are collected.
- A.5. First preference votes are counted.
- A.6. The option with the least number of votes is eliminated.
- A.7. The ballot papers which showed a preference for the eliminated option are re-allocated to the next preferred option.
  - A.7.1. If no further preference is indicated, then the ballot paper is discarded.
- A.8. The votes are re-counted with the ballots re-allocated as detailed in A7.
- A.9. Points A6, A7, and A8 are repeated, eliminating one option in each round.
- A.10. An option is chosen when it has been allocated more than half of the total available votes.