

British Universities Lifesaving Club's Association

Competition Check List

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1 Introduction

When organising a competition, you may find the following checklist useful to ensure all aspects are considered. That said this is only a guide and should be treated as such. If in any doubt then please consult the most recent [BULSCA Competition Manual](#) and [RLSS Speed Rules](#) or email clubdevelopment@bulsca.co.uk

*Please note that items in **Bold** in the document below have fixed and non-negotiable deadlines. If any of these deadlines are missed a fine of £5 payable to BULSCA will be issued and a further fine of £1 per day thereafter. There are 10 of these items in total.*

Other useful documents available on the website are:

[Guide to scoring](#)

[Sample Gantt Charts](#)

[SERC Setters Guidelines](#)

2 Entry Letter

This email should include the following:

- Date and Venue of Competition
- Time of Registration start and finish and Isolation open close
- Events to take place
- Length of Pool
- Directions to the Venue including a map or link to the university website
- Closing Date for Entries
- Cost of Late Entry
- Number of teams per club (If Limited)
- Cost of Entry per Team
- Anything additional clubs need to bring (e.g. Fins, Torpedo Buoy, First Aid Kit)
- Social theme
- Cost of Food and Social
- Accommodation Information for both Friday and Saturday night

Use the [BULSCA mail system](#). Make sure your club gives you Host admin rights.



3 General

3.1 General Competition Check List

Task / Job / Check Point	Name / Place / Completed by
Entry Letter sent to clubs (See Entry Letter Checklist) and Online Entry system prepared for BULSCA (www.bulzca.co.uk) at least 28 days in advance of closure for entries to competition.	NB: Fines applicable
Pool booked for appropriate time	
Program printed: 1 per team, judge, scorer and spares <ul style="list-style-type: none">Includes draw order, timetable, judges, useful contacts, thank yous and any other information	
Area available for: <ul style="list-style-type: none">Registration (can be same room as Isolation but ensure there is enough room for people to queue to register)Isolation with access to toilet facilitiesJudges/Bodies Briefing (Separate to Isolation room)Captains Briefing (Can be same as Isolation)Bag Storage (<i>if applicable</i>)Dry IncidentScoring - Quiet location with electrical pointsPresentations / Dinner	
Scoring: <ul style="list-style-type: none">Copy of BULSCA Spreadsheet sent to you by Web OfficerComputer and PrinterPaper & Stapler/StaplesScorer/sPrinted copy of Guide to scoring.	
Social: <ul style="list-style-type: none">VenueFoodMusicTicketsGames (<i>if applicable</i>)Special Deals (<i>if applicable</i>)	
Float for Social tickets and Entry payment	
Accommodation booked	
Parking for Cars/Minibuses arranged	
Helpers and Bodies arranged (See Helpers/Bodies Checklist)	
Medals and Trophy	
Thanks for Judges / Bodies / Helpers	



3.2 Bodies and Helpers Check List

Task / Job / Check Point	Name / Place / Completed by
Registration : <ul style="list-style-type: none"> • Take Money for Entry / Social • Give Tickets / Programs to each team and all judges and helpers • Collect evidence for diving awards 	
Isolation: <ul style="list-style-type: none"> • Secure Isolation with 2 people on the door • Bathroom runs A male and female helper are required 	
Runners: <ul style="list-style-type: none"> • From Isolation to Dry Incident (<i>give team brief at beginning of incident</i>) • From Dry Incident to Wet Incident (<i>give team brief at beginning of incident</i>) • From Judges to Scorer (<i>with scoresheets</i>) 	
Timekeeper: <ul style="list-style-type: none"> • 1 per incident + Stopwatch + Whistle 	
Scorer(s)	
Announcer: <ul style="list-style-type: none"> • Announce to Spectators/Judges what team is next 	
Judges: <ul style="list-style-type: none"> • Head Judge • Sufficient for each incident (simultaneously) • At least one judge per SERC who is independent of both host University and host Branch. (SERC Setter guidelines) 	
SERC Manager <ul style="list-style-type: none"> • 1 per incident 	
Bodies: Sufficient for each incident (simultaneously)	
Marshal(s)	
Timekeepers for Speeds: 1 per lane (at least)	
Names of officials and two SERC setters emailed to BULSCA and other universities no later than 7 days before competition	NB: Fines applicable



4 Competition Events

Task / Job / Check Point	Name / Place / Completed by
All events taking place at competition must be included in entry letter (See above). This must include but are not limited to: <ul style="list-style-type: none">• Aquatic SERC• Non-Aquatic SERC• 4x 12m Line Throw Relay• 4x 50m Swim and 50m Tow Relay• A Team Speed event	
Any additional events to those above will be notified to BULSCA at the same time as entry letter	
If an event is being held that does not have specified rules in the BULSCA Competition Manual the necessary rules must be sent to BULSCA and University clubs no later than 28 days prior to the competition	NB: Fines applicable



5 Incident Check Lists

5.1 Incident Setters Check List

5.1.1 Dry

Task / Job / Check Point	Name / Place / Completed by
Suitable area to run the incident: <i>This must be a place where teams will not be interrupted by members of the public, and you must ensure you have the appropriate permission to use the area for the allotted time.</i>	
Ensure your incident is realistic, solvable and has a suitable time limit (without using imagination)	
Ensure the number of casualties is appropriate for the entering team	
Ensure SERC setter's name is sent to the Judges Panel (must be sent at least 28 days before competition)	NB: Fines applicable
Ensure SERC is sent to Judges Panel at least 14 days before competition	NB: Fines applicable
Email sent to BULSCA at least 14 days before competition stating the above has been actioned (This email should NOT include details of the SERC)	NB: Fines applicable
Email sent to Clubs no later than 48 hours before competition advising whether or not they need to bring first aid kits	
Ensure all equipment required for the incident is prepared for the day: <ul style="list-style-type: none"> • Food for casualties and Judges (if applicable) • First Aid Kit (<i>if required</i>) • Make Up • Manikin • Area Tape • Necessary Props • Score sheets : 1 per team, plus one for each judge – must include breakdown of scores (See Appendix) must NOT include weightings 	



5.1.2 Wet

Task / Job / Check Point	Name / Place / Completed by
Ensure your incident is realistic, solvable and has a suitable time limit (without using imagination)	
Ensure the number of casualties is appropriate for the entering team	
Ensure SERC setter's name is sent to the Judges Panel (must be sent at least 28 days before competition)	NB: Fines applicable
Ensure SERC is sent to Judges Panel at least 14 days before competition	NB: Fines applicable
Email sent to BULSCA at least 14 days before competition stating the above has been actioned (This email should NOT include details of the SERC)	NB: Fines applicable
Email sent to Clubs no later than 48 hours before competition advising whether or not they need to bring first aid kits	
Ensure all equipment required for the incident is prepared for the day: <ul style="list-style-type: none">• Food for casualties and Judges (if applicable)• First Aid Kit (<i>if required</i>)• Make Up• Manikin• Glasses box for competitors• Area Tape• Necessary Props• Score sheets : 1 per team, plus one for each judge – must include breakdown of scores (See Appendix) must NOT include weightings	



5.2 SERC Managers Check List (On the day)

5.2.1 Dry

Task / Job / Check Point	Name / Place / Completed by
Brief Judges and Bodies	
Ensure each Judge has: <ul style="list-style-type: none">• Score sheets (1 per team)• Clipboard• Pen• White T-Shirt (that doesn't include a connection to any club)	
Incident area clearly marked (<i>communicate to head judge how this will be done so they can explain to teams in the Captain's Briefing</i>)	
Set incident out correctly (for each incident)	
Ensure incident is run identically for each team. Give bodies particular landmarks to set themselves against.	

5.2.2 Wet

Task / Job / Check Point	Name / Place / Completed by
Brief Judges and Bodies	
Ensure each Judge has: <ul style="list-style-type: none">• Score sheets (1 per team)• Clipboard• Pen• White T-Shirt(that doesn't include a connection to any club)	
Incident area clearly marked (<i>communicate to head judge how this will be done so they can explain to teams in the Captain's Briefing</i>)	
Set incident out correctly	
Glasses box available for competitors	
Ensure incident is run identically for each team. Give bodies particular landmarks to set themselves against.	



6 Speeds Check List

6.1 4 x 12 m Line Throw Relay

Task / Job / Check Point	Name / Place / Completed by
Lanes in place	
Semi – rigid back line is <u>securely</u> in place 12 m from the end (shallow end is preferable but not essential)	
Back line is clearly marked for competitors 1.5 m back from the edge of the pool. Note that in pools where there is a plinth, 1.5 m will be marked from the back of the plinth.	
Flags removed from relevant end of pool	
Timekeepers present: 1 per lane Stopwatch Timesheets Pen	
Judges are present : <ul style="list-style-type: none">• Back Line x2• Cross line x 2	
Starter: Whistle Stopwatch	
Ropes: 1 per lane conforming to rule 6.0.1 in BULSCA competition manual Placed in water prior to the event	

6.2 4 x 50 m Swim and 50 m Tow Relay

Task / Job / Check Point	Name / Place / Completed by
Blocks in place (<i>if applicable</i>)	
Flags in place (<i>both ends</i>)	
False Start Line in place (<i>if applicable</i>)	
Timekeepers present: 1 per lane (<i>at least</i>) Stopwatch Timesheets Pen	
Judges are present <ul style="list-style-type: none">• 2 on each side of the pool (pick-ups, towing technique and turns)	
Starter: Whistle Stopwatch	

6.3 4 x 25m Manikin Carry Relay

Task / Job / Check Point	Name / Place / Completed by
Ensure there is 1 Manikin + 3 bungs (full) for each lane	
Lanes in place	
Blocks in place <i>(if applicable)</i>	
Flags in place <i>(both ends)</i>	
False Start Line in place <i>(if applicable)</i>	
Timekeepers present: 1 per lane <i>(at least)</i> Stopwatch Timesheets Pen	
Judges are present – notably for the start and technique	
Starter: Whistle Stopwatch	

6.4 4 x 50m Obstacle Relay

Task / Job / Check Point	Name / Place / Completed by
Gates securely in place at 12.5m from the start point <i>(and end point if in 50 m pool)</i>	
Lanes in place	
Blocks in place <i>(if applicable)</i>	
Flags in place <i>(both ends)</i>	
False Start Line in place <i>(if applicable)</i>	
Timekeepers present: 1 per lane <i>(at least)</i> Stopwatch Timesheets Pen	
Judges are present: <ul style="list-style-type: none"> • 2 on each side of the pool (Starts, gates and turns) 	
Starter: Whistle Stopwatch	



6.5 4 x 50m Medley Relay

Task / Job / Check Point	Name / Place / Completed by
Lanes in place	
Blocks in place	
Flags in place (<i>both ends</i>)	
False Start Line in place (<i>if applicable</i>)	
Timekeepers present: 1 per lane (<i>at least</i>) Stopwatch Timesheets Pen	
Judges are present – notably for the start, technique and changeovers <ul style="list-style-type: none">• 2 on each side of the pool (Starts, technique and Changeovers)	
Starter: Whistle Stopwatch	

On all events you need a referee and a chief timekeeper.

- The referee is the one who blows the long whistle which signals to the competitors and to the starter that they can “race”.
- The Chief Timekeeper is only used if the one of other stopwatches fail (or time keepers don’t start their watch) in, which case they raise their arm and the chief timekeeper goes to time that lane. To save on people this could be the starter if necessary.



7 Post Competition

Task / Job / Check Point	Name / Place / Completed by
Provisional Results printed (one per team) immediately after competition	
Checked and Verified results will be sent to BULSCA chair no later than 14 days after the competition	NB: Fines applicable



Appendix

8 Incident Scoresheet Template

There must be 1 scoresheet for every 1-2 casualties. Each scoresheet must contain a breakdown of how the incident setter would like the casualty to be marked, based on the ideal treatment. The Weighting column should be left blank on the scoresheet – only the Scorer should be supplied with this information.

<u>Casualty 1</u>	<u>Score</u>	<u>Weighting</u>
In this section include points for marking.	All scores out of 10	The weighting can be anything from 0.5 to 5.0

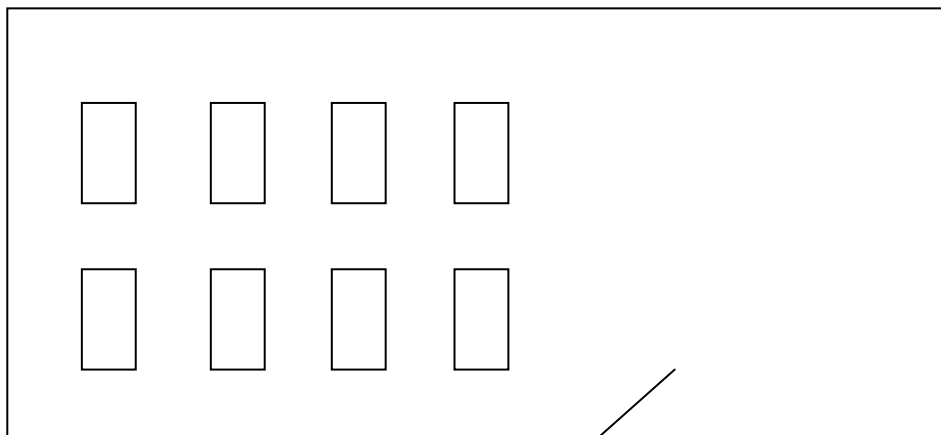
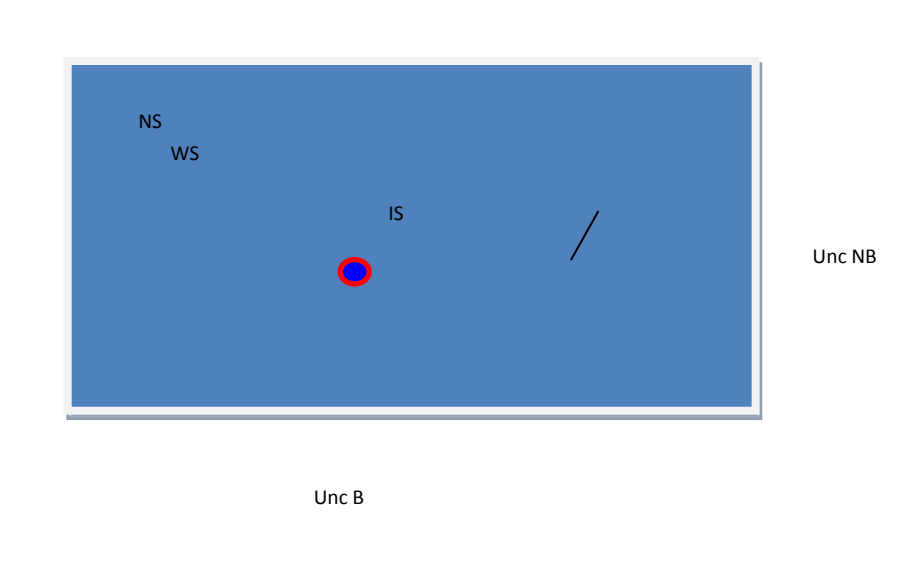
For Example:

<u>Unconscious Casualty</u>	<u>Score</u>	<u>Weighting</u>
<u>Not Breathing</u>		
Check for Response		
Check for Breathing - Head tilt, chin lift		
Turn casualty over - Care for head - Care for injuries - Controlled		
Time when compressions started		
Effective CPR		
Personal Safety		
Secondary Survey - Effective Survey - Effective Treatment of Injury		

Incident Schematic

There must be an electronic schematic of the incident available to the incident manager in hardcopy to ensure the incident has been set up as required by the incident setter, this is to be made available to the head referee on request. All casualties and equipment must be clearly identified on the schematic, as well as entry and exit points, out of bounds areas and all props.

The incident schematic must be available to view after the incident has been completed. This is not required in hard copy on the day, but must be in a format such that it can be added quickly and easily to the BULCA competition Score Sheet.





8.1 Competition Timings

The following is a list of events and the amount of time which should be left for each event. These times are based on personal experience and are by no means set in concrete, there may be quirks of your competition which will allow things to run smoother/make things take longer. However by using these times as a rule of thumb your competition should run on time even if there is an appeal.

Breaks: 2 x 10 min after every 10 teams, or 1 x 15 min half way through

Set up time: It's extremely unlikely that the organisers will get the first team out immediately after the time in which they have the pool booked for. From my own experience, close isolation about 15-30 mins before you get pool time, they can then go and get props out, casualties changed etc before your pool time starts. As soon as you get the pool you can start roping off, setting up etc. in the mean time your dry area should be booked at least from when isolation closes, they can set up immediately then. Captain's Briefing, with everything set up (about 15 minutes after your pool time started) your two SERC managers (along with the Head Judge) can go and do the Captain's Briefing, which shouldn't take long. As soon as this finishes (after maybe 5 -10 minutes) you can call the first 3 teams, and try to start around 30 minutes after you had pool time booked for.

I also add in 15 minutes to put lanes in. 5 minutes for blocks/flags, and 5 minutes for gates. You might also want 5 minutes to fill manikins up for the 4 x 25 m Manikin Relay.

It may be a good idea to allocate your clubs member jobs beforehand.

i.e Who will put flags in?

Who will put ropes in?

Who will fill manikins?

Having this predefined can help as no struggling to find helper is needed.



Event	Time per heat/Team
Incidents <ul style="list-style-type: none"> • Dry • Wet <ul style="list-style-type: none"> ○ 50m Pool ○ 25m Pool 	<ul style="list-style-type: none"> • 5 minutes per team ○ 7 minutes per team ○ 5 minutes per team
Traditional Speed Events <ul style="list-style-type: none"> • 4 x 12m Line Throw Relay • 4 x 5 0m Swim and 50m Tow Relay 	<ul style="list-style-type: none"> • 5 minutes per heat <p><i>(NB: Time limit per heat is 2.5min)</i></p> <ul style="list-style-type: none"> • 10 minutes per heat
ILSF Speed Lifesaving Relay Events <ul style="list-style-type: none"> • 4 x 50m Obstacle Relay • 4 x 50m Medley Relay • 4 x 25m Manikin Carry 	<ul style="list-style-type: none"> • 5 minutes per heat • 5 minutes per heat • 5 minutes per heat
ILSF Speed Lifesaving Individual Events <ul style="list-style-type: none"> • 50m Manikin Carry • 100m Manikin Carry with Fins • 100m Manikin Tow • Rescue Medley • 12m Line Throw • 200m Obstacle Race • 200m Super Lifesaver 	<ul style="list-style-type: none"> • 5 minutes per heat • 5 minutes per heat • 5 minutes per heat • 5 minutes per heat • 3 minutes per heat • 5 minutes per heat • 7 minutes per heat

- 30 minutes approx to get changed
- Time to get to social
- Drivers, bags and accommodation arrangements



8.2 Rough Timeline for day

Below is a very rough guide to the timings for a competition with 4 heats in a 25m pool. All timings are approximate and there may be quirks of your competition that will require alterations. Remember, it's always better to allow too much time than not enough!

<p>Before teams arrive:</p> <ul style="list-style-type: none">• Put signs up – 15 mins• Registration area prepared – 15 mins• Isolation area prepared – 15 mins <p>Section time: 45 mins Total time: 45 mins</p>
<p>Registration:</p> <ul style="list-style-type: none">• Teams Register and food and social sold – 1 hr <p>Section time: 1 hr Total time: 1 hr 45 mins</p>
<p>Isolation:</p> <ul style="list-style-type: none">• Teams Change – 15 mins• All teams into isolation – 15 mins• Isolation Begins <p>Section time: 30 mins Total time: 2 hrs 15 mins</p>
<p>SERC Set-Up:</p> <ul style="list-style-type: none">• Bodies Briefing – 15 mins• Judges Briefing – 15 mins• Set up Dry/Wet SERC (simultaneously) – 30 mins <i>(Note pool time needs to be booked from here on)</i>• Captains Briefing – 15 mins <p>Section time: 1 hr 15 mins Total time: 3 hrs</p>
<p>SERCs:</p> <ul style="list-style-type: none">• Teams complete SERCs – 2 hrs 30 mins <p>Section time: 2 hrs 15 mins Total time: 5 hrs 15 mins</p>

Rope Throw:

- Set Up Pool
 - Put Lanes in – 5 mins
 - Put flags in opposite end to rope throw – 5 mins
 - If rope throw at shallow end put in diving blocks – 5 mins
- Run event – 20 mins
- Set Up Pool
 - Put remaining flags in – 5 mins
 - Put diving blocks in if not already done – 5 mins

Section time: 45 mins

Total time: 6 hrs

Speed Event:

- Fill Manikins/Prepare Torpedo Buoys/Put in Gates – 5 mins
- Run event – 25 mins

Section time: 30 mins

Total time: 6 hrs 30 mins

Swim and Tow:

- Clear previous event – 5 mins
- Run event – 40 mins

Section time: 45 mins

Total time: 7 hrs 15 mins

Post Competition:

- Competitors change – 30 mins
- Scores calculated and printed (simultaneously to above)
- Move to social – 15 mins

Section time: 45 mins

Total time: 8 hrs