

British Universities Lifesaving Clubs' Association

League Competition Application and Planning Pack
Version 1.0



BRITISH UNIVERSITIES



Preliminary Notes Regarding this Pack

Why are we using application packs?

At the 2009 AGM, BULSCA had more clubs requesting to host a competition than were feasible to stage, either financially or within the calendar. We feel asking clubs to submit an application to stage a competition will allow us to ensure hosts are selected in the best interest of the membership.

What do you need to do?

1. Complete the form in this document with as much accurate detail as you can. We appreciate you might not have all the information required, so if you don't know the answer then say so and explain why not.
2. Complete the finance pack as indicated in the notes below.
3. Email a completed copy of both to chair@bulsca.co.uk no later than **Friday 2nd April 2010**.

What will the committee do?

1. Review all the applications, and distribute the applications to voting members.
2. Propose a calendar of competitions at the AGM in May.

Important!

Do **not** make unrealistic estimates for your event, since BULSCA will expect you to adhere to your predictions, particularly the financial ones. While we strongly urge clubs to check the availability of venues, we would remind you to refrain from making financial commitments until your competition is confirmed at the AGM.

Notes for Financial Planning

The budgeting and planning of league competitions is at the discretion of the host club's management committee. The financial pack is principally for clubs to show what they will be charging at the event and budget in advance, so that no competition runs at a loss. For those competitions wishing to charge more in entry fees, the spreadsheet should help you substantiate why this should be the case.

While we do not require a full breakdown of costs or income from students' unions, the committee may reject any bid which is not financially competitive. Those rejected will be required to substantiate their costs and the committee may decide to reject bids where the expected profits exceed £100.

Competitor Supplements – Revenues from individual tickets for food, social or accommodation should be used to pay for just those things, not to subsidise the cost of competition.



Judges & Helpers – BULSCA relies heavily on the people who donate their time and effort to the league. As such we ask that host clubs do not charge these individuals for food or social. The financial planning spreadsheet is set up so as to provide for 28 helpers.



Competition Application Procedures

1. Competition proposals:

- 1.0. All competition proposals shall contain:
 - 1.0.1 A completed Competition Application Pack – below
 - 1.0.2 A completed Financial Planning Guide– available online
- 1.1. All proposals shall be submitted by the deadline given by the BULSCA committee.

2. BULSCA committee decisions:

- 2.0. The BULSCA committee shall review the proposals submitted, proposals will be rejected at the discretion of the committee on the following grounds:
 - 2.0.1 Late submission of proposals;
 - 2.0.2 Incomplete or unintelligible submissions; or
 - 2.0.3 Any proposal where the host club is expecting to make a profit in excess of £100
- 2.1. Clubs whose proposals have been rejected shall be informed immediately, and with the exception of 2.0.1 given fourteen (14) days in which to resubmit amended proposals.
 - 2.1.1 Clubs may only resubmit proposals once.

3. Announcement of successful proposals:

- 3.0. The BULSCA committee will announce a list of approved proposals, and make the proposal details available on the BULSCA website.



Your Details



Name of Club					
Facilities for Competition					
Proposed Location					
Was this location used previously?					
Pool length		Number of Lanes		Blocks?	
Electronic Timing?		Plinth		Capacity # teams	
Detail of viewing area					
Hours of pool time					
Timetable					
Dates on which competition can be held. Please supply at least 3					
Applying for freshers' competition?					
Registration time		Competition End			
Meal time		Social Start/End			
Food & Social					
Location for food					
Distance from pool					
Travel arrangements					
Planned Food					
Are these arrangements similar to previous year(s)?					
Social Location					
Distance from food		Private party?			
Travel arrangements					
Food to social					
Are these arrangements similar to previous year(s)?					
Accommodation					
Type of Accommodation					
Location					



Distance from Social	
Kick out time in morning	
Arrangements for taking kit to accommodation	
Arrangements for returning from social	
Additional Information	