



British Universities Life Saving Clubs' Association

General Meeting Papers

Sunday 2nd May 2010

Meeting commences at 10.30

Room JJ018, Ann Packer Building, Loughborough University

Finalised Agenda

1. Apologies for absence
2. Approval of minutes from the last meeting (**Paper A**, page 3)
3. Matters arising from the minutes
4. BULSCA officer reports
 - Chair:* Simon Creasey (to be tabled)
 - Secretary:* Iain Long (**Paper B**, page 13)
 - Treasurer:* Martin May (**Paper C**, page 14)
 - Club Development Officer:* Rich Rowe (**Paper D**, page 15)
 - Sport Development Officer:* Tom Strachan (**Paper E**, page 16)
 - Webmaster:* Oli Coleman (**Paper F**, page 17)
 - Championships Coordinator:* Dorota Bortel (to be tabled)
5. Amendment to rule **5.3.1.2** (**Paper G**, page 23)
 - Proposed:* Stu Ward, BULSCA Judges Panel member
 - Seconded:* TBC
 - Recommendation:** To follow
6. Support for Clubs (**Paper H**, page 24)
 - Proposed:* David Brown, St. Andrews
 - Seconded:* TBC
 - Recommendation:** To follow
7. Competition Calendar 2010-2011 (Papers in separate document, prepared by the Chair)



8. Election of new officers in constitutional order (**Paper I**, page 26).
9. Any other business

**Please send comments or apologies to
Iain Long (secretary@bulzca.co.uk)**



Paper A: Minutes of the Last General Meeting

Meeting held at the University of London Union on Saturday 12th December 2009.

In attendance:

Jason Bell	University of Birmingham
Dorota Bortel	Championships Coordinator
Tom Chamberlain	University of Southampton
Rhys Clements	University of Southampton
Oliver Coleman	Webmaster
Eve Coomber	University of Nottingham
Simon Creasey	BULSCA Chair (Chairperson)
Gareth David	Loughborough Universities
Aidan Hethedington	University of Plymouth
Amy Jennings	Loughborough Universities
Tamsin Jones	University of London
Iain Long	BULSCA Secretary (Clerk)
Martin May	BULSCA Treasurer
Ed Pickering	University of Cambridge
Lydia Roe	University of Bath
Rich Rowe	Club Development Officer
Jessica Savage	University of Plymouth
Kathryn Shaw	University of Nottingham
Tom Strachen	Sport Development Officer
Alan Sutherland	University of Bath
Stuart Vagg	University of Warwick
Kate Vlaeminke	University of Warwick

Observers:

Stuart Ward (Grand Wizard of the Judges Panel).

Unless otherwise stated, all actions should be completed in time for the next general meeting.

Simon called the meeting to order at 11.05.

1. Apologies for Absence:

Swansea.

2. Approval of Minutes from the Last Meeting:

Simon went through the minutes. No errors were found.

It was noted prior to voting that Plymouth had not paid their membership fees, and were therefore ineligible to vote.



Vote 2.1: Simon proposed accepting the minutes as a true and accurate record of the meeting.

For: 7
Against: 0
Abstaining: 0

The proposal was accepted.

3. Matters Arising from the Minutes:

There were no matters arising from the minutes.

4. Officer Accounts:

Simon stated that, should any club wish to question the BULSCA committee, this could be done outside of the meeting. There were no objections.

5. SERC Rules Amendments:

Simon, in Stu Richardson's absence, presented **Paper B** on amendments to the SERC rules. He proposed amending the proposal by removing reference to rule **5.3.7.5**. Simon noted that EAV was performed in the water, and hence the rule should remain in place. As Stu was unable to accept the amendment, it was put to a vote of the General Meeting:

Vote 5.1: Simon proposed removing references to rule **5.3.7.5** from the proposal.

For: 7
Against: 0
Abstaining: 0

The proposal was accepted.

The General Meeting then moved to vote on the amended proposal:

Vote 5.2: In Stu Richardson's absence, Simon proposed accepting the proposal outlined in **Paper B**, subject to the amendment in **Vote 5.1**.

For: 7
Against: 0
Abstaining: 0

The proposal was accepted.

Action 5.1: Iain to make the necessary amendments to the BULSCA Competitions Manual.

6. Diving with a Torpedo Buoy:

Tom presented **Paper C**, on suspending rule **5.6.2.2**, and adopting the new RLSS rules on diving with a torpedo buoy.

London asked whether RLSS Trainer/Assessors would be able to sign off club members to dive with torpedo buoys. Simon stated that was correct. Oli noted that the swimming pool in which clubs train would need to have a final say on who could train competitors to dive, as it has health and safety implications.



Vote 6.1: Tom proposed accepting the proposal outlined in **Paper C**.

For: 7
Against: 0
Abstaining: 0

The proposal was accepted.

7. Equipment in SERCs:

Tamsin Jones (London) presented **Paper D**, on equipment in SERCs. She noted that clubs often have to take kit with them that is not used, and clogs up poolside. Given that SERCs now go to the BULSCA Judges Panel well in advance of the competition, there seems little need for this.

Oli disagreed, and felt that clubs do not need to be informed in advance, as it may enable them to train for the SERCs better.

There followed a discussion about outdoor clothing. London felt that it was unnecessary to require teams to bring outdoor clothing into isolation, only to be told that the SERCs are inside.

The General Meeting was informed by Martin that Plymouth had now paid their membership fees and were hence entitled to vote.

Vote 7.1: Simon proposed removing reference to outdoor clothing and footwear from the proposal.

For: 8
Against: 0
Abstaining: 0

The proposal was accepted.

Vote 7.2: London proposed accepting the proposal outlined in **Paper D**, subject to the amendment in **Vote 7.1**.

For: 8
Against: 0
Abstaining: 0

The proposal was accepted.

Action 7.1: Iain to make the necessary amendments to the BULSCA Competitions Manual.

8. Reforming BULSCA General Meetings:

Iain presented **Paper E**, on reforming BULSCA General Meetings. He summarised the contents of the proposal and stated his motivation. He feels that General Meetings are run too much like a club committee; that there is a lot of discussion that leads to no substantial changes to policy.

Oli noted that he has sat on committees with similar procedures, and that it removes freeform discussion. He felt that it was too bureaucratic. Iain accepted that it removed freeform discussion, but noted that, the length of many BULSCA General Meetings relative to the number of decisions made, this was not necessarily a bad thing.



Birmingham asked for clarification on how to deal with multiple people wishing to object to a proposal. Iain referred Birmingham to the supplementary document, General Meeting Procedures, which explained this in detail. He noted that each individual would be given two minutes to object.

Oli noted that the BULSCA Chair already has the ability to move the meeting on, and questioned the need for the proposal. Simon and Iain responded that, whilst correct, the proposal clarified how and when the meeting could be moved on, for those not as well-versed in meeting procedures.

Stu Ward stated that the proposal needed to clarify judges' entitlements at meetings. Iain stated that members of the BULSCA Judges Panel shall automatically have speaking rights, but no right to vote. Other judges may request speaking rights from the BULSCA Chair in advance of the meeting.

Vote 8.1: Iain proposed accepting the proposal outlined in **Paper E**, and adopting the supplementary paper, General Meeting Procedures, as BULSCA standing policy.

For: 8
Against: 0
Abstaining: 0

The proposal was accepted.

9. Responsibility for the Competitions Manual:

Martin presented **Paper F**, on transferring responsibility for the BULSCA Competitions Manual to the BULSCA Judges Panel. He noted that, in the vast majority of cases, BULSCA judges were the ones suggesting amendments to the Manual. Moreover, he noted that the points tend to be less substantial than in previous years. He therefore suggests moving responsibility for accepting/rejecting rules changes to the BULSCA Judges Panel.

Iain noted that, since the Competitions Manual has been in use for several years, most amendments are a matter of fine-tuning, rather than substantive changes to rules.

Birmingham asked whether the judges were happy with this idea. Stu Ward noted that, although they had not been asked yet, he did not see it as being a major issue.

Simon proposed an amendment to the procedures outlined. He felt that suggested amendments should first be sent to the BULSCA Committee, and only forwarded to the Judges Panel if the Committee accepted the amendment. Should the amendment be rejected, the club proposing it could protest, and take it to the AGM.

Stu Ward noted that this may result in the need to add a rule allowing for mid-season rules changes.

Martin accepted the amendment, and suggested moving to a vote.

Vote 9.1: Martin proposed accepting the proposal outlined in **Paper F**, subject to the amendment offered by Simon and Stu Ward.

For: 8
Against: 0
Abstaining: 0

The proposal was accepted.



10. Competition Proposals:

Simon presented **Paper G**, on competition proposals. He summarised the proposal as follows. Clubs should submit the form at the back of the pack, along with the spreadsheet detailing their budget. This enables to budget properly, as well as enabling the BULSCA Committee to reject any proposals that make large profits outright.

Birmingham asked whether there was need to account for the host club's teams on the spreadsheet. Moreover, they queried what attendance level BULSCA would make their decisions based upon. Simon clarified, noting that so long as the proposals were competitive, the BULSCA Committee would not look to reject them.

Birmingham also noted that their union only funds them for one-third of the competitions they seek to attend. The revenues from the Birmingham competition enabled them to attend a lot more competitions. Simon accepted this as a valid reason for charging more. Moreover, Iain noted that, so long as clubs could justify charging more, the BULSCA Committee would accept their proposals. The aim of the proposal system was to encourage attendance at competitions, not discourage it.

Plymouth stated that they receive no funding from the union at all. Simon stated once again that he realises clubs rely on their competitions as a source of revenue, and that BULSCA would not block any proposal that justified the price is charged. Iain added that this proposal should help clubs such as Plymouth, as they should see competition fees fall, making them more affordable.

Simon suggested that, in order to encourage participation, BULSCA clubs could offer last-minute free spaces to smaller clubs at a reduced rate.

Bath noted that there was an implicit threat. What happens if clubs do not comply to the proposal they have put forward? Simon noted that BULSCA would consider withdrawing its support for the competition, resulting in it not counting towards the league. Bath responded by saying that it is impossible for them to know their costs in time for the AGM. Iain accepted this as valid, and suggested speaking to the BULSCA Committee if costs went up. Moreover, they could state that their prices may have to increase in their proposal.

Bath also raised concerns about food prices. Simon stated that food should be charged at cost. Dorota noted that this was tricky. Birmingham stated that, if food was charged at cost, they would charge £3.57 per person. Simon noted that this should be rounded up, as bodies, judges and helpers are traditionally given free food.

Bath then asked about deadlines. They noted that the proposal needs to state how long BULSCA can review proposals. Simon noted that these deadlines were implicitly given, in line with the date of the AGM. Martin noted that if clubs wished to submit their proposals early, this would be extremely useful.

Warwick asked how to register interest in the freshers' competition. Simon stated that there was a box to tick.

Bath asked how much detail was required. Simon noted that it was up to individual clubs, however the more detail the better.

Oli suggested amending the proposal, allowing clubs wishing to host the freshers' competition to submit two proposals: one for the freshers' competition, and a back up one, should they fail to win the freshers' competition. **Simon accepted this amendment.**

Iain noted that there is no reference to health and safety in the proposal. He suggested that BULSCA should emphasise that host clubs are responsible for managing health and safety at their competitions.



Oli noted that competitors were only insured by BULSCA at the BULSCA Championships. **Simon accepted this amendment.**

Southampton asked what would happen if clubs amended their proposal on the day of the competition. Simon stated that they would have to justify the changes. He further suggested that costs should be completely finalised when entries are opened.

Loughborough arrived at 11.57. Martin informed the General Meeting that Loughborough had not paid membership fees, and were hence ineligible to vote.

Vote 10.1: Simon proposed accepting the proposal outlined in **Paper G**, subject to the amendments offered by Oli and Iain.

For: 7
Against: 0
Abstaining: 1

The proposal was accepted.

11. Abolishing the Cap on Competition Fees:

Iain presented **Paper H**, on abolishing the cap on competition fees. He noted that the competition proposal scheme made the cap superfluous.

Southampton asked if the fees cap remained for the freshers' competition. Iain stated that all competitions, including the freshers' competition, were included in this proposal.

Plymouth raised concerns that this would discriminate against clubs with expensive facilities, who would necessarily charge higher prices. Iain noted this point, but stated that clubs should be allowed to choose which competitions they wished to see in the league. If competitions were more expensive, clubs should take that into account. Furthermore, it ensured that no competitions ran at a loss.

Oli noted that, at BULSCA Committee, it had been decided to introduce a recommended retail price of £30 for a competition. Iain accepted this, but stated that he had not been comfortable proposing such a system, as it would negate the reforms he was looking to introduce. As a compromise, he suggested setting a recommended retail price of £30 for next season, and then allowing free competition for the following season, as clubs had observed prices. **Oli accepted this amendment, and withdrew his objection.**

Southampton questioned whether this would lead to collusion. Iain noted that, under the previous agenda item, BULSCA reserved the right to reject any proposal that made large profits.

Vote 11.1: Iain proposed accepting the proposal outlined in **Paper H**, subject to a recommended retail price of £30 during the 2010-2011 season.

For: 8
Against: 0
Abstaining: 0

The proposal was accepted.



12. Increased Cooperation with the RLSS:

Alan Sutherland (Bath) presented **Paper I**, on increasing cooperation with the RLSS. He noted the pilot being run in the West Region. He works closely with the RLSS and Ellen Moore, and suggested that RLSS wants to work closer with BULSCA.

Vote 12.1: Bath proposed accepting the proposal outlined in **Paper I**.

For: 7
Against: 0
Abstaining: 1

The proposal was accepted.

Southampton asked about cooperation with the SLSA. Simon noted that he had not heard from them. Southampton noted that Swansea are involved with the SLSA, and that Simon should try to contact them.

Simon adjourned the meeting from 12.20. The meeting reconvened at 12.27.

13. Aberdeen Competition:

Simon presented **Paper J** (tabled at the meeting and therefore attached), on the Aberdeen competition. He noted that more than one club had complained about each point listed in the paper, and that he had disregarded several other complaints that could not be confirmed. Moreover, he noted in detail that all of the problems highlighted related to management and scoring issues, which could not be resolved *ex post*. He had listened to the accounts and opinions of members of the BULSCA Committee at the competition, as well as those of the complainants, before reaching the recommendation. He then asked for comments.

Southampton asked if there was any way to prevent the problem of BULSCA Judges Panel decisions not being implemented by the Management Committee. Simon noted that this was extremely difficult to do on the day.

Vote 13.1: Simon proposed accepting the proposal outlined in **Paper J**.

For: 7
Against: 0
Abstaining: 1

The proposal was accepted.

Action 13.1: Simon to inform Aberdeen of the General Meeting's decision as soon as possible.

14. Any Other Business:

14.1. Complaints Procedure:

Iain presented an additional paper on complaints procedures. He noted that BULSCA did not have formal procedure by which clubs could complain about competitions. The paper he presented was aimed at rectifying this. However, it was prepared at the last minute, and he has not had time to consult particularly widely. As such, rather than voting in the policy, Iain invited comments.

Oli suggested that, rather than taking actions depending upon weighting, the number of events should be considered.



Bath asked why the BULSCA Chair was given the job of investigating. Iain stated that he simply took this from the appropriate section of the Competitions Manual. Bath suggested simply amending the current disciplinary procedure, rather than producing a whole new one.

Iain thanked the General Meeting for their input.

14.2. Plymouth Chair:

Jess Savage (Plymouth) announced that she would be stepping down as Chair of Plymouth. Helen Bugg was taking over.

14.3. Labelling on Competition Spreadsheets:

Southampton asked that casualties be labelled with descriptions on the competition spreadsheet, rather than, 'Casualty 1', 'Casualty 2' etc. Oli stated that he always requests details of the SERCs, and adjusts the labels appropriately. He also hopes to add SERC diagrams. Simon stated that he would forward these, as well as SERC comments.

14.4. Summer Activities:

Simon suggested organising something for next summer. He proposed holding a competition for both old boys and current competitors. Participants would have the opportunity to act as a casualty and a judge, as well as a competitor.

Southampton asked whether the Beach Weekend would go ahead. Simon stated that he hoped it would. Plymouth noted that they are close to a beach with a campsite within easy walking distance. Southampton noted that Bournemouth was another possibility.

London noted that judging in a pool was very different to judging in a beach. They suggested including a pool SERC as well. Simon stated that the dry was the same. Southampton suggested one day at the beach and another at the pool. Simon worried about the cost.

14.5. Aberdeen:

Loughborough asked whether BULSCA could get a formal apology from Aberdeen. They noted that their club went into debt in order to attend. Simon stated that he would inform Aberdeen of the decision, and pass his report onto them. After that, it would be up to them whether they issued an apology.

Simon closed the meeting at 12.52.



Appendix to the Minutes: Paper J

To be tabled at the meeting

Proposer Name and Position	Secunder Name and Position
Simon Creasey, BULSCA Chair	The BULSCA Committee

There have been a number of complaints / queries regarding the Aberdeen competition after the publication of results under rule **3.2.4**.

Below is compiled list of the relevant complaints and with them in italics is the opinion of the chair with regard to the rulebook.

Dry SERC:

- One team has complained that there was no acoustic signal for the start of the dry.
 - This should have been appealed/protested immediately at the cessation of the event, or when it was first realised the event had begun.

Wet SERC:

- There was no brief for the wet SERC – In the final version of the reviewed SERC there is a brief which contains important information.
 - This is in contravention of rule **5.3.5.2**, but more importantly the supplementary information was of import.
- Despite assurances to the panel that bottles intended as aids in the SERC were to be Robinson's juice bottles, they were in fact old screen wash bottles. In view of rule **5.3.6.3** which prohibits the use of real chemicals in the scenario area, some were penalised unfairly for not using the bottles.
 - Since those competitors affected could not realise that they had been misled before the publication of results, it is appropriate that this matter be brought to appeal before finalising the results. Unfortunately no such appeals committee can be formed to find a solution effectively; there is no record of those teams affected or any way to quantify the impact on the scoring.

Rope Throw:

- One team was disqualified for breach of **5.4.6**, for swimmer 3 holding the rope fractionally out of the water before the start.
 - The team in question did lodge a protest, but were presented the rulebook and told that the judge had followed the rule. This would not have been penalised (nor has it been when it regularly occurs) at any other competition where we keep consistency with an experienced Head referee. – The penalty should not stand.
- There was a complaint that a marshal was (fortunately for the team in question) spotted submitting the number of people in as the number left in the water (ie. 1 instead of 3)
 - Clearly this doesn't need a ruling, however it representative of a number of complaints/ concerns regarding the briefing of individuals on the day with particular regard for the speeds. Indeed when one team lodged a protest, rules were cited from the championships manual rather than the competitions manual. Moreover, the team was told that the judges had been comparing the rules in the two manuals when adjudicating.



Swim & Tow:

- Competing teams have corroborated that in some instances that the times and places for finishes did not represent what actually happened.
 - Under **4.1.1.1** no appeal may be made on the basis of the place judges' decisions. However it appears that either placing was not conveyed to the scorer or that no-one was judging the placement, merely the timing. Consequently we are forced to call into question the placing in all the speed events, particularly as it appears some timekeepers watches managed to be some five seconds apart for teams that finished near simultaneously.

There were many other cases of either unsubstantiated problems or hearsay which were not deemed admissible in this paper.

Conclusions:

I find the problem with the wet SERC at this time pretty insoluble - no fair adjustment can be made to the scoring, nor can the event be removed. Coupled with the serious reservations held by the committee with regard to how the timings, placement and scoring were conducted on the day it is the regretful conclusion of this paper that the competition results should be discounted from the league and that all attending teams receive one (1) point as stipulated in rules **3.1.5.3** and **3.1.6.3**.

The committee acknowledges the difficulties faced by the Aberdeen committee compared with many others, most notably the unavailability of many regular contributors to judging, marshalling and scoring. However in the interests of fair competition we are compelled to act on the memberships behalf.



Paper B: Secretary's Report

Reforming the General Meetings:

This year, I have worked with my colleagues to instigate some significant reforms to the BULSCA general meetings. Whilst I accept that they have become more bureaucratic (e.g. the shiny new proposal cover sheets I have asked everyone to fill in, voting cards etc), feedback from the London meeting in December has generally been positive. The meeting ran a lot smoother, and significantly quicker than its predecessors. With reforms to the format of the meetings coming into effect at this meeting, the hope is that we will be able to streamline the meetings still further, whilst allowing everyone the opportunity to put forward and discuss proposals.

Papers and Minutes:

Papers have been prepared well in advance of the general meetings. I wanted to try to make them clearer and more user-friendly, encouraging people to read through them (given the problems at last year's meetings). I hope that has been largely successful. Minutes from London were typed up and sent out after a certain amount of strategic delay.

RLSS Magazine:

I decided to take a new (?) approach to articles in the RLSS magazine. This is a fantastic opportunity to showcase what is best about BULSCA, and I felt that the constant competition reports were not doing this. The articles this year have incorporated smaller competition reports, alongside larger articles of interest (I hope) to a more general readership. Thanks must go to Stu Ward, for his article on training for, and succeeding in SERCs, as well as clubs who gave me anecdotes and statistics for the articles on BULSCA's involvement with RLSS branches and the wider community.

I also took the opportunity to revive the club profile feature. Rather than focus on larger clubs, I chose to offer profiles to smaller, newer clubs. The feedback I have had from them has been positive.

BULSCA Competitions Manual:

The BULSCA Competition Manual has undergone a bit of a facelift over the past twelve months. Thanks go to Steve Tedds for doing a lot of the initial work. I found a lot of style inconsistencies arose when different Secretaries edited the previous editions of the Manual. I therefore spent a lot of time adding semicolons and decapitalising words.

Iain Long

BULSCA Secretary 2009-2010



Paper C: Treasurer's Report

BULSCA Accounts for the Period 1st May 2009 to 30th April 2010.

Please note we are still waiting for some significant transactions to occur. As some people have asked for more details in the accounts I have put unconfirmed figures in where there were gaps in the original accounts based on my best guesses. The biggest guess is for the pool hire as we are still waiting on the invoice from Millfield. I have tried to get a more accurate figure from them, but they have failed to get back to me. They did confirm the invoice would be sent next week as per their policy.

Opening Balance		178.52
Income		
Balance carried over	178.52	
Olivia Money	300	
Membership	300	
Championships Entry Fees	3049	
Championships Food	495	
Championships Accommodation	220	
Championships T-shirts	(340)	
Sponsorship for Championships	100	
Total Income	<u>4642.52</u>	(4982.52)
Expenditure		
Pool Hire for Champs		(2552)
Food for Championships	720	
Accommodation for Championships	220	
T-shirts for Championships	484.70	
Timing for Championships	225	
Medals, Gifts and Sundries		(517.02)
Total Expenditure	<u>1649.7</u>	(4718.72)
Closing Balance		2992.82 (263.80)

I confirm that to the best of my knowledge the above accounts are a true reflection of BULSCA finances as they stand on the 30th April 2010.

Martin May
BULSCA Treasurer 2009-2010



Paper D: Club Development Officer's Report

Over the past year I have continued to work with a series of individuals from Universities across the country in the aim of assisting in setting up new University Lifesaving Clubs. Although no immediate success has been achieved, it is hoped that in the coming year, the links which I can pass on, may come to fruition for the next officer.

At the beginning of the year, I started work looking at a BULSCA freshers' week pack, to help new and developing clubs with ideas and resources for fresher's week. Although this was not finished in time for last year's freshers' week, it is my belief I will be able to have it finished to pass over to the new officer in the coming weeks. Further work has also been done, developing presentations and information for new clubs, from available awards linking through to sport development. I am also currently looking into communal resources for BULSCA and how to transfer knowledge from the more established clubs, to those not so. I wish all the best to the new Club Development Officer and the rest of the new committee.

Rich Rowe

BULSCA Club Development Officer 2009-2010



Paper E: Sport Development Officer's Report

This season has been the busiest in BULSCA's history and has arguably seen a greater level of competition between clubs than in recent years, with almost constant change in the podium places and positions in both leagues still very much to play for going into the final competition at Loughborough.

From January, we were able to re-allow diving with rescue tubes from January in line with the new RLSS guidelines. This was met with relief by BULSCA members. BULSCA will continue to work with clubs to ensure that competitors will be able to gain the recognised award required to allow this to continue.

The BULSCA speed records have been updated to include those times set in since the previous edition was published in 2008, and now provides a split between long- and short-course times for all groups. If you know of records which have not been included, please let me know (sportdevelopment@bulsca.co.uk).

Before handing over to the new committee, I intend to finish producing a couple of presentations on competitive lifesaving which will be available on the website to help clubs explain the sport to new members.

Tom Strachan
BULSCA Sport Development Officer 2009-2010



Paper G: Webmaster's Report

Well it has been another year of the BULSCA website. It has been a good year with the site becoming a more central place for communications between clubs and more efficient ways of transmitting information to the clubs, judges and other interested parties. The website act as a store of information rather than containing new topic often. This a think is a defined function with relevant document, results being available for all. This year a new section about sport written by myself and a former Birmingham member Helen Killingly has been added (<http://www.bulzca.co.uk/sport/>). Though some of the video are poor the general overview is quite good. I will suggest the new web officer seeks the RLNI permission to add a couple of the headcam SERC's to these pages.

What were the aims at the last AGM. I found my notes the other day and there were 5 requests made at this meeting last year they were:

- 1) Update the spreadsheet to allow for the new league scoring
- 2) Create mailing list for everyone to use
- 3) Check the championships spreadsheet calculation were correct
- 4) Club detail amendment and password change
- 5) Created automated seeding for the BULSCA championships

Let me deal with these one at a time:

1) Update the spreadsheet to allow for the new league scoring

- This was altered over the summer
- Tested at two varsity competitions, many thanks to Birmingham and Loughborough for allowing this to happen.
- Finally it was used in Southampton
- It has not required any further modification all year

2) Create mailing list for everyone to use

- These were created over the summer
- Had some problem initially with being SPAM listed
 - Solved through changing the way we were sending out mail through adding to safe lists
- Middle of the year blockages
 - All e-mails from BULSCA including the committee e-mails were being blocked by hotmail
 - This was resolved swiftly by the technical support team from our hosting company
- The list are well established with many non-committee members of clubs now joining them to receive information
- Clubs have not sent too many e-mails to the members and I would hope this to continue as an overload could mean people leaving these vital lists if too many messages were sent.
- Loughborough, Bath and Southampton university address are not currently accepting mail form the mailing list.
 - Bath is the only university that have looked into the problem. It is relating to the sending method we are using. I suggest they keep some personal address into the system to receive mail.
 - I suspect the same form the other two university.
 - This as far as I am aware has not caused issues this year and should not in the future. Though the bounce rate should be monitored next year.



Some questions about who can send mail have been asked this year. I will attempt to answer these below.

- Why only some people send to the list even though they can join them
 - This was put in place so only relevant people would be able to send messages
 - To keep messages about competition clear and concise from single source and not jumbled in bits and pieces which may be tiring for the readers
 - Judges can't currently send messages to the mailing lists, as due to the structuring on the wider permission set up, this would be difficult, however if a member of the panel wish to have sending rights this could be implemented simply
- I find it very frustrating that I cannot send attachments.
 - I am trying to promote good practice which is to avoid sending any attachments
 - This allows you to update the linked location with any minor spelling and grammar corrections
 - Many people do not have large attachments to download if they do not feel them necessary
 - Though less relevant with modern speeds even on mobile devices connecting speeds cannot support large attachments in a feasible way
 - You all have websites promote your material on there alternative send it to the web officer and we will host the file for you if it is relevant.
- Why can I just send to an address
 - This is a limitation from the hosting company, of which I have no control
 - We could have mailing list addresses but at the time of inquiring in Jan 09 not with as much flexibility as to what is on offer now.

3) Check the Nationals spreadsheet calculation were correct

- This had been completed prior to the AGM in the fixing of last year Nationals results
- That sheet was not used this year due to version 10 being more capable at the task of removing teams quickly for the Championships results
- The speed results sheet however still needs reviewing, ideally a re-write due to it being created in under a week before the first BUSLCA championship in 2006.

4) Club detail amendment and password change

- This was an extension of some incomplete work from the previous year
- This was completed before summer break
- The club details and personal detail section were particularly important due to being needed for the mailing lists.
- With the advent of the clubs details, it became possible for clubs to change their contact details on the website
- A box for description has been suggested would clubs be in favour of this? Perhaps something to look into next year.

5) Created automated seeding for the BULSCA championships

This was completed even though it went live 1 month behind schedule. The issues raised, the resolved points, issues raised at champs and recommendation for what needs to be done to complete this section.

- The creation:
 - The project was far more complex than first anticipated



- The increase in complexity from the league to the championships was exponential
- It was created on time but with some glitches
- It went live month one later than expected
- The entry process
 - Loughborough were kind enough to complete all there entries very early and find the navigation problems so extra links were added to aid with the navigation
 - Most club found it fairly straight forward to use
 - The issue of the RLSS number caused the most problems
 - Although every person entering will have an RLSS number due to being issues a certificate
 - This does not mean they need to individual members
 - The entry form currently do not check for the size of the squad or the male females balance, this need to be completed by hand
 - This year only list of entries by club or by event were available to the Championships Co-Ordinator throughout the entry process
 - Championships Co-ordinator did not click to sign people certificates off
 - The swim-tow times were entered into the master page by myself the web officer
- Post entry process but before seeding
 - Reports for those who need diving awards had to be created manually
 - Due to time constraints making the draw correct was a higher priority
 - Was very simple and was sent off
 - Summary of number was hidden without detailed look at the database
 - In general reporting needs to be improved
 - It is a very complex set of entries to deal with thus the entries were priority not the reporting
 - It was difficult to create the report that were made and test them due to not having any real data to test it on
 - With the data now available creating these reports should be far easier
- Seeding
 - When the seeding was completed originally it contain a large number of errors
 - These were due to a miss matching of Identity field within the sorting process
 - Individual event not including Line Throw were Sort with 48 hours of the problem being discover. That was the Monday prior to the championships
 - Rope throw was sorted 24 hours later
 - With the Relay being completed by the Wednesday
 - Spear heading on 3 of the 14 event was corrected on the Thursday
 - Some entries were seen to be incorrect now at this stage
 - This was due to incorrect inputting of data by the University
 - E.g Jenny Walker competing as a male
 - Some were because of mixed squads
 - E.g Ella Hunt for the University of St. Andrews
 - People with faster times being in slower heat
 - Down to rules set out by the BULSCA General Committee regard under18's, Old Boys and Over 18's at BUSLCA champs. See last year AGM munities for details
 - These unique factors made seeding a process involving 5 search rather than one for each of the event. Though possible as was proved made it a technical challenge all the same.



- I feel although this was an issue, given the size and scale of the system the correction was very swift and efficient,
- The whole heat section is now completed so that any future championships will not have this problem and it will go through without any issues at all.
- It was raised on pool side some event could have been condensed
 - The Co-ordinator had decided to allow for a Manikin moving than in some event so these were filled from lanes 1 to 7 only.
 - This was a decision for this year and can be reviewed as it is seen fit
- During some relays it was asked why we have a heat of 4 then a heat of 8.
 - The allocation of heats follows the standard practice of aiming to fill the final heat and every subsequent heat providing the first heat is at least half full. This is the policy applied in this case. Hence the 4 followed by and 8.
- Integration into score sheet:
 - The Championships-Co-ordinator was asked in December for the format she required the Seeding/heat in.
 - Her response was as an excel file, word or text is fine She gave no specification as to how would be useful
 - In hindsight as the IT person on the committee I should have been more thorough in my checks personally
 - I can see the integration problems with the spreadsheet for which I am highly thankful of Dom Robertson for manually copying and pasting every entry into the scoring spreadsheet.
 - I am also thankful to Polly Nagel for compiling the programme for the day. Though I fail to see how the format made copying and pasting difficult.
 - The Sunday swim and tow times and draw worked as expected
 - More care should be taken by the Co-ordinator when creating the programme
 - Errors were on the swim tow draws as the wrong heat had been copied. My question was why was there the need to place it into a full table?
 - Improvement required
 - Look at whether a re-write of the speeds spreadsheet or a complex output would be easier to place the draw into the spreadsheet.
 - Look at making compiling the programme easier, perhaps some form of report from a download version of the database, though I cannot see the issue with the current method.
 - Timekeeper slip would be nice though a novelty rather than necessity at this stage I feel.
- General impression of the championship entry system, and how it worked
 - It was much larger than I think anyone expected
 - It was more difficult to build and create than expected
 - It had a very rocky tricky time
 - It had a large bug in terms of the seeding
 - The output for scoring and running the day was below standard and only available the Wednesday before championships rather than the Saturday before which had been agreed.
- Where we are at now in terms of the Championships entry



- Heat are now resolved and will not have any issues with that again
- The process of how to fill in the online form has now be trailed and proved not to be too complex
- The key area is the integration into the scoring procedure otherwise this is not viable, although a paper based system would take just as long
- Create an area for swim tow times
- The large technical challenge of storing the data processing the data has been done, this is process of tidying up that need to be done.

If you have reached this point well done, what the web officer need to do next year:

- Read the comment and act upon the championships integration
- The site is quite split online and static bring the two closer together, perhaps a log on button on every page.
- Be creative with ideas but make them easier target, and keep the core services people use online with no down time for changing between systems.
- The extension of the championships tried clubs patience and this should be avoided at all next year, to maintain the trust and committee of the clubs.
- Remain an active face, daily reply's to e-mails and fixes that day is the level of support required as so often with It thing need fixing there and then.
- Particularly with result these should be published as soon as you have then.

I am running for re-election in this role, above are the five aims i would hope to have. I hope i have been reliable over the last two and a half years, even though during my PGCE this year it has been difficult. I think I have shown my technical skill even though my spelling and grammar may be off at times. In the next year I would hope to have theirs integration completed. I would hope to be one of the scores at champs to make the change possible.

I would aim to remain very punctual and responsive to request and reply to all e-mail on a daily basis.

Any question about this report at me at the AGM or by e-mail before hand: web@bulzca.co.uk.

That concludes my end of year web officer report for 2010. Below are some of my own opinions on how BULSCA committee has functioned this year.

Personal Opinions on the Committee

- The committee this year have not communicated this year as a group in comparison to last year
 - There has been lots of communication between different member at times but never the whole committee
 - Example 1 Aberdeen Competition the first i saw of the paper that said the BUSLCA committee had agreed upon was at the London General Meeting
 - Example 2 Championships- I had no idea about any of the other dealing apart from my small part in term of entry, I was asked about costs- myself and the treasure came to the same finance solution yet our advice was ignored and reason was never given
 - As a group we have met twice once for a handover meeting in Southampton last July and once briefly in Southampton at the competition.
 - Solutions:
 - Have more face to face meeting as in previous years
 - Very expensive



- Is it really a productive use of time for people travel time?
- Not have meeting and have lack of communication
 - Not really an option
- Use Skype Conference call, Microsoft OneNote interactive session to allow for files and ideas sharing
 - We all have access to Skype as it is free, OneNote as it is standard part of MS Office
 - It relatively easy to set up and do
 - You can do it any where
- Have e-mail discussion with the whole committee responding
 - Difficult as not everyone has access to e-mail all day
 - Over the last two and half year some committee member reply rarely to e-mails
 - Some people find it difficult to discuss topics over e-mails
- Next year how the committee meet does need to be looked at
- I feel the committee is too large, I would make web officer a role to maintain the website I do not see what their committee function is.
- There are other positions I feel are un-needed though I cannot comment here upon those.

Oli Coleman

BULSCA Webmaster 2009-2010



Paper G: Amendment to Rule 5.3.1.2

BULSCA Committee Recommendation
Approve with discussion

Proposed by (Name and position)	Seconded by (Name and position)
Stu Ward, Grand Wizard	TBC

Aim
To update rule 5.3.1.2 re 50m SERC times so they can be up to 3 minutes long rather than having to be 3 minutes long.

Background
<p>Personal critique of 2010 50m incidents.</p> <p>Bath – Perfectly fine incident but running 3 minutes seemed to give the teams too long compared to what was in the incident / mark sheets etc. At 2 minutes it would have challenged the teams more and given more obvious differentiation.</p> <p>Champs – Good challenging/different incident however given its set up the 3 minute incident was in truth 3.30/3.45 given the tunnel then when adding in rest was perhaps 8/9 minutes between whistles which is a long time in an expensive pool. Also given we use the Speeds day as practise for ILS should we maybe not use the Wet SERC as practice too (time and type).</p>

Proposal Details
Change the wording from ‘the time limit shall be increased to a total of 180 seconds (3 minutes)’ to ‘the time limit may be increased to a total of 180 seconds (3 minutes)

Motivation
<p>The 3 minutes was initially requested when Mel H and I were writing the first Bath comp (first 50m comp) so we could do something more. It was never meant to be a defined rule that 50m incidents should be 3 minutes. This is based on my personal view of this terms 2 events (see Background)</p> <p>Changing to the above has multiple benefits:</p> <ul style="list-style-type: none">• For clubs with cash/time and a 50m pool we can still have a 3 minute incident.• For clubs without the cash/time they don't have to worry about the extra time/expense/organisation of a 3 minute incident.• It allows us to run 50m SERCS along ILS rules of 2 minutes (e.g. at Champs where we run to all intense and purpose an RLSS comp) rather than BULSCA SERC's.

Timetable and Actions	
Action	Deadline
Agree/Disagree with the above and update rules if agreed.	Before next academic year



Paper H: Support for Clubs

BULSCA Committee Recommendation

No recommendation

Proposed by (Name and position)

David Brown, St. Andrews

Seconded by (Name and position)

TBC

Aim – What do you want to achieve?

- To start a discussion, and raise awareness, of the struggle of some clubs with regards to training time, training resources, travel costs, and travel time.
- To get BULSCA and its members to commit to improvements in the support given to clubs

Background – What do we need to know to consider the proposal?

There are several member clubs that struggle financially to attend BULSCA competitions. Some are prevented from attending more competitions by a lack of funds, some can only afford to attend through the personal contribution of members, and some are geographically isolated from the rest of BULSCA and face long journeys to almost all competitions. Support for some clubs from their Universities is, in some cases, almost or completely nonexistent. Some member clubs have substantially less training time than other member clubs, or training facilities that are of a lower quality than those that some member clubs enjoy. These facts are often not publicised by the clubs in question, and so are not widely known. If they are, they are often not widely acknowledged.

BULSCA as an organisation does not have a large amount of money, so financial support is unlikely without a significant cash injection. Unfortunately this is the area in which many clubs need the most support and assistance. However, BULSCA, as a central organising body, has a lot of potential for developing means of inter-club cooperation that might act as a stop-gap measure whilst additional funds are sought.

Many member clubs often struggle to attract new members owing to a perceived lack of support for the sport, or as a result of the aforementioned issues.

Proposal Details – What, specifically, do you want to do?

- Obtain acknowledgement of the challenges that some clubs face, and a commitment to improving this situation.
- Set up an online resources bank for training plans, incidents, and general advice that would be accessible to all.
- Develop an online system for creating scratch teams, to encourage smaller clubs to attend even without a full team.
- Investigate measures by which financial support can be given to clubs that struggle with travel and entry costs.
- Encourage transport sharing between clubs as a means of reducing travel costs.
- Provide additional support for start-up clubs in geographically remote locations.
- Develop measures to alleviate the distances that geographically isolated clubs must travel.
 - For example, renew investigation of a potential Scottish, or Northern, League.

Motivation – Why are you proposing this?

I feel that the struggles faced by some of the member clubs are not fully recognised by other member clubs, or even by BULSCA itself. Partly I feel that this stems from a lack of communication between clubs, and between clubs and BULSCA as well. Many clubs are not aware of the struggles that other clubs face.

I would like to start a discussion regarding ways of increasing the links between clubs, means by which



clubs can support each other with regards to competition attendance and training, and methods by which the support of clubs by BULSCA can be increased. Having spoken to members of several different clubs, and of the BULSCA committee, there are a number of excellent ideas out there for increasing promotion of the sport, and for aiding clubs. Many of them are relatively simple. But these need everyone to be aware of the problems, and willing to help to alleviate them. It is only natural that clubs look to their own interests first, but in the long term this is not a sustainable situation for the sport. We need to support smaller clubs that make the effort to become involved in less than ideal circumstances, or we risk the sport becoming unviable. With the current drive towards membership of BUSA by BULSCA, giving smaller clubs the means to compete regularly, and on a reasonably even footing with more established clubs, is a must.

Timetable and Actions – What do we need to do?	
Action	Deadline
Development of online resources bank.	Start of next academic year.
Investigate of the possibility of a Scottish/Northern league.	London meeting 2010
Increase funds available for subsidising travel costs	Start of next academic year
Production of “Freshers’ packs” for clubs	Start of next academic year
Development of an online scratch team maker	Start of next academic year



Paper I: Election of Officers

Chair:

No nominations received.

Secretary:

No nominations received.

Treasurer:

No nominations received.

Club Development Officer:

No nominations received.

Sport Development Officer:

No nominations received.

Webmaster:

One nomination received: Oli Coleman

- **Oli Coleman:**

I am running for re-election in this role, above are the five aims i would hope to have. I hope i have been reliable over the last two and a half years, even though during my PGCE this year it has been difficult. I think I have shown m y technical skill even though my spelling and grammar may be off at times. In the next year I would hope to have theirs integration completed. I would hope to be one of the scores at champs to make the change possible.

I would aim to remain very punctual and responsive to request and reply to all e-mail on a daily basis. Any question about this report at me at the AGM or by e-mail before hand: web@bulzca.co.uk.

Championships Coordinator:

No nominations received.