

British Universities Life Saving Clubs' Association

Annual General Meeting 2020-21
Minutes





British Universities Life Saving Clubs' Association 2021 Annual General Meeting Summary

The newly elected BULSCA committee are:

Chair: Ben Barker

Secretary: Adam Lane

Treasurer: Emma Smith

Club Development Officer: None

Data Manager: Theo Levison

Championships Coordinator: None

Communications Officer: Emily Childs

Club Recruitment Officer: Dylan Nicol

The competition calendar will be as follows:

Host	Date
University of Bristol	6/11/2021
University of Warwick	20/11/2021
University of Birmingham	4/12/2021
University of Nottingham	12/02/2022
University of Southampton	26/02/2022
Loughborough University	30/04/2022

The secretary role update proposal was passed in an online vote prior to the meeting.



British Universities Life Saving Clubs' Association 2021 Annual General Meeting Agenda

Location: Online using Jitsi Meet (<https://meet.jit.si/BULSCA2021AGM>)

Date: Saturday 26th June 2021

Start Time: 13:00

1 Welcome and Apologies

2 Approval of the Minutes from the Previous Meeting

3 Officer Reports

3.1 Ben Barker, Chair

3.2 Michael Kirkham, Secretary

3.3 Emma Smith, Treasurer

3.4 Emily Goodwin, Development Officer

3.5 Jared Wray, Data Manager

3.6 Elinor Murray and Julia Whitworth, Championships Coordinators

3.7 Adam Lane, Communications Officer

3.8 Eleanor Lavelle, Recruitment Officer

4 BULSCA Committee Officer Elections

4.1 Chair

Declared candidates: Ben Barker

4.2 Secretary

Declared candidates: Adam Lane

4.3 Treasurer

Declared candidates: Emma Smith

4.4 Club Development Officer

Declared candidates: none

4.5 Data Manager

Declared candidates: none

4.6 Championships Coordinator

Declared candidates: none

4.7 Communications Officer

Declared candidates: none

4.8 Club Recruitment Officer

Declared candidates: none



5 Competition Applications for the 2021/2022 Season

5.1 Allocation of Freshers Competition

Applicants: Bristol

5.2 League Competition Allocations

Applicants: Southampton, Birmingham, Nottingham, Loughborough, Warwick

6 Discussion of Proposals

6.1 Secretary Duties Update (pending online vote)

Committee recommendation: Accept without Discussion

7 Date of Next Meeting

8 Any Other Business



British Universities Life Saving Clubs' Association 2021 Annual General Meeting Minutes

1 Welcome and Apologies

Meeting started at 13:05. The Chair welcomes representatives from BULSCA member clubs, members of the BULSCA committee and Stathis Avramidis of the Greek Lifesaving Sports Association and Athens University.

Attending BULSCA clubs and their representatives can be seen in the table below:

Club	Representative 1	Representative 2
Birmingham	Hannah Percox	Sarah Benson
Durham	Adam Lane	Lauren Hill
Loughborough	James Madeley	-
Bristol	Jason Grice	Charlotte Grisby
Nottingham	Dylan Nicol	Bradley Hague
Southampton	Theo Levison	Emily Childs
Plymouth	Alice Becket	-
Warwick	Jacob Phillips	Jack Field
Sheffield	Ellie Murray	-

Apologies from Emily Goodwin (BULSCA Club Development Officer) and Jared Wray (BULSCA Data Manager).

2 Approval of the Minutes from the Previous Meeting

Ben Barker proposed a vote to approve the minutes from the previous BULSCA EGM and the BULSCA general meeting before that. Seconded by Michael Kirkham.

9 in favour, 0 against.

Minutes approved as accurate.

3 Officer Reports

3.1 Ben Barker, Chair

At the start of the year, the committee outlined the targets that we hoped to work towards over the course of our term, and while arguably ambitious, they were also achievable. The effects of the pandemic posed a real challenge to many of these goals, and it is pleasing that each has been developed to some degree. The central theme, at least for me, was the idea of reigniting and then continuing previous growth to “futureproof” BULSCA as an organisation for whatever may come. With the lack of competitions, the true measure of whether this has been achieved is difficult for me to ascertain, as often this would be where opinions are heard and informal discussions had, but from the feedback that has been received it seems positive. While this personal aim is still a work in progress, it is hoped that future committees can continue to elaborate and refine many of the new aspects achieved to maintain this upward trend.

As Chair, my responsibilities often fluctuated depending on the projects and meetings that may be happening at the time. I suppose the role could be described as the glue that holds everyone together, and I have tried my best to fulfil this requirement. At the start of the year, meetings came thick and fast as there was so much content for the committee to cover, whilst simultaneously still getting to know each other. With any new team there is always that period where everyone is discovering where they fit, and I wanted everyone to feel comfortable and supported in their role. Regular 1:1 sessions were organised which enabled me as Chair to get to know my committee and hear their opinion on a more personal level so that even if they might not speak up in meetings, their voice could still be heard. As part of these meetings, projects were given to each officer so that they had something definitive to work towards to ensure an active contribution could be made by everyone towards one specific facet of BULSCA. For some this worked, and for others it may not have been as successful, but I learnt lessons through doing this which I will take forward into my future interactions.

Outside of the committee I have been focussed on building stronger relationships with other likeminded organisations. The most obvious of these is the Royal Lifesaving Society (RLSS), but I have also liaised with the Greek Lifesaving Association (GLSA) and reached out to bodies such as the Royal National Lifeboat Institution (RNLI) and the Surf Lifesaving Association (SLSA), among others, each to varying degree of success. With the RLSS, I have been involved with the Youth Ambassadors, and regularly met with the Youth Advisor, James Cossons, to discuss all manner of lifesaving. More recently I have occupied the BULSCA position on the Sports Action Group, comprised of numerous linked parties, and additionally renewed the BULSCA-RLSS Service Level Agreement with Andrea, Head of Membership, and Laurence Kenyon, the newly appointed Grassroots Development Executive, useful contacts for every club, and BULSCA, to have. I have also bonded with Stathis, our friend from the sunny Mediterranean and the man behind the GLSA, over our shared hope of returning to competitions at the earliest possible time. I was disappointed we couldn't get a BULSCA team to their competition in September, but I hope we'll be able to get out there before my time with BULSCA is over.

At the heart of many organisations, communication is the driving factor in its success. In my experience this links closely to transparency; or rather the process of being an open book and accepting accountability for one's actions, whether they be failures or successes. As Chair, I have tried to encourage this, and while the committee may not have operated as the strong unit I initially envisioned, I know that we have not shied away from the difficulties we have faced. For the wider membership, the point of communication has mostly been Adam, as Communications Officer, and together we spent too many hours discussing the posts and ideas with regards to the social media, for which he's done a fantastic job attaining everything he set out to do.

For my part with communication and transparency, I hosted regular Drop-In Sessions where I could answer questions, take notice of any concerns, and inform attendees of potential future developments that we were considering. Attendance at these was mixed throughout the year, as to be expected with differences in activity over the year, but I hope that for those who did drop by, it was a worthwhile endeavour. I also acted as the driving force behind many of the organisation's statements and reports, working with the relevant committee members to ensure that the information was accurate and relevant. Unfortunately, these became less frequent as the year went on, largely due to new priorities and the availability of the committee, but I hope that these regular reports can reappear as I do feel they go a long way to updating anyone who may be interested to see how we are getting along.

Overall, I feel my term as Chair was positive and I am proud of the position BULSCA is in having weathered a remarkable year. While I feel there is still much I would have liked to have achieve, I know that these were not always within my control. Looking back, I remained productive for most



of the year, and encouraged the committee to do so also. I have grown close to the people I have worked with, relying on their support on more than one instance, and hope they can say the same in return. As a final closing remark, I would encourage anyone who may be thinking of standing for a club position or a BULSCA committee role, to absolutely give it a shot. Ultimately you miss 100% of the shots you don't take, and organisations such as these really do rely on its membership's dedicated involvement. And if you do go for it, you might as well give it your all.

Thank you for reading.

3.2 Michael Kirkham, Secretary

During my time as secretary I have endeavoured to attend all meetings and offer advice from my previous experience as BULSCA secretary and chair where possible. Unfortunately, due to the unique circumstance of the year and a new job, I have not been able to organise the BULSCA Dropbox file storage system and have not always uploaded BULSCA meeting minutes to the website in a timely manner for members to read. These are two important tasks that the next secretary should keep in mind. Additionally, there are many useful documents on the BULSCA website that could use updating, reviewing or simply publicising. This could be the most useful act for the wider BULSCA community that the next secretary could undertake. Best of luck to them.

3.3 Emma Smith, Treasurer

This year is looking to be a financially stable year for BULSCA despite the absence of the league and Champs during this academic year. At the time of the previous AGM (9/4/202) the BULSCA Account held £4601.47 and on the date of today's AGM (26/6/2021) holds: £4180.35. The main reason this figure is lower is due to 3 payments made after the AGM which related to the previous committees spending. This included a £76.82, £50 and £700 payment. The £76.82 and £50 payments were claims from Champs and the £700 payment was a back dated invoice from the RLSS for judges packs which had not been put through by the previous committee. Realistically, this placed this year's committee with a starting balance of £3774.65.

Excluding the expenditure mentioned above, below is the income and expenditure controlled by this year's committee:

INCOME		TOTAL
Club Membership*	£150.00	
Judges Course	£400.00	
Lincoln Asthma Swimming**	£500.00	
TOTAL INCOME		£1050.00

EXPENDITURE		TOTAL
Judges Course	-£373.85	
Ropes***	-£72.45	
Website Costs	-£198.00	
TOTAL EXPENDITURE		-£644.30
NET INCOME		£405.70

Notes from above table:

Club Membership*

Similarly to the previous year we had 10 clubs pay membership which included: Birmingham, Bristol, Loughborough, Nottingham, Oxford, Plymouth, Sheffield, Southampton, Swansea and Warwick. Due to COVID-19 a decision was made this year to reduce the Club Membership fee to £15, reduced from £35.

Lincoln Asthma Swimming**

This was a donation made from a lifesaving club which Michael Kirkham used to belong to due to the unfortunate closing of the club. This money was donated to BULSCA with the plan to use it as a club support fund which clubs can bid for money from to help support them.

Ropes***

As per the previous AGM a proposal was accepted that BULSCA would buy a set of ropes to be used for all competitions. The RLSS provided a £100 grant to clubs during the last year and therefore the remaining cost of ropes was £72.45.

Focuses of the Year:

My first focus as Treasurer this year was to ensure that I gained access to the accounts as soon as possible as it had been highlighted in the previous report that this had not been a smooth process. Having an existing committee member remaining on the committee who had access to the account proved a useful feat in gaining access. To ensure this process can run as smoothly as possible in the future from committee to committee I have collated detailed instructions in the

form of a handover document for both the outgoing and incoming Treasurer to ensure this process is smooth and efficient.

Secondly, I wanted to ensure that all clubs were timely with their payment of membership. This was successfully achieved with all clubs either having made payment or having provided evidence of the payment being made from their SU by the cut off date of the 31/13/2020. As previously mentioned, the membership fee was reduced from £35 to £15 due to the league nor Champs taking place and to support clubs who may be facing the financial impact of covid.

Additionally, I have chased up a club who still owed another club competition fees from the 2019-2020 league which has now been successfully completed.

Recommendations for the upcoming year:

In order to support the incoming committee and treasurer, I would recommend the following:

1. As clubs start to utilise money from the club support fund, keep a separate log of the status of this money to ensure the balance does not become get lost or forgotten.
2. Support the Champs co-ordinators with seeking sponsorship for Champs and potentially the league.
3. It has not been necessary this year with the absence of the league, but to ensure that post-competitions that clubs are submitting their finances in a timely manner to BULSCA using the existing excel spreadsheet. This will allow BULSCA to monitor the profit rule that clubs should follow when hosting a competition.

3.4 Emily Goodwin, Development Officer

The club development role predominantly involves behind the scenes organisation of a variety of aspects to support and develop our community. While many clubs do a fantastic job of engaging their own members in personal development opportunities, it is sometimes helpful to have cross-club collaboration to share knowledge and skills.

Actions this year:

- A training resource folder as put together with numerous SERC's, Swim Sets and COVID guidance from governing bodies to support with training. Clubs can continue to utilise and add to this.
- Contacted the athletes, judges and members of BULSCA to showcase the opportunities to help with club recruitment.
- Arranged a virtual BULSCA Judges course in November. Thanks to Felix for leading the course and congratulations to all the new Judges! We received some great proactive feedback for future courses.
- Monitored engagement with charities and external organisations.
- Put together a blueprint with Chair Ben for possible future BULSCA Conference.

3.5 Jared Wray, Data Manager

Not received.

3.6 Elinor Murray and Julia Whitworth, Championships Coordinators

As everyone is aware, unfortunately it wasn't possible to hold Championships this year due to COVID so I have little to report.

I'm currently in contact with James Hole from Hengrove Leisure Centre to provisionally book the pool for the weekend of the 19th - 20th March 2022. This will avoid RLSS Speeds which is due to be held the weekend before.

Hopefully having a venue in place for the next Championships Coordinators will take one job off their list.



3.7 Adam Lane, Communications Officer

Introduction:

Before I started as Communications officer, I didn't have a lot of experience being on a committee however I don't think this held me back in any way as I managed to learn a lot whilst in the role and refine my skills throughout the year. My goals for the year were to give a new look to the BULSCA branding and to try and keep up the engagement in lifesaving during a time where competitions could not take place. I feel I have achieved these goals and provided a good basis for the next communications officer to expand on should they wish.

Accomplishments:

This year has been a busy one for me despite there being no competitions running. My first project was to create new branding for BULSCA which included designing a new logo and creating a promotional video to advertise what we do to the wider lifesaving community and to help clubs in their recruitment of new members. This took me a while to produce as I didn't have any experience in graphic design/video editing however I believe my efforts were successful in giving BULSCA a fresh and modern look. I also made a separate logo for Christmas to celebrate the festive season. So far the BULSCA promotional video has got over 2000 views on all platforms showing its success.

Another focus for me this year was to advertise the various water safety campaigns run by the RLSS and RNLI. This includes drowning prevention week 2020, summer water safety, beach safety and Movember. This included fundraising for the RLSS, RNLI and Movember, pioneering the 4x25 challenge where members did 25 of some activity 4 days in a row and then nominated others to do the same, holding up drowning prevention week posters and sharing promotional material on our social media accounts. This is an avenue for the next BULSCA Comms officer to explore next year and develop further.

Our social media following has also increased. On Facebook we have 530 likes (+24 from last year) 593 members of our Facebook group (+10 from last year), 720 Twitter followers (+1 from last year) and 433 followers on Instagram (+96 from last year) and 92 subscribers on our mailing list. This is an impressive increase in followers considering the lack of lifesaving activity going on this year so thank you to everyone who followed and engaged with our social media posts.

Other notable mentions this year is the updating of the club profiles on our website and social media accounts, the advertising of the BULSCA eLeague, the recovering access to the BULSCA Snapchat and YouTube accounts, writing an article for the RLSS magazine and helping run both the RLSS and BULSCA social media takeovers.

During this time, I have also been setting up Durham University lifesaving club which I hope will grow throughout 2021 so I have had a lot to focus on in terms of lifesaving during this past year!

3.8 Eleanor Lavelle, Recruitment Officer

A few universities, such as UEA and St. Georges, have shown interest in starting a lifesaving club this year, but it seems most are still in the early stages of development.

Many Irish swimming and lifesaving clubs were contacted to establish whether there was interest in starting an Irish lifesaving league, with interest being shown by D.U. Swimming club. Hopefully as clubs become more active in the following academic year, more interest will show.

A 'new club pack' has been drafted to give to individuals thinking of starting a lifesaving club, but will require finishing and polishing before it should be sent out.



4 BULSCA Committee Officer Elections

4.1 Chair

Declared candidates: Ben Barker.

No further nominations.

Summary of speech and questions:

Ben is an experienced committee member having been chair this year, been a member of Warwick committee and involved in university lifesaving for years. He would like to continue as chair to provide continuity over the pandemic and help clubs recover as necessary. This year he has been open/transparent and intends to, next year, continue work behind the scenes to ensure BULSCA is running smoothly as well as working with other organisations.

Ben Barker is elected BULSCA Chair.

4.2 Secretary

Declared candidates: Adam Lane.

No further nominations.

Summary of speech and questions:

Adam is the current BULSCA communications officer and will be Durham University LSC's Chair next year. His experience this year will benefit him in this position and has worked well with the newly elected BULSCA Chair. He intends to review the BULSCA file storage and website, ensuring the website is easy to access and user friendly.

Adam Lane is elected BULSCA Secretary

4.3 Treasurer

Declared candidates: Emma Smith.

No further nominations.

Summary of speech and questions:

Emma is currently BULSCA's treasurer and is confident with what needs to be done. Her re-election will lead to a smooth changeover and she knows what needs to be done to prepare for the upcoming year, such as requesting club membership fees. She intends to build on what has been learnt with this year's experience.

Michael: Do any plans to ensure that future BULSCA account access changes are done smoothly?

Emma: This year I have checked through the method and prepared instructions for future years to ensure the transition runs smoothly.

Emma Smith is elected BULSCA Treasurer.

4.4 Club Development Officer

Declared candidates: none.

No further nominations.

4.5 Data Manager

Declared candidates: none.



Nominations: Theo Levison.

Summary of speech and questions:

Theo is an experienced committee member at Southampton University and has experience with website management and spreadsheet use. He is currently studying web development course which should help him with the skills necessary for this position. He has previously organised trips and events for lifesaving and other university clubs to show his organisation skills.

Theo Levison is elected BULSCA Data Manager.

4.6 Championships Coordinator

Declared candidates: none.

No further nominations.

4.7 Communications Officer

Declared candidates: none.

Nominations: Emily Childs

Emily is a committee member for Southampton University LSC and during her time there she has had experience communicating to club members using social media and email. She is enthusiastic to learn any new skills required of her by this role.

Emily Childs is elected BULSCA Communications Officer

4.8 Club Recruitment Officer

Declared candidates: none.

Nominations: Dylan Nicol

Dylan was previously chair of Nottingham University LSC, where he helped organise various events within Nottingham and organised taking part in BULSCA events being held. He wants to ensure that everyone has the chance to take part in BULSCA. He has been part of the committee of a smaller club and believes that this experience will help with recruitment of new clubs.

Dylan Nicol is elected BULSCA Recruitment Officer.

5 Competition Applications for the 2021/2022 Season

Note: At this point in the meeting, the representative for Plymouth had to leave.

5.1 Allocation of Freshers Competition

Applicants: Bristol

The competition will likely be held similarly to previous years as Bristol have previously hosted freshers.

The stated maximum number of teams (30) is believed to be flexible up to 36 should there be more teams interested. Multiple accommodation options are listed, it is thought that it will likely be split between members' houses and a church hall.

Generally, it is recommended that the medley relay not be the freshers event. Other clubs agree and Bristol amend their competition proposal to have the freshers speed event as manikin carry relay.

After a vote, Bristol is awarded freshers competition.

5.2 League Competition Allocations

Applicants: Southampton, Birmingham, Nottingham, Loughborough, Warwick.

Each application is briefly discussed.

Due to some clubs' university holidays, Loughborough amend their preferred date to 30/4/22.

Warwick amend their preferred date to 20/11/22. It is noted that for Warwick competition, there may be swimming lessons running alongside the wet SERC in the same pool. It is hoped that this will be avoided after discussion with the sports centre.

After a vote, the following competition calendar was produced:

Host	Date
University of Bristol	6/11/2021
University of Warwick	20/11/2021
University of Birmingham	4/12/2021
University of Nottingham	12/02/2022
University of Southampton	26/02/2022
Loughborough University	30/04/2022

The competition calendar was approved by a vote.



6 Discussion of proposals

6.1 Secretary Duties Update

The proposal (appendix A) was passed prior to the AGM in an online vote.

7 Date of Next Meeting

The date of the next meeting will be determined by the incoming committee and advertised to BULSCA members in due course. It may be necessary to conduct it online, depending on the state of government restrictions.

8 Any Other Business

Stathis Avramidis, on behalf of the Greek Lifesaving Sports Association, would love to attend BULSCA championships (with a large team). It is always a pleasure working with BULSCA.

The BULSCA Club fund has been awarded to two applicants, Birmingham and Durham, to buy new equipment for the running of training at their clubs.

The meeting concluded at 15:30.

Appendix A - Secretary Duties Update

Is this an Online Voting Proposal or a General Meeting Proposal?

Online Voting (General Meeting)

Proposer Name and Position

Michael Kirkham (BULSCA Secretary)

Seconder Name and Position

Ben Barker (BULSCA Chair)

Aim – What do you want to achieve?

To update the secretary's duties in the constitution to ensure it reflects useful and necessary actions the secretary should undertake.

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

BULSCA has a great deal of governance and guidance documents, some of which are outdated and many of which are stored haphazardly in a committee shared folder.

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

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 the RLSS UK.

4.3.1.4. ~~Be responsible for maintaining email lists for the Association. (this is in the comms officer duties)~~

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 **clubs** and their contact details.

4.3.1.7. Undertake other tasks as dictated by the needs of the job.

Motivation – Why are you proposing this?

During my time as secretary, I have noticed several out of date documents on the BULSCA website. I have updated them where urgent, but if each successive secretary was to undertake periodic review, it would ensure that the documents were fit for purpose and most useful for clubs.



There is also a vast file system of BULSCA documents that hasn't been organised for years. Keeping the filing system in order will ensure that a history of BULSCA documents are maintained and that the latest governance and guidance is easily available.

Timetable and Actions – What do we need to do?

Action	Deadline
Update the BULSCA constitution	Before the BULSCA committee handover

Income – Will your proposal provide fundraising opportunities for the club?

Income source (with break even)	Quantity	Price	Income
N/A			

Resources – What will your proposal cost? What equipment/manpower is needed?

Resource	Source	Quantity	Price	Cost
N/A				

Supplementary Documents (Attached)

BULSCA Constitution -
http://bulzca.co.uk/uploads/documents/governance/BULSCA_constitution_V2.5-1.pdf