British Universities

Lifesaving Clubs’ Association

Annual General Meeting 2022-23



**B****ritish Universities Lifesaving Clubs’ Association Annual General Meeting Agenda**

**Location: Sir John Beckwith Centre for Sport**

**Date: Saturday 29th April 2023**

**Start Time: 10:00**

1. **Welcome and Apologies**
2. **Approval of the Minutes from the Previous Meeting**
3. **BULSCA officer reports** 
   1. **Ell Murray, Chair**
   2. **Glafki Schellekens, Secretary**
   3. **Dylan Nichols, Treasurer**
   4. **Mia Green, Club Development Officer**
   5. **Noah Hollowell, Data Manager**
   6. **Lauren Hill, Communications Officer**
   7. **Chloe Warr, Champs coordinator**
   8. **Kirsty Reed, Welfare, and Inclusions Officer**
4. **BULSCA Committee Officer Elections** 
   1. **Chair**

Declared candidates: none

* 1. **Secretary**

Declared candidates: Sarah Benson

* 1. **Treasurer**

Declared candidates: none

* 1. **Club Development Officer**

Declared candidates: none

* 1. **Data Manager**

Declared candidates: Noah Hollowell

* 1. **Championships Coordinator**

Declared candidates: Glafki Schellekens

* 1. **Communications Officer**

Declared candidates: none

* 1. **Club Recruitment Officer**

Declared candidates: none

1. **Discussion of Proposals** 
   1. External Students Eligibility

Proposer: Ell Murray, Seconder: Michael Kirkman

Committee Recommendation: Accept with Debate

GM Outcome: Move to AGM

See Appendix A

* 1. Amendment to Code of Conduct

Proposer: Kirsty Reed, Seconder: Ell Murray

Committee Recommendation: Accept without Debate

Online Vote Outcome: Move to nearest GM

See Appendix B and C

* 1. League Competition Allocation Policy

Proposer: Tom Park, Seconder: Lizzie Hickman

Committee Recommendation:

See Appendix D

**PART 2:**

Location: Zoom

Date: Tuesday 9th May 2023

Start Time: 19:00

1. **Competition Applications for the 2023/2024 Season** 
   1. Allocation of Freshers Competition

Applicants: Nottingham

* 1. League Competition Allocations

Applicants: Birmingham, Bristol, Southampton, Warwick, Loughborough

1. **Any Other Business**

Welcome and Apologies

WELCOME TO EVERYONE!

APOLOGIES: Dylan Nicol, Lauren Hill

BULSCA COMMITTEE: Ell Murray, Glafki Schellekens, Noah Hollowell, Mia Green, Chloe Warr, Kirsty Reed.

CLUB REPRESENTATIVES:

* Bristol: Annabel Cruse, Amelie Harrison
* Birmingham: Lizzie Hickman, Tom Park
* Loughborough: Molly Barrios, Jake Lee
* Nottingham: Laura Cook, Mia Green
* Oxford: Finley Easton, James Harris
* Sheffield: Amy Parnell
* Southampton: Jack Owen, Owain Jones
* Swansea: Carys Nokes, Tomos Rees
* Warwick: Kirsty Reed, Noah Hollowell

The meeting from the last minute have been approved.

Officer Reports

# Ell Murray, Chair

# Glafki Schellekens, Secretary

Hi everyone, I have been acting as secretary for the past two months. It has been a short time so my report will be much smaller than everyone else. Since taking over there were a few tasks that needed to be completed but overall, it has been a role that is smooth and straightforward. This role basically involves coordinating the committee and organizing many of the behind-the-scenes things.

Since taking over my key responsibility has been organizing committee meetings, creating agendas and minutes. Over March I helped with champs a bit, by creating and editing documents to try and help as much as I can.

We also had to follow the disciplinary policy at some point over March, which I handled with the help of Noah, and we came to an outcome approved by all parties.

A big part of the role has been receiving proposals and passing them on to the committee for review and organizing the online voting system. While acting as secretary I have received four proposals which have all been put forward to a vote and which will also be discussed today.

I was also asked by Michael to reinstate our relationship with the RLSS when taking over, so I reached out to them, and we will be getting a feature on champs for the October issue of the RLSS magazine.

Finally, I had to organize the AGM, which involved receiving proposals, creating an agenda, and handling it during the day.

Overall, even though I took over the role relatively late in the year, the committee has been more than helpful in showing me what needs to be done.

Moving further

There are still a few tasks that need to be completed, which are not of key importance but something that could be addressed next year.

Initially, all the governance documents need updating, with key being the competition organization documents, the disciplinary policy and general forms. It is mostly editing that needs to be done to ensure they remain in coordination with the constitution and contain appropriate information.

Furthermore, while I have tried to organize the Dropbox a bit, I have not had the time required during these two months, therefore next year the organization of the drobox could also be addressed.

# Dylan Nichols, Chair

This year has seen a deficit in the BULSCA account over the course of the academic year. At the time of the previous AGM (23/07/2022) the BULSCA Account held £1,347.66, however as mentioned on the previous year’s AGM report a more representative balance was ~£2850 due to outstanding payments from the 2021-2022. On the date of today’s AGM (29/04/2023) the account has a balance of £1,584.50. At this point in time, we are still awaiting a payment from the University of Birmingham. The BULSCA Champs Co-ordinator will be able to provide further details on this as the financing of Champs was monitored and organised from their position. There is at this stage still one outstanding payment of £2,352 for K2. We are waiting for the late payments from champs to come in to pay this. The aim is to have this achieved before the handover.

Please see the tables and notes below for an overview of the income and expenditure from the BULSCA account since the previous AGM.

***Amendment (15/05/2023):*** All payments incoming and outgoing are now entirely paid (apart from ~£50-100 to the champs co-ordinator) and the account it’s at £1,608.35.

|  |  |  |
| --- | --- | --- |
|  | | |
| **INCOME** |  | **TOTAL** |
| Club Membership\* | £640.00 |  |
| Champs\*\*\* | £7,656.50 |  |
|  |  |  |
|  |  |  |
| TOTAL INCOME |  | £8,296.50 |
|  |  |  |
| **EXPENDITURE** |  | **TOTAL** |
| Club Support Fund \*\* | -£249.00 |  |
| RLSS Annual Membership | -£73.00 |  |
| Champs\*\*\* | -£8,162.36 |  |
| BULSCA Domain | -£216.00 |  |
| TOTAL EXPENDITURE |  | -£8600.36 |
| NET LOSS |  | -£403.86 |

**Notes from above table:**

**Club Membership\***

We had 11 clubs pay membership which included: Birmingham, Bristol, Durham, Loughborough, Nottingham, Oxford, Plymouth, Sheffield, Southampton, Swansea and Warwick. Due to the rising costs of Champs, membership fees that BULSCA has to pay and support for the club development fund the decision was made to increase the BULSCA Annual Membership costs by £20 to £60.

**Club Support Fund\*\***

Following the £500 donation from Lincoln Asthma Swimming Club- in the 2021-2022 season. Two clubs to be awarded money were identified. The first donations from the club support fund of £49 to Durham and £200 to Swansea were awarded in September. This totalled an outlay of £249.00 leaving £2.66 remaining. A decision by the next committee as to whether the support fund continues or not now the donation has been completely used.

**Champs \*\*\***

Further cost breakdown to be supplied by the BULSCA Champs Co-ordinator.

**Focuses of the Year:**

I wanted to ensure that all clubs were timely with their payment of membership. This was successfully achieved with all clubs having made payment by the 09/12/2022 which was held up by a committee decision. As previously mentioned, the membership fee was increased from £40 to £60 due to the increasing costs BULSCA faces.

I also wanted to make sure all the income and expenditures for the year are complete by my handover. I should be on track with this with only one university still with outstanding payments, as well as, one invoice outstanding due to lack of funds.

**Recommendations for the upcoming year:**

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

1. Continue to monitor the post-competition BULSCA Finances Spreadsheet that has to be submit and adapt if needed. Discuss with clubs whether current entry costs need to be amended to account for rising costs of pool and room hire etc that clubs often have to pay for competitions to run.
2. Support the Champs co-ordinators with seeking sponsorship for Champs and potentially the league to prevent a loss.
3. Continue to look into potential vendors for BULSCA merchandise or other fundraising options which can bring in a slow and continuous flow of money in such as Easy Fundraising or money back on websites where purchases are made such as Mail Sports.
4. Support the Champs Co-ordinator in getting invoices out as early as possible to allow universities time to process such a large sum of money.

I believe there will be a smooth transition from myself to the incoming Treasurer as the accounts are in easily transferable from one individual to another through. I will also pass on knowledge of how to process invoices for specific universities to help speed up getting payments. Overall, I have thoroughly enjoyed the role over this last year. I would like and I wish the incoming Treasurer the best of luck.

# Mia Green, Club Development Officer

And NLA update

# Noah Hollowell, Data Manager

This year I’ve been hard at work updating the website and revitalising the competition scoring system to make it easier to use and share results.

At the start of the year I was handed access to the server, which was in need of updating and sorting. Spam was rife in the mail inboxes, which was quickly resolved by turning on the spam filter which had been dormant for some reason. Internally various things were updated and secured, with a core focus on moving the website onto a secure connection which it should have always been on.

The first goal I had was to overhaul the entire website. This was achieved quickly and was live by the start of the season. During the year updates have occurred adding new features and elements. For example, league competitions are easily displayed, with the ability to attach large amounts of competition data to them for quick finding. With the ability to include competition packs on the site directly, further easy viewing of the league is included with a visually appealing display.

Half way through the year, the idea to revamp the score sheet began. What was once a buggy excel spreadsheet, is now a simple web interface for competitions to use, with the ability to quickly display results via a link as well as being printed.

Towards the end of the season I’ve been working on a Digital Judging system. The goal of this is to reduce the amount of paper used, and to reduce the amount of copying errors relating to an individual having to manually copy hundreds of results. The outcome is a mobile friendly web-interface that judges can use to enter results directly into the scorer, eliminating the need to copy from paper. Of course this is still in its early stages with a test at Loughborough Comp happening in the Dry SERC. The aim is to roll this out completely next year, along with judging for speeds combined in. Paper scoring will always be available as a failsafe as I am aware that the internet is not perfect and isn’t always available, and judges may prefer to use paper over a phone when in a wet environment.

Over this year I’ve done quite a lot of work in my role as Data Manager. Much of which you’ll never see, but will definitely benefit from without realising. I am to be re-elected for the next year so that I can continue to develop and refine the changes I have made. And further start to work on simplifying the competition creation, management and payment process for organisers and BULSCA. This should aim to reduce the stress of organising a competition and reduce the risk of fines.

It has been a pleasure to be your Data Manager for the 2022-23 year!

If you’re interested in other ideas I have, please go have a look at my mid season report in the 2022-23 General Meeting minutes.

# Lauren Hill, Communications Officer

I’ve been mainly focused on the practical side of communications this year. To aid the next communication officer with this I have updates the instruction on using both Webmail and Mailchimp. Towards the second half of the year, we started to create a policy for a potential future social media sub-committee. We are hoping that this can be carried forward to help engage more on social media next year.

# Chloe Warr, Championships Coordinator

# Kirsty Reed, Welfare, and Inclusions Officer

I have been your welfare and inclusion officer for this year. It has been a role that I have very much been able to shape and that's been a real privilege. New processes have teething problems it's not been smooth the whole way I won’t lie but I think we have made some progress this year, so I want to say a big thank you to those who have worked with me on adjustments! I think we have had some bumps along the way, but I feel we are in a better position for next season. A little note that accessibility is not negotiable, and the new policy only serves to clarify what was already there and that is a commitment to provide adjustments in accordance with UK law, Equality Act 2010. This isn’t *being nice* it's necessary!

What I’ve been up to:

At the start of the year, the focus was on raising awareness of the new policy and adjustments process and working out how it would work in practice. This meant a bit of back and forth but across the year an amended process that I hope is becoming increasingly efficient and clear has been developed.

The main areas of focus for me this year have been implementation of adjustments. My main role is about discussing potential barriers to accessing competitions with competitors or their clubs. Then working toward an appropriate solution (as defined by the ‘reasonable adjustments’ in the policy). Then the adjustment is considered against the comps manual and if it may affect the competition, I have to get it approved by the judge's panel.

Also liaising with competition organisers on issues such as glasses in the pool, under 18s in attendance and general other welfare-related issues. I have aimed to be a friendly face at competitions and socials alike and as the year has progressed, I have got to know a lot more of you and your respective clubs which has been lovely.

This has been the first year using a reporting form system for anonymous welfare reports. I felt it was important to gauge what issues exist in the organisation and provide people with a space to report this without instigating action. Note there is a separate policy and process for disciplinary action. When introduced we decided it would be passed onto the committee and a statistical report published at the AGM. This statistical report will be made available during the AGM.

Updating the code of conduct for individuals. This was something I wanted to do as a matter of priority as I felt it was outdated and inconsistent with RLSS policy as it did not mention harassment or sexual misconduct. This proposal went to an online vote but will be further debated and voted on today due to deferral.

Working with RLSS to try to clarify our responsibilities and policies around safeguarding and DBS checks.

Moving forward:

I am hoping to run again and if reappointed I would take the opportunity to consolidate some of these processes which are still very new and then it would be my intention to hand it over properly when it's a bit more ‘finished’. Feedback is absolutely welcome on any of the welfare or inclusions processes, and policies.

I aim to create a checklist or flow chart for comp organisers to explain the adjustments process and what to expect ahead of next season. Perhaps some training and liaison with head refs on implementing adjustments however, this is TBC. Comp organisers to be aware of how to implement adjustments and what the process looks like as well as having confirmation that your participants are over 18 or a list of under 18 participants. Please ask this on your sign-up form. It can just be a tickbox to say, ‘I confirm all participants are over 18’.

I would encourage anyone to ask if there’s something you’re not sure if it's possible we can take a look and see what we can do. Due to a clause in the policy, it means that I keep an anonymised record of previously granted adjustments so each year we have more to build from.

Continue to work with the RLSS on our responsibilities and roles within safeguarding. Due to staffing changes at RLSS it’s been a little bit difficult to consistently talk to the same person / make progress on this.

# 

2023/2024 BULSCA Committee Elections

# Chair

No Candidate Declared

Mia Green has nominated herself

Mia Green has two minutes to deliver a speech:

* For most of her life she has been working with the RLSS which has given her experience to be able to run for this position.
* She would like to try and improve BULSCAS relationship with the RLSS

Oxford asked, “What is your number one priority for next season?”

Mia Green replied that her key priorities are a smooth transition and to mend BULSCAS relationship with the RLSS to ensure there are less arguments in the future.

Votes in favor of Mia Green 8

Votes against Mia Green 0

Votes to reopen nominations 0

Mia Green is the new chair of BULSCA for the 2023-2024 season.

# Secretary

Sarah Benson

Hi everyone, I’m Sarah and I’m running for secretary this year. Right now I’m in Canada on my year abroad, but next year will be my fourth year in BULSCA and it feels like the perfect time to step up and be a part of the organisation. I am really looking forward to being able to work with the rest of the committee to grow the sport we all love. I have great people skills, two years on the Brum committee and finding my feet this year in a new country has taught me how to collaborate with others and make sure everyone’s voice is heard. I also look forward to creating a great working relationship with the chair, so that everything can run as smoothly as possible. I was training officer in Birmingham last year and so communicated with the BULSCA committee a lot then, I was able to get a pretty good understanding of how BULSCA functions and what’s needed to make sure everyone can be successful. This year I’ve been lifesaving with the club here at my Canadian university. It’s a much smaller club than Brum, so I feel like I now have a fairly unique perspective of the different challenges involved with being either a relatively large or smaller club. I’m hoping this will allow me to be a great source of support for all of the clubs in BULSCA and understand their needs better. I’m still going to be a student in Brum next year so will have plenty of time to dedicate to this role and I plan to be at all of the comps so I’ll be really easy to get hold of and chat to. I’m super organised (ask anyone at Brum and they’ll tell you all about my colour coded spreadsheets!) so I’m confident I’ll be able to keep track of all the documents and info that I need to. I’m really excited about this role and can’t wait to see you all next year!

No questions asked.

Votes in favor of Sarah Benson 8

Votes against Sarah Benson 0

Votes to reopen nominations 0

Sarah Benson is the new secretary of BULSCA for the 2023-2024 season.

# Treasurer

No Candidate Declared

Amelie Harrison nominated herself.

Amelie Harrison has two minutes to deliver a speech:

* Has a close relationship with the treasurer of Bristol and knows how being a treasurer works.
* She aims to keep BULSCA out of debt.
* She has experience in writing financial reports and keeping track of management.

Oxford asked, “What is your number one priority for next season?”

Amelie Harrison replied that her number one priority for her season is for BULSCA to not go into debt.

Votes in favor of Amelie Harrison 8

Votes against Amelie Harrison 0

Votes to reopen nominations 0

Amelie Harrison is the new treasurer of BULSCA for the 2023-2024 season.

# Club Development Officer

No Candidate Declared

Annabel Cruse nominated herself

Annabel Cruse has two minutes to deliver a speech:

* Lifesaving since she was 12.
* Close ties with the RLSS.
* Training and welfare officer at Bristol.
* Experience with being on committee.
* Came from Keynsham and can help with the relationship between BULSCA and Keynsham.
* She would like to work with Mia to improve the relationship of BULSCA with the RLSS.

Oxford asked: “What is your number one priority for the next season?”

Annabel Cruse replied that her number one priority for her season is to improve BULSCA’s relationship with the smaller clubs.

Votes in favor of Annabel Cruse 8

Votes against Annabel Cruse 0

Votes to reopen nominations 0

Annabel Cruse is the new club development officer of BULSCA for the 2023-2024 season.

# Data Manager

Noah Hollowell has nominated himself

Noah Hollowell has two minutes to deliver a speech:

I’d like to be able to continue my work on making a nicer website and bringing more aspects of BULSCA online for people’s convenience aswell as continuing to make people’s lives easier. I would like to continue updating scoring and digital judging to make everything easier next year. I would also like to create resources tailored to help competition organizers organize competitions.

Oxford asked: “What is your number one priority for next season?”

Noah Hollowell replied that his number one priority for next season is to ensure the new scoring system works with no issues.

Votes in favor of Noah Hollowell 8

Votes against Noah Hollowell 0

Votes to reopen nominations 0

Noah Hollowell is the new data manager of BULSCA for the 2023-2024 season.

# Communications Officer

No Candidate Declared

Alice Ford has nominated herself.

Alice Ford has two minutes to deliver a speech:

Hi, my name’s Alice and I’m a lifesaving fresher at Birmingham. For the past year, I’ve had a lot of fun coming to competitions and seeing the fun and friendly atmosphere that has been created within BULSCA and would love to both be a part of it and ensure that it is continued for freshers and all club members in the future. I am aware that most of you don’t know who I am, but I promise that I am a hard worker and take pride in whatever I do, and I am determined to do the best job I can. I think I’d be a good communications officer as I’m organized and efficient so would be good at responding to people and sharing necessary information regularly and promptly. I have a lot of ideas for how the social media could be more focused on, including more frequent Instagram posts about upcoming competitions, league results and highlighting what’s being done by member clubs on a day-to-day basis (for example showing training sessions or social to show what happens outside of competitions). I think this would help raise awareness for the sport and potentially entice more people to join.

Ell Murray asked about the social media subcommittee. “Would you be interested in that?”

Alice Ford replied that she would be interested in that.

Votes in favor of Alice Ford 8

Votes against Alice Ford 0

Votes to reopen nominations 0

Alice Ford is the new communications officer for BULSCA for the 2023-2024 season.

# Championships Coordinator

Glafki Schellekens

I’ve really enjoyed being part of the BULSCA committee even for a short time this year and would like to run for championships coordinator next year. I believe that my experience in organization Brum comp the past two years has given me the skills I need to be able to do this role successfully. I do understand it is an event of a much bigger scale however, my organization and time-management skills will help me in achieving the organization of champs. Furthermore, this year I tried to help around a bit to get some insight in how champs is organized which I think will be useful for next year. My communication and teamwork skills will help me in communicating with all parties involved and asking for help from the rest of the committee if I need it. I’m very organized and take care of my responsibilities in the appropriate time, and I am confident I will be able to organize champs successfully.

Oxford asked: “How will you ensure it is within term dates?”

Glafki Schellekens answered that she could put a form out to ask about term dates.

Oxford asked: “What is your number one priority for next year?”

Glafki Schellekens replied “Running a good champ with as little costs as possible.”

Votes in favor of Glafki Schellekens 8

Votes against Glafki Schellekens 0

Votes to reopen nominations 0

Glafki Schellekens is the new championship coordinator of BULSCA for the 2023-2024 season.

# Proposals Discussion

PROPOSAL B: Amendment to the code of conduct

Ell Murray introducing the proposal and amendment:

* Proposal was sent for an online vote.
* Committee recommended to accept without debate.
* The online voting outcome was to move to the nearest GM.
* Oxford proposed an amendment.

Kirsty Reed talking in favor of the proposal:

* This proposal is important because the policy is too vague at the moment.

Oxford talking about their amendment:

* Speaking in favor of their amendment.
* They thought the overall idea of the proposal was good but needed some changes.
* They outlined several places in the disciplinary policy where they thought the changes and implementation would fit better.
* There needs to be a distinction between individuals and clubs. The same policy and sanctions cannot apply to both.
* Their amendment proposes to move things around within the entire disciplinary policy instead of just one section.

Ell Murray: Kirsty do you accept or reject this amendment to your proposal.

Kirsty Reed accepts the amendment proposed by Oxford.

Now anyone can speak against the proposal as a whole or move to a vote.

Sheffield proposes to move to a vote and Bristol seconds it.

All voted in favor of accepting the proposal of the amendment to the code of conduct with the amendment by Oxford included in it.

PROPOSAL D: Team Allocation Proposal

Tom Park speaking in favor of the proposal.

* The aim of this proposal is to change the end process of team allocation.
* There were two instances this year, one where the policy was followed but not at the right time and one where the policy was not followed at all, and an old boys team took precedent to counting league teams and no repercussions were given by the BULSCA committee.
* This proposal aims to clear up the allocation policy of the teams for competitions and aims to encourage comp organizers to follow the team allocation policy.

Ell Murray: Point of information: This proposal amends the current policy as it prioritizes university counting teams over non-counting teams.

Ben Barker: The way I understand it is that AB university teams always have priority, and the policy is concerned mostly with prioritizing the allocation of teams after the A and B teams. This means that Oxford will always have a team even though they are not league counting.

Tom Park: That was my intention so it may be worded wrong.

Bristol: How does it affect non-league teams and non-university teams such as Keynsham?

Tom Park: Teams like Keynsham will be affected but priority must be given to university teams because BULSCA is the British University Associations. The solution is to either run comps without team caps or maximize the team caps. It is mostly Birmingham and Loughborough affected by the team cap and because we are a university association priority must be given to university teams. Otherwise, I end up going against my own team selection policy and I end up with people that want to compete not having teams and being unable to come to comps because a non-university and non-counting team has taken their place.

Ell Murray speaking against the proposal:

* I am concerned with the wording of counting and non-counting teams. I think that smaller teams will end up being excluded and the variety in competitions will be more limited. I understand the problem and how it was not rightly implemented this year, however right now allocation mistakes and problems are not finable, and this might be something that needs changing.
* There can be solutions such as changing the entry deadline to ensure the committee has enough time to ensure the policy was accurately followed. I don’t agree with having one specific person checking entries alone, but I think we should increase the deadlines to ensure that there is enough time to fix mistakes.

Oxford: The proposal mentions counting teams, but what does that mean? Are counting teams league teams?

Ell Murray: Counting teams according to the constitutions means league counting teams.

Mia Green proposes an amendment: “Each university that pays BULSCA membership is guaranteed an A and B teams if they so desire and them the remaining teams shall be allocated per the rule book so that league counting teams receive priority and any remaining spaces can be filled by non-league counting teams.”

* My aim is not to exclude smaller clubs but also prioritize BULSCA members.
* What is this amending is the definition of who gets priority to ensure that all BULSCA member universities are given priority over old boy teams and teams like Keynsham.

Tom Park accepts the amendment.

No other amendments were presented at this point and no one wanted to speak against or in favor of the proposal.

Oxford would like to propose an amendment.

Due to time constraints the rest of this discussion will take place at the second part of the AGM.

# Any Other Business:

The next part of the AGM will take place online on Tuesday the 9th of May at 19:00.

# AGM PART 2:

This part of the AGM will start with the competition allocating and discussing, followed by the continuation of the discussions on proposal D and A.

# Competition Allocation:

Ell Murray: We will start with the application for fresher’s comp and then the rest will be discussed in the order they were received in.

NOTTINGHAM COMPETITION:

Nottingham presented their application. They are applying for fresher’s comp. Their preferred date is the 11th of November.

Question 1: Why are you not charging for accommodation since you need to pay for it?

* Accommodation charge will be around 1 pound per person, but not yet certain that is why it was not in the application.

Question 2: Why is there a DJ cost, is that happening?

* DJ was just a general description not something specific.

SOUTHAMPTON COMPETITION:

Soton presented their application. Their preferred date is the 17th of February.

Question 1: “Maybe you should close registration a bit earlier than the time you get to the pool, to organize judges and helpers.”

* They don’t know if they can get an extra hour of pool time yet.

Question 2: “Why are you charging 8 pounds for food when it is costing you 6?”

* The food costs have increased.

Question: 3 “The 100 pounds for serc costs seems a bit high, is it accurate?”

* The 100 pounds is a reflection of this year.

Question 4: “Will it cost you 35 pounds for printing even though we will be using the online system?”

* About the printing, printing this year cost 27 pounds.

Birmingham asked a question: “The food didn’t work well this year; can this be fixed?”

* We had to push the food back by half an hour this tear because the competition run overtime.

WARWICK COMPETITION:

Warwick presented their application. Their preferred date is the 27th of January.

* Comp will be more or less the same as last year.
* We are trying to get some more teams in.

Birmingham asked a question: “The date is within our exam season would you be able to do the 3rd instead?”

* Warwick is fine with doing the 3rd of February.

BRISTOL COMPETITION:

Bristol presented their application. Their preferred date is the 25th of November.

Question 1: “What do you mean you cannot confirm the until the next year and when can you confirm?”

* Confirmation will be in July. We are hopefully aiming to do everything in the same building so that there is less walking, and the building is better than last year.

Question 2: “Do you have free food for judges and helpers?”

* There will be free food for judges and helpers.

Question 3: “Where will you get three sets of medals for 20 pounds?”

* Stickers on the medals that we bought many years ago.

Sheffield asked a question: “Do you know if you need another deposit for the social?”

* Hopefully not.

BIRMINGHAM COMPETITION:

Birmingham presented their application. Their preferred date is the 9th of December.

* We believe we will get more than 32 teams because last year we had 37.
* We have not added a cost for accommodation yet because we have two possible venues so it depends on how would like accommodation.

LOUGHBOROUGH COMPETITION:

Loughborough presented their application. Their preferred date is the 27th of April.

All unis have an issue with the original dates because of the Easter holidays.

* We can host the comp in April again.

Ell Murray: We will now move to voting.

No comps were excluded from the league. All dates were approved.

COMPETITION CALENDAR:

* Fresher’s comp (Nottingham): 11th November 2023
* Bristol comp: 25th November 2023
* Birmingham comp: 9th December 2023
* Warwick comp: 3rd February 2024
* Southampton comp: 17th February 2024
* Loughborough comp: 27th April 2024

# Proposals Discussion

PROPOSAL A: External Student Eligibility

Ell Murray speaking in favor of the proposal.

The amendment from the GM has been accepted but not yet put in the proposal.

“6.2 Eligibility

…

6.2.3.1.4 Where possible, internal students attending BULSCA member institutions must train and compete with their university’s club.”

Proposal to move to a vote, seconded by Mia Green.

9 in favor of the proposal. This proposal passes.

PROPOSAL D: Team Allocation Proposal

Amendment has been in already from part 1 of the AGM.

Tom Park speaking in favor of the proposal.

Oxford presents an amendment. Tom Park accepts the amendment.

Ell Murray: Point of information “competition organizer and management committee is the same thing”.

Ell Murray: Point of information “BULSCA does not have access to the early form”.

Mia Green: “Next year I will be the only committee member not competing so I can make sure the rules are enforced”.

Tom Park: “In terms of the comp pack it is warning to avoid what happened with Warwick comp, and so that there are no more last-minute switches. Once the comp pack is released those must be the final teams.”

Ell Murray: “Comp pack are not currently required by the manual”

Tom Park agreed to leave this out of the amendment.

Loughborough: “Is Keynsham included in this?”

Tom Park: “Universities take priority”.

Ell Murray: “What Oxford has submitted is not an amendment it is a new proposal”

Oxford: “This is from the manual”

Tom Park accepted all of it.

This is now Oxford’s proposal.

Southampton: “What do counting teams mean?”

Tom Park: “University teams take priority”.

Ell Murray clarifies the meaning of counting teams.

Mia Green: Point of Information “Keynsham do not pay membership”.

Ell Murray: Point of information “It is not the members that count it is the team”.

Oxford have amended the rules that they have written. Their amendment is not an amendment, so it is rejected.

Tom Park has made a condensed version of the two.

Tom Park accepts Oxford’s changes to his original proposal.

Sheffield proposed to move to a vote and Southampton seconded.

8 in favor and 1 against. The amended proposal has passed.

# Proposal A – External Student Eligibility

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| **Proposer Name and Position** |
| – Outgoing Birmingham Club Captain |

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| **Seconder Name and Position** |
| Rachael Chambers – Incoming Birmingham Club Captain |

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| **Aim – What do you want to achieve?** |
| To try and help competition organisers with regards to the availability of bodies and helpers |

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| **Background – What do we need to know to consider the proposal?** |
| A certain number of helpers are required to run any competition. The onus tends to fall on the host club to provide these people, which can put them under extra pressure and also result in other clubs not providing helpers to any competition except their own. Helpers do not have to be current club members, for example, alumni could easily body but those who are still involved in BULSCA tend to judge instead. Whilst it is not fair (particularly on smaller clubs) to exclude clubs who do not provide helpers, there is nothing in the current Competition Manual to dictate the provision of helpers. |

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| **Proposal Details – What, specifically, do you want to do?** |
| To create a point in the Competition Manual that says:  “Clubs should provide a minimum of 1 helper at at least 1 competition other than their home competition or the BULSCA Championships. Any club that is unable to meet this will be eligible for a £10 fine at the end of the season, at the discretion of the BULSCA Chair.”  To add to Section 7, Post Competition, in the Competition Guidance Pack / Check List:  “Email the BULSCA Secretary with a list of all clubs who provided helpers at the competition.” |

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| **Motivation – Why are you proposing this?** |
| This year (and indeed in previous years) there has often been a shortage of helpers at competitions, which can cause delays and complications, for example, resulting in the unideal scenario of teams being pulled from the competitions to body or act as runners. It is understood that not all clubs will be able to provide a helper all of the time, and there is no desire to alienate clubs who cannot. However, if there is an awareness that clubs have to provide a helper at least once, it may eventually encourage more helpers to come to competitions overall, and thus somewhat reduce the burden on the host club and competition organiser.  This could be enforced by the competition organiser emailing the BULSCA Secretary after their competition a list of clubs that provided a helper. The BULSCA Secretary would then be able to create a record of clubs that had or had not provided helpers throughout the season. A £10 fine would be awarded at the end of the season to any club who had not provided at least one helper throughout the season, at the discretion of the BULSCA Chair. |

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| **Timetable and Actions – What do we need to do?** | |
| **Action** | **Deadline** |
| Amend Competition Manual | May / June 2014 |
| Implement proposal throughout the 2014-2015 season | October 2014 – May 2015 |
| Review proposal to see if an impact has been made on competition organisers | May 2015 |
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| **Income – Will your proposal provide fundraising opportunities for the club?** | | | |
| **Income source (with break even)** | **Quantity** | **Price** | **Income** |
| Fine | 0 (ideally) | £10 | £0 |
| **Total Income:** | | £0 |

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| **Supplementary Documents (Attached)** |
| N/A |

# Proposal B – Amendment to code of Conduct

**Online Voting Breakdown**

Accept: Swansea, Sheffield, Durham, Nottingham, Southampton, Warwick, Bristol, Loughborough, Birmingham

Postpone: Oxford

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| **Is this an Online Voting Proposal or a General Meeting Proposal?** |
| Online Voting / General Meeting (Delete as Appropriate) |

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| **Proposer Name and Position** |
| Kirsty Reed – Welfare and Inclusions Officer |

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| **Seconder Name and Position** |
| Ell Murray – BULSCA Chair |

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| **Aim – What do you want to achieve?** |
| To clarify and affirm the definition and unacceptable nature of sexual misconduct and harassment within the organisation. |

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| **Background – What do we need to know to consider the proposal?** |
| The current disciplinary policy is outdated (2008) and makes no reference to sexual misconduct or harassment. This is not in line with RLSS and Universities current policy. To be able to assist both with welfare and disciplinary matters we feel at present it is important this is explicitly defined within the disciplinary policy to avoid any ambiguity and to reinforce the serious of such behaviours and reports of them. |

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| **Proposal Details – What, specifically, do you want to do?** |
| Amend section 4 of the code of conduct for individuals.  This will apply to section 4.4 of the code of conduct  4.4 Individuals will not willfully attack others physically or verbally – add to this  + 4.4.1 Individuals will not engage in sexual misconduct or harassment as defined by the definition  + 4.4.2  + 4.4.2.1 Sexual misconduct covers a broad range of inappropriate and unwanted behaviours of a sexual nature. It covers all forms of sexual violence, including but not limited to; sex without consent, sexual abuse (including online and image-based abuse), non-consensual sexual touching, sexual harassment (unwanted behaviour of a sexual nature which violates your dignity; makes you feel intimidated, degraded or humiliated or creates a hostile or offensive environment), stalking, abusive or degrading remarks of a sexual nature.  + 4.4.2.2  Harassment can be described as unwanted conduct which has the purpose or effect of violating the other person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. It includes unwelcome physical contact, verbal or non-verbal communication or behaviour that worries, troubles or torments any individual. It may also be defined as an act or behaviour that degrades, ridicules, excludes or intimidates.  4.4.3  BULSCA does not tolerate sexual misconduct or harassment in any form by any of its members and reports of such will be dealt with in accordance with the complainant’s wishes and the disciplinary policy.  4.4.4  The BULSCA Welfare and Inclusions Officer will provide support and signposting to individuals in cases of sexual misconduct. However, disciplinary action remains through the complaints process. |

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| **Motivation – Why are you proposing this?** |
| The Welfare Officer has been made aware through the anonymous reporting form of multiple instances of sexual misconduct within the organisation. |

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| **Timetable and Actions – What do we need to do?** | |
| **Action** | **Deadline** |
| Add the section to the disciplinary policy (section 3) | ASAP |
| Send an email out to clubs to notify of the new policy wording | ASAP |
| Update the governance section of the BULSCA website to include the updated policy | ASAP |
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| **Income – Will your proposal provide fundraising opportunities for the club?** | | | |
| **Income source (with break even)** | **Quantity** | **Price** | **Income** |
| NOT APPLICABLE |  |  |  |
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| **Total Income:** | |  |

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| **Resources – What will your proposal cost? What equipment/manpower is needed?** | | | | |
| **Resource** | **Source** | **Quantity** | **Price** | **Cost** |
| NOT APPLICABLE |  |  |  |  |
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| **P&P:** | |  |
| **Total Cost:** | |  |
| **Total Profit:** | |  |

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| **Supplementary Documents (Attached)** |
| NIL |

# Amendments to Proposal B

Submitted by: Oxford University Lifesaving

Suggestions:

Importantly, 'members' in your proposed 4.4.3 should be changed to 'individuals', as BULSCA should not tolerate harassment or sexual misconduct from anyone listed in 4.2. Furthermore, your 4.4.4 refers to the 'complaints procedure', rather than the disciplinary policy (section 5).

new 4.5 Individuals will not engage in harassment

new 4.5.1 Harassment can be described as unwanted conduct which has the purpose or effect of violating the other person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. It includes unwelcome physical contact, verbal or non-verbal communication, stalking or behaviour that worries, troubles or torments any individual. It may also be defined as an act or behaviour that degrades, ridicules, excludes or intimidates.

new 4.6 Individuals will not engage in sexual misconduct

new 4.6.1 Sexual misconduct covers a broad range of inappropriate and unwanted behaviours of a sexual nature. It covers all forms of sexual violence, including but not limited to: sex without consent, sexual abuse (including online and image-based abuse), non-consensual sexual touching, sexual harassment (harassment, as defined in 4.5.1, of a sexual nature), abusive or degrading remarks of a sexual nature.

new 4.7 old 4.5 etc.

reword 5.1 '...in sections 4 and 5...' should be '...in sections 3 and 4...'

reword 7.3 Sanctions against an individual are dealt with according to the procedures 5 above and 8 and 9 below.

reword 7.5 Examples of complaints where individual sanctions could be issued includes, but is not limited to, vandalism, violence, harassment or sexual misconduct by individuals. In 8.4 and 9.1 change club to club/individual

new 8.3.1 The complainant's wishes should be taken into account when issuing sanctions in response to cases of vandalism, violence, harassment or sexual misconduct. The secretary should consider that sanctions for breaches of 4.3-new4.6 should affirm the position that BULSCA does not tolerate vandalism, violence, harassment or sexual misconduct in any form from any individual.

new 10.5 The BULSCA Welfare and Inclusion Officer does not play a role in the implementation of this, the disciplinary procedure, to ensure individuals feel able to approach them for advice. They will be available to provide support and signposting to individuals in, for example, cases of sexual misconduct.

Appendix 1 would also need changing appropriately.

# Proposal D – Team Allocation Proposal

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

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| **Proposer Name and Position** |
| Tom Park (Birmingham Training Officer) |

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| **Seconder Name and Position** |
| Lizzie Hickman (Birmingham Captain) |

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| **Aim – What do you want to achieve?** |
| To ensure the BULSCA policy surrounding team allocations is enforced by the BULSCA committee at all times, so that teams are allocated fairly allowing members from clubs to compete. |

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| **Background – What do we need to know to consider the proposal?** |
| In the 2022/23 season:   * One league competition made team allocations without knowing the policy and, therefore, made them incorrectly through little fault of their own. The result of this was a non-league team being asked to not compete, with a request made for one club to remove a team that they had been told would compete. This made for logistical challenges, difficult conversations, and for a team of young lifesavers to not compete. * Another league competition did not allocate according to the policy, meaning that an old boys team and two non-league teams competed in the places of 5 counting teams that were submitted to compete. The team cap that had been published by the competition management committee was not followed (was set at 30 teams, 28 competed on the day). To the knowledge of the proposer, there were no consequences for the host club here – this meant that 20 competitors across 2 clubs were not able to compete where an old boys team, for the host club, were. This is blatantly not in accordance with policy and seemingly the host club have faced no repercussions whilst 20 members have missed out on a competition opportunity. |

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| **Proposal Details – What, specifically, do you want to do?** |
| Changes to the BULSCA Competition Manual as below:  2.2.3.5.1:  ‘Extra teams shall be accepted evenly across all Universities, providing they are ‘counting teams’ as per 2.2.1 of the Competition Manual and 6.2 of the BULSCA Constitution. So that all counting C teams are accepted, followed by all counting D teams, and shall continue until there are no more teams or the competition is full. Once all counting teams are accepted, then non-counting teams (including non-league teams as per 2.2.4) shall be accepted across all universities in a ‘first-come-first-serve’ basis until the competition is full.’  Creation of 2.2.5: Enforcement of allocation policy.  2.2.5.1 It is the responsibility of the competition organiser and Management Committee to read, understand and follow the allocation policy as set out in 2.2.3 and 2.2.4.  2.2.5.2 Once sign-ups for competitions have closed, the competition organiser is to declare the teams they believe should be allocated spaces to their competition, to the BULSCA committee. It is then the responsibility of the BULSCA committee to ensure that the policy has been followed before the competition pack is published for the competition.  2.2.5.3 The BULSCA committee may allocate one committee member to be responsible for the enforcement of this policy at the beginning of the BULSCA League Season. |

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| **Motivation – Why are you proposing this?** |
| Means that all members of clubs have a fair and equal opportunity to compete, whilst preventing clubs from pushing their own agendas. Consistency with following the BULSCA rules also. Not following these rules has a disproportioned affect on larger BULSCA clubs so this ensures fairness where possible. |

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| **Timetable and Actions – What do we need to do?** | |
| **Action** | **Deadline** |
| Add amendment to competition manual for the 2023/24 season. | Start of next season. |
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| **Income – Will your proposal provide fundraising opportunities for the club?** | | | |
| **Income source (with break even)** | **Quantity** | **Price** | **Income** |
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| **Total Income:** | | £0 |

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| **Resources – What will your proposal cost? What equipment/manpower is needed?** | | | | |
| **Resource** | **Source** | **Quantity** | **Price** | **Cost** |
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| **P&P:** | |  |
| **Total Cost:** | | £0 |
| **Total Profit:** | | £0 |

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| **Supplementary Documents (Attached)** |
| NA. |