

British Universities Life Saving Clubs' Association

BULSCA General Meeting Agenda
3rd February 2024





British Universities Life Saving Clubs' Association General Meeting Agenda

1. Welcome and Apologies

2. Approval of the Minutes from the Previous Meetings

3. Matters Arising from the Minutes of the Previous Meeting

4. Officer Reports

- 4.1. *Chair, Mia Green***
- 4.2. *Secretary, Sarah Benson***
- 4.3. *Treasurer, Amelie Harrison***
- 4.4. *Development Officer, Annabel Cruse***
- 4.5. *Data Manager, Noah Hollowell***
- 4.6. *Championships Coordinator, Glafki Schellekens***
- 4.7. *Communications Officer, Alice Ford***
- 4.8. *Welfare Officer, Kirsty Reed***

5. BULSCA Judges Panel Election

- 5.1. *BJP Update***
- 5.2. *Eve Morgan***
- 5.3. *Jake Saunders***

6. Date of Next Meeting

7. Any Other Business



British Universities Life Saving Clubs' Association General Meeting Minutes

1. Welcome and Apologies

The meeting began at 10:00 am.

Present are:

BULSCA committee members present:

Chair	Mia Green
Secretary	Sarah Benson
Treasurer	Amelie Harrison
Championships	Glafki Schellekens
Welfare Officer	Kirsty Reed
Data Manager	Noah Hollowell
Communications	Alice Ford

BULSCA member clubs and representatives present:

Club	Representative 1	Representative 2
Warwick	Kirsty Reed	Noah Hollowell
Nottingham		
Sheffield	Amy Parnell	(see below)
Birmingham	Lizzie Hickman	Tom Park
Loughborough		
Southampton		
Bristol	Amelie Harrison	

BULSCA member clubs and representatives joining online:

Club	Representative
Oxford	Finley Easton
Sheffield	Molly Holland

Representatives from Plymouth, Swansea and Durham were not present.

2. Approval of the Minutes from the Previous Meeting

No comments or corrections on minutes from the previous AGM.

Sarah proposes to accept.



Mia seconds.

In favour: 8

Against: 0

Abstain: 3

Previous meeting minutes approved.

3. Matters Arising from the Minutes of the Previous Meeting

None.

4. Officer Reports

4.1. Chair, Mia Green

Hello, since being elected chair, my primary focus of the year has been to improve our relationship with the RLSS. This relationship is so important as we rely on the RLSS to accredit Champs, provide us with judges and so much more. I truly believe we are well on our way to mending this relationship. So far this year, I have been regularly attending SAG meetings where we've discussed the new NLA Sport Award, been working with the BJP, particularly Bobby, who is our representative on the board of referees and also attended Nationals to compete in the competition to help raise awareness of BULSCA as an organisation. A huge thank you goes to Sarah, Amy, Molly and Adam for coming along and helping as marshals, casualties and to create a BULSCA team for Club SERC (we came 5th, sorry everyone).

My hope for the next few months, is to carry on working closely with Ian, Bobby, Teresa, James and other valuable members of the RLSS to continue building this relationship. I hope that many BULSCA athletes compete at RLSS speeds in March, and strongly encourage anyone that is willing, to go along and volunteer their time to help in the running of the day. Plans for Champs are well underway, Glafki is a legend and doing a fantastic job.

I'm continuing to work closely with Kirsty (who is doing a fantastic job) and BJP to ensure that adjustments for competitions are not only fair and reasonable, but also being properly implemented at competitions.

You've probably all seen me running around poolside like a mad person during comps, and this is because my primary role during comps has been to assist the head ref, and act as a competitor liaison. I have found that this has been working quite well so far, and helps to ensure a smooth running to the day. I will continue to work with head refs and comp organisers to maintain this format. I will never cancel Swim and Tow if it can be helped.

I've been trying to get us a BULSCA judges course this year, and after many months of back and forth, am happy to report that one has been secured for Sunday 18th February – thank you Bobby and Teresa for sorting this.

I'd like to finally thank all the comp organisers so far this year, Isobel, Annabel and Megan, Glafki and Noah for organising wonderful comps, and look forward to seeing what James and Liam have in store for us. Thank you to BJP for their continued support in reviewing SERC's and implementing the new ILS rules. Most importantly, thank you to committee. I wouldn't have been able to do any



of this without you, and your continued support means the world. Sarah especially, has been my right hand woman this year, and has saved me from many an error on multiple occasions.

Thank you everyone

4.2. Secretary, Sarah Benson

So far, my year as secretary has been a relatively straight-forward one. The updated versions of the BULSCA manuals were made available prior to the beginning of the season. As hopefully everyone is aware by now, this season we have moved to the NLA for SERC rules and the ILS manual for league events. I would like to thank everyone for their efforts to make this transition go as smoothly as possible, and for your patience as all clubs and judges in BULSCA adjust to the new rules. The ILS rules will also be employed at Champs this year for all Saturday events, so once again I would like to stress that everyone should familiarise themselves with these rules in preparation.

The new disciplinary policy, written by Kirsty, was approved last term and has been made available to clubs via email and the captain's chat. This will be posted on the website as soon as possible, I am in the process of formatting it and getting it ready.

4.3. Treasurer, Amelie Harrison

There was no movement from the account between June 2023 and January 2024. As of February 2024, the account balance is £1966.59 – this is prior to any income or expenditure for Champs. Additionally, there is £2.66 in the club support fund. Club membership prices were kept the same as the 2022/23 season (£60). 11 of 12 clubs have paid their membership, and once all clubs have paid, the balance will stand at £2026.59 To give a summary of the account for this academic year:

Total income: £660 from memberships

Total expenditure = £62.72

Website domain = £7.80

Stopwatches = £35.96

Replacement Rope = £18.96

Net income = £597.28

In terms of champs, income is currently predicted to be £7402.50 and expenditure around £5854.50, giving a net income of £1548 – this is a rough figure and likely to change as we head towards champs.

4.4. Development Officer, Annabel Cruse

The main thing I have been up to is supporting two lifesavers looking to start up new clubs. We have had interest in starting up new clubs at in Bath and Wolverhampton. I'm particularly optimistic about Bath as they already have a lot of equipment and support from the RLSS. Fingers crossed they'll get lots of interest in September at freshers and we might have some new clubs joining us soon.

Mia has been a great help with getting a judges course and there is potential for another one later in the year if this first one has lots of interest. I'm really keen to make sure our judging is up to



RLSS standards and it's been good to see the judges stepping up and using NLA to keep up those standards.

4.5. *Data Manager, Noah Hollowell*

This year I've been hard at work pushing the new Digital Judging system. This started with the first trial with Nottingham's varsity competition, shortly followed by Fresher competition. Both of which ran smoothly with no hiccups. Most notably was that results were ready to go as the social began, significantly before they were announced. Gone are the days of waiting for results to be calculated and to then be renounced because something was wrong.

During the main competition season I've been actively updating the system to provide more features to improve usability and functionality.

A major addition was WhatIf. Many clubs and training officers appreciated the ability to edit scores via the excel sheet to explore the impact of different event outcomes. With WhatIf this is now possible, and really easy to do. Other additions include the new stats area (which is still being worked on) for various analysis of clubs and teams, as well as direct team v team comparisons.

Another big addition this year was the live on the day system. This system provides real time updates as to how long teams have until they will go out for their SERCs, as well as noting which SERCs have been completed. This has been well received with competition organisers using it to track time and SERC progress whilst on the move, and competitors able to see when their teams will be out and how long we have left to go.

I've also continued to update the BULSCA website with relevant information. Work has also begun on a dedicated freshers area, which is being influenced by the RLSS aiming to reach more university students who are interested in lifesaving.

Behind the scenes I've been working to improve our emails and dealing with various other issues and requests from BULSCA members. I've also been effective at obtaining and distributing SERC packs after competitions.

This year has not been without issues. Several mistakes within the system resulted in missing teams or slightly altered scoring. However, all these issues have now been resolved and I'd like to thank all those that made me aware, and who helped me to resolve and test these issues to ensure accurate scoring and results.

Currently both the RLSS and ILSE have expressed interest in the scoring and judging system. Hopefully with their support I can improve the systems even more to provide more functionality to both organisers and competitors. And it'll always be free to BULSCA.

In the future I'd like to work on supporting competition organisers with their documents, forms and communication with BULSCA. Having organised Warwick Comp 23-24 I'm aware of things that could be optimised and improved upon. This is something that would be closely developed with organisers new and past to ensure its not adding unnecessary hassle to an already busy system.

If you are interested in what I've been doing please reach out!



4.6. *Championships Coordinator, Glafki Schellekens*

This is just a small champs update/what I've been doing up to now. Champs is in less than a month now, which seems very near, but I'm pleased to say that everything is under control. I'd say the hardest thing I had to do regarding champs this year was finding a venue, since everything was unavailable, or could not provide the entire pool. Thankfully, Alan Higgs had a cancellation so we get to hold champs in Coventry. Timings wise, the Saturday starts at 10:00 and the Sunday starts at 6:30. Thank you all for submitting your entries, I am pleased to announce that due to the popularity of sign ups, we are able to hold champs, in a financial sense, so thanks everyone for signing up. The entries are now closed and are being processed and made into heats. Please also remember that officials and helpers sign ups close tomorrow, so make sure you send your clubs a message on this, and your alumni, please. Merch was released this week, and orders close on Tuesday. I am sorry for the short turnaround, but the visuals took longer than expected to be produced, and unless I order by Wednesday it won't be in time for champs. Food wise for Saturday, I have been in conversations with places that take group bookings, and will let everyone know what the final venue will be. I am aiming to release the champs info pack by the 20th of February, and send out invoices by the 10th of February. As always feel free to catch me or message me for any questions

4.7. *Communications Officer, Alice Ford*

So far this year, I have advertised Drowning Prevention Week and the RLSS Don't Drink and Drown campaign through social media, as well as reposting RLSS campaigns. At the beginning of the year I also made a series of posts advertising the different BULSCA clubs in hopes of raising awareness for freshers week.

I've mainly focused on celebrating results after competitions and ensuring people are aware of when competition sign ups are released and have access to them via the mailing list and Facebook. On top of this, I've changed the mailing list sign up form to be clearer as to which mailing lists exist, and merged the clubs' and general mailing lists to ensure that clubs are now receiving all information as opposed to just the information sent to them specifically.

For the rest of the year, I'd like to continue posting competition results and helping share important information via the mailing list, as well as continuing to find material for a new BULSCA promotion video and continuing the plan I made at the beginning of the year to create a series of 'how to' videos for social media.

4.8. *Welfare Officer, Kirsty Reed*

Have continued with the same role as last year. Tried to streamline the process a little bit and wrote the adjustments guidance for the website. If you are unaware of this it can be found on the website. Hopefully have made it easier for comp organisers by setting a hard deadline. An adjustment is positive in facilitating access for one swimmer but if we can remove the barrier altogether for all swimmers this is optimal. This is where I have been promoting and encouraging the use of some 'non-team specific adjustments' this year. You may have noticed the option for both audio and written briefs - this is one example of this. From a welfare perspective, I decided to keep the reporting form but to provide an opportunity for follow-up to ensure the reporter is aware of all the options open to them. Having a list of contacts per club has been useful this year - originally this was something RLSS wanted in terms of safeguarding but its been useful for me too and has helped me get to know you all and your clubs.



Disciplinary policy overhaul and vote was completed and passed. Many thanks for everyone's cooperation on that. If its a policy that never has to get enacted, to be honest brilliant. But its now there if we need it and is complete and relevant.

Balancing adjustments with competition integrity is important. I have worked with the chair and in liaison with the BJP on this. This does mean at times my role is advisory and sometimes we have to work within the scope of what is deemed 'reasonable' but I'd encourage you / your clubs if you have something you have concerns about in accessing a competition come speak to me. If there's something we can do I can promise I'll try. Would like to thank Mia for her support this season particularly on comp days as I compete so it's hard sometimes to ensure everything is in place.

5. BULSCA Judges Panel Election

5.1. *BJP Update*

BJP have been busy reviewing SERC's this year, and working with committee to implement the new ILS rules. Bobby, as our representative on the College of Referees, has been instrumental in relaying important information, including updates on the trans policy. BJP and committee have clashed on multiple occasions regarding adjustments and the trans policy, but this is important because it helps us compete competition fair yet inclusive. Hopefully with some new additions to BJP, the workload on Bobby and Tom will be decreased and we can see some fresh points of view on the panel.

5.2. *Eve Morgan*

Mia: Eve, a university of Birmingham alumni, has been a BULSCA competitor for may seasons, and has shown dedication to judging and SERC writing for the last season. Her previous comp SERC's include the triathlon gone wrong (BRUM WET 2023) and Below Deck based yacht dock (BRUM WET 2021). Committee and current BJP have approved her as a new member.

Sarah moves to vote.

Mia seconds.

Yes: 7

No: 0

Abstain: 4

Eve Morgan is on BJP.

5.3. *Jake Saunders*

Mia: Jake, a university of Warwick alumni, has been judging since the first post covid season (21/22) and has attended the majority of competitions since. He's written three SERC's for league comps, the electrocuted electrician (SOTON DRY 2022), construction site with a ceiling collapse (BRUM DRY 2022) and a climbing accident on a beach (BRISTOL WET 2023). Committee and current BJP have approved him as a new member.

Sarah moves to vote.

Mia seconds.

Yes: 7



No: 0

Abstain: 4

Jake Saunders is on BJP.

6. Date of Next Meeting

Loughborough agree to host the AGM at their competition on 4th May. They will liaise with committee to arrange.

7. Any Other Business

Sarah: The judges' course is on 18th February. We will have 12-24 places and an interest form will be available this afternoon if you would like to become a judge. This form will record interest for future courses as well as this one. In order to ensure that those on the course are committed to judging, we are asking that people commit to two BULSCA comps and one RLSS comps within a year of becoming fully qualified. Further info will be on the form. The form also asks some questions about who you are and what exactly you're interested in regarding judging, to help us make the fairest decisions about who to give places on the course to.