

British Universities Life Saving Clubs' Association

Annual General Meeting 2021-22





British Universities Life Saving Clubs' Association Annual General Meeting Agenda

Location: Online using Jitsi Meet (<https://meet.jit.si/BULSCA2022AGM>)

Date: Saturday 23rd July 2022

Start Time: 18:00

1. Welcome and Apologies

2. Approval of the Minutes from the Previous Meeting

3. Officer Reports

3.1 Ben Barker, Chair

3.2 Adam Lane, Secretary

3.3 Emma Smith, Treasurer

3.4 Theo Levison, Data Manager

3.5 Emily Childs, Communications Officer

3.6 Dylan Nicol, Recruitment Officer

4. BULSCA Committee Officer Elections

Chair

Declared candidates: none

Secretary

Declared candidates: none

Treasurer

Declared candidates: none

Club Development Officer

Declared candidates: none

Data Manager

Declared candidates: none

Championships Coordinator

Declared candidates: none

Communications Officer

Declared candidates: none

Club Recruitment Officer

Declared candidates: none



Competition Applications for the 2021/2022 Season

3.7 Allocation of Freshers Competition

Applicants: Nottingham

3.8 League Competition Allocations

Applicants: Southampton, Birmingham, Warwick, Loughborough, Bristol

Discussion of Proposals

3.9 Clarification of an "Adequate Breathing Check"

Committee recommendation: Debate without recommendation

Inclusion Policy Discussion

BULSCA Awards

3.10. Sportsperson of the year

3.11. Volunteer of the year

3.12. Moment of the year

3.13. Club of the year

3.14. Fresher of the year

Date of Next Meeting

Any Other Business

Website Development Discussion

Officer Reports

Ben Barker, Chair

With a years' experience already under my belt, my second term as Chair has been widely positive, particularly since I hoped to hit the ground running immediately after last years AGM. With outstanding goals from my first term, this year aimed to continue the growth of BULSCA as we rebounded from the pandemic, whilst ensuring safety remained the highest importance. I'm pleased to say that normality returned, and while challenges were faced, the lifesaving activities seen this year are arguably greater than pre-COVID times.

For our competitions to return as smoothly as possible, I spent a lot of time meeting with competition organisers, helping them in whatever capacity they required, and providing advice where decisions were to be made. While there are aspects that I wish I had done better, the mistakes made were mostly minor, and it is my hope that we can learn from these mistakes and retain the knowledge into the next season. With a successful competition calendar and BULSCA Student Championships all taking place without a COVID outbreak, I would say this has been a brilliant recovery, and I'm sure future seasons will continue to improve.

As part of my responsibilities, I regularly met with various parties within the RLSS, and I'm pleased to say that our Service Level Agreement with them has been renewed for another year. My seat on the Sports Action Group has been ongoing and I do my best to represent the voice of our lifesavers currently within BULSCA, but also those who have left our community or are yet to join. More recently, I attended a Swim England online network event to discuss our competition format. I'm pleased that from that small meeting we have interested parties from a few universities, the most forthcoming of which being the University of Portsmouth. I have also remained in contact with Stathis from the GLSA. It was my immense pleasure to welcome three of their competitors to BULSCA Champs 2022. My only regret is that I didn't spend more time with them, but due to the demands of the role, I was pulled in many directions and barely had any time to spare.

Elsewhere, I have worked to develop our governance documents, some of which will be rolled out following the AGM. Much of this has been ongoing throughout the year, involving numerous parties, so I hope that it can be implemented without significant adaptations. I have also put in place the opportunity to open a year-round BULSCA Merchandise shop. The aim would be to streamline the ordering of BULSCA Officials tops, other BULSCA Merchandise and to provide a better avenue for temporary event-based orders such as with Champs. This is something for the future committee to implement and imbed within our website by working with the current supplier. On the topic of the website, I have also been looking at avenues for this to become a more central part of our organisation. Just one instance would be a live competition results spreadsheet allowing teams to view their scores as soon as they are confirmed. Along with the other suggestions, the new website seeks to increase traffic, streamlines existing processes, and reduces our current demand for paper, making our activities greener.

There is almost certainly more that I could have done with my second term, but I feel that the achievements listed, and those I have forgotten to mention, are substantial. It has been great being Chair this last year and I'm proud of where BULSCA is heading. I hope that whoever comprises the next committee continues to build strong foundations to grow the organisation further.

Adam Lane, Secretary

This year has been my second year on the BULSCA committee and my first year as Secretary and I am pleased with what I have been able to achieve considering I have spent a lot of time

this year setting up and running Durham University Lifesaving Club; as well as doing my degree of course.

The previous Secretary left many tasks for me to complete from their tenure and one of my first responsibilities was to tackle these. This included uploading all the meeting minutes from the 2020/21 season to the website, tidying up the Secretary dropbox account and updating the BULSCA competition manual to include all the proposals from the previous years. I have successfully managed to upload all the meeting minutes to the BULSCA website and have updated the competition manual for the 2021/22 season, including all the amendments that were needed. I have not managed to organise the dropbox, but this is something that I recommend the next Secretary looks into in the upcoming year.

In addition to the tasks stated above, I have managed to achieve many other things. Firstly, I managed attend every committee & general meeting and take minutes at these (which I have subsequently uploaded to the website). I also updated the BULSCA Champs manual in time for BULSCA Champs 2022. I have started to update some of the older BULSCA documents on the website, specifically the proposal pro-forma and competition application pack which many of you will have seen. I designed the BULSCA A and B league certificates for the clubs that finished 1st, 2nd and 3rd. Finally, I had the pleasure of handing out certificates to all of the medal winning athletes at BULSCA Champs, which I thoroughly enjoyed!

I wish whoever is the Secretary next year all the best for the role!

Emma Smith, Treasurer

This year has seen a deficit in the BULSCA account over the course of the academic year. At the time of the previous AGM (26/6/2021) the BULSCA Account held £4601.47, however as mentioned on the previous year's AGM report a more representative balance was £3774.65 due to pre-existing payments from the 2019-2020 committee which had not been paid and we inherited during 2020- 2021. On the date of today's AGM (23/7/2022) the account has a balance of £1347.66. The reason this figure is lower is due to the increased cost of Champs. At this point in time we are still awaiting a payment from the University of Birmingham which will help reduce this deficit. The BULSCA chair will be able to provide further details on this as the financing of Champs was monitored and organised from their position. A conversation regarding the financial position of Champs was led by the BULSCA chair during the February General Meeting at Nottingham.

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

INCOME		TOTAL
Club Membership*	£400.00	
Champs***	£8,161.00	
TOTAL INCOME		£8,561.00

EXPENDITURE		TOTAL
Club Support Fund **	-£248.34	

2 X RLSS Annual Membership Champs***	-£136.00	
	-£10,963.35	
TOTAL EXPENDITURE		-£11,346.69
NET LOSS		-£2,785.69

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 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 £5 to £40. With Durham University making an appearance this year and being awarded free membership in their first year, as per the BULSCA governance, this should hopefully lead to an additional £40 income during the 2022-2023 season.

Club Support Fund**

Following the £500 donation from Lincoln Asthma Swimming Club, the first two clubs to be awarded money were identified. The first donations from the club support fund of £150 to Durham and £100 to Birmingham were awarded in August. This totalled an outlay of £248.34 leaving £251.66 remaining. The second half of this support fund has now been applied for and decision have been made by the BULSCA committee. Decisions shall be released shortly.

Champs ***

Further cost breakdown to be supplied by the BULSCA chair. Payment is still waiting to be received from the University of Birmingham which shall reduce the deficit.

Focuses of the Year:

Having been the BULSCA Treasurer for the 2020- 2021 year there was a smooth transition from one year to the next with account access already sorted. At the start of the year I spent a lot of time looking in to a potential vendor for BULSCA Merchandise, however this is something that became more challenging than first thought when looking at the initial outlays. I predominantly focused on looking at vendors that a variety of existing community sports teams use and have some suggestions for the incoming treasurer or where to look next and how to try and overcome the initial hurdles I encountered.

Secondly, I again wanted to ensure that all clubs were timely with their payment of membership. This was successfully achieved with all clubs either having made payment by the 1/10/2021 which was prior to the first league competition of the year. As previously mentioned, the membership fee was increased from £35 to £40 due to the increasing costs BULSCA faces.

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.

After undertaking the role of Treasurer for the last two years I believe there will be a smooth transition from myself to the incoming Treasurer as the accounts are now in an easily transferable position from one individual to another through knowledge I have acquired across the last two years. Overall, I have thoroughly enjoyed the role over the last two years, however increasing job pressures have meant that I am no longer to put my heart and soul into the position as I would like and I wish the incoming Treasurer the best of luck.

Theo Levison, Data Manager

Achievements:

I have achieved nothing.

Recommendations:

I have no credentials for the website, nor the source code. Thus I recommend starting the website from scratch. This time using a tool such as wix (<https://www.wix.com/>), so that it is easily maintainable by someone with little experience in web dev, and easily passed from one data manager to the other. The only issue is paying for the service, but it is not much more than normal hosting.

You will need to contact Jared Wray (data manager before me) to reassign the domain name if you make a new website, I was unable to get these details off him but you may have better luck. If you are unable to do this, it may be worth buying a new, but similar domain e.g a .uk address. Don't bulk out the website with unnecessary things, it's already bloated e.g wiki. Simple is best. Instead of having to manually update all info, just link to social media (which will get way more hits anyway)

Emily Childs, Communications Officer

I joined as communications officer this year with very limited knowledge of how BULSCA is run or what the scope of my role could be. Very quickly I was able to pick up on my responsibilities and tried to adhere to them the best I could, and I have ended up really enjoying my time.

One goal I had was to ensure smooth communication as the league started up again. I did this through emails and social media posts, albeit with some mistakes along the way, I feel that I was successful in this. Additionally, I wanted to make the BULSCA Instagram, a very important visual output for BULSCA, more engaging. I wanted to come away from text heavy posts and try and engage more members and clubs. To complete this, I tried to reduce text heavy posts, started using Canva to produce images and frequently requested images from clubs to get up-to-date images. I feel that this was somewhat successful, managing to reduce some of the text on posts. However, I do not feel I was consistent with posting photos following competitions, as it was difficult to obtain photos when not personally attending events.

One difficulty I ran into was releasing important documents and information for competitions in a timely manner. These were being handed over from clubs with very little time for me to send them out to members. Distributing these across many different platforms takes a lot longer than many would assume, so there were many late nights and sacrificing my own personal work to ensure these got out ready for the competitions. My suggestion to avoid this is to ensure clubs stick to the deadlines set out by BULSCA and hold clubs to these standards.



For the upcoming year, my recommendations are to continue to with the reducing text on social media posts, ensure clubs stick to competitions deadlines and to try to format an efficient system to obtain recent photos from BULSCA events.

Dylan Nicol, Recruitment Officer

Throughout this year I have being the BULSCA Recruitment Officer, as well as being in my final year and President of the University of Nottingham's Lifesaving Club during a large development year so I haven't done as much for this role as I would have liked to.

Throughout this year I have been an active member of BULSCA, attending every competition and interacting with members from every club. I also assisted BULSCA with general BULSCA committee activity attending meeting as well as things like being the key holder for the Champ's Accommodation. As for specific recruitment jobs I unfortunately did not do as much as I set out to do. I collated a list of target universities and their contact details as well as drafting an advertisement poster to be distributed to SU's and Swim Clubs.

As for the role moving forwards, I believe it I would recommend having someone with a low work load for the next year to create documentation on joining and the benefits they can get for the first year. The role is to be reviewed at the AGM, and may possibly be rolled back into the BUSLCA Development Officer.

Clarification of an “Adequate Breathing Check”

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

General Meeting

Proposer Name and Position

Adam Lane – Durham President & BULSCA Secretary

Seconder Name and Position

Lauren Hill – Durham Vice-President

Aim – What do you want to achieve?

To make what happens after a breathing check is made on a live actor representing an unconscious non-breathing casualty clearer to competitors and judges and consistent between teams and competitions.

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

Rules as currently written in the BULSCA Competition Events Manual:

2.9.3 A manikin will be used to denote a casualty who is not breathing normally. No other indication will be given. Full checks should be made.

2.9.3.1. Where a live actor is used to denote an unconscious casualty, full breathing checks will be required to ascertain whether that casualty is breathing normally. A casualty that is not breathing normally, at the point where the breathing is adequately checked, will be indicated by the insertion of a manikin - the live casualty will then immediately leave the SERC area. If after a breathing check is performed, no manikin is inserted, competitors shall assume that the casualty is breathing normally.

RLSS Nationals rules 2022 on a casualty who is not breathing normally:

xii) For the Life Support Initiative Test a manikin will be used to denote a casualty who is not breathing normally. No other indication will be given. Full checks should be made.

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

Currently, the rules state that after breathing is ‘adequately checked’ on a live actor, assuming they are a non-breathing casualty, a manikin will be inserted in place of the live person. However, it is unclear what an adequate check for breathing constitutes and it is left up to the official’s decision of whether to insert a manikin or not if the competitor incorrectly assesses the casualty as breathing. An ‘adequate check’ could be taken to mean performing a head tilt/chin lift for 10 seconds, could be taken to mean performing a head tilt/chin lift for 10 seconds AND correctly identifying whether the casualty is not breathing or any other definition as determined by the judge. As live actors are living humans, so breathe naturally or sometimes

exaggerate their breathing in the SERC environment, it is hard for competitors in the high stress SERC environment to correctly assess whether the casualty is breathing or not.

We want to clarify this so that both competitors and judges have a clear understanding of what is required when assessing breathing of an 'unconscious' live actor to ensure consistency between teams and competitions. We propose a vote to adopt one of the following solutions:

- 1- Removal of point 2.9.3.1.
- 2- Change point 2.9.3.1. to read: "Where a live actor is used to denote an unconscious casualty, a full breathing check, as defined by opening the airway by performing a head tilt and chin lift for up to 10 seconds, will be required to ascertain whether that casualty is breathing normally. A casualty that is not breathing normally, at the point where a full breathing check is performed, will be indicated by the insertion of a manikin - the live casualty will then immediately leave the SERC area. If after a breathing check is performed, no manikin is inserted, competitors shall assume that the casualty is breathing normally."

Motivation – Why are you proposing this?

In the Dry SERC at Southampton Competition 2022, one of Durham's team members performed a breathing check on a live actor who was representing an unconscious non-breathing casualty. Our team member thought the actor was breathing so announced that the casualty was an 'unconscious breathing casualty' despite the SERC brief stating that a manikin should be inserted after breathing is checked. Had our team member announced they were non-breathing a manikin would have been inserted as this is what happened for other teams. This led to us losing out on CPR marks which were some of the most highly weighted in the SERC.

We want to make this fairer so that every team has the same chance of gaining CPR marks and is not heavily influenced by a team member guessing whether the actor is breathing or not.

Timetable and Actions – What do we need to do?

Action	Deadline
Amendment of the BULSCA Competition Manual	Start of 2022/23 season

Supplementary Documents (Attached)

BULSCA Competition Manual: [BULSCA Competition Manual 2013-2014 Season](#)
 RLSS Nationals 2022 rules: [Download.ashx \(rlss.org.uk\)](#)