



**ANNUAL REPORT
AND ACCOUNTS
FOR THE YEAR
1ST JULY 2015 TO 30TH JUNE 2016**

September 2016
www.nsvl.org.uk

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Reference and administrative details

Registered Name North Sea Volunteer Lifeguards

Charity Number 1114331

Company Number 5162996

Trustees at 30th June 2016
Adam Duffy
Victoria Farrer
Rachel Mahoney
Paula Richardson
Donna Robson
Diane Rodgerson
James Rodgerson
Ainsley Sillence

Trustees for part of 2015/16
Karen Farr
Elliot Rogers
Louis Wallace
Joe Welsh

Non-Trustee Committee Members at 30th June 2016

Mairi Campbell	(Parent Representative)
Priscilla Elson	(Parent Representative)
Phil Haslett	(Database Manager)
Jake Morley	(Youth Representative)
Cameron Ramsay	(Lifeguard Captain)
Katie Ramsay	(Youth Representative)

Registered Office
27 Hazelmere Avenue
Melton Park
Gosforth
Newcastle upon Tyne
NE3 5QL

Bankers

CAF Bank Ltd
25 King Hills Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Virgin Money
303 Whitley Road
Whitley Bay
Tyne and Wear
NE26 2HU

Governing instrument

The charity, which is a charitable company limited by guarantee, is governed by a Memorandum & Articles of Association incorporated on 25th June 2004 and amended by special resolution dated 5th March 2006.

Recruitment of trustees

Recruitment of trustees is governed by the Memorandum & Articles of Association. In short, trustees are elected by the adult members of the charity at the Annual General Meeting, with each trustee serving a three year term.

Recruitment of other committee members

A Lifeguard Captain is elected by the members of the charity who hold a National Vocational Beach Lifeguard Qualification and/or a National Pool Lifeguard Qualification. The election is held at the Annual General Meeting, with the Lifeguard Captain serving a one year term. The Lifeguard Captain may appoint a Vice Captain to assist them in their duties.

The trustees appoint a Competition Secretary to oversee the sport lifesaving aspect of the club, and a Data Base Manager who works alongside the Secretary and Membership Secretary to ensure the clubs membership data base is maintained and kept up to date.

The trustees appoint two Youth Representatives (one male and one female), and one or two Parent Representatives to liaise with junior members and their parents. They also report their activities to the trustees.

Organisation

The trustees formulate the policy of the charity in addition to being responsible for the day-to-day running of the charity (with the help of many other members). The policies and procedures for the day-to-day running of the charity are laid down in several documents:

- NSVL Rule Book
- Organising and running a course
- Pool codes of practice
- Beach codes of practice
- Competition codes of practice

Risk Management

The trustees have assessed the major risks to which the charity is exposed (particularly health and safety risks in relation to the day-to-day activities of the charity) and are satisfied that sufficient control measures are in place to minimise these risks.

Objectives and activities

Charitable objects

The charity has three objectives:

- To promote the development of lifeguard and lifesaving training and expertise.
- To promote technical education in lifesaving, and water safety to the local community.
- To promote self rescue, rescue and resuscitation skills within the community.

Aims and intended impact

- To pursue these objectives, the aims of the trustees are to:
- Provide a pool session to enable a wide variety of lifesaving, lifeguard and competition training to take place.
- Provide a beach base to enable a wide variety of life support, first aid, theory and open water training to take place.
- Purchase and maintain equipment to allow these activities to take place.
- Ensure the future sustainability of the charity by developing teachers, trainers, assessors and lifeguards.
- Develop and publicise lifesaving resources and teaching aids.
- Generate and retain sufficient funds to achieve the aims outlined above in a sustainable manner.

Trustees Reports

Chairman

For the period 1st July 2015 to 1st November 2015, the position of Chairman was carried out by Joe Welsh. As a founder member of the club and after serving on the NSVL committee since the clubs formation in 1998, Joe retired from the post at the 2015 AGM. Joe brought a wealth of knowledge and experience to the club, and the current Chair and committee would like to thank Joe for his dedication over the years and are delighted to still be able to benefit from his experience in his capacity as a National Trainer Assessor and Trainer Assessor in many disciplines.



Joe received a special commemorative tankard on his retirement as Chairman at the 2015 AGM

For the period 1st November 2015 to 30th June 2016, the position of Chairman was carried out by Donna Robson.

As Chairman, Donna is responsible for chairing all meetings of the committee and leading the club to ensure NSVL moves forward and progresses. The Chairman is also the principle representative of the club and works to build and maintain relationships with external organisations.

In addition to her main role of Chairman, Donna has played an active role in the ongoing training programme for existing Beach Lifeguards and in running training courses to qualify new beach lifeguards. Donna was responsible for the organisation and running of a Beach Lifeguard course in March this year. This resulted in twelve newly qualified Beach Lifeguards, as well as three existing Beach Lifeguards re-qualifying. This was the first course to take place at NSVL under the new ***RLSS National Vocational Beach Lifeguard Qualification***, and was in fact one of the first to take place in the country-an excellent achievement for NSVL.

Donna has a strong passion for Drowning Prevention in the area and is extremely proud of the success of this year's Drowning Prevention Week efforts by NSVL. Donna, along with Paula Richardson was responsible for organising this year's 'Perry Walk', which was a huge success in that it raised the profile of the Drowning Prevention campaign, as well as raising hundreds of pounds for the cause. However, the event and success would not have been possible without the efforts of the whole team of Committee Members, Front Desk Team, Lifeguards, Instructors, Junior Members and their

families and the wider community. Both Donna and Paula are extremely grateful for the support they received from everyone to allow them to take this worthwhile project forward.

As a newly appointed Chairman at the 2015 AGM, Donna is enjoying the responsibility the role brings and will continue to assist in maintaining and improving the current level of activity in the club. Donna would like to express her thanks to the rest of the Committee, Front Desk Team and the whole membership for ensuring 2015 / 16 was another successful year for the club.

End.

Vice Chairman

For the period 1st July 2015 to 1st November 2015, the position of Vice Chairman was carried out by Louis Wallace. In addition to his committee role of Vice Chairman, Louis played an active part in the delivery of the 'Survive & Save' programme.

For the period 1st November 2015 to 27th June 2016, the position of Vice Chairman was vacant.

For the period 28th June 2016 to 30th June 2016, the position of Vice Chairman was carried out by Paula Richardson.

As Vice Chairman, Paula is responsible for deputising for the Chairman at meetings, functions and other occasions as and when required. The position of Vice Chairman is carried out in addition to Paula's main committee role of Training Centre Coordinator.

End.

Secretary

For the period 1st July 2015 to 1st November 2015, the role of Secretary was carried out by Donna Robson. After several years and a countless amount of hours carrying out the role, Donna stood down at the 2015 AGM in order to stand for the position of Chairman.

For the period 1st November 2015 to 30th June 2016, the role of Secretary was carried out by Rachel Mahoney.

As Secretary, Rachel is responsible for administrating meetings of the committee and the Annual General Meeting, which includes:

- Organising dates, times and venues.
- Compiling and distributing agendas and associated documents.
- Recording and distributing minutes.
- Receiving and distributing general NSVL correspondence.
- Producing an Annual Report of the clubs activities based on the contributions by committee members.

Membership Secretary

For the period 1st July 2015 to 30th June 2016, the role of Membership Secretary was carried out by Vicky Farrer.

The Membership Secretary is responsible for ensuring several administrative tasks are completed. These include:

- Ensuring the membership database is kept up to date.
- Receiving applications for membership and adding new members to the database.
- Producing membership renewal forms.
- Receiving waiting list forms and adding details to the waiting list.
- Inviting prospective class members for swim tests as and when required.

Current Membership Statistics:

- Adult Members: 41
- Junior Members: 108
- Waiting List: 56

Membership overall has stayed at a high level and the number of people on the waiting list for junior classes remains high, reflecting the popularity of our sessions.

In addition to her main role of Membership Secretary, Vicky has been part of the 'front desk' team' at pool training sessions and Summer beach sessions, being the first point of contact for members and parents.

End.

Treasurer

For the period 1st July 2015 to 1st November 2015, the role of Treasurer was carried out by Karen Farr. Karen retired from the role of Treasurer at the 2015 AGM, and although the committee were sorry to see her leave, we were extremely grateful for the countless hours she has put in during recent years. The committee would like to express their thanks to Karen for carrying out the role so effectively and efficiently and for being a great asset to the club.



Karen retired from the role of Treasurer at the 2015 AGM

For the period 1st November 2015 to 30th June 2016, the role of Treasurer was carried out by Ainsley Sillence.

As Treasurer, Ainsley is responsible for:

- Overseeing all monies in relation to club business.
- Preparing an annual club budget.
- Preparing financial position reports for committee meetings.
- Preparing accounts at the end of each financial year.
- Keeping club records up to date with Companies House.

In addition to his main role of Treasurer, Ainsley has been part of the 'front desk' team at pool training sessions and Summer beach sessions, being the first point of contact for members and parents.

Financial Overview

The club remains on a sound financial footing despite significant investment in the new beach base and storage container during the year.

The clubs receipts in total were broadly similar to last year at around £15,000. Income from pool fees and the Summer Sessions was greater and sponsorship and donations were largely the same. Income from clothing and social events was lower.

Materials to renovate the Longsands beach base and the storage container were significant changes in expenses. Overall, receipts were £2,500 greater than expenses.

Ainsley would like to express his thanks to Karen Farr the previous Treasurer, and to Vicky and Donna for authorising online payments.

Note: At the time of writing this report, the accounts are still to be independently verified. A copy will be made available to members on request when this is done.

End.

Training Centre Coordinator

For the period 1st July 2015 to 30th June 2016, the role of Training Centre Coordinator was carried out by Paula Richardson.

Paula has maintained training records for pool and beach lifeguard training and delivered induction training to Instructors and Lifeguards, ensuring all Pool Lifeguards attend ongoing training and are competent to lifeguard pool sessions and that Instructors are up to date with safety procedures.

The following qualifications have been taken this year:

- 3 x NPLQ renewals
- 5 x NVBLQ renewals
- 12 x NVBLQ new candidates
- 1 x Life Support 3

One of the key tasks Paula carried out was to prepare records and evidence for the Annual Quality Assurance Visit from IQL (Institute of Qualified Lifeguards) which took place in January. Paula, along with Donna presented the evidence and were delighted to report NSVL scored a perfect 100% at the visit-an improvement from the previous visit in which NSVL scored a (still very respectable!) 93%.

Thanks must be expressed to Paula for the work she carried out leading up to the visit, however it is also important to recognise the input of all Trainers, Teachers, Assistant Instructors, Lifeguards and the administration team-without them, this achievement would not have been possible. As a club, NSVL cannot continue to flourish without the dedication of those who give their time and experience.

Paula attended the RLSS UK National Conference in June and attended workshops on lifesaving sport and on reducing the incidence of local drownings-skills which Paula has been able to disseminate at club level to benefit the wider membership. Paula also worked alongside Elliot Rogers to plan and deliver an Assistant Instructor Course in May, which was attended by nine junior members.

Paula has kept the club website up to date with news, events and 'good news items', as well as having joint responsibility with Donna for the NSVL social media sites-Facebook and Twitter.

These are only a few of the many tasks Paula carries out at the club and we look forward to many more years of Paula's enthusiasm and new ideas!

End.

Lifeguard Captain

For the period 1st July 2015 to 30th June 2016, the position of Lifeguard Captain was carried out by Cameron Ramsay, with the assistance of Katie Ramsay.

As Lifeguard Captain, Cameron was responsible for:

- Ensuring there was sufficient lifeguard cover that meets the requirements of the pool codes of practice at both pool sessions each week.
- Allocation of training and teaching space for the second pool session, including the organisation of a rota.
- Encouraging the participation in ongoing training and activities for lifeguard members, by establishing the training required by the lifeguards.
- Organising trainers for monthly pool lifeguard and beach lifeguard training sessions during the winter months.
- Being the overall coordinator for lifeguard members.

We are particularly grateful to Cameron and Katie for all their commitment and perseverance in carrying out this role as this has not been an easy role to carry out at times due to a shortage of volunteer lifeguards.

End.

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Club Welfare Officer

For the period 1st July 2015 to 30th June 2016, the role of Club Welfare Officer was carried out by Julie Rogers.

As Club Welfare Officer, Julie is responsible for:

- Ensuring that members are in possession of a *current* criminal records check in compliance with RLSS UK policy.
- Ensuring that the club is aware of and complies with RLSS UK child protection policy.
- Communicating the child protection policy at a club level, using RLSS UK support materials.
- Following the child protection policies and procedures, receive, record and report any concerns quickly and through the appropriate channels.
- Liaising with the appropriate Branch Child Protection Officer.
- Being aware of the local statutory child protection network, including the local child protection committee.
- Being aware of the relevant contact numbers and addresses of the statutory agencies in their locality.
- Providing a written report to the Committee on a quarterly basis, or more regularly where necessary.

The Club Welfare Officer co-ordinates with other committee members as follows:

- Chair-when necessary to ensure compliance with child protection policies.
- Secretary-to ensure that new members volunteering with NSVL are DBS checked where necessary, and that reports are received by the committee.
- Competition Secretary-to ensure DBS checks are carried out when necessary.

All members age 16+ years volunteering poolside must comply with NSVL club policy and complete a check with the Disclosure and Barring Service (DBS – previously CRB).

Julie facilitates DBS applications and manages the poolside list, liaising with the Child Protection Officer (CPO) at the Royal Life Saving Society (RLSS) to ensure we are working within appropriate and current guidelines.

Changes to the distribution of DBS certificates were introduced to incorporate **online** checks for DBS *renewal* applications. Full details are included with each application and as CWO Julie is available to guide members through the process.

Recently qualified Assistant Instructors will be checked at 16 years and will be supervised and mentored when they volunteer poolside.

During May-July 2016 NSVL delivered scheduled beach sessions from our base at Tynemouth Longsands and Julie assisted with the planning and delivery of the sessions. Club merchandise was distributed to the members attending.

We strive to ensure poolside volunteers wear appropriate club attire and as an incentive, every member volunteering within the club is issued with a club polo shirt (navy for poolside helpers yellow for lifeguards). Julie currently manages the distribution of club "uniform" liaising with the club Treasurer.

Areas of concern should be brought to the attention of the CWO promptly. Whilst it is not practical that Julie oversees every aspect of the club's activities, members are encouraged to up-date her with any area of concern as it is identified. In the event that Julie is unavailable (or should a member not wish to approach her in person), members are encouraged and requested to take the concern to another committee member, who must ensure Julie is informed and that the concern is noted and dealt with appropriately.

In addition to her main role as Club Welfare Officer, Julie has provided support to the other trustees by carrying out various other tasks including:

- Being part of the 'front desk team' at pool sessions.
- Chairing committee meetings in the event that both the Chair and Vice Chair are both unavailable.

End.

Public Relations Officer

For the period 1st July 2015 to 1st November 2015, the position of Public Relations Officer was vacant.

For the period 1st November 2015 to 30th June 2016, the position of Public Relations Officer was carried out by Diane Rodgerson.

As Public Relations Officer, Dianes main role has been to enhance the public reputation and knowledge of NSVL.

End.

Equipment Officer

For the period 1st July 2015 to 30th June 2016, the role of Equipment Officer was carried out by James Rodgerson.

As Equipment Officer, James is responsible for:

- Checking club equipment and facilities on a monthly basis.
- Overseeing the purchase and maintenance of the clubs range of equipment.
- Overseeing the use and hire of the beach base and equipment.
- General maintenance and improvement of the beach base.

James along with other helpers has worked hard this year to ensure the new beach base is up and running and all equipment is organised and maintained properly. Thanks to everyone that has helped out.

End.

Social Secretary

For the period 1st July 2015 to 1st November 2015, the role of Social Secretary was vacant.

For the period 1st November 2015 to 30th June 2016, the role of social Secretary was carried out by Adam Duffy.

November 2015

Following the 2015 Annual General Meeting, club members gathered for a barbecue at Tynemouth Sailing Club, and a fireworks display on Tynemouth Haven which was kindly organised by Clive and Carole Richardson. The event was enjoyed by adult and junior members alike and was a great opportunity to socialise following the appointment of the clubs committee.

December 2015

The December social was a Christmas dinner at the 'Foxhunters' in North Shields. As ever, this proved to be a popular event and was well attended by both adult and junior members. It was also great to see many of our younger Instructors and Assistant Instructors there on the night.

January 2016

The January curry night has become an annual occasion and this year was no different, with another good turn out at 'Shikara' in Whitley Bay.

June 2016

The annual presentation evening and disco took place in June this year and was held at North Shields Rugby Club. The event consisted of presentation of awards, disco and buffet, as well as various games for the junior members (and the grown ups!), and a fundraising raffle. The event was a huge success and it was great to see so many families enjoying the evening as well as the adult members.

We hope to improve and maintain the social side of NSVL in 2016 / 17 by continuing to organise a wide variety of events throughout the year. We'd like to encourage newer members of the club to get involved as it is a great way to get to know your lifeguarding and teaching colleagues. We also hope to see more of our junior members and families at the socials and would encourage our younger members to propose new and fresh ideas for social events to ensure all members of the club are considered in the organisation of events, irrespective of age.

End.

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CLUB DEVELOPMENT

Beach Base

It was a big year for NSVL in terms of its beach base, having to leave the promenade in Whitley Bay after many happy years to move on to Tynemouth Longsands. Moving day could not have happened without all the volunteers who assisted so thank you to everyone who brought back equipment and gave a helping hand.

Particular thanks must go to James Parkinson, Joe Welsh, Elliot Rogers and Adam Duffy who have co-ordinated much of the renovation and work.



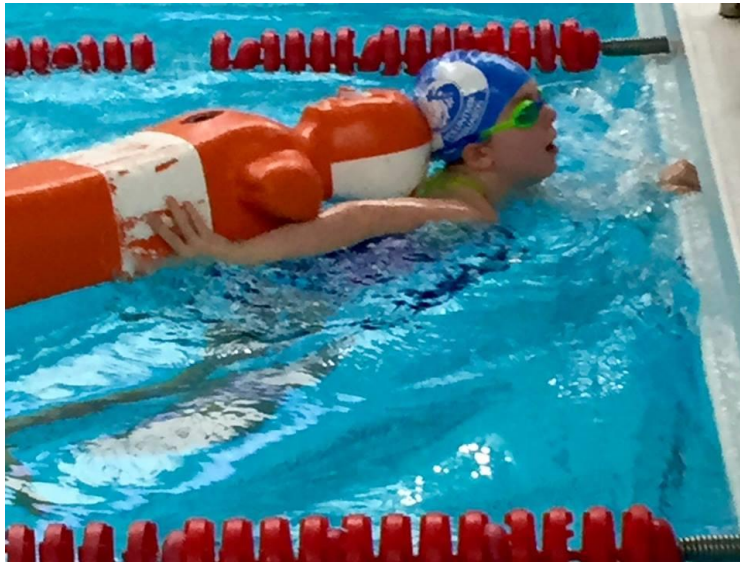
One of the many work parties that took place on the new beach base!

Competition

NSVL have continued to enter Regional competitions and we have a growing number of Rookies taking part.

11 members aged from 8 to 23 took part in the Regional Lifesaving Championships in July 2015.

18 of our Rookies and Lifesavers attended a competition at Billingham Forum in January 2016-NSVL brought home 16 medals, with our Under 9 boys taking 1st, 2nd and 3rd place in the 25m fins race-a brilliant achievement.



The success of the project is largely attributed to the efforts of Paula Richardson and Daniel Murray who have actively encouraged members to take part in lifesaving sport training. Thanks must be expressed to them for their hard work in this area which has not only developed the skills of our members, but has also raised the profile of the club.

RLSS

As the governing body for our activities, NSVL has always had a good relationship with the Royal Life Saving Society.

Donna and Paula attended the RLSS National Conference at Stavertone Park in June 2016 where they attended various workshops and seminars which provided them with some brilliant ideas to bring back to club level. In addition to this, Donna is a member of the RLSS Northumberland & Durham Branch Management Committee where she is responsible for the Education / Schools Engagement aspect of the new flexible Branch Structure, and Paula regularly contributes to the Youth Development aspect. Both regularly attend Branch meetings, forging links with other clubs, organisations and the Society.

RLSS Northumberland & Durham Branch were winners of the 'Branch Challenge' this year for their efforts with the 'Rookie Skills Workshops' with the main aim of introducing the Rookie Programme in a friendly and relaxed environment and NSVL are extremely proud to be part of this winning team, having hosted one such workshop at Tynemouth Pool.



CEO of the Royal Life Saving Society, Di Steer with representatives of the RLSS N & D Branch, and Kenny MacDermid, RLSS National Drowning Prevention Coordinator.

James Parkinson was recognised by RLSS in their National Honours list this year. James has been involved with NSVL for sixteen years and has been heavily involved with RLSS activities at both club and Branch level throughout that time. Congratulations James-a great achievement and a well deserved award.



James Parkinson with his Certificate of Recognition from RLSS

In the 125th anniversary year of the Royal Life Saving Society, NSVL is extremely proud of the achievements our members have made and the contributions individuals and the club have made to the Society since our formation in 1998. We look forward to many more years of delivering RLSS programmes and awards.

Two events have become an important feature of the NSVL calendar-the Boxing Day Swim and the Annual Awards Evening. In addition to this, in June 2016 NSVL played an active part in Drowning Prevention Week-the national campaign headed by the Royal Life Saving Society UK.

Boxing Day Swim

The 2015 Boxing Day Swim was another successful event. The club continued with its policy not to actively publicise the swim, and over 120 swimmers took part, demonstrating that the swim continues to be popular and has become a regular fixture in many peoples Boxing Day. This years swim was the first from the new beach base so was given the title 'House Warming'.

Several NSVL beach lifeguards gave up the chance to participate in the event in order to ensure there was appropriate safety cover. In addition to this, Tynemouth Volunteer Life Brigade kindly provided first aid support. There were also many other volunteers who gave up their time to ensure the smooth running of the event, from handing out t shirts to making hot drinks.



The warm up before the cooling dip!

Annual Awards Evening

The Annual Awards Evening and disco took place at North Shields Rugby Club. The evening was a great success, which saw many adult and junior members, friends and families turn out to recognise and celebrate the success and achievements of NSVL and its members over the past year.

Award Recipients

Rookie Achievement Most Improved:

Anna Shaw

Rookie Bronze Most Improved:

Mathew Wood

Rookie Silver Most Improved:
Rookie Gold Most Improved:
Survive & Save Bronze:
Survive & Save Silver:
Survive & Save Gold:

Dillon Elson-Veale
Joel Bell
Charlotte Teoh
Connell Pike
Ross Gallagher

Lifesaver of the Year:
Pool Lifeguard Of The Year:
Beach Lifeguard Of The Year:
Teacher Of The Year:
Competitor of the Year:
NSVL Special Award:
Friends of NSVL:

Paula Richardson
Jonathan Coulson
Jake Morley
James Stephenson
Bradley Moss
James Rodgeron
Tynemouth Pool



Bradley receiving his trophy from Donna

Drowning Prevention Week 2016

NSVL were proud supporters of Drowning Prevention Week 2016, which was launched by the Royal Life Saving Society UK in 2012 to promote water safety and reduce incidences of drowning. This year, Drowning Prevention week ran from 19th June to 26th June and NSVL visited various schools, Scout Groups and community organisations to provide water safety advice and demonstrate basic lifesaving skills. The week culminated in the 'Perry Walk' done jointly with Tynemouth Volunteer Life Brigade (TVLB) from St Marys Lighthouse to the TVLB Watch House. The walk was well supported by the club and opened by the Elected Mayor of North Tyneside, Mrs Norma Redfern. Over £800 was raised to be split between NSVL, TVLB and RLSS. Thanks are expressed to all those who visited schools and local groups and helped coordinate the Perry Walk and cake sale.



Preparing for the Perry Walk!

Plans for future periods

2016 / 17 promises to be another busy year for the club. A lot of work is required to keep the club running at its current level of activity, and the focus will be to maintain and enhance the current activities, as well as ensuring the already excellent work on our new premises continues, and we continue to negotiate with North Tyneside Council and other local organisations to secure more long-term premises.

The greatest level of activity is seen at the weekly pool sessions, with seven junior classes running, as well as pool lifeguard, beach lifeguard and swim training for the adult members. This level of activity is only possible through the commitment and dedication of key volunteers who give up their time on a regular basis to teach, lifeguard or carry out administrative and support roles.

Each two hour pool session requires a minimum of 22 volunteers to run smoothly.

To ensure club members receive the highest standard of training, NSVL endeavours to give its teaching and lifeguard staff access to resources needed for continuous professional development.

*

NSVL continues to offer beach sessions for junior members in the Summer months. These sessions have proved to be great learning experiences for both the junior participants and volunteer instructors alike. NSVL will continue to promote and develop these sessions in the coming year with the introduction of new activities and skills.

*

A New Improved Committee!

In the near future, the current committee will be proposing a new committee structure. By doing this, we aim to achieve the following:

- To move in line with the recommended RLSS Branch structure
- To compliment National and Branch projects

- To gain more flexibility in roles and sub-teams
- To share the workload of some roles

*

We welcome any feedback regarding the new structure from members, parents, lifeguards and instructors and hope that by working with the membership to implement a new improved structure, we will not only be able to maintain the success of NSVL, but build on it.

A key theme in this report is the reliance on volunteers. In order to maintain and improve on the current success of NSVL, the committee would encourage more members and parents to become involved in the running of the club.

Rachel Mahoney NSVL Secretary
Donna Robson NSVL Chair