



UCD Trampoline Club Constitution

1. Name

- 1.1. The club shall be called 'University College Dublin Trampoline Club' (hereinafter called the Club).

2. Affiliation

- 2.1. The Club shall be affiliated to Gymnastics Ireland (GI) and the University College Dublin Athletic Union Council (AUC).

3. Aims

- 3.1. The aim of the club shall be to encourage and promote the sport of trampoline and gymnastics in UCD for both leisure and competition in a friendly and social atmosphere. We will aim to ensure that all members reach their full potential and represent the college to the best of our ability at all competitions and other events
- 3.2. The Club will hold training in the two academic terms.
- 3.3. The Club will compete in Intervarsities, Colours, SSTO, ISTO, Dublin Championships.
- 3.4. The Club's funds will be used to achieve these aims.

4. Membership

- 4.1. Membership is open to all UCD undergraduates and postgraduate students, members of staff and graduates.
- 4.2. Membership will be granted by paying the appropriate membership fee and signing the membership form that outlines the club's set of rules.
- 4.3. Previous members who are listed as owing the club money will not be eligible for membership until they pay the required balance.
- 4.4. Those attaining membership will consent to following the constitution and following instructions given by their coach or committee
- 4.5. Membership and the right to attend training sessions may be suspended by the

Captain(s) or Head Coach. Terms for suspension include antisocial behaviour, endangerment of other members, refusal to pay money owed to the club. Such suspensions may be appealed before the committee or AUC.

5. Committee

5.1. Structure

- 5.1.1. The clubs committee will consist of, Captain/Co-Captains, Treasurer, Secretary, Head Coach, Assistant Head Coach, Competitions Officer, Public Relations Officer, Entertainments and Events Officer, and Senior Treasurer (ex-officio). One of the committee members will assume the role of Children's Officer.
- 5.1.2. These positions will be filled at the AGM which will take place toward the end of the second semester, before exams and summer break, with the exception of Senior treasurer which will be elected by the incoming Treasurer and Captain(s).
- 5.1.3. If for any reason any positions are not filled after the AGM they may be re-elected at an EGM. If the situation occurs after the EGM, the Captain(s) or committee may choose to share the duties of the unelected position or hold an election.
- 5.1.4. It is the Captain(s)'s responsibility to host and chair committee meetings
- 5.1.5. If any committee member does not fulfill their responsibilities in the role, the majority of the committee can vote to hold a general committee meeting to discuss the impact of their contribution (or lack thereof). At least a $\frac{2}{3}$ majority of committee members is required to vote out the committee member(s).
- 5.1.6. If a committee member(s) steps down the committee reserves the right to elect a suitably qualified/experienced substitute/additional member for the period before an EGM can be held. Within that period the committee will open up nominations for people and keep the temporary committee member on for that period of time. The club can then elect someone specific to that role. During the EGM, people vote for that position out of the nominees.
 - 5.1.6.1. If another committee member is nominated and voted in to fill the open position at the EGM, they automatically step down from their original position. Nominations will be taken from the floor for the newly opened position and normal voting procedures apply. If no

nominations are received from the floor they will be left open.

- 5.1.6.2. To ensure that all positions can be filled for that year any position being elected at an EGM will have the option of the position being a co-position until the next AGM.

5.2. General Responsibilities

- 5.2.1. The committee should give attention and respect to all current and prospective members.
- 5.2.2. Every committee member is entitled to start a vote or discussion within the committee at meetings or on various communication platforms.
- 5.2.3. It is suggested that a new committee should start planning and preparing tasks as soon as elected, availing of the summer break.
- 5.2.4. Committee members should attend all student competitions during the year unless a genuine excuse is given to either the Head Coach or Captain(s), at whose discretion the excuse may be deemed acceptable.

5.3. Specific Responsibilities

5.3.1. Captain(s)

- 5.3.1.1. In charge of all club activities
- 5.3.1.2. Promoting awareness of *Code of Ethics and Good Practice for Children Sport's in Ireland*, the AUC's *Code of Ethics and Conduct for Sport's Coaches and UCD Sport, UCD Sport and Fitness and UCD Student Centre Keeping Children Safe Plan* within the club.
- 5.3.1.3. Ensures each committee member completes allocated tasks
- 5.3.1.4. Aware of the tasks not necessarily allocated on which committee members are working
- 5.3.1.5. Allocates additional tasks as necessary
- 5.3.1.6. Co-ordinates and organises objectives of club
- 5.3.1.7. Liaises with other trampolining clubs where appropriate
- 5.3.1.8. Organise committee meetings as they become appropriate
- 5.3.1.9. Promote and assist in organising the club to attend competitions
- 5.3.1.10. Ensures well-being of club and members: in short, cares for the club and its future
- 5.3.1.11. Diligence, organisation and care are key here, as the position requires a huge level of overall commitment. The candidate must be 100% dedicated and involved with the club, have time to attend ALL events, have genuine care about it, and desire to improve it. They should also have a good ability to communicate and work with people, and preferably have held a committee position previous to this. Above all, the candidate must be a leader.
- 5.3.1.12. In the event of a tie for a committee vote, the captain gets an additional deciding vote. Co-captains are required to have a unified vote for committee decisions. In the event of a co-captaincy and a

disagreement of opinion by co-captains would result in a stalemate of voting. The next highest ranking committee (in order: Treasurer, Secretary, Head Coach, Ass. Head Coach, Competitions Officer, P.R.O., ENTs) member gets an additional vote to break the stalemate.

5.3.2. *Junior Treasurer*

- 5.3.2.1. Complete grant application
- 5.3.2.2. Project budget for year with assistance from the Captain(s) and previous Treasurer
- 5.3.2.3. Ensure expenditure not exceeding projections
- 5.3.2.4. Oversee all transactions
- 5.3.2.5. Keep up to date accounts
- 5.3.2.6. Maintain and improve system of records
- 5.3.2.7. Collect all receipts and transactions in cashbook
- 5.3.2.8. Collect all money owed to the club by members
- 5.3.2.9. Liaise with the Captain(s) on decisions such as subsidies, competition contributions and club events
- 5.3.2.10. Makes time to attend training sessions to collect money
- 5.3.2.11. Willing to chase up individuals whose payments are well overdue
- 5.3.2.12. Organisation and good record keeping is vital here, as the candidate will be in charge of large amounts of money. Experience in accounting is a plus. It is important to note that should discrepancies appear, or money goes missing, the college has the power to withhold the Treasurer's degree.

5.3.3. *Secretary*

- 5.3.3.1. Assists Captain(s) in all duties as required
- 5.3.3.2. Takes charge of administrative duties of the club including checking post and e-mail and responding on behalf of the club, as well as forwarding relevant information to the appropriate committee member.
- 5.3.3.3. Maintains all club records and correspondence for the year and ensures all appropriate information is kept and passed on from year to year
- 5.3.3.4. Maintains club membership and mailing list
- 5.3.3.5. Takes minutes at meetings and produces reports as appropriate
- 5.3.3.6. Liaise with Irish Gymnastics with regard to affiliation, queries, coaching courses and any other matters/events that may arise
- 5.3.3.7. The secretary is a workhorse of the club, with much paperwork and correspondence to be done. Organisational skills and commitment are vital if the candidate wishes to handle this role successfully.

5.3.4. *Head Coach*

- 5.3.4.1. Responsible for organising and ensuring all club equipment is properly and safely maintained
- 5.3.4.2. Devises and upholds proper safety procedures for all club activities
- 5.3.4.3. Responsible for ensuring appropriate equipment is in good working order for training and competition purposes as they arise
- 5.3.4.4. Responsible for ensuring club safety and coordinating with first aiders
- 5.3.4.5. Organises extra coach/competition sessions when necessary

- 5.3.4.6. Ensure all other coaches are capable and informed
- 5.3.4.7. Ensure presence of sufficient coaches at each session
- 5.3.4.8. Ensure well-being of all coaches i.e. time and coaching for themselves
- 5.3.4.9. Maintain good working relationship with other clubs and sports center staff along with the PRO
- 5.3.4.10. Organise coaches meeting as they are required
- 5.3.4.11. Prepare competitors for competitions and ensure they have support on the day
- 5.3.4.12. Promoting conditioning
- 5.3.4.13. Coordinating set up, warm up and pack up
- 5.3.4.14. Presence at majority of sessions/competitions required.
- 5.3.4.15. Communication skills are very important in this role. Ability to lead or flair for coaching is also desirable, if not mandatory. It is up to the candidate to provide as many extra sessions as realistically possible too, so having free time is a benefit when taking this role.

5.3.5. *Assistant Head Coach*

- 5.3.5.1. Under the guidance of the head coach
- 5.3.5.2. Organises extra training sessions in the lead up to competitions
- 5.3.5.3. Motivates competitors to reach their best potential
- 5.3.5.4. Organises extra coach/competition sessions when necessary
- 5.3.5.5. Ensure all other coaches are capable and informed
- 5.3.5.6. Ensure presence of sufficient coaches at each session
- 5.3.5.7. Ensure well-being of all coaches i.e. time and coaching for themselves
- 5.3.5.8. The main point of contact with gymnastics coaches and act as the rep (if classes are running**)
- 5.3.5.9. Prepare for the hopeful role of head coach for the following year

5.3.6. *Competitions Officer*

- 5.3.6.1. Communicate with the sports desk about booking the hall for competitions throughout the year.
- 5.3.6.2. Search for accommodation and book it for competitions outside of Dublin. Then make sure members going know where the accommodation is and sort them into rooms.
- 5.3.6.3. Takes entries for competitions and maintains correspondence for competition enquiries. Get all the entries for competitions in on time. Or if we are hosting a competition make sure other colleges get their entries into you on time.
- 5.3.6.4. Communicate with judges and superiors about coming to help out at competitions. Complete the judging panels and timetables for competitions in UCD.
- 5.3.6.5. Send emails out about upcoming competitions. Get all the info on the competitions and summarize it in an email for members going to see.
- 5.3.6.6. If hosting a competition, organise judges lunches, prizes and all the required paperwork needed ready for the day. Make sure the hall gets set up on time.
- 5.3.6.7. Communicate with other colleges about other competitions they are hosting throughout the year. Then letting club members know about these competitions well in advance.
- 5.3.6.8. During a competition weekend making sure members get to the hall

on time, are judging/marshaling/ scorekeeping/ competing at the correct panels they are supposed to be at.

- 5.3.6.9. Communicate with the Head Coach and Ass Head about which levels members are competing at and if they are to be put onto teams or not.
- 5.3.6.10. Making sure the routines are printed out and available to learn at training.
- 5.3.6.11. Actively communicate with club members about upcoming competitions.

5.3.7. *Public Relations Officer (PRO)*

- 5.3.7.1. Promoting and maintaining the club image and profile in the public eye on the club social media accounts.
- 5.3.7.2. Promoting a welcoming atmosphere and spirit of teamwork, mutual respect and fun!
- 5.3.7.3. Liaising with UCD Sport and other forms of University social media and publications
- 5.3.7.4. Liaising with ENTs regarding charity events
- 5.3.7.5. Writing reports of trips away and competitions
- 5.3.7.6. Organisation of the club kit each year, liaising with treasurer to organise payment.
- 5.3.7.7. Organising small items of club merchandise - wristbands etc.
- 5.3.7.8. Seeking sponsorship of any form - food for Cavan, to subsidise the cost of club apparel.
- 5.3.7.9. Upkeep of the photos on the club locker, leaflets for the sports expo etc - visuals and graphics for club promotion.
- 5.3.7.10. Good communication and organisation skills
- 5.3.7.11. Maintain club website
- 5.3.7.12. Regularly update site
- 5.3.7.13. Maintain website entertainment
- 5.3.7.14. Looks to expand site with relevant material and ideas
- 5.3.7.15. Coordinates style, theme and content of site with Captain(s)

5.3.8. *Entertainments, & Events Officer*

- 5.3.8.1. Make fresher's feel welcome
- 5.3.8.2. Organise regular social outings
- 5.3.8.3. Organise fresher events early in first college term
- 5.3.8.4. End of term parties
- 5.3.8.5. Liaise with other trampoline clubs as well as other UCD sports clubs if necessary
- 5.3.8.6. Organise other events i.e. table quiz, paintball, go-karting, bowling, ice-skating etc.
- 5.3.8.7. Promote and aid organisation of club to attend competitions
- 5.3.8.8. Compile event calendar for year, including all details on each competition to aid secretary
- 5.3.8.9. Liaise with PRO and Captain(s) in displays, club fundraising events and so forth
- 5.3.8.10. Good organisational and communication skills are essential in this role. More importantly is to be strongly motivated and determined in getting events up and running. A sense of fun and humour is also desirable in this role.

5.3.9. Children's Officer

- 5.3.9.1. Children's Officer - Must have attended a level 1 Safeguarding course at least, must also be Garda vetted.
- 5.3.9.2. Promoting awareness of *Code of Ethics and Good Practice for Children Sport's in Ireland*, the AUC's *Code of Ethics and Conduct for Sport's Coaches and UCD Sport, UCD Sport and Fitness and UCD Student Centre Keeping Children Safe Plan* within the club.

6. Competing

- 6.1. A member will only be entered for a competition after paying the required deposit or amount in full
- 6.2. Subsidies will be provided for those members who show intent to perform at competitions
- 6.3. Any member that has been subsidised to compete and does not do so, will be obliged to pay the club the entry fee/accommodation that was subsidised. This will not be required if the member is unable to compete due to illness or injury or an other factor deemed acceptable by committee.

7. AGM/EGM

7.1. General info

- 7.1.1. Notice of AGM must be given at least two weeks in advance. Notice of EGM must be given at least one week in advance.
- 7.1.2. A general meeting may be called by the Captain(s), majority of committee or at least 15 signatures of members of the club
- 7.1.3. Alterations or additions to the club constitution shall only be made at a general meeting and must obtain the votes of at least $\frac{2}{3}$ of the members present.
- 7.1.4. Only members of the Club may run for a position on committee
- 7.1.5. In the event of a tie, the current committee will vote for the most suitable nominee. If this results in a tie, the Captain(s) reserves the right to choose the most suitable nominee.

7.2. Agenda

- 7.2.1. Committee speeches discussing how the year went overall for each committee member
- 7.2.2. Candidate speeches, following by voting in each category

- 7.2.3. Gymnastics coach speeches, followed by voting whether to continue/discontinue gymnastics for the following academic year. This will be on the agenda at every AGM
- 7.2.4. Awards given by Head Coach/Assistant Head Coach
- 7.2.5. Announcement of newly elected committee and decision to continue/discontinue gymnastics
- 7.2.6. AOB
- 7.2.7. EGM agenda will consist of no other business other than that specified in the Notice of Meeting.

7.3. Nominating

- 7.3.1. All nominations must be submitted by email to agmnominations@gmail.com
- 7.3.2. All nominations are anonymous
- 7.3.3. Nominations sent to any email address other than the above will not be considered
- 7.3.4. You can nominate yourself or someone else.
- 7.3.5. You can nominate yourself or someone else for multiple positions
- 7.3.6. Upon accepting nomination your name will be posted to the nominations page on the website
- 7.3.7. Nominations will be closed at midnight, one week prior to the AGM.
- 7.3.8. Nominations will remain open up to and including the start of an EGM when they can also be taken from the floor
- 7.3.9. If there are no nominations for a position this position will remain open for candidates until a nominee accepts.

7.4. Seconding

- 7.4.1. If you wish to second someone for a committee position you must officially email the AGM email address
- 7.4.2. You may only second **ONE** person
- 7.4.3. You cannot second someone if you were the one who nominated them for their position.
- 7.4.4. It is advisable to wait until nominations are closed before submitting your second

- 7.4.5. One second per candidate will be publicised
- 7.4.6. Seconding closes at midnight two days before the AGM
- 7.4.7. Candidates MUST have a second. If you do not have a second you may not run
- 7.4.8. You cannot second yourself
- 7.4.9. Seconding will not be used at an EGM

7.5. Candidacy

- 7.5.1. Any member of the Club may run for committee
- 7.5.2. You may run for more than one committee position
- 7.5.3. You may campaign why you would be suitable for that committee position
- 7.5.4. You will be given the opportunity to say a few words at the AGM before voting. NOT LONGER THAN 1 MINUTE (1:30 for Captain(s))
- 7.5.5. You must have a suitable qualification to run for Head Coach

7.6. Voting

- 7.6.1. Every member of the Club has a vote
- 7.6.2. You must attend the AGM/EGM, in person or online, to exercise your vote.
- 7.6.3. The person voting must aim to be unbiased towards the candidates and have the Clubs best interest at heart.
- 7.6.4. Voting is in the form of a secret ballot
- 7.6.5. Preference voting applies, and count back is implemented in all cases
- 7.6.6. The option to Reopen nominations (RON) is available to all categories in the event that a member does not feel that a suitable candidate is running for a position, or if there are no candidates for that position.

8. Coaching

- 8.1. Coach status can be achieved by completing a Gymnastics Ireland certified coaching course, or equivalent, in Trampoline or Gymnastics (when gymnastics receives a yes vote at the AGM).
- 8.2. Coaches may only be responsible for one trampoline at a time. Level 2 coaches may supervise and assist coaches on up to three trampolines.
- 8.3. A level 2 coach is required to host any and all training sessions (both trampoline and gymnastics).

- 8.4. Coaches must ensure to make sure their trampoline and surrounding area is safe and that participating members are learning in a safe and controlled environment.
- 8.5. The coach at the trampoline must ensure there is appropriate spotting and matting at their trampoline.
- 8.6. If a coach feels they are unable to safely coach any member on their trampoline, it is their responsibility to ask another coach for assistance and guidance.

9. Safety

- 9.1. Use the equipment responsibly and only in the presence of a qualified instructor.
- 9.2. Do not attempt somersaulting, kipping, double bouncing or any new moves without the specific instruction and permission of a qualified instructor.
- 9.3. Do not jump from trampoline to trampoline or from trampoline to the floor or mats.
- 9.4. Only one person on a trampoline at any time.
- 9.5. Do not go under or swing under the trampoline at any time.
- 9.6. Do not bounce unless there are designated spotters.
- 9.7. Do not bounce whilst wearing any form of slippery shoes or socks, street clothes, jewellery, watches, unsecured long hair or anything that might catch on the trampoline bed.
- 9.8. Do not bounce while under the influence of alcohol.
- 9.9. Always act responsibly.

10. Insurance

- 10.1. Membership of UCD Trampoline Club includes Public Liability insurance and limited Personal Accident insurance cover for all members engaged in sporting activities with the club under the AUC's insurance policy. However, if members wish to have further insurance, they may do so at their own accord.
- 10.2. Any member who is affiliated with Gymnastics Ireland has additional public liability cover under their insurance policy.

In the event that gymnastics receives a YES vote at the AGM for the following academic year, the following conditions apply:

11. *Gymnastics*

- 11.1. The Club does run gymnastics classes in UCD Sports Centre. (This is dependent on whether there are suitably qualified coaches available to run the classes. There must be a level 2 gymnastics coach present at any class for it to go ahead (Gymnastics Ireland qualification or equivalent). This is also dependent on the level of interest in there being Gymnastics classes).
- 11.2. These gymnastics classes will be purely recreational.
- 11.3. Should a member(s) wish to continue gymnastics classes for the following academic year, they must make their case to the Committee, who will bring this appeal to the AGM, where all members of the Club will be invited to vote on the continuation/introduction of gymnastics classes.

Amended by EGM: 24/10/2024

Signed: *Katherine Lynch* (Captain) 24/10/2024