



# UCC

**University College Cork, Ireland**  
Coláiste na hOllscoile Corcaigh



**GYMNASTICS**   
**IRELAND**

## The Constitution of University College Cork Trampoline and Tumbling Club

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## **1. Name**

- 1.1. The Club shall be called 'University College Cork Trampoline and Tumbling Club' (hereinafter called the Club).

## **2. Affiliation**

- 2.1. The Club shall be affiliated to Gymnastics Ireland and the UCC Clubs Executive.

## **3. Aims**

- 3.1. The aim of the Club is to promote gymnastics through trampoline and tumbling disciplines.
- 3.2. The Club shall organise training sessions and accommodate competitive and casual individuals of all levels in a friendly and social atmosphere.
- 3.3. The Club will ensure that all gymnasts are provided with opportunities to reach their full potential.
- 3.4. The Club will facilitate representation of the university at student competitions.

## **4. Membership**

- 4.1. Membership is open to all registered full-time students and staff of the college including Student Union officers on sabbatical leave and "year of grace" former students.
- 4.2. Those who do not qualify for membership under article 4.1 can be considered and granted membership by the Committee if it deems that they can make a positive contribution to the Club. Such members should not be allowed to vote at general meetings unless they have previously competed for the Club.
- 4.3. Full membership is obtained by regular (averaging once a week) attendance at training by members (see articles 4.1 and 4.2) and attendance of at a minimum of one social and/or competitive event in the past 3 months.
- 4.4. Those attaining full membership will consent to following the constitution and following instructions given by their coach and the Committee.
- 4.5. Membership and the right to attend training sessions may be suspended by the Captain or Head Coach. Such suspensions and penalties may be appealed before the Committee or Clubs Executive.
- 4.6. Full revoking of membership will be carried out in accordance with the Clubs Executive guidelines.

## **5. Committee**

### **5.1. Structure**

- 5.1.1. The Club shall have a committee consisting of Captain; Secretary; Treasurer; Public Relations Officer (P.R.O.); Events Officer; Head Coach Equipment & Safety Officer; Welfare Officer; and First Year Representative. The Head Coach does not have to be associated with UCC.
- 5.1.2. These positions will be filled at the AGM which will most likely be scheduled before the end of year exams begin and after ISTO (Irish Student Trampoline Open), except for First Year Representative which will be elected at the EGM within the first 2 months of the academic year.
- 5.1.3. If for any reason any of the above posts go unfilled after the AGM, the position may be

re-elected at the EGM. If this situation occurs after the EGM, the Captain or Committee may choose to either share the duties with the other members of the Committee or hold an election. The role of Captain may be shared in the form of either a Co-Captaincy or a Captain/Vice Captain model as chosen by the parties running before election.

- 5.1.4. The Committee may appoint individuals to assist with specific tasks in the Club, should the need arise. However, the responsibility of such task being completed shall not fall on the member, but on the committee member whose position makes him/her responsible of the task.
- 5.1.5. The committee should use a communication platform or a combination of platforms (e.g. Facebook group, emails, Skype, etc.) and/or organise committee meetings to facilitate communication between its members. Another communication platform should be used for communication between the Club's members.
- 5.1.6. Any member of the Committee who is absent from three consecutive committee meetings without a legitimate excuse shall be automatically deemed to have resigned and the position's duties will either be shared between the members of the Committee or put up for re-election as decided by the Committee.
- 5.1.7. It is the Captain's responsibility to host and chair committee meetings.
- 5.1.8. If the Captain does not live up to this or his/her other responsibilities, the Captain may be voted out by a majority of the committee voting to hold a general meeting where the shortcomings are discussed. Then only a 2/3 majority of all the full members can vote out a Captain, whose position may be either shared between a maximum of 2 other committee members (as decided by the committee) or a re-election may take place at least 2 weeks after the last Captain was voted out.
- 5.1.9. The Head Coach holds a special position wherein he/she may choose not to take part in tasks outside his/her direct responsibilities. The Head Coach may also choose not to attend meetings without a valid excuse, but only at the permission of the Captain.

## **5.2. General responsibilities**

- 5.2.1. The Committee should give its attention and respect to all prospective and current members.
- 5.2.2. Members' questions should be answered as they arise or if the matter is beyond one's competences then the person should be referred to another committee member or the appropriate body.
- 5.2.3. Every committee member must check the communication platform (see article 5.1.6) at least once every three days unless an exception, for a limited amount of time not exceeding one month, is granted by the Captain.
- 5.2.4. Every Committee member is entitled to start a vote or a discussion among the Committee members at a meeting or through the communication platform.
- 5.2.5. Every Committee member is allowed to ask or inform the Club members about information relevant to his/her role on the committee through social media. If the matter is controversial or of an ambiguous nature then at least the Captain or the Secretary should be informed prior to the action.
- 5.2.6. It is suggested that a new committee should start planning, preparing and working on tasks as soon as elected, availing of the summer months.
- 5.2.7. A committee member should attend all student competitions unless a genuine excuse is given, e.g. financial difficulty, personal problems, college commitments (Final Year Project, exams, internship or placement).
- 5.2.8. All of the Committee should be aware of the contents of the constitution and may act to alter its

content as mentioned in article 7.1.4

- 5.2.9 Any Committee member who feels is not capable of fulfilling one's duties should resign from the position after informing the other committee members.

### **5.3. Specific responsibilities**

#### **5.3.1. Captain**

- 5.3.1.1. The Captain is the Head of the Club and the Committee.
- 5.3.1.2. Responsible for liaising with the UCC Clubs Executive, other UCC and trampolining clubs' captains, the-Department of Sport and Physical Activity and Mardyke Arena staff.
- 5.3.1.3. Responsible for ensuring that other committee members are adequately trained and informed on how to fulfil their duties.
- 5.3.1.4. Should have a clear view of the targets and goals for the Club in the year.
- 5.3.1.5. Oversees conduct of all meetings as their chairperson.
- 5.3.1.6. Organises monthly committee meetings.
- 5.3.1.7. Ensures all emerging issues are resolved and important points are discussed either among the committee or on a public forum as applicable.
- 5.3.1.8. Delegates work fairly and equally, reallocating responsibilities as deemed appropriate in order to ensure deadlines are met. The Captain should help with a task if necessary.
- 5.3.1.9. Responsible for ensuring all committee members fulfil their duties and complete all allocated tasks in timely manner.
- 5.3.1.10. Decides on the amount of the competition fees (restricted to travel, accommodation, competition entry costs) to be subsidised by the UCC Trampoline Club.

#### **5.3.2. Secretary**

- 5.3.2.1. The Secretary is the second person in committee's hierarchy.
- 5.3.2.2. Keeps a record of everything the Club does such as minutes at meetings.
- 5.3.2.3. Assists other committee members in the moments of doubt.
- 5.3.2.4. Responsible for the mail received in the Department of Sport and Physical Activity.
- 5.3.2.5. Responsible for the email account and general correspondence on daily basis.
- 5.3.2.6. Responsible for taking attendance at all trainings and ensuring it is uploaded to Clubs Portal. If the secretary is not in attendance at a training session, he/she is responsible for organising an alternative committee member to take attendance and ensuring that it has been uploaded to Clubs Portal.
- 5.3.2.7. Liaising with Gymnastics Ireland for all GI events including coaching & judging courses, competitions, etc.
- 5.3.2.8. Together with the Head Coach and Treasurer advises the Captain whether the Club should apply for GI membership and which members should receive judging or coaching subsidy (percentage of the fees paid by the Department of Sport and Physical Activity).
- 5.3.2.9. Together with the Treasurer advises the Captain on the amount of the competition fees (restricted to travel, accommodation, competition entry costs) to be subsidised by the UCC Trampoline Club.
- 5.3.2.10. Responsible for scheduling, organising and informing the Club about an AGM/EGM or any other meeting including meetings prior to competitions.
- 5.3.2.11. Researches and organises and pays for travel, accommodation and competitions following Captain's approval.
- 5.3.2.12. Prepares and hands out an information sheet for a given competition or an event.

- 5.3.2.13. Submits and alters competition entries after obtaining a list of people from the Treasurer.
- 5.3.2.14. Helps the Events' Officer to plan and organise any trampolining competition hosted by UCC well in advance.

### **5.3.3. Treasurer**

- 5.3.3.1. Responsible for the finances of the Club.
- 5.3.3.2. Ensures that all financial applications (for grants and similar) are filled out and uploaded to the Clubs Portal on time.
- 5.3.3.3. Maintains a weekly updated spreadsheet with dated credit, debit and balance information.
- 5.3.3.4. Ensure Club finances are up to date on the Clubs Portal.
- 5.3.3.5. Collects money from the Club's members and provides them with receipts. Keeps the Club's copies of the receipts and provides them to the Sports' office if requested.
- 5.3.3.6. Responsible for collection of competition entries and money. May avail of First Year Rep's help if required.
- 5.3.3.7. Together with the Head Coach and Secretary advises the Captain whether the Club should apply for GI membership and which members should receive judging or coaching subsidy (percentage of the fees paid by the Department of Sport and Physical Activity).
- 5.3.3.8. Together with the Secretary advises the Captain on the amount of the competition fees (restricted to travel, accommodation, competition entry costs) to be subsidised by the UCC Trampoline Club.

### **5.3.4. Public Relations Officer (P.R.O.)**

- 5.3.4.1. Checks and answers email and social media correspondence on behalf of the Club on daily basis.
- 5.3.4.2. Entitled and encouraged to put in place any ideas, plans and suggestions that have the potential of benefitting the Club if approved by the Captain or the majority of the Committee.
- 5.3.4.3. Maintains the Club's social media accounts and its website.
- 5.3.4.4. Publishes articles, news, posts, photos and videos regularly.
- 5.3.4.5. Acts as a link between the Committee and the Club's members.
- 5.3.4.6. Promotes all competitions, training opportunities and courses in order to boost the number of UCC attendees.
- 5.3.4.7. Helps in promotion of any events organised by the Events' Officer.
- 5.3.4.8. Following a competition, the event and the corresponding results are to be summarised in a form of an article on the website and the Department of Sport and Physical Activity and/or Clubs Executive are to be informed of the outcomes. If the Club achieved remarkable results (e.g. winning a competition other than the Munster Open) then the representatives of the college newspaper, UCC Express, and the local newspapers are to be contacted.
- 5.3.4.9. If possible, tries to organise photographs and videos to be taken at various events throughout the year and combines them into a presentable material used for promotion and souvenirs.
- 5.3.4.10. Designs and prints graphics, logos, posters, flyers, promotional material as required.
- 5.3.4.11. Picks sportswear options and designs the required elements. Presents the final design of the garment, chosen following a vote among the committee, to the Club's members.

### **5.3.5. Events Officer**

- 5.3.5.1. Responsible for organising Club display events such as Clubs' and Freshers' Day, Outdoor Bounce, etc.
- 5.3.5.2. Responsible for organising social events such as Freshers' Night, Mystery Tour, 12 Pubs of

Christmas, Secret Santa, etc.

- 5.3.5.3. Responsible for organising Club's participation in charity events such as Relay For Life, etc.
- 5.3.5.4. Organises fundraising events such as table quizzes, bake sales, etc.
- 5.3.5.5. Plans and organises any trampolining competition hosted by UCC well in advance.
- 5.3.5.6. Upload Club events to the Clubs Portal.

### **5.3.6. Welfare Officer**

- 5.3.6.1. The Welfare Officer is responsible for ensuring all members of the club are treated with dignity and respect at all club related activities and on all club forums.
- 5.3.6.2. Responsible for ensuring the Clubs Anti-bullying Policy is implemented by the committee and adhered to by all members of the Club.
- 5.3.6.3. Responsible for bringing members concerns or personal concerns to other members of the committee, if necessary, and ensuring they are dealt with in a way that is fair to all involved parties.
- 5.3.6.4. Responsible for ensuring no club activities, events, promotions or communications advocate discriminatory or bullying behaviour in any way, and that individual members are not targeted in a negative way.
- 5.3.6.5. Responsible for making sure concerns are brought to the Clubs Executive Committee if the situation requires it.

### **5.3.7. Head Coach (Head Coach, Equipment and Safety Officer)**

- 5.3.7.1. As far as reasonably practicable, acts responsibly as to prevent injury and prioritise safety.
- 5.3.7.2. Leads or supervises an effective warm-up prior to the commencement of training.
- 5.3.7.3. Ensures the equipment is set up and set down efficiently and at the correct times.
- 5.3.7.4. Ensures sufficient matting and attentive spotting is organised prior to the commencement of training.
- 5.3.7.5. Prepares warm-up, training and conditioning plans for all difficulty levels.
- 5.3.7.6. Oversees the training methods of all qualified coaches and other experienced members (see article 8.1).
- 5.3.7.7. Advises people on their progressions and suggests the optimal level prior to a competition.
- 5.3.7.8. Organises the coaching and judging of routines prior to all competitions.
- 5.3.7.9. Ensure that all of the Club's competitors have the opportunities to reach the highest possible level of skill.
- 5.3.7.10. Ensures the proper and safe storage of all equipment and communicates the correct procedures to all Club members.
- 5.3.7.11. Responsible for the maintenance of all equipment, keeps record of any defects and ensures their reparation. Organises servicing following Department of Sport and Physical Activity and the Treasurer's approval.
- 5.3.7.12. Promotes and facilitates the attendance at student and national competitions.
- 5.3.7.13. Together with the Secretary and Treasurer advises the Captain whether the Club should apply for GI membership and which members should receive judging or coaching subsidy (percentage of the fees paid by the Department of Sport and Physical Activity).

### **5.3.8. First Year Representative**

- 5.3.8.1. Serves as the first point of contact for all Club members who are in the Club for less than one academic year.

- 5.3.8.2. Responsible for ensuring that new members are sufficiently informed with regard to what happens in the Club.
- 5.3.8.3. Responsible for ensuring that new members are aware of any events in which the Club is participating or any opportunities in which they can get involved.
- 5.3.8.4. Helps that new members assimilate, make friends and become part of the Club.
- 5.3.8.5. May help the Treasurer collect entries and money towards a competition.
- 5.3.8.6. May help the P.R.O. and the Event's Officer promote the Club, especially among the freshers.

## **6. Competing**

- 6.1. A member shall only be entered for a competition after paying the required deposit or paying the amount due in full prior to the competition.
- 6.2. While encouraging members to join regardless of their choice to compete for the Club (see article 3.2), subsidies will only be given to members who have shown the intent to compete or officiate at said competition, unless after the submission of entries they become injured or some other mitigating factor, acknowledged by the committee, prevents the member from competing.
- 6.3. Any members who have been subsidised to compete or officiate and do not perform to the best of their ability at said competition, will repay the Club the subsidy. This repayment will not be incurred if, during the event, the member was injured or had some other mitigating factor, acknowledged by the committee, preventing the member from competing.
- 6.4. Subsidies may also be given to members who are not competing if they are officiating at the competition. The decision to provide a subsidy is at the discretion of the committee.

## **7. AGM/EGM**

### **7.1. General information**

- 7.1.1. Notice of a general meeting must be given at least 2 weeks in advance with the agenda and the announcement of any positions that are to be elected.
- 7.1.2. A general meeting may be called by the Captain, majority of the committee, or at least 15 signatures of members of the Club.
- 7.1.3. Agenda for the AGM shall be as follows: Minutes, Secretary's report, Treasurer's report, Election of Officers, Motions, AOB (any other business).
- 7.1.4. Alterations in or additions to this constitution, shall be made only at a general meeting and must obtain the votes of at least 2/3 of the members present.
- 7.1.5. In the event of a tie in an election, the current committee will vote on the most suitable nominee. If this results once again in a tie, the Captain reserves the right to choose the most suitable nominee.
- 7.1.6. The old committee will manage the Club until the 1<sup>st</sup> of June after which the newly elected committee will take over.
- 7.1.7. Motions of no confidence for any member of the committee may be brought up at any meeting as long as the Captain/Secretary is informed and is on the agenda for that meeting, at least two weeks prior to the meeting. Passed motions of no confidence (2/3 majority) in one position will result in the position going up for re-election where the ousted committee member may run again. This re-election will take place within a month of the vote of no confidence.

### **7.2. Voting**

- 7.2.1. Only full members (see article 4.3) will have the right to vote at meetings.
- 7.2.2. The person voting must be unbiased towards any of the candidates and shall have the Club's interest at heart.
- 7.2.3. The voting will occur independently for each position according to the order given in the article



7.1.3 and the headings under 5.3.

### **7.3. Candidacy**

- 7.3.1. Prior to the election, the candidate must inform the current committee, fill out the required form and submit any requested presentation at least 3 days before the election.
- 7.3.2. Candidates for positions must be nominated and seconded by any two full members (see article 4.3) before or at the election and recorded by the Secretary.
- 7.3.3. Only full members (see article 4.3) or past full members who went spent the year abroad and will be returning to UCC may run for committee positions.
- 7.3.4. Unless no such candidates are available, those going for Captain must have occupied a position on the committee before.
- 7.3.5. The candidate will have 2 to 3 minutes to give a presentation which will be followed by a maximum of 3 follow-up questions where at least one question will be asked by the person currently occupying the position.
- 7.3.6. In the event that a candidate cannot attend the meeting, an audio-visual interface may be used or another full member (see article 4.3) can be chosen by the candidate to give the presentation on behalf of the candidate. No follow-up questions should be addressed at the person substituting the candidate or anyone else going for the same position.

### **8. Coaching**

- 8.1. Coach Status can be achieved by completing a GI, or another official gymnastics body's, certified course. An informal coach status may be appointed by the Head Coach to any full member who has expressed their interest, and has participated in the Club's activities for more than one academic year.
- 8.2. A Coach should make sure that a person warmed up on the floor and on the trampoline before commencing any proper training.
- 8.3. A Coach may only be responsible for one trampoline at any given time.
- 8.4. A Coach should only allow persons onto the Trampoline/Tumbling track if he/she is satisfied such persons are covered under the insurance and do not pose a risk to themselves.
- 8.5. A Coach is allowed to refuse admission onto the trampoline which may be appealed in front of the Committee member or the Clubs Executive.
- 8.6. A Coach must insure there is adequate spotting, matting and that the equipment and surroundings are safe for training.
- 8.7. A Coach will train members in accordance to the plan the Head Coach has laid out.

### **9. Anti-Bullying Policy**

- 9.1. The Club acknowledges the rights of all members and coaches to participate in activities in a secure and friendly environment. Bullying or harassment of any kind is unacceptable in the Club.
- 9.2. It is the responsibility of all members to report any harassment or bullying observed to the Club Welfare Officer or to another member of the committee.
- 9.3. All concerns brought to the Welfare Officer or another member of committee must be dealt with in a confidential manner, insofar as possible, unless the situation requires it to be divulged to a member of the UCC Clubs Executive or another person in authority.
- 9.4. If the issue cannot be resolved by the Club Committee, the Committee must refer it to the UCC Clubs Executive Committee. Any concerns reported to the Clubs Executive Committee will follow the procedures outlined in the UCC Clubs Executive Committee Harassment and Bullying Policy.