

## The Constitution of Students' Union UCL

### UCL Snowsports

#### 1. Name

- 1.1. The name of the society shall be the University College London Union (UCL) Snowsports.
- 1.2. The society shall be affiliated to Students' Union UCL.

#### 2. Statement of Intent

- 2.1. The constitution, regulations, management and conduct of the society shall abide by all UCLU Policy, and shall be bound by the Students' Union UCL Memorandum and Articles of Association and Byelaws, the Club and Society Regulations and the Club and Society Procedures and Guidance, laid out in "how to guides".
- 2.2. The society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that society regulations pertaining to membership of the society or election to management of the society shall not contravene this policy.
- 2.3. The Club and Society Regulations can be found at the following website:  
<http://studentsunionucl.org/clubs-societies/resources>

#### 3. The Society Committee

##### 3.1. President

- 3.1.1. The President's primary role is laid out in section 5.7 of the Club and Society Regulations.
- 3.1.2. Responsible for overseeing all aspects of the club's management and development.
- 3.1.3. Responsible for making sure the club is run according to its constitution and Student's Union UCL regulations.
- 3.1.4. Primary contact for all external liaisons except those more relevant to other committee members.

- 3.1.5. In charge of delegating jobs to all other committee members and ensuring their individual roles are completed to a good standard.
- 3.1.6. Primary contact with tour operators and should attend negotiations with other committee members.
- 3.1.7. Will assist the captains with organising arrangements for competitions e.g. transport and accommodation.
- 3.1.8. Responsible for helping the External Relations Officer in maintaining relationships with current sponsors, including ensuring that all their requests are adhered to, as well as procuring new sponsors.
- 3.1.9. Must oversee and assist the treasurer in setting budgets, allocating them and ensuring they are kept to.
- 3.1.10. Must maintain an active social profile throughout the year, striving to be as welcoming, inclusive and encouraging as possible to all new members at socials.
- 3.1.11. Must be available in the summer to communicate with tour operators, sponsors and other external contacts for the preparation of the year ahead.

### 3.2. **Treasurer**

- 3.2.1. The Treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 3.2.2. In charge of all the club's finances and signs off on every transaction.
- 3.2.3. Responsible for submitting all paperwork to the union (including event budgets, payment requests, additional activities forms, grant applications, competition invoices, etc).
- 3.2.4. Must coordinate the logistics of all ventures (including BUDS, BUISC, Kings as well as financing the Launch Party and Snow-Ball) whilst working closely with the president, captains, officers and secretaries of the committee.
- 3.2.5. It is the duty of the treasurer to ensure the club account is left with roughly no less money than it opened with (regardless of whether sponsorship or mark-up is secured).
- 3.2.6. Will assist the President throughout the year with administrative and logistical tasks, including the organisation of the ski trip(s).

### 3.3. **Vice President**

- 3.3.1. Assist the president in presidential duties.
- 3.3.2. responsible for collecting membership prior to the ski trip.
- 3.3.3. Will assist the president in the organisation of BUDS and other residential competitions.

- 3.3.4. The VP will stand in for president if they are ill for a prolonged period; if they are removed due to incompetency or if they leave UCL. Until an EGM is called, they will stand in as president.
- 3.3.5. Responsible for frequently sending out emails to all our members.
- 3.3.6. Supporting the other committee members with various tasks.

#### 3.4. **Media & Marketing Officer**

Media and Marketing is arguably one of the most crucial roles in the committee, responsible for the production of marketing materials for both the trips and other initiatives throughout the year:

- 3.4.1. Design of ski trip promotional material including flyers, posters, banners and trip t-shirts.
- 3.4.2. Upkeep of social media such as Instagram and Facebook with promotion of trips, events, trainings.
- 3.4.3. Design of Merchandise.
- 3.4.4. Organising a committee decision on ski jacket design.
- 3.4.5. Management of marketing emails (using Mail-chimp).
- 3.4.6. Updating the UCL Snowsports website.
- 3.4.7. Support the President throughout the year with administrative and logistical tasks, including organisation of the ski trip(s), and any other committee members.

#### 3.5. **Ski Captain**

- 3.5.1. Must understand the competitive side of the club.
- 3.5.2. Will be in charge of affiliations, competition entry, competition logistics, training venues, training coaches, team selection and the provision of new equipment (along with the treasurer). This will require close contact with the union, coach companies, ski coaches, BUCS, Kings ski club, captains from other London universities, as well as managers at Gosling and Brentwood dryslopes and Milton Keynes Snowdome.
- 3.5.3. Will be in charge of the lock-up and all contained equipment, making sure it remains tidy throughout the year. The Ski Captain is also in charge of the maintenance of this equipment, ensuring equipment is ready to use and in good condition for all competitions.
- 3.5.4. Must be available weekly to lead dry slope and indoor training sessions. Transport to and from these sessions are also the responsibility of the Ski Captain.
- 3.5.5. The Ski Captain should also support the President throughout the year with administrative and logistical tasks, including organisation

of the ski trip(s), and any other committee members with various tasks.

### **3.6. Snowboard Captain**

- 3.6.1. Responsible for the Snowboard team; liaising with the ski captain to ensure training is booked and rallying your team to attend training and competitions.
- 3.6.2. Will be expected to attend all relevant training and competitions and continue to develop competitive snowboarding in the club.
- 3.6.3. Must be available for weekly dry slope and indoor training, and must organise training sessions (including transport) and securing instructors either at Brentwood or Gosling. They must also liaise with the ski captain when entering team members for competitions.
- 3.6.4. Will have a shared responsibility with the Ski Captain to maintain the tidiness of the lock-up and is in charge of the maintenance of all club snowboards.
- 3.6.5. Will also support the President throughout the year with administrative and logistical tasks, including organisation of the ski trip(s), and any other committee members with various tasks.

### **3.7. Freestyle and Recreation Captain**

- 3.7.1. Responsible for the organisation and preparation of Freestyle training sessions throughout the year to meet demand, whilst enabling the progression and development of recreational skiers who may wish to learn how to ski before heading away on the ski trip.
- 3.7.2. Will nurture a closely-knit team of freestylers of all disciplines whilst maintaining a diversity and openness for all members of the club.
- 3.7.3. Will organise a dryslope or indoor session for beginners before the Christmas ski trip.
- 3.7.4. Will also support the President throughout the year with administrative and logistical tasks, including organisation of the ski trip(s), and any other committee members with various tasks.

### **3.8. External Relations Officer**

- 3.8.1. Securing sponsorship for the club and maintaining relationships with current sponsors, including ensuring that all their requests are adhered to.
- 3.8.2. Ensuring all sponsorship for the club has been secured before the beginning of the 2021/22 academic year begins. This means they should be available to work on this task during the summer.
- 3.8.3. Ensuring that our sponsorship advantages are publicised to all our members ensuring that they have maximum access to these advantages. The person being elected to this role will be selective

in their choice of sponsors so that their aims align with the aims of the club.

- 3.8.4. Sourcing and ordering merchandise for the team kit and for the ski trip for our members to buy. This includes clothing, logo stickers and other stash which they should source.
- 3.8.5. Research charities that would be a good match for our club.
- 3.8.6. Reach out to them to choose our annual charity(ies) and maintain a relationship with these charities throughout the year.
- 3.8.7. Support the President throughout the year with administrative and logistical tasks, including organisation of the ski trip(s), and any other committee members with various tasks.

### 3.9. **Social Secretaries**

Two positions are available for this role, Social Welfare Secretary and Social Events Secretary.

Both roles:

- 3.9.1. Social Secretaries must be the most social members of the club.
- 3.9.2. Must be available every Sports Night (Wednesday night) organising meet times, fancy dress, games and venues. Must be open, inclusive and welcoming to every member.
- 3.9.3. Must organise social events on trips such as the games night at BUDS as well as setting fancy dress themes for each night of the ski trip.
- 3.9.4. Ultimately, it is the prime responsibilities of the social secs to ensure every event and gathering of the club events takes place in the most entertaining and inclusive way possible.
- 3.9.5. The social secretaries must also be willing to assist all committee members as and when necessary and also support the President throughout the year with administrative and logistical tasks, including organisation of the ski trip(s).
- 3.9.6. Create fun ideas for socials throughout the term.
- 3.9.7. Social secretaries are also responsible for planning our larger one off events (Launch Party, Society meals, Snow-Ball and other socials). This will include working with venues to procure the best deals possible for our members.

### 3.10. **Social Welfare Secretary**

As well as the above, the Welfare Sec will:

- 3.10.1. Attend union welfare trainings.
- 3.10.2. Lead in charity event organisation including charity quizzes and another event.
- 3.10.3. Lead the year's charity initiatives.

### 3.11. **Social Events Secretary**

As well as the above, the Events Sec will:

- 3.11.1. Attend union welfare trainings.
- 3.11.2. Be the lead organiser of the Boat Ball and the ski trip Launch Parties

### 3.12. **Trip secretary**

- 3.12.1. Serve as the primary point of contact alongside the president between the third-party travel agency responsible for organising annual ski trip(s) and the rest of the committee.
- 3.12.2. Will liaise with the rest of committee to ensure successful running of the trip, ie: social secretaries to ensure well-scheduled and organised events during the trip; external relations officer to ensure proper sponsorship; captains to organise committee ski-along and pre-trip trainings; the media and marketing officer to advertise the trip on social media and around campus; and the treasurer to organise the financial feasibility of the trip and understanding how trip revenue allows the club to function.
- 3.12.3. Advertise the trip at society and students' union events such as the welcome fair.
- 3.12.4. Be prepared to answer member questions and work with the third-party travel agency responsible for organising annual ski trip(s) to resolve possible conflicts while abroad
- 3.12.5. Support any emergency injury/illness during the annual ski trip(s) as required
- 3.12.6. Responsible for investigating and organising accommodation for long distance competitions not related to the annual ski trip(s) including but not limited to: BUDS, Dome Series Finals, Afterjam.
- 3.12.7. Attend students' union welfare training to ensure the annual ski trip(s) are compatible with the safe and friendly environment that the Snowsports club strives to achieve.

3.13. Management of the society shall be vested in the Society Committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the Society's activities.

- 3.14. The Committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations document.
- 3.15. Committee members are elected to represent the interests and well-being of Society members and are able to be held to account. If Society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with section 5.6 of the Club and Society Regulations.

#### **4. Terms, Aims and Objectives**

- 4.1. The society shall hold the following as its aims and objectives:
  1. To build on the growth achieved last season; recruiting more students to our competitive team, adding strength and depth to the squad.
  2. To improve individual and team performances at the British University Dry Slope Championships (BUDS) and Kings League, through weekly training sessions at a local dry slope facility.
  3. To improve individual and team performances at the British University Indoor Skiing Championships (BUISC), through indoor training commencing earlier, during the tail-end of first term.
  4. To continue to build the reputation of the club socially, and to further increase the demand for the winter trip, and reduce the time to sell out.
  5. To expand further the reaches of the new alumni network, introducing new events including an alumni trip, alumni socials & alumni competitions.
  6. To develop further the volunteering side of the club. To engage with the local community, to fundraise larger amounts, and to recruit more volunteers to work with our partner charities.
  7. To provide regular beginner sessions to encourage new participants in the sport.
  8. To provide regular freestyle sessions to encourage individuals to get into this aspect of the sport, as well as provide a platform for growth of a freestyle team.
  9. To provide safety training for off-piste skiing.
  10. To provide ski service training.
- 4.2. The society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 4.3. The core activities of the society shall be:
  - 4.3.1. The British University Dryslope Championships (DC, FKA BUDS) in Edinburgh.
  - 4.3.2. Kings Ski Club regional dryslope championships – Southern League.
  - 4.3.3. The British University Indoor Ski Championships (BUISC), regional round (Southern).

- 4.3.4. Kings Ski Club regional dryslope championships, national finals in Gloucester.
  - 4.3.5. The British University Indoor Ski Championships (BUISC), national finals in Leeds.
  - 4.3.6. Regular race training at Gosling and Brentwood Dryslopes.
  - 4.3.7. Regular indoor freestyle and recreational sessions in Hemel Hempstead and Milton Keynes snowdomes.
- 4.4. In addition, the society shall also strive to organise other activities for its members where possible:
- 4.4.1. The annual winter ski trip.
  - 4.4.2. The annual Snowball.
  - 4.4.3. The annual ski trip launch party.
  - 4.4.4. The annual Christmas and Easter charity quizzes.
5. This constitution shall be binding on the society officers and shall only be altered by consent of two-thirds majority of the full members present at a society general meeting. Activities Network Executive shall approve any such alterations.
6. This constitution has been approved and accepted as the Constitution for the University College London Snowsports Club. By signing this document the President and Treasurer have declared that they have read and abide by the Clubs and Societies Regulations.

President name:	Olly Fox de Klerk
President signature:	
Date:	30.6.23
Treasurer name:	Dren Hakaj
Treasurer signature:	
Date:	30.6.23