

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 club/society shall be affiliated to Students' Union UCL.

2 Statement of Intent

- 2.1 The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association](#), [Byelaws](#), [Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[how to guides](#)'.
- 2.2 The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to the club/society shall not contravene this policy.
- 2.3 The Club and Society Regulations can be found on the following webpage:
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

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 Ensure the club is run according to its constitution and Student's Union UCL regulations.
- 3.1.3 Oversee all aspects of the club's management and development.
- 3.1.4 Delegate jobs to all committee members, ensuring their roles are completed to a high standard.
- 3.1.5 Act as the primary contact with the Student Union and Sports Development Manager, along with the Treasurer.
- 3.1.6 Oversee and assist the Treasurer in setting, allocating and adhering to club budgets.
- 3.1.7 Assist the Vice President in securing new sponsorship for the club and maintaining relationships with current sponsors, ensuring that their requests are adhered to and that their aims and values align with those of the club.
- 3.1.8 Primary contact with tour operators alongside the Trip Secretary, attending negotiations along with other committee members.
- 3.1.9 Primary contact for all external liaisons except those more relevant to other committee members.
- 3.1.10 Work alongside the Returner Rep to help the society achieve its continuity goals (diversity, eco accreditation, pride in sport, teamUCL against hate, etc).
- 3.1.11 Maintain an active social profile throughout the year, striving to be as welcoming, inclusive and encouraging as possible to all new members at socials, trainings and competitions.
- 3.1.12 Must be available in the summer period to communicate with committee, the Student Union, tour operators, sponsors and other external contacts for the preparation of the year ahead.

- 3.1.13 Oversee a proactive and successful handover from current to future committee through handover documents and meetings.
- 3.1.14 Organise a committee decision on committee jacket design.
- 3.1.15 Regularly update the UCL Snowsports website.
- 3.1.16 Attend students' union welfare training to ensure that club activities are compatible with the safe and friendly environment that the Snowsports club strives to achieve.

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 club finances and will sign off on every transaction.
- 3.2.3 Ensure the club account is left with roughly no less money than it opened with (regardless of whether sponsorship or mark-up is secured).
- 3.2.4 Submit all paperwork to the Student Union (event budgets, payment requests, activities request forms, additional risk assessments, grant applications, competition invoices, etc).
- 3.2.5 Work closely with other committee members to coordinate the administration and logistics of all society ventures (BUDS, DOME, Kings, Launch Party, Snow Ball, etc).
- 3.2.6 Oversee the competitive side of the club, liaising with captains, delegating jobs and organising arrangements for trainings and competitions.
- 3.2.7 Collect membership and payment throughout the year.
- 3.2.8 Primary contact with the Student Union and Sports Development Manager, alongside the President.
- 3.2.9 Attend students' union welfare training to ensure that club activities are compatible with the safe and friendly environment that the Snowsports club strives to achieve.

3.3 Vice President – Welfare and Relations

- 3.3.1 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.
- 3.3.2 Assist the President in all presidential duties.
- 3.3.3 With the support of the Treasurer, the Vice President will stand in for the President if they are ill for a prolonged period, removed due to incompetency, or leave UCL. Until an EGM is called, they will stand in as President.
- 3.3.4 Attend students' union welfare training to ensure that club activities are compatible with the safe and friendly environment that the Snowsports club strives to achieve.
- 3.3.5 Lead the club's welfare initiatives including anonymous welfare forms and regular welfare events (e.g., Welfare Brunch).
- 3.3.6 Organise and lead charity initiatives, such as quizzes and raffles, selecting and maintaining relationships with charities which would be a good match for our club.
- 3.3.7 Lead the year's volunteering initiatives in collaboration with the Student Union and UCL's volunteering team.
- 3.3.8 Secure new sponsorship for the club and maintain relationships with current sponsors, ensuring that their requests are adhered to and that their aims and values align with those of the club.
- 3.3.9 Ensure all sponsorship for the club has been secured before the beginning of the academic year. The Vice President will make themselves available during the summer period to work on this task.
- 3.3.10 Work closely with the media and marketing officer to publicise all sponsorship advantages to members.
- 3.3.11 Source and order team kit and ski trip merchandise, collaborating with the Trip Secretary and Media and Marketing Officer on designs.
- 3.3.12 Manage the Snowsports email, regularly sending out club news and information to all members.
- 3.3.13 Maintain an active social profile throughout the year, striving to be as welcoming, inclusive and encouraging as possible, working closely with the social secretaries.

3.4 Trip secretary

- 3.4.1 Coordinate all society trips and long-distance events at the discretion of the President.
- 3.4.2 Plan the logistics for long-distance competitions, including accommodation, transportation, and social activities (BUDS, DOME, AJAM, etc).
- 3.4.3 Serve as the primary point of contact, along with the President, between the committee and the third-party travel agency responsible for organising annual ski trips.
- 3.4.4 Advertise the trips and competitions at society and Student Union events (e.g., Welcome Fair).
- 3.4.5 Address member questions and work with the third-party travel agency to resolve possible conflicts before, during, and after ski trips.
- 3.4.6 Plan and present 'Trip Briefings' for participants prior to each trip.
- 3.4.7 Work closely with the Media and Marketing Officer to coordinate trip marketing, including strategy planning, design of materials, and media content collation.
- 3.4.8 Work closely with the Social Secretaries to organize well-scheduled events before and during long-distance competitions and trips (launch parties, curry nights, BUDS Olympics, Valley Rally, etc).
- 3.4.9 Work with the Vice President to secure trip sponsorships and ensure timely availability of merchandise.
- 3.4.10 Work with the Captains to organize long-distance competitions, plan pre-trip beginner sessions, and coordinate the committee ski along during trips.
- 3.4.11 Regularly communicate with the Treasurer to ensure the financial feasibility of the trips and understand the impact of trip revenue on the functioning of the club.
- 3.4.12 Attend students' union welfare training to ensure that club activities are compatible with the safe and friendly environment that the Snowsports club strives to achieve.

3.5 Media & Marketing Officer

- 3.5.1 Maintain and regularly update the clubs social media pages to promote trips, trainings, competitions and events.
- 3.5.2 Post regular content advertising the club's weekly activities.
- 3.5.3 Collate media content during trips, competitions, socials and events for use on promotional material.
- 3.5.4 Design and produce promotional material for trainings, competitions and events.
- 3.5.5 Design and produce promotional material for ski trips (flyers, posters, banners, reels, Instagram posts, etc) collaborating with the Trip Secretary and third-party travel agency.
- 3.5.6 Design team kit and club merchandise to align with branding, promotional efforts and sponsorship requirements.
- 3.5.7 Work alongside the Vice President to coordinate marketing emails.
- 3.5.8 Support the President and other committee members with administrative and logistical tasks, including organisation of the ski trips.

3.6 Social Secretaries

There will be 2 Social Secretaries.

- 3.6.1 The Social Secretaries must be the most social members of the club.
- 3.6.2 Must be available every Sports Night (Wednesday night) organising meet times, fancy dress, games and venues.
- 3.6.3 Ensure every event and gathering of the club takes place in the most entertaining and inclusive way possible, being open and welcoming to every member.
- 3.6.4 Create fun ideas for activities, socials and events throughout the term.
- 3.6.5 It is expected that at least one social secretary is present at every competitive event, including but not limited to: Kings, BUDS, DOME and AJAM.
- 3.6.6 Coordinate social activities and events surrounding competitions (Curry nights, BUDS Olympics, Kings afterparty, etc).
- 3.6.7 Organise Valley Rally and events for each night of the ski trip.

- 3.6.8 Lead the organisation of major events such as the Boat Ball and Ski Trip Launch Parties, negotiating deals with venues.
- 3.6.9 Organise alcohol-free socials and activities throughout the year such as ice skating, rock climbing and trampolining.
- 3.6.10 Attend union welfare trainings to ensure all social events are compatible with the safe and friendly environment that the Snowsports club strives to achieve.
- 3.6.11 Support the President and other committee members with administrative and logistical tasks, including organisation of the ski trips.

3.7 Captains

There will be 3 Captains: 'Ski Captain', 'Snowboard Captain' and 'Freestyle Captain'.

- 3.7.1 Must understand the competitive side of the club.
- 3.7.2 Will manage, alongside the Students Union, relevant committee members and third party organisations:
 - 3.7.2.1 Affiliations.
 - 3.7.2.2 Competition entry, logistics and team selections.
 - 3.7.2.3 Training locations, sessions and logistics.
 - 3.7.2.4 Provision of new equipment.
- 3.7.3 Maintain the lock-up and all contained equipment, ensuring it remains tidy and serviced throughout the year.
- 3.7.4 Be available weekly to lead dry slope and/or indoor training sessions.
- 3.7.5 Attend all relevant training and competitions to continue to develop the competitive side of the club.
- 3.7.6 Encourage members to regularly attend trainings and competitions.
- 3.7.7 Facilitate member integration across the society through joint training sessions and beginner sessions throughout the year.
- 3.7.8 Help enable the progression and development of recreational skiers and snowboarders who may wish to learn how to ski and/or snowboard before embarking on the ski trip.
- 3.7.9 Support the President and other committee members with administrative and logistical tasks, including organisation of the ski trips.

3.7.10 Ski Captain

- 3.7.10.1 Responsible for the Ski team.
- 3.7.10.2 Organise weekly training sessions at Gosling Dry Slope or an alternative location should Gosling become unavailable.
- 3.7.10.3 Organise transport to and from training sessions.
- 3.7.10.4 Maintain all club ski equipment, ensuring equipment is ready to use and in good condition for all competitions and training sessions.

3.7.11 Snowboard Captain

- 3.7.11.1 Responsible for the Snowboard team.
- 3.7.11.2 Organise weekly training sessions at Brentwood Dry Slope or an alternative location should Brentwood become unavailable.
- 3.7.11.3 Organise transport to and from training sessions.
- 3.7.11.4 Maintain all club snowboard equipment, ensuring equipment is ready to use and in good condition for all competitions and training sessions.

3.7.12 Freestyle Captain

- 3.7.12.1 Responsible for the Freestyle team.
- 3.7.12.2 Organise weekly training sessions at Hemel Hempstead or Milton Keynes Snowdomes.
- 3.7.12.3 Organise trampolining sessions for freestylers to practice and learn new tricks.

- 3.7.12.4 Organise transport to and from training sessions.
- 3.7.12.5 Maintain all club freestyle equipment, ensuring equipment is ready to use and in good condition for all competitions and training sessions.
- 3.7.12.6 Nurture a team of freestylers of all disciplines whilst maintaining a diversity and openness for all members of the club.

3.8 Representative Committee

There will be 2 representative committee members: 'Returner Rep' and 'Fresher Rep'.

- 3.8.1 Representative committee members do not require do the same amount of work or have the same level of dedication as the other committee positions. Their job is to help and assist the committee. As such, under no circumstances do they qualify for committee perks such as trip discount or committee jackets.
- 3.8.2 The Returner Rep will be elected during the leadership race like the rest of committee.
- 3.8.3 The Freshers Rep will be elected through a term 1 by-election.

3.8.4 Returner Rep

- 3.8.4.1 The Returner Rep will be an experienced member of the club preferably with past committee experience who has a strong understanding of how the club functions.
- 3.8.4.2 Advise the President and other committee members on how to best run the society.
- 3.8.4.3 Represent the views of the wider society to the committee.
- 3.8.4.4 Help the society achieve its continuity goals alongside the President (diversity, eco accreditation, pride in sport, teamUCL against hate, etc).
- 3.8.4.5 Expand further the reaches of the alumni network, facilitating alumni to continue attending trips, socials and competitions.
- 3.8.4.6 Support the President and other committee members with administrative and logistical tasks, including organisation of the ski trips.
- 3.8.4.7 May be called upon to stand in for another committee member if they are ill for a prolonged period, removed due to incompetency, or leave UCL. Until an EGM is called, they will stand in as that position.

3.8.5 Freshers Rep

- 3.8.5.1 The Freshers Rep will be a dedicated member of the club who is a first year student.
- 3.8.5.2 Represent the views of the wider society to the committee.
- 3.8.5.3 Support the President and other committee members with administrative and logistical tasks, including organisation of the ski trips.

4 Terms, Aims and Objectives

4.1 The Committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations document.

- 4.1.1 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.
- 4.1.2 Committee members are elected to represent the interests and wellbeing 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.

4.2 The society shall strive to fulfil the following aims and objectives in the course of the academic year as its commitment to its membership:

- 4.2.1 To build on the growth and success achieved in the previous year, recruiting more students to our competitive team, adding strength and depth to the squad.
- 4.2.2 To improve individual and team performances at the British University Dry Slope Championships (BUDS), British University Indoor Ski Championships (DOME) and Kings League, through weekly training sessions at a local dry slope facility.
- 4.2.3 To continue to build the reputation of the club socially by organising regular well-planned social events which are open and inclusive to all members.
- 4.2.4 To further increase the demand for the winter and Easter ski trips through effective marketing, reducing the time to sell out.
- 4.2.5 To mitigate the chances of an undersell by listening to the consultation of former committee members and travel companies when deciding on PAX for ski trip.
- 4.2.6 To expand further the reaches of the alumni network, facilitating alumni to continue attending trips, socials & competitions.
- 4.2.7 To fully integrate the club within the London Snowsports community, continuing to run joint socials and varsity competitions.
- 4.2.8 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.
- 4.2.9 To provide regular beginner sessions to encourage new participants in the sport.
- 4.2.10 To provide regular Ski and Snowboard training sessions to increase the size and improve the performance of the race teams.
- 4.2.11 To provide regular freestyle sessions to encourage individuals to get into this aspect of the sport, as well as provide a platform to further growth of the freestyle team.
- 4.2.12 To provide safety training for off-piste skiing.
- 4.2.13 To provide ski service training.
- 4.2.14 To recognise that benefits provided to committee, such as trip discount and committee jacket, are perks and not a matter of right.
- 4.2.15 To recognise that committee are the representatives for the club and as such to as great extent as possible they should attend all club activities.

4.3 The core activities of the society shall be:

- 4.3.1 The British University Dry Slope Championships (BUDS) in Edinburgh.
- 4.3.2 Kings Ski Club regional dry slope championships – Southern League.
- 4.3.3 The British University Indoor Ski Championships (DOME).
- 4.3.4 Kings Ski Club regional dry slope championships, national finals in Gloucester.
- 4.3.5 The AJAM Competition in Gloucester.
- 4.3.6 Regular race training at Gosling and Brentwood Dry slopes.
- 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 Easter ski trip.
- 4.4.3 The annual Snow Ball.
- 4.4.4 Ski Trip Launch Party's
- 4.4.5 The annual Christmas and Easter charity quizzes.

- 4.5 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.**
- 4.6 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:	
President signature:	
Date:	
Treasurer name:	
Treasurer signature:	
Date:	