

**2024-25**

## **Constitution of Students' Union UCL**

### **American Football Club**

#### **1. Name**

- 1.1. The name of the club/society shall be Students' Union UCL [American Football Club](#).
- 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>. and the club and society procedures and guidance – laid out in the '[how to guides](#)'.
- 2.4. 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.
- 2.5. The Club and Society Regulations can be found on the following webpage:  
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

#### **3. Committee**

- 3.1. President
  - 3.1.1. The Presidents' primary role is laid out in section 5.7 of the Club and Society Regulations.

- 3.1.2. Shall represent the club and shall be responsible for making sure that the club is run according to its constitution, the UCL Union Club and Society regulations, Good Practice Guidelines, and Standing Orders of UCL Union.
  - 3.1.3. It is the responsibility of the President to call General Meetings of the club, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations.
  - 3.1.4. Shall be the primary point of communication between the Union and the club members. It is therefore required that he/she attends the relevant Union meetings and represent the club at formal events or wherever necessary.
  - 3.1.5. Shall oversee and Chair the Committee.
  - 3.1.6. Primary point of contact with other clubs and coaches
- 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. Shall assume the position of Vice President as required in the absence of the president.
  - 3.2.3. Shall carry out the day to day financial duties of the club, and is responsible to the union for club finances to the membership.
  - 3.2.4. Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the club ensuring that these are made through the Union Finance Department; only the Treasurer, or in his/her absence the President, may authorise withdrawals or expenditure from the club accounts.
  - 3.2.5. Shall have final say on all financial transactions undertaken by the club from general everyday expenditure to formal club events.
  - 3.2.6. Shall maintain a club account book along with photocopies of all receipts going through the books and for the correct documentation of these.
  - 3.2.7. Will be responsible for club purchases and insurance
- 3.3. Welfare Officer
- 3.3.1. The Welfare Officers' primary role is laid out in section 5.9 of the Club and Society Regulations.
  - 3.3.2. Shall be responsible for minutes at General Committee meetings.
  - 3.3.3. Shall be Game Day manager
    - 3.3.3.1. Shall be responsible for organising the referees and medical teams for any formal match that the team plays.
    - 3.3.3.2. Responsible to meet arriving team and escorting to them to changing rooms.
    - 3.3.3.3. Liaising with the opposing teams throughout the season
    - 3.3.3.4. Organise travel for away games
  - 3.3.4. Shall be responsible for ensuring membership and insurance registration forms for all club members.
  - 3.3.5. Shall manage the club email accounts.
  - 3.3.6. Responsible for members' welfare
- 3.4. Additional Committee Members
- 3.5. Captain
- 3.5.1. Attend all training

- 3.5.1.1. Keep a record of attendance of players for coaching staff
  - 3.5.1.1.1. Communicate with coaches on expected numbers at training sessions
  - 3.5.1.2. Ensure pitches are booked
  - 3.5.1.3. Be early, organised and prepared to coach/conduct training sessions
  - 3.5.1.4. Liaise with coaches on tactics, player concerns, depth charts
  - 3.5.1.5. Be aware of player concerns or issues
  - 3.5.2. Attend all committee meetings
  - 3.5.3. BUCS/LUSL responsibilities
    - 3.5.3.1. Attend Team UCL training session
    - 3.5.3.2. Print 3 copies of the team sheet with appropriate jersey numbers for:
      - 3.5.3.2.1. Referees
      - 3.5.3.2.2. Opposition
      - 3.5.3.2.3. UCL SU
    - 3.5.3.3. Hand in opposition and Emperors team sheet to CSC before noon on Monday morning after game
    - 3.5.3.4. Text CSC Sports mobile with result on Sunday evening
  - 3.5.4. Qualify as a BAFCA L1 coach
    - 3.5.4.1. Contact the president to arrange a L1 coaching assessment prior to the season starting
  - 3.5.5. Taster sessions
    - 3.5.5.1. If a pitch is required, conduct research and discuss with the president
    - 3.5.5.2. Organise drills/games/activities for interested potential members
    - 3.5.5.3. Collect emails at Freshers Fair/Taster sessions
  - 3.5.5.3.1. Send out emails with taster sessions and Rookie Camp information, as well as membership purchasing details
  - 3.5.5.4. Be present at the fair and encourage sign ups
- 3.6. Equipment Officer
- 3.6.1. Shall be responsible for all equipment maintenance and upkeep including:
    - 3.6.1.1. Helmets
      - 3.6.1.1.1. Ensure all helmets have facemask and chinstrap fitted appropriately
      - 3.6.1.1.2. Must replace any screws that are knocked loose during contact.
      - 3.6.1.1.3. Must notify the President/ Treasurer when the valves on the helmet lining have become ineffective so that they may be replaced as soon as possible.
    - 3.6.1.2. Shoulder pads
      - 3.6.1.2.1. Must do a yearly review to ensure the integrity of all strapping and padding
    - 3.6.1.3. Lower pads
      - 3.6.1.3.1. The player be able to strap the hip and coccyx pad to a belt to tie around the waist.
    - 3.6.1.4. Club jerseys and pants
      - 3.6.1.4.1. Recognising when jerseys and pants need replacing
  - 3.6.2. All damages and loss of equipment must be reported to the Equipment Officer, who must report them to the President or Treasurer to ensure a swift replacement.
  - 3.6.3. Shall supervise all fitting of equipment and encourage dissemination of knowledge throughout the club.
  - 3.6.4. Shall be responsible delegating football duty – who should look after the footballs that week and be responsible to bring them to practice.

- 3.6.5. Shall be responsible for the locking away and securing of all club property at the end of the season
  - 3.6.6. Will undertake a regular inventory of items and record which members have been given which items of equipment.
- 3.7. Social Secretary
- 3.7.1. Shall be responsible for the organisation and running of club social events including; Christmas Dinner, Rookie Dinner, End of Season Dinner, and Social Tour.
  - 3.7.2. Should organise and see through a minimum of one other event per term.
  - 3.7.3. Should find and organise a relationship with a sponsor pub to hold events.
    - 3.7.3.1. Renew relationships already standing i.e. Loop
  - 3.7.4. Organise Fresher's Fayre and appropriate representatives
- 3.8. Media & Communications Officer
- 3.8.1. Responsible for the promotion of the club via the production of UCL Union-approved advertising.
  - 3.8.2. Responsible for publicising events within the club.
  - 3.8.3. Shall be responsible for the upkeep of the club website and social media
    - 3.8.3.1. Recruiting new players through social media and posting updates to about upcoming events.
  - 3.8.4. Responsible for education of the new officer at handover i.e. website coding
  - 3.8.5. Shall keep a contact list of all Alumni members
  - 3.8.6. Shall produce a quarterly club newsletter to be distributed to all Alumni and made available to club members via the website.
  - 3.8.7. Organise a minimum of one formal Alumni event, and one informal Alumni event per year.
  - 3.8.8. Encourage Alumni participation in the club.
  - 3.8.9. If appropriate should organise an "Old Boys" match
- 3.9. Role and management of the committee
- 3.9.1. The management of the club shall be vested in the club committee
  - 3.9.2. Any complaints concerning the activities of any individual member should be submitted to the Clubs, Societies and Student Development Officer who will direct it to the appropriate UCL Union Board.
  - 3.9.3. Management of the society shall be vested in the Committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the Society's activities.
  - 3.9.4. The Committee members will perform the roles as described in section 5 of the UCL Union Club and Society Regulations document.
  - 3.9.5. 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.
  - 3.9.6. A committee meeting must be held once a term to outline an agenda for the next term and to ensure that all committee members are fulfilling their roles.

- 3.10. Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.
- 3.11. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.12. Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/society members are not satisfied by the performance of their representative officers, they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

#### 4. Terms, Aims and Objectives

- 4.1. The club/society shall hold the following as its aims and objectives.
- 4.2. The club/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 club/society shall be:
  - 4.3.1. Training and playing of American Football subject to BUCS guidelines and the following:

#### 5. Equipment

- 5.1. Equipment will only be loaned out once membership has been bought
- 5.2. Selected first years will be provided with a full set of equipment.
  - 5.2.1. Beyond first year players will be expected to buy their own pants and lower set of pads and will only be provided with shoulder pads, helmet and practice jersey.
- 5.3. The club will own a number of jerseys, priority given to first year players.
- 5.4. Depending on budget, the club must endeavour to reinvest in new equipment every year.
  - 5.4.1. Helmets must service once every 3 years and replaced once every 10 years.
- 5.5. Loaning out of equipment will be logged as an outstanding fine with the university and players that do not return or reimburse their equipment will be prevented from graduating.
- 5.6. Outside of the academic year ALL equipment must be returned, checked, and stored in a secure location.

#### 6. Coaching

- 6.1. The committee should endeavour to provide the team with a Head Coach with a British American Football Coaching Association (BAFCA) Level 2 qualification
  - 6.1.1. Upon being selected, the Head Coach must endeavour to provide an Offensive and Defensive coach with BAFCA Level 1 qualifications
- 6.2. The committee should endeavour to send 1-2 rookie players on a coaching course each year to provide player coaches for the following academic year specifically for Wednesday training sessions.
- 6.3. Graduating players are encouraged to attend a coaching course and return to coach the team when available.

6.4. Coaches will provided with a minimal uniform for game days.

7. Training

7.1. No contact training session may take place without the supervision of a coach that has completed a BAFCA Level 1 coaching certificate.

7.2. All players must have bought membership in order to participate in contact training

7.2.1. All members will have their insurance provided for them

7.3. A minimum of two full contact training should be held each week

7.3.1. Training grounds must be properly arranged in advance for every training session

7.3.2. The club shall endeavour to provide a third evening session a week whilst light allows.

7.3.3. Each year's budget should account for a suitable evening training location or recreation ground.

8. All paying members of the club have a reasonable expectation to see playing time in all matches where possible, situation dependent.

9. 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 Board and Governance Committee shall approve any such alterations.

10. An Annual General Meeting will be held each year.

11. This constitution has been approved and accepted as the Constitution for SU UCLAFC at the most recent club Annual General Meeting

12. By signing this document the President and Treasurer have declared that they have read and abide by the Clubs and Societies Regulations.

12.1. This constitution shall be binding on the club/society officers and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting. The Activities Executive shall approve any such alterations.

12.2. This constitution has been approved and accepted as the Constitution for the Students' Union UCL American Football Club. By signing this document, the President and Treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.

President	Name: Archie Graham
	Signature: Archie Graham
	Date: 23/07/2024
Treasurer	Name: Nicholas Challier
	Signature: Nicholas Challier
	Date: 23/07/2024