

2024-25

## Constitution of Students' Union UCL

### UCL WOMEN'S HOCKEY CLUB

#### 1. Name

1. The name of the club/society shall be Students' Union UCL **Women's Hockey Club**.
2. The Club/Society shall be affiliated to Students' Union UCL.

#### 2. Statement of Intent

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. 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.
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. Committee

##### 1. President

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. studentsunionucl.org happens where more

3.1.3 It is the responsibility of the President to call General Meetings of the club and organize 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 she attends the relevant Union Committees.

3.1.5 It is the responsibility of the President to coordinate the sporting and non-sporting events with different committee members.

## **2. Treasurer**

1. The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.

3.2.2 Shall carry out the day-to-day financial duties of the club and be responsible to the union for club finances to the membership.

3.2.3 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 her absence, the President may authorise withdrawals or expenditure from the club accounts.

3.2.4 Shall approach companies for sponsorship for events and act as the main point of contact with such companies.

3.2.5 Shall maintain a club account book.

3.2.6 Shall liaise with the President for all necessary information and aid them in the running of the club.

## **3. Welfare Officer**

1. The Welfare Officers' primary role is laid out in section 5.9 of the Club and Society Regulations.

3.3.2 Act as a point of contact for anyone in the club who may have experienced discrimination or have been made to feel unsafe, within the club or outside it. Signpost effectively to advice and support services available.

3.3.3 Promote liberation and equality campaigns within the club and attend workshops and forums on issues pertaining to liberation and inclusivity. Encourage members to join and interact with the club at every level no matter the background, ability, requirements, or beliefs of that individual.

3.3.4 Act as LGBT+ Officer within the club and adhere to the PRIDE in Sport and Transgender Inclusion policy. Provide support to any LGBT+ members and campaign/raise awareness of issues through events and sessions.

3.3.5 Shall maintain links with alumni throughout the year and aim to hold at least one event with current members and UCLWHC alumni. In particular with our alumni club, The London Academicals

3.3.6 Work alongside the president to promote the development and diversification of club activities throughout the year, with events including This Girl Can & Project Active.

3.3.7 Be able to signpost members who are struggling to either their captains or other members of the committee for them to receive the appropriate help whether socially, academically or in any other capacity.

## **4. Additional Committee Members**

3.4.1 Team Captains (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> XI and 4<sup>th</sup>/Beginner's Captains)

3.4.1.1 Shall organize their team for any forthcoming matches. They are to ensure their team arrives promptly for matches, wears the appropriate kit, and maintain a sportsman-like attitude towards other clubs.

3.4.1.2 Are responsible for communicating with the sports administrator to arrange, confirm and produce results from matches.

3.4.1.3 Shall generate a strong sense of unity within their team and encourage team bonding and communications.

3.4.1.4 The 4<sup>th</sup> XI and 1<sup>st</sup> XI Captain will also be responsible for liaising with RUMS 1st team Captain in organizing their RUHC Saturday league team.

#### 3.4.1.2 1<sup>st</sup> XI Team Vice-Captain

3.4.1.2.1 Shall support the 1<sup>st</sup> Team Captain with administrative requirements such as travel reclaim forms or teamsheets, and with planning for training and fitness sessions.

3.4.1.2.2 Organize the travel and fielding of the team for the RUHC Saturday league matches.

3.4.1.2.3 Help with team selection and preparation for Varsity

#### 3.4.2 Social Secretaries

3.4.2.1 Shall arrange and organize all club social functions.

3.4.2.2 Provide the committee with a preliminary social calendar at the beginning of each academic year and work closely with the Men's Hockey Club for any joint socials.

3.4.2.3 Shall encourage team and club integration ensuring that new members feel welcome.

3.4.2.4 Shall liaise with the captain of the team without a social sec, and help them to appoint a social rep within that team.

#### 3.4.3 Media Secretary

3.4.3.1 Shall act as the club's administrator. This will include helping committee members with any administrative points of contact.

3.4.3.2 Shall take minutes at committee meetings.

3.4.3.3 Shall maintain and increase the club's online presence in accordance with the publicity contracts signed by the President and Treasurer at the start of their tenure.

3.4.3.4 Shall be responsible for increasing the presence of UCLUWHC in UCL media coverage, where appropriate, through for example Pi newspaper & The Buzz, as well as maintaining and updating Twitter accounts, Instagram, Facebook group, general website.

#### 3.4.4 Kit Secretary

3.4.4.1 Shall approach companies for kit and act as the main point of contact with such companies.

3.4.4.2 Shall liaise with any sponsors and their presence/preferences for kit

3.4.4.3 Shall organize, design and order the committee stash.

#### 3.4.5 Fixtures secretary

3.4.5.1 Shall organize pitch bookings for all matches including those which are rearranged.

3.4.5.2 Shall liaise with other clubs to arrange friendly and mixed matches and tournament entry

#### 3.4.6 Volunteering and community outreach Secretary

3.4.6.1 Shall act as volunteering coordinator and be primarily responsible for organizing at least 2 volunteering events Per Term.

3.4.6.2 Work with the other members of the Committee promoting and supporting fundraising events, particularly with the Social Secretaries.

3.17.3 Promote external volunteering and charity opportunities within UCL to club members.

#### 3.4.7 Fitness Secretary

3.4.7.1 Responsible for planning, organizing, and delivering a programme to improve fitness for all club members during the year, but also with a focus on injured players.

3.4.7.2 They should aim to organize at least one session per month.

### 3.4.8 Chairwoman

- 3.4.8.1 Shall work with the Social Secretaries and the Chairman of UCL Men's Hockey Club to organise all the following points.
- 3.4.8.2 Coordinate with the chosen travel agent to establish the location, itinerary and size of the tour.
- 3.4.8.3 Ensure all plans comply with the UCL Student Union's standards through applications, risk management, ticket sales and other required forms.
- 3.4.8.4 Collect the necessary personal information from all attendees for use by both the travel company and the UCL Student Union, ensuring compliance with GDPR.
- 3.4.8.5 Communicate information about the tour to all attendees.
- 3.4.8.6 While on tour, the Chairwoman will be responsible for following the projected itinerary, ensuring that all attendees are accounted for at all times, and communicating with the UCL Student Union or any other concerned parties whenever necessary. 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.
- 3.4.8.7 The Chairwoman is responsible for ensuring that election processes are run in a fair and democratic way, and that they abide by Union policies.

All Women's Hockey Club Committee members are held responsible to the below points:

5. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
6. 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

1. The club/society shall hold the following as its aims and objectives

4.1.1 The objects of the club/society shall be to compete within regular BUCS, LUSL leagues and cups to include friendly and mixed matches when possible. Tournaments and competitions shall also be considered as an integral part of the clubs playing season to promote and boost recognition. To put forward 8 players towards the RUHC Saturday league squad - a team consisting of the current 8 best players from RUMSWHC 1st XI and 8 players from UCLWHC 1st XI.

4.4.2 The main activities shall include regular matches, training sessions and participation in tournaments. Club social activities will occur at least three times a term to enhance team integration and ensure members feel comfortable and welcome within the club

4.1.3 The playing colours of the club shall be Purple, Sky Blue and White (Shirts, socks and either skort or shorts)

4.1.4 There shall be weekly training sessions throughout the season whether pitch or fitness to which all will be encouraged to attend for the benefit of team performance. Team members will be encouraged to participate in weekly socials after Wednesday afternoon matches to promote social integration. These will include team/club dinners, dressing-up nights and arranged events throughout the season.

4.1.5 The committee will aim to meet once a fortnight or when necessary to discuss forthcoming matches, events, problems, or issues to ensure the running of the club remains smooth and successful. The committee will make any major decisions collectively.

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.

3. The **core activities** of the club/society shall be:

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4. In addition, the club/society shall also strive to organise **other activities** for its members where possible:

4.4.1 The club shall strive to take part in 2 Team UCL events each year.

4.4.2 The club shall aim to engage in newly organised socials with different sports clubs each year, branching out into non-sporting societies.

5. 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.

6. This constitution has been approved and accepted as the Constitution for the Students' Union UCL **Women's Hockey 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.

**Name:** Eleni Theodora Papanayotou

**President**

**Signature:**

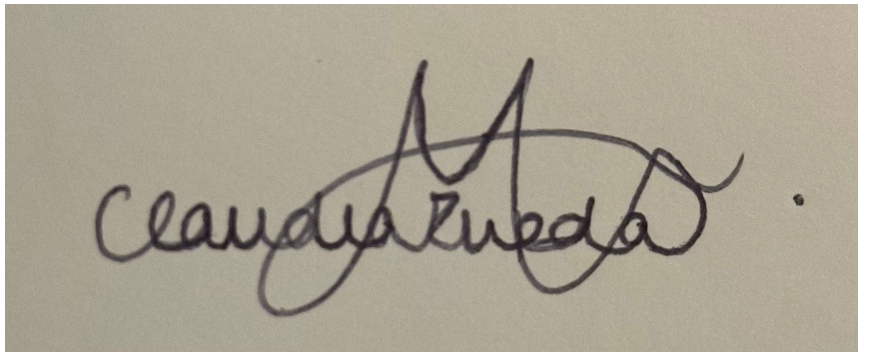
*Claudia Rueda Muñoz*

**Date:** 25/06/2024

**Name:** Claudia Rueda Muñoz

**Treasurer**

**Signature:**



*Claudia Rueda Muñoz*

**Date:** 25/06/2024