

# Oxford University Trampoline Club Constitution 2017-18

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## 1. Name of the Club

- a) The Name of the club shall be “Oxford University Trampoline Club”, or “OUTC”. Referred to hereafter in this document as “the Club”.

## 2. Club Mission Statement

- a) The club is a non-profit making organisation that aims to cater for all abilities, from complete beginner to advanced competitive trampolinist. The club aims to provide a safe, friendly, environment for the individual to develop his or her skills. The club is governed by the good practice guidelines of the trampolining section of British Gymnastics.

## 3. Compliance

- a) The Club shall be administered in accordance with the regulations for University Clubs which are published from time to time in the Proctors’ and Assessor’s Memorandum (“the Proctors’ Memorandum”). At the time of the adoption of this Constitution the Club is designated by the Proctors as an established sport.
- b) The activities of the Club will at all times be conducted in accordance with the following University policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.
- c) The Club shall effect and maintain registration to British Gymnastics, the National Governing Body: purchase any insurance cover which the national body makes available (unless the Insurance Section of the University’s Central Administration (“the Insurance Section”) agrees to or prescribes other arrangements); and make every effort to comply with all the safety procedures which the National body prescribes or recommends as good practice.
- d) The Club shall ensure that all paid Club administrative and coaching appointments are ratified by the University’s Sports Strategy Committee; that all coaches are registered with any relevant national governing body; and that all paid coaches are accredited by such body.
- e) The Club shall observe the Code of Conduct on Safety matters, ensure compliance with the Code by the members of the Club, and follow a procedure for risk assessment which is acceptable to the Proctors (through the Sports Department and its nominated officers). If and for so long as the Club is responsible for organising an inter college competition, the Code of Conduct shall include guidelines and appropriate risk assessments for that competition.
- f) Not less than 21 days before any event or competition which is approved or advertised by the Club as an official event of the Club (other than events already included in the approved Code of Conduct on Safety Matters, and procedure for risk assessment) the Club shall submit to the Proctors an event plan and risk

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assessment, together with documentary evidence of appropriate insurance cover. The Club shall then observe such conditions as the Proctors may then wish to attach to such an event.

- g) No member of the Club shall participate in any activity overseas organised by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the Director of Sport. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the Director of Sport, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.
- h) The Club may apply to Oxford University Computing Services ('OUCS') to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by OUCS it is the responsibility of the Club:
  - i. to designate a member of the Club entitled to a University e-mail account (as defined by OUCS rules) to act as its IT Officer, whose duties shall include assisting the Secretary with the website referred to in paragraph 16 g) below, liaising with OUCS about the use of facilities allocated and passing on to his or her successor in the office all records relating to the use of the facilities allocated;
  - ii. to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer) or, exceptionally, a member of Congregation to act as its principal Webmaster, whose duties shall include maintaining an awareness of the University Guidelines for Web Information Providers, co-ordinating and regulating access to the web facilities use by the Club, and assisting the Secretary with the website referred to in paragraph;
  - iii. to comply with the regulations and guidelines relating to the use of IT facilities published from time to time by OUCS;
  - iv. to ensure that everyone responsible under i) – iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of OUCS.

### 4. Membership of the club

- a) Full membership of the club is open to all members of the University.
- b) Coaching members are those members who hold coaching awards and who coach at least one session per week. It is the coaches' responsibility to ensure that they are properly insured. The coach must show their coaching certificate and insurance details to the club President before coaching membership is granted, and supply copies of these documents to allow them to become registered with OUSF.
- c) Unofficial membership can be awarded at the committee's discretion to individuals who are not members of the university. The total number of unofficial members shall not constitute more than one fifth of the club.

### 5. Club Subscriptions and Finance

- a) A membership fee is required from all non-coaching members of the trampoline club. This fee is to be set by the committee each year, and may or may not include membership to British Gymnastics. For 2016/17 the fee was £90 for the academic year incl. BG Club Associate membership.
- b) Fees for the year 2017-2018:
  - a. OU Students:
    - i. 1 term: £40
    - ii. 2 terms: £65
    - iii. Year: £90
  - b. Non-OU Student
    - i. 1 term: £50
    - ii. 2 term: £80
    - iii. Year: £110
  - c. Non-Student
    - i. 1 term: £65
    - ii. 2 terms: £105
    - iii. Year: £150
- c) All fees can be increased, by a reasonable amount, if decided by the committee.
- d) All fees are non-refundable. Except in exceptional circumstances when agreed by the committee and the majority of club members.
- e) Club funds shall be used to benefit the whole club, i.e. for new equipment and for hiring or training club coaches.
- f) Club members shall receive no direct payment, except for legitimate expenses incurred on club business.

## 6. Club Officials

- a) An executive committee will oversee the club's administration. This committee shall not operate autonomously. Planning activities, buying equipment, and administering other Club matters should always be in the best interest of all Club members.
- b) The quorum for a Committee meeting shall be 4 members present in person. When any financial business of the Club is to be transacted there must be present the Treasurer, or a member of the Committees deputed by the Treasurer to represent his or her views to the Meeting.
- c) The committee may spend club funds without the discussion of a general meeting in the following two cases:
  - i. minor admin charges - stationery for fresher's fair etc.
  - ii. minor repairs - spare parts for the trampolines.

- d) The club must have a President, Secretary, Treasurer and Safety and Equipment Officer, all of whom must be matriculated members of the University. A Vice-President, I.T. Officer, Webmaster, Alumni Secretary, Sports Outreach and KEEN Officer and Social Secretary/Secretaries may also be appointed. These officers constitute 'the committee'.
- e) Committee elections will take place at the AGM in 7<sup>th</sup> week of Hilary term (from academic year 2017-18, formerly 3<sup>rd</sup> week Trinity Term). The committee changeover will happen at the start of Trinity term. The committee will have a term of office of one year.

## 7. Duties of Club Officials

### a) The Club President's (and Vice President's) responsibilities include, but are not limited to:

- i. Ensuring that there is a properly qualified coach at every session and nominating a Head Coach, who must have a Level 3 (Club) Coaching qualification or above.
- ii. Ensuring that the club follows this constitution and the good practice guidelines as published by British Gymnastics. In particular, ensure that the club is run in a safe manner and that the code of conduct is followed.
- iii. Keeping the club's code of practice up to date.
- iv. Ensuring that each of the committee positions, named in section 6, is filled (and ensure all relevant documentation is passed on to the newly elected committee)
- v. Ensuring that each officer knows their role.
- vi. Administering the club's insurance policies.
- vii. Organising all general meetings.
- viii. If for any reason any of the positions are not filled the President must ensure that the duties of that official are carried out until a suitable person can be found to permanently fill the role.
- ix. Ensuring that the Men's and Women's Blues Committee Meetings are attended as per paragraph 8.

### b) The Secretary's responsibilities include, but are not limited to:

- i. Keeping a record of the club's activities.
- ii. Compiling introductory material for new members of the club.
- iii. Maintaining a register of club members, and ensuring that all members have paid the relevant fees, and signed the relevant forms, which should be available to the proctors on request.
- iv. Ensuring that the Club, as well as all Club members, have up-to-date membership of British Gymnastics.
- v. Keeping an up to date directory of ex-members contact details, in conjunction with the Alumni Secretary.
- vi. Providing secretarial support to the club committee and issuing minutes of meetings to club members and other interested parties (e.g. the sports council, and university safety officer).

- vii. Keeping the club constitution up to date.
- viii. Administering club mailing list.
- ix. Responsibility, in conjunction with the Webmaster, for the operation and updating of a suitable club webpage displaying (at minimum) current club contact, the constitution, the code of conduct for safety matters and the procedure for risk assessment approved from time to time by the Safety and Equipment Officer under paragraph 3d) above.
- x. Notifying the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee.
- xi. Advising the Proctors (through the Director of Sport) promptly of any changes in the Constitution.
- xii. Informing the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.
- xiii. Organisation of the Freshers Fair stall.

**c) The Treasurer's responsibilities include, but are not limited to:**

- i. Administering the club's finances in accordance with the University's rules.
- ii. Collecting membership fees.
- iii. Keeping a record of which members are paying termly and which yearly, and prompting members for fees where necessary.
- iv. Producing a financial plan for the coming academic year. (i.e. The treasurer starts in trinity term, and produces a financial plan for the year starting the following Michaelmas term.)
- v. Producing the club's annual budget proposal.
- vi. Develop and implement control procedures to minimise the risk of financial exposure, such as procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");
- vii. Ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate.
- viii. Seek advice as necessary on tax matters from the University's Financial Division.
- ix. Develop and maintain a manual for all written procedures for aspects of the Treasurer's responsibility.
- x. Make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit.
- xi. If the Club has a turnover in excess of £30,000 in the preceding year, or if owing to a change in the nature of scale of its activities, it may confidently be expected to have such a turnover in the current year, subject its accounts of audit by the University's auditors (or other auditors approved in advance by the Proctors). Accounts are to be ready for audit within 4 months after the year-end and the costs of the audit shall be borne by the Club.

**d) The Safety and Equipment Officer's responsibilities include, but are not limited to:**

- i. Ensuring that all equipment is serviced regularly.
- ii. Getting equipment repaired when necessary.

- iii. Ensuring that all equipment is always in good condition.
  - iv. Ordering new equipment, when asked to do so by the club President.
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- e) Other duties can be added to all the positions if agreed by the club committee and the club members.
  - f) The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election. The members of the Club shall not appoint several individuals to jointly hold any of the Offices, nor allow any individual to hold more than one Office at a time. The Director of Sport shall be the Senior Member ex-officio.
  - g) If during the period between the annual elections to Offices and vacancies occur amongst the members of the Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.
  - h) Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Clubs bank accounts, building society accounts, or other financial affairs.

## 8. Club captains

- a) There will also be both a men's and a women's captain, who will attend their respective Blues Committee meetings or organise alternative representation.
- b) The President will fill the position for their sex and will choose the Captain for the opposite sex from among the other members of the Club.

## 9. Meetings

- a) An annual general meeting will be held at the end of Hilary term. At which the new committee will be decided. The club members must be given at least one weeks notice of the AGM.
- b) The Club President must call regular general meetings a minimum of 3 days notice is required.
- c) Committee meetings are required to discuss all club matters. All club members must have access to copies of the minutes accompanying these meetings.
- d) At least one general meeting must be called every term.

## 10. Voting

- a) This will take place for the election of committee members, and any issue that the club deems important.
- b) Only full club members are entitled to vote. Unofficial members are not entitled to vote.
- c) Voting must take place in person at any club meeting.

## 11. Changes to the club constitution

- a) The constitution may be amended at any general meeting. Any amendment must have a proposer and seconder and will only be enforced if it is supported by two thirds of members present.
- b) Any minor amendments to the constitution require the amendments to be initialled by two officials.
- c) Any major amendments require a new constitution to be signed by all committee members.

## 12. Club complaints procedure

- a) This procedure has been created to allow club members to raise complaints about issues which may include, but are not restricted to, the following:
  - i. The safety of the club.
  - ii. The safety of club activities.
  - iii. Poor standards of instruction or leadership.
  - iv. The standard of equipment used for club activities.
  - v. Poor club administration.
  - vi. The lack of suitable facilities for their level of participation.
  - vii. Disregard to the equal opportunities policy.
- b) Complaints about safety which require immediate attention or rectification should be addressed to the current coach who must endeavour to resolve the issue.
- c) If the complaint does not require immediate attention or the outcome proved to be unsatisfactory, then a complaint should be made to the Club President as soon as possible. If that complaint isn't resolved within 10 days then a complaint should be made to the Sports Department and its nominated officers.

## 13. Yearly Trampoline Repairs



- a) Annually £200 will be removed from the Club's main account by standing order and put into a separate account created for the specific purpose of holding money for trampoline repairs. The money required for the repairs will be taken from this account, and any money not used is to be left there for future years when more expensive and less frequently occurring repairs might need to be made. This is the system agreed upon between OUTC and the University Sports Federation in Michaelmas term of 2005.

#### 14. University Sports Federation Commitments

- a) The club will operate in accordance with the sports federation's rules, and will send representatives to all necessary meetings, for example Captains meeting and Blues Committee meetings.
- b) Two club officials (preferably Club President and Equipment Officer) will meet with the safety officer once per year, usually at the beginning of Michaelmas term.

#### 15. Discipline

- a) The club shall at all times be governed by the regulations for University clubs then in force, as set out at that time in the proctor's memorandum.

#### 16. Indemnity

- a) So far as may be permitted by law, every member of the Committee and every officer of the Club shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Club and in which judgment is given in his or her favor (or otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.
- b) So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee or Officer of the Club insurance cover against liability which by virtue or any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Club and against all costs charges, losses and expenses and liabilities incurred by him or her and for which he or she is entitled to be indemnified by the Club.

## 17. Dissolution

- a) The Club may be dissolved at any time by the approving votes of the two-thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without need for any resolution of the members) by means of not less than thirty days notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.
- b) In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to, or at the direction of the University.

