Dublin University Trampoline Club Constitution

1. Introduction

This document is the Dublin University Trampoline Club Constitution. It contains the rules, regulations and guidelines for the safe and fair operation of the Club.

Throughout the document, “the Club” refers to Dublin University Trampoline Club, “the University” refers to The University of Dublin, Trinity College, and “the Committee” refers to the group of members elected at a General Meeting (GM) for the purposes of running the Club.

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3. Name of the Club

1. The name of the Club is Dublin University Trampoline Club, henceforward referred to as “the Club.”

4. Aims of the Club

1. To develop the sport of trampolining within the University and in Ireland, with a view to producing a high standard of competitors for trampoline competitions.

2. To facilitate and promote trampolining and related activities in a safe and fun environment.
3. To facilitate members of the Club in achieving their trampolining related goals.

5. The Members

1. Eligibility
    1. Current staff, students, and graduates of the University are eligible for annual membership of the Club.
    2. Other persons may join the Club by arrangement with the Committee and may be considered annual members for the purposes of this constitution based on the circumstances set out below.
    3. For a person who is not a current student, staff member, or graduate of the University to be eligible for annual membership, they must meet the following criteria:

        1) Be over 18 when their membership begins.

        2) Not be affiliated with any other university trampoline club.

        3) Be enthusiastic about contributing to the Club in some capacity, be that in

        the form of training, coaching, or competing. Note that the point of annual

        membership is to provide an opportunity to contribute to the Club.

If a person who is not a current student, staff member, or graduate of the University wishes to join the Club, they may make a request to join. The Committee will then vote at the next committee meeting as to whether or not this person meets the criteria. A simple majority is needed in order for this vote to pass. Annual members who join in this way must pay the annual Club membership fee.

2. Joining
    1. Persons eligible for annual membership may join the Club on payment (directly or indirectly) to the Club of the appropriate membership fee, which is non-refundable.
    2. The membership fee is set at the discretion of the Committee within the constraints set by DUCAC. Membership fees are fixed for the period of membership.
    3. On payment of the appropriate membership fee, the new member will have their name recorded and will be issued with a receipt and membership card, which may be digital.
3. Duration
    1. Annual membership is valid from time of registering until the beginning of the following academic year.
4. Conduct
    1. The members are expected to conduct themselves in a safe manner while trampolining and abide by the instructions of the coaches. The members are responsible for their own conduct at all times.

2. The member represents the University while participating in competitions, courses, training sessions and other trampolining events. As such they should conduct themselves in a manner which does not bring the University, the Club, or the members of the Club into disrepute.

5. Disciplinary measures

    1. The Committee may impose disciplinary measures on a member for reasons including but not limited to:

        - Repeated disregard of safety precautions
        - Repeated failure to follow the directions of a coach
        - Behaviour deemed to bring the University or Club into disrepute
        - Failure to resolve debts to the Club in a timely fashion or to the satisfaction of the treasurer

    2. Disciplinary measures may include:

        - Temporary suspension from club activities, including training sessions, events and trips.
        - Expulsion from the Club. This should only be considered in extremely serious cases of indiscipline.

6. Annual members of the Club may attend all training sessions, courses, competitions and other events organised or entered into by the Club.

7. Annual members are entitled to one vote on any issue arising at any General Meeting of the Club.

8. All members will be treated equally and given equal opportunities, and the Club will adhere to college guidelines on any matters arising in relation to member equality. Any complaints should be brought to the attention of the Committee and/or DUCAC.

9. Honorary President

    1. One honorary membership will be awarded each year in recognition of a person's contribution to the Club. The recipient will receive the title "Honorary President".

    2. The nominee is not required to be eligible for ordinary membership as described in 5.1, but will be entitled to one vote at General Meetings if they are not already considered an annual member.

    3. Nominations must be submitted by e-mail or in writing to the secretary or by a non-anonymous online form before the commencement of the GM. The nomination must be accompanied by a written explanation of the reasons for the nomination which shall be read out by the chairperson. The honorary membership will then be awarded using the system described in Section 6.5.

    4. The honorary membership and title will be held from the first day of the Michaelmas term following the GM until the day preceding the first day of the following Michaelmas term.

6. Committee

1. The core positions of the Club are:

    - Captain

- Secretary
- Treasurer
- Head Coach
- Assistant Head Coach
- Competitions Officer
- Entertainments and Fundraising Officer
- Club Rep and Assistant Fundraising Officer
- Webmaster

2. Additional positions may be created as deemed necessary for the smooth and efficient functioning of the Club. Additional posts are created on the majority vote of the members at a General Meeting. The duties of the new Committee post must be outlined at the GM. As such, this Committee position will be deemed provisional and will only last until the end of the term of office of the Committee. The position may only be made permanent by way of constitutional amendment at a GM.

3. The purpose of the Committee is to carry out the aims of the Club. The duties of the Committee are as per DUCAC's guidelines on the issue and as set out in Appendix A of this constitution: Duties of the Committee Members.

4. Any current annual member of the Club is eligible to stand for any position on the Committee (with the exception of the position of Head Coach and Assistant Head Coach), provided they are a student or staff member of the University and have been nominated and seconded by two other current annual members of the Club.

   In order to be eligible to stand for the position of Head Coach, members must hold a minimum of a Level 2 Gymnastics Ireland, Level 2 British Gymnastics trampoline or equivalent coaching qualification, or intend to have this qualification by the following Michaelmas term. In exceptional circumstances, where there is a candidate with a Level 1 Gymnastics Ireland (or equivalent) trampoline qualification who is unable to take a Level 2 coaching course, they may hold the position with the endorsement of a coach holding a Level 2 Gymnastics Ireland (or equivalent) trampoline qualification.

   In order to be eligible to stand for the position of Assistant Head Coach, members must hold a minimum of a Level 1 Gymnastics Ireland, Level 1 British Gymnastics or equivalent trampoline coaching qualification or intend to have this qualification by the following Michaelmas term. If the successful candidate has yet to obtain the relevant qualification, in order for their appointment to be valid, they must obtain the relevant qualification by the commencement of Michaelmas term, otherwise a reelection must be held at an Emergency General Meeting.

5. Nominees are elected to the Committee on the basis of the number of votes secured from eligible voters at the GM. The electoral system used shall be Proportional Representation, Single Transferable Vote, with the inclusion of an additional candidate on all ballot papers. This candidate shall be called 'RON' (Re-open Nominations) and, should this candidate be deemed elected, no candidate shall be elected to the position and nominations shall be reopened. Voting shall be by secret ballot.

6. The term of office of the Committee shall run from 1st July following the Annual General Meeting to 30th June of the following year. A newly elected Committee member may take up office prior to this date, or

exceptionally after it, but no later than the first day of Michaelmas term of that year, provided this is mutually agreed between themselves and the outgoing Committee member for that position.

7. Written notification must be given to the captain in the event of the resignation of a Committee member. In the event of the resignation of a Committee member, a General Meeting will be held at the earliest convenience in order to elect a replacement.

7. Welfare Policy

The Club is committed to the welfare of its members. The Club firmly believes that member well-being is of utmost importance, and is committed to supporting an ethical and safe environment for all members, free from discrimination of any kind, bullying and harrassment. All members are expected to adhere to the Welfare Policy, to maintain a high degree of respect and civility in the community and to participate in creating a positive environment. The Policy applies to all members engaged in activities relating to the Club in all locations and situations, including:

- The University campus, buildings/centres in all locations.
- The campus of any other University or other place where members are representing the Club.
- At events such as sporting events, social events or trips which are related to the Club.
- Written, email, and telephone communications, use of the internet, and social media in relation to any Club related activity.

All members of the Club community share the responsibility for ensuring an environment that protects the dignity and respect of its members. It is not the intention of these guidelines to prevent normal good-humoured banter between members. However, care needs to be taken not to cross the line into unacceptable behaviour, which is offensive, abusive, intimidating, malicious, or insulting. In any case, such behaviour should stop immediately when anyone indicates it is unacceptable.

Individual members also have a responsibility to help to ensure that unacceptable behaviour does not continue unchecked or unreported. Individual responsibility includes awareness of one's own behaviour and its potential effects on others.

Breaches of the Policy may constitute grounds for invoking disciplinary measures (section 5.5).

Discrimination and Harrassment:

Discrimination on any of the nine equality grounds, harassment, sexual harassment, bullying, or intimidation will not be tolerated by the Club.

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, which could reasonably be regarded as undermining the individual's right to dignity and respect.

Examples of Bullying

- **Verbal:** personal insults, demeaning remarks, humiliation in front of others, ridicule, persistent identification of one person 'as a joke', threats.
- **Non-verbal or indirect:** exclusion, hostile attitude, spreading malicious rumours.

- **Abuse of power:** excessive criticism, withholding essential information.
- **Physical:** aggressive behaviour, physical intimidation, unwelcome physical contact up to and including assault.

Sexual harassment includes acts of physical intimacy, or requests for sexual favours or any act or conduct by a harasser, including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is unwelcome to the recipient and could reasonably be regarded as sexually offensive, humiliating or intimidating to the recipient. The unwanted nature of sexual harassment distinguishes it from flirtatious or sexual behaviour, which is entered into freely and mutually.

Examples of Sexual Harassment

- **Verbal:** unwelcome sexual advances, suggestive jokes and innuendo, requests for sexual favours, threats.
- **Non-verbal or indirect:** sexually suggestive pictures or written material, leering or gestures; spreading rumours about a person's sexual behaviour or orientation.
- **Electronic:** sexually suggestive messages or images transmitted by computer/electronic means.
- **Physical:** unwelcome physical contact, up to and including assault.

Racial harassment, which is harassment on the grounds of race, including national or ethnic origins, is defined as unwanted or unwelcome conduct, or incitement to such conduct, based on a person's race, which is offensive to the recipient and which might threaten a person's security or create a stressful, hostile or intimidating work or study environment.

Examples of Racial Harassment

- **Verbal:** offensive jokes or remarks about a person's race or ethnic origin (including membership of the travelling community), ridicule or assumptions based on racial stereotypes.
- **Non-verbal or indirect:** exclusion, hostile or demeaning attitudes, spreading malicious rumours.
- **Visual:** production, display or circulation of materials offensive to particular racial or ethnic groups, such as cartoons or racial propaganda.
- **Physical:** physical assault, threats of physical assault.

Other Forms of Harassment

Any act or conduct by a harasser is considered to be harassment if it is unwelcome to the recipient and could reasonably be seen as offensive, humiliating or intimidating to the recipient, in relation to one or more of the following characteristics of the recipient: gender; civil or family status; sexual orientation; religion; age; disability and membership of the Traveller community. It should be noted that such behaviour may be destructive and is unacceptable.

Any concerns or complaints regarding a member's personal welfare, or that of another member, should be brought to the attention of the Welfare Officer.

Welfare Officer

1. The Welfare Officer is a member of the Club selected by the Committee, during the first four weeks of Michaelmas Term, by the steps outlined below to uphold the Welfare Policy. During this selection process, an Interim Welfare Officer, selected by the Committee and previous Welfare Officer, will oversee these duties.

2. The duties of the Welfare Officer are outlined in Appendix B: Duties of the Welfare Officer.

3. The role is not a committee position and should not be held by a current member of Committee, so as to prevent any conflicts of interest in a case where a member may have a concern regarding a member of committee. For similar reasons, the role may not be held by a member known to have a conflict of interest with a club member that would bias them in their decision making. Furthermore, the Welfare Office should be a friendly, familiar face within the Club for all members to turn to.

4. Though the Welfare Officer is not a committee member, it is the duty of the Committee as a whole to ensure the Club has a welfare officer. The Welfare Officer and Secretary must ensure that a Welfare Protocol document is maintained and updated regularly, including appropriate guidance and contact details. This document must be made available to all Club members.

5. The procedure for selection of the Welfare Officer is as follows:

    - Once nominations have opened by form, any member may nominate any other member for the position but may not nominate themselves.

    - The nominations will be published and then any member receiving two nominations (and would like the role) will be asked to send a short statement to the Club outlining their reasons for running. During this period any member will also be provided with the opportunity to anonymously raise concerns about any of the nominated candidates.

    - The Committee will then, by vote, select the Officer from these candidates or choose to re-open nominations if they feel none of the candidates are appropriate.

    - Should a Welfare Officer not be elected, nominations shall be reopened.

Policy Review

The policy will be subject to continuous assessment and evaluation, and should be reviewed as appropriate.

Sources of Help

- **Students' Union Welfare Officer:** welfare@tcdsu.org, 01-646-8437
- **President of the Graduate Students' Union:** president@gsu.tcd.ie, 01-896-1169
- **Senior Tutor's Office:** 01-896-2551
- **Student Counselling Service:** 01-896-1407
- **Equality Officer:** equality@tcd.ie, tcd.ie/equality
- **University Chaplains:** 01-896-(1901/1260/1402/1417)
- **University Health Service:** 01-896-1556

- **Please Talk:** pleasetalk.ie – and click on the TCD link. This includes information on Student-to-Student (S2S).

8. Meetings

1. The Annual General Meeting is held in April or May.
2. The Captain may call an Emergency General Meeting at any time, provided sufficient notice can be given to members as described in 8.4.
3. All members are entitled to attend General Meetings. Other persons may attend by invitation of the Committee, but shall not be considered members for the purposes of quorum or voting.
4. The Secretary must give notice of at least 14 days in advance of all meetings by way of email and by other media channels as appropriate.
5. Annual members are entitled to submit items for general discussion or items relating to club policy for inclusion on the agenda.
6. The Chairperson will be elected at the start of the meeting.
7. Voting will be by show of hands unless a secret ballot is requested, except for during the election of Committee as noted in 6.5. A simple majority is sufficient to carry a motion.
8. In the event of a tied vote, the Chairperson of the meeting holds the casting vote.
9. Quorum for a General Meeting will be proportional to the number of members registered as annual members of the Club at the time of the GM. Quorum must consist of both Committee and non-Committee members. Quorum required is outlined in the table below:

Number of members in the Club	**Quorum**
Less than or equal to 100	10
Greater than 100	15

10. Only annual members of the Club may vote at a General Meeting.

9. Coaching

1. At least one qualified Trampoline Coach with a minimum of a Level 2 Gymnastics Ireland, Level 2 British Gymnastics or equivalent qualification, or the Head Coach, or the Assistant Head Coach, or one Level 1 Trampoline Coach (holding a Level 1 Gymnastics Ireland, Level 1 British Gymnastics or equivalent qualification) with the prior approval of the Head Coach, must be present at each training session.
2. The trampolines may not be set out without the presence of a coach and training cannot commence until the coaches present are satisfied that each participant is sufficiently warmed up. Club equipment may not be used without the permission of the Committee.

3. The Head Coach, or most highly qualified coach at the session is responsible for checking the safety of the trampolines before use and ensuring the safety of the participants during the session.

4. Coaches are responsible for their own personal liability insurance.

5. As the most qualified Coach present holds legal responsibility for all training sessions their instructions must be followed

6. Paid coaching work (eg. Summer Camps, Birthday Parties etc.) is sent to the Club through DUCAC and Trinity Sport. The Head Coach, in conjunction with the Captain and Assistant Head Coach, is responsible for determining the availability and suitability of coaches, and for selecting coaches for these sessions. If multiple coaches are available, positions will be allocated according to criteria established by the aforementioned Committee members at the beginning of their term.

10. Changes to the Constitution

1. Additions, deletions or modifications to the Constitution or Appendices can only be made in accordance with the vote of a majority of the members at a General Meeting, provided the meeting is quorate.

2. All proposed amendments to the Constitution must be submitted by way of email to the Secretary at least 7 days in advance of the General Meeting.

This document was passed as the constitution of Dublin University Trampoline Club at the Annual General Meeting on 28th April 2004.
Signed by the Committee members for 2003-2004

This document was amended at the Annual General Meeting on 11th May 2005.
Signed by the Committee members for 2004-2005

This document was amended at the Annual General Meeting on 19th April 2006.
Signed by the Committee members for 2005-2006

This document was amended at the Annual General Meeting on 25th April 2007.
Signed by the Committee members for 2006-2007

This document was amended at the Annual General Meeting on 1st May 2008.
Signed by the Committee members for 2007-2008

This document was amended at the Annual General Meeting on 1st May 2009.
Signed by the Committee members for 2008-2009

This document was amended at the Annual General Meeting on 1st May 2010.
Signed by the Committee members for 2009-2010

This document was amended at the Annual General Meeting on 12th April 2016.
Signed by the Committee members for 2015-2016

This document was amended at the Annual General Meeting on 11th April 2017.
Signed by the Committee members for 2016-2017

This document was amended at the Annual General Meeting on 11th April 2018.
Signed by the Committee members for 2017-2018

This document was amended at the Annual General Meeting on 9th April 2019.
Signed by the Committee members for 2018-2019

This document was amended at an Emergency General Meeting on 16th April 2021.
Signed by the Committee members for 2020-2021

This document was amended at the Annual General Meeting on 7th May 2021.
Signed by the Committee members for 2020-2021

This document was amended at an Emergency General Meeting on 1st November 2021.
Signed by the Committee members for 2021-2022

This document was amended at the Annual General Meeting on 23rd of April 2024.
Signed by the Committee members for 2023-2024

This document was amended at the Annual General Meeting on 28th of April 2025.
Signed by the Committee members for 2024-2025

APPENDIX A: Duties of the Committee Members

Captain

- In charge of all club activities
- Ensures each Committee member completes allocated tasks and assists them where necessary
- Allocates additional tasks as necessary
- Co-ordinates and organises objectives of the Club
- Liaises with other trampoline clubs in a friendly and effective manner
- Organises regular Committee meetings and larger General Meetings throughout year
- Encourages and supports all Club members in achieving their trampolining goals, whether at a competitive or recreational level
- Liaises with DUCAC in various capacities
- Attends (sometimes random) meetings and events with other club captains
- Co-ordinates the repair of and/or purchase of equipment as needed, in consultation with the Head Coach
- Promotes and organises the Club to attend competitions
- Nominates members for awards where appropriate
- Ensures well-being of the Club and members: in short, cares for the Club and its future

Diligence, organisation and care are key here, as the position requires a huge level of overall commitment. The candidate must be 100% involved with the Club, have a genuine care about it, and desire to improve it. They must be continuously aware of all Club activities and should be present, where possible, at all events. They should also have a good ability to communicate and work with people, and preferably have held a Committee position prior to this. In particular, a good relationship with the Club secretary is required, as you will work closely together and should support each other throughout the year. Above all, the candidate must be a leader.

Secretary

- Takes charge of administrative duties of the Club and ensures all members are informed of what is going on at all times.
- Maintains all Club records and correspondence for the year and ensures all appropriate information is kept and passed on from year to year.
- Coordinates with the webmaster regarding the content of the Club website and publication of Club activities/news as appropriate.
- Takes minutes at meetings and produces reports as appropriate.
- Assists the Captain in DUCAC liaisons/events.

- Works with the Competitions Officer to promote and organise the Club to attend competitions.
- Keeps a record of all competition results and other Club activities and submits this to the website.

The secretary is both the workhorse and heart of the Club, with paperwork and correspondence to be handled throughout the year. A good secretary will know what is going on within the Club and upcoming in the year at all times, and should be prepared to assist and support the Captain throughout the year. Organisation, communication and commitment are vital if the candidate wishes to tackle this role successfully.

Treasurer

- Completes grant application
- Projects budget for year
- Ensures expenditure not exceeding projections
- Oversees all transactions
- Maintains and improves system of records
- Collects all receipts and transactions in the cashbook
- Collects all money owed to the Club by members and by DUCAC
- Is aware of the Club's monetary status at all times

Organisation and good record keeping is vital here, as the candidate will be in charge of large amounts of money. Experience in accounting is a plus but not essential.

Head Coach

- Responsible for organising a coaching rota and ensuring the presence of sufficient coaches at each session
- Acts as the Club Safety Officer, as per DUCAC's requirements, and amends and updates the Club Risk Assessment where necessary
- Responsible for organising and ensuring all Club equipment is properly and safely maintained
- Devises and upholds proper safety procedures for all Club activities
- Organises extra sessions when necessary
- Takes charge of the running of squad training sessions.
- Ensures all other coaches are capable and informed
- Co-ordinates the mentoring of new coaches and existing coaches in order to maintain and increase their skill levels, including identifying head coach candidates and mentoring them accordingly.

- Organises and is aware of coaching courses, and decides who is eligible to take them, in conjunction with the Assistant Head Coach
- Ensures wellbeing of all coaches i.e. time and coaching for themselves
- Selects teams for competitions in consultation with the other Club coaches and judges
- Maintains good working relationship with other clubs and Sports Centre staff
- If no candidate is able to reach the criteria to run for Head Coach, the current Head Coach may propose a suitable candidate, who intends to get a coaching qualification in the coming year.

Communication skills are very important in this role. Ability to lead or flair for coaching is also desirable, if not mandatory. It is up to the candidate to provide as many extra sessions as realistically possible too, so having free time is a benefit when taking this role.

Assistant Head Coach

- Act as a liaison between external bodies regarding competition matters.
- Facilitate members' communication with GI or other clubs where needed.
- Organises and is aware of coaching/judging courses, and decides who is eligible to take them, in conjunction with the Head Coach
- Ensures well-being of all coaches i.e. time and coaching for themselves.
- Liaises with DUCAC/Trinity Sport/Sports Centre Staff/Other Clubs/Others on matters of non-Club coaching.
- Assists the Head Coach in all duties (as above).
- Support the running of Squad Training sessions.

Flair for coaching is desirable, if not mandatory. Candidate must be a qualified trampoline coach, or intend to have this qualification by the following Michaelmas term in order to be eligible to stand for the position of Assistant Head coach. Communication skills are very important. Perseverance, Persistence and Patience are also key skills in dealing with Gymnastics Ireland.

Competitions Officer

- Organise and make known all accommodation and other competition related details for competitions.
- Liaise with the Captain for organisation and running of competitions within the college.
- Actively communicate with other colleges regarding competitions throughout the year.
- Takes names, levels, and any other details required for competition entry.
- Work with the Secretary to promote and organise the Club to attend competitions.

- Compiles competition calendar for the year, including all details on each competition.

As well as the above duties the Competitions Officer should be generally available to help with Club organisation during a competition weekend. This includes assisting the Entertainments and Fundraising Officer with promoting competition social events, assisting the captain and coaches with ensuring members are ready to compete at the right time and other general organisation throughout the weekend.

The competition officer's main job is to organise the attendance of the Club at the many competitions throughout the year. They will be responsible for ensuring that the necessary accommodation is booked.

Attention to detail, care, persistence and an ability to work on one's own initiative are skills needed to make this role a success. Inventiveness and communication skills would be very beneficial when it comes to making arrangements and bookings, as price can be the deciding factor on competition attendance.

Entertainments and Fundraising Officer

- Organises regular social outings and fundraising events
- Organises fresher events early in first college term
- Liaises with other trampoline clubs as well as other TCD sports clubs if necessary
- Regularly promotes Club events (posters, announcements, email, website, local media...)
- Submits articles to newspapers (TCD and national)
- Actively seeks sponsorship, both long term and for events

Work is on your own time and initiative; you will get out what you put in. It is important to be strongly motivated and determined in getting events up and running. A sense of fun and humour is also desirable in this role. An ability to work on your own initiative and dogged determination are paramount in gaining any form of sponsorship. Good communication and organisational skills are also important in this role.

Club Representative, Assistant Fundraising and Inclusion Officer

- Responsible for ensuring well-being of all members, but particularly new members
- Makes new members feel welcome, introduces them to Committee members, coaches/assistant coaches and other members
- Ensures the club is accessible to all students wishing to join
- Support and promote equal opportunities for students with disabilities, including aiding with registration and training. Liaises about coaching provisions and sourcing accessible equipment
- Enhance the recognition and promotion of quality inclusive practices across your club
- Assist Trinity Sport with key campaigns such as Disability, Mental Health, Women in Sport, and LGBTQ+ athletes in sport

- Facilitated training workshops for your club members as directed by DUCAC
- Promote the use of inclusive language and media for your club
- Run participation programmes, taster sessions and events throughout the year to encourage participation
- Ensures that coaches are informed of any new members who have never been on a trampoline before
- Informs new members of the Club training times, and any competitions or social events that are coming up
- Encourages members to take part in the social side of the Club
- Ensures all members are brought through their warm up stretches as they arrive
- Makes sure, in conjunction with the Head Coach and Assistant head Coach, that all new members know how to set up and put away the trampolines and are aware of the safety rules of the Club, particularly in relation to spotting, and have signed to that effect.
- Makes new members aware of the routine of the session (setting up, stretching, warm up go, etc.) and of trampolining dos and don'ts (bed hopping, rotation of goes etc.) and explains any unfamiliar terms to them
- Ensures all first time competitors are aware of what to expect from a competition
- Organises Club clothing, merchandise for resale
- Organises the Club Colours award and keeps a record of criteria achieved by recipients from year to year.
- Assists the Entertainments and Fundraising Officer in their fundraising role.

The Club Rep should be an approachable friendly face and someone you would go to if you had any questions or problems. Good communication skills are essential and the ability to remember people's names is a plus.

Webmaster

- Is responsible for maintenance of the Club's online presence, including various social media channels and the Club website.
- Regularly updates site
- Looks to expand site with relevant material and ideas
- Coordinates style, theme and content of site with the captain, secretary and rest of Committee

The website should be the face of the Club, a hub for communication & information, a way of furthering the Club & raising its profile, and an online community. As such it is an extremely valuable asset to the Club. Obviously a very high level of ability and competence is needed in the candidate. The site should be checked regularly and updated when required. A flair for and love of web design, an eye for creating community and a desire to improve the site is highly desirable too.

APPENDIX B: Duties of the Welfare Officer

The Welfare Officer is expected to:

- Undertake a Level 1 Sport Ireland safeguarding course, unless this course has been completed within the previous two years (e.g. if the Welfare Officer has completed the course in order to become a coach.) The cost of this course will be covered by the club.
- Keep up to date with information regarding college and local mental health and financial support services, and to be able to help someone who hopes to apply to or attend these services.
- Familiarise themselves with the club's welfare policy.
- Keep up to date with college welfare weeks such as empowerment week, rainbow week, and mental health week.

The duties of the Welfare Officer are as follows:

- To be visible and approachable.
- To create a Welfare pack for competitions/club trips outlining supports available within and outside the club as well as emergency information that may be required (eg UK emergency services number)
- To ensure coaches and committee members perform their roles in a way that protects the welfare of club members.
- To liase with the club rep in order to stay up to date with club members, and ensure club members feel welcome and recognised.
- If approached by a club member, make reasonable attempts to diffuse a situation where there is conflict.
- To work with a committee-nominated second welfare officer in order to ensure that, at all events (including competitions and socials), reasonably expectable measures are taken to ensure club members feel safe. This could include:
    - Dealing (in so far as is possible) with issues presented to them from club members, such as not knowing how to deal with a drunk friend.
    - Ensuring meals out, pre drinks etc. are inclusive of newer members so they don't feel lost/left out in a new setting.
    - Working with the competitions officer to make sure members know where they're going on nights out, the address of the hotel/hostel they're staying in and have the contact details of the relevant committee/welfare members so if someone gets lost they have the information needed to get back to the club.
- To maintain and respond to emails to their DUTCWelfare email account.
- To delete the DUTCWelfare email account at the end of the year, only retaining data that is important, with the consent of the involved party.
- The Welfare Officer will also be encouraged to recommend up to three candidates at the end of the year who could potentially act as the Welfare officer for the following year.
- To recognise the scope of their role and acknowledge that most major issues should be immediately referred to one of the college or local professional services.

The Welfare Officer should note that they are *not* expected to be *proactive* in the majority of cases. Unless there is something that cannot be ignored, it is safer for all parties if the Welfare Officer waits until a situation is brought to them.

In the event that these duties affect the Welfare Officer to an extent that their own welfare is endangered, the Welfare Officer may take a temporary hiatus. Another person will be selected to operate as Welfare Officer during this hiatus.

Written notification must be given to the captain in the event of the resignation of a Welfare Officer. In the event of the resignation of a Welfare Officer, a new Welfare Officer shall be elected as outlined in the Welfare Policy.

APPENDIX C: Selecting a Welfare Officer

Once the nominations for Welfare Officer have been shortlisted and personal statements have been provided outlining why the person should be the Welfare Officer, the committee should consider the following points when selecting the Welfare Officer. The ideal candidate would meet the criteria outlined below, however, in the case that no candidate meets these criteria, the committee should use best judgement.

The Welfare Officer should:

- Be over 18 years old, preferably someone who has had experience in college/being away from home.
- Be a registered Trinity College Dublin student, however this is not necessary if the candidate is best suited otherwise.
- Be committed to the club and attend training and events regularly.
- Be approachable, friendly and be eager to carry out the duties of Welfare Officer.
- Have previous experience in a similar position, such as S2S or peer mentoring is preferable.
- Be comfortable having conversations that may contain personal or emotional details.
- Be able to remain or appear calm during stressful situations. The ability to react quickly and calmly and to have the confidence to take action in situations is important.
- Be able to remain impartial and confidential as needed.
- Be able to recognise when their relationship (positive or negative) may impact their ability to respond to situations appropriately.
- Have self awareness, and be able to recognise when they need to take a step back and ask for help. Ideally have experience navigating college welfare and support systems.
- Not have any history of physical, emotional or sexual aggression or discrimination.
- They should not be prone to outbursts.
- Be able to recognise the scope of their role and acknowledge that most major issues should be immediately referred to college or local professional services. Not have a previous, unresolved issue that has been recorded in previous Welfare Officer complaints.
- Be Garda vetted and be willing to complete safeguarding training.

It is important to consider if a candidate has previously handled high stress situations poorly, or if in doing so they jeopardised their own welfare.

It would be beneficial for the Welfare Officer to have someone that they can offload any feelings they have about issues that come up (while maintaining confidentiality).

Candidates who have a record of taking on too much responsibility should be informed and reminded that it is not the duty of the Welfare Officer to resolve personal crises, rather it is their duty to ensure that the person in crisis gets the aid they need from the relevant source.

APPENDIX D: Removal of the Welfare Officer

Immediate removal of a Welfare Officer can occur in cases of gross misconduct as decided unanimously by the Committee.

Removal Process:

- The process should be completed, with a decision made within 2 weeks.
- An anonymous google form should be made available for anyone to bring up any issues they may have with the Welfare Officer.
- Upon receiving a complaint, an investigation will be conducted by the Committee, with immediate suspension of the Welfare Officer.
- A temporary replacement will be selected by the Committee similar to selection of the interim Welfare Officer.
- The captain will select 2 committee members to conduct the investigation.
- The complaint and committee members chosen to investigate it will be documented in the minutes as “A welfare issue has been raised, and *Person A* and *Person B* have been appointed to investigate it”.
- Following the investigation, findings will be presented to the Committee.
- Whether to remove the Welfare Officer or not will be decided unanimously by the Committee, following discussion of the case presented by the committee members selected to investigate. Should ≥ 75% of the committee* vote to remove the Welfare Officer but a unanimous decision cannot be reached, the TCDSU Welfare Officer will be consulted. *Where 75% is rounded up to the next whole number.
- All members of the Committee are required to declare any potential conflicts of interest and recuse themselves from voting should they feel they are unable to act impartially.
- At the end of the investigation a written report with a conclusion will be completed. This will not name the Welfare Officer. It will include the date, the names of investigators and their respective committee positions, a brief description of the issue and the decision made by the Committee.

If something arises at an event where not all committee members are present, those who are present will make a temporary decision to be approved unanimously at a later date.