**SGSU Cheerleading and Gymnastics Club Constitution**

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**1.0 Name**

* 1. SGSU Cheerleading, competitively known as the “SGUL Firebirds”

**2.0 Aims and objectives**

2.1 The aim of the club shall be to practice cheerleading and gymnastics and increase fitness levels. The club will attend at least one competition yearly. The aim shall be achieved by holding try-outs to form a squad, then training at least once a week.

**3.0 Membership**

3.1 Membership of the club will be open to all members of SGSU in accordance with SGSU constitution and policy.

3.2 Members of the Club shall act in accordance with SGSU Constitution and Policy.

**4.0 Subscriptions and finance**

4.1 A membership fee is required from all club members. The committee shall determine this fee and are responsible for its collection.

4.2 The club’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.

4.3 The final instalment of the subscription fee should be paid prior to the final competition. Any exemptions will be subject to committee approval

**5.0 Club/Society officials**

5.1 An elected committee will conduct the running of the club.

5.2 The committee shall ensure that the club abides by this Constitution.

5.3 The committee will serve for one academic year.

5.4 The committee will consist of the following officers who shall be members of SGSU:

* President
* Treasurer
* Secretary
* Two Social Secretaries
* Tour secretary
* Fitness and Tumble Secretary
* Cheerleading Coach
* Assistant Cheerleading Coach
* Cheerleading Captain
* Pom Coach
* Pom Captain
* Wellbeing officer
* Merchandise Secretary

**6.0 Duties of Club Officials**

6.1 The President is responsible for:

* Representing the club
* Moving the club forward to reach its full potential
* Finding an External Coach and communicating with them when needed
* Organising try-outs and forming the squad with the help of the Coach and External Coach
* Naming dates for practices and training
* Supporting the Captain and Coaches
* Ordering uniforms and accessories
* Runs social media accounts with the help of Captain
* Training venue planning and booking
* Designing and ordering merchandise for the squad
* Liaise with the committee when organising events such as fundraisers, showcases amongst others
* Liaising with alumni and keeping them informed with current squad activities

6.2 The Treasurer is responsible for:

* Collecting membership money
* Keeping a record of all spending
* Contacting potential sponsors and organising sponsorship
* Applying for grants and funding
* Organising fundraising activities

6.3 The Secretary is responsible for:

* Notifying members of meetings and practice dates by updating the calendar
* Correspondence between any parts of the club
* Booking rooms for committee and general meetings
* Organising and writing minutes for committee meetings and making them accessible to the entire squad
* Updating the Squad’s page on the SU website
* Helping the President with merchandise and uniform (the design and ordering)

6.4 The Social Secretaries are responsible for:

* Organising regular socials, including but not exclusive to a mix of drinking and non-drinking events
* Organising an alumni event
* Notifying members of socials
* Promoting team building
* Polling the squad termly to determine the desired frequency of socials
	1. The Tour Secretary is responsible for:
* Organising and running the tour social event
* Designing and ordering tour merchandise

6.6 The Fitness and Tumbling Secretary is responsible for:

* Running at least a monthly fitness or tumbling session
* Liase with coach to integrate regular fitness and tumbling into training sessions
* Organise external tumble coaching and visits to external gyms to advance the teams tumbling skills
* Running a warmup and cool down session at all full team practices

6.8 The Cheerleading Coach is responsible for:

* Cheerleading Coach applicants are nominated by the voting members of the squad, prior to the Annual General Meeting, on the premise that each squad member selects 1 possible candidate
* The nominees will then be selected by the outgoing Cheerleading Captain, President, Cheerleading Coach, and External Coach
* Coaching athletes in cheerleading techniques

* Organising try-outs and forming the squad with the help of the President and External Coach
* Preparing the competitive squad for competition
* Planning and leading the competitive training sessions
* Liaising with the President, Cheerleading Captain, and External Coach for advice on routine composition, stunt sections, score sheet information and comments
* Actively asking for feedback and open to receiving constructive criticism to better the routine and/or technique used
* Selecting the competitions for the competitive year with the External Coach, Assistant Cheerleading Coach, President and Cheerleading Captain
* The Cheerleading Coach will not be a member of the competitive routine. However, they are eligible for stunt group competition
* Delegating roles to the Assistant Cheerleading Coach
* The Cheerleading coach can be a member of the competitive pom team

6.9 The Assistant Cheerleading Coach is responsible for:

* Working with the Cheerleading Coach during sessions to prepare the competitive squad for competition
* Assisting with running competitive training sessions
* Liaising with the President, Cheerleading Captain, and External Coach for advice on routine composition, stunt sections, score sheet information and comments
* Attending committee meetings as a committee member
* Responsible for running stunt clinics to offer one to one coaching sessions for those in need
* The coach can be a member of the competitive cheerleading or pom team
* Plan and run regular training sessions for the Varsity team if present, this is up to discretion of try-outs
* Organise showcase and game days for the Varsity team
* Cheerleading Coach applicants are nominated by the voting members of the squad, prior to the Annual General Meeting, on the premise that each squad member selects 1 possible candidate
* The nominees will then be selected by the outgoing Cheerleading Captain, President, Cheerleading Coach, and External Coach

6.10 The Cheerleading Captain is responsible for:

* Cheerleading Captain applicants are nominated by the voting members of the squad, prior to the Annual General Meeting, on the premise that each squad member selects 3 possible candidates
* The most popular 5 are then entered into a pool and selected by the outgoing Cheerleading Captain, President and Cheerleading Coach
* Set mental and emotional tone of the team
* Keep Cheerleading Coach informed about team issues
* Taking on any tasks that the President is unable to do
* Runs social media accounts with the help of President
* Responsible for motivating and encouraging members of the team to reach their full potential
* Being the voice on the floor that boosts morale during training sessions
* Liaising with the Cheerleading Coach to ensure that goals are being met by members of the team
* Liaising with the President to ensure that all equipment, merchandise, uniforms and accessories are ordered within the appropriate time constraints
* Responsible for overseeing varsity cheer and liaising with the assistant coach

6.11 The Pom Coach is responsible for:

* Coaching athletes in pom cheerleading techniques
* Organising try-outs and forming the pom squad with the help of the President
* Preparing the pom squad for competition planning and leading the training sessions
* Liaising with the president for advice on routine composition, score sheet information and comments
* Actively asking for feedback and open to receiving constructive criticism to better the routine and/or technique used
* Selecting the competitions for the competitive year with the president and captains
* The Pom Coach will not be a member of the competitive routine. However, they are eligible for stunt group competition
* Attending committee meetings as a committee member
* The Pom Coach can be a member of the competitive cheerleading team

6.12 The Pom Captain is responsible for:

* Captain applicants are nominated by the voting members of the squad, prior to the Annual General Meeting, on the premise that each squad member selects 3 possible candidates
* The most popular 5 are then entered into a pool and selected by the outgoing Captain, President and Pom Coach
* Set mental and emotional tone of the team
* Keep Coach informed about team issues
* Taking on any tasks that the President is unable to do
* Responsible for motivating and encouraging members of the team to reach their full potential
* Being the voice on the floor that boosts morale during training sessions
* Liaising with the Coach to ensure that goals are being met by members of the team
* Liaising with the President to ensure that all equipment, merchandise, uniforms and accessories are ordered within the appropriate time constraints
* Responsible for overseeing varsity cheer and liaising with the assistant coach

6.13 The Well-being Officer is responsible for:

* To encourage everyone to respond to the SU welfare policy and to be aware of, signpost and guide society members via all correct channels of reporting welfare related- issues during society activities if/when needed
* Refer to the welfare policy and to reach out to the appropriate individual(s)/area(s) for help and support
* Respond to all issues in a manner that is in line with their training provided
* Complete a monthly welfare report to outline how the month has been in the society which will also provide them the opportunity to report any common issues to the SU

6.14 The Merchandise Secretary is responsible for:

* To take a leadership role when designing merchandise and to ensure they liaise with coaches and president. (Review this with team)
* To oversee the payment and shipping of the merchandise
1. **Meetings**
	1. The Club Committee shall meet regularly during term time.
	2. Regular committee meetings are required to discuss all club matters.
	3. Minutes shall be made available to SGSU for ratification.
2. **Voting**
	1. This will take place for the election of officials and any other issue that the club deems of importance.
	2. Only club members are entitled to vote.
	3. The results of any election will be passed on to the Sports/Society Officer and the General Secretary of SGSU at the earliest opportunity.

**9.0 Changes to the Club Constitution**

9.1 Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the club.

9.2 Any changes shall be deemed provisional until passed to the sports/societies officer and the general secretary of SGSU at the earliest opportunity and subsequently ratified.

**10.0** **Club Complaints Procedure**

10.1 Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.

10.2 If any member of the club believes that a committee member is not fulfilling their responsibilities, the committee member may be subject to a formal warning by the rest of the committee. A vote of no confidence may follow if no improvement is made.

**11.0** **SGSU Commitments**

11.1 The club shall adhere to SGSU Constitution and Policy.

**12.0** **Discipline**

12.1 Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.

**13.0** **Declaration**

I declare that the SGSU Cheerleading and Gymnastics Club shall abide by this constitution, drawn up on this 27th day of the 3rd month, 2022.

I declare that this constitution has been ratified by SGSU and the St Georges Cheerleading Club is hereby recognised by SGSU.

SGSU Sports/Societies Officer



Sign print and date

SGSU General Secretary