

Sports council MUSST

Student Sports Associations' Guidebook

2017-2018



Sports Council MUSST

Sports Council MUSST

Maastricht

October 2017

Introduction

You have received the Student Sports Associations' Guidebook of the Maastricht University Student Sports Council MUSST 2017-2018. The information given in this Guidebook is intended for the boards of the Student Sports Associations (SSAs).

The associations' guidebook contains important information for SSA's. We hope that by providing this information to all of you will make it easier to deal with various issues that may arise throughout the year. This Guidebook will provide answers to questions regarding subsidies, events, board grants, PR and sponsoring. Furthermore, we hope that by means of this book you will get a better view of what we as the Sports Council can offer you. Please contact us if any information is missing in this guide or if you come across any mistakes.



Best wishes for a successful year!

Sports Council MUSST

Board 2017-2018

Table of Content

1. SPORTS COUNCIL MUSST	4
1.1 Vision, Mission & Goals	4
1.2 Executive board	5
2. GENERAL BUSINESS	7
3. COLLABORATING PARTIES	9
3.1 UM SPORTS	9
3.2 Student Sports The Netherlands	10
3.3 Sports accommodations	10
3.4 Maastricht Student Council	11
4. SUBSIDIES	12
4.1 Regular Subsidies	13
4.2 Tournament Participation Subsidy	22
4.3 Event Subsidy	25
5. FINANCIAL COMPENSATION (BOARD MONTHS)	28
6. EVENTS	31
6.1 National Student Championships	31
6.2 Large National Student Championships	31
6.3 Kaderdag and Boardweekend	32
6.4 Student Wintersport	32
6.5 Ragweek	33
6.6 Batavierenrace	33
6.7 INKOM	33
6.8 International tournaments	34
7. ORGANIZING A NATIONAL STUDENT CHAMPIONSHIP	35
7.1 Tips and Tricks	35
8. PR EN SPONSORING	37
8.1 PR	37
8.2 Sponsoring	38
9. ANNUAL CALENDER SPORTS COUNCIL MUSST	39
10. APPENDICES	40
10.1 Example of a Materialplan	40
10.2 Example of a Balance	41
10.3 Example of a Budget	43
10.4 Contact details SSA's	44
10.5 Contact details OSSO's	48
10.6 Activity committee (SSAC)	49
10.7 UM SPORTS car	50

1. SPORTS COUNCIL MUSST

Sports Council MUSST (Maastricht University Student Sports Council) is the coordinating body for all Student Sports Associations (SSAs) in Maastricht and protects the interests of students who play sports. The council is governed by students. The main aim for the Sports Council is to promote the practice of sports by students from Maastricht University.

Sports Council MUSST supports SSAs, among other things in providing subsidies to the SSAs and to their members who have an UM SPORTS membership 'Sports'. A Student Sports Association can join Sports Council MUSST when fulfilling the requirements stated in the council's amendment. These requirements are also listed in the chapter subsidies. Besides providing subsidies, the council also stimulates the organization and participation of sport events.

Furthermore, Sports Council MUSST has knowledge of several board issues the SSA's could have to deal with during the year. The MUSST will always be available to help SSA's with problems regarding the SSA or the board.

Members of Students Sports Associations can come to the Sports Council for information regarding registrations and subsidies for any tournament, as well as general information and advice. Non-sports association members in possession of an UM SPORTS membership 'Sports' can also come to the MUSST for this kind of information. However, these non-members can only get subsidies for participating in (Large) National Student Championships.

1.1 – Vision, Mission & Goals

General

In general Sports Council MUSST focuses on:

1. Spreading the Sports culture
2. Professionalizing Board Support
3. Communication and visibility
4. Network-Widening
5. Strengthening the PR and Sponsoring structure
6. Social connection between SSA's (SSAC)

Board 2017-2018

For the upcoming academic year we selected some of above mentioned general goals to focus on. The goals are related closely to each other and determine how we will work together with the SSA's and other partners.

1. Social connection between SSA's by means of the committee SSAC.

We want to focus on the social connection between the associations because multiple associations struggle with the number of active members. We want to do this by organizing social activities for all the associations. Also in this way we can represent student sports in Maastricht in a more positive way.

2. To increase the visibility and the publicity of the MUSST

We want to increase the recognition of the MUSST, so everyone knows what the MUSST is and does. We want to do this by being present at more activities. In this way we hope to represent student sport in Maastricht even better.

If you want to be involved with the MUSST, or you have any ideas for us regarding our goals, or you want to give feedback, feel free to contact us. You can send an email to musst@maastrichtuniversity.nl, call (section 1.2.1) or come by at our office during the office hours (section 1.2.3).

1.2 Executive Board

In this chapter the names and functions of the members of Sports Council MUSST are stated. Sports Council MUSST is a fulltime board.

Name	Function	Tasks
Carlijn Piepers 043-3885342	President	External contact, general policy, Batavierenrace
Isabelle Porskamp 043-3885340	Secretary	General correspondence, information provision to Student Sports Associations, Newsletter, GNSK
Sjoerd van Dijk 043-3885341	Treasurer	Financial policy, regular subsidies, event subsidies, tournament subsidies, GNSK
Janine Van Log- gerenberg 043-3885343	PR & Spon- soring com- missioner	Sponsoring, promotion, INKOM, website, social media, activity-committee (SSAC)

Sports council MUSST

Reaching the MUSST:

By email:

General		musst@maastrichtuniversity.nl
Carlijn	President	musst-vz@maastrichtuniversity.nl
Isabelle	Secretary	musst-sc@maastrichtuniversity.nl
Sjoerd	Treasurer	musst-pm@maastrichtuniversity.nl
Janine	PR & Sponsoring commissioner	musst-pr@maastrichtuniversity.nl

Office hours

Sports Council MUSST's office is located in the University Sports Center (P. Debyeplein 15). During the office hours (12:00 – 16:00 on Monday to Thursday) at least one person of the council will be present. If you want to be sure the person you want to talk to is available, please make an appointment in advance.

2. GENERAL BUSINESS

Electronic Newsletter

The newsletter is the primary way of communication from MUSST to the SSA's. Every other week we will send out a newsletter containing the most relevant information from the council for the Student Sports Associations. It is important to note that this information is valuable; therefore, we recommend that you read these letters carefully. Information intended for a specific Student Sports Association will be sent separately.

Pigeon hole

Student Sports Associations have the possibility to make use of the post address of Sports Council MUSST (PO box 616, 6200 MD Maastricht). All associations have their own pigeon hole in the office of the MUSST (P. Debyeplein 15). The communication between the MUSST and the SSA's will be through their pigeon hole as well. Therefore we advise every SSA to check their pigeon hole on a regular basis. Furthermore, checking your pigeon hole regularly is important as you also receive bills.

Insurances

Maastricht University advises SSA's to get insurance. For your board, a board responsibility insurance and a general responsibility insurance are useful.

SSA's can join the UM insurance for the board responsibility. Costs are 350,- per year. SSA boards can contact Stefan Groenveld for this, um-verzekeringen@maastrichtuniversity.nl.

All activities in the USC have a general responsibility insurance from Maastricht University. Activities at other locations are not included, so SSA's have to arrange this themselves.

BHV training

Every SSA is obliged to provide 'Zorg op Maat' during events. This means that you have to be able to show that you have provided help and care sufficiently to the person.

The SSC contacts the SSA's every year about the First Aid courses. Safety is very important for the SSC, therefore they offer these First Aid courses in cooperation with the UM Library and Cura.

During the course you learn CPR and other, less urgent first aid methods. Most courses are in Dutch, but they will arrange an English course as well. When you sign up for the English course, you will receive an English text book. The course ends with a multiple choice exam.

Sports council MUSST

The course lasts one day (9:00-16:30h), coffee/tea and lunch will be provided.

The SSC will pay for 75% of the First Aid course, you have to pay the other 25% yourself.

The SSC will pay for max 2 persons per SSA.

You are able to come with more than two board members, these will get an advantage on the rate.

Max. Persons per SSA	First Aid course	TOTAL (for 2 participants)	Own contribution (for 2 participants)
2	€ 110,-	€ 220,-	€ 55,-

You will get an email with more information about the First Aid courses in July.

Confidential Advisors

Problems may arise within Student Sports Associations, for this reason there may be the need for a confidential advisor. If you experience any problems, for example in cases of intimidation, aggressive behaviour, systematic target of misplaced jokes or sly digs, or sexual harassment, you can contact this advisor. It is possible to solve such problems within an association, but if desired it is possible for someone in a Student Sports Association to request a confidential advisor.

To consult a confidential advisor in person, you can consult W. Geijen. She is available on appointment:

Bonnefantenstraat 2, room B1.23, tel 0628035033,

E-mail: wendy.geijen@maastrichtuniversity.nl

More information can be found at:

<https://www.maastrichtuniversity.nl/support/during-your-study/confidential-advisor-students>

3. COLLABORATING PARTIES

To achieve our objectives we need to work with external parties. The most important external parties are: UM SPORTS, Student Sports The Netherlands and the Maastricht Student Council.

3.1 UM SPORTS

UM SPORTS is the sports facility of Maastricht University and part of the Student Services Centre (SSC). They organize and facilitate the sports program for students and employees of Maastricht University.

The student sports associations (SSA's) provide the atmosphere and team spirit which makes student sport so unique. UM SPORTS ensures that the SSA's can concentrate on what is important by taking care of the prerequisites like; training facilities and enthusiastic and qualified trainers.

UM SPORTS, the student sports associations and the Sports Council MUSST are inextricably linked. This symbiosis ensures that student sports in Maastricht is performed on a high level, that there is a diversified and reasonably priced program and that doing sports in Maastricht is a positive experience which you can't get anywhere else!

Next to facility and personnel support for SSA's, UM SPORTS also offers a broad sports program for individual athletes. For example, gym, spinning, group lessons, courses and sign up activities like swimming or squash. The UM SPORTS membership Sports, which you need to become a member of a Student Sports Association provides access to a substantial part of the sports program.

The UM SPORTS staff:

Co-ordinator Student Sports Associations and MUSST	Liesbeth Kruisifikx
Co-ordinator Student Sports Associations Umsports-ssa@maastrichtuniversity.nl	Ivanka Smitsmans
Co-ordinator facility management	Ruud van Oijen
UM SPORTS car Umsports-facilities@maastrichtuniversity.nl	Wesley Zegers
Head of department	Birgitte Hendrickx

Sports council MUSST

Head of Marketing and Communication

Head sports technical staff

Co-ordinator Topsport

Netty Bekkers

Sietze de Wijs

Hamish Craig

Contact information UM SPORTS

Phone number: 043-3885311

Email: umsports@maastrichtuniversity.nl

Website: www.maastrichtuniversity.nl/sports

University Sports Centre:

P. Debyeplein 15, 6229 HA Maastricht.

PO Box 616, 6200 MD Maastricht.

3.2 Student Sports The Netherlands

Student Sports The Netherlands (SSN) is the national organization for student sports. SSN is an umbrella organization for all sports councils, and promotes and coordinates student sports interests on the national and international level. Besides this, SSN has a collaboration with Municipal Student Consultation (ISO), which belongs to the largest national organisations promoting interests of student sport. Moreover, Student Sports The Netherlands is joined with the European Coordinating Student Sports Organization (EUSA) and with the International University Sports Federation (FISU), the Worldwide Coordinating Student Sport Organization. Furthermore SSN is the only organisation in The Netherlands who can grant Dutch Student Championships.

Student Sports The Netherlands

Email: info@studentensport.nl

Website: www.studentensport.nl

3.3 Sports accommodations.

Most SSA's who practice indoor sports, use the University Sports Centre. Maastricht Sport (municipality Maastricht) provides most other sport accommodations, where some associations have their practices.

An agreement about training hours and competitions will be made in the contract between UM SPORTS and the SSA.

Sports council MUSST

When an SSA wants to book a municipal sport facility or extra sport accommodation at the USC, it is possible to mail to UM SPORTS for questions and requests. For further information please contact:

For request within the municipality:

Maastricht Sport, 350 4500, info@maastrichtsport.nl

For request *within the UM SPORTS program*:

UM SPORTS, Ruud van Oijen, 043-3885315, umsports-facilities@maastrichtuniversity.nl

3.4 Student Council Maastricht

The Maastricht student council represents the students of Maastricht at the municipality. The students in the council are members of different branches in Maastricht's student life. They are an official advice department of the municipality and among other things will get in contact with the neighborhoods to prevent misunderstandings. Furthermore, they can bring in topics at the municipality which concern the students. To represent the sporting students, the president of the MUSST, Carlijn Piepers, takes a place in the council.

4. SUBSIDIES

Sports Council MUSST distributes different subsidies to support the Student Sports Associations and to stimulate them to get more members. To be eligible for subsidies, regardless of which, Student Sports Associations have to fulfil the following criteria:

General requirements

- All members of the Student Sports Associations have to be in the possession of a UM SPORTS membership 'Sports'.
- All board members have to be in the possession of a UM SPORTS membership 'Sports'.
- The Student Sports Association has to have full legal authorization and has to be registered with the Chamber of Commerce. As well the association as the board members have to be registered properly.
- The Student Sports Association must be open to all students connected to UM SPORTS
- The objectives of the Student Sports Association have to be sports-related.
- The Student Sports Association must have a clear member-, and financial administration.
- The Student Sports Association has to safeguard their continued existence.
- The membership fee of the Student Sports Association should be reasonable.
- The Student Sports Association must have an annual planning scheme.
- The activities organized by the Student Sports Association shall not damage the reputation of the Maastricht University, or Maastricht as a student city.
- The Student Sports Association shall represent, if possible, the Maastricht University at National Student Championships or at other national or international tournaments or events.
- The Student Sports Association must actively contribute to the organization of activities that improve student sports.
- The Student Sports Association must be present at the mandatory MUSST activities.

When a SSA meets these requirements, Sports Council MUSST distributes three different subsidies:

- Regular Subsidy
- Tournament participation subsidy
- Event subsidy

Sports council MUSST

The Sports Council subdivides regular subsidy in: basis subsidy; material subsidy; subsidy for competition participation, clothing subsidy and bonus subsidy.

Mandatory activities

To support the SSA's, regular contact between them and MUSST is necessary.

Every year the MUSST organizes several important activities for which it is mandatory to be present. To stimulate SSA's to be active, these activities are partly adopted in the drawback regulation, a more detailed description can be found in the respective sections.

The mandatory activities are:

- The kaderdag, this year on 1 December
- The chairmen- and treasurer meetings (VZO/PMO)
- The INKOM meetings (CHO)
- The autumn- and springmeetings
- The theme day

4.1 Regular subsidies

The regular subsidies are meant to support the Student Sports Associations and their sports-related activities. This subsidy is granted by Sports Council MUSST to all Student Sports Associations each year. The regular subsidy is subdivided in:

On the website of the MUSST (www.musst.nl), you can download a standard form for requesting regular subsidy. It is not obligatory to use this form, but it can help you with the application.

What the application should include

Next to the abovementioned a subsidy request should include the following:

- ***A copy of the registration at the chamber of commerce***

This is an excerpt from the register of associations at the chamber of commerce, which states all names of the current board members of the Student Sports Association. An excerpt can be requested at the chamber of commerce.

- ***A membership list***

It is important to have a membership list as of the start of the year, and to keep this list up-to-date. MUSST will provide a format for this membership list. This list should be handed in be-

Sports council MUSST

fore the 1st of November, because of the UM SPORTS membership checks. Every member of a SSA should have an UM SPORTS membership 'Sports'.

In case the Sports Council finds it necessary, associations should be able to submit a clear member registration.

- ***Annual report***

An annual report is a brief outline of the activities that have taken place in the last academic year. This includes tournaments, sports events, and social activities. Student Sport Associations should briefly state the most important decisions, the course of events, and the relationships with external contacts. Thereby we would gladly receive an overview of the performance of the different competition teams, however this is not necessary an essential part of the annual report. In case the Sports Association received subsidy provided by local authorities for training and education, we would like to receive an overview of the educated persons and if the objective is met. This can be done by a short evaluation.

- ***Annual planning***

An annual statement of activities is a brief outline of the activities to come in this academic year. The Student Sports Association shall include not only the activities, tournaments, or events that they organize themselves, but also those in which the association only participates. In this report, the association should also include the data at which events, tournaments, or other events start and end. If it is more convenient it is also possible to submit a separate competition scheme.

- ***Material plan***

A Material plan is an overview of the amount of materials that are present within the association. This should be a long-range plan; it should cover all the depreciation years. If for instance a Student Sports Association has some material which is depreciated in 7 years, the material plan should cover 7 years, even for those materials that are depreciated in fewer years. Besides, it should cover some past years. The depreciation in a certain year is the decrease in value of the materials already in the possession of the Student Sports Association (so not the price of the materials purchased during that year).

In the material plan it should become clear how large the costs are for purchase, maintenance and, if applicable, the rent of material. In case of a purchase of new materials, Student Sports Associations should bear in mind the already purchased materials and their depreciation. Furthermore, the material plan should state the expected purchase of new materials in

Sports council MUSST

coming years (enlargement of the materials), and the expected material replacement. Lastly the material plan should include an explanation of why certain materials are purchased and a clarification of the amount of purchased materials.

In many cases there is a connection between the Student Sports Association's policy and their material purchase. The correlation between their policy and the purchase should be further explained in the clarification. This explanation should be clear, adequate, and complete.

The estimated costs for the purchase of the material, covered in the material plan, should correspond with the costs in the Student Sports Association's budget. You can find an example of a material plan in the appendix.

- ***A budget of the current financial year***

A budget is the financial explanation of the association's policy. In the budget, all expected revenues and expenses should be included. Do not include net amounts within the budget. Net amounts are the sum of the revenues and expenses recorded on the expense or revenue side. So always record the expenses as the revenues as well.

The budget should balance out; there shouldn't be a difference between revenues and expenses. Student Sports Associations can book a surplus as provision entry or reserve. To cover a deficit, associations can make up their budget by making use of provision entries or reserves. Subsidies received from the Sports Council should be included in the budget. The subsidy provided by UM SPORTS, for instance subsidy for accommodation or trainers, should also be included.

Try to make the estimates in the budget as precise as possible. They could for instance be based on last year's numbers. If these numbers are not available take a look around to see what specific things cost on average.

The budget should be arranged as conveniently as possible. Budget entries should be broken down sufficiently. A clear elucidation will be satisfactory as well. From this elucidation or break down it should be for example possible to split up the total amount of received membership fee to the fee paid per member. If applicable, there should be an explanation of the different membership fees paid per member. If there is an entry "rent" or "maintenance" please state what is rented or maintained. Remaining entries should be specified in the clarification as well.

Sports council MUSST

The costs for training and education should be included and explained in the budget as well. If members need to pay some amount for a training or education, the Sports Council should be able to retrieve these numbers as well. Please give an explanation of the amounts and number of participants and explain the interest for the Student Sports Association. You can find an example of a budget in the appendix.

- **Balance sheet**

A balance sheet is an overview of all assets and liabilities of the Student Sports Association at a certain point in time. To adequately manage the financial administration, it is very important to have a distinct financial overview. In the appendix, you can find an example of a simplified balance sheet. It is important to give a clarification of the amounts in the balance sheet.

- **Realisation of the previous financial year**

A realisation is the financial report of the previous financial year. In the realisation Student Sports Associations should explain the revenues and expenses of the different activities in the previous financial year. A realisation should also include an elucidation explaining the different entries. The realisation should have the same layout as the budget, so that these two can be easily compared. The elucidation should have a similar layout for both as well. Furthermore, the realisation and budget should be in one overview.

It could happen that a Student Sports Association has revenues or expenses which were not included in the budget. These earnings or expenses should be included in the realisation. If a budgeted entry does not occur it should still be included in the realisation, only its value should be € 0.00.

As well as the budget, the realisation should be balanced out. If the result is either positive or negative, post these earnings or expenses as “rising provision entry or reserves” or “supplementation from provision entry or reserves”. This will also have consequences for the balance sheet.

- I Basic subsidy;
- II Material subsidy;
- III Subsidy for competition participation
- IV Clothing subsidy

Sports council MUSST

V Bonus subsidy

These subsidies are granted based on different guidelines. The request for subsidies has to be submitted by Sports Council MUSST before the **19th of November**.

All subsidies will be explained separately. The moment of payment will be around June/July, dependent on the occupation of the Sports Council, UM SPORTS and the finance department of Maastricht University.

I – Basic subsidy

The basic subsidy is granted based on the number of members of the Student Sports Association. Associations must submit a membership list in order to request for subsidies. Guidelines for this membership list are further explained in the section “*what the application shall include*”.

To calculate the amount of basic subsidy, the models below are made. This is done to stimulate members to buy a UM SPORTS membership on time.

There are three models: one for full members, one for semester members and one for members who bought the UM SPORTS membership ‘Sports’ in October.

12/12 months UM SPORTS membership ‘Sports’ (bought in August or September)

Scale	Members	Subsidy per member
Scale 1	0 – 20	€ 6.75
Scale 2	21 – 40	€ 5.50
Scale 3	41 – 75	€ 5.00
Scale 4	76 – 110	€ 4.75
Scale 5	111 – 150	€ 4.50
Scale 6	> 150	€ 3.50

11/12 months UM SPORTS membership ‘Sports’ (membership bought in October)

Scale	Members	Subsidy per member
1	0-5	€ 3,00
2	6-10	€ 2,75
3	11-15	€ 2,50
4	16-20	€ 2,00

Sports council MUSST

5	21-25	€ 1,50
6	>25	€ 1,00

5/12 months UM SPORTS membership 'Sports' (semester memberships, bought in September)

Scale	Members	Subsidy per member
1	0-20	€ 2,81
2	21-40	€ 2,29
3	41-75	€ 2,08
4	76-110	€ 1,98
5	111-150	€ 1,88
6	>150	€ 1,46

Example: a Student Sports Association has 42 members that are full members (12/12), 6 members that got a membership in October (11/12) and 7 members that are semester members (5/12). The association will get than a subsidy consisting of $(20 \times €6,75) + (20 \times €5,50) + (2 \times €5) + (5 \times €3) + (1 \times €2,75) + (7 \times €2,81) = €292,42$

Above mentioned amounts (subsidy per member) are with reservation because of the substantial grow of the amount of SSA members. These amounts will be used as long as they fit in the MUSST budget. For more information: Sjoerd van Dijk (musst-pm@maastrichtuniveristy.nl)

UM SPORTS membership 'Sports' Fine

For every member it is mandatory to have a UM Sports membership 'Sports'. For every member who is not in the possession of a UM Sports membership 'Sports' there will be a fine of twice the price of the membership (2x €86,50). On the 1st of November the SSA needs to hand in a list of all there members. This list has to be handed in in the Excel-format sent by the MUSST. These lists will be checked by the Sports Council. Before the subsidy request has to be handed in, the names of the members without a UM Sports membership 'Sports' will be given to the SSA. The SSA has to make sure that their members will get a UM Sports membership 'Sports'. Members that do not have a UM Sports membership 'Sports' on the 1st of November will have to pay the fine that was described earlier. This fine will be collected from the SSA. The SSA is responsible to receive the amount from the member(s).

Sports council MUSST

II – Material subsidy

Material subsidy is intended to support Student Sports Associations in the purchase, maintenance and, if applicable, rent of materials. Materials must be sports-related, clothing-, car- or cameracosts are excluded from this subsidy. The subsidy will only be a proportion of the total costs, Sports Council MUSST aims to award 25% of the total application (this is no guarantee). To propose a request for this subsidy Student Sports Associations have to submit a clear material plan with clarification. The requirements of a material plan are further explained in the section “*what the application shall include*” (page 13).

The MUSST only grants subsidy over materials purchased by the SSA itself, thus not over gifts or grants.

The allowance of the material subsidy is conditional. After Student Sports Associations can prove the subsidy is utilized, the subsidy will become permanent. Before a subsidy becomes permanent, Student Sports Associations need to submit their material receipts. Examples are copies of invoices or a copy of a bank statement with regard to the transaction. In case the subsidy is only partially utilized, Student Sports Associations need to refund the remaining subsidy. When it turns out the association had higher costs than estimated, the Sports Council will assess if the subsidy can be increased. In case of fraud, the Sports Council can reclaim the complete subsidy. Fraud can have consequences for future subsidy requests as well. It may be the case that a higher amount has been spent than for which subsidy has been granted. In this case the MUSST will in hindsight determine whether a higher subsidy will still be granted.

III – Subsidy for competition participation

Sports Council MUSST can, **when possible**, partially compensate for the costs of subscription of teams or members of Student Sports Associations in competitions (last year this was 80%, but this is no guarantee). The subsidy supports athletes to join competitions without them having high financial charges.

The council will not compensate for membership contribution for a national sports federation. Also, costs for licenses will not be subsidized. The budget of the associations should clarify the estimated costs for competition participation to the Sports Council. Students Sports Associations should submit an overview listing the number of competition teams and the associated costs. Also describe in what kind of competition the teams take part and on which level. In case the association appeals to a subsidy, obviously they cannot charge these costs to their members anymore. The subsidy will be paid after proof of payment is handed over.

Sports council MUSST

IV – Clothing subsidy

Most Student Sports Associations have separate competition clothing. Sports Council MUSST supports associations by partially covering these costs. A request for this subsidy should be submitted together with the rest of the requests, and before the 19st of November. To qualify for this subsidy, associations have to comply with the following condition:

- The application for the clothing subsidy has to be handed in together with all the other regular subsidy requests. So here also the deadline of November 19th counts.
- Requests for this subsidy can only be submitted by the board of a Student Sports Association
- The request has to be done by handing in a complete form at Sports Council MUSST.
- Requests should relate to competition clothing. This can only be t-shirts or sweaters/jerseys. In case a Student Sports Association does not use t-shirts or sweaters as competition clothing, the Sports Council will consider if this association can apply for this subsidy.
- The Maastricht University logo has to be printed on every piece of clothing.

You can also use the UM-logo on other information carriers like t-shirts, polo's, sweaters, backpacks, pens and so on.

The following conditions for using the UM-logo apply:

- The image (triangles) and words ('Maastricht University') should not be used separately.
- The logo can only be printed in dark-blue, black or white.
- The preferred background colour is white or another light colour shade when printing the black or dark blue logo. When printed on a dark background the white logo needs to be used.
- The logo can not be printed sloping.
- The logo can not be printed diapositive.
- The logo can not be smaller than 39 mm, because of the readability.
- The maximum subsidy is €5 per clothing piece.

The use of the logo has to be checked by PR-Sponsoring Janine van Loggerenberg (musst-pr@maastrichtuniversity.nl). It is important that the design of the clothing is handed over on time, so that possible changes can be made before the logo is printed.

The following must be included in the application:

- copy of an invoice of the clothing

Sports council MUSST

- copy of an invoice of the remaining printing costs

V – Bonus subsidy

The bonus subsidy is added to reward active SSA's, and to stimulate SSA's to become more active. Besides the bonus subsidy, there is a penalty regulation, this regulation will be explained in the next section.

The bonus subsidy of €150 will be awarded when the conditions as stated below are fulfilled.

The conditions for the bonus subsidy are:

- The website up to date before the **1st of November 2017**. Which means:
 - Logo & integrated link of UM SPORTS on the front page. On the website all relevant information about membership has to be found, including a link to the UM SPORTS web shop.
 - Logo & integrated link of the MUSST on the front page
 - Important information in English and Dutch (how to become a member, duties, training times etc.) The information also can be only in English.
 - On the website and the subscription form it should be made clear that members have to be in possession of a UM Sports membership 'Sports' as soon as they participate in trainings (except Try Five)

The logo will be handed to the association by email.

- The membership lists have to be sent (in MUSST format) before the **1st of November 2017**, after this deadline there are still two weeks to check, this is explained at *Membership 'Sports' fine*.

Penalty Regulation

Active SSA's can be rewarded with a bonus and inactive SSA's can get a penalty on the regular subsidy. This is to make sure that SSA's fulfill the agreements. Below described how the regulation works and the penalty percentages per activity/condition.

- Chairmen- and Treasurer Meetings 2% for every meeting
- Kaderdag 3%
- INKOM Meetings 1% for every meeting
- Spring meeting 3%
- Autumn meeting 3%

Sports council MUSST

- Theme day 3%

At the end of the academic year the percent points are added and drawn back from the application of the regular subsidy, below an example. The penalty will be drawn back from the regular subsidy in the next academic year, because the regular subsidy is already paid before the penalty percentage is known. The decision to lower the application for regular subsidy, thus to give a penalty, lies with the MUSST.

Activity/Condition	Percent Point	Total Regular Subsidy
Missed Kaderdag	3%	€ 1000
3 times missed CHO	3% (3 x 1%)	
2 times missed a chairmen meeting	4% (2 x 2%)	

Total percent penalty 10%

Total drawback €100 (10% x 1000)

Total regular subsidy €900

SSA's are obliged to be present during activities and to fulfill the conditions. When the whole board is not able to attend an activity or to fulfill the conditions, it is possible to send somebody else to be present. In case of the Kader-, Themeday, autumn- and spring meetings the board has to be present, no substitute can be send. It is still possible to miss activities or not fulfill conditions, in the case of a good reason for not being present or not fulfilling conditions. The SSA needs to communicate the reason at least one week on beforehand to the MUSST.

The regulation is not meant to fire competition between SSA's. The financial funds that will be drawn back from the regular subsidy, will come back into the budget of the MUSST and will help all SSA's.

4.2 Tournament participation subsidy

As member of a Student Sports Association it is possible to receive subsidy for tournament participation. This subsidy will (partly) compensate the registration costs.

Sports council MUSST

Student Sports Associations can apply for subsidy for their members. SSA members can also apply for individual tournament subsidy.

UM SPORTS members with a 'Sports' membership who are not a member of a SSA can only get subsidy for a National Student Championship (NSK).

General conditions

For this subsidy the following applies:

- You are studying at the Maastricht University, or Zuyd Hogeschool
- You are a member of a Student Sports Association associated with Sports Council MUSST.
- The participant has to participate for Maastricht University. This can be done by participating directly for them or by participating for an SSA.
- You are in the possession of a valid UM SPORTS membership 'Sports'.
- The request for tournament participation subsidy should be submitted by the Student Sports Association **within 30 days** after the tournament, otherwise the subsidy will not be granted.
- A proof of registration and a proof of payment for this tournament has to be added.
- In case of a team registration, the maximum amount of subsidy granted is the multiplication of the number of participants and the maximum amount of subsidy per participant.
- A maximum of **5** requests for tournament participation subsidy will be awarded per student per year. NSKs can be declared up to a personal maximum of €30.
- When a member has a membership 'Sports' of less than 10 months, the following guidelines apply:
 - Semester membership bought in November and full membership bought in June, July or August: 2 requests maximum
 - Semester membership bought in September or October and full membership bought in March, April or May: 3 requests maximum
 - Full membership bought in December, January or February; 4 requests maximum
 - Full membership bought in September, October or November: 5 requests maximum
- The Sports Council will only compensate registration costs.
- The sports event should be competition driven, participating on a trainings camp will not be subsidized.
- Competitions that can acquire event subsidy, can not acquire tournament subsidy

Sports council MUSST

- When it is possible for individuals to participate in the tournament outside of their training sport there will be no tournament subsidy given (example: BART tournament). Sports must be central in the tournament.
- Subsidy is only granted for tournaments in the branch of sports for which the SSA trains (based on SSA-membership).
- For the Batavierenrace an exception will be made. Participants of all sports can join and can get tournament subsidy. This is per team, not individually.
- For the GNSK no money subsidy will be granted. GNSK participants from Maastricht who are in possession of a UM SPORTS membership 'Sports' will get a sweater.

If a situation differs from the abovementioned conditions, the Sports Council will decide if a subsidy is granted. Likewise, the council can deviate from the aforesaid stipulations.

Amounts

Tournaments are divided according to two different categories; different amounts apply for each category. A distinction is made between the following events:

National Student Championships (NSK)

Registration costs: maximum compensation is: € 20 per participant

Remaining sports events or tournaments

Dutch tournaments: maximum compensation is: € 7.50 per participant

Foreign tournaments: maximum compensation is: € 15 per participant

Application procedure

Subsidy for a team can be requested via the Student Sports Association or individually **within 30 days after the tournament** by handing in the 'tournament request form for SSA-teams'. You can download this form from the Sports Council's website: www.musst.nl. In case the Sports Council will grant the tournament participation subsidy, this amount will be transferred to the Student Sports Association's account. They then, should distribute it to the participated members.

Subsidy for individuals can be requested individually **within 30 days after the tournament** by handing in the 'individual tournament request form'. You can download this form from the Sports Council's website: www.musst.nl. In case the Sports Council will grant the tournament participation subsidy, this amount will be transferred to the participant.

4.3 Event subsidy

For organizing an event, Student Sports Associations can get a subsidy from the Sports Council. The aim of this subsidy is to stimulate the organization of events. Before a Student Sports Association organizes an event, the Sports Council will grant a conditional subsidy. This subsidy is a guarantee subsidy and is at most 25% of the sports related costs of the event.

General conditions

The subsidy will be granted when the following criteria are met:

- Initially the event is not intended to make profit.
- When setting up the budget for the sports event, Student Sports Associations can estimate a subsidy of a maximum of 25% of the sports related costs.
- If the event generates profit the maximum percentage of subsidy will be 10% of the sports related costs. When the event has a negative result or breakeven the percentage will be maximum 25% (guarantee subsidy). In both cases the limit of subsidy is €750.
- The height of the subsidy will be established in a meeting with the treasurer of the MUSST on the basis of the realisation
- The Student Sports Association will only grant the subsidy for sports related costs. These include: rent of the accommodation, rent of materials, general performance costs (like administrative costs), program booklet, costs for safety (like First Aid) etc. Sports Council MUSST will judge whether the costs are sports-related. Costs for accommodation, catering or the organization of a party are not eligible for subsidies.
- The Sports Council only grant subsidy when each participant pays the same registration fee. Besides this fee, participants can pay for the party entrance, spending the night and catering.
- The logo of Sports Council MUSST should be printed in the program booklet and on flyers and posters.
- The tournament should also be available for persons outside the association. An internal tournament, for example club-championships, will not be subsidized.

For the organization of a National Student Championship the same rules are applicable. MUSST can help with some organisational matters and with contact with for example SSN. Please contact the president of the Sports Council (musst-vz@maastrichtuniversity.nl).

What the application should include

The application should at least include:

- A budget; this should give a clear overview of the revenues and expenses of the event. There should be a detailed clarification as well. Please note the following:
The budget should balance out; there shouldn't be a difference between revenues and expenses. A surplus can be booked as a provision entry or reserve. Please make sure that you mention the registration costs (without party entry costs, overnight accommodation, catering, etc) in the budget. Make a distinction between sports relevant and non-sports relevant costs (as the costs of organizing a party, BBQ, etc).
- A description of the event; containing objectives, content, audience (international or national), number of participants and planning
- Names, telephone numbers, and e-mail addresses of contact persons

Conditional grant event subsidy

At least three weeks before the subscription opens, the Student Sports Association has to submit a request for event subsidy at the Sports Council. If necessary, a meeting will take place between the Sports Council and the Student Sports Association, in case of vagueness the association should give an explanation. This meeting should take place before the subscriptions for this tournament should take place. After the meeting has taken place, the Sports Council will grant a conditional subsidy.

Conditional in this case means that, if the event produces profit, this profit will be deducted from the subsidy. This only concerns the sports related costs.

Definite grant of the subsidy

Within six weeks after the event, the Student Sports Associations should submit the following:

- Budget and realisation of the event, with clear distinction between sport and non-sport related revenues and expenses
- Proof of expenses (copy of invoice)
- Short evaluation of the event
- Program booklet (if applicable)
- Plan of action of the event

Sports council MUSST

After the Sports Council has received these documents, the subsidy will become definite. Subsequently, the council will transfer the subsidy. Furthermore, if necessary, a meeting will be planned after the event to evaluate.

5. FINANCIAL COMPENSATION MONTHS

As board member of a SSA you can get board months, as a financial compensation for the possible study delay that you have because of your board work. Below you find the regulations.

Regulation on Financial Assistance for Maastricht University students (FOS)

The granting of financial compensation for board members is based on the Regulation on Financial Assistance (FOS).

More information on: <https://www.maastrichtuniversity.nl/support/during-your-study/money-matters/funds-students/financial-support-case-study-delay-0>

Every student who is registered as a full-time student at the Maastricht University, who performs recognised board work, and is entitled to a student grant or loan (or was entitled to the study grant the year before the board year), can appeal for financial assistance. For students who will receive more than six months in one year, have to meet the condition that they have passed their foundation course and have received at least 40 ICTS. Students that are nominated for more than six months have to include their study results when applying for this financial aid.

Board members who study at Zuyd Hogeschool can ask for a similar regulation at their institution.

Guidelines administrative months Sports Council MUSST

Sports Council MUSST has made specific regulations for financial compensation for board members. Every year, the *Board Supporting Committee* decides what amount of financial compensation months will be granted to all the Student Sport Associations. These months have to be divided over all the board members of all the Student Sport Associations. Unfortunately, the amount of months has been lowered because of austerities.

Procedure for applying

Sports Council MUSST has to submit the application for the financial compensation months on behalf of the all the Student Sports Associations, to the Board of Directors of the Maastricht University. An application will be submitted only for associations which are viable. The application will be considered and discussed by the *Board Supporting Committee*. The *Board Supporting Committee* will advise the Board of Directors of Maastricht University.

Sports council MUSST

When the distribution of the financial compensation months is approved by the Board of Directors of the Maastricht University, the different Student Sports Associations will receive a letter with allocation. The boards need to fill out the appended nomination form and overview form, to nominate students as board members. In the overview form, Student Sports Associations should fill out the names, functions, and number of allocated financial compensation months. The number of allocated financial compensation months to your association can be divided according to the weight of the different functions. The division can, due to administrative reasons, only be done by whole and half months. Student Sports Associations have to submit the form **before the 1st of November 2017** at the MUSST. Subsequently all the student board members will receive notice about the transfer of the payment.

Months that are allocated to students at Hogeschool Zuyd need to be hand in at the Hogeschool Zuyd. They do not need to hand it to the MUSST, only to their own institution.

Personal allocation

Financial compensation months are a personal allocation. The number of financial compensation months allocated to students indicates the weight of the function. Starting point is that students performing administrative work will get study delay. Financial compensation months are a compensation for this study delay. Students receive a financial contribution from the Maastricht University that is equal to the amount students would receive from the IB-Group. In case of foreign students, not receiving this grant, this amount will be around € 250.00 a month. IB-Group is the administrative body, which carries out a number of acts and regulations in the area of education on the authority of the Dutch Ministry for Education, Culture, and Science. However, it is possible that different students receive different amounts considering that not all students receive the same grant. This grant is not a salary, but a compensation for the study delay. Every student performing administrative work should submit a nomination form him/herself and the Maastricht University pays the student according to his or her performance. The students of Zuyd Hogeschool should look at the arrangement of Zuyd Hogeschool.

The maximum amount of financial compensation months a student can receive is limited. Support on the basis of administrative work is possible until a maximum of 15 months. Per academic year this is limited to a maximum of 12 months. In case one student requests all financial compensation months on his/her own name, it is possible that this student will reach the maximum amount of financial compensation months and possibly cannot apply for further allocations in the future.

Sports council MUSST

In principle, financial compensation months allocated by the Maastricht University are not subject to income tax.

6. EVENTS

Annually Sports Council MUSST organizes and coordinates some events. In this chapter the most important events will be discussed:

1. Dutch Student Championships
2. Large Dutch Student Championships
3. Kaderdag and boardweekend
4. Student Wintersports
5. Ragweek
6. Batavierenrace
7. INKOM
8. International Championships

6.1 Dutch Student Championships (NSK)

Under supervision of Student Sports the Netherlands, Student Sports Associations organize different National Student Championships. The aim of these championships is to improve the interplay among the different Student Cities and Student Sports Associations.

Via Sports Council MUSST associations will receive more information about the organization of National Student Championships. In chapter 8 you can find information about “organizing a National Student Championship”. Contact person Sports Council MUSST: Carlijn Piepers (musst-vz@maastrichtuniversity.nl)

6.2 Large Dutch Student Championships (GNSK)

During the Large National Student Championships more than 1500 students from different Universities compete in at least 10 team sports for the title “Dutch Student Champion”. This year the Large National Student Championships will take place in Wageningen, from 8 till 10 June 2018.

The Sports Council will inform the Maastricht students about the different sports during this event and expect the SSA's to depute a team. Student Sports Associations try to find the best athletes, they can also ask non (UM SPORTS) members for this, but they are responsi-

Sports council MUSST

ble for the payment of the subscription fee of these athletes. In due course a special information meeting will be held, to provide more information.

In case the SSA cannot form a team, MUSST helps to form a team with a team captain. This team captain will be the contact person for the MUSST and the team members and makes sure everyone receives the right information.

The organisation of the GNSK is sponsored by Maastricht University / UM SPORTS, therefore the subscription fee is low. Because of this, UM SPORTS and/or MUSST will not give any other subsidies to individual participants.

Sports Council MUSST wants participants from Maastricht to be recognizable, therefore MUSST subsidizes a sweater. This sweater is free of charge for participants with a UM SPORTS membership 'Sports'.

More information about the GNSK will follow in the newsletter and via e-mail.

Contact person MUSST: Isabelle Porskamp (musst@maastrichtuniversity.nl)

6.3 Kaderdag en Board weekend

Annually the Sports Council will organize a kaderdag for all board members of Student Sports Associations. During this day different associations can get to know each other and the council. With this kaderdag we hope to reduce the threshold to ask other Student Sports Associations or the Sports Council for help or tips. **This year the kaderdag will take place on the 1st of December 2017** and is mandatory for board members of SSA's. This year the kaderdag is followed by the board weekend. This fun weekend with many board members is organized by the MUSST.

6.4 Student Wintersports

In the current year students can again join Student Wintersports. The Workgroup Student Wintersports organizes for the 17th time the biggest winter sports holiday for students. This all will take place from 27th of January 2018 up and until the 4th of February 2018 in Bardonecchia (Italy). Over 1000 students will go there to enjoy everything what makes winter sports so great! Included in this week are a stay, ski card, meals, parties and more. More information about StuWi and the registrations can be found on www.studentenwintersport.nl.

6.6 Ragweek

The Ragweek will take place from the 7th till the 14th of March 2018. Every year various Student Associations will organize, sometimes in collaboration with local associations, activities to collect money for charities. Each year to new charities will be chosen. Besides supporting charities, the Ragweek aims at improving the relationship between students and other citizens of Maastricht.

During the Ragweek you can organize an activity yourself. An example of this is a sports tournament or selling homemade smoothies.

More info can be found on www.ragweekmaastricht.nl.

6.7 Batavierenrace

The Batavierenrace is the largest student relay race in the world. This year it will take place on 21st April 2018. It is a relay race between Nijmegen and Enschede, divided in 25 stages diverging between 2.8 and 10 km. The organisation of this event is done by students from Nijmegen and Enschede. These students work an entire year to ensure that this event is a success. To participate you do not need to be a professional or semi-professional runner. The aim of the Batavierenrace is for all participants to have a good time. After the relay race, there will be a big student party.

Everyone can subscribe for this event. You can subscribe as a team with 25 different runners. Sports Council MUSST arranges together with UM SPORTS and a committee runners for the University Team. You can subscribe individually for this. More information about the universityteam can be found on www.batavierenraceum.nl and information about the registration will follow via e-mail and in the newsletter.

For more information about the event, see www.batavierenrace.nl.

Contact person Sports MUSST: Carlijn Piepers (musst-vz@maastrichtuniversity.nl).

6.8 INKOM

During the INKOM, first year students get to know Maastricht. Student Sports Associations can promote themselves during this day, to increase awareness of their association among students, and to recruit new members.

Sports council MUSST

Contact person

Each Student Sports Association appoints one contact person. This person is responsible for the communication from and to their association. Preferably we see a Student Sports Association board member in this function. If another person is the contact person for a particular association, we will assume that this person is authorized to make decisions for the respective Student Sports Association. Please take care that the Student Sports Association should keep in contact with this contact person. This person should also be present at the CHO's. In these CHO's everything regarding the INKOM will be discussed.

Presence at the CHO's is mandatory for each association and will be checked.

Mentor groups

Sports Council MUSST receives a limited number of mentor groups from the WGI. The council will divide these mentor groups among the different Student Sports Associations. Some conditions for getting a mentor group:

- Per group one extra helper has to be available and helping during the INKOM.
- In case we organise a BBQ, every group has to buy at least 5 tickets for the barbeque. Otherwise it is not possible to have a barbeque. No exceptions are made.

Sportsevent

During the INKOM the Sportsevent takes place. It is the intention that all Student Sports Associations organize a sports activity during the sports day to promote their association.

Furthermore, the Student Sports Associations should supply some helpers for the INKOM from their association by the Sports Council. These helpers help the Workgroup INKOM and Sports Council with setting up and cleaning up during the INKOM.

Contact person MUSST: Janine Van Loggerenberg (musst-pr@maastrichtuniversity.nl)

6.9 International tournaments

MUSST gets invitations for international tournaments on a regular basis. These invitations will be forwarded to the SSAs that can join the event. If a SSA decides to go to the tournament, the MUSST can help (Janine Van Loggerenberg (musst-pr@maastrichtuniversity.nl)). They will help coordinate and brainstorm. However, they will not facilitate going to the tournament.

7. ORGANIZING A NATIONAL STUDENT CHAMPIONSHIP (NSK)

The Sports Council stimulates the organization of National Student Championships. For every sport it is possible to organize a National Student Championship. The Sports Council and of course all students would like to see more of these championships in Maastricht.

In this chapter the council will briefly explain the most important aspects of National Student Championships. These aspects are a guideline for the organization of such a championship; a more extended guidebook is available at Student Sport the Netherlands or at Sports Council MUSST.

Event subsidy can be requested for a NSK. The before mentioned rules apply.

7.1 – Tips and tricks

Start in time with the preparations. Forms have to be handed in on time and approval has to be given by the MUSST, UM SPORTS, SSN and the other sports councils. Hereby an overview of the deadlines at SSN:

NSK-request deadlines	
My NSK takes place	My NSK-request deadline
After 1 August	1 February
After 1 November	1 May
After 1 February	1 August
After 1 May	1 November

Also think about promotion of the tournament. This is a good way to get sponsors. It is possible to request subsidy at MUSST, SNN and other organisations like the municipality, Province Limburg and Code043. At MUSST and SSN they have an amount of subsidy for such an event. You will get a set amount per sport from SSN, you can ask the details at MUSST. It is also possible to request a work loan from the MUSST.

Other important issues are the date, location, and permits from the municipality.

Concerning places to stay in Maastricht, the municipality is very clear: It is forbidden to stay overnight in sports halls. Ask other SSAs about their solutions.

Financial responsibility

Sports council MUSST

Sports Council MUSST is not responsible for any losses made during this tournament. The SSA itself is responsible. The request for a NSK and budget has to be approved by the MUSST, UM SPORTS and SSN. The budget has to be handed in by the MUSST, 4 months beforehand, and 3 months beforehand at SSN. At the latest 2 months after the NSK, a realisation and a report have to be handed in at the MUSST.

For the subsidy of a NSK the same rules as for event subsidy apply.

Script

For organising an NSK, there are scripts at SSN. Things regarding posters, subsidies, tips and tricks are stated in these scripts. These can help you with the organisation.

8. PR AND SPONSORING

8.1 PR

The Student Sports Associations have the possibility to arrange PR through the Sports Council. Below you will find the different possibilities.

Website Sports Council MUSST

The website of the MUSST is especially important for boards and sponsors. All SSA's have the possibility to place general information about their association on this page. This information could be a description of the sport, the training days, amount of members and the subscription fee. The text (in English) can be send to Janine Van Loggerenberg (musst-pr@maastrichtuniversity.nl)

Social media MUSST

MUSST can be found on Facebook. Messages, about sport activities, but also about social activities can be shared through this channel.

Also results of championships, NSK's and other tournaments can be shared on Facebook. If you have such results or messages, please let us know.

MUSST Newsletter

Every other week the MUSST sends a newsletter with important information to all SSA-boards. Here you will find announcements from the MUSST and UM SPORTS, but SSA's can also make announcements. Texts (in English) can be send to Isabelle Porskamp (musst-sc@maastrichtuniversity.nl). If you send the text before Monday 12h, we can place it in the newsletter of that day.

Social Media UM SPORTS

UM SPORTS can be found on Facebook and Instagram. Via Facebook messages about sport activities and results can be shared. On Instagram pictures and videos of sport activities, trainings and matches can be shared.

If you have any material that can be shared on Facebook, e-mail a picture with accompanying text to umsportsnews@maastrichtuniversity.nl.

Pictures/videos for Instagram can be send to musst-pr@maastrichtuniversity.nl.

Sports council MUSST

UM SPORTS newsletter

UM SPORTS sends a newsletter to their members every other week via e-mail. SSA's can share a call in this. Text and picture can be send to umsportsnews@maastrichtuniversity.nl.

Information and blackboard UM SPORTS

At the USC there is a flyer-rack where SSAs can leave folders and flyers. Besides, posters can be put up at the designated boards. These are located near the exercise hall and sports hall. At the learning spaces there are information boards as well.

UM news

UM News is send to all Maastricht University students. This is a weekly e-mail. A message for the newsletter can be uploaded via the online form. Deadline for this is every Monday 11:00h.

Observant

The Observant is the Maastricht University newspaper. You can find an online version on www.observantonline.nl. You can ask the Observant to come by when you organize a big tournament.

8.2 Sponsoring

The Commissioner PR & Sponsoring will look for sponsors for the Batavierenrace, Large National Student Championship, and INKOM. Also, by naming sponsors, Maastricht University should be named as head sponsor. For more information, ask Janine Van Loggerenberg (musst-pr@maastrichtuniversity.nl).

9. ANNUAL CALENDAR

Below is a small overview of the most important events, deadlines, and consultations for the upcoming year. This is a general overview, adjustments are possible, but this will give you a guideline of what to expect this year.

Maand	Dag	Activiteit
Oktober	3	VZO/PMO Meeting
	4	Constitutional drinks Musst
	6	Start of the fall meetings
November	1	Deadline for application of the board months
	1	Deadline website check and members list
	19	Deadline regular subsidy Fall Meetings
December	1	Kaderdag
	1-3	Board Weekend
Januari		INKOM Meeting (CHO)
	27-4 (feb)	Student Winter sports
Februari		PMO meeting on subsidies
Maart	7-14	Ragweek
		INKOM meeting (CHO)
April		INKOM meeting (CHO)
		Start Spring Meetings
	21	Batavierenrace
Mei		Deadline for INKOM related budgets, applications and materials
		INKOM meeting (CHO)
Juni	8-10	GNSK
		INKOM meeting (CHO)
Juli		INKOM meeting (CHO)
	20-24	INKOM
	27-31	Faculty introduction days
September		MUSST board switch

10. APPENDICES

10.1 Example Material Plan

Example annual material plan							
Year	01/02	02/03	03/04	04/05	05/06	06/07	07/08
Golf balls	15	15	15	15	20	20	20
Golf balls		20	20	20	20	20	20
Golf balls			15	15	15	15	20
Golf balls				15	15	15	15
Total	15	35	50	65	70	70	75

This association is founded in 2000 / 2001. As from this year they start to purchase materials. The numbers in bold are the total amount of purchased materials in that specific year. In this example the golf balls are depreciated over 4 years.

In the table below the total financial value of the golf balls is described. Furthermore the total amount of depreciation is calculated. The new price of one golf ball is € 1.00. The 15 newly purchased golf balls in 2000 / 2001 thus have a value of € 15.00. This amount is depreciated in 4 years, consequently the golf balls are depreciated with an amount of € 3.75 ($€ 15 / 4$) per year. Because the total number of golf balls in 2000 / 2001 is 15, the total amount of depreciation that year equals € 3.75. In 2001 / 2002 the depreciation of the 15 golf balls purchased in 2000 / 2001 as well as the depreciation of the 20 newly purchased golf balls has to be taken into account. Because these are also depreciated in 4 years, the yearly depreciation equals € 5.00 ($€ 20 / 4$). The total depreciation in 2001 / 2002 equals: $€ 3.75 + € 5.00 = € 8.75$

Example annual material plan

Year	01/02	02/03	03/04	04/05	05/06	06/07	07/08
Value of golf balls	€ 1						
Golf balls	€15,00	€11,25	€ 7,50	€ 3,75	€20,00	€15,00	€10,00
Golf balls		€20,00	€15,00	€10,00	€ 5,00	€20,00	€15,00
Golf balls			€15,00	€11,25	€ 7,50	€ 3,75	€20,00
Golf balls				€15,00	€11,25	€ 7,50	€ 3,75
Total depreciation	€ 3,75	€ 8,75	€12,50	€16,25	€17,50	€17,50	€18,75

10.2 Example Balance Sheet

Debit	5,100	Credit	5,100
Golf balls (new price)	1,000	Association's property	1,600
Golf balls (total depreciation)	500	Provision material re- placement	2,500
Golf balls (residual value)	500	Provision enlargement	300
Golf clubs (new price)	3,000	Total provisions	2,800
Golf clubs (total depreciation)	2,000		
Golf clubs (residual value)	1,000	Reserve	500
Total materials	1,500		
		Outstanding payment Golf federation	100
Contribution to receive	400	Remaining payment golf shop	100
Subsidies to receive	500	Remaining payment	200
Total amounts to receive	900		
Bank account	600		
Savings	2,000		
Cashbox	100		

Above you find a simplified balance sheet. The debit and credit side should balance out. The golf balls are purchased for € 1000. The depreciation of the balls is 4 years, so after 2 years half of it is depreciated: € 500. The residual value of the golf balls after two years is € 500 (€ 1000 - € 500). The golf clubs have lost 2 / 3 of their value, this is for instance when golf clubs are bought which last 6 years and 4 years have passed on.

On the credit side you see a provision for material replacement which equals the depreciation. For most Student Sports Associations this is not necessary. Because the Sports Council annually provides material subsidy it is not necessary to have a reserve for the complete amount of new materials to be purchased. However, associations should partially put aside the amount of these expenses. In case of expensive material Student Sports Associations should put aside the complete amount.

Sports council MUSST

The aforementioned is purely an example; a balance sheet can be set up in different ways. The abovementioned can be used as basis. Please make sure everything is clearly explained. For questions or remarks please contact the Sports Council's treasurer, Sjoerd van Dijk: musst-pm@maastrichtuniversity.nl.

10.3 Example budget

Budget 2015

Revenues	€ 3,200	Expenses	€ 3,200
<i>General revenues</i>		<i>General expenses</i>	
Contribution	€ 1,000	Depreciation material	€ 650
		Office equipment	€ 170
		Administration expenses	€ 160
<i>Sport-related</i>		<i>Sport-related</i>	
Subsidy Sports Council MUSST	€ 400	Registration competition	€ 520
SubsidyUM SPORTS	€ 400	Participation tournament	€ 700
Subsidy provided by local authorities	€ 400	Organization tournament	€ 700
<i>PR</i>		<i>PR</i>	
Sponsor	€ 1,000	Flyers	€ 100
		Posters	€ 100
		Website	€ 100

Abovementioned is a budget for a Student Sports Association. The objective is to represent the expected revenues and expenses for a certain year. At the end of the year this should be compared with a realisation, so a clear overview is given.

Not all revenues and expenses are split up in detail in the budget, this can be done in the clarification. Revenues and expenses can only be mentioned if they are (i) plausible and (ii) they can be fairly estimated. If you are negotiating with a sponsor and hope to receive € 2,500 sponsor money, but this is not certain yet, you cannot include it in your budget. In case you do receive this money in 200, it should be included in the realisation.

Aforementioned budget is just an example. Each Student Sports Association should comprehensively check their situation to realise a budget. In practise, the budget is split up per committee.

10.4 SSA Contactlist

There are 27 Student Sports Associations affiliated to Sports Council MUSST. Often associations face the same problems and challenges as one another. If you like to contact another Student Sport Association, you can find information below:

Sport	Contactgegevens	Bezoekadres
Athletics	MSAV Uros Postbus 616 6200 MD Maastricht besturos@yahoo.co.uk www.uros.nl	Sportpark Jekerdal Mergelweg 120 6212 XK Maastricht
Badminton	MSBC HEEP Postbus 616 6200 MD Maastricht bestuur@heep.nl www.heep.nl	USC P. Debyeplein 15 6229 HA Maastricht
Basketball	MSBV Maastricht Knights Postbus 616 6200 MD Maastricht be- stuur.maastrichtknights@gmail.com http://maastricht-knights.page.tl/	USC P. Debyeplein 15 6229 HA Maastricht Sportpark de Geusselt Olympiaweg 81 6225 XX Maastricht
Board Sports	Stoked Postbus 616 6200 MD Maastricht stokedmaastricht@outlook.com www.stokedmaastricht.com	
Cheerleading	Maastricht University Cheerleading Postbus 616 6200 MD Maastricht cheerleading.maastricht@gmail.com www.maastrichtuniversitycheerleading.com	USC P. Debyeplein 15 6229 HA Maastricht
Dancing	MSDV Let's Dance! Postbus 616 6200 MD Maastricht bestuur@msdvletsdance.nl www.msdvletsdance.nl	Dansschool Reality Haspengouw 18 6227 RN Maastricht Dansschool Bernaards Brusselsestraat 97 6211 PD Maastricht

Sports council MUSST

Frisbee	Ultimaas – Ultimate Frisbee Maastricht Via Regia 111b 6216 BR Maastricht ultimatefrisbeemaas-tricht@gmail.com www.ultimaas.nl	USC P. Debyeplein 15 6229 HA Maastricht VV SCM Touwstruwe
Golf	SGV Maastricht Postbus 616 6200 MD Maastricht info@sgvmaastricht.nl www.sgvmaastricht.nl	Golfbaan Het Rijk van Mar-graten Bemelerweg 99 6267 AL Cadier en Keer
Handball	MSHV Manos Postbus 616 6200 MD Maastricht info@mshvmanos.com www.mshvmanos.com	USC P. Debyeplein 15 6229 HA Maastricht
Field- Hockey	MSHC Postbus 616 6200 MD Maastricht mshc@live.nl www.mshc.nl	Sportpark de Geusselt Olympiaweg 23 6225 XX Maastricht
Karate	SKVM Kinran Postbus 616 6200 MD Maastricht skvmkinran@gmail.com www.skvm.nl	USC P. Debyeplein 15 6229 HA Maastricht
Climbing (indoor en outdoor)	MaasSAC Postbus 616 6200 MD Maastricht bestuur@maassac.nl www.maassac.nl	USC P. Debyeplein 15 6229 HA Maastricht Klimcentrum Neoliet Stadionbaan 52 6416 CS Heerlen Bouldergym Graviton, Geerweg 2 6135 KC Sittard
Korfbal	MSKV De Hippo's Postbus 616 6200 MD Maastricht mskvdehippos@hotmail.com www.mskvhippos.nl	Sportpark Amby Van Slijpestraat 6225 BK Maastricht Sporthal Daalhof Goudenweg 190

Sports council MUSST

		6216 TT Maastricht
Lacrosse	MaasLax Postbus 616 6200 MD Maastricht vice-president@maaslax.com www.maaslax.com	Sportpark West Negenputruwe 1 6218 RA Maastricht
Rowing	MSRV Saurus Bosscherweg 24 6219 AC Maastricht bestuur@msrvsaurus.nl www.msrvsaurus.nl	Botenhuis & Sociëteit: Bosscherweg 24 6219 AC Maastricht Postadres M.S.R.V. Saurus Postbus 175 6200 AD Maastricht
Rugby	MSRG Maraboes Postbus 198 6200 AD Maastricht bestuurmaraboes@hotmail.com www.maraboes.nl Margrieten Maastricht Postbus 616 6200 MD Maastricht margrieten.rugby@gmail.com	Sportpark West Negenputruwe 1 6218 RA Maastricht
Fencing	MAS Incontro Postbus 616 6200 MD Maastricht secretaris@masincontro.nl www.masincontro.nl	USC P. Debyeplein 15 6229 HA Maastricht
Squash	Squah it up UM Postbus 616 6200 MD Maastricht squashitupum@gmail.com	USC P. Debyeplein 15 6229 HA Maastricht
Triatlon	Ferro Mosae Postbus 616 6200 MD Maastricht bestuur@ferromosae.nl www.ferromosae.nl	Zwembad De Geusselt Olympiaweg 23 6225 XX Maastricht
Tennis	MSTV Stennis Postbus 616 6200 MD Maastricht voorzitter@mstvstennis.nl	Tennispark Geusselt Severenstraat 215 6225 DA Maastricht

Sports council MUSST

	www.mstvstennis.nl	
Gymnastics	MSTV Saturnus Postbus 616 6200 MD Maastricht mstvsaturnus.bestuur@gmail.com www.mstvsaturnus.nl	USC P. Debyeplein 15 6229 HA Maastricht
Unihockey	MSUV Hooked Postbus 616 6200 MD Maastricht info@hooked.nl www.hooked.nl	USC P. Debyeplein 15 6229 HA Maastricht
Soccer and indoor soccer	DBSV Red Socks Postbus 616 6200 MD Maastricht bestuur@dbsvredsocks.nl www.dbsvredsocks.nl	Sportcomplex Heugem Gronsvelderweg 1 6229 VN Maastricht
		USC P. Debyeplein 15 6229 HA Maastricht
Volleyball	MSVV Fyrfad Postbus 616 6200 MD Maastricht bestuur@fyrfad.nl www.fyrfad.nl	USC P. Debyeplein 15 6229 HA Maastricht
Cycling and Mountain-biking	Dutch Mountains Postbus 616 6200 MD Maastricht dm.maastricht@gmail.com www.dm-maastricht.nl	
Sailing	MSZV Lagakari Postbus 616 6200 MD Maastricht info@lagakari.nl www.lagakari.nl	Jachthaven Portofino Kasteellaan 7 6245 SB Eijsden
Swimming	MSZV Tiburón Postbus 616 6200 MD Maastricht mszvtiburon@maastrichtuniversity.nl www.mszvtiburon.nl	Zwembad De Geusselt Discusworp 4 6225 XP Maastricht

10.5 Contactlist OSSO's

In the Netherlands there exist more organizations similar to Sports Council MUSST. The name for all these organizations is "Coordinating Student Sports Organization". When you want to promote a tournament within the Netherlands it is wise to contact these organizations. They can further distribute the information.

<i>Student Sports Councils</i>			
<i>Name</i>	<i>City</i>	<i>E-mail</i>	<i>website</i>
SSN	Landelijk	info@studentensport.nl	www.studentensport.nl
ACLO	Groningen	info@acloport.nl	www.acloport.nl
BRESS	Breda	info@bress.nl	www.bress.nl
ESR	Rotterdam	gaby.dijkstra@erasmusport.nl	www.erasmusport.nl
ESSF	Eindhoven	essf@tue.nl	www.essf.nl
FOSST	Tilburg	info@fosst.nl	www.fosst.nl
HZ Sport	Vlissingen	hzsport@hz.nl	www.hz.nl
MUSST	Maastricht	bestuur@musst.nl	www.musst.nl
NSSR	Nijmegen	bestuur@nssr.nl	www.nssr.nl
Sportkoepel UT	Enschede	info@sportkoepelut.nl	www.sportkoepelut.nl
SSA	Amsterdam	alge- meen@studentensportamster .nl	www.studentensportamster dam.nl
SSD	Delft	secretaris-ssd@tudelft.nl	www.ssd.tudelft.nl
SWU Thymos	Wageningen	swu.thymos@wur.nl	www.swuthymos.net
SRU	Utrecht	sportraad@sportraadtrecht.nl	www.sportraadtrecht.nl
USRL	Leiden		http://www.uscleiden.nl/

More (brief) information about the Coordinating Student Sports Organizations is available on the website of Student Sports Netherlands: www.studentensport.nl.

10.6 Activity-committee (SSAC)

The Student Sports Activity Committee is the social cooperation between the SSAs in Maastricht. It is an organization by students, for students. SSAC is meant to optimize the cooperation between SSAs. By forming one big group as SSAs, under SSAC, a huge social network is created. Furthermore, SSAC creates with almost 2000 students a large basis within the university, as well as towards external parties.

The primary target group of SSAC are the SSAs and indirectly their members.

SSAC is organized by a committee, under the direction of the MUSST. Members of all SSAs can participate in this committee. The Commissioner PR/Sponsoring of the MUSST takes also place in this committee.

The committee organizes all SSAC-related events during the year. The biggest events are the Sport Gala and the INKOM. Besides this, several small activities are organized and every year there is a cantus and Maascup.

During the INKOM, SSAs present themselves to new students and potential new members. SSAC supports SSAs during the INKOM as umbrella organization. SSAC makes sure new students get to know the right Student Sports Association. During INKOM the name SSAC will not be used, we will use 'Student Sports Associations' to promote all student sports associations.

10.7 UM SPORTS car

UM SPORTS has access to an own car. This car was bought in collaboration with Mobile Sports and institutional advertising. Thanks to local sponsors money was raised to buy this car.

Below the conditions to use this car are stated:

- The car can accommodate up to 7 people and is intended for transportation to and from sporting events or training camps.
- To use the car please send an email to umsports-facilities@maastrichtuniversity.nl.
- This application must be made at least 5 days in advance and is only valid after confirmation. Any cancellation of the application shall be no later than 5 days in advance.
- The use of the car will cost 13 eurocents per kilometer and fuel costs are borne by the student sports association. The costs have to be paid directly after using the car at the UM SPORTS front desk.
- A deposit of 250 Euros is demanded. This deposit has to be signed by a representative of the student sport association.
- The car can be retrieved the front desk of UM SPORTS.
- Associations are not allowed to lend the car together. You can only use the car when this is familiar with the umsports-facilities, and borrowing the car will only happen through the desk of UM SPORT.

You probably already have student sports events during this year where the car could come in handy. UM SPORTS would like to receive a list of possible events before November 1st. The following information should be on the list: the pickup day, the return day, destination. After November 1st they will check the list for double bookings. They will inform every Student Sports Association of the availability of the car as soon as possible. The car is only available after confirmation.

Please note: During the Batavierenrace, the GNSK and the INKOM the car is reserved for UM SPORTS. In the case of the GNSK we can discuss the transportation of materials.