

Policy Plan 2017 - 2018



USBF

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1. Introduction

This is the policy plan that is written by the 25th board of Utrecht Student Basketball Federation. In this policy plan you will find the goals of the federation in the management year of 2017-2018 as well as an explanation of the structure and the organisation of the federation. Plans made by previous boards will be continued and we will add several new plans ourselves.

We are going to focus on several plans. First, we want to encourage members to get more excited about the competition element of the season. We plan on doing so by putting the competition in the spotlight, which in turn will boost the enthusiasm on the field and will increase the attendance.

Second, we want to increase the security on game days. We are going to do research on the demands around security and first aid. There will be a list of members that are trained in first aid. With this knowledge we want to protect our members as much as we can regarding injury.

In addition, we want to promote social cohesion, extend and cultivate the training and improve the refereeing system to guarantee referees at all games. All the above will be explained further in this policy plan.

Since we are USBF's 25th board, we will celebrate with several lustrum activities. There is a budget for this. In the beginning of the season a lustrum committee will be formed to organise these activities.

In this policy plan, what can be found is general information, the structure of the federation and explanation of the committees. Finally, the balance for next year will be shown.

On behalf of the twenty-fifth board of U.S.B.F,

Kim Sturm,

Chairman 2017-2018

1.1. Board composition

The twenty-fifth board of U.S.B.F, for the academic year of 2017-2018 will be formed by six members. Irina van Dijk will only be present the first half of the year, her activities will be taken over by Quirina Iseger.

Kim Sturm	Chairman
Irina van Dijk	Secretary
Roald Neuteboom	Treasurer
Eugene Wouter	Competition Secretary
Marjolein Lambregts	PR Manager
Quirina Iseger	External Relations Manager

1.2. General information

Name:	Utrecht Student Basketball Federation
Address:	Uppsalalaan 3, 3584 CT Utrecht
Email:	info@usbf.nl
Website:	www.usbf.nl

KVK-Number:	40482516
IBAN-account number:	NL81 RABO 0184 3503 95
Bank name:	Rabobank

Founding date:	December 15, 1992
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2. Goals

1.3. Introduction

In this chapter we will present our goals for the season. Some of these goals will be general, others will be a continuation of last year. Most of the goals are plans we made for this season and the ones to come.

1.4. General goals

- Organise an internal basketball competition for students
- Promote a casual and open atmosphere
- Create and promote social gatherings

1.5. Main goals

2.3.1 Promote the competition element amongst members

One of our most important goals this year is to promote the competition element amongst the members. USBF promotes a casual and open atmosphere. This has as a result that the culture is mainly based on having fun while playing basketball. This makes people forget about the competition element. When members know more about the competition, games will become more intense and attendance will go up. To encourage this, we will look for a nice prize to win at the end of the season for both Mid and High courts.

Newsletter

We are implementing a quarterly newsletter to inform members about the standings and happenings within USBF. The board will be responsible for this newsletter.

Whiteboard

The standings are shown on the USBF website. This information is available all week, but the moment players mostly want to know is when they are on the field or about to start their game. It is not convenient to have to check the website at that point. That is why we want to buy a whiteboard to show up to date standings for HIGH and MID court in the hall.

2.3.2 Improve safety

To maintain safety and improve this within the federation, we want to make an overview of the members that have a first aid diploma. This knowledge helps us to form clear policy on injury treatment. We also want to investigate the requirements regarding safety. In addition to this we want to buy a portable first aid kit, so this kit can be used at the camp for example. We also want to consider the use of icepacks to replace the plastic bag with ice cubes we currently use. This bag of ice melts and causes hazardous situations when the floor gets wet.

2.3.3. Clean out closet

USBF has a closet in the hall used for objects used on the Monday night. Since we are a basketball federation this closet is filled with basketballs and makes it look full and chaotic. SBU has a ball rack to create space in the closet. USBF wants to purchase a similar ball rack. This will increase practicality and will increase the professional image of the federation. There is funding from the sportraad available for a ball rack.

2.3.4. improve social cohesion

We have multiple plans to increase the social atmosphere. To improve the social cohesion between members of the different levels (LOW, MID, HIGH) we will organise several activities.

Inter-level games

Games are set up around the different levels. To improve social cohesion, we will organise games accessible for members of all three levels. Last year there has been made a start, this year we want to make it a tradition. First on the agenda is the ladies-game.

A general Facebook group for all members

Now we have 3 Facebook groups. One for each level. We want to combine them into one to connect members of all levels better. In this group we will post general events and members can see what is going on in all levels of the federation. Posts will be monitored by the PR manager to prevent spam.

USBF goes Extern!

We have a group of members going to a few external tournaments for years already, this year the board is going to promote and gather teams for as many external tournaments as possible. We already participate in SBU's MIT but there are many more, like ITUS, IT Leiden, IT Pendragon etc. These are fun student basketball tournaments. A perfect way to get to know each other better.

2.3.5. Expand and professionalise training

Trainers pool

In the past we usually had 2 trainers, this meant they had to do everything themselves. This year we will make a trainer's pool to limit the workload and increase the quality of the training. This means trainers don't have to give a training every week. The trainers will work in pairs.

This means there must be a lot of communication between the pairs. The trainers will get their own Gmail account, this has a Google-drive. This is where they can upload the training they plan on giving. This means the trainers can adjust their training to each other.

Mid-training

The LOW training exists for several years now. Some members have told us they are interested in giving training on a higher level. This year we will investigate if there is interest amongst the members for a training on MID-level. We will also consider the logistics of this.

2.3.6. New system to form teams

This year we want to come up with a new system to form the teams and organise the introduction tournament, to make sure this process runs smoother. This will potentially be tested by the next board. When forming teams, we want to keep it structured without losing the free choice of the members. Ideas are selection trainings, or change the setup of the introduction tournament in such a way it enables us to start the process of team forming already. This will prevent teams that are too big or people who will end up without a team on the first couple of Mondays.

Team shirts

As soon as the teams are formed, we want to offer team shirts to the members. The last board closed a deal with Avanti Sport that gives us discount on basketball shirts. We will

keep track of the wishes for each team regarding to colour and size and give Avanti Sport one big order for all the shirts. We will get the shirts printed here in Utrecht since Avanti Sport charges too much for their printing. Team captains will supply us with designs before the deadline, so we can place one big order again at the print shop.

2.3.7. Consistent presence of referees

To be able to play a fair and nice game there needs to be 2 referees on the field. Our experience is that not every game has referees with MID and HIGH games. This year we will introduce a new system to make sure there will be a referee present for each game.

Ref pool

The first plan is to create a ref pool. Members can volunteer for this pool. This means we can guarantee 2 referees out of this pool for all games. The quality of the refereeing will go up by doing this. The members of the ref pool will be rewarded at the end of the season.

Present names

There will be a possibility that there won't be enough volunteers to form a ref pool. In this case we want to improve the current system. Last year there was one team allocated to one game. That meant team members needed to sort out amongst themselves who would step up and ref that week. This year we want to allocate 2 teams per game. Each team will present the name of the team member that will referee that week to the game secretary. There will be a WhatsApp group made for this purpose. This means the game secretary can easily address the problem of missing referees, either with the referee themselves, or the team captain responsible. If this system is used we will continue the referee training to improve and expand on last year.

2.3.8. USBF introduction camp

This year we want to change from an end of year camp to an introduction camp. Around February we will form a committee to organise this introduction camp in the season 2018-2019.

The other option is to add an introduction camp. This way there will be 2 camps each year.

2.3.9. Organise Lustrum activities

On the 15th of December, USBF will celebrate its 25th birthday. To properly give attention to this event we will organise several activities throughout the season. There will be a lustrum committee. We want to form this committee at the end of October.

We will start festivities on USBF's birthday on the 15th of December. There will be a silver themed opening activity.

Later, in the year, around March, the committee will organise a big event. Options are a gala or a big party. We will contact other federations about this, to create a bigger event together. Dance federation Studace also has their 25th birthday this year, the goal is to form a partnership with Studance regarding to the lustrum year.

Finally, in June we will close of the lustrum year with an end activity. There are no plans yet on what this activity should entail. One of the options could be to combine the end of season BBQ and join forces with the action committee to organise something together. A member of the current board will be part of the lustrum committee.

2.3.10. External contacts

Sponsor contracts

In previous seasons we have organised all our drinks functions at pool cafe 't Hart. Our sponsor contract with 't Hart ends in December 2017. The external relations manager has as primary goal to find a new sponsor café where we can organise all our drinks and activities. Next to the current forms of sponsorship we will also consider other forms of sponsoring in increase our income.

Other federations

Last year we have had partnership with Van Slag, Protos and Studance. This year we want to continue these partnerships and organise joint activities. For example, to offer basketball clinics to members of the other federations. In return the other federations could offer clinics in their own sports for our members.

1.6. Goals continued from previous years

- Keep our materials neat and in good condition
- Organise several activities throughout the year
- Organise a USBF camp

Structure

1.7. Composition of the board

This year the board will consist of six members: Chairman, Treasurer, Secretary, Game Secretary, PR Manager and External Relations Manager. This year we added the role of External Relations Manager. After the first half of the season the External Relations Manager will take over the duties of the Secretary and the role of External Relations Manager will cease to exist.

1.8. Duties and powers

General board duties

- Be present during the Monday nights
- Be present at all official events
- Actively participate in board meetings
- Be approachable for all members of USBF
- Being a proper representative of the federation, to members and the public
- Is proactive and stimulates new ideas

Chairman (Kim Sturm – voorzitter@usbf.nl)

- Is the face of the federation, towards its members and other federations
- Gives speeches or introduces others
- Leads board meetings and sets up an agenda
- Leads General Meeting
- Is the contact point in and of the board
- Keeps an eye on the board members and protects the vibe in the board
- Stimulates new ideas of members and board members
- Checks and changes the house rules if need be

Secretary (Irina van Dijk – secretaris@usbf.nl)

- Is responsible for all communication towards members and external parties as a board representative
- Answers all relevant mail and email. If necessary forwards this incoming mail to the right person
- Is responsible for archiving all mail.
- Maintains the members administration
- Takes minutes of all board meetings and general meetings and forwards these within the determined timeframe
- Keeps the board up to date on all invitations and activities
- Is up to date regarding VIDUIS

Treasurer (Roald Neuteboom – penningmeester@usbf.nl)

- Is responsible for all federation finances
- Creates a budget at the beginning of the season and makes sure this budget is met
- Processes all declarations of board members and members
- Is responsible for collecting all members fees
- Is responsible for applying for available funding
- Keeps an eye on the financial balance of the federation
- Creates a balance sheet at the end of the season and an annual settlement and has an explanation for both
- Inventories all properties of USBF

PR Manager (Marjolein Lambregts – pr@usbf.nl)

- Is responsible for the digital presence of the federation
- Keeps the website up to date
- Keeps the Facebook page up to date
- Takes pictures and makes them digitally available for all members
- Has an informative role towards all members regarding to activities
- Is responsible for acquisition

Game Secretary (Eugene Wouter – wedstrijdsecretaris@usbf.nl)

- Organises the Monday nights
- Maintains order on the Monday nights
- Creates a game schedule and keeps this up to date
- Is point of contact for new and current members for all sports-related questions
- Keeps regular contact with team contacts

External Relations Manager (Quirina Iseger – extern@usbf.nl)

- Is responsible for all contact with current partners
- Creates new opportunities to attract more partners
- Is responsible for board outfits and team shirts
- Is point of contact for other federations

1.9. Committees

USBF will have 3 committees this year. The registration for these committees will commence in October 2017. In February we will introduce a 4th committee. All committees will consist of a chairman, secretary and treasurer and several general members. All committees will be assigned a board member for support. The committee that gets introduced in February will be an introduction camp committee.

1.9.1. Activity committee

The activity committee will be responsible to organise several activities throughout the year. The committee will be supported by the board but will have the freedom to decide what activities will be organised. There will be a budget allocated to this committee.

1.9.2. Camp committee

Last year the second USBF camp took place. This camp was a success amongst the members, therefore we will continue to organise a camp this year too. The camp committee will be responsible for organising this camp. The camp will stretch over 2 nights and will have a day programme and an evening programme. This committee will also have a board member assigned to them to support and has a budget allocated to them.

4.3.3. Lustrum committee

This year we celebrate the 25th year of USBF. This means this is a lustrum year. To celebrate this properly we will create a lustrum committee who will organise extra activities throughout the year. In this committee there will be a board member with active presence. The 15th of December is our birthday, we will celebrate this. Next to that we will organise a big event in March, potentially in cooperation with other federations. Finally, we will finish off the season with a BBQ like we used to at USBF, but this year this BBQ will be dedicated to the lustrum year.

4.3.4. Introduction camp committee

In the year 2018-2019 we will try-out an introduction camp. The normal camp will potentially be cancelled. To organise a camp in the beginning of the season instead of the end of a season will provide new members with the opportunity to get to know each other early on. This will benefit the social cohesion and team spirit on the field.

Budget 2017-2018

<u>Credits</u>	Description	Budgeted
<u>Membership fees</u>	110 members	€ 2.750,00
<u>Membership fees first semester</u>	10 members	€ 150,00
<u>Membership fees second semester</u>	10 members	€ 150,00
<u>Cash funding 1 (sportraad)</u>	Date of issue 1st of November	€ 470,00
<u>Cash funding 2 (sportraad)</u>	Date of issue 1st of April	€ 470,00
<u>Lustrum</u>		€ 800,00
<u>Sponsoring</u>	't Hart last year	€ 445,00
Total		€ 5.235,00

<u>Debits</u>	Description	Budgeted
<u>UIT</u>	Sports market contribution (2018)	€ 30,00
	UIT committee (2018)	€ 300,00
<u>Lustrum</u>	Lustrum	€ 1.000,00
<u>Material</u>	Balls	€ 200,00
	Referee whistles	€ 20,00
	Extra's training	€ 50,00
	Security	€ 100,00
<u>Board costs</u>	Board outfits	€ 323,38
	COBO	€ 400,00
<u>Activities</u>	Drinks functions	€ 600,00
	Activity committee Budget	€ 500,00
	Tournaments/fun	€ 180,00
	USBF Camp	€ 300,00
	Combi party/activities	€ 50,00
	USBF introduction camp	€ 300,00
<u>Memberships</u>	KVK	€ 8,85
	Sportraad	€ 30,00
	Vidius membership	€ 22,50
	Bank	€ 200,00
<u>Promotion</u>	Facebook	€ 9,00
	Host costs	€ 85,79
	Formal board pictures	€ 30,00
<u>Game improvement</u>	Thank you's and prizes	€ 246,19
Subtotal		€ 4.985,71
<u>Unexpected</u>	0,05%	€ 249,29
Total		€ 5.235,00

Epilogue

In this policy plan we have created plans and guidelines for the management year of 2017-2018, whom will improve the federation. In making these plans we safeguard the continuity of the federation and hopefully allow the federation to expand and improve. We hope to create a comfortable atmosphere for our members. We tried to describe our goals as clear as possible and translate them to clearly defined actions. In cooperation with the committees we will execute these plans to the best of our abilities. We will also continue to execute the plans of former boards.

On behalf of the twenty-fifth board of U.S.B.F,

Kim Sturm,

Chairman 2017-2018