

# Policy plan U.S.B.F.

Association year 2022 - 2023



# USBFB

Issue: September 2022

# Table of contents

<b>1. Introduction</b>	<b>5</b>
<b>1.1 Board composition</b>	<b>6</b>
<b>1.2 General data</b>	<b>6</b>
<b>2. Policy objectives</b>	<b>7</b>
<b>2.1 General values of U.S.B.F.</b>	<b>7</b>
<b>2.1.1 Openness</b>	<b>7</b>
<b>2.1.2 Togetherness</b>	<b>7</b>
<b>2.1.3 Security</b>	<b>7</b>
<b>2.1.4 Non Compulsory</b>	<b>7</b>
<b>2.1.5 Progressiveness</b>	<b>8</b>
<b>2.2 Main goals</b>	<b>9</b>
<b>2.2.1 Improving communication with members</b>	<b>9</b>
<b>2.2.2 Promoting the atmosphere in teams</b>	<b>10</b>
<b>2.2.3 Incentivising members to be more active</b>	<b>11</b>
<b>2.2.4 Promoting regulation play</b>	<b>12</b>
<b>2.2.5 Improving training</b>	<b>13</b>
<b>2.2.6 Revision of the game structure</b>	<b>14</b>
<b>2.3 Continued goals and other objectives</b>	<b>16</b>
<b>2.3.1 Fruit basket</b>	<b>16</b>
<b>2.3.2 Two seasons</b>	<b>16</b>
<b>2.3.3 Special games</b>	<b>16</b>
<b>2.3.4 Providing an option for graduate outflow</b>	<b>16</b>
<b>2.3.5 Increasing the visibility of U.S.B.F.</b>	<b>17</b>
<b>4. Structure</b>	<b>20</b>
<b>4.1 Composition of the board</b>	<b>20</b>
<b>4.2 Tasks and powers of management</b>	<b>20</b>
<b>4.3 Committees</b>	<b>21</b>
<b>4.3.1 Activities Committee</b>	<b>22</b>
<b>4.3.2 Camp Committee</b>	<b>22</b>
<b>4.3.3 Editorial committee</b>	<b>22</b>
<b>4.3.4 Hitchhiking committee</b>	<b>22</b>
<b>4.3.5 Winter sports committee</b>	<b>22</b>
<b>4.3.6 Introduction committee</b>	<b>22</b>
<b>4.3.7 Lustrum committee</b>	<b>23</b>
<b>4.3.8 Merchandise committee</b>	<b>23</b>
<b>4.3.9 Advisory Board</b>	<b>23</b>
<b>4.3.10 Treasury Committee</b>	<b>23</b>
<b>5. Budget 2022 - 2023</b>	<b>24</b>

# 1. Introduction

In front of you is the policy plan drawn up by the 30th board of the Utrecht Student Basketball Federation (hereinafter referred to as U.S.B.F.). This policy plan focuses on the goals and developments of the association in the association year 2022-2023. The structure of the organization as a student sports association is explained. The implemented processes and plans started by previous boards are evaluated and will be preserved, continued or further expanded. The execution of this and the implementation of new plans will take place throughout the course of this year.

This year we as a board want to focus on the professionalization of U.S.B.F. A strong foundation is vital if we want to continue to grow and improve as an association. We'd like to make a start in laying down this foundation by revamping one of our key building blocks: the website. On top of this, we will be reevaluating the game structure of U.S.B.F. to see if there is room and demand for improvement. In addition to these goals, we want to achieve much more in our board year. Details of our plans and ideas can be found in the rest of this document. We are excited to see our beloved association getting back to normal after such turbulent times and cannot wait to see what the coming year will bring.

In addition to the elaborated policy objectives, this policy plan also contains the composition of the board, general information, central values of the association and the description of the various committees that U.S.B.F. will have in the coming year. The budget for the coming year will be presented at the General Members Meeting (GMM) and can also be requested by members from the treasurer.

On behalf of the 30th board of the U.S.B.F.,  
Catalina Blom  
Chair board 2022 - 2023

## 1.1 Board composition

The thirtieth board of the U.S.B.F. for the academic year 2022-2023 will consist of the following six board members:

Catalina Blom	Chair
Tim Baets	Secretary
Beer Kwantes	Treasurer
Kiryll Grafov	Game Secretary
Sara Ståhlberg	Commissioner PR
Anthony Heusinkveld	Vice-chair

## 1.2 General data

Name association:	Utrechtse Studenten Basketbal Federatie
Address details:	Uppsalalaan 3, 3584 CT Utrecht
Email:	Info@usbf.nl
Website:	www.usbf.nl
Facebook:	<a href="https://www.facebook.com/NLUSBF/">https://www.facebook.com/NLUSBF/</a>
Instagram:	usbf._
Chamber of Commerce:	40482516
IBAN account number:	NL81 BUNQ 2068 7172 39
Bank name:	Bunq
Date of establishment:	15 December 1992

## 2. Policy objectives

In this chapter we present the general values of U.S.B.F as well as our goals for this coming year. These are partitioned into main and continued goals. The continued goals are goals from previous years that will be continued this year in (almost) the same form as they were implemented by previous boards. The main goals consist of new goals and adjustments to goals from previous years with new inspirations. In addition to this, general overarching values of the association are described.

### 2.1 General values of U.S.B.F.

At U.S.B.F. there are a number of intrinsic values that are not often explicitly mentioned, but rely more on a feeling. The goal is to protect and propagate these values. In order to do this consciously, the following values of U.S.B.F. are outlined here.

#### 2.1.1 Openness

Within U.S.B.F. we have an open culture. This means we are open to everyone and every kind of person is welcome to our group. On top of this, as an association and board, we are open to new ideas and other cultures. Good communication is important for openness. We facilitate this on the one hand by communicating clearly, in a timely manner, and via various channels to the members, and on the other hand by always being open to input, feedback and new ideas.

#### 2.1.2 Togetherness

For us, togetherness means that we try to form one large group. Everyone who wants to can belong to the group and is actively included. This comes directly from the association itself. As a new member, you only have to be there or want to be there and you will almost automatically be included in the group called U.S.B.F. As a result, no member is excluded.

#### 2.1.3 Security

Everyone should feel safe within U.S.B.F: safe to be yourself and to express yourself. This sense of security is crucial for a subset of other values. For example, without security, togetherness is impossible and openness is hollow. Every member must be able to feel safe with U.S.B.F. regardless of personality, gender, appearance or any other internal or external characteristics.

#### 2.1.4 Non Compulsory

Within U.S.B.F., every member has a large degree of freedom. It is of course the intention that each team can continue to play, but the culture at U.S.B.F. also gives players the option not to join for every single game, training or event. It is always appreciated when members come to activities, but the choice for this always lies with the member itself and there will be no external pressure on members to 'be there'. This does go hand in hand with a bit of responsibility and trust, mainly at the team level.

### 2.1.5 Progressiveness

Every year at U.S.B.F. we strive for a bit of progress, both in the association and on the field. We think it is important that our members and the association move forward. For example, by following training courses, members can make progress on the field. By playing in a team, being a member of a committee or simply being involved in the association, members can also develop other skills. It is up to the member to embrace these opportunities, but these possibilities are facilitated.

## 2.2 Main goals

### 2.2.1 Improving communication with members

An essential part of any association is the communication of events and possibilities to its members. Huge steps have been taken in this regard already, with the introduction of the “USBF announcements” whatsapp group. This year we would like to improve the communication with members by creating a central place with all information while simultaneously restricting the amount of promotional posts to avoid spamming our members.

#### Updating the website

Currently U.S.B.F. has a website with many features already. This is the first place possible prospective members will look when they think about joining U.S.B.F. and it is a logical place to gather information for new members. A clear and presentable website is therefore hugely important to the association. However, currently most members only use the website to find game times and many features are not being updated. We would like to transform the website into a place where (almost) all information about U.S.B.F. and its events is readily available.

A first step in this direction would be an overhaul of the general look and structure of the website. We would like to add an “upcoming events” section on the home menu of the website, so each time a member checks their games schedule they will also be reminded of all U.S.B.F. events to come. This change would allow members interested in upcoming events to find these easily, without the need for too many notifications for members who are only interested in playing basketball on Monday evenings.

In addition to this there are many features we would like to add to the website, which would allow for more interaction with and between members. For example, we would like to add a page dedicated to information about refereeing skills where you can find all the necessary information and also improve your skill directly with the help of an interactive quiz. Possible other ideas include a login system, a team clothing tab, achievements for members, a referee counter, a merch section and a member of the month section. More practical features will also be added. This includes a walkthrough on how to connect your Olympas to U.S.B.F. and a digital declaration system.

#### Professionalization of Instagram

Another way in which we communicate with members is the official U.S.B.F. instagram account. Currently the account has many posts, all with different looks. We would like to create a more professional look for the U.S.B.F. Instagram by creating templates for posts.

The template would be a general format, with agreements about the placement of the logo, the inclusion of certain key information points, with still more than enough room for the creative ideas of the different committees creating the posts. Templates will be made available to (committee) members through the website.

These templates would make it easier for committees to create posts for their events and give the U.S.B.F. instagram page an overall more professional look. In addition to this, the

use of different templates for important information and fun activities could also help members process and distinguish information more easily.

#### Restricting the number of promotional posts

We want to find a balance between informing the members about events they are interested in and ensuring that we are not overloading our members with too much information. The introduction of the “USBF Announcements” group chat was already a huge step into this direction. However, currently many members have the chat muted as it contains too many posts they are not interested in. This gives us the impression members are currently being overloaded with information a bit too much.

To this end, we would like to create a promotion plan which stipulates how posts look for fun and practical business so they are easily distinguished by members. This plan would also include a maximum number of posts per week and per activity to avoid spamming in the whatsapp chat. A clearly structured promotion plan will hopefully also result in earlier promotion which could increase attendance at events and decrease the number of last minute posts lumped together.

### 2.2.2 Promoting the atmosphere in teams

The most important part of the association for most of our members is, of course, the team you are in. These are the people you see every week and fight for victory with. Promoting a good atmosphere within the different teams should thus have a large positive impact on most of our members on the mid or high level.

#### Team tactics training (TTT)

As you spend most of your time with your team on the field, it is important that the atmosphere on the field is good. Playing well together as a team plays a major part in this. However, many teams do not have much time to discuss tactics or train together outside of the games they play on Monday evening.

The concept of the Team Tactics training was introduced by the board last year and we intend to apply it this year. This training is optional and can be used by the teams to discuss tactics and practice plays which can be used in the actual competition. It also gives players a moment to give feedback or ask for advice from their teammates. Our hope is that the implementation of a Team Tactics Training will result in more organized and purposeful game play and thus also more enjoyable gameplay.

The training will take place on a pre-chosen Monday, instead of the game, only for the teams that choose to do so. As a team you have the choice to play a separate match (does not count for the competition) or to do the Team Tactics Training. If a team chooses for training, the team is matched to another team that has chosen this and they both have half a field. Teams that opt out of the Team Tactics Training will play a regular game that does not count towards the competition. If there is an odd number of teams that choose the training per level, a team will be taken to the second Monday in the pilot and it is guaranteed a place there.

### Offering team clothing

Visually, a team with team clothing looks like a team immediately. It also simplifies things on the courts, as you can immediately see who you can pass the ball to, as well as help new team members and referees recognise teams. Several teams at U.S.B.F. already arrange team shirts themselves, but figuring out where and how to do this can prove to be a barrier.

It is for this reason that this year we would offer the option of ordering and printing team clothing to all teams. A standard U.S.B.F. team shirt will be made for teams, so that only the color, name, team name and number needs to be provided for each shirt. For teams that want to design their own logo, this option will also be available. A clear deadline will be communicated and once all the information is received the order and pickup will be arranged, thus smoothing the process and hopefully resulting in more teams with team clothing. In addition to this, the clothing can be ordered by the board at a 10% discount through DressMe, further decreasing the barrier.

### Offering team outings

In a similar vein, a team outing is a great way for teams to bond. It allows teammates to get to know each other in a different environment and discuss things other than basketball. Team outings can be incredibly fun and rewarding, but also need some amount of organizing, which again can form a barrier.

To overcome this barrier we would like to figure out some of the existing options and offer this information to our members. Seeing the different fun options will hopefully inspire some more teams to organize an outing or at least introduce them to the concept.

## 2.2.3 Incentivising members to be more active

U.S.B.F. is the association we know today largely as a result of the many members that have decided to play an active role in the association over the years. Organizing something for the association is a great way to meet new people and create something to be proud of, while also teaching you a lot. Thankfully, it seems the COVID years are finally behind us and we can get back to organizing real life events again. This year we would like to encourage new and current members to play an active role in the association by showing more appreciation for members that are already active while also making it easier for members to become active.

### Active Member appreciation

An incredibly important part of our association are our “active” members. These are people that have joined committees and help organize events or other services for the members of U.S.B.F.. Without active members U.S.B.F. would not be the fun active association that we know today. During the pandemic years, interest in joining committees has, understandably, dwindled. This year we would like to make a clear effort to show our active members how much we appreciate them.

This will be done by organizing an active member's drinks. This will be one of the monthly drinks with active members as the theme. At the drinks each of the different committees will be put in the spotlight and each of its members will receive a thank you gift. The drinks will

take place during the academic year so as to ensure all (active) members can actually be there to receive their gift. In addition to this we would like to send out Christmas cards to our active members this year. Even a small show of gratitude like this can go a long way.

#### Honorary members

The members of U.S.B.F. have the ability to recognise certain members as honorary members at the GMM. In the coming year we would like to make use of this power to recognise the extraordinary measures certain members have taken during the corona crisis to keep the association alive and well, and safeguard the fun and relaxed atmosphere of U.S.B.F.. In addition to this, we would like to emphasize to future boards that this power may also be used to honor members with true heart for the association outside of the extreme conditions of a global pandemic.

#### Introduction events

Introduction events function as a way for new members to get a taste of the association and allows them to encounter all the different committees and immediately become an active part of the association if they want. Last year an introduction weekend was organized as a result of the corona crisis and this was well liked. This year the hitchhiking weekend functions as a type of introduction event for new members. On top of this we would like to set up an intro committee this year, which would be responsible for organizing introduction events for the next academic year. These events would be geared specifically at new members and should ease their introduction to the association with informal get to know each other events.

#### Digital involvement

Joining a committee is of course not the only way to contribute something to the association. Refeing, joining for drinks or simply having a friendly and open outlook are equally important elements of our association. This year we would like to shine a light on members that actively contribute these aspects as well, through the use of the website and/or instagram.

We would like to add a refeing counter to the website, so that the top 3 people that did the most refeing so far that season are put in the spotlight. In addition to this we hope this will create some friendly competition, thus making refereeing more fun for members.

In addition to this, we would like to add a member of the month on the website. Here a new member earns the title every month for their large contribution, positive outlook, funny joke or any other commendable act.

Another feature we would like to add is an online idea box. This would be a place where members can send in their ideas for the association without having to step up to a board member directly.

## 2.2.4 Promoting regulation play

#### Referee pool

In the previous years a referee's pool was set up consisting of members with a little more experience refereeing, who like helping others and are good at explaining the rules.

Members that are still a bit insecure about their refereeing skills may ask for help from the referee pool. A more experienced member will then join them for the game they referee and offer help and suggestions, but still let them referee the game themselves.

#### Referee course

We want to organize a refereeing course twice this year. This has also been done in previous years and the response to this has been good. The aim of the course is to teach members how to referee and thus further support members that have difficulty with it.

For the referee course we are looking for an external person or organization. In previous years, we worked with a referee and that cooperation was good. If it is possible, then we would prefer to continue this cooperation, otherwise we will find another.

#### Online material

Previously many informative videos were filmed containing examples of different situations you might encounter on the field. These contain examples of illegal moves, such as travel, second dribble and carrying the ball, as well as examples of what legal moves look like. We would like to use these videos to create a very basic rules course available on the website. Here, the basic rules of the game would be explained together with the videos as examples of the rules in practice, as well as the correct call a referee would make in this situation. Throughout the year, more videos can be added of in game examples.

In addition to this we would like to add a short quiz to the website which members could use to check or refresh their skills. Here, a short video will be shown and a multiple choice question about the video will be asked. Both the online rule book and quiz can be updated throughout the coming years, to create an increasingly complete resource.

#### Incentivize people to referee

Having to referee is at the moment mostly seen as an annoying chore. That's also the reason why we have all these regulations in place to make sure people still referee, such as warnings and exclusion from playing if no referees are provided. These measures are justified, but it wouldn't hurt to incentivize people in a positive manner to referee. That's why we came up with the idea to make a referee counter on the website. This way people that do referee a lot can get some recognition for their help and maybe even win a prize when they are part of the top three referees. It's just a small incentive to make refereeing less of an annoying chore and get more appreciation for the people that do referee a lot.

### 2.2.5 Improving training

As a basketball association it is also important to help people become better at the game. Not only will playing basketball become more fun, but it could also provide a sense of satisfaction to improve your skills. This way people without a lot of experience, but with a lot of passion can realize their ambition to become better at the game. Furthermore improvements in training could also make it easier for people to move up to mid or high.

#### Low trainings

At the moment Low has a weekly training session. In the coming year we would like to introduce more structure to these training sessions so that new players can more easily move up to higher levels. This plan for preparing people to move up to mid or high should mostly revolve around practicing the fundamentals with increasing difficulty. So namely dribbling, passing, shooting, lay ups, defense, triple threat and pivoting, but also some basic team tactics. For example: five out, give and go, pick and roll and pick and pop. The slow increase in difficulty could also help incentivise low players to attend training more, as they will start to fall behind if they don't. How fast the practices increase in difficulty of course has to depend on the group. It is always better to slow down in order to prevent players from forming bad habits, than to rush through the steps. The goal of these training sessions is to help the players become better at basketball, not rush them to a higher level. Low players moving up to Mid level should only be a result of them improving on their skills and not the goal in itself.

To make it more clear when people are ready to move up for both the players and trainers, we would like to set up a list of achievements. These achievements can exist out of all sorts of different things, like mastering a certain shot, some dribble trick or doing a crazy lay up. By highlighting some achievements that are more fundamental to the game, it would be easier to assess how far along someone is in their progress and if they would be ready to move up. Note however that these achievements should be more seen as a fun thing to collect rather than an absolute indicator of when someone is ready to move up.

#### Mid Skill Drill

The Mid Skill Drill is the next step in mid training. The concept remains largely the same as it was introduced last year. There is a training session on the first Monday of the month for the mid players and the weekend before that a registration with a max of 20 players. This way the trainers know what the turnout is and the group is manageable enough to train.

The difference lies in how the training is set up. At the moment we hear varying expectations of the mid training. For example, one expects to learn to shoot better, the other to learn tactics and another expects something to be done with the team of that person. By positioning it as the Mid Skill Drill, it is clear to everyone what there is to learn at the training: technical skills. Tactical knowledge and team related training will fall under the Team Tactics Training.

### 2.2.6 Revision of the game structure

Currently there are two levels that play an internal competition: mid and high. In previous years we have seen an increase in the number of players on the mid level and a slight decrease in the number of players on high. This has led to mid having 8 teams and high 6 teams. Even with an increase in the number of mid teams we notice there are still many new mid members we have to turn down or put on the waiting list. In addition to this, there is a large variance in the teams in mid; some teams win every season and others have just come from the low level and still have a lot to learn. While there are lots of people playing on mid that are good enough to move up to high, many still don't. This is either a result of doubting themselves or not wanting to leave their team behind.

We would like to address many of these issues by proposing an alternative internal competition structure. Here, we would propose switching from three levels (low, mid and high) to four levels (beginner, intermediate, advanced, expert). The beginner level would still have training the same as happens at the low level currently. The intermediate level would consist of 4 teams, the advanced level of 6 teams and the expert level of 4 teams. In each of these pools there would be an internal competition and after the competition the winner and loser of neighboring pools could switch.

This division into more levels will hopefully lead to more teams playing on the level they want. The switching process should help teams determine which level is a good fit for them as well as push teams to continue improving their skills and move up a level to make room for new teams coming from low. It would also increase integration across the different playing levels.

We would of course first ask the members of U.S.B.F for their opinion on such changes. This will be done through the GMM and online feedback forms in the first season. After processing and evaluating the feedback the new system could be implemented in the second season of this year.

## 2.3 Continued goals and other objectives

Previous boards have set up and executed a multitude of goals. Some of these goals are relevant each year or overlap with one of our main goals and can be found in this section. Below you will find a short overview of these goals.

### 2.3.1 Fruit basket

The board will sponsor a monthly basket of fruit. This will be placed on a fixed day (first Monday of the month) in the Olympos Sportcafé and the fruit will be distributed there by the board. The purpose of this is to get more members into the café and provide them with a healthy snack. A fruit basket can reach relatively many people for only a small cost. If a few extra members come to score a fruit as a result, they will then be introduced to the joys of the third half. Moreover, it is healthy.

### 2.3.2 Two seasons

This year, like the previous years, the basketball year will be divided into two seasons. The first season starts in September, the week after the team formation evening and will last until February. The season will end with an award ceremony in combination with the 'All-star game'.

The division of the basketball year into two seasons creates the possibility to teams rearrange. This is not mandatory, but it can be useful. Around January, international members often leave and injuries are unfortunately quite common. The idea is that with two seasons new members can join existing teams at the halfway point and individual members or teams can move up to another level. However, teams do not necessarily have to be changed and can therefore remain the same as in the first season.

The level differences within the teams will hopefully also be reduced, as there is room for evaluation of the teams. The second season will also end with an award ceremony.

### 2.3.3 Special games

In the last few years, there have been several types of special games throughout the season, such as the All-star Game and the King's Night Night Tournament. These are games that are played outside of the standard teams and thus give members a chance to get to know people outside of their teams. These games will take place several times during the year. For example, the All-star Game is played after the first season. An important part of the special games is to put in effort to make them feel special. Specific promotion will be made for these games and space for spectators will be facilitated.

### 2.3.4 Providing an option for graduate outflow

U.S.B.F is an association that many members have trouble saying goodbye to. As amazing as our association is, all good things must come to an end. With the 70% student rule we will unfortunately have to ask graduated members to leave our student association at some point. However, there is currently no alumni basketball association (one that embodies our relaxed atmosphere and mixed internal competition) for our old members to move on to.

Last year some efforts were made to explore the option of creating an alumni association as well as the option of collaborating with existing basketball associations. This year we would like to continue these efforts and take steps toward realizing a basketball association for U.S.B.F. alumni.

### 2.3.5 Increasing the visibility of U.S.B.F.

In the previous year some efforts have been made to increase the visibility of U.S.B.F. outside of the training halls. This year we would like to continue these efforts by offering affordable and good-looking merchandise to our members. The goal of this merchandise is not to earn money, but to increase the group feeling at U.S.B.F and make members more recognizable to each other off the courts, as well as promote the association to outsiders.

Specifically, we would do this through setting up the Merchandise committee (MerchCie). This committee would be responsible for creating creative and wearable designs. A specific design will then be advertised to our members with a signup sheet. Once people have signed up, a bulk order can be done, thus hopefully keeping the price down.

### 3. Annual planning

Since not all activities are planned yet, this annual plan is subject to change with the most up-to-date data at the time of writing.

Month	Date	Event
September	5 September	Intro tournament
	12 September	Team formation evening
	19 September	Start of season
	22 September	Monthly drinks
October	13 October	Switch GMM
	27 October	Monthly drinks
November	7-11 November	Exam week
	24 November	Monthly drinks
December	15 December	Lustrum events
	26 December -	Christmas
January	- 8 January	Christmas
		Monthly drinks
	30 January -	Exam week
February	- 3 February	Exam week
		Change of season
		All-Star Game
		Team Tactics Training
		Monthly drinks
		Half-yearly GMM
March		Monthly drinks
		Ski Trip
April	10 - 14 April	Exam week
		King's Night Night Night Tournament
		Hitchhiking weekend

May		Camp
		Monthly drinks
	18 - 21 May	MIT
June		Monthly drinks
July		Season-end closing
		End-of-year BBQ

## 4. Structure

### 4.1 Composition of the board

The board will consist of six members: the chair, secretary, treasurer, game secretary, commissioner PR and vice chair.

### 4.2 Tasks and powers of management

#### General board tasks

- Be present during the sports evening
- Be present at as many U.S.B.F activities as possible
- Actively participate in the board meetings
- Be approachable to members
- Represent the association, both to members and external parties
- Be proactive and stimulate creative ideas
- Ask for feedback from members

#### Chair (Catalina Blom - voorzitter@usbf.nl)

- Acts the face of the association towards the members and other associations
- Makes speeches or introduces them
- Leads the board meetings and makes the agenda
- Leads the general members meeting
- Is the point of contact of and in the board
- Supervises the board members and monitors the atmosphere in the board
- Stimulates new ideas that come from the association or the board
- Checks and changes the house rules if necessary

#### Secretary (Tim Baets - info@usbf.nl)

- Is responsible for communication with members and external parties on behalf of the board
- Responds to all relevant incoming mail and e-mails and, if necessary, passes them on to the relevant board member or third parties
- Is responsible for the archiving of mail and mail, both incoming and outgoing
- Keeps the member administration in order
- Takes minutes of each board and member meeting and shares them with all parties involved within the agreed time
- Keeps the entire board informed of invitations and activities to the board
- Keeps up to date with cases concerning VIDUIS student union
- Is the contact person for other student associations

#### Treasurer (Beer Kwantes - penningmeester@usbf.nl)

- Is responsible for the finances of the association
- Draws up a budget at the beginning of the season and ensures that it is complied with
- Processes declarations by members and other board members
- Is responsible for collecting the membership fee from the members

- Is responsible for applying for grants
- Supervises the financial balance sheet of the association
- At the end of the year, draws up an annual statement of the income and expenditure of that year, and present the financial balance sheet at the GMM together with a justification for both
- Maintain inventory so that we have insight into our possessions

#### Game secretary (Kiryll Grafov - [wedstrijdsecretaris@usbf.nl](mailto:wedstrijdsecretaris@usbf.nl))

- Is responsible for the organization of the sports evenings
- Is responsible for maintaining order at the sports evenings
- Creates the game schedule and updates it throughout the season
- Keeps in touch with existing and/or new members for questions about sports evenings
- Keeps in touch with the team captains
- Is responsible for members who cannot find a team
- Is the contact person for the trainers
- Ensures the presence of referees

#### Commissioner PR (Sara Ståhlberg - [pr@usbf.nl](mailto:pr@usbf.nl))

- Is responsible for the digital representation of the association, both to the members and to other associations and potential sponsors
- Updates the website
- Updates the Facebook page
- Updates the Instagram page
- Ensures digital footage (photos, etc.) and makes this available to the members
- Has an overview and a clear schedule of which content should be published where and when
- Has an informative role that is expressed by keeping the members digitally informed and involved in the association
- Is responsible for communication with current partners
- Searches for new partners for U.S.B.F.

#### Vice-chair (Anthony Heusinkveld - [vicevoorzitter@usbf.nl](mailto:vicevoorzitter@usbf.nl))

- Responsible for external contacts
- Responsible for committees with multiple associations
- Stays in contact with the Sportraad and picks up additional responsibilities there
- Leads the board meetings in the absence of the chair

## 4.3 Committees

U.S.B.F. will have 8 regular and 2 special committees this year. The regular committees are: the activities committee, the camp committee, the editorial committee, the hitchhiking committee, the winter sports committee, the introduction committee, the lustrum committee and the merch committee. The 2 special committees are the advisory board and the treasury committee. All regular committees will use a standard function structure with a chair, secretary and treasurer. Possible other functions may vary per committee.

The board will support all regular committees and be supported by the special committees. To support the regular committees, one board member per committee will participate as a member of the committee in the position of board member. The board member will act as a bridge between the committee and the rest of the board. It will also be possible for members to propose a new idea for a committee. These ideas will be taken into account by the board and if deemed appropriate, the proposed committee will be set up.

#### 4.3.1 Activities Committee

As always, the activity committee (AcCie) will be responsible for organizing a number of activities throughout the year. The committee will be supported by the board and is free in its choice of activities.

#### 4.3.2 Camp Committee

The camp committee (KampCie) will be responsible for organizing the annual U.S.B.F. camp. The camp will be two nights long and there will be both a day and an evening program.

#### 4.3.3 Editorial committee

Since the year 2018-2019 the editorial committee (RedaCie) has existed. They write a newsletter called the 'SWISH' which updates members on what's going on within the association and how things are going with the competition. It is also an opportunity for promotion. The committee is responsible for the content and distribution of the newsletter. They are free in deciding its form as long as this falls within the norms and values of the association.

#### 4.3.4 Hitchhiking committee

The hitchhiking committee (LiftCie) is responsible for organizing a hitchhiking weekend. Throughout the year, they will be engaged in organizing a location to hitchhike to, a place to spend the night and activities to do on location and along the way. A new hitchhiking committee will be formed in the second season.

#### 4.3.5 Winter sports committee

The winter sports committee (SkiCie) is responsible for organizing a winter sports trip for our members. They take care of the trip including stay and travel to a location for winter sports.

#### 4.3.6 Introduction committee

The introduction committee (IntroCie) will be established in the second half of the season to organize introduction activities at the start of the next academic year (2023-2024). They are responsible for organizing activities geared at integrating the new members into the association at the start of the new season.

#### 4.3.7 Lustrum committee

The lustrum committee (LustrumCie) is a temporary committee this year. It will be established at the start of the first season and is responsible for organizing events to celebrate the 30th birthday of our association, which falls on the 15th of December this year.

#### 4.3.8 Merchandise committee

The merchandise committee (MerchCie) is a new committee that will be set up at the start of the first season. It is responsible for designing wearable and affordable merch which will be offered to our members.

#### 4.3.9 Advisory Board

The Advisory Board (RvA) serves as an advisory body to the Board. The board and the Advisory Board will have a few meetings a year, in which, among other things, the policy and the course of events within the association will be discussed. The board can also receive solicited and unsolicited advice from the Advisory Board at any time.

#### 4.3.10 Treasury Committee

Last year, the Treasury Committee (KasCo) was set up. The KasCo meets at least once before each GMM to monitor U.S.B.F.'s finances. The Treasury Committee also reports on this audit at each GMM. Furthermore, the KasCo can serve as a mainstay for the treasurer of the association.

## 5. Budget 2022 - 2023

(The budget is provided in a separate attachment)