

Index

Introduction	2
Chapter 1: What is the ACLO	3
Chapter 2: Structure of the ACLO	7
Chapter 3: Relationship ACLO - SC.....	11
Chapter 4: Obligations of associations regarding the ACLO	16
Chapter 5: ACLO events	21
Chapter 7: Member list check.....	30
Chapter 8: Hour allocation	33
Chapter 9: Subsidies	36
Chapter 10: NSK, GNSK, EUC and WUC.....	43
Chapter 13: Project Association Trainers.....	48
Chapter 14: Board Grants.....	50
Chapter 16: Data AB- en Sectormetings 2023-2024	53
Chapter 17: Acquaintency meetings 2023-2024	56
Chapter 18: Calendar, deadlines and year Planning 2023–2024	56

Introduction

In this document, the main procedures and regulations concerning relations are explained. In addition, the rights and obligations of the sport associations will be discussed. The usual procedures are explained, and the most frequently asked questions will be discussed.

If you have any other questions or comments, you can contact the Executive Board (EB); on working days there is always someone present at the ACLO office between 10:00 and 16:00.

A lot of communication within the ACLO goes via our website and e-mail:

Website: www.aclosport.nl

E-mail: info@aclosport.nl

The ACLO Executive Board 2023-2024 consists of the following persons:

Ines Krekels	Chairman (VZ)	Voorzitter@aclosport.nl
Tom Streefland	Secretary (SE)	Secretaris@aclosport.nl
Gijs Oude Weernink	Treasurer (PM)	Penningmeester@aclosport.nl
Parel Heuvink	Coordinator Sports (CS)	Coordinatorsport@aclosport.nl
Hilde Huiberts	Coordinator PR & Marketing	Coordinatorpr@aclosport.nl
Femke Haites	Coordinator of Internal Affairs	Coordinatorintern@aclosport.nl
Tim Ike	Coordinator of External Affairs	Coördinatorextern@aclosport.nl

The General Board 2023-2024 of the ACLO consists of the following persons:

Arne Römgers	Chairman
Mirte de Vries	Vice Chairman
Ilse Schulting	Sector Outside Sports
Daan Buiter	Sector Pool Users
Lonneke Mulder	Sector Water Sports
Jos Doldersum	Sector Indoor Sports
Justin Uitendaal	Sector Field Sports
Joëlle Lap	Sector Sport Hall Users
Barbera de Mol	Unbound Athletes
Hylke Everaarts	Unbound Athletes
Leon Tanis	Unbound Athletes

The e-mail addresses of the General Board members are provided via the Executive Board.

The Executive Board receives support from the PR and Activities committee (Promocie). The committee runs independently and assists the Executive Board at events and PR such as open days. In addition, each member of the Promocie is primarily responsible for the organization of a specific event.

Chapter 1: What is the ACLO

The ACLO is the student sports association that includes all other student sport organizations connected to the University of Groningen (RUG) and the Hanzehogeschool Groningen (Hanze). The ACLO determines the sports offered for the students of these two institutions. The ACLO was founded in 1945 and is the largest student sports organization in the Netherlands. The ACLO represents the Groningen student sport at national level. An ACLO athlete can play unlimited sports for a year for only €59.95. The ACLO is therefore the most important sports facility for almost 19,000 students living in Groningen.

In August you can also buy Semester Subscription 1 in addition to the annual subscription. With this subscription you can play unlimited sports for € 49.95 from August to the 1st of February. From the 1st of February, Semester Subscription 2 is also available until the end of August, and from May 1st, the Summer Subscription. Association members must purchase either an ACLO Subscription or a Semester Subscription.

Employees of the RUG and HG can also play sports at the ACLO via 'Sportvereniging Personeel RUG / HG' (SPR). Note: these SPR members cannot join an association!

The ACLO is a foundation that is managed exclusively by students and has its own budget. The management of the ACLO is autonomous in its policy. The budget is used to achieve the objectives of the ACLO:

"The aim of the ACLO is to encourage students to move from not exercising to exercising, and from exercising to more varied and / or better exercise. In addition, the ACLO wants to fulfil a social function by offering a unique social environment that is recognizable to students, which distinguishes itself from the existing sports offer outside the university and university of applied sciences. "

From: Policy plan ACLO & Sports Center 2014-2019

The ACLO tries to achieve its goals by:

- § Providing expert guidance, accommodation, and equipment, both to participants organized in associations and to independent participants;
- § Recognizing student sports clubs, making contacts with their associations, between the associations and between associations and students;
- § Organizing student sports events;
- § Providing subsidies, both to independent athletes and to associations;
- § Promoting the interests of student sports.

The ACLO strives to offer an extensive and varied activity package that meets the needs of the (potential) participant. The ACLO tries to achieve this through offering a large variety and number of sports in the form of:

- § Group lessons and open hours
- § Courses
- § Free reservation
- § Associations
- § Events

§ Open competitions

The Sports Centre completely covers the fitness facilities. For an extra €65 per year, ACLO members can also make use of these facilities.

Portfolio distribution Executive Board of the ACLO:

	Main tasks	Other tasks
Chair	Lead the EB Prepare / chair meetings External contacts Sports license policy ACLO Regulation of household regulations and articles of association Monitoring of long-term policy Business Case Contact GB	Member of the recruitment committee EB Board grants EB and sports clubs Motivation / customer satisfaction surveys Prepare policy week Sponsoring support Internationalization
Secretary	Sport association support Coordinator of Sector-, GB- and RvA meetings GB and EB application committee Training period NEB Member list check Representative events (drinks and dinners) Contact software provider Writing secretarial annual report	Management Executive Board Helpdesk website Recognition associations Contact Fitness Contact with ACLO Alumni Contact the Sports Centre Contact RvA

Treasurer	<ul style="list-style-type: none"> Responsible for accounting Distribution of material and accommodation subsidies to associations Drafting budget and half-year figures Contact financial staff Financial control associations Writing financial annual report 	<ul style="list-style-type: none"> Support for hour allocation Technical chair of the audit committee Drafting contracts Long term finances Active monitoring
Sports coordinator	<ul style="list-style-type: none"> Allocation of training hours Responsible for sports offer / schedule (courses, group lessons and open hours) Responsible for ACLO Station Coordination ACLO Think Tank Contact sports instructors 	<ul style="list-style-type: none"> Support distribution of material and accommodation subsidies Project Association Trainer (PVT) Higher Competition Sport (HWS) Recognition associations Support website
Coordinator PR & marketing	<ul style="list-style-type: none"> Public relations (communication with members) Marketing Social media Website management Sponsorship Support external contacts 	<ul style="list-style-type: none"> ACLO newsletter Sports guide Recruitment EB / AB and committees Coordination PR & activities committee and ACLO Media team
Coordinator of Internal affairs	<ul style="list-style-type: none"> Events Coordinate the committees Active members bonding Sports proof check Delegation team to the Batavierenrace Delegation sports teams GNSK 	<ul style="list-style-type: none"> Sports prize election Student championships Contact Sportsbar

Coordinator of
External Affairs

Acquisition
Main distribution of
accommodation and material
grants to associations
Recognitions of associations
Association support
Supervision
rostering/accounting

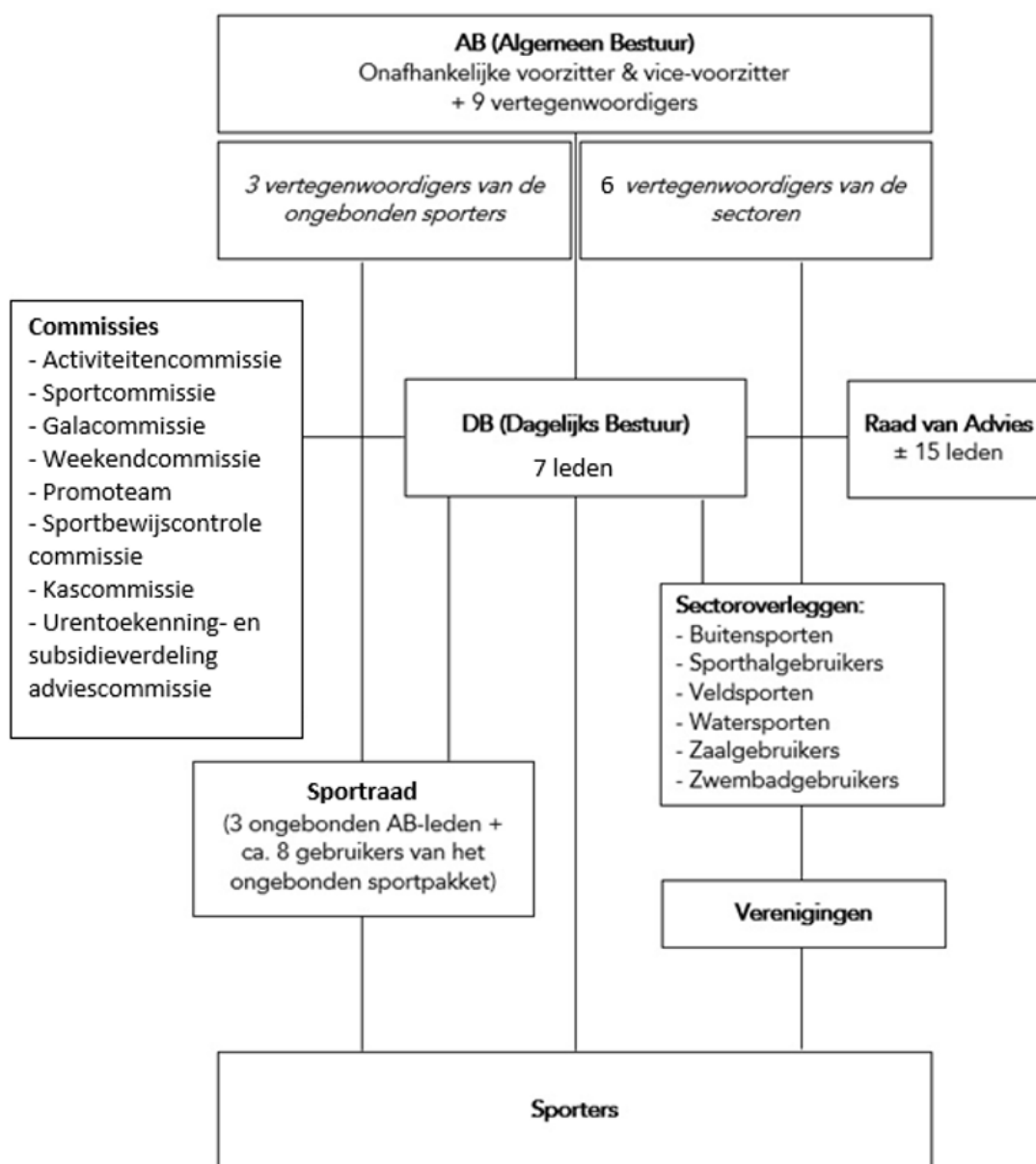
Support for hourly assignments
Project Association Trainer (PVT)
Higher-level competition sport
(HWS)
Top Sports Fund
Drawing up contracts

Chapter 2: Structure of the ACLO

The highest body within the ACLO is the General Board. The General Board is policy-making. The organ consists of eleven people; six people are representatives of a sector, three are representatives of the unbound athletes, and there is an independent vice-president and an independent chair. The General Board meets seven times a year, during which the GB decides on important policy matters that have been prepared by the ACLO's EB.

The Executive Board of the ACLO regulates the daily business. This means that the Executive Board is the executive body that deploys and implements the policy. The Executive Board is accountable to the General Board of the ACLO. The Executive Board handles the contact with the student sports clubs.

Visually, the structure of the ACLO is as follows:



Every student sports association that falls under the ACLO is classified within a sector. The sectors meet seven times a year. These meetings take place during the week in which the

General Board meeting is also planned. A sector includes associations with generally the same interests and problems. At the sector meeting, a representative from each association from that sector is present.

It is mandatory that a board member of each association is present during every sector meeting! Preferably, the EB is in contact with the same board member in the meetings and the member for whom the documents discussed are the most relevant as much as possible.

For example, it is advisable for a treasurer of an association to attend a sector meeting where financial documents are discussed. In addition, there is a member of the Executive Board of the ACLO and the sector representative from the General Board present at the sector meeting. The sector representative is there to gauge the opinion of their sector and later to express this in the General Board meeting. In this way, the associations can influence the policy of the ACLO. Nevertheless, the sector representative is ultimately the one in the GB.

In 2023-2024, the sector meetings are organized on the following days:

Monday

Indoor sports	18:00
Field sports	18:00
Water sports	19:30

Tuesday

Pool users	18:00
Unbound sporters	18:00
Sport hall users	18:00
Outside sports	19:30

In 2023-2024, the distribution of the associations across the sectors is as follows:

	Sector division
Outside sports	G.S.A.V. Vitalis G.S.P.V. Parafrid G.S.S.V. Tjas G.S.T.V. Tritanium G.S.W.V. Tandje Hoger G.S.S.V. Moddervet G.S.R.C. G.A.G.V. Pitch STUGG
Sport Hall Users	G.S.B.V. AMOR G.S.B.V. De Groene Uilen- Moestasj U.C. Face Off G.S.F.V. Drs. Vijfje H.V. De Cirkeltijgers

	G.S.V.V. Donitas V.V. Kroton G.S.V.V. Veracles G.S.S.V. Squadraat G.S.A.C.
Field sports	G.C.H.C. G.S.H.C. Forward G.S.K.V. De Parabool Lacrosse Groningen G.S.A.V.V. Forward G.S.V.V. The Knickerbockers G.S.T.C. TAM T.C. Veracket G.S.P.V. De Ramenlappers G.S.B.V. Tweeslag G.S.R.V. De Graancirkel
Watersports	G.S.R. Aegir A.G.S.R. Gyas G.S.W.V. SurfAce G.S.W.C. The Bares G.S.Z. Mayday G.S.K.V. Released
Indoor sports	G.S.B.V. Pugilice G.S.B.V. De Mattekloppers Deltaserat G.S.S.V. Donar 1881 SSV The Blue Toes G.S.T.T.V. Idéfix G.S.P.V. Noordpole G.S.K.V. Northside Barbell
Pool users	G.S.D.C. Ad Fundum G.B.D. Calamari G.S.Z.C. De Walvisch De Golfbreker

The following fixed topics, which are particularly important for associations, are discussed annually at the sector meetings:

August meeting: Budget ACLO

October meeting:	Spearpoints
December meeting:	Secretarial Annual Report
February meeting:	Annual Accounts
March meeting:	Hour Allocation
May meeting:	Semi-annual Accounts
	Sporting Policy
June meeting:	Financial Subsidy Distribution
	Concept Budget ACLO
	HR Changes

Chapter 3: Relationship ACLO - SC

You could consider the SC as a 'sports' Facility services for the University of Groningen (RUG) and the Hanzehogeschool Groningen (Hanze). Almost everything surrounding sports is arranged in consultation with the SC. The ACLO is the policy-determining body in terms of student sport. The SC is responsible for the planning, personnel, management and operation of the accommodations and materials. The ACLO is the primary user of the accommodations and sports leaders of the SC.

The responsibilities of the ACLO and the SC are clearly defined, which are the following tasks:

ACLO: Determine and realize the sports policy of the RUG & Hanze.

SC: Providing facilities and personnel for the sports policy determined by the ACLO.

In practice, the ACLO makes decisions regarding the allocation of hours, the courses on offer and the composition and frequency of the general hours. The Sports Centre is responsible for the implementation of the ACLO policy. This means that room rental and other accommodation matters (for example maintenance, scheduling, personnel policy, or construction / conversion of an accommodation) are provided by the SC.

Example: the allocation of the number of hours is a decision of the Executive Board of the ACLO, but the exact interpretation (the division of the hours and with which sports leader) is a task of the SC.

You will find an overview below for the most common situations that an association can face. This shows who is responsible: the ACLO or the SC. The names and / or functions of the persons to be contacted are also mentioned along with their telephone numbers.

A. Training

- Extra training groups or expansion of teams is only possible after consultation with the ACLO and the SC.
- The use of trainers will be determined in consultation with the relevant core teacher and the Deputy Director of the SC.

B. Competition

- An association can make use of the sports facilities in the SC and the WAS during the weekend for playing league matches.
- In consultation with the association involved, sports association and coordinator of the timetable of the SC, the performance dates are included in the annual schedule of the SC.
- Changes with respect to competition days / times will be made in consultation with the schedule maker of the SC.
- The association provides one contact point for competition matters.
- The home-playing ACLO association acts as host for the visiting associations, they will ensure that everything runs smoothly, and that the accommodation used is left in the right state.

- A number of associations are insured through their sports association, check whether this is also the case for your association. The SC is only liable for the state of the facilities, not for the activities.
- Catch-up events and cup games that are not included in the annual schedule must be consulted well in advance (A.S.A.P.) with the Coordinator for Schedule Affairs of the SC.
- For questions about invoicing, please contact the secretary of the SC.

C. Tournaments and events

- Reservations for the use of sports halls, sports fields and tennis courts go through the coordinator of scheduling affairs. The tournament or event will be included in the annual schedule. Reservations can be made by emailing sportcentrumreserveringen@rug.nl.
- At every event or tournament, there will be one point of contact person who discusses the event with the coordinator for scheduling before starting a script.
- Used accommodation and materials must be left in proper condition. In case of damage or failure to leave the facility correctly, the association concerned will receive the bill for the costs incurred.
- In case of accidents or other calamities, contact the SC desk directly. From there further action will be taken depending on the nature of the incident.
- Check if you need to obtain an event insurance policy. The SC is only liable for the condition of the facilities, not for the activities.
- The use of music is bound by rules. Information is available from the coordinator of scheduling affairs.
- In some occasions it is possible to stay overnight at the SC.

D. Free use and practice matches

- With your activated ACLO-subscription you can reserve a room at the hours in which no activities have been scheduled. This reservation runs via the internet.
- If you want to play practice matches on your own training hours, you should discuss this with your trainer and report this to the SC desk.
- The sports fields have been created for specific sports purposes and are vulnerable to other uses.
- It is not allowed to play a (practice) match on a sports field without prior consultation with the SC.

E. Rates

For rates and reservations of sports halls, sports fields, squash courts and tennis courts you can mail to sportcentrumreserveringen@rug.nl.

F. Code of Conduct Sports Center See Appendix.

G. Contact details Sports Center RUG & Hanze Address:

Blauwborgje 16
9747 AC Groningen
Tel: 050 - 3638063

Director: Niels van den Bovenkamp

E-mail: n.j.van.den.bovenkamp@rug.nl, telephone 050 - 3634488

Final responsible Sports Center

Final responsibility for management of sports facilities

Final responsible program sport

Human resources managerial staff and sport staff

Secretaries:

Jennifer Bouman

E-mail: j.m.bouman@rug.nl

050-363 4439

Stephanie Arends

E-mail: s.m.arends@rug.nl

050-363 7028

Financial administration via secretary

Finance, administration (including rates and invoicing) and contracts.

Technical department: Jan Hummel

E-mail: j.hummel@rug.nl , telephone 050 - 3634649

- Accommodation: all matters related to maintenance and cleaning of the SC.
- Everything concerning the building and sound (including rental of equipment for tournaments).
- Inspection of fields for competition.
- Purchase and responsibility of 'fixed material' on the SC (baskets etc.).
- Responsible for all 'rolling material', purchased by the ACLO (balls, rackets etc.).

Safety Coordinator (Business Relief): Albert Koster

E-mail: a.koster@rug.nl , telephone 050 - 3638063

- Safety coordinator (BHV)
- Desk coordinator

Contact person for top sports RUG: Cees Reitsma

E-mail: crreitsma@rug.nl , telephone 050 - 3634642

- Top sport coordinator

Contact person for top sport HG: Arjen Taaij

E-mail: a.taaij@pl.hanze.nl

- Top sport coördinator

Coördinator of grids / events: Peter Zweistra

E-mail: p.zweistra@rug.nl , telephone 050 - 3638354

- Coordination, planning of accommodations for tournaments, events, and competitions (consultation with the Sportsbar and management, renting of accommodation from third parties)
- Coordination and planning of activities (together with the sports coordinator of the ACLO)
- Composition of the course program (together with the sports coordinator of the ACLO)

- Korfbal and Handball core teacher

Coordinator: Hendrik Fredericks

E-mail: h.fredericks@pl.hanze.nl , telephone 050 - 3634150

- PR and marketing activities Sports Center
- Contact person management ACLO station
- Coordinator fitness

Coordinator: Evert-Jan Nienhuis

E-mail: ejnienhuis@rug.nl , telephone: 050 - 3634439 (via secretariat)

- Core teacher football
- Core tennis teacher
- Contact person for outdoor facilities

Core teachers

The core teacher is a contact point for a specific department and consults with the various sports leaders who teach in that particular field. There is also regular consultation with the associations involved. A core teacher has an organizational responsibility for his / her department. The core teachers can be reached via the Sports Center secretary.

Department

Badminton / squash / table tennis / gymnastics

Martial arts

Hockey/ swimming

Football / tennis

(Beach) Volleyball

Basketball / Handball / korfbal

Condition / fitness / quality care / Sportplaza

Moving on music / dance

Climbing

Other sports

Core teacher

Rink Hooijsma

Simon Leistra

Frits Tellkamp

Evert Jan Nienhuis

Henny Woldman

Kaj Reker

Hendrik Fredericks

Christel Vredevelde

Cees Reitsma

Niels van den Bovenkamp

In addition to the core teachers, there are other various sports leaders at the service of the SC. They can be reached via the Sports Center secretary.

Desk staff

At the administration and information desk several people are working on behalf of the SC. They can be reached via the general information number 050 - 3638063. The contact person is Albert Koster.

Willem Alexander Sportcentrum (WAS) Address:

Zernikeplein 17

9747 AS Groningen

Tel: 050 - 5953750

Contact ACLO Station Address:

Stationsplein 9,

9726 AE Groningen

Tel: 050 - 3636767

Chapter 4: Obligations of associations regarding the ACLO

The moment a sports association is affiliated with the ACLO, it means that the association will recognize and complies with the rights and obligations as laid down in the articles of association and the by-laws of the foundation.

Together with HR, the articles of association form the backbone of the foundation. Objectives, procedures and provisions that are essential for the proper functioning of the foundation can be found in these documents. Associations are therefore obliged to know the statutes and regulations and act accordingly. If an association does not comply with the articles of association or the HR, both the Executive Board (EB) and the General Board (GB) are entitled to take measures accordingly. These measures can vary from a fine to a change in recognition.

The articles of association and HR fall under the responsibility of the Executive Board of the ACLO. Associations can request the articles of association and HR from the secretary of the Executive Board.

In this chapter, the most important obligations of the associations towards the foundation will be discussed and explained.

4.1 Administrative obligations

Every year, a number of administrative matters must be submitted to the EB. Below is an overview of deadlines before which the documents must be submitted.

Annually before:

December 4th	Financial annual report (budget of the past year and the related statement and balance sheet, all with explanatory notes), including the budget of the current year with explanatory notes and receipts / invoices of the expenditure of the material subsidy from the previous year need to be handed in with the treasurer.
November 22th	Member list 1 before noon.
January 10th	Hours request, material and accommodation subsidy for the upcoming academic year to the sports coordinator and / or treasurer.
May 22th	Member list 2 before noon.
June 3th	Send secretarial year-report to the secretary.

All these items must be submitted digitally to the relevant EB member of the ACLO. The financial annual report should also be submitted as a hard copy version to the treasurer of the ACLO.

4.1.1 Administrative financial obligations

Annually, associations must hand in three financial documents and invoices for the material subsidy before December 4th, 2023:

Checklist financial annual report	
Front including name association, contact details and year of the annual report	
Introduction, in which special things may be mentioned	
Key figures association, such as number of members, fiscal year (from ... to ...) and level of contribution	
Realization 2022-2023, with realization 2021-2022 as comparison material	
Explanation realization 2022-2023 *	
Balance sheet at the end date of the financial year, with balance sheet year earlier as comparison material	
Notes to balance sheet *	
Budget 2023-2024	
Explanatory notes to the budget for 2023-2024 *	
Receipts of spending material subsidy	
Hand in a binder	
When printing, make sure that it is easy to read and do not abort any tables and continue on another page	

* The explanations should explain why a certain amount is budgeted or realized. The explanation should therefore be more than the explanation of what the post entails. For example, for a 'contribution' budget item, it is not enough to explain that it is the item within which the contribution is budgeted. It should be explained how many members are expected, how high the contribution is and why more, less or the same amount of contribution income is expected.

The ACLO wishes to see these documents so that it has a clear picture of the financial situation of its affiliated associations. In this way, the ACLO can assess whether or not an association is financially sound and, if required, can offer help.

- Ad. 1. Settlement of the concluded association year with accompanying budget and explanation

The settlement of an associations' year must be made on the basis of the budget made for that year so that items are comparable. The settlement is explained by post and possibly by sub-post. As a result, the settlement also includes the number of members from the relevant year. For comparison, the amounts from the budget and settlement of the previous year are included in comparable items.

- Ad. 2. Balance sheet (initial position before and after settlement) with explanation
After the end of an association year, the balance is drawn up on the basis of the settlement. On the balance sheet, the remaining amount from the settlement can clearly be found (the result for the financial year) and the assets of the association are clearly shown. The balance of the previous year is also requested for comparison.

- Ad. 3. Budget with explanatory notes

The budget for an association's year contains a realistic picture of the financial consequences of the activities planned in the year in question. For comparison, the amounts from the budget and settlement of the previous year are included in comparable items.

- Ad. 4. Receipts / invoices

Receipts or invoices to show that the material subsidy from the ACLO of the previous academic year was actually spent on (training) material. If this cannot be demonstrated, the treasurer can decide to recover the remaining budget. No subsidies will be paid without receipts or invoices!

If an association receives an accommodation subsidy for rent that is not advanced by the ACLO, the invoices must also be submitted (e.g. invoices from the municipality).

In the event of late submission of one of the elements of the annual financial report, the ACLO fine policy will come into effect. This penalty policy is described in section 4.3. If the documents are not, or not completely, submitted, a fine of € 50 will be imposed. For every following week that the documents are still not, or not completely, submitted, a € 50 fine will be added.

If your association works per calendar year as financial year instead of per academic year, you have to report this to the treasurer of the ACLO at an early stage. An individual deadline will then be agreed for submitting the annual financial report.

Every year in October / beginning of November a treasurer course is organized by the ACLO for all treasurers of associations. During this course some parts of the financial annual report will also be discussed and there is the possibility to ask questions about this.

4.1.2 Administrative secretarial obligations

- Report changes

The association must ensure that the correct (post) addresses, telephone numbers and E-mail addresses of the board members at the ACLO are known. The associations must forward any changes to secretaris@aclosport.nl. Pay attention to this, because it is still too often that former board members of associations are called instead, and this only leads to irritation on both sides.

- Secretary annual report

Annually, a secretary report must be submitted to the ACLO before June 3th. The ACLO will use this report to get an overview of the developments of the associations over the years. This report will also form part of the secretary annual report of the ACLO.

The association report may not cover more than half a page in A4 format. The following points should be included in the report: realization of the objectives set, highlights, bottlenecks, members (growth / stagnation), future prospects.

The report must be submitted digitally to secretaris@aclosport.nl. The EB of the ACLO reserves the right to make changes to the report.

If an association is late to hand in the secretarial annual report, the ACLO penalty policy will come into effect, as described in section 4.3.

4.2 Other administrative obligations

- Acquaintance meetings

The associations are invited every year as soon as possible after the board change or during the transmission period for an introductory meeting. The association is obliged to be present at this meeting with as many board members as possible. This meeting is to introduce the new EB of the ACLO to the (new) association board and vice versa. From the ACLO, the sector representatives from the EB and GB will be present at this meeting. Chapter 17 contains all the dates for these introductory meetings.

- Semi-annual calls

Halfway through there is the possibility to request a semi-annual interview with the EB of the ACLO and possibly the sector representative from the GB. During this conversation, matters relating to submitted documents, such as the annual financial report or the list of members, can be discussed, but can also be used by associations to catch up, obtain advice, evaluate, look ahead or give feedback on the ACLO. The semi-annual interview can also be made compulsory by the ACLO if they deem a call necessary.

- Sector meetings

The association must be represented at sector meetings of its sector. These meetings are held seven times a year in preparation for the meetings of the GB and to exchange knowledge within the associations.

At least one delegate from the association board must be present at the sector meeting. The EB requests, as much as possible, a permanent person to take part in the sector meetings. The dates of these meetings are known at the start of the academic year (see Chapter 16: Data AB and Sector Meetings 2023-2024).

An association may be absent once a year with notification. For every absence with notification in subsequent meetings, there is a fine of € 20, -. In addition, an association will always be fined € 20 if it is absent without notice.

- Active attitude

The association is expected to adopt an 'active attitude' towards its members, in relation to the ACLO and externally. This means that activities should be organized for the members, possibly various committees, drinks, tournaments, and a club newsletter.

The ACLO EB would highly appreciate receiving a copy of the newsletter.

The Board Day and the Board Games (also explained in Chapter 5) are an initiative in which the ACLO expects boards to be actively in order to, amongst other, gain (in) formal contacts with the other association boards.

If an association does not meet the above mentioned obligations, both the Executive Board and the General Board are entitled to take measures. These measures may vary from fines as described in chapter 4.3 to a change in recognition.

4.3 Penalty policy ACLO

The fine policy of the ACLO states that a fine of € 50, - will be charged in case a deadline has exceeded. This fine will increase by € 50, - a week until the requested amount has been paid.

Another rule applies to the hour assignment and the members list check.

If on the deadline of the members list check (Wednesday, November 22, 2023, before 12 noon and Wednesday, May 22, 2024, before noon) no correct member list has been submitted via NextGen, a fine of € 250 will be charged.

If on the deadline of the hour application (January 10, 2024, before 12:00) no completed form has been submitted, a fine of €50, - will be charged, which will increase with €50, - per day that the deadline is missed.

Chapter 5: ACLO events

The ACLO organizes a number of events for association boards every year. The association boards are expected to be present at these events. This is not only good for the cooperation and integration between the ACLO and the different boards of associations, but also for the association boards among each other. In addition, a number of events are extremely suitable for recruiting new members. The events will be described below.

5.1 Sports Plaza

Together with KEI, the ACLO organizes the Sportplaza at the Sports Center every year. Sports Plaza gives associations the opportunity to make their association known among first year students in Groningen. The association will receive access to a stand and there are opportunities for extra (sportive) activities during the Sportplaza. The ACLO pays the costs for the stands for the associations. If the stand at the Sportplaza is not staffed all day, the ACLO will charge the costs of the stall (€ 35, -) to the responsible association.

5.2 Transfer drink

Every year the transfer drinks of the ACLO take place. This will usually take place in the beginning of the academic year. Prior to this drink, the new Executive Board has been installed. During the reception the opportunity will be given to congratulate the board.

5.3 Treasurer course

The ACLO organizes a treasurer course for the treasurers of its association boards. The ACLO has noticed that the quality of the annual financial reports, which these associations have to provide, has improved considerably as a result of this course. The ACLO, therefore, strongly recommends that all treasurers of association boards be present during this course. If desired, they can also take another board member along. When and where this treasurer course will take place will be communicated later.

5.4 Online IRA

Nowadays, there is the possibility to follow the Instruction Responsible Alcohol serving course for free online. This course, in which bar volunteers are instructed about the serving of alcohol and the consequences of excessive drinking, is mandatory for bar staff. Certificates are checked regularly. The website given below provides all the information a bar volunteer needs to know to serve alcohol responsibly. After studying this information, a test can be done. If succeeded, a certificate will be available by name and can be printed. The test can be found at <http://www.nocnsf.nl/iva>.

5.5 Board day

Around October, most boards of ACLO associations change members. The Board Day is part of the ACLO policy to the associations. Every year, the ACLO organizes this informative, interactive, and enjoyable day to give association boards information via lectures and an interesting selection of workshops. Using information provided this day, the ACLO hopes to boost new boards at the beginning of their year. Moreover, it is a good way to get to know other association boards. The day is concluded with a drink.

5.6 Sport Prize Election & ACLO Sports Gala

Every year during the ACLO Sports Gala, the sports prizes are awarded. Via this way, we look back at what has happened in the field of sports in the past year. Undoubtedly it varies from disappointments to great performances and victories. The ACLO and the Sports Center want to reward these performances.

Eligible for prizes are individual student athletes, student teams and student sports associations. The association boards and sports leaders can introduce people. From this, three nominees will be chosen per category. The winner is partly determined by a professional jury and partly by voting.

Of course, prizes are linked to the election. The ACLO and the Sports Center offer cash prizes (€ 200 per category).

Registration for nominations can be e-mailed to the internal coordinator of the Executive Board (coordinatorintern@aclosport.nl). Send an explanation in addition to the nomination. Additional information, such as a press release, is always welcome. The deadline until when athletes and teams can be nominated will follow. After that it will be possible to vote. More information about this will be published in time.

5.7 Board games

A nice finalization of the association year are the Board games. These usually take place in June. Association boards will compete against each other in different sports components to compete for the title "Association Board of the Year". The day will be filled with possible demonstrations, a barbecue, and a closing drink.

5.8 Various ACLO events

Besides events for associations and its boards, the ACLO also has a number of other events. These activities are made known to the boards during the sector meetings. These events are for all ACLO subscription holders and it is fun to share these events with the members.

5.8.1 ESN Meets ACLO

ESN Meets ACLO is an event that the ACLO organizes together with ESN Groningen. The event will take place on Sunday the 3th of September of 2023. During these days, international students will have the opportunity to get acquainted with the ACLO and its student sports associations through workshops and informative stands. In February 2024 a second edition will take place.

5.8.2 KISS

The Christmas Indoor Sport Spectacle will take place on Wednesday, December 20, 2023. The KISS is a sportive end of the year with a touch of Christmas. The KISS traditionally has started with a specially designed 'Big Circuit' in the HG hall. There will also be several sports tournaments where one (even non-ACLO athletes) can sign up in teams. The ACLO approaches associations to help organize the various sports tournaments. The regular program will be largely cancelled this day. If there are ideas from the associations to organize something special, they can be mailed to coördinatorintern@aclosport.nl.

Chapter 6: Sports Subscription policy

To be able to play sports at the ACLO, students must have their student card ACLOtivated. Associations are responsible for ensuring that all their members are in possession of an ACLOtivated student card or any other valid ACLO subscription. The secretary of the Executive Board of the ACLO will verify via the members list check whether this is the case. If there are still people on the membership list who do not have a valid ACLO Subscription, the association must pay the price of an activated student card plus the administration costs for the person concerned. The ACLO recommends encouraging members of associations to purchase an ACLO Subscription as early as possible during the academic year.

Persons who do not fall within one of the target groups (see table and further explanation below), formulated in the sports certificate policy, but are of special administrative or sport technical value for the association, can receive a dispensation subscription. The procedures for the dispensation subscriptions and the member list checks are shown later in this document. In addition, an A4 has been sent to all boards before the KEI week, which briefly explains who can and cannot buy an ACLO Subscription and thus become a member of an association.

ACLO Sport certificate policy

ACLO Subscription	Price	Subgroups
ACLO Subscription		
Low fare	€ 59.95	<ul style="list-style-type: none"> - Full-time or part-time HG or RUG student - PhD student RUG (PHD student) * - SPO student - AVAG student - Hanzehogeschool Professionals and Companies student - Tuition-free board member - Student Dutch University > 3 months - On the recommendation of NOC * NSF - 50 mbo-students of the Noorderpoort, Alfa-College, Terra MBO Groningen and Menso Alting.

High rate	€ 134.95	<ul style="list-style-type: none"> - Graduate HG or RUG (up to three years after graduation) - Former (stopped) HG or RUG student (until one year after graduation) - Trainee at the HG or RUG - Student at other College (max. Ten per college) - On the recommendation of former member EB ACLO - On the recommendation of member EB ACLO - Partner employee of the Sports Center
1st Semester Subscription		
Low fare**	€ 49.95	
High rate **	€ 99.95	
2nd Semester Subscription		
Low fare**	€ 49.95	
High rate **	€ 99.95	
Summer Subscription		
Low fare**	€ 24.95	
High rate **	€ 49.95	
Day Card **	€ 7.50	
Grotius Subscription	€ 30, -	
		- Students of the Grotius minor
Dispensation Subscription	€ 134.95	
		- Association members who fall outside the sports policy
Free Subscription	€ 0, -	

<ul style="list-style-type: none"> - Staff Sports Center - Student Dutch University < 3 months - Top athlete through top sport regulation HG / RUG - Old EB members (Gold Subscription) - Former GB members (Silver Subscription) 		
Fitness Subscription ***		
Fitness Subscription	€ 65, -	- Everyone with an ACLO Subscription
Semester Fitness Subscription	€ 40, -	- Everyone with an ACLO Subscription
Summer Fitness Subscription	€ 19.95	- Everyone with an ACLO Subscription

6.1 ACLO Regulations concerning the Sports SubscriptionPolicy

Entitled to purchase an ACLO Subscription of € 59.95 have:

- Full-time and part-time students at the RUG or the HG, in possession of a student card of the current study year.
- Students who follow a part-time study in the context of Hanze High Professionals.
- Students with grants, doctorates, post doctors, PhD students (with the exception of AIOs and OIOs) or PhD students at the RUG, with an appointment card for the current year.
- Foreign students with a student card (from the RUG or the HG) valid for more than six months on presentation of their student card or proof of enrolment.
- People on the recommendation of the NOC * NSF, this goes via the treasurer of the ACLO.
- Students of the AVAG, on presentation of a certificate of registration to the AVAG for the current academic year.
- Students registered at one of the Dutch universities on presentation of a student card of the current academic year of the institution concerned. A proof of registration must also be shown at the University Sports Center of the university concerned.
- Students who follow a study at the Hogeschool of 'Pedagogisch en Sociaal-Agogisch Onderwijs Groningen' (SPO), on presentation of a valid student card.
- 50 mbo-students of the Noorderpoort, Alfa-College, Terra MBO Groningen and Menso Alting.

If you stop your studies as a RUG or HG student during the academic year, it is possible to keep your ACLO Subscription free of charge for the rest of the year. In order to do this, you are obliged to have your ACLO Subscription converted to a Stopped / Graduate Sports Certificate at the desk at the Sports Center.

The following persons have the right to purchase an ACLO Subscription of € 134.95:

- Former students (stopped HG or RUG) in possession of a college card from the RUG or the HG of the previous academic year.
- Students who have stopped or graduated during this academic year and have not yet purchased an ACLO Subscription before the deregistration date, on presentation of their Registration or deregistration certificate of the current academic year.
- Students at another Hogeschool with their own sports facilities, in possession of a valid student card from the institution concerned. This regulation only applies as long as it has a maximum of ten students per institution.
- Students who have graduated from the RUG or HG up to three years after graduation.
- Students from another institution who are doing an internship at the HG or the RUG.
- If a person has no right to buy a sport certificate within the sports policy, he / she can receive dispensation from an ACLO association for a high rate ACLO Subscription to purchase. All associations must send a list of these dispensation members to the chair of the ACLO. The chair indicates when the members can purchase their dispensation Subscription.
- Alumni on presentation of their diploma or diploma, with graduation date. The rule for alumni is that they have the right to purchase an ACLO Subscription until three years after graduation.
- Persons on the recommendation of members of the EB of the ACLO. This includes a maximum of one nomination per person per year. This presentation is made via the treasurer of the ACLO.
- Students from other universities or colleges who do an internship at the University of Groningen or HG, on presentation of proof that they are doing an internship at the relevant institution.
- Persons on the recommendation of staff of the Sports Center during the employment. A maximum of one nomination per staff member per year is linked to this scheme.

The following have right to purchase an ACLO exchange Student Subscription of € 49.95:

- Foreign students studying at the RUG or HG with a student card valid for six months or less. With this subscription it is not possible to become a member of an association.

The following have the right to a free ACLO Subscription, always on the recommendation of the chair of the ACLO:

(The "Free Subscription")

- Staff working at the Sports Center during the employment.
- Students at one of the Dutch universities with a stay of three months or less in Groningen, on presentation of a student card of the current academic year of the institution concerned. A proof of registration must also be shown at the University Sports Center of the university concerned.
- Foreign students with a stay of three months or less on presentation of a registration or college card from the RUG or HG or proof of enrolment from the institution.
- Current and former ACLO-EB members have received an ACLO Gold subscription. This is valid for the rest of their lives but must be ACTIVATED each year.
- Each member of the General Board is entitled to a free ACLO Subscription at the time that he / she is a member of the General Board in the relevant academic year.

- Former members of the GB of the ACLO who have been in the GB for at least two years have received an ACLO-Silversubscription which is valid for the first five years after the GB membership. This Subscription needs to be ACTIVATED every year.

The following have the right to a Midseason Subscription (low rate € 49.95 and high rate € 99.95) valid from 1 February:

- Everyone who falls within the sports certificate policy. With this Subscription it is not possible to become a member of an association.

The following have the right to a duplicate ACLO Subscription:

- Duplicate ACLO Subscriptions are available at the Sports Center desk on presentation of a valid ID, card or student card. The costs are € 5, -. When someone needs a replacement card by graduating or stopping the study, a duplicate ACLO subscription is free.

The most recent sports subscription policy is always on www.aclosport.nl.

Association members must be notified at the desk if they:

- Stopped
- Are graduated
- Switched from the RUG or HG to the other party

6.2 Dispensation system

Associations can accept members who are not eligible to purchase an ACLO Subscription. These persons must either have added value or be important to the association (e.g. a good player of the first team or a board member). For this type of members, the ACLO has in the past devised a procedure, the dispensation system, with which the association member receives dispensation and, thus, will be enabled to purchase an ACLO Subscription at high rate.

The procedure is as follows:

1. The association e-mails to the chairman of the ACLO which members it wishes to grant dispensation. This should be done by e-mailing the first and last names, dates of birth, email addresses and possibly the old ACLO numbers in an Excel file. An Excel format is available for this purpose, which is sent to the associations every year in August.

The number of club members is determined each year on the basis of the members list check in January / February. From the academic year 2010-2011 on, the number of dispensation sports certificates per club is calculated as follows:

$$D(X) = \frac{L1(X-1) + L2(X-1)}{2} * 0,055$$

D (X) is the number of dispensation Subscriptions in year X, L (X-1) is the number of members determined in the list of members of the previous year. A minimum of 7 dispensations certificates and a ceiling of 15 dispensation certificates per club is applied. The outcome from the formula is rounded to whole numbers. The number of dispensation subscription entitled to an association can be requested at any time from the chair of the ACLO.

2. The association members granted dispensation can purchase their ACLO Subscription at the Sports Center's desk. They pay a high rate ACLO Subscription worth € 134.95. Do not forget to inform the relevant members! He / she must also present a valid proof of identity to the porter upon collection. The ACLO-800 number that the dispensation member receives, must be passed on to the association to be processed in the membership list. For dispensation members, the deadline for collecting their ACLO Subscription is the 22th of November (the same deadline as the members list check). Before this date, the holders of the dispensation subscription must have paid for their ACLO Subscription and have ACTIVATED their subscription at the desk of the Sports Center. No hard deadline has been set for passing the dispensation list by associations to the ACLO. Do this before the members list check, so that the members of the dispensation have the time to pick up their subscription. Dispensation members who only register after the members list check must collect their dispensation subscription before the deadline of the second members list check on the 22th of May (more on this later in this document). We strongly encourage all associations to encourage their dispensation members to collect their dispensation subscription as quickly as possible, since from the start of the academic year on ACLO Subscriptions will be checked at the various sports facilities. In addition, a secretary has enough time to add the dispensation members to the membership list in Nextgen. If someone is not in possession of a valid ACLO Subscription, access will be refused. Therefore, to prevent association members from being refused entry, submit the dispensation list as soon as possible.

6.3 Check of the ACLOtivated student card

As mentioned earlier in this chapter, the membership lists of the associations are checked on all members possessing a valid ACLO Subscription. In addition to this check, the ACLO also checks on the spot. This check takes place in and around the Sports Center and in the WAS. The ACLO has two goals with these checks. First, she wants to try to keep illegal athletes out. In addition, the ACLO wants to encourage their members to ACLOtivate their student card early in the year, so that this does not have to go through the members list check. When many members are not yet in possession of an ACLO Subscription, the memberships check costs the association boards a lot of work. Make it clear to your members that they always need to have a valid ACLO Subscription when they start exercising!

If, during the on-site inspection, turns out the sporter has not purchased a valid ACLO Subscription at all, you can pay € 10, - and immediately purchase an ACLO Subscription. If the person in question does not want to purchase an ACLO Subscription, a penalty of € 20 must be paid. For this he / she must be able to show that they are eligible for an ACLO Subscription. See the ACLO sports subscription policy.

Test members

If there are people who are interested in an association but are not yet sure whether they want to become a member, there is the possibility to train up to six times per academic year. If a test member is checked, the inspector will walk along to the training and verify this.

Training members

Training members are members who do not compete at the club and only use the training courses. These members must also have a valid ACLO Subscription.

Association trainers

Association trainers who do not work at the Sports Center and do not own an ACLO Subscription must be passed on by the association to the internal coordinator of the ACLO. They are put on a list, including the time and location of the association. They can then be passed on when they want to give training.

Illegal athletes at the fields

In the spring and summer there are many freeloaders in and around the ACLO. This is not desirable, because this causes the accommodation and the material to wear, among other things. The ACLO, and indirectly the members of the ACLO, pay for these costs. If you suspect that people do not have an ACLO Subscription, you can inform the Sports Center information desk about this. The number of the counter is 050 - 3638063.

Half-yearly subscription for association members

From the academic year 2018-2019 onwards, the half-yearly subscription for association and independent members will be introduced. This allows an association member, in addition to a full ACLO Subscription for an entire academic year, to also purchase an ACLO Subscription for both the first half year and the second half year. The ACLO hopes to respond to the needs of the student, who often travels half a year or enters a study halfway through the year. The ACLO also hopes to accommodate the associations that receive the majority of their members in the second part of the year (the outdoor sports associations, but also the associations with spring members).

Chapter 7: Member list check

7.1 Introduction

During the member list check, all associations are checked whether their members have purchased an ACLO Subscription. Members of an association affiliated with the ACLO must at all times be in possession of a full ACLO Subscription, because the sports associations affiliated to the ACLO are subsidized and are granted guided or unaccompanied hours. The hour allocation and subsidy distribution are based on the number of members that your association has. More members also means more supervised and / or unaccompanied hours and subsidies. It is therefore in your own interest to ensure that your membership list is complete before the deadlines. The amount of members of 2023-2024 will be based on two member list checks.

You can find more information about this in section 7.5. The deadlines are scheduled for the following times:

The first MLC is on November 22th, 2023 before noon.

**The second MLC is on May 22th, 2024
before noon.**

7.2 What are your responsibilities as an association board for the members list check?

NextGen is the software system in which the members list can be maintained throughout the year. In this system, you can check which members are already in possession of an ACLO Subscription and which are not yet. In 'Handeling ledenlijstcontrole 2018-2019' it is described in detail how you can keep track of and monitor the members list in this system. You will receive this manual at the beginning of academic year 2023-2024. In addition, an information meeting will be organized for all secretaries of the associations to explain the process surrounding the member list check.

As association board, you used to be able to add / accept or remove / decline them in two ways: via the MyACLO website and via NextGen. However, due to an update of MyACLO, this is not possible anymore. New members cannot register with the association via MyACLO anymore. This means that the board has to do this by manually adding members to the members list before the deadline of the members list check. This process is further explained in the manual.

It is useful to know in advance that members are only visible in the system when they have logged in to MyACLO with their student number and password or when they have purchased an ACLO Subscription. Has a new member registered with your association? Make sure right away that this member is pointed out (via for example a confirmation email of the registration) that the member must purchase an ACLO Subscription.

7.3 What happens at the deadline of the members list check?

On the deadlines of the members list check the members list of each club is printed by the Secretary of the ACLO board. The number of members of all associations, which are printed at the deadline, are considered in the allocation of hours and then later in the year at the subsidy distribution. In addition to registering the number of members, at the time of the deadline it is checked which members have not yet purchased an ACLO Subscription.

The postponement of the deadline is not possible! The check can technically only be done for all associations simultaneously. If the list of one association is submitted too late, this means that the entire process of the members list check, time allocation, allocation of hours,

subsidy distribution and scheduling is delayed. It is obvious that this creates such problems that it is impossible for the ACLO to postpone this deadline.

7.4 What happens after the deadline of the members list checks?

For those members who have not yet purchased a sports certificate before the deadline of the list of members, an ACLO Subscription is purchased centrally from the ACLO. This is called the 'Central Purchase'. Note that the association receives a central purchase invoice for the members who have not purchased an ACLO Subscription before the deadline. The fine per member consists of the price of the ACLO Subscription (low rate € 59.95 for students and high rate € 134.95 for non-students) plus € 15, - administration costs. Only when it can be proved that the ACLO has made a mistake, all supplied data are correct, and the member actually already has an ACLO Subscription, can the association object after the invoice.

The EB reserves the right to carry out further inspections at a number of randomly selected associations. This includes, among other things, the retrieval of name and address data, contact details, comparing the list of members with the team division and / or lists from the CUOS and / or the association of the relevant sport, and requesting a disaggregated statement of income from contribution. The purpose of this further check is to prevent abuse. If no correct member list has been submitted via NextGen at the deadline of the member list checks, a fine of € 250 will be charged.

7.5 Second members list check and the Semester Subscription

At the GB meeting on the 18th of May 2017, a unanimous vote was taken for the introduction of a half-yearly subscription for both the bound and the unbound athletes. The hour allocation and subsidy distribution of the ACLO is based on the membership numbers of associations, which are measured during the members list check. The number of members can no longer be based on a single list of members with the introduction of a semi-annual subscription for bound members. This will mean that two measurement moments are required to determine the membership numbers of the associations. This will be done for the first time in the year 2017/2018. Two member list checks again influence the way in which the number of members count towards the allocation of hours and the subsidy distribution of the associations. The number of members used for the hour allocation and subsidy allocation will be based on the average of the number of members of the previous year (MLC 2nd half year) and the number of members of the current year (MLC 1st half year).

7.6 Other points for attention regarding the members list check

Switch RUG / HG

If an association member switches between the RUG and the HG, this has consequences for his or her account in the membership list in DMS. It is possible that the old account (linked to the old educational institution) is still included in the members list, so that the ACLO Subscription on the new account (linked to the new educational institution) is not visible. This can lead to an unjustified fine. Avoid this by communicating to your members that they have to pass on a change in educational institution to you. The membership list of the association must contain the account that is ACLOtivated at the time of the list of members check.

SPR members

Members of the Sportvereniging Personeel Rijksuniversiteit / Hanzehogeschool (SPR) are not allowed to become members of a student sports association unless they purchase a dispensation Subscription. It is your responsibility to communicate this clearly to the SPR

members. Note that the dispensation subscription is subtracted from the total number of dispensation subscriptions to which the association is entitled.

Valid ACLO Subscription

Please note that members with an SPR membership or a Summer Subscription do not have a right subscription to join an association.

Chapter 8: Hour allocation

Every year, in the months of February and March, the process of allocating hours to associations takes place. During this process, it is determined how much accommodation the clubs will receive for the following year to train and how many personnel the ACLO and the Sports Center will make available for these trainings. The basis of the hour allocation is the 1.5-hour model. In this model, every member is encouraged to exercise for 1.5 hours per week. The 1.5-hour model works according to the following formula:

Hour training for an association = ceiling = (number of members / parameter) * 1.5 hours.

The hour allocation process starts with the member list check, to determine how many members each association has. Shortly after the members list check the hour allocation takes place. During the allocation of hours, the available staff at the ACLO and the Sports Center are divided into group lessons and open hours, courses, and association hours. After the division of hours, it is known how many hours per week the associations can receive training from a sports teacher from the Sports Center. For 2023-2024, 442 hours of staff are divided among the 51 ACLO associations.

The actual hour allocation can start after the hour distribution. The ACLO uses a complicated Excel file for the allocation of hours: The Subsidy Distributor. A number of variables are entered in the Subsidy Distributor, including the number of members and the parameter (For changing the parameter, take a look at 8.1.1a) of the associations. The Subsidy Distributor then calculates the ceiling of an association. This is the number of hours for which the association should receive subsidy from the ACLO according to the 1.5-hour model. The problem here is that the Sports Center does not employ enough staff to offer each association guided training according to the 1.5-hour model. For this reason, supervised (accommodation + staff) and unsupervised hours (accommodation only) are distributed during the hour allocation.

Well before the process of the allocation of hours starts, all associations receive an application form for the supervised and unsupervised hours. This can be filled in with the wishes of the associations regarding the number of hours for the coming season. In January, after the deadline for the members list check, an information evening will be held about the hour allocation process and an explanation will be given about this application form. The application of the number of hours is extremely important. The ACLO assumes that this application reflects the total need for training hours of the association. Please take filling in this application form seriously!

Based on the application from the associations, the Subsidy Distributor then divides the supervised and unsupervised hours. The program distributes supervised hours until all available hours of the Sports Center staff are distributed. Then the unsupervised hours are divided. Again: the total amount of supervised and unsupervised hours of an association can never be higher than the ceiling.

If the Subsidy Distributor has divided all hours, the result will be reviewed by the ACLO and the Sports Center and tested for reasonableness. If the ACLO and the Sports Center feel that there is a good reason to deviate from the distribution proposed by the Subsidy Distributor, the result can be adjusted. Reasons can be, for example: poor training

attendance, too great a decline or too large an increase compared to previous years or accommodation shortage. The number of assigned supervised hours compared to previous years can change by a maximum of two hours. If the adjustments have been made by the ACLO and the Sports Center, the General Board must approve the hour allocation. If this has happened, the hour allocation is fixed, and nothing can be changed.

Note: the allocation of hours is important for the association, so fill in the application form well and on time and ask questions when something is not clear. We are happy to help you. After the decision of the General Board, the hour allocation is final and can no longer be adjusted!

8.1.1 Providing sports leaders and accommodation

To determine the extent of the number of hours of supervision in the form of a sports leader and accommodation, the ACLO uses the 1.5-hour model. This means that the ACLO wants to enable every member to be supervised for 1.5 hours per week to practice their sport. The ACLO uses this model to get the best possible distribution of training hours for all ACLO members. However, due to the shortage of accommodation, it is not self-evident that every association can actually have the promised number of hours according to the 1.5-hour model. For changes in the number of hours, the following aspects are considered:

- The occupancy rate of the current hours.
- The efforts of an association in the field of training. There clearly needs to be a need for extra guidance, accommodation, and money.
- The relationship with other associations.
- The relationship with the unbound members.
- The parameter of the sport. (The parameter is the average between the ideal and the maximum number of members in a group per hour in a branch of sport.)
- The number of members.

8.1.1a Procedure parameter

The parameter is the number of members at recreational level that can be supervised by one teacher, considering available accommodation, safety, quality, and personal supervision. In formula form, this is the average between the ideal number and the maximum number of members in a group per hour in a branch of sport.

The numbers for the parameter are determined by inquiring with the relevant federation, requesting information from relevant sports leaders, objective knowledge, input from the relevant association and ultimately the subjective assessment of the sport coordinator of the executive committee. A reduction has such an influence on the allocation of hours that the maximum number of hours to be allocated on the basis of the 1.5-hour model is increased. With the actual allocation of hours this can be positive for the relevant association.

An application to change the parameter must be well argued and submitted by settled deadline.

8.1.1b Scheduling

For actual scheduling, group classes, open hours, and courses are scheduled first (primetime). Around these hours the associations are scheduled that are using the small rooms. The other accommodation is delivered in blocks to the core teachers of the departments, who schedule the underlying associations in consultation with the department and the associations concerned. The training hours from the hour assignment are placed first, followed by the free hours and after that possibly additional hiring hours, as far as accommodation is still available. Teams that train twice a week are, if possible, placed one time early and one time late. Sports with a continuous character (40 weeks) go for shorter applications (for example korfbal). At the beginning of July, the entire schedule is complete. The SC, in the name of Niels van den Bovenkamp (Head of LV & S Sports Center), is responsible for The scheduling. The ACLO is only concerned with the hour assignment. For scheduling issues, therefore, contact should always be sought with Peter Zweistra.

Chapter 9: Subsidies

In this chapter, the possibilities that the ACLO has to support associations with subsidies will be explained in detail. Subsequently, possible subsidies from other parties are discussed.

9.1 ACLO subsidies

The ACLO can award grants for certain student sports events or projects, as described in the HR of the ACLO, chapter 14: 'Subsidieverlening'. Below is an overview of the different types of subsidies:

1. Material subsidy
2. Accommodation subsidy
3. Guided training above 50% of the ceiling
4. EUC / WUC participation procedure
5. Warranty subsidy
6. HWS grant (Higher Competition sport grant)
7. Top sport regulation
8. Course compensation
9. Start-up subsidy
10. Loans
11. Subsidies Cuos
12. Subsidies Municipality of Groningen

9.1.1 Material subsidy

The ACLO provides material for the trainings of the associations. Depending on the location, nature, wishes, and preferences of the association and the ACLO, this subsidy is granted by means of the direct provision of material, or by means of providing a financial subsidy. The starting point for both subsidy payments, both directly and financially, is to provide material that is necessary for the smooth execution of a training. Depending on the branch of sport, the ACLO provides a part of up to 98% of the costs of the required material. If an association wants material subsidy, an application must be submitted to the ACLO Coordinator Sport before the 10th of January, 2024, before 12:00. The EB provides application forms for this. The request for material subsidy is made together with the hours request for the following academic year. The payment of the subsidies takes place in the months of March and June of the following academic year.

The application must be provided with:

- Argumentation request
- Cost of materials in recent years
- Expected growth application for years to come
- If it concerns a new subsidy, a comparable cost for another association

If associations need a large material expense, they can use the advance payment scheme. The material subsidy of the coming years will be advanced. There must be good arguments for this and this request must be submitted to the treasurer of the ACLO.

When a new association joins the ACLO during a foundation year, the deadline for applying for the material subsidy has already expired. In this case, the association in question can still apply for a material subsidy, provided there is still a relevant number of months left of the year of foundation until the new foundation year begins. For more information you should contact the treasurer of the ACLO.

10.1.1a Basic Rules for Material Recalibration

The material subsidy is recalibrated for each association once every three years. The recalibration is based on the following basic rules.

Storage is included in the material recalibration. When a club needs to purchase its own storage because there is no storage available at the sports location, then a material subsidy can be given for this.

Equipment for novice members/measuring members is subsidized. The amount is 25% of the parameter.

Additional material for strength or condition training (e.g., walking ladders, resistance bands) is not subsidized. Only equipment that is essential to the sport is subsidized.

First aid equipment will not be subsidized. This is the responsibility of the accommodation.

If clubs use the same materials, then each club will receive the full subsidy to purchase these materials for themselves. Therefore, there is no need for associations to share materials.

Associations will all be reimbursed the same amount for the same equipment.

9.1.2 Accommodation subsidy

An association is eligible for accommodation subsidy for the hours allocated by the ACLO. Depending on the branch of sport, the ACLO subsidizes a part up to a maximum of 98% of the accommodation costs. In some cases, ACLO can pay up front. In this case, after the entire accommodation has been advanced for a year, the ACLO will check whether an association has exceeded the allocated subsidy amount for accommodation. If this is the case, the association will receive an invoice of the amount that has been exceeded. In other cases, where the associations themselves pay the bills for the rented accommodation, the ACLO will pay the monetary subsidy directly to the association in the same instalments as the monetary material subsidy.

An application for accommodation outside the Sports Center must be included in the hour request, which must be submitted by the Sports coordinator of the ACLO by the 10th of January 2024 at 12:00 noon.

The application must include:

- Cost per hour for the external accommodation
- Subsidy previous years;
- Preferences for years to come.

9.1.3 Guided training above 50% of the ceiling

85% of all supervised hours above half of the ceiling of the association are subsidized. Up to half of the ceiling 100%. If the hours request shows that associations do not wish to purchase all supervised hours up to the ceiling (see chapter 8 on hour allocation), only all the used supervised hours excess of half of the ceiling of the association are subsidized for 85%.

Associations can choose to work with association trainers rather than trainers appointed by the SC. As a result, the costs for supervised training hours may be lower for them.

9.1.4 EUC / WUC participation procedure

Through the international sports organizations EUSA and FISU, European University Championships (EUC) and World University Championships (WUC) are organized in different branches of sport. The sports organized during a EUC and WUC are both individual and in a team. The winners of an NSK may participate in a EUC or a WUC.

If a team sends Groningen to a EUC, WUC, or Universiade, an application can be made for a participation subsidy from the Top sport fund. The costs can possibly be met. For more information, ask the treasurer of the ACLO. When applying for a subsidy, a budget for transport, registration and accommodation costs is requested. Such costs can be partially reimbursed from the Top Sports Fund. A number of conditions will be imposed on a reimbursement from the Top Sports Fund, for example participation in the GNSK for team Groningen. Failure to comply with such conditions may have consequences. Therefore, always read the grant award carefully. Request more information from the external coordinator of the ACLO. If athletes think they can participate in an EUC/WUC/Universiade, it is advisable to do so as soon as possible

9.1.5 Warranty subsidy

The ACLO offers the possibility for a guarantee subsidy for projects and events. Subsidies from this fund are guarantee subsidies and will only be paid if the project or event has financial problems afterwards.

Application:

Application for this fund is made by means of a written request, at least two months prior to the event, to the treasurer of the ACLO.

The request is provided with:

- A motivation;
- A budget for the project with, if present, a settlement of the previous edition of the event;
- An explanation of that budget.

The budget clearly distinguishes between sports and recreational activities, such as parties. Recreational activities are not eligible for subsidy. The notes clearly state what participants, the association, and individual third parties contribute per instance. The guarantee subsidy may not be included in the budget. The argument of the application states what the target group of the project is.

Awarding:

The awarding is conditional on the basis of previously mentioned criteria. In addition, the subsidy is not awarded based on budgets that show a deficit in advance or where the guarantee subsidy of the ACLO is budgeted in advance. In addition to these criteria, the ACLO Executive Board can use any reasonable argument not to award the grant. The awarding is based on the amount spent on sports activities. A maximum of € 230 is granted per application. Directive for the amount is 10% of the amount on the expenditure side for sports activities. This is a common rate for reserves and guarantees.

Settlement:

Within two months after the end of the project or event, settlement takes place by the ACLO. The same criteria apply to this settlement as the budget. In addition, the settlement must be made on the basis of the budget and the budgeted amounts must be stated by post for comparison. On the basis of the result achieved, the settlement includes an application for payment of the subsidy. An argumentation for failure to reach the budget has been included in this application. The application must be received by the treasurer of the ACLO no later than two months after the event. The treasurer of the ACLO will then randomly request a specification (including invoices) from one or more items, which must then also be sent. Payment is only made on the basis of the settlement. The project shortfall is maximally covered. In addition, no more is paid than the amount granted.

9.1.6 HWS grant (Higher Competition sport grant)

The HWS project is a supporting project for associations that act at a high level of sport. The guideline for this is the second highest amateur level in the Netherlands, provided that the sport is sufficiently developed that it is an adult union and a well-developed competition. The standards of the association are used to determine which class is the second highest amateur level in the Netherlands. Since the ACLO and the Sports Center want to stimulate higher competition for ACLO associations, the HWS subsidy has been created.

The ACLO has, together with the Sports Center, a budget from which these associations can be supported. Associations who are members of the ACLO and possibly claim an HWS subsidy will receive a letter from the sports coordinator of ACLO and Klaas Gansevoort from the Sports Center in May. In this letter they are offered the opportunity to submit a subsidy application for the benefit of the Higher Competition sport.

This subsidy application must meet a number of criteria:

- The application must be based on a compensation for the higher costs for the training of teams or individuals to be able to act at a high level of sport, as described above.
- The application must initially be based on a compensation for the trainer / coach for the extra time and money that he / she puts into training and coaching the team or individual. Any other plans that benefit the high-level team or individual will be eligible for this subsidy after agreement with the ACLO and the SC.
- The application must include a budget of the costs for HWS (so not the full association budget). This must show that the association also reserves financial resources and time for the teams or individuals concerned.

The HWS application must be submitted before Monday the 27th of May 2024.

Award:

The award will be made in June by means of a letter from the coordinator of external affairs of ACLO and Cees Reitsma on the basis of the above-mentioned criteria. In addition to these criteria, Cees Reitsma and the coordinator of external affairs The awarded subsidy can be used directly to reimburse a trainer of higher teams, for example by an appointed trainer of the Sports Center. However, an association can also choose to give substance to the subsidy itself. The association will then have to declare the costs incurred in the name of HWS itself, by means of an email to Niels van den Bovenkamp, the director of the Sports Centre. For HWS, a maximum of €2,666 or 2 hours of supervision per week can be allocated. The amount of the HWS subsidy will be determined in consultation between the external coordinator and Cees Reitsma of the Sports Centre.

The grant for the senior competitions of an association is valid for one year and must therefore be re-applied every year, before the HWS-subsidy may be granted.

Settlement:

When submitting the declaration to the director of the sportcentre it must be clear with a voucher or invoice from the purchased party that the expenditure will benefit the highlevel team or individual of the association. This only applies if the HWS subsidy has been granted and if it has been agreed that the association can declare the vouchers or invoices in question.

Additional condition

Because the ACLO and the Sports Center contribute to playing at a high level through the HWS, they also ask for something in return. In addition to the criteria set, a condition is attached to the application of HWS subsidy. Should Groningen be able to play in the sport that is practiced within your club during the Grand Dutch Student Championship (GNSK) 2024, then the team that receives HWS subsidy within your club will be obliged by the ACLO or the Sports Center to participate at the GNSK 2024. Failure to comply with this condition will have direct consequences for your future HWS applications. Exceptions can be made to this for teams with possible competition obligations on the GNSK performance dates. Such exceptions will be assessed by the external coordinator and the Sports Centre. This review is not up to the association.

9.1.7 Top sport regulation

Together with the Sports Center, the University of Groningen, and the HG, the ACLO has a Student Top Sports Fund.

In addition to the HWS subsidy, this fund offers opportunities for athletes who reach the highest amateur level of in their field of sports.

The application can only be made for a sports team (or teams) at the highest level. One team cannot simultaneously receive support from the top sport fund and from the ACLO / SC budget for higher competition sport.

However, one applicant can apply for support for certain teams from the fund and for support for other teams from the budget for higher competition.

An application for support with funds from the fund can be made by:

- The board of a student sports association affiliated to the ACLO
- Several boards of student sports associations affiliated with the ACLO
- The board of a foundation established by one or more boards of the ACLO student sports clubs with the aim of facilitating one or more student top sports teams.

To apply, the association must hand in the following documents before the 31st of May:

- Application form
- Activities planning current year, incl. Planning and budget
- Accountability last year + financial report
- Multi-annual plan + multi-annual budget

The documents must show that the association also reserves financial resources for the support of the team in question.

If ACLO athletes are sent to a EUC, WUC or Universiade, the top sport fund can also be claimed. The costs can be met. For more information, you can ask the treasurer of the ACLO, Cees Reitsma (c.r.reitsma@rug.nl) or Ton van Klooster (awvan.klooster@pl.hanze.nl).

9.1.8 Course compensation

There are a number of associations that use the opportunity to provide a course for the ACLO. This offers a great opportunity for the association to introduce students to their sport and to attract new members.

It is possible to receive a financial contribution for the costs of the course. The reimbursement depends on aspects such as the number of participants, level / structure, and the quality of the course.

To qualify for this course compensation, an application must be submitted to the sports coordinator prior to the start of the course, which includes an overview of the expected costs and a set-up of the course.

NB: Associations that provide a course during their own training hours are not eligible for costs that are already being subsidized by the ACLO, such as rent of an accommodation.

9.1.9 Start-up subsidy

There is a possibility for start-up associations to get a start-up subsidy from the ACLO. This is intended to cover the costs of drawing up the articles of association in the beginning. In addition, associations can, if necessary, request a one-time start-up subsidy for the purchase of materials. Contact the treasurer of the ACLO for more information.

9.1.10 Loans

On very incidental grounds, the ACLO can grant a loan to an association. This is only possible if the survival of the association is jeopardized otherwise. Loans are only granted to associations that are permanently recognized by the ACLO. If you are of the opinion that your association is eligible for this, please contact the treasurer of the ACLO.

9.1.11 Subsidies CUOS (Central Executive Agency for Student Organizations)

The CUOS, created in 2005, is the umbrella organization for the facilitation of student organizations. The CUOS advises the Executive Board on the RUG policy on this area and provide grants and housing to recognized student organizations.

The CUOS advises the College on questions and the policy to be pursued by the university with regard to student facilities and with regard to student organizations. CUOS also advises on a multi-year vision and guidelines to be adopted by the Board.

The support of sports organizations runs through the umbrella organization ACLO. Sports organizations are not eligible for organizational subsidy and housing from CUOS.

As a sports association you qualify for recognition from the RUG and the Graduation Fund. With regard to the Graduation Fund, CUOS has the task of advising the Board on the reevaluation and inclusion of student organizations in the Graduation Fund Regulations of the University of Groningen, within the policy and financial frameworks established by the Board. In 2016-2017, all sports associations were recalibrated in the context of the Profiling

Fund. Recognition can always be requested. For more information and the various procedures see www.rug.nl/cuos see chapter 14.

In addition to all these subsidies, CUOS also has an incidental subsidy for which sports associations may qualify. The condition is that the activity is new, so not a modified continuation of an existing activity, and innovative in terms of content and / or internationalization. If the sports association is not recognized, in addition to all previous conditions, 50% of the participants must come from outside their own constituency.

9.1.12 Subsidies Municipality of Groningen

In addition to the ACLO, the Municipality of Groningen also has a number of subsidy regulations in the field of sports. Here we will briefly discuss the possibilities of granting subsidies for organizing sports events within the Municipality of Groningen.

The Municipality of Groningen can grant a subsidy if the budget shows that the expenditure is not covered by the income.

The Municipality of Groningen has the following guidelines for this:

1. Only sports clubs that are members of a national sports association are eligible for subsidy.
2. The project / event must have added value for the Municipality of Groningen.
3. The subsidy must be applied for at least two months in advance.
4. The settlement must be handed in within three months after the end of the event.

The Municipality of Groningen has no fixed guidelines for the amount of the subsidy. The following factors can play a role:

1. The size of the budget and the share of the deficit in it.
2. The contribution of the organization.
3. The extent of the sponsorship and the contribution of the participants.
4. The degree of appearance of the event for the Municipality of Groningen.

Chapter 10: NSK, GNSK, EUC and WUC

10.1 NSK (Dutch Student Championship)

Dutch Student Championships are organized in various branches of sport. These NSKs are organized under the auspices of Student Sport Netherlands (SSN). The aim of an NSK is to get the best student athletes in a certain branch of sport to compete for the title Dutch Student Champion. SSN has a patent on the name NSK. The organization of an NSK can therefore only be authorized by SSN. NSKs are recognized as official competitions. This means, for example, that records obtained during an NSK will be officially recognized. There are both individual NSKs and NSKs for team sports.

Associations can organize an NSK. An NSK is always awarded by the SSN to an OSSO (umbrella organization for sports organization), for example the ACLO. The association must therefore always first contact the ACLO with this request. SSN has an NSK manual for organizing an NSK. Furthermore, there are often scripts from previous organization committees. Contrary to what is stated in the SSN documents, the ACLO is not financially responsible for the allocated NSK. The organization is in the hands of the association. The ACLO can give advice about the organization and can help with the promotion and general organization.

Plan of action for approval NSK:

<u>Application terms</u>	
My NSK finds Place:	My NSK application deadline:
Between 1 August and 1 November	1 February
Between 1 November and 1 February	1 Juni
Between 1 February and 1 May	1 September
Between 1 May and 1 August	1 December

SSN applies the following application periods, so make sure you request an NSK on time.

- 1) Contact SSN (Student Sport Netherlands) and request the form.
- 2) Fill in the form (let the organizing committee do this).
- 3) Prepare a budget and have it approved by the treasurer of the ACLO.
- 4) After approval of the budget, the form can be sent / delivered to the ACLO office at the coordinator of internal affairs (ci@aclosport.nl). After you have confirmed in writing (by e-mail) that you are financially responsible for the NSK, the forms will be signed by the deputy director of the Sports Center, Niels van den Bovenkamp, and the internal coordinator of the ACLO.
- 5) Finally, the form must be sent to SSN.

NSKs are important for the profiling of the Groningen student sport. The ambition of the ACLO is that the strongest team will be sent from Groningen.

The contact person for the NSKs within the ACLO is the coordinator of internal affairs. He / she can indicate that in a year a certain NSK has already been organized, of which sports there are NSKs, and if in certain branches of sport NSKs may be organized. Furthermore, feel free to ask any NSK-related questions. Note: the subsidy allocation of SSN is no longer self-evident! Ask the coordinator of internal affairs of the ACLO about the current state of affairs regarding the subsidy payment of the SSN for the organization of an NSK.

Only students from an institution affiliated with the SSN can take part in an NSK or GNSK. These are all university students, but not all HBO-students. Some HBO institutions are not affiliated with SSN. However, students from Hanze University can participate in NSKs and GNSKs.

10.2 GNSK (Major Dutch Student Championships)

Every year, the GNSK is organized in another student sports city. The GNSK is one of the biggest student sports events in the Netherlands. Every year about 1,400 students compete in teams, from sport councils affiliated with SSN, in at least ten selected NSKs for the title "Great Dutch Student Champion". These teams are often of a top level. Of the approximately fifteen sports that occur at the GNSK, no separate NSKs can be organized that same year. Side note: for a number of sports, variations are organized at the GNSK (e.g. indoor or team). Besides sports, the GNSK is also an event where fun activities are organized. In 2024 the GNSK will probably take place in Utrecht!

The ACLO sends teams to this national student championship every year. To this end, a sports director from the Sports Center is appointed as team leader, who then determines the selection of the team. As the ACLO, we would like to emphasize that it is very important to send a strong delegation! A strong delegation is a great opportunity to profile Groningen as a student sports city and ACLO as a sports organization. Being the ACLO, we also ask for your commitment and cooperation in case you are approached by us to create a team. If you, as an association, receive HWS subsidy, participation in the GNSK is compulsory! We hope you realize that the GNSK is very important for the profiling of Groningen, RUG / Hanze, ACLO and your own association / team.

To provide the delegation from Groningen with unity, the ACLO GNSK sweater is reimbursed.

The contact person for the GNSK within the ACLO is the coordinator of internal affairs. For questions you can e-mail to: coördinatorintern@aclosport.nl

10.3 EUC (European University Championship)

EUCs are often organized under the auspices of the relatively young European sports umbrella organization EUSA. Qualification opportunities vary per sport, but in general this is done by winning the NSK or GNSK. The ACLO maintains contact with SSN international for Groningen qualifiers who organize the Dutch broadcasts. Qualified teams are advised to also seek contact with SSN internationally. For participation in EUCs, an application can be made for a grant via the top sports fund (see also section 9.1.6).

The organization of a EUC runs via SSN. The ACLO can advise on setting up such a large event. For more information you can e-mail to coördinatorintern@aclosport.nl

10.4 WUC (World University Championship) and Universiade

One step above a EUC is a WUC or a Universiade. Selecting participants is mostly the task of the association. In special cases, the ACLO will interfere with the selection of students to WUCs and also grant a subsidy for this (see also section 9.1.6).

The organization of a WUC runs via SSN. The ACLO can advise on setting up such a large event. For more information you can e-mail to coördinatorintern@aclosport.nl.

The Universiade is the Olympic Games for students. Every two years a winter and summer edition of the Universiade is organized. Students who wish to participate in this must meet a certain limit set by NOC * NSF in cooperation with the sports association concerned. Selection and sending is arranged by those authorities.

Chapter 11: PR opportunities

11.1 ACLO website

The website www.aclosport.nl is the base of all information about the ACLO. The site contains information about the ACLO (courses, group lessons and open hours, reservations, ticket prices etc.) and about all sports associations. Each association has its own page which also refers to the websites of all associations. Associations can supply their own text at www.aclosport.nl. For more information you can e-mail to coordinatorpr@aclosport.nl.

11.2 Sport of the Week

Every Meeting the ACLO website and social media feature a nice video with a short text about a particular sport offered by the ACLO, under the guise of Sport of this Week. Associations may use this as a nice way to promote their association at an essential time of the year. Make sure to send in a piece of text (bilingual, English and Dutch) as soon as possible and a nice video or photos to the coordinator PR & marketing of the ACLO.

11.3 Bulletin boards

All associations have their own bulletin board at the ACLO Sports Center. These bulletin boards are primarily intended as a means of publicity for the association itself and secondly to indicate which associations are all affiliated to the ACLO. The bulletin boards are the responsibility of the association itself. It is the task of the associations that the boards are properly maintained. This means that there is only recent information from the association and no information from other associations on there. Contact details, information about the association, photos, brochures, and posters are a few examples of what the ACLO would like to see on the boards.

11.4 KEI Sportplaza

Sportplaza is an annual event occurring during the KEI week, organized by KEI in cooperation with the ACLO. On this day, the ACLO and the KEI will provide each association with a stand at the ACLO Sports Center to promote the sports association to first-year students. The ACLO covers the rental costs of this stand. This day is very important for the associations, because most of the first-year students want to orient themselves on the different student sports associations Groningen has to offer. It is therefore very important to make a good impression on this day. For more information you can mail to coordinatorintern@aclosport.nl.

11.5 Digital ACLO newsletter

Approximately eight times a year a digital newsletter is sent to all ACLO members. This newsletter is sent via e-mail and contains all kinds of information about the ACLO, its activities, and its associations. We strive to send the mailing list every course period. Associations may submit a piece of information for the newsletter twice a year. This must be bilingual (Dutch and English) and may consist of no more than 100 words. You can submit announcements by e-mail: coordinatorpr@aclosport.nl.

11.6 Social Media

The ACLO uses Facebook, Instagram, and Twitter. It is possible for associations to promote themselves through these channels. This, for example, to promote a fun event. You can mail to coordinatorpr@aclosport.nl for this. Note that the supplied text must always be written in Dutch and in English.

Chapter 12: Liability and Complaints

12.1 Liability

With associations, there is often a lack of clarity about who is liable for accidents and other incidents, and how the associations can get insurance for such events. In the 2004-2005 academic year, the ACLO Executive Board started with the selection of insurances and liability. It is often not clear when an association is well insured. This is mainly due to the large number of factors that influence the determination of prices, such as whether or not they have a clubhouse, training location, number of members and branch of sport.

There is a brochure with information about liability. All information is clearly stated in this, so that associations can check easily which information applies to them. We hope that the brochure will answer all questions from the association boards with regard to this subject. The document can be found on our website via the About ACLO button followed by the Documents button.

Various brochures on legislation and regulations can also be downloaded for free at www.nocnsf.nl.

12.2 Complaints

The ACLO and the Sports Center try to offer a high-quality sports package to its members. Yet it can happen that a person or organisation is not entirely satisfied with the accommodation, the service, the sports offer, or something else. In these cases, a complaint can arise. The ACLO Executive Board has set up a complaints procedure for the handling of these complaints. The complaints form can be obtained at the office of the Executive Board and on our website www.aclosport.nl via the Contact button and then the 'Klachtenregistratie' button. The complaints procedure can be found in the House Rules.

Chapter 13: Project Association Trainers

13.1 General

The Project Association Trainers (in Dutch: PVT) arose from the objective of the ACLO to make its members move better. During unsupervised training hours of an association, unqualified, non-trained trainers often do the teaching. These are mostly students from the higher teams. The Sports Center and the ACLO are of the opinion that a major improvement in quality can take place here. That is why the ACLO grants subsidies to associations to provide training for their association trainers.

The initiative for using the PVT lies with the associations; they should look for course opportunities, the ACLO only has a reactive function in this. For members of an association with ambition to become a trainer, the PVT is a great opportunity, since they will be able to follow a subsidized course, while for the association there is a quality improvement (and possibly a safety improvement) in the training hours through the project. Trainer-courses can be followed in many sports at the relevant sports foundations, and for some sports the Sports Center also offers training courses.

13.2 Procedure

1. Application

If an association has found a course opportunity and participants for the course, it is possible throughout the year, but always before the start of the course to apply for subsidy to the sport coordinator of the Executive Board. This is best done via mail: coordinatorextern@aclosport.nl. For sports that have several associations at the ACLO, a joint grant application can (preferably) be made.

The application must contain the following elements:

- Who will attend the course?
- What is the content (purpose, qualification, content) of the course?
- What will the students do for the association after the training?
- What does the course cost (extensively specified) and what is the desired subsidy amount?
- Approval from the core teacher, if the association falls within a department.
- A planning indicating the time period within which the project is expected to be completed.

2. Conditional Award

On the basis of the subsidy application, the ACLO makes a conditional award for a specific subsidy amount. The conditional award contains a number of conditions that the association or the students must meet. In any case, the students must always be connected to the association for two seasons as a trainer and the association must make an evaluation of the project after the course.

The ACLO only reimburses direct course costs, so no accommodation, transport, or literature costs, or wages for the trainers. In addition, there is a maximum contribution from the ACLO of € 300 per participant and if there is a high course fee an individual contribution from the association and / or the course participants may be required. When assigning the

PVT, the 1/3-1/3-1/3 principle is applied. Hereby the student, the association, and the ACLO all take 1/3 of the costs for their account.

3. Evaluation + invoice

When the course is completed, the association must submit an evaluation of the project to the sports coordinator of the Executive Board. The evaluation should include the following elements:

- The course of the training, this can be written by the association and / or by the students themselves. Are the students successful and what is their added value for the association?
- Indication of how long the association has benefited / will benefit from the students.
- Cost overview and final bill. The invoice must also be sent along with this.

4. Final award

If the evaluation is found to be in line with the guidelines, the ACLO makes a final award for a subsidy amount. If all conditions from the conditional award are met, the full conditionally awarded grant will be paid out. However, the ACLO reserves the right to pay less subsidy than was conditionally granted if the project did not go as expected. With the final award, the project ends.

5. PVT obligations

- The ACLO experiences it as desirable to keep the trainers employable for the association for at least two years after applying for the PVT grant.
- If an association trainer wants to become an employee of the Sports Center within the set period of two years, this must be done in consultation with the Coordinator Extern of the ACLO Executive Board.

If there are any uncertainties, you can contact the Coordinator Extern of the Executive Board via coordinatorextern@aclosport.nl or 050 - 3634641.

Chapter 14: Board Grants

Managing a student sports association always takes a lot of time, especially when it concerns a large association. It is often considered difficult by board members to focus on their study in addition to their board function. It is therefore often the case that board members suffer from a study delay due to the board year. In order to accommodate students who are doing a board year, the RUG and the HG have made a joint arrangement for their students. This regulation is explained below.

14.1 Association

A student who holds a management position at a student sports association can claim a board scholarship if at least 100 of the sports associations' members study at the RUG or HG. Furthermore, the association must have a considerable administrative burden on the basis of at least two weekly activities during the sport season (e.g. training sessions and competitions). Furthermore, the board grant can be increased upon the granting by the ACLO of HWS and/or the management of its own building. The CUOS decides whether your association meets these requirements. If this is the case, you can apply for a scholarship in the following way. In 2016 the most recent recalibration of the CUOS took place. The results of this review will be available shortly under the CUOS heading on the RUG site. (<http://www.rug.nl/about-us/organization/rules-and-regulations/onderwijs/financieleondersteuning-besto'clock-topathletes-1617.pdf>).

14.2 Request

RUG-students can apply for their board grant with the University Funds Committee (UFC). They must then request a form which must be filled in and, together with a number of supporting documents, must be sent to the UFC. For questions about this procedure and/or supporting documents you can mail to ufc@rug.nl. For more information you can also visit the following website:

<http://www.rug.nl/students/studiebegeleiding/studydelay/boardscholarship>

HG students can apply for their board grant at the Student Financial Assistance Committee (FOS). They will have to request a form which must be completed and sent together with a number of supporting documents. For questions about the procedure and/or supporting documents, you can call 050-595 5591 on workdays. More information can also be found in the HG Studentenstatuut.

14.3 Tuition-free board year

From the academic year 2017-2018 on, it is possible for board members to do a board year without paying tuition fees, while retaining the loan and retaining student public transport. Conditions for this are that you study nominally or have obtained your bachelor's degree within 4 years. In addition, you must have the right to at least 5 'board months' per person to claim this. The new regulations regarding tuition-free board years can be found on the website of the CUOS

(<https://www.rug.nl/about-us/organization/rules-and-regulations/onderwijs/pf-1718-deelcfinanciele-ondersteuning-studentbesto'clockders.pdf>)

Chapter 15: Good to know

City: Beverage and Catering Act

As a result of the Beverage and Catering Act, student sports associations who also provide their members with alcohol are required to do a number of things, namely a social hygiene course, and a certificate Responsible Use of Alcohol (in Dutch: IVA) for bar volunteers. This course is available online at www.nocnsf.nl/iva (free).

An alcohol governance regulation must also be made. The Municipality of Groningen must assess these alcohol governance regulations. Furthermore, the policy of the Municipality of Groningen is aimed at developing an alcohol policy that fits within the student culture.

Advice Committee Introduction-period (ACI)

The ACI was founded in 1998 by the student associations and the boards of directors of the University of Groningen and the Hanzehogeschool Groningen.

It has been agreed with all parties that the ACI advises on the safety of the students during the KEI week and the introductory period of the associations. The ACI can also play a mediating role when problems arise. She can be the contact point, advisor, and support for the future student, parents/guardians, board and introduction committee of the association/KEI, Rector Magnificus, and Chairman of the board. In the case of incidents, the ACI will check whether the associations take sufficient measures in order to minimize the occurrence and the consequences thereof. For more information, please contact the chair of the ACLO.

Huis voor de Sport Groningen

'Huis voor de Sport Groningen' (translated: home to sports Groningen) is a joint initiative of the province and all Groningen municipalities to support the broad sport impulse (BSI). This is a political decision to facilitate sport-participation to all citizens through government subsidies. The organization is innovative, knowledgeable, and customer-oriented. 'Huis voor de Sport Groningen' offers support to sports associations and organizations, and municipalities for the promotion and development of recreational sports.

In order to increase the expertise within sports associations, 'Huis voor de Sport' organizes regular courses and themed meetings. The province of Groningen is divided into five regions, each with a team of consultants. The consultants offer sport associations ways to function better. A wide network of sports federations, training institutes, sports councils and sports professionals is used.

Topics with which 'Huis voor de Sport Groningen' can often help associations are:

- policy plans
- mergers
- new construction/refurbishment of accommodations
- sponsorship
- Legal and juridical obligations (IVA course, insurance).

Marjonet Hogenelst is the contact person for the ACLO.

Email: m.hogenelst@hvdsg.nl

Phone: 06- 26975364

NOC * NSF

Postal address:

Postbus 302

6800 AH Arnhem

E-mail: info@nocnsf.nl

Internet: www.sport.nl

Visiting address:

NOC * NSF Head Office

Papendallaan 60

Phone: 026-4834400

National contacts: Otto Doosje / Wim van Dalen

SSN (Student Sport Netherlands)

Burgemeester Oudlaan 50 3062

PA Rotterdam

info@studentensport.nl

www.studentensport.nl

Municipality of Groningen

Application for subsidies from the municipality

Municipality: Trompsingel 29

PO Box 268

9700 AG Groningen

Tel: 050 - 3676131

Chapter 16: Data AB- and Sectormeetings 2023-2024

Data meetings

September

Week	Dag	Datum	Tijd	Vergadering	Ruimte
	Tuesday	19 sept 2023	19.30	RvA-meeting	Meeting room
	Wednesday	20 sept 2023	19.30	AB-meeting	Meeting room

October

Week	Dag	Datum	Tijd	Vergadering	Ruimte
	Monday	9 oct 2023	18.00	Sector Indoor sports	Vergaderzaal 1
			18.00	Sector Field sports	Meeting room
			19.30	Sector Water sports	Vergaderzaal 1
	Tuesday	10 oct 2023	18.00	Sector Pool users	Vergaderzaal 1
			18.00	Unbound athletes	Vergaderzaal 73
			18.00	Sector Sporthall users	Meeting room
			19.30	Sector Outside sports	Meeting room
	Thursday	12 oct 2023	19.30	AB-meeting	Meeting room

November

Week	Dag	Datum	Tijd	Vergadering	Ruimte
	Thursday	9 nov 2023	19.30	AB-meeting	Meeting room

December

Week	Dag	Datum	Tijd	Vergadering	Ruimte
	Monday	4 dec 2023	18.00	Sector Indoor sports	Vergaderzaal 1
			18.00	Sector Field sports	Meeting room
			19.30	Sector Water sports	Vergaderzaal 1
	Tuesday	5 dec 2023	18.00	Sector Pool users	Vergaderzaal 1
			18.00	Unbound athletes	Vergaderzaal 73
			18.00	Sector Sporthall users	Meeting room
			19.30	Sector Outside sports	Meeting room
	Thursday	7 dec 2023	19.30	AB-meeting	Meeting room

Januar7

Week	Dag	Datum	Tijd	Vergadering	Ruimte
	Monday	22 jan 2024	18.00	Sector Indoor sports	Vergaderzaal 1
			18.00	Sector Field sports	Meeting room
			19.30	Sector Water sports	Vergaderzaal 1
	Tuesday	23 jan 2024	18.00	Sector Pool users	Vergaderzaal 1
			18.00	Unbound athletes	Vergaderzaal 73
			18.00	Sector Sporthall users	Meeting room

		19.30	Sector Outside sports	Meeting room
Thursday	25 jan 2024	19.30	AB-meeting	Meeting room

February

Week	Dag	Datum	Tijd	Vergadering	Ruimte
	Thursday	1 feb 2024	19.30	RvA-meeting	Meeting room
	Thursday	15 feb 2024	19.30	AB-meeting	Meeting room

March

Week	Dag	Datum	Tijd	Vergadering	Ruimte
	Monday	11 mar 2024	18.00	Sector Indoor sports	Vergaderzaal 1
			18.00	Sector Field sports	Meeting room
			19.30	Sector Water sports	Vergaderzaal 1
	Tuesday	12 mar 2024	18.00	Sector Pool users	Vergaderzaal 1
			18.00	Unbound athletes	Vergaderzaal 73
			18.00	Sector Sporthall users	Meeting room
			19.30	Sector Outside sports	Meeting room
	Thursday	14 mar 2024	19.30	AB-meeting	Meeting room

April

Week	Dag	Datum	Tijd	Vergadering	Ruimte
	Thursday	4 april 2024	19.30	AB-meeting	Meeting room
	Wednesday	17 april 2024	19.30	RvA-meeting	Meeting room

May

Week	Dag	Datum	Tijd	Vergadering	Ruimte
	Monday	29 april 2024	18.00	Sector Indoor sports	Vergaderzaal 1
			18.00	Sector Field sports	Meeting room
			19.30	Sector Water sports	Vergaderzaal 1
	Tuesday	30 april 2024	18.00	Sector Pool users	Vergaderzaal 1
			18.00	Unbound athletes	Vergaderzaal 73
			18.00	Sector Sporthall users	Meeting room
			19.30	Sector Outside sports	Meeting room
	Thursday	2 may 2024	19.30	AB-meeting	Meeting room

	Wednesday	22 may 2024	19.30	AB-meeting	Meeting room
--	-----------	-------------	-------	------------	--------------

June

Week	Dag	Datum	Tijd	Vergadering	Ruimte
	Monday	17 jun 2024	18.00	Sector Indoor sports	Vergaderzaal 1
			18.00	Sector Field sports	Meeting room

		19.30	Sector Water sports	Vergaderzaal 1
Tuesday	18 jun 2024	18.00	Sector Pool users	Vergaderzaal 1
		18.00	Unbound athletes	Vergaderzaal 73
		18.00	Sector Sporthall users	Meeting room
		19.30	Sector Outside sports	Meeting room
Thursday	20 jun 2024	19:30	AB-meeting	Meeting room

Augustus

Week	Dag	Datum	Tijd	Sector/AB	Ruimte
	Monday	19 aug 2024	18.00	Sector Indoor sports	Vergaderzaal 1
			18.00	Sector Field sports	Meeting room
			19.30	Sector Water sports	Vergaderzaal 1
	Tuesday	20 aug 2024	18.00	Sector Pool users	Vergaderzaal 1
			18.00	Unbound athletes	Vergaderzaal 73
			18.00	Sector Sporthall users	Meeting room
			19.30	Sector Outside sports	Meeting room
	Wednesday	21 aug 2024	19.30	AB-meeting	Meeting room
	Thursday	22 aug 2024	20.30	Transfer drinks	T.b.a.

Chapter 17: Acquaintency meetings 2023-2024

Planning introduction interviews SC & ACLO 2023-2024

- An interview will take place with the relevant person from the Executive Board and General Board of the ACLO. For a number of associations, the Sports Centre (SC) will also schedule an interview at a later time.
- Three documents will be sent along: a questionnaire from the SC, a questionnaire from the ACLO and a form to fill out your data. We would like to receive these at least one week prior to the interview. The SC questionnaire should be sent to j.m.bouman@rug.nl. The ACLO questionnaire and the data form should be sent to the ACLO secretary: se@aclosport.nl.
- It is the intention that the entire board is present at the interview.
- The interview will take place in meeting room 1 of the Sports center (Blauwborgje 16).
- If the board is unable to attend and wants to move the meeting with the ACLO, please contact your sector representative

Sector Field sports

Wednesday September 6

5:00 PM-6:00 PM (Meeting Room 1, SC) G.S.T.C.

6:00 PM-7:00 PM (Meeting Room 1, SC) G.S.A.V.V. Forward

Thursday September 7

6:00 PM-7:00 PM (Meeting Room 1, SC) G.C.H.C.

7:00 PM-8:00 PM (Meeting Room 1, SC) De Parabool

Tuesday September 12

1:00 PM-2:00 PM (Meeting Room 1, SC) G.S.P.V. the Ramenlappers

2:00 PM-3:00 PM (Meeting Room 1, SC) G.S.V.V. the Knickerbockers

Wednesday September 13

1:00 PM-2:00 PM (Meeting Room 1, SC) G.S.B.V. Tweeslag

2:00 PM-3:00 PM (Meeting Room 1, SC) De Graancirkel

Monday September 18

7:00-8:00 PM (Meeting Room 1, SC) Lacrosse Gladiators

Tuesday September 19

1:00-2:00 PM (Meeting Room 1, SC) TAM

2:00-3:00 PM (Meeting Room 1, SC) T.C. Veracket

Wednesday September 20

4:00-5:00 PM (Meeting Room 1, SC) G.S.H.C. Forward

Sector Indoor sports

Thursday September 7

5:00 PM-6:00 PM (Meeting Room 1, SC) G.S.B.V. Mattekloppers

Monday September 11

3:00 PM-4:00 PM (Meeting Room 1, SC) SSV The Blue Toes

4:00 PM-5:00 PM (Meeting Room 1, SC) G.S.P.V. the North Pole

5:00 PM-6:00 PM (Meeting Room 1, SC) G.S.S.V. Donar 1881

Tuesday September 12

4:00 PM-5:00 PM (Meeting room 1, SC) Deltaserat

Wednesday September 13

4:00 PM-5:PM (Meeting Room, SC) G.S.B.V. Pugilice

5:00 PM-6:00 PM (Meeting Room 1, SC) G.S.T.V.V. Idefix

Monday September 18

1:00 PM-2:00 PM (Conference Room 1, SC) Northside Barbell

Sector Pool users

Wednesday September 13

3:00 PM-4:00 PM (Meeting Room 1, SC) G.S.Z.V. de Golfbreker

4:00 PM-5:00 PM (Meeting Room 1, SC) G.S.Z.C. de Walvisch

Thursday September 14

2:00 PM-3:00 PM (Meeting Room 1, SC) G.S.D.C. Ad Fundum

3:00 PM-4:00 PM (Conference Room 1, SC) G.B.D. Calamari

Sector sporthall users

Thursday September 7

1:00-2:00 PM (Conference Room 1, SC) UC Face Off

2:00 PM-3:00 PM (Meeting Room 1, SC) G.S.B.V. de Groene Uilen - Moestasj

Thursday September 13

5:00 PM-6:00 PM (Conference room, SC) GSAC

Tuesday September 19

3:00 PM-4:00 PM (Meeting Room 1, SC) G.S.F.V. drs Vijfje

4:00 PM-5:00 PM (Meeting Room 1, SC) G.S.V.V. Donitas

Wednesday September 20

1:00 PM-2:00 PM (Meeting Room 1, SC) G.S.V.V. Veracles

2:00 PM-3:PM (Meeting Room 1, SC) G.S.V.V. Kroton

Monday September 25

Noon-1:00 PM (Meeting Room 1, SC) G.S.S.V. Squadraat

Tuesday September 26

3-4pm (Meeting Room 1, SC) G.S.B.V. AMOR

4-5 pm (Meeting Room 1, SC) H.V. de Cirkeltijgers

Sector Outside sports

Thursday September 14

4:00 PM-5:00 PM (Meeting Room 1, SC) STUGG

5:00 PM-6:00 PM (Meeting Room 1, SC) G.S.P.V. Parafrid

Monday September 18

3:00 PM-4:00 PM (Meeting Room 1, SC) G.S.S.V. Moddervet

4:00 PM-5:00 PM (Meeting Room 1, SC) G.S.R.C.

Monday September 18

2:00 PM-3:00 PM (Meeting Room 1, SC) G.S.A.V. Vitalis

Friday September 22

1:00 PM-2:00 PM (Meeting Room 1, SC) G.S.T.V. Tritanium

Monday September 25

2:00 PM-3:00 PM (Meeting Room 1, SC) G.A.G.V. Pitch

3:00 PM-4:00 PM (Meeting Room 1, SC) G.S.W.V. Tandje Hoger

4:00 PM-5:PM (Meeting Room, SC) G.S.V.V. Tjas

Sector Water Sports

Tuesday September 5

6:00 PM-7:00 PM (Meeting Room 1, SC) G.S.R. Aegir

7:00 PM-8:00 PM (Meeting Room 1, SC) G.S.W.V. surface

Thursday September 7

3:00 PM-4:00 PM (Meeting Room 1, SC) A.G.S.R. Gyas

Wednesday September 20

6:00-7:00 PM (Meeting Room 1, SC) Mayday

Thursday September 21

2:00-3:00 PM (Meeting Room 1, SC) Released

5:00-6:00 PM (Meeting Room 1, SC) The Bares

Chapter 18: Calendar, deadlines and year Planning 2023–2024

Yearplanning 2023-2024

Group lessons and Open Hour Schedule: 04-09-2023 t/m 05-07-2024

Christmas Holiday 25-12-2023 t/m 05-01-2024

Summer Holiday: 06-07-2024 t/m 04-09-2024

Sign in period

1a) 21-08-2023 t/m 03-09-2023

1b) 25-09-2023 t/m 08-10-2023

2a) 30-10-2023 t/m 12-11-2023

2b) 04-12-2023 t/m 17-12-2023

3a) 22-01-2024 t/m 04-02-2024

3b) 26-02-2024 t/m 10-03-2024

4a) 01-03-2024 t/m 14-04-2024

4b) 13-05-2024 t/m 26-05-2024

Cursusperiod

11-09-2023 t/m 18-10-2023

16-10-2023 t/m 19-11-2023

20-11-2023 t/m 24-12-2023

08-01-2023 t/m 11-02-2024

13-02-2024 t/m 17-03-2024

18-03-2024 t/m 21-04-2024

22-04-2024 t/m 02-06-2024

03-06-2024 t/m 07-07-2024

Days off Schedule

Wednesday 20-12-2023 KISS (from 16.00 no schedule at the Sportcentrum)

Monday 25-12-2023 Christmas

Friday 29-03-2024 Good Friday (sat 3rd of April no lessons)

Sunday 31-03-2024 Easter

Monday 01-04-2024 Easter (limited open)

Saturday 27-04-2024 Kingsday

Saturday 04-05-2024 Schedule-stop after 18.00 uur. Lessons and Training starting before 18.00 are finished in communication with the teacher.

Sunday 05-05-2024 Liberation Day

Thursday 09-05-2024 Ascension Day

Thursday 25-05-2024 Athene-games (Cancelation of various lessons)

Friday 26-05-2024 Athene-games (Cancelation of various lessons)

Sunday 28-05-2024 Whit Sunday

Monday 29-05-2024 Whit Monday (limited open)

Deadlines

4th of December 2023 Annual financial report

22th of November 2023 Member list control 1

10th of January 2024 Hour and subsidy request

22th of May 2024 Member list control 2

22th of May 2024	Request Parameter (Subject to change)
27 th of May 2024	HWS-request
3th of June 2024	Secretary report

(Subject to changes)

Chapter 19: ACLO Code of Conduct

At the ACLO, we believe it is important that everyone can enjoy their sport and do so in safety. Therefore, we expect ACLO subscription holders to treat each other with respect. The code of conduct below confirms the norms and values of the ACLO, and lists a number of points of departure for compliance. Please take care of each other and apply the following in all situations.

General

This code of conduct is applicable for all ACLO subscription holders.

Adoption of the Code of Conduct

The ACLO code of conduct is established by the General Board. Proposals for change(s) can be submitted to the Executive or General Board. A majority vote of the General Board is required to implement changes to the code of conduct.

Confidential contact person

At least two confidential contact persons (CCP) are available at the ACLO. A CCP is a central point of contact at the club or within an organization where a member can go to discuss transgressive behavior in confidence. These persons are available to all ACLO stakeholders and will treat the information provided to them in confidence. These persons will also adopt an accessible role at all times.

This year Leon Hovenkamp (+31 687783200) and Velda Tjalma (+31 697381764) will be the CCP's. You can make an appointment with them at vcp@aclosport.nl. Besides this mailadres it's possible to call them on the early mentioned phone numbers.

The athlete at the ACLO

- **Is sportive.** You treat opponents fairly, take losses well, and are not hateful.
- **Is open.** If you are asked to do something that goes against your own feelings, norms and values: report this, for example to the board. For questions and reports, you can also contact the Centre for Safe Sport in the Netherlands.
- **Respects others.** You have respect for everyone. For the opponent(s), your teammates, the referee, your trainers, the spectators and everyone else. Watch your language and how you present yourself to others. Give everyone the feeling that he or she can move freely.

- **Respects agreements.** Be on time, sign off (in good time), listen to instructions and keep to the rules.
- **Treats the surroundings with respect.** Do not break anything, respect everyone's property. Leave the dressing room tidy. Tidy up the materials. Throw waste into the waste bins.
- **Does not touch others.** Do not touch anyone against his or her will (outside of normal sports practice).
- **Sticks to the rules.** Read the regulations, the house rules, this code of conduct and all other agreements, and abide by them.
- **Does not violate anyone's dignity.** Refrain from discriminating, belittling or intimidating remarks and behavior. Do not exclude anyone and be tolerant.
- **Does not discriminate.** Do not discriminate on the basis of religion, belief, political opinion, race, gender, sexual orientation, cultural background, age or other characteristics.
- **Does not force oneself on another person.** You don't make contact in an unpleasant way and you respect the answer 'no'.
- **Fights on the mat or in the ring, but not outside.** Use what you have learned in a martial art only for defense.
- **Reports any violations of this code of conduct.** Report any violations of this code to the board and/or the confidential contact person of the sports association or your sports federation.
- **Does not drink alcohol excessively during and after practicing a sport and does not use drugs during and after practicing a sport.**

Disciplinary measures

Disciplinary measures may be imposed for behavior that is not in line with the ACLO code of conduct. The Executive Board and General Board of the ACLO are authorized to impose disciplinary measures as described in article X.4 of the Internal Regulations.

Appendix to Chapter 3 point F: "Regular rules of conduct Sports Center"

These regular rules of conduct apply to clubs/organizations using the SC facilities. These rules may be supplemented by any temporary measures in response to, for example, the Covid-19 pandemic.

The RUG and the HG have instructed the SC to monitor compliance with the set rules of conduct. This section contains the basic rules for the various activities that take place in/on the Sports Centre's sports facilities. For certain activities, the Sports Center may set additional rules, which will be announced prior to the activities.

The following rules of conduct serve as a steppingstone. In addition, we naturally appeal to the good sense of the associations/ organizations themselves when organizing activities.

Furthermore, we assume that a good transfer of the rules of conduct will take place annually during the internal board transfer. The SC is happy to advise the associations when organizing events.

First of all, a description of the different types of activities and corresponding procedures. Then the rules for the use of indoor and outdoor sports facilities.

Description of types of activities and related procedures

Everything that is not a regular league or cup match is considered an event. If an activity is linked to the regular competition that has any effect on the facilities or surroundings, this is also considered an event and must be requested from the SC in advance.

Competition takes precedence over an event unless an event is traditionally held at a fixed time. In that case, an attempt will be made to reschedule the competition.

Two types of events are distinguished, category 1 and 2.

Events category 1

Small scale events/activities, which have some effect on the facilities or environment. This does not require an additional permit. Application goes through the SC, at least 4 weeks in advance.

Events category 2

Large-scale events/activities. These may require an additional permit from the municipality via the Sports Centre (for example, for extra noise production) or direct permission from the municipality (for example, for extra alcoholic beverage outlets outside the normal catering permit or the erection of a marquee). There are currently a maximum of 12 additional exemptions per year available for events involving extra noise production, to be distributed by the Sports Centre over all indoor and outdoor sports clubs on the Zernike Campus.

All requests for events are therefore handled by the SC. If an extra noise exemption is needed, SC, together with the RUG's Health and Safety and Environment Service, will arrange a central application to the municipality, signed by the college.

The municipality (granting permits) regards us as one location with a maximum of 12 permits. Violations during an event by one club can therefore have negative consequences for future events at other users of our location.

Regular traditional events take precedence over occasional/new events.

For larger events that therefore require an additional exemption, the application must be submitted to the SC (sportcentrumreserveringen@rug.nl) by December 1. These are events that will take place in the then current academic year.

Before the Christmas vacations, a meeting is planned by the SC with all applicants to go through the applications and possibly coordinate them.

The final award of an event by the SC will then take place before February 1.

For large events, a preliminary discussion will take place between the association and the SC, regarding the planning and organization. Specific agreements for the event in question will be recorded by the association and emailed to the Sports Center at least one week prior to the event. The email should also include a contact person (and contact information) within the association who can be reached before and during the event.

If an event takes place outside, the association shall arrange for written notification (door to door) to relevant local residents at least one week before the start of the event, also listing the contact person and contact information within the association who can be reached before and during the event.

Requests for sleeping facilities (in the SC and/or outside in tents) around an event must also be requested from the SC by December 1.

Rules for the use of indoor sports facilities

- During competition and events, trash in hallways and sports areas will be kept by the activity organizer during the game/event day. After the activity, the waste and materials will be cleaned up immediately by the organization. The person ultimately responsible for the activity then reports to the SC front desk. The respective desk clerk will determine whether the accommodation has been left behind properly and whether additional clean-up work is required.
- Waste disposal always in consultation with the front desk, any additional garbage bags are available.
- The use of alcohol is prohibited in and near the sports areas and locker rooms. To a limited extent, in addition to the non-alcoholic beverages in plastic available at the Sportsbar, the consumption of your own non-alcoholic beverages in plastic is permitted. The consumption of alcoholic beverages in the stands is only permitted if these are purchased from the Sportsbar and are drunk from plastic.
- No use of glass therefore in or near the sports facilities, stands and changing rooms.
- The dressing up of the accommodation must always be discussed with the SC at least one week prior to the activity.
- Any catering is always discussed with the Sportsbar first, so that they have the opportunity to make an offer. With regard to the execution and location of catering, consultation with the SC is also carried out prior to the activity.
- The organization that has reserved the accommodation at the Sports Centre is responsible for observing the rules and agreements made.

- After an event, on request of both the organization and the SC, an evaluation moment can be held.
- During the introductory meetings in September/October between the SC and the association boards, the events of the past academic year are evaluated and, where necessary, points for improvement are agreed upon.

Possible sanctions during/after use of indoor sports facilities

Possible sanctions are:

- In consultation with the ACLO, blocking the sports certificate of the athlete(s) in question.
- In case of insufficient cleaning up, the SC will have this done and the costs will be charged to the organization.
- In case of calamities (in the opinion of the SC), the SC has the possibility to stop the event immediately.
- Appointing a second desk clerk as a controller/enforcer at the organization's expense.
- No longer making the accommodation available/no more permission to organize an activity.

Rules for use of outdoor sports facilities.

- The sports fields are used only for the sports activities. Any different activities may be held only with the permission of the SC.
- During competition and events, waste streams are kept during the playing/event day by the organization of the activity.
- Litter on the fields and in the dugouts must be cleaned up immediately after the last game. On the grass fields, put up the goal nets in order to mow the fields.
- The surroundings of the club houses/accommodations should be cleaned up after activities each day no later than 08.00 hrs. This applies to waste, litter and, for example, used benches or any other attributes. Adjacent roads and public parking lots are also part of this. No loose garbage bags may be left outside and waste must be disposed of in closed containers, or else stored inside the clubhouse until collection time. Only with prior permission from the SC may any attributes be cleared away or disposed of at a later time.
- Drinking alcohol is allowed in the clubhouses and on the 'demarcated' terrace. So not along or on the courts/fields.
- No use of glass outside the clubhouse.
- Music installations in the club houses have to be adjusted by the local authorities, including a limiter, and may only be used indoors, whereby windows and doors of the club house have to be closed. Noise towards the surroundings may not exceed the applicable standards.
- When an exemption is obtained to play music outside, this is only allowed from 18.00 to 24.00 hours maximum.
- The organization that has reserved the accommodation at the Sports Center/applied for the permit is responsible for observing the rules and agreements made.
- Any public address system may be used (after consultation with the SC) outside on a limited basis for sports purposes.
- It is not permitted to park in the immediate vicinity/ inside the fences of the sports fields. Bicycles and other attributes left at the clubhouses for long periods of time may be removed by the SC.

Possible sanctions during/after use of outdoor facilities

Possible sanctions are:

- In consultation with the ACLO, blocking the sports certificate of the athlete(s) in question.
- In case of insufficient (in the opinion of the SC) cleaning up before 8.00am, the SC will have it done and the costs will be for the organization.

- In case of calamities (in the opinion of the SC), the SC has the possibility to stop the event immediately.
- No longer making the sports facility available/no longer obtaining permission to organize the activity in question.
- Closing the clubhouse at certain times.
- The above sanctions can possibly be supplemented by sanctions/fines imposed by enforcement agencies such as the municipality/police.

Hiring professional security

For both indoor and outdoor events, it may be deemed necessary to hire professional security at the expense of the organizers, especially in the area of participant safety and desired use of facilities. Involved association(s) and SC will discuss in which situations this should occur and where areas of concern lie.

(Additional) Responsibilities of clubs with clubhouses

Each club with a clubhouse has signed a "Settlement of building rights", in which their rights and obligations are recorded. A number of important points arising from the right of superficies:

- The tenant is not allowed to use the ground without written permission from the owner (RUG/the SC) to place or attach objects which, in the opinion of the owner, may cause danger, damage or hindrance or objections from the point of view of welfare or environment.
- The person setting up the premises is obliged to ensure that the rules of conduct drawn up by the Director of SC in relation to the use of the premises and the surrounding area are observed. These rules include the duty to clean up, not causing any noise pollution and repeatedly failing to comply with instructions from the SC Director. This may lead to temporary denial of use by or on behalf of the owner.
- It is not permitted to spend the night in the clubhouses without organized supervision and consultation with the SC.

Wherever Director is mentioned, it shall mean "Director or other personnel of the SC on behalf of the Director".