



# Facility Allocation Guidelines

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## 1. Preface

This document contains the guidelines for the allocation of facilities to sports associations at the University of Twente (UT). This document describes the structure within which the facilities allocation is established, divided over a number of subjects. Firstly, the conditions that associations must meet to be able to claim sports facilities are discussed. Then, facility allocation categories are individually clarified. Finally, insight is given in the application of these guidelines, and financial guidelines.

The Facility Allocation Guidelines lay the foundation for association facility allocation in the Facility Allocation Model (FAM). This is a document that contains the general allocation budget, and all information on facilities that are allocated to associations.

For the production of this piece, starting points from the Vision Sports & Culture of the Student Union (SU) were used. The goals of these guidelines are:

- Establish general policy for sports association finances.
- Financial transparency towards sports associations.
- Serve as a basis for a fair, cost-efficient allocation of facilities.

The practical details are described in the last chapter of this document. The submission of applications, the assessment thereof, the allocation of facilities, and the financial completion are handled.

Facilities are divided into three categories: instruction, material, and accommodation. Funds are associated with these facilities, an overview of which can be seen in the Facility Allocation Model.

### General Provisions

1. SU is end responsible for Facility Allocation Guidelines.
2. Sports Umbrella Twente (SUT) is end responsible for making the allocation of facilities.
3. Allocation is based on reasonableness. For situations not covered by this document, action should be taken in the spirit of this document and the goals of the sector Sports. SUT has final responsibility in these situations.
4. These guidelines, and the associated budget sheets, are normally made for four years. However, due to the alarming financial situation, four-year renewal has not been possible. Therefore, these guidelines are accurate for a period of one year. Four-year renewal is the norm due to the Vision Sports & Culture also having a four-year duration, functioning as the foremost policy document determining facility allocation policy provisions.
5. The end product of the facilities allocation is a balanced or positive budget.

## 2. Associations


Student Sports Associations (SSA's) are eligible to claim facilities if they are recognised by the Student Union with facility card obligation. To this end, they must adhere to the following conditions:

1. All association members must be in possession of a UnionCard.
2. All association members must be in possession of the association fee(s) of the association(s) they are a member of.
3. All association members must be registered within the UnionCard administration system as member of the association(s) they are a part of.
4. Associations are required to have a minimum of 20 members. To this end, the January member count of the UnionCard Checks are used for the following academic year.

For more information on Student Union recognition, refer to the [Student Union Recognition Regulations](#).

### **Joining the Facility Allocation Model**

Because the FAM functions in four-year periods, intermittently joining the model is not possible. To ensure new associations can start without being allocated facilities immediately, the Student Union Stimulation Fund supports new associations in the beginning phase of their association. The requirements of making use of the Stimulation Fund can be read in the [Stimulation Fund Guidelines](#).



### 3. Recreational Sports

All sports practiced and facilitated by a SSA are recreational sports. The allocation of facilities is based on 2 training moments per week for each member of the association. If an association cannot meet the requirement of weekly training, they are allocated half of the facilities.

#### 3.1 Instruction

- Recreational-level training is given by recreational trainers (RT's). These are generally students who have experience and affinity with the sport and enjoy passing this on to others.
- Associations who participate in a dangerous sport are facilitated with professional instructors (PT's) for safety reasons.
- RT's can be supported in giving or preparing training sessions in multiple ways:
  - o Mentor hours, which consist of structural support from PT's. This is possible in individual cases in consultation with SUT and the Sports Centre (SC).
  - o An injury prevention course is hosted by Topvorm Twente biannually, and free of charge for all RT's.
  - o In some individual cases, it is possible for RT's to receive an external trainer course to receive official instructor certifications for their sport. This could be for safety reasons, or because certification is necessary for providing instruction in a trainer's specific domain. A request to receive subsidy for an external trainer course should be filed with SUT, who carry responsibility for approving or denying requests.
- Biannually, associations provide SC with an overview of how much training moments their RT's have given.
- RT's are provided with restitution of their UnionCard and/or Association Fee dependent on how much training they have given. CampusCard users will receive half of their subscription costs. The table below lists the requirement for receiving either restitution.

Number of training sessions per year	UnionCard (or half of CampusCard)	Association Fee (or half of association fee for CampusCard users)
Less than 20	No	No
Between 20 and 60	Yes	No
60 or more	Yes	Yes

Table 3.1: UnionCard restitution policy

#### 3.2 Material

- Associations can receive compensation for depreciation and maintenance of sports equipment. For this, several conditions must be met:
  - o The material is owned by the association.
  - o The material can be used by several members during its lifetime.
  - o The material is required to offer (bi)weekly training at a recreational level.

- To receive material subsidy, associations apply using a material plan, containing the following elements:
  - o An overview of requested material;
  - o Purchase costs, depreciation period and amount of items owned;
  - o Substantiation as to why the materials mentioned are necessary for the association;
  - o Comparison with similar (citizen) sports associations.
- The assessment of the application is the responsibility of SC. To this end, they can consult SUT or SU for advice.
- The granting of compensation meets the following characteristics (also see the table below):
  - o The first €10,- per member is not reimbursed. Associations are expected to pay for material that falls within this category themselves.
  - o The maximum amount of compensation an association can receive is €100,- per member.
  - o Associations are reimbursed 80% of the approved material application above €10,- per member. Materials that are not used for biweekly trainings are reimbursed 50%.
- The member count used for material subsidy allocation is the January member count within the UnionCard administration system

Material request per member	Percentage subsidised (irregular use)
Between €0,- and €10,-	0%
Between €10,- and €135,-	80% (50%)
Over €135,-	0%

*Table 3.2: Material subsidy policy*

### 3.3 Accommodation

- An association is allocated hours to train all its teams/groups for a maximum of two training moments per week free of charge. These moments will be scheduled from 18:00-00:00 on weekdays.
- Regular competitions using internal accommodation can take place between 18:00-00:00 on weekdays free of charge. On top of this, in consultation with SC, weekends can also be used for competitions free of charge.
- SC is responsible for making schedules. To plan training moments, an association submits a request to SC stating per team/group how many training moments are required and what days are preferred.

## 4. Performance Sports

Performance sports is more serious than recreational sports, and consists of teams or individuals who want to perform in their discipline of sports. Performance sports participants differ from recreational sports participants on the following points:

- Train structurally and several times per week;
- Training with the aim of participating and performing in competitions;
- Trying to develop themselves as much as possible in sports;
- Training on a sufficiently high level, which differs per sport.

An association can apply for performance sports facilities. To this end, the association submits a plan detailing its performance goals. This plan is assessed by SUT. SUT has the responsibility to decide whether and how many performance teams/groups an association gets facilities for. SUT can request advice from SU, the Sports Center, professional trainers/coaches, or external parties.

A performance plan contains the following subjects:

- Vision on growth of performance teams;
- Organisational structure and involved stakeholders of the team(s) in question;
- Annual schedule/planning;
- What is expected of the athletes? What is expected of the (professional) coach and/or (professional) trainer?;
- How is progress measured?;
- How will there be reflected and evaluated on progress made?

It must always be possible for recreational athletes to join an association.

### 4.1 Instruction

- Performance athletes are expected to train at least twice a week. Instruction is facilitated for two training moments.
- Training is provided by a trainer of sufficiently high level, e.g., a professional, or a highly experienced student.
- In professional trainer subsidy, three categories are identified:
  - o Professional trainer (PT): a trainer in employment of the Sports Centre;
  - o Self-employed professional trainer (PT-ZZP): a trainer in self-employment who is hired by the Sports Centre;
  - o Volunteer professional trainer (PT-V): a trainer receiving volunteer compensation in employment of the association itself.
- For support in employing a PT-V, an association can receive support from SUT.
- Associations contribute towards professional training they receive. The association pays €500,- for an academic year of weekly training moments of 1,5 hours given by a PT. An association pays proportionately less or more for training moments deviating from 1,5 hours duration. For PT-ZZP, the same rules apply, except if the instructor's hourly tariff differs

greatly from the standard hourly tariff of PT's. An association does not have to contribute for PT-V's.


*Example: a performance team has two trainings per week for 1,5 hours under PT supervision. Therefore, they contribute €500,- twice, totaling €1000,- for a year of training.*

- No contribution from the association is required for mentor hours.
- Associations can receive coaching support for performance teams. Coaching concerns the presence of the trainer at matches to support the team. To receive coaching, a contribution of €500,- per team for a year of coaching applies.

#### **4.2 Material**

- No additional measures for professional sports equipment are in place.

#### **4.3 Accommodation**

- Accommodation is made available for two training sessions per week.
  - Performance groups are given priority over recreational groups for high-quality accommodation.
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## 5. From application to award

The allocation of facilities contains a lot of customisation to correspond to association-specific situations. However, many parts of the facility allocation are based on long-term agreements and purchases, and for this reason, it is undesirable to renew the facility allocation each year. Therefore, the following cycle is used for the facility allocation:

Year 1	Year 2	Year 3	Year 4	Year 5
Vision 1				Vision 2
Guidelines 0	Guidelines 1			Guidelines 2
Allocation 0.4	Allocation 1.1	Allocation 1.2	Allocation 1.3	Allocation 1.4

*Table 5.1: Facility allocation model cycle*

In the above cycle, the Vision Sports & Culture forms the basis of facility allocation. In the first year that the new vision applies, its policy principles can be used to alter facility allocation guidelines. As a result of the renewed guidelines, a new allocation can be made.

### 5.1 Intermittent altering of facility allocation

It is undesirable to alter the allocation intermittently, however, conceivable exceptions can be thought of. Examples include:

- Significant membership growth/shrinkage;
- Alteration of an association's core activities;
- Significant level increase within an association group resulting in the need for performance facilities.

Requests for intermittent allocation changes must be discussed with SUT. To this end, they can request advice from SU or SC. Changes with major financial implications must be discussed with SU. As a general rule, changes in allocation can be considered if an association grows or shrinks by more than 10%. End responsibility lies with SUT, and decisions not adhering to these examples and regulations can be made at their discretion.

### 5.2 Timeline of facility allocation

The following timeframe is used for the allocation of facilities:

- **September:** Start of academic year and training season.
- **January:** Membership count in UnionCard administration system is used for facility allocation in the following year.
- **1<sup>st</sup> of February:** Deadline for facility allocation change requests.
- **1<sup>st</sup> of April:** Deadline for SUT decision on facility allocation change requests.
- **June:** Schedule for next academic year announced.



## 6. Financial principles

The Facility Allocation Model consists of multiple income sources, among general financial principles, which are elaborated on here.

### 6.1 General principles

- The FAM budget must be balanced to ensure financial security for associations and support multi-year financial planning.
- Annually, SUT makes a realisation of the FAM budget. SUT and SC can give elaboration on specifics within the result of the realisation.
- Surpluses or shortages in the realisation will be discussed by SU and CFM Sports & Culture, SUT and SC, and deviations in the realisation of budgeted posts will be taken into account and can be adjusted accordingly in the next academic year. Affected associations will be contacted timely to discuss the reason for deviation of the budgeted amount.
- The UnionCard budget is closely linked to the FAM budget. The UnionCard budget is the responsibility of SU. Income from facility cards is used to finance association sports and culture as well as individual sports and culture and sports and cultural courses. Income from association fees is used solely for financing association sports and culture.
- To ensure a fair division of funds, association member cost is calculated, and if the total cost per member of an association exceeds 175% of the average cost of a sports association member, the association contributes the excess amount itself. This amount is invoiced by SC to the association at the end of the academic year.
- In calculating the four-year FAM cycle, a general inflation rate of 2,5% is used.

### 6.2 Income

FAM income is divided in the following categories:

- Central support from the university amounts to €862.000,-. The possibility of having this scaled with cost increases, number of users and inflation remains to be considered.
- UnionCard contribution amounts to approx. €400.000,-, but is a fluctuating amount based on the amount of UnionCard purchases and association members.
- SU contributes €41.000,- annually, regardless of UnionCard sales and membership counts.
- Income from sports associations is generated in the following ways:
  - o Contribution performance sports: €500,- for an academic year of weekly training moments of 1,5 hours given by a PT (See **4.1 Instruction**). At the time of writing, this amounts to a total of approx. €50.000,-
  - o Contribution due to exceeding average member cost: as mentioned above, associations contribute all costs above 175% average sports association member cost themselves. At the time of writing, this amounts to approx. €7.500,-.

### 6.3 Expenses

FAM expenses are divided in the following categories:



- **Internal accommodation:** all internal accommodation is bought off between 18:00-00:00 for association use. An estimate of realised costs is made by SC, and discussed with SU and SUT. This amounts to €672.000,-, and is generally not subject to change during a FAM cycle.
- **External accommodation:** external accommodation can be subject to annual price increases. Purchase processes for external accommodation vary per association. It is not permitted for an association to independently negotiate and/or agree to prices for external accommodation without permission of SUT. Invoices for external accommodation can be sent to SC at a moment during the academic year to be determined in agreement between the association and SC.
- **Material:** Expenditure of material funds must be periodically tested against guidelines to ensure compliance. This check occurs twice per cycle (refer to *Table 5.1*):
  - o An interim audit over the first two years of new FAM guidelines (year 2 and year 3), occurring at the start of year 4.
  - o A final audit over the last two years of the guidelines (year 4 and year 1), reflecting on material expenditure in the previous cycle.If unlawful expenditure is determined by SUT, future allocations may be reduced or canceled as compensation and potential punitive measure.
- **Professional trainer – regulations:** Due to the possibility of changing association situations, permanent employment of professional trainers is undesirable. Therefore, PT-ZZP and PT-V appointments are preferred. Due to HR requirements, this is not always possible; therefore, a fitting solution per situation must be found in cooperation with the association, SC, and SUT.
- **Professional trainer – financial:** In accordance with UT's HR and FIN departments, an average PT-cost is calculated for ease of calculation in the FAM. This is based on employee contracts currently determined to be €50,- per hour excl. 20% preparation time. For PT-V, a €5,- compensation per hour excl. 40% preparation time is used.

