

# COLLABORATION AGREEMENT

This is a collaboration agreement between DTU Sport and the clubs under the auspices of DTU Sport. The collaboration agreement, which also works as a check list and informational overview, is a supplement to the clubs' standard articles of association.

Update D, September 2019



## THE OBJECTIVES OF DTU SPORT

DTU Sport is an independent association based at DTU. The objective of the association is to promote sports activities within competitive sports and exercise activities for employees and students at DTU. DTU Sport manages the collaboration between DTU and DTU Sport's clubs, for example by distributing DTU's support for the sports clubs through e.g. the use of sports facilities and by awarding financial grants for more substantial new acquisitions.

DTU Sport is an umbrella organisation under the auspices of which special clubs can be established and obtain support from DTU.

DTU Sport bridges the gap between DTU and the clubs and can assist in e.g. the allocation of practice time slots for the different clubs or in alerting DTU to any needed repairs to the provided facilities.

DTU Sport does NOT manage the operation of the clubs, but supports it. Any unresolved issues must thus be examined internally in the club before DTU Sport is involved in resolving them.

## Clubs under the auspices of DTU Sport

As of 01 September 2019, there are 16 well-functioning clubs under the auspices of DTU Sport:

- DTU Airsport
- DTU Badminton

- DTU Basketball
- DTU Climbing
- DTU Cycling
- DTU Dancing
- DTU Dive
- DTU Exiles Rugby
- DTU Football
- DTU Kayak
- DTU Sailing
- DTU Son Taekwondo
- DTU Table Tennis
- DTU Ultimate Frisbee
- DTU Volley
- DTU Yoga & Body Training

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## CONTACTS

### Sports supervisor Henrik Voigt

E-mail: [henrikv@dtu.dk](mailto:henrikv@dtu.dk) – Tel.: +45 45 25 12 70 / +45 93 51 18 00

- Contact for the clubs
- Applications for new clubs
- Access cards, Lyngby and Risø
- General operations, Lyngby
- Outdoor soccer field, Lyngby
- Social media
- Memberships of the association's own facilities (not clubs), including resignations
- Secretary to the board of DTU Sport

### Administrator Ann-Rose Bøttcher

E-mail: [arbot@dtu.dk](mailto:arbot@dtu.dk) – Tel.: +45 45 25 73 57 / +45 40 60 49 28

- Financial matters
- Appointments
- DTU design guidelines, including approval of prints
- The Campus Service representative on the board managing CAS' interests (projects, manner of collaboration, etc.)

## YEAR WHEEL AND DEADLINES

Deadlines mean closing dates which must be respected!

- 1 March: Before the end of February, the board must present profit and loss accounts for the past financial year and the status as of 31 December to the auditor.
- 1 April: The annual general meeting must be held each year before the end of March; at the meeting, e.g. the new board is decided
- 14 April: The board elects its officers at a board meeting no later than 2 weeks after the annual general meeting
- 15 April: An e-mail to the DTU Sports supervisor containing an overview of the new board, including names, e-mail addresses and a specification of which two persons will represent the club on DTU Sport's committee of representatives (the chairperson is automatically one of them – and one of the two representatives must master the Danish language orally and in writing, see e.g. section on use of the Danish language).
- 1 May: One single e-mail to the DTU Sports supervisor containing the following documents
- a. Approved and signed accounts from the previous year
  - b. Budget for the coming year
  - c. Minutes from the annual general meeting with date of AGM
  - d. List of members as a minimum stating names and affiliation with DTU
- All file names must include club name and key words (e.g. Volley, budget 2019)
- 1 May: It is possible to apply for monetary grants. Grants are only awarded to clubs which have applied in accordance with the terms and guidelines of the grant scheme (including the reception of documents (paras a-d).
- 1 May: When a new board has taken over, the club must send an updated poster to the Sports supervisor no later than 1 May. This will be posted on the information glass board by the gymnasium. The poster must provide brief information on the club and contact information, maximum 1 A4 page.
- Week 18/19: DTU Sport host a meeting of the committee of representatives which is called at least 2 weeks in advance
- Week 20-25: New representatives are invited to a themed meeting at which DTU Sport is presented and they are informed about the collaboration between the association and clubs

## CLUB UNDER THE AUSPICES OF DTU SPORT

### Active club – what is expected of you?

A club under the auspices of DTU Sport is expected to:

- Have an actively working board comprising at least 3 board members (a chairperson, a treasurer and another 1-5 members).
- Ensure that the club's board has read and considered the club's articles of association (between DTU Sport and the club) as well as this collaboration agreement.
- Have a board and representatives who are visible, active and in continuous contact with DTU Sport. Reply to e-mails and invitations for events and meetings.
- Observe different deadlines. See the section "Year wheel and deadlines".
- Participate in as many DTU Sport events as possible (meeting of the committee of representatives, etc.)
- Participate in connection with joint marketing of sports options at DTU. Read more about visual profiling and promotion in this document.
- Communicate well internally in the club. Information given from DTU Sport to the two appointed representatives is passed on to other relevant persons in the club/on the board.

### Inactive club

If it appears to be a recurring problem that the club does not respond to e-mails and notices/invitations, DTU Sport will initiate an investigation into whether the club is inactive.

It is possible for a club to be active internally, but inactive in relation to DTU Sport.

There might be several reasons for inactivity. If it is not possible to turn around the situation, or if the club additionally does not collaborate, it will be addressed at a board meeting. DTU Sport has the competence to close down a club due to inactivity, a lack of good sportsmanship and/or lacking collaboration. If the situation gets this far, the decision will be based on a comprehensive picture of the club's activities.

DTU Sport's board forms a quorum when at least 5 members are present. Decisions are made by a simple majority of votes. In the event of a tie, the chairperson has the casting vote.

### Communication with DTU Sport

It is important to maintain a continuous dialogue with DTU Sport. This for example means informing DTU Sport when there are changes to the committee of representatives or when a key person for example leaves for an internship or takes a break from the club. This also covers responding to requests, meeting deadlines and answering summons/invitations.

#### E-mails to DTU Sport

- Sports supervisor, Henrik Voigt [henrikv@dtu.dk](mailto:henrikv@dtu.dk)
- Administrator, Ann-Rose Bøttcher [arbot@dtu.dk](mailto:arbot@dtu.dk)
- DTU Sport [sport@dtu.dk](mailto:sport@dtu.dk)

Read more about the association's contact persons and areas of responsibility under "Contacts". For other contacts, please refer to [DTU Sport's website](#).

### Service and assistance from DTU Sport

DTU Sport has limited resources to support, assist and service the clubs, and the need for this has increased over the years. The association encourages the clubs to forward information and share knowledge internally in the club and to use the club articles of association and this collaboration agreement as reference documents prior to contacting the association.

Due to a lack of resources, DTU Sport reserves the right to refer any inquiries to this collaboration agreement if it contains the answer.

### Primary language in DTU Sport

DTU Sport's primary language is Danish, but we strive to translate important and relevant documents into English to accommodate DTU's increasing internationalisation. We embrace all cultures, but it is a fact that it requires more resources to manage an association in another language!

For this reason, one of the two representatives must master the Danish language orally and in writing.

### Sign-up for DTU Sport meetings

Sign-up for a DTU Sport meeting is binding. In case of failure to appear, the club will be charged DKK 300 to cover e.g. expenses for meals/refreshments. If it appears to be a recurring problem that the club does not respond to e-mails and notices/invitations, DTU Sport will initiate an investigation into whether the club is inactive.

### Name – club name (DK/UK)

The club names must be international and comprehensible in English. Any former Danish club names may therefore no longer be used.

### Club module – website, payment and accounting module

**All clubs must use the Club module website, including the sign-up and accounting modules.** In collaboration with DTU, a website template has been developed, which must be used, and which is known to Club module.

Set-up, hosting and maintenance is free.

Contact the administrator for further information and materials.



### User's fee in connection with operations, repairs, cleaning, etc.

Operating costs and costs for the repair of sports equipment must be covered by the clubs. In certain cases that pertain to the shared use of equipment, e.g. a badminton net, DTU Sport will cover 50% of the costs for replacement/repair.

Cleaning is the responsibility of DTU provided that the areas are orderly, and the cleaning is not in connection with any extraordinary events, etc.

### Annual general meeting – new year and new board

The annual general meeting must be held every year before the end of March (art. 7) with subsequent reports to DTU Sport.

Each year no later than 1 May, the club must send in the following *in one single e-mail with each document clearly stating the club name* in the file name as well as in the document itself:

- a. Approved and signed accounts from the previous year
- b. Budget for the coming year
- c. Minutes from the annual general meeting with date of AGM, held prior to 1 April (in accordance with art. 13(4))
- d. List of members as a minimum stating each member's name and affiliation with DTU (in accordance with art. 4(5) and 13(4). Please note that at least 50% of the members must be students or employees at DTU (see art. 4(4))

## Chairperson – new club chairperson

When the chairmanship changes, the outgoing chairperson must brief the new chair (or another member of the board), including:

- a. What is DTU Sport?
- b. Are there any current matters to attend to between club and association?
- c. Set up a meeting at which he/she can be introduced to DTU Sport (Supervisor and administrator)
- d. Ensure access to relevant documents, such as:
  - o The club's articles of association (the agreement between the club and DTU Sport)
  - o This collaboration agreement (also available through the [website](#))
  - o The grant scheme for DTU Sport (also available through the [website](#))
  - o Correspondence concerning any ongoing matters or previous contacts regarding wishes or defects/wants

## New board, new representatives

Each year, one e-mail must be sent containing an overview of the new board, including names, e-mail addresses and a specification of which two persons will represent the club on DTU Sport's committee of representatives (the chairperson is automatically one of them), see art. 12(7). One of the two representatives must master the Danish language orally and in writing (see e.g. section on use of the Danish language).

The deadline for this is 15 April, after which date DTU Sport can send out an updated invitation to the meeting of the committee of representatives (held in week 18 or 19)

The two club representatives will automatically be the recipients of miscellaneous information, notices, etc. from DTU Sport.

As a general rule, all contact from DTU Sport to the clubs will be through the two representatives.

## List of members

All clubs must maintain a list of members (art. 4(5)), which must be sent to DTU Sport along with other documents (art. 13(4)) no later than 1 May each year.

The list of members must as a minimum contain the members' names and affiliation with DTU. Upon request, the club must be able to present the address, e-mail address, gender and age of each individual member.

At least 50% of the members must be from DTU and be registered using their DTU e-mail, and following the end of their employment/studies, their affiliation must be described (art. 4).

## Articles of association between DTU Sport and the club

All approved clubs have entered into an agreement with DTU Sport. The standard articles of association ("the template") are available at the [DTU Sport website](#). The clubs have their own signed copy which may differ slightly from the template.

## Meeting of committee of representatives

As a member of DTU Sport, the club is obligated to attend the meeting of the committee of representatives which is held during the first half of May (week 18 or 19).

At the meeting, the following items will be on the agenda:

1. The board's report for the past year

2. Election of 4 board members and a substitute
3. Presentation of DTU Sport's accounts for the past year and budget for the next year for information and comments
4. Discussion of and decision on any motions received
5. Any other business

The representatives will be summoned to the meeting. If the chairperson does not attend the meeting him-/herself, another board member may attend in his/her place bringing a proxy. Sign-up must be no later than 4 working days in advance for the purposes of meals/refreshments. Sign-up is considered binding, and meals/refreshments are only provided for those signed up. In case of failure to appear, the club will be charged DKK 300 to cover e.g. expenses for meals/refreshments.

### Themed meetings

At the request of one or more clubs, DTU Sport is happy to arrange or facilitate "themed meetings". In this case, the meeting must be considered the clubs' own meeting, which is organised as requested by the clubs themselves.

Meeting participation is voluntary, and the meeting will be cancelled if less than half the clubs sign up. Each club may send two representatives. The purpose of the themed meeting may be a specific subject, general sparring and knowledge sharing between the clubs, but there may also be a few items on the agenda from DTU Sport. Minutes from the meeting will be taken in a bulleted summary-style format. The minutes should be forwarded to other relevant persons in the club and/or uploaded to a shared server.

Sign-up must be no later than 4 working days in advance for the purposes of meals/refreshments. Sign-up is binding, and meals/refreshments are only provided for those signed up. In case of failure to appear, the club will be charged DKK 300 to cover e.g. expenses for meals/refreshments.

A request for a themed meeting must be made via e-mail to the Sports supervisor including the item(s) for the agenda.

### Representative on the board of DTU Sport

The DTU Sport board comprises 9 members and is made up as follows:

- 1 member is appointed by the DTU President
- 2 members are appointed by DTU's central collaboration committee (representing the employees)
- 2 members are appointed by DTU's student organisation (representing the students)
- 4 members are appointed by DTU Sport's committee of representatives (representing the sports clubs at DTU)

At the annual meeting of the committee of representatives, 4 board members as well as 1 substitute are elected. The 4 members do not represent their own clubs, but all clubs. The board members do not receive any remuneration, but every year, DTU Sport hosts a summer dinner on the Friday of week 24.

The substitutes will not automatically receive minutes from the board meetings, but they may request them by sending an e-mail to DTU Sport.

## MARKETING/BRANDING

### DTU's design guidelines

DTU Sport must conform to DTU's design guidelines. Hence logo, font, templates, etc. cannot be departed from.

The primary colours are black, white and the well-known DTU red. There are a number of secondary colours which DTU will not use for the moment, and which are not part of the promotion package.

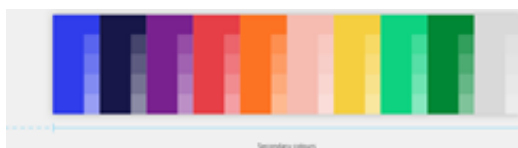
### Contents of the promotion package

- o Banner, DTU red for website (JPG)
- o Banner, DTU red for Facebook (JPG)
- o Club logo (just club name and DTU Sport's official logo) in the colours black, white and DTU red (RGB and CMYK)
- o Collaboration logo (DTU Sport and club name) in the colours black, white and DTU red (RGB and CMYK)
- o Club illustration (club name and illustration of sport) in the colours black, white and DTU red (RGB and CMYK, red also in JPG)
- o DTU logos in the colours black, white and DTU red (RGB and CMYK)

### Colours, colour codes and graphic overview



DTU's primary colours



DTU's secondary colours



Grafik **Red**



Grafik **Black**



Grafik **Negativ**



DTU rød

**rgb** 153-0-0

**cmk** 0, 91, 72, 23

**pantone** 187

Grafikkerne findes i

**rgb**-farver til digitale medier  
(png-, jpg- og ai-format)

**cmk**-farver til tryk  
(ai- og pdf-format)

Hvis der skal trykkes med **pantone**-farver (special tryk) bruges Black-cmyk-fil, hvorefter trykkeriet kan erstatte den sorte farve med den røde **Pantone 187**.

See DTU's design plan here [www.designguide.dtu.dk](http://www.designguide.dtu.dk)

In case of questions, please contact the administrator.

### Logo, DTU club logo

All clubs have been given an official DTU logo. A few clubs have chosen to also keep their old logo.

Example of DTU club logo: **DTU Badminton**

### Club illustration

DTU Sport has had club illustrations drawn up which may be used instead of the official club logo where possible and if desired. The club illustration contains an illustration of the club's sports activity, see example below.



### Collaboration logo

This logo can be used for prints on club or players outfits when an application is made for a grant from DTU Sport.



Example of collaboration logo:

### Website

The club must have a website. The website is subject to the following requirements:

- Club module must be used
- The special DTU Sport website template must be used
- The DTU club banner is part of the website template
- The club's contact information must be stated at the bottom of the site
- The page must be up to date



Front-page banner, website

### Facebook

For several reasons, the club may benefit from having a Facebook page (in addition to the website, which is obligatory). Please pay attention to the following:

- Who and how many people act as administrators – the site may not stagnate due to a lack of administrator rights
- The page must be presentable, up to date and active
- The name must be telling and spelled correctly (e.g. Dtu = DTU)
- If the page is no longer in use, the name should state that it is no longer active.

If it is an official Facebook page, the Facebook banner must be used, see example below.

If the club has a main page and has "liked" DTU Sport's own Facebook page, DTU Sport can share relevant club posts.



Front-page banner, website

### Clothes, club and player outfits

The club can apply for grants for club/player outfits provided that the collaboration logo and DTU's logo are printed on the outfits. The grant may cover a maximum of 50% of the costs per member; however, no more than DKK 500.

The grant amount includes both the above-mentioned prints as well as any printed illustration logo and player numbers, but excludes other optional prints.

For further information, see the grant scheme for DTU Sport [here](#).

### The outfits must be approved

The outfits (including prints) must be approved in writing by DTU Sport before being used. Contact the administrator in this regard.

DTU Sport reserves the right to withdraw the grant if the original DTU colours are not authentic (see section on DTU's design guidelines).



Example: t-shirt print.

### Sponsors

If the club uses sponsors and the sponsorship must be shown on the website, there is a specific section for this as part of the website template. Contact Club module to have the sponsor logo shown on the website.

### Notice boards in building 101B, Lyngby Campus

Each club will have ½-1 notice board in the basement by the changing rooms to use for club information or promotion. The notice board should be kept up to date if news-related information is posted.

When a new board has taken over, the club must send an updated club poster to the Sports supervisor no later than 1 May. This will be posted on the information glass board by the gymnasium. The poster must provide brief information on the club and contact information, maximum 1 A4 page.

### Official representative for DTU Sport (and DTU)

If the club attends official events such as tournaments, matches, sailing competitions, etc. where it represents not just the club, but also DTU Sport (and thus DTU), everyone should be:

1. Well prepared
2. Accommodating and positive
3. Helpful

4. Flexible
5. Careful about their alcohol consumption
6. Respectful and humble

This is the basis for building a good reputation with the outside world. It is always possible to participate in sports festivals or events as a private person affiliated with the club; in this case, the above does not apply to the same extent.

### Poster policy at DTU

- Posters may ONLY be posted on bulletin boards. The maximum size is A3
- Larger posters must be pre-approved by the Campus Service, the Service Centre
- All posters must state the date they will be removed
- Posters may be up for no more than one month
- For posters advertising specific scheduled events, the date of removal is the date after the stated date
- A poster may not appear more than once on a bulletin board
- All notices must be DTU-related
- Specific for building 101: Boards belonging to the Administration may not be used

Contact Campus Service, the Service Centre if you have any questions, [CAS-Service@adm.dtu.dk](mailto:CAS-Service@adm.dtu.dk)

## FINANCIAL MATTERS

### Financial year/calendar year

The financial year of the club must be the calendar year, see art. 13.

Some clubs may have special reasons to operate with staggered membership fees, etc. Any deviations must be approved by DTU Sport's board.

### Club grants

It is possible to apply for monetary grants. Grants are only awarded to clubs which have applied in accordance with the terms and guidelines of the grant scheme.

The deadline for submitting a reasoned and documented application (appendices and/or offers) is 1 May at 2 p.m. Prior to this deadline, DTU Sport must have received in a separate e-mail the accounts from the previous year, the budget for the coming year, the minutes from the annual general meeting and a list of members (art. 13(4)).

More information can be found in "The grant scheme for DTU Sport", which is available through the [DTU Sport website](#)

### Association account, payment of grants

DTU Sport only pays out grant funds to a club provided that it has an association account (which may require a CVR number, see below).

### CVR number

Use the following link to set up a CVR number for a voluntary association. Follow the 4 steps on the website. It is free and quite easy (requires NemID):

[https://indberet.virk.dk/myndigheder/stat/ERST/Frivillige\\_foreninger](https://indberet.virk.dk/myndigheder/stat/ERST/Frivillige_foreninger)

After going through the 4 steps, the CVR number will be sent to the e-mail address provided.

The advantages of having a CVR number include:

- Set-up of bank account in the club's name (and thus not linked to any individual)
- Acquirement of statements of no previous convictions in respect of children
- Possible subsidies from the municipality

The address of the club must be registered with the club name, Anker Engelunds Vej 101b, ground floor, Lyngby (drop down – not self-selected). Read about postal matters under "letters and parcels".

### Expenses for rent of other gymnasiums for competition-level clubs

Some clubs choose to rent gymnasium time outside of DTU if the gymnasium is closed for other DTU activities. Under special circumstances, DTU Sport may compensate the club or cover the rent costs if justified, e.g. if the gymnasium is closed at short notice.

The clubs may apply for compensation via e-mail to the DTU Sports supervisor referencing the date and time, and a reason as well as documentation for the rent of another gymnasium.

## OTHER GUIDELINES/INFORMATION

### Barbecues and sleepovers at DTU

Barbecues and/or sleepovers at DTU, for example in connection with tournaments, etc. must be approved by Campus Service, including Park & Road and the Service Centre. The request must be made through the Sports supervisor and permission must be obtained.

### Allocation of practice time slots and use of these, Lyngby Campus

The practise time slots are allocated in advance for one year at a time at a meeting between the clubs using the gymnasium and the Sports supervisor.

The clubs are required to utilise 90% of the allocated gymnasium practise times. If a club does not meet this requirement, it forfeits its practise time slots to DTU Sport, which may then award the time slots to a different club.

### Closing of facilities, Lyngby Campus

Information concerning closing of the gymnasium, which will affect the sports activities taking place in the gymnasium, DTU Fitness, DTU Climbing and the changing rooms in the basement of building 101b, will be announced on DTU Sport's website and on Facebook.

- [www.sport.dtu.dk](http://www.sport.dtu.dk)
- [DTU Sport](#)

The CAS Service Centre which oversees events in the gymnasium and any closings aims to keep the closings at a minimum.

### Use of the gymnasium during weekends, holidays and the summer break, Lyngby Campus

This information is aimed at the clubs using the gymnasium and playing at a competitive level.

The gymnasium is (must be) locked on weekend, during holidays (when DTU is closed, including between Christmas and New Year) and during the summer break (July and August). The clubs have access with a key and an alarm card (code 2800#) and must always lock up when they leave.

Provided that there are no DTU events in August when the gymnasium is closed for the summer, the clubs engaged in competition-level sports may use the gymnasium. The soccer barrier boards are not fixed until approximately 1 September.

Closings are shown on the front page of the DTU Sport website.

### Music in gymnasium/fitness area and climbing, Lyngby Campus

Due to the gymnasium acoustics, music is not allowed in and around the gymnasium. However, on special occasions, a dispensation may be given for a shorter period of time:

During official matches in the actual gymnasium, music is permitted for up to 30 minutes at a time – during warm-ups and the break. The club must post a notice on the same day (and remove it – on the same day) providing information on which match is played and during what time music will be played. The Sports supervisor must be informed 1 week in advance via e-mail, and the notice must be attached.

In connection with other events in the gymnasium, DTU Fitness, DTU Climbing or the sports café, an application must be sent to the Sports supervisor stating the type of event, the reason why music is necessary and the date and time, and a draft of the notice to be posted must be attached. A permission to play music in the gymnasium must be in writing.

### Unnecessary noise in the gymnasium, Lyngby Campus

Foghorns or any other unnecessary noise is not allowed in the gymnasium. All clubs using the gymnasium are responsible for maintaining peace and order in connection with matches, tournaments, etc.

In case of violation, instructions from DTU Sport employees must be followed at all times.

### Meeting room for club events

It is possible for the clubs to use an auditorium in b. 116 1-2 times per year for annual general meetings, board meetings, etc., and access is possible through the use of the students' access passes.

The room must be booked with the Sports supervisor who has been given previous information about the purpose of the event and the expected number of participants. Events must be held between 5 p.m. and 10:30 p.m., and the room must be left clean and tidy.

In addition, it is possible to use the sports café by the gymnasium, the DTU library or the S-house.

### Tournaments inside and outside, Lyngby Campus

The Sports supervisor must be informed of all tournaments at DTU, Lyngby Campus.

#### The gymnasium

The clubs may lend their gymnasium time slots to other gymnasium clubs in connection with tournaments. The clubs must make the agreement between themselves and inform the Sports supervisor.

It is NOT possible to have the wall between the two gymnasiums removed.

#### Outdoor playing field, b. 230

The playing field area must be booked through the Sports supervisor.

Overlap of large tournaments is only accepted if the clubs can agree on the agenda. Large tournaments (100 people or more) or overlap of tournaments must be reported to the Sports supervisor, and any requests for additional toilets or other wishes and needs must be made at least 2 months in advance.

The clubs must cover the costs incurred in connection with renting extra toilets, but they may apply for grants. Please refer to the DTU Sport grant scheme.

### Loaning out (the club's or) DTU Sport's property – or facilities

Even though DTU Sport would like to be helpful and cooperative, due to practical and insurance-related reasons as well as time constraints, we cannot offer to lend/rent out property or facilities. If the club lends out an item under its own auspices, which is unfortunately damaged while on loan, DTU Sport cannot guarantee that a grant can subsequently be given for its replacement or repair.

### First-aid and resuscitation courses

Please refer to the free courses with [www.kaisport.dk](http://www.kaisport.dk), who in addition to first-aid courses offers many other interesting and relevant courses.

Kaisport/IHR currently receives public subsidies for different sports-relevant courses, and they are therefore able to offer all sports leaders in the Capital Region of Denmark free participation.

### Age of members

If you have any questions regarding the age of members, please contact the Sports supervisor.

### Letters and parcels

The clubs may use DTU Sport's address in connection with letters. The address is Anker Engelunds Vej 1, building 101b, Lyngby (in virk.dk for CVR numbers, the address is Anker Engelunds Vej 101b, ground floor, Lyngby).

Mail may be collected during the gymnasium office opening hours, see [here](#). DTU Sport will send an e-mail to the club representatives when there is any mail. The association will not be held accountable for uncollected mail.

DTU Sport cannot receive parcels on behalf of the clubs. The uncertainty concerning the time of delivery and whether anyone is there to receive the parcel is too great.

### Member of DGI

All clubs have been included as members of DGI as of 31 December 2017.

The clubs are responsible for reporting the number of members to the CFR registry and for updating and maintaining their contact information in this database.

DGI can assist the clubs in many different matters.

#### Benefits:

- Access to sports consultants for specialist sparring on special measures
- Association visits from attached association consultants with the possibility of development processes
- Insurance (see details at DGI.dk)
- Assistance on funds applications
- Possibility for buying accounting assistance
- Miscellaneous course options (board courses, sports courses, leader training, etc.)