

## COLLABORATION AGREEMENT – update C, March 2018

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 (section 11(5)). See overview of deadlines and year wheel at the end of the document.

### 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.

As of 1 March 2018, there are 19 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 Kung Fu	DTU Sailing
DTU Snow	DTU Taekwondo	DTU Table Tennis	DTU Ultimate Frisbee
DTU Volley	DTU Yoga & Body Training	DTU Run	

### Sports supervisor Henrik Voigt

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- Contact for the clubs
- Applications for new clubs
- Access cards, Lyngby and Risø
- General operations, Lyngby
- Outdoor pitch, Lyngby
- Website & Facebook
- Membership, Lyngby, including resignations

### Administrator Ann-Rose Bøttcher

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- Board work

- Financial matters
- New appointments

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### **CLUB UNDER THE AUSPICES OF DTU SPORT**

#### 1) 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)
- Be visible and active and in continuous dialogue with DTU Sport. Reply to e-mails and invitations for events and meetings
- Observe different deadlines. See the end of this document
- Participate in as many DTU Sport events as possible (meetings of the committee of representatives, etc.)
- Participate in connection with joint marketing of sports options at DTU (the freshers' book, etc.). Read more about visual profiling and the promotion group 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

#### 2) 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.

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.

#### 3) 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. It also means responding to inquiries, meeting deadlines, replying to notices/invitations (by accepting/declining calendar invitations or alternatively replying via e-mail).

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 "DTU Sport contacts and their areas of responsibility". For other contacts, please refer to DTU Sport's website [www.sport.dtu.dk](http://www.sport.dtu.dk).

#### 4) 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.

#### 5) 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.

#### 6) 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
  - The club's articles of association (the agreement between the club and DTU Sport)
  - This collaboration agreement (also available through the website)
  - The grant scheme "The grant scheme for DTU Sport" (also available through the website)
  - Correspondence concerning any ongoing matters or previous contacts regarding wishes or defects/wants

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

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 accounts from the previous year
- b. Budget for the coming year
- c. Minutes from the annual general meeting with date 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))

#### 8) 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). The deadline for this e-mail is 15 April. Afterwards, DTU Sport can send out an updated invitation to the meeting of the

committee of representatives (often held during the first half of May). 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.

#### 9) 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.

#### 10) Meeting of committee of representatives

As a member of DTU Sport, the club is obligated to attend the meeting of representatives which is typically held during the first half of May.

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 possibly 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.

#### 11) Articles of association - 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 [www.sport.dtu.dk](http://www.sport.dtu.dk). The clubs should have their own copy which may differ slightly from the template.

#### 12) 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 DTU Sports supervisor including the item(s) for the agenda.

### 13) 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 associations at DTU)\*

At the annual meeting of the committee of representatives, 4 board members as well as 1-2 substitutes 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 around June.

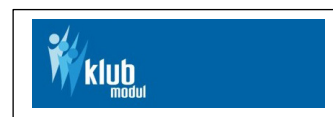
The substitutes will not automatically receive minutes from the board meetings, but they may request them by sending an e-mail to DTU Sport.

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

DTU Sport offers free website set-up to all clubs and assistance in setting up a payment and accounting module. It is currently optional, but this may change as the association wishes to have a uniform appearance to the outside world and make the administration easier for both parties.

Set-up, hosting and maintenance is free. See examples of standard design (both/and), click [HERE](#)

Contact Ann-Rose for further information and materials at [arbot@dtu.dk](mailto:arbot@dtu.dk)



### 15) 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 Sport provided that the areas are orderly, and the cleaning is not in connection with any extraordinary events, etc.

## **MARKETING/BRANDING**

### 16) Logo, DTU club logo

All clubs will be/have been given an official DTU logo developed in collaboration with DTU. It is available in a positive and a negative format, and it can be required by sending an e-mail to the DTU Sports supervisor. This logo must appear on the club website, if relevant on the club's Facebook page, on any notices, in connection with promotions as well as printed on official club outfits.

The DTU club log may not be altered or added to. A few clubs have chosen to also keep their old logo.

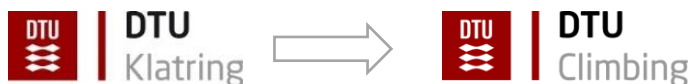
Example of DTU club logo:  | DTU  
Badminton

### 17) Name – club name (DK/UK)

Club names must be international.

Older clubs with a Danish club name have in the spring of 2016 in collaboration with DTU Sport selected an international name (e.g. DTU Klatring/DTU Climbing). Since then, the Danish name has been gradually phased out.

The transition to the new name must be complete before 1 April 2019. The official approval of the name should take place at the club's annual general meeting of 2019 or earlier.



### 18) Visual profiling and use of sponsors

There might be different occasions for promotion of the individual club during the year.

If you have any questions regarding the use of sponsors, please contact the DTU Sports supervisor.

### 19) Website

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

- It must be a separate DTU club site
- The DTU club banner or DTU club logo must appear on the front page
- The website colours must follow DTU's range of colour with Bordeaux-red and light grey as the primary colours, see colours in section 24
- The club's contact information must be easy to find
- The page must be up-to-date

In order to have coherence between DTU Sport and the club, a common front-page banner including club logo has been created, which the clubs are encouraged to use. See examples below. It can be required by sending an e-mail to the DTU Sports supervisor.

DTU Sport offers a free website and a free payment module to all the clubs; read more under "Club module – website, payment and accounting module".



Front page banner



### 20) Facebook

For several reasons, the clubs may benefit from having a Facebook page (in addition to the website, which is obligatory). In this case:

- Consider the purpose of the page and what you hope to gain from it before set-up. Is it a main page, a group or something else – there are many versions of DTU Sport club pages on Facebook
- The page should be presentable and must contain the DTU club logo or banner, and the name must be informative and spelled correctly (e.g. Dtu = DTU)
- The page must be up-to-date and active

- If it is no longer in use, the name should state that it is no longer active. This is one of the reasons why it is important to stay on top of who has administrator rights!

If the club has a main page and has "liked" DTU Sport's own Facebook page, DTU Sport can share relevant club posts. As of 1 March 2018, DTU Sport has more than 1,600 followers.

#### 21) 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.

#### 22) 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 club board has taken over, an updated poster must be sent to the DTU 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.

#### 23) Clothes, club and player outfits

The club can apply for grants for club/player outfits provided that the official DTU Sport and DTU club logos are printed on the outfits. The DTU logo may be used instead of the DTU club logo. The grant may cover a maximum of 50% of the costs per member; however, no more than DKK 500. The total club grant may not exceed DKK 20,000 per club.

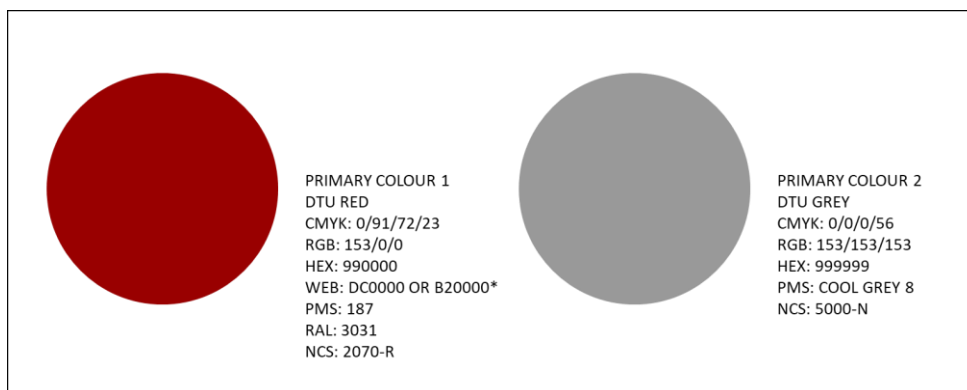
The grant amount includes both the above-mentioned prints as well as any printed player numbers, but excludes other optional prints.

The outfits (including prints) must be approved by DTU Sport. If the club chooses to use the DTU logo instead of the DTU club logo, this must also be approved by DTU, the Office for Research and Relations, through DTU Sport. It is the responsibility of the club to ensure this. An e-mail including a picture must be sent to the DTU Sports supervisor.

If the logos are printed in positive colours (negative = white), the below colour codes must be used. DTU Sport reserves the right to withdraw the grant if the original DTU colours are not authentic (see colour codes below).

The positive colours may only be used on a white background. Negative (white) must be used on a coloured background. DTU's design manual can be found [here](#) (via DTU inside) or through the DTU Sports supervisor.





DTU's primary colours

Please refer to the overview "The grant scheme for DTU Sport", which is also available through DTU Sport's website.

### The freshers' book

Every year, the club must submit a contribution to the freshers' book. The club will be contacted by DTU Sport and/or the freshers' book in March/April.

It is not possible to refer to contributions from previous years, just as DTU Sport does not save any former contributions. It is therefore a good idea for the clubs to save previous contributions, preferably on a shared server.

Contact: [Rusbog@pf.dk](mailto:Rusbog@pf.dk).

### 24) 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**

### 25) 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.

### 26) 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 time – or no later than on this day (1 May at 2 p.m.), 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 also available through the DTU Sport website [www.sport.dtu.dk](http://www.sport.dtu.dk).

#### 27) Association account, payment of grants

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

#### 28) CVR number

Use the following link to set up a CVR number for a voluntary association. Follow the 5 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 5 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

#### 29) Payment module for membership fees and accounting module

DTU Sport offers free website and payment and accounting module set-up to all clubs. Please refer to "Club module – website, payment and accounting module".

#### 30) 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**

#### 31) 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 DTU Sports supervisor and permission must be obtained.

#### 32) 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.

### 33) 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.

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

This information is aimed at the clubs which use the gymnasium.

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.

An overview of closings can be retrieved from [www.sport.dtu.dk/faciliteter](http://www.sport.dtu.dk/faciliteter).

### 35) 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 DTU Sports supervisor must be informed 1 week in advance via e-mail, and the notice must be enclosed.

In connection with other events in the gymnasium, DTU Fitness, DTU Climbing or the sports café, an application must be sent to the DTU 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. In these cases, permission must be obtained.

### 36) 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 always be followed .

### 37) Meeting rooms

It is currently not possible to borrow meeting rooms at DTU to have club board meetings, etc. The sports café by the gymnasium could be an option. Alternatively, the DTU library or the S-house.

### 38) Tournaments inside and outside, Lyngby Campus

The DTU 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 DTU Sports supervisor.

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

#### **Outdoor pitch, b. 230**

The playing field area must be booked through the DTU 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 DTU 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.

### 39) 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.

### 40) 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.

### 41) Age of members

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

### 42) Letters and parcels

The clubs may use DTU Sport's address in connection with letters. The DTU Sports supervisor will send an e-mail to the club when it has mail. Letters may be collected from Monday to Friday between 8 a.m. and 4 p.m. in building 402, 1st floor, in the pigeon holes in the middle of the hallway. DTU Sport will not be held accountable for uncollected mail.

DTU Sport cannot receive parcels in neither building 402 nor building 101B. The uncertainty concerning the time of delivery and whether anyone is there to receive the parcel is too great.

#### 43) 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.)

**OVERVIEW OF DEADLINES & YEAR WHEEL – see next page!**

## OVERVIEW OF DEADLINES & YEAR WHEEL

- 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.
- 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).
- 30 April: One single e-mail to the DTU Sports supervisor with each document clearly stating the club name in the file name as well as in the document itself:
- Approved accounts from the previous year
  - Budget for the coming year
  - Minutes from the annual general meeting with date
  - List of members as a minimum stating names and affiliation with DTU
- 30 April: 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.
- 1 May: When a new board has taken over, an updated poster must be sent to the DTU 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.

