



NTNUI-Friidrett Master Plan

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General

NTNUI-Friidrett

NTNUI-Friidrett is an athletics group. It is part of the multisport club NTNUI. NTNUI-Friidrett is a group within an organization, not an organization by itself.

Master Plan

This document “NTNUI-Friidrett Master Plan” is the top level of guidelines for NTNUI-Friidrett. Its main purpose is to help make sure the club is moving in the right direction. The document should represent the group’s values, visions and ambitions.

The Master Plan is for everyone in the group. It should help board members keep the group running (pun intended), and it should make it easier for all members to participate in discussions and decisions.

The Master Plan serves as both a fundamental guide and also as a reference for basic operations.

Note: The Master Plan is subject to the laws and statutes (nor: “vedtekter”) in NTNUI.

Note 2: The Master Plan should be developed and amended over time. It is however important to note that a document that only a few bother to read is not a true Master Plan.

Changes to the Master Plan

Changes to the master plan must be accepted during a group general assembly. More than half of the members present at the meeting must vote for the change. Blank votes are counted in the total.

The functioning board is encouraged to have a copy of the Master Plan for further development. They shall highlight desired changes and bring them up for a vote at an annual meeting.

Inconsistencies and loopholes

The Master Plan should not be expected to be complete.

If there are inconsistencies the main board should be involved when choosing an functioning interpretation, that the board may follow until the next annual meeting.

There may be loopholes in the Master Plan, but you must still follow the laws of NTNUI, NIF, Norges Friidrettsforbund and Norway. Use common sense, swallow your pride and ask around if you are not sure what to do.

Fundamentals

The backbone of NTNUI-Friidrett can be divided into five different aspects (pillars). The master plan must describe the group's five pillars: Vision, ambition, purpose, strategy and governance.

The five pillars shall at all times guide the decisions that are made in the group. They are especially important when something is not specifically described in the master plan. They ensure that the board and other representatives act according to the best interest of the group.

The members in the group are encouraged to question the pillars and come with new viewpoints and ideas.

Vision

The vision of NTNUI-Friidrett is to provide an athletics group that improves the health and well being of its members with a primary goal of maintaining membership. The group will strive to be a leading NTNUI club by staying social, approachable and inclusive while also appearing professional and serious.

***Vision:** A picture of the future desired destination - What the world will look and feel like as a result of our efforts. It does not have to be fully achievable.*

Ambition

The primary ambition of NTNUI-friidrett is focused on inclusiveness. We will attempt to be one of the largest running groups in the Trondheim area with many different types of athletes. We aspire to be able to accept all students that wish to join the group. In addition, the training sessions will be designed to create member progression and the club will assist members to meet their personal goals.

***Ambition:** A rational statement about size, scale and accomplishments for the future.*

Purpose

The purpose of NTNUI-Friidrett is to provide an opportunity for students to join a community of runners to train and socialize with. The club is meant to be a fun way for members to improve their health and well being while assisting them to reach their full potential through athletics.

***Purpose:** The answer to why. An emotional statement that engages our members. The purpose is the beating heart of the group.*

Strategy

In order to achieve the goals and ambitions of NTNUI-Friidrett, the club has certain key strategies that will ensure success. To achieve a welcoming inclusive group, social gatherings and atmosphere must be a primary focus. This can take many forms but must be given effort and importance. In order to gain and maintain members we will be visible using social media, clothing, race appearances and the NTNU campuses. Maintaining club traditions such as Hjalmar will also contribute to this. Finally, it

is imperative that training sessions are consistent, approachable and of high quality. This will instill trust and inspiration in our members.

Everyone in the group has a chance to contribute. We will constantly search for new members and be open for new opportunities (facilities, training methods etc).

***Strategy:** A description of how we are going to get to the destination described by our vision and ambition. A description of how we are going to achieve our purpose.*

Governance

The group has a democratic foundation. Representatives are elected and act according to the master plan. The ordinary group members are able to influence by communicating directly to the representatives and by suggesting changes during the annual meetings.

***Governance:** A set of principles for how the group should be lead, managed, organized. This includes mechanisms that improve efficiency, decisionmaking and make issues easier to handle.*

Language

We communicate all official information in English. This is because a large portion of our members are exchange students, and we want to include as many as possible.

People

Allergies

It is important to figure out if any members have significant allergies. The board should make sure proper precautions are taken. The group also tries to take other food preferences into account, like vegetarianism/veganism.

Disabilities

The group should try to include people with disabilities. There are many ways to get help and funding for this, either through NTNUI or NSI. Good places to start are the district leader, the main board and NTNUI-Paralympics.

Member status

You can become a member of the group when you have a valid NTNUI membership. This can be bought at any Sit gym, and it is tied to your student card. Every semester there should be a Google Form published to the main group (NTNUI-Friidrett) where everyone should register their details if they have been to more than two practices in the last semester. This means you are considered an

active member. This document is used internally (to have a list of the members and get the correct amount of monetary aids) and externally (counting the total number of members in NTNUI).

Economy

Budget

In the beginning of each year a budget is drawn up (first weeks of January). Any expenses that exceed the agreed upon budget must be approved by both the leader and the accountant. Another option is to approve a modified budget in a board meeting.

Budget making should take into account Fjellseterløpet, which is our biggest expense as well as our biggest source of income. Big unexpected expenses should be part of the calculations.

Payment

Whenever something is to be bought for the group, a group member has to pay first, then get reimbursed. The member has to get the confirmation from the responsible board member before they pay.

<https://ntnui.no/friidrett/refusjon-utlegg/>

It is a good idea for board members to get a dedicated private credit card for expenses in the club. This makes expenses easier to control. The bill can then be paid directly by the club, assuming the appropriate receipts are delivered first.

Internal revision

The first *internrevisjon* (internal revision) should be done with the old and new accountant together.

Sports

Training

The trainings should follow the following guidelines

- There should be three main trainings during a regular week
 - The meeting place and time should be kept the same from week to week
 - Changes in place or time should be announced as soon as possible
 - The main trainings should be customized for athletes at all levels

- When dividing into different groups, the groups should meet up at the same place unless there are practical reasons for not doing so (e.g. some groups training indoors). The groups should preferably end the practice together as well.
- Alternative trainings that are in conflict with the main practices are not to be posted in the group

Refunds

Active members of the group have the ability to ask for refunds for races and travel expenses. The group does not cover expenses for our own events (Fjellseterløpet etc.), and not the one time license when this is included in the entry fee. You can find the refund form and rules for applying at this location:

<https://ntnui.no/friidrett/refusjon/>

Misuse of the refund system, or unsuitable behavior according to Norway's laws and/or Norsk Friidrett rules will lead to a loss of the possibility to get refunds. The severity of the violation determines for how long you will lose the right. Athletes who deliver a positive doping test will lose the right to reimbursements for all future events.

Social

Traditions

The following items are traditions in our group:

- Christmas porridge
 - Usually in the middle/end of November. It is important to have a quiz, with a question about the names of the four guests in "Grevinnen og hovmesteren".
- Start and end of the semester parties
- Cabin trips
- Secret beermile (usually every semester)
- 17th of May morning bath (with ice cream)
- Welcome week in the beginning of the fall semester
- New years resolution week

Other social events

What we can do:

- Eating & sauna & hot tub in Studenterhytta, running uphill ("Staup")

- Vorspiel at someone's place
- Eating together at someone's place (tapas etc.)
- Going to take a bath in the fjord
- Game nights
- Breakfast jogs (running and breakfast before school)
- Barbeque
- Bowling, Go Kart, Trampoline park, ...

Events

- Fjellseterløpet
- KM-HUT (county competition of standing jumping)
- Linjeforeningsstafetten (study union relay race)
- Pentathlon
- Group general assembly

The Board

General purpose

The purpose of the board is to serve the group. It makes sure the group is stable and under control both financially and structurally. The NTNUI-Friidrett board also acts as an intermediary between the group members and the main board.

Expectations

The board members must read the Master Plan and sign a document, confirming that they intend to follow the Master Plan to the best of their ability. Every board member is expected to fulfil their responsibilities, as (but not limited to) described in this document.

Board members should intend to stay in Trondheim until the next yearly meeting. Except the treasurer, which is expected to stay for a transitional semester.

Board members are expected to help the new board after their term.

Board members are expected to communicate official information in english.

If the board faces challenges or problems that they are not able to resolve, they will contact the main board and get help. If a board member at some point finds themselves unfit or unable to serve the group's best interest, they must inform the rest of the board.

Note: Board members should preferably prioritize participating at our practices, above personal training and above other group trainings.

Benefits

Benefits should be kept to a minimum. People should be in the board to develop the group. They should not be motivated by "perks". However, small tokens of appreciation are fine. We give a one time 400kr price reduction on NTNUI-Friidrett clothing.

Responsibilities

The board is responsible for keeping the group running. The board is responsible for arranging meetings. The board members must do their best to make sure the group follows the laws and statutes of NTNUI.

Meetings

Board meetings

Board meetings should be held every other week at a set time. The meeting time should be set as soon as possible to make it a priority. These meetings should have a specific time limit.

Annual meeting

Every year there must be an annual meeting. It must happen in January or early February. During the annual meeting a new board is elected. The annual meeting should be announced at least one week in advance, together with case papers describing the cases and meeting agenda. It should be possible for members to add new cases

During the group general assembly the following should be addressed:

- Yearly report from the board.
- Yearly report from all the main committees.
- Election of a new board.
- Revision of suggested changes to the master plan.

- Accounting and economic status report.

Roles

Leader

Guide and lead the rest of the board. Communicating with the main board.

Responsibilities:

- Lead
- Make sure the rest of the board is fulfilling their responsibilities

Second in command

Responsibilities:

- Assist the leader
- Make sure the leader does what he/she is supposed to do
- Deadlines, meeting contents
- Members (register members): Every semester there should be published a Google Form to the main group (NTNUI-Friidrett) where everyone should register their details if they have been to more than 2 (two) practices the last semester.
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- Registrering members in NIF
- Writing meeting reports

Sports coordinator

In charge of workouts, trainers and competitions.

Responsibilities:

- Manage trainers and first aid for trainings
- Facilities (track, gym, keys)
- Training plan
- Announce trainings
- Encourage signing up for competitions
 - Olavstafetten
 - Trondheim Maraton
 - Vinterkarusellen

Event manager

In charge of our official sports events: KM-HUT, Fjellseterløpet, study union relay race and pentathlon. Being responsible for an event includes:

- Choosing date and time together with the rest of the board
- Taking initiative to plan the event early
- Getting out information about the event (advertisement if needed)
- Book stadium or hall if needed
- Signup for participants if needed
- Get enough volunteers for the day of the event
- Ensure safety
- Evaluate the event in retrospect

The event manager is free to create committees for events when necessary. The organization of an event could also be delegated away. In such cases the event manager still is the main responsible for the event and must follow up the event organizer closely.

The deadline for booking stadiums and halls could be more than a year in advance of the day of an event. Therefore, the event manager should book stadiums and halls needed for the regular events for the next sitting event manager in cases where the deadline is passing before the new event manager enters the position.

Accounting

Responsibilities:

- Check the physical mail shelf
- Budget: Making a budget together with the board and making sure it is followed.
- Evaluate invoices, and pay the ones that should be paid.
- Internal and external revision
- Refund members that have prepaid (accepted costs)
- Clothes (How many we have, control over how many clothes we have lost if we lost any, and control over the price they were bought for, including tax and freight)

Social manager

Responsibilities:

- Leader of the social committee

- Social events
- Balancing variety of events
- Encouraging members to arrange and participate in social events
- Arranging open meetings for brainstorming and planning
- Analysing the social situation in the group
- Secret beermile

Social Budget

The board should agree on a budget for “normal sized” social events.

The social coordinator has the power to plan any social events as long as it is within the budget. If the budget seems to be too small, the “social-person” must talk to at least the leader and the accountant. If it is substantial then the board should meet and discuss.

Information manager

In charge of administrative things and communication. Responsible for promoting the club. Responsible for managing our web pages and social media. Also responsible for

Responsibilities:

- Leader of the information committee
- Storage of files (Google Drive, everyone should have access)
- Make sure that all members have access to the necessary information.
- Promoting
- Web pages, social media (including messages on the FB page), Instagram, Wikipedia (Fjellseterløpet and NTNUI-Friidrett)
- Sponsors
- Hjalmar

The Council

The purpose of the council is to bring stability to the group and assist the board on important matters. The members need to have experience from the group and the intention is to utilize this experience. They should also have an understanding of the master plan.

- Set up a meeting with the newly elected board and make sure they have signed the master plan agreement.
- Be available for advising the board.
- Oversee that the master plan is followed.
- Amount of people: 2-4
- Elected at the group general assembly.

Main Committees

At this point we do not have any permanent committees, since we found that it was not necessary due to the size of our group. We did however have it earlier on, and we would like to give some pointers for anyone who might consider implementing them in the future.

Social

- Making quizzes for major social events, that include questions about the group.

Events

Coaches

Election

The election committee serves many functions:

- Inform members about the board positions
- Give candidates time to think
- Making the election process more fluent

Structure

The election committee should be operating relatively independently of the board and make its own decisions, to the extent that this is possible.

The committee should consist of between 4 and 6 people.

Criteria

In general, the selection should be guided by the following criterias:

- At least one foreign person
- Show up to one training a week (in general)
- Interested in the group and its events
- Social enough to have opinions about potential candidates
- At least one of each gender
- One person should be an “old” member. This person should be acting as a fail safe, and is there to bring a different perspective, and doesn’t have to abide to the previous points.
- The member should generally not be a potential candidate for the board.

Goals

The board should set goals for each area of responsibility. These should be put down in writing and maybe some of them should be announced to the rest of the group. It is a good idea to decide these quite early, maybe on the second meeting after the election.

Transition to new board

Making an election committee

The election committee should be made by the board in the middle of the fall semester. It should be chosen according to the guidelines.

First the committee should look for participants and encourage them to take part in different events and maybe do some organizing. Then they should be encouraged to join an interview.

The committee should open up for interviews at some point.

Group General Assembly

This is when the new board is elected. The election committee will present their candidates and the assembly may suggest opposing candidates. Voting will happen in the order that the roles are presented in the Master Plan.

The newly elected board members will then read through the Master Plan. Then they will sign a paper confirming that they have read the Master Plan and intend to follow it to the best of their ability. If a board member does not agree with the Master Plan or does not want to sign, the election must start from the beginning.

Experience Transfer

After the new board has been elected, each one of the old board members need to give a proper transfer of experience to the person taking over their position. Preferably by having a one to one meeting. If a meeting is not possible, the old board member needs to make sure that the new one gets the necessary experience through written communication.

Mascot

Hjalmar is the mascot of the club and the oldest living member. He must be treated with respect and be included in group activity. Hjalmar brings consistency and a sense of belonging to a group where members are constantly graduating (.. leaving Hjalmar behind).

Social Media

Hjalmar is old and needs help to stay active on social media (Facebook and Instagram). His presence on social media is important.

Diary

Hjalmar's diary? Serving as a history book for the club, with both day-to-day stuff and big events. Let him stay with members for a week, leaving them with the Instagram account etc.?

Precautions

Hjalmar is managed by the information responsible, but it is the collective responsibility of the whole group to make sure he is safe. For his safety, he will always be equipped with a GPS tracker.

Worst case

If Hjalmar is to disappear or get "injured" beyond repair, a proper burial is in order. The replacement should step right into his shoes (take over profiles, not create new ones). The replacement shall be named Hjalmar. In the mourning/transitional period, referring to the new mascot as Hjalmar Jr. may help.

External

The main board

The members of the main board are the ones with *real power* in NTNUI. The board members in our group are only working under them and every major decision must be done with their approval. Such decisions include sponsorship agreements or any other contracts that involve NTNUI.

Agreements and sponsors

NTNUI-Friidrett needs to follow the guidelines of the Main Board and get their approval when writing contracts with new sponsors.

HSK

HovedStyreKontakt (main board contact person). This is the person we (in general) should contact when we have questions.

NTNUI's orden

The different groups have the opportunity to appoint people to NTNUI's Orden - A formal status for a person that has done outstanding work for a group (or other part of NTNUI). NTNUI-Friidrett (especially the board) is encouraged to suggest candidates every year.

Generalforsamling

The "Generalforsamling" is the main meeting in NTNUI (required for organizations by norwegian law). Every group has to have at least one representative present. There is no upper limit - all members are allowed. The meeting is where any major decision is voted over, including election of the main board.

The "Ekstraordinær generalforsamling" in the fall is an extra meeting, we also need to have at least one representative present at this meeting.

Kretsen (County Union)

The board should have a meeting with the leader in Sør-Trøndelag Friidrettskrets after every board election.

At this time Ola Sakshaug is the leader.