

Athlete - NTNUI Sandvolleyball

Athlete information

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1- Reporting unpleasant experiences

If you experience harassment or any other unpleasant incidents within NTNUI, we encourage you to contact the Committee for Legal Affairs here: <https://ntnui.no/varsling/>. Their website provides more detailed information on how to make contact, and anonymity is permitted. The Committee for Legal Affairs is there to address and resolve conflicts.

If you have any questions or wish to report a case directly to NTNUI Sandvolleyball, you can contact: sandvolleyball-leder@ntnui.no, or email one of the other members of the board.

2- NTNUI Sandvolleyball membership terms and payment

2.1 Membership Terms

Every autumn, there are tryouts for the teams in NTNUI Sandvolleyball. If you have been on a team before the summer break, you are guaranteed a spot in the club, but not necessarily on your previous team.

- 1) To be a part of NTNUI Sandvolleyball, one **must** pay the **membership fee for NTNUI**. This can be arranged at the reception desk at Sit. Your membership may have expired, in which case you need to log in to: medlem.ntnui.no and reactivate your membership by clicking on your group.
- 2) It is also strongly recommended to have a **license** from the Norwegian Sports Federation in order to participate in training and tournaments. See section "licenses and transfers."
- 3) External players can obtain membership at the beach center for 275 kr per month, granting them access to book the beach center between 06:30 and 15:30 on weekdays and to participate in the recreational sessions on Mondays.
- 4) By accepting a spot in NTNUI Sand Volleyball the player is obligated to pay the training fee and membership fees for the beach center for the current semester.

2.2 Payment

Training fee per semester:

Teams with 2 training session(s) per week	500 kr
Teams with 1 training session(s) per week	250 kr

Beach center membership:

Spring semester (5 months)	900 kr (180 kr per month)
Autumn semester (4 months)	720 kr (180 kr per month)
External member (1 month)	275 kr per month

An additional 25 kr per month for each month less you play in each semester.

For example, an H1 player will receive a bill for 500 kr + 900 kr = 1400 kr for the entire spring semester.

Valid reasons for partial refunds of the membership fee include:

- Injury, as long as you inform the cashier BEFORE the absence due to injury.
- If you resign during the semester and notify BEFORE the month begins, you will receive a refund of the remaining membership fee.
- Paying membership at the beach center through another club.

3- Team Responsibilities

In NTNUI Sandvolleyball, each team has its own responsible person, who has specific tasks and acts as a contact person for the board.

These are:

- Team Manager
- Social/Media Representative

The team must allocate these roles themselves. One person can hold multiple roles, and the teams can appoint additional responsible persons for other areas if they deem it appropriate. Both roles above **must** be assigned within the team.

3.1- For You as Team Manager

As a team manager, you are the contact person between the board and the team. You are also responsible for following up on the team when it comes to messages and tasks from the board, such as clothing orders and volunteer work.

Your main tasks are:

- General **information flow** between the board and the team
- Keeping the board **updated on the number of players** on the team, and any dropouts throughout the season
- Maintaining a (small) **account of expenses** for the team
- Ensuring that everyone has **membership in NTNUI**: At medlem.ntnui.no
- **Paying invoices** for each team, and thus collecting money from everyone on the team
- Handling **clothing orders** in dialogue with the sports manager on the board
- **Communicating with the sports manager** about whether the team is satisfied with their coach

3.1.1 Updated Membership Count

Both after tryouts and after Christmas. It is important here that the board receives information about people who quit. This will be a dialogue with the board.

3.1.2 Accounting

The team should have a small account that includes training fees, membership in NTNUI and the beach center, social events such as Christmas parties, and promotional clothing.

3.1.3 Membership in NTNUI

All players must have valid membership in NTNUI, which should be confirmed and registered by the team manager.

3.1.4 Invoice

You are responsible for communicating with the cashier regarding the number of players who should have membership.

After Christmas: During this period, you should ask everyone on the team to confirm that they will continue on your team until the summer, and that they will then be invoiced for January-May at the beach center. Everyone will be invoiced for all months unless specified otherwise by the players themselves.

3.1.5 Handling Clothing Orders

You will be responsible for forwarding an Excel sheet with clothing orders and sending it back to the sports manager. Then you will receive responsibility from the sports manager to distribute clothing to the team.

3.2- Social/Media Representative

As the social/media representative, you act as the team's contact person for social events.

Your main tasks will be:

- Relaying social events to the rest of your team
- Communicating with social representatives from other teams, to, for example, inform about how many from the team want to participate and organize pre-parties, etc.
- Updating the team's page on the NTNUI Sandvolleyball website, see attached document for how this works (link:

https://docs.google.com/document/d/1pgV2dP_IAYeEYXJuzXNbAmb-yAvQpsoal9S_CZceueDM/edit?usp=sharing)

As the social/media representative, you can also take responsibility for organizing social activities with the team outside of training hours, to increase team cohesion and thereby contribute to even more enjoyable training sessions.

4- Coach

4.1 Who to Contact?

The sports manager on the board is your contact person in the club. Here, you can report information about the team and ask any questions you may have. Contact:

sandvolleyball-sportslig@ntnui.no

4.2 Selection

After each tryout, you should submit a list with names, numbers, and emails to the leader or sports manager via email.

1. Selection for the autumn semester:

Select 10 players whom you believe meet the level of the assigned team. The coach of the top team selects first (H/D1), followed by the level below (H/D2), then the next (H/D3), and finally the last team (H/D4).

2. Selection for the spring semester:

December: Send a message to the leader or sports manager about how many players are on the team and how many you want to select after Christmas.

January: Select players to fill up the teams as needed. Same system as the spring semester selection (top level selects first).

4.3 Situation Report

Send an email to sandvolleyball-sportslig@ntnui.no stating how many and which players are still on the team. Provide feedback on how being a coach is working out, what has worked well, and any challenges that have arisen. Provide feedback to the board on how you, as a coach, have experienced your role.

1. Mid-Year Report:

December: Submit a situation report, as well as the number of players you wish to select for the spring semester.

2. Annual Report:

June/July: Submit a slightly more comprehensive situation report.

4.4 Support for Coaches

Each team will be able to have 1 (100%) coach sweater covered per year, meaning that if there are multiple coaches, the support can be distributed freely among them.

In addition, those who are coaching alone will have 100% of their training fee covered. If there are multiple coaches for a team, 50% of the training fee will be covered for each coach.

5- Booking Courts (Dødens) and the Beach Center

5.1 Dødens Dal

Booking of Dødens Dal takes place on Skedda. You can find the website here:

<https://app.skedda.com/account/login?returnUrl=https%3A%2F%2Fidrettsparkdd.skedda.com%2Fbooking>

Skedda also has an app. To gain access, you must pay a one-time fee for booking rights at Dødens Dal. After paying for booking rights, you will be able to book courts at Dødens Dal. All courts except court 4 can be booked.

Prices:

NTNUI-Sandvolleyball member	50 kr
NTNUI member	200 kr
Non-member	300 kr

5.2 Beach Center

Through NTNUI Sandvolleyball, you will receive a very favorable membership at the beach center. This grants you access to training times for NTNUI's teams, as well as the ability to book every weekday (Monday to Friday) until 15:30 for free.

To book the beach center, go to: <https://beachcenter.no/> and enter the membership code you receive as a member of NTNUI Sandvolleyball, and you will not be charged anything.

6 - How to Report an Injury

6.1 Reporting an Injury to the Insurance Company

When you have a license through minidrett.no, you are insured if you happen to sustain an injury while playing beach volleyball. To report an injury, go here: "[report injury here](#)," and click on **meld skade**. Then follow the instructions on the page.

It's wise to report an injury shortly after it occurs, as timing can affect how long you have to pay for treatment if you require it. For example, a "plus" insurance policy may have rules stating that it must be two weeks before the insurance covers treatment (plus deductible). A standard insurance policy may have 60 days before treatment is covered by the insurance (plus deductible). If a case is closed with Gjensidige (the insurance company) and the same injury reoccurs, you can contact the customer service center to reopen the case.

6.2 Reporting an Injury to the cashier

If you report an injury that prevents you from participating in future training sessions, you must contact the cashier. If it's during the winter months when the sand hall is being used, you may not have to pay membership fees for the time you cannot use the hall due to the injury. If you fail to report it in time, you may risk having to pay for the membership.

7- Refunds and Travel Expenses

Anyone paying the full training fee qualifies for support.

All travel expense claims and reimbursements must be submitted at <https://hub.ntnui.no/> under "refunds"

General guidelines for reimbursement:

- You must have a valid NTNUI membership
- To receive travel support, you must visibly represent NTNUI during the tournament. This means you must play in clothing that clearly shows your affiliation with NTNUI. In addition, you must travel wearing NTNUI clothing.
- You may also apply for reimbursement for tournaments outside the academic year as well, for example during the summer holiday. It is not required that the trip starts in Trondheim; you may travel from other places as long as you represent NTNUI and meet requirements below.
- Travel distance is always calculated based on the shortest route. If Trondheim is closer to the tournament venue than the place you are actually traveling from, the distance must be calculated from NTNUI Klubbhuset.
- Travel support is granted a maximum of 3-6 times per season per player. If fewer people than expected travel to tournaments, exceptions to this rule may be made. The first-come, first-serve principle still applies if many people apply for support.
- The reimbursement claim with documentation must be submitted no later than one week after the tournament/trip has been completed.

7.1 Refund

You'll find the form at <https://hub.ntnui.no/refund>, log in with your medlem.ntnui.no account.

Refunds cover all purchases you have made on behalf of NTNUI Sandvolleyball (covered 100%), entry fees (covered 60%), courses, and education (covered 85%). Regardless of the support rate for your expense, enter the FULL amount you've paid in the refund form.

For entry fees:

- Select refund type "**expense**"
- Write "**entry fee and which tournament**" under "**occasion/event**"
- Specify the tournament under "**comment**"
- It's a requirement to compete in NTNUI Sandvolleyball's competition attire to receive support
- Attach a receipt from Profixio or another organizer to the form (bank statements are **not** accepted)
- All files/documentation that must be attached must be combined into one PDF-file and uploaded to [hun.ntnui.no](https://hub.ntnui.no) (it is not possible to upload one receipt at the time)

7.2 Travel Expense

You'll find the form at <https://hub.ntnui.no/refund>, log in with your medlem.ntnui.no account.

- Select refund type "travel" and fill out the form.
- Attach receipts to the form (the receipts must be clear and easy to read)
- All files/documentation that must be attached must be combined into one PDF-file and uploaded to [hun.ntnui.no](https://hub.ntnui.no) (it is not possible to upload one receipt at the time)

Travel support applies to all trips you make in connection with events in the Nordic region for beach volleyball. This includes regional and national tournaments. You'll receive support for up to 60% of the cheapest travel option. The number of trips supported is decided by the NTNUI Sandvolleyball board. The travel form will be rejected if the travel is unnecessarily expensive.

Requirements

- The documentation must include at least one photo from the actual playing venue and during the trip
- The photos must clearly show that you are wearing NTNUI clothing
- Approved clothing is with the NTNUI logo on it.
- The documentation (travel photo with clothing and during play) must be sent by email to sandvolleyball-kasserer@ntnui.no

The email must include:

- Name of the tournament
- Date of the tournament
- Attached photos as documentation

Requirements for the trip:

- The trip must be longer than 120 km each way.
- The trip must cost more than 200 kr.

NOTE! Without sufficient documentation, the reimbursement cannot be processed.

Travel by car:

For a car, only one person in the car should apply for a refund, then potentially distribute the support among the travel companions.

You'll receive 30% of the support rate for the car. The support rate is the amount you should enter under "**amount**" in the travel expense form. You calculate the support rate as follows:

Number km driven * 3,5 NOK = support rate

If you have a trailer, multiply the number of kilometers by 4,5 NOK. Toll fees are not included in the support rate. The calculation of the support rate should be noted under "**comment.**"

Documentation for car travel:

- At least one photo from the playing venue where you are wearing NTNUI clothing
- A map excerpt from Google Maps showing the kilometer distance (**NTNUI Clubhouse – travel destination – NTNUI Clubhouse**) (It must be the shortest driving route.)
- In addition, the car's mileage before and after the trip must be documented, i.e. a photo of the odometer before and after the trip

Note: Maximum support is **NOK 3,000** for the trip.

The documentation must be sent by email to sandvolleyball-kasserer@ntnui.no

Other means of transport – General rules

If you are traveling together, one person may submit the travel expense form for both.

If you are traveling separately, each person must submit their own travel expense form.

You must attach all receipts for the trip.

Under "**amount**" in the form, you must enter the **full amount** you paid. (The treasurer calculates the support separately.)

If your partner paid for, for example, train tickets for both of you, you must still enter the full amount shown on the receipt.

Flight tickets

Flight tickets should mainly be submitted separately for each person.

If one person has purchased tickets for both, reimbursement for both can be submitted in one form, as long as it is clearly stated who the tickets apply to.

Registration fee

You may submit reimbursement for two people in the same form if you paid for both.

Remember to state who the registration applies to and attach the receipt.

Important for all travel expense claims

- Under “**number of km**”, you must use Google Maps and enter the **round-trip distance** from NTNUI Clubhouse to the destination.
Example: **NTNUI Clubhouse – travel destination – NTNUI Clubhouse**
- It must be the **shortest driving route**.
- This map excerpt must be attached as documentation in hub.ntnui.no.
- It must always be calculated from **NTNUI Clubhouse**, even if you are traveling from, for example, Oslo.
- For air travel, the kilometer counter is “reset” at each airport. This means that if the distance from the airport to the tournament venue is less than 120 km, you do **not** receive support for that part—only for the flight itself.

If you have any questions, send an email to sandvolleyball-kasserer@ntnui.no

8 - How to Register for Tournaments/Norgestour (NT)/Challenger

Registration for various tournaments usually occurs through Profixio. Payments are processed through Paypal, and it's common for a player to register for both (as a team).

Some tournaments do not have registration fees. For registration to these, you must check the respective Facebook event or wherever you received information about the tournament.

If you have more questions related to this, please contact:

sandvolleyball-nestleder@ntnui.no

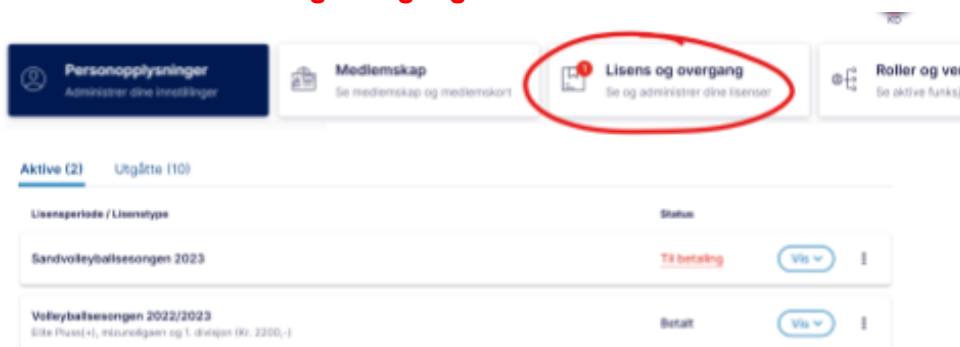
9 - Licenses and Transfers

A license is required to participate in training sessions and any tournaments. For any questions regarding licenses, contact sandvolleyball-nestleder@ntnui.no.

9.1 How to Obtain a License

You can find licenses on minidrett.no

- Log in to «**Min idrett**».
- Select «**Lisens og overgang**».



Here you will find an overview of licenses and can proceed with payment.

If you don't see the license option, you must send an email to sandvolleyball-nestleder@ntnui.no, and you'll be provided with the opportunity to pay.

9.2 Types of Licenses

Overview of the different types of available licenses:

- **Basic License:** Applies to training and club tournaments
- **Regional License:** Applies to regional tournaments (arr. NVBF), local tournaments, and training sessions
- **Norgestour and NM:** Applies to Norgestour (NT), NM, regional tournaments (arr. NVBF), local tournaments, and training sessions
- **Norgestour and NM Plus:** Same as "Norgestour and NM," but the plus license provides the player with extended insurance coverage in case of injury. It allows for quicker start of treatment and higher coverage of expenses for investigation, treatment, and any operation.

"Regional License" and "Norgestour and NM" can also be chosen as one-time licenses. This license is suitable for players who only wish to participate in 1 tournament during the season. If a player still wants to participate in 2 tournaments, the license can be upgraded to a regular "regional license"/"Norgestour and NM." In this case, only the difference is paid.

9.3 How to Transfer

To obtain a license, the player must be registered as a member of NTNUI. A player is registered as a member in the club where the player last paid the license fee.

How to transfer:

- The player logs into «Min idrett». • Select «Lisens og overgang».

The screenshot shows the 'Min idrett' user interface. At the top, there are navigation tabs: 'Personopplysninger', 'Medlemskap', 'Lisens og overgang' (circled in red), and 'Roller og ver'. Below the tabs, there are two sections: 'Aktive (2)' and 'Utgåtte (10)'. The 'Aktive' section contains a table with columns 'Lisensperiode / Lisensstype' and 'Status'. The first row is 'Sandvolleybalsesongen 2023' with status 'Til betaling'. The second row is 'Volleybalsesongen 2022/2023' with status 'Betalt'. Below this, there is a section titled 'Overganger' with a button 'Gå til overgang ->' circled in red. At the bottom, a notification box contains the text 'Vi går gradvis over til nye tjenester. I mellomtiden kan du opprette overganger i den gamle versjonen av Min idrett.' and a button 'Gå til overgang -' circled in red.

Select "Proceed to transfer," then "New transfer"

Under «Min profil», select «Overgang», then «Ny overgang».

- Fill in the transfer type and necessary information, and click "Send"

The screenshot shows a vertical menu with the following items: 'Legg til familie', 'Min familie', 'Funksjoner og verv', 'Mine idretter', 'Lisenser', 'Overgang' (circled in red), and 'Historikk'. Under 'Overgang', there is a sub-item 'Ny overgang' (circled in red). Below the menu, there is a table with columns 'Fra klubb', 'Til klubb', and 'Status'. The first row shows 'Sunnfjord Idrettslag', 'NTNUI', and 'Godkjent'.

10 - Sponsorship Agreements and Prize Money

10.1 Sponsorship Agreements

Guidelines from the Central Board (HS):

<https://drive.google.com/file/d/10OAWOlotgZirV7f7mf389dTCMMaXxHzM/view>

- An individual can have a sponsorship agreement of up to 30,000 kr without any action from the Sandvolleyball board. If the amount exceeds 30,000, 10% should go back to the group. Thus, if an individual has a sponsorship agreement of 35,000, 34,500 will go directly to the individual, while the board takes 10% of 5000 (i.e., 500 kr). These guidelines from the Central Board are followed.
- If a team is sponsored, the limit is 40,000, and after that, 15% goes back to the group.
- All sponsor contracts must go through the Central Board, and in this link, you can see guidelines for how sponsor logos are used on NTNUI's clothing.
- The clause about industry exclusivity is currently not applicable, as there are no such agreements in the group.

10.2 Prize Money

- An individual can earn 5000 in prize money during a season without NTNUI Sandvolleyball taking any action. After this, 10% should go back to the club. Thus, if you win a total of 5100 kr, you'll receive 5090 yourself, and 10% of 100 will go to the club.
- If you win prize money, this should be noted in the refund form.
- This applies only to tournaments where the player receives support from NTNUI. So if you win 1000 kr at a tournament where you do not receive support for registration or travel, this does not count towards the 5000 kr limit.