

PROVISIE

Vision and objectives

USV Protos

2024

Utrechtse Studenten Volleybalvereniging Protos

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ProVisie in brief

Utrechtste Studenten Vereniging Protos (USV Protos) should be a financially healthy student volleyball club accessible to all volleyball playing students from Utrecht. USV Protos aims to be active at all regional levels (4th division up and until 3rd division) and at the national level.

Every member of USV Protos should be able to feel at home within the club, regardless of their volleyball skills, religion, ethnicity and sexual orientation. A sports climate in which everyone can feel safe must therefore be guaranteed. The ethos and club culture are closely linked to the organisation of the club.

USV Protos wants to support, where possible, all members and teams in their ambitions regarding the game of volleyball. We want to offer members an environment in which they can grow personally and in their volleyball skills.

In addition, we want to ensure that the combination of volleyball and sociability is guaranteed and radiated to the outside world. By ensuring that most of the members are students, the club culture as a student association is preserved.

The board should focus on improving the quality and structure of the association and the satisfaction of its members.

The board shall ensure the best possible realisation of the above objectives and internal organisation.

Introduction

The ProVisie has been created to define long-term goals and outline the overall vision of the association. This document provides members with insight into the organization of the association. The ProVisie is regularly updated, and it is the responsibility of the board to keep it current.

The structure of this document is as follows: the first part discusses the vision and ambitions of the board. This section is divided into five chapters, each covering a distinct theme. The second part highlights the internal organizational structure. In this part, also divided into separate chapters, the board, committees, membership, communication, and social role are described.

This document aims to clearly define what USV Protos stands for and serves as a guideline for both members and future boards. These are guidelines and objectives, which the board may choose to deviate from. If there are any questions about the ProVisie, members can always contact the board.

The board 2023-2024,

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Part 1: Vision and ambition

Chapter 1: Vision and Future Perspective

1.1 Vision

USV Protos aims to be a financially healthy student volleyball association that is accessible to all volleyball-playing students from Utrecht and its surrounding areas. USV Protos strives to be active at the regional levels (4th class to 3rd division) as well as at the national level. Both volleyball and the sense of camaraderie within the association are central to this vision. Additionally, USV Protos aims to promote high-level volleyball. Therefore, the goal is to somewhat equitably distribute the additional costs of select teams and minimize the associated membership fee increases. Furthermore, it is expected that the respective teams contribute actively to the association and maintain a connection with the rest of the organization.

1.2 Future Perspective

The future perspective will be outlined based on three pillars: the athletic level, the association culture, and the financial position of the association.

Athletic Level:

USV Protos aims to be active at both the regional and national levels to be accessible to all volleyball-playing students in Utrecht and its surrounding areas. In order to play at higher regional and national levels, it is crucial for USV Protos to systematically handle the organizational and volleyball technical pressures that come with it.

Firstly, USV Protos needs to maintain a healthy financial position, covering the increased costs associated with participating at a higher level through sponsorships (refer to Part 1; Section 4.2). Additionally, attracting, developing, and retaining players capable of playing at a higher level is of utmost importance. The Technical Committee (TC) plays a key role in recruiting new members and facilitating the progression of current members. Recruiting competent external coaches for high-performing teams is crucial for maintaining this level. Through consistent guidance and development of internal coaches, the overall skill level of players in all teams can improve (refer to Part 1; Section 2.3). Moreover, participating at a higher level entails contributing more referee points. To address this, regional refereeing becomes a responsibility of the teams obligated to provide referees (refer to Part 1; Section 2.9).

Association Culture:

Within the association, the (student) club culture is just as important as volleyball. This is evident in the number of activities, traditions, and customs that the association has. Protos is characterized by a lively and open atmosphere, where members from different teams are active and easily interact with each other. External parties may have a different perception of student associations, which is why it's important to promote the association's sports-oriented culture. In this way, the good relationships with stakeholders such as referees, opponents, Olympos, the Sports Café, and sponsors can be maintained.

Financial Position:

USV Protos is financially healthy. The sports ambitions and activities incur costs. To cover these costs, attracting sponsors is crucial. The Commissioner of External Affairs and the PR committee play a vital role in this aspect. More information about the financial position can be found in Chapter 5.5.

Chapter 2: Vision on the Athletic Field

2.1 Objective

USV Protos aims to support all members and teams in their ambitions regarding the game of volleyball. The association strives to provide members with an environment where they can personally grow in their volleyball skills. The goal is always to aim for progress.

2.2 Team placements

The Technical Committee (TC) is responsible for team placements, with volleyball skill level as the primary criterion. Additionally, potential, ambition, dedication, the number of years a member can still play at USV Protos and prolonged absence during the season can be taken into account. Internal progression is encouraged, so members are encouraged to practice with a higher-level team. In spring, the TC, in consultation with coaches, identifies players eligible for training with a higher team. Depending on the needs of coaches and the TC, this training can commence at any point in the season. From the end of the competition, the TC, in consultation with coaches, has the flexibility to arrange training groups, excluding the selection teams. A board secretary participates in the TC to ensure smooth communication, given their access to the membership administration. The board can assist the TC with challenging issues, but the TC makes independent decisions on content.

During the selection period, which starts after the competition, members may not necessarily train in the composition described in the team allocation for that season. Departing members may be asked to train with another team during this period or not train at all to create space for additional participants. Departing members, however, must be offered alternative training options if they wish, as they have paid the full-season subscription. The selection team placements are determined by the coaches of the respective team, not the TC.

All teams consist of a maximum of twelve competition players, except for the top division. However, this number may be exceeded due to prolonged player absence, such as during a foreign travel or study period or if a player suffers a long-term injury. In such cases, a player is considered surplus.

There is a hierarchy in place when allocating surplus spots, where the reasons for the request are taken into consideration.

Hierarchy for Surplus Allocation

1. Force majeure: long-term injuries, personal circumstances.
2. Internship/study exchange.
3. Recreational travel: assessed on a case-by-case basis (duration of the trip and the clarity of the travel plan).
4. Board/committee involvement at another association.
5. Too busy with work or studies.

A member must submit travel plans in the ProPeiling or, at the latest, before the autumn technical meeting to be eligible for a selection team and the membership fee refund policy (refer to Part 1; Section 5.6).

The TC must send the final team allocation at least five days before the Technical Meeting so that members can raise objections if necessary.

2.3 Multi-Year Plan

To provide the TC with guidance in finding the right team compositions, it is desirable for the board to formulate a multi-year plan. The multi-year plan outlines the objectives for each team per season. This way, the TC can assemble a team that can achieve the specified goals.

2.4 Trainers

USV Protos aims to ensure that each team has a coach of an appropriate level. To achieve this, (internal) trainings for coaches are provided in the form of coaching clinics, with the goal of organizing at least two clinics per season. These clinics are offered by the company Scherp Volleybal. Coaches receive a volunteer allowance at the end of the season when they have attended a sufficient number of clinics..

USV Protos can offer trainers the opportunity to obtain a VT2 and VT3 diploma. The VT2 course consists of multiple clinics throughout the year, of which a portion, at least two, must be attended as a requirement, and this is contractually stipulated with the coaches. For those interested in a VT3 education, a customized program can be developed. The match secretary is responsible for informing all coaches about the coaching allowance and the possibilities for attending a VT2/3 course. Throughout the season, evaluations take place among the Trainers Committee, coaches, TC, and the board.

USV Protos has a Trainers Committee, serving as a central point of contact for all coaches regarding training content, structure, technical matters, or any issues coaches may encounter. Additionally, members of the Trainers Committee assist the match secretary in organizing coaching clinics and in the search for new trainers.

2.5 Coaches

The goal is for each team to have a coach of an appropriate level, with a preference for the trainer to also act as the coach. If the trainer does not fulfill the coaching role, regular communication and collaboration between the trainer and the coach are expected. The board is responsible for finding a permanent coach. In cases where the coach cannot attend a match, the permanent coach and/or the team captain are responsible for arranging a replacement.

2.6 Team Captains

At the beginning of each season, every team selects a team captain. The team captain serves as the point of contact for the team and is responsible for the ball bag and its contents, the match form, overseeing the venue on home game days, any sponsored match clothing, and conveying information from the board to the team. The team captain signs a contract, wherein they also commit to fulfilling any potential fines (refer to Part 1: Section 5.7).

The team captain is required to attend the team captain's meeting, held at the beginning of the season. In case the team captain is unable to attend, another member of the team must be present at the meeting. During this meeting, the team captain receives an explanation of their role and the team folder. This folder contains essential information about procedures related to

venue supervision and officiating. This includes explanations about refereeing, scoring, venue supervision, equipment, and any sanctions for non-compliance with the rules. The team captain is responsible for clearly informing the team about these details.

2.7 Practices

USV Protos aims to provide each team with training time, following the guidelines based on the volleyball level:

- First teams: Two training sessions per week, with a minimum total training time of 4 hours.
- Other teams:
 - Promotion class and higher: Two training sessions per week, with a minimum total training time of 3.5 hours.
 - 1st class: Two training sessions per week, with a minimum total training time of 3 hours.
 - 2nd to 4th class: One training session of at least 1.5 hours per week.

The number of training sessions for teams playing above the promotion class level is assessed on a seasonal basis. Additionally, the board reserves the right to deviate from the above regulations when deemed necessary. This may occur in situations where the promotion of a specific team is desired or when a significant skill level difference arises between the women's and men's lines. Limited venue availability and the allocation of internal trainers are also determining factors in assigning training space to teams.

2.8 Incidental extra training

With the introduction of the OlymPas, the one-time venue rental is free up to a certain number of hours. Teams are required to contact the wedstrijdsecretaris to make arrangements for this.

2.9 Referees

Every team at USV Protos is obligated to provide a minimum of three (regional or association) referees to ensure that all matches are officiated. An association referee is trained within Protos, officiates from 4th to 1st class level, and referees an average of 3 to 4 matches per season. Regional referees are trained by the Nevobo, officiate at promotion class and 3rd division levels. Officiating is conducted at various levels, summarized as follows:

- 3rd and 4th class: At this level, officiating is allowed if the referee has passed the rules test on www.volleybalmasterz.nl.
- 1st and 2nd class: At this level, officiating is permitted if the individual has completed or is enrolled in the VS2 training (skills training for referees). This skills training will be given at the start of the season.
- Promotion class, 3rd division and ladies 2nd division: At this level, officiating is allowed if the individual has completed or is enrolled in the VS3 training, organized by the Nevobo. This training includes workshops, a practical day, rule test, a few exercises and concludes with an Assessment of Competence.

Throughout the season, the CZA and the referees committee organize various clinics, peer learning evenings, and other activities. This effort aims to provide Protos with high-quality referees and enhance the enjoyment of officiating. Referees are essential contributors to the competition, and these initiatives help foster both skill and enjoyment in the role.

2.10 Materials

Each team has a ball bag containing six balls. The first teams have a minimum of twelve balls. Annually, two balls are replaced with new ones for the first teams, and one ball is replaced for the other teams. The outdated team balls are added to the USV Protos ball bin. The ball bin is available for use by any team during training sessions and home game days. A team can use a maximum of six balls from the ball bin, ensuring that each team has enough balls for training.

Training materials such as ladders, cones, weighted balls, and jump ropes can also be used. These materials are owned by USV Protos and must be returned to the equipment cabinet (cabinet 45) after use.

The first teams receive new jerseys from the association every five years.

2.11 Injury prevention

USV Protos has entered into a partnership with Fysio Utrecht Oost, providing members of the entire association with the opportunity to receive a free consultation with the physiotherapist once a week. Through this collaboration, we aim to minimize the severity and duration of injuries within our teams.

Chapter 3: Vision of ethos and club culture

In addition to offering volleyball in the Nevobo competition, a focus on camaraderie is one of the characteristics of our student sports association. Socializing at Olympos after training sessions and on home game days is a significant aspect of the association's culture. The social aspect is also evident in the large number of committees within USV Protos. The intention is to ensure and project the combination of volleyball and sociability outward.

USV Protos is primarily oriented towards students. The 80/20 rule from USS Mesa Cosa ensures a maximum of 20% non-student members within the association, indirectly preserving the association's culture.

Chapter 4: Vision on top-level volleyball

4.1 Goal

USV Protos is primarily a sports club that aims to offer volleyball at the highest possible level, provided it fits within the current level and budget of the club at that time. This ensures that lower teams have a pathway to a higher level, attracts ambitious volleyball players, and creates a positive image of the club to external parties, both within the volleyball world and for sponsors who financially support the club.

Conditions cultural preservation:

A prerequisite for this vision is the need to preserve the association's culture. It is crucial to ensure a strong connection between the teams at the volleyball level. Additionally, it is desirable that the selection teams continue to contribute to the association. This approach allows for continuous upward growth, ensuring that our selection teams are not merely a collection of top volleyball players who happen to play for USV Protos and are renewed annually from outside the association.

Financial position:

Another requirement that must be considered in this vision is the financial aspect. Playing at a higher level incurs costs. While the association's vision is to compete at a high level, the principle should be that members are not burdened with additional financial responsibilities. If this were to be the case, the matter would be first discussed and assessed during the Annual General Meeting (ALV) to gauge members' willingness to accept such financial implications.

Means dispensation scheme:

For teams competing in the second division or higher, special rules regarding dispensation apply, and these can be found in Part 2 Section 2.2. However, it should be emphasized that USV Protos is primarily a volleyball association for students, and the selection teams should not be exempt from this principle.

Chapter 5: Views on financial position

5.1 Goals

USV Protos aims to be and remain financially healthy as an association. This is achieved by creating an annual budget that ensures the association maintains sufficient reserves..

5.2 Fiscal year

The financial year runs from August 1st to July 31st.

5.3 Budget and final settlement

The treasurer is responsible for the budget and the final financial statement. The draft version of the budget is presented at the spring ALV, and the final version is then presented at the fall ALV. The financial statement for the past fiscal year is presented at the fall ALV, and the audit committee reviews this financial statement in advance, reporting on its findings during the fall ALV. Throughout the year, the treasurer undergoes multiple audits by the audit committee to ensure the financial health of the association.

5.4 Membership fee

The membership fee constitutes the main source of income for the association. Annually, a proposal for the membership fee is presented at the spring ALV. The membership fee is finalized based on the budget and financial statement, with the members' approval, during the fall ALV.

The goal is to keep the membership fee as low as possible. The primary focus is on generating income from other sources, such as sponsorship and subsidies. Only after maximizing these sources should the membership fee be considered to bridge any gaps in the budget.

5.5 General reserve

The general reserve aims to provide financial security for the association. It can be accessed if USV Protos finds itself in financial distress. In the event of a sudden financial setback, such as the loss of a major sponsor, a significant reduction in subsidies, or unexpectedly high costs, the general reserve can be utilized to ensure that the membership fee does not undergo substantial changes.

If such an incident has occurred, a structured plan should be developed from that moment onwards to restore the general reserve to its previous level. Such a plan may consist of a multi-year plan, where each subsequent year includes a donation to reach the desired level of the general reserve.

The amount of the general reserve is subject to certain limits. The general reserve is established with the aim of covering all income - except for the membership fee - for an entire season. If the general reserve exceeds this limit, the surplus should be invested in the association.

5.6 Refund of membership fees

The following regulation addresses the refund of membership fees for injured members, sick members, traveling members, or members who join during the season. In exceptional cases, the board may decide to refund a larger portion of the membership fee.

Injury or illness:

Members who, due to injury or serious illness, are unable to play volleyball for an extended period are entitled to a partial refund of the membership fee. The amount of this refund is calculated using the following rule:

$$\text{Refund} = ((\text{number of months out of rotation}) / 10) * \text{membership fee}$$

Refunds are only given to members who are out of rotation for at least 10 weeks. In this rule, the 2 months from mid-June to mid-August do not count, as there are no training sessions and matches during this period.

Members wishing to claim this refund must notify the treasurer no later than May 15 of the respective season, clearly stating the period for which the membership fee is being requested. The treasurer will refund the money before the end of the fiscal year.

Traveling:

Members who go on a trip and have indicated this before the Fall Technical Meeting (FTM) are entitled to a partial refund of the membership fee. The amount of this refund is calculated using the following rule:

$$\text{Refund} = ((\text{number of months out of rotation}) / 10) * \text{membership fee} * 0.5$$

This refund is 50% lower than that for injured/sick members. The reason for the lower refund is that fixed costs, such as Nevobo fees, are incurred for each Protos member, regardless of the period of absence. It has been decided not to apply this reduction in the refund for injured and sick members because those members do not play volleyball for a portion of the year due to force majeure, while travelers do so voluntarily. The minimum absence period for both injured/sick and traveling members is 10 weeks, and the months from mid-June to mid-August do not count.

Members wishing to claim this refund must notify the treasurer no later than May 15 of the respective season, clearly stating the period for which the membership fee is being requested. The treasurer will refund the money by June 1 at the latest.

Members who join USV Protos during the season:

Members who join USV Protos during the season do not have to pay the full membership fee. This rule is divided into two parts:

Rule 1: Members who join on or after November 1 but not later than March 1 are entitled to a partial refund of the membership fee. The membership fee is calculated as follows:

$$\text{Membership fee discount} = ((\text{number of months already passed in the season}) / 10) * \text{membership fee} * 0.5$$

Rule 2: Members who join after March 1 only pay the membership fee for the part of the season in which they are a member. The amount of their membership fee is calculated using the following rule:

To be paid membership fee = ((number of months a member)/ 10) * membership fee

In contrast to the regulation for injured and traveling members, members in this case do not have to submit a refund request themselves. The treasurer directly charges the amount calculated according to this rule.

Voluntarily leave:

Members who voluntarily miss a part of the season for reasons other than injury, illness, or travel, or who voluntarily resign their membership during the season, are not entitled to a refund of their membership fee. Only members who resign before October 1 are exempt from paying the full membership fee but are required to pay only 20%.

5.7 Fines

When teams or players are fined by the Nevobo or by Mesa Cosa, these costs are passed on to the respective team or player. USV Protos can also impose fines on its members. These fines may be given for not having a valid OlymPas, loss of balls, loss of player cards, or a referee/scorekeeper who doesn't show up or is late for the match. The team captain signs a contract during the team captain's meeting, in which they declare their willingness to pay any fines (see also part 1: section 2.5).

Part 2: The Board

Chapter 1: The Board

The board should focus on maintaining and improving the quality and structure of the association. The board consists of a Chairperson, Secretary, Treasurer, Match Secretary, Commissioner for Hall Duty and Refereeing (Commissaris Zaalwacht en Arbitrage, CZA), and Commissioner for External Affairs (Commissaris Externe Zaken, CEZ).

Each year, a new board is elected during the fall ALV. The board selects six candidate board members, preferably active and engaged members. The ProPeiling serves as an important guide in searching for a candidate board. The aim is to find the candidate board members three to four months before the fall ALV. From that moment, they can participate in board meetings. Once the distribution of roles is clear, the function-specific handover can begin no later than one month before the fall ALV. The board must ensure that this transition proceeds as smoothly as possible. This includes keeping a handover document updated monthly.

The candidate board is officially installed during the fall ALV. After this, the old board should still offer any necessary assistance to the new board.

1.1 Functions

Chairperson

Represents the association, coordinates board activities, is responsible for board decisions, and leads general member meetings and board meetings. Additionally, the chairperson is the main point of contact for all members.

Secretary

Maintains the non-financial administration of the association, including correspondence with members and external parties, keeping the membership and alumni records, and managing the archives. The secretary also serves as vice-chairperson and represents the board in the Technical Committee (TC), particularly for practical matters.

Treasurer

Manages the financial policy of the association, financial administration, budgeting, and preparing the annual accounts. The treasurer also conducts regular meetings with the treasurers of the committees.

Match Secretary

Responsible for planning and coordinating training sessions and competitions in collaboration with Olympos and Nevobo. The match secretary chairs the trainers' committee and is the primary contact for all (external) trainers. The match secretary also organizes clinics for

members to support their development and organizes coach training. The trainers' committee can be used to help organize clinics.

Commissioner for Hall Duty and Refereeing (CZA)

The CZA is responsible for recruiting, guiding, and scheduling referees, who officiate matches both within and outside of Protos. Additionally, the CZA is responsible for the organizational aspects of home match days. Referees are assigned to officiate, and each team designates scorers (not referees, coaches, or trainers) to keep score. The CZA also participates in the VIS committee (Very Important Referees) and manages the equipment of USV Protos.

Commissioner for External Affairs (CEZ)

The CEZ is responsible for maintaining external relations and securing sponsorship for USV Protos. The CEZ also chairs the PR committee on behalf of the board. The CEZ oversees member recruitment and the public image of the association.

In addition to function-specific tasks, all board members are responsible for general board duties, such as shaping the association's policy and acting as contact persons for teams and committees.

1.2 Key Objectives

The board annually drafts a list of goals to be achieved, which form the key objectives for that season. During the spring ALV, members have the opportunity to contribute ideas for the next board's key objectives. These objectives are presented at the fall ALV. An evaluation of whether these goals were achieved takes place at the fall ALV of the following season.

Chapter 2: Membership

Membership of USV Protos runs per association year, from August 1st to July 31st.

USV Protos has the following three categories of members:

- Competitive Members: Members who represent USV Protos in the Nevobo competition.
- Surplus Members (“boventallige leden”): Members who participate in training sessions (space permitting) and only play in matches if another team member is unavailable. If a member travels during the season, the association reserves the right to make them surplus.
- Association Members: Members who do not participate in training or competitions but are externally involved with the association (e.g., external trainers or honorary members).

Only competitive and surplus members have voting rights at the ALV. Association members do not have voting rights but do have the right to speak at the ALV.

2.1 OlymPas

When you become a member of Protos, you are required to purchase an OlymPas and register with USV Protos. Click [here](#) for the rates and more information about the OlymPas.

If you are not a student, you can purchase an association pass instead of an OlymPas. USV Protos does not receive a subsidy for this. This missed subsidy will be charged to the member.

2.2 Dispensation Regulation

After graduation or ending your studies, your membership will be terminated. Depending on the number of members, a certain number of dispensation places may be granted. This number is 20% of the total membership. The deadline for applying for dispensation is May 15th prior to the respective season. Members starting a PhD do not fall under the student category and must also apply for dispensation.

The aim is to allocate these dispensation places in the following order, with exceptions only in very rare cases:

1. One dispensation place for each second division team within USV Protos. For the first division, this increases to two, and for the top and premier divisions, three. These places may also be used to attract external non-students. It is preferable that these places are filled before the respective season begins.
2. A maximum of two dispensation places per year for students attending a university of applied sciences in Utrecht that is not affiliated with the university association. These

students cannot obtain an A- or BS-card at Olympos. These places are allocated by the TC, where communication between the TC and the secretary is crucial. The preference is given to new members, to promote rejuvenation within Protos. The goal is to never have more than 10 of these students as members of USV Protos.

3. First-year graduates within USV Protos. If there is a shortage of dispensation places, an unbiased lottery will be conducted. The result of the lottery will be announced by June 1st prior to the respective season. First-year graduates are defined as individuals who, on September 1st of the season for which dispensation is requested, have graduated or ended their studies within the last year.
4. The remaining dispensation places will be filled with second-year graduates.

A ranking order is used when allocating these dispensation places. The ranking of divisions and classes is drawn up annually by the TC in consultation with the board. The ranking is based on player scarcity: levels with the greatest shortage of players rank highest. The ranking must be presented to the association at the spring ALV each year and will be approved at that meeting. There is no vote on the ranking.

It is possible not to include all classes and divisions in the list but instead to have no ranking for certain levels. In that case, any remaining dispensation places will be allocated through an unbiased lottery among players at those levels.

When there are multiple second-year graduates from the same team and fewer dispensation places are available, the TC decides which member will receive the place. Second-year graduates are defined as individuals who, on September 1st of the season for which dispensation is requested, have graduated or ended their studies between one and two years prior. Third-year graduates must leave the association. Exceptions to this rule may include the members mentioned in points 1 and 2 of this regulation.

2.3 Match Uniform

Every competitive member must have an association shirt with a number on the back and chest. These shirts are available for purchase at Intersport Twinsport, Potterstraat 2 in Utrecht. Blue or black shorts are worn, also available at Twinsport. Fully sponsored clothing remains the property of USV Protos and must be returned to the board at the end of the competition.

Chapter 3: Committees

3.1 Assigning Committees

USV Protos has many committees, which are characteristic of the association's culture. These committees organize various side activities that enhance the camaraderie and integration of members. Members can indicate their interest in joining a committee and which one they are interested in through the annual ProPeiling and via the board. The board considers these preferences as much as possible when forming committees. The goal is to create committees consisting of members from different teams and with varying years of membership to achieve vertical integration within the association. This can only be accomplished if the committee's tasks allow for it.

3.2 Steering the Committees

The CEZ is part of the PR committee, the CZA of the VIS committee, the match secretary of the trainers' committee, and the secretary of the TC. The other committees each have a board contact person. Committees are appointed at the spring or fall ALV. When they begin their work, they receive a task description, handover document, and a guide or tips for sponsorship and PR from their board contact person. If applicable, the committee must submit a budget for approval to the treasurer. Additionally, the board contact person must receive all minutes from committee meetings.

3.3 Committee Handover

Each year, the committee's handover file is updated and approved by the committee's contact person. There is also a general handover file that applies to all committees, so the new committee starts the year with the right information.

3.4 Defining the Task Package and Activities of the Committees

The specific tasks of each committee are outlined in the handover document. At the end of the season, before summer, each committee evaluates the past year and updates the handover for the incoming committee. This evaluation also considers whether the current tasks and planned activities are still suitable for the committee and the association. This approach helps ensure that the committees are meeting the needs and desires of the members.

3.5 Financial Position of the Committees

USV Protos committees can be divided into four groups: three with their own budgets and one without a budget.

1. **Profit-generating Committees:** These committees have a designated profit target in the general budget, which they must achieve during the season. As USV Protos is a social club, the costs of activities and events for members are kept as low as possible. The aim is not to make a profit from activities for members. However, activities where non-members are welcome do have a profit goal. This applies to the Tournament Committee and the Events Committee. For the Events Committee, this goal only applies to events where non-members are invited.
2. **Budget-neutral Committees:** These committees must cover their own costs throughout the season.
3. **Loss-making Committees:** These committees have an anticipated loss factored into the budget (or provisions).
4. **Committees without a Budget:** These committees incur no costs and therefore do not require a budget.

Each committee with its own budget must appoint a treasurer. This treasurer liaises with the association's treasurer to ensure sound financial management. The committee treasurer must submit a final financial statement to the association's treasurer. Any surplus at the end of the committee's year is returned to the association's funds.

3.6 Committee Rotation

Committee members are appointed and/or discharged during the Spring or Autumn General Meetings (ALV).

Chapter 4: Brand Awareness and Member Recruitment

USV Protos aims to build brand awareness among (future) students living in Utrecht and recruit members from this group.

4.1 Brand Awareness

The Commissioner of External Affairs (CEZ) is responsible for increasing the brand awareness of USV Protos. The CEZ plays a role in the PR Committee, preferably as its chair. Additionally, organizing the annual Relationship Day and Protos INN are methods to enhance the association's visibility. The Tournament Committee (ToCo) is responsible for organizing Protos INN. The PR Committee supports the ToCo with sponsorships and general promotion of Protos INN. The Events and Activities Committees also contribute to brand awareness by organizing events in collaboration with other (volleyball) associations.

4.2 Member Recruitment

General active member recruitment is carried out during events like the sports market at the UIT days. The PR Committee, in consultation with the Technical Committee (TC), handles the promotion of these events. Various communication channels are used to inform interested individuals about the association. Throughout the season, efforts are made to attract new members and specifically recruit players for necessary positions and skill levels. Protos INN is also a good opportunity to connect with potential new members. Recruitment focuses on the levels that the association currently needs. Since there is usually a waiting list for lower teams, targeted recruitment is focused on higher-level teams.

When considering the introduction of new teams, several factors must be taken into account. These include ensuring good alignment with the association, considering the balance between men's and women's teams within Protos, and not disrupting the playing times of other teams. Naturally, the financial and organizational feasibility must be established before such a plan is proposed.

Chapter 5: Communication

5.1 Communication Channels

The communication channels used by USV Protos can be broadly divided into three categories: social media, websites, and email. Social media includes all platforms like WhatsApp and Instagram. Websites refer to the platforms managed by USV Protos, such as usvprotos.nl and the Smoelenboek. Email encompasses all communication via email with members, including individual correspondence between members and board members, as well as emails sent to all members or even to external parties like the Club of 50/100.

The usage of these channels is detailed in the Policy Plan for Uniform Communication, which can be found [here](#).

5.2 Internal Communication

USV Protos members are always encouraged to share their opinions with the board. This can be done informally or through the General Meeting (ALV), the ProPoll, and the ideas button on the website. Additionally, each team is assigned a contact person from the board at the beginning of the season, who can address any questions or concerns the team may have.

Chapter 6: Social Position of Protos

USV Protos is primarily a student volleyball association but also plays a role as an example both within and outside of Olympos. This chapter outlines some objectives regarding the social position of our association.

6.1 Sustainable Sports Environment

By becoming a greener association, we choose to contribute to a sustainable world. These developments are always evolving, but several sustainable initiatives have already been implemented. For example, we encourage sustainable behavior among members by offering vegetarian food as the standard option and providing reusable cups and tableware at events. We also strive to promote a certain level of circularity and reuse during activities. Protos members with new ideas are encouraged to share them with the board.

6.2 Socially Safe Sports Environment

Every member of USV Protos should feel at home within the association, regardless of their volleyball skills, religion, race, sexual orientation, or education level.

The association has an Inclusivity Committee tasked with raising awareness. Members can approach the association's confidential advisors with questions, problems, or simply for a conversation. The association follows the guidelines of the volleyball federation and the University and College, but also strives to lead in new developments. For instance, there is currently a pilot program with Social Buddies: a designated person per team who keeps an eye on social dynamics and connections.

6.3 Social Role

Through the Charity Committee, USV Protos remains involved with Utrecht and other social organizations or charities. The committee's focus is determined annually by the committee itself, with support from the current board.