



NTNUI-Friidrett Master Plan

Top level guidelines for NTNUI-Friidrett



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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 (or extraordinary group general assemblies). However, the board may, with unanimous consent, correct grammatical mistakes, spelling errors, and inconsistent formatting during board meetings. The board is encouraged to have a copy of the Master Plan for further development. See details in the section describing the group general assembly.

Inconsistencies and loopholes

The Master Plan should not be expected to be complete.

If there are inconsistencies the council should be involved when choosing a functioning interpretation, that the board may follow until the next group general assembly.

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.

Club Vision

The club's main focus is inclusiveness and making training sessions accessible for runners of all levels. We aim to be social, inclusive and create a group for runners all over Trondheim. We focus on social gatherings and events to maintain members of the club.

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 group general assembly.

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 member needs to register their membership at medlem.ntnui.no.

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.

These are the rules for applying for a refund:

- The refund form has to be submitted before the end of the semester.
- You have to wear NTNUI-clothing during the race.
- You have to include the club name “NTNUI” when registering for the race.
- You cannot participate in races for other clubs in the same semester.
- You have to be an active member of the group.
 - An active member must fulfill one of these requirements:
 - Role in a board of one of NTNUI’s groups last year.
 - Arrange one of the following the last year
 - Fjellseterløpet
 - Decathlon or pentathlon
 - KM-HUT
 - Be a veteran of the group, which is one of the following
 - Honorary member of NTNUI
 - Minimum three years of roles in boards of NTNUI
 - Arrange Fjellseterløpet four times
 - Arrange decathlon/pentathlon four times
 - Other meaningful contributions to the group’s environment.
 - If you are unsure about your qualification you can contact the board.
- Only the cheapest alternative will be refunded.
- 100% of fees up to 150kr can be refunded and 80% of fees over 150kr can be refunded. A maximum of 1500kr can be refunded to a member in a year.
- When sending the form, you have to include:
 - Front page: Refund form
 - Attachment 1: Copy of student card and NTNUI membership oblate
 - Proof of expenses (receipts, invoice), result list with your name
- You will not get refunded for our own races, i.e. Fjellseterløpet.

You can find the refund form and rules for applying at this location:

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

If members of the group have applied for more money than was budgeted for, the Finance Manager will find a suitable way to refund. No one has a right for race refund.

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 fulfill 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.

If a member of the board should not be able to fulfill their responsibilities and needs to step down from their position, the board discusses different candidates and presents their selection to the council. If the council approves the decision, the new board member will fill the position until the next group general assembly. If the council does not approve, the board should present another candidate for the replacement.

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 400 kr 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.

Group General Assemblies

The board is responsible for arranging group general assemblies, as they are described in the section about the group general assemblies.

Extraordinary group general assembly:

The board is responsible for arranging extraordinary group general assemblies, as they are described in the section about the group general assemblies.

Roles

Leader

Guide and lead the rest of the board. Communicate 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)
- Step into the leader role in the absence of the leader
- Registrering members in NIF
- Writing meeting reports

Finance manager

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)

Sports manager

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, e.g.
 - 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.

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
- Analyzing the social situation in the group
- Secret beermile

Social Budget

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

The social manager 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 manager 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 information 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
- Graphic design and posters

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 a good understanding of the master plan.

Composition:

- 3-5 people who have been highly active members for a longer period
- Members of the council cannot be members of the board
- Members should preferably be based in Trondheim and be somewhat actively engaged in the group

Functions:

- Set up a meeting with the newly elected board and make sure they have signed the master plan agreement.
- Oversee that the master plan is followed
- Assist in dealing with minor conflicts in and between board members, committee members and volunteers. (Major conflicts should be handled by "Lovutvalget" of NTNUI)
- Assist the board with information and consult the board on difficult decisions. The council may be invited to board meetings (but without the ability to vote).
- Can call for an extraordinary general assembly. This option should only be used as a last resort!

Can request access to:

- Minutes and notes from board meetings

- Planning documents and reports

Committees

To help the board manage its responsibilities the group has a number of committees that assist the board members, or perform additional tasks. These include, but are not limited to, the election committee, the social committee and the information committee.

Following is an overview of the different committees in the group, and their functions with basic guidelines.

Social

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

Information

An extension of the Information manager role.

Events

An extension of the Event managers role.

Responsible for Fjellseterløpet, KM-HUT, Pentathlon, and The Student Union Relay Race.

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.

Election of the Board

The board is chosen by the group general assembly. See the section about group general assembly for details.

Experience Transfer

After the new board has been elected, each one of the old board members needs 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.

Group General Assembly

The group general assembly is the highest authority of NTNUI-Friidrett. It is arranged once every year, before NTNUI's general assembly. The group general assembly should be announced at least two weeks in advance. At this point in time all members should have the opportunity to add cases or changes to the master plan. Case papers describing the cases and meeting agenda should be shared with all members at least one week in advance. The meeting should address cases according to the order presented in the master plan. During the assembly, all active members in the group with a valid NTNUI membership have the ability to participate in discussions and vote on decisions.

Yearly report from the board

The board is expected to deliver a written report to the main board each year. This should contain a list of all board members, projects within the group, information about the meetings and an economical overview. This report should also be made available to all members of the group and be presented at the group general assembly.

Yearly report from the committees

The following committees should present a yearly report at the group general assembly: the social, information and Fjellseterløpet committees.

Changes to the master plan

More than half of the members present at the meeting must vote for the change. Blank votes are counted into the total.

All suggested changes to the Master plan from one general assembly to another must be clearly highlighted and presented side by side to the existing section if applicable. Any changes must be approved by majority vote with blank votes counting to the total. All NTNUI members are free to propose new changes to the master plan, however larger changes must be submitted to the board before the general assembly for practical reasons. The person suggesting a change is free to elaborate on their intent and open for further discussion if necessary. If the general assembly does not agree with the proposed changes they are discarded.

Accept the accounting and the budget

The finance manager presents the economy of the group, and its development last year. The format in which the finance manager presents the economy is flexible, but a presentation of the economy should at least include;

- Last year's budget and accounting
- Explanation of accounts that deviates from the budget, this includes costs that came unexpected
- A brief presentation of the proposed budget of the current year

The finance manager should open up for questions and explain their choices as best as possible. The new budget has likely been accepted prior to the group general assembly.

Electing a new board

The NTNUI-Friidrett board members are elected during the group general assembly. 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.

Electing a new council

The board and the current council is expected to suggest candidates for the council. The board and the council should first discuss candidates independently. Then, the board and the Council should arrange a meeting where they discuss candidates together. If they agree, a joint suggestion is presented during the group general assembly. If they disagree, they present their independent suggestions. Anyone is free to suggest any other combination of 3-5 people for the Council. The group general assembly votes on the proposal(s) as a whole.

Commitment to the master plan

Potential candidates for the board and the council are expected to have read the master plan before the group general assembly. The newly elected board and council 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.

Extraordinary Group General assemblies

An extraordinary group general assembly has the same authority as the ordinary group general assembly. It is expected that the board arranges one extraordinary group general assembly some time in September or October. Normally, a new board is only elected during the ordinary group general assembly. Extraordinary group general assemblies should only be arranged at times where it is reasonable to expect students to show up (eg. avoiding exam periods and holidays).

Extraordinary group general assemblies are convened with at least 14 days in advance when:

- a) It is decided by the general assembly.
- b) It is decided by the board.
- c) It is decided by the council.
- d) Written demand by 1/3 of the members that have registered themselves as a member of the group and that are active members of NTNUI (as defined in the NTNUI laws and statutes).

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 (Instagram). His presence on social media is important. The person currently responsible for Hjalmar should help him post on his social media. His Instagram page should work as a diary where he posts about his daily life. Hjalmar's Instagram account should reflect Hjalmar's personality and can be more laid-back and spammy than our main social media accounts.

Precautions

Tracking

Hjalmar should be managed by the information manager, but it's the collective responsibility of the whole group to make sure he is safe. For his safety he will always be equipped with a position tracker. Everyone being tracked is protected by GDPR. The information manager is obligated to provide full transparency when dealing with tracking and what the tracking data is used for and why they feel the tracking is necessary. Anyone having Hjalmar in their possession should be made aware that Hjalmar is being tracked and consent to being tracked.

Hjalmar is being tracked because of his previous disappearance. Hjalmar has high sentimental value to the club and was also a big economic investment. Therefore it is important to keep him safe and track him if he should disappear again.

Position tracking should only be accessed in the event that Hjalmar goes missing or for required maintenance. It is the board and the information managers responsibility to ensure tracking data does not have unauthorized access..make sure that there is no data collected on Hjalmar and his watchers' whereabouts unless there is an emergency.

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.

Group General Assemblies

Hjalmar should be present at group general assemblies. He should make sure that members are well hydrated and that the spirit stays high until the end. It is recommended that the end of the meetings are celebrated with a song (Eg: “Hjalmar” by Trond Viggo Torgersen or “NTNUI” by La te).

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. There are three different levels in NTNUI's orden: "Ridder", "Kommandør" and "Storkors".

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 keep in touch with the leader in Sør-Trøndelag Friidrettskrets

Attachments

The attachments are directly a part of the master plan. They should supplement the master plan, but not contain any further rules or guidelines. They may for example be used to provide further details on certain aspects of the group or be agreements and contract templates that are essential for managing group activities.

A: The Master Plan Agreement

[Letter of Intent](#)