

Professionalisation Subsidy Explanation Document

In this document we will try to explain everything that you need to know about the professionalisation subsidy. This includes a small overview of all levels with some tips and information on what we want from you as an association and how to interpretate the requirements.

How do I to use this document?

This document is structured in a way the reader can find information quickly. For every requirement a description, justification, and evidence section is specified. We recommend looking at the evidence section and additional resources section first to know what to hand in and help you more easily meet the requirements.

How should I send in the in the evidence?

We kindly ask you to send us a PowerPoint presentation where you show the evidence for each requirement. Some requirements do not need any additional evidence. The requirements for evidence for each point are specified below.

When is the deadline?

December 1st of the relevant calendar year.

What is the prerequisite level?

This level is a level with requirements that generally only have to be done once and are a prerequisite to be eligible for the professionalization subsidy.

Can I get subsidy when I *only* meet the prerequisites?

No, unfortunately, you cannot. The prerequisites are typically fulfilled only once, and they were likely completed in previous years, as they were part of the professionalization subsidy at that time. Given that SWU Thymos reduced the budget for this subsidy, we decided to not give yearly funding any more for requirements that were completed three years ago or for those that could have been completed at that time.

How much subsidy can I get?

You can apply for €40, €60 *or* an €80 subsidy depending on the requirements you meet.

Your SSA can receive €40 if you meet all the prerequisite requirements and all requirements of level 1.

Your SSA can receive €60 if you meet all the prerequisite requirements and all requirements of level 1 and level 2.

Your SSA can receive €80 if you meet all the prerequisite requirements and all requirements of level 1, level 2 and level 3.

Requirements Prerequisite level

Requirement 0.1 & 0.2

What: Every board member must have a script that provides essential context and information for their role.

Why: Scripts ensure that crucial information is not lost, contributing to smooth board functioning. They should be continuously updated to benefit future boards.

Evidence: Send the scripts by email.

Additional resources: Example scripts for Chairperson, Secretary and Treasurer can be found on the SSA drive. You find them under SSA documents → Example scripts.

Requirement 0.3 & 0.4

What: Your website must clearly indicate that your SSA is part of Wageningen University and SWU Thymos by including the WUR and SWU Thymos logos, along with links to both websites.

Why: This helps maintain transparency and affiliation with recognized institutions.

Evidence: Screenshot of your website showing the logos and links.

Additional resources: The SWU Thymos- and WUR logo can be copied from the websites below:

Website SWU Thymos: <https://www.wur.nl/nl/en/sports-centre-de-bongerd-4/-2/swu-thymos-1.htm>

Website SC de Bongerd: <https://www.wur.nl/nl/sports-centre-de-bongerd.htm>

Requirement 0.5

What: Your Association should have a Rules and Regulations document (bylaws or Huishoudelijk Reglement) accessible to all members.

Why: This ensures all members are informed about the operational rules of the association.

Evidence: Screenshot of the page on your website linking to the documents

Requirement 0.6

What: A privacy notice must be displayed on your website to comply with the General Data Protection Regulation (AVG).

Why: The AVG law requires organizations to inform individuals about how their personal data is processed. Among other things, you have to show that you informed people properly about processing their personal data. This can be done by a privacy notice on your website.

Evidence: Screenshot of the page on your website linking to the privacy notice.

Additional resources: At <https://www.autoriteitpersoonsgegevens.nl/en/node/143/privacy-rights-under-the-gdpr/right-to-information> you can find more information about this law and which requirements you need to meet.

Requirement 0.7

What: Contact information for confidential contact persons (CCPs) should be listed on your website.

Why: CCPs assist members in addressing issues related to social safety and help members to get to the right person to assist them.

Evidence: Screenshot of your website showing the CCP contact details

Additional Resources: The confidential Contact persons of SWU Thymos and Sports Centre the Bongerd can be found here: <https://www.wur.nl/en/sports-centre-de-bongerd/swu-thymos/confidential-contact-person-vcp.htm>

Requirement 0.8

What: All members must have yearly sports rights, which should be clearly communicated on your website.

Why: To ensure your members buy yearly sports rights, not monthly sports rights. This goes wrong sometimes.

Evidence: Screenshot of your website outlining sports rights.

Requirement 0.9

What: The safety protocol of your training location should be accessible on your website.

Why: Having clear safety protocols is crucial for member well-being.

Evidence: Screenshot of the page on your website linking to the safety protocol

Additional Resources: The safety protocol of the Bongerd can be found on the main page of the SSA drive.

Requirement 0.10

What: Provide information in English on your website to make your SSA more accessible to non-Dutch speakers.

Why: This inclusion helps to broaden membership and participation.

Evidence: Screenshot of your website showing English content.

Requirements Level 1

Requirement 1.1

What: 4 times a year a Student Sports Council (SSC) Meeting is held. As an SSA board you are a member of the SSC and have a vote in the matters of SWU Thymos. Matters like the Budget of SWU Thymos, its policy and changes to its regulations.

Why: As an SSA board you are a representative for all members of your association, and therefore your presence is expected.

Evidence: SWU Thymos keeps an attendance list of every meeting.

When: The dates for the upcoming SSCM are always communicated at the beginning of the academic year, and you will be emailed in advance with all relevant documents.

Requirement 1.2

What: A lunch meeting at the beginning of the academic year with the SWU Thymos board.

Why: The purpose of this meeting is to get to know each other and discuss the functioning of your association.

Evidence: SWU Thymos keeps a record of SSA boards they have met with.

When: You will receive an email to plan the meeting at the start of the academic year. Lunch meetings are generally held on a workday, between 12:00 and 14:00.

Requirement 1.3

What: An evaluation meeting at the end of the academic year with the SWU Thymos board.

Why: The purpose of this meeting is to check in with the association if the year went well or if any troubles came up.

Evidence: SWU Thymos keeps a record of SSA boards they have met with.

When: You will receive an email to plan the meeting at the end of the academic year. Evaluation meetings are held on workdays and take approximately half an hour. The times depend on availability.

Requirement 1.4

What: The current board members should be listed on your website.

Why: This visibility allows members and outside organizations to know whom to contact.

Evidence: Screenshot of your website showing current board members

When: This information should be updated every board change.

Requirements Level 2

Requirement 2.1

What: Board Education Days are held annually in January for SSA boards to collaborate and learn.

Why: These days provide valuable opportunities for networking and problem-solving.

Evidence: SWU Thymos has records of SSA boards that attend.

When: Every year in January, details will be communicated via email prior to the event.

Requirement 2.2

What: An email signature should include your name, function, and association name.

Why: A professional signature is essential for effective communication.

Evidence: Screenshot of your email signature.

Requirement 2.3

What: Organize activities for new members where they can meet new and old members of your SSA.

Why: This is vital for engaging new members and maintaining a healthy, active membership.

Evidence: Screenshot of promotional material or a picture from the activity.

When: This activity should be scheduled in Period 1 or 2 of the academic year.

Requirement 2.4

What: Send a news mail to keep members informed about events and updates.

Why: Newsletters are an effective way to reach members who may not engage on social media, and they provide an overview of important dates for your members.

Evidence: Screenshots of your news mails.

When: Send out a news mail at least 4 times a year.

Requirement 2.5

What: An Instagram account for your association with at least 6 posts per year.

Why: Keep members updated and be visible for potential (new) members.

Evidence: Screenshot of your SSA Instagram account.

When: At least 6 times a year relevant information for your members should be posted.

Requirement 2.6

What: Make a post on your Instagram introducing the new members of the Board.

Why: This visibility allows members and outside organizations to know whom to contact.

Evidence: Screenshot of your post(s)

Requirement 2.7

What: A committee comprised of non-board members that has an advisory role for the board. You meet with them for example before a general members meeting to discuss proposed changes to the association.

Why: To help the board get diverse perspectives and access to knowledge and experience of multiple generations of SSA members.

Evidence: Mention which of your members are in your advice committee and when you met this year.

When: We suggest you meet with your advice committee before a general members meeting, but you could also choose another moment.

Requirements Level 3

Requirement 3.1

What: Organize a constitution drink/activity (CoBo) where other SSAs and the SWU Thymos board is invited.

Why: Introducing the new board to other associations. Keeping social contacts with other SSAs and the SWU Thymos board also makes it easier to contact each other when needed.

Evidence: Screenshot of the invitation and an additional photo of the activity.

Additional information: A CoBo doesn't have to be a party in one of the flat pubs, but can also be another sort of activity where SSAs and SWU Thymos are invited. It is nice if there is an opportunity to get to know each other.

Requirement 3.2

What: Go to a minimum of 3 constitution drinks/activities of other SSAs from Wageningen.

Why: Meeting new boards is important to maintain contact with other SSAs. This is a nice opportunity to get to know each other.

Evidence: Mention some (at least 3) of the Constitution activities you visited last calendar year. Of course you are also allowed to send a picture of your board at the constitution activity.

Requirement 3.3

What: Have association/competition clothing.

Why: Helps with promoting your association when lots of members wear your association clothing.

Evidence: A screenshot of the Dress Me order (or different) or of course a nice picture of people wearing your association clothing!

Requirement 3.4

What: Sending in a contribution to the SWU Thymos year report at the end of the academic year and/or 3 elaborate suggestions for the SWU Thymos policy of the next academic year.

Why: To stimulate SSAs to contribute and think about the SWU Thymos policy. If SSAs have no policy suggestions, they can also provide a piece of text where they reflect on the last year in their own association.

Evidence: The contribution you sent to SWU Thymos.

When: you will be emailed in period 5 or 6, and asked to send in a contribution.