

ASSOCIATIONS GUIDEBOOK

2025 – 2026



Preface

You have received the Student Sports Associations' Guidebook of the Maastricht University Student Sports Council (MUSST) 2025-2026. The information given in this guide is intended for the boards of the Student Sports Associations (SSAs).

The associations' guidebook contains important information for SSAs. We hope that by providing this information to all of you will make it easier to deal with various issues that may arise throughout the year. This Guidebook will provide answers to questions regarding subsidies, events, board grants, PR and sponsoring. Furthermore, we hope this guide gives you a better view of what we as Sports Council MUSST can offer you.

All the best wishes for a successful year!



Sport council MUSST

47th Board, 2025-2026

MUSST 2025-2026, from left to right: Rana, Laura, Laoura, Jānis, Abel

Hi! I am Rana Amir, the new PR and Community Commissioner of MUSST. I am from Romania and Sudan and currently in my 3rd year of European law. In my free time I like to read, spend time with friends and do Cheerleading, where this will be my second year in the association! I chose to do MUSST because I wanted to play a role in the development of student sports and thought that this role would allow me to also be creative while doing this. I am excited to work alongside my board to make this year a fun and successful year! My office hours is from 12.00- 16.00 on Mondays

Hello, my name is Laura Klingová and I am from Slovakia. I am in my third year of the European Law bachelor. I am this year's MUSST secretary. In my free time I usually go for a run, to the gym, grab some good books or go out with friends. I really enjoy trying out new sports, they are so fun. My fixed office day is on Wednesdays from 12:00-16:00.

Hello, my name is Laoura and I'm from Cyprus. I study data science and AI and I'm the 2025-2026 MUSST treasurer. I chose to work for MUSST because of my love for sports and I see it as a great opportunity to grow as a person. I am a member of Fyrfad, the volleyball association and I like going to the gym. My fixed office day is Thursday 14:00-17:00.

Hi! I'm Jānis Pivkins, a 2nd-year Business Engineering student from Latvia. I'm the Sports & Association Commissioner at MUST. I chose this role because I've always enjoyed sports and wanted to be more involved in student life—MUSST felt like the perfect place to do that. In my free time, I enjoy both playing sports and drawing. I'm not much of a party person, but I like staying active and participating in different activities. My office hours are on Fridays from 12:00 to 16:00, so feel free to drop by if you have any questions or just want to chat!

Hey, I'm Abel Pol and I am from the Netherlands. I study physics at MSP and am in my last year. This year I will be the president of MUSST. After having done two board years for MSEA Peritan, I wanted to take it up a notch and thought that my last year in Maastricht would be the perfect opportunity for it. Besides this I am also part of Maastricht Cheerleading where we took the national title last year. My office day will be on Tuesdays from 13:00 till 17:00 for now so if you ever have any questions or just want to say hi feel free to drop by!

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1. Sports Council MUSST

Sports Council MUSST (Maastricht University Student Sports Council) is the coordinating body for all Student Sports Associations (SSA's) in Maastricht and protects the interests of students who practice sports. The council is governed by students. The main aim of the Sports Council is to promote the practice of sports by students in Maastricht, and to represent all sporting students in the city.

We, as Sports Council MUSST, support SSA's. One of the ways we support is, among other things, providing subsidies to the SSA's and their members in possession of a UM SPORTS membership (this only counts for semester or year membership, not for monthly memberships). When a member has a UM SPORTS "Sports "membership they will receive a discount of 10% in 2025-2026. Student Sports Association can join Sports Council MUSST when fulfilling the requirements stated in the council's amendment. These requirements are also listed in Chapter 4: General criteria for an SSA. Besides providing subsidies, the council also stimulates the organization and participation of sport events.

Furthermore, Sports Council MUSST has plenty of knowledge and experience with board issues that the SSA's might encounter during their board year, so do not hesitate to contact us with any questions, concerns or anything else you might have. Together, we will find a good solution.

SSA members can also come to Sports Council MUSST for information regarding registration and subsidies for tournaments, as well as general information or advice. Non-sports association members in possession of a UM SPORTS membership can also come to the MUSST for this kind of information.

1.1. Vision & Goals

Here you will find our general goals, listed approximately in order of importance:

- Improving communication and visibility between MUSST and its SSA's
- Interconnectivity between SSA's
- Searching for partnerships and sponsors by widening the Student Sports Network
- Connecting MUSST with the University Council
- Improve accessibility to MUSST for SSA's

Board year 2025-2026

All of the aforementioned goals are important throughout the whole year. Additionally, a big part of our daily work is to keep everything up and to make sure that all Student Sport Associations can continue their activities and their existence.

Below, you will find a more detailed explanation regarding our goals:

Improving communication and visibility between MUSST and its SSA's

We want to improve the awareness of MUSST and its function among SSA's and SSA members, while helping them with meeting their goals. We want to achieve this by increasing the visibility of MUSST through various channels such as the website and social media, among other things.

Additionally, we will join as many practices of SSA's as possible to get to know them better, and want to organize events and workshops for the associations to promote the collaboration between them, their members and MUSST.

Finally, we will attempt to be as transparent as possible when it comes to any form of decision making that could potentially affect the SSA's and their members in some way. We want to show you as much of our reasoning as possible in order to build trust; at the end of the day, we are here to help you, and know that we always have your best interests in mind.

Seeking sponsorships to increase budget and provide benefits to SSA's

In order to further support the growth and ambitions of Maastricht's SSA's, we want to actively look for sponsorship opportunities. By collaborating with local and national sponsors, we aim to increase the available budget for SSA's and create new possibilities that go beyond what is currently possible.

Through sponsorships, we hope to bring additional benefits such as improved resources, and the ability to organize larger events and tournaments. This will not only support the SSA's financially, but also strengthen their visibility and professional image, making them more attractive for new students to join.

We want to highlight that these partnerships will be developed carefully, with the values of inclusivity, respect, and student well-being at the forefront. Our goal is to make sure that the benefits of sponsorships reach all associations equally, while fostering long-term, sustainable relationships with sponsors who share our vision.

Ultimately, by working together with sponsors, we believe we can create an even stronger sports culture in Maastricht and open up new opportunities for SSA's and their members.

Interconnectivity within SSA's

We want to encourage SSA's to collaborate on events and activities. With this goal we hope to allow individuals from different sports associations to get to know each other and feel as if they are in one sports community.

We aim to create activities for boards where they can meet one another and discuss potential collaborations such as events or sports workshops for their athletes. Through this we believe that we

can create a unified environment and create a positive atmosphere for the athletes in the Maastricht sports community.

Connect MUSST with the University Council

This year, we want to establish a strong and lasting connection with the University Council. By doing so, we seek to create a direct channel for communication and collaboration, ensuring that student sports incentives are recognized and considered in university-level discussions. This connection aims to promote greater alignment between the interests of student sports in Maastricht.

Improve accessibility to MUSST for SSA's

This year, we want to improve our accessibility, we want to always be ready to help any board with their issues and we want the boards to be comfortable enough to turn to us in any moment they need help. We want to have a good relationship with every association and to be trusted by them, by offering our help as much as and as best as we can.

1.2. Executive Board

A full-time executive board manages sports Council MUSST. All details about its members and their functions are listed below:

TABLE 1 EXECUTIVE BOARD

General		musst@maastrichtuniversity.nl
President	Abel Pol	musst-vz@maastrichtuniversity.nl
Tasks	<ul style="list-style-type: none"> ▪ General Policy ▪ External contacts ▪ Representation SSA 	
Treasurer	Laoura Demetriou	musst-pm@maastrichtuniversity.nl
Tasks	<ul style="list-style-type: none"> ▪ Financial Policy ▪ Subsidies 	
Secretary	Laura Klingová	musst@maastrichtuniversity.nl
Tasks	<ul style="list-style-type: none"> ▪ General correspondence ▪ Communication between SSA's and MUSST ▪ Members administration 	
PR & Community Commissioner	Rana Amir	musst-pr@maastrichtuniversity.nl
Tasks	<ul style="list-style-type: none"> ▪ Management PR-channels ▪ Head of activity-committee 	

- INKOM
- Community creation

Sports & Association Commissioner	Jānis Pivkins	musst-sport@maastrichtuniversity.nl
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Tasks	<ul style="list-style-type: none"> ▪ Tournaments ▪ Competitions ▪ GNSK and NSKs ▪ Batavierenrace ▪ Association maintenance ▪ Website
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N.B.: the musst-sc@maastrichtuniversity.nl email address is no longer in use! Send all your emails relevant to the secretary to the general musst@maastrichtuniversity.nl email instead.

Office

Sports Council MUSST's office is located in the University Sports Centre (P. Debyeplein 15). During the office hours, there is always someone on the board present. You can make an appointment in advance, or just stop by, we will make sure to be there. If you cannot make it during office hours, please contact us as well. Then we will arrange another time that we can be there!

Office hours:

- Mondays, 12:00 - 16:00 (Rana Amir, PR & Community)
- Tuesdays, 13:00 - 17:00 (Abel Pol, President)
- Wednesdays, 12:00 - 16:00 (Laura Klingová, Secretary)
- Thursdays, 14:00 - 17:00 (Laoura Demetriou, Treasurer)
- Fridays, 12:00 - 16:00 (Jānis Pivkins, Sports Commissioner)

*The office hours are subject to change.

If you can't find the office, please ask the front desk, they will show you the way!

2. General information

This section discusses information that is important for the SSAs, so please read this carefully.

2.1. Mailboxes

Student Sports Associations have the possibility to make use of the post address of Sports Council MUSST (PO box 616, 6200 MD Maastricht). All associations have their own mailbox in the MUSST office (P. Debyeplein 15). Therefore, ***we advise every SSA to check their mailbox on a regular basis.*** Checking your mailbox regularly is important as you also receive bills and other important documents there.

2.2. Mandatory meetings

To support the SSAs, regular contact between MUSST and the boards is necessary. Every year the MUSST organizes several important activities for which it is mandatory to be present. The mandatory activities concern:

- President-treasurer meeting (VZO-PZO meeting)
- The INKOM-meetings (CHO)
- The CA workshop
- The fall and spring meetings

If there is an **insufficiently communicated** no-show at one or multiple of these events, the SSAs' bonus subsidy will not be given.

2.3. Insurances

Maastricht University advises SSAs to get insurance. For your board, a board responsibility insurance and a general responsibility insurance are useful. SSAs can join the UM insurance for the board responsibility. Costs are between €400 and €450 per year, but it depends on the SSA. SSA boards can contact Linda Lemmens for this, um-verzekeringen@maastrichtuniversity.nl.

All activities in the USC are covered by a general responsibility insurance from Maastricht University (if something in the building is not working or is damaged). Activities at other locations are not included, meaning that SSAs have to arrange this by themselves.

N.B.: doing sports as an UM SPORTS member is at your own risk.

2.4. Emergency Response Course (Bedrijfshulpverlening, BHV)

Every SSA is obliged to provide 'Zorg op Maat' ('Measured Care') during events. This means that you have to be able to show that you have sufficiently provided help and care to people.

Safety is very important for UM, therefore they offer Emergency Response courses in cooperation with UM SPORTS and the organization responsible for the courses. If you are interested in following the Emergency Response Course, you can contact UM SPORTS facilities: umsports-facilities@maastrichtuniversity.nl. For questions about the Emergency Response course, you can contact niveo-fs@maastrichtuniversity.nl. Most courses are in Dutch, but if desired, courses can be given in English as well.

The Emergency Response course will take two days. The SSC will pay for 50% of the First Aid course; you have to pay the other 50% yourself. The SSC will pay for max two persons per SSA. You are able to come with more than two board members; these will get the cheap UM rate, but the costs are for the SSA.

An invoice will be sent to the SSA after the training.

TABLE 2 EXAMPLE FINANCES FIRST AID COURSE (SUBJECT TO CHANGE)

Max. participants per SSA	First Aid training	TOTAL (for two participants)	Own contribution (for two participants)
2	€ 244	€ 488	€ 244

3. Collaborations

To achieve our objectives we work together with other parties. The most important parties are UM SPORTS, The National Student Sports Council (SSN) and the Maastricht Student Council (MSR). Other important parties included are the University Council (Uraad), the Executive Board of the University (CvB), the local Municipality (Gemeente Maastricht).

3.1. UM SPORTS

UM SPORTS is the sports facility of Maastricht University and part of the Student Services Centre (SSC). UM SPORTS and MUSST are the main sponsors of the SSAs. They organize and facilitate the sports program for students and employees of Maastricht University.

The student sports associations (SSAs) provide the atmosphere and team spirit, which makes student sports so unique. UM SPORTS ensures that the SSAs can concentrate on what is important by taking care of the prerequisites like training facilities and enthusiastic and qualified trainers.

UM SPORTS, the student sports associations and the Sports Council MUSST are linked inextricably. This ensures that student sports in Maastricht is performed at a high level, that there is a diversified and reasonably priced program and that doing sports in Maastricht is a positive experience that you can't get anywhere else!

Next to facility and personnel support for SSAs, UM SPORTS also offers a broad sports program for individual athletes. Examples are the gym, spinning, group lessons, courses and sign-up activities like swimming or squash.

Whom to ask from UM SPORTS

TABLE 3 CONTACT DETAILS UM SPORTS

General (info-desk)	+31 43 388 5311	umsports@maastrichtuniversity.nl
Mick Fleuren	+31 6 3825 8752	umsports-ssa@maastrichtuniversity.nl
Lieke de Wit	+31 6 1860 5652	umsports-ssa@maastrichtuniversity.nl
Liesbeth van Vliet-	+31 6 1860 5649	umsports-ssa@maastrichtuniversity.nl
Kruisifikx		
Mai Henckens	+31 6 2804 2097	umsports-ssa@maastrichtuniversity.nl
UM SPORTS facilities		umsports-facilities@maastrichtuniversity.nl

For any other questions, you can always send an email to MUSST: musst@maastrichtuniversity.nl.

Also, reach out to us in case you are experiencing struggles in contacting UM SPORTS.

An overview of the contact persons per SSA:

TABLE 4: CONTACT PERSON PER SSA

SSA	Mick	Lieke	Liesbeth	Mai
Fyrfad	X			
Heep	X			
Hippo's	X			
Kinran	X			
Maaslax	X			
Lagakari		X		
Let's Dance!	X			
Manos	X			
Maraboes	X			
Mas Incontro		X		
DBSV			X	
Stennis			X	
Tiburón			X	
Saurus		X		
MaasSAC	X			
Uros			X	
Dutch Mountains			X	
MSHC	X			
Ferro Mosae			X	
Saturnus		X		
Maastricht Knights		X		
Ultimaas	X			
SGV	X			
Cheerleaders	X			
Stoked	X			
Squash It Up			X	
Waterproof Students	X			
Wild Cats	X			
Cactus		X		
Peritan	X			
Maastricht Gaels	X			
UM Chess			X	
MSPA Pertica				X
MSKV Olympia		X		

3.2. The National Student Sports Council (SSN)

The National Student Sports Council (SSN) is the national organization for student sports. SSN is an umbrella organization for all sports councils, and promotes and coordinates student sports interests on the national and international level. Besides this, SSN has a collaboration with Municipal Student Consultation (ISO), which belongs to the largest national organizations promoting interests of student sport. Moreover, SSN is a member of the European Coordinating Student Sports Organization (EUSA) and of the International University Sports Federation (FISU), the organization that coordinates student sports worldwide. Furthermore, SSN is the only organization in The Netherlands who can grant Dutch Student Championships (NSKs).

Contact SSN by e-mail via info@studentensport.nl

The SSN website is www.studentensport.nl

3.3. Sport accommodations

Most SSAs that practice indoor-sports use the University Sports Centre. Maastricht Sport (municipality Maastricht) provides most of the other sports accommodations. An agreement about training hours and competitions is included in the contract between UM SPORTS and the SSA.

When an SSA wants to book a municipal sport facility or extra sport accommodation at the USC, it is possible to mail to UM SPORTS for questions and requests.

For more information, please contact:

- umsports-facilities@maastrichtuniversity.nl for requests at the USC
- umsports-ssa@maastrichtuniversity.nl for requests to Maastricht Sport (municipality)

4. General criteria for an SSA

Sports Council MUSST distributes different subsidies to support the Student Sports Associations and to stimulate them to get more members. To be eligible for subsidies, regardless of which, Student Sports Associations have to fulfil the following criteria, originating from the MUSST Internal Regulations:

- All members of the Student Sports Associations have to be in the possession of a UM SPORTS membership. Note that this has to be a semester of full membership. **A monthly membership is not sufficient for this purpose. As soon as members join the association, they need to have a valid UM SPORTS membership.**
- All board members have to be in the possession of a UM SPORTS membership.
- The Student Sports Association has to have full legal authorization and has to be registered with the Chamber of Commerce. Both the association and the individual board members must be registered properly.
- The Student Sports Association must be open to all students connected to UM SPORTS
- The objectives of the Student Sports Association have to be sports-related.
- The Student Sports Association must have a clear member, and financial administration.
- The Student Sports Association has to safeguard their continued existence.
- The membership fee of the Student Sports Association should be reasonable.
- The Student Sports Association must have an annual planning scheme.
- The activities organized by the Student Sports Association shall not harm the reputation of Maastricht University, or Maastricht as a student city.
- The Student Sports Association shall join the National Student Championships (NSKs) or other national or international tournaments or events as much as possible. The SSA will represent Maastricht University in these tournaments.
- The Student Sports Association must actively contribute to the organization of activities that improve student sports, e.g. practices, tournaments, competition.
- The Student Sports Association must be present at the mandatory MUSST meetings.
- The Student Sports Association is responsible for the up to date membership list in MyUSC before the **1st of October for the pre-member check, as well as before the 1st of every subsequent month.**
- When a SSA meets these requirements, MUSST distributes two different subsidies:
 - Regular subsidy: material, sports activities (competition, tournament, transportation), team wear and bonus subsidy.
 - Subsidy for the organization of events.

5. Subsidies

5.1. Regular subsidies

The regular subsidies are intended to support the Student Sports Associations and their sports-related activities. Sports Council MUSST grants this subsidy to all Student Sports Associations each year. On the website of the MUSST (www.musst.nl), you can download a form that will help you requesting the regular subsidy.

5.1.1. Establishing the regular subsidy

The amount of regular subsidy that an SSA will receive is based on four factors:

- Subsidy for participating in sports activities: league-participation, tournament participation and transportation
- Subsidy for materials
- Subsidy for team-wear
- Bonus subsidy

These subsidies are granted based on different guidelines. This chapter explains all subsidies separately. The SSA will receive the money around July (of next year).

5.1.2. Subsidy for participation in sports activities (competitions, tournaments, transportations)

This subsidy is partially new this year. MUSST and UM SPORTS want to stimulate that more members will participate in tournaments and competitions. For this subsidy, we ask associations to predict what the costs for these tournaments and competition and for transportation will be.

Note that this subsidy does not apply to the SSA's regular practices.

Sports Council MUSST will, **when possible**, partially compensate for the costs of subscription of teams or members of Student Sports Associations in competitions and tournaments, we aim for covering 60% of the costs. The subsidy supports athletes in joining sports activities without them having high financial charges.

For transportation we want to subsidize per person per kilometre with a total budget of €10.000, keep in mind that we only cover the transportation costs for athletes that compete. Below you can see the price range:

Travel km (return)	p.p.
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0 - 100 km (total)	€	1,50
101- 200 km	€	2,50
201 - 300 km	€	3,00
> 301	€	3,50

The council will not compensate for membership contribution for a national sports federation. Costs for licenses are not subsidized either. The budget of the associations should clarify the estimated costs for sports activities participation to the Sports Council. Students Sports Associations should submit an overview listing the number of competition teams, the number of members who will join tournaments and the associated costs. Also, describe in what kind of competition or tournament the teams take part and on which level and how far members have to travel. In case the association appeals to a subsidy, obviously they cannot charge these costs to their members anymore. The subsidy is paid after proof of payment, with proof of the travelled distances is handed over.

This year, like last year, the council will not give any subsidies just based on the amount of members, but based on the amount of members that join sport-related activities. Therefore it's still important to have an up-to-date members list and for every member to have a valid membership (a yearly or semester membership, as stated in chapter 4). **Every member of an association must have a valid UM SPORTS membership at the moment the practices start.** For new members it is possible to try out one or two trainings before they need to have a valid membership (three for free period). The amount of training hours (accommodation & trainers) is also based on the number of members of the Student Sports Association, which is another reason why it's important to keep the members list up-to-date.

Associations can update and are responsible for the members administration in MyUSC. MUSST and UM SPORTS will check for the number of members in MyUSC on **the 1st of October, as well as the 1st of every subsequent month. Official member amounts are checked on the 1st of November and April.** Based on the number of members in MyUSC, the amount of subsidized money, trainers and accommodation will be calculated. If you have any questions on how to check members in MyUSC, please contact us.

5.1.3. Subsidy for materials

Material subsidy is intended to support Student Sports Associations in the purchase, maintenance and, if applicable, rent of materials. Materials must be sports-related; clothing or camera expenses are excluded from this subsidy. The subsidy will only be a proportion of the total costs: Sports Council MUSST aims to award 25% of the total application, but this is no guarantee. To propose a request for

this subsidy, Student Sports Associations have to submit a clear material plan with clarification. The requirements of a material plan are explained in the section "[material plan](#)".

The MUSST only grants subsidy over materials purchased by the SSA itself, thus not for gifts or grants.

The allowance of the material subsidy is conditional. After Student Sports Associations can prove the subsidy is utilized, the subsidy will become permanent. Before a subsidy becomes permanent, Student Sports Associations need to submit their material receipts (*it is possible to do this after November first*). Examples are copies of invoices or a copy of a bank statement with regard to the transaction. In case the subsidy is only utilized partially, Student Sports Associations need to refund the remaining subsidy. When it turns out the association had higher costs than estimated, the Sports Council will assess if the subsidy can be increased.

In case of fraud, the Sports Council can reclaim the complete subsidy. Fraud can have consequences for future subsidy requests as well. It may be the case that a higher amount has been spent than for which subsidy has been granted. In this case the MUSST will in hindsight determine whether a higher subsidy will still be granted.

5.1.4. Subsidy for team-wear

Most Student Sports Associations have separate competition clothing. Sports Council MUSST supports associations by partially covering these costs. To qualify for this subsidy, associations have to comply with the following condition:

- The application for the clothing subsidy has to be handed in together with all the other regular subsidy requests. **Deadline is November 16th, 2025.**
- Requests for this subsidy can only be submitted by the board of a Student Sports Association
- Requests should relate to competition clothing. This can only be t-shirts, sweaters or jerseys. In case a Student Sports Association does not use t-shirts or sweaters as competition clothing, the Sports Council will consider if this association can apply for this subsidy.
- The **Maastricht University** logo has to be printed on every piece of clothing. For printing this logo, the following requirements apply:
 - The image (triangles) and words ('Maastricht University') should not be used separately.
 - The logo can only be printed in dark-blue, black or white.
 - The preferred background colour is white or another light colour shade when printing the black or dark blue logo. When printed on a dark background the white logo needs to be used.

- The logo needs to be placed horizontally
- The logo cannot be smaller than 30 mm, because of the readability.
- The logo of MUSST has to be printed on every piece of clothing. For printing this logo, the following requirements apply:
 - On a light background (for example, white or light grey) the logo with the dark blue border needs to be used.
 - On a background with a different colour the logo without the border needs to be used.
 - The logo cannot be smaller than 30 mm, because of the readability.
 - The logo must always be displayed in equal proportion (so never an oval).
- ***The use of the logos has to be confirmed beforehand by Laoura Demetriou (musst-pm@maastrichtuniversity.nl).*** It is important that the design of the clothing is handed over on time, so that possible changes can be made before the logo is printed.
- Printing of the Maastricht University logo is always required, because in competitions and tournaments the SSA represents Maastricht University. If the logo of the MUSST is printed on the clothing, the maximum subsidy is **€7,- for the first 30 pieces of clothing and €5,- for the remaining pieces of clothing.***
- If the logo of the MUSST is not printed on the clothing, but the Maastricht University Logo is, the maximum subsidy is **€4,- per clothing piece.**

The following must be included in the application:

- Copy of an invoice for the clothing purchase
- Copy of an invoice for the printing costs

*This might be higher this year, depending on the rest of the subsidies, the SSAs will be contacted as soon as possible.

5.1.5. Bonus subsidy

The bonus subsidy is added to reward active SSAs, and to stimulate SSAs to become more active. Besides the bonus subsidy, there is a penalty regulation; this regulation will be explained in the next section.

The bonus subsidy of €150 will be awarded when the conditions as stated below are fulfilled.

- The website is up-to-date before November 16th 2025. Which includes:
 - Logo & integrated link of UM SPORTS on the front-page (<https://www.maastrichtuniversity.nl/support/sports>). All relevant information about the UM SPORTS memberships and activities can be found on the website.

- Logo & integrated link to the Sports Council MUSST's website on the front page (<https://www.musst.nl>). The rules and regulations for this logo can be seen in section 2.2.
- Important information can be in Dutch but must **always** be available in English (how to become a member, your duties as member, practice hours, etc.).
- On the website and the subscription form it should be made clear that members have to be in possession of a UM SPORTS membership (year or semester) as soon as they participate in trainings (except Three for free).
- Sports Council MUSST can provide the correct logos to the association by email, if asked for.
- All associations with social media must follow @studentsportsmaastricht on Instagram.
- All associations must submit a descriptive piece of text about the association and some pictures for the website, as well as a post/Instagram reel to post on the MUSST Instagram and social media of MUSST and UM SPORTS as a representation of the SSA. Send this to musst-pr@maastrichtuniversity.nl.
- The SSA has attended all mandatory meetings as shown in 2.2. Mandatory Meetings

5.1.6. Regular subsidy request

A regular subsidy request contains the following documents:

- A budget plan for the current financial year
- A realization for the past financial year
- A subsidy request for participation in sports activities
- An investment plan for materials

Submit your request for regular subsidies to Sports Council MUSST **by November 16th, 2025 at the latest**. How to do this will be communicated later, with updated documents to turn everything in.

Material plan

A Material plan is an overview of the amount of materials that are present within the association. This should be a long-range plan; it should cover all the depreciation years. It should cover some past years, the current and following year. For instance, if a Student Sports Association has some material, which depreciates in 7 years, the material plan should cover 7 years. This is to show the boards' intentions of buying the material with its depreciation. The depreciation in a certain year is the decrease in value of the materials already in the possession of the Student Sports Association (so not the price of the materials purchased during that year).

In the material plan it should become clear how large the costs are for purchase, maintenance and, if applicable, the rent of material. In case of a purchase of new materials, Student Sports Associations should bear in mind the already purchased materials and their depreciation. Furthermore, the material plan should state the expected purchase of new materials in coming years (enlargement of the materials), and the expected material replacement. Finally, the material plan should include a motivation for the purchases and a clarification of the amount of purchased materials.

In many cases, there is a connection between the Student Sports Association's policy and their material purchase. The correlation between their policy and the purchase has to be elaborated on in the material plan. This explanation should be clear, adequate, and complete.

The estimated costs for the purchase of the material, covered in the material plan, should correspond with the costs in the Student Sports Association's budget. When buying new material you have to send evidence of payment. An invoice is not enough, please attach proof of payment with it, such as your bank transfer.

5.1.7. Budget plan for the current financial year

A budget is the financial explanation of the association's policy. In the budget, all expected revenues and expenses should be included. Do not include net amounts within the budget. Net amounts are the sum of the revenues and expenses recorded on the expense or revenue side. Always record the expenses as the revenues as well.

The budget should balance out; there should not be a difference between revenues and expenses. Student Sports Associations can book a surplus as provision entry or reserve. To cover a deficit, associations can make up their budget by making use of provision entries or reserves. Subsidies received from the Sports Council should be included in the budget. The subsidy provided by UM SPORTS, for instance subsidy for accommodation or trainers, should (if possible) also be included.

Try to make the estimates in the budget as precise as possible. For instance, base them on last year's numbers. If these numbers are not available, look to see what specific things cost on average.

The budget should be arranged as conveniently as possible. Budget entries should be broken down sufficiently. A clear elucidation will be satisfactory as well. From this elucidation or breakdown it should be for example possible to split up the total amount of received membership fee to the fee paid per member. If applicable, there should be an explanation of the different membership fees paid per member. If there is an entry "rent" or "maintenance", please state what is rented or maintained. Also, specify remaining entries in the clarification as well.

The costs for training and education should be included and explained in the budget as well. If members need to pay some amount for training or education, the Sports Council should be able to retrieve these numbers as well. Please explain the costs and number of participants and explain the interest for the Student Sports Association. In the appendix an example can be found, or contact Laoura Demetriou (musst-pm@maastrichtuniversity.nl) for help.

5.1.8. Realisation for the past financial year

A realisation is the financial report of the previous financial year. In the realisation, Student Sports Associations should explain the revenues and expenses of the different activities in the previous financial year. A realisation should also include an elucidation explaining the different entries. The realisation should have the same layout as the budget, so that it is easy to compare these two. The elucidation should have a similar layout for both as well. Furthermore, the realisation and budget should be in one overview. It is also useful to use the budget and realisation of the previous year as the basis for the budget of the current year.

It could happen that a Student Sports Association has revenues or expenses that were not included in the budget. These earnings or expenses should be included in the realisation. If a budgeted entry does not occur, it should still be included in the realisation, only its value should be € 0.00.

As well as the budget, the realisation should balance out. If the result is either positive or negative, post these earnings or expenses as “rising provision entry or reserves” or “supplementation from provision entry or reserves”. This will also have consequences for the balance sheet.

5.2. Subsidy for organising events

For organizing a sport event, Student Sports Associations can get a subsidy from the Sports Council. The aim of this subsidy is to stimulate the organization of sport events. Before a Student Sports Association organizes an event, the Sports Council will grant a conditional subsidy. This subsidy is a guarantee subsidy and is at most 25% of the sports related costs of the event.

5.2.1. General conditions

The subsidy will be granted when the following criteria are met:

- Initially the event is not intended to make profit.
- When setting up the budget for the sports event, Student Sports Associations can estimate a subsidy of a maximum of 25% of the sports related costs.
- If the event generates profit the maximum percentage of subsidy will be 10% of the sports related costs. When the event has a negative result or breakeven the percentage will be maximum 25% (guarantee subsidy). In both cases the limit of subsidy is €750.

- The height of the subsidy will be established afterwards in a meeting with the treasurer of the MUSST on the basis of the realisation. Because MUSST has limited budget for these subsidies it is also possible that the event will not be subsidized each year.
- The Student Sports Association will only grant the subsidy for sports related costs These include: rent of the accommodation, rent of materials, general performance costs (like administrative costs), program booklet, costs for safety (like First Aid) etc. The Sports Council MUSST will judge whether the costs are sports-related. Costs for accommodation, catering or the organization of a party are not eligible for subsidies.
- The Sports Council only grants subsidies when each participant pays the same registration fee. Besides this fee, participants can pay for the party entrance, spending the night and catering.
- The logo of Sports Council MUSST should be printed in the program booklet and on flyers and posters. See the conditions in section “.
- The tournament should also be available for persons outside the association. An internal tournament, for example club-championships, will not be subsidized.

For the organization of a National Student Championship (NSK), the same rules are applicable. MUSST can help with some organisational matters and with contact with for example SSN. Please contact must-sport@maastrichtuniversity.nl.

5.2.2. Required files when requesting subsidy for organizing an event

The application should at least include:

- A request form, as can be found on the website (www.musst.nl). **Please send this in at least 3 weeks before the event.**
- A budget plan
 - The budget should balance out; there shouldn't be a difference between revenues and expenses. A surplus can be booked as a provision entry or reserve.
 - Please make sure that you mention the registration costs (without party entry costs, overnight accommodation, catering, etc.) in the budget. Make a distinction between sports relevant and non-sports relevant costs.
 - When the association manages the bar, costs for drinks and expected income should be included on the budget plan as well.
 - A budget for unforeseen costs, concerning 10% of the complete budget should be included as well.
- A description of the event; containing objectives, content, audience (international or national), number of participants and planning

- Names, telephone numbers, and e-mail addresses of contact persons
- If it is an annual event, we ask you to send the documentation of the previous year with the application. Especially the Realisation and evaluation.

5.2.3. Conditional granted event subsidy

At least *three weeks before the subscription opens*, the Student Sports Association has to submit a request for event subsidy at the Sports Council, you can find the form on the website. If necessary, a meeting will take place between the Sports Council and the Student Sports Association, in case of vagueness the association should give an explanation. This meeting should take place before the registration for this tournament should take place. After the meeting has taken place, the Sports Council will grant a conditional subsidy. Conditional in this case means that the final subsidy will be calculated afterwards.

5.2.4. Definite grant of the event subsidy

Within six weeks after the event, the Student Sports Associations should submit the following:

- Budget and realisation of the event, with clear distinction between sport and non-sport related revenues and expenses
- Proof of expenses (copy of invoice)
- Short evaluation of the event
- Program booklet (if applicable)
- Plan of action of the event

After the Sports Council has received these documents, the subsidy will become definite. Subsequently, the council will transfer the subsidy. Furthermore, if necessary, a meeting will be planned after the event to evaluate.

6. Social safety

One of the goals of MUSST is to focus on making student sports in Maastricht a safe space for everyone. Together with a workgroup of SSA board members and confidential contact persons, the first steps of a social safety policy were developed. The goal of this is to decrease the instances where unwanted behaviour occurs within SSA's, and if it still does occur, that there is more reporting of these instances. This chapter explains more about this policy.

6.1. Finding support

Firstly, it is important to know that there are several organizations and places you can find support in case of unwanted behaviour or other issues you are dealing with.

6.1.1. UM Social Safety Students Team

Here you can find the website of the UM Social Safety Students Team all the information and contact information you need. www.maastrichtuniversity.nl/social-safety-team-students



6.1.2. Centrum Veilige Sport Nederland - Centre for safe sports Netherlands

In the event of inappropriate behaviour, such as discrimination, intimidation or abuse of power, a report can be made to Centrum Veilige Sport Nederland. Important to note is that board members, coaches, and trainers (or any other person with a leadership position in an association) have an obligation to report to Centrum Veilige Sport when sexual harassment occurs. This means that you are officially required to report sexual harassment within your sports association to Centrum Veilige Sport Nederland. You can also report to them if the incident did not take place within the sports club. Apart from that, they are able to provide support for other types of unwanted behaviour, and refer you to other support channels.

Phone: 0900-2025590

Website: <http://www.centrumveiligespoort.nl/>

Mail: centrumveiligespoort@nocnsf.nl

6.1.3. Centrum Seksueel Geweld

In case of unwanted behaviour of sexual nature (such as rape, sexual intimidation and harassment), you can contact Centrum Seksueel Geweld for support:

Phone: 0800-0188

Website: www.centrumseksueelgeweld.nl

6.1.4. UM Psychologists Online Quick Referral

“Do you have a question related to your wellbeing or mental health? Do you not know where to go for psychological support? Contact the UM Psychologists for an online Quick Psychological Referral (QPR). A QPR is a ten-minute online meeting in which you can briefly describe your current situation and ask your most relevant questions. The UM Psychologists will refer you to the right care within or outside UM.”

Website: <https://www.maastrichtuniversity.nl/support/during-your-studies/student-guidance/psychological-support/online-quick-psychological#:~:text=A%20QPR%20is%20a%20ten,and%20For%20a%20specific%20referral.>

6.1.5. Sport's Association Confidential Contact Person

Every Sports Association needs to choose 2 Confidential Contact Persons (CCP) – one man and one woman. CCP is a person within the association to whom members can turn to if they are struggling with mental unrest, facing unwanted behaviour, or when they need to talk to someone. This interaction is completely confidential, and without judgement. The role of CCP is to provide support and guidance, and to make sure that you feel heard and safe. If needed CCPs will refer you to the right care. The MUSST organises together with the SSC a workshop for confidential advisors. This workshop is mandatory for all confidential advisors.

6.2. What does MUSST offer to SSAs?

A Code of Conduct was published by MUSST in June 2023. SSA members have to adhere to this Code of Conduct while being a member of an SSA connected to MUSST. Additionally, a document of procedures was created. This serves as a guide for boards, laying down the steps to be taken in cases of unwanted behaviour. This document is into effect as of August 2023.

Simultaneously, UM SPORTS has published its own Code of Conduct, so that the same behavioural rules will be applicable to people using UM SPORTS facilities who are not an SSA member. When you become a member of UM SPORTS in any form, you automatically sign this code of conduct, and will thus be held accountable on it.

6.2.1. Confidential Contact Person (CCP) Workshop

MUSST will organise a confidential contact person workshop with the Student Service Centre at the beginning of each school year. This workshop will prepare CCP's how to respond to different situations which may arise. These includes situations such as recognising and managing challenging situations or mental health problems.

It is mandatory for each CCP of the association to join this workshop, otherwise a member of the board must take their place. If the CCP has already taken this workshop, they can send an email with proof to MUSST and they will be exempted. This year the CCP workshop will take place on ***the 1st of October 2025.***

6.3. What is expected from SSA's?

There are several consequences of the implementation of the Code of Conduct and procedures document. As of September 2025:

- Every SSA has to have access to a confidential contact person (CCP) for their SSA. This can have several forms:
 - o Either the SSA has a(n) (old) member that is a CCP for their SSA.
 - o Or the SSA has arranged with a CCP from another SSA that the CCP will also be available for their SSA.
- Every SSA has to publish the contact details of the CCP to their members through the commonly used channels of communication within the SSA. The main goal is to create awareness among members of the existence of a CCP, how you go about this, is up to the SSA.
- Every SSA has to publish the Code of Conduct through commonly used channels of communication within the SSA. You can choose to also publish the document of procedure. This latter is up to the SSA.
 - o If your SSA makes use of another Code of Conduct, this might be okay as well. This version will be checked during the fall meetings. The requirement of publishing the Code of Conduct applies regardless.
- Every SSA has to publish the contact details of UM's confidential *advisors* (see 6.1) through the commonly used channels of communication within the SSA.

As already communicated to SSA's upon implementation of the Code of Conduct, adherence to the points above will be checked during the fall and spring meetings. It is up to the SSA to show that they

have actively communicated the indicated contact details and documents within their SSA. To emphasize, the aim is to raise awareness about social safety and support channels. Therefore, publishing the required things in the fine print of e.g. a Terms and Conditions will not suffice, nor will sending an e-mail when you know that members do not read this. This is also why we encourage SSA's to send reminders of the Code of Conduct and contact details, and use the most common channels of communication for your SSA. Not adhering to the points above will lead to a fine.

We hope that we can together work for a more socially safe sports environment at the SSA's and UM SPORTS. We realize that this is work in progress, so if you have suggestions or tips, please let us know. If you are interested in building on the social safety policy further, please contact MUSST, as we would like to continue with the unwanted behaviour workgroup (meeting approximately once a month).

7. MUSST Meetings

This section explains some of the important MUSST meetings of the year.

7.1. Transition meeting

During the Transition meetings, the transition from the old to the new board in the association will be discussed. These meetings are very important and thus every board must be present in full during these meetings. It is highly beneficial if also the old board attends to answer some of the questions that may arise. These meetings are individual, hosting one board at a time and they are preferably in person. They take place either at the end of the school year (May-June), or at the beginning (September) depending on when the new boards are known to each association. It is upon the responsibility of the SSA's to request this meeting!

MUSST will send out a checklist including items that each association should have in order (e.g. up to date statutes, HR, transition documents, etc.), which we then go through during the meeting. This checklist will be brought up in both the fall and spring meetings as well, to check on the association's progress, should you need to fix some things.

7.2. Fall and Spring meetings

During the Fall and Spring meetings the progress of the association and the board will be discussed. These meetings are very important and thus every board must be present in full during these meetings. These meetings are individual, hosting one board at a time.

Sports Council MUSST send a questionnaire to the SSA beforehand these meetings. Please fill out all questions and send it back to MUSST, 24hrs at the latest before the meeting.

For the fall meetings SSA's are expected to provide:

- ***A copy of the registration at the Chamber of Commerce (KvK)***

This is an excerpt from the register of associations at the Chamber of Commerce, which states all names of the current board members of the SSA. An excerpt can be requested at the KvK.

- ***Annual report***

An annual report is a brief outline of the activities that have taken place in the last academic year. This includes tournaments, sports events, and social activities. SSA's should briefly state the most important decisions, the course of events, and the relationships with external contacts. Therefore we would gladly receive an overview of the performance of the different competition teams, however, this is not a necessary part of the annual report. In case the SSA receives a subsidy provided by local authorities for training and education, we would like to receive an overview of the educated persons and if the objective is met. This can be done with a short evaluation.

- ***Annual planning***

An annual statement of activities is a brief outline of the activities to come in this academic year. The Student Sports Association shall include not only the activities, tournaments, or events that they organize themselves, but also those in which the association participates. In this report, the association should also include the data at which events, tournaments, or other events start and end. If it is more convenient it is also possible to submit a separate competition scheme.

7.3. President-Treasurer meeting

This meeting is organised by MUSST in early October for all SSA presidents and treasurers. During this meeting, MUSST presents the Association's Guidebook, while the SSA's have space to ask questions. Due to this high importance of this meeting, the attendance is mandatory for the president and the treasurer of every SSA.

7.4. Kaderdag

Annually the Sports Council will organize a Kaderdag for all board members of Student Sports Associations. During this day, different associations can get to know each other, UM SPORTS and the Sports Council MUSST. With this Kaderdag we hope to reduce the threshold to ask other Student Sports Associations or the Sports Council for help or tips. This year the Kaderdag will take place on ***the 14th of November 2025.***

7.5. Board weekend

The board weekend is a really fun weekend with (hopefully) all the board members of the SSAs, organized by Sports Council MUSST. **This year the board weekend will take place in April.**

7.6. Theme day

In Spring we will have a Theme day. This day is also there to support boards of Student Sports Associations and the relations between them. More information on this day will follow later in the year.

8. Administrative months

Filed applications should be sent to Sports Council MUSST (musst-vz@maastrichtuniversity.nl)

As a board member of an SSA you can get administrative months (board months). This is a financial compensation corresponding to the expected amount of months of study delay resulting from your board work. E.g. if your board position is expected to delay your study completion by 5 months, you will get 5 board months of compensation.

8.1. Personal assignment

Doing board work can lead to study delay. Still, the university wants to stimulate students to engage in extracurricular activities. Therefore, they grant compensation for study delay resulting from board work, called administrative months (also board months). Administrative months are a personal allocation. The number of administrative months corresponds to the amount of study delay you are expected to incur as a result of your board position. Heavier board positions may lead to more administrative months. This grant is not a salary, but a compensation for a possible study delay. Every student performing administrative work should submit a nomination form him/herself and the Maastricht University pays the student according to his or her performance. The students of Zuyd Hogeschool are not eligible for administrative months from Maastricht University. Zuyd students can look at the regulations of their institution.

8.2. Student Support Fund Regulation (SSf / StOF)

The granting of financial compensation for board members is based on the Student Support Fund Regulation (SSf / StOF). More information on:

<https://www.maastrichtuniversity.nl/study/admission-enrolment/financing-your-studies/financial-support-study-delays-um-student-support>

- You must hold a board function within a student organisation or within the UM for which the Executive Board (possibly through the Faculty Board or through the MUSST) has retained an amount of administrative months for further distribution over the different board functions.
- You perform your board function during the nominal duration of your bachelor's programme (counting from the first enrolment in a Bachelor's programme at UM, the academic year thereafter (4th year of Bachelor's programme) or during the nominal duration of your master's programme.
- You are continuously enrolled for a regular bachelor's or master's programme as a fulltime student at UM during the whole academic year.

- You have not yet enjoyed financial support from the UM Profileringsfonds for more than 12 months of study delay in total. An extension of performance grant by DUO equals financial support from the UM Profileringsfonds for 12 months of study delay.
- The chair of the student organisation nominates you for the number of administrative months that have been requested and retained for your specific board position.
- You will not give your administrative months to your student organisation. Administrative months are intended as UM-support for extra study costs of an individual student. They don't belong to your student organisation nor are they transferable to another board member.

To be eligible for administrative months, you have to meet the requirements listed above. **Additionally, there is one important requirement that would be good to take immediate action for. You can only get administrative months when you are registered as board member at the Chamber of Commerce (Kamer van Koophandel, KvK).** As the administrative months applications have to be made already in October, please make sure you register yourselves as board members as soon as possible at the KvK in order to be eligible for this financial compensation!

8.3. Guidelines and procedures

Sports Council MUSST has made specific regulations for financial compensation for board members. MUSST has to submit the application for the financial compensation months, on behalf of all the SSA's, to the Board of Directors of Maastricht University. An application will be submitted only for associations which are viable. The application will be considered and discussed by the Board Supporting Committee, who advises the Board of Directors of Maastricht University.

When the distribution of the financial compensation months is approved by the UM Executive Board, the SSA's will receive a letter with allocation. The boards need to fill out the appended nomination form and overview form, to nominate students as board members. In the overview form, SSA's should fill out the names, functions, and number of allocated financial compensation months. The number of allocated financial compensation months to your association can be divided according to the weight of the different functions. The division can, due to administrative reasons, only be done by whole months. **SSA's have to submit the form before the 24th of October 2025 to MUSST (musst-vz@maastrichtuniversity.nl).** Subsequently all the student board members will receive notice about the transfer of the payment. **When application forms are sent to the SSC directly, it will not be possible for (future) board members of the particular SSA to receive any administrative months.**

Months allocated to non-UM board members (for example students from Hogeschool Zuyd), need to be handed in at their respective schools. This needs to be done because other schools or institutions might have different regulations regarding administrative months.

The maximum amount of financial compensation months a student can receive is limited. Support on the basis of administrative work is possible until a maximum of 12 months. Per academic year this is limited to a maximum of 12 months. ***It is not possible, under any condition, that one board member receives all financial compensation months assigned to the particular SSA.***

In principle, financial compensation months allocated by the Maastricht University are not subject to income tax.

9. Competitions & Events

Annually, Sports Council MUSST organizes and coordinates some events. In this chapter, the most important events will be discussed. For questions regarding competitions or events please mail to musst@maastrichtuniversity.nl.

9.1. Dutch Student Championship (NSK)

Under supervision of the Student Sports of the Netherlands (SSN), Student Sports Associations can organize different National Student Championships. The aim of these championships is to improve the interplay among the different Student Cities and Student Sports Associations. If you are interested in organizing an NSK, send an email to us, and we will provide you with more information. Also see chapter 10 of this guidebook.

9.2. GNSK

During the “Grote Nationale Studenten Kampioenschappen” (GNSK) more than 1500 students from different Universities compete in around 15 sports for the title “Dutch Student Champion”. The results in each sport are added to create a ranking for “Student Sport City of the Year”. As Maastricht University we participate each year with a delegation from UM/Hogeschool Zuyd, and battle for the title. Next year, the GNSK will take place in Amsterdam, from 5 to 7 June 2026

The tournament always has a set amount of sports that always take place at the GNSK (badminton, basketball, handball, fencing, tennis, squash, volleyball, soccer), added with a selection made by the organizing city. If your sport is among this list, make sure to keep the weekend of 5-7 June free. For the other sports, keep the dates in mind and we will inform you as soon as possible on this year's elective sports at the GNSK.



Team Maastricht – GNSK 2025

9.3. Batavierenrace

The Batavierenrace is the largest student relay race in the world. Last year, the race was unfortunately cancelled, and had to be replaced last minute by an alternative version. This year, we hope the race will happen as normal. Stay tuned for more news. This year it will take place on the 8th and 9th of May 2026. It is a relay race between Nijmegen and Enschede, divided in 25 stages diverging between 3 and 10 km. To participate you do not need to be a professional or semi-professional runner. In fact, every year a number of teams from Maastricht participate, of which also some teams from SSA's. The aim of the Batavierenrace is for all participants to have a good time. After the relay race, there will be a big student party.

Everyone can subscribe for this event. You can subscribe as a team with 25 different runners (the runners do not all have to be from the same association). Besides, MUSST subscribes a university team for the fastest runners. With this team we participate in the university competition, battling against the other universities for the title. You can subscribe individually for this. More information on this will follow, but you can already check out the website of the Batavierenrace (www.batavierenrace.nl).

9.4. International tournaments

MUSST gets invitations for international tournaments on a regular basis. These invitations will be forwarded to the SSAs that can join the event. If a SSA decides to go to the tournament, the MUSST

can help (musst@maastrichtuniversity.nl). They will help coordinate and brainstorm. However, they will not facilitate going to the tournament.

9.5. INKOM

During the INKOM, first year students get to know Maastricht. Student Sports Associations can promote themselves during this week, to increase awareness of their association among students, and to recruit new members.

Person of contact in MUSST regarding INKOM: Rana Amir (musst-pr@maastrichtuniversity.nl)

9.5.1. Contact person

Each Student Sports Association appoints one contact person. This person is responsible for the communication from and to their association regarding INKOM. Preferably, we see a SSA board member in this function. If another person is the contact person for a particular association, we will assume that this person is authorized to make decisions for the respective Student Sports Association. Please ensure that the SSA keeps in contact with this contact person. This person should also be present at the CHO's, the meetings about the INKOM. During these CHO's everything regarding the INKOM will be discussed.

Presence at the CHO's is mandatory for each association and will be checked. More information about the INKOM will follow in the upcoming months.

9.5.2. Mentor groups

Members of SSAs can also participate as mentor during INKOM. However, Sports Council MUSST only receives a limited number of mentor groups from the organisation of the INKOM, the WGI. MUSST will divide these mentor groups among the different Student Sports Associations. There are some conditions for getting a mentor group. These conditions will be discussed during the first CHO. Keep in mind that with every mentor group, an SSA needs to provide one extra volunteer.

9.5.3. Sports event

During the INKOM the Sports event takes place. It is the intention that all Student Sports Associations organize a sports activity during the sports day to promote their association. The date of the sports event will be communicated later.

9.5.4. Shifts

Per SSA, a number of volunteers needs to be provided, which depends on a couple of things. The volunteers will help the WGI and MUSST, among other things, to build up and break down some of the INKOM events. More information regarding the shifts, volunteers and conditions will follow during the first CHO.

9.5.5. INKOM subsidy

During the sports event the SSA can organise an activity. There is a separate subsidy for this; in the CHOs you will get more information on this.

9.6. PCU Games Antwerp

Last year, Maastricht University was invited to join the PCU Games in Antwerp for the first time. This is a yearly international student tournament, where a select number of sports are played. Last edition, it was men's and women's Futsal, Volleyball and Basketball, as well as men's Football. A total of 46 university teams from 12 different countries joined, and it was a lot of fun. We highly recommend joining again in the next edition. When this will happen, is not known yet. More information will be available in October 2025. For more information, see <https://pcucommittee.com/pcugames/>.

10. Organisation NSK

The Sports Council stimulates the organization of National Student Championships. For every sport it is possible to organize a National Student Championship. The Sports Council and of course all students would like to see more of these championships in Maastricht. In this chapter you can find some information on organizing a National Student Championship. A more extended guidebook is available at SSN or MUSST.

Event subsidy can be requested for an NSK. The before mentioned rules apply. In addition, SSN offers a subsidy for NKSs in the form of free medals and posters. Furthermore, AFAS provides sponsorship for your event.

10.1. Tips and Tricks

Start in time with the preparations. Forms have to be handed in on time and approval has to be given by the MUSST, UM SPORTS, SSN and the other sports councils. Hereby an overview of the deadlines at SSN:

TABLE 6 DEADLINES NSK REQUEST

My NSK takes place	My NSK-request deadline
Between 1 November 2025 and 1 February 2026	Before 1 st of June 2025
Between 1 February and 1 May 2026	Before 1 st of September 2025
Between 1 May and 1 August 2026	Before 1 st of December 2025
Between 1 August and 1 November 2026	Before 1 st of March 2026
Between 1 November 2026 and 1 February 2027	Before 1 st of June 2026

It is also very important to think about the promotion of the tournament. This is a good moment to try and find sponsors.

It is possible to request subsidy at MUSST and other organisations like the municipality, Province Limburg and Maastricht Vitale Stad. The same rules as for event subsidy apply for the subsidy from MUSST. It is also possible to request a work loan from the MUSST.

Other important issues are the date, location, and permits from the municipality. Under certain circumstances it is possible to stay overnight in the sports hall of UM SPORTS. If you are interested in organizing a tournament and sleep in the halls, you can send an e-mail to UM SPORTS facilities (umsports-facilities@maastrichtuniversity.nl). Be aware that there is no guarantee that this is possible, and that you should plan a meeting to discuss options in time.

10.2. Responsibility

Sports Council MUSST is not responsible for any losses made during this tournament. The SSA itself is responsible. The request for a NSK and budget has to be approved by the MUSST, UM SPORTS and SSN. The budget has to be handed in at the MUSST **4 months** beforehand. The budget has to be handed in at SSN **3 months** beforehand. At the latest **2 months** after the NSK, a realisation and a report have to be handed in at the MUSST.

10.3. Script

For organising an NSK, there are scripts at SSN. Things regarding posters, subsidies, tips and tricks are stated in these scripts. These can help you with the organisation.

11. Activity Committee (SSAC)

MUSST has an activity committee which helps it organise big events throughout the year. Each year, seven SSA's are chosen to supply a representative to this committee. If the association does not provide a representative, they could potentially get a fine.

As an SSAC member, your job is to support us in creating the best possible experience for the big events organised by MUSST in the upcoming year. These mainly consist of the MUSST Gala, the Board Weekends, Theme Day, etc. More specifically, you will be in charge of the organisation of these activities. This means: what will each day look like? What activities will be planned at each moment? How will these activities work? Finally, you will be required to join monthly meetings chaired by MUSST to check on the progress, and make sure everything goes smoothly.

The following associations were chosen by the previous board to provide a member for this committee:

- Let's Dance
- Stennis
- UM Cheerleading
- Saturnus
- Lagakari
- MSEA Peritan
- SGV

With this mix of large, medium and small-sized associations, we aim to provide a voice for every association.

The deadline to provide a member is the **10th of October 2025, 23:59**. Please send an email to musst-pr@maastrichtuniversity.nl once you have made your decision. Note that the member does not have to be someone from the board, it can be anybody from the SSA.

Once the committee has been finalised, the members will receive more information.

12. PR & Community

12.1.PR

The Student Sports Associations have the possibility to arrange PR through the Sports Council. Below you will find the different possibilities.

12.1.1. Website Sports Council MUSST

The website of the MUSST is especially important for boards and sponsors. All SSAs have the possibility to place general information about their association on this page. This information could be a description of the sport, the training days, amount of members and the subscription fee. The text (in English) can be send to musst-pr@maastrichtuniversity.nl.

12.1.2. Social Media MUSST

MUSST can be found on social media, such as Facebook and Instagram. Messages, about sport activities, but also about social activities can be shared through these channels.

Also results of championships, NSKs and other tournaments can be shared on Facebook and Instagram. If you have such results or messages, please let us know or tag us in the message (@studentsportsmaastricht).

Please also attend the members of your SSA to the existence of the MUSST social media channels and website, so that they can see their achievements and other information advertised as well!

MUSST Instagram

Policy of Promotion on MUSST Instagram 2025-26 for Student Associations:

Main Objectives:

- The main project for the year will be a monthly MUSST Calendar of Events.
- The Calendar of Events will consist of a series of posts on the MUSST Instagram page, created monthly.
- The deadline for submitting events and dates to be included in the Calendar is the 28th of the previous month.
- Events should be open to everyone, with no membership requirements. These can include showcases, games, workshops, team-building activities, or even regular training sessions (as long as everyone is welcome to join).

Promotion of Events:

- If the event is submitted on time, SSAs are welcome to provide additional promotional materials shortly before the event, such as:

- Instagram posts (co-created with us or posted solely by us, with the MUSST logo added to the graphics).
- Instagram stories to be posted on the MUSST Instagram page.
- SSAs are welcome to tag the MUSST profile in posts/stories/reels, and these will be re-shared.

If your event is submitted after the deadline, MUSST can still help promote it with the following options:

- Post an Instagram story for the association.
- Re-share the story or post.

There is always an opportunity for promotion through MUSST platforms. For additional help with promotion, associations are encouraged to contact the PR & Sponsoring Commissioner—either in person during office hours or via email (musst-pr@maastrichtuniversity.nl).

12.1.3. Social Media UM SPORTS

UM SPORTS can be found on Facebook and Instagram. Via Facebook messages about sport activities and results can be shared. On Instagram pictures and videos of sport activities, trainings and matches can be shared. If you have any material that can be shared on Facebook or Instagram, e-mail a picture with accompanying text to musst-pr@maastrichtuniversity.nl. Sports Council MUSST will forward this to UM SPORTS.

UM SPORTS newsletter

UM SPORTS sends a newsletter to their members every other week via e-mail. SSAs can share an announcement via this newsletter. To do this, text and a picture can be sent to umsportsnews@maastrichtuniversity.nl.

Folder displays at UM SPORTS

At the USC there are different advertising boards where SSAs can leave folders and flyers. Besides, posters can be put up at the designated boards. These are located near the exercise hall and sports hall. At the learning spaces there are information boards as well. ***Please make sure to deliver flyers from your association regularly and leave it properly.***

12.1.4. Observant

The Observant is the Maastricht University newspaper. You can find an online version on www.observantonline.nl. You can ask the Observant to come by when you organize a big tournament.

12.2.Sponsoring

The Commissioner PR & Sponsoring will look for sponsors for the Batavierenrace and INKOM. In addition, when listing sponsors, Maastricht University has to be named as primary sponsor. For more information, ask the PR & Sponsoring commissioner (musst-pr@maastrichtuniversity.nl).

13. Yearly Calendar Sports Council MUSST

Below is a small overview of the most important events, deadlines, and consultations for the upcoming year. This is a general overview, adjustments are possible, but this will give you a guideline of what to expect this year. If there is not day, it is still unsure when this event will take place, but it will be somewhere in that month.

TABLE 7 YEARLY OVERVIEW

Month	Day	Activity
October	1	Deadline hand in members list
	10	President-Treasurer meeting
	10	Deadline for selection of Activity Committee nominee
	21	Start fall meetings
	20	Deadline sending in board months
November	1	Deadline hand in members list
	7	End fall meetings
	14	Kaderdag
	16	Deadline requirements bonus subsidy
	16	Deadline Request Regular subsidy
	18	ALMA Snow Event
December	1	Deadline hand in members list
January	1	Deadline hand in members list
February	1	Deadline hand in members list
	5	MUSST Constitutional Drinks INKOM Meeting (CHO)
	12	Sports Fair at SSC MUSST Cantus
March	1	Deadline hand in members list Theme Day
April	1	Deadline hand in members list INKOM meeting (CHO) Spring meetings Board weekend
May	1	Deadline hand in members list Deadline INKOM related budget plans, material plans and applications
	9 – 10	Batavierenrace MUSST Gala
June	1	Deadline hand in members list
	5 – 7	GNSK INKOM meeting (CHO)
July	1	Deadline hand in members list
August		INKOM 2026

September 1 MUSST Board Change
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Appendix

A. Transition Meeting Checklist

- Access to statutes and the board knows what is in there
- Internal regulations (HR) is updated and board members know this information
- Transfer documents
 - Introduced to external contacts?
- Financial
 - Working budget
 - Financial committee who checks the finances
 - Material plan
- Updated website
- Code of Conduct
- 2 confidential contact persons of the association (1 man & 1 woman)
 - Did they do a course?
- Contact details of confidential advisor UM (see association guidebook)
- GDPR (privacy regulations)
- Important information in English
- Logo and links to UM SPORTS & MUSST
- Membership information association and UM SPORTS
- Policy
 - Annual report
 - Advisory committee
 - Year policy
 - Multiyear policy
- Copy of registration of Chamber of Commerce

B. Example Material Plan

This association is founded in 2021 / 2022. As from this year they start to purchase materials. The numbers in bold are the total amount of purchased materials in that specific year. In this example the golf balls are depreciated over 4 years.

TABLE 8 EXAMPLE ANNUAL MATERIAL PLAN

Year	21/22	22/23	23/24	24/25	25/26	26/27	27/28
Golf balls	15	15	15	15	20	20	20
Golf balls		20	20	20	20	20	20
Golf balls			15	15	15	15	20
Golf balls				15	15	15	15
Total	15	35	50	65	70	70	75

In the table below the total financial value of the golf balls is described. Furthermore the total amount of depreciation is calculated. The new price of one golf ball is € 1.00. The 15 newly purchased golf balls in 2000 / 2001 thus have a value of € 15.00. This amount is depreciated in 4 years, consequently the golf balls are depreciated with an amount of € 3.75 (€ 15 / 4) per year. Because the total number of golf balls in 2000 / 2001 is 15, the total amount of depreciation that year equals € 3.75. In 2001 / 2002 the depreciation of the 15 golf balls purchased in 2000 / 2001 as well as the depreciation of the 20 newly purchased golf balls has to be taken into account. Because these are also depreciated in 4 years, the yearly depreciation equals € 5.00 (€ 20 / 4). The total depreciation in 2001 / 2002 equals: € 3.75 + € 5.00 = € 8.75

TABLE 9 EXAMPLE ANNUAL MATERIAL PLAN (DEPRECIATION)

Year	21/22	22/23	23/24	24/25	25/26	26/27	27/28
Value per ball	€ 1						
Golf balls	€15.00	€11.25	€ 7.50	€ 3.75	€20.00	€15.00	€10.00
Golf balls		€20.00	€15.00	€10.00	€ 5.00	€20.00	€15.00
Golf balls			€15.00	€11.25	€ 7.50	€ 3.75	€20.00
Golf balls				€15.00	€11.25	€ 7.50	€ 3.75
Total depreciation	€ 3.75	€ 8.75	€12.50	€16.25	€17.50	€17.50	€18.75

C. Example Budget Plan

Below is a budget for a Student Sports Association. The objective is to represent the expected revenues and expenses for a certain year. At the end of the year this should be compared with a realisation, so a clear overview is given.

TABLE 13 EXAMPLE BUDGET PLAN

Revenues		Expenses	
General revenues		General expenses	
Contribution	€ 1.000	Depreciation material	€ 650
		Office equipment	€ 170
		Administration expenses	€ 160
Sport-related		Sport-related	
Subsidy Sports Council MUSST	€ 400	Registration competition	€ 520
Subsidy UM SPORTS	€ 400	Participation tournament	€ 700
Subsidy provided by local authorities	€ 400	Organization tournament	€ 700
PR		PR	
Sponsor	€ 1.000	Flyers	€ 100
		Posters	€ 100
		Website	€ 100
TOTAL	€ 3.200	TOTAL	€ 3.200

Not all revenues and expenses are split up in detail in the budget, this can be done in the clarification. Revenues and expenses can only be mentioned if they are (i) plausible and (ii) they can be fairly estimated. If you are negotiating with a sponsor and hope to receive € 2,500 sponsor money, but this is not certain yet, you cannot include it in your budget. In case you do receive this money in the end, it should be included in the realization.

Aforementioned budget is just an example. Each Student Sports Association should comprehensively check their situation to realise a budget. In practise, the budget is split up per committee. If you have

trouble making a budget, please contact Laoura (musst-pm@maastrichtuniversity.nl) as she has experience in making budgets and has more detailed examples.

D. Contact Details SSAs

TABLE 14 CONTACT DETAILS SSAs

Sports	Contact details	Visiting Address
American Football	Maastricht Wildcats Postbus 616 6200 MD Maastricht info@maastrichtwildcats.nl www.maastrichtwildcats.nl/	USC P. Debyeplein 15 6229 HA Maastricht
Athletics	MSAV Uros Postbus 616 6200 MD Maastricht bestuur@uros.nl www.uros.nl	Sportpark Jekerdal Mergelweg 120 6212 XK Maastricht
Badminton	MSBC HEEP Postbus 616 6200 MD Maastricht secretary@heep.nl www.heep.nl	USC P. Debyeplein 15 6229 HA Maastricht
Basketball	MSBV Maastricht Knights Postbus 616 6200 MD Maastricht bestuur.maastrichtknights@gmail.com www.maastrichtknights.nl	USC P. Debyeplein 15 6229 HA Maastricht
Board Sports	Stoked Maastricht Postbus 616 6200 MD Maastricht stokedmaastricht@outlook.com www.stokedmaastricht.com	USC P. Debyeplein 15 6229 HA Maastricht
Cheerleading	Maastricht University Cheerleading Postbus 616 6200 MD Maastricht cheerleading.maastricht@gmail.com www.maastrichtuniversitycheerleading.com	USC P. Debyeplein 15 6229 HA Maastricht
Dancing	MSDV Let's Dance! Postbus 616 6200 MD Maastricht bestuur@msdvletsdance.nl www.msdvletsdance.nl	USC P. Debyeplein 15 6229 HA Maastricht
E-sports	MSEA Peritan Postbus 616 6200 MD Maastricht msea.peritan@gmail.com www.mseaperitan.nl (not working)	USC P. Debyeplein 15 6229 HA Maastricht

Frisbee	Ultimaas – Ultimate Frisbee Maastricht Via Regia 111b 6216 BR Maastricht ultimatefrisbeemaastricht@gmail.com www.ultimaas.nl	USC P. Debyeplein 15 6229 HA Maastricht VV SCM Toustruwe 10
Gaelic Games	MGSSA Maastricht Gaels Postbus 616 6200 MD Maastricht mgssa-2021@gaa.ie www.maastrichtgaels.nl/ (not working)	Sportpark West Negenputruwe 5 6218 RA Maastricht
Golf	SGV Maastricht Postbus 616 6200 MD Maastricht sgvmaastricht@gmail.com www.sgvmaastricht.nl	Golfbaan Het Rijk van Margraten Bemelerweg 99 6267 AL Cadier en Keer
Handball	MSHV Manos Postbus 616 6200 MD Maastricht info@mshvmanos.com www.mshvmanos.com	USC P. Debyeplein 15 6229 HA Maastricht
Field Hockey	MSHC Postbus 616 6200 MD Maastricht secretary@mshc.nl www.mshc.nl	Sportpark de Geusselt Olympiaweg 23 6225 XX Maastricht
Karate	SKVM Kinran Postbus 616 6200 MD Maastricht skvmkinran@gmail.com www.skvmkinran.nl (not working)	USC P. Debyeplein 15 6229 HA Maastricht
Climbing (indoor and outdoor)	MaasSAC Postbus 616 6200 MD Maastricht board@maassac.com www.maassac.com	USC P. Debyeplein 15 6229 HA Maastricht Bouldergym Graviton, Geerweg 2 6135 KC Sittard Ivy Climbing Milaanstraat 115, 6135 LH Sittard
Korfbal	MSKV De Hippo's Postbus 616 6200 MD Maastricht	Sportpark Amby Van Slijpestraat 6225 BK Maastricht

	mskvdehippos@hotmail.com www.dehippos.com	Sporthal de Geusselt Olympiaweg 68 6225 XX Maastricht
Lacrosse	MaasLax Postbus 616 6200 MD Maastricht president@maaslax.com www.maaslax.com (not working)	Sportpark West Negenputruwe 1 6218 RA Maastricht
Rowing	MSRV Saurus Bosscherweg 24 6219 AC Maastricht secretaris@msrvsaurus.nl www.msrvsaurus.nl	Botenhuis en Sociëteit: Bosscherweg 24 6219 AC Maastricht Postadres M.S.R.V. Saurus Postbus 175 6200 AD Maastricht
Rugby	MSRG Maraboes Postbus 198 6200 AD Maastricht maraboes@gmail.com www.maastrichtrugby.nl (work in progress)	Sportpark West Negenputruwe 1 6218 RA Maastricht
Fencing	MAS Incontro Postbus 616 6200 MD Maastricht mas.incontro@gmail.com www.masincontro.com (not working)	USC P. Debyeplein 15 6229 HA Maastricht
Spike ball	Cactus Maastricht Postbus 616 6200 MD Maastricht cactus.maastricht@gmail.com cactusmaastricht.wixsite.com/spikeball	USC P. Debyeplein 15 6229 HA Maastricht
Squash	Squash It Up UM Postbus 616 6200 MD Maastricht squashitupum@gmail.com www.squashitup.com (not working)	USC P. Debyeplein 15 6229 HA Maastricht
Triathlon	Ferro Mosae Postbus 616 6200 MD Maastricht ferromosae@gmail.com www.ferromosae.nl	Zwembad De Geusselt Olympiaweg 23 6225 XX Maastricht
Tennis	MSTV Stennis Postbus 616 6200 MD Maastricht secretaris@mstvstennis.nl www.mstvstennis.nl	Tennispark Hazendans Pottenbergerweg 7 6216 BX Maastricht

Gymnastics	MSTV Saturnus Postbus 616 6200 MD Maastricht mstvsaturnus.bestuur@gmail.com www.mstvsaturnus.nl	USC P. Debyeplein 15 6229 HA Maastricht
Soccer (indoor and outdoor)	DBSV Red Socks Postbus 616 6200 MD Maastricht voorzitter@dbsvredsocks.nl www.dbsvredsocks.nl	Sportcomplex Heugem Gronsvelderweg 1 6229 VN Maastricht USC P. Debyeplein 15 6229 HA Maastricht
Volleyball	MSVV Fyrfad Postbus 616 6200 MD Maastricht board@fyrfad.nl www.fyrfad.com	USC P. Debyeplein 15 6229 HA Maastricht
Waterpolo	MSWV Waterproof Postbus 616 6200 MD Maastricht waterproofstudents@gmail.com www.waterproofmaastricht.nl	USC P. Debyeplein 15 6229 HA Maastricht
Cycling and Mountainbiking	Dutch Mountains Postbus 616 6200 MD Maastricht dm.maastricht@gmail.com www.dm-maastricht.nl	USC P. Debyeplein 15 6229 HA Maastricht
Sailing	MSZV Lagakari Postbus 616 6200 MD Maastricht info@lagakari.nl www.lagakari.nl	Jachthaven Portofino Kasteellaan 7 6245 SB Eijsden
Swimming	MSZV Tiburón Postbus 616 6200 MD Maastricht mszvtiburon@studver.unimaas.nl www.mszvtiburon.nl	Zwembad De Geusselt Discusworp 4 6225 XP Maastricht
Pole Dancing	M.S.P.A. Pertica Postbus 616 6200 MD Maastricht mspapertica@gmail.com	USC P. Debyeplein 15 6229 HA Maastricht
Strength sports	M.S.K.V. Olympia Postbus 616 6200 MD Maastricht mskv.olympia@outlook.com https://www.mskvolympia.com/	USC P. Debyeplein 15 6229 HA Maastricht

Chess	UM Chess Postbus 616 6200 MD Maastricht Umchess.maastricht@gmail.com	Buurtcentrum Mariaberg Anjelierenstraat 35 6214 SW Maastricht
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E. Usage of UM SPORTS van

SSA's can make use of the UM SPORTS van to drive to practices, competitions and tournaments. Follow the procedure below to rent the van:

1. Send an e-mail to umsports-facilities@maastrichtuniversity.nl at least 5 days in advance. Only reservations of max. 8 weeks in advance will be accepted. Facilities will check the van's availability for the requested time. If the van is available, you will receive a confirmation mail. Please read the loan conditions carefully. Only then is the reservation complete.
2. You can pick up the keys on the day of the reservation at the front desk of the University Sports Centre (USC). They make a copy of the driver's license and you will receive a form. Before you start driving, make sure to write down the mileage on the form.
3. Upon return, you fill out the form and fill the tank. Moreover, it is the **responsibility of the tenants** to clean the van inside. Material to clean the van is available at the USC front desk.
4. The van has to be returned **before 23.00h**. You hand in the keys and completed form at the USC front desk, you pay for the driven distance (€0.19/km; only by card), and ask for materials to clean the van. Then, ask one of the front desk employees to check everything one more time.

Note! If you know you will not be able to return the van before 23.00h please indicate this when making the reservation. We will look into the possibilities of returning the van the next day and at which time at the latest. If you cannot return the van before 23.00h and did not indicate this when making the reservation, please call the front desk of the USC (043-3885311). They can tell you what time the van needs to be back the next day at the latest.

If you need the outline of the loan conditions for the van, please send an email to musst-vz@maastrichtuniversity.nl, they will be uploaded later to our website.

If the van is not clean, the tank not filled, there is damage or a fine, the costs are charged to the SSA.

Happy travels!