

Transfer Document for Chairman of Sportsektionen - 2015

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6 januari 2016

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1 Documents

At the start of this year all we had was First Class containing documents from several years back and a link to a Dropbox account to which we had no write access. Since it was decided by DSV that the First Class platform would be shut down during 2015 we had to backup all the files in First Class and migrate to a new platform. We found that the most suitable replacement for the sole purpose of handling files and documents as protocols, reports, statutes, posters and etc. was GitHub which uses version management with the Git protocol. This provides backup since it's hosted by GitHub and provides the transparency we want for our members.

Some documents of more private or delicate nature, like contracts or data from registration forms which contains personal information is hosted on Google Drive in a shared folder. The ambition is however that as much as possible should be shared and open for the benefit of transparency.

1.1 Summary

1.1.1 Documents for Sportsektionen

1. *First Class* - Deprecated and no longer used. A back up of all documents and discussions from Sportsektionen exists, but have not been processed in any way.
2. *Dropbox* - Contains many important documents, must of them should however be in our GitHub repository by now.
https://www.dropbox.com/sh/02vawr713yqljjk/AAALsAne3k7C0iWMvi_YVg3La
3. *GitHub* - Our primary platform for storage and sharing of most documents, excluding those which contains sensitive data.
<https://github.com/mantono/Sportsektionen>
4. *Google Drive* - Makes up a shared folder that contains important documents that should not be shared with the public.

1.1.2 Documents for DISK

1. *DISK Website* - At the moment there are only protocols from DISK board meetings and DISK annual meetings from the last year. It is possible there will be more in the future.
<http://disk.su.se/dokument>

2. *GitHub* - This is where the most recent version of the DISK statutes can be found.

<https://github.com/StudentkarenDISK/stadga>

2 Platforms

We have several different platforms for communication, planning and file management.

2.1 GitHub

[GitHub](#) has become out new platform for file storage and management and offers [sufficient storage capacity](#). Version management, redundancy, transparency and an interface that offers a good overview has been the main reasons for using GitHub and it is also an established platform in our school of trade since it's using the [Git protocol](#).

2.2 Slack

[Slack](#) became necessary after we had to fill the void of First Class as a means of communication. It is a chat platform suitable for organizations like DISK and it prominent features is direct messaging and group chats and as well file sharing to some extent. It consists of channels (public for everyone to join in DISK) and groups (private) as well as private one-on-one conversation. Slack has been used by the DISK board during 2015 and will most likely remain a platform of use for coming boards as well.

It offers great integration through third-party plugins with services as GitHub, Google Drive and Trello. As of now, every time a task is added to Trello or a new commit is pushed to our GitHub repository we will get a notice to our private group *sportsektionen*.

2.3 Office 365

[Office 365](#) became the new platform for e-mail and general discussion (for forum - not chat) and is the main replacement for First Class. The interface is however a bit messy and the use of Office 365 has never been as frequent as First Class ever was. This is used by the DISK board as well as most other sections in DISK, we do not used it a the moment as we have not seen any need for that kind of platform. First Class had the advantage that all students at DSV had a First Class-account, this is not the case with

Office 365 were each individual must be signed up manually. The use of First Class in Sportsektionen was quite infrequent even though everyone had an account. Office 365, which offers about the same functionality but with a less user friendly interface have therefore not seemed like a viable option for us. Adding another platform to our list would only seem like a distraction rather than asset.

Currently, booking Foo Bar is done through a calendar that is only accessible on Office 365, so for that you would need an Office 365 account. Apart from that, Office 365 is not a very relevant tool for Sportsektionen. It is however good to know about its existence, since it may become mandatory to use for all sections in the future. The person elected as section representative will most likely have to use it in either way.

2.4 Trello

[Trello](#) is a simple website for managing simpler to-do lists. It's quite useful when there are a lot of things to take care of and when it's important nothing is forgotten. It has also a good potential for sharing workload between member of the section since it allows collaboration and other members to sign up as responsible for a task. As mentioned before, it has a nice integration with Slack, posting in the group for Sportsektionen every time a new task is created.

2.5 Facebook

More or less all of our communication with our members of DISK is done through Facebook. Currently we have a Facebook page [DISK Sportsektionen](#) and several Facebook groups.

1. [DISK Sporten](#) - Our "main" group and the most important one.
2. [DISK Innebandy/Floorball](#)
3. [Basketball in Kista](#)
4. [Football in Kista](#)

There have also been some plans about creating a bicycle group since there was some interest for that. All though, I'm not sure more groups are always a good thing since it will make the audience of our events more fragmented.

The Facebook page is mostly used more for general announcements and to attract new people to Sportsektionen. A page on Facebook has the advantage over a group that it can reach friends of the page followers as were a post

in the group can only reach the members of the group. Despite that, a post in the general group "DISK Sporten" usually reach more people than a post with the page "DISK Sportsektionen". A comparison of the last posts in the group and on the page and their respective reach:

1. Facebook group "DISK Sporten" (183 members)
 - (a) Post "DISK Sporten Dans! (11/12)" - Seen by 37 (20.2%) after two days
 - (b) Post "DISK Sporten Dans! (4/12)" (was pinned) - Seen by 56 (30.6%) after three days
 - (c) Post for badminton sign-up - Seen by 61 (33.3%) after four days
 - (d) Post about the Christmas party for active members - Seen by 67 (36.6%) after five days
2. Facebook page "DISK Sportsektionen" (108 likes/followers)
 - (a) Post about DISKs calendar and integration - Seen by 12 (11.1%) after five days
 - (b) Post about "ambassadörsgeneral" for DISK (contains link) - Seen by 42 (38.8%) after six days
 - (c) Post about "DISK Sporten Dans! (4/12)" - Seen by 19 (17.6%) after seven days
 - (d) Post about GitHub - Seen by 28 (25.9%) after twelve days

Their respective average reach for the last four posts are:

- Facebook group (DISK Sporten) - 55.25 persons / 30.2% after 3.5 days
- Facebook page (DISK Sportsektionen) - 25.25 persons / 23.4% after 7.5 days

So at a first glance it might look like the Facebook page is not of much value. But the outcome of the posts and their reach seems to be under the influence of a lot of different variables. The algorithm that affects the reach for pages seems to be way more complex than for a group. Being aware of some of these variables, and using that knowledge right, the reach for a post on the Facebook page can be way more effective than you ever can get in the group. For example, the four posts from the Facebook page that were taken as an example above were all posted with quite short interval, this seems to lower the reach as if there were a maximum quota a pages' post can reach over a certain time.

Another way to increase the "popularity" of a post is tagging other pages - this will make some of the followers of that page an audience to. Sharing images and events seems to boost the reach as well, probably as this will indicate a higher chance of having some interesting content for the page followers. Links seems to generate some interest too, but preferably with a substantial amount of text or images as simply posting a lot of links will probably trigger some spam filter. Sharing a status or link from another page seems to get a quite good reach as well, since this uses the authenticity of two different pages; ergo, two pages think this is valuable content to share and this might also be reflected in the page audience.

To summarize how to get a (very) good reach, follow these guidelines;

1. Do not post too often! Preferably not more than once a week.
2. Avoid posting content that only contains a small amount of text and nothing else.
3. Include photos in the post.
4. Tag other pages.
5. Share other pages links, posts or events.
6. Post links, but not as the only content of the post.
7. Reply to posts made by other persons or pages that are made to the post.
8. Post content that the audience finds interesting; content that followers are likely to share or comment on.

When all these variables are taken into account, you can strike gold! If we look into the most popular post from the last year we can see that this is what enables a good reach.

1. [1st of April - 318 persons reached](#)
2. [28th of September - 267 persons reached](#)
3. [29th of September - 245 persons reached](#)
4. [18th of May - 208 persons reached](#)

All of the posts above uses several of the guidelines. Here the potential of the Facebook page is much more obvious. The first post has a reach of 318 persons - that's more than the members of the group and followers of the page combined. At that time the Facebook page had less than 100 followers/likes, still it managed to reach out to three times as many people. More importantly, this kind of contact gives us a broader audience, reaching persons who might not even have heard of Sportsektionen before. This also highlights one of the biggest disadvantages with the Facebook group, what you post in the group never has any potential to reach outside the group.

With that in mind, it is important to give some thought of what information goes were. Posts that have a better chance to "go viral" is probably better suited for the Facebook page, while more formal posts, like announcing time for meetings or similar will most likely get a better reach in the group. With that said, it does not mean that they are mutually exclusive.

2.6 Membit

Membit is the system DISK uses for member administration. It keeps a record of all members (current and past) and whether they have currently paid for their membership. Access to Membit can be convenient when you want to check for certain that a person is a paying member for DISK, as many events have separate fees for members and non-members or some events (like Åre Skiweek) may only be open to members of DISK.

3 Responsibilities & Tasks

The burden of the Chairman can sometimes be heavy. Even if it may be possible for all these responsibilities to be carried out by one person, it shouldn't be. This may not be a complete list of all the tings that must be done, but it's hopefully some of the most relevant ones. Discuss within the board how you can divide this tasks and responsibilities among yourselves. If you find that there is more duties than available hands, it's probably wise to lower the ambition a notch.

3.1 Booking of Courts

One of the (usual) main responsibilities of the chairman is the booking of courts for various activities. **All bookings must be made together with the chairman of DISK or the cashier of DISK. These two are the only ones who are allowed to sign a contract on behalf of DISK.**

The three different venues that has been used during the previous years are Ärvingehallen, Kista Fire Station and Kista Racket Center.

3.1.1 Ärvingehallen

Ärvingehallen is booked through an online interface found at [Stockholms Stad](#). When booking, an identification number must be entered, this number can be found at the access card (white) which also gives physical access to Ärvingehallen.

Since elementary schools has priority on booking, it can be rather difficult to find free time slots on recurring day and time of the week. Ärvingehallen offers a good court with several changing rooms and a high standard, but it's expensive and it's hard to get a good permanent time, which is why it has become a less viable option.

3.1.2 Kista Fire Station

Kista Fire Station currently houses most of our activities. It's quite cheap, and it has more available time slots since it's not used by any schools. There are however two major drawbacks with Kista Fire Station. First of all, it only has one dressing and shower room, which is less than ideal when you have participants of both genders. This has been one of the main reasons for looking at other locations.

The second concern is the capacity, or the lack of it. Currently three activities uses the fire station - floorball, football and basketball - and all of them have reported that they are from time to time reaching the maximum capacity for it. And while it is cheap compared to Ärvingehallen, it's not so good value for the money considering it's small size and what other venues has to offer.

3.1.3 Kista Racket Center

Used for badminton and is booked either on location or through telephone (08-750 75 60). Bookings can be made two weeks in advance. It's also possible to play squash and table tennis at Kista Racket Center, but why do that when you can play badminton?

3.2 Planning and Organizing Section Meetings

Regular meetings can be done at any interval that the board sees fit. Annual meeting must be done once a year, and on top of that, there can be extra annual meetings if required. Annual meetings must be announced no less

than 14 days ahead of the meeting, and regular meetings must be announced at least 3 days before the meeting takes place. Extra annual meetings must be announced at least 8 days ahead. The annual meeting may not take place any later than 8 days before DISKs annual meeting. Please see section 6 in the statutes for Sportsektionen for all the details and procedures for meetings.

Suitable locations for section meetings are group rooms (G10:X, booked in Daisy), seminar rooms (booked via nina@dsv.su.se) and Foo Bar (booked in Office 365).

3.3 Participate in Insparken

Each year we are expected to participate in *Insparken* at the beginning of the autumn term. Most important is the introduction day, the day before the courses start for the year where all the new students are introduced to the sections of DISK. We are also expected to participate on additional days during Insparken, which is in the two weeks that follow. The more presence the greater return (hopefully). The last day of Insparken usually ends in Humlegården where all sections participate and arrange different games and activities, this is a good opportunity to have some activity that really reflects the purpose of the section.

The importance of taking part in Insparken can't be emphasized enough.

3.4 Communications & Information

Communication with DISKs members (and potential members) is done through several different mediums. We have tried to find a good balance between good information flow and highest potential reach and lowest possible maintenance for administrating these communication channels. It is possible that there is a void that still needs to be filled, or for that matter, that there are some ways of communication that are redundant. You will have to reassess throughout the year what you think is missing or no longer needed.

3.4.1 Website - sportsektionen.se

Our website was introduced during the year, not with the ambition to make more information available, but to make the current available information easier to find. One key aspect of the website is low maintenance. The sites contents shouldn't have to be updated manually, and any interfering in the source code should not be needed. The main reason for the website being created was that we wanted to have one single place where you could find all important information about Sportsektionen. Since we had a

lot of links that were posted regularly in Skitviktigt that took up a lot of precious space, we wanted to be able to replace all those links with just one link. So instead of giving out three or four different links (DISKs calendar, e-mail, Facebook group and Facebook page) on leaflets, posters, on TV-monitors in Foo Bar and in Skitviktigt, we could just post sportsektionen.se, which is not only shorter, but far easier to remember than for example www.facebook.com/groups/246028798885289/.

Responsibility: Make sure from time to time that website is still up and working properly, especially in regard to syncing against the calendar.

3.4.2 DISK Calendar - disk.su.se/kalender

The DISK calendar is a shared calendar for all the sections of DISK and as well for other important events concerning DISK. The calendar is a Wordpress plugin, which in its current state is not working so good, at least not for adding or editing event in the calendar. From a users point of view (not administrating events) it works out quite well tough, and it's a valuable resource, having one single place where all the information about our events are gathered. So so far the pros have outweighed the cons, but not with a good margin. It takes a lot of time to add events (especially considering that we sometimes have five events in one week) and the interface for administrating is really buggy with a lot of features simply not working, or some obvious features missing (like adding repeated events).

The IT responsible in the DISK board had schedule to update the current version of the software, but it came quite close to the end of the year and an unforeseen sickness meant that it had to be postponed. If an update will take time, or if many of the problems persists even after an update, other solutions (like a shared Google calendar) might be considered. Choosing another solution will however mean that our events will no longer be visible on the DISK website and not in the same calendar as all other DISK events. Tough, it should be noted that during the last four months there have not been more than a handful of events in the calendar which wasn't related to Sportsektionen, so the second argument is quite weak during the current circumstances. A third option is convincing the IT responsible of the DISK board to replace the current plugin with a different one, which works better.

I think that we should invest the time and effort to have some kind of calendar that is easily accessible by DISKs members. While maintaining it (right now) may seem like a lot of work, it is very convenient to have one single place with all relevant data. But there is no doubt that the current solution must be replaced or improved.

Responsibility: Update the calendar with all events and their relevant

information.

3.4.3 Skitviktigt

Every second week a new issue of *Skitviktigt* is posted. Skitviktigt is a "newsletter" posted on the doors of the toilets in and around DISKs premises, where each section is dedicated a short text about current events or just general information about their section. Try to avoid posting too much information about time, location or other in-depth details about events. Rather say what kind of events we usually have, and refer to the calendar for the rest of the information. Far too many times have the wrong date, time or weekday been posted, only to notice this when it's too late. Changing an error on eight copies of a printed paper is kind of cumbersome, fixing it in one place in the calendar is more trivial. Use the additional space for highlighting less regular events or anything that deviates from the usual routine.

Once again, this underscores the effectiveness of having an online and well maintained calendar available for easy referral. All tough, linking directly to the calendar itself shouldn't be necessary, rather link to the website of Sportsektionen where the calendar can be found.

Responsibility: Submit new content to the next issue of Skitviktigt on request by the information responsible from the DISK board.

3.4.4 Sportsektionen E-mail

Previously, if someone wanted to get in touch with the Sportsektionen board or the chairman of Sportsektionen, they could just send an e-mail to the First Class conference for Sportsektionen. First Class is however history, and already long before it was shut down, the use of it declined rapidly among the new students (because they didn't know better) so a replacement had to be found.

We were given an account for a mailing list on DSV, sporten@dsv.su.se (NOT disk.su.se). It's dead simple to send and receive mails, and since it's a mailing list it's not an additional e-mail account to check. Setting it up and administrating may be a bit tricky if you're not familiar with the concept mailing lists, but it's a low threshold and not something that has to be done often. Just remember to send a copy to sporten@dsv.su.se every time you answer a mail sent to the address, so everyone else on the list can see that you have replied.

Responsibility: Reply to e-mails or forward them to someone else who will.

3.4.5 Facebook

Facebook has already been mentioned quite thorough in the chapter about platforms. The only thing I'll mention here is; do not forget that not everyone has Facebook. It should be a complement to our other communication channels, but not something that should be mandatory to have in order to gain access to our events.

Responsibility: Keep an eye of communications in the group. Answer to messages on the Facebook page. If possible, post content on the Facebook page from time to time to attract new members.

3.5 Budget & Finance

Keeping the budget in balance is of course a shared responsibility. While the topic itself is important, there isn't too much to be said about it in this hand over report. The two most important things about the budget, that should not be forgotten are

1. A budget can only be accepted, changed or rejected at a DISK annual meeting. Any change we make to our budget or our plans is only a proposal until it has been voted and approved on a DISK annual meeting. We can therefore not act on any changes in our plans or routines that depends on these changes in our budget.
2. Because of item 1, we must as far as possible keep our incomes and spendings according to the plan for the fiscal year. Once a budget is accepted we have very limited freedom to deviate from it, so good long term planning is vital.

Additional incomes are of course never a bad thing, but we must not forget that any additional income, compared to the planned budget, does not mean that we have "earned" funds for extra spendings. So making a surplus that is greater than planned does not allow us to increase out spendings. For unforeseen expenses, or any alteration to the current budget that increases spendings, we must ask for more money from the DISK board. Only if the board approves of our request can we allow extra expenses.

Once again, try to plan long term.

4 Inventories

4.1 Locker in Foo Bar

The locker in Foo Bar contains (almost) all of our sports equipment. This includes vests, floorball sticks, balls for floorball, footballs, basketballs, volleyball, badminton rackets (4), shuttlecocks for badminton and cones that can be used for various activities. Additional items may, or may not, be found in the locker.

4.2 Files in Conference Room

We have a folder in the conference room with important papers, which is mainly signed contracts for Kista fire station. Except for some papers, the only thing to be found in the folder is a pump for the inflatable balls and a spare nozzle for the pump.

And yes, one (1) ping pong ball. No, we do not have any rackets.

4.3 Stowed Items in Basement (*katakomberna*)

None.

4.4 Access cards & keys

- Kista Fire Station - Access key 1 (black)
- Kista Fire Station - Access key 2 (black)
- Kista Fire Station - Access key 3 (teal)
- Ärvingehallen - Access card (white)