

Northeastern University Club Sports Handbook 2018 - 2019

NORTHEASTERN



*The key to the success of this program is
student leadership and participation*

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Club Sport Administration

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Coordinator of *Club Sports*

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Coordinator of *Club Sports*

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Contact Information

Club Sports Office Location

Badger & Rosen SquashBusters Center

795 Columbus Ave

Roxbury Crossing, MA 02120

Phone: 617-373-8727

Fax: 617-373-8278

Club Sports Mailing Address

219 Cabot Center

Northeastern University

360 Huntington Avenue

Boston, MA 02115

New Club Sport Website

Registration

Club Sports Resources

Please remember to CC the Club Sports Office on any emails involving the following contact list below

Administration

[Club Sport Administrative Website](#)
[Fundraising Form](#)
[Budget Form](#)
[Vehicle Accident Report](#)
[Injury Report](#)
[Risk and Consent Form](#)
[Hazing Statute Acknowledgment](#)
[Nationals Proposal & Long Trips Outline](#)

Social Media

Important Links

[AVIS Request Form](#)
[Northeastern University Campus Recreation](#)
[Husky Starter](#)
[Online Giving Page](#)
[Orgsync](#)
[Tax Exempt Forms](#)
[Athletics Branding Guide](#)
[Northeastern University Athletics](#)
[Northeastern University Student Activities](#)

[Northeastern Club Sports Facebook](#)
[Northeastern Club Sports Instagram](#)
[Northeastern Club Sports Twitter](#)

Reservations

[Facility Request Forms](#)
[Hotel Request](#)
[Hotel Request \(Lucid Travel\)](#)
[Airfare Request](#)
[Online Van Reservation Form](#)

Business Office

[Northeastern University Center for Student Involvement](#)
[Northeastern University Office of Student Conduct and Conflict Resolution](#)
[Northeastern University Code of Student Conduct](#)
[Northeastern University Undergraduate Student Handbook](#)
[Northeastern University Campus Map](#)

Program Overview

Club Sports Philosophy

The Northeastern University Club Sports Program is overseen by the Club Sports Office consisting of the Associate Director of Club Sports & eSports and two Coordinators of Club Sports, in partnership with the Northeastern University Department of Athletics and Campus Recreation. Their role is to provide administrative guidance to each individual club sport. Each club is formed, developed, governed, and administered by the student membership of that club.

Club Sports Program Mission Statement

The Northeastern University Club Sports Department promotes the athletic and intellectual development of every student-athlete, providing unrivaled opportunities to compete, lead and contribute to the community. Each club is unique in the purpose but driven by these guiding principles that embody what it means to learn experientially.

Club Sports Goals

- Provide our student population the opportunity to use their recreational time to extend their competitive lives through intercollegiate physical activity both familiar and perhaps new to them
- Develop leadership skills through organization and administration of club sport teams
- Nurture the opportunity to forge relationships and camaraderie through team activities
- Enhance the educational experience of our student-athletes
- Represent Northeastern University with pride through the pursuit of excellence
- Empower success in a fun and healthy way
- Work toward the sustainability of each club sports program through alumni/affinity outreach and development strategies with the goal of securing financial stability for their administration and operation

Department of Athletics & Recreation Mission Statement

In keeping with Northeastern University's mission, the Department of Athletics & Recreation supports the institution by providing a comprehensive, high-quality intercollegiate athletics and campus recreation program. The Department is committed to excellence in offering inspiring athletic, educational, and personal development opportunities through its core values: leadership, critical thinking, concept of "coach as educator," appreciation of difference and community service.

Club Sports Affiliation Policy

- Students organize clubs with administrative assistance and oversight from the Club Sports Office and utilize the fiscal budgetary services of the Student Activities Business Office. As recognized student organizations, clubs are eligible for meeting space, facilities and other resources. Partial funding allocations are provided yearly through Club Sports Discretionary Budget based upon compliance, eligibility, merit, championship qualification/participation and

club roster size

- The Club Sports Office reserves the right to refuse recognition to any club that: 1) requires extensive funding, facilities, or resources; 2) involves high liability or risk factors; or 3) does not properly represent the Departments of Athletics and Recreation, Club Sports, and Northeastern University.
- The Club Sports Office may, upon advice of University officials, prohibit club activity in which the risk of serious and / or fatal injury is unacceptably high.
- The Club Sports Office reserves the right to refuse or revoke recognition of any club using facilities, funding, or any other University assets/property for personal monetary gain and/or promotion of a private enterprise.
- The Club Sports Office reserves the right to suspend or uphold budgetary transactions if team does not stay compliant to University and Club Sport policies, procedures or guidelines.

Club Sports Definition

- Northeastern University Club Sport Teams are competitive in nature and include collegiate competition that is compliant with eligibility rules set by the university, individual clubs, and governing bodies of that particular sport.
- Northeastern University Club Sport Teams must be a member in good standing with a Regional Conference or National Sport Governing Body with developed standards of competition, participation compliance and an established / organized championship structure.
- To be considered for Northeastern University Club Sport status teams need to present through proposal these tenants of consideration; *Local Competition, Student Interest, Financial Feasibility, and a National Sport Governing Body* as reviewed, considered and approved by the Club Sports Office. *(Further details below)*

Northeastern University Club Sports Teams

<u>Archery</u>	<u>Rugby (Men's)</u>
<u>Alpine Skiing (Men's)</u>	<u>Rugby (Women's)</u>
<u>Alpine Skiing (Women's)</u>	<u>Running</u>
<u>Badminton</u>	<u>Sailing (Coed)</u>
<u>Baseball</u>	<u>Sailing (Women's)</u>
<u>Basketball (Men's)</u>	<u>Skeet & Trap</u>
<u>Basketball (Women's)</u>	<u>Soccer (Men's)</u>
<u>Cheerleading</u>	<u>Soccer (Women's)</u>
<u>Cricket</u>	<u>Softball</u>
<u>Cycling</u>	<u>Spikeball</u>
<u>Dance Team</u>	<u>Squash (Men's)</u>
<u>Equestrian</u>	<u>Squash (Women's)</u>
<u>Field Hockey</u>	<u>Swimming (Men's)</u>
<u>Figure Skating</u>	<u>Swimming (Women's)</u>
<u>Golf (Men's)</u>	<u>Taekwondo</u>
<u>Gymnastics</u>	<u>Table Tennis</u>
<u>Ice Hockey (Men's)</u>	<u>Tennis (Men's)</u>
<u>Ice Hockey (Women's)</u>	<u>Tennis (Women's)</u>
<u>Inline Hockey</u>	<u>Triathlon</u>
<u>Lacrosse (Men's)</u>	<u>Ultimate Frisbee (Men's)</u>
<u>Lacrosse (Women's)</u>	<u>Ultimate Frisbee (Women's)</u>
<u>Paintball</u>	<u>Volleyball (Men's)</u>
<u>Powerlifting (Men's)</u>	<u>Volleyball (Women's)</u>
<u>Powerlifting (Women's)</u>	<u>Water Polo (Men's)</u>
<u>Rock Climbing</u>	<u>Water Polo (Women's)</u>
	<u>Wrestling</u>



Team Administration

Student Eligibility

- Must be currently enrolled full-time Northeastern University students (undergraduate or graduate) in good standing (administratively, academically, financially, behaviorally) with the University, having paid the Campus Recreation Fee, and meet the respective club sport governing body's eligibility criteria.
 - Undergraduate - 12 Credits (*Exception - Final Semester needed to graduate*)
 - Graduate - 8 Credits (*Exception - Final Semester needed to graduate*)
- Student must have a valid NU identification card & NU ID number. Exceptions will be taken into account on a case by case basis.
- Given the competitive nature of Northeastern University Club Sports it is recognized that only a certain number of competitors might be allowed to participate in certain sports. Therefore, it may be up to the discretion of these particular club executives with approval of the club sport office, to cap their respective rosters and institute a tryout for these roster management purposes.
- Any Intercollegiate Athlete interested in competing on a Club Sport team may do so only under the following circumstances:
 - The sport does not coincide with their varsity season
 - The student receives approval from all of the following
 - Varsity Head Coach
 - NCAA
 - Club Sport Governing Body
 - Associate Director of Club Sports & eSports
- Northeastern University Intramural athletes may participate in Club Sports, but the team executive board will have authority to review the student's status with the Club Sports Office if the student is not meeting team attendance expectations.
- Team executives are authorized to cut/terminate a student if the individual is not complying with team/department policies.
- Summer Eligibility - If a student-athlete wishes to participate in organized team activities during Summer 1 and Summer 2 sessions, they still must meet the requirements of a full-time student. If a student is ONLY enrolled in summer 1 OR summer 2, they must be taking six or

more credits to be considered full-time. However, if a student is enrolled in 12 or more total credits throughout the duration of both summer 1 and summer 2, they are considered full-time.

- Northeastern full-time Faculty, Staff, and Administrators are not permitted to compete on a club sports team. However, club executives are authorized to elect full-time staff as a faculty advisor or coach once approved by the Club Sport Office.
- Northeastern University is committed to a diverse campus community through Affirmative Action and Equal Opportunity. As a result, membership and participation within Northeastern University Club Sports are free from discrimination based on age, race, religion, ethnic or national origin, sex, sexual orientation, marital status, disability, and political or social affiliation.

***The Club Sports Office will continue to check eligibility status in coordination with the Registrar throughout the year. All ineligible students will be temporarily suspended from participation until official eligibility is verified from the University Registrar/Student Accounts/Club Sport Department.*

Student Policies

All Club Sport student-athletes must adhere to the same rule and regulations set forth in the [Northeastern University Undergraduate Student Handbook](#) and the [Northeastern University Code of Student Conduct](#)

- *Any student found violating these policies and regulations, may be subject to disciplinary action and could be referred to other University Departments (i.e.; OSCCR, Public Safety) for further disciplinary procedures based on the nature of the indiscretions.*
- All students are required to register on our [website](#) prior to participating in ANY club activities including; travel, tryouts, practices or games. No student is permitted to participate without all of the mandatory documentation on file.
- Individual club members are not considered part of a Club Sports team until listed on the team's official roster and all following forms are submitted to the Club Sports Office through [DoSportsEasy](#):
 - Personal Info: Contact and Emergency Contact Information, NU identification number
 - Health Info: Insurance verification, allergies, medications
 - Van Driver: certification required
 - Informed Consent: [Acknowledgement of Risk and Informed Consent](#)
 - [Club Policies: Massachusetts Hazing Statute](#)
 - Club Sports Handbook Signoff
- All rosters with complete player eligibility requirements must be submitted prior to first scheduled tryout/practice/event or competition.
- Incoming freshmen are not eligible to participate in club operations until after Welcome Week.

***Any club allowing an ineligible person to participate will be reported to the Club Sports Office for disciplinary action and could be referred to other University Departments (i.e.; OSCC, Public Safety) for further disciplinary procedures based on the nature of the indiscretions.*

Team Eligibility

Prior to the end of the academic year any team wishing to renew its status as a recognized Club Sport must adhere to the following:

- Meet with Club Sports Staff to discuss previous year's performance, budgeting, and a plan of action for the following academic year.
- The team must be in good standing with Northeastern University and represent the University consistent with its mission and goals.
- Team's budget must not be operating in the negative when renewing status as a current Club Sport. During the end of the year meeting, opportunities will be discussed to generate possible revenue.
- The team must complete a minimum of ten hours of community service by the end of the year. Each team must submit a write-up per community service event with pictures to the Club Sports Office. The summary must include a description of the event, what the team did, the number of attendees, and hours.
- A new executive board must be appointed and registered on DoSportsEasy, or the team must choose a representative on the current roster to maintain communication with the Club Sport office during the transitional period (summer/offseason).

***Any student failing to comply with the Club Sports Department and Northeastern University regulations will be subject to review, and this may be a cause for termination/ suspension from any club-related activities.*

Establishing a New Club Sport

In order to propose a new Club Sports at Northeastern University, four main criteria must be met:

1. Local Competition- Local defined as Universities / Colleges within New England with Club Sports Departments comparable in scope to Northeastern University.
2. Student Interest- At least 1 and a half of a competitive lineup must be on roster (i.e. Basketball= 8)
3. Financial Feasibility- Club must be able to maintain a proper amount of funding throughout the year so that costs of operation do not exceed a feasible amount of income to the team
4. National Governing Body- Organization that oversees rules and regulations and has a national championship event.

In addition to meeting all four of the above, a new Club Sport must also submit a Team Constitution describing club policies and procedures. This is the document that will provide direction and structure to your club. The Club Sports Office has sample constitutions if one is required.

The Club Sports Office has the right to deny any proposal based on department budget, safety concern, and staffing restraints.

Club Sports Council Bylaws

Article I - Name

The official name of this organization shall be the Northeastern University Club Sports Council, hereafter referred to as the Club Sports Council, or Council.

Article II - Mission Statement

The Club Sports Council serves as a liaison between the university's Club Sports teams, the Club Sports Office, and the Student Government Association. The Council will seek to gain an increased level of feedback and interaction throughout the entire Club Sports program and will provide a unified voice for all Club Sports participants and teams. In addition, the council will work to promote and grow the Northeastern University Club Sports program.

Article III - Membership

The Club Sports Council will be made up of (5) members who represent the Club Sports teams. All members must be in good standing with the university and the Club Sports Office. Members of the Council must include a minimum of (2) representatives of each gender, and no more than (1) representative from any given sport, regardless of sport gender. In addition, at least (2) Council members will be representatives from field sports, and at least (2) Council members will be representatives from alternate sports.

Article IV - Election Process

All applicants for positions on the Club Sports Council must be returning Club Sports participants in good standing from the previous academic year. Applications must be submitted by the given deadline during the summer preceding the academic year which the applicant is applying for. Eligible applicants will receive an interview with the Club Sports Office, after which a final decision will be made. The Club Sports Office will make a collaborative decision with the Council on choosing the (5) members of the Council. All Council members will serve terms of (1) academic year and have the option to renew their position without the need to reapply.

If a Council member cannot fulfill their role for any reason (e.g. co-op or study abroad), a standby member chosen by the Club Sports Office will fill in for the semester. The standby member will not have the option to renew their position but can apply to be a full-time Council member if a position is available.

The Club Sports Office holds the right to replace any Council member if they are not properly fulfilling their duties.

Article V - Meetings

The Club Sports Council will have monthly meetings with the Club Sports Office from the months of September through April. Attendance at these meetings will be mandatory for all Council members and the Office. The purpose of these meetings will be to give the entire Club Sports program, through

the Council, a voice to be heard by the Office. In addition, the Office will be able to pass information down to the entire Club Sports program through the Council. The Council will also be required to meet regularly with other Club Sports teams for the purpose of disseminating information as well as gathering feedback and encouraging interaction and participation.

Article VI - Responsibilities

In addition to those listed above, additional responsibilities for the Council could include, but not be limited to: developing a community outreach program, providing recognition for accomplishments, and other Club Sports initiatives.

***In order to apply for a position on the Club Sports Council, please fill out the application form, which can be found on the Northeastern University Club Sports website.*

Contact Information

Email: neuclubsportscouncil@gmail.com

Council Members

Max Thalheimer - Vice-president of Inline Hockey

Executive Boards

Every team must have at least three executive members in the following positions:

- **President:** Responsible for the overall administration and programming of team. The President is responsible for the following, but not limited to; ensure their team abides by the rules set forth in this handbook, the [Northeastern University Honor Code and Code of Conduct](#), and is also compliant with team's corresponding sport governing body. The President is responsible for ensuring club rosters, proper signing of participant documents, practice/competition facility schedule requests, proper risk management protocol, and verify that two members of the team are CPR certified.
- **Safety Officer:** Responsible for the following but not limited to; maintain current CPR/AED/First Aid certification, event management, assume overall responsibility of emergency action response process, and risk management.
- **Treasurer:** Responsible for the following but not limited to; team budget, request for proper funding, oversee purchase orders and purchase procedure, and handles financials for fundraising, donations, and endowments.

Responsibilities may be distributed into other officer positions including: Captain, Equipment, Events Coordinator, Marketing, Secretary, Sports Information Director (SID), and Vice President. All additional positions are subject to approval from Club Sports Office.

Student Executive Eligibility

According to the [Northeastern University Undergraduate Student Handbook](#) any student wishing to hold an office position must have a 2.50 overall GPA prior to being elected or appointed to that position. Officers are expected to be, and shall be held accountable for the actions of their organization, consistent with applicable University policies.

**While the Club Sports Office does not intend to proactively intervene in the election process or appointment of any E-Board position, they do hold the right to administer probation or even remove an officer from their respective position if there are repeated instances of missed deadlines, unprofessional behavior or any other conduct detrimental to the team/University.*

Executive Board Email List

All important team/weekly announcements are sent out from the Club Sports Office using the Executive Board email list. It is imperative the Executive Board maintains consistent contact with the Club Sports Office and conveys important information with their respective team.

Student Registration

Executives are responsible for reviewing and approving all student profiles. It is the **Executive Board's responsibility** to regularly check their roster to assure that all student forms are up-to-date.

- All students are required to register on our [website](#) **prior** to participating in **ANY** club activities including; tryouts, practices or games. No student is permitted to participate without all of the mandatory documentation on file.
- If a computer or web services are not present during a tryout provide the student with a hard copy of the [Risk](#) and [Hazing Form](#). That student will then need to follow up with the online registration after the tryout.

Club Rosters

Rosters are generated on DoSportsEasy from every registered member. The roster provides name, class year, position, and verifies if the student has been approved by the Club Sports Office/Club Sport Executives. Club Sport Executives should check their roster on a regular basis to make sure it is up-to-date.

- Club Sport Executives are responsible for notifying the Club Sport Office whenever there is a change in leadership.
- The Club Sport office will approve all Executives on DoSportsEasy. Once approved it is the executive boards responsibility to approve remaining student roster members profiles will be reviewed and approved by the team executive board.
- Active/Inactive – Club Executives must classify each student listed on their roster as active/inactive. This feature can be found on DoSportsEasy at the view button next to each member.
 - o Active – Current students participating on the team
 - o Inactive – Any student not participating, this can be for a number of reasons. (Example: injury, suspension, ineligible, quit)

Scheduling

Teams are required to fill out their complete competitive schedule online using the DoSportsEasy scheduling function. The Club Sports Office requires a list of all events, home and away. This includes; games, matches, meets, tournaments, fundraisers, community service and special events. The Club Sports Office will assist executives with inserting practices.

- All events must be approved by the Club Sports Office
- At least (5) days prior to departure, clubs must submit all relevant travel information in DoSportsEasy, including: traveling roster, method of travel, overnight accommodations (if applicable), and event location and time.
 - o This information is for a travel itinerary and ***does not*** replace the request forms for any travel related needs such as: hotel requests, Avis request, airfare requests etc. (refer to page 23-28 for travel request instructions)
- Home Events - Clubs must submit requests at least one month prior to the scheduled event
- Away Events - Clubs must submit requests at least 3 weeks prior to the scheduled event
- If a club would like to request an athletic trainer, they must submit their request at least one month prior to the event

Results

Each team is required to submit a report after all events. Reports must be submitted within ten days following the event. Reports can be found on the scheduling tab.

Club Policies

Club Presidents are responsible for updating the team "Club Policies" semi-annually. This can be found in their DoSportsEasy profile under the "Club Policies" tab.

Club Sports Handbook Signoff

All Club Sports participants are required to read the Club Sports Handbook and certify that they understand the rules and regulations contained therein.

Eligibility Forms

If needed, submit league eligibility forms to the Club Sport office at least (1) week in advance. All forms should provide full names and NU ID's for each student.

- Forms should **not** be directly dropped off at the registrar; all forms must be submitted by the Club Sport Office.
- Forms that require participant signatures must be completed and collected before submitting the form to the Club Sport Office.

Budget

Every team is responsible for their respective team accounts managed by the Executive Board Treasurer. The Club Sports Office and SABO are a resource for the teams to use in assisting with budgeting and financial feasibility of exterior and interior expenses, but the success of the team and responsibilities of running a successful club solely rely upon the team and its Executive board.

- All expenses require the approval of the Club sports office and the signature of the Coordinator of Club Sports or Associate Director of Club Sports & eSports. Once the purchase has been approved by the Club Sport Office, an executive will process the check at the Student Activities Business Office located on the 4th floor of Curry. (*Online forms/submittal is also available, see instructions below*)
- All teams are required to complete and submit the Budget Form. These must be turned in to the club sport office annually, prior to the designated deadline.
- Treasurer's Ledger – An ongoing and independent accounting of debits and credits is *required*. *The Club Sports office has provided a treasurer's ledger for **ALL** to use in order to remain consistent.*
 - o *All treasurers must submit an electronic up to date copy of their club ledger by the 12th of every month.*

Authorized Approval

All financial operations require an authorized approval from the Club Sport Office prior to the transaction. This includes but is not limited to: apparel, registrations, equipment, travel, and reimbursements.

Club Executives must receive approval from the Club Sports Office prior to engaging in renting facilities, fundraisers, sponsorships and other processes outlined in the handbook.

Nationals Proposal & Long Road Trips (*Drives lasting longer than 8 hours*)

All teams intending on participating at their national tournament must write a proposal to the Club Sport office in order to participate or receive additional funding. Additional funding will be determined at the discretion of the Club Sport office. Email Nick Avery, Chelsey Wright or Drew Taylor for more details. The championship proposal should include a narrative review of the season and the impending championship, a proposed budget (fees, hotel, and transportation), travel itinerary details and other pertinent or unique information relating to their attendance at the championship.

Form can be found [here](#) (Last Option)

Online Content

Club Sports websites and social media accounts are directly affiliated with Northeastern University Club Sports, regardless of the independence with which they were created. As such, it is the responsibility of the team executives to provide management in this area, and the role of the Associate Director of Club Sports & eSports and the Coordinator of Club Sports to instill proper oversight and possible disciplinary action, if needed.

- Current executives are responsible for managing content that was posted prior to their leadership role with the club. Students are not permitted to post inappropriate pictures or content on either a club sports site or personal page. This may include, but is not limited to, the use or advertisement of drugs or alcohol, photos of an inappropriate/illegal conduct, and offensive language.

Community Service

Clubs are *required* to actively participate in 10 hours of community service each semester. All hours, along with a short write-up, must be reported to the Club Sport Staff. See below for what to include in submission:

1. What the event was for/what did you do for the event
2. How many members attended
3. How many hours
4. Pictures if applicable

Fliers

All fliers must be approved by the club sport office before posting publicly. Fliers should be sent in to the Club Sports Office one week in advance of the desired posting date.

Orgsync

Clubs are encouraged to register on the [Northeastern University Orgsync](#) page to gain registration access for Northeastern events such as orientation.

Mandatory Data

The Club Sports Office reserves the right to request data from teams for statistical analysis. All mandatory surveys/worksheets will be sent out at least (7) days before the required due date.

Compliance Deadline - 10/15/2018

Each year a compliance deadline will be set by the Club Sports Office. It is the executive board's responsibility to submit all required paperwork prior to the deadline.

Travel Conduct Executive Meetings

The Club Sports Office reserves the right to require two executives to attend a travel conduct and expectation meeting with the Associate Director and/or Coordinator prior to any approved trip. This will be initiated by the Club Sports Office and at the complete discretion of the Associate Director. In that meeting, the executives will be educated on the detailed travel standards that must be followed. Such expectations include the role of the front seat passenger, how much time a given driver is allowed to operate the vehicle, behavior while lodging along with outlining the consequences if any of these policies are not strictly upheld. Both executives who are present at this meeting are mandated to sign a Travel/Conduct Expectation form agreeing to adhere to these procedures.

Procedures for Student Appeals

After sanctions have been delivered for violations to Club Sports policies, the team or individual(s) sanctioned has the option to appeal the sanctions. Refer to page 14 in the [Northeastern University Code of Student Conduct](#) for all instructions and procedures on the student appeal process.

Club Sport Deadlines “Cheat Sheet”

Below is an overview of some of the most commonly used deadlines to abide by. This however does not lay out ALL deadlines nor does it replace the Handbook. All underlined items are links

Due by **Compliance Deadline (10/15/18)**

- Updated Executive Board (pg. 13)
- Eligibility Meeting
- Budget Form
- Schedule (Scheduling deadlines still apply above if season is in progress before the deadline) (pg14)
- Complete Roster (pg14)

Due by **first scheduled tryout/practice/event/competition:**

- Roster with complete player eligibility requirements
- Acknowledgement of risk and informed consent form (part of registration)
- Hazing Form (part of registration)

Due **1 month** in advance:

- Home event request
- Airfare requests
- *Athletic Trainer request*
- *Bus requests (pg. 25)*

Due **3 weeks** in advance:

- Hotel requests
- Away Event request
- Fundraising proposal (pg. 45 on the detailed procedure)

Due **14 days** in advance:

- Vehicle rental form (Avis)
- *Specific field requests (ex. Lining the field)*

Due **1 Week** in Advance:

- Registrar form
- Flier Approval
- Medical Kit Request (pg. 51)

Due **5 days** in advance:

- Van request (no earlier than one month in advance) (pg. 26)
- Request for Cabot team room (pg. 30)
- Overnight residential accommodations (pg. 23)
- Traveling Club Members list, method of travel, overnight accommodations (if applicable), event location and time

Due **3 days** in advance:

- All fees to cover hotel reservations and/or Hotel cancellations
- Facility cancellation/Boston parks cancellation (\$50 fee for late cancellation/\$100 for BP)
- Opposing team roster (for Marino, Badger & Rosen, Cabot, or Matthews)

Following the Event:

- Event Reports - Due within 10 Days following the Event
- Medical Kit - Due within 24 hours following the event
- Injury Report Form - Due within 24 hours following the event
- Vehicle Report Form - Due within 24 hours following the event
- Misconduct Reports - Due within 48 hours following the event
- Treasurer's Ledger - Due every 12th of the month
- *Receipts (Procard)* - *Due within 14 days following the purchase*

Facility Request Forms - Due the previous semester (Spring 2019 = Due Fall 2018, Fall 2019 = Due Spring 2019)

DoSportsEasy Registration and Administration Help Guide

Find Your Club Sport Here

Hi, Guest

JOIN THE CLUB EVENT CALENDAR

Archery
Registration
Roster
Events

Alpine Skiing (Men's)
Registration
Roster
Events

Alpine Skiing (Women's)
Registration
Roster
Events

Badminton
Registration
Roster
Events

Baseball

Basketball (Men's)

Find your Club Sport here to register, submit events, and submit travel information

Hi,

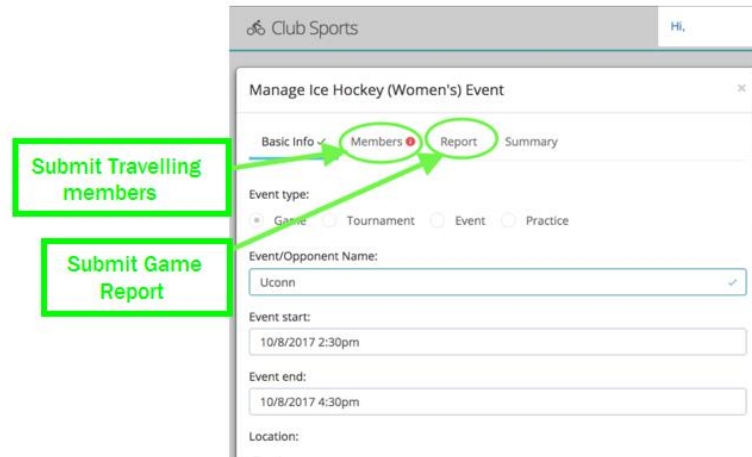
HOME > ICE HOCKEY (WOMEN'S) > EVENTS

ADD NEW EVENT REGISTRATION CALENDAR VIEW ROSTER

#	Date	Event Type	Event Name/Opponent	Space/Field	Submitted	Status	Actions
1	10/08	Game (H)	Uconn	Matthews Arena		PENDING	EDIT
2	10/15	Game (A)	Uconn			PENDING	EDIT
3	10/21	Game (A)	Dartmouth			PENDING	EDIT
4	10/22	Game (H)	UNH	Matthews Arena		PENDING	EDIT
5	10/29	Game (A)	BC			PENDING	EDIT
6	11/04	Game (H)	BC	Matthews Arena		PENDING	EDIT
7	11/19	Game (H)	Bishop University	Matthews Arena		PENDING	EDIT

Add New Event

Submit Event Details



Coaches Procedures

Coaches are not authorized to participate in any Club Sport activities until approved by the Club Sports Office.

Club Coaches

It is not required that a club has a coach, but it is highly recommended from the Club Sports Office. The purpose of this position is to provide support to club sports officers and participants. Primary/Basic responsibilities include promoting a healthy atmosphere for the entire club, providing leadership and guidance specific to the individual sport, communicating with the Club Sports office of any travel, conduct, equipment or injury concerns, and abiding by all University/Club Sports rules and regulations. The Club Sports Office reserves the right to interfere if a coach's conduct and behavior are not consistent with Northeastern University code of conduct and expectations.

Hiring Procedure

The Club Sports Administrators will be the ones to hire coaches, no team can inform someone that they will be their coach. Executives will send their recommendations; however, candidates will not be approved until proper vetting through the Club Sports Office has occurred. Send Club Sports a resume and 3 references with phone numbers and email addresses for each candidate.

The Executive Board must schedule a meeting with the Associate Director to discuss the candidates and what classification of coach they hope this individual will be (volunteer or part-time employee of the University). They must also provide the Club Sports office with a resume, references, and desired compensation (optional). The *Associate Director of Club Sports & eSports* holds the right to require an interview (phone, skype, in-person) before hiring a part-time employee of the University or approving a volunteer.

After careful discussion between the Club Sports Office and the Student Executives and considering the sentiment of the coach himself/herself, each coach will be classified as either a part-time employee of the University or a volunteer.

If a part-time employee, the Coordinator of Club Sports will reach out and begin the official onboarding process. Part-time employees must complete the onboarding process and be approved by Human Resources prior to participating in any organized team activity.

Once the Associate Director of Club Sports & eSports approves the Coaching applicant, the following forms must be filled out and handed in to the club sport office in order to be approved as an official Northeastern Employee:

- W4 Form
- M4 Form
- Temp Non-Student Application Form
- Northeastern University Confidentiality Agreement
- Direct Deposit Form
- Copy of a voided check that will be attached to the direct deposit form

Once the paperwork is completed, the coach must schedule a meeting with the *Coordinator* to complete Section 2 of the I9 verification in person. This meeting must be taken place three days within the first official start date.

Volunteer coaches will receive a volunteer agreement which needs to be signed before participating in any organized team activity. The *Associate Director of Club Sports & eSports* will have the final say on who to hire/approve as a volunteer and on any compensation (in the form of a stipend if volunteer, or hourly wage if part-time employee), but will consider the wishes of the Executive Board.

All coaches are subject to a background check prior to employment. (Part Time & Volunteers)

Payment/Benefits

All compensation plans must be approved by the Club Sport Office. In order to receive scheduled compensation, part-time (TNS) coaches must submit weekly timesheets (electronically) through NU Human Resources. The Associate Director of Club Sports reviews and approves these timesheets each week. While procedurally this comes as a slight change, the submission and review from the Associate Director functions similarly. For a step-by-step guide to submitting hours electronically and an explanation of benefits (only applicable to Temporary Non Students, NOT Volunteers) please review the following documents.

<http://www.northeastern.edu/hrm/pdfs/TimeTracking/TempNonStudents.pdf>

<http://www.northeastern.edu/hrm/pdfs/TimeTracking/StepByStepStaff.pdf>

**Please remember the maximum number of hours per week for any part-time (TNS) employee is 20 hours per week.*

Additionally, if teams are looking to provide a raise in payment or a new compensation plan has been discussed, a proposal *must* be submitted to the Club Sports Office. Executives **cannot** approve changes in payment without approval from Club Sports Administrators.

For more information and resources, please refer to the Human Resources Website [Here](#).

Faculty/Staff Advisor

Nick, Drew, and Chelsey are your primary advisors. We are the only people who can approve anything club related (i.e. reimbursements, Dpay's, purchases, facilities, etc.). If any club would like to have a Faculty/Staff advisor, it will need to be approved by the Club Sport Administrators. Other Faculty/Staff can be used as resources for advice, but all important decisions and actions must be approved by Club Sports staff as outlined in other sections of the Club Sports Handbook

Travel

All travel requests must be submitted and approved by the Club Sports Office. This includes hotel requests, airline requests, and overnight stay request/consent. All travel requests that are approved must adhere to University guidelines. Prior to leaving each team must submit a Traveling Club Members List that states all participants attending. Any students planning on driving a university vehicle must read and adhere to the university policies on “Use of Vehicles for University Purposes” [HERE](#).

Hotel/Airfare Reservations

When a team needs to book a flight or hotel for competition they must complete a hotel/airfare request form and contact the Club Sports Office to discuss a travel itinerary. From there, set up a meeting with the Club Sports Office to assist in the purchasing of flights and booking of hotels for the trip. Please keep in mind that in order to make these purchases, we must have a Traveling Club Members List for the event, which states all participants attending full name as appears on identification and birthdate. Ideally a team will give the Club Sports Office (1) month’s notice to ensure the lowest fees available with our preferred vendors. Set up an appointment to complete airfare reservations with the Club Sport Office.

Hotel Reservations Instructions

Hotel request (unless mandated otherwise by your governing body) should be made through our new partner, Lucid Travel. This allows for e-board members to specifically select a hotel, number of rooms, names on the rooms, etc. and submit a real-time request to our office to review. If approved, we enter in the payment/billing information and complete the transaction. Each team will have their own account, and Lucid facilitates a 2-7% rebate on the price of the reservation to be infused into your Lucid Travel account for future hotel savings, or they will cut a check to be sent and deposited into club general operating accounts (upon your request).

LUCID INSTRUCTIONS

- northeastern.lucidhotels.us
- Use the link above to book hotels for your teams. It consolidates rates from top travel sites, so you can find the lowest possible rate.
- Once a hotel is selected, click the drop-down menu next to department and select “Club Sports”, Then choose your club in the next drop-down menu
- Complete all Guest Details
- On the booking page, select the option to "Send to admin for approval and payment" and provide either Nick, Chelsey or Drew’s email address
- This will send the request directly to CS staff to complete payment
- Use this link to book travel whenever possible. It automates the receipt process for us and keeps everything organized, in once place.

**When selecting rooms, ensure you are putting the correct number of guests in each room!!
Ensure you are choosing rooms that specify 2 double/Queen beds (only), not 2 double OR 1 king!**

**If issues arise with Lucid Travel (technical difficulties, etc) - Payment for hotel rooms can be arranged in advance by sending a [Hotel Request](#) to the Club Sport office.

Hotel Reservation Deadlines & Requirements

- Hotel requests must be submitted at least 3 weeks in advance via Lucid Travel
 - We do understand some governing bodies require/offer deals and discounts to book through them. If so, set up a meeting with the Club Sport Office to reserve.
- Only the Club Sports Office is permitted to utilize the Club Sports credit card
- All fees to cover hotel reservations must be covered at least 72 hours before the day of arrival
- Cancellations must be submitted at least 72 hours prior to arrival (cancellation fee may apply)

Airfare Reservations

Payment for plane tickets can be arranged in advance by setting up a meeting with the Club Sports Office. Executives will reserve all flights, once completed Club Sports Staff will complete the payment on the Club Sports credit card. The charges will be billed directly to the club's index.

- Airfare requests must be submitted at least four weeks in advance
- Only the Club Sports Office is permitted to utilize the Club Sports credit card
- Executives should be aware of the airline's cancellation policy, which will be reflected on the team account

Overnight Resident Accommodations

Clubs staying at the residence of a club member must have the homeowner send the Club Sports Office an approval via email (5) days prior to departure. The approval email must contain the following information: homeowner name, address, and phone number; exact dates of stay; club name; and number of student-athletes being accommodated.

Club Sports Related Absences

The Club Sports Office does not provide excuse letters for missed classes/work and cannot excuse any absences missed due to Club Sports participation. It is the responsibility of the student to plan ahead with their professors accordingly. If contacted by the professor, the Club Sports Office can verify that the event is approved but will not be responsible for sending out individual or team excuse letters. Professors have sole discretion regarding whether or not an absence is excused.

Van Policies and Procedures

Only certified drivers are allowed to operate athletic vans. The driver(s) must be present at the time of pickup in order to receive the keys. All drivers must read and comply with the [Policy On Use Of Vehicles For University Purposes](#):

Van Requests

All van inquiries and questions should be sent to Matt Ells. To request a van, fill out the [online reservation form](#) with your request specifying the following:

- Date(s) needed
- Times you will be picking up and returning the van
- Number of vans needed
- Number of passengers (including drivers)

All van requests must be submitted at least five days prior to day(s) needed, and no earlier than one month in advance. Please note that there are a limited number of vans available for use by all athletic programs. Due to the limited number of vans, priority will be given to those that are currently in-season. Username – nuclubsports (no password, just press enter)

[Live Van Schedule](#)

All Clubs can use this EMS link to view the live van schedule to confirm vans are scheduled.

Key Pickup

The van keys are kept at the Office of Public Safety, located at 716 Columbus Avenue. A certified driver must be present to pick up the keys. The keys are available to be picked up right before van pickup and should be returned immediately after the van has been returned.

Van Pickup/Return

The Athletic & Recreation vans are located in the lower level of the Renaissance parking garage. Please make sure that the number on the key corresponds with the van number. When you return a van, please make sure that it is in good condition for the next group that uses it (meaning all trash and equipment is removed and the van is returned with a full tank of gas, see below for penalties associated). Please utilize the Northeastern University gas station to fill the vans before being returned.

Driver Requirements

Each van must be driven by a person holding a Northeastern University Van Driver Certificate. This requires:

- A valid copy of a driver's license (DL)
- Copy of driving record (from the state the DL is issued) with three years of clean driving record
- Must be 21 years or older

- When above paperwork is obtained, please email Matt Ells with name and team representing. A link will then be sent to the person for an online test. After successful completion of the test, print/save the certificate and email it back to Matt Ells to schedule a driving test.

Van Certification

In order to obtain a Northeastern University Van Driver Certificate, those looking to be certified must follow the following steps:

1. Go to <https://learn.ue.org/S62XU789661/NEUDriverSafety>

First-time users should select the option to Register Now on the right side of the screen.

1. Create a username and provide information for a user profile.
 2. Be sure to enter a valid email address & correct role at your institution (Student!)
*Please contact your training administrator if you are unsure of your role”.
 3. Select the department and position that is most applicable to you
 4. Enter this institution registration code: 0628-SC37-XY12.
 5. After clicking Register, you should receive an email with a temporary password
 6. Follow the link in the email to sign on.
 7. You will be prompted to enter a new password.
2. For more detailed instructions on the registration process see below
 3. For more information on viewing courses please view this brief tutorial:
 4. https://www.ue.org/files/Ue_web_files/kenexaM2/story.html
 5. If you have any issues with the course, please feel free to contact the 24hr help desk.
 1. Email: uehelpdesk@perceptis.com
 2. Phone: 301.830.4587
 3. Chat: <https://chat.perceptis.com/c/ue>

After you have completed the test and passed it, print/save the certificate and email it to m.ells@northeastern.edu.

Coaches Driving

The eligibility of a coach to be a van driver is determined by the coach’s classification.

- TNS (Temporary Non-Student) coaches *ARE* permitted to drive university vans
- Volunteer coaches are *NOT* permitted to drive university vans under any condition

Driving Limit

Trips that require more than six (6) hours of driving require two (2) certified drivers in each van. It is recommended and expected that each driver should not drive more than six (6) total hours per day, and that drivers alternate driving every three (3) hours. Executives are also responsible for notifying the Club Sports Office at least 4 weeks in advance whenever a trip is over 6 hours.

Penalties for Van Misuse

Programs will be assessed a fine for misuse or failure to properly maintain a van. Fines include, but

are not limited to:

- \$25 cleaning charge
- \$20 plus the cost of a full tank of gas if the van is not returned with a full tank
- Drivers will be responsible for any additional charges that are incurred

If a club is found to have abused its van privileges, that club may be subject to further discipline. If a club loses its van privileges, that club will be charged for any necessary transportation costs that are necessary to substitute van usage. Please keep in mind that while driving, you are not only representing your team, but also the Club Sports Department and Northeastern University.

**In the event that an accident occurs with any university vehicle, please submit a [Vehicle Accident Report](#) within 24 hours of returning to campus to both Nick Avery, Associate Director of Club Sports & eSports, and Matt Ells, Assistant Director of Athletic Operations. NUPD and Risk Services should also be notified of any/all accidents that occur with a university vehicle. Vehicle Accident Report forms should be sent to insurance@northeastern.edu within 24 hours of the incident.*

The Law

All state and government laws must be observed while driving, and only twelve (12) people are allowed in a university van (11 passengers and a driver).

Traffic Citations

Any traffic citations (speeding, parking, etc.) occurring while using a university van must be paid personally by the offender. Citations and tickets cannot be paid or reimbursed through a team account, SABO, or Northeastern University.

Car/Van Rentals

If a club should need to rent a vehicle, please submit the [AVIS Request Form](#) to Club Sports Office two weeks prior to the reservation. Vehicle reservations will be made by the Club Sports Office through the University's preferred vendor, Avis. Clubs are not authorized to purchase car/van rentals without receiving prior approval from the Club Sports Office. The use of 15-passenger vans by students, faculty or staff is strictly prohibited. This includes, but is not limited to, leased, borrowed, rented or privately owned 15-passenger vans. Towing of any kind is also strictly prohibited.

Bus Rentals

Any club interested in renting a bus for transportation should email Chelsey Wright or Drew Taylor for an updated price quote. All bus requests should be sent at least one month prior to the scheduled event. Provide the following information:

- Date, time, and location of departure
- Date, time, and location of drop-off
- Details regarding the trip which may require additional costs (example: overnight trips may cause for an additional hotel room for the driver)

Travel Conduct Expectations

Each student-athlete will represent Northeastern University, the Club Sports Department, and their club in a professional and courteous manner. Team's executive boards will establish and develop travel expectations in order to represent the goals and mission of Northeastern University. Student-athletes will conduct themselves accordingly, responsibly, and professionally at any Club Sports sponsored activity, including home and away matches, as well as any other extracurricular activities. Consumption of alcohol or drugs before, during, or after traveling to an event is strictly prohibited.

***The safety of our student athletes, coaches, and staff is our highest priority. Any team or club found in violation of these rules will be subject to severe penalties.*

Facility Policies

Facility Request Forms (Practice and Games)

A [Facility Request Form](#) must be submitted by a club's executive board in order to secure field and facility times. It must be submitted to the Club Sports Office prior to each team's season, ensuring enough time to make necessary accommodations.

***Marino Center requests must be sent to the Club Sports Office AND Kristen Puntieri in Campus Recreation.*

Separate facility request forms should be submitted for each of the following:

- Desired practice schedule
- Desired game schedule
- Special events (i.e. alumni game/hosting of a tournament)

Please note that the Club Sports Office does its best to try and accommodate each team's facility request. It is in the best interest of each club's executive board to offer multiple fields and times where they can both practice and hold competitions. For the purpose of scheduling and contracts, the earlier a team submits their request, the more likely they are to receive their preferred venue(s) and time(s).

***While following these procedures is required in order to reserve a field/facility, there are circumstances in which your club will not be granted the time/space requested.*

Renting Facilities

If a team requires an off-campus venue (i.e. MIT Sailing Pavilion), please have a representative from the desired venue contact the Associate Director of Club Sports & eSports. Please be sure to begin the process of communication with the Club Sports Office as soon as possible to give adequate time for the University to process the contract agreement. This process typically takes six weeks to process.

***Club executives must receive approval from the Club Sports Office prior to renting a facility.*

Boston Parks Procedures

Please note that these are public venues, and an extensive amount of time is necessary in securing a Boston Parks venue. Like previously mentioned, it is advantageous for each club's executive board to submit the necessary requirements on time, so the Club Sports Office can make the proper accommodations. If a team has a permit for a specific Boston Parks venue and another group is using it, please contact the Club Sports Office. It is recommended that teams avoid confrontation and allow the Club Sports Office to perform proper conflict resolution procedures. If a team is to cancel their event at a Boston Parks venue for whatever reason, it is mandatory the team notifies the Club Sports Office at least 72 hours in advance to abide by the Boston Parks venue cancellation policy. Failure to do so will result in potential disciplinary actions.

Meeting Space

Meeting rooms are available upon request. If a team requires a meeting space, please contact the following:

- Cabot Team Room - Email the Coordinator with your request at least five days in advance
- Curry Student Center - Email cscreservations@neu.edu or call 617-373-2632 directly with your request
- Northeastern University Scheduling System Online (NUSSO) is now live! To access NUSSO, please log in to the myNEU portal and click on the link labeled as such.

Team Room Policies

General Usage Policies:

Use of the Team Room is for Club Sports/Intramural Sports responsibilities only. This includes, but is not limited to; booking travel, team/league compliance, practice/event scheduling, Executive meetings, Club meetings, Trainings etc.

Using the team room for non-campus recreation related activities is strictly prohibited. This includes, but is not limited to; Homework, Personal Social Media, browsing, etc.

It is the responsibility of the reservation holder to ensure proper clean up following the event. Any reports of misuse will be reported to the Club Sports office and possible disciplinary action may be implemented including but not limited to; fine, probation or temporary ban of usage.

Using the floor power circuits is strictly prohibited. Wall outlets for power cords can be found in the rolling storage unit.

Propping the Team Room door for access is strictly prohibited. All users must sign in with their Husky ID located at the Team Room entrance. Requests for the team room should be placed within the outlined deadlines and must be confirmed before using.

Writing on any/all glass within the Team Room is strictly prohibited. Any/all misuse will be noted and could result in disciplinary actions.

Tape on the wall is strictly prohibited.

Reservation Requests & Deadlines

Requests for the Team Room must be submitted 3 business days in advance for a standard setup using the special request form located [here](#).

Requests for the Team Room must be submitted 1 month in advance for any setup that qualifies the reservation as a 'special event'. This includes, but not limited to ANY of the following;

- Special guest(s) (Presenter, Alumni, Guest Speaker, Etc.)
- Half room setup (putting up the dividing wall and reserving half the team room)
- Additional Equipment Needs Approval (must be specified in the request form)
- Food and/or Beverages - for special event

The max capacity for the Team Room A or B (special setup) is no more than 30 people the max capacity for the Team Room A&B (standard setup) is no more than 60 people

All reservation cancellations must be submitted 24 hours in advance for a standard setup or 3 business days in advance for special event reservations.

If we cannot accommodate your request for a particular day or time, we will try to suggest alternatives for your event.

Whiteboards – Usage

Users of the Team Room may use the whiteboards at their discretion. All content must comply with the Student Code of Conduct and University Policies. All content written on the whiteboards must be appropriate and work related. Any offensive and/or derogatory language will be reported immediately for disciplinary actions. Groups who have inappropriately abused the white boards may be banned from further use of the boards and/or the entirety of the team rooms.

Anyone that uses the whiteboard during their reservation must wipe down and completely clear all content from the board at the conclusion of their reservation. Failure to do so will be noted as an infraction and could result in further disciplinary action. *(Helpful Hint – Take a picture of the content for future notes before erasing!)*

Laptop – Usage

Laptop requests are to be submitted upon initial request of the team room and will be signed out upon arrival of your reservation. Any misuse of the laptops will result in a loss of privileges and an infraction.

Once approved, the individual must use the sign out sheet located in the office suite (mailbox #1). Locate the Building Supervisor or Full-Time Employee on shift to retrieve and return the laptop.

Laptops are meant for community use which means downloading any additional software is strictly prohibited. Users should save any and all sensitive/important files to a separate disk drive and avoid saving directly to the desktop.

Projectors – Usage

Projectors may be used for work related presentations only. The projector(s) has access to both VGA and HDMI extensions for laptop presentations.

Individuals planning to use the projector must follow the directions on the “Team Room Tech – How To” Document provided.

Anyone using the projector must properly shut down at the conclusion of their reservation.

Projector requests are to be submitted upon initial request of the team room to ensure proper setup.

Food and Beverage Policies

Any event requiring large Food or Beverage orders must be submitted 4 weeks in advance on the special request form. Large orders without approval are not permitted in the Team Room. Permission may be granted for special events with limitations and request must be placed through the special events form at least 30 days in advance.

If a Food and Beverage request is approved, it is the responsibility of the reservation holder to ensure proper clean up following the event. Any reports of misuse will be reported to the Club Sports office and possible disciplinary action may be implemented including but not limited to; fine, probation or temporary ban of usage.

Penalties for misuse

Any misuse of the Team Room will result in documentation of the misuse and have the potential for a loss of privileges.

Club Sport Misuse will result in the above and an infraction will be placed on the club.

All infractions or reports of misuse must be reported to the Associate Director of Club Sports & eSports along with a completed incident report form.

Standard Layout/Setup

Reservation holders are responsible for completing their own setups. A **minimum of 2 members** will be needed to assist with setup. Tables and chairs cannot be dragged along the floor; they must be picked up and moved. The reservation holder must also complete the training associated with setups before initiating any setup changes.

Standard Setup



Auditorium Setup



Auditorium Setup (tables)



Board Room Setup



Technology How-To

1.) Swipe in to “Team Room” with Husky Card.

- a.) Touch screens are located on the side of each projector screen on opposite sides of the room.
- b.) On the right-hand side of each touchscreen there is an arrow system that controls the projector screen
- c.) Find touch screen and select “Make Active”
- d.) Any issues regarding this process try rebooting system within the main power source.
- e.) If you are still running into problems, submit request to Omar Rouhana (Associate Director of Business and Technology)
- f.) The main power source is located within the team room in room “101C Mechanical Closet”. It is in a large black box.
- g.) Only full-time employees and building supervisors may access this room using Husky Card.
- h.) The picture below shows the display of the touchscreen after you select “Make Active”

2.) After pressing “Make Active” it will lead you to three different options, as displayed below:



“Wall Plate A”

- First, press the option “Wall Plate A”
- This option is used when wanting to project your computer or other device onto the projector screen.
- It will then give you the option for HDMI connection or VGA connection
- Both VGA and HDMI cables are located in the filing cabinets.
- Use the HDMI provided and plug it into the adaptor that goes along with your device. The correct adaptor should be provided for most devices. (Pictures below)



“Blu-ray”

- First, start by pressing on the “Blu-ray” option
- To access Blu-ray player please fill out a Special Request Form.
- Blu-ray player is in room “101 C Mechanical Closet” located in the Team Room.
- In that room the Blu-ray player is a Sony device inside the large black box.
- Only full-time employees and building supervisors may access this room. (Swipe in using Husky Card)

“Husky TV”

- First, start by pressing “Husky TV”
- This gives you access to all the television channels.
- The touch screen will give you the option to change channels as well as the volume.
- Note that you cannot play the same option on both screens at the same time in the Team Room.

3.) Power off when done. (Off button is in the bottom right corner of touchpad.)

- The projector screen should then roll back up.
- Please leave the room as it was when you arrived.

Visiting Teams

If a team is planning on using Marino, Badger & Rosen, Cabot, or Matthews for a home event, please have the opposing team's representative email a full roster to the Club Sports Office at least **72** hours prior to the competition. Rosters should be emailed to Nick Avery, Drew Taylor and Chelsey Wright so they can inform all appropriate departments of the event, who has access to the specific venue, assess staffing, etc. In addition to the roster, teams must get an estimate of fan attendance from the opposing club and report that to the NU Club Sports Office with the roster; allowing for a proper assessment of onsite staffing needs. All students (NU and visiting) must also bring a student or photo ID upon arrival. Because this is a safety and security issue, a failure to provide this information could result in a forfeit, fines, probation or even suspension depending on the severity.

Access to NU Facilities

Students, coaches and other team personnel must adhere to the specific access standards and policies of each individual Northeastern Facility on Campus. At minimum, student-athletes should always expect to show their Husky ID. If there are reports of students attempting to evade security points, use a different ID, etc., it will be treated with the utmost seriousness and could result in probation, fines, or suspension depending on the severity. If there are questions regarding access, the Club Sports Staff is available to help.

Facility Cancellations

Executives must cancel at least **72** hours prior to the start of their scheduled practice/game or the team will be charged with a late cancellation fee of \$100+ per incident (cancellations must be submitted before 1 PM on Wednesday afternoon if the practice/game a lot being cancelled is scheduled between Friday at 5 PM through Monday at 10 AM). Clubs will also be charged for the staffing of the event including but not limited to; Athletic Trainer and Event Managers. Further sanctions would apply if a Club team does not report a cancelled game or practice and simply does not show up to the field as scheduled.

Weather Cancellations

In the case of inclement weather conditions, executives may cancel practice without penalty, but must notify the Club Sports Office as soon as possible.

The Club Sports Office will also monitor weather conditions and notify teams in the case of a weather cancellation. A text message and email will be sent directly to club executives with cancellation details. Executives are responsible for following up with the Club Sports Office to reschedule cancelled games.

***Keep in mind that the Club Sports Office has to work with varsity athletics, intramurals, group*

fitness, and community groups in securing these facilities. Each field and facility has different protocols and procedures for securing times throughout the year. Please follow these instructions to make sure the adequate times and locations fit each team's specific needs and requirements.

CARTER FIELD POLICIES – see appendix

Strength and Conditioning

Our office has partnered with Sports Performance (*Strength & Conditioning*) and will be offering a number of different packages for team & individual lifts. The University, Campus Recreation, Club Sports, and Sports Performance have invested a significant amount in order to improve your overall experience and enhance our offerings. Cabot Cage was renovated to add a number of lifting racks to create a new specialized space intended for Club Sport lifts. Lifts will be coached by a professional Strength and Conditioning Staff member and we will provide a variety of different options. The program will be \$40 per session and that will be transferred out of your account at the end of the semester. (Only paying for the coach and both our office and the Sports Performance worked together to cover all other expenses). If you are interested in participating, reach out to the Club Sports Office for more information on sign ups!

Club Sports Facilities



Northeastern University

Marino Center

*Basketball Courts
Dance Studio
Multi-Purpose Room
Cycling Studio*

Matthews Arena

Dedham Track & AstroTurf Field

Carter Field



Cabot Center

*Weight Room
Cage
Solomon Court
Barletta Natatorium*

Parsons Field

Badger and Rosen SquashBusters Facility

*Squash Courts
Multipurpose Room
Team Room*



Boston Parks

Madison Park (Upper/Lower)
McLaughlin Softball Field
Boston Common Softball Field

Moakley Park
Jefferson Baseball Field
Jim Rice Baseball Field

External Partners

Winsor School Fields
Bedford Indoor Facility (The Edge)
The Weymouth Club
M.I.T Sailing Pavilion
Reggie Lewis Track and Athletic Center

Gold Standard LLC
Breakaway Sports Center
Central Rock Indoor Facility
Ace Archers

Event Management

Executive Board Responsibilities

- Prior to the event:
 - All events must be approved by the Club Sports Office
 - Executives must coordinate the date/time/location with the Club Sports Office
 - All requests must be submitted at least one month in advance
 - Any team with a specific field request (ex: lining the field) must submit their request to the Club Sports Office at least (14) days prior to the event
 - Assign a Club Sports Safety Officer and verify they are present for the event (First Aid/CPR certified)
 - Request an Athletic Trainer from the Club Sports Office at least one month prior to the event
- During the event:
 - Ensures the team represents the University with professionalism and report any conduct issues within 24 hours following the event.
 - All Club Sport student-athletes must adhere to the same rules and regulations set forth in the [Northeastern University Undergraduate Student Handbook](#)
 - All persons and organizations using University facilities are expected to leave the facility in the same or better condition than they found it. This includes responsibility for returning equipment to its proper place and removal of all debris, garbage, etc.
 - Possession and/or consumption of alcoholic beverages is strictly prohibited during all events
- Following the event:
 - Report any injuries using the Injury Report Form within 24 hours
 - Notify the Club Sports Office of any misconduct within 48 hours

Alumni Event Responsibilities/Procedure

- Club Sport Executives are responsible for:
 - Sending a written proposal to the Club Sports Office for approval that includes preferred venue and time
 - Corresponding with Alumni Relations to ensure the success of the event
 - Assign a Club Sports Safety Officer (First Aid/CPR Certified) who will be present during the event

- o Responsible for reporting current student/teammates conduct during the event. This includes leaving the venue in same or better condition than they found it
- The Club Sports Office is responsible for:
 - o Approving the written proposal
 - o Finding an appropriate venue for the event
 - o Scheduling an Athletic Trainer
- Alumni Relations is Responsible for:
 - o Event Management
 - Opening and closing the venue
 - Ensuring all University policies and procedures are being upheld
 - o Corresponding with club executives to ensure the success of the event

Marketing

New initiatives

Club Sports event staff will be taking action pictures at select home events. They will be available for clubs to request as well be put up on the website periodically.

Livestreaming games will be an added feature. If you would like to request specific games be streamed, email the Club Sports Office directly with your request and a brief explanation for why.

Live streams will be on the [Northeastern Club Sports Facebook Page](#) and the [Northeastern Club Sport Website](#).

Upon reading and agreeing to the policies set forth in the handbook and in consideration of my participation in the Activity, I further hereby agree and grant permission for Northeastern University to record, film, photograph, audio-tape, videotape, interview and or publicly exhibit, display, distribute and/or publish my likeness, appearance and or spoken words in any form and for any purpose worldwide to perpetuity and without compensation.

Financial Operations

Student Activities Business Office (SABO)

SABO is the financial center for all Club Sports and Student Groups. The office provides accounting and banking services, fee free accounts, monthly financial statements, and financial training. For the convenience and protection of each club, all team finances must be handled through the Student Activities Business Office. No team is allowed to hold a bank account outside of the University.

Location & Hours

Location:

434 Curry Student Center

Hours:

Fall and Spring: Monday - Thursday (8:30 AM – 7:00 PM), Friday (8:30 AM – 5:00 PM)

Summer: Monday - Friday (8:00 AM – 5:00 PM)

Team Accounts

The Club Sports Office must approve all teams before they have a valid index number to conduct financial transactions or compete. Following this recognition process, SABO will then create a new cash index for the team (or activate the existing cash index for existing teams).

Financial Advisor

The Financial Advisors for Club Sports are the Associate Director of Club Sports & eSports and Coordinator of Club Sports. The Financial Advisor should be familiar with the policies of the Student Activities Office, Student Activities Business Office, Club Sports Office, and Northeastern University. They should ensure that all expenses are legitimate organization expenditures and within university and Student Activities Business Office guidelines. All expense transactions require the signature of the organization's Financial Advisor. In addition, the Financial Advisor should review the monthly financial statement with the clubs to ensure the integrity of transactions against the index. Additionally, the Financial Advisor is responsible for approving which teams can be authorized as legitimate clubs at Northeastern University.

Cash Index

A SABO cash index is an account with money from self-generated or outside funding. Funds in a cash index may be spent at the discretion of a club's executive board, with the exception of drugs, alcohol, tobacco, and personal products. All expenses require the approval of the Club Sports Office and the signature of either the *Coordinator* or *Associate Director*. Any deposits made to a club will be placed in the cash index. At the end of the fiscal year any remaining balance will be carried forward to the next year.

Outside Bank Accounts

No club may hold a bank account outside of the University.

Budgeting

Every team is responsible for their respective team accounts, and the account should be managed by the club's executive board Treasurer. It should be a goal of every team to function financially independent of Northeastern University. The Club Sports Office and SABO are a resource for the teams to use in assisting with budgeting and financial feasibility of exterior and interior expenses, but the success of the team and responsibilities of running a successful club solely rely upon the team and its executive board.

It is the Treasurer's responsibility to follow the rules and regulations and to relay financial information to club members. Treasurers must obtain their team's Banner Transaction Report from the Coordinator of Club Sports, who also reviews the team's overall budget as a whole.

Funding

The standard sources of funds for recognized clubs include:

- **Club Sports Office Allocations** - Each year club teams will be allocated funds by the Club Sports Office to assist with financial demands. Clubs must be 100% compliant in order to receive their allocation.
- **Proposals for Administrative Discretionary Funds** - Submitted to the Associate Director of Club Sports & eSports and Coordinator of Club Sports, beyond club allocations and for the purposes of i.e. - championship travel, capital needs, startup funds, unusual administrative or operational costs written with a concise narrative and supported by spreadsheets, cost estimates, tables or informational materials.
- **Nationals Proposal** - All teams intending on participating in their national tournament must write a proposal to the Club Sports Office in order to receive additional funding. Additional funding will be determined at the discretion of the Club Sports Office. Email the Coordinator of Club Sports or Associate Director of Club Sports & eSports for more details.
- **Administrative Excellence Bonus** - A bonus allocation will be awarded to clubs that demonstrate exceptional leadership, organization, and administration throughout the academic year. Clubs must complete all listed items on the checklist to qualify for this bonus. Please email the Club Sports Office for an updated list.
- **Donations through Campaign** - Friends/Family solicitations
- **Fundraising** - Fundraising is a vital tool for all Club Sports in assisting with operational and team expenses. Each team is expected to consistently evaluate their financial needs and identify the most effective way of fulfilling them. Lack of fundraising will be taken into consideration when applying for additional funding.
- **Clubs Membership Dues** - Individual dues vary depending upon each club's executive board decision taking into account travel, competition/league fees, coaching salary, equipment, and sport specific requirements necessary in the funding of their club
- **Volunteer Employment** - Exp. Working Campus Events

Administrative Bonus Checklist:

In order for teams to be eligible to receive an administrative bonus, the following criteria must be met:

- 1) Completed all required compliance duties before the 10/15 deadline or the first event if scheduled before 10/15
 - a) Rosters - All students are registered and approved on DoSportsEasy. No student is permitted to participate without all of the mandatory documentation on file. This includes tryouts, practices or events/games
 - b) Schedule - Full schedule is updated and completed on DoSportsEasy. Competing and participating in an event that is not listed is a violation.
 - c) Budget Form - Projected Budget for the year
 - d) Club Policies (Formally ART) - The current executive board is updated and listed on the team page on DoSportsEasy. Club policies are updated online by the club president.
- 2) At least 2 executives attended the mandatory trainings (*Ex: Beginning and Mid-Year Executive Board Meetings*)
- 3) Schedule is kept up-to-date throughout the year including location, traveling club members list, and results.
- 4) All travel was coordinated and approved by the club sport office
- 5) All apparel, equipment, and league dues were approved by the club sport office
- 6) Requests were submitted with adequate notice allowing the Club Sport office time to complete them (Eligibility forms, Athletic trainers)
- 7) Coaching changes/hires/updates are sent into the Club Sports Office in a timely manner
- 8) Fundraisers were submitted through Orgsync and approved by student activities and the club sports office
- 9) Facility policies were abided (E.g. 72 Hour Cancellation Policy)
- 10) The team completed the community service requirements
- 11) The team completed the monthly treasurer's ledger on time and accurately
- 12) The team actively participated in 1 out of 2 listed "CS Nights" with Varsity Athletics
- 13) Regularly checked team account and budgeted for upcoming events
- 14) The executive board regularly communicated with the club sport office on all related club sport matters
- 15) All Club policies were followed and executed policies

Financial Procedures

***Any team member found violating these policies and regulations or processing financial transactions without the authorization of their Financial Advisor, may be subject to disciplinary action. They may also be personally liable for financial obligations incurred. Clubs that violate the financial policies are subject to suspension, probation, or the loss of University recognition.*

Advisor Approval

Must have approval from Club Sport Office before making any and all purchases.

Procedure for Purchases

If a club wishes to purchase items using their cash index they should contact the Club Sports Office. The Club Sports Office will make the purchase of products/services only if adequate funds exist in the club's account. There will be no purchases made for potential or anticipated funding. Although, for certain instances such as championship funding, the club may have discussions with the Club Sports Office to assist and accommodate.

Signature Authorization

All purchases require the approval from the Club Sports Office (Financial Advisor). This includes but is not limited to: apparel, league registrations, equipment, and travel expenses.

Direct Pay

[Direct Pay Forms](#) are used to request payment for things such as services, performer payments, or purchases from vendors. Payment will be made in the form of a Northeastern University check. Keep in mind the following information when using this form:

- Amounts over \$1,000 require a longer time to process because the signatures of two University officials are required.
- Proper supporting documentation such as an original invoice, approved contract, completed registration form, or original itemized receipt(s) must be attached for the check to be processed.
- Multiple reimbursements to one individual can be grouped together on one form. When paying a vendor directly, there should be one invoice or contract per Direct Pay Form.
- Checks made payable to an individual for a service provided, or to a vendor for rental of a facility, requires an original approved University contract.
- Only fill in the social security number field if you are paying an individual for services provided.
- If a purchase order initiated the purchase of merchandise, fill in the purchase order number in the PO box.
- The group Financial Advisor must sign the Direct Pay Form.
- Provide a contact name and phone number in case there are any questions.

- Include a detail description for the purpose of the payment in the “Comment” section on the bottom of the form.
- All payments to individuals will need a W-9.

**** The Student Activities Business Office reserves the right to deny payment/reimbursement for goods/services that are not clearly identified by official documentation.**

Checks

Checks will no longer be available for pick up in the SABO office. The Accounts Payable Office will mail checks out directly to the address listed on the Expense Reimbursement Voucher & Direct Pay forms.

Club Sport Credit Card

The Club Sports Office may be able to assist with purchases via the use of a credit/procurement card (procard). A procurement card may be used to expedite the following payments:

- Capital Equipment (consult the Reference Guide to University Agreements for a listing of preferred vendors)
- Hotel rooms
- Airfare (Expedia is the University’s preferred vendor)
- Miscellaneous travel expenses
- One-time vendor purchase (apparel)

****Only the Club Sports Office is permitted to utilize the Club Sports credit card**

Procurement Card Procedures:

- 1) For travel related purchases** - Once the reservation forms have been completed and approved by the Associate Director of Club Sports & eSports or Coordinator of Club Sports the travel can be purchased with the procard. The club should then submit all receipts and paperwork associated with the travel back to the Club Sports Office immediately for reconciliation.
- 2) For non-travel related purchases** - The club must obtain a written, itemized quote from the vendor. The quote needs to show the items being purchased with their corresponding dollar amounts, including any other applicable cost, such as taxes and/or shipping and handling costs or specific terms. Additionally, the quote needs to include the vendor’s name, address, and telephone number. Northeastern University is tax exempt, so tax should not be charged to the procard for items other than meals and lodging.
- 3) Reconciliations** - When the procard is used on behalf of a club by the Club Sports Office, the team that incurred the expense will be charged via a journal entry. The journal entry will credit the club’s administrative index and debit the appropriate team index. The Associate Director of Club Sports & eSports will complete the journal entry and attach all backup documents and receipts to verify the charges. The journal entry must then be submitted to SABO for processing. At month end, the Associate Director of the Business Office will reconcile the procard administrative index with the club’s index to ensure that all clubs were charged correctly, and the backup is sufficient for the procard audit.

****Improper use of procard by team members can result in team account suspensions, freezes, and other restrictions.**

Reimbursements

The Club Sports Office prefers if no individuals make payments with their own personal accounts. It is understood that circumstances arise where personal accounts must be used, and individuals can be reimbursed for incidental expenses incurred while traveling providing the expenses are approved by the Club Sports Office and fall within University guidelines. Remember to request and save itemized receipts while traveling. Before anything is purchased on personal cards, check in with the Club Sport staff to ensure it is reimbursable. **NO GEAR/APPAREL WILL BE AN APPROVED REIMBURSEMENT! – YOU WILL NEED TO GO THROUGH OUR OFFICE AND THE PROPER PROCESS IN ORDER TO PURCHASE GEAR/APPAREL!**

Reimbursements must be made payable to the individual that incurred the expense. Complete a [Reimbursement Form](#), attach the original, itemized documentation including proof of payment (i.e. receipts, invoice, registration form, etc.), and have the club Financial Advisor (CS Office) approve the form. The reimbursement process is now strictly online and the old PDF forms will not be accepted. Ensure that Nick, Drew, or Chelsey are put down for advisor approval. (go to page 48 for full process)

It is recommended that all treasurers have any member get approval from you prior to submitting the reimbursement request online – this way you will have record of it and can review, and potentially deny it beforehand if necessary!

Incidental Expenses

Individuals can be reimbursed for incidental expenses incurred while traveling providing the expenses are approved by the club and within University guidelines.

- Attach the original itemized receipts to a [Reimbursement Form](#) and have the club Financial Advisor approve the expenses on the form.
- Submit the approved form and the original, itemized receipts to the Student Activities Business Office online to generate a check for reimbursement.

Receipts

It is the role of club executives to save all receipts from purchases that warrant reconciliation from their club account (procard transactions, transportation, etc.). In order to be properly reconciled, these receipts must be submitted to Club Sports Office.

***Executives must email the Club Sports Office with the attached receipt within two weeks of the transaction. Failure to do so may result in a fine.*

Stop Payments

On rare occasions, a check may be lost or stolen and a cancellation of payment (stop payment) is necessary. Should your club find itself in this position, send the Student Activities Business Office an email or memo stating:

- Who the check was made payable to
- The amount of the check

- The invoice number
- The date the request was submitted to the Student Activities Business Office
- The reason for stop payment:
 - If the check is to be voided or reissued
 - **Voided Check** – the check is no longer required. Cancel the check and return the funds to the originating index. If the student group still has possession of the original check, then they need to return it to the Student Activities Business Office and ask them to void it. **Do not destroy the check.**
 - **Reissued Check** – the check in current form contains faulty payment information. A new check with the correct payment information is required.
- Confirmation from the bank takes approximately ten working days. Once the Student Activities Business Office receives the confirmation a check can be reissued.

Funds Transfers

Transferring funds between club accounts is possible but only with prior approval from the Club Sports Office. Agreements between teams to split financial costs (i.e. hotels, airfare, meals, equipment purchases, etc.) is strictly prohibited without the pre-approval of the Club Sports Office. This is a serious matter, and the failure to seek approval could lead to a major infraction.

All penalties associated with this sort of infraction are up to the discretion of the Associate Director of Club Sports & eSports.

PayPal/Venmo

The use of money transferring websites and apps such as PayPal, Venmo, etc. are strictly prohibited for any Club Sports financial transactions.

Contracts

To pay a performer, speaker, or other individual or group who has provided a service for your team, an approved University contract is required in advance. See the Student Activities Office to initiate a contract. Once both the University and service provider have signed the contract, submit one original version of the contract along with a Direct Pay form to get a check for payment. A check will not be processed unless SABO has the contract with both the signatures of the service provider and the University.

Official/Referee Payments

Clubs may email the Club Sports Office for assistance with official/referee payments. Payments may take up to three weeks. Executives must complete the following information in order to receive assistance:

- Date of event
- Event details (i.e. lacrosse game)
- Individual's contact information
 - Full name, address, contact number
- W9 from each individual

Purchase Orders

Purchase orders are a promise of payment to an outside vendor in exchange for merchandise. A purchase order encumbers money from a group's index so that once the merchandise has been received, the money has already been reserved for that purchase. A purchase order is particularly useful for your organization when purchasing items such as t-shirts or giveaways. Once the merchandise has been received and your group is satisfied with the contents, then a Direct Pay form must be processed in order to pay the vendor. Businesses and vendors prefer purchase orders because it assures them of guaranteed payment. The University prefers purchase orders because it assures them that the group planned the preparation of the purchase. Groups prefer purchase orders because they don't have to put out any money from a member's pocket.

How to Obtain a Purchase Order (PO):

- Request an itemized quote from the vendor. The quote should provide the vendor's name, address, and phone number, as well as an itemized list of what is being purchased, the unit cost of each item, any tax and/or shipping, the total cost of the order, and any special arrangements.
- Have the club's Financial Advisor sign/approve the quote.
- Present the approved quote to the Student Activities Business Office. The Student Activities Business Office will create the purchase order and the money will be encumbered provided that the team has sufficient funds to cover the estimated cost.

Any order over \$3,000.00 requires written bids from at least three different vendors and a bid summary which includes three bids from different vendors. An award justification is also required to explain why a particular vendor was chosen (i.e. quality, cost, availability). It is not mandatory to choose the lowest bid, but if the group does not choose the lowest bid a written explanation is required.

A purchase order does not pay the vendor. It merely reserves the funds for payment at a later date. Do not forget to process the original, itemized invoice for payment on a Direct Pay form once the merchandise is received. Do not pay a vendor before receiving the merchandise. If the merchandise is not received, or is received in unsatisfactory condition, the student group may lose leverage to negotiate a resolution and the funds used for payment may not be returned.

Deposits

Deposit all money into your club index immediately. Never allow any member or officer to take money home or deposit into their personal account. It is far too dangerous a risk, as well as being a violation of University rules. Putting your hard-earned money into your group index is easy. Simply complete a Banner Department Deposit Form and submit it with your cash and/or checks to the Student Activities Business Office (SABO). **Checks should be made payable to Northeastern University.** Deposits should always be made to the cash index. SABO will collect your deposits and send them to the Cashier's Office for processing via a Banner Department Deposit Form.

Completing Deposit Slips:

- Fill in the total amount of cash being deposited.

- Itemize each check number and value of check. **All checks should be made payable to Northeastern University.** For the protection of all clubs, clubs should get all the possible information from the individual paying by check. If the check bounces, it can be tracked if a name, student ID number, permanent address, and phone number are known.
 - Any check not honored by the bank will not be credited to the team's index. The Student Activities Business Office will notify the group in writing, as well as attach a copy of the returned check, for the club's records. It is the club's responsibility to collect on any bad debt.
- Put the total of currency and check in the "Total" box.
- Fill in the team's index number and banner account code.
- In the department section fill in the team's name (i.e. men's squash).
- Campus address will be 434J Curry Student Center (SABO).
- Fill in the name of the individual doing the transaction on the Department Contact Name section.
- Place the money/checks and deposit form in an envelope.
- Submit the money and deposit form to the Student Activities Business Office. After business hours, contact the Student Center building manager to deposit in the night depository. The team can contact SABO the following day to confirm receipt of the night deposit.
- Deposit Checks within 60 Days - SABO will no longer accept checks that are more than 60 days old. Checks should be deposited in a timely manner. Checks that are more than 60 days old can be void or have insufficient funds.

Night Deposits

To deposit money after an event or when the Student Activities Business Office is closed, complete the deposit slip and put both copies in a sealed envelope with any cash and/or checks. Contact the Curry Student Center building manager to assist you. The building manager will escort the club member to the night safe and unlock it. Put the deposit in the slot to allow the deposit to drop down into the safe. Pick up the verified receipt at the student group mailbox the following business day. If the Student Center is closed at the end of the event, Public Safety can provide a lock box. A club member must then return to Public Safety the following day, with the key and retrieve the money to be deposited at the Student Activities Business Office.

Online Dues

Students may also choose to pay dues online utilizing a credit card. Below is a step-by-step outline to complete online dues payment:

- Sign into your student myNEU account and go into NUPay
- Select Make Payment



Northeastern University



Your Account View Bills **Make Payment** NUPay Basket help Sign Out

Northeastern Student Account Online

- Scroll through items to pay/purchase and select “Club Sports Fee/Dues” (underlined link) or “View Details”.



Northeastern University

Your Account View Bills **Make Payment** NUPay Basket help Sign Out

Northeastern Student Account Online

Student's Name

Payments processed to your Student Account are posted immediately.

Protect your information. Select the SIGN OUT button above when you are done.

Your account does not currently have any outstanding charges.

Description	Price	View
<u>Club Sports Fee/Dues</u> Club Sports Fee/Dues for registered club members.		View Details

- Select the appropriate Club/Fee. The amount will populate based on your club choice. The pre-filled amount can be changed by clicking in the amount field and entering a new amount.
- If the payment is for an event, trip or anything other than Club Dues, please enter a description in the optional reference field provided below the Club/Fee field.

Club Sports Fee/Dues

Club Sports Fee/Dues for registered club members.

(If applicable, change amount. No commas.):

*Select Club/Fee:

If payment is not for dues, please explain:

To pay for this item, click the button below.

[Add to NUPay Basket](#)

- Add to NUPay Basket and proceed with Checkout/Payment process
- Payment Methods Accepted: Credit Cards, ACH/Electronic E-Checks, Debit Cards with the MasterCard/Visa logos

Financial Resources

[SABO Quick Help Guide](#)

[Direct Pay Request Form](#)

- Use this form to request payments via check to companies or individuals for a service or

- product provided to a student group
- Advisor approvals via email accepted
- Email completed form, invoice, and advisor approval to SaboPay@neu.edu or bring documents to 434J CSC

Reimbursement Form

- Use this online form to receive a reimbursement if you made purchases on behalf of your student group. The old PDF forms will no longer be accepted. This is an online process ONLY: <https://www.northeastern.edu/sabo/club-sports-expense-reimbursement-voucher/>

SABO Reimbursement online process

- Complete the new, online expense reimbursement voucher form available [here](#). All required fields (indicated with an asterisk *) must be completed, and required receipts must be uploaded, in order to submit the form.
- Ensure all receipts adhere to Receipt and Proof of Payment Requirements
- **The person receiving the reimbursement will need to be the person completing this form. Also, they will need to put themselves in the student/guest approver section.**
- Once you submit the online form, an email (including a PDF of all information submitted) will automatically be sent to your advisor for approval. **(Note: Nick, Chelsey and Drew are your advisors, you MUST put one of their email addresses in)**
- The submitter of the form will also be emailed a copy of the form to retain for their records. **(Note: This is only to serve as a confirmation, you DO NOT send this through with an approval email)**
- Your advisor must then forward the automatically generated email they receive to SABO at sabopay@northeastern.edu with an indication that they approve of the expense(s).
- SABO will review the form before sending along to Accounts Payable (A/P) for processing.
- A/P will process the reimbursement and send payment via direct deposit (if the person being reimbursed has already established this with Northeastern – for student employment purposes, as an example) or via check within 10 to 14 business days. Checks will be sent to the address listed on the form only.

NOTE: SABO expense reimbursement voucher form is intended to be used for reimbursements for students, guests, and part-time employees of the University ONLY. Full-time Faculty members and staff should continue to use the concur platform for their reimbursement needs.

How to fill out SABO Expense Reimbursement Voucher

- **Name:** Enter the name of the Person being reimbursed. This form should not be filled out by anyone other than the person being reimbursed.
- **Address:** Enter the address of the person being reimbursed. The check will be mailed to this address.
- **NU ID:** Enter your NU ID number. It is only required for NU students.
- **Travel Expense, Non-Travel, or Both** – make the appropriate selection and enter the appropriate description/business purpose and dates.

- **Index:** The 6-digit Cash or Budget Index number that will be charged for the reimbursement.
 - Use [this link](#) to look up your club's index number
- **Account code:** 5-digit account code related to the type of expense (Example Food = 74320).
- **Out of Pocket Expense:** Enter the amount to be reimbursed for each account code or expense type.
- **Student/Guest Approval:** Enter name, date, email, phone of person being reimbursed. **This should not be filled out by anyone other than the person being reimbursed.**
- **Advisor Approval:** Enter the name and email of Nick, Chelsey or Drew.

Club Index Statement

Obtain an updated balance or the budget report at the Club Sports Office (130 Badger & Rosen, 617-373-8727) on a regular basis. Be careful to not consider this amount as a real time estimate of balance.

[Treasurer's Ledger](#)

An ongoing and independent accounting of debits and credits is *required*. *The Club Sports office has provided a treasurer's ledger for ALL to use in order to remain consistent.*

- *All treasurers will submit an electronic up to date copy of their club ledger by the 12th of every month.*

How to download the ledger:

- *Click on header's hyperlink -> Scroll Down to Ledger Template -> Download -> start filling out the form*
- *Read the instructions at the top of the ledger!*
- *If you need your rollover balance from the previous Fiscal Year (entered in first line), contact Club Sports and we will help get that for you!*

***For more information on financial policies and procedures, visit the [Student Activities Business Office Website](#).*

Fundraising Procedures

Clubs must review and comply with the [Student Organization Resource Guide](#) for details on Fundraising Policies and Procedures. If you have any questions about a fundraiser, please contact the Center for Student Involvement at 617-373-2642.

All recognized student organizations are permitted to fundraise. However, student organizations must follow the rules instituted by the Office of Student Activities. Student organizations may only fundraise for their own organization or, if approved, a recognized charity or relief effort. All student organization fundraising efforts must be conducted by the student members in accordance with the appropriate policies of the University. Student groups shall not be permitted to run fundraising events where the proceeds are returned directly to their national organization or another entity. Whenever possible, these fundraising efforts should be run in appropriate space, but shall always be done in a manner that does not interfere with the rights of members of the University community to be free from unwanted solicitations.

Club Sports Fundraising Philosophy

Clubs are encouraged to fundraise, and seek outside contributions from friends, family, University departments, etc. Sales and some forms of solicitation are special privileges granted to a recognized club as methods of fundraising and dispensing information about their organization. All fundraising and solicitation events must be approved by the Student Activities Office located in 434 Curry Student Center and the Club Sports Office.

Club Sports Fundraising Support

Contact the Club Sport Office and [Andrade Fearon](#) (Student Activities)

Fundraising Approval

To host a fundraising event, teams must submit a proposal to the Club Sports Office using the Club Sports Fundraising form. All fundraising proposals should be submitted at least three weeks prior to the event. Clubs must receive approval from the Club Sports Office and the Student Activities Office in order to proceed with planning and acting on the proposed fundraiser. The University also has contractual agreements with some vendors on campus, and business conducted with them can be charged directly to the team's Cash Index.

Prohibited Fundraisers

Gambling, raffles, lotteries, and catalog sales. General solicitation, especially in such areas as classrooms, lounges, and cafeterias. Fundraising for political candidates or political organizations. Please check the [Student Organization Resource Guide](#) for more information.

Fundraising Form for Student Organizations: [Here](#)

This form will be reviewed by the Club Sports Office and then your program manager and a

determination will be issued on behalf of the Center for Student Involvement. Please allow up to three weeks for the approval process.

Cash Collection

Email [Andrade Fearon](#) or the Club Sports Office with any fundraisers involving cash collection.

- Cash collection or sales of any kind in conjunction with a large event must have an NUPD detail, regardless of the cost per item.
- Cash boxes are available to borrow from the Student Activities Business Office when a club is collecting money for an approved fundraising event. Pick up the cash box and cash during business hours either the day before or the day of the event. Also, present the fundraiser approval letter from the Student Activities Office upon receiving the cash box.

Important Policies

All fundraisers must be approved by the Club Sports Office and the Student Activities Office.

- **Friends and Family Letters:** The Athletic Development Office, Club Sports Office and the Student Activities Office must all approve club letter writing campaigns to friends, family, businesses, and supporters. Please email Nicole Girard and the Club Sports Office with your drafted letter prior to distributing.
- **Outside Vendor Policy:** Outside vendors are prohibited from selling or promoting their products or services on campus without prior permission from the designated University official and such permission shall only be granted when the conditions of this policy are met and there are no conflicts with existing contracts for goods and services. Outside vendors shall include: college tours, radio stations, banks, telephone and other telecommunication providers, testing services, credit card companies, discount card companies, ad-books, storage services, food vendors, clothing vendors, merchandise vendors, direct mail vendors, and all other for-profit commercial entities.
- **Solicitation for Tax-deductible Donations:** These must be coordinated through the University Development Office. All checks should be made payable to Northeastern University. The name of the recipient club should be noted in the memo field. A memo indicating the recipient club and any stipulations associated to the donation should be included with the check. The Athletic Development will forward the donations and team information to the Development Office who will then transfer the funds via journal entry to the respective club.
- **University Department Support:** If a team is of interest to a certain department, consider seeking support from that department. Money can be transferred from a university department to a student group by using a university Journal Voucher form. A copy of the fundraising approval form and a copy of the letter should be sent to the Student Activities Office for final approval.

*****Any team found fundraising without proper approval would be subject to disciplinary actions.***

Club Sports Fundraising Quick Help Guide

Donations

Donations should be mailed to:

Northeastern University

360 Huntington Avenue

Attn: "Club Name"

219 Cabot Center

Boston, MA 02115

Online Donations

Made to a specific club via the [Northeastern Giving Website](#).

Branding

All apparel, uniforms, and branding must be approved by the Club Sports Office. Reference the [Branding Guide](#) for all branding policies and procedures.

New in 2018, all Club Sports will be included in the new Athletics partnership with Under Armour, which includes discounts and updated university-wide branding. This is a very exciting new policy that ties the whole sports community at Northeastern (varsity, club, and intramural) into one collective unit. Clubs will be able to use Northeastern's 45% discount on Under Armour products listed in the [UA Catalogs](#), and will have gear/apparel that matches varsity in all but the team name.

New policies in place due to this partnership:

- On all apparel and uniforms the word "Club" must be included (e.g. Club Softball, Club Rugby, Club Powerlifting)
- Moving forward, all gear and apparel orders **must** be made through Under Armour **after** a gear/apparel request has been submitted and approved by the Club Sports Administrators.
- Club Sports and Athletics are aware of the financial burden this may have on clubs as it comes out of club specific accounts. That being said, there will be a **Phase out period** for current gear (jerseys, shorts/pants, cleats, etc.). This means that within the next 2 years, any and all gear must be Under Armour (exceptions are only if they do not make the sport gear yet).
- *If Under Armour does not make a specific item, current policies are still in effect, a request must be made to the Club Sports Administrators in which they will assist and approve an alternative.*
 - *No major competitors will be approved (i.e. Nike, Adidas, Warrior, etc.)*
 - *Just because it is not shown in the catalogs, does not mean they do not make it! If you are looking for something specific, whether it be apparel or gear, contact Club Sports and we will assist in finding out!*
- *There will be significant ramifications if any gear/apparel order is completed without approval from Club Sport Administrators first!*

Before purchasing executives must:

- Contact Club Sports to request to complete an order (for gear and/or apparel)
- Request a "Mock Up" from Under Armour for branding approval
- Forward the "Mock Up" to the Club Sports Administrators for approval

- Once approved, complete the order by submitting the Direct Pay request to Club Sports or email the Office for potential use of the Club Sports procard.

Approved Logos



Approved Font

UNITED SANS CONDENSED BOLD

CLUB SPORTS

ADDITIONAL UNITED SANS CONDENSED WEIGHTS

UNITED SANS COND BLACK

UNITED SANS COND HEAVY

UNITED SANS COND BOLD

UNITED SANS COND MEDIUM

UNITED SANS COND LIGHT

Estimating Cost

Catalog

For all products in the UA catalog, take the retail cost (cost listed in catalog) and multiply it by .55, and this will give you the cost per item. For example, let's say you order 40 pieces at 20 dollars each, your total will be \$800.00. To estimate shipping, take this total and multiply by .06, and this will give you an approximate shipping cost.

Custom

Some items must be purchased through the UA uniform builder, or you can use this tool if you would like to create custom uniforms for your team different than available stock options. For example, track singlets that are stock items have to be done through the uniform builder. These singlets can also be used for other sports where a specific UA item may not exist (e.g. using them for rowing tanks).

Printing is as follows:

- 1 color - \$1.50
- 2 colors - \$2.50
- 3 colors - \$3.50

Embroidery

- Less than 10,000 stitches - \$6
- Greater than 10,000 stitches - \$9



Under Armour, non-branded and promotional online team stores

Steps for creating your online store:

- 1) Please choose the items you are interested in and provide us with the following information:
 - a. Style number and color of the item
 - b. Logo and placement for the item
- 2) How long would you like for the store to stay open? All orders are placed on the same day in bulk.
- 3) Would you like to fundraise?

- 4) If you would like to fundraise, how would you like to use your profit from the store?
- a. Check back to the program
 - b. Leave as a credit for future orders

Team Store Guidelines:

- 10 Piece Minimum
- Logos must be the same on all items of similar style
- Two logo options
- Logos cannot be changed once store is live



Risk Management

***Any student found violating these policies and regulations may be subject to disciplinary action and could be referred to other University Departments (i.e.; OSCCR, Public Safety) for further disciplinary procedures based on the nature of the indiscretions.*

Acknowledgement of Risk and Informed Consent

Safety of Club Sports participants is of the utmost importance. There are inherent risks involved in all aspects of competitive sport programs, and **all participants need to be aware that their *involvement is voluntary.***

Prior to the start of each club's season, all participants must sign and submit an [Acknowledgement of Risk and Informed Consent](#) form assuming full responsibility for their activity in a club sport and confirming they have personal medical/health insurance to cover any injuries. No student is allowed to participate in a club sport activity unless both the Acknowledgement of Risk and Informed Consent and Massachusetts Hazing Statute Acknowledgment Sheet are signed and submitted. This form can be found on DoSportsEasy during registration as well.

Hazing

In compliance with Massachusetts State Law, the Club Sports Office distributes the [Hazing Statute Acknowledgement Sheet](#) annually to each team. Every club sport participant is required to read and sign the “Anti-Hazing Acknowledgment” form, as part of the team registration process, confirming its compliance with the law. Northeastern University does not take lightly the role that hazing plays in university settings. Any form of hazing should be directly reported to the Club Sports Office.

Alcohol/Drugs/Tobacco Policy

All teams must abide by the Drug and Alcohol Policy set forth in the Northeastern University [Code of Conduct](#). Alcohol use at Club Sports sponsored events and practice both on and off campus is strictly prohibited. The use or distribution of drugs, except those prescribed by a physician for medical purposes is prohibited. Team members and coaches shall not consume alcohol or use illegal drugs while serving as a representative of their club and of Northeastern University. This includes while traveling, lodging, competing, spectating, socializing, and/or while on club time. Please refer to this [Northeastern University resource](#) and the Northeastern University [Health and Counseling Services](#) website for more information on alcohol and drug education.

Weather Policy

In the case of inclement weather conditions, executives may cancel practice without penalty but must notify the Club Sport office as soon as possible.

The Club Sport office will also monitor weather conditions and notify teams in the case of a weather cancellation. A text message and email will be sent directly to the Club Sport executives and Carter Field staff with cancellation/delay details. If a dangerous condition with potential safety concerns are present (or notified by Club/Facility Staff), the playing area should be vacated by *all* participants. Resumption of activities may occur when the “all clear” designation has been given by the staff on duty at their discretion. All participants on the field should find safe shelter when an unsafe lightning situation has been determined.

CPR/First Aid

At least two members of a club must be certified in Red Cross CPR/AED and Standard First Aid (or equivalent). It is required that at least one certified member be at each practice and competition. Cards of the certified individuals must be on file with the Club Sports Office.

Medical Kits

Teams are required to bring a medical kit to all home events. Please contact [Edwin Salamanca](#) at the Cabot Center at least one (1) week in advance to reserve a medical kit. Kits need to be returned within (24) hours after the event ends.

Ice

Teams are also in charge of bringing their own ice to all home events. Ice can either be picked up at Marino or purchased at a convenience store and brought to the game. Athletic trainers are not responsible for bringing ice.

Athletic Training

Club Executives must request athletic trainers at least one month prior to the event date. Athletic Trainers will be assigned at the discretion of the Club Sports Office and prioritized based on risk.

Main Athletic Training Contact: Kate Shimota, k.shimota@northeastern.edu

Automatic Lights and Finish Times

Some venues (i.e. Parsons Field) have lighting that will automatically shut off on a timer. At any such venue, the scheduled practice or game must conclude at least 15 minutes prior to the lights shutting off. This time will allow for injury care and/or facility cleanup and work.

Accident/Injury Report

When an accident or injury occurs while participating in a Club Sport activity, the team executive board must fill out the [Club Sports Injury Report Form](#). The report must be immediately submitted to the Club Sports Office. **If an injury needs immediate medical attention dial 911.**

Allow a medical trained person to treat ALL injuries. If no one is there initiate EAP to get someone medically trained to treat the injury!

All Club Sports injuries should be managed through UHCS and the Athletic Trainer/Physician Extender there. Please have your primary insurance information/NUSHP available at any visits should it be requested

Referrals to Dr. Corrado:
Head Club Sport Physician
g.corrado@neu.edu
135 FR (Forsyth)
617-373-2983

Travel Emergency Procedures

- Fully stocked First Aid kits and ice bags are available at the [Club Sport Dept/Office](#) and must be brought to each game or match.
- Players with head injuries should seek necessary medical attention. Refer to the recommendations and procedures for head injuries outlined by the National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussions enclosed in the informational binder.
- In preparation for a serious injury or emergency during the game/match, keep cell phones on and accessible.
- Locate the nearest telephone landline at the field or event.

- Bring Northeastern University Injury Report Forms to each game/match.

Head Injury Policies and Procedures

The purpose of this policy is to facilitate the safe participation of the club sport student-athlete who is at risk of suffering a head injury while participating in club sport contests or practices and also the safe return to play of club sport the student-athlete after such an injury.

Policy

Head Injury Policy and safe return to play criteria for club sport student-athletes. All Club Sports participants at Northeastern University should attain a certificate of concussion management from the Center for Disease Control Head's Up concussion resource center at this link: <http://www.cdc.gov/headsup/youthsports/training/index.html>.

Preparation

Club executives will be distributed the head injury protocol at each semester's leadership training. A copy of the NATA concussion fact sheet for athletes and coaches is available at the Club Sports Office and will be distributed to all club sport executive boards. A copy of this head injury policy will be made available to the executive board and the coaching staff upon request.

Baseline Testing

Reach out for inquiries on baseline testing to explore all potential options.

Management

Unconscious athletes must be treated as if a cervical spine injury is present. The Emergency Action Plan (EAP) for the site of competition or practice will be activated at the discretion of the attending sports medicine staff or person with the highest medical credentialing attending. If the athlete is conscious, they will be removed from the playing area and evaluated by the person attending with the highest level of medical/first responder training (EMS may need to be called if no athletic trainer is present).

Athletes who display or report ANY signs and/or symptoms of a head injury at the practice or contest will be removed from participation immediately and evaluated by attendant athletic trainer/first responder, qualified medical personnel at Northeastern University Health and Counseling, or a local hospital emergency room. If an athlete demonstrates evidence of a head injury, they cannot return to play for the remainder of that day. Emergent referral to a local hospital or team physician will be made at the discretion of qualified medical personnel present.

Executive Board/Safety Officer Guidelines

If there are no medical personnel present, it is the responsibility of the executive board Safety Officer or club coaching staff to contact the event sports medicine staff, or host institution, to guide management. If unsure, coaches and athletic staff are encouraged to act conservatively and activate

the facility EAP. All occurrences of possible head injuries must be reported to Club Sports and the UHCS staff as soon as possible and each student-athlete should follow up at UHCS at the earliest possible time.

Follow-Up Care & Management

Athletes suspected of a concussion will initially be referred to Northeastern University's ATC physician extender or head team physician in UHCS (or designee), and if deemed necessary, referred to Children's Hospital Boston (CHB) for treatment. Management and follow-up testing will be guided by CHB Physician recommendations, to include recommended academic accommodations. Following treatment, student-athlete must be referred back to the head team physician for final medical clearance and vetting of prior clearance.

Dr. Corrado:

Head Club Sport Physician

g.corrado@neu.edu

135 FR (Forsyth)

617-373-2983

Return to Play

Athletes will only return to full participation once they have been medically cleared by a licensed primary care physician. This includes being symptom free and completing the CHB gradual return-to-play progression that has been monitored by qualified medical personnel. Baseline and post injury scores (IMPACT) will be used as tools in clinical decision making when assessing the athlete's progress. In the event an athlete seeks a second opinion, Northeastern University's head team physician has the final say regarding their participation with Northeastern University Club Sports.

Primary Insurance Statement

Authorization for Release of Medical/Personal Information

FERPA Statement

Pillars of Success for Sports Performance:

Academic Excellence, Professional Experience, Commitment to Growth

The Growth Mindset: Embrace Challenge; Fortitude in the Face of Adversity; Daily Commitment to Effort and Discipline; Learn from Criticism and Be Coachable; Celebrate in Others' Success.

1. Proper attire and footwear is required (*i.e.*, sneakers, shorts, t-shirt, team issued clothing).
2. Each individual team will have specific weight room gear that should be worn.
3. NO bags, jackets, headphones, or boots allowed in weight room. All non-training gear must be stored in locker rooms.
4. NO leaning weights against other equipment or weight room walls.
5. Use weights located near equipment being used and return weights to proper position or storage location. The Gries Center is a state-of-the-art facility – Student-athletes must put all equipment away after each use.
6. DO NOT drop weights on the floor.
7. Conduct yourself in a proper and professional manner while training in the weight room.
8. Refrain from vulgar language or actions while in the weight room
9. Students are NOT permitted to use office computers, eat, “hang out” in offices, or touch and/or adjust the music.
10. Student-athletes unable to participate in entire training program due to injury must be evaluated and medically cleared by appropriate medical personnel prior to returning to training sessions.
11. Students must be at training session five minutes prior to training session or enter only if room is empty to foam roll and stretch.
12. Student athletes must contact strength and conditioning staff prior to training session if they are going to be absent or late; make up sessions are available.

Failure to follow weight room rules will result in discipline prior to participation in next team training session:

- 1st Offense – Club Sports Administrators will be notified
- 2nd Offense – Meeting with Club Sports Administrators and strength coach
- 3rd Offense – Lose privilege of participating in team training sessions

NORTHEASTERN SPORTS PERFORMANCE CONDUCT CONTRACT POLICY

It is a privilege to have access to the Gries Performance Center. Northeastern Student will be expected to participate in 100% of programming aimed at injury reduction, performance enhancement, and lifelong wellness. Northeastern Sports Performance conducts training sessions that provide our student-athletes with a continuous exercise progression. Failure to participate in every training session increases risk of injury during training, practice, or competition – STUDENT ATHLETES MUST COMMIT TO AND FOLLOW COMPLETE TRAINING MANUALS.

By signing below, student-athletes acknowledge that they have read and fully understand what is expected of them during training sessions, and understand that it is their personal responsibility to manage daily efforts

[Northeastern University Public Safety Information](#)

Emergency Contact: 617-373- 3333

Non-Emergency Contact: 617-373 - 2121

Automatic External Defibrillator (AED) Locations

Matthews Arena

- (1) Located in the main lobby on the 2nd floor
- (1) Located by the facilities office/Zamboni entrance
- (1) Located by home bench
- (1) Located by Lower level home section 9
- (1) Located by Lower level away section 22

Cabot Center

- (1) Located in main hallway by the campus rec office
- (1) Located at Cabot cage main entrance
- (1) Located on pool deck - Barletta Natatorium
- (1) Located on the 2nd floor between Solomon and Barletta stands
- (1) Located at the Racquetball Hallway
- (1) Located at Solomon Court

Marino Center

- (1) Located on the 1st floor main lobby area
- (1) Located on the 2nd floor outside basketball courts
- (1) Located on the 3rd floor by the elevator doors

Badger & Rosen SquashBusters Center

- (1) Located on Ground Floor Hallway
- (1) Located on the 2nd floor by the elevator
- (1) Located on the 3rd floor by the elevator
- (1) Located on the 4th floor by the elevator

Parsons Field

- (1) Located in Main Office building

Dedham Field

- (1) Located at the main office of the main building

Northeastern Fields Emergency Action Plans

[Matthews Arena Emergency Action Plan](#)

[Parsons Field Emergency Action Plan](#)

[Dedham Track & Field Emergency Action Plan](#)

[Cabot Emergency Action Plan](#)

Carter Field Emergency Action Plan - TBD

Safety Resources

[Madison Park Emergency Action Plan](#)

[Northeastern University Lightning Policy](#)

[Coaches Emergency Action Card](#)

[Concussion Information \(NATA\)](#)

[Concussion Home Care \(NATA\)](#)

[Concussion Appendix A \(NATA\)](#)

[Concussion Appendix B \(NATA\)](#)

[Lighting Safety \(NATA\)](#)

[Asthma Management \(NATA\)](#)

[Exertional Heat Illness \(NATA\)](#)

[Communicable & Infectious Diseases \(NATA\)](#)