

# **Northeastern University Club Sports Handbook 2021 - 2022**

**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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## **Contact Information**

### **Club Sports Office Location**

Badger & Rosen SquashBusters Center

795 Columbus Ave

Roxbury Crossing, MA 02120

Phone: 617-373-7766

Fax: 617-373-8278

### **Club Sports Mailing Address**

219 Cabot Center

Northeastern University

ATTN: Club Sports (or your club name)

360 Huntington Avenue

Boston, MA 02115

## **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**

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

## **Reservations**

[Facility Request Form \(Practice Request\)](#)  
[Facility Request Form \(Game, Tournament, or Special Event\)](#)  
[Hotel Request \(Lucid Travel\)](#)  
[Airfare Request](#)  
[Van Information \(QReserve\)](#)

## **Important Links**

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

## ***Club Sports Handbook Sign-off***

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

# Program Overview

## **Club Sports Philosophy**

The Northeastern University Club Sports Program is overseen by the Club Sports Office consisting of the Assistant Athletic Director - *Club Sports & eSports*, two Assistant Directors of *Club Sports*, and the coordinator of *Club Sports* in partnership with the Northeastern University Department of Athletics. Their role as the Club Sport teams official advisors is to enforce all university policies/procedures, provide administrative assistance, leadership training/opportunities, scheduling support, budgeting assistance and oversight, etc. to each individual club sport executive board and their members. Each club is developed, governed, and administered by the student leadership 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**

*To provide a distinctive student experience and competitive excellence which unleashes and energizes networks of engagement and pride.*

1. **Distinctive Student Experience** - We will provide exceptional opportunities that transform the lives of students and stakeholders.

2. **Culture of Excellence** - We will foster a drive for excellence that permeates every aspect of our work and that is emblematic of our university.

3. **Opportunities to Engage** - We will create unique opportunities for engagement that inspire new and deepening connections with stakeholders both at and outside the university.

4. **Platforms for Success** - We will enhance operational efficiency and cultivate a sense of

belonging that provides the foundation for our success and global distinction.

### **Club Sports Affiliation Policy**

- Club Sports are student-led clubs with administrative oversight from the Club Sports Office.
- Sanctioned Club Sports teams are eligible for benefits including, but not limited to: financial assistance, designated meeting spaces, access to on-campus practice/game facilities, off-campus facility contracts (if necessary), use of designated university vans, access to an athletic trainer/strength Coaches, etc.
- Funding is awarded in the form of discretionary allocations, which are provided yearly through Club Sports. Allocations are based on club eligibility, compliance, merit, roster size, administrative excellence, nationals participation/qualification, etc.
- Clubs utilize the financial services of the Student Activities Business Office for team specific accounts (i.e. dues payments, deposits, checks, etc.).
- 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, 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 a team does not stay compliant to University and Club Sport policies, procedures or guidelines.
- The Club Sports Office reserves the right to permanently ban the participation of students who continually violate Club Sports, Athletics, and/or university policies. Northeastern University prides itself on students who lead by example both on and off the field, failure to uphold these principles will not be tolerated.

### **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 4 tenants; (1) *Local Competition*, (2) *Student Interest*, (3) *Financial Feasibility*, and (4) *a National Sport Governing Body* as reviewed, considered and approved by the Club Sports Office. (Further details on pg. 13 for establishing a Club Sport)

## **Policy on Non-Discrimination and Equal Opportunity**

Northeastern University is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs.

Northeastern University prohibits Discrimination and Retaliation on the basis of protected categories (race, color, religion, religious creed, genetic information, sex (including pregnancy or pregnancy related condition), gender, gender identity, sexual orientation, age, national origin, ancestry, veteran or disability status). All forms of Discrimination or discriminatory harassment within the university community are unacceptable and will be sanctioned appropriately.

Moreover, the University will not ignore any form of discrimination or harassment, including sexual harassment. Nor will Northeastern condone any form of retaliatory activity against any person who brings a complaint of discrimination or harassment, or who cooperates in a complaint investigation.

Reports of Title IX Prohibited Offenses involving students such as sexual assault, sexual exploitation, domestic violence, intimate partner violence, dating violence, stalking, Retaliation and/or sex or gender-based harassment are addressed by the University's Policy on Rights and Responsibilities Under Title IX and separate procedures referenced in that policy, which outline the investigation and resolution of claims of Prohibited Offenses. Reports of Prohibited Offenses can be reported to OUEC by completing the form available at: Reporting to OUEC or in person at OUEC.

The university's non-discrimination policies and related grievance procedures, including the University's Policy on Equal Opportunity and Policy on Rights and Responsibilities Under Title IX, is available online at the following links:

- <http://www.northeastern.edu/policies/>
- <https://www.northeastern.edu/ouec/title-ix-policy-2/>.

## **Title IX**

If you believe that you have been discriminated against or harassed in any way, please contact The Office of University Equity and Compliance (Title IX) immediately at [ouec@northeastern.edu](mailto:ouec@northeastern.edu).

### **In order to file a complaint of discrimination, please use our on-line forms below:**

- Please [Click here to file a Title IX Report](#)
- Please [Click here to file a Bias Report](#)

If you have any questions about the application of nondiscrimination policies, please contact one of the following organizations:

- Regional Director Commission Office of Civil Rights U.S. Department of Education 33 Arch St. Suite 900 Boston MA 02110
- Massachusetts Commission Against Discrimination (MCAD) One Ashburton Place Boston MA 02108-1518
- Equal Opportunity 10th Floor, Room 1001 One Congress St. Boston MA 02114



## **CLUB SPORTS AWARDS**

*At the end of the academic year, the Club Sport Office selects winners for the Club Sports Awards that are given at the Student Life Awards.*

***The 2020-2021 winner was:***

### ***Club Sport of the Year – Figure Skating***

*The Club Sport of the Year Award recognizes a club that has represented holistic success. A club that demonstrates community involvement, teamwork, sportsmanship, and camaraderie throughout the academic year.*

***The 2019-2020 winners are:***

### ***Club Sport of the Year – Field Hockey***

### ***Club Sport Executive Board of the Year - Running***

*The Executive Board of the Year Award is given to an executive board that has demonstrated outstanding effort in administration, communication, leadership, and delegation that contribute to the success of their club.*

**Past Recipients:**

### ***2018-2019:***

*Club Sport of the Year Award - Men's Club Ice Hockey*

*Executive Board of the Year Award - Club Gymnastics*

*Executive of the Year Award - Connor Rouan*

- *The Executive of the year award is given to an Executive who demonstrates outstanding effort in administration, communication and leadership that contributes to the success of their club. This award was created this year as discussions of this one executive have made it difficult not to commend his journey.*

### ***2017-2018:***

*Club Sport of the Year Award - Club Softball*

*Executive Board of the Year Award - Women's Club Volleyball*

## Northeastern University Club Sports Teams

<a href="#"><u>Alpine Skiing (Men's)</u></a>	<a href="#"><u>Rugby (Men's)</u></a>
<a href="#"><u>Alpine Skiing (Women's)</u></a>	<a href="#"><u>Rugby (Women's)</u></a>
<a href="#"><u>Archery</u></a>	<a href="#"><u>Running</u></a>
<a href="#"><u>Badminton</u></a>	<a href="#"><u>Sailing (Coed)</u></a>
<a href="#"><u>Baseball</u></a>	<a href="#"><u>Sailing (Women's)</u></a>
<a href="#"><u>Basketball (Men's)</u></a>	<a href="#"><u>Skeet &amp; Trap</u></a>
<a href="#"><u>Basketball (Women's)</u></a>	<a href="#"><u>Soccer (Men's)</u></a>
<a href="#"><u>Cheerleading</u></a>	<a href="#"><u>Soccer (Women's)</u></a>
<a href="#"><u>Cricket</u></a>	<a href="#"><u>Softball</u></a>
<a href="#"><u>Cycling</u></a>	<a href="#"><u>Spikeball</u></a>
<a href="#"><u>Dance Team</u></a>	<a href="#"><u>Squash (Men's)</u></a>
<a href="#"><u>Esports</u></a>	<a href="#"><u>Squash (Women's)</u></a>
<a href="#"><u>Equestrian</u></a>	<a href="#"><u>Swimming (Men's)</u></a>
<a href="#"><u>Fencing</u></a>	<a href="#"><u>Swimming (Women's)</u></a>
<a href="#"><u>Field Hockey</u></a>	<a href="#"><u>Taekwondo</u></a>
<a href="#"><u>Figure Skating</u></a>	<a href="#"><u>Tennis (Men's)</u></a>
<a href="#"><u>Golf</u></a>	<a href="#"><u>Tennis (Women's)</u></a>
<a href="#"><u>Gymnastics</u></a>	<a href="#"><u>Triathlon</u></a>
<a href="#"><u>Ice Hockey (Men's)</u></a>	<a href="#"><u>Ultimate Frisbee (Men's)</u></a>
<a href="#"><u>Ice Hockey (Women's)</u></a>	<a href="#"><u>Ultimate Frisbee (Women's)</u></a>
<a href="#"><u>Lacrosse (Men's)</u></a>	<a href="#"><u>Volleyball (Men's)</u></a>
<a href="#"><u>Lacrosse (Women's)</u></a>	<a href="#"><u>Volleyball (Women's)</u></a>
<a href="#"><u>Powerlifting (Men's)</u></a>	<a href="#"><u>Water Polo (Men's)</u></a>
<a href="#"><u>Powerlifting (Women's)</u></a>	<a href="#"><u>Water Polo (Women's)</u></a>
<a href="#"><u>Rock Climbing</u></a>	<a href="#"><u>Weightlifting</u></a>
<a href="#"><u>Roller Hockey</u></a>	<a href="#"><u>Wrestling</u></a>



## Team Administration

### Club Advisor

The Club Sport staff are your primary advisors (*Assistant Athletic Director - Club Sports, 2x Assistant Directors & Coordinator*). We are the only people who can approve anything club related (i.e. reimbursements, Dpay's, purchases, facilities, hires, etc.).

### Student Eligibility

- Must be a current student enrolled full-time at Northeastern University, in good standing (administratively, academically, financially, and 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*)
  - *Students cannot participate if they are on academic, judicial, or any other forms of probation*
- Students must have a valid NU identification card & NU ID number.
- 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 (or equivalent governing body)
    - Club Sport Governing Body
    - Assistant Athletic Director - *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 remove a student if the individual is not complying with team/department policies
- Northeastern full-time Faculty, Staff, and Administrators are not permitted to compete on a club sports team.
- 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.

### **Northeastern Policy on Transgender Participation in Club Sports**

- Northeastern University is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs. In furtherance of this commitment, Northeastern University's [Policy on Equal Opportunity](#) strictly prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetic information, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran or disability status.

### **Transgender Athlete Participation**

- The Northeastern Club Sports Program seeks to provide opportunities for all students to participate regardless of gender identity. While sport programs are typically offered in gender-based sports, all individuals shall be permitted to participate in the Club Sports Program in accordance with the gender they most closely identify.
- Please refer to the national governing body (NGB) policies on eligibility for competition. If the NGB does not have a specific policy regarding transgender athletes, then the Club Sports Office will help provide support and advocacy on behalf of the student to allow them to perform on the team that affirms their gender identity.
- Regardless of NGB policies, the opportunity to participate will remain for all non-competition-based membership (i.e. practice, inter-team scrimmages, team bonding, community service, etc.).
- Northeastern University will follow the policies outlined by NIRSA. Please see below as well as the [NIRSA Championship Series Transgender Athlete Participation Policy](#) for further information.
- If conflicts or questions arise under this Policy, Assistant Athletic Director of Club Sports and Esports (or designee) will consult with the Assistant Vice President for University Equity and Compliance (or designee) and/or the Director of the LGTBQA Resource Center (or designee) for advice and resolution.

## Club Summer Participation

- Any and all summer participation MUST be submitted as a REQUEST to the Club Sports office by April 15<sup>th</sup>. This includes, but is not limited to, practices, competition, training, etc.
- All requests will be reviewed by the Club Sports Office and teams will be notified of an official decision (approval or denial).

## Summer Eligibility

- **Summer participation is strictly optional, members cannot be held accountable if they do not/cannot participate**
- 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.

*\*\*Any student failing to comply with the Club Sports Department and Northeastern University policies and procedures will be subject to review and may result in suspension/removal from any club-related activities.*

*\*\*The Club Sports Office will continue to check eligibility status in conjunction 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 rules 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 information, NU identification number, Emergency Contact information
  - Health Info: Insurance verification, allergies, medications
  - Van Driver: certification required
  - Informed Consent: [Acknowledgement of Risk and Informed Consent](#)

- o [Club Policies: Massachusetts Hazing Statute](#)
- o Club Sports Handbook Sign-off
- 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 and completing “I am Here”.

***\*\*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. OSCCR) 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 in DoSportsEasy. The summary must include a description of the event, what the team did, the number of attendees, and hours.
- An executive board must be appointed and registered on DoSportsEasy prior to the end of the academic year.
- *Team Constitution must be submitted and approved by the Club Sport office. Any changes to team rules, information or by-laws must be highlighted in the upcoming year review submittal.*

*Team Constitution must consist of the following: (see Appendix A for constitution layout)*

- *Team Rules & Bylaws*
- *Mission statement and core values of club*
- *Tryout process (if you have tryouts)*
- *Coach responsibilities (if you have a coach)*
- *Election of Leadership process*
- *Leadership position responsibility description*
- *Governing Body, National Championship, League info*

***\*\*Any student failing to comply with the Club Sports Department and Northeastern University policies and procedures regulations will be subject to review and may result in possible cause for termination/suspension/removal from any club-related activities.***

### **Participation Beyond What is Allocated**

- Any practice, event, competition, etc. that is not specifically/directly allocated and/or approved by the Club Sports Office is done strictly as “individuals.”

- This means, from a leadership perspective, this is sincerely optional to the student-athlete and there can be no recourse for a student who does not want to participate for any reason.
- The activity is not endorsed or sanctioned by Northeastern. Meaning, the Institution and the Club Sport Office is not responsible for any result/outcome from any activity outside what is allocated or approved.
- Non-sanctioned activity (as noted above) prohibits the use of university resources (team finances, vans, university branding/gear, etc.)

### **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 the 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/resource 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 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](mailto:neuclubsportsCouncil@gmail.com)**

## **Council Members**

**Rachel Tassinari – President of W Hockey**

**Caitlin Looney – Vice President of Equestrian**

**William Cayer – President of M Lacrosse**

**Elizabeth Woodwell – President of Triathlon**

**Emma Rapp – President of W Volleyball**

**James Silva (Reserve) – President of M Hockey**

## Executive Boards

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

- **President:** The President is responsible for overall administration and programming of the team. These responsibilities, include but not limited to, ensuring all team players adheres to the policies set forth in this Handbook, adheres to all University policies and regulations, and ensuring that all relevant forms are properly completed and submitted in a timely manner. Additionally, the President must ensure the team is compliant with the corresponding governing body of their sport. Lastly, the President must verify that at least two members of the team are CPR/First Aid/AED certified and that at least one of those members are present at every Club Sport affiliated event. Set up a meeting with the e-board to delegate responsibilities accordingly.
- **Vice-President: REQUIRED FOR TEAMS WITH A 15+ ROSTER.** The vice-president has specifically designated responsibilities and functions in a support role for the president of the club. These responsibilities, include but not limited to, ensuring all team players adheres to the policies set forth in this Handbook, adheres to all University policies and regulations, and ensuring that all relevant forms are properly completed and submitted in a timely manner.
- **Treasurer:** The Treasurer is responsible for managing and budgeting the team's finances. These responsibilities include but are not limited to requesting proper funding, handling all purchase orders, organizing fundraisers, and collecting dues, donations, and endowments. The Treasurer is also responsible for updating the ledger on an on-going basis and submitting the ledger by the deadline set forth by the Club Sports Office. Responsible for the following but not limited to; team budget, request for proper funding, oversee purchase orders and purchase procedure, and handle financials for fundraising, donations, and endowments.
- **Safety Officer (2):** The Safety Officer can hold another role but must maintain a current CPR/AED/First Aid certification and ensure those certifications are uploaded to DoSportsEasy properly. Their role is to help ensure the health and safety of all team players. The Safety Officer is responsible for not only any emergency action response needed and risk management, but also informing the Club Sports Office of all injuries and emergencies that occurred.

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 the Club Sports Office. It must be accurately reflected on the team's DoSportsEasy page to indicate which student holds what position. It is the collective role of the entire executive board to inform the Club Sports Office of any and all changes to e-board members.

### **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. Students that are on academic,

judicial, or other forms of probation may not hold any office or position either by election, appointment or petition, in any club sport.

*\*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 pulled from DoSportsEasy. It is imperative the Executive Board maintains consistent contact with the Club Sports Office and conveys important information with their respective team.

### **NEW POLICY – Executive Board Availability**

Each team must have at least (1) executive board member available between the hours of 9 AM and 5 PM to attend meetings with the Club Sports office when requested/scheduled throughout the academic year.

### **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 ensure 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 immediately following 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 rosters 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.
- It is the executive board's responsibility to review/approve all general members profiles.
- Active/Inactive – Club Executives must classify each student listed on their roster as active or 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, co-op)

## 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. **All events must be approved by the Club Sports Office PRIOR to submission in DSE.**

- Events should be initially submitted in DSE upon approved schedule
  - Events **MUST** be approved through the Club Sports Office first and clubs must have email confirmation with approval.
- At least (5) days prior to departure, clubs must submit all relevant travel information in Do Sports Easy, including: traveling roster, method of travel, overnight accommodations (if applicable), and event location and time.
  - 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)
  - Must submit an official request for overnight accommodations at a personal residence
- 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 events tab.

## Club Policies

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

## Eligibility Forms

If needed, submit league eligibility forms to the Club Sport office at least (2) weeks 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 (you will be redirected back to our office by registrar).
- 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 expenses, but the financial 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 Assistant Director of *Club Sports* or Assistant Athletic Director of *Club Sports & eSports*.

Once the purchase has been approved by the Club Sport Office, an executive will complete the check request form (Direct Pay form) and email it to the Club Sport Office with the invoice and W9.

- 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 compliance 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. All treasurers must submit via TEAMS 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 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 6 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 the Club Sports Office 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](#)**

### **Online Activities and Content Guidelines**

Club Sports websites, social media accounts and other online activities are extensions of the Northeastern University Club Sports program, regardless of who created any particular site or account. As such, it is the responsibility of the team executives to provide management of content and communications in these media, and to report any inappropriate content or communication to the Club Sports Office. The following rules and guidelines apply to Club Sports participants, with respect to all content posted on Club Sports websites and social media accounts, as well as third-party sites and platforms on which a Club Sports team participates.

- Students are not permitted to post inappropriate pictures or content on either a Club Sports-related site or personal page that references Club Sports or any individual Club Sport. Inappropriate content includes, but is not limited to, references to or images of the use or advertisement of drugs or alcohol, photos of inappropriate/illegal conduct, and offensive language.
- Any and all team communications must adhere to all policies and guidelines issued by Club Sports and the University. Additionally, all communications on online platforms, including but not limited to Slack, Discord, GroupMe, are subject to revision or removal by Club Sports Administrators at their sole discretion. Any comments that violate Club Sports or University policies/guidelines or the Code of Student Conduct (the Code) are strictly prohibited and should be reported to the Club Sport office immediately.

- Executives are responsible for monitoring all conversations and content in any communication platform on which their Northeastern University Club Sport teams post or participate (example: NU Esports Discord server)
- Executives are responsible for immediately reporting to the Club Sports office any online misconduct as outlined in the Club Sports Handbook and the Code, including instances of bullying, hazing, misconduct or discrimination of any kind as defined in the Northeastern University Title IX guidelines.
- Students must also adhere to the Discord guidelines found here: <https://discord.com/guidelines>
- Reported students will be subject to an internal Club Sports review and will be referred to the Office of Student Conduct and Conflict Resolution.
- Club Sports Staff may access the Discord Server and any other Club Sports websites and social media accounts at any time, and reserve the right (but do not assume any obligation or responsibility) to monitor and remove content and communications occurring in the Northeastern University Club Esports Discord server and other club sites and accounts.

### Community Service

Clubs are *required* to actively participate in a minimum of 10 hours of community service per academic year. Each event should have at least 60% of their membership for roster size below 40. Teams with a roster size of 40+ need at least 25 members present. All hours, along with a report following the event must be reported to the Club Sport Staff on DSE as a supplementary event. An example of the form on DoSportsEasy (under events) is below:

Community Service | Create Event ×

#### Basic Info

Club:	<input type="text" value="Select Club"/>	Event Name:	<input type="text"/>
Event Start:	<input type="text"/>	Event End:	<input type="text"/>
Description of Event:	<input type="text"/>		
Site Address:	<input type="text"/>	Zip:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text" value="Select"/>
Site Contact Name:	<input type="text"/>	Phone:	<input type="text" value="123-456-7890"/>
Email:	<input type="text"/>		

(Optional)

Total Time Spent at the event:	Hours <input type="text"/>	Minutes <input type="text"/>
Total Members in Attendance:	<input type="text"/>	
Names of Attending Members:	<input type="text"/>	

I verify that the information I am providing is accurate in regards to my club's community service efforts

### Flyers

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

### Engage

Clubs are required to register on the [Northeastern University Engage](#) page to gain registration access for Northeastern events such as orientations, [classroom reservations](#), campus events, etc. Engage is a platform your team can use to market membership opportunities, events, and fundraising. Additionally, your team can use it to submit necessary forms and requests required by the Center for Student Involvement.

### 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 - 10/15/2021

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.

- Rosters are completed and no member profiles are pending or incomplete
- Budget forms are submitted
- Schedules are complete and submitted in Do Sports Easy
- Official Constitutions are submitted

### 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.

## **Administrative Bonus Checklist**

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

- 1) Complete 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 strictly prohibited
  - c) Budget Form - Projected Budget for the year
  - d) Club Constitution is completed and submitted to CS Office
  - e) Club Policies - The current executive board is updated and listed on the team page on DoSportsEasy. Club policies are updated online by the club president.
- 2) Attend/complete all mandatory trainings
- 3) Schedule is kept up to date throughout the year (i.e. events listed, travel itinerary, results, etc.).
- 4) All travel was coordinated and approved by the club sport office (vans, overnight accommodations, etc.)
- 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 properly submitted and approved by CSI 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 Sports and University policies were followed
- 16) The team keeps Engage profile updated and active

***\*\*All infractions are deducted from the Admin Bonus. If any team receives infractions that go beyond the administrative bonus provided by Club Sports, teams will start receiving deductions from their operating account.***

- *(I.e. team has received infractions in which they lost their entire administrative bonus, then receive a \$25 infraction for not submitting an event report on time, \$25 will be removed from the team account)*



## 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*

<p><b>Due by Compliance Deadline (10/15/20)</b></p> <ul style="list-style-type: none"> <li>● Updated Executive Board (pg. 17)</li> <li>● Eligibility Meeting with CS Office</li> <li>● <a href="#">Semester/annual Budget Form</a></li> <li>● Schedule input in DSE (Scheduling deadlines still apply if season is in progress before the deadline – see pg. 14)</li> <li>● Complete Roster in DSE (pg. 14)</li> </ul>	<p><b>Due by first scheduled tryout/practice/event/competition:</b></p> <ul style="list-style-type: none"> <li>● Roster with complete player eligibility requirements</li> <li>● <a href="#">Acknowledgement of risk and informed consent form</a> (part of registration)</li> <li>● <a href="#">Hazing Form</a> (part of registration)</li> </ul>
<p><b>Due 1 month in advance:</b></p> <ul style="list-style-type: none"> <li>● Home event request</li> <li>● <a href="#">Airfare requests</a> (will need to set up apt with CS office to get these booked)</li> <li>● Athletic Trainer request</li> <li>● Bus requests (pg. 32)</li> <li>● <a href="#">Fundraising proposal</a> (see pg. 53)</li> </ul>	<p><b>Due 2 weeks in advance:</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Hotel requests</a> (Lucid Travel instructions pg. 28)</li> <li>● Away Event request</li> <li>● Specific field requests (ex. Lining the field)</li> <li>● <a href="#">Vehicle rental form (Avis)</a> (pg. 32)</li> <li>● Registrar forms (eligibility forms for governing body) (pg. 19)</li> </ul>
<p><b>Due 1 Week in Advance:</b></p> <ul style="list-style-type: none"> <li>● Flier Approval</li> <li>● Medical Kit Request (pg. 59)</li> <li>● <a href="#">Van request</a> <ul style="list-style-type: none"> <li>● no earlier than 1 month in advance (pg. 29)</li> </ul> </li> <li>● Request for team room (pg. 36)</li> <li>● Overnight residential accommodations (pg. 29)</li> <li>● Completed Traveling Itinerary on DSE (pg. 19)</li> <li>● All fees to cover hotel reservations and/or Hotel cancellations</li> <li>● Facility cancellation/Boston parks cancellation (\$50 fee for late cancellation/\$100 for BP)</li> <li>● Opposing team roster (for Marino, Badger &amp; Rosen, Cabot, or Matthews)</li> </ul>	<p><b>Following the Event:</b></p> <ul style="list-style-type: none"> <li>● Event Reports - Due on DSE within 10 Days</li> <li>● Return Medical Kit - Due within 24 hours</li> <li>● <a href="#">Injury Report Form</a> - Due within 24 hours event</li> <li>● <a href="#">Vehicle Report Form</a> - Due within 24 hours</li> <li>● Misconduct Reports - Due within 48 hours</li> </ul>

**Miscellaneous:**

- [Treasurer's Ledger](#) - Due every 12th of the month
- Receipts (Procard) - Due within 14 days following the purchase on the CS Credit Card
- [Facility Request Forms](#) - Due the previous semester (Spring 2021 = Due Fall 2020, Fall 2021 = Due Spring 2021)

# DoSportsEasy Registration and Administration Help Guide

## Find Your Club Sport Here

Club Sports 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

Club Sports 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	Mathews 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	Mathews Arena		PENDING	EDIT
5	10/29	Game (A)	BC			PENDING	EDIT
6	11/04	Game (H)	BC	Mathews Arena		PENDING	EDIT
7	11/19	Game (H)	Bishop University	Mathews Arena		PENDING	EDIT

Add New Event

Submit Event Details

Club Sports Hi

Manage Ice Hockey (Women's) Event

Basic Info Members Report Summary

Event type:  
 Game  Tournament  Event  Practice

Event/Opponent Name:  
 Uconn

Event start:  
 10/8/2017 2:30pm

Event end:  
 10/8/2017 4:30pm

Location:  
 ...

Submit Travelling members

Submit Game Report

## Coaches Procedures

***Coaches are not authorized to participate in any Club Sport activities and are not hired until approved by the Club Sports Office. Executives and potential coaches will be notified of an official decision upon completion of reference checks and background checks.***

### **Club Coaches**

It is not required that a club has a coach, but it is highly recommended. 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 remove a coach 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 officially approve and hire coaches. ***No team or member can approve and hire a coach. Executives will send their recommendations; however, candidates will not be approved until proper vetting of the Club Sport Office.*** Send Club Sports the resume and 3 references with phone and email of the potential coach.

The Executive Board must schedule a meeting with the Assistant Director to discuss the candidates and what classification of coach they hope this individual will be (volunteer or part-time hourly employee). They must also provide the Club Sports office with a resume, references, and desired compensation (optional). The *Club Sports office* 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 (1) a part-time employee of the University or (2) a volunteer.

- 1. Part-time Coaches must complete the onboarding process and be approved through Human Resources prior to participating in any organized team activity.**
  - a. The Assistant Director of Club Sports will reach out and begin the official onboarding process.**
  - b. Once the Club Sport Administrators approve the Coaching applicant, they will need to submit a formal application and complete all necessary forms in order to be approved as an official Northeastern Employee.
  - c. Once the paperwork is completed, the coach must schedule a meeting with the *Assistant Director* to complete Section 2 of the I9 verification. This meeting must take place within three days of the official start date.
  
- 2. Volunteer coaches will receive a volunteer agreement after approval from Club Sports, which needs to be signed before participating in any organized team activity.**

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

**Payment/Benefits**

1. All compensation plans must be approved by the Club Sport Office.
2. Part-time, hourly (TNS) coaches **must** submit weekly timesheets (electronically) through the Northeastern Time-Tracking system.
3. The *Assistant Director of Club Sports* reviews and approves these timesheets each week.
4. **Executives are responsible for checking in with coaches each week for proper submission of hours (can check in with CS on what was submitted if issues arise)**
5. 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.
  - a. [https://service.northeastern.edu/tech?id=kb\\_article&sys\\_id=71cda0fbdb54b7c0fc4ed2c75e9619d2](https://service.northeastern.edu/tech?id=kb_article&sys_id=71cda0fbdb54b7c0fc4ed2c75e9619d2)
  - b. [https://assets.hrm.northeastern.edu/pdfs/TimeTracking/TT\\_TNS\\_Employee.pdf](https://assets.hrm.northeastern.edu/pdfs/TimeTracking/TT_TNS_Employee.pdf)

*\*All Coaches are Part-Time hourly employees and must submit hours **worked**. There will be an overall total amount discussed with the executive board, however all hours must be recorded properly. Part-time employees are “at-will” employees and can be terminated at any time.*

*\*Please remember the maximum number of hours per week for any part-time (TNS) employee is 20 hours per week. Any exception must be approved by the Club Sport office prior to the hours being worked.*

**\*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 the Club Sports Administrators.**

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

# Travel

All travel requests must be submitted and approved by the Club Sports Office. This includes hotel requests, airline requests, van requests, and overnight stay requests/consent. All travel requests that are approved must adhere to University guidelines. Teams must submit a Traveling Club Members List through DSE 5 days prior 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](#).

## **Travel Conduct Meetings**

The Club Sports Office reserves the right to require two executives to attend a travel conduct and expectation meeting prior to any approved trip. This will be initiated by the Club Sports Office and at the complete discretion of the Assistant Athletic Director.

## **Airfare Reservations**

- When a team needs to book a flight, set up a meeting with the Club Sports Office to assist in the booking/purchasing of flights for the trip.
- 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 (team account).
  - In order to make these purchases, executives must have a Traveling Club Members List for the event, which states all participants attending full name as appears on identification and their birthdate.
- 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
- Group flights and individual bookings are acceptable.
- Executives should be aware of the airline's cancellation policy, which will be reflected on the team account.

## **Hotel Reservations**

- Hotel requests must be submitted at least 3 weeks in advance via Lucid Travel (see instructions below)
- We do understand some governing bodies require/offer deals and discounts to book through them. If so, complete a [Hotel Request Form](#) and 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)

## **LUCID TRAVEL INSTRUCTIONS/BENEFITS**

### **INSTRUCTIONS**

- [northeastern.lucidhotels.us](http://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"
- 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 one 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!**

#### **BENEFITS**

- Allows for e-board members to specifically select a desired 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.
- Lucid Travel will cut a check to be sent to Club Sports at the end of the academic year and will then be deposited into clubs general operating accounts (upon your request).

#### **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 cannot 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 by the University but will not be responsible for sending out individual or team emails. Professors have sole discretion regarding whether or not an absence will be excused.

## **Van Policies and Procedures**

University vans are available and free to use for all Club Sports teams. Only certified drivers are allowed to operate university vans. ***The driver(s) must be present at the time of pickup in order to receive the keys and must present their State Sanctioned Driver's License.*** All drivers must read and comply with the [Policy On Use Of Vehicles For University Purposes](#). Please note that there is a limited amount of vans available for use by all athletic and Club programs. *Due to a limited number of vans, priority will be given to those that are currently in-season and traveling to events:*

## [QReserve](#)

For the 21-22 school year, van reservations will be completed through QReserve. Any van certified club sports member will be able to go into QReserve and reserve university vans on behalf of their team. All Clubs can use the QReserve link to view the live van to schedule vans for their teams and examine the complete van schedule.

### **Van Rules, Regulations, and Requests**

When reserving a university van, all club sport participants agree to the rules below:

- Vans may only be used in the northeast region of the United States
  - Vans may be used from the approved states listed in QReserve
    - States Authorized: MA, ME, NH, VT, RI, CT, NJ, NY, PA, DE, MD
- When making a van reservation you must abide by these parameters:
  - Van requests may not be submitted 30 days before the requested date
  - Van requests must be made a minimum of 5 days before the requested date
  - Van requests are not allowed to be changed 3 days prior to the requested date
- When removing a Van Reservation on QReserve, cancellations need to be submitted at least 72 hours prior to the reserved date or a late cancellation fee/unused van fee will be incurred
  - You must contact the club sports office if you plan on canceling your van reservation 72 hours before your requested date
- **You must be a certified driver to make a van reservation.**
- No club sport can book more than 2 vans for a single event
- No credentialed van driver can book more than 1 van for a single event (if 2 vans are needed for pick up at the same time, the club must have 2 different credentialed drivers make 2 individual reservations)

### **Creating an Account on QReserve**

1. Go onto the [QReserve site](#)
2. Click on existing membership
3. If needed, select sign in with partner (seen under log in)
4. Search for Northeastern University vans
5. Log in using your Northeastern email and password
6. Click on Northeastern vans
7. Edit your profile on the right of the page (should be in red) where it asks for your NU ID and enter that information
8. Select Reservation calendar in the top right-hand corner
9. Select create reservation and follow prompts
10. Rachael will follow up with approval status via email

### **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. If you are renting multiple vans each driver must be present to pick up the keys, one driver will not be allowed to pick up multiple keys. The keys are

NOT to be picked up until the START of your reservation time and MUST be returned before the end of your reservation time (Immediately after vans have been returned to Renaissance Garage).

### **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 at least 3/4 tank of gas, see below for penalties associated). Please utilize the Northeastern University gas station to fill the vans before being returned (located under the Gainsborough Parking Garage).

- Vans 202 and 204 are located in Ryder Lot.

## **Driver Certification Process**

### **Driver Requirements**

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

This requires:

1. Must be 21 years or older
2. A valid copy of a driver's license (DL)
3. Copy of driving record (from the state the DL is issued) with three years of clean driving record
4. Certificate of Completion for online Test (see below for instructions)

### **Van Certification**

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

- 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.
  - Create a username and provide information for a user profile.
  - 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
  - Select the department and position that is most applicable to you
  - Enter this institution registration code: **0628-SC37-XY12**.
  - After clicking Register, you should receive an email with a temporary password
  - Follow the link in the email to sign on.
  - You will be prompted to enter a new password.
  - After you have completed the test and passed it, print/save the certificate for submission
- 
- For more information on viewing courses please view this brief tutorial:
  - If you have any issues with the course please feel free to contact the 24hr help desk.
    - Email: [uehelpdesk@perceptis.com](mailto:uehelpdesk@perceptis.com)
    - Phone: 301.830.4587
    - Chat: <https://chat.perceptis.com/c/ue>



### **Parker Driving School Van Certification**

- Club Sports students are required to complete van training through Parker Driving School. Parker Driving School is located at 21 Parker Drive, Unit A Avon, Massachusetts 02322. The Club Sports office will offer opportunities for club sports students to be trained throughout the semester.
  - It is the responsibility of the club to ensure they have club members available at those times to be trained if they are interested in having van certified drives for the year.
  - Instructions are sent by the Coordinator of Club Sports on how to sign up for van trainings throughout the semester.
- All van certification information must be entered into DSE to be considered a van certified driver.

### **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/rental vans
- Volunteer coaches are **NOT** permitted to drive university/rental vans under any condition

### **Driving Limit**

Trips that require more than six (6) hours of driving require at least 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.

- Vans may be used from the approved states listed in QReserve
  - States Authorized: MA, ME, NH, VT, RI, CT, NY, PA, DE, MD

### **[Van Use Cheat Sheet](#)**

#### **University Vans**

All University vehicles are equipped with a GPS tracker for location detection, speed detection, maintenance detection needs, etc.

#### **Penalties for Van Misuse**

Clubs will be assessed a fine for misuse or failure to properly maintain a van. Fines include, but are not limited to:

- Speeding/unsafe driving reports – loss of driver certification, potential suspension of van use for the club
- Over passenger limit - \$75 and removal of van driver certification
- Cleaning charge - \$25
- Van is not returned with a full tank - \$25
- Lost keys - \$25 plus cost of new set

### **Late Return/Cancel/No Show**

- Late return fee - \$50
- Late cancellation - \$25
- No show - \$75 Late Van Request

QRserve will not allow a reservation after the 5 day period, however you may book a rental vehicle via an [AVIS Request Form](#) - All rentals come from the specific Club team account

***\*\*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 Northeastern University.***

### **Accidents**

*In the event that an accident occurs with any university/rental vehicle, please submit a [Vehicle Accident Report](#) within 24 hours of returning to campus to Coordinator of Club Sports. NUPD and Risk Services should also be notified of any/all accidents that occur with a university vehicle.*

### **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**

- **Any rental reservation will be paid for out of the respective Club account.**
  - **This includes, but is not limited to: university vans are booked and the club needs to rent a car, rentals from an airport, etc.**
- If a club should need to rent a vehicle, please submit the [AVIS Request Form](#) to the 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 the Sr Assistant for an updated price quote. All bus requests should be sent at least one month prior to the scheduled event. Clubs must provide the following information:

- Date, time, and location of departure
- Date, time, and location of drop-off
- Travel itinerary for duration of the trip (planned stops, drop-off/pickup at destination, etc.)
- 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, distribution, purchase, possession, etc. of any alcohol or drugs before, during, or after traveling to an event is strictly prohibited.

*\*\*The safety of our student-athletes, the coaches and the staff are our highest priority. Any team or club found in violation of these rules will be subject to further disciplinary action by Club Sports and/or other necessary departments (OSCCR, Risk, Athletics, etc.).*

## **Facility Policies**

The Club Sports Office must work with varsity athletics, intramurals, group fitness, and community groups, athletic facilities, athletic operations, varsity, external vendors, Boston parks and recreation, NUPD and many other units in order to secure these facilities. Each field and facility have a different protocol and procedure 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.

- The Club Sports Office does its best to try and accommodate each team's facility request.
- While following these procedures is required in order to reserve a field/facility, there are circumstances in which your club will not be granted/approved for the time/space requested.
- 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).
- Facility Requests do not mean they are approved. Executives will receive direct communication from Club Sports Administration with approved schedules.

### **Facility Request Forms (Practice, Games, Tournaments, Special Events)**

A Facility Request Form must be submitted by a club's executive board in order to secure field and facility times for practices throughout the semester or game/event requests. Practice requests must be filled out prior to each team's season, ensuring enough time to make necessary accommodations. A Game, Tournament, or Special Event Request must be made within the approved time frame included in the club sports handbook.

*\*\*Marino Center requests must be sent to the Club Sports Office*

### **Practice Requests**

A [Practice 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.

All practice facility request forms are due the previous semester i.e. Spring 2018 is due Fall 2017 and Fall 2018 is due Spring 2018. 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).

### **Game, Tournament & Special Event Requests**

A [Game, Tournament, & Special Event form](#) must be submitted by a club's Eboard member for each event in order to possibly secure field and facility times for the desired event requested. It must be submitted to the Club Sports Office before the necessary dates and times included in the club sports handbook or requested events may not be accommodated. Your request must include all details about the event to be considered for approval.

This form should be submitted for each of the following:

- Desired game event
- Desired tournament event
- 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 event request. It is in the best interest of each club's executive board to offer multiple fields and times where they can hold the desired event.

- **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.

### **Boston Parks Procedures**

Please note that these are public venues, and an extensive amount of time is necessary in securing a Boston Parks venue. 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.

### **Carter Field Policies and Procedures**

Any Club Sport teams utilizing Carter Field must abide by all [Carter Field Policies and Procedures](#), [Air Structure rules](#) & the information reviewed in the Carter Field mandatory trainings.

### **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 Sr Assistant Director. 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 engaging in renting a facility. Club Executives, members, coaches, etc. cannot sign/agree to anything on behalf of the university (this includes your club). This **MUST** be done through Club Sports Administration and other responsible departments (General Counsel, Risk Services, Athletics, etc.) Any agreement not signed by the club sports office is not binding.*

### **Access to Northeastern Facilities**

- Students, coaches and other team personnel must adhere to all policies and procedures for each Northeastern Facility on Campus.
- Student-athletes are required to present their Husky ID in order to access all Athletics and Recreation facilities. (ex: Marino, Cabot, SquashBusters, Carter Air Structure, etc.)
- Students attempting to evade security points, use a different ID, etc., is *Strictly Prohibited* and will be treated with the utmost seriousness.
- Approved coaches will be placed on the “Club Sports Coaches list” and will need to refer building security to that list in order to gain access.
- Failure to adhere to facility policies and procedures may result in probation, fines, or suspension depending on the severity.
- If there are questions regarding access, the Club Sports Staff is available to help.

### **Visiting Teams**

- Any team using Marino, SquashBusters, Cabot, or the Carter Air Structure for a home event, must send the opposing team’s full roster to the Club Sports Office at least **72** hours prior to the competition using this form [HERE](#):
- All students (NU and visiting) must also bring a student or photo ID upon arrival in order to gain access. It is the executives & coaches responsibility to relay this information to visiting teams.

### **Facility Cancellations**

- Executives must cancel at least **72** hours prior to the start of their scheduled practice/game.
  - Cancellations must be submitted before 1 PM on Wednesday afternoon if the practice/game is on the weekend
- Failure to cancel at least 72 hours in advance will result in a fine of \$100 + any further charges for staffing of the event including but not limited to; Athletic Trainer and Event Managers.
- A “No-Show” will result in further sanctions.
- In the case of inclement weather conditions, executives may cancel practice without penalty, but must notify the Club Sports Office as soon as possible.
- Executives are responsible for following up with the Club Sports Office to reschedule cancelled games.
- See Risk Management section (pg. 59) for further weather policy

### **Strength and Conditioning**

The University, Club Sports and Sports Performance have invested significantly in order to improve your overall experience and enhance our offerings.

- The Club Sports office has partnered with Sports Performance (*Strength & Conditioning*) to provide different packages for team lifts, individual lifts, and agility sessions.
- 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.
- Team lifts are held in the Cabot Cage or Matthews weight room.
  - Teams will pay a fee 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.
- Individual lifts are set up once/twice a week for individual club member sign up
  - this expense is covered by the University
- Agility sessions are set up in the Carter Air Structure 6:30-8am Mon-Fri
  - this expense is covered by Club Sports
- If you are interested in participating, reach out to the Club Sports Office for more information on sign ups!

### CSI Reservation Process

[Spaces at Northeastern](#) is a new way to find and book physical spaces for studying, meeting, working, and collaborating. Students in Boston and at the Roux Institute in Portland, Maine can now search for and reserve available desks, workstations, and rooms around campus. The list of available spaces will expand over time, both on the Boston campus and at Northeastern's global network locations. Students may search for spaces to book by building, date, time and capacity.

Where to Find Spaces:

- [Log into the Spaces dashboard](#) on the web for full functionality, including maps to pinpoint the exact location of the desk or space you're looking to book.
- [Download the Robin mobile app](#) to take the functionality of the Spaces web dashboard with you on the go.
- Find the Robin app on the Student Hub, under My Applications.

Learn more about [downloading](#) and [booking with the mobile app](#). It's an easier way to find the space you need to study or meet with others, while avoiding conflicts.

If you need additional assistance, the IT Service Desk is always ready to help, just call 617.373.HELP [4357] or email [help@northeastern.edu](mailto:help@northeastern.edu).

### Meeting Space

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

- SquashBusters Team Room - Email the Assistant Director with your request at least three days in advance (see below for policies)

- Other Campus locations - Northeastern University Scheduling System Online (NUSSO) is now live! To access NUSSO, please log in to the myNortheastern portal and click on the link labeled as such.
  - submit an academic classroom request form found on their website here <https://studentlife.northeastern.edu/csi/resources/forms-and-files/>

### **Team Room 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- club sport 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.
- Propping the Team Room door for access is strictly prohibited.
- All users must swipe 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 holders are responsible for completing their own setups.
- Groups who have inappropriately abused privileges may be banned from further use of the team room.

### **Reservation Requests & Deadlines**

- Requests for the Team Room must be submitted 3 business days in advance for a standard setup.
- 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.)
  - 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 is no more than 30 people.
- All reservation cancellations must be submitted 3 business days in advance.

### **Whiteboard/Projector – Usage**

- All content must be appropriate and work related.
- All content must comply with the Student Code of Conduct and University Policies.

- 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. (*Helpful Hint – Take a picture of the content for future notes before erasing!*)
- The projector has access to both VGA and HDMI extensions for laptop presentations.
- Anyone using the projector must properly shut down at the conclusion of their reservation.

### **Food and Beverage Policies**

- Any event requiring Food or Beverage orders must be submitted 4 weeks in advance.
- Large orders without approval are not permitted in the Team Room.
  - Permission may be granted for special events with limitations and requests must be submitted 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.

### **Technology How-To**

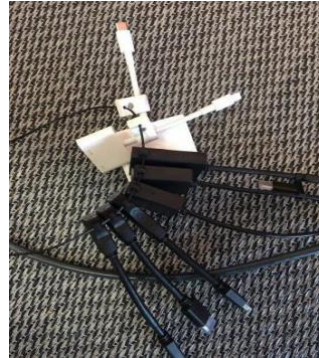
- Swipe into the “Team Room” with a Husky Card.
- Touch screens are located on the side of each projector screen on opposite sides of the room.
- On the right-hand side of each touchscreen there is an arrow system that controls the projector screen
- Find touch screen and select “Make Active”
- The picture below shows the display of the touchscreen after you select “Make Active”
- After pressing “Make Active” it will lead you to three different options (as displayed below)
- Power off when done. (Off button is in the bottom right corner of the touchpad.)
  - The projector screen should then roll back up.
  - Please leave the room as it was when you arrived.

### **“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.



## 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**

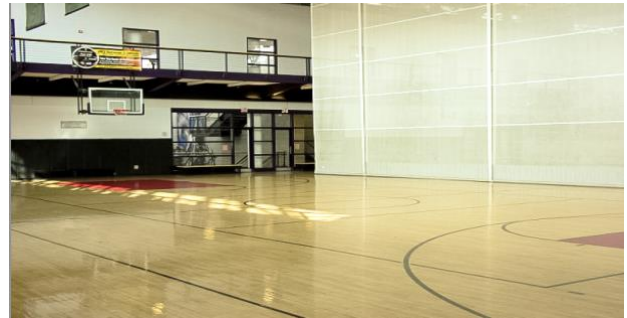
**Badger and Rosen SquashBusters Facility**

*Squash Courts*

*Multipurpose Room*

*Team Room*

*Esports 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

Winthrop Gymnastics

The Weymouth Club

M.I.T Sailing Pavilion

Reggie Lewis Track and Athletic Center

Harmony Horse Stables 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/AED certified)
  - Request an Athletic Trainer from the Club Sports Office at least one month prior to the event
  - Submit opposing team's roster to Club Sports office at least 3 days prior (all indoor NU facilities) on the [Visiting Team Request Form](#)

- During the event:
  - Ensure the team represents the University with professionalism and executives must report any conduct or facility issues, injuries, etc. within 24 hours following the event.
  - All Club Sport student-athletes must adhere to the same rules and regulations set forth in the [Northeastern Student Handbook](#), and [Code of Conduct](#)
  - 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, consumption, distribution, etc. of alcoholic beverages is strictly prohibited during **all** events
  - Check-in with building staff and assist with the check-in of opposing team
- Following the event:
  - Report any injuries using the [Injury Report Form](#) within 24 hours to the Sr Assistant Director.
  - 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
  - submit a facility request with preferred venue and time
  - Corresponding with Alumni Relations to ensure the success of the event
  - Assign a Club Sports Safety Officer (First Aid/CPR/AED Certified) who will be present during the event
  - 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:
  - Approving the written proposal
  - Finding an appropriate venue for the event
  - Scheduling an Athletic Trainer (if necessary)
- Alumni Relations is Responsible for:
  - Event Management
    - Opening and closing the venue
    - Ensuring all University policies and procedures are being upheld
  - Corresponding with club executives to ensure the success of the event

## **Marketing**

1. [Club Sports Website](#)
  - a. Every team has their own page and can send updates and adds to Club Sports (e-board photos, team photos, team description, successes, schedules, etc.)
2. Club Sports Social Media

- a. Used to promote teams, post team stories, reshare tags, etc. TAG US IN POSTS!
  - i. [Facebook](#) - Northeastern University Club Sports - @NUClubSports
  - ii. Instagram - Northeastern Club Sports - @nu\_clubsports
  - iii. Twitter - NU ClubSports - @NU\_ClubSports
- 3. Action photos
  - a. Request a Club Sport event staff member to take action pictures at home events.
  - b. Pictures will be posted on the website and sent via zip file to executives.
- 4. Live Streaming games
  - a. If you would like to request specific games to be streamed, email the Club Sports Office directly with your request and a brief proposal

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

\*\*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 or manage any team accounting 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 Assistant Athletic Director of *Club Sports & eSports*, 2x Assistant Directors of *Club Sports and Coordinator of Club Sports* are all club financial advisors.
- The Club Sports Office will 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.
- The Financial Advisor will 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**

- All Club Sports teams have a specific cash index that acts as the team operating account
  - Account is made up of self-generated funds, outside funding, university allocations, etc.
- Club index number – can be looked up [here](#)
- All expenses require the approval of the Club Sports Office and the signature of either the *Assistant Director, Coordinator or Assistant Athletic Director*.
- 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.
- 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.

### **Budgeting**

- Every club 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 is the financial advisor and will need to officially approve all transactions through the team accounts
- The Club Sports Office can be used to assist with budgeting and financial planning
- SABO is used as a resource for budget histories, transaction histories, balances, budget inquiries, etc.
- The financial 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 review the team's overall budget as a whole.

### **Club Index Transaction Statement**

Obtain an updated balance or the monthly transaction reports by emailing your request to the Club Sports Office or visiting the SABO office. Be careful as this amount may not be 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!
- Your "rollover balance" is the number in your account at the start of the new year (entered in the first line)
  - If you need this number, 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.***

### **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 full allocation.
- **Proposals for Discretionary Capital Funds** - Submitted to the Assistant Athletic Director of Club Sports & eSports and Assistant Directors of *Club Sports*, beyond club allocations and for the purposes of i.e. - 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 a national tournament (qualifying or invite) 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 but is granted on a per person basis. Clubs that can participate in more than one nationals, will be awarded only one nationals allocation. The form can be found in the handbook and on the Club Sports website.
- **Administrative Excellence Bonus** - 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 (see below) and ensure open communication with the CS office to qualify for this bonus.
- **Donations through Campaign** - Friends/Family solicitations Husky Starters, Giving Day, etc.

- **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. (i.e. restaurant fundraisers, on-campus events, trivia nights, apparel store, etc.) 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, facility expenses, and sport specific requirements necessary in the funding of their club
- **Volunteer Employment** - Exp. Working Campus Events, Athletic Event Coverage, Athletic Ticketing opportunities, Athletic Marketing opportunities, etc.

***\*We are pleased to distribute generous allocations for all aspects of club operations. While there isn't a specific "travel allocation" we prefer to have each team address their needs that are unique to their success. Teams should not rely on the privilege of utilizing University Vans and gas. Rather, clubs should budget for gas, van rentals, etc. while keeping in mind that much of these allocations are meant to fund your transportation.***

## Financial Procedures and Resources

*\*\*Any team member found violating these policies and regulations or processing financial transactions without the authorization of their Financial Advisor (CS Office), may be subject to disciplinary action. They may also be personally liable for financial obligations incurred. Clubs that violate these policies are subject to suspension, probation, and/or the loss of University recognition. Do not make travel arrangements through the SABO help guide. Contact the club sports office first for all travel arrangements.*

### [SABO Quick Help Guide](#)

#### **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 to receive approval.
- 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.

#### **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.

#### **Tax-Exempt**

- The university is tax-exempt, provide this [tax-exempt](#) form to the vendor prior to purchase.
- All items are tax exempt **except for** hotels, flights, prepared meals, and car rentals (including uber, lyft, taxi's, etc.)
  - third party sites may also restrict tax-exempt purchases (i.e. Amazon)
- Policy and procedures may also vary depending on the state of the vendor
  - Contact the vendor before making a purchase to see how they handle tax exempt purchases and what forms they would need

#### **Direct Pay (Check Requests)**

Keep in mind the following information when using this form:

- Amounts over \$1,000 require a longer time to process because the signatures of additional University officials are required.
- An **Invoice** and [W9](#) are required with all Dpay requests regardless of company or individual payment

#### **There is a new way to submit DPay Requests:**

How to access the SABO Request Form? I need access

There are two different dashboards available. User and Admin dashboards:

- User dashboard: Students, CSI Operations Manager(s), SABO must have a user dashboard to monitor and track their activities.



- AP / SABO Dashboard (Admin): The dashboard allows users to see and approve all requests and make changes to queues and roles for AP and SABO.

Login Instructions:

**Step 1:** Visit the web link for the Vendor Payment Request User/ Admin dashboard. Use the following link to view the SABO Vendor Payment request landing page.

- User dashboard:
  - [https://northeastern.onk2.com/Runtime/Runtime/Form/Finance.SABO.User\\_Dashboard/](https://northeastern.onk2.com/Runtime/Runtime/Form/Finance.SABO.User_Dashboard/)

Admin Dashboard:

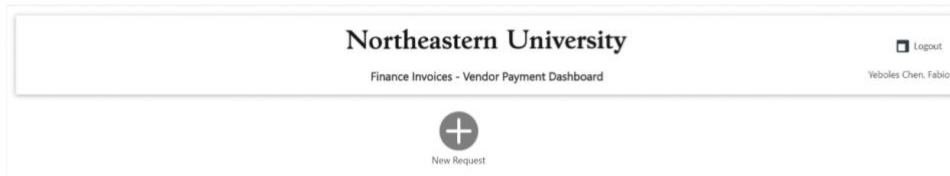
- [https://northeastern.onk2.com/Runtime/Runtime/Form/Finance.SABO.Admin\\_Dashboard/](https://northeastern.onk2.com/Runtime/Runtime/Form/Finance.SABO.Admin_Dashboard/)

**Step 2:** Enter your credentials into SSO

Submitting as a student, CSI Operations Manager or SABO

Step 1: Click on the New Request button

- Click on the **New Request** button on the user dashboard page.  
*Please note: Invoices and vendor payment requests have a one-to-one relationship. For each additional invoice, a user needs to submit a new request.*



Step 2: Select the first option in the top section of the request if the request is not a CSI Contract

Step 3: Enter Vendor Information

In the **Vendor Information** section, take the following steps:

- a. Click on the **Search for Vendor** button.

- b. To search by **Vendor Name or Vendor ID**, click button
  - i. Enter the vendor name - First Name or Last Name or any partial match can be used.
  - ii. Click to display all the results matching the name entered from above.
  - iii. Select the correct vendor address that matches the invoice remit to address from the list and click **OK**.

- c. If the desired vendor exists, select the vendor and the available vendor addresses will auto-populate as shown below.

- e. Once the vendor details are visible on the box below, double-click to select the vendor address that matches the invoice remit to address.

LAST NAME	FIRST NAME	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP
Austin Service & Sales Co		Po Box 80079	158 Central Street	Storham	MA	02180-0001

- f. If the vendor does not exist in the system, Click the **Vendor Not found** button.
- g. In case the vendor does not exist in the system, new vendor information must be entered. Manually enter the following details for the new vendor:
  - i. Vendor Name
  - ii. Address
  - iii. City
  - iv. State
  - v. Zip

Vendor Information

Vendor ID \_\_\_\_\_ Search for Vendor (Must search for vendor before creating new)

New Vendor

Vendor Name\* Filpkart \_\_\_\_\_

Address\* 1000 1st AVE \_\_\_\_\_

Address Line 2 Type a value \_\_\_\_\_

City\* New York \_\_\_\_\_ State\* NY \_\_\_\_\_ Zip\* 12345 \_\_\_\_\_

- h. The **New Vendor** check box will be checked automatically.
- i. In case of a new vendor, attach a W9. (If W9 is not attached by the submitter, the document has to be attached before it reaches AP.)
- j. If the vendor exists in the system but the correct Remit to Address is not, click the **Remit To Address Not Found for Existing Vendor** button.
- k. In this case, a new vendor address must be entered.  
Manually enter the following details for the new AP address:

- i. Address
- ii. City
- iii. State
- iv. Zip

Vendor Information

Vendor ID Z00010716 Search for Vendor (Must search for vendor before creating new)

New Vendor Address

Vendor Name\* Austin Service & Sales Co \_\_\_\_\_

Address\* New Address Ave \_\_\_\_\_

Address Line 2 Type a value \_\_\_\_\_

City\* Dallas \_\_\_\_\_ State\* TX \_\_\_\_\_ Zip\* 12345 \_\_\_\_\_

- l. The **New Vendor** check box will be checked automatically.  
**Please note:** Remit to Address entered should match address on the invoice. The check will be sent to the Remit to Address.

### Step 3: Add Invoice Details

In the **Invoice Details** section, the following fields are to be entered.

- a. Enter the **Invoice Number**.
- b. Enter the **Invoice Date**. The date on the invoice cannot be in the future. For example, if today's date is February 10, 2021, the Invoice Date cannot be 2/11/2021 or 2/12/2021 and so on.
- c. If applicable, check the box for Credit Memo. Credit Memo is issued by the vendor to Northeastern as a transaction that can be applied to an invoice as a payment or reduction.
- d. Enter information into "Comments for AP" if applicable. Required if no invoice is attached.
- e. Enter a value in the "Commodity desc" if the value needs to be printed on a check.

**Step 4: Assign Index numbers, Accounts and Amount (Line items)**

- a. In this section, click on the **+ Add** button to add a new item.
  - i. Select the desired **INDEX** that will be charged to pay the Invoice by entering either the name of the student group or Index code. (only ledger 8 funds or ledger 3 club sport funds are associated with SABO, and that’s why only those indexes will show up)

- ii. Select the desired **Account** by entering either the Account name or Account code.

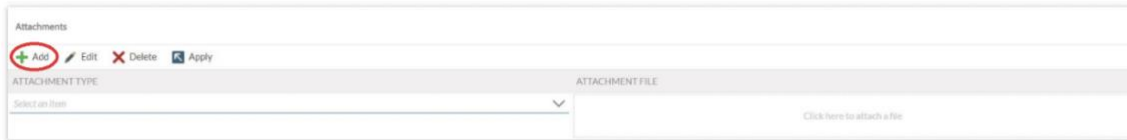
- iii. If applicable, Select **COVID** for **Activity Code**.- N/A for students groups and club sports
      - iv. Type in the amount in the amount section. **Please note: the amount can only be positive. If its credit, check the “Credit Memo” button. The amount also has to be current, not total.**
      - v. Click **Apply** to save the line item.
- b. Select the individual line item and click on the **Edit** button to edit the individual line item.
- c. Select the individual line item and click on the **Delete** button to delete a specific item.



**Step 5: Attach W-9 and Invoice**

**Please note: Submitter either needs to attach an invoice or explain the comments to AP why the invoice hasn’t been submitted. After the submission, the W9s would only be visible to AP for security reasons.**

- a. In the **Attachments** section, click on the **+ Add** button to add an attachment to the list.
  - i. Select the **Attachment Type** as follows:
    1. W9,
    2. Invoice.
  - ii. Click the **Attachment File** to attach a file from your local system. Navigate to the correct folder location and click “Open” to attach the file.

iii. Click  **Apply** to finish adding and save the attachment line item to your request.



- b. Select the individual line item and click on the  **Edit** button to edit an approver.
- c. Select the individual line item and click on the  **Delete** button to delete an approver.

### Step 6: Submit Request

- a. Skim through the entire form and ensure the four sections have been completed:
- Vendor Information
  - Invoice Details (Invoice Number, Invoice Date)
  - Invoice Line Items
  - Attachments (W9 and Invoice/ comment)
- b. Click on the **Submit** button in the bottom-left corner to submit the request.

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

### Checks

The Accounts Payable Office will mail checks out directly to the address listed on the Expense Reimbursement Voucher & Direct Pay forms.

### 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 Club Sports 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

## **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 an email to Club Sports and the Student Activities Business Office 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.

## **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.
- 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.
- 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, and 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.

### **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 approve the quote.
- Present the approved quote to the Student Activities Business Office. SABO will create the purchase order and the money will be encumbered provided that the team has sufficient funds to cover the estimated cost.

***\*\*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.***

### **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 procard may be used to expedite payments under \$5,000 (i.e. equipment, apparel, travel expenses, etc.). Contact the CS Office to inquire about Credit Card Payments

***\*\*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 a *Club Sports full time staff member*, 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 directly through our reconciliation software. This can take up to 2 months to be reflected on the team account.

***\*\*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 all ***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/GIFTS WILL BE AN APPROVED REIMBURSEMENT! – YOU WILL NEED TO GO THROUGH OUR OFFICE AND THE PROPER PROCESS IN ORDER TO PURCHASE GEAR/APPAREL!***

## Reimbursement online process

- The reimbursement form is intended to be used for reimbursements for students and coaches ONLY.
- Complete the online expense [reimbursement voucher form](#)
- Once you submit the online form, an email (including a PDF of all information submitted) will automatically be sent to your advisor for approval.
- 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)**
- CS Office will send approval to SABO -> SABO will send to Accounts Payable -> A/P will process the reimbursement and send payment via direct deposit (if already set up) or a check within 10 to 14 business days. Checks will be sent to the address listed on the form only.

## How to fill out SABO Expense Reimbursement Voucher

- **Name, Address and NUID should be the person being reimbursed**
- **Type of Expense:** select travel, non-travel, or both and enter the appropriate business purpose and dates.
- **Club index number:** account being reimbursed from can be looked up [here](#)
- **Account code:** the type of expense (ex. Food = 74320), list can be found [here](#)
- **Out of Pocket Expense:** Enter the amount to be reimbursed for each account code or expense type. (If partial reimbursement - please list this)
- **Upload receipt:** Ensure all receipts adhere to [Receipt and Proof of Payment Requirements](#)
- **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:** Set up to go to Club Sports Office

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 a record of it and can review, and potentially deny it beforehand if necessary!

## Receipts

It is the role of club executives to save all receipts from purchases that warrant reconciliation from their club account (procard transactions, transportation, reimbursements, etc.). Executives must email the Club Sports Office with the attached receipt within two weeks of the transaction. Failure to do so may result in an infraction.

## 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



Club Sports office.

### **PayPal/Venmo**

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

### **Campus Partners**

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.

### **Outside Bank Accounts**

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

### **Deposits**

- Deposit all money into your club index immediately.
- Never allow any member or executive to take money home or deposit into their personal account.
- Complete a Banner Department Deposit Form and submit it with your cash and/or checks to the Student Activities Business Office (SABO)
  - SABO will collect your deposits and send them to the Cashier's Office for processing via a Banner Department Deposit Form.
- **All Checks should be made payable to Northeastern University.**
  - Add a memo or "attn" line under "Northeastern University" (i.e. attn: Club Wrestling)

### **Completing Deposit Slips:**

- Fill in the total amount of cash being deposited.
- To minimize the use of cash and improve safety on campus, the SABO office will only be accepting cash deposits on a limited basis. Cash will only be accepted from student group fundraisers that have been approved by the Center for Student Involvement.
- Deposit Slips are available in 434CSC, 240CSC (programming lab), and 325CSC (Operations desk)
- 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 member doing the transaction on the Department Contact Name

section.

- Place the money/checks and deposit form in an envelope.
- Student groups will NOT be permitted to bring deposits into the SABO office.
- Student groups can deposit physical checks and approved cash deposits in our drop safe in the hallway outside of the SABO Office (434J CSC). 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.

### **Remote Deposits**

- Student Groups can now make remote deposits to their student group accounts using Debit/Credit cards and E-checks. Please see [Remote Deposit Instructions](#) for more information. Students may not use the remote deposits feature to deposit physical checks from other organizations or individuals.

### **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/Payment Portal**

Clubs can make payments into their account through an online payment portal, which consist of the following:

1. **Club Dues:** membership dues for participating in their respective club
2. **Fundraising:** non-tax-deductible fundraisers (i.e. apparel FR, equipment/gear sales, etc.)
  - a. ensure ALL fundraisers are approved by Club Sports and CSI prior to any payments (see Fundraising Procedures on pg. 53 for more information)
3. **Programs/Events:** One-off payments (team apparel orders, team trip payment, nationals dues, etc.)

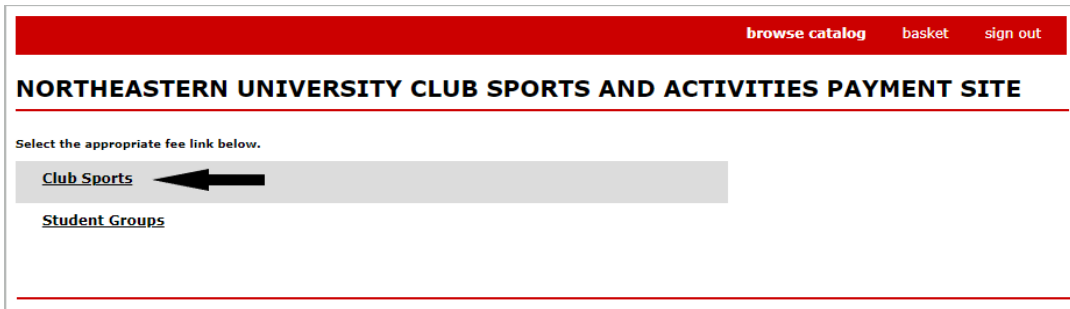
**\*\*This platform may NOT be used for event ticket sales or for tax deductible gifts.**

- **To receive a tax deductible gift, please direct donors to the University Advancement site located at: <https://giving.northeastern.edu>.**

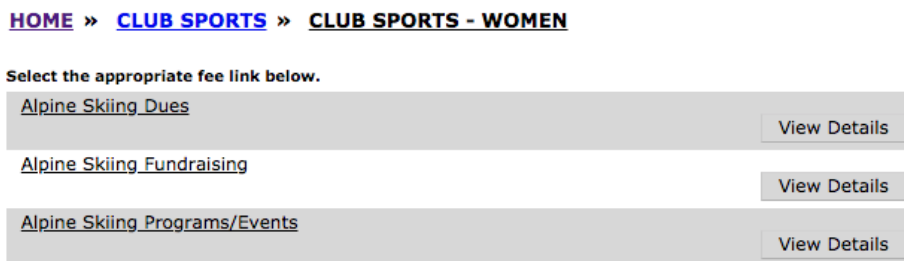
- For ticketing, please contact Club Sports.

Below is a step-by-step outline to complete online payments:

- Go to the [NEU Club Sports and Activities Payment Site](#)
- Select Club Sports > respective club designation



- Select the appropriate Club and payment type



- Enter dues/payment amount > Add to Basket

[HOME](#) >> [CLUB SPORTS](#) >> [CLUB SPORTS - WOMEN](#)

**Alpine Skiing Dues**

Fee:

To pay for this item, click the button below.

[Add to Basket](#)

- When ready, click “Checkout” (can add multiple payment if necessary)
- Provide personal info
- Please enter a description of the payment in the comment field provided.

---

*Full Name (First & Last):	<input type="text"/>
Enter 9-digit NUID (if applicable):	<input type="text"/>
*E-mail Address:	<input type="text"/>
*Reason for Deposit:	<input type="text"/>

[Continue Checkout](#)

- Continue with Checkout/Payment process
- Payment Methods Accepted:
  - Electronic E-Checks - requires Bank Account Number and Routing Number
  - Credit Card - Amex, Discover, Master Card, Visa or JCB

## **Fundraising Procedures**

**All fundraisers must be approved by the Club Sports Office and the Center for Student Involvement.** Clubs must review and comply with the [Student Organization Resource Guide](#) for details on Fundraising Policies and Procedures. **Any team found fundraising without proper approval would be subject to disciplinary actions.** If you have any questions about a fundraiser, please contact the Club Sports Office.

- All Club Sports are permitted and encouraged to fundraise. However, clubs must follow the rules instituted by the Center of Student Involvement.
- Clubs may only fundraise for their own organization or, if approved, a recognized charity or relief effort.
- All 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, Alumni, etc. Sales and some forms of solicitation are special privileges granted to recognized clubs as methods of fundraising and dispensing information about their organization. All fundraising and solicitation events must be approved by the Center of Student Involvement located in 434 Curry Student Center and the Club Sports Office.

### **Club Sports Fundraising Support**

Contact the Club Sport Office and Anelie Pierre ([a.pierre@northeastern.edu](mailto:a.pierre@northeastern.edu))

## Fundraising Approval

- Clubs must receive approval from the Club Sports Office and the Center of Student Involvement in order to proceed with planning and acting on the proposed fundraiser. Teams must submit their proposal to the Club Sports Office using the [Club Sports Fundraising form](#).
  - All fundraising proposals should be submitted a month prior to the event.
  - Approvals can take up to 3 weeks for processing
- If on-campus or external space is needed, contact Club Sports ASAP to assist with scheduling.
  - on-campus locations may not be available, Club Sports will do the best to find locations/alternate sites
  - external facilities require contracts that need approval through OGC and Risk Services

## 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.

## Cash Collection

Email 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 Center for Student Involvement upon receiving the cash box.

## Important Policies

- **Friends and Family Letters:** The Athletic Development Office, Club Sports Office and the Center for Student Involvement must all approve club letter writing campaigns to friends, family, businesses, and supporters. Please email 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 Office will forward the donations and team information to the Club Sport Office who will then transfer the funds via journal entry to the respective club.

### Logging Fundraisers

- All fundraisers should be logged in DSE.
- Managing Fundraising events: using 2-step mechanism (before and after the event) and the money Totals page that can be generated by combining the figures in the individual event forms.

🚲 SUPPLEMENTARY EVENTS Fundraising ADD NEW EVENT

Events Totals

Club: All | Season: 2018 - 2019 | Event Type: All

Event Status: All | Date: 8/10/2019 to 9/13/2019

Show: 10 | Search:

Event Name	Club	Event Type	Start	End	Event Status	Action
Park Cleaning	Crew	Community Service	8/9/2019 2:00am	4:00am	COMPLETE	<a href="#">✎</a> <a href="#">✖</a>
Special Olympics Training	Crew	Community Service	8/9/2019 4:00am	6:00am	COMPLETE	<a href="#">✎</a> <a href="#">✖</a>
Big Drop	Equestrian	Fundraising	8/11/2019 3:00pm	5:00pm	COMPLETE	<a href="#">✎</a> <a href="#">✖</a>

- There are 2 tabs- Events (that shows all the submitted forms- the screenshot above) and Totals (which shows the sum of money/hours in the individual forms- the screenshot below).

Events Totals

Season: 2019 - 2020 | Event Type: Fundraising

Show: 10 | Search:  EXPORT

Club	Events	Total Raised	Total Time
Rugby - Women's	7	\$720.00	18 hours, 0 minutes
Volleyball - Men's	6	\$714.00	6 hours, 30 minutes
Baseball	4	\$9500.00	15 hours, 45 minutes
Climbing	2	\$1863.14	10 hours, 0 minutes
Rugby - Men's	1	\$375.00	3 hours, 0 minutes
Ultimate	1	\$300.00	4 hours, 0 minutes

- Each event's form has 2 tabs- Basic Info (filled before the event) and Report (filled after the event).

# Fundraising Event Form:

Fundraising | Create Event



## Basic Info

Club:  Event Name:

Event Start:  Event End:

Description of Event:

Targeted Financial Goal:

Site Address:  Zip:

City:  State:

Site Contact Name:  Phone:

Email:   
(Optional)

## Basic Info

## Report

EVENT APPROVED

Total Time Spent at the event:

Money Earned for Club:

Total Members in Attendance:

Names of attending Members:  
(8 minimum required for approval)

I verify that the information I am providing is accurate in regards to my club's fundraisings efforts

## 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.

All Club Sports are included in the Athletics partnership with Under Armour, which includes discounts and updated university-wide branding. Clubs will be able to use Northeastern's 45% discount on Under Armour products listed in the [UA Catalogs](#).

- After selecting UA Catalogs, please select FW21 from the dropdown menu for this academic year

### Branding policies:

- All designs need to be approved by the Club Sports Office prior to ANY order, regardless of vendor
- All branding needs to adhere to the Athletics branding guidelines
  - Secondary logos will be the only exception – still needs to be approved by Club Sports Office
- Sports that do not have a varsity designated team at Northeastern are not required to include the "Club" moniker on apparel, but may choose to do so
- The "Club" moniker is *required* for all apparel for sports that have a *varsity designated team* at Northeastern (regardless of gender)
  - Ex. Volleyball – Both Men's and Women's Club teams need the "Club" moniker due to varsity Volleyball
- Clubs that choose to use a secondary logo on any apparel, must include the "Club" moniker on that apparel
  - Primary Athletics marks are still required (ex. Husky head with Northeastern arched overhead)
  - Cannot manipulate university logos for the secondary logo
  - Allows for personalization of gear with secondary logos (team specific logos) – ex. Valkyries
  - Secondary logos must be approved by the Club Sports Office
- When the "Club" moniker is used, it may appear before or after the Sport – "Club Volleyball" or "Volleyball Club"



- Sport designations are not required on *uniforms only*
  - Ex. Hockey jerseys do not need Club Hockey
  - Jerseys can have just the northeastern logos paired with “Northeastern”
- 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.
- *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:*

- Request a “Mock Up” from the vendor 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.

### University Branding Guidelines

- **ANY company that uses the Northeastern Brand/logos is required to have an approved licensing agreement with the University**
- There is an [approved licensed vendors list](#) that you can look at to see if there is a company you would like to use that is already licensed.
- **If the company is not already licensed:**
  - **They must** complete the application process through [IMG College Licensing](#).
  - This process will take approximately 4 weeks for approval.

### Primary Logos



Red Outline  
Gold Outline



Red Outline  
Gold Outline



Red N      Black N  
Gold N      White N

## Approved Font

1. United Sans Condensed Bold
  - a. ex. CLUB SPORTS
  
2. ADDITIONAL APPROVED UNITED SANS CONDENSED WEIGHTS
  - a. UNITED SANS COND BLACK
  - b. UNITED SANS COND HEAVY
  - c. UNITED SANS COND BOLD
  - d. UNITED SANS COND MEDIUM
  - e. 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 from 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).

### *Screen 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 online team stores

### Steps for creating your online store:

1. Contact the Club Sports Under Armour/3Step Representative
2. Provide the rep with the following information:
  - a. Style number and color of the item
  - b. Logo and placement for the item
3. How long would you like for the store to stay open?

- a. All orders are placed on the same day in bulk
4. If you would like to fundraise:
  - a. Complete the Fundraising Request Form to provide proof of approval to the rep
  - b. inform the rep you would like a check back to the program

#### **Team Store Guidelines:**

- 10 items Maximum
- 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 by signing off on this handbook **all participants are aware and agree 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 and is readily available on the Club Sports Website.
- 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](#) as well as the Club Sports Policy.

- Alcohol use at Club Sports sponsored events, both on and off campus is strictly prohibited.
- The use, distribution, possession, purchase, etc. of alcohol and/or drugs, except those prescribed by a physician for medical purposes, ***is strictly prohibited.***
- Team members and coaches shall not consume, possess, distribute, purchase, etc. alcohol or illegal drugs while serving as a representative of their club and of Northeastern University, regardless of legal age.
  - This includes, but is not limited to, during travel, lodging, competing, spectating, socializing, and/or while on club time.
- Please refer to 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.
- A text message and email will be sent directly to the Club Sport executives and Carter Field staff with cancellation/delay details for home events and practices.
- 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.

### **Weather Checks**

Club Executives should conduct weather checks weekly for all upcoming event locations. Any concerns/potential issues found by Club Executives should be discussed with the Club Sports Office. Contact the Sr Assistant Director prior to travel to/from an event if the weather could have an impact on the student’s ability to travel safely

### **First Aid/CPR/AED**

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

### **Medical Kits**

- Please contact the Sr Assistant Director 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 in charge of bringing their own ice to events.
- Ice can either be picked up at Marino, SquashBusters 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.
- **Primary Athletic Training Contact:** Kate Shimota, [k.shimota@northeastern.edu](mailto:k.shimota@northeastern.edu)

### **Automatic Lights and Finish Times**

- At venues that have lighting, lights will automatically shut off on a timer.
  - Parsons - 9:00 PM
  - Carter Field - 12:00 AM Sunday-Friday, 9:00 PM Saturday
- 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 Sr Assistant Director (within 24 hours).
  - The injury report will be sent to the primary Athletic Trainer on staff.
  - The primary Athletic Trainer will contact the injured person to initiate proper protocol.
- **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.
- Please have your primary insurance information/NUSHP available at any visits should it be requested

#### **Dr. Corrado:**

Head Club Sport Physician

[g.corrado@neu.edu](mailto:g.corrado@neu.edu)

135 FR (Forsyth)

617-373-2983

#### **Kate Shimota**

Club Sports Athletic Trainer

[k.shimota@northeastern.edu](mailto:k.shimota@northeastern.edu)

219 Cabot Athletic Center

(617) 373-8913

### **Travel Emergency Procedures**

- Fully stocked First Aid kits and ice bags are available at the Club Sports Office.
- Players with head injuries should seek necessary medical attention.
- In preparation for a serious injury or emergency during the game/match, keep cell phones on and accessible.

- Bring Northeastern University Injury Report Forms to each game/match and submit to Club Sports within 24 hours.

## **Head Injury Policies and Procedures**

### **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-athletes must be referred back to the head team physician for final medical clearance and vetting of prior clearance.

### **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.

#### **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](#)

#### **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 \(NATA\)](#)

#### **Primary Insurance Statement**

#### **Authorization for Release of Medical/Personal Information**

#### **FERPA Statement**

#### **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

## **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 Griess 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 to 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:

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

## **CLUB ESPORTS POLICIES AND PROCEDURES**

### **Participation Policies and Guidelines**

All members are expected to play at their best and will maintain behaviors consistent with the principles of good sportsmanship, honesty, and fair play. Conduct that will not be tolerated includes but is not limited to Collusion, Hacking, Exploiting, Ringing, Intentional Disconnection, or any other forms of cheating. The club sports office reserves the right to enact disciplinary action for any violation of these rules/standards of integrity for competitive play. ***The following are strictly prohibited and subject to disciplinary action:***

- ***Profanity and Hate Speech:*** Any use of language that is obscene, foul, vulgar, insulting, threatening, abusive, libelous, slanderous, or otherwise offensive or objectionable is strictly prohibited. Likewise, players may not promote or incite hatred or discrimination.
- ***Disruptive Behavior:*** Club students may not take or incite any action or perform or incite any gesture directed at another player, tournament administration, fan, or any other party which is abusive, insulting, mocking, or disruptive.
- ***Cheating:*** Any activity, such as cheating, hacking, botting, or tampering, that gives the account owner an unfair advantage in any game.
- ***Exploiting:*** Intentionally using any in-game bug to seek an advantage.
- ***Ringing/Account Sharing:*** Playing under another player's account or soliciting, inducing, encouraging or directing someone else to play under another player's account.
- ***Spectator Monitors:*** Looking at or attempting to look at spectator monitors.
- ***Intentional Disconnection:*** An intentional disconnection without a proper and explicitly stated reason (e.g. rage quit).
- ***Throwing:*** Intentionally giving the opposing team an advantage and/or the win by intentional poor play.
- ***Collusion:*** Any agreement among two or more players and/or confederates to disadvantage opposing players. Collusion includes, but is not limited to, acts such as:

- Soft play, which is defined as any agreement among two or more players to not damage, impede or otherwise play to a reasonable standard of competition in a game.
- Sending or receiving signals, electronic or others, from a confederate to/from a player.
- Deliberately losing a game for compensation, or for any other reason, or attempting to induce another player to do so.
- *Match-Fixing*: Intentionally losing matches and/or communicating with an opposing team for a premeditated outcome.
- *Gambling*: Any form of gambling is strictly prohibited.

### **Cheating**

- The use of any auxiliary software not permitted by the rules of any tournament or that give any players advantage over others (cheating) is considered unethical and it will be treated with the utmost seriousness and may result in probation, fines, and/or suspension depending on the severity.
- Students are not permitted to use any kind of software that will grant them individual advantage over others.
- Executives and team captains are responsible for overseeing/reporting potential cheating attempts and to provide management in this area.
- If an executive or team captain is aware or witnesses unauthorized downloads, they are required to report this to the Club Sports Office.

### **Esports Room Policies**

Computers in the Esports Room are for gaming only. Students are not allowed to use the room for any other activity, including, but not limited to, homework or personal use. Any misuse of, damage to, or removal of Esports equipment that is property of Northeastern University may constitute a violation of published university policy. Violations will be reported to the Office of Student Conduct & Conflict Resolution (OSCCR), Northeastern University Police Department (NUPD), or both, for review. Students must notify Club Sports staff of any malfunctions of or damage to equipment as soon as possible (hardware and software).

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. Students are responsible for reimbursing Club Sports for the cost of any repairs or replacement arising from the Student's misuse or unauthorized removal of Esports equipment, which amounts will be invoiced and billed to the Student's account.

### **Eating and Drinking**

Eating near the computers is prohibited. Club students can use the adjacent tables if they want to. After eating, make sure you wash your hands. Drinks with lids that are properly closed are allowed near the computers. No food or drinks should be left behind. Failing to follow these guidelines will result in an infraction.

### **Downloads**

It is deemed inappropriate to download any software without previously communicated and approved by the Assistant Director of Club Sports and Esports. If a student is found downloading anything other than what was previously approved, possible disciplinary action will take place, if needed.

- Current Esports executives and team captains are responsible for overseeing potential download attempts and to provide management in this area. If an executive or team captain is aware or witnesses unauthorized downloads, they are required to report this to the Club Sports Office.

### **Appropriate Use of Computer and Network Resources**

Club students are expected to follow all policies and procedures applicable to the use of Northeastern University computer and network resources.

- [https://www.northeastern.edu/policies/pdfs/Policy\\_on\\_Appropriate\\_Use\\_of\\_Computer\\_and\\_Network\\_Resources.pdf](https://www.northeastern.edu/policies/pdfs/Policy_on_Appropriate_Use_of_Computer_and_Network_Resources.pdf)

### **In-Game Currency**

All purchases on personal accounts with game specific currency is a personal decision and will not be reimbursed by the university.

### **University Tag Guidelines**

- All club students must follow the tag guidelines to clearly differentiate the various organizations/teams as well as create consistency for fans, media, and participants.
- The club sports office will provide proper guidelines for team specific tags at the start of each year.
- Students are expected to choose an appropriate in-game name which will serve as their competitive gamer tag for the duration of the competitive collegiate Esports season.
- Students will be asked to change their tag if it is deemed inappropriate.

***\*If a student is found representing the institution inappropriately, a formal warning will be sent from the club sports office. If the student insists on using the tag, it may result in disciplinary action.***

### **Gaming Profile Picture**

All personal gaming profile pictures on personal accounts i.e. Blizzard, Riot, Steam, etc. must be acceptable to represent Northeastern University at all times. The club sports office reserves the right to review gaming profile pictures while representing the university.

### **Gaming Account Review**

Club students must remain in good standing with the university, game developers, tournament programmers, national governing body, etc. Any suspension issued by a developer to a personal account is subject to review by the club sports office. Any account created for sanctioned competition must remain in good standing with the university and the game itself.

### **External Agreements**

Club students are not authorized to partner or work with outside vendors or companies without approval. All vendors and companies are subject to a vetting process and athletes must receive approval from the club sports office before agreeing to a partnership.

### **Media Relations**

- All interviews, whether for Northeastern University or external media outlets, must be approved by the club sports office.
  - In the event a reporter approaches the student directly, the student-athlete is required to direct the media representative to the club sports office.
- The club sports office will work directly to coordinate interviews with the student and media outlet.
- Student-athletes have an obligation to their teammates and game to not make comments that are detrimental to Northeastern University and the teams progress.
- When dealing with members of the media, in a formal or relaxed setting, everything said will be on record. As a club sports participant, you have a right to privacy and do not have to release personal information, regardless of what you are told by a reporter.

### **Individual Sponsorships**

- All individual sponsorship opportunities must be reviewed by the club sports office.
- No major competitors can serve as a sponsor that will impact Northeastern University contracts (i.e. Nike will impact the UA contract).
- No individual sponsors can be present during Northeastern sanctioned play (practice, stream, tournaments, etc.).

### **Team Sponsorships**

- All club sports sponsorships will be managed and overseen by the club sports office.
- Any coach or club participant that receives a direct inquiry from a potential sponsor should notify the club sports office as soon as possible.
- Students and coaches are not permitted to enter into/sign any sponsorship commitments/contracts on behalf of the program.

### **Right of Publicity**

- The Right of Publicity is defined as the right of the student to control who can use their name, image, or likeness. A club student's control is limited to their own identity. A club participant is allowed to represent themselves in an individual capacity. However, sponsorships, brand deals, or agreements alike must be reviewed and approved by the club sports office to ensure there is no conflict.
- In no circumstances can a club student profit from utilizing the Northeastern University image, or likeness on personal accounts. Any profit earned through the use of the Northeastern brand will return to the club Esports team account.

### **Prizes During Collegiate Competition**

All prizes, while competing on behalf of Northeastern University, will be reviewed by the club sports office *prior* to competing. Club Executives are responsible for notifying the club sports office of any potential prizing.

- Any prize money earned will be received and distributed by the club sports office to the club participants financial account in the form of a scholarship. Direct payments from tournament providers to club participants is strictly prohibited.
- Any non-monetary prize earned will be reviewed by the club sports office and dispersed accordingly.

### **Individual Competition**

- Prize money will be collected as an individual and cannot be received through the university
  - ***If this is a requirement, see guidelines for determining university-affiliated event***
- Club students may not use Northeastern University image and likeness during the duration of personal competition for prize money
- Club students are permitted to identify themselves by sport and school ***but may not*** leverage the Northeastern logo, image, and likeness to retain any individual prize money earned through external competition
- Student-athletes may not utilize university resources while competing as an individual (i.e. computers, software, equipment, etc.)
- student-athletes may only compete in collegiate-sanctioned competition on behalf of NU.

### **Guidelines for Determining a University Affiliated/Collegiate Esports Event vs. Individual Event**

If any of the event eligibility categories below apply when registering for an Esports event, then the event would be considered a 'sanctioned collegiate' event affiliated with the University:

- A collegiate event in nature - marketed for college teams
- Required to be part of sanctioned club or team at a university
- Required to be enrolled in a university
- Mandatory use of student email address to provide proof of enrollment
- Prize earnings requirements to be filtered through the university
- Any name, image, and/or likeness associated with the university

***\*\* If none of these criteria apply, then a club participant may compete as an individual, not affiliated with Northeastern University.***

### **Streaming**

- Streaming on personal accounts is not allowed inside the Team Room. Streaming using SquashBusters Team Room equipment, may result in disciplinary action.
- The use of any logos or association with Northeastern University when streaming on personal accounts is not allowed without prior approval from the club sports office.
- Streaming on the Official Northeastern Twitch channel without prior approval by the club sports office is strictly prohibited.
- Students must sign the Club Sports Streaming Agreement before participating and streaming in the official Northeastern University Twitch account

***\*\* Abide by all policies/procedures set forth in the media agreement (see Appendix B)***

### **Northeastern Esports Streaming Guidelines**

- All club participants and coaches must recognize, agree, and sign the Media Agreement and return the completed form to the club sports office before streaming any Northeastern affiliated content.
- Club students must obtain approval from the club sports office before every event that will consist of streaming Northeastern-affiliated content.
- All compensation earned while streaming on Northeastern affiliated accounts (YouTube, Twitch, etc.) will be remitted to the NU Esports team account (*no individual payouts*).

### **Personal Streaming & Media Generated Money Expectations**

While student-athletes would be permitted to identify themselves by sport and school, the use of conference and school logos, trademarks, or other involvement is strictly prohibited. Any club participant that generates income on YouTube, Twitch, or any other media platform are eligible to keep all such donations as long as:

- The Northeastern University image and likeness are not included during the duration of the stream or video
- The Northeastern University image and likeness are not included in the description of the video or stream
  - Student-athletes may acknowledge their club sports status during the duration of the video or stream **but may not include** their status in the description of personal video or stream
- The Northeastern University Esports official gameplay, practices, scrimmages, or any other Northeastern official competition cannot be used to generate money on a players personal account
- Club students are an extension of the university and must represent the university with respect at all times, including on personal accounts. Inappropriate behavior will not be tolerated regardless of personal or university-affiliated outlet

## **University Wide Guidelines for Esports**

### **Esports Tournament Registration – Overarching University Policy**

If a Northeastern student would like to participate in an Esports event, including competitions and tournaments, and the event requires participants to be associated with a college or university as a condition of participation, then the student must (1) be an approved member of one of the sanctioned Esports organizations on campus (through CSI or Club Sports) and (2) abide by the policies and procedures of that organization.

These requirements also apply if the participant intends to use any name, logo, font/color scheme, image and/or likeness associated with the university in connection with an Esports event, or if any of the eligibility requirements listed below is a condition of registering for an Esports event:

- *Required to be enrolled in a college or university*

- *Required to use a student email address (i.e., @husky.neu.edu) to provide proof of enrollment*
- *Required to be part of a sanctioned club or team at a college or university*
- *Prize earnings required to be filtered through the university*

If none of the conditions described above applies, the student will be considered to be participating as an individual and this policy will not apply to such participation.

If a student, faculty, or staff member becomes aware of an unsanctioned University-affiliated team, they must notify the Club Sport office immediately.

### **Crossover Participation**

If a student is removed, banned, or suspended from CSI or Club Sport Esports participation due to conduct violations or policy infractions, the same penalty will be upheld for both organizations. *This means that if a student is removed from Club Sport participation, they are no longer eligible to participate in CSI Esports, and vice-versa.*

### **Esports Priority Registrations**

The following terms apply to participation in collegiate Esports events and determine the prioritization of Northeastern affiliated organizations where required due to tournament registration rules. This protocol only applies when there are limits on the number of teams that can enter a tournament from one school.

1. Northeastern Varsity Esports will have first priority for registration and roster spots. If only one team is allowed to enter the collegiate sanctioned event per institution, that spot will be allotted to the varsity program.
2. Club Sport Teams can register for all collegiate Esports events and competitions but must yield to the varsity program if there are a limited number of openings for teams from the same institution.
3. CSI organizations can register for all collegiate Esports events and competitions but must yield to Varsity and Club Sport teams if there are a limited number of openings for teams from the same institution.

## APPENDIX A - CONSTITUTION TEMPLATE FOR CLUB SPORTS

**All new constitutions** need to follow the format of the sample constitution below should exactly match the format of your own club constitution. All numbered articles and sub-sections below should be duplicated in your own document. Do not leave any article or sub-section out of your document; do not add in subsections where they are not called for.

**All existing constitutions** need to have all mandatory articles addressed below, but the format can remain as is if necessary.

Specific places have been identified in this document for you to include club-specific rules. If you have something that you would like to include in this document and you are unsure of where to put that information, see the Sport Club Administration for assistance. Please read each section carefully and ensure that your constitution meets the stated guidelines prior to submission.

Please note the following:

- Writing in *italics* and within “quotes” are examples of what could potentially be considered acceptable statements to address a particular article and/or sub-section. Clubs may choose to include these statements verbatim in their own documents. However, these statements must be evaluated by each individual club and should be written to meet the specific needs of the club.
- Writing that is in bold is required for inclusion in the constitution and may not be altered.

Constitution \_\_\_\_\_  
(Club Name) (Date of Re-adoption)



### **ARTICLE I – NAME (MANDATORY)**

- A. State the official name of the club sport.

### **ARTICLE II – PURPOSE/MISSION (MANDATORY)**

- A. State the reason for the formation of the club and the club’s objectives.
- B. Use as many sub-sections as necessary to accurately state the specific objectives of the club.

### **ARTICLE III – MEMBERSHIP (MANDATORY)**

- A. State which people are qualified for membership, assuring that no discrimination shall take place. The following statement is an example of an acceptable opening statement:  
*“Membership is open to all full-time students.”*
- B. State what an individual must do to be a recognized as a full member. Examples
- C. of items to consider might include: requirements for attendance at practices/games, minimum GPA requirement, individual registration with a national governing body, playing experience, etc. Any requirements for attending large-scale trips, tournaments, or postseason events should also be included, along with any potential consequences for members who elect not to participate.
- D. State what rights and privileges a full member has. For example, the right to attend all practices/games/club events and the right to vote and run for club office may be included here.

### **ARTICLE IV – MEETINGS – (OPTIONAL)**

- A. State whether or not any meetings of the membership are to be held during the academic year and when they are to be held. If no meetings are to be held, please state that as well. To be clear, these are not practices, but any scheduled business/organizational meetings that your club may choose to hold. For example, you may wish to schedule a day for your club members to return any borrowed club equipment. At a minimum, a date for holding annual club elections must be set in this subsection. If officers are to be replaced at the conclusion of the fall semester, a fall election date must also be set.
- B. State procedures for calling regular and/or special meetings. Be specific, and include information such as: how members will be notified (email, text message, in a designated group chat, etc.); how much notification club members must receive for attendance to be considered mandatory (at least 1 full business day is required); penalties for missing mandatory meetings; and any exceptions that would excuse a member from penalties (i.e., academic conflict, work conflict, etc.).

### **ARTICLE V – EXECUTIVE BOARD (MANDATORY)**

- A. For sub-sections A through D, list the title of each club officer and outline the specific duties that the officer will be primarily responsible for. If your club elects to have more than four officers, additional sub-sections should be used and subsections E and F should be adjusted accordingly (i.e., they would become sub-sections G and H, respectively, if your club had one additional officer who is described in sub- section E). It may be helpful to refer to the sections in this handbook that outline the role of each mandatory club officer (President, Treasurer, 2 Safety Officers, Vice President (for teams w/ rosters over 15)). It is recommended that the officers of the club meet to discuss and delegate these responsibilities so that each person in a leadership position knows what is expected of them.
- E. State procedures for handling mid-semester or mid-year vacancies within the Executive Board. *Please note:* The procedure for elections is different and will be addressed under Article VI. For example, a club may elect to fill mid-semester or mid-year vacancies by “executive appointment”; however, annual elections must be held to determine leadership within the club.

- F The following statement must be included verbatim for this section: **“Officers must be actively participating members of the club sport and have been in the club for at least 1 year for required positions and 1 semester for option positions.”**

#### **ARTICLE VII – ELECTIONS (MANDATORY)**

- A. Describe the elections procedure, when it will take place, and how nominees will present their qualifications. Items to address in this section would be: specifically, detail who may nominate and who may be nominated; minimum qualifications a candidate must possess in order to be eligible for office; a specific date when nominations and elections will take place. It is recommended that elections are held in February/March for the following academic year, so the newly elected officers have time to learn their duties from the current officers. However, elections may be held before the end of the academic year, and the end of the fall semester if officers will be replaced at the conclusion of the fall semester.
- B. State how long the terms of office is and how many times a person may hold the same office.
- C. State that all voting shall be done by secret ballot. State specifically what is required for a winner to be declared (a simple majority, a 2/3 vote, etc.) and what the procedure would be in the event of a tie. Address whether or not absentee ballots will be accepted from members who are not present at the election meeting, and how/when those ballots will be submitted/accepted.

#### **ARTICLE VI – TRYOUTS (MANDATORY)**

- A. *(If applicable)* Describe the tryout procedure, when it will take place, how members will be informed, requirements, etc.

#### **ARTICLE VIII – FUNDS (MANDATORY)**

- A. State the semester and yearly club sport membership dues and when they are due. If different options are available, please state what that will consist of as well. For example, full members will pay \$100 per semester, practice players will pay \$50 per semester, etc. OR A Team will pay \$150 a year, B Team will pay \$100 per year, etc. Club dues must be submitted no more than 5 business days after a member is officially listed on the club roster. Club officers CANNOT have their club dues waived.
- B. State the procedure for dues assistance for individuals if necessary. For example, “A contingency pay plan will be available for members who cannot make the initial payment. Provide dates, amounts, etc. for when dues will be paid on this plan”
- C. State the requirement for taking part in fundraising activities. If your club has already planned fundraising activities, include them here.

#### **ARTICLE IX – AFFILIATIONS (MANDATORY)** *(Include all that apply)*

- A. State any affiliations with local, state, regional, or national organizations. If applicable, include conference affiliations as well.
- B. State that your club will adhere to the rules set forth by the National Governing Body that correlates to your sport. An example of an appropriate statement for this section would be:  
*“The \_\_\_\_\_ club agrees to adhere to all rules, policies, and bylaws set forth by...”*

#### **ARTICLE X – ADVISOR (MANDATORY)**

- A. Club Sport Administrators are every club's advisor. Please make note of that here.

#### **ARTICLE XI – COACH (MANDATORY FOR TEAMS WITH A COACH)**

- A. State procedures for the qualifications and selection of a club coach and the function(s) and duties of said person(s). If your club does not utilize the services of a coach/instructor, the following statement may be used: *“The \_\_\_\_\_ club does not currently have a coach.”*

#### **ARTICLE XII – AMENDMENTS (MANDATORY)**

- A. State how amendments to this constitution shall be made. The following statement is an example of an acceptable procedure that may be used to make amendments to your club’s constitution: *“Amendments may be proposed from the floor during any club business meeting. A two-thirds vote of the members present is required to pass such motions.”* If this example does not sound like something your club would reasonably do, that is fine. Instead, describe a procedure you believe is reasonable and feasible for your club to use (contingent on Club Sport approval). Regardless of the exact procedures you decide to use, and in order to avoid confusion, all proposed amendments should be received in writing prior to a vote. There is not an incorrect way of setting this up! The important thing is that you have a procedure that your club will use and that you are able to use it! It is important to remember that non-officers should have the ability to suggest amendments to the constitution, but the executive board of each club should have rules in place that will determine whether or not the proposed amendments are brought to the membership for a vote. For example, must all officers agree to bring a proposed amendment to a vote? Three-quarters of all officers? To be clear, club officers may NOT unilaterally make any changes to a club constitution once the document has been ratified and distributed to the membership each academic year.

#### **ARTICLE XIII – CLUB SPORT POLICIES AND PROCEDURES (MANDATORY)**

- A. **The following statement must be included verbatim for this section: *“All policies and procedures outlined in the Northeastern Club Sport Handbook, Northeastern Student Handbook, and Northeastern Student Code of Conduct shall be adhered to by this organization. All violations and subsequent disciplinary actions shall be determined and enforced by the Club Sport Administration according to the policies and procedures outlined in the Northeastern Club Sport Handbook.”***
- B. Use as many sub-sections as necessary to state and describe all specific Club Sport team rules that shall be implemented and enforced by the club officers, captains and/or members. Be specific. Examples of a rule that clubs may choose to include in their constitutions might regard a requirement to attend a certain number of practices in order to be eligible to play in contests or to be reimbursed for player registration/insurance fees. Each club MUST have at least one team rule to address a restriction on all club members from wearing club-specific apparel in bars, at parties, etc.
- C. State and describe all specific sanctions that shall be enforced should club members violate any of the aforementioned club rules. The Club Sport Administration understands that each situation is unique, and it may be difficult to come up with an appropriate sanction that would apply to all violations. Therefore, it is recommended that a statement similar to the following statement is included: *“In conjunction with the Club Sport Administration, the officers of the club reserve the right to enact disciplinary measures upon any club member who is found to have violated a policy of the club, or whose actions have negatively affected the reputation of*

*the club. Disciplinary actions may include, but are not limited to, probationary sanctions, temporary suspension, or permanent suspension from all club activities.”* If your club has a number of team-specific rules in this article, adjust this subsection to the appropriate letter.

### **Signatures and Distribution**

The club constitution is not considered to be finalized or accepted until:

- A. An initial draft of the constitution is submitted to Club Sports by 6/1. This draft does not need to be signed by anyone.
- B. E-board signs and submit a revised document to Club Sports by announced deadline.

## **APPENDIX B - Northeastern University Media Agreement - Esports**

### **Streaming Platforms**

Twitch is one of several online streaming platforms that allow Esports broadcasters, athletes, content creators and the gaming community to share their passion. In return, viewers can follow, subscribe or interact with the streamer.

Northeastern University Esports (“NU Esports”) has a Twitch account located at <https://www.twitch.tv/neuesports>. This account is designed to be used by Northeastern students streaming approved club sports practices, games, and events on university-sanctioned hardware. All students who use the NU Esports Twitch account, or any other streaming platform used by NU Esports, must adhere to the guidelines set forth in this document.

### **Purpose**

The Streaming Agreement outlines policies and procedures Northeastern University students are expected to follow with respect to the use of Esports platforms in connection with participation in NU

Esports.

*\*\*University Administration (defined below) reserves the right to take disciplinary action it deems necessary if any student is in violation of these policies and regulations. Students could also be subject to disciplinary actions by other University Departments (i.e.; the Office of Student Conduct and Conflict Resolution (OSCCR), Public Safety) depending on the nature of the violation.*

### **Streaming Approval Process**

Students must obtain approval before streaming any content of any kind and in any form on Northeastern's Twitch account or otherwise in connection with NU Esports. Streaming on Northeastern's official Twitch account without prior approval by a full-time Club Sports Staff member is strictly prohibited. Students who stream without prior approval are subject to loss of these privileges, removal from the team, and/or additional disciplinary action as deemed appropriate by the University.

Students must request a streaming spot at least two weeks in advance. A request does not guarantee usage nor is it sufficient to begin streaming. Approval, in part, will depend on availability.

### **Authorized Personnel to Approve Streaming Requests ("University Administration"):**

*Only the staff members below are authorized to approve requests for streaming through the Twitch account. Approval by any other person is invalid.*

- Assistant Athletic Director of Club Sports and Esports
- Sr. Assistant Director of Club Sports
- Assistant Director of Club Sports & Esports
- Coordinator of Club Sports

### **Expectations and Requirements:**

- You must adhere to and abide by all policies and procedures outlined in this agreement
- You must adhere to and comply with the Northeastern University Student Handbook
- You must adhere to and comply with the Northeastern University Code of Student Conduct
- You must adhere to and comply with the Northeastern University Club Sports Handbook (*Club Sport Participants*)
- You must adhere to and comply with all Twitch Community Guidelines
- You must be an active and approved member on Do Sports Easy in order to have authorization to stream
- Students must request prior approval before streaming any content by submitting a content plan
- Students can only stream pre-approved content
- Any and all compensation earned by students while streaming on Northeastern's Twitch account must be paid or remitted to the Northeastern Esports team account (*no individual payouts*)
- Students must obtain special approval in order to stream content from remote locations. This request must be included in your submitted proposal

- *Students streaming from remote locations will receive supplementary policies and procedures and are expected to adhere to those as well.*

### **Additional Northeastern University Esports Policies**

1. Students must engage in respectful behavior that does not discriminate or threaten violence against or ridicule any individual or group on the basis of characteristics including but not limited to gender, race, religion, sexual orientation, gender identity or any other category prohibited by law, University policy, or otherwise.
2. Students using the Twitch or any other streaming platform are representing the Northeastern Esports program. As such, any behavior that is considered offensive in any way towards other players, staff members or institutions while representing any facet of Northeastern University Esports will not be tolerated.
3. Students must not impersonate others, either online [ex: Discord] or in person.
4. Students who sign up for tournaments independently of a sanctioned Northeastern organization (ex: Club Sports) may not represent themselves as affiliated with Northeastern University and are not permitted to use any official university branding, logo, names, images, or content.
5. Any cheating is strictly prohibited.

### **Conduct Expectations**

*All teams must adhere to all conduct expectations below while participating in a Northeastern University Esports event, competition, stream, and/or tournament.*

- Teams are expected to use best efforts when playing and to maintain behaviors consistent with the principles of good sportsmanship, honesty, and fair play. Unfair conduct includes but is not limited to collusion, hacking, exploiting, ringing, intentional disconnection, or other cheating methods. Tournament Administration maintains the right in its sole discretion to determine whether a violation of these rules and standards of integrity for competitive play has occurred and the consequences of a violation.
- *Profanity and Hate Speech.* A player may not use language that is obscene, vulgar, insulting, threatening, abusive, libelous, slanderous, or otherwise offensive or objectionable. Players must not promote or incite hatred or discriminatory conduct.
- *Disruptive Behavior.* Players must not direct or incite any abusive, insulting, mocking, or disruptive action or gesture at another player, Tournament Administration, fans, or any other party.

### **Violations**

*Any violation of these policies or streaming guidelines by one or more members of a team, broadcaster, or chat members will be subject to disciplinary action. The nature and extent of penalties imposed will be at the sole discretion of Northeastern staff and officials.*

### **Responsibility to Report**

- Executives and broadcasters are responsible for monitoring all communication and streaming platforms affiliated with or used by NU Esports.
- All Esport participants and broadcasters are responsible for reporting any misconduct described in this agreement as well as the Club Sports Handbook, Northeastern University Student

Handbook, and/or the Northeastern University Code of Conduct to the Club Sports office immediately.

- Team members that are present during streams have a duty to report, whether they are streaming or viewing.
- If executives or Esport participants witness gambling of any sort, it must be reported immediately to the Club Sports Office.

### **Harassment:**

*All Northeastern affiliated students will abide by the University's anti-harassment policy. Violations of this policy will be subject to review by the Club Sports Office and OSCCR. Students can be disqualified from Club Esports at any time if they are found to be in violation of any harassment policy before, during, or after a stream. For purposes of this Streaming Agreement, harassment includes:*

- Verbal abuse related to sex, gender identity and expression, sexual orientation, race, ethnicity, disability, physical appearance, body size, age, or religion
- Stalking or intimidation, either physically or online
- Spamming, raiding, hijacking, or inciting disruption of streams or social media
- Posting or threatening to post other people's personally identifying information ("doxing")
- Unwelcome sexual attention including sexualized comments, jokes, and sexual advances
- Advocating for, or encouraging, any of the above behavior
- Sharing hurtful or mean-spirited memes
- Making casually bigoted comments or jokes (e.g. "that's so gay", "you play like a girl", etc.)
- Trash-talking in a way that focuses on someone's personal traits instead of on their gaming skill
- Targeted harassment in chat or in game
- Unwanted criticism of gameplay
- Commenting on the skill level of a teammate in a negative fashion

### **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 compliance with the law. Northeastern does not tolerate any form of hazing and any acts of hazing should be directly reported to the Club Sports Office.

- <https://web.northeastern.edu/clubsports/wp-content/uploads/2017/09/hazing.pdf>

### **Recognition of Policies, Procedures, and Expectations: (Digital Signature Below)**

By signing below, you certify that you have read and understand this Streaming Agreement and will abide by the policies and terms set forth above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_