The key to the success of this program is student leadership and participation.
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Contact Information

Club Sport Office Location
Badger & Rosen’s Squashbuster’s Center
795 Columbus Ave
Roxbury Crossing, MA 02120

Club Sport Mailing Address
219 Cabot Center
Northeastern University
360 Huntington Avenue
Boston, MA 02115-5000
Phone: 617-373-8727  Fax: 617-373-8278

Club Sports Staff

Nick Avery
Assistant Director of Campus Recreation - Club Sports
Email - n.avery@northeastern.edu
Office - 617-373-8727

Drew Taylor
Coordinator of Campus Recreation – Club Sports
An.taylor@northeastern.edu
Office - 617-373-2680

Campus Recreation Department

Pam Wetherbee Metcalf - p.wetherbeemetcalf@northeastern.edu
Senior Associate Athletic Director for Campus Recreation and Club Sports

Phil Marcinek – p.marcinek@northeastern.edu
Associate Director of Campus Recreation – Facilities and Risk Services
Club Sport Resources

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

Jeffrey Jean-Francois – S.A.B.O Assistant Director, S.A.B.O

Justin Parent - Strength & Conditioning Assistant Coach

Bethany Lawlor – Alumni Events Alumni Relations, Special Events

Andrade Fearon – Fundraisers Student Activities, Event Coordinator

TBD –Alumni Relations University Development, Alumni Relations

Jack Rooney – Catalyst Alumni Rel., Development Associate

Nicole Girard – Friend/Family Letters Assistant Athletic Director, Marketing

Administration
Club Sport Administrative Website
Fundraising Form
Budget Form
Vehicle Accident Report
Injury Report
Risk and Consent Form
Hazing Statue Acknowledgment

Social Media
NU Club Sports Twitter
NU Club Sports Facebook

Reservations
Facility Request Forms
Hotel Request
Airfare Request
Online van reservation form
Northeastern University Center for Student Involvement
Northeastern University Office of Student Conduct and Conflict Resolution
Northeastern University Code of Student Conduct

Important Links
Northeastern University Campus Recreation
Catalyst
Online Giving Page
Tax Exempt Forms
Athletics Branding Guide
Northeastern University Athletics
Northeastern University Student Activities Business Office
Northeastern University Campus Map
PROGRAM OVERVIEW

Club Sports Philosophy
The Northeastern University Club Sport Program is overseen by the Club Sports Office consisting of: the Assistant Director of Campus Recreation - Club Sports and Coordinator of Campus Recreation – Club Sports in partnership with the Northeastern University Department of Athletics and Campus Recreation. Their role is to provide administrative guidance to each individual club sport. Each club is formed, developed, governed and administered by the student membership of that club.

Club Sport 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 Sport 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 sport program through alumni/affinity outreach and development strategies with the goal of securing financial stability for their administration and operation.

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

- Students organize clubs with administrative assistance and oversight from the Club Sports Office and utilize the fiscal budgetary services of the Student Activities Business Office. As recognized student organizations, clubs are eligible for meeting space, facilities and other resources. Partial funding allocations or “seed money” is provided yearly through Club Sports Discretionary Budget based upon compliance, merit, proposed championship attendance and club roster size.
- The Club Sports Office reserves the right to refuse recognition to any club that: 1) requires extensive funding, facilities, or resources; 2) involves high liability or risk factors; or 3) does not properly represent the Departments of Athletics, Campus Recreation / Club Sports and Northeastern University.
- The Club Sports Office may, upon advice of University officials, prohibit club activity in which the risk of serious and / or fatal injury is unacceptably high.
- The Club Sports Office reserves the right to refuse or revoke recognition of any club using facilities, funding, or any other University assets/property for personal monetary gain and/or promotion of a private enterprise.
- The Club Sports Office reserves the right to suspend or uphold budgetary transactions if team does not stay compliant to University and Club Sport policies, procedures or guidelines.

Club Sport Definition

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

Archery
Alpine Skiing (Men’s)
Alpine Skiing (Women’s)
Badminton
Baseball
Basketball (Men’s)
Basketball (Women’s)
Cheerleading
Cricket
Cycling
Dance Team
Equestrian
Field Hockey
Figure Skating
Golf (Men’s)
Gymnastics
Ice Hockey (Men’s)
Ice Hockey (Women’s)
Inline Hockey
Lacrosse (Men’s)
Lacrosse (Women’s)
Paintball
Powerlifting (Men’s)
Powerlifting (Women’s)
Rock Climbing
Rugby (Men’s)
Rugby (Women’s)

Running
Sailing (Coed)
Sailing (Women’s)
Soccer (Men’s)
Soccer (Women’s)
Softball
Squash (Men’s)
Squash (Women’s)
Swimming (Men’s)
Swimming (Women’s)
Tae Kwon Do
Table Tennis
Tennis (Men’s)
Tennis (Women’s)
Trap and Skeet
Triathlon
Ultimate Frisbee
(Men’s)
Ultimate Frisbee
(Women’s)
Volleyball (Men’s)
Volleyball (Women’s)
Water Polo (Men’s)
Water Polo (Women’s)
Wrestling
Team Administration

Student Eligibility

- Must be currently enrolled full-time Northeastern University students (undergraduate or graduate) in good standing (administratively, academically, financially, behavioral) with the University, having paid the Campus Recreation Fee and who meets the respective club sport governing body's eligibility criteria.
- Student must have a valid NU identification card & NUID number. This means they hold at least 12 credits each semester. Exceptions will be taken into account on a case by case basis.
- Given the competitive nature of Northeastern University Club Sports it is recognized that only a certain amount of competitors might be allowed to participate in certain sports. Therefore it may be up to the discretion of these particular Club Sport Executive Boards to cap their respective rosters and institute a tryout for these roster management purposes.
- Any Intercollegiate Athlete interested in competing on a Club Sport team may do so only under the following circumstances:
  - The sport does not coincide with their varsity season
  - The student receives approval from all of the following
    - Varsity Head Coach
    - NCAA
    - Club Sport Governing Body
    - Assistant Director of Campus Recreation - Club Sports
- 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 Sport Office if the student is not meeting team attendance expectations.
- Team executives are authorized to cut/terminate a student if the individual is not complying with team/department policies
- Summer Eligibility - If a student-athlete wishes to participate in organized team activities during Summer 1 and Summer 2 sessions, they still must meet the requirements of a full-time student. If a student is ONLY enrolled in summer 1 OR summer 2, they must be taking six or more credits to be considered full-time. However, if a student is enrolled in 12 or more total credits throughout the duration of both summer 1 and summer 2, they are considered full-time.
- Northeastern full-time Faculty, Staff and Administrators are not permitted to compete on a club sports team. However, club executives are authorized to elect full-time staff as a faculty advisor or coach.
- Northeastern University is committed to a diverse campus community through Affirmative Action and Equal Opportunity. As a result, membership and participation within Northeastern University Club Sports are free from discrimination based on age, race, religion, ethnic or national origin, sex, sexual orientation, marital status, disability, and political or social affiliation.

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

**Student Policies**
All Club Sport student-athletes must adhere to the same rule and regulations set forth in the Northeastern University Undergraduate Student Handbook and the Northeastern University Code of Student Conduct

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

- All students are required to register on our website prior to participating in ANY club activities including; travel, tryouts, practices or games. No student is permitted to participate without all of the mandatory documentation on file.
- Individual club members are not considered part of a Club Sport 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
  - Club Policies: Massachusetts Hazing Statute

- All rosters with complete player eligibility requirements must be submitted prior to first scheduled tryout/practice/event or competition.
- Incoming freshmen are NOT eligible to participate in club operations until after Welcome Week.

**Any Club Sport 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, Public Safety) for further disciplinary procedures based on the nature of the indiscretions.**

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

- Meet with Club Sports Staff to discuss previous year’s performance, budgeting, and a plan of action for the following academic year.
- The team must be in good standing with Northeastern University and represent the University consistent with its mission and goals.
- Team’s budget must not be operating in the negative when renewing status as a current Club Sport. During the end of the year meeting, opportunities will be discussed to generate possible revenue.
A new executive board must be appointed and registered on DoSportsEasy, or the team must choose a representative on the current roster to maintain communication with the Club Sport office during the transitional period (summer/offseason).

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

Establishing a New Club Sport

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

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

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

*The Club Sport department has the right to deny any proposal based on department budget, safety concerns and staffing restraints.*

Club Sport Executive Board

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

- **President:** Responsible for the overall administration and programming of team. The President is responsible for the following, but not limited to; ensure their team abides by the rules set forth in this handbook, the Northeastern University Honor Code and Code of Conduct, and is also compliant with team’s corresponding sport governing body. The President is responsible for ensuring club rosters, proper signing of participant documents, practice/competition facility schedule requests, proper risk management protocol, and verify that two members of the team are CPR certified.

- **Treasurer:** Responsible for the following but not limited to; team budget, request for proper funding, oversee purchase orders and purchase procedure, and handles financials for fundraising, donations, and endowments.
- **Safety Officer**: Responsible for the following but not limited to; maintain current CPR/AED/First Aid certification, event management, assume overall responsibility of emergency action response process, and risk management.

  Responsibilities may be distributed into other officer positions including, but not limited to; Vice President, Sports Information Director, Travel Coordinator, Fundraising Chair, Alumni Relations, Match/Competition Coordinator, Assistant Treasurer, Public Relations/Marketing Coordinator, Secretary. All additional positions are subject to approval from Club Sports Office.

**Student Officer Eligibility**
According to the [Northeastern University Undergraduate Student Handbook](#) any student wishing to hold an office must have a 2.500 overall G.P.A. 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.

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

**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.
Executive Board Requirements

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

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

Club Rosters
Rosters are generated on DoSportsEasy from every registered member. The roster provides name, class year, position, and verifies if the student has been approved by the Club Sports Office/Club Sport Executives. Club Sport Executives should check roster’s 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 ONLY approve Club Executives; the remaining student profiles will be reviewed and approved by the team executive board.
- Active/Inactive – Club Executives must classify each student listed on their roster as active/inactive. This feature can be found on DoSportsEasy at the approval tab.
  - Active – Current students participating on the team
  - Inactive – Any student not participating, this can be for a number of reasons. (Example: injury, suspension, ineligible, quit)

Scheduling
Teams are required to fill out their complete competitive schedule online using the DoSportsEasy scheduling function. The Club Sport office requires a list of all events, home and away. Additional information can be found in the Travel section of the Handbook.

- All events must be approved by the Club Sport office
- Prior to leaving each team must submit a Traveling Club Members List which states all participants attending.
- Home Events - Clubs must submit request at least one month prior to the scheduled event
- Away Events - Clubs must submit request at least 10 days prior to the scheduled event
- If a club would like to request an athletic trainer, they must submit their request 14 days prior to the event

Results
Each team is required to submit a report after all events. Reports must be submitted within 10 days following the event. Reports can be found on the scheduling tab.
**Club Policies**

Club Presidents are responsible for updating the team “Club Policies” semiannually. This can be found in their DoSportsEasy profile under the “Club Policies” tab.

**Eligibility Forms**

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

- Forms should not be directly dropped off at the registrar; all forms must be submitted by the Club Sport Office.

**Budget**

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

- All expenses require the approval of the Club sports office and the signature of the Coordinator of Campus Recreation – Club Sports or Assistant Director of Campus Recreation - Club Sports. Once the purchase has been approved by the Club Sport Office, an executive will process the check at the Student Activities Business Office located on the 4th floor of Curry.
- All teams are required to complete and submit the Budget Form. These must be turned in to the club sport office annually, prior to the designated deadline. This form justifies a team’s expenses for the next academic year.
- Treasurer’s Ledger – An ongoing and independent accounting of debits and credits is strongly recommended

**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**

All teams intending on participating at their national tournament must write a proposal to the Club Sport office in order to receive additional funding. Additional funding will be determined at the discretion of the Club Sport office. Email Nick Avery or Drew Taylor for more details. The championship proposal should include a narrative review of the season and the impending championship, a proposed budget (fees, hotel, and transportation), travel itinerary details and other pertinent or unique information relating to their attendance at the championship.
Online Content
Club sport websites and social media accounts are directly affiliated with Northeastern University Club Sports, regardless of the independence with which they were created. As such, it is the responsibility of the team executives to provide management in this area, and the role of the Assistant Director of Campus Recreation – Club Sports and the Coordinator of Campus Recreation - Club Sports to instill proper oversight and possible disciplinary action, if needed.

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

Community Service
Club Sport Teams are encouraged to actively participate in community service events. Please report any involvement to the Assistant Director of Campus Recreation - Club Sports.

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

Orgsync
Club Sport teams are encouraged to register on the Northeastern University Orgsync page to gain registration access for Northeastern events such as orientation.

Mandatory Data
The Club Sport office reserves the right to request data from teams for statistical analysis. All mandatory survey’s/worksheets will be sent out at least 7 days before the required due date.

Compliance Deadline
Each year a compliance deadline will be set by the Club Sport office. It is the executive board’s responsibility to submit all required paperwork prior to the deadline.

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

Register for a Club Sport Here

Submit Events Here

Sailing (Co-ed) Schedule

Submit Traveling Club Members Here

Submit Results (Reports) Here
**Coaches Procedures**

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

**Club Coaches**

It is not required that a Club Team has a coach, but it is highly recommended from the Club Sports Staff. The purpose of this position is to provide support to club sport 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 Staff reserves the right to interfere if a coach's conduct and behavior are not consistent with Northeastern University code of conduct and expectations.

**Hiring Procedure**

Before pursuing any coach/instructor, 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 employee of the University). They must also provide the Club Sports office with a resume, references, and desired compensation (optional). The Assistant Director of Campus Recreation - Club Sports holds the right to require an interview (phone, skype, in-person) before hiring a part-time employee of the University or approving a volunteer.

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

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

- Once the Assistant Director of Campus Recreation – Club Sports approve the Coaching applicant, the following forms must be filled out and handed in to the club sport office in order to be approved as an official Northeastern Employee:
  - W4 Form
  - M4 Form
  - Temp Non Student Application Form
  - Northeastern University Confidentiality Agreement
  - Direct Deposit Form
  - Copy of a voided check that will be attached to the direct deposit form
- Once the paperwork is completed, the coach must schedule a meeting with the Assistant Director to complete Section 2 of your I9 in person. Meeting must be 3 days within the first official start date.
If a volunteer, the coach is subject to a background check and will receive a volunteer agreement which needs to be signed before participating in any organized team activity. The Assistant Director of Campus Recreation - Club Sports will have the final say on who to hire/who to approve as a volunteer and on any compensation (in the form of a stipend if volunteer, or hourly wage if part-time employee), but will consider the wishes of the Executive Board.

**Payment**
All compensation plans must be approved by the Club Sport Office. In order to receive scheduled compensation, coaches (part-time employees) must submit weekly timesheets to the Club Sports Office.

**Travel**

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

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

**Hotel Reservations**
Payment for hotel rooms can be arranged in advance by sending a [Hotel Request](#) to the Club Sport office. The Club Sport Office will purchase these rooms on the Club Sport Credit Card. The Charges will be billed directly to the Club Sports index via journal entry.

- Hotel Requests must be submitted, no later than 3 weeks in advance
- Only the Club Sport staff is permitted to utilize the Club Sport Credit Card
- All fees to cover hotel reservations must be covered at least 72 hours before the day of arrival.
- Hotel cancellations must be submitted at least 78 hours prior to arrival. (Cancellation fee may apply).
- The university’s preferred vendor for hotels is Hotelplanner
• If a hotel requests a credit card authorization form please notify the Club Sports office at least 78 hours prior to arrival.

Airfare Reservations
Payment for hotel rooms can be arranged in advance by sending an Airfare Request to the Club Sport office. The Club Sport Office will complete the purchases on the Club Sport Credit Card. The Charges will be billed directly to the Club Sports index via journal entry.
• Airfare Requests must be submitted, no later than 4 weeks in advance
• Only the Club Sport staff is permitted to utilize the Club Sport Credit Card
• Executives be aware of airline cancellation policy, this will be reflected on the team account

Travel Reimbursements
The Club Sports Office prefers if no team make payment with their own personal accounts. We understand circumstances arise where personal accounts must be used; individuals can be reimbursed for incidental expenses incurred while traveling providing the expenses are approved by the Club Sports Office and fall within University guidelines. Remember to request and save itemized receipts while traveling.
• Attach the original itemized receipts to a "Reimbursement Form" and have the group Financial Advisor approve the expenses on the form.
• Submit the approved form and the original, itemized receipts to the Student Activities Business Office to generate a check for reimbursement.

Incidental Expenses
Individuals can be reimbursed for incidental expenses incurred while traveling providing the expenses are approved by the Club Sport and within university guidelines. Remember to request and save itemized receipts while traveling ... especially for meals.
• Attach the original itemized receipts to a "Reimbursement Form" and have the group Financial Advisor approve the expenses on the form.
• Submit the approved form and the original, itemized receipts to the Student Activities Business Office to generate a check for reimbursement.

Excuse Letters
Teams traveling to an approved club sport event may request class excuse letters.
• The following information must be sent at least 10 days prior to the event:
  o Event Details - Date of Departure, Date of Return, Event Location
  o Student Information - Full name with each Professors name effected by the event
  o List must be sent in an excel document
• Late submissions will not be accepted

**Professors are authorized to deny letters**
Van Policies and Procedures

Only certified drivers are allowed to operate athletic vans. The driver(s) must be present at the time of pickup in order to receive the keys.

Van Requests

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

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

**All van requests must be submitted no later than five days prior to day(s) needed, and no earlier than a month in advance. Please note that there are a limited amount of vans available for use by all athletic programs. Due to a limited number of vans, priority will be given to those that are currently in-season.**

Key Pickup

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

Van Pickup/Return

The athletic & recreation vans are located in the lower level of the Renaissance parking garage. Please make sure that the number on the key corresponds with the van numbers. 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 returned with a full tank of gas.

Driver Requirements

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

- A valid copy of a driver’s license (DL)
- Copy of driving record (from the state the DL is issued, with three (3) years of clean driving record
- Must be 21 years or older
- When above paperwork is obtained, please email Matt Ells with name and team representing. Then a link will be sent to the person for an online test. After successful completion of the test, print/save the certificate and email it back to Matt Ells to schedule a driving test.

The Law

All state and government laws must be observed while driving, and only twelve (12) people are allowed in a van (11 passengers and a driver).
Driving Limit
Trips that require more than six (6) hours of driving require two (2) certified drivers in each van. It is recommended and expected that each driver should not drive more than six (6) total hours per day, and that drivers alternate driving every three (3) hours.

Penalties for Van Misuse
Programs will be assessed a penalty for misuse or failure to properly maintain a van. Penalties include, but are not limited to;

- $25 cleaning charge, $20 plus the cost of a full tank of gas if the van is not returned with a full gas tank.
- Drivers will be responsible for the cost of a ticket for any moving/parking violations as well as any additional charges that may be incurred.

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

**In the event that an accident occurs with any university vehicle, please submit a Vehicle Accident Report within 24 hours of returning to campus to both Nick Avery, Assistant Director of Campus Recreation - Club Sports and Matt Ells, Assistant Director of Athletic Operations.**

Automobile/ Van Rentals
If for whatever reason a team should need to rent a vehicle please contact Matt Ells. Club teams are not authorized to purchase car rentals/vans without receiving approval from the Club Sports Office and Matt Ells.

Private Vehicle Consent
If a team chooses to use a personal vehicle as oppose to designated University vehicles, each driver must come to the Club Sports Office with proof of vehicle insurance, driver’s license, and full disclosure or driving record. All students driving to a Club Sport event must submit this document prior to departing.

- Students must resubmit a Private Vehicle Consent form each academic year in order to be listed as an eligible driver.

Bus Rentals
Any team interested in renting a bus for transportation should email Nick Avery or Drew Taylor for an updated price quote. All bus requests should be sent no later than 14 days prior to the scheduled event. Provide the following information:

- Date, time, and location of departure
- Date, time and location of drop off
- Details regarding the trip which may require additional costs (example: overnight trips may cause for an additional hotel room for the driver)
**Travel Conduct Expectations**
Each student-athlete will represent Northeastern University, the Club Sports Office, and their team in a professional and courteous manner. Team’s executive boards will establish and develop travel expectations in order to represent the goals and mission of Northeastern University. Student-athletes will conduct themselves accordingly, responsibly, and professionally at any Club Sports sponsored activity, including home and away matches, as well as any other extracurricular activities. Consumption of alcohol or drugs before, during, or after traveling to an event is strictly prohibited.

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

Facility Request Forms (Practice and Games)
A Facility Request Form is mandatory from a team’s executive board in securing field and facility times. It must be submitted to the Club Sports Office prior to each team’s season ensuring enough time to make necessary accommodations.

Marino Center requests must be sent to the Club Sports Office AND Phil Marcinek in Campus Recreation.

Separate facility request forms should be submitted for each of the following:
- Desired practice schedule
- Desired game schedule
- Special events (i.e. alumni game/ hosting of a tournament)

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

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

Renting Facilities
If a team requires an off-campus venue (ie: Sailing - MIT Sailing Pavilion), please have a representative from the desired venue contact the Assistant Director of Campus Recreation - Club Sports. Please be sure to begin the process of communication with the Club Sport office as soon as possible to give adequate time for the University to process the contract agreement. This process will typically take 6 weeks to process.

**Club Executives must receive approval from the Club Sports office prior to engaging in renting a facility.**

Strength and Conditioning
Club Executives may request assigned workouts in Cabot Weight room upon request. Depending on the request, an additional charge may be added. All inquiries should be sent to Justin Parent.

Boston Parks Procedures
Please note that these are public venues, and an extensive amount of time is necessary in securing a Boston Park venue. Like previously mentioned, it is advantageous for each team’s executive board to submit the necessary requirements on time so the Club Sports Office can make the proper accommodations. If a team has a permit for a specific Boston Park 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 Park venue for whatever reason, it is mandatory the team notifies the Club Sports Office 48 hours in advance to abide by the Boston Park venue cancellation policy. Failure to do so will result in potential disciplinary actions.

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

- Cabot Team Room – Email the Coordinator or Assistant Director with your request at least 5 days in advance
- Curry Student Center – Email cscreservations@neu.edu or call 617-373-2632 directly with your request
- Northeastern University Scheduling System Online (NUSSO) is now live! To access NUSSO, please log in to the myNEU portal and click on the link labeled as such.

Rosters and ID’s for Visiting Teams
If a team is planning on using Marino, Squashbuster’s, Cabot or Matthews for a home event, please have the opposing team’s representative email a full roster to the club sport office 48 hours prior to the competition. All students must also bring a student or photo ID upon arrival.

Field Cancellations
Executives must cancel **48 hours** prior to the start of their scheduled practice/game or the team will be charged with a late cancellation fee of $50 per incident. (Cancellations must be submitted before 1 PM on Thursday afternoon if the practice/Game a lot being cancelled is scheduled between Fridays at 5 PM – Mondays at 10 AM) Clubs will also be charged for the Athletic Trainer if staffed for the event.

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

The Club Sport office will also monitor weather conditions and notify teams in the case of a weather cancellation. A text message and email will be sent directly to the Club Sport executives with cancellation details.

Executives are responsible for following up with the Club Sport office to reschedule cancelled games.

**Keep in mind that the Club Sports Office has to work with varsity athletics, intramurals, group fitness, and community groups in securing these facilities. Each field and facility has 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.**
## Club Sport Facilities

### Northeastern

<table>
<thead>
<tr>
<th>Facility</th>
<th>Facility</th>
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<tbody>
<tr>
<td>Marino Center</td>
<td>Cabot Center</td>
</tr>
<tr>
<td>Basketball Courts</td>
<td>Weight Room</td>
</tr>
<tr>
<td>Dance Studio</td>
<td>Cage</td>
</tr>
<tr>
<td>Multi-Purpose Room</td>
<td>Solomon Court</td>
</tr>
<tr>
<td>Cycling Studio</td>
<td>Barletta Natatorium</td>
</tr>
<tr>
<td>Matthews Arena</td>
<td>Parsons Field</td>
</tr>
<tr>
<td>Dedham Track &amp; AstroTurf Field</td>
<td>Badger and Rosen Squashbuster's Facility</td>
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</table>

*Carter - Coming Soon!*

### Boston Parks

<table>
<thead>
<tr>
<th>Facility</th>
<th>Facility</th>
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</thead>
<tbody>
<tr>
<td>Madison Park (Upper/Lower)</td>
<td>Moakley Park</td>
</tr>
<tr>
<td>McLaughlin Softball Field</td>
<td>Jefferson Baseball Field</td>
</tr>
<tr>
<td>Back Bay Fens (Cobe/Clemente)</td>
<td>Jim Rice Baseball Field</td>
</tr>
<tr>
<td>Boston Common Softball Field</td>
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</tbody>
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### External Partners

(as of Fall 2016)

<table>
<thead>
<tr>
<th>Facility</th>
<th>Facility</th>
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<tbody>
<tr>
<td>Reggie Lewis Track and Athletic Center</td>
<td>Boston Paintball</td>
</tr>
<tr>
<td>Winsor School Fields</td>
<td>Breakaway Sports Center</td>
</tr>
<tr>
<td>Bedford Indoor Facility (The Edge)</td>
<td>Central Rock Indoor Facility</td>
</tr>
<tr>
<td>The Weymouth Club</td>
<td>Ace Archers</td>
</tr>
<tr>
<td>M.I.T Sailing Pavilion</td>
<td>TKD</td>
</tr>
<tr>
<td>River Wind Farm</td>
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Event Management

Executive Board Responsibilities

- Prior to the Event:
  - All events must be approved by the CS office
  - Executives must coordinate the date/time/location with Club Sport Staff, all request must be submitted at least 1 month in advance
  - Any team with a specific field request (ex: lining the field) must submit their request to the Club Sport office at least 7 days prior to the event
  - Assign a Club Sport Safety Officer and verify they are present for the event (First Aid/CPR certified)
  - Request an Athletic Trainer from the Club Sport office at least 10 days prior to the event

- During the Event:
  - Responsible for current student/teammates conduct during the event.
  - All Club Sport student-athletes must adhere to the same rule and regulations set forth in the Northeastern University Undergraduate Student Handbook
  - All persons and organizations using University facilities are expected to leave the facility in the same or better condition than they found it. This includes responsibility for returning equipment to its proper place and removal of all debris, garbage, etc.
  - Possession and/or consumption of alcoholic beverages are prohibited on during all club sport events

- Following the Event
  - Report any injuries using the Injury Report Form
  - Notify the Club Sports office with any misconduct within 48 hours

Alumni Event Responsibilities/Procedure

- Club Sport Executives are responsible for:
  - Sending a written proposal to the Club Sports Office for approval that includes preferred venue and time
  - Corresponding with Alumni Relations to ensure the success of the event
  - Assign a Club Sport Safety Officer (First Aid/CPR 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
  - Coordinating an Athletic Trainer

- Alumni Relations is Responsible for:
  - Event Management
    - Open and close the venue
    - Ensure all University policy and procedures are being upheld
Corresponding with Club Sport Student Executives to ensure the success of the event

**Financial Operations**

**Student Activities Business Office (S.A.B.O.)**
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 Sport, all team finances must be handled through the Student Activities Business Office, no team is allowed to hold a back account outside of the University.

**Location & Hours**
Location: 434 Curry Student Center  
Hours:  
Fall and Spring: Monday - Thursday (8:30 AM - 7 PM), Friday (8:30 AM - 5 PM)  
Summer: Monday - Friday (8 AM - 5 PM)

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

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

**Cash Index**
A SABO cash index is an account with money from self-generated or outside funding. Funds in a cash index may be spent at the discretion of the Club Sports Executive Board with the exception of drugs, alcohol, tobacco, and personal products. All expenses require the approval of the Club Sports Office and the signature of either the Coordinator or Assistant Director. Any deposits made to a Club Sport will be placed in the cash index. At the end of the fiscal year any remaining balance will be carried forward from year to year.
**Outside Bank Accounts**
No Club Sport may hold a bank account outside of the University.

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

It is the treasurer’s responsibility to follow the rules and regulations and to relay financial information to their team members. Treasurers must obtain their team’s Banner Transaction Report from the Assistant Director of Campus Recreation - Club Sports, who also reviews the team’s overall budget as a whole.

**Funding**
*The standard sources of funds for recognized Club Sports team include:*

- **Club Sport Allocations** - Each year club teams will be allocated funds by the club sport office to assist with the financial demand. Club teams must be 100% compliant in order to receive their allocation.

- **Proposals for Administrative Discretionary Funds** - submitted to the Assistant Director of Campus Recreation - Club Sports, and Coordinator of Campus Recreation - Club Sports beyond your allocations and for the purposes of i.e. - championship travel, capital needs, startup funds, unusual administrative or operational costs written with a concise narrative and supported by spread sheets, cost estimates, tables or informational materials.

- **Nationals Proposal** - All teams intending on participating in their national tournament must write a proposal to the club sport office in order to receive additional funding. Additional funding will be determined at the discretion of the Club Sport office. Email the Coordinator of Campus Recreation - Club Sports or Assistant Director of Campus Recreation - Club Sports for more details.

- **Administrative Excellence Bonus** - A bonus allocation will be rewarded to club teams that demonstrate exceptional leadership, organization and administration throughout the academic year. Club teams must complete all listed items on the checklist to qualify for this bonus. Please email Club Sports for an updated list.

- **Donations through campaign** - Friends/Family Solicitations

- **Donations through Fundraising** - bake sales, car washes, etc.

- **Club Sport Team Membership Dues** - Individual dues vary depending upon Team’s Executive Board decision taking into account travel, competition/league fees, coaching salary, equipment, and sport specific requirements necessary in the funding of their club.

- **Volunteer Employment** - Exp. Working Campus Events
**Authorized Purchases**
- Coaches
- Transportation/ Lodging
- Uniforms
- League Dues/ Registration Fees
- Officials
- Equipment/ Supplies
- Misc. pertaining to Club Sports activity

**Disallowed Expenses**
- Alcohol
- Drugs
- Tobacco Products
- Fines, penalties or charges incurred by personal negligence
- Personal products/ expenses

**Financial Procedures**

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

**Procedure for Purchases**

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

**Signature Authorization**

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

**Direct Pay Form**

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

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

The group Financial Advisor must sign the "Direct Pay Forms" form.

Provide a contact name and phone number in case there are any questions.

Indicate on the form whether you want the check to be mailed or held for pickup. Checks may be picked up in 434CSC during regular business hours.

Include a detail description for the purpose of the payment in the "Comment" section on the bottom of the form.

All payments to individuals will need a W-9

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

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

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

- Capital Equipment (consult the Reference Guide to University Agreements for a listing of preferred vendors)
- Hotel Rooms
- Airfare (Expedia is the university preferred vendor)
- Misc Travel Expenses
- One time vendor purchase (Apparel)

*Only the Club Sport staff is permitted to utilize the Club Sport Credit Card.*

Procurement Card Procedures:

1) **For travel related purchases** Once the reservation forms have been completed and approved by the Assistant Director of Campus Recreation – Club Sports or Coordinator of Campus Recreation – Club Sports the travel can be purchased with the Procard. The Team should then submit all receipts and paper work associated with the travel back to the Club Sports Department for reconciliation.

2) **For non-travel related purchases.** The team 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 & 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 a Procard is used on behalf of a Club Sports Team by the Club Sports Department the team that incurred the expense will be charged via a journal entry. The journal entry will credit the Club Sport’s Administrative Index and debit the appropriate team index. The Assistant Director of Campus Recreation – Club Sports will complete the Journal entry and attach all back up documents and receipts to verify the charges. The Journal entry must then be submitted to the Student Activities Business Office for Processing. At month end the Assistant Director of the Business Office will reconcile the Procard administrative Index with the Club Sports Team Indexes to ensure that all the teams were charged correctly and the backup is sufficient for the Procurement Card Audit.

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

**Reimbursements**
The Club Sports Office prefers if no team make payment with their own personal accounts. We understand circumstances arise where personal accounts must be used, and individuals can be reimbursed for incidental expenses incurred while traveling providing the expenses are approved by the Club Sports Office and fall within University guidelines. Remember to request and save itemized receipts while traveling.

Reimbursements must be made payable to the individual that incurred the expense. Complete a “Reimbursement Form”, attach the original, itemized documentation including proof of payment (i.e. receipts, invoice, order form, registration form, etc.) and have the group Financial Advisor sign/approve the form. Present the approved “Reimbursement Form” and original, itemized documentation to the Student Activities Business Office. The form will be processed to generate a check if the group index has sufficient funds. The Student Activities Business Office will retain the white and yellow copies of the form, and original documentation. The pink copy of the form will be returned to the team for record maintenance. Should a copy of the back-up documentation be desired, please make a photocopy prior to submitting it to the Student Activities Business Office.

**Incidental Expenses**
Individuals can be reimbursed for incidental expenses incurred while traveling providing the expenses are approved by the Club Sport and within university guidelines.

- Attach the original itemized receipts to a “Reimbursement Form” and have the group Financial Advisor approve the expenses on the form.
• Submit the approved form and the original, itemized receipts to the Student Activities Business Office to generate a check for reimbursement.

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

**Executives must email the Club Sport Office with the attached receipt within 2 weeks of the transaction. Failure to do so may result in a fine.**

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

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

Fund Transfers
Transferring funds between Club Sport accounts is possible but only with prior approval from the Club Sport office. Verbal agreements between teams to split traveling costs, meals, etc., is strictly prohibited without the pre-approval from the Club Sports Office. This is a serious matter, and the failure to seek approval could lead to fines up to $100. All penalties associated with this sort of infraction are up to the discretion of the Assistant Director of Campus Recreation – Club Sports.

Contracts
To pay a performer, speaker or other individual or group who has provided a service for your team, an approved University contract is required in advance. See the Student Activities Office to initiate a contract. Once both the University and Service provider have signed the contract, submit one original version of the contract along with a “Direct Pay Request” form to get a check for payment. A check will not be cut unless SABO has the contract with both the signatures of the service provider and the University.
Official's Payment
Team’s may email the Club Sports Office for assistance with Official’s/Referee payment. Payments may take up to 3 weeks. Executives must complete the following information in order to receive assistance:

1) Date of Event
2) Event Details (Ex: Lacrosse Game)
3) Individuals contact information
   a. Full Name
   b. Address
   c. Contact Number
   d. Home Address
4) W9 from each individual

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

How to Obtain a Purchase Order (PO):

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

Any order over $3,000.00 requires written bids from at least three different vendors, a bid summary which includes three bids from different vendors. An award justification is also required to explain why a particular vendor was chosen (i.e. quality, cost, availability). It is not mandatory to choose the lowest bid but if the group does not choose the lowest bid a written explanation is required.
A purchase order does not pay the vendor. It merely reserves the funds for payment at a later date. Do not forget to process the original, itemized invoice for payment on a “Direct Pay Request” form once the merchandise is received.

Do not pay a vendor before receiving the merchandise. If the merchandise is not be 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.

**Branding**

All apparel must be approved by the Club Sport office. Reference the Branding Guide for all branding policies and procedures.

*Before purchasing executives must:*

1) Request a “Mock Up” from the vendor for branding approval
2) Forward the “Mock Up” to the Club Sports office for approval
3) Once approved, complete the order by submitting the Direct Pay Request to the Club Sports office or email the office for potential use of the Club Sport Procard.
   
   A. The Club Sport Office will verify if the Club Sport Procard is available and will follow up to set up an in person meeting.

**Approved Logo’s**

![Logo 1](image1)

![Logo 2](image2)

![Logo 3](image3)

**Deposits**

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

To complete a Deposit Slip:

- Fill in the total amount of cash being deposited.
- Itemize each check number and value of check. All checks should be made payable to Northeastern University. For the protection of all Club Sports, teams 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 organizations records. It is the team’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. (Ex. Men’s Squash)
- Campus Address will be 434J Curry Student Center (SABO)
- Fill in the name of the individual doing the transaction on the Department Contact Name section.
- Place the money/checks and deposit form in an envelope.
- Submit the money and deposit form to the Student Activities Business Office. After business hours, contact the Student Center building manager to deposit in the night depository. The team can contact SABO the following day to confirm receipt of the night deposit.

Deposit Checks in 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 can be void or have insufficient funds.

Night Deposits
To deposit money after an event or when the Student Activities Business Office is closed, complete the deposit slip and put both copies in a sealed envelope with any cash, and/or checks. Contact the Curry Student Center building manager to assist you. The building manager will escort the team 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 mail box the following business day. If the Student Center is closed at the end of the event, Public Safety can provide a lock box. A team member must then return to Public Safety the following day, with the key and retrieve the money to be deposited at the Student Activities Business Office.
Online Dues
Students may also choose to pay dues online utilizing a credit card. Below outlines a step-by-step process to complete online dues:

Online Club Dues/Fees Payment Process

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

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

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

Club Sports Fee/Dues for registered club members.

(If applicable, change amount. No commas.)

Select Club/Fee: <Select>

If payment is not for dues, please explain:

To pay for this item, click the button below.

![Add to NUPay Basket]

- Add to NUPay Basket and proceed with Checkout/Payment process.

Payment MethodsAccepted: Credit Cards – ACH/Electronic E-Checks – Debit Cards with the MasterCard/Visa logos.

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**Financial Resources**

**SABO Quick Help Guide**

**Direct Pay Request Form**

- Use this form to request payments via check to companies or individuals for a service or product provided to a student group.
- Advisor approvals via email accepted
- Email completed form, Invoice, & Advisor approval to SaboPay@neu.edu or bring documents to 434J CSC

**Reimbursement Form**

- Use this form to request payments via check to companies or individuals for a service or product provided to a student group.
- Advisor approvals via email accepted
- Email completed form, Invoice, & Advisor approval to SaboPay@neu.edu or bring documents to 434J CSC

**Club Sport Statement**

Obtain an updated balance or the budget report at the Club Sports Office – 130 SB, 617-373-8727 on a regular basis. Be careful to not consider this amount as a real time estimate of balance.
Treasurer’s Ledger
An ongoing and independent accounting of debits and credits is strongly recommended for every club.

*For more information on financial policies and procedures, visit the Student Activities Business Office Website.

Fundraising Procedures

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

All recognized student organizations are permitted to fund-raise. However, student organizations must follow the rules instituted by the Office of Student Activities. Student organizations may only fund-raise for their own organization or, if approved, a recognized charity or relief effort. All student organization fund-raising 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 fund-raising events where the proceeds are returned directly to their national organization or another entity. Whenever possible, these fund raising 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

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

Fundraising Approval

To host a fundraising event, teams must submit a proposal to the Club Sports Office using the Club Sports fundraising form. All fundraising proposals should be submitted at least three (3) weeks prior to the event. Clubs must receive approval from the Club Sports office and the Student Activities Office in order to proceed with planning and acting on the proposed fundraiser. The University also has contractual agreements with some vendors on campus, and business conducted with them can be charged directly to the team’s Cash Index.
Prohibited Fundraisers
Gambling, raffles, lotteries and catalog sales. General solicitation, especially in such areas as classrooms, lounges, and cafeterias. Fundraising for political candidates or political organizations. Please check the Student Organization Resource Guide for more information.

Fundraising Form for Student Organizations: Here
This form will be reviewed by Club Sport administrators, and then your program manager and a determination will be issued on behalf of the Center for Student Involvement. Please allow three weeks for the approval process.

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

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

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

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**Club Sport Fundraising Quick Help Guide**

**Donations**

*Donations should be mailed to:*

“Northeastern University”
360 Huntington Avenue
Attn: "Club Name"
219 Cabot Center
Boston, MA 02115

**Online Donations**

*Made to a specific Club Sports Team via the [Northeastern Giving Website](#)*

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**Fundraising Staff Support**

- **Nick Avery** - Club Sports
- **Drew Taylor** - Club Sports
- **Andrade Fearon** – Student Activities
- **Nicole Girard** – Friend/Family Letters
- **TBD** – Alumni Relations
- **Jack Rooney** – Catalyst
- **Bethany Lawlor** – Alumni Events
**Risk Management**

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

**Acknowledgement of Risk and Informed Consent**

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

Prior to the start of each team’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. No student is allowed to participate in a club sport activity unless both the Acknowledgement of Risk and Informed Consent and Massachusetts Hazing Statue Acknowledgment Sheet are signed and submitted. This form can be found on DoSportsEasy during registration as well.

**Hazing**

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

**Drug/ Alcohol Policy**

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

**CPR/ First Aid**

At least two (2) members of a team must be certified in Red Cross CPR and Standard First Aid (or equivalent). It is required that at least one certified member be at each practice and competition. Cards of the certified individuals must be on file with the Club Sports Office.

**Medical Kits**

Teams are allowed to request medical kits from the Club Sport office. Please forward all request to Edwin Salamanca from the Cabot Center at least one (1) week in advance.
Athletic Training
Club Executives must request athletic trainers 2 weeks prior to the event date. Athletic Trainers will be assigned at the discretion of the Club Sports office and prioritized based on risk.

Accident/Incident Report
When an accident or injury occurs while participating in a Club Sport activity, the team executive board must fill out the Club Sports Injury Report Form. The report must be immediately submitted to the Club Sports Office.

If an injury needs immediate medical attention dial 9-1-1.

All Club Sports injuries should be managed through UHCS and the Athletic Trainer/Physician Extender there, Liz Cilia ATC, e.cilia@neu.edu, 617-373-2772.

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

Travel Emergency Procedures
- Fully stocked First Aid kits and ice bags are available at the Cabot Center Campus Recreation Offices and must be brought to each game or match.
- Players with head injuries should seek necessary medical attention; refer to the recommendations and procedures for head injuries outlined by the National Athletic Trainers’ Association Position Statement: Management of Sport-Related Concussions enclosed in the informational binder
- In case of a serious injury or emergency during the game/match, keep cell phones on and accessible.
- Locate the nearest telephone landline at the field or event.
- Bring Northeastern University Injury Report Forms to each game/match.

Head Injury Policies and Procedures
The purpose of this policy is to facilitate the safe participation of the club sport student-athlete who is at risk of suffering a head injury while participating in club sport contests or practices and also the safe return to play of club sport the student-athlete after such an injury.
Policy
Head Injury Policy and safe return to play criteria for club sport student-athletes. All participants in Club Sports at Northeastern should attain a certificate of concussion management from the Center for Disease Control Head’s Up concussion resource center at this link: http://www.cdc.gov/headsup/youthsports/training/index.html

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

Baseline Testing
Baseline testing will be performed on incoming freshmen and/or transfers for the following high to moderate risk sports for both genders; Rugby, Soccer, Ice Hockey, Lacrosse, Basketball, Water Polo, Cheerleading, Gymnastics, Inline Hockey, Alpine Skiing, Wrestling
Baseline testing will include the following:
Sport Concussion Assessment Tool 3 (SCAT-3)

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 using the SCAT-3 (If available) by the person attending with the highest level of medical / first responder training.

Athletes who display or report ANY signs and/or symptoms of a head injury at the practice or club sport contest will be removed from club sport 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 / 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 injury must be reported to the UHCS staff as soon as possible and each club sport 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 at CHB, they will be referred back to the head team physician for final medical clearance.

Return to Play
Athletes will only return to full participation once they have been medically cleared by 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 and SCAT3) 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 University Public Safety Information

   Emergency Contact: 617-373-3333
   Non-Emergency Contact: 617-373-2121
   Website

Automatic External Defibrillator (AED) Locations

Matthews Arena
(1)Located at the main entrance of the ice rink
(1) Located outside of the Main Office door (next to zamboni exit)

Cabot Center
(1)Located in main gym basketball court
(1)Located at main weight room entrance

Marino Center
(1)Located in Main Office, 140 Marino Center
(1)Located in the second floor stairway

Badger & Rosen Squashbuster’s Center
(1)Located on first floor, next to main elevator

Parsons Field
(1)Located in Main Office building

Carter Field
*Use the AED located in Badger and Rosen Squashbuster’s Center
Northeastern Fields Emergency Action Plans

Matthews Arena Emergency Action Plan
Parsons Field Emergency Action Plan
Dedham Track & Field Emergency Action Plan
Cabot Emergency Action Plan
Carter Field Emergency Action Plan - TBD

Safety Resources

Madison Park Emergency Action Plan
Northeastern University Lightning Policy
Coaches Emergency Action Card
Concussion Information (NATA)
Concussion Home Care (NATA)
Concussion Appendix A (NATA)
Concussion Appendix B (NATA)
Lighting Safety (NATA)
Asthma Management (NATA)
Exertional Heat Illness (NATA)
Communicable & Infectious Diseases (NATA)
Private Vehicle Consent