BOSTON UNIVERSITY

CLUB SPORTS

# HANDBOOK

## 2019 – 2020

BOSTON UNIVERSITY
Fitness and Recreation Center

915 Commonwealth Avenue | www.bu.edu/fitrec | (617) 353-2748

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# IMPORTANT CONTACT INFORMATION:

Boston University FitRec Center
915 Commonwealth Avenue
Boston, MA 02215
Website: http://www.bu.edu/fitrec/club/index.shtml

## CLUB SPORTS:

| | | | |
|---|---|---|---|
| Assistant Director of PERD: | Scott Nalette | 617-353-4364 | snalette@bu.edu |
| Mgr. of IM's and Club Sports: | Ryan Parsons | 617-358-3767 | rparsons@bu.edu |
| Assist. Mgr of IM's and Club Sports: | Jason Ryan | 617-353-2388 | jvryan@bu.edu |
| Advisor (Sailing): | Stan Schreyer | 617-353-2755 | schreyer@bu.edu |
| Advisor (Sync. Skate/Fig. Skate) | Andrea Mohns-Brillaud | 617-353-0739 | ajmb@bu.edu |

## IMPORTANT #'S IN FITREC:

| | |
|---|---|
| Fax Number: | 617-353-5147 |
| FitRec Front Desk: | 617-358-3740 |
| Athletic Training Room: | 617-353-7377 |

## ATHLETIC TRAINING:

http://www.bu.edu/shs/athletic-training/

To contact an Athletic Trainer please call the FitRec Athletic Training Room at 617-353-7377, or visit the FitRec Athletic Training Room (located on the main level down the hallway past the juice bar)

## TERRIER PRIDE OFFICE ("FRIENDS OF…" FUNDRAISING):

Online Donation link: https://www.bu.edu/alumni-forms/forms/ath/

If you wish to work with the Terrier Pride office, please let your advisor know, and they will direct you to your team's specific contact in that office.

## IMPORTANT DATES FOR 2019 – 2020:

This calendar is meant to be a quick snapshot of some of the most pertinent dates and deadlines for this year.

**FALL 2019**

FIRST NIGHT OFFICER MEETINGS

President's Meeting: Tuesday, 9/3, 5:30PM, FitRec, Classroom 222

Vice President's Meeting: Tuesday, 9/3, 5:30PM, FitRec, Classroom 221

Alumni Guest Speaker: Tuesday, 9/3, 6:30PM, FitRec, Dance Theater (Lower Level 2)

Treasurer's Meeting: Tuesday, 9/3, 7:30PM, FitRec, Classroom 222

SID Meeting: Tuesday, 9/3, 7:30PM, FitRec, Classroom 221

Van Driver Trainings

Wednesday, 9/4, 5:00pm, FitRec, Classroom 222

Thursday, 9/5, 4:30pm, FitRec, Classroom 221

Saturday, 9/7, 10:00am, FitRec, Classroom 222

Monday, 9/9, 4:30pm, FitRec, Classroom 222

Wednesday, 9/11, 6:00pm, FitRec, Classroom 221

Tuesday, 9/17, 5:30pm, FitRec, Classroom 221

Wednesday, 10/16, 5:00pm, FitRec, Classroom 222

President's Council Meetings

**FALL**

Monday 9/23, 5:00pm, FitRec, Classroom 222

Monday 10/21, 5:00pm, FitRec, Classroom 222

Monday 11/18, 5:00pm, FitRec, Classroom 222

Monday 12/9, 5:00pm, FitRec, Classroom 222

**SPRING**

Monday 1/27, 5:00pm, FitRec, Classroom 222

Monday 2/24, 5:00pm, FitRec, Classroom 222

Monday 3/23, 5:00pm, FitRec, Classroom 222

Monday 4/13, 5:00pm, FitRec, Classroom 222

SPIRIT NIGHT: Wednesday January 22. 7:00PM @ CASE Gym



## CLUB SPORTS DIRECTORY:

- Badminton
- Baseball
- Cricket
- Cycling
- Equestrian
- Fencing
- Figure Skating
- Golf
- Gymnastics
- Ice Hockey (Men's)
- Ice Hockey (Women's)
- Inline Hockey
- Jiu Jitsu
- Kendo
- Kung Fu
- Rugby (Men's)
- Rugby (Women's)
- Sailing
- Shotokan Karate
- Ski Racing
- Snowboarding
- Soccer (Men's)
- Soccer (Women's)
- Squash
- Synchronized Skating
- Synchronized Swimming
- Table Tennis
- Triathlon
- Ultimate Frisbee (Men's)
- Ultimate Frisbee (Women's)
- Volleyball (Men's)
- Volleyball (Women's)
- Water Polo (Men's)
- Water Polo (Women's)

# INTRODUCTION:

The Club Sports program at Boston University operates under the Department of Physical Education, Recreation & Dance (PERD). Currently, there are 34 Club Sports offered at Boston University. As you embark on the Club Sport journey, you will find that Club Sports offer a unique opportunity to their members. Whether your goal is to continue competitive play in the sport you love, fine-tune your skills and techniques, network with peers, or build team camaraderie - all of this and more is available through participation in Club Sports!

## What is a Club Sport?

A Club Sport is primarily a student-run and student-funded organization designed to serve individual interests ranging from competitive (against other colleges/universities), to recreation or instructional in nature. Club Sports offer their members the opportunity to learn valuable skills and leadership experience, assets which members can take with them beyond college. The key to the success of any club sport lies in its student involvement and leadership. Through hard work, dedication, and commitment to excellence, club members manage fiscal and administrative responsibilities each year in order to secure the continuity of their respective club from one year to the next. Club's financial obligations are primarily funded by its members through dues and fundraising – with some assistance from the university. With the assistance of the Club Sports staff, the club's executive board will organize competitive schedules, practice schedules, travel arrangements, and all other necessary obligations in order to achieve a successful season.

## Renewal of Recognition:

No club is guaranteed automatic renewal of its affiliation with the Club Sports program; the status of every club will be reviewed at the end of each academic year. To retain status, the following requirements must be met:

- Student interest in the club was demonstrated by a membership of either (a) 10 active members or (b) the minimum number of members (over 10) needed to participate in the activity.
- The Club Sport Staff continues to have the necessary resources to supervise the club and its activities.
- Compliance to the Club Sport Business Office (CSBO) and PERD guidelines as outlined, including proper paperwork and bookkeeping with regards to club funds.
- Suitable facilities continue to be available for the club to meet and practice.
- The club's purpose and activity continued to be consistent with PERD's purpose and philosophy.
- All appropriate forms were filed as directed at the specific time during the year.
- An accurate inventory of equipment was maintained and stored adequately in the club's storage area. An updated inventory must be kept on file at the Club Sports Office at all times.

### Renewal of recognition will be based on the following:

- Availability of athletic training, facilities, required equipment, as well as the impact of the proposed activity on existing facilities and equipment for intramural sports, recreational sports, and intercollegiate athletics.
- The availability of the financial resources to adequately fund the proposed activity.
- The degree of student participation, leadership and interest in the proposed activity.

### Reasons for a club not being renewed include, but are not limited to:

- Non-existent or ineffective student leadership
- Decline in student interest and support
- Demonstrated club mismanagement
- Inability to abide by PERD policies and to follow PERD procedures
- Purpose and goals no longer compatible with those of PERD
- Additional financial constraints that prevent support for the club
- Violation with regard to use of the PERD vans
- Inadequate amount of facility space for sport/program
- Accommodations for a suitable facility in order for the club to meet and practice no longer available

## ELIGIBILITY GUIDELINES FOR PARTICIPATION WITH A CLUB SPORT:

Membership eligibility is dependent upon Boston University student status (full-time vs. part-time), as well as league by-laws and eligibility guidelines. If you have any questions regarding league guidelines, please contact your respective league's representative.

The following are membership eligibility guidelines for participation with Club Sports at Boston University:

- Only Boston University full-time undergraduate or full-time graduate students may be recognized as members of a club sport. Only recognized members may utilize club sport equipment, practice times, PERD vans, or participate in competition. "Recognition" with a club sport is defined by any individual's name that is listed on the club's active roster and also has a completed Waiver Release Form on file with the Athletic Training Office.
- Exceptions to full-time status are granted under only two circumstances:

- If an undergraduate student who is scheduled to graduate at the conclusion of the current semester requires less than a full-time course load in order to fulfill graduation requirements, that person is eligible to compete as a part-time student.
    - I.e. a graduating senior needs to take only 3 classes in the spring to gradate
- If an undergraduate student who is scheduled to graduate at the conclusion of the current academic year requires less than a full-time course load in order to fulfill graduation requirements, that person is eligible to compete as a part-time student.
    - I.e. a senior who plans to be full-time in the spring, yet only needs 3 offered classes during the fall semester

- Graduate students may participate with a club sport only if they have full-time student status and league eligibility guidelines permit such participation. In addition to the club's membership fee, graduate students should also be charged 5% of the Undergraduate Student Allocation Fee.

  For example, if the Undergraduate Student Allocation Fee remains $532/year, the graduate student will pay $26.60 ($532 x 5% = $26.60) more than an undergraduate.

- Whenever possible, undergraduates should make up the leadership/officer positions of each club. Graduate students are eligible to hold an officer position on the club under limited circumstances and only with the approval of that team's PERD advisor.

- Faculty/staff are NOT permitted to participate in Club Sports.

- Alumni are NOT permitted to participate in Club Sports.

**Participation Release Form:**
Each member of a club sport is required to complete the Online Roster process before they become eligible to participate in any club sport activity.

Contact teams must complete the Pre-Participation Screening through Athletic Training before participating in any club sport activity.

***All procedures must be completed by the assigned deadline. Infractions will result in loss of practice time and/or membership with a club.***

## CLUB OFFICERS' RESPONSIBILITIES AND REQUIREMENTS:

Since Club Sports are self-administered, the management of club business is the responsibility of the officers, NOT the coach/instructor. Officers must be full-time registered Boston University undergraduate students in good academic, financial, and disciplinary standing. Graduate Students may act as an officer only with the approval of the team's PERD advisor in limited circumstances.

The club's officers serve as the liaison between the club and the teams PERD advisor. It is imperative that excellent communication between the club and the club's advisor takes place at all times. Additionally, communication between the club's officers and its members is also paramount to the success of any club.

As an officer, you maintain a leadership role for your club. Always set the example for your club's members by representing your club, the Club Sports Office, and most importantly, Boston University, in a first class manner both on and off the playing field.

Although PERD requires clubs to register with a traditional President, Vice-President, Secretary, and SID/Treasurer format, clubs may elect to divide up responsibilities as they seem most feasible for their club. Each club must submit a list of (at least) four officers and their assigned duties to the club's advisor and coach.

## Responsibilities of Club Officers Include:

1. **Administration:**

   - **Inform club members of policies, procedures, expectations, emergency procedures, and other regulations that must be followed. Also, monitor all club events assuring that all policies and procedures are being followed.**

   - Meet with club advisor to plan and attain approval for travel, publications, equipment purchases and other club business.

   - Submit all required paperwork (ex. – Check Request and Purchase Order Forms, Travel Itinerary etc.) complete and on time. All of these forms can be obtained on the "Forms" page of the Club Sports website: http://www.bu.edu/fitrec/recreation/clubsims/club-sports/forms-policies/

   - Arrange facility reservations for club functions (practice, competitions, meetings, etc.) with the Club Sport Staff.

   - Attend and participate in all Club Sports meetings.

   - Maintain complete inventory records and update the club's inventory when requested.

   - Train the assistant representatives and those who succeed you. Training should take place on or before the start of your final semester.

   - Submit an updated list of newly elected officers' names and contact information to the advisor. An introductory meeting between the new officers and the advisor should be requested by the club promptly after elections take place.

   - Update Officers' Position Manual and submit revised version to advisor.

2. **Finances:**

   - Maintain an accurate up-to-date spreadsheet of all club transactions at all times to compare against your team's online ledger. Any discrepancies should be brought to your adviser in a timely fashion.

- Oversee the collection of team dues or other costs either via online collection or a cash bag. Cash bag collections must be pre-approved by your advisor. If collecting checks via a cash bag, **please confirm checks are made payable to "Boston University ____ Club,"** and are filled out correctly before accepting. All checks MUST be signed in order to be deposited.

- Complete all financial forms (Check Request Form, Purchase Order Form, etc.) on time and request Advisor signature as required. Requests to purchase supplies/equipment via a vendor that accepts credit card can usually be done fairly expediently. Because checks get cut in a different office, the processing time for those is generally unknown. Be sure to submit check requests as far ahead of time as possible. If there is a date that you MUST have your check, please be sure to inform your advisor of this ahead of time and alternate payment methods can be explored.

**3. Travel:**

- Submit van request forms complete and by the required deadline. This form can be obtained on the "Forms" page of the Club Sports website:

  http://www.bu.edu/fitrec/recreation/clubsims/club-sports/forms-policies/

  The Club Sports Office will make every effort to accommodate your request; however, please note that PERD van usage is in high demand and we may not be able to accommodate all requests. **It is the responsibility of the officers to notify the club's advisor if the club no longer needs a van due to a cancellation or if there is a change in the club's schedule.**

- A Travel Itinerary must be on file with the Club Sports Office before your club can leave campus. This itinerary must list each club member who is traveling, where the club is going, who will be driving, and who the emergency contacts will be.

- If the Club Sports Office cannot accommodate a van request which was submitted with sufficient notice, the Club Sports office will assist you with looking into renting vans through Enterprise.

- If vans are not available, either through PERD or a rental agency, please work with your advisor on alternate forms of transportation. Personal vehicle use is NOT permitted.

- If your club requires a bus (generally 30+ members travelling), please contact your club's advisor to arrange bus transportation. Boston University has preferred transportation vendors so it is important to submit any bus request to your club's advisor so your club is adhering to University guidelines as well as receiving the discounted member rate.

- If your club requires air travel it is imperative you contact your club's advisor as soon as possible and set up a meeting to discuss the logistics of the trip. ALL clubs are required to book reservations through your advisor. MAKE SURE TO PLAN AHEAD. Prices generally increase as the date of travel gets closer.

**4. Fundraising:**

- Fundraising serves as an integral part of all club operations. Success with fundraising lies in the efforts and preparation made by the club. There are many different fundraising opportunities available to a club, but all efforts must be approved by the team's PERD advisor.

- It is important your club determine fundraising objectives at the beginning of the academic year, if not before. Once your club develops a plan, a club officer should be delegated the role and responsibilities of "Fundraising Coordinator" for your club and should be keeping track of initiatives achieved over the course of the academic year.

- If your plan includes solicitations through friends, family, and/or alumni, it is important your club go through the proper channels in order to do so. To maximize the effectiveness of your efforts, clubs should not contact friends, family and/or alumni directly without first consulting with their advisor and the Terrier Pride Office. **All correspondence should be given to your club's advisor for approval before your club is permitted to begin fundraising efforts.**

- If a donation is sent directly to your club rather than to the Terrier Pride Office via direct mail, or through the donation link on the Terrier Pride Office website, you must submit the payment along with a description of who it's from and what it's for to your club's advisor ASAP. All donations to your club are recognized by the US government as being tax deductible. Any donation the Terrier Pride Office receives ensures each donor receives proper credit for their contributions to the club.

- Third party vendors (such as GoFundMe) are permitted only at the approval of your team's advisor

- **Please Note:** The use of any other company or service other than the Terrier Pride Office to solicit to friends, family and/or alumni is strictly prohibited. Many of these so called companies (for ex. – MySportsDreams.com) may contact you directly. In order to protect your personal identity and information it is important you do not respond!

**5. Facilities:**

- Prior to the end of each semester, your club will submit a facility request for club practice and competitions for the next semester. All practice requests are just that; a request. There are no guarantees the space and/or time you've requested will be available. Always provide second and third options so we can better serve your club in the event your priority timeframe and location are not available.

- Any special event a club plans to host (ex. – Tournament) in the Fitness and Recreation Center requires a Facility Request Form to be submitted to the club's advisor prior to the start of the semester – however the earlier you submit the request the better as facility space is at a premium. Facility Request Forms can be obtained on the "Forms" page of the Club Sports website. Upon approval of the request, a meeting with your club's advisor and a member of the FitRec Facilities staff will be scheduled to take place the week before the event date. It is important you have all the logistics of the event (ex. – Official roster, facility demands, etc.) on hand at the meeting. Hosting events in FitRec is a privilege and carry with it responsibility. Failure to comply with all Club Sport and facility rules and regulations (ex. – Cleaning up after the event and making sure all equipment is neatly stored back in its respective place) will compromise your club's ability to host future events in FitRec.

**6. Safety:**

- Club officers are responsible for seeing that any new members complete the online roster process. This must be completed before the individual can participate in club activity.

- If a member of the club is injured during a club-sponsored event (practice or competition) it is the responsibility of the member to report the incident to the Athletic Training staff so that proper evaluations can be conducted if necessary. This should be done no later than the first business day following when the injury occurred. It is the responsibility of the club's officers to follow-up in a timely manner with the club member to confirm whether or not this process has taken place.

**7. Equipment:**

- All club equipment purchased by club sport funds is the property of Boston University. Club equipment may only be used during the academic school year and is for use by registered club members only. Whenever distributing club equipment to members, club officers should create a tracking system to keep records of where club equipment is going. Officers are responsible for the distribution as well as the collection of club equipment. In the event club equipment breaks or malfunctions, it is the officers' responsibility to notify the club's advisor immediately. Any high risk equipment (ex. – Gymnastics equipment) that breaks should never be repaired by a club member. The incident should be reported to the club's advisor immediately and the proper steps will be taken to ensure the equipment is either fixed properly or replaced altogether.

- An up-to-date inventory should always be kept on file with the club officers and Club Sports Office. If changes occur to the inventory, it is the responsibility of the club's officers to make the necessary updates to the inventory spreadsheet.

- At the end of each semester, officers need to collect all club equipment and lock and neatly store it away in the club's storage space. If any club equipment is missing it must be reported to your club's advisor ASAP. Any equipment not turned in will be charged against the club and/or its members. The club's advisor will determine if equipment has been damaged and requires replacement at the expense of the club

## TEAM RESPONSIBILITIES:

Each team is responsible for accomplishing a pre-determined set of goals/tasks each academic year. This set of tasks are based on your team's placement in the tier system provided below. The tasks assigned for completion are based on historical data of team operations as well as on achievable goals that the Club Sports management team feels a team can and should reach in the near future. Each team will be responsible for completing all of the assigned tasks included on the list below by the last day of classes for the current academic year. Exact expectations will be communicated to teams prior to the start of each school year.

Completion of each required task will qualify that team for maximum funding the following year. Failure to complete each required task may result in a reduction in allocation/funding the following year.

| **Tier 1:** | | **Tier 2:** | |
|---|---|---|---|
| **Tasks:** | **Teams:** | **Tasks:** | **Teams:** |
| Alumni Event | Baseball | Community Service | Cycling |
| Community Service | Cricket | Fundraising Initiatives (1) | Equestrian |
| Fundraising Initiatives (2) | Fencing | Newsletter(s) | Gymnastics |
| Newsletter(s) | Figure Skating | Pre/Post Event Forms | Ski Racing |
| Pre/Post Event Forms | Ice Hockey, M+W | President Council Attendance | Snowboarding |
| President Council Attendance | In-Line Hockey | SARP | Soccer M+W |
| SARP | Rugby, M+W | Social Media | Squash |
| Social Media | Sailing | Spirit Night | Synchronized Skating |
| Spirit Night | Ultimate, M+W | Tabling | Synchronized Swimming |
| Tabling | Volleyball, M+W | | Triathlon |
| | Water Polo, M+W | | |
| **Tier 3:** | | **Tier 4:** | |
| **Tasks:** | **Teams:** | **Tasks:** | **Teams:** |
| Community Service | Golf | Pre/Post Event Forms | Badminton |
| Pre/Post Event Forms | Jiu Jitsu | President Council Attendance | Kung Fu |
| President Council Attendance | Kendo | Social Media | Shotokan Karate |
| SARP | Table Tennis | Spirit Night | |
| Social Media | | | |
| Spirit Night | | | |

## ADVISOR'S RESPONSIBILITIES:

The club's advisor is responsible for providing guidance and direction during the development and implementation of plans and programs for the club. He/she serves as a resource for club officers and should be used as such. The advisor will assist in ensuring that all club activities are within the Club Sport Dept.'s, as well as Boston University's, guidelines.

## Responsibilities of the Advisor Include:

1. Approval of club's budget.

2. Review and approval/disapproval of club expenditures. If the advisor disapproves of expense requests, he/she will conduct a meeting with the club's Treasurer to explain the details behind this decision if one is requested.

3. Approval/disapproval of Facility Request Forms

4. Approval/disapproval of travel requests for competitions.

5. Approval/disapproval of fundraising activities.

6. Encourage officers' development of leadership, initiative, and the ability to accept responsibility.

7. Officially hire coaches. Club officers are responsible for conducting a search for new coaching staff (if necessary). Once a prospective coach is found, he/she must meet with the club's advisor in order to be officially hired as the club's coach. A meeting between the advisor and potential coach must be organized by the officers before the coach is permitted to participate in any activities with the club. **Please note: Although teams are aware of the financial allocation they receive for coaching, the advisor, not the club officers, is responsible for discussing/agreeing upon final financial compensation with the coach.**

8. Organize bus transportation. If your club is in need of bus transportation, a request should be submitted to your advisor at least 2 weeks in advance. Since we are dealing with outside vendors, there is no guarantee that travel arrangements can be made for the date and time requested, but the advisor will do his/her best to accommodate the club's demands.

9. Approve/disapprove logo usage requests on club apparel/equipment.

10. Provide continuity to the program from year to year by assisting new officers during their transition into their respective positions. An introductory meeting will be held by the advisor in which all policies and procedures will be introduced to the new officers.

11. Assist the club in identifying, negotiating, and holding accountable club officers and those members who have assumed a certain duty/responsibility to the club. A clearly defined list of officer responsibilities must be submitted to the advisor as soon as they've been determined.

12. Responsible for enforcing Boston University's and the Club Sports Office's rules and regulations.

# COACH/INSTRUCTOR RESPONSIBILITIES:

The selection of a coach/instructor is the responsibility of the club, but is subject to the approval of the club's advisor. Any prospective coach/instructor must meet with the advisor before he/she can officially be hired for the position. The club's officers should coordinate this meeting between both parties as soon as the club has made the decision that they wish to hire the individual. Additionally, a coach/instructor must be hired prior to him/her conducting any practice/instructional sessions with the club. **Just a reminder: The advisor, not the club officers, is responsible for discussing financial compensation with the coach.**

**Paid coaches must be age 21 or over, and not be a currently enrolled undergraduate student at BU or another college/university. Coaches will also be subjected to a background check through university Human Resources.**

The coach/instructor is not to be paid for his/her services unless prior arrangements are made with the club's advisor. Each coach/instructor who is approved to be paid MUST complete proper payroll paperwork, prior to any participation with the club, so that **Boston University officially pays the coach/instructor, not the club or its members.**

The instructor and/or coach is hired to teach/coach during practices and competitions. It is not the duty of the instructor/coach to perform club management duties. It is the duty of the club officers to handle club-related business. The philosophy and key to the success of the Club Sports Program has been the continued emphasis placed on student leadership and participation. It is a good idea for coaches to check in with team leadership as to whether all tasks needed for functioning of the team are being completed in a timely manner.

The decision to re-hire a coach after the season is up to the team leadership as well as the team's PERD advisor. Coaches are expected to adhere to the University Rules of Conduct as outlined in the BU employee handbook. The handbook can be found on the HR website: https://www.bu.edu/hr/documents/employee-handbook.pdf

All coaches, including volunteer/guest coaches, must be background checked before attending any practice. Background checks are completed by Ryan Parsons.

## Responsibilities of the Coach/Instructor Include:

1. Organization of all practices.

2. Coach/instruct at all practices and competitions. If a coach/instructor cannot make a practice/competition he/she is expected to communicate the absence with the club's officers prior to the date of the event.

3. Adhere to guidelines set forth by the club sport athletic trainer and first aid supervisors. All decisions related to a participant's ability to play (based on physical limitations) are solely that of the Coordinator of Sports Medicine. Please be aware of the accident/injury procedures to utilize during practices and competitions. **Safety is the number one consideration for our student-athletes.**

4. Develop and improve skills of the club members and teach proper and current techniques.

5. Assist in the club's adherence to the Club Sports Office's/Boston University's policies as outlined in the Club Sport Handbook. Each coach must pass a yearly quiz prior to being hired/re-hired.

6. Communicate regularly with the club's advisor on administrative matters.

7. Make sure equipment meets recognized standards, which includes the inspection of all sport gear and the reporting of any hazardous facility conditions to the club's advisor.

8. Adhere to guidelines as it relates to the utilization of PERD vans.

9. Promote good sportsmanship on and off the field-of-play.

10. Assist in fundraising efforts as approved by the club's advisor.

11. Any newly hired, paid coaches must submit the necessary paperwork to be paid by Boston University.

## PROCESS FOR HIRING A CLUB SPORTS COACH

1. Inquire with your advisor to see what your club's budget is for a paid coach. Should your club wish to pay the coach more than your allocation, you may do so, but this amount will be added to your ledger and must be factored into dues/budgeting.
2. Teams are in charge of conducting the coaching search and selecting their top candidate. If you would like/need assistance always feel free to inquire with your advisor.
3. Once a team has selected a candidate to whom they would like to offer the position, an interview with the team's advisor must be scheduled. Please remember that ONLY the team's advisor may stipulate the terms of employment or arrange financial compensation.
4. If the team's advisor approves of the candidate a salary will be discussed.
5. Your advisor may disqualify a candidate for any reason, but in general he/she is attempting to ascertain whether or not they feel this person possesses the capacity to lead a group of college-aged students as well as act as an extension of our office through upholding policies, procedures, and the Boston University employee code of conduct.
6. If the salary and requirements of the position are agreed upon the candidate will be approved to be hired contingent on satisfactory results of a mandatory comprehensive background check
7. If the candidate passes the background check, they will then need to complete their departmental hiring paperwork as well as the on-boarding process through BU's Human Resources department. The team's advisor will work with HR to schedule this meeting and the date/time will be communicated to the candidate.
8. Once the steps above are completed the candidate will be officially hired by BU as a Club Sports head coach. Only when all steps are completed will the coach be permitted to attend practices/competitions as a coach for the team.
9. If the coach to be hired is a paid coach, their pay will be prorated to reflect their actual start date.

**During the hiring process or throughout the course of a coach's employment, no team shall**:

1. Allow any person to coach/instruct your team who has not completed the hiring process without the prior approval of your team's advisor
2. Promise, guarantee, or otherwise infer the payment of any additional salary above what was offered by the team's advisor and provided in the signed coach's agreement

3. Withhold any information which would potentially disqualify an individual as a candidate for employment at Boston University

## PROCESS FOR RELEASING A CLUB SPORTS COACH

Since the teams are the ones responsible for finding and selecting their coach, the team owes it to their coach to effectively communicate their expectations of him/her both up front as well as continually throughout their tenure. As student leadership changes, it is important that the expectations of the new officers are communicated to the coach prior to the start of the year.

A team may decide to release or not rehire a coach at their own discretion; however the process below should be followed in circumstances that do not involve a situation of gross misconduct which would result in immediate removal of the coach from their position. Any situations involving even potential misconduct should be reported immediately to your team's advisor.

The process below should be used for instances in which a team finds itself having philosophical differences or noticing a pattern of behavior that is not in line with the team's stated expectations or those of the Department of Physical Education, Recreation, and Dance. Teams considering the option of removing their coach should notify their advisor ASAP and include him/her in the process below:

1. Teams should document specific instances that can be cited as examples of the team's displeasure with their coach
2. The team should call a formal meeting with their coach at which they discuss these instances and outline their expectations moving forward. At that meeting a follow-up meeting should be scheduled for no less than two weeks from that day
3. The follow-up meeting should be conducted at which time the team and the coach will review the events since the last meeting in order to assess the progress of the situation in relation to the stated expectations. Specific examples should be provided of instances that have occurred since the last meeting.
4. If at that time the team's expectations for the coach are still not being met, the team may decide to release their coach. The coach would be paid for the duration of that month.
5. A formal Letter of Termination will be drafted by the team's advisor and delivered to the coach.

## BOSTON UNIVERSITY CLUB SPORTS COUNCIL (CSC):

The Club Sports Council is a monthly gathering of all team Presidents with the purpose of gaining a heightened level of contact, feedback, and interaction with those specific team members who are most intimately involved with the day to day functioning, as well as future planning of their Clubs. It is our hope that having a regular audience comprised of the most highly involved Club members will produce a valuable forum for information sharing and topical discussions important to the progress and livelihood of individual teams as well as our program as a whole.

Pending no direct conflict with an academic class, it will be expected that all elected Club Sports team Presidents will be in attendance at each meeting. Should the Council meetings directly conflict with the President's class schedule, the Vice President will be expected to represent their Club at each meeting. Should both President and Vice

President have a class conflict, another team officer will be expected to act as the team representative for the duration of the semester.

## Responsibilities of the BU Club Sports Council Include:

- Share and disseminate team information
- Discuss policy and procedural updates
- Vote on the distribution of council funds
- Discuss any other information pertinent to specific times of the year including roster/paperwork periods, school breaks, nationals travel, etc.

## CSC Meetings:

Attendance at Council meetings is a responsibility of the elected team President and will be monitored strictly. We understand that conflicts do arise, so as with many aspects of Club Sports, a high level of communication is essential. If a team President has a valid reason for missing a meeting, it must be communicated to their advisor that a fellow E-Board member will be taking their place on that day. Failure to send team representation to a council meeting will be met with the following courses of action:

- One unexcused absence = Your club will receive a written (email) warning from your advisor
- Two unexcused absences = 25% reduction in following semester allocation
- Three unexcused absences = 50% reduction of following semester allocation, revocation of right to present for council funds in the current year (or following year if your club has already presented and been awarded council funds this year), and additional penalties at the discretion of your advisor
- If your team has not received additional financial assistance, a non-financial penalty may be levied against your team (i.e. loss of practice time, loss of facility space, etc.)

## Petitioning for Additional Funding:

Each club reserves the right to petition to its peers for additional funding unless otherwise notified by a Club Sports Manager. Teams may be restricted from presenting based on a number of factors including past disciplinary sanctions, past funding level from the department, or a failure to plan/budget accordingly for regular circumstances. Clubs that petition for funding are required to present their plea to the council at one of the monthly scheduled CSC meetings. Additional funding will be allocated based on voting results. **Please note:** There is no guarantee additional funding will be awarded. Allocations are based on merit (need for additional funding, proven performance, quality of presentation, etc.).

## Petition Rules:

Each club who wishes to petition the council for funds must first present informally to their advisor. The advisor will set the limit that the team may ask the council for. That maximum amount will be based on the details presented related to the cost/needs of the team.

Specifics will be made available at the first Club Sports Council meeting of that school year, and any changes thereafter will be communicated to teams.

# CLUB SPORTS BUSINESS PROCEDURES:

It is important to know that all of your team's financial transactions must occur through the Club Sports Office/your advisor. Please see below for specific instructions:

## Online Money Collection:

Teams have the ability to collect money for dues, apparel/equipment, and additional travel expenses online via the MyFitrec website. Teams should strive to use this method in every instance (compared to collecting cash/check).

***NOTE:*** *This online money collection option is NOT for donations. All donations should still be submitted via the BU Online Giving link: http://www.bu.edu/alumni-forms/forms/ath/*

- Teams will communicate their desire to collect funds online via an online form located on the forms page of the FitRec website: www.bu.edu/fitrec/recreation/clubsims/club-sports/forms-policies/
- After submitting the required information, a "class" will be built online for the appropriate amount(s)
- Each time someone submits payment, a receipt will automatically be sent to the team's treasurer for tracking purposes
- Once all funds are collected, this should be communicated to your advisor so that the "class" can be closed

## Cash Bag:

- Used for collecting cash/checks in instances where online collection is not feasible. Utilizing a cash bag for money collection must be pre-approved by your advisor.

- A completed receipt is required for each transaction made by the club except in the case of fundraising (i.e. event ticket sales). Please follow instructions attached to each cash bag on how to fill out the receipts correctly.

- After collecting all funds, download and complete a deposit form from the Club Sports website.

- Cash bags can be signed out for 1 week. The officer who signs out the bag must be the one who returns it.

- Funds to be deposited in the club's account should **only** be handed in to one of the Club Sport advisors during regular business operating hours. Funds should **NEVER** be handed in to anyone else.

- Please make sure to examine every check for mistakes or missing information (pay careful attention to the *signatures* section) before submitting the cash bag to your advisor for deposit. Any checks that are not filled out correctly will not be accepted by the CSBO.

- If your team needs seed money to make change for an event, it must be requested at least one week in advance.

## Check Requests:

Use a Check Request Form when paying for expenses where credit card is not accepted (most often league dues, tournament fees, officials). Since cutting a check is a labor intensive process for the university, please see if there is an electronic method of payment that is available (credit card).

Because checks are not cut by the PERD office, the turnaround time on any one check is not known. Check Request Forms should therefore be submitted to your advisor as soon as possible. If your check has a HARD deadline as to when you must submit it, please be sure to inform your advisor in case alternate payment methods need to be examined. The check request form can be found on the "Forms" page of the club sport website.

Unless otherwise instructed, a Check Request Form should always include:

- Proper backup documentation (ex. – Official quote of the order w/ total cost included).
- Completed and signed W-9 Form from the vendor (company/school who you're trying to pay).

## Hotel Booking:

All hotel booking should be through your team's Lucid Travel Account. Please reference the PDF located under "Policies" on the club sports website.

If teams require hotels in an area not serviced by Lucid Travel, they should follow these steps:

1. A member of the teams should book the appropriate number of hotel rooms themselves with their own credit card
2. After booking rooms, submit to your advisor the email confirmation(s), a completed check request form detailing exactly what you booked, and a Credit Card authorization form from that hotel
3. Your advisor will then complete the CC Authorization form and fax it to your hotel. The hotel will then be able to switch payment information from the team member who booked over to your advisor's BU travel credit card
4. **After your advisor faxes this form, the team should call the hotel to confirm receipt prior to arrival.**

Alternative Accommodations (i.e. AirBNB/VRBO)

1. Alternative accommodations may only be booked with approval from your advisor
2. These types of accommodations are typically allowed in circumstances where remote locations limit hotel availability
3. If you receive approval to use a service such as AirBNB/VRBO etc., you will need to pay for the stay through a personal account and submit a receipt and check request form within 10 business days for reimbursement.

## Purchasing:

Credit Cards

When choosing a vendor, it is preferable and fastest to select a vendor who accepts credit card payments. Processing time for a purchase from a vendor who accepts credit cards will typically not exceed 1-week unless issues with the order arise (back ordered items, incomplete information submitted to vendor, etc.)

If your vendor accepts credit card, submit a purchase order which can be found on the Forms page of the website, along with proper quote (online shopping cart screen shot works) for the item(s) you wish to purchase.

Purchase Orders

In the rare instance a vendor does not accept credit card, a purchase order will be used. A Purchase Order is an agreement by the University to pay a quoted price upon delivery of the promised good from the vendor. It is a business agreement designed to give you protection. The agreement says that the vendor only receives payment after you (the club) have received what it is supposed to receive.

Make sure to inquire whether or not the vendor you plan to do business with accepts Boston University Purchase Orders. This should be first and foremost before conducting any business with the vendor.

Unless otherwise instructed, a Purchase Request Form should always include:

- Proper backup documentation (ex. – Official quote of the order w/ total cost included).
- Completed and signed W-9 Form from the vendor.

Use the Purchase Request Form when purchasing apparel or equipment from vendors who do not accept credit cards. Purchase Request Forms MUST be submitted to your advisor with a **2-week (10 business days)** notice. Any forms that are submitted without a 2-week notice will not be processed in time for when it is needed. This form can be found on the "Forms" page of the club sport website.

- If a vendor needs information about purchase orders and payment procedures, the vendor may contact your advisor.

Check

If neither Purchase Orders nor credit card is accepted by the vendor, we may be able to pay by check. Please discuss this option with your advisor.

## Purchasing Apparel & Equipment – Step by Step Guide:

**Procedure:**

1. Fill out a Purchase Request Form for apparel & equipment.

2. Submit the, along with all required backup documentation, to the club's advisor for review. Upon approval, your club's advisor will submit the request to the CSBO for processing. **REMINDER: The processing timeframe is 2 weeks for Purchase Orders, 1 week for Visa.**

3. Arrange with the vendor for time, date, and location of delivery. Delivery should be to:

*Boston University*_____ Club
**Department of Physical Education, Recreation and Dance**
*c/o* (*Name of Club Advisor*)
*915 Commonwealth Ave. – 2nd Floor*
*Boston, MA 02215*

4. Once the order is delivered to PERD, your club will be notified that the package(s) is available for pick-up. An officer from your club is required to promptly pick-up the package(s) from the club sports front desk. Before being permitted to take the package(s), the officer is required to do the following:

    - Locate the packing slip within the order.
    - Indicate order is complete by placing a ☑ next to each item listed on the slip. For example: If the packing slip says you should have 5 XL sweatshirts, make sure the package contains 5 XL sweatshirts and place a ☑ next to that item.
    - Properly secure equipment in your club's storage closet.
    - Lastly, make sure you print your name, sign your name underneath and date the front of the slip to indicate that the package contained everything that was ordered. Make sure you submit the signed packing slip to the Club Sports Office.

*****DO NOT have deliveries or correspondence sent to the Student Activities Office, Home or Campus Address of any club participant/officer. *****

## FINANCES:

Each semester, clubs receive funding from two university sources. One source comes directly from the Undergraduate Student Activity Fee, and the other source is provided directly by the Department of Physical Education, Recreation, and Dance. This additional departmental support is not derived from student tuition, rather it is from outside funds that the FitRec has generated through revenue streams such as membership sales and rentals.

Direct financial assistance to each club is based on merit and is a function of each club's budgeted and mandatory expenses. Clubs that have done an outstanding job complying with the requirements and deadlines of the Club Sports Department will receive the maximum allocation amount available for that semester. Club funds must be used for the benefit of registered club members only.

If for whatever reason a team spends substantially less money during the course of a year than previously projected, Club Sports has the right to adjust this allocation amount to bring a team closer to the average assistance percentage (when compared to all other teams).

As a general principle, the members of the club make every effort to support programs through their own resources, which may include dues, fundraising projects, and special events. **Clubs must keep all of their funds on account with the Club Sports Office. Therefore, NO clubs may maintain a commercial checking or savings account.**

## General Program and Fiscal Responsibilities:

1. Student organizations must conduct all of their financial transactions through their account in the Club Sports Office. **No separate non-University club accounts are permitted.**

2. In general, all money required for a program must be in the account before the program can be approved by the club's advisor. Under special circumstances, a club may borrow money before funds are deposited into their account. These circumstances must be discussed and pre-approved by the club's advisor.

3. All money collected at a program or sale must be deposited into the organization's account either at the Club Sports Office or via online collection. Please remember to properly fill out receipts for all transactions when using a cash bag.

4. Boston University policy requires that all purchases of goods and services are made by either a BU Purchasing Card, Purchase Order, or Check Request Form. These forms must be obtained from Club Sports website before the goods or services are ordered.

5. Reimbursement requests are ONLY permitted when the club's advisor gives prior approval. Any request for reimbursement without prior approval from the club's advisor will not be accepted.

6. Boston University will not pay a deposit on any service or products. Purchase orders may be issued to guarantee payments.

7. The Treasurer or President of an organization is the only student who may sign paperwork authorizing financial transactions on behalf of the organization.

8. All expenditures must have prior approval of the Club Sport Staff. When using a purchase order, check request, or cash advance, the paperwork MUST have the signature of the club's Treasurer and Advisor.

9. All equipment or supplies purchased by a student organization using club funds are the property of Boston University and must comply with the procedures for purchase of equipment. This property may not be used for personal gains of any member of the University community.

10. The University reserves the right to charge the organization for a) any extra costs arising from the use of the facilities, such as additional staffing, loss or damage to University property, and b) service charges for any staff overtime or room and/or equipment cleaning as required by, or as a result of, the program. These charges are subject to change without notice in the event of increased service rates.

11. Student organizations wishing to use space in the George Sherman Union (GSU) Link must reach out to their advisor to book the space (if available).

12. Students are not legal signatories of the University and may not sign contracts. Students are not permitted to sign any contracts or letters of agreements, or enter into any verbal agreements, on behalf of their organization.

## Fundraising:

Each fundraiser must be approved by the club's advisor before the club is permitted to participate in the activity.

Contributions/donations to your club must be given to the club's advisor in order to be deposited. These funds differ in that they are considered a "gift" to the club and provide tax benefits to its donor. In order for each donor to be recognized by the US government, these funds will be deposited in to your club's "Friends of…" account and a tax-deductible receipt will be sent to each donor.

Please make sure any donation via checks is made payable to "Boston University _____ Club". For example: Boston University Men's Rugby Club. Checks that are not filled out correctly cannot be deposited into your club's "Friends" account.

Additionally, be sure that checks are mailed to the Dept. of Physical Education, Recreation, and Dance, NOT to the Athletics Department and NOT to your personal address, so we can assure your club will receive the proper credit to its account:

*Boston University*_____ Club
**Department of Physical Education, Recreation and Dance**
*c/o* (*Name of Club Advisor*)
*915 Commonwealth Ave.*
*Boston, MA 02215*

Clubs are required to send a note of thanks to those individuals who donate money or other items to the team. "Thank You" letters should be submitted to your club's advisor for proof read and approval BEFORE your club sends out the letter to the donor.

## Agganis Cleanup Opportunities:

The Agganis Arena, located next door to the FitRec Center, offers student groups opportunities to raise funds for their group by means of cleanup detail after large events at the arena. Depending upon the size and extensiveness of the event, after-event cleanings can add a substantial amount of fundraised dollars to a club's account.

Once the Club Sports office acquires the list of cleanup opportunities from the Agganis Arena administration, an e-mail will be sent to all clubs to submit their interest to the arena for cleanup opportunities. Please note that these cleanups are not just offered to club sports, but to ALL student groups on campus. Club Sports has no pull in the selection process for eligible teams. It is completely dependent on the needs of the arena, and also the reputation of the club/group and their past performances with cleanups.

While Agganis cleanups are a welcome addition to fundraising options, it is not reliable in any way. Your club will need to have other options for fundraising.

If you are interested in Agganis cleanups, contact your club advisor for more information.

## Crowdfunding:

Fundraising campaigns and projects undertaken by Club Sport teams on behalf of Boston University must receive the necessary approvals, and be conducted in accordance with University rules, policies, compliance regulations and state and federal law. These policies are aimed at protecting the use of Boston University's name, brand, and logo, and ensuring that such fundraising and related crowdfunding projects are consistent with the University's interests and are appropriately designed and presented to the donor community.

Club Sports is one of several groups who are exempt from certain University-wide Crowdfunding policies. BU Club Sport athletes are to abide by the policies set forth by the Department of Physical Education, Recreation, and Dance as outlined in full in this handbook. To view the full University crowdfunding policy, please visit http://www.bu.edu/policies/research/crowdfunding/

Teams wishing to embark on a crowdfunding campaign should first consult with their PERD advisor. During this discussion, a decision will be made regarding the approval/disapproval of the campaign, as well as which online platform would be best suited for the specific fundraising venture. Given prior approval of the Manager of Club Sports and the Associate Director, teams may crowdfund online utilizing one of two locations:

- Boston University's Community Fundraising Platform: https://crowdfunding.bu.edu/
- A third-party crowdfunding platform (such as GoFundMe or IndieGoGo)

BU Community Platform

1. Certain larger-scale or less time-sensitive initiative may be suitable for possible inclusion on the BU Community Fundraising Platform
2. If it is determined a team's campaign would be suitable for this platform, additional meetings will be set in order to begin working through the application process
3. Campaigns on the BU Community Platform typically require 10-12 weeks of focused work including meeting with an assigned Crowdfunding mentor and generating content to be used throughout the campaign
4. Though more laborious, Club Sports campaigns conducted on the this platform are subject to no fees and benefit from being visible to a larger portion of the BU Community

Third-Party Platform

1. Due to the time-sensitive nature of most crowdfunding requests, it is likely that the majority of Club Sports crowdfunding initiatives will be better suited to take place via a third-party platform
2. The team's advisor will have the discretion to determine whether a team can and should move forward with a crowdfunding campaign. Given BU's own yearly crowdfunding campaign (Giving Day), there are limited situations when adding another campaign that year would be advisable.
3. Prior to going live, the page/campaign must be approved by your PERD advisor
4. In order to gain approval, campaign pages should be sufficiently specific and time-bound – while financial goals should be realistic. Photo usage must also be appropriate and representative of your team and its members

5. The campaign should be in the name of the organizer
6. To withdraw the funds from the campaign and deposit into your club sports account:
    a. Have a check sent to yourself
    b. Sign the back of the check
    c. Complete a deposit form
    d. Deliver the deposit form and signed check to the Assistant Manager of Intramural and Club Sports

### Community Service:

Service is one of the founding principles of Boston University, and the BU Club Sports program is committed to carrying on the schools long history of contributing to the greater good of Boston and its surrounding communities. Community service is performed by a person or a group of people for the benefit of the public or its institutions. We urge all of our teams to participate in at least one community service effort per year as these efforts not only help others, but they work to build stronger bonds and shared experiences amongst teammates.

Teams looking to participate in a community service effort for Boston University Club Sports should follow these guidelines:

1. The effort must benefit an established group or institution
2. At least 75% of your team's roster should complete at least two hours of community service
3. Members do not need all attend the same effort on the same day
4. The event must not be counted towards any other university effort (no double counting)
5. The event must NOT have a fundraising component
6. After the event, a short write up and at least two pictures (at least one group shot) must be submitted to your advisor. The write up and other actions should include:
    a. Date/Time/Location of the event
    b. Group that was served
    c. Names of team members and any alums in attendance
    d. Description of the service provided
    e. Post to social media accounts with information caption

If your club is having a difficult time finding an event our Department has teamed up with *Boston Cares*. This company will search out a community service venture that best suits your club. Ask your advisor for more information on this.

Please include your advisor in your community service planning process to ensure that your efforts will qualify you for recognition by our program.

## BOSTON UNIVERSITY LOGO USAGE GUIDELINES:

Any Boston University logo usage MUST be approved by the Club Sports Office. This means, if a club would like to use a Boston University logo on apparel, equipment, websites, flyers, etc., you MUST submit a request for approval, including a mock draft showing the usage of the logo, to the Club Sports Office BEFORE you manufacture anything

using the Boston University logo. Failure to follow Boston University logo usage guidelines will result in penalties including financial and/or loss of apparel without reimbursement issued to the club.

Production of custom BU logo apparel must be done via a vendor on the Approved Vendor List located on the policy page of the Club Sports website: http://www.bu.edu/fitrec/recreation/clubsims/club-sports/forms-policies/

## Guidelines for Boston University logo usage include, but are not limited to:

- Must use one of the Boston University logos listed on APPENDIX A. Any other logo usage is strictly prohibited.
- Materials for apparel can only be scarlet, white, and/or grey (black can be used in VERY limited circumstances). The use of any other color for club apparel is strictly prohibited.
- Logos cannot be manipulated in any way, shape or form, including but not limited to turning them on their side. No other logo referencing Boston University can be created/used by a team.
- For shirts/tops, the logo can be located on the front either small on the left breast or big across the chest (proportional to the shirt) with nothing near it that clutters, covers or takes away from it. For sweatpants, the logo needs to be small on the front top thigh. For shorts, the logo needs to be small on the front left thigh, with nothing near it that clutters, covers or takes away from it. The club sports staff will determine what is and isn't acceptable upon review of logo usage.
- For all other uses of the BU logo, the text bar beneath "University" is the only part that can be customized to say the sport's name.

**(REMEMBER: You MUST submit a request for approval, including a mock draft showing the usage of the logo, to the Club Sports Office BEFORE you manufacture anything using the Boston University logo.)**

## PUBLICITY:

Clubs are highly encouraged to publicize themselves and their activities. There are many different aspects to publicizing you should consider. Whether it's sending out bi-weekly e-newsletters to contacts on the club's distribution list, or even word-of-mouth, publicizing your club and its activities increases your club's exposure around campus and can have many other positive effects for your club. In an effort to support Boston University's sustainability pledge we no longer recommend the use of paper flyers. Alternative forms of publicly would include tabling and digital signage. Please contact your advisor for approval on these efforts.

## E-Newsletter:

Each club sport is highly encouraged to compose e-newsletters to its members and/or alumni. E-newsletters allow clubs to disseminate information to its members and/or alumni in an easy and organized fashion. The Club Sports staff can assist clubs by providing contact distribution lists, providing constructive feedback on presentation of the e-newsletter, as well as answer any questions the club may have throughout the process. E-newsletters allow clubs to announce important upcoming events as well as report on previous events. It is an ideal and successful format for

spreading the word about your club.

### Website/Blog

Each club is required to maintain its website at all times. This includes, but is not limited to: updating schedules, rosters, event results, announcements, etc. A club's webpage is one of the primary resources used to promote the club as well as provide important information about the club to the general public. A website can advertise schedules, rosters, pictures, videos and up-to-date information, keeping your fan base interested and well-informed.

For instructions on how to create a "blogs.bu.edu" website, please refer to the "**Creating Your Club Sport Website**" link on the "Policies" page of the Club Sports website: www.bu.edu/fitrec/recreation/clubsims/club-sports/forms-policies/

## CLUB CONDUCT:

The basic concept underlying the Boston University Club Sports Program's standard of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always act in ways, which do not detract from the reputation of the University, both on and off the field of play. When involved in off-campus events or when travelling, clubs continue to represent the University. Any reports of activities that reflect negatively upon the university will result in disciplinary action. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, i.e. leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any club sport-related activity will jeopardize the club's continued status as a member of the Boston University Club Sports Program. The Policies and Procedures identified in the Manual must be adhered to by all club sports members.

### ALCOHOL AND DRUG POLICY:

The use of alcohol or controlled substances at any event is strictly forbidden and will result in automatic suspension of the individual and loss of club recognition and privileges.

Club sport members are not permitted to consume alcoholic beverages before, during or after a club sport activity nor are alcoholic beverages permitted in a vehicle (departmental van/personal car/bus) authorized for travel for use in conjunction with a club sport activity. **When traveling, club members are not permitted to consume alcohol for the entire duration of the trip.**

This statement is provided to students, faculty, and staff as part of Boston University's compliance with the Drug-Free Schools and Communities Act Amendments of 1989:

#### Policy:

The general policies of Boston University provide that the University campus and University activities are not a sanctuary from federal, state, and local laws. The policies of the University prohibit the unlawful use, possession, sale, distribution, or manufacture of controlled substances or alcohol on University property or as part of University activities.

## Standards of Conduct

The basic concept underlying the Boston University Club Sport Program's standard of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organization in a manner compatible with the University's function as an educational institution. Individuals must always act in ways which do not detract from the reputation of the University, both on and off the 'field of play'.

The unlawful possession, use, or distribution of illicit drugs or alcohol by any student or employee on University property or as part of or in connection with any University activity is prohibited.

When involved in off-campus events or **when traveling, clubs continue to represent the University. Under no circumstance should a BU club athlete consume/purchase alcoholic beverages** or take/purchase illegal substances **before, during or AFTER any club competition or practice, at home or away.** Additionally, hotel room reservations are to be utilized by team members only. Overnight guests are not allowed. Rooms are reserved under Boston University's name - not in the names of individual team members. Team travel is not a time for partying and excessive socializing. It is up to all team members to adhere to Boston University and the Department of Physical Education, Recreation and Dance standards of conduct.
These simple standards of conduct are a guideline for how each BU club sport member is expected to behave when participating in Boston University sponsored or endorsed activities. When club sport members participate in an event, the participant indicates, by their registration in the event, they agree to represent their club and university. Noncompliance/violations of the Standard of Conduct may result in suspension from the team and possible team elimination from future competition.

Alcohol and substance abuse is an issue the club sport staff feels strongly about. The health, safety and well-being of our Club Sport Athletes is our number one priority.

## Disciplinary Sanctions:

The University will impose disciplinary sanctions on students and employees who violate University standards of conduct. In addition, students or employees who violate public law may be subject to criminal prosecution. Conviction may result in fines, imprisonment, and revocation or loss of eligibility to receive federal funding (such as grants and financial assistance) and other privileges. University-imposed discipline may include sanctions up to and including expulsion of a student or termination of employment, in addition to referral for criminal prosecution. **Disciplinary sanctions may include participation in a treatment, counseling, or other approved rehabilitation program.**

## State and Federal Laws and Sanctions Concerning Drugs and Alcohol:

In addition to disciplinary sanctions imposed by the University, all students, faculty, and staff should be aware that federal, state, and some local laws treat illegal use, possession, sale, distribution, or manufacture of drugs or alcohol as serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order to allow convicted persons to attend college or continue their jobs. Felony and certain other convictions can prevent you from entering many fields of employment or professions and may have to be listed on applications for employment or admission to graduate or professional schools. Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties carrying with the type of drug. In general, use of narcotic and addictive drugs, and drugs with high potential for abuse have heavier penalties.

Possession of controlled drugs is illegal without valid authorization. Under both state and federal laws, there may be convictions for possession, manufacture, and distribution. Many laws dictate mandatory prison terms and the full minimum term must be served.

## End-of-Year Banquets:

Club Sport members are not permitted to use alcohol before, during or after a club sport activity. In addition, alcohol is not permitted in any club sport activity area be it by club sport members or spectators. This policy extends to end of year banquets/team get-togethers.

*****Club sport teams are NOT permitted to rent/reserve bars or lounges to host any type of team function any time during the year. Restaurants that serve alcohol are permitted but no students or coaches are permitted to order or consume alcohol regardless of age at team functions.*****

# HAZING:

**Clubs are prohibited from any form of hazing.** Club officers are responsible for ensuring that all club members are educated and in adherence at all times to the following state laws and University policies surrounding "Hazing:"

### *536 of the Massachusetts General Laws: An Act Increasing The Penalties For Hazing**

**Chapter 269: Section 17.** Hazing; organizing or participating; hazing defined.

**Section 17.** Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term ""hazing'' as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Chapter 269: Section 18.** Failure to report hazing.

**Section 18.** Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Chapter 269: Section 19.** Copy of secs. 17, 18, and 19; issuance to students and student groups, teams and organizations; report.

**Section 19.** Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

* Reproduction of the act as adopted by the Commonwealth of Massachusetts House of Representatives on Dec. 29, 1987.

## University Policy Regarding Hazing:

Boston University hazing policy will be in accordance with laws of the Commonwealth of Massachusetts at all times. However, the University's standards of personal conduct substantially exceed the minimum expectations of civil law and custom. Student organizations and individual students found in violation of Massachusetts hazing laws will be subject to University disciplinary action.

Any club sport member or team that engages in hazing (or any improper team initiation) will face an automatic suspension and loss of club recognition and privileges. Hazing in any form is a violation of the Boston University Code of Student Responsibilities and the laws of the Commonwealth of Massachusetts. Hazing matters will be referred to the Office of Judicial Affairs for appropriate disciplinary action.

In accordance with Chapter 536, Section 19, the Student Activities Office has developed the following procedures:

At the time of registration, the president of each student group, team or organization must receive a copy of the law and will be required to sign a statement acknowledging that such copy has been received, that a copy of this law shall be distributed to every member, plebe, pledge or applicant for membership of the organization, and that the group, team or organization understands and agrees to comply with the provisions of this law. This statement will be kept in the group, club or organization's permanent file in the Club Sports Office. The Club Sports Office will make available to each group, team, or organization as many copies of the law as necessary both when the group, team or organization registers for the year and throughout the year as necessary to insure that the organization can comply with their responsibilities as outlined in Section 19 of this law.

For further information please contact your advisor.

## THE DISCIPLINARY PROCESS:

Violation of Boston University Policies and Procedures, campus regulations, or University Standards of Conduct may result in consequences to individual members or the club as a whole. Discipline as a result of individual misconduct may result in probation, suspension from the team, or depending on the severity, may be referred to the Office of the Dean of Students or Judicial Affairs.

**Minor Infractions:**

***First Offense:*** If the violation is the club's first during the current academic year and the club is not under probation and/or disciplinary action from violations committed the preceding year, the following steps are taken:

a. The club is placed on probation for a designated period of time or until the club corrects the situation. For example, a club may be put on probation for a period of time if the club fails to submit a roster on time. The club will continue to be on probation until all requirements

pertaining to the roster are met. Club funds and/or facilities may also be frozen until the situation is corrected.

b. The Club Sports staff will notify the club stating:

- the reason for the probation
- the length of the probation period
- if use of funds and/or facilities are suspended
- the possible consequences the club will face if additional and/or repeated infractions occur

***Additional Offenses:*** If the club is already on probation when additional offenses occur, the club will be suspended for a designated period of time. The advisor will meet with the club's officers and discuss the actions being taken. The advisor will determine length of suspension depending on the level of severity of the offense.

**Major Infractions:**

These include club actions that are outside acceptable standards of conduct or are in violation of the Club Sports Department's guidelines.

For all major infractions:

a. A meeting between the club's officers and the Club Sports staff is scheduled.

b. Input from appropriate administrators and staff members is solicited.

c. The Club Sports staff determines the disciplinary action to be taken.

Examples of major infractions include but are not limited to the following situations:

a. Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Club Sports Program (i.e. conduct that violates the Standards of Conduct policies; unsportsmanlike conduct toward officials or opponents; or disruptive behavior on trips, on campus, off-campus housing, etc.).

b. Misusing club funds (i.e. not depositing income into the club's PERD operating account; using unreported funds for personal gain).

c. Allowing ineligible individuals to participate in club activities. All participants of a club sport must be on the club's roster. Please see the "*Eligibility*" section of this handbook for more details.

d. Violation of PERD van use policies, including but not limited to: Actions detrimental to the safety of all passengers (ex. - speeding); driving the van to a location other than what was reported on the Travel Itinerary Form; intentional destruction of vans; etc.

**Possible disciplinary actions that may be taken for minor and major infractions include:**

- Probation (i.e. 1 month, or remainder of the year)

- Extended probation (i.e. 1 year)
- Loss of funding
- Loss of facility reservations
- Loss of van privileges
- Loss of Boston University Club Sports Program membership
- Any other appropriate discipline measure.

**Appeal Process**

Each club or individual member has the right to appeal actions taken by the Club Sports Department for club or individual misconduct. The appeal process exists to insure that all disciplinary actions taken against club sports teams are equitable. Appellate decisions will never increase the severity of the initial disciplinary action.

To file an appeal, follow the steps listed below:

1. Written notification from the club representative to the Club Sports staff indicating the club's reasons for the appeal. Any unreported circumstances related to the situation that caused the infraction must be submitted to the Club Sports staff within seventy-two hours of the appeal request date.

2. The Club Sports staff in conjunction with the Department of Physical Education, Recreation and Dance (PERD) Executive Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the staff member.

3. The decision of PERD is final.

## TRAVEL POLICY:

PERD owns vans that may be rented by club sports at a reduced rate. The Club Sports Managers will determine van usage. Clubs must realize that the PERD vans **will not always be available** to them and must plan to utilize public transportation periodically. This is clearly a privilege and clubs violating PERD van usage rules and regulations are subject to losing this usage privilege.

Teams will be limited to 2 vans per weekend. We have 34 clubs teams and only 15 vans. If your team needs more than 2 vans, you may request them. We will accommodate the request if the vans are available. If the vans are not available, we will rent your team vans. However, your team will be responsible for covering the full cost of the additional vans.

Arrangements for use of vans must be made by the club representative and should be made well in advance with the Club Sports staff. Private autos may only be used when transporting the individual owner of the vehicle. Private autos may not be used to transport other team members and those autos are not covered by the University's liability policy and their owners are responsible for any damages and/or liabilities resulting from their own use. Travel is restricted to a direct route to and from the site of the away contest. The driving distance will not exceed

the border of Maryland/Delaware, or western border of Pennsylvania. When more than one vehicle is involved every effort should be made to travel together in route.

Individual drivers should not exceed four hours behind the wheel at any one time. Drivers should drive no more than 8 hours (two four-hour shifts) within a 24-hour period. On return trips (due to competition fatigue), teams should alternate drivers more frequently to reduce the amount of time behind the wheel to 2-3 hour shift maximums.

Competitions/travel taking place during the hours of Midnight-6:00am are at the discretion of the Club Sport management team and should be discussed with your advisor with as much advanced notice as possible.

## Van Travel and Use Procedures:

1. Requests for vans are made online at: www.bu.edu/fitrec/recreation/clubsims/club-sports/forms-policies/ under "Forms". Please follow the directions stated in regards to information needed and where to send the form once completed.
   **Requests are NOT instant reservations.** You will receive an e-mail from the advisor overseeing vans on whether your request is confirmed, denied, or altered. Due to program growth and limited van, rental, and bus resources, you may request up to **2 vans**. If you require more than two vans, your team may:
   - Request additional vans and wait to see if additional vans are available the week of travel. The van manager will inform you the Tuesday prior to weekend travel if vans are available.
   - Contact your advisor and set up rental vans through Enterprise or other rental firms approved by our office.
   - If your team rents vans from a rental company by choice, meaning you decide you want to rent vans, then your team will be responsible for covering the cost of those vehicles

2. Van keys must be checked out by a certified van driver between the hours of **1:00–4:30p.m** on the day the club travels, or on Friday before a weekend trip. Keys are available for pickup in the Club Sports Office in PERD.

3. Keys must be returned at the **Pro Shop/Equipment Check Out on Lower Level 1** in the Fitness and Recreation Center the same day of travel or by 11 a.m. the following business day. **The hours of operation for the Pro Shop are the same as FitRec hours which can be found online.** All keys should be returned to the Pro Shop by the individual who signed them out, or by another certified van driver on that team. Friends, or anyone other than certified van drivers are NOT permitted to turn the van keys in on behalf of the club.

4. If a van is dirty when you check it out, report it. If you don't, you are responsible for cleaning it when it is returned.

Vans must be returned to the area designated for the parking of these vehicles. You may not park the van or 'stop by' your apartment, dormitory, etc. All trips must leave and return from the designated parking lots.

5. Complete a diagnosis of the vehicle and fill out the Safety Inspection Form in the van binder when you pick up the van as well as when you return from your trip. Be sure to report any maintenance problems immediately (minor or major) to the Club Sports staff. This includes steering, brakes, tires, seat belts, turn signals, headlights, etc.

6. Obtain receipts for any emergency service needed on a vehicle and turn in the receipt with your trip report. Please note: clubs will NOT be reimbursed for gas. Paying for gas is the responsibility of the club- please use the PHH Card provided with the van binder.

7. Use **unleaded** gas only. Be sure gas cap is secure upon departure from gas stations. If the van has less than a full tank of gas when you get in it, we will rectify the situation with the club who previously used it, but unfortunately you're going to have to fill up the van immediately so we know how much gas to charge the other club. Please keep this gas receipt and make a note of it on the Safety Inspection Form in the van binder.

8. Drivers must have validated licenses in order to operate the vans. A student can only become an authorized van driver when a copy of his/her license is on file with the Club Sports Office and they have attended one of the mandatory driver education classes hosted by the Club Sports Office. These driver education classes will take place throughout the fall semester and at the beginning of the spring semester. Definitive dates and times will be sent to club officers as soon as they're confirmed. Drivers must also complete and pass the virtual exam offered by AlertDriving.com. An email will be sent to each individual who attended a van certification class with instructions on how to complete the online segment of the training. Coaches do not have to attend the driver's education class, but his/her license must be on file and coaches must complete and pass the virtual exam. Individuals that have not successfully completed the Van Drivers' Training Course may not drive vans. PLEASE NOTE: This course is not offered to incoming freshmen. Incoming freshmen may NOT drive vans.

9. The registration, insurance ID card, and accident report packet will be found in the glove compartment of each vehicle. In the event one of these forms needs to be used the club is required to promptly inform the Club Sports Office of the incident.

10. **All accidents** or damages to a vehicle (minor or major) should be reported immediately to the Club Sports staff. Failure to do so will result in loss of van privileges. An accident report packet will need to be filled out by the driver of the vehicle immediately and returned to your advisor upon returning to campus. The club is also required to call the EMERGENCY telephone line (listed on the first page in each van binder) promptly after an accident or any damage to the vehicle takes place.

11. All drivers and passengers must wear seat belts. In addition, vans are to only be occupied up to the maximum capacity of the vehicle (i.e. Max of 7 passengers in a minivan and 12 passengers in a 12-passenger van).

12. Any time you leave a vehicle please be sure **all windows and doors are locked and lights are turned off**.

13. Tickets received while the van is assigned to an individual or group is the responsibility of the club**.** Even though you are driving a Boston University van, you must still abide by the rules and regulations of the road: No speeding; only park in designated lots; no double-parking, etc.

14. Vans cannot be used for personal reasons. **Disciplinary actions will result if the van privilege is abused**.

15. Only registered players and coaches listed on the team roster may ride in the PERD vans. Significant others, roommates, parents, students from other universities, etc. **cannot** ride in PERD vans. Loss of van privileges will result.

When you travel as a club sport member, you are officially representing Boston University as students, athletes and competitors. Under no circumstance should a BU club athlete consume alcoholic beverages before, during or AFTER any club competition or practice, at home or away. Hotel room reservations are to be utilized by team members only. It is up to all team members to adhere to Boston University and the Department of Physical Education, Recreation and Dance standards of conduct.

## PERD Van Usage Costs:

There is a fee associated with the use of PERD vehicle. **This fee is charged to the club's operating account at the end of the academic year so please plan your budget accordingly**. The breakdown for how the fee is assessed is as follows:

| Miles | Amount Charged |
|---|---|
| <100 | No Charge |
| 100-300 | $275 |
| 300-600 | $375 |
| 600-900 | $475 |
| 900-1200 | $575 |
| 1200-1500 | $675 |
| 1500-1800 | $775 |
| 1800-2100 | $875 |
| 2100-2400 | $975 |
| 2400-2700 | $1,075 |
| 2700-3000 | $1,175 |
| 3000-3300 | $1,275 |
| >3300 | $1,375 |

- Toll costs incurred by teams through the use of E-ZPass will be added to the teams total van charge for the year. Toll amounts will be periodically updated on team's ledgers.
- Teams that request and receive vans during peak usage weekends (weekends that necessitate the rental of additional vans) will each be charged a portion of the total cost of rentals for that weekend. EXAMPLE: 10 teams each request 2 vans on the same weekend. Our department owns 15 vans which means 5 additional vans must be rented. If the cost to rent these 5 vans is $375, that cost will be divided by 10 and each team using vans that weekend will pay an additional $37.50 to travel on that weekend.
- There will be an additional $25.00 charge for cleaning if there is trash found in the van.

- Failure to pay/report a parking ticket, twice the cost of the ticket, plus any late fees.
- Failure to report an accident(s) - $100.00 charge; could also result in permanent loss of van privileges for that Club. When this occurs at the end of the school year, discipline may carry over to the next year.

## PERD Van Violations/Infractions:

Using departmental vans is a privilege of Club Sports teams for as long as they are able to follow and abide by our usage and travel policies. Failure by Club Teams to adhere to usage and travel policies puts an undue strain on the department through increased expenses and staff time commitments.

Listed below is a list of common infractions made by clubs on a weekly/yearly basis. Committing any of these listed infractions will carry with it a penalty of the stated amount of points. Clubs who accumulate certain levels of points will have their van use privileges suspended or revoked for a designated amount of time. All drivers will receive this list upon completion of their driver certification/recertification course and acknowledge understanding of these policies and potential ramifications on their team's future use of vans.

Point Levels
Accumulation of 3 points – loss of one scheduled van reservation
Accumulation of 5 points – loss of three scheduled van reservations
Accumulation of 7 points – loss of van use for the remainder of semester (or similar penalty if team travel has concluded for that semester)

Teams who accumulate 3 or less points during a semester will have their total reset to zero to start the next semester. Teams who accumulate 4 or more points will have their total roll over to start the next semester.

Moving Violations
(3) Minor accident (requires body work)
(3) Major accident (requires extensive body work)
(3) Non-reported dent/scratch/etc.
(2) Minor dent/scratch (not requiring body work)
(2) Toll Violation
(2) Van towed

Non-Moving Violations
(2) Returning Van Keys Late
(2) Failure to fill gas tank
(2) Lost Keys/Binder/Gas Card
(2) Failure to pick up keys by 5:00pm
(2) Damage to Binder/Gas Card Holder
(2) Failure to follow "special" instructions
(2) Missing med kit or ice scraper
(2) Parking violation – Agganis or 808 (wrong spot, crooked, on/outside lines, etc.)
(2) Unpaid Parking Ticket

Travel Related Violation
(2) Failure to submit a post-event form by the end of the business day following their contest
(1) Failure to log mileage
(1) Failure to remove all trash from van interior
(1) Failure to complete a safety inspection checklist

Immediate Revocation
Transporting non-club members
Non-certified driver driving van
Using vans for non-competition/practice related purposes
In-van substance use

## FACILITIES:

Each club is to request facilities for practice and competition when completing their End-of-Semester (requests for spring semester) or End-of-Year Budget Forms (requests for following year fall semester). Prior to the start of each semester, the Club Sport staff will notify the club of their designated practice schedule. Club members are not to call the Facilities staff to verify club practices. All calls regarding facility clearance should be directed to the club's Advisor.

All participants must wear the appropriate sport equipment at all times during practices and competitions. This includes coaches who are playing with the team. Practice and competition times are designed for registered members and coaches ONLY. This is not a time for friends, significant others, sisters, brothers, etc. to get workout time. Limited exceptions may be made for recruits with the PRIOR approval of your advisor.

If another individual, other than the designated coaches, wishes to help out at a practice or competition, the Club Sports staff must be made aware of and approve of this situation **before** that person steps onto the field/facility. Requests should be submitted at least 24 hours in advance. Safety, competency, and liability are of primary concern.

For all special events, including but not limited to: tournaments, scrimmages, etc., a Facility Request Form must be filled out and submitted to the club's advisor. The form is available on the "Forms" page of the Club Sports website - www.bu.edu/fitrec/recreation/clubsims/club-sports/forms-policies/ . Please note: A Facility Request Form is still required regardless of whether or not the special event takes place during regularly scheduled practice hours.

ATH FAC CELL: 857-337-9499

### Expectations:

Any club using a facility or field is obligated to clean up after the activity. Club Sports and Building Supervisors have the authority to deny unauthorized persons, or persons abusing facilities or equipment, access to the facility. Club members must have the appropriate ID card with them when using University facilities.

Spectators are permitted to attend club-related competitions, but they do not have facility use privileges and are restricted to the area of competition. All club participants, visiting participants and spectators must abide by all rules and regulations pertaining to facility use including payment of spectator ticket cost when applicable.

All the facilities at Boston University are shared with Recreational Sports, Intramural Sports and Intercollegiate Athletics. This results in many different groups utilizing the same indoor and outdoor facilities. Clubs should be courteous to the groups scheduled before and after the club is scheduled. In addition, clubs should be mindful of their surrounding while using facility space. Do not interfere or disrupt programming taking place in other parts of the facility during your club's reservation. Clubs must leave at their scheduled ending time, meaning if FitRec or any other facility closes at 10:00pm, ALL club participants must be packed up and walking out of the facility by or before 10:00pm. Club participants must always leave the facility in better shape than when they arrived. Continued use of University facilities is based on how they are treated.

## ATHLETIC TRAINING SERVICES:

Boston University Athletic Training Services is committed to providing the best possible health care for all patients. As a result, the Policies and Procedures Manual has been developed so that every club sport participant will be aware of the Policies and Procedures that will be followed for a variety of different situations. It is expected that all participants read, understand, and follow all of the procedures that are outlined in the manual. If you have any questions or concerns about any of the information provided please contact any Athletic Training Services staff member.

**For full information on medical requirements, insurance policy/procedures, coverage/scheduling policy, concussion policy, alcohol/drug/supplement policy, and inclement weather policies, please refer to the Athletic Training Services Policies & Procedures document found on the AT webpage:**
**http://www.bu.edu/fitrec/recreation/clubsims/club-sports/athletic-training/**

The Athletic Training room is located within the FitRec facility on the ground floor. Open office hours are determined at the beginning of each semester and are posted at the door of the Athletic Training room as well as on the "Athletic Trainers" page of the Club Sports website. No appointment is necessary and Club Sports participants may come into the Athletic Training room at any time during open hours.

For the most up to date hours information, follow the AT's on Twitter @BUATServices

## EMT's/BUEMS Staff:

BUEMS staff members are stationed in the Fitness and Recreation Center on the second floor. If a participant is injured during a Club Sport practice or competition, the injured participant must seek medical attention from the EMS staff member on-duty. If the participant is unable to move or has a suspected head injury, send another person to radio for the on-duty EMS staff. (Radios are located at the Pro-Shop, 1st Floor Tsai Fitness Center, Control Desk, and PERD Front Desk)

The EMS staff's responsibility is to provide **ONLY** emergency first aid and response to team members of a Club Sport when injured during practice and competition. Due to legal and liability issues, BUEMS staff members **CANNOT** perform athletic training duties, such as taping, or administering aspirin or any type of medication.

BUEMS staff is responsible for determining the ability for the athlete to continue to participate. Any EMS staff member represents PERD; their recommendation is "the law". Players who disregard an EMS staff member's advice will be suspended and/or dismissed. Any forms, waivers, etc. that the EMS staff asks a participant to complete, **MUST** be done immediately.

### Guidelines for When BUEMS is Not Present:

1. If an accident or injury is LIFE THREATENING, call the **BU Police at 617-353-2121.**

2. If the situation is NON-LIFE THREATENING, but advice or transportation to a hospital is or may be necessary, call **Student Health Services at 617-353-3575.**

**When calling:**

**a)** Identify yourself by name, title, and Boston University.
**b)** Tell them your location.
**c)** Give an assessment of the injury and the state of the injured person.
**d)** Describe what is being done or what has been done for the injured person.
**e)** Give the telephone number from which you are dialing.
**f)** Do NOT hang up first.
**g)** If possible, wait by the phone in case there are further instructions.
**h)** Be sure that someone meets the cab or ambulance and directs the personnel to the injured person's location. (If in FitRec you MUST notify the control desk that an ambulance is en-route)
**i)** Be sure the injured person's clothing and personal articles are transported with him/her. If a friend takes the articles, be sure to note the friend's name and phone number on the accident form.

The Club Sport coach, Club Sport president, or a club officer is responsible for completing an injury/illness form on the incident and notifying the Club Sport staff.

**Any injured participant must visit the Athletic Training staff for further evaluation and treatment.**

## GAME DAY PROCEDURES:

It is the responsibility of the club members to have their field/court set-up for games. If competition is against one team, it is the responsibility of the club to designate a member of the team to greet the opposing team and show them the game competition area.

Teams hosting competitions (in tournament format) in the Fitness and Recreation Center will be responsible for staffing a table in the lobby to check team credentials and disseminate information to teams/spectators for the duration of the tournament. If the team does not want to handle this duty, the team will be required to hire a PERD game day management staff at the going hourly rate.

Goals, standards, nets, etc. should be put back in their proper place. Water bottles and other trash should be placed in proper trash receptacles (NOTE: food is NOT permitted in the building except within the juice bar area. NO outside food may be brought into the FitRec Center). Non-compliance to this rule will result in fines and loss of facility usage.

## Officials:

Clubs are responsible for securing their own officials (although the club sport manager will attempt to assist if needed). Clubs are required to submit paperwork (I-9 tax form and official) immediately following a competition so that the officials can be paid. Please see the Forms page on the Club website for the Official/Referee Payment Form.

## Clock Operators:

The score clocks at Nickerson Field, the FitRec Center, and Walter Brown Arena may be available for usage during competitions. It is the club's responsibility to find a scorekeeper/clock operator. That person must meet with the appropriate staff prior to the day of the game to learn how to use the equipment.

## PRIMARY MARKS

BU BOSTON UNIVERSITY

BU BOSTON UNIVERSITY

## WORD MARKS

BOSTON

BOSTON

## SECONDARY MARKS

BOSTON UNIVERSITY CYCLING

BOSTON UNIVERSITY RUGBY

BU

BU

BU

## RHETT MARKS



TM

# Boston University Club & Intramural Sports

## VERBIAGE

Boston University™
Boston™
Boston University Club Sports™
Boston University Intramural Sports™
Boston University *Club Name*™

## BASIC FACTS

| | |
|---|---|
| **SCHOOL LOCATION** | Boston, MA |
| **MASCOT** | Terriers |
| **MASCOT NICKNAME** | Rhett |
| **ESTABLISHED DATE** | 1839 |
| **SCHOOL TYPE** | Private, non-sectarian |

## SPACING REQUIREMENTS




A clear zone of **h** (where **h** equals the height of the whole logo) around the logo gives it the space it needs to stand out.

## COLOR INFORMATION

You must use the approved University colors or the *PANTONE® colors listed on this page. The colors on this page are not intended to match the PANTONE color standards. For the PANTONE color standards, refer to the current editions of the PANTONE color publications. *PANTONE® is a registered trademark of PANTONE, Inc.

| SCHOOL COLORS | PANTONE COLORS | THREAD COLOR | |
|---|---|---|---|
| BOSTON RED | PANTONE 200 | MADERIA 1147 | RA 2263 |
| BOSTON LIGHT GRAY | PANTONE COOL GRAY 5 | MADEIRA 1118 | RA 2481 |
| BOSTON DARK GRAY | PANTONE COOL GRAY 11 | MADEIRA 1040 | RA 2404 |
| WHITE | WHITE | WHITE | WHITE |
| BOSTON RED | BOSTON LIGHT GRAY | BOSTON DARK GRAY | |

## ADDITIONAL RULES FOR LOGO USE

- **Teams must submit a proof of proposed use of any BU logo or verbiage on any item or clothing before production.** Requests must be approved by the Club Sports Office.
- Do not manipulate these logos in any way including, but not limited to, turning them on their side, changing the colors, adding words, redrawing them, using different fonts, or adding the logo to, over, or under another graphic.
- The logo (excluding Rhett) can be white on a red background, red on a white background, or red on a light gray background.
- For a shirt/top, a small logo can be located on the left breast or a large logo across the chest (proportional to the shirt).
- For pants, logo must be small and located on the front of the left thigh.
- Nothing can be located near, touching, covering, or cluttering a logo. Blank space around the logo must be equal to the height of the logo. *(See "Spacing Requirements" illustration above)*
- NO REFERENCES to alcohol, drugs, tobacco, or related products may be used in conjunction with University marks.
- Interlocking BU on black for specific items only. Consult Club Administrator.

# APPENDIX B: Approved Vendor List:

Boston University requires licenses for products featuring our name, logos, and other marks as a way to preserve our reputation as a center of academic excellence and outstanding athletic performance. For more information about the BU's Trademark Policy please go here: www.bu.edu/brand/licensing/

This document will outline those vendors which have received licensing approval from the university. All CUSTOM Club Sports apparel produced by Club Sport teams should be done only by vendors on this list. If your item does NOT include BU logos – you do NOT need to adhere to this list. If you have any questions, please reach out to your advisor.

| Vendor | Apparel Type | Contact Information |
|---|---|---|
| *Bauer* | Hockey Only - Customized apparel | Website: www.Bauer.com<br>Email: teamunity@bauer.com<br>Phone Number: 603-430-2111 |
| *Tricon Sports* | Apparel/Uniforms/Backpacks<br>(Specialize in Underarmour) | Website: www.triconsportsinc.com<br>Sales Rep: Rob Tavilla<br>Cell 781-861-8921 x102<br>Email: rob@triconsports.com |
| *Primetime Sports* | Apparel/Uniforms/Backpacks<br>(Specialize in Nike) | Website: www.ptsteam.com<br>Sales Rep: Chris Vetrano<br>Cell 978-804-4099<br>Email: cvetrano@ptsteam.com |
| *4imprint* | Casual Wear (i.e. T-Shirts/Sweatshirts) | Website: www.4imprint.com<br>Sales Rep: Julie Johnson<br>Email: jjohnson@4imprint.com<br>Phone Number: 866-779-0581 |
| *Boathouse* | Jerseys/Athletic Apparel/Bags | Website: www.boathouse.com<br>Sales Rep: Jake Farkes<br>Email: jfarkes@boathouse.com<br>Phone Number: 727-480-1257 |
| *Craft Sportswear* | Cycling Kits | Website: www.craftsports.us<br>Sales Rep: Donald Snoop<br>Email: donald.snoop@craftsports.us |
| *Rhino Rugby Sports* | Rugby Apparel | Website: usa.rhinorugby.com<br>Sales Rep: Kent Oszmanski<br>Email: koszmanskI@rhinosportsllc.com<br>Phone Number: 917-602-0111 |

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|---|---|---|
| *SP Apparel* | Hockey Uniforms | Website: www.spapparel.com<br>Email: ilachance@spapparel.com |
| *Pure Hockey* | Hockey Equipment | Website: www.purehockey.com |
| *Ogio* | Bags | Website: www.ogio.com<br>Sales Rep: Nick Odair<br>Email: nodair@ogio.com<br>Phone Number: 801-619-4100 |
| *Ping* | Golf Bags | Ask your advisor for Ping Golf Account # |
| *Gear For Sports* | Casual Wear (i.e. T-Shirts/Sweatshirts) | Website: www.gearforsports.com<br>Sales Rep: Jason Griffith<br>Email: jason@griffithassociates.com<br>Phone Number: 617-828-2433 |
| *Zephyr Graf-X* | Hats | Website: www.teamzhats.com<br>Phone Number: 970-663-3242 |
| Forbes Marketing Group | Casual Wear (i.e. T-Shirts/Sweatshirts) | Website: www.forbesmarketing.com<br>Phone Number: 800-332-1102 |
| Custom Ink | Casual Wear (i.e. T-Shirts/Sweatshirts) | Website: www.customink.com<br>Phone Number: 800-293-4232 |

| **Vendor** | **Promotional Items** | **Contact Information** |
|---|---|---|
| Bookwear | Giveaways (i.e. Water Bottles/Towels) | Website: www.bookwear.com<br>Phone Number: 800-332-3131 |
| ICON Promotional Products | Giveaways (i.e. Water Bottles/Towels) | Website: www.iconpromotional.com<br>Phone Number: 802-860-7002 |