# ATHLETICS DEPARTMENT MANUAL

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PREFACE

This manual shall serve as the primary resource regarding the University of Massachusetts Boston Department of Athletics policies and procedures. The manual will clarify areas of maximum concern and give everyone a better understanding of the objectives and procedures set forth for the athletics and recreation program at the University of Massachusetts Boston. The purpose is to provide all personnel with pertinent data relative to their respective duties and responsibilities, afford general information relative to University regulations, and to inform all employees of departmental policies and procedures.

SCOPE

This manual has been prepared and published for compliance by all Department of Athletics personnel. All members of the athletics staff should be knowledgeable about and responsible for all sections of the manual. The scope of the manual includes all phases of the athletics and recreation program.

STATEMENT OF PURPOSE

Today, just as the University of Massachusetts Boston is the public urban campus of the state's higher education system, so too is the University of Massachusetts Boston's intercollegiate athletics program the urban representative of the state's collegiate competition. We take very seriously our role of preparing students to be productive members of our society. We offer them challenging and competitive opportunities to enjoy and participate in sports.

MISSION

The mission of the Department of Athletics at the University of Massachusetts Boston is: (1) To encourage every University of Massachusetts Boston student-athlete to be a champion. (2) To foster an environment where academic integrity, social responsibility and respect for others, and competitive athletics excellence are highly valued. (3) To discover and nurture the "total person" who enriches the world and brings honor to UMass Boston, now and throughout life.

ACADEMICS

The Department strives to develop the student-athlete as a total person, with specific emphasis on promoting academic excellence.

The University of Massachusetts Boston Department of Athletics is required to meet all University academic requirements, as well as the eligibility rules of the Little East Conference, the Eastern Collegiate Athletic Conference (ECAC) and the National Collegiate Athletic Association (NCAA).

STUDENT-ATHLETES

The student-athlete is first and foremost a student. The student-athlete must have the character necessary to meet required classroom and athletic performance levels.

Further, student-athletes shall be amateurs in their respective intercollegiate sports and will be given the opportunity to compete under the principles of fair play.

Student-athletes are expected to meet the same general standards of conduct as any other student. As a result, student-athletes are subject to all University rules of personal conduct.

Student-athletes are also required to meet all academic standards as maintained by the University, the Little East Conference and the NCAA.

Integration of student-athletes into the student body is a goal of the Department of Athletics.

The Department has a dual responsibility to its student-athletes: first, to see that each student-athlete achieves the best possible education; and second, to provide an environment conducive to building character and competing to the fullest extent of his/her ability. The student-athlete will be provided an environment designed to enhance their physical well-being through education, training and medical services.

COACHING STAFF

Coaches are teachers and role models. As such, coaches share in the education, training and development of student-athletes. Coaches are important partners in carrying out the mission of the University and the Department of Athletics.

Therefore, coaches have the responsibility to all student-athletes to take a sincere interest in both academic and athletic activities and to ensure that each individual is treated with fairness and provided with the optimal opportunity to excel.

Coaches also have the responsibility to maintain a high level of personal conduct. They shall represent the Department, University and State of Massachusetts in a manner that will enhance the image of the University and the athletics program and promote confidence in the Department.
In addition, coaches have an obligation to provide student-athletes and the people of Massachusetts with a quality program. Coaches will operate all programs and activities within the rules and regulations of the Department, University, Little East Conference and the NCAA. Failure to conform to those directives may result in a formal reprimand, suspension with or without pay, or termination.

ATHLETICS ADMINISTRATION

The University Athletics Committee serves as an advisory board and shall recommend to the Department of Athletics any educational, business and financial goals, as well as policies and procedures, and will ensure that the Department of Athletics adheres to these goals, policies and procedures.

The Director of Athletics is responsible for making official recommendation(s) for all hiring of coaches, support staff and administrative staff. He/she is responsible for the overall administration of the athletics program at the University of Massachusetts Boston.

It is the athletics administration’s goal to:

- Develop total institutional and Department of Athletics fiscal control and accountability in all phases of the intercollegiate athletics program.
- Acquire the best facilities and equipment to allow the student-athlete to train and compete in a wholesome environment.
- Promote the best image and perception possible for the University and its intercollegiate athletics program.
- Maintain an environment of credibility, honesty and integrity inside and outside the Department. The Department shall comply with all rules and regulations of the University, NCAA and Little East Conference.
- Maintain athletic programs that are competitive and successful, with national competitiveness to be achieved in selected sport programs.

The Department is committed to academic, athletic and personal pride and excellence. The Department of Athletics shall always focus on the total development of the student-athlete in a manner consistent with the overall mission of the University.
INTRODUCTION

The administrative structure of the Department of Athletics at the University of Massachusetts Boston is outlined in this chapter. Information on the Chancellor, Vice Chancellor for Government Relations and Public Affairs; Vice Chancellor for Athletics and Recreation, Special Projects, and Programs; Faculty Athletics Representative; and the University of Massachusetts Boston Athletics Committee is presented.

CHANCELLOR

The Chancellor is responsible to the Office of the President and the Board of Trustees and is the chief executive officer directing the operation of the University’s Boston campus and all of its programs and services, including intercollegiate athletics. The Chancellor is the University’s official who is responsible for certifying that the University is in compliance with the National Collegiate Athletic Association (NCAA) and the Little East Conference rules and regulations.

VICE CHANCELLOR FOR ATHLETICS AND RECREATION, SPECIAL PROJECTS, AND PROGRAMS

The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs is responsible to the Office of the Chancellor and oversees the Department of Athletics, coordination of the University’s vast array of community outreach efforts by providing staff support to the Urban Mission Coordinating Committee; managing the Harbor Point Agreement and collaborating closely with the Office of Community Relations and the Division of Student Affairs, YES with Africa (Youth Education and Sports), a multiethnic, coeducational, sports and leadership development program administered in conjunction with the Department of Africana Studies and currently based in the West African countries of Senegal and Benin.

For the Department of Athletics, the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs is:

- Under authority delegated by the Trustees and the Chancellor, the person with the basic administrative responsibility for the direct supervision, approval, conduct and control of the athletics program.
- Responsible for the maintenance and implementation of all policies pertaining to intercollegiate athletics.
- An ex officio member of the University Athletics Committee.
- The person who promulgates and approves the budget recommendations for the entire Department.
- Responsible for the overall conduct of the coaches and the conduct of each individual program within the Department of Athletics, including adherence to budget and policy procedures.
- Responsible for developing and using a systematic method of evaluating coaches and staff members. Student-athletes will be offered the opportunity to participate in the evaluation process. These evaluations will be discussed with each of the persons evaluated.

FACULTY ATHLETICS REPRESENTATIVE

The Faculty Athletics Representative (hereinafter referred to as the FAR) shall be the University of Massachusetts Boston’s representative to the councils of the Little East Conference and an appointed delegate to conventions and other activities of the National Collegiate Athletic Association (NCAA). The FAR also shall serve as an ex officio member of the University Athletics Committee at the University of Massachusetts Boston.

Responsibilities of the FAR to the University and to the above-named organizations shall include, but not be limited to, the following:

- Examine the Certification of Eligibility for all continuing student-athletes as prepared by the Registrar’s Office and the Senior Associate Director of Athletics, Internal Operations/Senior Women’s Administrator (SWA) to determine if student-athletes meet the eligibility requirements for conference and NCAA competition.
- Assist in preparing petitions for injury/hardship and eligibility purposes for student-athletes to the appropriate Conference Office.
- Prepare appropriate legislation for conference and NCAA meetings, as requested by coaches and administrators.
- Represent the University at all meetings of the Little East, NCAA, and other appropriate conventions (FARA). The FAR also will represent the University on appropriate Little East committees.
- Participate in casting the vote for the University at NCAA conventions, as designated by the Chancellor of the University.
- Advise the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs and the Senior Associate Director of Athletics, Internal Operations/SWA, the faculty and students of the University of the general status of intercollegiate athletics, and keeping these persons and parties informed of appropriate matters involving intercollegiate athletics.
- Review and approve all conference historical forms that pertain to the initial eligibility of student-athletes.
- Review annually the NCAA’s drug-testing policy.
- Review annually the academic policies for student-athletes and the monitoring process of satisfactory progress with the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs and the Senior Associate Director of Athletics, Internal Operations/SWA.
- Review annually the monitoring procedure of student-athletes with the Office of Financial Aid and the Office of Admissions.
- The FAR is designated as one of the four individuals on the University of Massachusetts Boston campus who may call NCAA Legislative Services for interpretations. The FAR should take an active part in assisting coaches and staff members with interpretations.
UNIVERSITY ATHLETICS COMMITTEE

The Chancellor of the University of Massachusetts Boston is to establish a University Athletics Committee to advise the Chancellor and represent the campus in all matters relating to intercollegiate athletics. Committee appointments will be in conformance with applicable regulations of athletic associations and/or conferences. Under the policies of the Board of Trustees, the University and the applicable rules and regulations of any regional or national athletic conference or association, the Committee will recommend to the Chancellor policies for the Department of Athletics of the campus. The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs carries out policies for the Chancellor and the Committee. The Chancellor will report periodically to the President and the Board of Trustees on the intercollegiate athletics program.

I. University Athletics Committee

A. Membership — The Committee shall consist of five regular faculty members, one of whom is the Faculty Athletic Representative to the NCAA, four professional staff members, six students, one alumni member, one community representative and one graduate student. The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs, a representative from the office of the Vice Chancellor for Administration and Finance, and a representative from the Division of Student Affairs shall be ex officio nonvoting members of the committee. The Chancellor, at the request of the Vice Chancellor of Athletics and Recreation, Special Projects, and Programs, may appoint additional nonvoting ex officio members.

B. Selection and Tenure of Members — The Chancellor shall appoint the members of the Committee and designate one of the faculty members as Chair. The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs shall appoint a Secretary for the Committee, who need not be a member of the Committee. The term of office for student members is one year; for faculty, staff and alumni, the term will be three years and may be renewed. Alumni members shall be appointed from a recommendation submitted by the Alumni Office, and the terms of the appointment of alumni members shall be arranged so that each year at least one alumni member shall be appointed. The Community Representative shall be appointed from the ranks of the community membership program and shall serve two-year terms.

C. Meetings

1. The Committee shall hold at least one regular meeting each semester and such special meetings as may be necessary. Meetings shall be on the call of the Committee Chair, who shall give reasonable notice to all members of the Committee of the time and purpose of the meeting.
2. Ten members of the University Athletics Committee shall constitute a quorum and activity shall be by majority vote of those present at a meeting.

3. The Committee Chair shall transmit all items for consideration at regular meetings to the members of the Committee at least one week prior to each meeting. By unanimous consent of the members present, additional items may be added to the agenda at the beginning of the meeting. Promptly after each meeting, the Secretary shall send a copy of the minutes of the meeting to the Chancellor, Vice Chancellor for Athletics and Recreation, Special Projects, and Programs and members of the Committee.

D. Authority and Responsibility — The Committee shall have the following responsibilities and duties:

1. In accord with the policies of the University, it shall advise the Chancellor: on educational goals and policies for the Department of Athletics; on the implementation of the goals and policies established by the University by such means as may be necessary and appropriate; identify needs and problems of the campus relating to intercollegiate athletics and make recommendations to the Chancellor concerning these needs and problems of both a long- and short-range nature.
2. It shall advise the Chancellor concerning policies for the Department of Athletics in the discharge by the Department of its functions, and it shall advise upon the implementation of the policies of the University by such means and in whatever detail it may determine to be appropriate and necessary in accordance with the standing rules and regulations of the University. It shall assist and advise the Department of Athletics in accomplishing its purposes and functions. By appropriate action it shall ensure that the Department of Athletics at all times adheres to and complies with:
   a. The educational, business and financial goals, policies and procedures of the campus and the University, and
   b. The applicable rules, regulations and policies of any regional or national athletic conference and association of which the campus is a member.
3. Through the Faculty Athletics Representative to the NCAA, it shall represent the campus and express University policies on intercollegiate athletics to regional and national athletic conferences and associations.
4. It shall have other powers and duties as the Chancellor may from time to time delegate to it, including but not limited to the conduct of investigations and hearings and the preparation and submission of finds, recommendations and reports.

II. Conference Rules and Regulations — The University of Massachusetts Boston shall be in compliance with the duly adopted rules, regulations and policies of the Little East Conference and the athletic association(s) to which the campus belongs.
INTRODUCTION

The University of Massachusetts Boston’s athletics teams generate interest and media coverage. The Department of Athletics is aware that its image affects the reputation of the entire University and urges all student-athletes, coaches and staff to exercise extreme care when making any statements to the media. Since a single incident or impulsive statement can potentially receive national attention, specific policies have been developed concerning interviews, press conferences and news releases.

INTERVIEWS, PRESS CONFERENCES AND PRESS RELEASES

The Senior Associate Director of Athletics, Internal Operations/SWA, working in conjunction with the Athletics Communication Director and the coaches, is ultimately responsible for determining which types of information and commentary are appropriate for media release. Although coaches and student-athletes have the permission to speak with media representatives without supervision, they must keep in mind that the media should not be given sensitive kinds of information concerning the Department of Athletics without prior knowledge and consent of the Athletics Communication Office.

A. Release of Student Information

All departmental personnel are expected to comply with University, Little East Conference, ECAC and NCAA rules and regulations, as well as federal laws regarding the release of personal information about student-athletes and prospective student-athletes. More specifically, the following information may be released about student-athletes for legitimate purposes:

- Student’s name and permanent address (but not home phone number or e-mail)
- Date and place of birth
- Residency status, college, major and academic level
- Most recently attended institution, dates of attendance at University of Massachusetts Boston, degree and awards received
- Weight and height
- History of participation in officially recognized sports and activities
- Citizenship

In accordance with the 1974 Family Educational and Privacy Rights Act, personal information about the student-athlete is not to be used or released unless the student-athlete gives his/her consent to University of Massachusetts Boston for the release of such information for publicity use.

B. Interviews

The Athletics Communication Office coordinates all interviews between departmental staff or student-athletes and legitimate representatives of media outlets. All requests for interviews received by Department of Athletics personnel should be referred to the Athletics Communication Office whenever possible. The granting of an interview that may address any controversial issue or matter under investigation is subject to prior approval of the Senior Associate Director of Athletics, Internal Operations/SWA.

All coaches and student-athletes are encouraged to participate in interview sessions in order to generate positive publicity and present the best possible image of the University, including one of good sportsmanship. The Department understands that in some cases, on-the-spot decisions about replying to reports may be necessary. However, it is strongly preferred that all interviews are arranged through the Athletics Communication Office.

Pursuant to the guidelines for arranging interviews published in the University of Massachusetts Boston media guides (which are available to each media outlet), reporters are expected to contact the University of Massachusetts Boston Athletics Communication Office to arrange interviews with anyone involved in the inter-collegiate athletics program. When speaking with a reporter who has not arranged for an interview in advance, extreme care should be used to avoid disclosure of any information of a sensitive nature regarding departmental business, as the image of the Department greatly affects the reputation of the entire University.

Interviews with coaches and student-athletes are usually held before or after practice sessions. However, interviews may be arranged for other times at a site to be arranged by the Athletics Communication staff. In all sports, win or lose, coaches and student-athletes are expected to be available to the press following the athletic event. Postgame interviews are usually conducted after a mandatory ten (10)-minute cooling-off period as required by the NCAA.

The Athletics Communication Director may wish to provide their student-athletes with specific guidelines for speaking to media representatives. While different guidelines may be appropriate for different sports, all coaches should include instructions on responding to both typical and high-stress situations, which may occur during or after a game.

Under no circumstances will the Athletics Communication Office provide members of the media with home telephone numbers of student-athletes and coaches. If a telephone interview is requested, generally by out-of-town reporters, the Athletics Communication Director will request that the selected student-athlete/coach return the phone call at a designated time. If it is a long-distance call, the media will be informed that the call will be made on a “collect call” basis. Or, the student-athlete may choose to come to the Athletics Communication Office, where the call will be placed for them. Requests for interviews via e-mail should be referred, in all cases, to the Department, which may advise on the word choice, grammar and other matters.

Coaches and student-athletes are expected to return phone calls in a timely manner when requested to do so by the Athletics Communication Office.

C. Official UMass Boston Athletics Website

The University of Massachusetts Boston has an official athletics website on the Internet—www.athletics.umb.edu.

The Athletics Communication Director serves as a content consultant to the Systems Manager for the Department of Athletics. The Athletics Communication Director’s primary responsibility in this role is to...
provide for the publicity needs of the University of Massachusetts Boston’s 16 intercollegiate athletics teams.

Sport-specific information requested by each head coach (i.e., camp and clinic information, recruiting information, etc.) may be included on the website; however, this is the responsibility of the head coach or his/her designee. The Manager of Information Technology may provide counsel on ways that such goals may be achieved.

D. Press Conferences
Press conferences pertaining to the intercollegiate athletics program may be called only by one of the following individuals:

- Vice Chancellor for Athletics and Recreation, Special Projects, and Programs
- Senior Associate Director of Athletics, Internal Operations/SWA
- Athletics Communication Director

The Athletics Communication Office is responsible for conducting all press conferences in cooperation with coaches, administrative staff and student-athletes. The usual format of the press conference begins with a statement by the administrator, coach or student-athlete followed by questions from the press.

E. Press Releases
The Athletics Communication Office is responsible for composing, editing and releasing all press releases pertaining to the intercollegiate athletics program at the University of Massachusetts Boston. All releases are to be written in news style, providing appropriate statistical data, notes, quotes and other facts concerning upcoming events.

Any member of the Department who wishes to release an item to the public should notify the Athletics Communication Office. They should provide the information to be released in a factual and correct manner in order to promote the best interests of the Department and the University. Any press release that may be of a sensitive nature requires the prior approval of the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs. Moreover, the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs should approve the subject matter for such a press release prior to its composition.

Members of the Department are encouraged to suggest topics to be used in news releases. Establishing and sustaining good public relations is important in garnering public support for the intercollegiate athletics program.

News releases pertaining to athletic administrative and coaching personnel are the responsibility of the Athletics Communication Office staff.

The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs and the Senior Associate Director of Athletics, Internal Operations/SWA is usually consulted prior to any press release other than the weekly sport release. The normal method of distribution is by fax, e-mail, or first-class mail. Copies of all press releases are made available on the Athletics website to departmental staff on the day of or the day after they are issued. Press releases are distributed to a standard local, regional and national media list, as appropriate.

PUBLICITY MATERIALS

The Department of Athletics considers its publicity materials to be not only a means of providing the media with vital information about the intercollegiate athletics program, but also a means of eliciting support from the University and surrounding community. In order to achieve these goals, the Athletics Communication Office is charged with the responsibility of producing professional publicity materials of the highest quality within University, Little East Conference, ECAC and NCAA rules and regulations.

A. Media Guides
The Athletics Communication Office is responsible for producing an annual media guide for each intercollegiate sport sponsored by the Department. Criteria governing the publication of a media guide are as follows:

1. The guide is formatted and sized according to individual sport requirements. The number of pages, use of photos, etc. are commensurate with the media interest in the sport, as well as the relative standing of the sport within the Department. The number of guides to be printed is determined by media requirements and those requested by and agreed to with the head coach of each sport.
2. The expenses incurred in the production of the media guides are charged to the budget for Athletics Communication.
3. The publishing deadline for media guides is prior to the first competitive event of each sport.
4. Copies of media guides are mailed to press who cover each sport. Coaches are responsible for distribution of the guides to recruits. The groups involved in fundraising and development are responsible for distribution of the guides to program sponsors.

B. Schedule Cards
The University of Massachusetts Boston Athletics Communication Office is responsible for the production of schedule cards for each intercollegiate sport season. In general, schedule cards are paid for by outside sponsors for promotional considerations or the Athletics Communication budget.

All schedule cards are to be proofed by the Athletics Communication Office and the head coach of that sport.
C. Individual Game Programs

The Athletics Communication Office is responsible for producing a program for each intercollegiate athletics event. The criteria governing the publication of a program will be determined in consultation with the Athletics Communication Director, the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs, and the Senior Associate Director of Athletics, Internal Operations/SWA.

1. The program is formatted and sized according to individual sport requirements.
2. The Office reserves the right to editorial control regarding copy and photos utilized.
3. Advertising material must comply with University, Little East Conference, ECAC and NCAA guidelines (e.g., tobacco and alcoholic beverage advertisements are not acceptable); and all advertising sales are the responsibility of the Athletics Communication Office.

Programs may be printed on glossy stock or prepared by the use of a photocopier, depending on the prominence of the event and projected sales potential.

With the approval of the Senior Associate Director of Athletics, Internal Operations/SA, special insert sheets may be included with programs (e.g., for the award of special prizes, to make announcements or offer promotional opportunities for those in attendance).

D. Photographs

The Athletics Department Office is responsible for maintaining an active file of photographs of University of Massachusetts Boston student-athletes, members of the coaching staff and principal administrative officials.

"Picture Days" are scheduled at a time when the head coach of the particular sport knows which squad members will be on the team for the next season and in sufficient time to produce the photographs necessary for use in the annual media guide. The Athletics Communication Office schedules these events in conjunction with the head coach. All "Picture Day" costs are covered in the Athletics Communication Office’s budget for photography.

The photography file contains head-and-shoulder portraits of each person noted above. In addition, a file is maintained by sport, containing photographs taken at events during the sports season. Photographs requested by a student-athlete, coach or administrator for personal use are ordered directly from the photographer or from the Athletics Communication Office at the personal expense of the individual or the sport’s budget.

Photographs are not provided to any student-athlete unless included as a part of an approved athletic award. Photographs selected by the student for duplication or for prints are delivered to the photographer by the Athletics Communication Office or picked up by the photographer from the Athletics Communication Office. Under no circumstances are student-athletes allowed to leave the Athletics Communication Office with photographs, slides, transparencies, or negatives.

MEDIA COVERAGE AT EVENTS

The Department of Athletics recognizes the importance of providing maximum assistance to accredited members of the media. Conversely, the University expects members of the media to conduct their duties in an orderly and cooperative manner.

The Athletics Communication Director, in conjunction with the Senior Associate Director of Athletics, Internal Operations/SA, is responsible for establishing the guidelines for media coverage of major sports events. The Athletics Communication Office is responsible for staffing all home events.

Staffing responsibilities may include, but are not limited to, the following:

- Reporting and recording results of events
- Coordinating and monitoring activities in the press box
- Coordinating postgame interviews

The Athletics Communication Director works with the visiting team’s Sports Information personnel regarding official party credential requirements and other support needs so as to promote a harmonious working relationship.

Although Athletics Communication Office staff members may travel to away events on occasion, it is often the case that the information is obtained by telephone. Each head coach will be provided with telephone numbers in order to report the results of an away event in a timely fashion, regardless of whether the competition resulted in a win or loss. At times, the Athletics Communication Office may request that the head coach call selected media representatives directly. An Athletics Communication Office staff member will also contact the host institution for results. All results are distributed to wire services, newspapers, and television and radio stations where deemed appropriate, and are reported to the Little East Conference and posted on the official Athletics website.

A. Coverage of Events

The Athletics Communication Director, in conjunction with the head coach, is responsible for establishing and distributing rules and guidelines which assist in controlling and maintaining order on the playing surface and in the designated press box area.

- **Press Box Coverage** — Press box credentials are issued to working media only. A misuse of credentials or misbehavior in the press box is cause for ejection and forfeiture of media credentials.
- **Sideline Coverage** — During any athletic contest, only photographers, television cameramen, sound technicians and “cable pullers” who are wearing visible credentials are allowed in areas on or adjacent to the playing surface
- **Away Games** — The Athletics Communication Director is responsible for obtaining and distributing working credentials for departmental staff. In most cases, the University of Massachusetts Boston does not allow members of the media to travel with its teams.
Enforcement — All media representatives are required to produce proper credentials when seeking access to the sideline, press box or practice field. Security personnel are authorized to remove any individual from a restricted area who lacks proper identification.

B. Postgame Coverage
Designated Athletics Communication personnel remain in the press box following athletic events to coordinate and supervise postgame coverage. They are responsible for providing official statistics, arranging interviews with players and coaches, and for providing general assistance to the media. Every effort is made to comply with the policies and requests of the individual head coaches.

C. Record Keeping
It is the responsibility of the Athletics Communication Office to record, compile and maintain all statistical and historical data on each sport. Additionally, reports of scores and statistics are made to the Little East Conference Office and the NCAA, when appropriate.

The Athletics Communication Office establishes files, which contain information on each student-athlete upon entering the intercollegiate athletics program. The file is compiled by year and by specific sport, containing a publicity questionnaire concerning past history, athletic and academic achievements, and personal information. These files are updated with statistics, photographs, feature articles and other materials as appropriate. The UMass Boston Athlete Information Form granting permission to the Department to disclose certain personal information is kept on file in the compliance office.

Also, the coaching staff is requested to fill out the UMass Boston Coaches Information Form, which gives the Athletics Communication Office information related to the coach and his or her professional background.
COMMUNITY USE OF ATHLETIC FACILITIES

The athletic facilities are available to University of Massachusetts Boston students, faculty and staff. The facilities are primarily used for student-athletes competing as members of the UMass Boston varsity intercollegiate athletics teams but may be used for academic classes, Department functions or activities and recreational use. The youth and adults of Boston's neighborhoods, as well as those from Eastern Massachusetts towns and cities, utilize the facilities participating in recreational leagues and meets, instructional and educational programs and practice sessions.

Local, state and federal government agencies make use of the facilities to accomplish training and provide recreational activities for their employees.

Organizations within the Commonwealth as well as nationally recognized associations use the facilities to host statewide athletic events, championships, clinics and nationally recognized events.

Requests for use of the athletic facilities can be submitted by online application at www.athletics.umb.edu and will be evaluated, determined and administered by the Assistant Director of Athletics, Community Affairs and Camps and the Senior Associate Director of Athletics, Internal Operations/SAW.

COMMUNITY MEMBERSHIP PROGRAM

Community Memberships for use of the athletic facilities are available to all community residents not officially affiliated with the University of Massachusetts Boston. Memberships can be purchased in the following categories and are available on a yearly basis only.

- **FAMILY MEMBERSHIP**
  - $210 includes spouse and children, ages 21 or younger, living in household

- **INDIVIDUAL MEMBERSHIP**
  - $185 ages 21 or older

- **YOUTH MEMBERSHIP**
  - $30 ages 16-20

The Department of Athletics gives complimentary memberships to the following community residents:

- Senior Citizens (62 years of age or older)
- Clergy

The enrollment and management of the Community Membership Program occurs in the Department of Athletics Main Office. The formal processing of the membership applications, as well as the filing and the handling of membership inquiries, shall be the responsibility of the Assistant Director of Athletics, Community Affairs and Camps. This includes accumulating readily available demographic data about the members.

The following is information regarding the program:

1. **Payment**: Full payment shall be made at the time of application by check or money order made out to: UMass Boston Athletics.

2. **Guest Policy**: Under the Community Membership Program each member is allowed a maximum of three (3) guests per visit.

3. **Refunds**: Refunds are not provided for any membership or paid guest fee.

4. **Daily Use Fee**: A daily use fee is not available. The indoor and outdoor athletic facilities are available only to current UMass Boston students, the current members participating in the membership program and their guest(s).

5. **Replacement of Lost or Stolen Membership Card**: The cost to replace a lost or stolen membership card is $10.00.

6. **Membership Renewals**: Each membership is required to be renewed July 1, the beginning of each fiscal year. When a membership is renewed, all the required documents are to be completed in full so that the Department of Athletics files are updated, current and accurate.

7. **Behavior**: Individuals utilizing the indoor and outdoor athletic facilities are to conduct themselves in a safe and orderly manner, with consideration afforded to the welfare of others as well as adherence to the stated policies and procedures of the University and the Department of Athletics. Failure to act accordingly can result in the University and or the Department of Athletics taking corrective action against the individual(s) to deter the inappropriate behavior.

8. **Membership Cancellation**: Memberships can be revoked for just cause.

9. **Property Damage**: Individuals responsible for the damage of University property will be held responsible for the expense of all the necessary repairs and/or the replacement of the damaged property.
INTRODUCTION
The University of Massachusetts Boston is a Division III institutional member of the NCAA. The University takes its responsibilities as a member of the NCAA very seriously. The maintenance of and adherence to all NCAA Division III rules and regulations are viewed as our firm commitment to institutional control. The Compliance Office provides information regarding all University, Big East Conference, ECAC, National Collegiate Athletic Association (NCAA), and federal rules and regulations.

COMPLIANCE

A. Clearance for Practice
In order to be cleared for practice, those student-athletes that are a first-time participant in UMass Boston Athletics must complete the following forms:

- Initial Clearance Form (blue)
- Sports Medicine Information form (gray)
- Sports Medicine physical form (white)

Student-athletes who have previously participated at UMass Boston must complete the following form:

- Returning Varsity Athlete Questionnaire

Each head coach should obtain the appropriate forms from the Intercollegiate Coordinator and distribute to members of his/her team. Coaches are encouraged to indicate to student-athletes a deadline for return of the completed forms of one week prior to the first scheduled practice.

All transfer students must have a transfer information form submitted to their prior institution to determine eligibility at UMB. Head coaches should notify the Assistant Director of Athletics/Intercollegiates with the name of any transfer student, as well as the name of his/her previous institution, as soon as the student-athlete enrolls at the University. This information can, however, be submitted at any time during the transfer student’s enrollment process.

Student-athletes must complete all NCAA forms prior to competing against any outside competition. The Director of Athletics will conduct a team meeting for each sport to complete this process. The date and time for this meeting will be coordinated with the head coach. It is the responsibility of each head coach to ensure that all team members are in attendance at that time. One general session will be conducted for each season for any student-athlete unable, due to special circumstances, to attend his/her team’s designated NCAA signing session.

The individual clearance status of student-athletes is available to coaches through the athletic server. Coaches may enter the folder and click on the folder titled Eligibility. The clearance lists are organized by sport. When viewing the list, an X marked in an individual column indicates the student-athlete has been cleared in that respective area. Student-athletes will not be issued any type of practice gear through the Equipment Room until cleared for practice. When the student-athlete has satisfied all the requirements for competition against outside opponents, the entire row of that respective student-athlete will be shaded. Coaches have Read Only access to this list and therefore cannot edit the form.

B. NCAA Rules and Regulations
Each administrator and head coach will receive a current copy of the NCAA Division III Manual. It is the responsibility of all departmental personnel to know and abide by all rules and regulations pertaining to his/her sport. It is also the responsibility of each head coach to educate his/her coaching staff regarding rules and regulations appropriate for their sport.

At the start of each academic year, all head coaches, assistant coaches who will be recruiting and administrators in such area will be given an NCAA Coaches Certification exam.

All Department staff members and anyone associated with the Department of Athletics are prohibited from involvement in gambling activities. Specifically, Bylaw 10.3 states that those staff members of the Department of Athletics of a member institution and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a bet on any intercollegiate team.
- Accept a bet on any team representing the institution.
- Solicit or accept a bet on any intercollegiate competition for any item (i.e., cash or shirt) that has tangible value.
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

NCAA rules and regulations prohibit the use of tobacco products by all game personnel (i.e., coaches and trainers) in all sports during practices and competition.

If any member of the Department of Athletics staff, including coaches and administrators, becomes aware of a violation of any NCAA rule or regulation, that member is expected to immediately report it to the Senior Associate Director of Athletics, Internal Operations/SWA and or the Vice Chancellor for Athletics and Recreation, Special Programs, and Projects.

C. Rules Education
The Senior Associate Director of Athletics, Internal Operations/ SWA and Assistant Director of Athletics Sports Compliance will be responsible for educating all intercollegiate staff members on any rule changes regarding NCAA rules and regulations.
ELIGIBILITY

A. Full-Time Enrollment
In order to participate in intercollegiate athletics, a student-athlete must be a matriculated student enrolled in a minimum of 12 credits. If the student-athlete falls below 12 credits at any time during the season, he/she will become ineligible at that time.

UMass Boston Continuing Eligibility Policies

1. Good Standing: Each degree-seeking student must meet the following minimum retention standards: 2.0 GPA after one full-time semester (12 credits or more).
2. Probation: At the end of the second semester in which a student does not meet the required minimum cumulative average, he/she will be placed on probation. While on academic probation, a student shall not be eligible to participate on any intercollegiate athletic teams.
3. Satisfactory Progress: In order to participate in intercollegiate athletics, the student-athlete must demonstrate satisfactory progress toward a degree. He/she must earn a sum of 24 credit hours per academic year. The academic year is outlined as follows:

   - Fall and Winter sports – Fall (previous calendar year); Winter (same calendar year); Spring (same calendar year); and Summer (same calendar year)
   - Spring sports – Spring (previous calendar year); Summer (previous calendar year); Fall (previous calendar year); and Winter (same calendar year)

At the time the eligibility of the student-athlete is determined, any incomplete grades will count as no credit for the purpose of satisfactory academic progress. In cases where special circumstances exist, the student-athlete may appeal to the Department of Athletics Eligibility Committee. The Eligibility Committee consists of the Senior Associate Director of Athletics, Internal Operations/SWA, the Assistant Director of Athletics Sports Compliance and the Academic Advisor.
INTRODUCTION

The University of Massachusetts Boston Department of Athletics believes that all support staff should be equipped with appropriate computer hardware and software. Ideally, this policy will enhance the work environment for all staff. In addition, we provide computer hardware, some software and support staff to assist our student-athletes with their academic needs.

The Manager of Information Technology/Athletic Facilities Scheduling is available to assist all athletic staff with handling daily backups, setting up workstations, installing software programs, training personnel in computer functions, identifying hardware and software needs, and performing general support and maintenance.

The Manager of Information Technology/Athletic Facilities Scheduling is also in charge of maintaining the Department of Athletics' website. All components of the Department of Athletics are responsible for submitting material for the website in a timely manner, to ensure that the website is kept up to date. The Athletics Communication Director may input directly to the website in some cases to provide the most current information involving intercollegiate sports.

RETENTION OF DATA

All users of ANY computer equipment located within the offices of the Department of Athletics must take precautions to prevent the loss of information and data crucial to the operation of a particular component (i.e., basketball, business, etc.). Information, equipment and files can be stolen, or destroyed by fire, carelessness, vandalism, computer failure, etc.

Crucial information would include, but is not limited to, mailing lists, recruiting records, historical records, statistical information, etc. Should a disaster occur, a duplicate copy stored elsewhere in a desk or office file may not be adequate.

The Department has secure directories available on the file server and can add more as needed. It is possible to share directories with different groups of people. This is the ideal way of backing up valuable data.

INFORMATION

The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs reserves the right to review any files created by any component utilizing Department of Athletics computer equipment. Only data pertaining to the operation of the Department of Athletics should be created on Department of Athletics equipment by any user. In addition, files that do not pertain to Department of Athletics operations should not be located in a University-owned computer. The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs further reserves the right to designate an authorized representative to review any of the above.

SOFTWARE LICENSING

All software must have the appropriate licensing. Use of pirated software is cause for disciplinary action, including possible termination.

All licensed software will be stored in the Manager of Information Technology/Athletic Facilities Scheduling office in the Clark Athletic Center. Persons needing additional software must contact the Manager of Information Technology/Athletic Facilities Scheduling to ensure the proper installation and licensing of the software.

LAPTOPS

Laptop computers for staff checkout are available on a first-come, first-served basis. These computers can be reserved and checked out through the Manager of Information Technology/Athletic Facilities Scheduling for short-term use (i.e., business-related). The person using the computer is responsible for returning it in the condition it was checked out in (they will be charged for repairs/replacement parts). Late-return fees of $10.00 per day may be charged.

TRAINING

The Instructional Technology Center seeks to provide training for computer/software use. If individuals interested in learning new software contact the Manager of Information Technology/Athletic Facilities Scheduling, every attempt will be made to arrange a class.

SOFTWARE SUPPORT

The Department of Athletics Manager of Information Technology/Athletic Facilities Scheduling will provide in-house support for users of Microsoft products. The Manager of Information Technology/Athletic Facilities Scheduling will provide any needed support. In the event the problem cannot be handled in-house, the Information Technology help desk will be contacted.

E-MAIL GUIDELINES

Electronic mail shall be given to all athletic staff members. However, the Athletics staff needs to be aware of the vulnerabilities in electronic mail communication and of the legal responsibilities that accompany the use of this medium. All Athletic staff members should familiarize themselves with the University of Massachusetts Policies and Procedures regarding the use of electronic mail and computer usage:

- The University of Massachusetts electronic mail policy can be found at: http://www.umassp.edu/admin/general/policy/toc.html
- The University of Massachusetts computer security and usage guidelines can be found at: http://www.umassp.edu/admin/general/policy/data/itscsecure.html
INTRODUCTION

The University of Massachusetts Boston Department of Athletics is responsible for raising funds to supplement numerous projects and programs. These include capital improvement projects and various sport-specific funds not covered by state funds or athletic fees. This chapter provides a basic description of these programs and the policies and procedures related to these programs as they relate to Department personnel.

To ensure that fundraising associated with the Department of Athletics does not present a conflict or potential conflict of interest nor compromise institutional control of funds, use the following guidelines:

- The Senior Associate Director of Athletics, Internal Operations, Senior Associate Director of Athletics and Recreation, Business Operations will oversee all fundraising with the assistance of others.
- All fundraising activity requests shall be made through and approved by the Senior Associate Director of Athletics, Internal Operations, Senior Associate Director of Athletics and Recreation, Business Operations. Fundraising request forms may be obtained and must be filled out completely and submitted.
- All funds generated by individuals, teams and/or organizations shall be deposited in the appropriate University of Massachusetts Boston Department of Athletics development chart string by the Athletics Business Office.
- Once funds have been deposited into a University of Massachusetts Boston Department of Athletics development chart string, the use of these funds should be as directed by the Senior Associate Director of Athletics, Internal Operations, Senior Associate Director of Athletics and Recreation, Business Operations or their designee.
- Funds deposited into a University of Massachusetts Boston Department of Athletics development chart string shall be accounted for by general University accounting and audit standards.

INTERCOLLEGIATE VARSITY TEAM TRIPS/DEVELOPMENT EFFORTS

Development efforts for a potential future intercollegiate varsity team trip may begin once the necessary proposed fundraising activities and the potential future intercollegiate varsity team trip have been received and approved respectively. The head coach is responsible for obtaining the necessary forms to initiate the development process, properly complete each form and submit the documents in a timely manner.

When planning an extraordinary team trip the head coach must receive the advance approval of the Senior Associate Director of Athletics, Internal Operations prior to the following respective dates:

- **FALL SPORTS**
  - December 1 of the academic year prior to the proposed trip’s travel dates
- **WINTER SPORTS**
  - February 1 of the academic year prior to the proposed trip’s travel date
- **SPRING SPORTS**
  - September 1 of the same academic year of the proposed trip

Approval for team trips will be based upon but not limited to:

- accommodation of regular-season schedule
- direct and indirect expenses associated with the trip and the fundraising activities
- destination
- travel accommodations
- purpose of trip
- development strategies
- history of the specific sport program

The Department of Athletics will allocate a predetermined per diem for each individual in the travel party. The team’s coaches and student-athletes are responsible for providing in full all of the necessary funds for payment of each and every expense associated with the trip, as well as the cost of all the development efforts. Such funds can be generated by utilizing the approved development activities or through personal contributions. The cost of having the sports medicine staff travel with the team will be the responsibility of the team.
The Senior Associate Director of Athletics, Internal Operations and others will work closely with the head coach to construct a timeline schedule plan from the time the coach submits the proposal through to the trip’s departure date. This will include, but is not limited to, dates for:

- trip’s approval/disapproval
- related fundraising activities dates
- deposits
- all inclusive travel arrangement information
- reservation of travel arrangements
- scheduling of varsity intercollegiate contests
- processing of documents internally and externally of the University, such as obtaining price quotes, processing purchase orders and payments

All necessary funds are expected to be received and deposited by the Department of Athletics in the proper University of Massachusetts Boston Department of Athletics development chart string of the University before the trip’s travel dates.

The booking, scheduling or reserving of travel arrangements and the scheduling of any athletic contests are prohibited until the necessary approvals of the Senior Associate Director of Athletics, Internal Operations and others have been obtained.

DEVELOPMENT PROJECTS/PROGRAMS

A. Golf Classic
The Golf Classic is sponsored by the Department of Athletics and is a major source of fundraising. There is always the possibility of adding more tournaments if the Department of Athletics deems it to be profitable. The Golf Classic is held during the month of June. The IT Manager/Development Coordinator/Athletic Facility Scheduling Coordinator coordinates the Golf Classic. Any questions pertaining to anything associated with the Golf Classic should be directed to the Manager of Information Technology/Athletic Facilities Scheduling. Funds raised at the Golf Classic are to be deposited into the golf tournament development chart string. Funds will be used for expenses that are not met by the state or athletic trust fund budgets.

B. Sport Development Chart String
Each sport will be designated a development chart string. Donors are able to contribute money directly to assist these programs. The process of depositing gifts from donors should follow the proper policies and procedures of the Athletic Business Office. Coaches will be provided with a monthly update of this chart string.

C. Gameday Activities Program
The Department of Athletics may sponsor a hospitality room in conjunction with a tournament or game. The invited guests may include alumni, supporters, and parents. The management and coordination of these receptions shall be by the designated staff.

D. Hall of Fame Inductions
The Hall of Fame recognizes and honors former outstanding UMass Boston/Boston State College student-athletes, coaches, administrators and friends of the athletic program for their accomplishments and services to the Department of Athletics. The Manager of Information Technology/Athletic Facilities Scheduling coordinates all of the needs of the Hall of Fame. All monies raised for the event go into the Hall of Fame development chart string. Funds will be used to pay for all Hall of Fame-related expenses.

For further information regarding the Hall of Fame, visit the Department of Athletics website. Any questions pertaining to the Hall of Fame should be directed to the Manager of Information Technology/Athletic Facilities Scheduling.

E. Beacon Club
The Beacon Club is a fundraising vehicle for friends and alumni of the University who want to join the team and “Back the Beacons.” There are various benefits for membership. Membership will be good for one year upon receipt of membership form. Membership forms can be obtained online at the Department of Athletics website.

All revenue generated by the Beacon Club will be deposited into the Beacon Club development chart string or a team’s development chart string if a specific team is designated.

Any questions pertaining to the Beacon Club should be directed to either the Manager of Information Technology/Athletic Facilities Scheduling or the Marketing and Promotions Coordinator. For further information regarding the Beacon Club, visit the Department of Athletics website.

F. Corporate Sponsorship Package
The Corporate Sponsorship Package is a fundraising program designed to help generate funds for the Department of Athletics. The goal is to sell advertising space at the different athletic venues, including print materials as well as the Department’s home page on the web. These funds will be allocated as determined by the designated Department staff.
INTRODUCTION

The mission of Event and Game Operations is to organize and ensure a quality and safe environment for all UMass Boston events. The goals of the Event and Game Operations program encompass three main areas:

- Communications
- Operations
- Personnel

A. Communications

The communications goals of the Event and Game Operations program seek to enhance communication among and between all areas involved with hosting a home event. The communications goals strive to:

1. Clearly delineate and communicate each unit’s responsibilities as they relate to preparation in hosting home competitions.
2. Establish a proactive communication system, thus helping to eliminate unnecessary last-minute planning.
3. Follow up and communicate on a timely basis after each home competition any necessary changes as they relate to each sport and/or competition.
4. Communicate in a timely fashion to all necessary personnel any home competition changes (day, time, location, etc.).
5. Provide teams and officials with advance information (Visitor’s Guide).

B. Operations

The operations goals focus on presenting and maintaining a consistent, fair and safe athletics competition. We also strive to present a well-managed and successful athletic competition and entertaining environment for all concerned. Operations’ main objectives are:

1. To increase communication and cooperation between all event-management operation areas and the coaches.
2. To represent UMass Boston and the Department of Athletics in a professional manner at all times.
3. To support and uphold all NCAA, ECAC, Little East Conference, University and departmental policies.
4. To respond and address coaches’ reasonable requests and concerns that are presented in a timely manner, as they relate to their sport’s competitive environmental needs.
5. To schedule an administrator to supervise home competitions, table crew and personnel.
6. To maintain a calendar of all home competitions and communicate this information to all areas that interact with the Department of Athletics.
7. To identify facility needs, improvements and concerns as they relate to event-management operations.

C. Personnel

Personnel goals aim to provide fair resources and necessary support personnel for the operation of all areas of home events. The support personnel goals include:

1. Event and Game Operations personnel to be educated on the proper procedures in responding in a professional manner to emergencies and other problems as they relate to on-site event-management responsibilities.
2. To ensure that the paperwork for all personnel who are paid is processed in a timely fashion.
3. To provide and create a resource pool of personnel for Event and Game Operations.
4. To educate, when necessary, table crew personnel and others on protocol, dress code, procedures, etc.

ANNOUNCEMENTS AND SCRIPTS

- Public address (PA) announcers will be hired and scheduled through the Athletics Communication Office.
- Announcers will be supplied with a script from the Athletics Communication Office.
- The Athletics Communication Office must also approve any public address announcement prior to use at home contests.
- Coaches are responsible for communicating to the Athletics Communication Office any special requests that need to be included in the announcements/script (Parents’ Night, Senior Recognition, etc.) All requests must be confirmed by the Senior Associate Director of Athletics, Internal Operations.
- Absolutely no announcement requests or scripts that have not been preapproved shall be read over the PA. Hence, an announcer shall read no impromptu announcements unless approved by the Athletics Communication Director (not a title on the staff directory), Intercollegiate Coordinator or Senior Associate Director of Athletics, Internal Operations/SAW.

CHILDREN AT EVENTS

Any child at a sport venue in which his/her parent is coaching must be supervised by an individual other than the coach/parent or student-athlete on the team and should be located in one of the spectator areas.

FACILITY NEEDS/CHANGES

- The head coach, or designated individual, must communicate any special setup requirements to the Intercollegiate Coordinator.
- Any setup requests must be made through the Intercollegiate Coordinator and Senior Associate Director of Athletics, Internal Operations/SAW’s Administrator, who will communicate setup needs to the appropriate personnel. Hence, coaches should not make unilateral decisions that are major adjustments in setup without contact.
EVENT CONTRACT PROCEDURES

Contracts must be sent to all institutions that have committed to competition with the University of Massachusetts Boston.

HOSTING CHAMPIONSHIPS

Little East Conference
The Little East Conference assigns championships to member institutions in individual sports on a rotation basis. In team sports, the hosting of a championship event is determined according to tournament seeding. Once a varsity sport conference championship has been assigned to UMass Boston, the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs, in consultation with appropriate staff, will complete the necessary forms and a budget will be submitted to the Little East Conference Office.

NCAA
The Senior Associate Director of Athletics, Internal Operations/SWA and/or the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs will determine, in all cases, whether or not UMass Boston will make a formal bid to the ECAC or NCAA to host a postseason championship.

MUSIC AT EVENTS

> The source for music should be arranged with the Game Event Coordinators. Based upon availability, accommodations will be provided for cassette, compact disc and/or computer-automated sound systems.
> Upon choosing music for home events, coaches should keep in mind that selections should be conducive to spectator participation and help create an environment of enthusiasm. Selections must be appropriate for the general public.
> Facilities staff will provide music for the national anthem for all home contests.

TABLE CREW

> The Athletics Communication Director is responsible for identifying individuals who are willing to work as table crew for a particular sport. When necessary, the Intercollegiate Coordinator will also assist in identifying individuals.
> All table crew personnel will be processed and paid through the Intercollegiate Coordinator when applicable.
> The announcer selection must be coordinated between the Athletic Communication Director and Intercollegiate Coordinator when necessary. The Intercollegiate Coordinator shall process compensation for these individuals.
> Table crew and other event-management personnel will dress appropriately at venues.

.contracting officials, judges and umpires

> The Intercollegiate Coordinator is responsible for contacting appropriate assigning agencies for officials and umpires and for ensuring that the appropriate numbers of individuals are hired for all home competitions.
> Officials and umpires should be paid in a timely manner. No more than three days (subsequent to the event) should elapse before all necessary paperwork is completed to ensure those officials or umpires are compensated for their services.
> In the event that officials, judges or umpires are required for scrimmages, contests or exhibition competitions, the head coach is responsible for securing these individuals (unless assigned by the conference). The source of funding for such will be predetermined and approved in advance by the Senior Associate Director of Athletics, Internal Operations/SWA.

PARKING PASSES

> For all home sporting events, the Intercollegiate Coordinator will secure parking passes and distribute them to coaches, table crew and other appropriate personnel directly involved with the event when applicable.
> Due to NCAA regulations, absolutely no student-athletes will be given parking passes other than during weekends or vacation periods.

PROMOTIONS

> Any planned promotions/special events must be coordinated well in advance with the Senior Associate Director of Athletics, Internal Operations/SWA.
> The Marketing and Promotions Coordinator is responsible for communicating dates of all promotions and any special needs related to promotions to the Intercollegiate Coordinator at least one week in advance.
> Coaches may not send out any promotional flyers, advertising or solicitation of sponsorship without prior approval of the Senior Associate Director of Athletics, Internal Operations/SWA.
> Upon communication from the Senior Associate Director of Athletics, Internal Operations/SWA or coach, the Intercollegiate Coordinator will be responsible for notifying appropriate parties of any promotion or special event, and coordinating special requests (extra microphones, etc.) for the event.
SCHEDULES

- Any other competitions planned during a nontraditional sport season (spring games, scrimmages, etc.) must be scheduled through the Intercollegiate Coordinator. All event-management needs for any such competition must also be coordinated through this administrator. These schedules should be coordinated with the Athletic Facility Operations Manager for final approval.

- The Intercollegiate Coordinator shall be responsible for disseminating approved/confirmed schedules to all personnel (i.e., athletics communication, marketing and promotions, and facilities building staff).
INTRODUCTION

This chapter provides information on policies and procedures related to facilities, equipment and vehicles. The University strives to provide outstanding facilities to its student-athletes, as well as properly functioning equipment and vehicles.

FACILITIES

A. Introduction

Policies and procedures governing the use of sports facilities are established and enforced through the cooperative efforts of the head coaches and the Assistant Director of Athletics, Community Affairs and Camps. It is the responsibility of the Assistant Director of Athletics, Community Affairs and Camps, with the assistance of the Athletic Facilities Operation Manager, to ensure that all departmental rules regarding facility use are followed. Of primary importance is the prevention of injuries to student-athletes and spectators alike, while continually maintaining facilities and equipment in their optimal condition.

The Intercollegiate Coordinator and the Athletic Facilities Operation Manager, in collaboration with the Senior Associate Director of Athletics, Internal Operations/SWA, are responsible for coordinating the use of athletic facilities for the intercollegiate athletics program. The only exceptions to this are the Weight Rooms and the Training Room (which are the responsibility of the Head Strength and Conditioning Coach and the Head Athletic Trainer).

B. Practices and Athletic Events

It is the responsibility of the Athletic Facilities Operation Manager to ensure that the necessary preparations are accomplished for practices and competitive events that appear on the master facility schedule—within reasonable and customary practices as they relate to notification of change, staffing and equipment.

The Assistant Director of Athletics, Community Affairs and Camps is responsible for arranging for security and support staff to ensure efficient monitoring of facility use.

C. Gym Scheduling Policies

Varsity Sport Priority

1. In-season sport
2. Preseason sport (official practice)
3. Nontraditional sport

Scheduling Process

All scheduling of gymnasium space will be done through the Senior Associate Athletic Director/SWA, who will then work with the Athletic Facilities Operations Manager, who has control of all event scheduling and final approval of events. The Senior Associate Athletic Director/SWA will arrange a meeting of all involved coaches to obtain information and input regarding practice times, as well as inform coaches of any previously scheduled events that may impact the practice schedule. He/she will then publish and distribute the final practice schedule. Once a practice schedule has been reviewed and distributed, changes may be made only through the Senior Associate Athletic Director/SWA. Any special requests for gym time must be submitted to the Senior Associate Athletic Director/SWA in writing (includes e-mail) at least three (3) days prior to the practice date requested.

Practice Space

- In-season sport — has priority to their respective normal practice area.
- Fall/Winter preseason — curtain can be pulled and the last 1/3 of gym utilized for a preseason practice; the use of any additional court space for preseason practice is at the discretion of the in-season coach.
- Winter/Spring preseason — no curtain available; the use of outside courts is at the discretion of the in-season coach.

Time Blocks

Practices will normally be scheduled in two (2)-hour blocks. In the case of preseason for spring sports, 1½-hour blocks may be used to accommodate multiple teams. The gym will be divided into 2/3 and 1/3 for scheduling purposes when appropriate.

Inclement Weather

In case of bad weather, a coach must ask the Senior Associate Athletic Director/SWA for indoor practice time prior to 11:00 a.m. He/she will then prioritize the requests and schedule accordingly. Each coach will then be notified of his/her respective practice time that day.

D. Nondepartmental Use

Nondepartmental use of athletic facilities is not the responsibility of the Department of Athletics. The Department manages these facilities on a day-to-day basis and has the authority to schedule nonathletic events when there are no scheduled athletic events taking place.

The Department of Athletics, however, does have the authority to impact nondepartmental use of athletic facilities by priority scheduling. Such athletic facilities are used on a regular basis for any intramural or recreational sports programs established for the general student body.

Rental rates are flexible and based on the following criteria:

1. Profit or nonprofit status of the organization
2. On-campus or off-campus organization
3. Day- or nighttime facility usage
4. Staffing availability (see below)

When athletic facilities are licensed out for nondepartmental use, the license agreement must stipulate that the renting party will pay for the cost of the Department of Athletics assigned staff person to be on-site during the licensed period. The assigned staff person serves as a liaison between the Department and the organization renting the facility and is responsible for overseeing the facility for UMass Boston. Additionally, the assigned staff person is provided with keys to the appropriate
facilities and a radio to communicate with the Physical Plant and Campus Police Offices.

In addition to the actual license fee, other charges which are included in the license agreement include, but are not limited to, the cost related to the assigned staff person, as well as a provision for cleaning the facility.

Any group using these facilities must observe all health, fire and other regulations applicable to departmental facilities.

E. Off-Campus Organizations
The Department of Athletics allows the use of its facilities by off-campus organizations that are willing to enter into a license agreement. This agreement stipulates that any outside organization wishing to use an Athletics-controlled facility must provide a certificate of insurance, at least 14 business days prior to the use of the facility, evidencing general-liability coverage in force during the term of this agreement, with combined minimum limits of $1,000,000 per occurrence and $2,000,000 aggregate for bodily injury and property damage.

The certificate of insurance shall name the University of Massachusetts, its trustees, officers, employees and agents as additional insured and shall obligate the carrying company to give to the University written notice thirty (30) business days in advance of any reduction in the amounts of liability or cancellation of the policy. The University, at its option, may waive or alter any requirements as to insurance. Any such waiver or alterations must be in writing and be valid.

The organization agrees to defend, indemnify and save harmless the Commonwealth of Massachusetts, the University of Massachusetts, its trustees, officers, employees and agents from any and all claims, lawsuits, costs, judgments and expenses of every nature arising out of and resulting from injury, including but not limited to death, and for damage, including but not limited to destruction of property or personal injury, arising out of the organization’s use of said athletic facilities.

F. Cancellations
The Assistant Director of Athletics, Community Affairs and Camps must be notified in writing as soon as possible when canceling an event.

Sponsoring groups may be responsible for setup charges incurred by the Department prior to cancellation.

G. Rules for Use
All groups using the facilities controlled by the Department of Athletics are expected to adhere to the following guidelines:

1. Consumption of alcoholic beverages and smoking are not permitted. Intoxicated individuals are not permitted in any facility.
2. Pets are not permitted inside any facility and must be on a leash in outdoor play areas.
3. Fighting, roughhousing, and abusive language or behavior are not tolerated, and may result in loss of rental privileges.

H. Safety Precautions
In order to ensure the personal safety of University students, staff and guests, requests for facilities use are approved only if the planned use of the facility is within the limits of its seating capacity and as normally equipped. The Department of Athletics reserves the right to require specific support services, as deemed necessary. Posted safety and fire prevention regulations are to be followed, and all injuries, accidents, equipment failures, etc. are to be reported promptly.

MAINTENANCE OF FACILITIES

A. Introduction
The Athletic Facilities Operation Manager, under the direction of the Senior Associate Director of Athletics, Business Operations is primarily responsible for the general maintenance and preparation of all athletic facilities for scheduled practices and competitive events. In order that the maintenance requirements for each sports facility are met and that routine maintenance and repairs are scheduled so as not to conflict with practices and athletic events, the Athletic Facilities Operation Manager must maintain a close working relationship with the Senior Associate Director of Athletics, Internal Operations and the head coaches.

The facilities maintenance staff performs the routine maintenance, which includes, but is not limited to, the following:

- Maintenance of all Department of Athletics fields
- Setup and operation of game and practice sites, including field painting, event cleanup, and gameday support related to departmental facilities
- General upkeep, maintenance and improvement of departmental buildings and field areas

B. Repairs and Maintenance Requests
All requests for repair and maintenance of any facility should be submitted in writing to the Athletic Facilities Operation Manager. Whenever possible, minor repairs are handled by the Athletic Facilities Maintenance staff in order to prevent unnecessary expense to the Department.

However, when it is determined the services of the Physical Plant are required, the Athletic Facilities Operation Manager is responsible for completing an interdepartmental work order form, in accordance with established procedures of the University.

The Athletic Facilities Operation Manager is responsible for overseeing repair projects that are accomplished by UMass Boston’s Physical Plant staff, including finished repair inspection to ensure that the work is satisfactorily completed prior to signing the completed work order.

C. Capital Repairs
Any request for such a major repair to an athletic facility is submitted in writing to the Athletic Facilities Operation Manager, who reviews such requests with the Senior Associate Director of Athletics, Business Operations.
For safety purposes, emergency repairs are initiated as soon as possible. Whenever feasible, allocations for major capital repair projects are requested with the annual budget request.

Once a major repair project is approved, the Senior Associate Director of Athletics, Business Operations and the Athletic Facilities Operation Manager are responsible for preparing necessary specifications for accomplishing the project for incorporation with the appropriate purchase requisition. All paperwork is then submitted to either the Physical Plant or the University Purchasing Office for the purpose of letting the project out for bid. It is the responsibility of the Athletic Facilities Operation Manager to oversee any capital repair project from beginning to end.

**Swimming Pool Specific**

- Check the filtration and chemical feed room to ensure proper functioning.
- Test the water four times daily.
- Ensure the deck is clear of obstruction and unnecessary equipment.
- Cleanliness of the deck, office, filtration and chemical feed room, all storage areas, electrical rooms, locker rooms and spectator seating area.

**ATHLETIC EQUIPMENT**

**A. Introduction**

The Department of Athletics is committed to providing and maintaining athletic equipment necessary for its sports programs. The Athletic Equipment Manager is responsible for operating the Equipment Room and ensuring compliance with all established policies and procedures.

Only authorized personnel are allowed in the Equipment Room. Due to the substantial value and inventory of the equipment and supplies, only Equipment Room staff members have access to the Equipment Room. Team managers are not permitted to enter the equipment room unless given special permission by the Athletic Equipment Manager. Student Equipment Managers are normally responsible for handling all equipment transactions.

**B. Equipment Room Operating Hours**

The Equipment Room is located at the Clark Athletic Center. The Equipment Room issue window will be open 12:00 a.m. to 7:00 p.m., Monday through Friday, when school is in session. When school is not in session, the Equipment Room window is open on the same days from 12:00 p.m. to 5:00 p.m. The Equipment Room window is closed for the summer at the end of the exam period and reopens for the beginning of classes in the fall.

To request additional operating hours, a coach must submit a written request to the Equipment Manager at least five (5) days prior to the scheduled event. When prior requests are made, Equipment Room staff members are expected to work athletic events, as assigned.

**C. Purchasing**

The Athletic Equipment Manager is responsible for purchasing all athletic equipment, supplies or services. The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs or the Senior Associate Director of Athletics, Internal Operations must approve all equipment requests. The Department may refuse to pay for any athletic equipment that is not ordered through established procedures.

**D. Inventory**

Athletic equipment is inventoried at the end of the season for each sport. The Athletic Equipment Office staff members conduct this inventory. All equipment is counted, including that which is issued to student-athletes. A copy of the final inventory is submitted to the Athletic Business Office and the head coach of each sport.

A continuous inventory of all athletic equipment is maintained on the Equipment Room computer. The Athletic Equipment Manager is responsible for ensuring that all new equipment is recorded in the inventory system prior to being issued. Departmental personnel are expected to follow all Equipment Room rules and regulations regarding inventory control.

State guidelines are followed in the disposal of equipment which is no longer useful to the Department of Athletics. The Athletic Equipment Manager must submit a written requisition to the Property Control Department any time surplus game equipment and uniforms become available. This procedure must be followed in order to maintain the inventory-control records, which are necessary for accountability.

**Inventory-Control Procedures**

When capital equipment items (i.e., those items valued at $100 or more with a life expectancy of two (2) or more years) are purchased, the University Property Control Department receives a copy of the receiving report documenting the purchase. They then send a staff member to locate the item, record its location, and tag the item with the University-issued identification plate.

An annual inventory is taken of all capital equipment items. The Athletic Equipment Manager coordinates this inventory procedure with the assistance of departmental staff members. A computer-generated list is distributed to the Department. Each capital equipment item is listed by its identification plate number. These items must be cross-checked against the computer list and verified as to their identification plate number, location and description.

**E. Issuance of Equipment**

Prior to being issued any athletic equipment, a student-athlete must be designated as “cleared” on the Department of Athletics’ computer server by the Assistant Director of Athletics, Sports compliance. Replacement equipment will not be issued to individuals who leave their equipment at home.

When traveling, each individual is responsible for ensuring that all articles are placed in his/her bag for the return to campus. Any article that is missing is the financial responsibility of the student-athlete.
The Equipment Room staff reserves the right to refuse service to any individual not conducting himself/herself in an appropriate manner. The coach is to be notified of any such occurrence.

Game Uniforms/Issue
The Equipment Room Staff provides warm-ups and travel bags for away-game uniforms. The head coach assigns uniform numbers. Team members can pick up their assigned uniforms two (2) hours prior to the start of a home game or a scheduled departure time for away games. Uniforms for weekend away games should be picked up on Friday. All uniform items, including travel bags, are to be returned to the Equipment Room immediately following each contest. There is a laundry chute located next to the window, which can be used to drop off uniforms if a team returns after the room has closed.

Practice Uniforms/Issue
Each student-athlete will be issued a practice T-shirt, shorts, socks, towel, combination lock and numbered laundry pin. Practice sweatsuits will be issued every other year to returning student-athletes. The towel, lock and pin are to be returned after the season. The Equipment Room utilizes the laundry pin system. All clothing attached to an assigned pin will be laundered and returned on the pin. Pins should be dropped off at the Equipment Room window or laundry chute after each practice. Laundered clothing can be picked up two (2) hours prior to the next scheduled practice.

Protective Equipment
The Equipment Room will provide all protective equipment necessary for each sport. The Athletic Equipment Manager and the Sports Medicine staff will do equipment fitting. All equipment is identified by a numbering system. Each student-athlete is responsible for the individual pieces of equipment issued to him/her.

Return of Issue
It is the responsibility of the student-athlete to return all issued uniform items, practice gear and protective equipment immediately following the last contest of the season. Any item not returned must be paid for in full. Failure to do so may result in the student-athlete’s being administratively withdrawn from the University.

Locker Rooms and Keys
Each team will be assigned a locker room in season. The keys for the locker rooms will be available in the Equipment Room two (2) hours prior to practices and games. Team members are responsible for the security of their rooms. Non–team members should not be allowed in the locker room. When not in use, locker rooms must be kept locked and the key returned to the Equipment Room. If the Equipment Room is closed, keys are to be returned through the laundry chute.

F. Care and Storage of Athletic Equipment
Each student-athlete, manager and coach is expected to properly store all equipment issued for personal use.

G. Equipment Room Rules
All Equipment Room personnel are expected to comply with the following rules:

1. No chewing or dipping of tobacco products.
2. Be on time for work; exact hours worked must be recorded on a daily basis.
3. When unable to work as scheduled, each staff member is expected to arrange for a substitute and obtain approval from the Equipment Manager.
4. Maintain a clean Equipment Room; discard all trash and keep the floors clean.
5. Do not use the Equipment Room as a lounge; consumption of food in the Equipment Room is discouraged.
6. Place all dirty laundry in the laundry room.
7. ALWAYS check windows, doors, etc. to make sure the Equipment Room is secure.
VEHICLE POLICIES AND PROCEDURES

The University of Massachusetts Boston provides two 15-passenger vans for the purpose of transporting student-athletes and Department of Athletics personnel to competitive events. The following serves as the policies and procedures related to UMass Boston Department of Athletics vehicles.

A. Campus Vehicles

The van keys and boards are kept in the Athletic Facilities Operation Manager Office. Coaches and staff should make prior arrangements with the Athletic Facilities Operation Manager to pick up key(s) and board(s). The vehicle registration is attached to the clipboard along with the Monthly Use of State Vehicle Form and Van Use Report Form.

There should be nothing on the van body, such as tape, etc., that might damage the paint. Any problems, such as malfunctions (windows, heat, etc.), breakdowns, flat tires, or accidents (i.e., scrapes and scratches), should be indicated on the Van Use Report Form. If necessary, the problems should also be reported to the Intercollegiate Coordinator immediately upon return to campus.

Upon returning to campus, a member of the Department of Athletics staff should place the key(s) and board(s) in the designated drop-off location. This includes the completed Monthly Use of State Vehicle Form and Van Use Report Form.

Only official members of the UMass Boston Department of Athletics staff may drive the vehicles. At no time are students allowed to drive the vans.

The vans should be cleaned after each trip.

It is a good idea to check your van a couple of minutes early just to be sure it is full of gas. It is better not to be caught by surprise. If you need to put gas in the van, you can fill up at the Buildings and Grounds gasoline pump Monday-Friday (closes at 4 p.m.). On weekends, expect to use trip money to gas up.

B. Usage

Athletics Department vehicles are available for University/ Athletics Department official business use only. The vehicles are not to be used for personal, private use. Priority usage will be as follows:

1. In-season intercollegiate teams
2. Nontraditional season teams
3. Scouting, recruiting, University/Department of Athletics business.

Request forms will be provided and should be submitted one (1) week in advance.
INTRODUCTION

This is a synopsis of how the financial operations are managed within the UMass Boston Department of Athletics in accordance with the University’s budgetary policies and procedures. There are a number of forms that pertain to the financial operations of the Department. These forms are noted in the Appendices. They are self-explanatory and available in the Athletic Business Office.

For further details regarding the budget, as well as the handling of cash and checks, please contact the Senior Associate Director of Athletics, Business Operations or Assistant Athletic Business Manager.

TERMINOLOGY

- **Fiscal Year**: The Commonwealth of Massachusetts’ 12-month financial cycle is July 1 through June 30. Normally, it is identified as FY with the last two digits of that particular fiscal year. An example is FY08, which identifies Fiscal Year 2008.
- **Academic Year**: Traditionally, September through May. Summer sessions not included.
- **Calendar Year**: January 1 through December 31.
- **Budget**: An account’s projected financial plan of revenue and expenses for a specific time cycle, normally a fiscal year.
- **Speedtype and Department ID**: Most campus departments, including the Human Resources Department and the Procurement Department, use this six-digit number to charge expenses against an existing cost center budget. The speedtype identifies all chart string information for the cost center.
- The Controller’s Office and the Bursar’s Office use the cost center’s department ID number as the means to identify a cost center. All other chart string information must be included.
- **Subsidiary Account**: A classification of related expenses within a cost center. It is identified by a double capital letter. CC identifies the subsidiary account known as Special Employees.
- **Account Code**: A six-digit number that identifies a specific revenue or expense within a cost center. The first digit of every University revenue account code begins with 6____0 and ends with 0. The first digit of an expense account code begins with 7____0 and ends with 0.
- **Available Balance**: The current fund balances available for a particular cost center, subsidiary account or purchase order.
- **Chart String**: This is used to identify a cost center. It includes:
  1. Department ID
  2. Speedtype
  3. Fund
  4. Program Code
  5. Account Code – either expense or deposit
  6. Project/Grant when applicable
- **Encumbrance**: An obligation incurred by the University when using a purchase order, contract or similar commitment for items and services provided by a vendor.

- **Purchase Order**: A legal contractual form that obligates University funds for the authorized delivery and payment of the specified items or services from a particular vendor.
- **University Overhead Administration Fee**: The University charges an established fee against all expenses realized in an account. The percentage fee is 9% of all expenses or 9 cents per each dollar spent.

COST CENTERS

The overall management of all the financial affairs of the Department is the responsibility of the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs, who is the account administrator for each and every Department cost center. The Senior Associate Director of Athletics, Business Operations manages the daily financial business affairs of the Department.

The Senior Associate Director of Athletics, Internal Operations/SWA manages the cost centers for each varsity team, General Intercollegiate, Sports Medicine and Sports Information.

The Assistant Director of Athletics, Intramurals and Recreation Programs manages the cost centers for the Beacon Fitness Center, swimming pool, Intramurals, Recreation and Community Services.

The Athletic Facilities Operation Manager manages the cost centers for general facilities, indoor facilities, outdoor facilities, the ice rink and the gymnasium.

The Senior Associate Director of Athletics, Business Operations or designee is the individual authorized to approve/disapprove of and sign the necessary documents for all Department purchases, services and the related payments. All funds, regardless of the source or the manner in which they were acquired, are considered to be University funds. The establishment and/or maintenance of financial accounts outside of the University is prohibited.

DEPOSITS

All revenue and expense reimbursement deposits shall be made in a timely manner to the Bursar’s Office by the Assistant Athletic Business Manager. The Cash Receipts to Bursar’s Office Form shall include:

- the appropriate six-digit speedtype number
- the appropriate six-digit account code
- a brief description about the deposit
- the correct amount
- currency, cash or check number
- the payer’s name
- the fund, Department ID, the program and grant if applicable

Normally, a deposit will use a revenue account code. Deposits for an expense reimbursement can use an expense account code. Cash deposits must be placed on a separate deposit slip. Checks and cash cannot be combined on the same deposit slip.
BUDGET PREPARATION

The preparation of the next year’s fiscal budget normally begins once the budget instructions for the next fiscal year are distributed by the University’s Budget Office. This can occur anywhere between the middle or latter part of November through December.

The input of the Vice Chancellor and Assistant Vice Chancellor for Athletics and Recreation, Special Projects, and Programs; the Senior Associate Director of Athletics, Business Operations; the Senior Associate Director of Athletics, Internal Operations/SWA; the Assistant Director of Athletics, Intramurals and Recreation Programs; and the Athletic Facilities Operation Manager are necessary during this time for assembling the comprehensive overall Department budget.

HANDLING OF CASH

When submitting cash, all cash shall be assembled in the following manner:

1. Limit as much as possible the use of coins. When assembling coins, wrap the coins as designated by coin wraps or use a blank envelope and write on the envelope the enclosed amount.
2. All of the same paper currency shall be facing the same direction throughout all the paper wrappers and bundles.
3. All paper currency that cannot be paper wrapped and/or bundled shall stay together in a rubber band and the cash amount of the bundle written on the top bill. The bills shall be arranged in the order of highest to lowest cash value.
4. Currency bills shall be paper wrapped and bundled as per the Bursar’s Office instructions:
   - $100 bills  Paper wrapped in $1,000 bundles only.
   - $50 bills  Paper wrapped in $1,000 bundles only.
   - $20 bills  Paper wrapped in $500 bundles and rubber band in bundles of $2,000 each.
   - $10 bills  Paper wrapped in $250 bundles and rubber band in bundles of $1,000 each.
   - $5 bills  Paper wrapped in $100 bundles only.
   - $1 bills  Paper wrapped in $25 bundles and rubber band in bundles of $100 each.

HANDLING OF CHECKS

When submitting checks, all checks shall be assembled in the following manner:

1. Checks shall be facing the same direction, with the top check being the smallest check value through to the final check being the largest check value. Within each check value, place the checks in chronological order.
2. Reference the Check Writing Information Sample.

DEPARTMENT ACCOUNTS PAYABLE

The Senior Associate Director of Athletics, Business Operations and the Assistant Athletic Business Manager shall receive all relevant information for the preparation of all Department invoices. All Department invoices shall originate from either individual using the Department Invoice Form.

PURCHASING INFORMATION

This is a brief synopsis of the University’s purchasing procedures and how purchases are processed within the UMass Boston Department of Athletics. For further details regarding the purchasing of items and services, please:

1. Contact the Senior Associate Director of Athletics/Business Operations or Assistant Athletic Business Manager.
2. View the University’s Procurement Department website at: http://www.umb.edu/administration/purchasing/index.html
3. If departmental funds are to be used for a purchase from one cent or greater, a Purchase Request Form must be properly prepared and receive the appropriate approvals. Such purchases shall be processed through the University’s purchasing system utilizing the most efficient and appropriate method.

The purchasing of any goods/services requires the sufficient funding to be encumbered before such goods and/or services are received or provided.

No one is permitted to obligate the University or the Department for a purchase or service without first encumbering in advance the sufficient funds to meet the obligation. Failure to encumber the necessary funds in advance of a purchase establishes the individual making the purchase; that individual is personally responsible for the purchase and its payment. The Department of Athletics and the University will not be responsible for such a transaction.

Provide sufficient time for the processing of all purchase requests so that the vendor will receive the appropriate purchasing forms, credit card fax order, purchase order and bid proposals in a timely manner to meet your needs.

ALL purchases involving food and the service of the food must be accompanied with the Request for Business Meal Payment Reimbursement Form.

 Consolidate orders as much as possible. Do not split orders to avoid receiving written price quotes or to circumvent the bid process.

4. A purchase request cannot be processed until a vendor has on file with the University’s financial system a W-9 Tax Verification Form and a
Whenever possible, receive a written price quote on the vendor’s stationery via the postal service, fax or e-mail. When receiving a verbal or written price quote, ALWAYS provide on the purchase request form the date of the quote and the full name of the person who offered the quote. Quotes 31 days old or older are not valid.

Check with:

- The vendor the Department of Athletics/University has used in the past
- The Procurement Department buyers
- Central Reprographics
- Telecommunications
- Mailroom
- Information Technology
- University Facilities Department
- Campus food service contractor

Whenever possible, receive a written price quote on the vendor’s stationery via the postal service, fax or e-mail. When receiving a verbal or written price quote, ALWAYS provide on the purchase request form the date of the quote and the full name of the person who offered the quote. Quotes 31 days old or older are not valid.

An attempt shall be made for the Department to obtain all of the supplies, printing, equipment, clothing, maintenance, services, etc. at the least expensive cost with quantity, durability, availability, service, timeliness, quality as well as other factors given consideration for each purchase.

Shipping shall be designated “F.O.B. Boston” (“Free On Board Boston”) when shipping involves a freight carrier. “F.O.B. Boston” requires the vendor to pay for the freight, and if the shipment is lost, stolen or damaged, the vendor retains title to the shipment until the University receives it.

6. Issues to be aware of when selecting a vendor include, but are not limited to, the required delivery time, quality of service, proximity for repairs and service, vendor’s history of past performance and the history of the product.

7. Once a purchase request has generated a purchase order, the purchase order can be increased, decreased or canceled, as necessary. Credit card purchases must be dealt with directly with the vendor. The Senior Associate Director of Athletics, Business Operations and the Assistant Athletic Business Manager shall determine the most efficient, practical and appropriate method of executing a purchase in accordance with University and Department policies and procedures. Normally, a purchase request will be initiated by the:

- Senior Associate Director of Athletics, Business Operations
- Senior Associate Director of Athletics, Internal Operations, SWA
- Assistant Director of Athletics, Intramurals and Recreation
- Assistant Director of Athletics for Community Affairs/Camps
- Assistant Athletics Director, Intercollegiate Athletics
- Manager of Information Technology/Athletic Facilities Scheduling
- Athletic Facilities Operation Manager
- Assistant Athletic Business Manager
- Athletic Equipment Manager
- Head Athletic Trainer
- Intercollegiate Coordinator
- Athletics Communications Director
- Head Coach

and will be circulated for the necessary approvals within the Department of Athletics. Each individual has a personalized purchase request form to use.

8. The Sole Source Justification Form accompanies a purchase request form to explain why this vendor is the sole source vendor for a purchase or service. A further explanation regarding a sole source vendor is included on the form.

9. The Contract for Services Form is required to submit, in addition to a purchase request for honoraria, consultant, services contract or subcontracting. To determine whether an individual is an employee or an independent contractor, apply the common-law test of control. If the Department has the right to control and direct what an employee does and how the individual works, an employer-employee relationship exists. If this control is absent, the individual may be classified as an independent contractor. When determining if an individual should be considered an employee or an independent contractor, apply the list of 20 common-law factors that the IRS uses:

1. Required compliance with employer’s instructions
2. Training of worker by employer
3. Integration of worker’s services into employer’s business operations
4. Services required to be rendered personally
5. Hiring, supervising and paying worker’s assistants
6. Continuing relationship
7. Set hours of work
8. Full-time work required
9. Working on the employer’s premises
10. Set order or sequence of work
11. Required oral or written reports
12. Payment by hour, week or month
13. Payment of business expenses and/or travel expenses

Vendor Add/Update Information Form. When in doubt if a vendor is or is not on file, contact the Assistant Athletic Business Manager. This can expedite the process and eliminate any delays. If the tax forms are required, have the vendor complete the forms in full and return the forms to the Athletic Business Office so they can be attached to the purchase request.

The nine-digit number the vendor must provide on this form is known as the Federal Employer’s Identification Number or ID Number. For a vendor, it is similar to an individual’s social security number. If a vendor is not a company but an individual, the individual’s social security number will be used.

5. The Senior Associate Director of Athletics, Business Operations; Intercollegiates; Facilities; and Intramurals and Recreation are the individuals authorized to approve or disapprove and sign the necessary forms for all departmental purchases and services in their respective areas. Always exhaust all on-campus purchasing possibilities first regarding purchases and services.
14. Furnishing of tools and materials
15. Significant investment by the worker
16. Realization of profit or loss
17. Working for more than one firm or company at a time
18. Making services available to the general public
19. Right of employer to discharge
20. Right of worker to terminate.

If an employer-employee relationship is determined, then the individual is to be paid through the University payroll system. Otherwise, the individual can be considered an independent contractor.

10. Definitions:
   **Honoraria:** Payment for professional services for which no wage may be established. The payment itself is an honorary award in recognition of that effort, a one-time, nonrecurring transaction by an individual for performance for the University. The individual is not an employee of the University. Recipient is usually a distinguished individual whose service may not have a precise value. Normally, no tangible product or report is the end result.

   **Consultant:** Any individual who, though not an employee of the Commonwealth, gives advice or employee training. Shall not directly or indirectly supervise another temporary or permanent University employee. Written report required prior to receipt of the final payment.

   **Service Contracts:** Non-payroll payment for performance of a specialized service, normally over an extended time period. Normally agreed to with a legal entity other than an individual. A service contract is used in the Department for:

   - Zamboni repairs
   - Zamboni blade sharpening
   - Therapeutic modality repairs
   - Ambulance service
   - Photographic services
   - Athletic reconditioning and repairs
   - Fitness equipment service and repairs
   - Scoreboard maintenance

   **Subcontracting:** Cooperative agreement between two parties by which the University will reimburse the other for services or items provided to, or on behalf of, the University. This is a secondary contract undertaking some or all of the obligations of a primary or previous contract.

11. Purchasing of Tickets for Charitable Events
   - Must have a clear business purpose and be directly related to the goals and mission of the University.
   - When such attendance will advance the public purpose of the University and agrees with the aforementioned statement, the ticket limit shall be $500 per event.
   - Tickets are to be purchased for University employees only.
   - Exceptions to the guidelines may be made by the University President in writing in advance of an event.

12. Alterations to the University’s Physical Plant
   All purchase orders involving the alteration to the physical plant structures of the University must be cleared through the University’s Facilities Department in advance of processing any forms. This is to determine if the correct action is being taken and what demands, if any, are placed on the utilities to support the alteration.

13. Printing
   All printing efforts for on- and off-campus printing production shall be approved in advance and online by the Office of University Communications before the necessary purchase request is forwarded for Department approvals, the online purchase requisition is approved or the production process begins.

14. Bids
   The preparation of each and every bid proposal is different and unique; however, previous similar bids can be used as a guide, as can input received from vendors and other organizations that have experience and are familiar with such purchases/services.

   Each bid is to include the bid specifications, written with detail, and the complete formal names, addresses, and toll-free, regular and fax telephone numbers with area codes of at least three (3) vendors the Department recommends receiving the bid.

   The University’s Procurement Department manages bids. Bids normally require at least two (2) weeks for public advertising before the bids are opened. The regularly scheduled time for any bid to open is 2:00 p.m. Monday through Friday. Once the bids have been opened and evaluated and the awards determined, a single purchase order or multiple purchase orders are generated.

**RECEIVING EQUIPMENT, SUPPLIES, CLOTHING AND OTHER MATERIALS**

The Clark Athletic Center’s Athletic Equipment Room is the Department’s central receiving location for all shipments from vendors and the University Receiving Dock. Upon receiving equipment, supplies and clothing, immediately inspect the contents of the shipment. If the shipment is approved, indicate so on the packing slip. If not, take the necessary action to correct the inaccuracy. ALL packing slips and credit card payment receipts are to be forwarded to the Assistant Athletic Business Manager. Indicate on the packing slip and the credit card receipt if the items received are acceptable and the shipment is approved.

The Assistant Athletic Business Manager will notify the University’s Receiving Dock (extension 5088) when a purchase order shipment has been received directly from a vendor and not through the Receiving Dock. This includes items that are delivered directly to an employee and items that an employee picks up from a vendor.
The Assistant Athletic Business Manager will properly file the credit card receipt for a particular purchase. He/She will inform the Assistant Athletic Business Manager of any purchases that involve equipment and provide the serial numbers when applicable. The Assistant Athletic Business Manager will provide this information to the Athletic Equipment Manager and the Materials Department (extension 5080 or 5086) for equipment inventory control.

**EQUIPMENT INFORMATION AND INVENTORY**

The definition of equipment is that it is an entity unto itself, has a unit price of $100 or more, has a life expectancy of two years or more, can be repaired and may or may not bear a serial number.

The Athletic Equipment Manager manages the equipment inventory for the Department. The Athletic Equipment Manager shall be informed of all Department equipment purchases so that the University’s Property Management Department can be notified regarding a new purchase of equipment.

Declaring any equipment or University property surplus requires the completion of the Declaration of Surplus State Personal Property Form. This form is circulated within the Department for approval before being forwarded to the University’s Property Management Department.

**TOTAL DOLLAR VALUE GUIDELINES FOR PURCHASES**

- **$1 through $4,999 total**: Receive a verbal or written price quote. As the total price nears $4,999, definitely obtain a written price quote.

- **$5,000 and greater**: Mandatory to bid the purchase(s) through the Procurement Department. This may vary depending upon the specific purchase. Please check with the Senior Associate Director of Athletics, Business Operations and Assistant Athletic Business Manager.

**PAYMENTS**

This is a brief synopsis of the University’s payment procedures and how payments are processed within the UMass Boston Department of Athletics.

For further details regarding the payment of invoices, please:

1. Contact the Senior Associate Director of Athletics, Business Operations or Assistant Athletic Business Manager
2. View the University Controller’s Office website at: www.umb.edu/administration_finance/controller/index.html

3. Forward all packing slips and credit card receipts to the Assistant Athletic Business Manager. If the shipment is approved, indicate so on the packing slip. If not, take the necessary action to correct the inaccuracy.

4. The Assistant Athletic Business Manager will forward the approved packing slips to the Loading Dock. Until the Loading Dock has entered the packing slip into the University financial system, an invoice cannot be processed for payment. The Assistant Athletic Business Manager will properly file the credit card receipt for a particular purchase.

5. When an invoice is received, please forward it to the Assistant Athletic Business Manager for processing and circulation for the necessary approvals within the Department. Payments will only be processed based upon the submitted invoice.

6. Depending upon the payment, the invoice itself may be used to process the payment or the invoice may require a Disbursement Voucher Form to accompany it. A disbursement form can be prepared and submitted as an invoice.

7. If the final invoice is less than the purchase order’s available balance, the difference is liquidated when the purchase order is closed.

8. If an invoice exceeds the purchase order’s available balance, the purchase order will need to be increased. For certain purchase orders only, if an increase is 10% or less of the original purchase order encumbrance, an increase is not necessary.

9. Checks are normally printed Tuesday and Thursday morning at the Central Administrative Services Office in Shrewsbury. Checks are not printed at the Boston campus. Checks are mailed the same day directly from Shrewsbury. Unless the Department requests differently, all checks are mailed without invoice copies. The vendor can match the payment to the invoice and purchase order numbers by referring to the check receipt stub. The Department must request the Controller’s Office to have a check returned to the Boston campus if the payment is to be accompanied by another item and or form to the payee. Intercampus courier between the Shrewsbury office and the Boston campus will be the means of transportation.

10. Provide sufficient time for the processing of all purchase requests so that the vendor will be paid in a timely manner.
TEAM, SCOUTING AND RECRUITING, AND INDIVIDUAL TRAVEL INFORMATION

This is a brief synopsis of the travel policies and procedures and how the three varied departmental travel arrangements are processed within the UMass Boston Department of Athletics. For further details regarding each of the three travel arrangements, please contact the Senior Associate Director of Athletics, Business Operations or Assistant Athletic Business Manager.

A. Team Travel
The meal money, lodging, ground transportation and air transportation accommodations, as well as other travel plans for each intercollegiate team are arranged by the Intercollegiate Coordinator in consultation with the team's head coach. The Intercollegiate Coordinator will utilize the Meal Money, Lodging and Transportation Form for obtaining the necessary approvals for a team's seasonal needs. The Intercollegiate Coordinator will also use the Team Travel Credit Card Purchase Form for lodging, airfare, ground transportation, etc.

1. Team Meal Money
The standard meal money distribution for a team is:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$5.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$5.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

This is subject to change when extraordinary team travel occurs and or when a team's destination is known to be expensive. Each member of a team's travel party who received meal money must sign the Intercollegiate Group Travel Voucher Form. Reference the UMass Boston Athletic Team Meal Money Check Cashing memo and the Intercollegiate Group Travel Voucher Procedures memo.

2. Team Ground Transportation

- As part of an extension of the University's campus shuttle bus contract, team ground transportation in the New England region is provided by:
  
  Crystal Transport  
  77 Guest Street  
  Boston, MA 02135  
  (800) 879-7433  
  (617) 787-1544  
  Fax (617) 787-8133  
  www.crystaltransport.com

- The Department of Athletics' two (2) 15-passenger vans are available for team travel in the New England region.
- Ground transportation in other areas of the United States is coordinated as necessary.

3. Team Lodging
Lodging accommodations are scheduled as necessary. The Department is only responsible for the expense of the actual number of rooms used and Department business-related telephone calls.

All additional room expenses, such as but not limited to food, telephone, movies, and room damage, are the responsibility of the travel party and shall be paid in full at checkout time.

4. Team Air Transportation
Air transportation is scheduled as necessary. Time consideration is of the highest importance here due to its impact on the cost per ticket, deposit and cancellation requirements, and the submission of the actual names of the travel party for the distribution of airline tickets.

5. Other Team Travel–Related Needs
Other travel-related needs shall be determined on a trip-by-trip basis. One consideration is the time duration of a trip and the destination. If a destination can offer:

- a unique opportunity
- an educational experience
- a specific entertainment
- a historical significance
- tourist attractions, etc.

this should be taken into consideration when traveling, to provide student-athletes a well-rounded travel experience which otherwise might not be realized.

B. Varsity Coaching Staff Recruiting, Scouting and Professional Development

As part of the preparation of the Department of Athletics' annual budget, appropriations shall be included for the recruiting, scouting and professional development efforts of each team. Each team's appropriation shall be for the entire fiscal year and include the entire coaching staff.

The University’s Board of Trustees–approved policies for employee travel shall govern the travel associated with a coach's recruiting, scouting and professional development efforts. The reimbursement of recruiting expenses is only applicable for University employees who are members of a UMass Boston team coaching staff.

Each team's head coach has the responsibility to review, approve and sign or disapprove each submitted Athletic Recruiting, Scouting and Professional Development Pre-Travel Activity Request and Athletic Recruiting, Scouting, Professional Development Travel Reimbursement Voucher. The head coach will review each document, ensuring its accuracy, relevance to the team and that all the necessary supportive information and receipts are included before advancing a document.

Each designated coach will be allocated a total dollar amount that is the maximum total sum of recruiting, scouting and professional development expenditures. Each expenditure is subject to the approval
of the head coach and the Senior Associate Director of Athletics, Internal Operations when submitted for reimbursement. The approvals of both individuals must be obtained before the expenditures are processed. Expenditures exceeding the stated allocation will not be considered for reimbursement.

The original receipts are the only acceptable receipts for reimbursements. No photocopies. Receipts must be submitted for all expenditures. If the original receipt is not submitted, the expense will not be reimbursed.

**Order for Signature of Approval**

**Activity Voucher**

- Athletic Business Office: yes  yes
- Senior Associate Director of Athletics, Internal Operations for m. soccer; lacrosse; m/w basketball; m/w tennis; baseball teams: yes  yes
- Assistant Director of Athletics/ Intercollegiate Athletics for m/w cross country; m/w ice hockey; w. soccer/ softball; volleyball teams: yes  yes
- head coach: yes  yes
- INITIATE @ Assistant Coach: yes  yes

**Recruiting and Scouting–Related Expenses Vehicle**

UMass Boston Zipcar information is available at: http://www_facilities.umb.edu/Zip%20Car.html

**Gas**

The coach’s reimbursement is based on the mileage rate and miles traveled. Any gas, oil, etc. purchased during the trip is included as part of the mileage rate and will not be reimbursed separately.

**Mileage**

The mileage rate is $0.445 cents. All mileage distances shall originate from and end at the UMass Boston campus. Mileage distances will be computed using the Department of Athletics’ mileage book assigned to the Intercollegiate Coordinator; or visit http://www.mapquest.com/.

**Tolls**

A receipt is required for each and every toll expense associated with a scouting or recruiting trip. UMass Boston campus parking fees will not be reimbursed.

**Meals**

The maximum per diem meal allowances during each full 24-hour time period is:

- Boston, New York City, Washington, D.C., San Francisco, Baltimore, Chicago, Philadelphia and Seattle: $50.00
- All other US destinations: $40.00

$25/$20 is the maximum per diem meal allowance for meals during a period of travel which is 12 hours in length or greater but less than 24 hours. There is no meal reimbursement for trips of less than 12 hours.

Travel departure and return times must be provided on the voucher to determine the appropriate rate.

The full reimbursement for meals will not be realized if meals are provided as part of a seminar, workshop, conference, etc., expense. The value of any meals provided while on travel status is to be subtracted from the full per diem according to the following schedule:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Boston, New York City, Washington, D.C., San Francisco, Baltimore, Chicago, Philadelphia and Seattle</th>
<th>All other US destinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Per Diem</td>
<td>$50.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$9.50</td>
<td>$7.50</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.50</td>
<td>$12.50</td>
</tr>
<tr>
<td>Dinner</td>
<td>$20.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Meals for other individuals will not be reimbursed.

**Admission**

Coaches are encouraged to obtain scouting passes whenever possible. Admission to a facility/event for recruiting and scouting purposes for only the designated coach(es) will be reimbursed.

Admission for other individuals will not be reimbursed.

**Game/Tournament Program**

Provide a photocopy of the game program’s front cover where the cost is located and submit it as a receipt for this purchase.

**Lodging, Airfare, Car Rental**

The approval of the Senior Associate Director of Athletics, Internal Operations/SWA must be received in advance of each occasion that requires lodging, airfare and or car-rental expenses.

When approved, only the lodging, airfare or car-rental expenses for the designated coach will be reimbursed. Lodging requests must be submitted at least ten (10) business days in advance.

A pre-travel authorization document will be necessary if an advance is being requested for this travel.
2006-07 NCAA Manual; Bylaw - Article 13 Recruiting

All other potential recruiting expenses under NCAA Manual Article 13 must be explicitly defined, accounted for and receipts obtained by the head coach and/or assistant coach if such expense(s) shall be reimbursed. All expense reimbursements are at the discretion of the Senior Associate Director of Athletics.

Exceeding Funding Limits

In the event a coach exceeds the predetermined funding allocation for his/her recruiting and scouting efforts, the coach will be personally responsible for the additional expenses. Expenditures exceeding the stated allocation will not be considered for reimbursement.

Illegal and Inappropriate Acts

Illegal and inappropriate acts by a coach are the sole responsibility of that individual. Any and all fines, fees, etc. associated with the illegal and inappropriate acts will not be reimbursed.

120 Days to Submit Travel Expenses

All employee travel expenses are to be accounted for within 120 days of the date of travel to ensure the University is in compliance with Internal Revenue Service *(IRS) regulations.

Travel vouchers must be received in the Controller’s Office within 120 days of when the expenses occurred to be treated as a nontaxable expense.

Travel vouchers received after 120 days will be accepted by the Controller’s Office; however, the IRS requires the amount to be treated as taxable income to the individual. The amount will be added to the employee’s W-2 at the end of the calendar year.

Procedures for Recruiting and Scouting

No later than August 1, the head coach of each team shall:

Determine how the team’s recruiting and scouting and professional development appropriation will be allocated to the members of the coaching staff.

Simultaneously submit to the Senior Associate Director of Athletics, Internal Operations/SWA for approval one completed Athletic Recruiting/Scouting Pre-Travel Activity Request for each coach who will be traveling to accomplish the recruiting and scouting responsibilities as well as any professional development opportunities.

Upon the review and approvals of the head coach and the Senior Associate Director of Athletics, Internal Operations/SWA each Athletic Recruiting/Scouting Pre-Travel Activity Request document will be forwarded to the Athletic Business Office for submittal to the University’s Controller’s Office for processing.

Each coach’s Athletic Recruiting/Scouting Request Pre-Travel Activity Request shall include:

1. the individual’s name and title
2. date document is being prepared and department name
3. individual’s social security number

4. individual’s home address

5. State the means of transportation, the potential geographical/regional destinations which will encompass all the potential areas where the coach may travel, the purpose of the travel and the time duration. An example is:

This is a blanket travel authorization for the United States, primarily the six-state New England Region, from MONTH, DATE through MONTH, DATE for scouting and recruiting purposes as Head/Assistant Coach for the UMass Boston SPORT Team.

The approval of the Senior Associate Director of Athletics, Internal Operations/SWA must be received in advance of each occasion which requires lodging, airfare or other expenses. A pre-travel authorization document will be necessary if an advance is being requested for this travel.

6. The Estimated Total Expenditure of the Blanket Pre-Travel Activity Request. This is the maximum funding limit for the coach.

The Athletic Recruiting/Scouting Travel Reimbursement Voucher shall be completed in full for each recruiting/scouting trip, indicating 1) whether the trip was for a recruiting, scouting or professional development trip, 2) name of the prospective student-athlete, opponent or professional development event. A maximum of seven (7) trips per voucher with two lines per trip or one voucher can be used for a single trip. Each voucher shall be legible, typed and accompanied with the necessary receipts.

If the head coach approves the voucher, the head coach shall forward the voucher to the Senior Associate Director of Athletics, Internal Operations/SWA no later than ten (10) working days following the completion of the last trip stated on the voucher or the first Friday in June, whichever occurs first.

If the document is not legible, not typed and/or incomplete, it will not be accepted by the head coach and the Senior Associate Director of Athletics, Internal Operations/SWA.

When preparing the receipts for each voucher, number each receipt in the order it was received so it will properly correspond to the voucher. The numbering is to be large, legible yet not obstructing the receipt’s information. Staple/tape each receipt to a white page of paper for photocopying. Place as many receipts as possible on a single page without any overlap.

The head coach is responsible for receiving all documents from the team’s coaching staff and forwarding all approved documents to the Senior Associate Director of Athletics, Internal Operations/SWA for review, approval/ disapproval. Disapproved documents will be returned to the head coach.

All approved documents with the accompanying receipts will be forwarded to the Senior Associate Director of Athletics, Internal Operations/SWA for approval and then the Athletics Business Office for submittal to the University’s Controller’s Office.
Office for processing. Once received in the Athletics Business Office, this form will be processed within one week.

As part of the preparation of the Department’s annual budget, appropriations shall be included for the recruiting and scouting efforts of each varsity team. Each team’s appropriation shall be for the entire fiscal year, July 1 through June 30, and include the entire coaching staff.

The University’s Board of Trustees–approved policies for employee travel shall govern the travel associated with a coach’s recruiting and scouting efforts. The reimbursement of travel expenses is only applicable for University employees who are members of a UMass Boston varsity team coaching staff.

Each team’s head coach is responsible for reviewing, approving and signing or disapproving each submitted Athletic Recruiting/Scouting Request for Pre-Travel Authorization Form and Athletic Recruiting/Scouting Reimbursement Voucher Form. The head coach will review each form, ensuring its accuracy, relevance to the team and that all the necessary information and receipts are included, before advancing a form.

Each designated coach will be allocated a total dollar amount, which is the maximum total sum of recruiting and scouting expenditures. Each expenditure is subject to the approval of the head coach and the direct supervisor or designee when submitted for reimbursement. The approvals of both individuals must be obtained before the expenditures are processed. Expenditures exceeding the stated allocation will not be considered for reimbursement.

The original receipts are the only acceptable receipts for reimbursements. No photocopies will be accepted. Receipts must be submitted for all expenditures. If the original receipt is not submitted, the expense will not be reimbursed.

C. Individual Travel
The reimbursement of travel expenses is applicable only for the University-related travel of a Department of Athletics employee.

For further details regarding an individual’s travel needs, please:

1. Contact the Senior Associate Director of Athletics, Business Operations or Assistant Athletic Business Manager OR
2. View the University’s Controller’s Office website at: www.umb.edu/administration_finance/controller/index.html.
3. The Request for Pre-Travel Activity Form is prepared and submitted to initiate the approval of an individual’s travel needs.
4. The Travel Reimbursement Voucher Form is prepared for any advance payments or expense reimbursements. The submission of each travel disbursement voucher for advance payment of a registration fee shall be at least three weeks in advance of the payment’s due date. The submission of each travel disbursement voucher for the reimbursement of expenses incurred for this travel shall be ten (10) working days following the payment’s due date. After submittal to the Athletic Business Office, this form will be forwarded to Controller’s Office within one week.
5. A Cash Advance can be obtained following the assignment of a travel number to the Pre-Travel Authorization Form. The necessary cash advance form is obtained from the Travel Clerk, Controller’s Office, 3rd Floor, Quinn Administration Building. The cash advance form is submitted to the Bursar’s Teller Window to receive a check. The received amount will be less $50 of the requested amount. Failure to not return the cash advance within thirty (30) business days following the conclusion of the trip will result in the amount being deducted from the traveler’s weekly payroll.
6. Receipts are not required for expenses of $25 or less.

ICE HOCKEY AND BASKETBALL GATE ADMISSIONS

Two different ticket color rolls are selected prior to each and every game. One color will be used for admission ticket sales for paying adults and the other color for paying students spectators. Complimentary admission tickets are not available for UMass Boston teams or their opponents. Ticket sales are recorded on the Gate Receipt Financial Reconciliation Sheet Form. This form tracks the admissions receipts and program sales. The ticket sales location shall be set up and open for business:

- one hour prior to the announced starting time of a single men’s basketball game or a ice hockey game.
- one hour before the first game of a basketball doubleheader.

Admission ticket sales conclude:

- 5 minutes into the second half of a men’s basketball game.
- 5 minutes into the third period of an ice hockey game.
- 5 minutes into the second half of the second game of a basketball doubleheader.

The Assistant Athletic Business Manager will receive the next business day from the Intercollegiate Coordinator the admission sales cash and the breakdown of the ticket sales so that a deposit slip can be prepared.
INTRAMURAL SPORTS PROGRAM

The Intramural Sports Program at the University of Massachusetts Boston provides an opportunity for all students to participate in organized and informal sports as regularly as their time and interests allow. The University provides a wide variety of activities, and students are encouraged to take advantage of those activities that will best suit their individual needs and interests. It is the function of the Intramural Sports Program to provide the opportunity for the entire student body to participate in activities, both organized and recreational, on an extracurricular basis. The objectives are to promote health; increase physical fitness and skills; aid in social adjustment; and encourage the desirable use of leisure time.

A. Administration
The Intramural and Recreation Program Manager coordinates all activities within the Intramural and Recreation Program. His/her duties are to:

- formulate policies to establish basic organization
- make personal assignments
- supervise the operation of the program
- provide adequate safety measures
- schedule and provide adequate facilities and equipment
- promote the overall program

Work-study students may assist the Intramural and Recreation Program Manager with these duties. They shall be particularly responsible for supervising and officiating at contests and preparing and expediting schedules.

B. Officiating
Officials are expected to officiate at contests in a manner that will create a satisfying and safe playing experience. Additional duties include safeguarding equipment, reporting accidents and submitting accurate and complete score sheets.

Any member of the UMass Boston student body is eligible to become an official. Anyone who wishes to become an official must submit his/her name to the Intramural and Recreation Program Manager in the Intramural and Recreation Office. The Intramural and Recreation Program Manager will be responsible for hiring and supervising all game officials and other intramural program staff.

C. Membership and Classification
All regularly enrolled full-time and part-time students, faculty and staff shall be eligible to participate in the intramural program provided they comply with all established rules of eligibility.

D. Eligibility
Students who have won varsity letters are not eligible for intramurals competition in their letter sport or in a comparable sport unless otherwise agreed upon by the other participants and the Intramural and Recreation Program Manager. Varsity student-athletes may participate in activities other than their varsity sport(s). Students who are members of a varsity team after the first scheduled game are ineligible for participation in that particular intramural sport during the remainder of that academic year.

Once a player has competed in a scheduled contest, he/she may not transfer to another team. Students are allowed to represent one team only. The final decision on any participant’s eligibility rests with the Intramural and Recreation Program Manager.

E. Protests
Only protests concerning eligibility of a player or misinterpretation of a playing rule will be accepted. All protests must be filed in writing with the Program Manager within 24 hours of the contest.

F. Postponements
Administrative postponements occur when weather or other factors make rescheduling necessary. On days when weather and playing conditions make play questionable, organizations must contact the Intramural and Recreation Office for a ruling on contests.

Any organization desiring a postponement must file a written request no later than 24 hours before the scheduled contest. This request must include a written statement that the postponement is acceptable to the opposing team.

G. Forfeits
If a team fails to report to the location of said contests 15 minutes after the scheduled starting time, the official in charge shall rule the contest to be forfeited. Officials shall declare a contest forfeited when a team displays poor sportsmanship or departs from the area prior to the completion of the contest. Any team which forfeits two games within a season will be dropped from the remainder of the schedule. Any participant who in any way abuses an intramural official shall be subject to disciplinary action, which may include permanent ineligibility for all intramural competition.

H. Team Manager
Each participating team shall appoint a team manager to act as its official representative in intramural sport matters. All schedules and other important information will be sent to the team manager. The team manager should perform the following functions for his/her organization:

- Submit eligibility lists and keep them current.
- Enter teams prior to deadline.
- Notify team members regarding place, date and time of contests.
- Promote good sportsmanship.
- Represent his/her group in such matters as protests, forfeits and postponements.

I. Health and Safety
The University of Massachusetts Boston assumes no responsibility for injuries received during intramural competition. Therefore, all participants are urged to obtain insurance to cover injuries that may occur during intramural participation. The Intramural and Recreation Program Manager reserves the right to terminate or postpone any
activity when he/she deems conditions unfavorable to the well-being of the contestants.

J. Rules
All contests shall be governed by the rules of the National Intramural Recreation and Sports Association, the Amateur Athletic Union, or other nationally accepted agencies, except as provided for in special rulings prescribed for specific sports by the Intramural and Recreation Program Manager.

K. Equipment and Fees
The program shall be conducted with a minimum of expense to students. General sports equipment will be furnished whenever possible; however, students are required to furnish their own personal equipment.

L. Programs
Dates and times for all activities will be posted at the Beacon Fitness Center, McCormack 1st Floor Information Board and the Intramural and Recreation Office (which is located in the upper level of the Clark Athletic Center Gymnasium). All activities conducted by the Intramural and Recreation Office will be posted at these locations. These areas will be the prime source of information for those individuals who are interested in the Intramural and Recreation Program at the University of Massachusetts Boston.

M. Intramural Entry Form
Any intramural team wishing to participate in the Intramural and Recreation Program must submit an Intramural Entry Form.

N. Duties of Intramurals Officials
- Attend all meetings called by the Intramural and Recreation Office. Report to the Intramural Office no later than 15 minutes prior to the scheduled time of contest.
- Check out small equipment needed, such as whistles, indicators, time watches, vests, etc., and check them in when a contest is completed. Check out any large equipment that is needed, such as balls, bats, vests, etc., and personally check them in when the contest is completed.
- Ensure that scorekeepers and timekeepers are adequately prepared before each contest begins.
- After each contest, make sure the scorecards are picked up by the Intramural Supervisor. Know the rules of the games. Carry a rulebook of the sport you are officiating. Rulebooks can be obtained in the Intramural Office. Please note that the official is always right on judgment calls.
- The weekly officiating schedule will be posted every Friday on the bulletin board outside the Intramural Office. It is the student’s responsibility to check this bulletin board for his/her schedule. If an official cannot meet the scheduled date, he/she must notify the Intramural Office at least 24 hours in advance.
- Should an official fail to appear for a scheduled contest without notifying the Intramural Office in advance, his/her services as an official will be terminated.

O. Officiating Standards of Behavior
- Intramural officiating is serious work because the participating teams take their competition seriously. Bear this in mind and work as hard as, or harder than, these teams compete.
- The intramural official should not officiate in a game in which his/her particular unit is a competitor. Should this person be scheduled in such an event due to an oversight, he/she should call this to the attention of the intramural official’s supervisor.
- No official will, under any circumstances, accept unsportsmanlike conduct on the part of the competitors. Profanity and malicious illegal play are grounds for removal from any intramural contest.
- An official will make decisions in a loud and clear manner; a poor call made decisively is accepted more easily than an excellent unsure call.
- Appearance commands respect. The Intramural and Recreation Office supplies officiating shirts. The intramural official who takes pride in his/her work will purchase neat, clean official working apparel.
- Should the official be unsure of a decision on a technicality or because of poor positioning on a judgment call, he/she must not hesitate to call time and consult with his/her fellow officials.

P. Program Elements

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<th>COMPETITIVE TEAM ACTIVITIES</th>
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<th>5-on-5</th>
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<td>Flag Football</td>
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<th>INDIVIDUAL AND DOUBLES ACTIVITIES</th>
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<td>Super Hoops (3 on 3)</td>
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<td>Hot Shot &amp; Foul-Shooting Contests</td>
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<td>3-Point Competition</td>
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<td>Table Tennis</td>
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Classes and Courses:
- Aerobics
- Dancercise
- Sailing
- Basic Exercise
- Ice Skating
- Aqua Aerobics

Lists of specific activities and schedules are distributed at the beginning of each semester. Information on any of the above is available at the Intramural and Recreation Office, located in the Clark Athletic Center Gymnasium, Upper Level.

BEACON FITNESS CENTER

The Beacon Fitness Center (BFC) is available to students, faculty, staff and alumni associated with UMass Boston. No community memberships are available at the Beacon Fitness Center.

A. Policies and Procedures
- Prospective members must present a student, staff or faculty ID or present an alumni association card. All prospective members must complete a registration packet. A physician's consent form may be required as determined by a BFC staff member.
- Students must have the current semester sticker affixed to the ID card. Those without the current-semester sticker will be denied membership until one is obtained through the Student Life Office or Healey Library.
- No fee is required from students over and above what is already included in registration fees to the University. Faculty, staff and alumni members must pay the current applicable professional membership fee. Membership will take effect until June 30 of each year and must be renewed beginning July 1 for the following year. Faculty and staff may opt to pay for the entire-year membership by writing a personal check, payable to UMass Boston Athletics, or opt to have the appropriate biweekly payroll deduction until the completion of their membership on June 30. Alumni members must pay the membership fee with a personal check as described above. The fee will be prorated until the following June 30.
- As of July 1, 2006, for FY07 $7.31 is the biweekly rate, or $190 annual for the membership year.
- Upon successful completion of the registration packet, a current Beacon Fitness Center (BFC) sticker will be affixed to the ID or Alumni Association card.
- Residents of Double Tree Suites, Howard Johnson's or Ramada Inn may use the BFC at no cost, provided they present a membership card supplied by one of the aforementioned hotels and complete a guest waiver.
- Members may bring guests for a $10 fee per visit. Guests must complete a guest waiver.
- Operating hours will vary throughout the year and will be posted accordingly.
- Members must wipe off machines after use with the cleaner and paper towels provided. Broken or damaged equipment must be reported to a staff member.
- Proper attire must be worn at all times. Athletic shoes, proper sweats or shorts, T-shirts or tank-top-style shirts are recommended. No jeans, khaki-style pants, skirts, open-toed shoes, dress shoes, or boots are allowed.
- Collars must be used on all free weights at all times.
- All weights and benches must be kept off the track at all times.
- Do not drop or bang free weights on the floor. Ask for a spotter if necessary.
- All dumbbell and free weights must be properly racked after each exercise.
- All personal belongings must be left in the locker room or in the cubbyholes. No bags are allowed on the floor. It is recommended that members use a lock on all lockers.
- Locks and personal belongings must be removed from all lockers after the workout session. No member may leave belongings in the BFC while not exercising in the BFC.
- he University of Massachusetts Boston and the BFC staff are not responsible for lost or stolen property.
- No food, glass or breakable containers are allowed on the gymnasium floor. Only water or other appropriate sports drinks in spill-proof nonbreakable containers are permitted.
- Please help keep the Beacon Fitness Center clean. Take all personal belongings with you, deposit all trash in trash receptacles, and wipe up messes made (i.e., bathrooms, aerobics studio, lounge, courts, and fitness floor).
- Exercise safely and use proper form. Consult a staff member when unsure of how to properly conduct an exercise.
- Members must sign up for a treadmill in 30-minute increments upon entry into the fitness center. No treadmill reservations may be made over the telephone. Members may only sign up for one 30-minute session in advance. Upon completion of a 30-minute session, the member may sign up for the following 30 minutes if nobody else has reserved that spot. Members may reserve racquetball and squash courts for up to one hour per session in the same manner.

B. Staffing

Any student is eligible for staffing the Beacon Fitness Center. The Health and Fitness Program Manager will be responsible for hiring, training, scheduling and supervising staff. Duties include but are not limited to:
- Monitoring the entrance desk to ensure only members gain access
- Executing membership procedures
- Upholding rules and regulations of the Beacon Fitness Center
- Demonstrating equipment and providing assistance when needed
- Basic cleaning and maintenance of equipment
- Other duties as designated by the Health and Fitness Program Manager
SWIMMING POOL

The UMass Boston Swimming Pool is open to UMass Boston students, BFC members and people who have obtained a community membership to the Clark Athletic Center.

A. Rules and Regulations

- All patrons must present a valid student, BFC faculty, staff, alumni or community membership identification card in order to gain access.
- No patrons under age 16 will be admitted unless accompanied by an adult.
- Showers are required of all persons before entering the pool.
- Swimsuits are mandatory. No cut-offs or shorts are allowed in the pool. T-shirts must receive approval from a Lifeguard.
- All spectators must remain in the balcony.
- No diving in the shallow end.
- Hair that is shoulder length or longer should be pulled up tightly or secured under a bathing cap.
- Lanes 1-5 are lap swim lanes. Lane 6 is a recreational lane for nonlap swimmers and families. If the recreational lane becomes crowded, another lane will be opened to accommodate nonlap swimmers.
- Lap swimmers are to circle swim. Please notify swimmers in the lane that you are about to enter.
- Deep-water test: Anybody wishing to use the deep portion of the pool must notify the Lifeguard before entering. All swimmers must be able to swim nonstop on their stomach two lengths of the shallow end (50 yards). The Lifeguard has the authority to refuse any swimmer access to the deep end.
- Lifeguard decisions are final. The Lifeguards have final say on all policies regarding the pool. Anyone who does not abide by a Lifeguard’s request may risk losing the privilege of using the UMass Boston Swimming Pool.

B. Staffing

Any student is eligible for staffing the swimming pool as a lifeguard provided they have the following certifications:

- Lifeguard
- CPR (American Red Cross or American Heart Association)
- First Aid (American Red Cross or equivalent organization)

The Lifeguards are expected to staff and guard the pool according to the established practices and conduct basic maintenance as assigned by the Lifeguard supervisor, Aquatics Director or the Assistant Athletic Director for Intramural and Recreation Programs.

UMASS BOSTON SAILING PROGRAM

A. Introduction

The Sailing Program is operated under a management agreement between the Marine Operations Department and the Athletics Department whereby the Athletics Department provides the annual funding for the Marine Operations Department to provide its expertise in managing the daily operation of the program.

The Sailing Program offers recreational sailing and instruction free of charge to UMass Boston students and Community Membership Cardholders. The program’s primary focus is to provide safe access to an enjoyable, socially engaging activity to as many participants as possible. In addition to learning the skills and discipline associated with sailing, students are offered a respite from the routine of an urban commuter school.

Trained UMass Boston student employees provide one-on-one, onboard instruction whenever possible. At times of heavy traffic, up to three (3) participants may share a lesson. Lessons generally last one hour but can be tailored to accommodate students’ schedules. There is no limit to the number of lessons provided to an individual participant; however, students are encouraged, after four or five lessons, to try sailing solo in order to gain confidence. Once deemed proficient by the designated Marine Operations staff, participants are allowed and expected to utilize the fleet as solo sailors (with guests if requested) during regular program hours.

B. Facility

The Sailing Program’s fleet is moored mostly to the left (southeast) of the dock. The fleet will generally include: 2 Lasers; 2 Rowing Dories; 8 Cape Cod Mercurys (16’ centerboard sloops – the “classroom” for the majority of lessons); one 23’ Challenger sloop; one 27’ O’Day sloop; various support/safety vessels.

All sailing safety equipment is provided. Participants should come personally prepared: soft-sole shoes; sunblock; layered clothing; sailing gloves for sensitive hands.

Weather permitting, the typical program will open in late April and run through the middle of October. Before Memorial Day and after Labor Day, the hours of operation are 12-5 p.m. Monday-Friday. For June, July and August, hours are 12-7 p.m. Monday through Friday. Saturday hours may be available for general solo sailing for qualified participants.
C. Critical Safety Guidelines

- Participants accept the inherent risks associated with this activity, including but not limited to: adverse weather conditions, tidal extremes, and the activities of other vessels. In addition, sailors agree to operate the program's boats in a safe and prudent manner at all times.
- No participant shall be allowed access to program vessels unless he or she is wearing a personal flotation device (PFD).
- At no time shall the number of persons exceed the number of PFDs in any vessel.
- The Sailing Area is Dorchester Bay, south of a line from the JFK Library Dock to the Thompson Island Dock. The area does not include the Neponset River upstream of the Gas Tank.
- Passage within the Savin Hill Yacht Club Mooring Field is allowed only when necessitated by tidal conditions.
- The Sailing Area may be increased or decreased at the discretion of the Marine Operations staff.
- Any injury or property damage is to be reported immediately upon returning to the dock.
- Reckless behavior or intentional misuse of program equipment will result in the suspension of sailing privileges.
- Sailing shall be canceled any time the Marine Operations staff deems it an appropriate response to prevailing conditions.

D. Qualification of Sailors

Each sailing student will be asked to define the following terms:

Bow, stern, port, starboard, fore, aft, athwart, beam, standing rigging, running rigging, stays, shrouds, mast, boom, tang, chain plate, turnbuckle, gooseneck, centerboard, keel, rudder, tiller, cleat, chock, halyard, sheet, traveler, boom vang, pennant, painter, outhaul, downhaul, block, sheave, shackle, tack, clew, head, luff, foot, leech, tell-tale, windward, leeward, port tack, starboard tack, irons, close hauled, close reach, beam reach, broad reach, run, by the lee, coming about, jibing, weather helm, lee helm, broach, unintentional jibe, head up, fall off, hike out, luffing, backwind, sailing area, and shoals.

Also, the student will be asked to outline the procedures to follow for: man overboard; capsizing; grounding; approaching squall; close quarters with moored boat; right of way; red-right-return.

Each student will be asked to demonstrate the following:

Bowline, cleat, half-hitches, figure eight, boarding, rigging, getting under way, coming about, jibing, getting out of irons, weight placement, approaching dock or mooring, making a landing, derigging, securing boat.
INTRODUCTION

The overall philosophy of marketing the intercollegiate athletics program is to promote a spirit of academic and athletic excellence at the University of Massachusetts Boston. More specifically, the marketing and promotions program places emphasis on communicating the following goals of the Department in maintaining the UMass Boston spirit of excellence:

To encourage student-athletes to achieve their potential physically, mentally and psychologically.

To promote the University of Massachusetts Boston intercollegiate athletics program as a positive environment for the internal and external communities.

To promote the University of Massachusetts Boston as having a quality intercollegiate athletics program, not only in terms of competitiveness on the field and in the classroom, but also in compliance with University, Little East Conference, ECAC and NCAA rules and regulations.

AREAS OF RESPONSIBILITY

The Marketing and Promotions Coordinator oversees the marketing and promotions activities of the Department of Athletics. The Marketing and Promotions Coordinator is responsible for coordinating activities which produce revenue for the Department of Athletics and create a positive public relations image for the University.

An emphasis is placed on the marketing of programs with income-producing or fundraising potential. Some activities and items included in the overall marketing and promotions plan include, but are not limited to:

1. Ticket Sales: Development and implementation of a public relations campaign to maximize all ticket revenues
2. Special Events Marketing: Marketing and promotion of NCAA, ECAC, Little East Conference and other special events
3. Media Promotions: Development and placement of all advertising for all sports
4. Corporate Sponsorship: Solicitation of print and display advertising, and sponsorship of events (e.g., food, awards and donations)
5. Gameday Entertainment: Management of staging of pregame and halftime shows for various sports
6. Hospitality: All aspects of game management which influences the public's perception of the University

MARKETING STRATEGIES

Two primary objectives of the Department’s marketing plan are to:

- increase home attendance and create a positive and fun atmosphere for the student-athletes and fans.
- obtain corporate sponsors to offset the Department of Athletics’ overall expenses. Corporate sponsorship can also be utilized to enhance attendance at athletic events.

Emphasis is placed on increasing attendance at all designated sports events through group sales solicitation and promotional campaigns directed at the University and surrounding community. Promotional activities and “giveaways” are examples of methods that are used for this purpose.

Corporate sponsorship is recognized as an important promotional tool. Obtaining corporate sponsorship is a goal of the Department of Athletics to help increase the visibility of the events and to offset expenses generated by hosting home athletic events. In order to avoid having the same sponsor contacted several times each year with different proposals, solicitation of support on behalf of any intercollegiate sports program must be approved in advance by the Senior Associate Director of Athletics, Internal Operations.
COPYING

The Department of Athletics has two multipurpose photocopier/printer/fax machines. The first is located in the Quinn Administration Athletic Offices and the second in the Athletics Communication Office within the Clark Athletic Center. Both machines are available for use by all Department of Athletics full-time, part-time and seasonal staff members. For large copying jobs, please refer to Quinn Graphics, located on the Lower Level of the Quinn Administration Building. All staff and head coaches are issued a copy code for use of the machines and are encouraged to take the code to the Department of Central Reprographics.

Use of either copy machine or Quinn Graphics by student-athletes is strictly prohibited. Use of copy machines by student employees is permissible only if the copying job is directly work-related.

FAX MACHINE

Use of the fax machine is restricted to Department of Athletics staff members only. Use of the fax machine by student employees, student-athletes and non-university personnel is prohibited.

OFFICE SUPPLIES

Requests for office supplies should be placed in writing and forwarded to the Assistant Athletic Business Manager. Large requests for supplies should have the prior written approval of the staff member’s immediate supervisor.

EXPRESS MAIL

Express Mail envelopes and receipts shall be kept in the Athletic Business Office. To send a package via Express Mail staff, members must complete a tracking form in order to keep a log of any Express Mail costs to the Department of Athletics. The Express Mail system shall only be used for priority athletic business mailings that are time sensitive and/or a matter of urgency. Express Mail is picked up from the University Mailroom Monday thru Friday at 5 p.m.

OUTGOING AND CAMPUS MAIL

All campus mail and outgoing mail may be dropped off in the designated mail pickup area on the second-floor Quinn Administration Athletic Offices and the Clark Athletic Center’s Upper Level Office Suite. Office Mail pickup/drop-off times are Monday through Friday no later than 11:30 a.m. and 2:30 p.m. Mail left after the afternoon pickup/drop will not be picked up until the next business day. All outgoing mail must be complete with proper return address information.

PRINTING

Each printing request should contain exact printing specifics and deadline dates. Any purchase requisition for printing services is subject to the approval of the designated Senior Associate Director.

TELEPHONE INFORMATION

The Department of Athletics uses the University’s Telecommunications Department, which provides telephone service for the campus. The Manager of Information Technology/Athletic Facilities Scheduling is responsible for coordinating all telephone services for the Department of Athletics and for interfacing with the University’s Telecommunications staff.

Telephone services are provided for the purpose of conducting official business. Any personal use should be kept to a minimum. Additionally, the use of departmental telephones by student-athletes and/or non-university personnel is prohibited.

A. Telephone Authorization Codes

Long-distance authorization codes are issued to Department of Athletics full-time staff members and all head coaches. The authorization code allows for calling outside of the 617 area code. The staff member is solely responsible for the proper use of his or her authorization code. The use of authorization codes by student employees and/or student-athletes is prohibited. Monthly telephone bills are monitored by the Athletic Business Office and are noted regarding the use or misuse of the authorization code.

B. Telephone Listings

Each faculty, staff or administrative staff member of the University is assigned a seven (7)-digit office telephone number, which is listed in the University of Massachusetts Boston Telephone Directory. In some cases, centrally answered departmental numbers, rather than direct-dial office numbers, may be listed in order to allow for appropriate screening of incoming calls.

A departmental telephone list is prepared and periodically updated by the Assistant to the Vice Chancellor of Athletics and Recreation. This list is circulated internally.

C. Telephone Service and Repair

Requests for any additions, changes or modifications in service or equipment, as well as the movement of any departmental telephone, should be submitted in writing to the Manager of Information Technology/Athletic Facilities Scheduling with the approval of the designated Senior Associate Director of Athletics. The Department is not responsible for any expenses related to telephone service unless the Manager of Information Technology/Athletic Facilities Scheduling and the designated Senior Associate Director of Athletics approves it in advance.
D. Telephone Charges
Telephone services constitute a major item of expense within the Department of Athletics budget. Therefore, it is mandatory that all employees keep long-distance calls to a minimum and avoid the use of long-distance calls when other means of communication will suffice, such as e-mail. Personal long-distance telephone calls are to be reimbursed to the Athletics Business Office.

In addition, cost-free telephone use by student-athletes is expressly forbidden by NCAA regulations, except in cases of emergency. Such emergency calls are to be both brief and local.

E. Local Call Instructions

- **On-Campus Calls**: To reach another department, or an individual within the Department of Athletics, the user dials 7 + the appropriate four-digit number.
- **Off-Campus Calls**: To place a call to a local, off-campus location, the user dials 9 + the entire seven-digit number.

F. Emergency Calls
To place an emergency call for the police, fire department, or emergency medical assistance, the user dials 911.

G. Long-Distance Call Instructions
Long-distance business calls may be made from departmental telephones by dialing "6", the assigned authorization code, #, 9, and area code and seven-digit number.

H. Stolen Equipment
Missing telephone equipment must be reported to the Manager of Information Technology/Athletic Facilities Scheduling. Requests to replace telephone equipment are submitted in writing to the Manager of Information Technology/Athletic Facilities Scheduling and the designated Senior Associate Director of Athletics, who are responsible for approving replacing of the equipment.

KEY DISTRIBUTION
All staff members of the Department of Athletics may obtain keys to their specific office areas. For security and personal safety reasons, employees are encouraged to lock their offices and exterior building doors upon leaving or when working after regular hours. Certain areas have limited access, and only those staff members with specific responsibilities requiring access to those areas are provided with keys.

A. Key Issuance and Control
The Senior Associate Director of Athletics, Internal Operations/SWA is responsible for the approval and control of departmental keys, to include ordering and inventory of requested keys. Before keys are issued, the staff member must place a request for key(s) with the Athletic Facilities Operation Manager and sign a key issuance card.

Lost or stolen keys are to be reported immediately to the Senior Associate Director of Athletics, Internal Operations/SWA, the Campus Police Department and the Facilities Administration Department. The Department is responsible for the expense of lock changes resulting from key losses and may pass on those costs to the budget account of the individual responsible for the lost or stolen key(s). If the decision is made to change the locks, an IDO must be submitted to the University Key Shop.

Upon transfer from the Department, or termination of employment, staff members must return all keys University Facilities Administration Office.

COMMUNITY MEMBERSHIP PROGRAM AND EQUIPMENT
The Assistant Director of Athletics, Community Affairs/Camps manages the Community Membership Program.

COMPUTERS AND TECHNOLOGY
Any problems with computers, athletic servers, passwords, e-mail etc. should be reported to the Manager of Information Technology/Athletic Facilities Scheduling for the Department of Athletics, who will act as the liaison between the Department and the Information Technology help desk.
INTRODUCTION

This chapter focuses on personnel issues, particularly those associated with the internal management of the intercollegiate athletics program. Each employee of the University of Massachusetts Boston is directed to the employee handbook upon their hiring at the University. The contents of this chapter are in addition to the information contained in the employee handbook; there has been a concerted effort not to be redundant regarding the information contained in the chapter and handbook.

Visit http://www.umb.edu/administration_finance/hr/ for the University's Human Resources Department website regarding collective bargaining agreements, employee handbook, human resource documents, exit policy, etc.

SALARIES AND WAGES

Merit increases for professional unit staff and step increases for classified staff are covered by their respective union contracts. The Associate and Assistant Directors of Athletics make annual salary and wage recommendations within those guidelines and for non-unit employees under their immediate supervision, to the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs for final approval. For budgetary purposes, salaries for all classified, professional, and contract employees are covered in the respective department's budget. All salary and wage recommendations must be in compliance with University guidelines and applicable conference and NCAA rules and regulations.

A. Exempt Employees

As defined under the Fair Labor Standards Act, the exempt staff (i.e., those exempt from this Act) consists of employees whose responsibilities include executive, managerial, and/or administrative duties, or whose positions require an advanced educational degree or specific experience level within the designated area of responsibility and authority. Their duties are exempt from the payment of overtime wages.

1. Professional Staff

University personnel policies and specific job descriptions outline the conditions of employment for Professional staff positions within the Department of Athletics. Most of these noncoaching positions come under the collective bargaining agreement with the Professional Staff Union/MTA/NEA.

In conjunction with performance evaluations, the schedules for salary increases and merit recommendations are determined by the union contract.

2. Coaching Staff

The salary recommendation policy for the coaching staff is consistent with recommendations specified above for professional staff.

B. Classified Employees

University personnel policies and specific job descriptions outline the conditions of employment for classified staff positions within the Department of Athletics. Terms and conditions of employment, including compensation, are determined by collective bargaining agreement with SEIU Local 888.

C. Overtime Compensation

Overtime compensation is provided to full-time, nonexempt employees in compliance with the FLSA, applicable wage and hour laws, and the collective bargaining agreement. Employees are allowed to work overtime only with the approval of their department head. The designated Senior Associate Director of Athletics monitors overtime usage to ensure compliance with University policy and conformance to budget guidelines within the Senior Associate Director of Athletics areas of responsibilities.

DEPARTMENTAL STAFF HIRING

The Department of Athletics employs the most qualified applicants available, consistent with the requirements of the position and the long-range objectives of the Department. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria. Furthermore, every effort is made to place new employees in positions which best utilize their abilities and in which they are able to achieve both personal satisfaction and opportunity.

The Assistant to the Vice Chancellor for Athletics and Recreation coordinates the hiring process and ensures compliance with the University’s policies for recruiting, interviewing and selecting applicants. Although the requesting supervisor is responsible for complying with the established procedures for selecting a candidate, the Vice Chancellor of Athletics and Recreation, Special Projects and Programs must approve the selection of all personnel.

A. Equal Employment Opportunity

The Department of Athletics supports the University’s policy to provide equal employment opportunities to qualified individuals and ensure that there is no discrimination against a prospective employee on the basis of age, color, race, national origin, religion or sex. Additionally, the Department is committed to taking affirmative action to employ qualified veterans, veterans of the Vietnam era and qualified handicapped individuals.

B. Requisitioning Personnel for New or Existing Positions

The requesting supervisor submits a written request to the designated Senior Associate Director of Athletics and the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs identifying the position to be filled and the date that the position comes available. A description of duties and responsibilities for the position, as well as specific qualifications, should be submitted along with the request.

Each request for filling a position, whether it is a new or existing position, is reviewed by the appropriate administrative officials to
determine whether the position is needed. A decision to fill the position is made before recruitment activities commence.

After the determination is made that the position is warranted, the requesting supervisor must specify the scope for accepting applications. University guidelines for advertising various levels of positions must be followed. The options include: promotion from within the Department, recruitment limited to current University staff, or simultaneous recruitment within the current University staff and outside the University, either locally or out-of-state. Additionally, for classified and professional positions, a closing date for the receipt of applications should be established.

Once a determination is made to fill a position, the Assistant to the Vice Chancellor for Athletics and Recreation, with the assistance of the requesting Associate Director of Athletics, completes a Personnel Action Form and a UMass Boston Position Release and Recruitment Form, which must have the approval of the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs. This paperwork is then submitted to the Human Resources Office of the University for approval and processing.

C. Recruitment
In recruiting qualified personnel, appropriate recruitment sources are utilized. National searches are conducted for all open coaching and professional staff positions. Professional and coaching positions are advertised in publications such as The Chronicle of Higher Education and The NCAA News as well as professional organization listservers. Additionally, flyers may be mailed to all area schools and to other selected institutions. Newspaper and periodical advertising must be coordinated with the Human Resources Department.

D. Interviews
Applicants must file applications with the Human Resources Office before interviews may be conducted. All applications are forwarded to the Department within two (2) days after the application period’s closing date. Interviews should not be conducted until the close of the application period, when applicable.

The requesting supervisors and appropriate administrative staff review applications for available positions. The Assistant to the Vice Chancellor for Athletics and Recreation extends invitations for interviews to selected candidates. Interviews must be conducted according to University policy. For professional staff positions, the committee questions need Affirmative Action approval.

E. Selection
The requesting Associate Director of Athletics, in conjunction with a hiring committee, is responsible for selecting the best candidate for the available position. The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs must approve the recommendation. Affirmative Action forms must be completed and filed with the Human Resources Office when appropriate.

Once the hire has been approved by the Affirmative Action Office, the requesting Associate Director of Athletics, with the assistance of the Assistant to the Vice Chancellor for Athletics and Recreation, must complete a Personnel Action Form and a Hiring Process Report, for submission to the Human Resources Department.

F. Provision to Hire Part-Time Assistant Coaches
The head coach of each intercollegiate sport is responsible for compliance with NCAA and University policies and procedures governing the recruitment and administrative control of services provided by a Part-Time Assistant Coach.

The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs must authorize the hiring of a Part-Time Assistant Coach.

When a vacancy for a Part-Time Assistant Coach is announced, the available position may be advertised.

› Compensation
The Senior Associate Director of Athletics, Internal Operations/SWA is responsible for establishing the maximum compensation level for Part-Time Assistant Coaching positions. Compensation or remuneration paid by the Department may not exceed commonly accepted ranges at UMass Boston, with the exception that the Department may pay actual and necessary expenses incurred in the performance of coaching duties, including:

1. Training table meals; and
2. Travel expenses for away games (e.g., round-trip transportation, room and board).

› Other Employment
A Part-Time Assistant Coach may be employed on or off campus in another position, provided:

1. The other position provides compensation at the same rate as other employees performing the same work;
2. The number of hours worked directly relates to the amount of compensation paid.

Although the Department may aid a Part-Time Assistant Coach in obtaining another job, athletic funds may not be used in providing compensation over and above that allowed above.

› Employee Benefits Restrictions
Part-Time Assistant Coaches are not eligible for employee benefits available to all University employees (e.g., life insurance, health insurance, disability insurance, etc.).
DEPARTMENTAL STAFF PERFORMANCE EVALUATIONS

The Department of Athletics requires that performance evaluations be conducted annually for each staff member by his or her immediate supervisor. The annual evaluation is used for merit raise and counseling purposes. Each evaluation should be administered in a fair and equitable manner according to established policies and procedures.

A. Guidelines

The Department of Athletics believes that performance evaluations can be a valuable tool in the assessment of an employee's job-related skills, and encourages each supervisor to conduct the evaluation in a professional and informative manner. The evaluation should accomplish the following:

- Establish goals and objectives for the coming year;
- Clarify the employee's role within the Department;
- Review past job performance;
- Identify areas in which the employee needs improvement;
- Identify areas in which the employee excels;
- Provide an opportunity for the exchange of information between the employee and the supervisor; and
- Provide encouragement to the employee to develop and increase their job skills.

Each supervisor is encouraged to document any significant events related to an employee's performance and progress within his or her area of responsibility. Supervisors should refer to these records when completing the evaluation form to ensure a fair evaluation and provide accurate commentary for each designated rating.

B. Forms

The Department of Athletics utilizes four (4) different forms for performance evaluations of its staff:

- Annual Performance Review Form for Professional Staff
- UMass Boston Athletics Coach Evaluation Form
- UMass Boston Performance Evaluation for Classified Employees
- UMass Boston Student-Athlete Evaluation Form

C. Procedures

The Assistant to the Vice Chancellor of Athletics and Recreation coordinates all performance evaluations, to include monitoring the review process and consulting with the supervisor, as requested. Listed below is the procedure for conducting performance evaluations.

1. The Assistant to the Vice Chancellor of Athletics and Recreation sends evaluation forms to the supervisors for their designated staff.

2. The supervisor completes the appropriate performance evaluation form, to include all ratings and additional comments.

3. The supervisor discusses the assigned ratings with their designated Senior Associate Director of Athletics.

4. The supervisor meets with the employee and fully discusses the ratings given. The employee should be allowed to make additional comments. The employee then signs and dates the form. (The signature of the employee does not indicate concurrence with the rating, but acknowledges that the rating was discussed with the employee and that a copy of the evaluation was received.)

5. The performance evaluation is submitted to the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs for review and submitted to the Human Resources Department for placement in the personnel file, and a copy is given to the employee.
INTRODUCTION

This chapter outlines detailed information on the policies and procedures that pertain to the recruiting process within the Department of Athletics. All information is based upon direction received through the University’s Office of Admissions, the NCAA, as well as our own departmental policies and procedures. It is important that all Department staff, coaches and administrators understand and adhere to the following information to ensure successful recruiting.

DEPARTMENTAL POLICIES AND PROCEDURES

There are several helpful points to review as we begin our recruiting process:

- Prospective student-athlete information
- Compiling and organizing all information collected
- Developing a recruiting schedule
- Evaluating prospects
- Contact lists
- Mailings
- Phone calls
- Campus and home visits
- Application
- Deposit
- Matriculation

ADMISSIONS REQUIREMENTS

It is important that all coaches and specific administrators understand the overall process and role that the Office of Admissions plays in our recruiting process. When recruiting a student-athlete it is vital that all coaches are realistic in their search and stay within the confines of all admissions requirements. The steps to the admissions process include:

Finding and targeting qualified student-athletes
Submit an application
Matriculation

Student-Athlete Selection

It is in the best interest of the coach, program, player and university that the coach obtains any and all academic information from the prospective student-athlete as soon as possible. The following scale is what each coach must follow when beginning the recruitment process.

<table>
<thead>
<tr>
<th>COMBINED SAT-I V AND M</th>
<th>MUST EQUAL OR EXCEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.S. GPA</td>
<td>Fall 2001</td>
</tr>
<tr>
<td>2.51-2.99</td>
<td>950 (20)</td>
</tr>
<tr>
<td>2.50</td>
<td>990</td>
</tr>
<tr>
<td>2.41-2.50</td>
<td>990 (21)</td>
</tr>
<tr>
<td>2.31-2.40</td>
<td>930 (22)</td>
</tr>
<tr>
<td>2.31-2.40</td>
<td>1110 (24)</td>
</tr>
<tr>
<td>2.11-2.20</td>
<td>1110 (24)</td>
</tr>
<tr>
<td>2.00-2.10</td>
<td>1150 (25)</td>
</tr>
</tbody>
</table>

The Senior Associate Director of Athletics, Internal Operations/Senior Woman Administrator and Assistant Director of Athletics, Sports Compliance along with the coach, are permitted to make special cases for incoming student-athletes when the student-athlete meets the 2.0 GPA but falls slightly below in his/her test scores. However, when making a special case for any student-athlete it is important that the coach truly believes that this selection is a good choice for his/her program.

The process for considering a special case is as follows:

- Write why this student should be considered a special admit.
- State how you, as the head coach of this student-athlete, are going to maintain the academic success of the student-athlete.
- Present your case to Director of Admissions or appropriate liaison.

The admissions selection process is very specific when looking at special admits. It is to our benefit to carefully review all special admit cases that we present before the Director of Admissions.

APPLICATION PROCESS

Information packets will be available through the Office of Admissions. Each sport has been assigned a code.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>CMBS</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>CMBK</td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>CWBK</td>
</tr>
<tr>
<td>Men’s Ice Hockey</td>
<td>CMIH</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>CMLA</td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>CMSO</td>
</tr>
<tr>
<td>Softball</td>
<td>CWSS</td>
</tr>
<tr>
<td>Men’s Tennis</td>
<td>CMTN</td>
</tr>
<tr>
<td>Cross Country/ Track and Field</td>
<td>CRCC</td>
</tr>
<tr>
<td>Volleyball</td>
<td>CWVO</td>
</tr>
<tr>
<td>Women’s Ice Hockey</td>
<td>CWHI</td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>CWSO</td>
</tr>
<tr>
<td>Women’s Tennis</td>
<td>CWTN</td>
</tr>
<tr>
<td>Coach recruited student-athlete</td>
<td>CHRC</td>
</tr>
</tbody>
</table>

When distributing applications, each coach is responsible for placing their code on the top right corner of the application to ensure proper recognition of recruited student-athletes. As needed, the coaches will meet with Admissions representatives and receive a report from the Office of Admissions detailing status of all prospective student-athletes who have applied to the University. The following codes will be used to indicate the status of each application:
**FINAL DECISION**

When the student-athlete recruit informs you of his/her decision to attend UMass Boston, please follow up immediately with a handwritten letter reinforcing to him/her that you are looking forward to working with him/her in the program. Do not stop contacting the student-athlete. It is important that you continue to stay in touch with the prospect in order to answer any questions that he/she (and the family) have in terms of enrolling and coming to UMass Boston, especially during the summer months.

If the student-athlete recruit informs you that he/she has committed to another school, handle the situation in a positive, dignified, and cordial manner. Let the prospect know that if his/her situation ever changes in, they can contact you immediately. You want to make sure the student-athlete continues to have positive feelings about UMass Boston, especially considering the number of transfer students that enroll in our institution. You may want to hang on to your “dead” files for a year, as some of your lost recruits may come back to you.

**NCAA REGULATIONS**

All coaches and administrators must adhere to the rules and regulations set forth by the National Collegiate Athletic Association (NCAA). Each year the NCAA distributes a recruiting manual, which all coaches and administrators will receive and must follow. It is not only the responsibility of the head coach to know the information within the manual; it is even more important that they educate their assistant coaching staff on the content within the manual. The content of the manual includes:

- Contacts and Evaluations
- Site Restrictions
- Off-Campus Entertainment and Transportation
- Offers and Inducements
- Recruiting Materials
- Official (Paid) Visit
- Unofficial (Non-Paid) Visit
- Entertainment of Prospects’ Coaches
- Tryouts
- Tryout Exceptions
- Sports Camps and Clinics
- Publicity
- High School All-Star Games
- Use of Recruiting Funds

A critical area at UMass Boston is the transfer student-athlete and the overall process of recruiting a transfer student. When recruiting a transfer student-athlete, it is in our best interest to know and understand the impact of the following:

- Years at previous programs
- The amount of years the student-athlete participated in a varsity sport
- The amount of available eligibility
- GPA at time of recruitment and whether they meet university standards
- Were they eligible to participate at their previous institution at time of transfer
- Must receive a signed release from the recruit’s original institution in order to make contact with a transfer coming from a four year institution or self-release form on NCAA website.

If a student-athlete calls a member of the coaching staff regarding a possible transfer, tell him/her that before discussing our program at all we must first obtain permission to speak to him/her through a release or self-release form. We are not able to discuss any aspects of UMass Boston Athletics or send any information to the student-athlete. Get the name and social security number of the student-athlete, as well as the school the student-athlete is leaving, and give the information to the Assistant Director of Athletics, Sports Compliance. If the student-athlete does not want you to request permission, they can self-release and send the completed form to the coach or Assistant Director (some may not want their current coaches to find out they are looking at possible transfer.) A student who has officially withdrawn from his or her previous university can be contacted.

**POINTS TO REMEMBER**

- Always dress and act in a professional manner when recruiting—attire that includes UMass Boston warm-ups, UMass Boston polo shirt with nice slacks or khakis and/or other attire that does not include tee shirt and/or other casual attire
- Recruit student-athletes with good grades, good character and strong leadership.
- Never speak in a negative manner regarding other institutions.
- Don’t be afraid that you will make too many phone calls; the more contacts and visits, the better.

**RECRUITING BUDGET**

All funds allocated to each sport’s recruiting budget can be used under the umbrella of “recruiting” and within the guidelines of the NCAA rules and regulations, such as those for official visits and meals. For answers to any questions regarding the use of such funds, please see the Senior Associate Director of Athletics, Internal Operations/SWA immediately.

**RDOP**

“Recruit Daily Or Perish.”
INTRODUCTION

The Sports Medicine Office is available to all varsity-level student-athletes. The facility is designed to manage, treat and rehabilitate athletic injuries. The staff consists of two full-time certified athletic trainers who are present at all home contests and may be able to be available at away games.

The staff is responsible for all medical issues as they relate to the student-athlete. Referrals for follow-up care with a team physician will be done through the Sports Medicine Office.

The staff is also responsible for relaying all pertinent information to the individual coaches. Student-athletes are encouraged to use the services of the Sports Medicine Office on a daily basis.

HOURS

Academic Year: The Sports Medicine Office is open Monday through Friday from noon to one half hour after the last practice or competition. On Saturdays, the Sports Medicine Office will open at least one hour before the first practice or competition and close one half hour after. The Sports Medicine Office is closed on Sundays.

Summer Months: The Sports Medicine Office will be available by appointment only.

POLICIES AND PROCEDURES

- Teams traveling without a certified athletic trainer need to pick up a first-aid kit, supplies and any treatment prescriptions from the athletic training staff prior to leaving. The head coach needs to introduce himself/herself to the host athletic trainer and inform him/her that the team is traveling without a certified athletic trainer.
- Horseplay and improper or foul language will not be tolerated.
- Student-athletes must shower prior to post-practice treatments or whirlpools.
- Sports Medicine Office hours change constantly on weekends; therefore, times should be checked each week.
- Student-athletes are not allowed to use the telephone in the Sports Medicine Office without permission of a staff athletic trainer.
- No tobacco products are allowed in any Department of Athletics facility, including the Sports Medicine Office.

EMERGENCIES

1. Emergency procedure at home:
   a. If a life-threatening or emergency situation occurs, please contact Campus Police at 911 or 7-7777. Campus Police will take all pertinent information and activate EMS.
   b. A staff athletic trainer should be contacted as soon as possible and given details of the incident. The athletic trainer will then notify the appropriate personnel.

2. Emergencies away from home:
   a. The 911 emergency number should be called and the student-athlete taken to the nearest hospital.
   b. A staff athletic trainer should be contacted. The athletic trainer will then notify the appropriate personnel.

PHYSICAL EXAMINATIONS

The athletic training staff does not permit participation in any practice or contest of any sport until the student-athlete has had a physical examination by his or her own physician. All student-athletes’ medical history, insurance questionnaire, immunization records and liability waiver forms are kept on file in the Sports Medicine Office. Forms are available from the athletic training staff to all head coaches. Coaches are encouraged to give incoming student-athletes’ sufficient notice of the physical examination requirements prior to the first practice. The University of Massachusetts Boston Health Service conducts physical examinations by appointment only.
RESPONSIBILITIES TO VISITING TEAMS

- If a visiting student-athlete is injured on the University of Massachusetts Boston campus while participating in an intercollegiate sport, this student-athlete will be afforded the same medical care as any University of Massachusetts Boston student-athlete.
- If a visiting team is traveling with either a team physician or an athletic trainer, the visiting team physician/athletic trainer will be allowed to handle the injury of their student-athlete according to their own policies and procedures. The staff and facilities at the University of Massachusetts Boston will be at their disposal.
- If the visiting team is traveling with neither a team physician nor an athletic trainer, the University of Massachusetts Boston athletic training staff will offer their services to the visiting coach. The athletic trainer should talk to the coach before the beginning of the contest and determine his or her wishes if an injury should occur. Regardless of the extent of the coach's medical knowledge, the athletic trainer is responsible for the injured student-athlete. However, if an injury occurs and medical care is rendered, the attending physician assumes the ultimate responsibility for treatment.
- When visiting teams arrive for contests at the University of Massachusetts Boston, the athletic trainer assigned to the event should contact their athletic trainer and/or physician and explain the services available to them while on campus.

MEDICAL CARE OF UNIVERSITY STUDENT-ATHLETES

A. Insurance
All insurance charges billed to a student-athlete must be processed and paid (or denied) by the student’s primary insurance company before the University’s insurance company can act. All student-athletes must have proof of insurance before being allowed to practice or compete at the University of Massachusetts Boston. An insurance questionnaire form must be in the student-athlete’s file in the Sports Medicine Office. The form must be completed to allow the athletic trainer to process any possible future insurance claims. This will also assist the athletic trainer in coordinating medical benefits through local physicians and hospitals regarding injuries that may occur.

B. Summer Care
Student-athletes are covered during the summer semester only for injuries incidental to participation.

C. Post-Eligibility Care
With regard to any injuries received incidental to participation, a student-athlete may request treatment for up to one year from the end of the student-athlete’s final year of eligibility.

MEDICAL PHONE NUMBERS

Life-Threatening Emergencies 911 or 7-7777
Ambulance 911 or 7-7777
Boston Medical Center Emergency Room 617-638-6240
Team Physician (Anthony Schepsis, M.D.) 617-638-8933
Sports Medicine 617-287-7818/19

VARSITY WEIGHT ROOM

A. Introduction
The Department of Athletics’ strength and conditioning program is designed to enhance the physical well-being of its student-athletes through strength training, flexibility, anaerobic conditioning, nutritional consultation, sports-specific physiological analysis and rehabilitation. The Strength and Conditioning Coach manages the operation of the strength and conditioning programs and reports to the Head Athletic Trainer.

All 13 intercollegiate sports teams are provided access to the Varsity Weight Room. Based on physiological evaluations, the Strength and Conditioning Coach works closely with each sport’s head coach to design individual programs for every student-athlete. In general, each student-athlete is encouraged to complete a prescribed number of training programs during each 12-month cycle.

Liability insurance requirements restrict the use of the departmental Varsity Weight Room facility to enrolled student-athletes and approved staff. Specifically, the Varsity Weight Room may not be used by high school students or unapproved guests. The Strength and Conditioning Coach retains the right of approval for all individuals using the Varsity Weight Room. The Beacon Fitness Center is available to all University of Massachusetts Boston students, including student-athletes.

Access to the Varsity Weight Room is restricted to posted operating hours. The Strength and Conditioning Coach retains authority to limit access to the Varsity Weight Room and to change hours of operation as necessary. Head coaches are responsible for scheduling their teams’ workouts with the Strength and Conditioning Coach and for reporting any team schedule changes as they occur. Scheduled team workouts take priority over individual training.

B. Varsity Weight Room Hours
The Varsity Weight Room accommodates the needs of all University of Massachusetts Boston student-athletes. The Varsity Weight Room will be open for use at 12:30 p.m. and will close at 6:00 p.m., Monday through Friday, during the academic year. The open hours will vary, but every attempt will be made to accommodate the student-athlete. For any other use, please make arrangements with the Strength & Conditioning Coach or Head Athletic Trainer.
C. Orientation for Use of Weight Room
At the beginning of the academic year, the Strength and Conditioning Coach will schedule an orientation meeting for all varsity teams with the respective head coach. The orientation is designed to familiarize the coaching staff and the student-athletes with Weight Room policies and procedures. Training schedules are disseminated during the orientation along with all rules and guidelines governing the facility. Student-athlete attendance is mandatory at the orientation session prior to any training.

D. Rules of Conduct and Operation
All student-athletes and staff members who use the Varsity Weight Room are required to comply with the rules of operation regarding conduct and equipment use. Violators of established rules are subject to discipline and possible suspension of Varsity Weight Room privileges. Respective head coaches are notified of all disciplinary actions. The following rules have been established to ensure a safe environment:

- The Varsity Weight Room is locked at all times unless a trained and authorized supervisor is present. Student-athletes are to lift only when their sport is scheduled or during open-lifting periods.
- Anyone choosing to squat outside of the squat rack must have at least two spotters present.
- Each weight shall be returned to the specifically marked place on the rack after use.
- Weights are not to be exchanged from one station to another. There is plenty of weight at each station for each participant’s use.
- The rubber bumper plates are for platform use only.
- Soft drinks and chewing tobacco are not allowed in the Weight Room.
- Every student-athlete must wear a shirt and shoes at all times. No one will be allowed to lift in street clothes. Clothing representing institutions/teams other than UMass Boston will not be permitted in the Varsity Weight Room.
- No equipment is to leave the Varsity Weight Room for any reason unless the Strength and Conditioning Coach has checked it out.
- No spitting on the walls or floor.
- Chalk is to stay in the chalk bowl; hands should be kept over the bowl while chalking up.
- Student-athletes are to be mindful of the purpose of the Varsity Weight Room and give maximum effort during workouts.
- Individuals are expected to be courteous to others and respectful of the facility (e.g., defacing of walls or equipment is prohibited).
- Student-athletes are to consult with the Strength and Conditioning staff whenever they have a training question.
- Student-athletes are to sign in for each training session.

- Attendance reports are available for all coaches on the Athletic Server.
- Each varsity team is required to participate in regularly scheduled testing sessions.
- Qualifying lifts will be displayed on the Beacon Record Board after testing sessions.
- No horseplay of any type will be tolerated.
- Injuries of any type are to be reported immediately to the athletic training staff.
- Department of Athletics personnel, with approval of the Strength and Conditioning Coach, and as designated by the Director, may use the Varsity Weight Room for personal workouts provided they do not interfere with the needs of the student-athletes using the facility.

E. Disciplinary Action
Disciplinary actions are based on the severity of the rules of conduct or operation violation as appropriate. The discipline may include physical workouts or suspension from the facility. The Strength and Conditioning Coach consults with the sport’s head coach when disciplining student-athletes.
INTRODUCTION

This chapter focuses on areas that directly affect our student-athlete population. All administrators, support staff and coaches should be knowledgeable about the following areas included in this chapter: student-athlete code of conduct information; the UMass Boston Support Services for Student-Athletes and Department of Athletics annual awards information.

CODE OF CONDUCT FOR UMASS BOSTON STUDENT-ATHLETES

All administrators, coaches and support staff in the Department of Athletics at the University of Massachusetts Boston should be knowledgeable regarding the Student-Athlete Code of Conduct. Student-athletes are visible representatives of the University and the Department of Athletics. Since their actions and accomplishments may attract a great deal of public and campus attention, all personnel should encourage student-athletes to conduct themselves in an appropriate manner at all times. They should be aware of the image they are projecting and be reminded that people will perceive them and the intercollegiate athletics program they represent as one.

A student enrolled at the University of Massachusetts Boston assumes an obligation to conduct him-/herself in a manner compatible with the University’s function as an educational institution. Misconduct for which students are subject to discipline may fall into categories such as dishonesty, physical abuse of any person, theft of or damage to property, unauthorized entry to facilities, disorderly conduct, etc. Please keep in mind that even in instances in which other people incite trouble, the student-athlete may be accused, associated with or otherwise involved in a problem situation.

Student-athletes at UMass Boston are expected to conform to all federal, state and local laws, as well as University regulations. Student-athletes are not exempt from penalties for violating these laws. In addition, students penalized for violating public laws are not exempt from further disciplinary action by University authorities if their actions also violate University rules.

STUDENT PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

Student-athletes should provide positive role models for aspiring high school athletes, as well as other students, and in all respects strive to reflect favorably on the University. Through the public attention generated by intercollegiate athletics, its participants represent the University. For this reason, the student-athlete should be held to a standard of honorable conduct at all times while a member of any intercollegiate team, in season or out. The Code of Conduct section of the University of Massachusetts Boston Student-Athlete Handbook states as follows:

1. Student-athletes are subject to the rules and regulations specified by each head coach for team membership. It is the policy of the Department of Athletics that any student-athlete charged with a felony crime will be immediately suspended from athletic participation until all charges are resolved and will thereafter be eligible for reinstatement upon subsequent determination by the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs.

2. The head coach, subject to the review and approval of the Senior Associate Director of Athletics, Internal Operations/SWA and or the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs, may bar a student-athlete from participating in team activities for violations of the Code of Conduct. This sanction may be imposed as soon as the head coach notifies the student-athlete of the violation, gives the student-athlete an opportunity to explain what happened and subsequently determines that a sanction is justified.

3. The Senior Associate Director of Athletics, Internal Operations/SWA and or the Vice Chancellor for Athletics and Recreation, Special Programs, and Projects reviews violations resulting in permanent dismissal. At the request of the student-athlete, the Senior Associate Director of Athletics, Internal Operations/SWA and or Vice Chancellor for Athletics and Recreation, Special Programs, and Projects will conduct a hearing to review the nature of the violation and the subsequent dismissal from the team.

GAMBLING AND BRIBERY

Gambling and bribery cases involving college student-athletes are very much in the news of late. This issue is the responsibility of every administrator, coach, and support staff member to educate our student-athletes regarding the illegal nature of this activity.

Student-athletes must be constantly reminded that participation in gambling activities, even in the most minor fashion, may jeopardize their athletic careers. They must be encouraged to be aware that placing bets in any amount with anyone (even if they are fellow students) is strictly prohibited. This means on or off campus. NCAA rules prohibit Department of Athletics staff members and student-athletes from participating in any gambling activities.

STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee (SAAC) is composed of student-athlete representatives from each of UMass Boston’s teams. The purpose of the organization is to promote all UMass Boston sports and provide student-athletes an opportunity to impact those issues that affect their daily lives.

Teams will select an eligible student-athlete to represent their sport on the SAAC. An alternate will also be selected, in the event that the designated representative cannot attend a meeting. It is expected that each team will be represented at every scheduled meeting/event.

Throughout the year, student-athletes are encouraged to communicate ideas and concerns to the respective representative of their sport.
SPORTSMANSHIP

Student-athletes and coaches shall conduct themselves in a manner reflecting positively on the reputation of UMass Boston both on and off the field of play. Behavior at all times must reflect the high standards of honor and dignity that should characterize participation in competitive intercollegiate sports.

The objective of UMass Boston Athletics is for our student-athletes to always maintain an attitude of respect toward our opponents. Student-athletes are expressly prohibited from engaging in the following behaviors:

- Fighting opponents, fans or officials
- Taunting opponents
- Inappropriate celebrations with the intent to embarrass opponents
- Disrespectful attitude toward opponents
- Inciting crowd hostility toward opponents in an unsportsmanlike manner
- Profane and vulgar language

STUDENT-ATHLETE LIFE SKILLS PROGRAM

A. Introduction and Mission

UMass Boston Athletics offers a Life Skills Program during the academic year for all student-athletes. The program’s mission is to educate student-athletes now and beyond their degree. Programming is provided to enhance the overall development of student-athletes as students, citizens and athletes.

The seven components of the Life Skills Program are:

1. Academics
2. Study skills/Time management
3. Substance abuse education
4. Personal development
5. Career services
6. Financial services
7. Community learning

These programs reflect the basic mission of the Student Athlete Life Skills Program.

1. Academic Excellence

The primary goal of the Department of Athletics at the University of Massachusetts Boston is to develop the student-athlete as a total person. This commitment begins by ensuring support for all of our student-athletes in their efforts to obtain meaningful degrees. Academic counseling is available to all student-athletes, as well as referrals for tutoring and other campus-wide services. Study halls are being implemented to ensure that student-athletes have a place to study.

2. Career Development

Student-athletes are directed to the Career Development Office for the opportunity to hone their professional skills in preparation for their careers after sports. The Academic Advisor for Student-Athletes is available to assist in choosing a major and a direction for a career. In addition, he or she can aid in the development of resume writing and cover letters. Other services available through Career Development include:

- Resume writing
- Cover letter writing
- Interviewing skills/mock interviews
- Networking skills
- Job search techniques
- Job track
- Career fairs
- Resume referral program
- On-campus interviews

3. Community Service

Community service offers student-athletes the opportunity to learn more about themselves and others. Student-athletes engage in a variety of community and charitable activities within the city of Boston. Various opportunities are available to teams for student-athletes to have a positive impact on the community. These are to be an enjoyable experience for both the student-athletes and the people served.

4. Personal Development

In an effort to develop the total person, issues relevant to student-athlete health and well-being are addressed. Throughout the course of the academic year, personal development seminars are provided on a variety of topics, including financial awareness, time management, and stress management. A variety of campus events and activities sponsored by various organizations relative to personal development issues are available for all student-athletes. Student-athletes are also encouraged to request any additional programming they deem pertinent as an individual or team. These requests are encouraged via their Student-Athlete Advisory Board Committee (SAAC) representatives.

Collaboratively the coaching staffs, the Academic Advisor, and other Department of Athletics administrators constantly seek to improve the overall student-athlete experience in and out of the sports arena. By adhering to NCAA rules and regulations and achieving compliance with Title IX both by law and by virtue, the University of Massachusetts Boston is committed to excellence and empowers student-athletes to achieve the same.

Student-athletes benefit by enhancing their overall personal development, by extending their career networking and experience, and by having a positive source of information and wisdom to draw upon in their pursuit of excellence in life once the crowd stops cheering.
5. Athletic Excellence  
Collaboratively, the coaching staffs and Academic Advisor constantly seek to improve opportunities for student-athletes to achieve and compete at the highest levels, both in the conference and nationally. Programming challenges student-athletes to pursue greatness in all of their endeavors while maintaining a winning attitude in sport and in life.

B. Policies and Procedures  
The Department of Athletics considers the Life Skills Program to be an integral part of the total student-athlete experience. Therefore, the Department expects the coaching and support staff to become involved in the Life Skills Program. All coaches on staff understand the Department philosophy of strongly encouraging their student-athletes to be involved.

Each varsity team will identify and fully participate in one community outreach project per year. Coaches should work closely with the Assistant Athletic Director for Int Community Relations and Academic Advisor to identify this project.

The Academic Advisor attends the departmental staff meetings and gives information to the coaching and support staff during such meetings.

ACADEMIC ADVISING  
The absolute top priority at the University of Massachusetts Boston is that all student-athletes obtain a well-rounded education and earn a meaningful degree. The Department of Athletics Academic Advisor provides:

- academic counseling
- monitoring of academic progress

Study halls are currently at the discretion and under the supervision of the head coach, and individual tutoring is available through the Academic Advising Center for a variety of courses. Grade checks on all classes for all student-athletes are conducted on those students who are identified by previous performance or concern of coach. Team orientations are conducted regarding the rules and regulations set forth by the NCAA and allows them to register on the first day of the registration period. The Academic Advisor can assist the student athlete in situations where the student-athlete is not meeting the required hours of attendance.

The Department of Athletics assists the student-athlete in increasing his/her academic proficiency, in maximizing personal potential, and in achieving vocational direction with a suitable course of study culminating in a baccalaureate degree.

A. Academic Enrollment  
1. Incoming Students  
   a. Recruitment Advisement - Upon request, the Academic Advisor will assist the coaches in their recruiting efforts by setting up academic appointments on campus for their individual prospects. Coaches should contact the Academic Advisor prior to the visit date to determine availability.
   b. Enrollment - A student-athlete's enrollment cannot be completed until he/she has completed all necessary application forms and his/her fees have been paid.

   c. Orientation - The University of Massachusetts Boston Academic Advising Center sponsors a Summer Orientation on predetermined dates during the months of June, July, and August. Each freshman admitted to the University must attend one of the scheduled sessions to acclimate themselves to the campus and register for the fall semester. The Academic Advisor is involved in the orientation sessions. Coaches are advised to notify the Academic Advisor as to the dates on which specific student-athletes will be attending the sessions. This will increase the opportunity for the Academic Advisor to begin the process of working with the student-athletes.

   d. Registration - There are basically three types of registration: (1) pre-registration during the semester in which the students are enrolled for the following semester, (2) regular registration one to two days into the current semester, and (3) summer orientation and registration. It is required that all student-athletes pre-enroll each semester for the following semester. Due to limited class availability, all returning student-athletes are encouraged to pre-register.

   e. Orientation - The Academic Advisor acts as the academic advisor for all student-athletes. The Academic Advisor can assist the student in registration, dropping and adding of courses, and withdrawal from a course. Student-athletes are given priority registration, which allows them to register on the first day of the registration period. The academic advisor may assist students in the scheduling of courses and with their degree plans to ensure compliance with satisfactory progress rules, as well as advancement toward graduation.

   f. Personal—Referral: The Academic Advisor is available to assist with a student-athlete's non-academic problems. However, a counseling center on campus is available if a student-athlete is experiencing difficulties beyond the expertise of the Department staff and will be referred there or to the appropriate campus or outside resources.

   g. Vocational—Referral: The Career Development Office may assist with degree planning and advisement toward vocational pursuits. The Academic Advisor is also available to assist with career planning and development and will provide referrals as appropriate to the Career Development Office.

C. Academic Assistance  
1. Study Area  
   Study tables are available for student-athletes on the 3rd level of the Clark Athletic Center. The Academic Advisor may mandate structured attendance in the study area for individual student-athletes as deemed necessary. In these cases, all head coaches are expected to fully cooperate with the Academic Advisor in situations where the student-athlete is not meeting the required hours of attendance.

   2. Tutoring  
      a. Student-athletes having difficulty in a course or courses should always attempt to seek help first from the instructor or the professor. Tutoring is offered through the Academic Advising Center to supplement regular class instruction and to enrich the quality of study sessions in an effort to increase comprehension and learning on the part of the student-athlete.
b. Referral Services—Resources: Student-athletes may be informally referred to the Campus Counseling Center, Disability Services, the Writing Center, the Career Center and departmental learning labs around campus.

3. Classes Missed Due to Competition
Excuse forms are issued by the Academic Advisor for classes that are missed due to competition away from campus. Student-athletes are required to complete the form and present it to the appropriate professor prior to the day of competition. In addition, student-athletes are advised to speak with their professors about impending missed classes.

LETTERING AND AWARDS CRITERIA

A. Lettering Criteria
To be eligible for a varsity letter, team members must participate in at least 75 percent of all practices and contests for the season, successfully complete the season, and return all UMass Boston equipment issued to them.

Using the appropriate form(s), the head coach should submit all recommendations for letter awards within the week immediately following the conclusion of the sport season to the Intercollegiate Coordinator. The Intercollegiate Coordinator reviews and submits the form(s) to the Assistant Director of Athletics Sports Compliance for initial approval. The Vice Chancellor for Athletics and Recreation, Special Projects, and Programs has final approval for all letter awards. As there may be the existence of special circumstances (i.e., injuries), the Assistant Director of Athletics Sports Compliance and the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs will review any individual cases as they are reported.

B. Awards
1. Most Valuable Player Award
   The head coach, using any process that he or she chooses, will elect one MVP for the season.

2. Freshman of the Year Award
   This award will be presented to the freshman student-athlete who displays outstanding athletic ability in positively contributing to his or her respective team. In order to be eligible, the student-athlete must be in his or her first year at UMass Boston and have no more than 30 accumulated credits. The Awards Committee will make the selection of the award.

3. Senior Award
   To be eligible for a senior watch award, a team member must be a four-year letter winner in one sport or a three-year letter winner with special consideration (i.e., injury, transfer). He/she must also be a graduating senior as of May of the appropriate academic year or have completed all of his/her athletic eligibility.

4. Academic Team Award
   This award will be presented to the team whose players and coaches have demonstrated excellence toward academic success. The Awards Committee will make the selection for the award.

5. Individual Academic Award
   This award will be presented to the individual student-athlete who has demonstrated excellence toward academic success. The Awards Committee will make the selection for the award.

6. William Puerto Award
   This award will be presented to the student-athlete who displays an exemplary level of sportsmanship, ability and overall contribution to the Department and athletic program at UMass Boston. The winner is a graduating senior or a student who has completed all of his or her eligibility and a three- or four-year participant in varsity intercollegiate athletics.

The Awards Committee accepts open nominations from the head coaches and will make a determination from the nominations received.

C. Awards Committee
The Awards Committee consists of the Assistant Director of Athletics Sports Compliance, Intercollegiate Coordinator, Academic Advisor, one full-time head coach and two student-athlete representatives. The head coach will be appointed by the Assistant Director of Athletics Sports Compliance and the two student-athletes will be designated by the Student-Athlete Advisory Committee. The appointed members of the Awards Committee will serve one-year terms.

D. Awards Banquet
The annual athletic awards banquet will be held in May. The Department of Athletics awards will be presented at this event, as well as any conference, regional or national recognition. All UMass Boston student-athletes will be invited to attend as guests of the Department of Athletics. Friends and family members may attend by purchasing tickets to the event.

STUDENT-ATHLETE DRUG EDUCATION AND DRUG TESTING PROGRAM

The University of Massachusetts Boston Department of Athletics has approved this policy. The Department of Athletics reserves the right to amend this policy from time to time as needed. Furthermore, this policy is not to be construed as a contract between the university and the student-athlete.

The Department of Athletics at the University of Massachusetts Boston is concerned with the health, safety and well-being of the student-athletes who participate in its programs and represent the university in competitive athletics. Substance abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, use of alcohol and inappropriate use of tobacco are inconsistent with the standards expected of student-athletes at University of Massachusetts Boston. Substance use and abuse in sport can pose risks to the student-athlete’s health and negatively affect his or her academic and athletic performance. It also can compromise the integrity of athletic competition and the ideals of the University of Massachusetts Boston.
The Department of Athletics at the University of Massachusetts Boston believes it is our responsibility to do everything possible to protect the health and well-being of our student-athletes. It is our desire, therefore, to educate our athletes about the effects (both long and short term) of drugs and over-the-counter dietary supplements on their performance and, much more important, on their lives. It is our hope that our student-athletes will recognize the dangers of drug use and therefore compete and live free of all dangerous substances.

A. Purposes of the Program
The Department of Athletics believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and well-being of our student-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations on drug and alcohol abuse, to identify student-athletes who are improperly using drugs or alcohol abuse and to assist them before they harm themselves or others. Furthermore, the Department of Athletics recognizes its responsibility to provide educational programming that will support a positive decision-making process:

1. To assure all student-athletes, parents and University officials that the University of Massachusetts Boston Intercollegiate Athletics Department are committed to providing a drug-free environment for the conduct of all athletic programs.
2. To disseminate information and to educate all student-athletes about the risks associated with drug and alcohol use.
3. To deter student-athletes from using drugs and alcohol.
4. To adhere to NCAA and University of Massachusetts Boston Rules and Procedures regarding licit or illicit drug use by student-athletes.
5. To protect the reputation and integrity of the University of Massachusetts Boston Intercollegiate Athletics Program.
6. To identify student-athletes who are using illicit drugs or abusing alcohol or licit drugs and provide avenues for treatment and intervention.

B. Alcohol, Tobacco and Other Drug Education
Student-athletes who are educated about substance use and abuse in sports are more likely to make informed and intelligent decisions about usage. The University of Massachusetts Boston Department of Intercollegiate Athletics will conduct a drug and alcohol education program for student-athletes at least twice a year. These educational programs will be designed to review Department of Athletics, institutional and NCAA policies related to the use of alcohol, tobacco and other drugs. Appropriate educational materials will be made available to participants. Additionally, a resource pool of educational materials will be made available for use by coaches and student-athletes at any time throughout the year. All student-athletes and athletics staff members are required to attend the educational programs. Make-up sessions are available for participants who must miss a scheduled educational session for an approved reason.

In addition to educating student-athletes and athletics staff about the various policies, a review of University of Massachusetts Boston's institutional drug-testing program will be conducted. Dietary supplements and their inherent risks for student-athletes will be discussed. Time will be allowed for questions from participants.

C. Department of Athletics Staff Responsibility
All athletics staff members must be aware of and committed to the drug education and drug-testing program. No athletics staff member shall encourage or advise any student-athlete to take performance-enhancing or prescribed drug(s) used for purposes other than what they are prescribed for, and further, they shall not issue or assist student-athletes in obtaining any performance-enhancing or prescribed drug(s) used for purposes other than what they are prescribed for. Staff members shall advise and educate student-athletes against these types of substances and shall report the use, or suspected use, of performance-enhancing and/or prescribed drug(s) used for purposes other than what they are prescribed for by a student-athlete to the appropriate Department of Athletics administrator. All athletics staff members shall direct student-athletes who desire to use dietary supplements to the Head Athletic Trainer. Any staff member found to be in violation of this policy is subject to dismissal.

D. Consent to Participate
As a condition of participation in intercollegiate athletics at the University of Massachusetts Boston, each student-athlete will be required to sign a University of Massachusetts Boston consent form agreeing to undergo drug and alcohol testing and authorizing release of test results in accordance with this policy. Failure to consent to or to comply with the requirements of this policy may result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at the University of Massachusetts Boston. Additionally, student-athletes will be given an opportunity to ask any questions regarding the information contained in the policy, the testing program, or other related issues prior to signing the University of Massachusetts Boston drug-testing consent form.

All University of Massachusetts Boston student-athletes listed on the institutional squad list and who have signed the institutional consent form shall be subject to drug testing under the terms of this policy. This includes but is not limited to student-athletes who are academically ineligible and student-athletes who are injured. All student-athletes shall be subject to drug testing under the terms of this policy throughout the calendar year, including summer.

E. Use of Dietary Supplements
Many dietary supplements or ergogenic aids contain banned substances. Often the labeling of dietary supplements is not accurate and is misleading. Terms such as “healthy” or “all natural” do not mean dietary supplements are free of banned substance or are safe to take. Using dietary supplements may lead to negative side effects such as dehydration and/or may cause positive drug tests. Student-athletes who are currently taking dietary supplements or intend to take any are required to review the product with the Head Athletic Trainer. Student-athletes are encouraged to contact the National Center for Drug Free Sport at www.drugfreesport.com or the Dietary Supplement Resource Exchange Center (REC) at www.drugfreesport.com/rec for information on dietary supplements and other banned substances.
POLICY AND PROCEDURES CONCERNING ALCOHOL OR DRUG-RELATED INAPPROPRIATE BEHAVIORS

Student-athletes shall abide by all federal, state, local, University, and departmental alcohol policies. Those of legal drinking age are expected to practice responsible behavior. An alcohol violation shall include any violation of federal, state, local, University, or Department alcohol policies, which includes any known and documented incident(s) documented by a Department of Athletics staff member.

Student-athletes shall not attend any UMass Boston Athletics-sponsored meetings, treatments, practices, programs, services, contests, or any UMass Boston sponsored event while under the influence of alcohol. The consumption of alcohol while on University-sponsored travel is strictly prohibited. In addition, the consumption of alcohol by any student-athlete, student-athlete host and/or prospective student-athlete during recruitment visits is strictly prohibited.

It is the responsibility of all student-athletes to know all federal, state, and local laws as well as the university and Department of Athletics policies related to the use of alcohol and drugs. Federal, Massachusetts State and local laws provide many legal sanctions for the unlawful possession or distribution of controlled substances. These sanctions include severe criminal penalties such as fines and/or imprisonment.

If a student-athlete is determined to be involved in an alcohol- or drug-related incident, or if the student-athlete tests positive for drugs or alcohol, the student-athlete may be required to attend up to three counseling sessions for the purposes of evaluation, education, and if necessary, treatment or rehabilitation. If counseling is required, the student-athlete will be required to sign a release of information to allow essential communication between the University Health Services professional staff and the Head Athletic Trainer. Failure to sign such a release will render the student-athlete ineligible for practice and competition.

An alcohol- or drug-related incident shall include but is not limited to the following: underage drinking, minor in possession (MIP), public intoxication, drunk and disorderly conduct, DWI/DUI, assault while under the influence of alcohol or drugs, possession of drugs, and/or any violation of the University of Massachusetts Boston Code of Conduct involving alcohol or drugs.

The Director of Athletics or his or her designee, the Head Athletic Trainer, and the head coach will determine on a case-by-case basis if the circumstances warrant suspension of the student-athlete from practice and/or competition.

A. Sanctions for Alcohol- or Drug-Related Inappropriate Behaviors

The following sanctions shall apply to a student-athlete for alcohol- and drug-related inappropriate behaviors. Alcohol- and drug-related inappropriate behaviors are cumulative for the student-athlete’s athletic career at the University of Massachusetts Boston. Not meeting any or all of the sanction requirements will be considered another violation of this policy and the next subsequent sanction shall apply. Although this policy will impose specific sanctions, nothing in this policy precludes a head coach from enforcing a more restrictive team policy or team rule. For health and safety reasons, the Head Athletic Trainer may withhold a student-athlete from practice and/or competition at any time.

First Alcohol- or Drug-Related Offense

The Head Athletic Trainer shall schedule a confidential meeting with the Director of Athletics or his or her designee, the head coach, and the student-athlete.

The student-athlete shall be referred to University Health Services and be required to attend up to three counseling sessions for the purposes of evaluation, education, and, if necessary, treatment or counseling and/or medical evaluation. The student-athlete will be required to sign a release of information to allow essential communication between the University Health Services professional staff and the Head Athletic Trainer. Failure to sign such a release will render the student-athlete immediately ineligible for practice and competition. Failing to meaningfully participate in the evaluation/counseling process as defined by the counselors will be classified as a third offense.

The student-athlete will be immediately suspended from participation in any intercollegiate competition at the University of Massachusetts Boston. The suspension will be for a period of time equivalent to 10% of his or her regular season of competition. The determination of the 10% always will be rounded up (e.g., if 10% equals 2.3 games, the student-athlete will be suspended for 3 games). The suspension shall be served starting with the next scheduled contest or date of competition and will be in effect for both regular-season and postseason competition (e.g., exhibition contests, scrimmages, and/or nontraditional season contests cannot be used to serve the suspension). The suspension will roll over to the next season of competition if necessary. If the alcohol- or drug-related offense occurs during the off-season, the suspension will be served during the next season of competition. If the alcohol- or drug-related offense occurs at the end of the regular season but prior to postseason competition, it shall be served during the postseason competition. The student-athlete must be medically authorized by the Head Athletic Trainer and the University Health Services prior to resuming any athletic practice or competition.

The student-athlete will be required to work 5 gameday events. Work duties will be assigned by the Athletic Director or his/her designee.

Second Alcohol- or Drug-Related Offense

The Head Athletic Trainer shall schedule a confidential meeting with the Director of Athletics or his or her designee, the head coach, and the student-athlete.
The student-athlete shall be referred to University Health Services and be required to attend up to three counseling sessions for the purposes of evaluation, education, and, if necessary, treatment or counseling and/or medical evaluation. The student-athlete will be required to sign a release of information to allow essential communication between the University Health Services professional staff and the Head Athletic Trainer. Failure to sign such a release will render the student-athlete immediately ineligible for practice and competition. Failing to meaningfully participate in the evaluation/counseling process as defined by the counselors will be classified as a fourth offense.

The student-athlete will be immediately suspended from participation in any intercollegiate competition at the University of Massachusetts Boston. The suspension will be for a period of time equivalent to 50% of his or her regular season of competition. The determination of the 50% always will be rounded up (e.g., if 50% equals 2.3 games, the student-athlete will be suspended for 3 games). The suspension shall be served starting with the next scheduled contest or date of competition and will be in effect for both regular season and postseason competition (e.g., exhibition contests, scrimmages, and/or nontraditional season contests cannot be used to serve the suspension). The suspension will roll over to the next season of competition if necessary. If the alcohol- or drug-related offense occurs during the off-season, the suspension will be served during the next season of competition. If the alcohol- or drug-related offense occurs at the end of the regular season but prior to postseason competition, it shall be served during the postseason competition. The student-athlete must be medically authorized by the Head Athletic Trainer and the University Health Services prior to resuming any athletic practice or competition.

The student-athlete will be required to work 10 gameday events. Work duties will be assigned by the Athletic Director or his/her designee.

Third Alcohol- or Drug-Related Offense
The Head Athletic Trainer shall schedule a confidential meeting with the University of Massachusetts Boston Department of Athletics drug education and drug-testing policy or failure to comply with any treatment program recommendations shall result in permanent suspension from all practice, training and competition.

B. Tobacco Policy
The NCAA and the University of Massachusetts Boston prohibits the use of tobacco products by all game personnel (e.g., coaches, student-athletes, athletic trainers, managers and game officials) in all sports during practice and competition. (See NCAA Bylaws 11.1.5. and 17.1.7.) A student-athlete who violates this tobacco policy shall be disqualified for the remainder of that practice or competition. The Director of Athletics or his/her designee will sanction other game personnel (e.g., head or assistant coach) who violate this tobacco policy on a case-by-case basis. The student-athlete will be required to participate in the “Smoking Cessation Program” through the University Health Services.

C. Prohibited Drugs/Substances
The University of Massachusetts Boston drug-screening process may include analysis of, but is not limited to, the NCAA list of banned-drug classes. The NCAA banned-drug classes are as follows: stimulants, anabolic agents, diuretics, street drugs, peptide hormones and their related compounds. For an ongoing updated listing of the NCAA banned-drug classes, student-athletes are urged to review the NCAA’s web site at www.ncaa.org or contact the Head Athletic Trainer or the sport specific athletic trainer.

Additional substances that the University of Massachusetts Boston may screen for include alcohol, beta-blockers, opiates, MDMA (Ecstasy), amphetamine/methamphetamine, and flunitrazepam (Rohypnol). The University of Massachusetts Boston explicitly reserves the right to test for substances not listed on the NCAA Banned Drug Classes List and to test at detection levels that vary from those of the NCAA. The University of Massachusetts Boston’s Student-Athlete Drug Education and Drug Testing Programs are separate and distinct from the NCAA’s drug-testing programs, including but not limited to banned substances, sanctions imposed and levels of detection.

D. Methods of Selection for Drug Testing
1. Unannounced Random Testing
All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list are subject to unannounced random testing at any time. The Director of Athletics or his/her designee will select an entire team from the list institutional squad lists by using a computerized random number program.

Preseason Screening
All student-athletes are subject to preseason drug testing and may be notified of such by the Director of Athletics or his/her designee at any time prior to their first competition.

2. Team Testing
All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list are subject to unannounced random team testing at any time. The Director of Athletics or his/her designee will select an entire team from the list
of teams sponsored by the institution using a computerized random number program.

3. Reasonable Suspicion Screening
A student-athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the student-athlete may be using a prohibited substance. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or an Associate/Assistant Athletic Director, head coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, Team Physician, or Academic Counselor, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may be found, but not limited to: (1) observed possession or use of substances appearing to be prohibited drugs, (2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, (3) the smell of alcohol on breath, or (4) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances.

Among the indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. If reasonable suspicion is verified, the Director of Athletics or his/her designee will notify the student-athlete and the student-athlete must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis (e.g., using on-site saliva-testing products to determine alcohol consumption). When an individual is found to be in possession and/or using such substances, he/she may be subject to the same procedures that would be followed in the case of a positive urinalysis.

4. Postseason/Championship Screening
Any participant or team likely to advance to postseason championship competition may be subject to additional testing by the University of Massachusetts Boston prior to the postseason championship event. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the postseason competition. If a student-athlete tests positive, he or she will not be allowed to compete at the postseason event unless he or she subsequently tests negative prior to departure for the event and receives permission from the Director of Athletics or his or her designee to compete in the postseason event.

5. Reentry Testing
A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug and/or alcohol violation may be required to undergo reentry into drug and/or alcohol testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for reentry testing after the counselor or specialist involved in the student-athlete's case indicates that reentry into the intercollegiate sports program is appropriate.

6. Follow-up Testing
A student-athlete who has returned to participation in intercollegiate athletics following a positive drug test under this policy may be subject to follow-up testing throughout the remainder of their eligibility. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee.

E. Notification and Reporting for Collections
The student-athlete will be notified of and scheduled for testing by the institution. The Director of Athletics or his/her designee will notify the student-athlete, in person or by direct telephone communication (e.g., no voice mail messages, no e-mails), of the date and time to report to the collection station and will have the student-athlete read and sign the Student-Athlete Notification Form. No specific time period is required for notification of student-athletes prior to the administration of any drug tests. The student-athlete is responsible for providing up-to-date contact information (i.e., phone numbers).

A student-athlete who refuses to provide an adequate urine sample during the testing process, attempts to alter or substitute his or her urine sample, or fails to show up at the designated time, shall be deemed to be in violation of this policy and will be cause for the same action(s) as a positive drug test result.

F. Voluntary Disclosure/Safe Harbor
1. A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the Department of Athletics or University Health Services by voluntarily disclosing his or her use.

2. The student-athlete who seeks assistance prior to receiving a positive drug test result and/or prior to being notified that he or she has been selected for drug testing, the impermissible use will not be deemed a violation of this policy for purposes of determining sanctions; however, for health and safety reasons the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or conference postseason competition.

3. Upon entering the Safe Harbor Program, the student-athlete will be required to undergo an initial drug test as well as up to 3 sessions with the University Health Services. As stated above, if the initial drug test result is positive, the impermissible use will not be deemed a violation of this policy for purposes of determining sanctions. The University Health Services professional staff shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. The counselor will provide a written summary of his or her findings and recommendations to the Head Athletic Trainer.

4. A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time as determined by the treatment plan. However, the student-athlete will not be permitted to return to participation in intercollegiate sports until the Athletic Director or his/her designee and the Head Athletic Trainer in consultation with the University Health Services counselor has interviewed the student-
athlete following the conclusion of the recommended treatment (or stage of treatment, as applicable) and has determined that reentry into intercollegiate sports is appropriate.

5. Failing to complete the treatment recommended by the University Health Services professional staff, having a second positive drug test result for any banned substance after entering the Safe Harbor Program that is determined to be a result of new drug use, or having a positive result on a reentry drug or alcohol test will be deemed a second offense under this policy (e.g., the initial positive drug test result plus the second/new positive drug test result).

6. If the student-athlete regains his or her eligibility to participate in intercollegiate athletics, he or she may be required to undergo unannounced follow-up tests at the discretion of the Athletic Director or his or her designee in consultation with the Head Athletic Trainer.

7. A positive drug test result at any time after satisfactorily completing the Safe Harbor Program will count as the first positive drug test result.

G. Reporting of Results

All student-athlete information and records associated with the University of Massachusetts Boston drug education and drug-testing program will be confidential and results will be released only to those individuals with a legitimate need to know.

Urine samples will be collected and sent to an independent, certified laboratory for analysis. Each sample will be tested to determine if banned drugs or substances are present. Results will be made available to the Head Athletic Trainer. It is the responsibility of the Head Athletic Trainer to see that the following individuals are informed of the positive test result:

- Student-athlete
- Director of Athletics or his/her designee
- UHS Executive Director or his/her designee
- Head coach
- Student-athlete’s parents and/or legal guardian may be contacted

H. Medical Exception Process

The University of Massachusetts Boston recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the Department of Athletics allows exceptions to be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a substance. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta-blockers, diuretics and peptide hormones.

Student-athletes are required to inform the Head Athletic Trainer of all medications (prescribed and over-the-counter) he or she is taking. The University of Massachusetts Boston should maintain in the student-athlete’s medical record a letter from the prescribing healthcare provider that documents the student-athlete’s medical history demonstrating the need for regular use of such a drug. The letter should contain information as to the diagnosis (including appropriate verification), medical history and dosage information.

In the event a student-athlete tests positive, the Head Athletic Trainer in consultation with the Team Physician and University Health Services will review the student-athlete’s medical record to determine whether a medical exception should be granted.

I. Positive Drug Test Sanctions

The following sanctions shall apply to positive drug test results. Positive drug test results are cumulative for the student-athlete’s athletic career at the University of Massachusetts Boston. Not meeting any or all of the sanction requirements will be considered another violation of this policy and the next subsequent sanction shall apply. Although this policy will impose specific sanctions, nothing in this policy precludes a head coach from enforcing a more restrictive team policy or team rule. For health and safety reasons, the Head Athletic Trainer may withhold a student-athlete from practice and/or competition at any time.

Note: A positive drug test result under the NCAA’s drug-testing program will be counted as a positive drug test result under the terms and conditions of the University of Massachusetts Boston Department of Intercollegiate Athletics Drug Education and Drug Testing Program. Furthermore, a student-athlete under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency (WADA) code (e.g., USOC, USADA) shall not participate in NCAA intercollegiate competition for the duration of the suspension. (See NCAA Bylaw 18.4.1.5.3.)
First Positive
The laboratory (or Third Party Administrator) will report the positive drug test finding(s) to the Head Athletic Trainer. It is the responsibility of the Head Athletic Trainer to see that the following individuals are informed of the positive test result:

- Student-athlete
- Director of Athletics or his/her designee
- UHS Executive Director or his/her designee
- Head coach
- Student-athlete’s parents and/or legal guardian may be contacted

The Head Athletic Trainer will schedule a confidential meeting with the student-athlete and the individuals mentioned above to inform them of the finding. The Director of Athletics or his/her designee, the head coach and the student-athlete will notify the student-athlete’s parent(s) or legal guardian(s) by telephone and in writing. The student-athlete must be medically authorized by the University of Massachusetts Boston Head Athletic Trainer and University Health Services professional staff, prior to resuming any athletic practice or competition.

The student-athlete will be immediately suspended from participation in any intercollegiate competition at the University of Massachusetts Boston. The suspension will be for a period of time equivalent to 10% of his or her regular season of competition. The determination of the 10% will always be rounded up (e.g., if 10% equals 2.3 games, the student-athlete will be suspended for 3 games). The suspension shall be served starting with the next scheduled contest or date of competition and will be in effect for both regular-season and postseason competition (e.g., exhibition contests, scrimmages, and/or nontraditional season contests cannot be used to serve the suspension). The suspension will roll over to the next season of competition if necessary. If the positive drug test result occurs during the off-season, the suspension will be served during the next season of competition. If the positive drug test result occurs at the end of the regular season but prior to postseason competition, it shall be served during the postseason competition. The student-athlete must be medically authorized by the Head Athletic Trainer and the University Health Services professional staff prior to resuming any athletic practice or competition.

The student-athlete will be referred to University Health Services and be required to attend up to three counseling sessions for the purposes of evaluation, education, and, if necessary, treatment or counseling. The student-athlete will be required to sign a release of information to allow essential communication between the University Health Services professional staff and the Head Athletic Trainer. Failure to sign such a release will render the student-athlete immediately ineligible for practice and competition.

Failing to meaningfully participate in the evaluation/counseling process as defined by the counselors will be classified as a second offense.

If the counselor believes that additional intervention is necessary either on or off campus, all costs associated with this additional intervention will be the responsibility of the student-athlete. The student-athlete will be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or his/her designee. The student-athlete will be required to work five (5) gameday events. Work duties will be assigned by the Athletic Director or his/her designee.

Second Positive
The laboratory (or Third Party Administrator) will report the positive drug test finding(s) to the Head Athletic Trainer. It is the responsibility of the Head Athletic Trainer to see that the following individuals are informed of the positive test result:

- Student-athlete
- Director of Athletics or his/her designee
- UHS Executive Director or his/her designee
- Head coach
- Student-athlete’s parents and/or legal guardian may be contacted

The Head Athletic Trainer will schedule a confidential meeting with the student-athlete and the individuals mentioned above to inform them of the finding. The Director of Athletics or his/her designee, the head coach and the student-athlete will notify the student-athlete’s parent(s) or legal guardian(s) by telephone and in writing. The student-athlete must be medically authorized by the University of Massachusetts Boston Head Athletic Trainer and University Health Services professional staff, prior to resuming any athletic practice or competition.

The student-athlete will be immediately suspended from participation in any intercollegiate competition at the University of Massachusetts Boston. The suspension will be for a period of time equivalent to 50% of his or her regular season of competition. The determination of the 50% will always be rounded up (e.g., if 50% equals 2.3 games, the student-athlete will be suspended for 3 games). The suspension shall be served starting with the next scheduled contest or date of competition and will be in effect for both regular-season and postseason competition (e.g., exhibition contests, scrimmages, and/or nontraditional season contests cannot be used to serve the suspension). The suspension will roll over to the next season of competition if necessary. If the positive drug test result occurs during the off-season, the suspension will be served during the next season of competition. If the positive drug test result occurs at the end of the regular season but prior to postseason competition, it shall be served during the postseason competition. The student-athlete must be medically authorized by the Head Athletic Trainer and the University Health Services professional staff prior to resuming any athletic practice or competition.

The student-athlete will be referred to University Health Services and be required to attend or continue attending counseling sessions for the purposes of evaluation, education, and, if necessary, treatment or counseling. Again, the student-athlete will be required to sign a release of information to allow essential communication between the University Health Services professional staff and the Head Athletic Trainer. Failure to sign such a release will render the student-athlete ineligible for practice and competition.

Failing to meaningfully participate in the evaluation/counseling process as defined by the University Health Services professional staff will be classified as a third offense.

If the counselor believes that additional intervention is necessary either on or off campus, all costs associated with this additional
intervention will be the responsibility of the student-athlete. The student-athlete will be subject to follow-up testing. Testing will be announced and will be required at a frequency determined by the Director of Athletics or his/her designee. The student-athlete will be required to work 10 gameday events. Work duties will be assigned by the Athletic Director or his/her designee.

Third Positive
The laboratory (or Third Party Administrator) will report the positive drug test finding(s) to the Head Athletic Trainer. It is the responsibility of the Head Athletic Trainer to see that the following individuals are informed of the positive test result:

- Student-athlete
- Director of Athletics or his/her designee
- UHS Executive Director or his/her designee
- Head coach
- Student-athlete's parents and/or legal guardian may be contacted

The Head Athletic Trainer will schedule a confidential meeting with the student-athlete and the individuals mentioned above to inform them of the finding. The Director of Athletics or his/her designee will notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.

The student-athlete will be immediately suspended from participation in any intercollegiate practice, training and competition at the University of Massachusetts Boston for a period of one year.

The student-athlete will be referred to University Health Services and be required to attend or continue attending counseling sessions for the purposes of evaluation, education, and, if necessary, treatment or counseling. Again, the student-athlete will be required to sign a release of information to allow essential communication between the University Health Services professional staff and the Head Athletic Trainer. Failure to sign such a release will render the student-athlete ineligible for practice and competition. Failure to comply with the University of Massachusetts Boston Department of Athletics drug education and drug-testing policy or failure to comply with any treatment program recommendations shall result in permanent suspension from all practice, training and competition.

If the counselor believes that additional intervention is necessary either on or off campus, all costs associated with this additional intervention will be the responsibility of the student-athlete. The student-athlete will be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or his/her designee.

Right to Appeal
Student-athletes who test positive for a banned substance may contest the finding within 48 hours following receipt of notice of the positive finding. Upon the student-athlete's request for confirmation of the positive finding, the Director of Athletics or his/her designee will request the laboratory to perform confirmation testing on the student-athlete's specimen B, if applicable. The student-athlete may choose to be present at the opening of specimen B (obtained through a split sample collection method) at the laboratory. If the student-athlete does not wish to be present at the opening of specimen B but desires to be represented, arrangements can be made for a witness appointed by the student-athlete to attend the opening of specimen B. All costs associated with travel for the student-athlete or witness will be the sole responsibility of the student-athlete. The student-athlete or his/her witness will attest to the sample number and the integrity of the security seal prior to the laboratory opening of specimen B. Specimen B findings will be final. If specimen B results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of the University of Massachusetts Boston Department of Intercollegiate Athletics Student-Athlete Drug Education and Drug Testing Program will be entitled to a hearing. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive B sample test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics or his/her designee. The Director of Athletics or his/her designee will forward the request for a hearing to the Appeals and Reinstatement Committee. The Appeals and Reinstatement Committee is composed of the Director of Athletics or his/her designee, the University Health Services Executive Director or his/her designee and the Head Athletic Trainer.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The hearing should take place no more than 48 hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics or his/her designee, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, to question adverse testimony, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Appeals and Reinstatement Committee regarding the sanction to be imposed shall be final. The Director of Athletics or his/her designee shall inform the student-athlete of the committee's decision in writing. A formal record, a tape recording, or a verbatim transcript of the hearing shall be kept.

Request for Reinstatement
At the end of the one-year period of suspension (after a third positive drug test result or after a fourth alcohol- or drug-related offense) and after satisfactory completion of an appropriate treatment and aftercare program, the student-athlete may apply for reinstatement to the intercollegiate Department of Athletics. Reinstatement shall not be considered automatic and will be addressed on a case-by-case basis.

The request for reinstatement shall be filed with the Director of Athletics or his/her designee. The request shall be made in writing and should state the grounds on which the student-athlete believes he/she should be reinstated. The Director of Athletics or his/her designee will forward the request for reinstatement to the Appeals
and Reinstatement Committee. The Appeals and Reinstatement Committee is composed of the Director of Athletics or his/her designee, the Team Physician, the University Health Services professional staff and the Head Athletic Trainer. The committee shall review the request for reinstatement and make a determination within ten (10) days of receiving the request. The decision of the Appeals and Reinstatement Committee shall be final.