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Section I: Introduction

Preface
This manual shall serve as the primary resource regarding the University of Massachusetts Boston Division of Athletics, Recreation, Special Projects, and Programs policies and procedures. The manual will clarify areas of maximum concern and give everyone a better understanding of the objectives and processes set forth for our 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 divisional policies and procedures.

Scope
This manual has been prepared and published for compliance by all Division of Athletics, Recreation, Special Projects, and Programs personnel. All members of the athletics and recreation 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 and recreation programs the urban representative of the state's collegiate competition and recreational opportunities available for faculty, staff and students. We take very seriously our role in preparing student’s to be productive members of our society. We offer them challenging and competitive opportunities to enjoy and participate in sports.

Mission
The mission of UMass Athletics & Recreation is to encourage all UMass students to discover and nurture the “total person” who enriches the world and brings honor to themselves, their families, and University, now and throughout life. We encourage every student-athlete and member of the recreation community to be a champion in an environment where academic integrity, social responsibility, respect, and competitive excellence are highly valued. Consistent with the mission of the University, the Division of Athletics, Recreation, Special Projects, and Programs is committed to nurturing human potential. The Division is committed to the goals of diversity and fairness in its programs and its dealings with student-athletes and the campus community at-large. Honesty and integrity serve as the foundation for all athletic endeavors.

UMass Athletics & Recreation believes that significant educational value derived from athletics and recreational participation. Benefits such as learning to pursue excellence, the value of teamwork and collaboration, the significance of cross-cultural understanding and acceptance, personal character and leadership development, the importance of exercise and maintaining a healthy lifestyle, and adherence to the highest standards of integrity, ethics, and sportsmanship are all critical educational lessons derived from athletic participation. The intercollegiate athletics and recreation programs are essential elements of the educational and personal
development of both the general student population, as well as the student-athletes.

**UMass Boston Division of Athletics, Recreation, Special Projects, and Programs**

**Organizational Structure**
NCAA Division III Philosophy for Intercollegiate Athletics

UMass Boston supports the philosophy and basic purpose of the National Collegiate Athletic Association (NCAA) which is in part “to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body and, by so doing, retain a clear line of demarcation between intercollegiate athletics and professional sports.” (NCAA Constitution, Article 1.3.1)

Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students’ academic programs. They seek to establish and maintain an environment in which a student-athlete’s athletics activities are conducted as an integral part of the student-athlete’s educational experience, and an environment that values cultural diversity and gender equity among their student-athletes and athletics staff (NCAA Division III Philosophy Statement).

The Division III experience offers participation in a competitive athletic environment that pushes student-athletes to excel on the field and build upon their potential by tackling new challenges across campus. Academics are the primary focus for Division III student-athletes. The division minimizes the conflicts between athletics and academics and helps student-athletes progress toward graduation through shorter practice and playing seasons and regional competition that reduces time away from academic studies. Participants are integrated on campus and treated like all other members of the student body, keeping them focused on being a student first.

The Three D’s of NCAA Division III

Discover - Division III student-athletes are encouraged to pursue their interests and passions beyond the classroom and field of play...to discover themselves.

Develop - Division III institutions provide an environment that encourages student-athletes to develop into well-rounded adults. Small class sizes, the ability to participate in more than one sport, and an emphasis on participating activities outside of the classroom are all hallmarks of the Division III experience.

Dedicate - Division III institutions expect student-athletes to dedicate themselves to achieving their potential. Student-athletes must manage their busy schedules, keep up with class work and face the same challenges as the rest of the student-body.

Philosophy for Recreation and Intramurals

The University of Massachusetts Boston Vice Chancellors from Student Affairs, Human Resources, Athletics & Recreation and the Dean of Nursing formed a Wellness Committee to create a unified message of wellness campus-wide. Wellness, however, is much more than physical health, which makes this a valuable campus partnership. Wellness is the full integration of physical, mental, and spiritual well-being. This integration of wellness has seven dimensions of growth, which includes:

- Physical
- Emotional
- Intellectual
- Social
- Spiritual
- Environmental
- Occupational

For the purposes of this section of the manual, the writer will highlight the physical activities of wellness.
Section II: Student-Athlete Policies & Procedures

General Student Athlete Responsibilities

1. Represent UMass Boston Athletics with exemplary behavior.
2. Maintain eligibility
   a. Academic - with regard to GPA, class load, etc.
   b. Medical - physical form updated yearly and primary health insurance coverage provided through family or an individual policy purchased through UMass Boston.
   c. Report any and all supplement, medicinal, and ergogenic aid use to the Head Athletic Trainer.
3. Maintain communication about and comply with the team, department, and NCAA rules, as well as abide by the University Code of Conduct. In addition:
   a. Attend informational meetings and any eligibility meetings.
   b. Communicate with coach and captains in situations of illness, emergency, or special concerns.

Academic Conflict and Overall Priorities

1. Varsity athletes are expected to attend class when a conflict exists between classes and traditional season practices.
2. Varsity athletes may not miss classes for any athletics-related reason during non-traditional seasons.
3. Varsity athletes are expected to be available for all competitions and work out all conflicts with classes as per the guidelines set forth below.

Academic Responsibilities for Athletes and Coaches

UMass Boston recognizes that a wide range of experiences contribute to the education of a student and encourages students to seek educational and experiential opportunities which are not available in traditional University courses. At the same time, the institution upholds the primacy of the academic program. There is no necessary conflict between these two objectives. In order to accommodate extra-curricular activities, the provost encourages faculty members to avoid single scheduling sections of classes in the 4 to 7 p.m. time period. In addition, faculty should honor the Class Attendance Policy for Excused Absences. Below is the policy.

Excused Absences

The university recognizes that there are legitimate and verifiable circumstances that may occasionally result in a student’s absence from class. It is the student’s responsibility to plan their schedules to minimize these absences. When a student has prior knowledge of an event that will require them to be absent from class, it is the student’s responsibility to inform the faculty member in writing. This notice should be given as soon as possible, preferably at the beginning of the semester. While students will not be penalized for missing class due to an excused absence, they are expected to be responsible for materials discussed in class. Students who have missed in-class work, such as tests, quizzes, or laboratory/studio assignments, are
expected to make themselves available to make up this work. In all cases, students are expected to complete all course work in a timely manner, and instructors are expected to offer reasonable assistance and deadlines for students to make up missed work in a timely manner.

**Excused absences** include:
- Religious observances
- University-sanctioned or approved activities (for example, intercollegiate athletic games or competitions, student government obligations, required class field trips, presenting at conferences, etc.)
- Jury duty, military obligations, or other governmental obligations
- Health procedures
  - Students may be asked to provide appropriate documentation from their health care providers, within the limits of the health care provider’s policy. Note that in accordance with Title IX, absences due to pregnancy or related conditions shall be excused for as long as the student’s doctor deems the absences medically necessary.
- Illness or injury to the student; death, injury, or serious illness of an immediate family member
  - Students may be asked to provide appropriate documentation from their health care providers, within the limits of the health care providers’ policies, or other appropriate offices. Students should notify instructors as soon as possible in the event of this type of absence.
- Other emergency or catastrophic events
  - In the event of an emergency (automobile accident, for example), students may be asked to provide appropriate documentation and should notify instructors as soon as possible. It is expected that these events will be rare.

**Responsibilities of the Coach**

- Provide student athletes with academic and athletic calendar to include practice times, travel times, playoff schedule dates as needed and non-athletic-event related events for the semester/year.
- At the start of each semester/season provide the Assistant Athletic Director of SASS with team’s home and away game dates, location and class dismissal times which will be shared with faculty for missed classed letters.
- At the start of each semester/season provide the Assistant Athletic Director of SASS with team members’ study hall requirements.
- Encourage student athletes to follow up with SASS staff member if student receives negative academic progress report.
- Meet with SASS staff member on monthly basis to review individual case studies for at-risk students.
- Schedule Prospective Student Athlete with SASS visits during non-peak advising times.
  Prior to the meeting provide SASS member with basic background information on prospective students i.e. name, how many family members on visit, academic interests/major, first year or transfer student, any known parental issues or concerns.
- Keep the SASS staff member up to date on all athletic related injuries or surgeries, illness or mental health issues that impact student academic class attendance.

To ensure that student-athletes are provided with the most accurate academic advice, it is imperative that coaches, assistant coaches and team personnel:

- Direct all program planning needs and major exploration to the Assistant Director of Student Athlete Academic Support Services (SASS)
- It is in the best interest of the student-athletes that coaches, staff and team personnel do not provide academic advice nor serve in an academic counselor role given graduation requirements, sequencing of courses, financial aid implications, and course structure and expectations are ever evolving. This includes, but not limited to, referring student-athletes to certain courses, professors and teaching assistants, influencing major and minor selection, preparing program planning reference sheets, and encouraging upperclassmen to serve in a peer academic advising role.
- All academic questions should be directed to the SAAS Counselor.

Student-Athlete Academic Responsibilities:

- Notify each of his or her instructors in writing within the first week of class, or within the first week of the activity, of their involvement in a sport.
- Remind each instructor in person prior to each event that will necessitate a class absence.
- Get to the professor any and all work that is due on that day prior to the class.
- If event conflicts with a class or class activity, make an appointment with the instructor to discuss the possibility of making up the missed class work. While faculty are encouraged to be flexible, the decision on make-up work rests with the instructor.
- Read and adhere to the guidelines in the UMB Student-Athlete Handbook.
- Read all UMB emails from Financial Aid, Bursar, Registrar’s, Undergraduate Studies, Health Services and other departments on campus; meet all imposed deadlines.
- Attend all classes; and meet with SASS if faculty progress report indicates progress is at-risk.
- Choose classes that do not interfere with athletic schedule.
- Attend all of the athletic department first year initiatives or programs i.e. True Beacon Program and events, study hall, compliance meetings, individual student meetings with athletic advisor.
- Respect all rules of decorum in the classroom and study hall area/
- Seek academic assistance, tutoring, study skills management from the SASS program if not meeting academic progress/
- Remove all HOLDS prior to priority enrollment.

Hazing Policy

The UMass Boston Division of Athletics, Recreation, Special Projects, and Programs supports only those activities which constructively enhance the academic, social, spiritual, and athletic
experience of its student-athletes, and which contribute to the personal growth of those
student-athletes. Therefore, the Division of Athletics, Recreation, Special Projects, and
Programs views hazing of any type whether committed or arranged by athletic teams (or
members of an athletic team) as an unacceptable practice at our institution.

The University of Massachusetts Boston is a State Institution of Higher Education devoted to
excellence in teaching, research, and service. A part of that mission is fulfilled by the
university's commitment to the development of students through academic and extracurricular
activities. UMB is committed to promoting a safe and healthy environment for all members of
the community and to preventing hazing before it occurs, and/or providing appropriate
remedial action in instances when hazing occurs. The school’s hazing policy applies to all
members of the University faculty, staff and students. It applies to on- and off-campus
behavior.

**Overnight/Host Responsibilities**

From time to time, a student-athlete may be asked by their coach to serve in the capacity as a host
to a prospective student-athlete during his or her visit to campus. The student-athlete must take
this responsibility seriously and should ask their coach about any concerns he/she may have about
hosting a recruit.

Prospective student-athletes and their hosts are expected to follow all team, Division of Athletics,
Recreation, Special Projects, and Programs, University, and NCAA regulations, as well as comply
with Massachusetts state law. In the event a prospective student-athlete fails to comply with state
law, University, department, or NCAA regulations, the host is expected to notify the coach, the
senior associate athletic director for internal operations, and/or the appropriate authorities
depending on the nature of the violation.

Hosts of prospective student-athletes are not to provide prospective student-athletes with access
to alcohol or drugs and should avoid activities and/or gatherings at which alcohol or drugs are
present. It is the host’s responsibility to make sure the prospective student-athlete is at all times
accompanied by a coach, teammate, or other appropriate University and/or Division of Athletics,
Recreation, Special Projects, and Programs personnel. Hosts have a responsibility to provide
reasonable accommodations for the prospective student-athlete.

**Team Travel Guidelines**

**Overview:** The following instructions cover the process regarding athletic team travel.

**Objective:** Having detailed guidelines for necessary paperwork to be processed when coaches
and teams are in travel status.

**Team Travel Definition:** Athletic Team Travel is defined as all travel (e.g. pre-season, regular
season and post-season) for sponsored teams within the Division of Athletics, Recreation,
Special Projects, and Programs.
Procedure: The primary travel party members are coaches (head and assistant), trainers, and student-athletes. Secondary travel party includes any athletic administrator traveling with the team. Athletic administrators are defined as sports information, compliance, associate/assistant athletic directors, etc. The secondary travel party will make their own travel arrangements, reimbursing expenses upon their return or paying with a university travel card.

Team Overnight: Terra Dotta registration is to be completed online prior to the trip for all overnights taking place outside of Massachusetts. There should be a complete team roster of all student-athletes and associated staff attached to the registration that includes emergency contact information for all students and staff travelling. Upon completion of the trip, expenses are handled via the online expense report submission process (PeopleSoft).

Team Meals: Team Meals are to be paid using meal money checks provided by the Business Manager for Trust accounts.

Trip Expenses: Primary travel party hotel and airfare expenses will be paid by the university via the Business Manager’s travel ProCard or via purchase order. Secondary travel party expenses will be paid via the head coach’s travel card or a personal credit card. Buses will be paid through a purchase order. Rental vehicles and emergency expenses are to be paid by head coach via University travel card or personal credit card to be reimbursed upon return.

**Student-Athlete Responsibilities**

**Medical Care**

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 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 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 three months from the end of the student-athletes final year of eligibility.

**MEDICAL PHONE NUMBERS**

- Life-Threatening Emergencies: 911 or 7-7777
- Ambulance 911 or 7-7777
- Boston Medical Center Emergency Room 617-638-3000
- Team Physician: Robert Nicoletta 617-779-6589
- Sports Medicine: 617-287-7818/19
Team Issued Athletic Gear, Uniforms, and Equipment

1. Athletes are responsible for all items of equipment issued by the equipment manager and/or the coaching staffs of his or her sport. This responsibility extends to items that are lost on trips or while being laundered.

2. Each athlete shall be provided with the appropriate equipment and uniform for the sport in which he/she will be participating. Competition uniforms issued to an athlete are to be worn only while participating in sports events and while traveling to and from sports events.

3. Each athlete shall be responsible for the exact uniform items issued to him/her throughout the season. Normal wear and tear on items are expected. However, the athlete must replace items, which appear to be abnormally abused or lost.

4. An athlete will be billed for articles lost or ruined during the season.

5. Prior to each event or practice, the equipment manager will issue uniforms directly to athletes or through the coaching staff. And following each event or practice each uniform should be immediately turned back into the equipment manager for laundering. Athletes and coaches should not attempt to launder game uniforms unless prior approval is given by the equipment manager.

Cross-Over Athletics/In-season Non-Varsity Athletic Activities

- Unless agreed upon by each involved coach, the VCAR, and the student-athlete, any person competing in two varsity sports that overlap must finish the sport they begin earliest in the academic year before training may begin in a second or third sport. This applies to traditional and non-traditional season activities.

- Each Head Coach should establish team policies that address athletes’ in-season participation in intramurals, club sports, and recreational activities. Abstinence, prudence, and caution are advised with regard to varsity athletes’ in-season involvement in any activities that take valuable study-time and risk unnecessary injury. Every coach and athlete should note that athletic insurance will not cover injuries suffered outside of NCAA traditional or non-traditional season sports activity.

Holiday Breaks

Teams that practice or compete during any University scheduled breaks may be required to comply with temporary food and housing arrangements during those times. Athletes may be asked to help secure their own temporary housing in designated residence halls during those same times. It is the wish of the Athletics Department that athletes in every sport will maintain a spirit of collegiality in helping each other by sharing living spaces in these circumstances. Along with this cooperation, it is expected that all student-athletes will behave appropriately during these times, conduct themselves in a manner that reflects positively on the team as well as the Division of Athletics, Recreation, Special Projects, and Programs, and respect the property of others. Athletes are reminded that the Student Code of Conduct remains in effect during holiday breaks and pre-season practices.
Personal Relationship Policy for Student-Athletes

We trust all members of our teams to be honest, responsible, and mature. We desire what is best for the team as a whole, what is fair and workable for all individuals on the team and is based on broad principles of fairness. These expectations are for all members of our teams who must work together for the good of the team. Student-athletes have responsibilities to the team and a commitment to being a team member who is focused on contributing to achieving team goals. Relationship issues can distract a team from their competitive goals. For this reason, the Division of Athletics, Recreation, Special Projects, and Programs has the following expectations for all team members regardless of the type of relationship.

The following is a list of possible relationships that may be addressed with these expectations (other types of relationships not listed may also apply):

- close friends excluding or ignoring others, or having a falling out;
- two people dating the same person;
- a person dating someone whom another person had a past relationship with;
- dating on the same or different teams (regardless of whether the dating couple is an opposite-sex couple or a same-sex couple);
- conflicts between student-athletes based on race, sexual orientation, sexual identity, personal belief systems or religion.

When with the team, the team comes first. Conduct yourselves as teammates. Being a member of a team requires responsible behavior and professional conduct. This includes at practice, during the competition, on the team bus, in hotel rooms, in the training room, in the weight room, at team meetings, in the locker room and anywhere else when you are on “team time.”

Focus on the team and your role as a team member. You don’t have to hide your relationships, but when on “team time,” the following behaviors are expected:

- Respect team space: Avoid drama on team time. Leave relationship conflict at the locker room door.
- Resolve relationship issues on your own time, not the team’s time.
- No PDA (Public Displays of Affection), this includes hand holding, kissing, hugging, etc.
- Get to know others on your team. Sit with various teammates on the bus, eat with various teammates, share hotel rooms with various teammates, and sit with various teammates in team meetings.
- If you need help resolving relationship issues, please contact the Senior Associate Director of Athletics or the Health and Wellness Center.

End-of-Season Surveys

At the end of each season, each team will complete an end of the season evaluation. This online survey will provide a sense of the student-athlete’s overall experience, quality of coaching received that year, and the overall support the team felt from the University. These evaluations may be used as a part of the head coach and administrative staff’s year-end performance review. The results of these surveys are, unless requested otherwise, made property of the relevant head coach, the Senior Associate Athletic Director, and the Vice
Chancellor of Athletics. All athletes are encouraged to schedule a meeting with the Senior Associate Athletic Director first and then Vice Chancellor regarding any issues at any time.

**Student-Athlete Grievance Policy and Procedure**

The integrity of UMass Boston Athletics depends on the efforts of the administrators, coaches, and staff that must be personally committed to observing both the letter and spirit of the rules. UMB Athletics seeks to ensure success within intercollegiate programs by conscientiously attempting to employ personnel who are qualified, competent, and exhibit professional integrity. The UMass Boston Athletics Administrators are dedicated to ensuring all Division of Athletics, Recreation, Special Projects, and Programs constituents such as coaches, trainers, volunteers, and other staff members, represent UMass Boston by putting the main emphasis on equality and compliance. The Division of Athletics, Recreation, Special Projects, and Programs will operate and grow as an inclusive community that thoroughly values the expression of differences and promotes excellence in instruction, personal development, and institutional success.

The Division of Athletics, Recreation, Special Projects, and Programs and its staff members are highly supportive of UMB’s process for voicing any grievance, both academic and non-academic issues related to UMass Boston’s regulations set forth. In the event of accusations, the Division of Athletics, Recreation, Special Projects, and Programs is fully committed to providing a fair environment. One in which student-athletes are allotted the opportunity to be a part of the enforcement procedures.

If a UMass Boston student-athlete has concerns that a Division of Athletics, Recreation, Special Projects, and Programs constituent is not meeting the criteria offered, or may be violating the policies set forth by UMB, the Division of Athletics, Recreation, Special Projects, and Programs, NCAA & conference rules and regulations, as well as State and Federal Laws, the student-athlete can utilize the information below which pertains to the procedure for filing a grievance.

- **Issues of violence, harassment, or sexual assault,** contact the campus Title IX Coordinator and follow the established University policies and procedures.
  - Coaches and staff of UMB have a state-mandated reporting obligation, and instances of sexual violence communicated to them will be shared with the Title IX coordinator so that follow-up, resources, and support may be offered to the survivor.
- **Team, staff, and/or coach concerns,** contact the appropriate supervisor.
  - For all sports contact the Senior Associate Athletic Director
  - For recreation contact Associate Athletic Director of Recreation
- **Academic issues or concerns,** contact the Faculty Athletic Representative, Laurie Millikin.
- **If the respective administrator cannot mediate a decision** that the student-athlete or recreation-student deems appropriate an appeal may be made in writing to the Vice Chancellor of Athletics, Recreation, Special Projects, and Programs. The Vice Chancellor of Athletics, Recreation, Special Projects, and Programs will then render a final decision.
Sportsmanship

The Little East Conference and New England Hockey Conference Codes of Conduct are considered integral parts of UMB policy for all athletes and coaches.

- Principles of Ethical Conduct: UMass Boston, the NCAA, and our conferences do not condone unsportsmanlike conduct on the part of any student/athlete, coach, administrator, spectators, or any other individual associated with our intercollegiate athletics contests. All such persons will conduct themselves in such a manner to represent the highest level of honor, dignity, and fair play.

- The head coach of each sport is the primary agent for promoting and controlling sportsman-like behavior on the part of his/her own team. The head coach and appropriate administrator are dually responsible for promoting a sportsman-like atmosphere among spectators at the contest site.

- Un-sportsman-like conduct at contests will not be tolerated; violators shall be disciplined by the institution with which they are associated, but may be referred to the appropriate games committee and/or commissioner for action.

- The Little East Conference and the NCAA promote good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial, or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, the consumption or possession of alcoholic beverages at the site of competition is prohibited.

Recruit Visitation Policy

Campus visits are an excellent opportunity for prospective student-athletes (PSA’s) to learn about life at UMass Boston. Below is the process UMass Boston Athletic Department and the NCAA has created to ensure all visits are in compliance with NCAA regulations.

The NCAA defines a recruiting visit in two ways. An Official Visit to a member institution by a PSA is a visit financed in whole or in part by the member institution, or by a representative of the institution's athletic interests. An Unofficial Visit to a member institution by a PSA is a visit made at the PSA’s own expense.

Official Visit. An official visit to a member institution by a prospective student-athlete (PSA) is a visit financed in whole or in part by the member institution (see Bylaw 13.6).

One-Visit Limitation. A member institution may finance only one visit to its campus for a prospective student-athlete.

When Can a Visit Occur:

- A PSA may not be provided an official visit earlier than January 1st of the PSA’s junior year.

- An institution may finance one visit to its campus for a prospective student-athlete before October 15 following completion of high school and one visit beginning October
15 following his or her completion of high school, including a visit related to a possible transfer.

Length of Visit:

- The length of the visit should not exceed 48 hours.
- A PSA may remain in the locale in which the institution is located after the permissible 48-hour period for reasons unrelated to the official visit, provided that at the completion of the 48-hour visit, the individual departs the institution’s campus, and the institution does not pay any expenses thereafter, including the cost of return transportation to the prospective student-athlete’s home.

Internal Procedure for an Official Visit:

- All paperwork must be completed and turned into the compliance office 4 days prior to visit, so that the proper channels can be notified.
  - OFFICIAL VISIT RECORD FORM
  - STUDENT HOST INSTRUCTION SHEET
  - RESIDENT HALL GUEST POLICY
  - STUDENT HOST MONEY REIMBURSEMENT FORM

Accommodations of an Official Visit:

- A PSA official visit meals and lodging should be similar to that of what a regular student athlete would have. i.e. Residence Halls, Peninsula, Harbor Point, Campus Center Café, and Resident Hall Café among other on campus dining facilities.
- PSA are allowed 3 meals per day while on the visit.
- All meals must occur using on campus dining facilities, unless ALL dining options on campus are closed.
- The student host may receive meals while hosting the PSA.
- Parking may be provide for a PSA during an official visit.

Entertainment:

- Student-Athlete hosts are allowed $40 a day for entertainment purposes.
  - Ex. movies, bowling, etc. This money cannot be used to buy alcohol, drugs, or gear from the bookstore.
- It is permissible to provide a PSA and the individuals accompanying the PSA with complimentary admissions to home athletic events as long as they are provide general admission tickets/seating.
- An institution may provide complimentary admissions to a PSA for a postseason conference tournament only if the institution participates in the tournament and it is held on the institution’s campus.

Unofficial Visit. An unofficial visit to a member institution by a PSA is a visit made at the prospective student-athlete’s own expense (see Bylaw 13.7).

General Regulations:

- During an unofficial visit, the institution may not pay any expenses or provide any
entertainment, except complimentary admissions to the PSA and the individuals accompanying the PSA to a home athletics event at any facility in which the institution’s intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the PSA and those persons accompanying the PSA on the visit and must be issued on an individual-game basis. Seating shall be provided in the general seating area of the facility used for conducting the event.

Meals:

- An institution may provide a PSA with a meal in the institution’s on-campus dining facility during an unofficial visit. An institution may provide a meal in an off-campus dining facility when all on-campus dining facilities are closed, provided the institution can certify that it is the institution’s normal policy to provide such a meal under similar circumstances to all prospective students (including nonathletes) visiting the campus.

Entertainment:

- Student-Athlete hosts are allowed $40 a day for entertainment purposes.
  - Ex. movies, bowling, etc. This money cannot be used to buy alcohol, drugs, or gear from the bookstore.
- It is permissible to provide a PSA and the individuals accompanying the PSA with complimentary admissions to home athletic events as long as they are provided general admission tickets/seating.
- An institution may provide complimentary admissions to a PSA for a postseason conference tournament only if the institution participates in the tournament and it is held on the institution’s campus.

Parking:

- Parking passes CANNOT be given to PSA’s on an unofficial visit. If you wish to give a PSA a parking pass it has to be an official visit because it is a paid expense by the department.
  - A PSA may be able to receive a parking pass from admissions if they register with admissions for their visit.

For either type of visit, please adhere to the following guidelines:

- Hosts must be a current eligible student athlete.
- PSA must remain with host at all times (outside of official functions like admissions interviews, classes, etc.).
- PSA must stay in host’s residence overnight. Nowhere else.
- PSA may not consume alcoholic beverages or illegal drugs at any time during the visit.
- UMass Boston, Athletics Department, and (whatever) team policies are applicable to PSA throughout the duration of any official or unofficial visit.
- Student host is responsible for PSA and his/her behavior during the visit. Any violation of athletics policy or the UMB Code of Conduct is a reflection on the student host.
- Failure to follow these guidelines and policies may result in the loss of overnight recruiting visits for that particular sport. PSA’s in violation of University policy or state...
law may be denied admission to the University, lose eligibility at UMass Boston, and receive (along with parents) warnings/sanctions from the Dean of Students’ office.

Gambling and Bookmaking
The NCAA opposes all forms of legal and illegal sports wagering, which has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community (Bylaw 10.3).

Bylaw 10.3 (NCAA DIII Manual)The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:
(a) Staff members of an institution’s athletics department;
(b) Nonathletic department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
(c) Staff members of a conference office; and
(d) Student-athletes.

Fantasy leagues, March Madness® brackets, sports pools, online sports bets and sports parlay cards are all forms of sports wagering.

If you put something at risk, such as an entry fee, for an opportunity to win something in return, you violate the NCAA sports wagering bylaws.

Illegal gambling is also prohibited by the UMass Boston Student Code Conduct. Students and coaches are expected to be familiar with federal and state laws regarding illegal gambling (www.gambling-law-us.com).

Other Resources:
- NCAA Sports Wagering Contact 317-917-6222
- 24-Hour Confidential National Gambling Helpline: Call: 1-800-522-4700; Chat: ncpgambling.org/chat; Text: 1-800-522-4700
- http://www.gamblersanonymous.org/
- http://www.ncpgambling.org/
- http://www.ngrg.org/
- http://www.800gambler.org/
Section III: Personnel Policies & Procedures

Professional Conduct

Coaches and staff within the Division of Athletics, Recreation, Special Projects, and Programs have a clear responsibility for the care of UMass Boston students. Coaches, athletic trainers, academic support and sports information staff are especially directly involved in the mental, physical, emotional, social and spiritual growth of students so they must conduct themselves professionally, with the utmost attention to high moral and ethical standards. Coaches and all athletics staff serve as highly visible role models for the entire UMass Boston community, and it is incumbent upon them to act accordingly.

In light of this responsibility, it is expected that any athletics personnel contact with UMass Boston students or recruits is of a professional, mentoring nature. There is a responsibility in the athletics profession to avoid any circumstance or relationship where the line between appropriate and inappropriate student contact becomes unclear. That clear delineation between athletics personnel and the student must be clear and consistent.

Behavior or action by an athletics coach or staff member that is inappropriate or illegal will be investigated, and if substantiated, can result in immediate dismissal.

The Integrity of Coaches, Administrators and Athletics Staff

The integrity of UMass Boston Division of Athletics, Recreation, Special Projects, and Programs depends on the efforts of the administrators, coaches, and staff that must be personally committed to observing both the letter and spirit of the rules. UMB Athletics and Recreation seek to ensure success within intercollegiate and recreation programs by conscientiously attempting to employ personnel who are qualified, competent, and exhibit professional integrity.

- UMass Boston hiring practices include affirmative action guidelines designed to encourage the employment of women and minorities in all athletics programs.

- The Division of Athletics, Recreation, Special Projects, and Programs has sought to identify and recruit women candidates for administrative and coaching positions.

- The institution provides resources and encouragement to permit athletics personnel to participate in professional development programs.

- Any violation of NCAA rules is prohibited and may result in disciplinary action up to and including termination of employment at UMass Boston.

- In the event of possible or inadvertent NCAA/Little East/New England Hockey Conference rules violations, appropriate institutional administrators are to be approached immediately for purposes of self-reporting.

- All decisions regarding the admission of prospective student-athletes are made by institutional personnel who are not associated with the athletics program.
• All decisions regarding the packaging of financial aid for student-athletes are made by institutional personnel who are not affiliated with the athletics program.

Professional Standards & Expectations

• **Student-Athlete Safety & Experience**—Our priority is always the safety of our student-athletes. Our primary objective is to provide a first class experience for our student-athletes.

• **Professionalism**—Always represent yourself, your colleagues, and the University in a positive manner. Do nothing to embarrass yourself, your colleagues, or the University. We are professionals and should act accordingly with regards to attitude, respect of others, industriousness, dress, timeliness, and behavior.

• **Positive Attitude**—All jobs bring with them their share of challenges; it is up to each one of us to make the most of the hands we are dealt with. See the opportunities and find ways to overcome the challenges—solution oriented.

• **Accountability**—Take responsibility and be accountable for both success and failure. The blame game is not constructive, is generally not a good look, and in the end is counterproductive.

• **Responsiveness**—Meet deadlines, respond to phone calls, e-mails, requests for information, etc., promptly.

• **Confidentiality**—Recognize your obligations to protect student and colleagues information, conversations, etc.

• **Relationships**—It is inappropriate for members of the Division to participate in romantic or sexual relationships with students or others for whom they have coaching, educational, advisory, or supervisory responsibility.

• **Alcohol**—Never provide alcohol to students or consume alcohol with students. Avoid situations off-campus where students and alcohol are mixed.

• **Communication**—Communication is a shared responsibility. If you have questions, feel left in the dark, etc., ask. If there are issues that arise, please do not assume others are aware, take the initiative to begin a dialogue, have conversations, communicate effectively.

• **Roles and Responsibilities**—Our success relies on contributions from everyone in ways and areas outside of their primary focus. All coaches and staff members, regardless of sport, job description, position within the department, will be asked to play their part in allowing all of us to achieve by taking on shared and additional responsibilities. A positive attitude, the ability to be flexible, and the willingness to be a team player are an expectation.

Salaries and Wages

*Professional Staff Union*

*Classified Staff Union*
**Temporary Non-Benefitted**

The following procedure changes are effective immediately:

The **Temporary Non-Benefitted Staff Request and Job Description Form** will be sent directly from the hiring department to HRRecruitment@umb.edu for review.

After review by HR (see additional info below), the request will be sent back to the hiring department with either HR approval or with further questions. HR approval does not constitute grant/budget spending authorization or final approval to hire. The review determines whether the request complies with HR requirements.

After receiving approval from HR, the department should initiate the ePAF and attach the signed and approved request form. The unit finance officer or college assistant dean is responsible for ensuring that either grant funds or sufficient budget authorization is available to support the ePAF action. If there are insufficient funds in the CC subsidiary to support the employment action, the ePAF will be rejected and returned to the hiring department.

Using the parameters below, Human Resources will work with departments to determine whether a position/classification is benefitted or non-benefitted; the university encourages departments to hire a benefitted employee where there is demonstrated, long-term need for staff resources.

In order to hire a temporary non-benefitted employee, the period of employment must be for **less than 12 (twelve) months**[^1], and one or more of the following factors must exist:

1. The employee will temporarily fill an absence when a benefitted employee is on leave based on needs of the department.
2. The employee will temporarily fill a staff position while a search is underway or about to begin.
3. The employee will temporarily assist the department with an emergency situation, the critical or seasonal need of the department.

**Requests for time extensions of temporary non-benefitted jobs are highly discouraged but will be considered.**

**FULL PROCEDURES:**

When hiring/ rehiring a non-benefitted employee and/or making any adjustments to a temporary employee’s record (i.e., hourly rate change, change in working hours), the following steps apply:

[^1]: $1$
The department starts the process by completing the **Temporary Non-Benefitted Staff Request and Job Description Form**.

After the department authorized signatory signs the form, the form should be submitted directly to Human Resources via an email to HRRecruitment@umb.edu.

HR will review the **Temporary Non-Benefitted Staff Request and Job Description Form** to ensure that the purpose is appropriate for a non-benefitted position and that the job duties and the hourly rate are aligned.

Whether approved or denied, HR will return the request form to the hiring department via email within 3-5 business days.

If approved by Human Resources, the department completes an ePAF, attaches the signed and approved **Temporary Non-Benefitted Staff Request and Job Description Form** and forwards it through the ePAF workflow approval process to HR. ePAFs for non-benefitted employees follow the same workflow as benefitted employees.

The Department must ensure the **pre-employment paperwork** is completed and submitted to HR.

- Employee and Department must complete the U.S. Citizenship and Immigration Services (USCIS) Form I-9 within three (3) days of employment.
- Background Check: Criminal and Drivers

- The employee will be terminated after three (3) days if the completed Form I-9 Form has not been submitted to HR.

### Student Employment

1. **Complete a Job Description.** No student employment position can be filled without a job description. All student jobs are now listed on the web and are assigned job numbers. If the job you want to fill has not been assigned a job number yet, call SES at 617-287-6320 or e-mail ses@umb.edu to get the appropriate paperwork to list your position.

2. **Advertise the Position.** Contact SES to have us advertise your job description as “FWS Required,” or “FWS Optional.” Employers solely wishing to utilize the Federal Work-Study (FWS) Program should list their jobs as “FWS Required.” Employers who would be willing to hire students through the Institutional (CC) Student Employment Program can list their opportunities as “FWS Optional” (FWS provides a 75% subsidy from the federal grant.).

3. **Review the Conditions of Employment.** Before interviewing any student, be sure to review the Conditions of Employment in the Student Employee Guidelines. You cannot hire a student through the student employment programs who do not meet the conditions.
4. **Interview and Select a Student Employee.** No common application or interview criteria exist for hiring students beyond the standard university regulations prohibiting discrimination, etc. You should determine the best way to collect the information you need from applicants and how you will select the student you wish to hire.

5. **Refer the Student to SES to complete pre-employment paperwork.** Students who have not previously worked on campus must be sent to SES for paperwork. Students may not work until the I-9, W-4, and PA forms are complete.

6. **Complete the Student Personnel Action (ePAF) Form.** Once employment eligibility has been verified, the student will bring a signed Confirmation Form to you with a date authorized to begin work. Do not send the ePAF until you receive this form from your new hire. Rehires do not need to redo pre-employment paperwork unless otherwise notified. The ePAF must be completed by the employer and submitted to SES. (The ePAF may only be submitted to SES after the student's I-9 and W-4 are on file with the office.) SES will validate the data on the form to be entered by Human Resources. Review the PA for accuracy before submitting it. The most common delays are caused by items that are left blank by employers (e.g., no account number, no pay rate, no job title, no job description was filed, etc.).

7. **Time Sheets.** Departments are required to keep weekly timesheet records. Students are required to indicate the hours worked per week on a time sheet. The hours worked should be checked, and the timesheet approved by the supervisor. The supervisor is responsible for submitting the timesheet to the appropriate person (Payroll Office, the Department's Payroll Coordinator, or SES) to ensure the students hours are entered into the payroll system. The office responsible for entering the hours into the payroll system is also responsible for maintaining copies of the time sheets for (3) three years after the fiscal year closes.

If you or the student have any questions about the hiring process or the status of the student's paperwork, call SES for an update.

**Unions**
The Division of Athletics, Recreation, Special Projects, and Programs currently has two unions represented in this Division. Those unions are Professional Staff Union (PSU) and the Classified Staff Union (CSU). There is also staff that is non-union, which includes all of the coaches, Vice Chancellor, and Special Assistant to the Vice Chancellor. The following positions are **members of PSU:**

- Senior Associate Athletic Director for Internal Operations
- Associate Athletic Director for Facilities
- Associate Athletic Director for Recreation and Intramurals
- Associate Athletic Director for External Relations and Development
- Assistant Athletic Director for Communications and Event Management
- Assistant Athletic Director for Compliance and Student-Athlete Welfare
- Associate Athletic Business Manager
- Associate Athletic Business Manager for Development and IT
- Senior Academic Counselor

**PSU Boston Chapter By-Laws**

**CSU members:**
Administrative Assistant

CSU Contract

Staff Performance Evaluations
Performance evaluations are done annually, and all are due to HR by August 31st. There are separate evaluation forms for each union as well as non-unit employees. Each evaluation form has standards and required protocols that must be followed.

PSU Evaluations
PSU Appraisal Form
Performance Management Planning Worksheet

CSU Evaluations

Non-Unit Evaluations
Non-Unit Appraisal Directions
Non-Unit Appraisal Form

New Staff Procedure:
New Employees: Once the official offer has been extended and accepted, and a start date and salary have been determined, an official offer letter will be sent. The offer letter will inform the employee that there is a variety of paperwork that must be completed prior to the beginning of their employment with the university. The new employee can print the documents from the HR website at http://www.umb.edu/hr/forms_instruction/forms.

A Department that is hiring someone from a non-benefitted position (e.g., student employee, graduate assistant, temporary employee) to a benefitted position must inform such person of the need to complete the pre-employment paperwork to activate benefits. Such a person should also sign up to attend the New Employee Benefits Orientation.

The Department Head/Supervisor will send the pre-employment paperwork, the Offer/Acceptance letter, and the completed and authorized PA to HR for processing. The Department Head/Supervisor will also complete the Employee Entrance Form and submit forms electronically to appropriate departments two weeks prior to the first day of employment for the new employee.

Internal Transfers: The Department Head receiving the new employee will send the PA to the appropriate V.C./Provost, who will forward to HR for processing. The employee will maintain his/her current Employee ID. The Department Head/Supervisor will also complete the Employee Entrance Form and submit forms electronically to appropriate departments two weeks prior to the first day of employment for the new employee.

The Employee Entrance Form is available on the HR and A&F websites under the category of Forms at http://site.www.umb.edu/eetf/login.php.

The electronic Employee Entrance Form was developed to provide Department Heads with necessary documents and information to facilitate employment readiness, such as to request
forms for services and equipment, access to systems, email and
Financial/HR/Grants/Administrative Management training. Most forms are available
immediately as part of the Employee entrance Form or will be sent within 2 days from the
appropriate department. Submit forms as soon as possible to ensure that the employee is
ready to start work on the first day.

Related Documents:

Employee Entrance Form
Pre-Employment Paperwork
Employee Request for Accommodations

Exiting Staff Surveys

Procedures:

UMass Boston uses an electronic Employee Exit & Transfer Form to facilitate notification to key
offices that an employee will terminate from UMass Boston or transfer to another UMass
Boston department. This electronic form is available on the HR and Administration & Finance
(A&F) websites.

The exit form is issued to key UMB offices which include: Office of Budget and Financial
Planning, Bursar's Office, Campus Center Operations, Access Control, CAPS, CNHS, Controller's
for Community Inclusion, IT Application Services, IT Communication & Infrastructure, MGS-
Deans Office, Office of Research and Sponsored Programs, Parking, Procurement, Property,
Office of the Provost, Publications, Receiving, Registrar's Office, Space & Planning, Office of
VCAF and IT Service Desk.

The Department head or employee’s supervisor completes the form and issues the form
electronically at least two (2) weeks prior to the employee’s Last Working Date or as soon as
reasonably possible.

Using their internal business process, the key offices respond to the department head or
supervisor by email within 2 (two) business days with a copy to the employee identifying the
property, keys, system access, financial obligations, etc. of the employee.

The department head or supervisor collects all property and informs the employee that system
access will be removed on the Last Working Date and requests receipts for any outstanding
financial obligations, if applicable.

Once the Employee Exit & Transfer Form is submitted, the Employee Exit Survey is emailed to
the employee, and the employee is encouraged to complete it. The employee may sign the
survey or remain anonymous. The employee may also request an exit interview with a member
The HR staff as part of the survey. The completed survey will update other employee survey results in HR.

The Department Head or supervisor must confirm the employee has the following items and collect before the Last Working Date:
- Office/Department keys
- Mobile device,
- Computer and/or laptop,
- University Procard,
- University ID,
- Uniforms (if applicable),
- Key Access card,
- UMass Boston Business Cards

Deactivation of university security access to systems including but not limited to:
- PeopleSoft, Financial Systems, WISER,
- Shared groups and/or personal drives,
- WebCT Access,
- Records Retention Custodian Role,
- ServiceNow

Email Accounts will be deactivated when the employee terminates. There is a 30 day disabled period where the “Out of Office” notification works. Please ensure there is a message informing the sender that the employee no longer works at UMass Boston and include the name of the person they can follow up with, as appropriate.
- Excluding transfers within UMass Boston and
- UMass Boston retirees

Plan for knowledge, skills and documentation transfer:
- Remove/cancel access to department database(s),
- Hand-off documentation & on-going projects,
- Secure confidential materials,
- Change voicemail and email message.

The Department head or supervisor must inform the employee to contact following prior to the employee’s Last Working Date:
- Controller’s Office to clear any outstanding travel issues and other outstanding bills,
- Parking & Transportation regarding Parking Pass,
- Return all library books and materials to the Library,
- Human Resources to:
  - Update and/or leave contact information,
  - Update insurance conversion and/or benefits continuation,
  - Cancel or update Direct Deposit.

For purposes of continuity, if the departing employee is a supervisor, the department head or supervisor should provide the name, email and telephone number of the individual who will
assume responsibility of the previous incumbent direct reports time and attendance approval.

**NOTE:** When transferring to another department within UMass Boston, the new department head or supervisor must initiate an ePAF and all requests for new equipment, keys, and security access.

There are two bi-weekly confirmation reports issued to key offices by Human Resources after the electronic Personnel Action Form (ePAF) has been executed and processed:

- Employee Termination Report,
- Employee Transfer Report.

The purpose of these reports is a confirmation to key offices on the campus that an employee either terminated employment or transferred to a different department/job on campus. Key offices should confirm that all equipment, keys, system access and financial obligations have been satisfied.

Employees will be paid all salary earned through the last date on payroll, including any accrued vacation hours as provided by union contract, personnel policies or non-unit personnel policies.

**Oversight Department:** Human Resources

**Responsible Party within Department:** Assistant Vice Chancellor for Human Resources

**Monitoring:**

Human Resources compares the Employee Termination and Transfer Reports with the Employee Exit & Transfer Forms and follows up on any missing documents.

Human Resources prepares a quarterly report summarizing exiting employee comments from the survey and issues to the Vice Chancellor of Administration and Finance.

**Authority:**

[University of Massachusetts Boston Internal Control Plan 2015]

**Related Documents:**

- Employee Exit & Transfer Form and Instructions
- Employee Exit Survey
Section IV: Financial Operations

Travel Registry (Terra Dotta)

The university has transitioned to an online travel registration system for all university travel (Faculty and Staff). The travel registry, commonly referred to as the Terra Dotta Travel Registry, is required for all overnight out-of-state domestic, and international university/business travel. Registration is simple and takes only a few minutes to complete.

**STUDENT GROUP ROSTER:** Required for Domestic Group Travel. This form is to be filled out by the faculty or staff member that is registering overnight domestic travel in Terra Dotta and has students accompanying them for University business. (Ex. Student-Athletes traveling overnight for a game with a coach, or students traveling with a faculty member to an event). NOTE: This is for students that do not have a UMass employee ID. Students with a UMass Boston employee ID that are traveling on University business would register their own travel in Terra Dotta.

**CONDITIONS OF AGREEMENT:** Required for International Group Travel. This international travel liability release form must be filled out, and signed, by any UMass Boston Students, including minors, traveling as part of a group internationally.

Insurance Coverage

The secondary sports accident policy will cover play and practice anywhere the team travels.

Travel Card

The UMass Corporate Travel Card provides many important features to employees who travel on business for UMass. It facilitates payment of travel expenses and provides essential data to the university. In addition, it provides car rental insurance at no cost and is the method to obtain cash for out-of-pocket expenses that cannot be made on the UMass Corporate Travel Card. Important information about your UMass Corporate Travel Card can be found in the Agreement between Corporate Cardholder and U.S. Bank, which was included with your UMass Corporate Travel Card.

II. Charging Travel

The UMass Corporate Travel Card may only be used for university travel and approved business expenses. Personal charges may not be made on the card. Shortly after the 21st of each month, a billing statement will be mailed to your campus address. Accounts are payable in full each month. Because the UMass Corporate Travel Card is an individual liability card, university cardholders are responsible for the charges made to the card and for maintaining their accounts in good standing. The university receives information on spending information details and delinquent accounts.

**ALLOWABLE travel and business expenses:**
- airfares
- Amtrak fares
- airport parking
- car rentals
- conference registration fees
- travel agency transaction fees
- fuel for vehicles
- ground transportation
- hotels/lodging
- restaurants (including recruitment meals)
- professional memberships

**PROHIBITED charges include:**
- catalog orders
- equipment
- memberships
- personal expenses
- subscriptions
- supplies & commodities
- alcohol (refer to the Travel Policy and Procedures Manual)
- entertainment (varies by department)

Additional information can be found at this link including applying for the Travel Card: [https://www.umb.edu/controller/reimbursements/corporate_card](https://www.umb.edu/controller/reimbursements/corporate_card)

**Pro Card**
Business managers have pro cards to accommodate special purchases. A list of allowable and restricted commodities can be found [here](#).

Exceptions to the current pro card policy regarding employee travel include Head Coaches, Interim Head Coaches, Assistant Coaches and Athletic Trainers. All other athletic staff must purchase their travel via a travel card, out of pocket or purchase order.

**Transportation Policy**

UMass Boston athletic teams typically travel to and from intercollegiate contests by charter buses, mini-buses or vans. The distance of travel, size of travel party, and financial circumstances will determine the mode of transportation to be used for each contest. Student-athletes are required to travel with the team, using University transport to and from all sport-related activities. Permission may be granted to allow a student to travel back to campus or to a student’s home with a family member only after the proper waiver has been granted by the coach, parents, and Senior Associate Athletic Director. And also, as stated below, the Division of Athletics, Recreation, Special Projects, and Programs requires that all athletics-related driving be done by coaches or approved UMass Boston personnel.

All vans are insure by the State of Massachusetts. This coverage only allows for in-state driving privileges. All out of state travel a charter bus is required. When departing from or returning to campus in a University van or mini-bus from an event, it is the coaches’ responsibility to record the beginning and ending mileages (University fleet vehicles only). Upon return to campus, the head coach or designee is responsible for assuring that all vehicles are clean of debris and personal belongings. Boxes of garbage should be taken to the dumpster. When returning
University fleet vehicles to the proper parking lot the coach has a responsibility to fill gas tanks in preparation for the vehicle's next excursion, record ending mileage, and deposit mileage form, and keys to the designated slot located in the Clark Lower Level office suite. Any damage to the van must be reported immediately and an incident report filed with Associate Athletic Director of Facilities.

**Travel Conduct and Rules**

1. Prior to departing for any trip, it is the responsibility of the head coach to complete a travel manifest which includes a list of all passengers, departure and return times, and pertinent contact information. Travel manifests are to be sent to the Office of Public Safety, the Senior Associate Athletic Director, and the Athletic Business Manager.

2. Dress for travel on a UMB athletic trip should be appropriate as directed by the coach. When attending meetings and coaches' functions as a representative of UMass Boston athletics, athletes and coaches should dress in a professional manner so that a positive image is projected. Whenever possible, wear UMB clothes and especially refrain from promoting other Universities.

3. Tobacco - No use of tobacco is permitted while on any part of a University-sponsored trip.

4. Alcohol - Athletes are not to consume alcoholic beverages while traveling and representing the University. Student-athletes of legal drinking age are included in this rule. Although coaches are not restricted from alcohol consumption, the department requires responsible, legal, and minimal usage if any (and never in the presence of athletes).

5. Drugs - No controlled substances other than for medical purposes shall be taken at any time while on a UMB athletics sponsored the trip.

6. Safety
   
   a. The Head Coach is responsible for the traveling party and has an awesome responsibility in caring for the lives of other peoples’ children.
   
   b. Coaches must follow safe driving practices at all times while transporting athletes.
   
   c. Coaches should obtain directions and a reasonable estimate of driving time before departing.
   
   d. Speed limits must be strictly observed. Any speeding or parking tickets are the responsibility of the driver, not the University. There are no exceptions to this policy, regardless of circumstances. Repeated violation of his rule should result in suspended use of athletic vans.
   
   e. As stated above, the Division of Athletics, Recreation, Special Projects, and Programs requires that coaches or other UMass Boston personnel are the only drivers during University-sponsored trips. In the event that an absolute emergency arises during a trip and a student must fulfill this responsibility, the student driver must, if at all possible, have previously passed the in the Clark Lower Level office suite, be at least 21 years of age and possess a current, valid driver's license.
   
   f. While traveling on University-sponsored trips, all athletes and coaches are
required to use safety belts in vehicles in which they are available.

g. When drivers are tired or when encountering potentially dangerous road conditions, coaches should exercise extreme caution and good judgment in terminating a trip and finding lodging in route. Budgetary, time, or academic concerns should not be factored into these decisions.

7. Leaving the group

a. In order for a student to have permission to travel from an event by means other than school-provided transportation, the following must occur:
   1. The student must have a legitimate, necessary need for alternate travel.
   2. The student must request permission from the head coach a minimum of 24 hours in advance.
   3. The student must provide written consent from a parent or guardian.
   4. The student travels only with their parent(s) or guardian(s).

b. All other exceptions regarding travel to or from an event require approval from the Senior Associate Athletic Director or his/her designate.

c. Permission to go out after arriving at a given destination may be granted by the coach. The coach should be informed at all times with respect to where each student can be reached. The coach is legally responsible for everyone on the trip.

1. Travel Party- Apart from rostered and NCAA registered Student-Athletes, only working Athletics Department and UMass Boston Personnel are generally permitted to travel in University-owned vehicles, leased buses, or any UMB subsidized transportation during trips to and from competitions sites. Working personnel could include trainers, sports information personnel, equipment managers, coaches, or administrators. Any individual (including family members) not meeting the above criteria must have approval from the Senior Associate Athletic Director prior to joining a travel party.

2. When planning international trips, prior approval for the trip and (highly recommended) tour operator must be approved by the Vice Chancellor of Athletics.

3. Trainers must accompany all international or extended break trips unless prior approval is given by UMB’s Head Trainer.

4. Proper (quality and number) chaperones must be arranged for international trips as to allow the Head Coach enough assistance to ensure the safety of team members and trip participants. Any expenses for the said chaperone(s) are the responsibility of the Head Coach and/or trip organizer.

5. Purchasing alcohol, illegal drugs, or other contraband while on a UMass Boston Athletics trip is not permitted.

6. Conduct deemed unbecoming a UMass Boston Student Athlete while on a UMB Athletics trip can be punished by loss of student-athlete eligibility by Athletics Administration.
7. No visitors are permitted in UMass Boston student-athlete, assistant coach or manager guestrooms unless those guests are prior-approved by the head coach.

Expense Reports
Expense reports must be submitted online in a timely manner after returning from any University-related travel. Timely manner is defined as before the next credit card statement or no more than 45 days after returning from a trip. Training on submissions is available through the Controller’s office. [https://www.umb.edu/controller/forms](https://www.umb.edu/controller/forms)

Travel Reimbursements — Travelers are responsible for prompt submission of travel expenses. Employee travel reimbursements not submitted within 120 days of the completion of the travel will be considered taxable income.

- **Travel Registry Requirement  ***NEW!* ***— Included as part of your travel receipts/supporting documentation, the Travel Registration (Terra Dotta) ID, and a screen capture from the travel registration home page must be submitted for all overnight out-of-state domestic, and international university travel—see [New Process for Travel Requirement](https://www.umb.edu/controller/forms)
- The traveler should provide all itemized original receipts for travel-related expenses exceeding $25.
- Travel Reimbursement reports require original signatures for the Traveler, Supervisor, Account Signatory, and/or Principal Investigator (PI) if applicable. (These signatures may be scans, they do not have to be wet signatures.)

Purchase Orders
The following procedure must be followed:
- Discuss potential purchase with immediate Supervisor, if approved;
- Secure three (3) quotes for purchases;
- Have Supervisor sign off on selected vendor;
- Provide all quotes to Associate Business Manager with selected quote noted.

Purchase orders must be placed by the Associate Business Managers in accordance with UMass Boston’s [purchasing policy](https://www.umb.edu/controller/forms).

For purchases over $5,000 in Athletic/Recreation Equipment and $10,000 in other categories, three (3) quotes must be obtained appropriately and as far in advance of intended purchase as possible, at least one quote must be from a state contract vendor. In the event that one of the state vendors does not provide an item or service, all three (3) quotes can be obtained from outside vendors.

Anything over $50,000 must be purchased in a sealed bid through the Procurement Office.

Capital Project Guidelines
The value for capitalization of plant and related assets is shown in each section below. A campus must include all assets at or above the capitalization level. Only those assets that meet the capitalization criteria will be included in the University’s financial statements. The
University does not capitalize works of art or historical treasures. Donated assets will be brought on at fair value and depreciated over what is determined to be their remaining useful life.

- **Land Capitalization:** All costs related to acquisition. Land includes the amount paid for the land itself and all related acquisition costs.

- **Buildings Capitalization:** All costs related to acquisition. Buildings include all permanent structures and all fixtures, machinery, and other appurtenances that cannot be readily moved without disrupting the basic building structure or services to the buildings. This would include costs to ready the site for construction.

- **Building Improvements Capitalization:** $25,000 non-medical, $15,000 medical. Building improvements or betterments are significant alterations or structural changes to plant assets, which increase the usefulness, enhance the efficiency, or prolong the life of the property. For projects requiring pollution remediation, the remediation costs should be expensed if they total $1.0 million or more.

- **Land Improvements Capitalization:** $25,000 non-medical, $15,000 medical. Land improvements include streets, pavements, landscaping, utility distribution systems, and parking lots. For projects requiring pollution remediation, the remediation costs should be expensed if they total $1.0 million or more.

- **Construction in Progress Capitalization:** $25,000 non-medical, $15,000 medical. Construction in progress includes all projects for buildings or land improvement construction that are not complete by the end of the fiscal year. For projects requiring pollution remediation, the remediation costs should be expensed if they total $1.0 million or more.

- **Leased Equipment Capitalization:** $50,000. Leased equipment includes all equipment that is not permanently affixed to buildings, has a useful life greater than two years, and has a unit cost of $50,000 or more and is acquired through a leasing arrangement. Leased equipment that is predominantly composed of glass, rubber, cloth, and equipment held for resale is excluded.

- **Capital Equipment Capitalization:** $5,000. Capital equipment includes all equipment that is not permanently affixed to buildings, has a useful life greater than two years and has a unit cost of $5,000 or more except for items predominantly composed of glass, rubber, cloth, and equipment held for resale.

- **Non-Capital Equipment Capitalization:** None. Non-capital equipment includes equipment that does not meet capital equipment specifications because it’s unit cost is less than $5,000 or because it is predominantly glass, rubber, or cloth is not reported for financial reporting purposes.

- **Library Books Capitalization:** None effective 2012 (prior years will be written off over 15 years of costs). Library books include monographs, bound periodicals, microfilm, microfiche, or other library items that are part of a formal cataloged library (excludes electronic subscriptions).

- **Software Capitalization:** $100,000. Software includes large administrative systems. This also includes significant upgrades of existing software.

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**Fundraising and Development Accounts**
Introduction
The University of Massachusetts Boston Department of Athletics, Recreation, Special Programs and Projects is responsible for raising funds to support a wide range of intercollegiate and University-based programs and projects. These include capital improvement projects and various sport-specific funds not fully supported by state funds. This chapter provides a basic description of these programs and the policies and procedures governing 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 or compromise institutional control of funds, use the following guidelines:

- The Senior Associate Director of Athletics for Internal Operations/Senior Woman Administrator, Associate Director of Athletics for External Business Development & Marketing and the Associate Business Manager for Development will oversee all fundraising.
- All fundraising activity requests shall be made through and approved by the Senior Associate Director of Athletics for Internal Operations/Senior Woman Administrator and the Associate Director of Athletics for External Business Development & Marketing.
- All funds generated by individuals, teams and/or organizations shall be deposited in the appropriate University of Massachusetts Boston Department of Athletics development account by the Associate Business Manager for Development. All deposits must be accompanied by the charitable Excel spreadsheet identifying each donor and their relationship with the University.
- Once funds have been deposited into a University of Massachusetts Boston Department of Athletics development account, the use of these funds should be as directed by the Vice Chancellor, the Senior Associate Director of Athletics for Internal Operations/Senior Woman Administrator, or the Associate Director of Athletics for Business Development and Marketing.
- Funds deposited into a University of Massachusetts Boston Department of Athletics development account shall be accounted for by general University accounting and audit standards.

INTERCOLLEGIATE VARSITY TEAM TRIPS/ DEVELOPMENT EFFORTS
Development efforts for a future intercollegiate varsity team trip may begin once the necessary proposed fundraising activities and the 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 for Internal Operations/Senior Woman Administrator prior to the following respective dates:
<table>
<thead>
<tr>
<th>Fall sports</th>
<th>December 1 of the academic year prior to the proposed trip’s travel dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter sports</td>
<td>February 1 of the academic year prior to the proposed trip’s travel dates</td>
</tr>
<tr>
<td>Spring sports</td>
<td>September 1 of the same academic year of the proposed trip’s travel dates</td>
</tr>
</tbody>
</table>

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 per diem for the official travel party for dates of competition. The Senior Associate Director of Athletics for Internal Operations/Senior Woman’s Administrator will review any additional per diem requests. The team’s coaches and student-athletes are responsible for providing in full all of the necessary funds for payment of each 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 or sports information staff travel with the team will be the responsibility of the team.

The Senior Associate Director of Athletics for Internal Operations/Senior Woman’s Administrator 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 account 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 for Internal Operations/Senior Woman’s Administrator and others have been obtained.

DEVELOPMENT PROJECTS/PROGRAMS

Professional Development Opportunity and Enhancement Fund

As part of the continuing effort to support and strengthen the work of all departmental staff, an Opportunity and Enhancement Fund has been established by the Vice Chancellor. The purpose of the Fund is to provide full or partial financial assistance for full-time staff to pursue professional development opportunities and creative team-building efforts.

Examples of supported activities:

- Attendance at professional organization conferences & meetings
- Guest speaker for staff gatherings
- Attendance at events that clearly enhance professional development

Athletic staff members may apply individually or as a group by submitting a short detailed request to the Vice Chancellor’s Professional Development Opportunity and Enhancement Fund C/O Associate Director of Athletics for External Business Development and Marketing.

Golf Classic

The Golf Classic is sponsored by the Department of Athletics and is a major source of fundraising. The Golf Classic is held during the month of June. The Associate Director of Athletics for External Business Development & Marketing and the Associate Business Manager for Development coordinate the Golf Classic. Any questions pertaining to anything associated with the Golf Classic should be directed to either of the above individuals.

Funds raised at the Golf Classic are to be deposited into the golf tournament development account. Funds will be used as directed by the Vice Chancellor, the Senior Associate Director of Athletics for Internal Operations/Senior Woman Administrator, or the Associate Director of Athletics for Business Development and Marketing.

Sport Development Accounts

Each sport will be provided with a designated development account. 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 University Advancement office. Coaches will be provided with a monthly update of their development account as needed.

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.
**Hall of Fame Induction Event**

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 service to the Department of Athletics. The biennial fall event will be coordinated by the Associate Director of Athletics for External Business Development & Marketing, the Associate Business Manager for Development, and the Assistant Director of Athletics for Sports Communication & Events Management.

All funds raised by the event go into the Hall of Fame development account. 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 Associate Business Manager for Development.

**Equipment Inventory**

Each department within this Division will be asked to review the inventory spreadsheet annually.

In preparation for budget hearing each year the above areas will need to confirm per the equipment replacement plan if those items need to be replaced. These request will happen every January unless otherwise directed.

**Contracts**

The Office of Budget and Finance oversees the Contract and Compliance Office, where all contracts must be signed prior to the start of service. The Contracts and Compliance Office is committed to providing the campus community with information, and assistance that will enable the most cost-effective and appropriate acquisition of goods and services in accordance with all applicable laws, regulations, and policies.

There are two methods available to your department finance administrative staff person for the purchase of goods and services.

1. The UMass BuyWays procurement system is a one-stop shopping center. This product provides an intuitive user-friendly tool for purchasing the goods and services necessary to conduct the day to day business of the University. BuyWays Showcase Vendors have contracts awarded through a competitive procurement public bid process and are established as University contracts available to all six UMass Campuses.

   The purchase of goods or services is initiated in the department with BuyWays requisitions and is electronically forwarded through workflow to the appropriate approvers. There are several levels of approval, depending on the type of expenditures, source of funds, and dollar amount. Once all approvals are complete, the requisition is sourced to a purchase order and electronically distributed to the vendor by fax or email.

2. The ProCard is recommended for efficiency and convenience in purchasing small dollar amount commodities in accordance with the ProCard User Guide. The ProCard is to be used only for purchases related to University business. See Allowable/Restricted list on the ProCard section of the Contract & Compliance website.
Departments must purchase goods from BuyWays Showcased Punch-out Catalogs 100% of the time. The ProCard may not be used to purchase commodities that are available or if similar items are available from BuyWays Showcased Punch-out Catalogs.

If an extraordinary circumstance arises while a faculty or staff member is traveling on official University business and the staff/faculty must pay for needed items out-of-pocket, the Department Head/Chair’s approval to make the purchase should be included on the CON-02 Travel Expense Report (refer to FY09-CON-002-01 Employee Travel Policy & Procedure).

Concessions
The Beaconville Concession stand is a fundraising opportunity for intercollegiate teams to work events to raise funds for their respective program. Providing guests with a pleasant experience will increase repeat business and generate more money for each program. It is important that all of the guidelines in the handbook be adhered to.

Concession Stand Handbook
Concessions Handbook will be emailed to each coach along with example sheets of how to properly fill out each sheet of paperwork. All paperwork will be submitted via email at the beginning and at the end of event.

The handbook will also highlight scheduling, money procedures, student worker expectations, as well as all day to day protocol.

Any questions or concerns please contact Natalia Ardagna via email or Natalia.ardagna@umb.edu or phone 617-287-7260.
Section V: Title IX, Equity, Opportunity

Title IX - Athletics

UMass Boston is committed to a policy of equal opportunity for all persons, without regard to race, sex, age, religion, national or ethnic origin, color, disability, veteran status or family status.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Schools receiving Federal financial assistance must designate at least one professional employee as the Title IX Coordinator to oversee compliance efforts and investigate any complaint of sex discrimination. The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX policies for the University and coordinating compliance with Title IX regulations. Administering procedures to provide prompt and equitable resolution of complaints is a critical function of the Title IX Coordinator. The Coordinator can assist those alleging sexual harassment or discrimination in filing grievance(s) and/or the systematic procedure to ensure appropriate time frames are met. The Interim Title IX Coordinator at UMB is Marie Bowen.

Students may also work directly with Shawn J. DeVeau, Deputy Title IX Coordinator Shawn.DeVeau@umb.edu who directly handled sexual harassment and discrimination cases.

Intercollegiate Athletics

Title IX governs the overall equity of treatment and opportunity in high education while giving schools the flexibility to choose sports based on student body interest, geographic influence, budget restraints, and gender ratio. [In other words, it is not a matter of women being able to participate in football or that exactly the same amount of money is spent per women's and men's basketball player. Instead, the focus is on the necessity for women to have equal opportunities as men on a whole, not on an individual basis.]

In regard to intercollegiate athletics, there are three primary areas that determine if an institution is in compliance:

- **Substantial Proportionality**– satisfied when participation opportunities for men and women are “substantially proportionate” to the institution’s undergraduate enrollment.

- **History and Continuing Practice**– satisfied when an institution has a history and continuing practice of program expansion that is responsive to the developing
interests and abilities of the underrepresented sex.

- **Effectively Accommodating Interests and Abilities**– satisfied when an institution is meeting the interest and abilities of its underrepresented sex.

Appraisal of compliance is on a program-wide basis, not on a sport-by-sport basis.

**Report A Concern or File A Complaint with the Office of Civil Rights and Title IX**

Any student-athlete who believes he or she has been the victim of alleged discrimination, harassment, sexual or gender-harassment, sexual assault, or other sexual violence, stalking or retaliation pursuant to the Discrimination and Harassment Policy and/or the Student Code of Conduct should use the following form to report the information necessary to initiate an investigation.


Services for Faculty and Staff see the link below.

https://www.umb.edu/life_on_campus/dean_of_students/facultystaff

**Transgender Inclusion Policy & Procedure**

UMass Boston prohibits discrimination on the basis of gender identity and gender expression. In order to comport with this policy and to uphold the principles of equity and inclusion, UMass Boston Athletics follows the guidelines and best practices of the NCAA and the Little East Conference.

[**NCAA Inclusion of Transgender Student-Athletes**](#)

[**Little East Conference Diversity & Inclusion Policies**](#)

**Recreation and Intramurals Intramural Transgender Policy**

All eligible Intramural Sports participants can participate in any gender-specific leagues consistent with the participant's gender identity or expression. The participant’s gender identity and expression will also be applied when there are gender specific rules or player ratio requirements in our Co-Rec Leagues.
SECTION VI: SPORTS MEDICINE

Introduction
The 3 athletic trainers who comprise the UMB Sports Medicine Team provide care for approximately 300 student-athletes in the Sports Medicine Clinic. The athletic training room features treatment stations, hot and cold whirlpools and rehabilitation devices that all aid in providing the highest level of care for UMB student-athletes.

The Assistant Director of Athletics for Sports Performance and Operations, Ed Perkins, oversees a Sports Medicine program that offers UMB student-athletes comprehensive care encompassing prevention, evaluation, rehabilitation and management of athletic injuries. In addition, much time is dedicated to the education and counseling of student-athletes in issues related to health and wellness.

SPORTS MEDICINE & SPORTS PERFORMANCE STAFF

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Athletic Director</td>
<td>Ed Perkins</td>
<td>617-287-7818</td>
<td><a href="mailto:Ed.Perkins@umb.edu">Ed.Perkins@umb.edu</a></td>
</tr>
<tr>
<td>For Sports Performance &amp; Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>Alexa Cappione</td>
<td>617-287-5563</td>
<td><a href="mailto:Alexa.Cappione@umb.edu">Alexa.Cappione@umb.edu</a></td>
</tr>
<tr>
<td>Interim Athletic Trainer</td>
<td>Maya Scott</td>
<td>617-287-7819</td>
<td><a href="mailto:Maya.Scott@umb.edu">Maya.Scott@umb.edu</a></td>
</tr>
<tr>
<td>Strength &amp; Conditioning</td>
<td>Geoff Ebbs</td>
<td>617-287-6971</td>
<td><a href="mailto:Geoffrey.Ebbs@umb.edu">Geoffrey.Ebbs@umb.edu</a></td>
</tr>
<tr>
<td>Team Physician</td>
<td>Dr. Michael Beasley</td>
<td>617-355-3501</td>
<td></td>
</tr>
<tr>
<td>Team Physician</td>
<td>Dr. Dennis Kramer</td>
<td>617-355-3501</td>
<td></td>
</tr>
<tr>
<td>Sports Medicine Fax</td>
<td></td>
<td>617-287-6276</td>
<td></td>
</tr>
</tbody>
</table>

SPORTS MEDICINE COVERAGE
- Sports medicine coverage is based on daily practice and game schedules.
- An athletic trainer will be present for all practices held on campus, Mondays through Saturdays.
- Practice coverage begins 1 hour prior to the start of practice and 30 minutes after the end of the scheduled practice time.
- An athletic trainer will be present at all HOME competitions and events.
• Competition coverage begins 2 hours prior to the start of competition and 30 minutes after the competition ends.
• Coverage priority is as follows:
  1. All home competitions
  2. Men’s ice hockey, women’s ice hockey, men’s lacrosse
  3. Men’s and women’s basketball (conference matches only)
  4. Post-season and extended trips
• The head coach of the home team is required to have a portable AED at all practices and home competitions not staffed by an athletic trainer
• Game/Practice Schedules: Please inform the Athletic Training Room of any adjustments made to your schedule. A minimum of 48 hours is needed to allow for adjustment of our schedule for proper coverage.

In case of emergency outside of posted hours, go to the nearest Emergency Room or call 911. If on campus, contact UMB Public Safety Emergency number 617-287-7777. Notify the Athletic Trainer ASAP after the incident.

ATHLETIC TRAINING ROOM RULES
• The Athletic Training Room will open one hour before practice or two hours before game and will close approximately thirty minutes after the completion of all events.
• Treatments are first come first serve. In-season athletes will have priority. Any new injuries should be seen a minimum of 2 hours before practice or will be required to make an appointment.
• No food or drink allowed in the Athletic Training Room.
• There is no equipment or bags allowed in the Athletic Training Room.
• There is no profanity allowed in the Athletic Training Room.
• Shoes or cleats are not allowed on any of the tables.

Full-time coaches who are employees of the University must have current CPR & First Aid certification. Part-time coaches are encouraged to be CPR trained and certified. The coaching staff acts as adjuncts to the training room staff in case of an emergency. CPR & First Aid certification for coaches provides the ability to allow coaches to run some kinds of low-risk practices without certified trainer being on-site or within four minutes of the practice site. This certification also adds an element of increased safety for team travel.

Sports Medicine Medical Clearance
Student-athletes must complete all medical paperwork and be medically cleared by a Certified Athletic Trainer prior to participating in any UMass Boston Athletic activity. NO ATHLETE CAN PARTICIPATE IN AN ORGANIZED PRACTICE, GAME OR STRENGTH AND CONDITIONING SESSION UNTIL THEY HAVE BEEN OFFICIALLY CLEARED. The medical paperwork is to be completed electronically via PRIVIT. This includes a medical history, insurance verification, a physician signed sports physical and immunizations, and an ImPACT Baseline test.
The UMB Sports Medicine staff and Team Physician have the final medical clearance of all student-athletes, and have the right to refuse participation if deemed in the best interest of the student-athlete.

INJURY/ILLNESS POLICY
Student-athletes are required to report all injuries to the sports medicine staff as soon as possible. This is important so that we may provide care and relay your status to your coaches & athletic performance staff and initiate referral to our physicians if necessary.

Once a student-athlete has seen an UMB athletic trainer for an injury or illness they must be cleared before returning to participation.

Rehabilitation for injuries will be conducted based on the judgement of the UMB Sports Medicine Staff and will be performed by appointment only.

MANDATORY HEALTH INSURANCE
Health insurance is mandatory for all UMB students. Students may use their own personal insurance or use the Student Health Insurance Plan offered by UMB. A fee for the SHIP will be assessed each academic term as part of registration fees. Students may waive out of SHIP by providing proof of adequate insurance that meets the University’s minimum requirements. SHIP must be waived online by the fee payment deadline for each term. No late waivers are accepted.

Please note that submitting your health insurance information to the UMB Athletic Department DOES NOT waive student-athletes out of SHIP. Students are solely responsible for waiving out of SHIP (the Athletic Department cannot do it for them).

Costs incurred from athletic related injuries that occur as result of participation in UMB sponsored/approved events will be paid for by your personal insurance first. Any residual expenses or non-covered items will activate the use of the UMB Secondary Health Insurance Policy.

Non-approved costs incurred by you inside or outside our system will become your responsibility. UMB does not provide coverage for injuries determined to be pre-existing to participation at UMB. Second opinions must be submitted to and approved by the Assistant Director of Sports Performance and Operations. All services must be approved by the Assistant Director of Sports Performance and Operations prior to receiving said services.

Secondary Insurance:
The UMB Athletic Department has a secondary health insurance policy for student-athletes to utilize if necessary. This insurance policy is used in addition to the student-athlete’s primary insurance to aid in coverage of any additional expenses. Please be advised this policy may not cover all additional expenses. The UMB Athletic Trainers are here to aid in the secondary insurance claim but it is the student-athlete and/or their family’s responsibility to request use of the policy, and to provide all requested documentation to the insurance company.

This policy only covers athletic injuries occurred during UMB sponsored activities.
REQUIRED IMMUNIZATIONS
The UMB Athletic Department would like to ensure its athletes are vaccinated to protect themselves and their team against preventable diseases. The list of vaccines that will be required of athletes is in accordance with the recommendations from national governing bodies, including the NCAA (National Collegiate Athletic Association), CDC (Centers for Disease Control and Prevention and US Department of Health), AAFP (American Academy of Family Physicians) and AAP (American Academy of Pediatrics).

The expectation is that athletes will have vaccines updated prior to arriving for new/annual Physical exam.

STUDENT-ATHLETES WITH ATTENTION-DEFECIT/HYPERACTIVITY DISORDER (ADHD)
The NCAA bans classes of drugs because they may harm student-athletes and may create an unfair advantage in competition. Some legitimate medications contain NCAA banned substances, and student-athletes may need to use these medicines to support their academics and general health. The NCAA has a procedure to review and approve legitimate use of medications that contain NCAA banned substances through a Medical Exceptions Procedure. Adequate medical records must be on file with UMB Sports Medicine in order to request an exception in the event the student-athlete tests positive for a stimulant medication utilized in the treatment of ADHD.

The following documentation **must be on file with UMB Sports Medicine prior to the first practice session. Failure to do so may prohibit the student-athlete from practicing/competing.**

The treating physician should be contacted to write a letter on behalf of the student-athlete documenting the diagnosis and treatment plan. The submitted paperwork **must contain the following information:**

- **NCAA ADHD Reporting Form** (This form can be found on PRIVIT or from an UMB Athletic trainer)
- **Treating Physician** (printed name)
- **Specialty**
- **Office Address**
- **Physician Signature and Date**
- **Physician Document** (letter, medical notes) to include the following information:
  - **Diagnosis**
  - **Medication(s) and dosage**
  - **Blood pressure and pulse readings and comments**
  - **Note that alternative non-banned medications have been considered, and comments**
  - **Follow-up orders**
  - **Date of clinical evaluation**
  - **Attached Written Report Summary of Comprehensive Clinical Evaluation**
The evaluation should include individual and family history, address any indication of mood disorders, substance abuse, and previous history of ADHD treatment, and incorporate the DSM criteria to diagnose ADHD. Attach supporting documentation, such as completed ADHD Rating Scale(s) (e.g. Connors, ASRS, CAARS scores) the evaluation can and should be completed by a clinician capable of meeting the requirements above.

This information will be needed on an annual basis as long as the student-athlete is on ADHD medication that contains a banned substance.

**SPORTS PERFORMANCE**

**HOURS OF OPERATION**
During the Academic Year:
* Holidays, Winter & Spring Break, Finals Week, & Summer Break: Determined on team by team basis

**TRAINING POLICIES**
- **Facility Usage**: The varsity weight room is available to the following individuals:
  - Current UMB student-athletes who have completed and passed a physical exam through UMB’s Sports Medicine Department
  - Individuals approved by the UMB Strength and Conditioning staff
- **Schedule**: Current UMB student-athletes are required to train with their team under the supervision of the Strength & Conditioning Coach. Team training schedules are set prior to the start of the semester in collaboration with sport coaches. Adjustments to training schedules will be made for academic reasons only.
- **Apparel**: Proper attire is required during all training sessions:
- **Injured Athletes**: Injured athletes are required to attend all training sessions on time unless otherwise instructed. An alternative training program will be provided.
- **Permissible Facility Usage**: The varsity weight room is solely open to UMB student-athletes. The Beacon’s Fitness Center on the first floor of McCormack Hall is open to all UMB students.

*The Athletic Performance staff reserves the right to approve or deny entry into the varsity weight room to any UMB student-athlete, non-student athlete or non-athletic staff.*

**ADDITIONAL FACILITY RULES**
- Weights, bars, belts, straps and all other training equipment will be returned to proper location in accordance with the rack maintenance sheet.
- Cell phones are not permitted on the training floor
- Food and drink are not permitted on the training floor.
- Student-athletes are not permitted to use personal music players, except on cardio equipment.
- Student-athletes and visitors are not permitted in coaches’ offices unless authorized.
- Report any injury to your Athletic Performance Coach immediately.
UMASS BOSTON CONCUSSION MANAGEMENT PLAN

Concussion or Mild Traumatic Brain Injury can occur in any sport. These injuries are most commonly associated with direct blows to the head. These injuries are difficult to detect, with athletes often underreporting this injury, minimizing their importance or not recognizing that an injury has occurred. Most commonly, a concussion is characterized by the rapid onset of cognitive impairment that is self-limited and spontaneously resolves. Symptoms include:

- Loss of Visual consciousness disturbances
- Confusion
- Disequilibrium
- Post-traumatic amnesia
- Feeling “in a fog,” “zoned out”
- Disorientation
- Vacant Stare
- Delayed verbal and motor responses
- Vacant Stare
- Inability to focus
- Emotional Liability
- Headache
- Disequilibrium
- Nausea/Vomiting
- Dizziness
- Slurred/incoherent speech
- Excessive drowsiness

These symptoms reflect a functional disturbance in cognitive function rather than a structural abnormality, which is why diagnostic tests such as MRI and CT scans are most often normal. Neurocognitive testing, such as the Impact test, can be helpful when pretesting of the athlete has occurred.

The sideline evaluation of the brain injured athlete should include an assessment of airway, breathing, and circulation, followed by an assessment of the cervical spine and skull for associated injuries. The sideline evaluation should also include a neurological and mental status examination and some form of brief neurocognitive testing to assess memory function and attention. These tests should be administered by athletic training staff and/or team physician. The athletic training staff and/or team physician must have sole authority in allowing an athlete to return to activity.

After an athlete has been diagnosed with a mild traumatic brain injury, medical staff must determine what additional care and referral may be necessary. Follow up care instructions must be given to the athlete and, when necessary, assure that the athlete is not left alone for a period of time. Athletes should avoid alcohol or other substances that will impair cognitive function.

Return to play decisions will be made by the athletic training staff in conjunction with the team and/or school physicians. The return to play guidelines will follow a stepwise progression. If an athlete has a recurrence of symptoms at any step, they must begin a new 24-hour clock. Athletes must be symptom-free for 24 hours prior to any physical activity. Light physical exertion, enough to “break a sweat,” will occur at that point as well as post-
concussion neurocognitive testing utilizing the Impact test. This will be followed by sport-specific exercises, non-contact drills and, finally, full participation. An athletes’ medical history, including previous head injury, can and will have an impact on how quickly they progress. Second impact syndrome can occur when an athlete suffers a second injury before the cognitive function has been fully restored. It is imperative that all athletes, coaches, and medical personnel recognize symptoms of mild traumatic brain injury and allow appropriate time for healing.

**Concussion Management Protocol-UMass Boston**

1. **Mild Traumatic Brain Injury diagnosed.**
   a. follow-up instructions are given

2. **No physical activity until symptom-free for 24 hours.**

3. **After symptom-free 24 hour period:**
   a. **Day One-Light physical activity (bike, elliptical) for 15-20 minutes.**
      - Conduct a post-concussion Impact test*.
   b. **Day two-sport specific activity separate from the team.**
   c. **Day three-return to team activities with no contact**
   d. **Day four-return to full activity**

If symptoms occur at any point in return to play progression or Impact test results have not returned to baseline levels, the 24-hour clock is reset.

*All athletes will undergo baseline Impact testing prior to participation in intercollegiate competition*
SECTION VI: Facilities

Introduction
Policies and procedures governing the use of sports facilities are established and enforced through the cooperative efforts of the head coaches and the Associate AD of Facilities and Operations. It is the responsibility of the Associate AD of Facilities and Operations, 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.

Associate AD of Facilities and Operations, in collaboration with the VCAR, Sr. Associate AD of 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.

POLICIES FOR PRACTICE AND FACILITIES SCHEDULING

This policy defines guidelines for team practices, competition, and general training. Primarily it is to safeguard the well-being of the student-athletes while providing some balance for the administrative staff.

This policy works within the following parameters:
1. NCAA rules regarding playing and practice season.
2. Realistic training room hours and coverage abilities given NATA guidelines.
3. The ability of all our indoor and outdoor facilities to accommodate varsity teams.
4. Other uncontrollable factors, such as hours of daylight and class times.

Practice and Facility Usage Policies

Practice Times & Schedules:

Varsity practices requiring coverage by the athletic training staff are coordinated between the head coach and the head trainer. These practices occur Monday – Saturday. Varsity practices and/or competitions requiring coverage by the athletic training staff are not permitted on Sunday’s without permission from the VCAR.

Varsity teams will be allotted 2 hours and 15 minutes for practice. Should the schedule allow, practices may be scheduled longer, but no practices are to exceed three hours in length.

Adjustments may be made upon the agreement of all teams, trainers, facilities, administration and recreation/intramurals.
All practices and/or meetings must be scheduled to allow student-athletes access to regularly scheduled campus meals. It is the responsibility of the Head Coach to ensure all student-
athletes are provided the time and opportunity to attend &/or make use of their meal plan.

Head Coaches are required to provide a copy of their practice schedule to the appropriate facilities manager, the equipment manager, the training staff, and other coaches who may use the same facility.

Head Coaches are required to notify the training staff, facility manager, equipment manager, and other coaches who share the same facility, promptly with any cancellations, time or scheduling changes.

 Practices and Athletic Events

It is the responsibility of the Associate AD of Facilities and Operations 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 the change, staffing, and equipment. The Associate AD of Facilities and Operations is responsible for arranging for security and support staff to ensure efficient monitoring of facility use.

 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 Associate AD of Facilities and Operations, who has control of all event scheduling and final approval of events. Associate AD of Facilities and Operations 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 Associate AD of Facilities and Operations. Any special requests for gym time must be submitted to the Associate AD of Facilities and Operations 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.

Cancellations
For off-campus organizations, contact the Associate AD of Facilities and Operations for
cancellations of events. For intercollegiate events, cancellations contact the Scheduling Coordinator.

Repairs and Maintenance Request

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 Associate AD of Facilities and Operations is responsible for completing an interdepartmental work order form, in accordance with established procedures of the University. The Associate AD of Facilities and Operations 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.

Capital Repairs

Any request for such a major repair to an athletic facility is submitted in writing to the Associate AD of Facilities and Operations, who reviews such requests with the Senior Associate VCAR. 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 Associate AD of Facilities and Operations 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 Associate AD of Facilities and Operations to oversee any capital repair project from beginning to end.

Vehicle Policies and Procedures

The University of Massachusetts Boston provides five 12-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 the UMass Boston Department of Athletics vehicles.

Campus Vehicles

The van keys are kept in the athletic office suite on the 1st level of Clark. Coaches and staff should make prior arrangements With Associate AD of Facilities and Operations to reserve vans. 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 Associate AD of Facilities and Operations immediately upon return to campus. 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. At no time should the vans be used to travel out of state. 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. The vehicles are not to be used for personal, private use. Priority usage will be as follows: 1 — in-
Emergency Action Plans
This poster can be found all across campus.

EMERGENCY PROCEDURES
State that you are at UMass Boston, Building ____________. Room/Floor ________

If you find yourself in harm’s way, take fast and decisive action.

ACTIVE THREAT/SHOOTER

RUN
IF A SAFE PATH IS AVAILABLE
- Have an escape route and plan in mind.
- Leave your belongings.
- Prevent others from entering the area.

HIDE
IF YOU CAN’T GET OUT SAFELY
- Silence your phone.
- Lock/barricade doors.
- Stay out of shooter’s view and be quiet.

FIGHT
ONLY AS LAST RESORT
- Be physically aggressive.
- Use improvised items as weapons.
- Fight with all-out commitment.
- Right to incapacitate the shooter.

CALL 911 WHEN IT IS SAFE TO DO SO. Information You Should Provide:
- Location, physical description, and number of shooter(s)
- Number and type of weapon held by the shooter(s)
- Number of potential victims at the location

When Law Enforcement Arrives
- Remain calm and follow officers’ instructions.
- Keep hands visible at all times.
- Avoid making quick movements, pointing, screaming, and/or yelling.

SUSPICIOUS BEHAVIOR OR ACTIVITY
- DO NOT physically confront a suspicious person or handle a suspicious package.
- DO NOT let anyone into locked buildings/offices.
- Note the person’s description and suspicious activity.
- CONTACT UMass Boston Police and provide as much information as possible about the situation. Call UMass Boston Police or 911.

911 EMERGENCY
Police ~ Fire ~ EMS

911 CALLS made on your cell phone will be answered by Massachusetts State Police. It is recommended that you have UMass Boston Police saved on your phone at 617.287.1212.

NON EMERGENCY
UMass Boston Police (non-emergency): 617.287.7700
Facilities Response Center: 617.287.6445
Environmental Health and Safety: 617.287.6445

CHEMICAL SPILL
- ALERT all persons nearby.
- SECURE area and do not attempt to clean.
- EVACUATE to a safe area.
- Call Environmental Health and Safety (617.287.6445) or UMass Boston Police.
- Call 911. If spill is large or presents a significant hazard.
- NOTIFY emergency personnel if you have been exposed or have information about the release.

FIRE
- ACTIVATE the nearest fire alarm.
- EVACUATE the building using the nearest exit. DO NOT use elevators.
- Call UMass Boston Police or 911 to report the location of the fire.
- Meet at your designated assembly area.

SEVERE WEATHER
- SEEK SHELTER indoors away from windows.
- TAKE COVER against an interior wall.
- Stay away from large objects that may fall.
- If unable to find shelter when the storm hits, lie down flat and cover your head with your hands.
- Monitor campus advisories and media.

MEDICAL
- Call UMass Boston Police or 911.
- PROVIDE the location, nature of injury or illness, current condition of the victim, and other requested information.
- DO NOT move the victim unless they are in immediate danger.
- If trained, administer first aid, CPR/AED.

umb.edu/preparedness
SIGN UP NOW to receive UMass Boston alerts.
Specific emergency action plans for the BC High Fields, Ice Rink or Gym can be found on the link below.

https://www.beaconsathletics.com/sports_medicine/emergency_plans

Boston College High School (BC High) Facilities

Scheduling
All practices and games at BC High are scheduled through David Walberg, Asst. AD for Sport Communication and Event Management. To schedule Fall practices and games, please get him your practice and game request July 1. To schedule Spring practices and games please get him your schedule by Nov 1.
All weekday games should be scheduled for 7pm. Weekend times are subject to availability of BC High.

Parking
Teams are allowed ONE parking spot at BC High for practices during their traditional and non-traditional playing seasons. If you would like a pass please contact Gamal Abiona, Assoc. AD of Facilities and Ops.

Issues with Facilities
If there are any questions or concerns that you have with the facilities at BC High, please notify Gamal Abiona, Assoc. AD of Facilities and Ops.

Fan Transportation
The UMass Boston Athletics Department customarily arranges and/or facilitates transportation for NCAA student-athletes; coaches; and athletic staff (see Team Travel and Transportation Policy).  Transportation to away events for students, parents and fans are not to be financially supported, or in any fashion arranged/facilitated through the UMass Boston Division of Athletics, Recreation, Special Projects, and Programs.

Camps and Athletics Operations
All request to host camps and clinics must be vetted by Stephanie Dollar, Sr. Assoc. Director of Athletics. Once approved coaches can check for availability with Gamal Abiona, Assoc. AD for facilities.

Coaches are allowed to host clinics and camps using UMB athletic facilities without charge as long the revenue generated are for their teams and funds are placed in development accounts. If a camp is label a UMass Boston camp or clinic (run by UMB Coach), all participants should fill out a waiver and no license agreement is need.

Coaches hosting another organizations event/ clinic are considered to be outside events and the organization would need to fill out a license agreement and provide insurance even if there is no exchange in payment.
Access to Team Areas during Competition

Access to designated team areas—sideline, bench, pool deck, dugouts, locker rooms—during athletic competition is restricted to essential personnel. Essential personnel includes: team members, student managers, team coaches, trainers/medical personnel, equipment managers. Sports information and game management staff are permitted to access these areas only as necessitated by the responsibilities of their position. Any individual (including family members, alumni, other University or department personnel) not meeting the above criteria must have prior approval from the VCAR.

Recreation

The Beacon Fitness Center is open to all students as well as faculty and staff who purchase memberships. It is available to them at all times the facility is open. The Beacon Fitness Center is not “reservable” and as such does not take reservation requests. Intramural Sporting activities as well as open gym and open skate take place in the Clark Athletics Center. The Associate Athletics Director for Recreation submits these requests to the Associate AD of Facilities and Operations, who has control of all event scheduling and final approval of events.
SECTION VII: Sport Information

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 Assistant Director of Athletics for Sports Communication and Sports Information Assistant 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 Sports Communication Office.

Release of Student Information

All departmental personnel are expected to comply with University, Little East Conference, New England Hockey Conference, 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.
Interviews
The Sports 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 Sports Communication Office.

Pursuant to the guidelines for arranging interviews published in the University of Massachusetts Boston, reporters are expected to contact the University of Massachusetts Boston Sports Communication Office to arrange interviews with anyone involved in the intercollegiate 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 Sports 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 Assistant Director of Athletics for Sports Communication and Sports Information Assistant 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 Sports Communication Office provide members of the media with home and/or mobile telephone numbers of student-athletes. Coaches’ home phone numbers will not be provided. If a telephone interview is requested, the Sports Communication Director will request that the selected student-athlete/coach return the phone call at a designated time. 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 Sports Communication Office.
Official UMass Boston Athletics Website
The University of Massachusetts Boston has an official athletics website on the Internet is http://www.beaconsathletics.com.

The Assistant Director of Athletics for Sports Communication and Sports Information Assistant serve as a content managers and publishers for the Department of Athletics. The Sports Communication Director’s primary responsibility in this role is to provide for the publicity needs of the University of Massachusetts Boston’s 18 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.

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
- Assistant Director of Athletics for Sports Communication

The Sports 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.

Press Releases
The Sports 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 Sports 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 Sports 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 e-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.

**Individual Game Programs**

The Sports 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 Assistant Director of Athletics for Sports Communication, the Vice Chancellor for Athletics and Recreation, Special Projects, and Programs, and the Senior Associate Director of Athletics, Internal Operations/SWA.

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

**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 on UMass Boston athletics website as well as in press releases.

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.

**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 Assistant Director of Athletics for Sports Communication, in conjunction with the Senior Associate Director of Athletics, Internal Operations/SWA, is responsible for establishing the guidelines for media coverage of major sports events. The Sports 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 Assistant Director of Athletics for Sports Communication and Sports Information Assistant 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.

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 Sports Communication staff 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.

Postgame Coverage
Designated Sports 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.

Record Keeping
It is the responsibility of the Sports 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, the New England Hockey Conference and the NCAA.

The Sports 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.

**UMass Boston Social Media Policy**

UMass Boston has an active and engaged faculty, staff, and student body, and increasingly we are turning to interactive ways to connect and share information online. The university encourages its faculty, staff, and students to use tools such as social media to advance their work and heighten their experience at UMass Boston. In an effort to assist and provide direction when using social media, UMass Boston’s Office of Communications has developed the general guidelines that can be found [here](#).

**OTHER SOCIAL MEDIA GUIDELINES TO FOLLOW:**

Creating an Account

Any social media account that is created as an official sport page must be registered with the Sports Information Office. The Assistant Director of Athletics for Sports Communication and Events Management and the Sports Information Assistant must be made administrators of the page along with coaching staff or be given the username and password.

Posting Content

- Content is redistributed throughout the Internet. Share only information appropriate for public viewing.
- Do not post content depicting questionable or dangerous behavior.
- Do not post content that is racist, or demeaning, shows physical or mental humiliation or attacks, shows someone being hurt, shows any kind of illegal activity or could put the user or the University in a negative situation.
- If commenting on a social media platform in an official capacity, administrators should post only in the name of the department or office, not as an individual.
- Do not post confidential or proprietary information and follow the federal guidelines provided by:
- UMass Boston must have written permission from a student to release any student records information. Do not include personally identifying information. Do not upload, transmit, share or store any private information of a student or unaffiliated third party.
- Do not post content that could be a security risk
- If you are posting on your programs Facebook page, post as that program. If you are on UMB’s Facebook page, use your personal Facebook ID.

**Logo and Wordmarks**
Accounts and webpages should only feature the department’s name, logo or signature that has been previously approved by the Sports Information Office. If the platform allows design changes, try to use the official school colors of blue and grey. Contact the Sports Information Office for the exact PMS or RGB color numbers.

**Copyrighted Materials**
Rights and permissions must be obtained before sharing or distributing music, art, copyrighted photos or writing, video clips or proprietary information.

**Use of Identifying Photos**
The Sports Information Office maintains a database of photographs for each of the 18 intercollegiate athletic programs. To use the images on social media sites, please contact the Sports Information Office beforehand to ensure a high quality picture and proper photo credit are used. Student-athletes consent to the use of their image for department purposes prior to the start of their athletic season.

WARNING: Be particularly careful with images of minors during camps and clinics. As a rule, these images should never be used for social media unless a consent form has been signed by parents/guardians during registration.

Do not post any content of any kind that might prove embarrassing or could place the subject of the content in a negative or false light or content that could cause someone to believe his or her name, likeness or some other identifier is being used without permission for commercial use.

Don’t use University social media to support individual campaigns or political parties.

**Comments**
UMB encourages fans, followers, students, and friends to share comments, suggestions and reactions to the athletics department content, but we ask:
- Comments must be related to the topic being discussed.
- Comments should be polite, constructive and refrain from swearing or posting obscene or vulgar material.
- Posts that are off-topic, abusive and threatening in tone, or are personal attacks, will be immediately deleted by a page administrator.
- Posts containing links that are spam or related to sales and advertising or pornography will be deleted immediately by a page administrator.
- Account administrators will review all comments and posted material and can remove inappropriate materials for any reason.

**UMass Boston Athletics Social Media Channels**

Facebook
https://www.facebook.com/UMassBeacons
Twitter
http://www.twitter.com/umassbeacons (@umassbeacons)
YouTube
http://www.youtube.com/umassbeacons

Instagram
http://www.instagram.com/umassbeacons (@umassbeacons)