



# **BUTLER**

## **Club Sports Manual**

**2022-2023**

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## Club Sports Program Overview

Through Club Sports, the Office of Recreation & Wellness is committed to providing opportunities for students to participate in sport activities. The Club Sports program offers an assortment of team and individual sports/activities both competitive and recreational.

This manual is meant to be a guide for Club Sport participants, prospective members, and administration on the policies, process, and procedures of the Club Sports Program. If you cannot find something within this manual or need clarification, please contact Nick Ames.

## Directory

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### Addresses

Health and Recreation Complex:  
530 West 49<sup>th</sup> St.  
Indianapolis, IN 46208

West Campus Fields:  
5100 Lester Rd.  
Indianapolis, IN 46208

## Forms and Other Requirements

All club sports members are required to sign the [Club Sports Member Agreement](#) and Club Sports Waiver ([18 +](#) or [17 & Under](#)) prior to any Club Sport event. Failure to comply with any Butler University or Club Sport policies may result in a person's inability to participate in the Club Sports program.

### Competition

In-person competitions are permitted to be hosted on our campus. Requests for competition must be submitted via [EMS](#) at least ONE WEEK prior to competition. Please keep in mind if travel off campus is required, an [Intent to Travel form](#) is required to be submitted at least TWO WEEKS prior to the departure date. Traveling Clubs may not submit an Event Creation form on Engage until the Intent to Travel form is approved.

[Event Review forms](#) must be completed within 48 hours after the competition, not a practice.

### Practice/Events

Club Sports are allowed to hold in-person practices and events under the following conditions:

- Attendance at all practices and events are recorded accurately and saved on Engage.

All practices and events on a non-athletic shared space must be submitted on [EMS](#) ONE WEEK prior to the practice/event. All practices and events on a varsity athletic shared space must be submitted on EMS ONE WEEK prior to the practice/event.

### Travel

Clubs must submit the [Intent to Travel form](#) via Engage at least TWO WEEKS prior to their departure date. If clubs are traveling to an indoor venue, the venue's COVID-19 health & safety policies must be followed.

### Discipline

- Holding an event without approval or failing to notify the Office of Recreation & Wellness of an event will result in a suspension from club activity for the semester. Ability to be active in the next semester will be re-assessed. No additional warnings given.
- Failure to meet submission deadlines ([Intent to Travel](#) and [Event Creation](#)) will result in an automatic rejection of the event.
- Clubs will get one warning for not submitting [Event Review forms](#) within the appropriate deadline. Any additional late submissions or failure to submit will result in the suspension from club activity for the semester. Ability to be active in the spring semester will be re-assessed.

## Club Sports Structure

The Club Sports program falls within the Office of Recreation and Wellness under the Division of Student Affairs. Club Sports are student organizations with a focus on sport and physical activities. Student organizations are placed within the Club Sports program by the Recognition Committee after receiving endorsement from the Student Government Association (SGA). The Club Sports program manages two types of student organizations- Competitive Club Sports and Recreational Club Sports. The Club Sports professional staff determine which Club Sports fall under competitive or recreational and clubs can move between the two year after year.

### **1. Competitive Club Sports**

**a.** Competitive club sports are recognized student organizations that consistently compete against other universities through events and competitions.

**b.** The following clubs will be considered competitive for the 2023-2024 Academic year:

Basketball, Men's	Lacrosse, Men's
Basketball, Women's	Lacrosse, Women's
Bass Fishing	Run
Climbing	Soccer, Men's
*Crew	Soccer, Women's
Curling	Swimming
Equestrian	Tennis
Esports	Ultimate
Golf	Volleyball, Men's
Hockey	Volleyball, Women's
	*Weightlifting

### **2. Recreational Club Sports**

**a.** Recreational club sports are recognized student organizations that partake in sports and physical activities through practices and events but do not compete against other universities on a consistent and regular basis.

**b.** The following clubs will be considered recreational for the 2022-2023 Academic year:

Beach Volleyball	Dance
CHAARG	Ski & Snowboard
*Cycling	

\*Inactive- not holding club events/practices/competitions/etc.

Don't see the sport you're interested in? Please see the section titled "how to start a new club" or email [clubsports@butler.edu](mailto:clubsports@butler.edu) to see how you can create a club!

## Club Sports Council

The Club Sports Council (CSC) is the main liaison to the Student Government Association (SGA) for Club Sports. The elected officers coordinate allocations, marketing, guidelines, and overall organization of the club sports program.

The Club Sports Council (CSC) is the student advisory group responsible for directly interfacing with the club sports liaison. The CSC serves as an action committee representing all club sports and keeps other club members, students, and faculty/staff informed of club programs and their needs. Each council member has one vote and will make recommendations on the following issues: budget, excellence and development funding, club recognition, select disciplinary policies and procedures, and other pertinent club sport concerns. The council, who is advised by the Club Sports Assistant Director, meets regularly, and its members are nominated by club teams.

The Club Sports Council (CSC) is composed of five elected Club Sports athletes – President, Vice President, Treasurer, and Secretary- who act as representatives for the Club teams. Main objectives for the council include granting Excellence & Development Funding, providing recommendations for discipline incidents and club allocations, voicing concerns from Club teams, and guiding new initiatives and/or organizational changes with the Club Sports Program. Each person on the council volunteers their time for this elected position. The Club Sports Council is the main liaison to the Student Government Association (SGA) for Club Sports.

## Club Supervisors

Club Sports Supervisors are the clubs' point of contact for on-campus event operations. Supervisors are there to oversee that club sports and university policies are being followed, which may include cleaning protocols and more. For all registered on-campus home events a club sports supervisor (or coach) must be present. The fee for the supervisor will come out of the programs fund, unless an event is changed or canceled without informing the club sports office within 24hours, the club will incur the supervisor's fee. All Supervisors will be CPR/AED/First Aid certified and trained in concussion education to assist in any emergency situation, however they are NOT athletic trainers! Supervisors should be familiar with this manual as well as the [Club Sports Supervisor Manual](#).

## Club Officers

The Club Sports program requires clubs to have a certain amount of student leadership positions in order for the club to operate effectively. Each officer's contact information is to be on file at all times with the club sports staff, through the submission of an [Elections Report](#). Club teams may elect to have additional officer positions as deemed necessary by the club's members or constitution. In an effort to expand the leadership opportunities, all of the officer positions must be held by different club members, unless approved by the club sports staff. All officers must be students attending Butler University and in good standing. Competitive Club Sports are required to have six (6) officers:

1. President
2. Vice President
3. Treasurer
4. Safety Officer #1
5. Safety Officer #2
6. Officer of their choosing

Recreational Club Sports are required to have 4 officers:

1. President
2. Vice President
3. Treasurer
4. Safety Officer

### Officer Positions & Responsibilities

In addition to duties outlined in the club constitution, each club sport officer is responsible for, but not limited to the following:

#### ***President (Mandatory)***

The President is responsible for oversight of the club and other officers. The president is expected to serve as a liaison between the club and the Club Sports program while operating in compliance with the club constitution, Club Sports Handbook, and University Regulations. It is the duty of the president to conduct meetings and aid in the selection of a faculty/staff advisor. The president shall keep the advisor notified of meetings and events. An effective president delegates appropriately and clearly outlines the roles and functions of his/her/their officers. Ultimately, the president is responsible for ensuring that fellow officers carry out their responsibilities and that all club documentation is submitted completely and on time.

It is important that the president be aware of the financial status of the group and is committed to the goals of the organization. Account balances are sent on a monthly basis via the club's google drive. At the end of his/her/their tenure, the president shall coordinate a smooth transition to the new leadership. It is essential that she/he/they notify the Club Sports staff of new leadership when changes occur.

***Treasurer (Mandatory)***

The Treasurer is responsible for the financial obligations of the club. He/she/they is expected to maintain account records, submit necessary documentation, complete reports, and maintain a club budget. It is vital for this club officer to have a good working relationship with the Club Sports staff.

***Vice President (Mandatory)***

The Vice President is responsible for conducting meetings in the president's absence. The vice president may also act as the incoming president for the following year. This technique allows the club to operate without taking steps backward in re-learning the club policy and procedures. The vice president should be responsible for submitting events for club events (i.e. competitions, practices, etc.). The vice president may be given additional responsibilities by the President.

***Safety Officer(s) (Mandatory)***

The Safety Officer(s) is (are) responsible for the safety of the club members during competition, practices, travel and team events (fundraising, community service, etc.). He/she/they should know the locations of medical equipment, monitor facility conditions, assist in emergency care situations, and complete/submit Accident Reports. They are responsible for informing the "need to know" club members, coaches, and club sports staff of all injuries through the submission of Accident Report. This member must be CPR/AED/First Aid certified (free of charge), take a concussion education course (free of charge), and be present at all club events, competitions, and practices. The safety officer should also maintain a list of members with allergies and other medical conditions to ensure they have the proper medication (inhaler, EpiPens, insulin) on their person for all club related activities. The president or vice president may become additional safety officers if they choose.

***Other Officer Position (Mandatory for comp. clubs)***

If a club would like to add an officer position not listed below, they must first receive approval from the club sports staff.

***Marketing Chair (Recommended)***

The marketing chair is responsible for the promotion of club events through the several optional and mandatory avenues, which include- the team website, social media accounts, posters/flyers/signs, blog posts, photos, etc. The marketing chair should take initiative to promote and market their club in new and creative ways.

***Secretary (Recommended)***

The Secretary is responsible for taking meeting minutes (notes) and saving them on file with the club. The Secretary should be in constant communication with all officers to ensure that every tournament, practice, meeting and member notes are taken to ensure proper history of the club. Secretary can also be responsible for ensuring the club's constitution is up-to-date.

***Community Service Chair (Recommended)***

Incorporating service work within each organization is an important part of building leadership and giving back to the community. The Community Service Chair should take initiative to plan and conduct service events for their club to be involved within the community. All community service events should be reported to the club sports staff.

### ***Fundraising Chair***

The Fundraising Chair is responsible for registering fundraising events with the Club Sports program and completing all pre and post-event paperwork. This individual should plan and initiate fundraising efforts, as well as, coordinate member involvement at fundraising events for their club. This position can also be responsible for seeking sponsors for the club. This officer should work closely with the Treasurer to determine financial needs.

## Membership and Participation

### **ELIGIBILITY**

#### **Eligibility for Participation**

Membership for Club Sports is open to all Butler Students (in good standing). Policies for participation in league/conference competitions may vary, please review specific league policies. If questions about eligibility, please contact the club sports staff. Faculty and Staff may act as advisors, coaches, and/or members as specified in the club's constitution. All members must have [signed a waiver](#) and be on file with the Club Sports program.

For clubs conducting practices in the HRC, students must be either full-time students with a valid Butler student ID or part-time students who have paid the part-time student HRC membership. Faculty and staff members must possess a valid Butler ID card. Club advisors and coaches (up to 2) are not required to pay the fee for admittance to club-related functions or events but may only be present during club practices/events and cannot use HRC equipment other than what is required for coaching duties.

#### **Eligibility for Competition**

Club teams are responsible for being in compliance with any regulations set forth by their conference, national governing body, etc. If you are not part of an association right now, you are encouraged to investigate bylaws of associations in your sport to possibly incorporate their verbiage into your club constitution or look to join that association. Prior to committing to a league or conference, the club must consult the club sports staff and have them complete any legal documents or commitments. Club Sports officers and/or coaches **DO NOT** have the ability to sign contracts on behalf of the club and/or university.

## POLICY

### **Nondiscrimination Policy**

All student organizations (including club sports) must abide by and have the nondiscrimination policy in their constitutions. There must be a section in each clubs' constitution with the following:

Insert organization name “will not discriminate on the basis of race, age, disability, gender, national origin, sexual orientation, residence, religion, or any other legally-protected category as well as attempt to be accessible to all regardless of physical or mental disability.”

### **Sportsmanship**

All members of club sports are expected to uphold the highest level of sportsmanship, both on and off the playing area. Any report of unsportsmanlike or inappropriate behavior may be grounds for disciplinary action by CSC, SIL and/or the Office of Recreation & Wellness.

### **Waiver and Member Agreement**

No student, guest, volunteer, or coach of a Club Sport is eligible to participate in a club sports-related activity unless he or she has a [Signed Waiver](#), those that are 18 years or older must submit the [18+ Waiver](#), those 17 and under must download, print and submit the [17- Waiver](#). All members are also required to submit the Club Sports Member Agreement. Waivers and Member Agreements must be on file, completed and accurate, with the Club Sports program for each and every participant who partakes in any club event. Failure to comply may result in disciplinary actions from the Department.

## Club Recognition

### **HOW TO BECOME A CLUB SPORT**

The Office of Recreation & Wellness has been involved in providing assistance to the student organizations recognized as club sports since 2007. Through Club Sports, the Office of Recreation & Wellness is committed to providing opportunities to student organizations focused on particular physical sport activities. The Club Sports program offers an assortment of team and individual sports. Club sports may be competitive, instructional and/or social/recreational in nature. Club Sports are governed by policies and regulations of both Student Involvement & Leadership (SIL) and the Club Sports program. Clubs may be active during the academic school year and summer session. The academic school-year regulations and procedures remain in effect AT ALL TIMES unless otherwise noted.

The following steps must be taken in order to become a recognized Club Sport:

1. Review [Club Sports Structure](#)
  - a. Make sure your group fits into one of the two definitions- Competitive Club Sport or Recreational Club Sport
  - b. If not, you may fall under Student Involvement and Leadership's supervision.
    - i. If so, see their requirements [here](#).

2. Review Club Sports Officer [Responsibilities](#) and [Requirements](#)
  - a. Make sure your club has the proper amount of officers & the positions:
    - i. President
    - ii. Vice President
    - iii. Treasurer
    - iv. Safety Officers # 1
    - v. Safety Officer # 2
    - vi. 6<sup>th</sup> officer of your choosing
  - b. Make sure you understand what is asked of all of our officers and that your group leaders can commit.
3. Apply via [Engage](#)

For any questions, please contact us at [clubsports@butler.edu](mailto:clubsports@butler.edu).

**\* Clubs will be under evaluation for their entire first year in regards to paperwork compliance, meeting attendance, and adherence to policies and procedures. After completion of the probationary period, club membership may be granted unconditionally, declined, or extended under probation for further evaluation.**

## CONTINUATION AS A CLUB

Each student organization recognized as a Club Sport that is advised by the Office of Recreation & Wellness will be evaluated annually by the Club Sports Council and Club Sports Staff. The organization must be in good standing with the Club Sports Council, Office of Recreation & Wellness, and the Business Office. Evaluations may result in modifications or revocation of a Club Sport.

To maintain active Club Sports status, Clubs must (at a minimum):

- Submit election report form at the end of each semester
  - Must have all officer positions filled
- Submit a budget request form at the end of the Spring semester
- Participate in at least 1 club sanctioned event (practice, game, tournament, show, etc.)
- Have a minimum balance of \$0 in the club's account. (Cannot be in debt.)

There are four 'statuses' a club can find themselves in. They are listed in best to worst status and explained further in this section:

1. Active- Good Standing
2. Probation
3. Inactive- Good Standing
4. Inactive-Bad standing

### **Active-Good Standing**

Good Standing means the club is in accordance with all Club and University policies.

- Officers have attended mandatory meetings

- Proper paperwork has been submitted
- Maintains positive financial standing

### **Probation (Not Good Standing)**

Probation or not in good Standing means the club has done something that they are not supposed to or allowed to do. While a club is in probation, they will not receive any additional funding. The Clubs' officers will be notified of their Probationary standing via email.

Reasons for being on Probationary status include one or more of the following:

- Failing to submit an Event Creation on EMS within the deadline
- Failing to submit an Event Review within the deadline
- Holding an event without an Event Creation form submitted AND accepted
- Failing to have all members complete the Waiver prior to the first practice
- Failing to have all members complete the member agreement prior to the first practice
- Failing to have the roster updated on engage
- Club officers did not attend mandatory meetings or schedule make-up meetings.
- All club members did not sign their liability waiver.
- The Election Report was not submitted at the end of the Spring Semester.
  - With all required positions filled.
- Budget Request was not submitted by the given deadline.
- The club did not participate in at least 1 club sanctioned event.
  - Practice, game, tournament, show, match, etc.
- The club's website is not up-to-date.
- Club did not do the following at least once per academic month:
  - Update their budget sheet
  - Post a blog
  - Post on social media

Disciplinary actions include one or more of the following:

- Decreased funding
- Change in practice time.
- Community service requirements.
- Others, as seen fit.

Disciplinary actions will be decided by the CSC and or the Club Sports Office.

\*Multiple failures to submit forms can result in moving from a probationary status to an inactive not in good standing status.

### **Inactive**

There are two types of Inactive. Inactive- Good Standing and Inactive-Bad Standing. Inactivity as a whole means the club ceases to meet and conduct club activity. The good and bad standing refer to the reason as to why the club is inactive. While in inactive-bad standing status, the club will not

receive funding (from CSC or SGA), if the club is in inactive-good standing, there is a potential to receive funding if there are plans on becoming active again.

Reasons for becoming Inactive –Good Standing include:

- Lack of activity
  - Club is unable to participate in or hold one official event/practice/competition during the semester.
  - For this purpose, a call out meeting does not count.
- Lack of membership
  - Club must have at least 6 Executive board members for competitive clubs and 4 executive board members for recreational clubs
  - Clubs that are team sport oriented- must have a full roster (made up of just general members- officers not included in that count) required of that sport.
  - Clubs that are not team-oriented need a minimum of 5 general members (non-officers).

Reasons for becoming Inactive –Bad Standing include:

- Club is in debt (Account balance is less than \$0)
- Violation of University regulations and or Recreation and Wellness Policies

In order to regain active status, a club must complete one or more of the following:

- Repay the debt;
- Undergo University or Recreation and Wellness hearing and fulfill requirements set by hearing
- Coordinate a club sanctioned event
- Regain membership

Proof of one (or more) of the above requirements must be displayed to the CSC or club sports staff. For example, a club that has gone inactive due to falling into debt must submit a copy of their account balance received from the Business Office to regain active status.

Disciplinary actions include one or more of the following:

- Decreased funding
- Change in practice time.
- Community service requirements.
- Others, as seen fit.

Disciplinary actions will be decided by the CSC and or the Club Sports Office.

Inactivity is decided upon by the club itself, the CSC, and or the Club Sports Office.

NOTE: the lists above are not exclusive as there may be other circumstances and situations in which clubs may become non-compliant or inactive as deemed appropriate by University authorities, the Club Sports staff, and/or CSC. Due to COVID-19, clubs may be placed in “Inactive- Good standing”

as their ability to host or participate in a sanctioned club event may not be possible due to the new protocols.

## Key University Policies & Procedures

All club members, officers, advisors, and coaches are required to know the following policies and procedures. Failure to abide by these policies may be grounds for disciplinary action by CSC, the Department of Recreation, and/or the University. Please click on the policies below for review.

**CONTRACTS**- Individual club members, including executive board members and coaches, do not have the authority to sign legal contracts on behalf of the University. Any contract signed by an individual is the responsibility of that individual. If clubs are receiving contracts from leagues, sponsors, vendors or other third-parties, please submit them to be reviewed by the Club Sports staff. Contract and agreements should be emailed to [names@butler.edu](mailto:names@butler.edu)

Click each policy to learn more.

[\*\*ALCOHOL POLICY\*\*](#)

[\*\*CLERY ACT\*\*](#)

[\*\*HAZING AND PRE-INITIATION ACTIVITIES\*\*](#)

[\*\*HARASSMENT\*\*](#)

[\*\*HEALTH INSURANCE\*\*](#)

## Facility and Equipment

### OVERVIEW

Butler Club Sports participants have the benefit of utilizing our [Health and Recreation Complex \(HRC\)](#) and our outdoor fields and tennis courts located on campus.

We expect all club members, coaches, visiting teams, and fans to follow all policies listed below.

### FACILITY POLICIES

The use of Office of Recreation & Wellness/University facilities and equipment is a privilege and all clubs are expected to respect and be good stewards of the facilities and equipment. This includes, but is not limited to- supporting and enforcing office policies regarding use of facilities, cancellation of outdoor activities due to inclement weather and/or field conditions, proper storage of university and club equipment, etc.

No alcohol or tobacco products are permitted on Office of Recreation & Wellness facilities. Clubs should be proactive in reminding visiting teams and spectators of this policy. Teams are also responsible for cleaning up any trash and removing equipment and supplies from the playing area after each practice/game.

All outdoor fields will be closed for Club Sports use from December Break (12/1) until the end of Spring Break (weather permitting). Conducting practice during this time subjects your club to possible disciplinary sanctions.

For a full list of facility policies please see below:

#### **Health and Recreation Complex (HRC) Policies HRC- Facility Policies**

These policies have been updated and changed due to the pandemic. Please visit the [Butler HRC website](#) to review the most up-to-date policies.

#### **Club Outdoor Fields Policies**

- In order to use the fields, the clubs must complete the following prior to using the field:
  - Reserve the space [EMS](#) using the Club Sports request form or confirm the space is reserved already for the club with the club sports staff
  - Create an event on Engage relating to the use of the field(s)
- Teams are responsible for cleaning up any trash and removing equipment and supplies from the playing area and to the proper locations after each practice/game.
- All equipment is to be stored in an outdoor shed, unless otherwise specified.
- All fields must be locked with club keys after teams are done practicing or competing.
- No alcohol is permitted on the fields
- No tobacco is permitted on the fields
- All outdoor fields will be closed for Club Sports use from December Break (12/1) until the end of Spring Break (weather permitting).
  - Conducting practice during this time subjects your club to possible disciplinary sanctions.

### **Storage Policies**

All clubs have the ability to store team owned equipment and uniforms within our designated club sports storage areas. If a club seeks storage, please contact the club sports staff. All clubs are responsible for keeping inventory.

\*In order to access outdoor fields and equipment storage (outdoor), clubs will need to have a reservation for the field and a Club sports supervisor will meet you at the field/storage area to open and unlock the fields. Contact [clubsports@butler.edu](mailto:clubsports@butler.edu) if you have not received the contact information for your club sports supervisor.

### **Soccer and lacrosse Goals Policy**

After use of the varsity soccer goals please return them to the proper location. The proper location is just north of the blue container. After using club lacrosse or soccer goals, please move them to the south side (closest to the blue shed) and north side (farthest from the blue shed) of the field

## Scheduling Guide

All on-campus practices, competitions, and events spaces are reserved using the [EMS-Reserve Space system](#), specifically the Club Sports Request template. All requests are considered on a first come, first serve basis.

Athletic Department Facility space is not confirmed until August 15<sup>th</sup> for the Fall semester and December 15<sup>th</sup> for the Spring semester. Consistent club practices are scheduled by the Club Sports administration, all games and special practices are to be scheduled by the club officers using the club sport request template on the [EMS-Reserve Space system](#).

### **Scheduling Practices**

The Club Sports staff enters all consistent and regular team practices before each semester begins. All confirmed club practices must be created into events on engage. Clubs practicing in Athletic Department facilities will not receive confirmation of reservation until August 15 for the fall semester and December 15 for the spring semester.

For any special, one-time practices, officers must request the reservation through [EMS](#), using the Club Sports Request template. NOTE: Four or more club members that gather together for an informal “practice” must file for a reservation. If we find that this policy is being abused, disciplinary action may be taken.

For on-campus practices, practice times are given based on compliance with program policies and availability while also keeping in mind the preferences of each club. Clubs will be evaluated at the end of each semester to determine their schedule for the following semester. If clubs agree to change practice times amongst themselves, notice must be given to the club sports office. The Club Sports administration has final approval on all practice schedules.

### **Scheduling Home Events**

Club officers are responsible for requesting all competitions and events through [EMS](#). Any requests made for Athletic Facilities must first be requested to Nick Ames via email at [names@butler.edu](mailto:names@butler.edu). Athletic facility spaces will not be confirmed until August 15<sup>th</sup> for the Fall semester and December 15<sup>th</sup> for the Spring semester. Requests made after August 15<sup>th</sup> or after December 15<sup>th</sup> will be reviewed on an individual basis and approved by the Athletic department.

At the beginning of each competitive club sport season, the club officers are to submit copies of the club's schedule to the club sports administration to assist in foreseeing scheduling issues. Space is very limited, so proper planning is critical in securing space and ensuring a successful event.

### **Off Campus Facilities**

Organized practices outside of Butler Recreation & Wellness, Athletic Department, or University facilities' oversight should accompany a reservation confirmation for the practice space (submit to Club Sports staff annually/semesterly). These spaces would include hockey rinks, barns, climbing facilities, golf courses, workout studios, etc. If a contract is required for the practice space, the club should submit the contract for review to the club sports professional staff. No club member has the ability to sign legal documents on behalf of the university. All practices should be communicated with the Club Sports Staff via the [Create an Event feature on Engage](#).

### **Reserve space on campus (non HRC or Athletic venue)**

Most spaces on Butler's campus are available to student organizations at no charge. Clubs requesting meeting space outside of HRC or Varsity Athletic Venues should follow all [procedures outlined by the SIL office](#). Non-varsity athletic spaces should be requested using [EMS](#).

### **Callouts**

Any club may request a callout meeting at the HRC; must be requested by using [EMS](#), Club Sports Request template.

### **Scheduling During Finals**

All co-curricular activities must terminate each semester no later than the date of the last regular meeting day of classes. No co-curricular activities are permitted on reading day or during final examinations. Exceptions must be approved by the Club Sports Staff.

## **HOME EVENTS/COMPETITIONS**

### **Set up**

Teams are responsible for the set up and break down of the facilities in which they are using. Club Sports Supervisors will be at on-campus home events to assist with facility set-up however, it is the responsibility of the club to make sure all equipment required is provided or requested. Requests can be made when you submit the event information on the [Create and Event function on Engage](#).

### **Club Sports Supervisors**

Club Sports Supervisors are required to be there for all on-campus in person events. If a supervisor is unavailable to attend the event, then the event will be canceled. It is the responsibility of the club to submit the event in the appropriate amount of time in order to have a club sports supervisor present.

The President and Supervisor will be put in contact with one another the Wednesday before the event to go over details.

### **Spectators**

Spectators are welcome at club events.

## **SPECIAL EVENTS**

Organizations sponsoring any events are responsible for maintaining University rules and regulations. Those groups who hold events on campus without permission may face student conduct action. Only recognized student organizations may schedule events.

### **Fundraisers**

Clubs are encouraged to host fundraisers.

Permission to hold any function or event that sells goods, collects money, or collects donated items must be obtained from the Office of Recreation and Wellness, through the creation of an event on Engage.

- Before a Recreation Group or Club Sport begins a fundraising project, approval must be obtained from the Office of Recreation and Wellness through the creation of an event on Engage and then the approved confirmation of the event by the Rec & Wellness Staff.
- The event should be submitted ONE week prior to the fundraising event.
- The event submission should be completed for all fundraisers, whether the group or club is raising money for its own use or for an outside charity. The form also applies to in-kind donations and donation drives.
- All funds derived from the fundraiser must be deposited into the student organization account at the Student accounts window. The only exception to this is if a group is collecting donations in the form of checks for a charity and those checks are made out directly to the charity.
- Any group or club sponsoring a fundraiser is responsible for all incurred debts.
- Ticket/Money Raffles are considered "gaming/gambling" according to Indiana State Law. If an organization is considering this, please talk to the Recreation and Wellness Staff.
- All fundraisers must conform to the Butler University Student Handbook and avoid demeaning sexual, racial, or other discriminatory references and not promote the abuse of alcohol.
- There are certain restrictions to food and other outside vendors due to campus-wide contracts which include Pepsi and the Food Guideline. Outside groups brought in for fundraising purposes must be approved by the Recreation and Wellness Staff. Credit card companies will not be approved. Groups seeking assistance in planning a fundraiser may contact the Rec & Wellness office.
- Student organizations, recreation groups, and club sports must comply with the roadside solicitation policy of Marion County which does not allow solicitation of funds within 50

feet of an intersection controlled by an automatic traffic signal or stop sign as well as the Indiana Code that does not allow stopping or impeding traffic for the solicitation of funds.

## **Gambling**

Gambling is not acceptable for any recognized student organization, recreation group, or club sport. This includes, but is not limited to:

- Raffles where tickets for the raffle are sold in exchange for an opportunity to win money or a prize(s)
- Betting
- Wagering
- Selling pools on any event, including University athletic/club event

## **Community Service**

Clubs are encouraged to participate in community service events. Any event a club partakes in a community service event, they must create an event on Engage. The Recreation and Wellness Staff will confirm the event for approval.

## **Media or Instructional Equipment**

Student organizations requiring media or instructional equipment for a scheduled event should contact the Conferences and Special Events (JH 018 or 940-9352) at least one week ahead of time. Organizations do not need to contact CSE if they have indicated their media needs on their [EMS Request](#).

# Financial Information

## **OVERVIEW**

### **Types of CSC Funding**

The Club Sports Council provides club sports with four different funding opportunities:

1. Allocations
  - a. Allocations are the main source of funding for competitive club sports. CSC is allotted a specific percentage of the student activities fee (decided by Student Government Association (SGA)). This money is given to the Club Sports Council.
  - b. Club Treasurers submit their budget request at the end of the spring semester, requesting a specific amount of money to help with their expenses the following year.
  - c. The CSC reviews all budget requests and determines how much each club will receive.
  - d. Allocations are decided in the spring and given to the clubs the following fall.
  - e. For more information on allocations, please see the Allocations section below.

2. Grants
  - a. Grants allow for competitive clubs to apply for money in the current academic year.
  - b. A portion of the money given to CSC by SGA is saved for Grants.
  - c. For more information on Grants, please see the Club Sports Grants section below.
3. Awards
  - a. Financial awards are given to clubs that have perfect attendance, do outstanding community service projects, hold large fundraisers, and or marketed their clubs very well.
  - b. The amount of funding available for awards is dependent on the amount of allocations and grants given.
  - c. For more information on awards, please see Club Sports Awards.
4. Contests
  - a. Contests are opportunities for clubs to earn some extra cash for having the most followers on social media, winning a quiz in an officer meeting, and other fun activities.
  - b. Contest winnings are typically between \$25- \$100.

### **CSC Funding Eligibility**

Competitive Club Sports are eligible for the following types of CSC funding:

1. Allocations
2. Grants
3. Awards
4. Contests

**\* Recreational Club Sports are not eligible for CSC funding. All funding requests are submitted through the SGA.**

### **SGA Funding**

Student Government Association (SGA) is the main source of funding for Recreational Club Sports through the form of Grants. All Recreation Club Sports must follow [SGA Grant policies](#). Competitive Club Sports are not eligible to apply for SGA Grants.

### **ALLOCATIONS**

SGA rewards funds to the Club Sports Council (CSC) with advising from the Office of Recreation & Wellness. CSC then allocates the money by club compliance and budgetary need. Clubs can earn credit toward higher allocations throughout the year by staying in compliance and meeting deadlines.

#### **Club Sports versus Recreation Sports:**

1. Club Sports teams are available to receive allocations for the following year, while Recreation Sports are not. The Club Sports Office will determine which teams are categorized as Club Sports versus Recreation Sports. Please see the Club Sports Structure section above for more information on the different tiers.

#### **Eligibility:**

2. All Competitive Club Sports teams that are currently active are eligible for allocations. The CSC will look at teams that have been suspended throughout the year or have had other troubles with the Club Sports and Recreation Office on a case-by-case basis.

Allocation Criteria:

3. See below- "Club Sports Allocation Process 2022-2023".

Allocation Meeting:

4. The Club Sports Council will meet during the month of April to decide allocations. A meeting time of three hours will be blocked off. All CSC members are required to attend, unless there is a special circumstance.

Club Sports Allocation Process 2022-2023:

The Club Sports Council, under advisement from the Assistant Director of Sports Programs, allocates funds from the SGA by club compliance and budgetary need. The Club Sports Council decides the amount of allocation that each club receives based on, but not limited to, the following items:

**1. Need**

- Club's will receive allocations based on operating expense needs.
  - a) Operating expenses are expenses that need to be paid in order for the club to remain active.
  - b) The higher the operating expenses, the more allocations the club is likely to receive upon request.

**2. Compliancy Throughout Year**

- Clubs who are compliant throughout the academic year, are more likely to receive the amount of money they are requesting.
- Club compliancy includes the following requirements:
  - a) Attend all required meetings each semester
  - b) Turn in appropriate event forms on time
  - c) Complete monthly requirements:
    1. Update budget sheet
    2. Update website blog
    3. Update social media accounts
  - d) Turn in end-of-semester forms (if applicable)

**3. Activity**

- Roster
  - a) A continually growing or consistent active membership is vital for the sustainability of a club team. Number of active members is determined by a team's Engage page, with each member being required to fill out a waiver form.
- Events Hosted and Attended
  - a) Participating in a lot of events, whether they are tournaments, meets, scrimmages, games, shows, or something else, shows that your club is staying active and getting the most out of the club season. An active club is more likely to receive more funding than one that attends just a few events per semester.

**4. Dues**

- Clubs that charge dues are more likely to receive higher amounts of funding, if requested, because they have shown their club members' commitment to the team.

5. **Fundraising**

- Similar to collecting dues, fundraising shows that the club is trying to find other ways to increase their funds.

6. **Community Service**

- Community service projects demonstrate a club's commitment to developing their players as people, as well as giving back to the community. For a list of available volunteer opportunities, please visit the [Volunteer Center](#) page!

Other Notes:

- The total amount of available funds varies per year.
- The total amount of available funds not only includes allocation money, but award money as well. Awards include Perfect Meeting Attendance, Top Fundraising, Outstanding Community Service, and Best Public Relations. The award amounts vary between \$50-\$300 per winning team per award. More information can be found in the Awards section below.

Questions can be directed to [clubsports@butler.edu](mailto:clubsports@butler.edu)

## AWARDS

Our Club Sports awards process is being re-evaluated and it has been undetermined what awards, if any, will be distributed this year.

### University Awards

Student Organizations/Club Sports are also eligible for Brady Awards and the Lamp of Wisdom Award. The Brady Awards are given annually to an outstanding student organization and organization advisor that exhibit great contributions to the University community. Anyone may nominate an advisor or student organization. Brady Awards are given in the spring and sponsored by the SIL Office. The Lamp of Wisdom is given to the student organization that has made the greatest contribution to Butler University and the surrounding community in an academic year. Applications are available in the spring semester from the Volunteer Center.

### Recognition

Any Club Sports that have successes be academic or in competition, please communicate this to the Club Sports Office with a summary of the event and the achievements made by the club. A request for a university press release may be conducted at that time. Please be sure to include these successes on your semester reports as well.

\* Any Club Sport that wins trophies, certificates, banners, etc. and would prefer the Office Recreation & Wellness to house and display these items, please contact the Club Sports staff to work out the details.

## CSC GRANTS

### Competitive versus Recreational Club Sports:

1. Competitive Club Sports are allowed to apply for a CSC Grant. Recreational Club Sports are not permitted to receive any sort of funding from the Club Sports Council. Recreational Club Sports may apply to SGA if funding is needed, Competitive Club Sports may not apply for SGA Grants. [Learn more about the SGA Grant Process.](#)

How to Apply:

2. Competitive Teams must follow the Club Sports Grant Process 2023-2024 found below.

Frequency of Applying:

3. There is a limit of one (1) grant application per semester per team. There is a cap of \$2,000 per year. Depending on available funds, these numbers are subject to change.

Meetings Per Semester:

4. The Club Sports Council will meet twice (2) per semester to review available grant applications. These meetings will be decided ahead of time and the dates will be available to clubs as early as the Kickoff Meeting.

Grant Decisions:

5. Clubs will be informed of grant decisions within two (2) days after the CSC's scheduled meeting. The Undergraduate Assistant and CSC President will be the one who informs the clubs of decisions.

**Club Sports Grant Process 2022-2023**

For Competitive Club Sports Teams Only

Funding requests may include uniform and equipment purchases, travel expenses, and other expenses per approval of the Club Sports Coordinator and Club Sports Council.

The following general parameters guide the Club Sports Council in making CSC Grant decisions:

1. Competitive Club Sports eligible must be in good standing with the Office of Recreation and Wellness.
2. All Club Sport forms must be on file in the Club Sports office.
3. Funds allocated for a specific request must be utilized for that request.
4. There is a limit of one (1) grant application per semester per team.

Application Requirements include:

**6. Event Participation**

- Teams must have participated in at least one (1) home or away game during the current school year. In addition, the team must have submitted the appropriate forms for the event by the applicable deadline.

**7. Roster Updated**

- All participants must be on the active roster on Engage. In addition, all participants on the roster must have completed the waiver on Engage.

**8. Compliance**

- Clubs must be compliant at the time of grant application. Clubs must also have been completely compliant for the entire one (1) month directly before the grant application is submitted. Club compliancy is checked every two (2) weeks. Club compliancy includes the following requirements:

- a. Attend all required meetings each semester
- b. Turn in appropriate event forms on time

- c. Complete monthly requirements:
  - i. Update budget sheet
  - ii. Update website blog
  - iii. Update social media accounts
- d. Turn in end-of-semester forms (if applicable)

Presentation Requirements include:

**1. Executive Officers**

- The executive officers (President, VP, Secretary, and Treasurer) of the club must create a video presentation with the requirements listed below. The presentation will be reviewed by the Club Sports Council. The Club Sports Council will meet two (2) times per semester to review grant applications.

**2. Time Length**

- Video presentations should be 5-10 minutes in length.

**3. Introduction & Club Description**

- Begin **by** introducing all speakers, including names and positions. Include a brief description of your club, including:
  - a. Number of members
  - b. Dues
  - c. Fundraisers/Community Service
  - d. Events attended or hosted
  - e. Awards/Recognition

**4. Budget Overview**

- The Treasurer must provide a current budget overview, including budgeted expenses and income sources. They must show that the Budget Overview sheet on the Google Drive is up-to-date.

**5. Requested Grant Amount & Rationale**

- Describe the requested grant amount and the rationale for why these funds are being requested. This should include:
  - a. What you plan to use the grant for
  - b. Who will benefit from the grant
  - c. Explanation for any excess funds

**6. Other**

Include any other information that is pertinent to your application.

Other Notes:

- There is a cap of \$2,000 per year. Clubs may only apply for a CSC grant once per semester. Depending on funds, these numbers may change.
- The Club Sports Council will meet twice (2) per semester to review grant applications. Clubs will be informed of the CSC's decision within two (2) days of the CSC meeting.
- If all of these requirements are not met, the application will be considered incomplete and will not be reviewed at the CSC meeting.
- Clubs are to be specific and itemize what they will use the grant funds for. The CSC may reduce the award given if it is determined that an item listed does not warrant a CSC Grant. No club will receive more than what they have requested.

Questions about the presentation requirements can be directed to [clubsports@butler.edu](mailto:clubsports@butler.edu).

## DUES

A club should determine their need to collect dues. If our expenses outweigh our income, then dues may be required for that club to cover their costs.

### Collecting Dues:

A club can collect dues using many methods:

1. [Payment Form](#)
  - a. This is the most popular and preferred choice of payment.
  - b. The money submitted on the payment form is directly submitted into the club's account.
  - c. Please note under the "Note on Payment" section that you are paying for "Club \_\_\_ Dues"
2. Check Only- NOT RECOMMENDED (cash not an option)
  - a. This is to be handed to the Club's treasurer.
  - b. The treasurer will submit the money and the deposit form (found in the club's google drive) to the Student Account window in Jordan Hall.

## How To's For Treasurers

### HOW TO SUBMIT A DEPOSIT

#### Submitting a Deposit (Checks ONLY)

1. Email Joyce Radford, [jradford@butler.edu](mailto:jradford@butler.edu), letting her know you have a check to deposit.
2. Find your club's envelope outside of her door in the HRC and place the check inside
3. Keep a copy of your transaction for your records.
  - a. Make a note on your google drive Budget sheet

#### Important Notes:

- Deposits can only be made into a club account by the current club's Treasurer.
  - If you make a deposit on or after the 10th of the current month, it will not be reflected on your financial statement until the following month.
  - If you need to pay for hotels, travel, or any other event cost, the monetary information and method of payment must be provided two weeks prior to the event.
  - Credit Card Deposits should be made on the Club Sports website.
- \*Please note that if you make a deposit on or after the 10th of the current month, it will not be reflected on your financial statement, until the following month.

### HOW TO PAY VENDORS (EQUIPMENT, UNIFORMS, TOURNAMENTS, TRAVEL)

There are two different ways a club can pay vendors:

1. Personal Money & Reimbursement

- a. Confirm the club has the money to reimburse you prior to making payment
- b. A club member or members pay for the items themselves
- c. Email the following to Joyce Radford
  - i. [Reimbursement Document](#)
  - ii. Receipt of payment
  - iii. Bank statement IF you paid with credit or debit card
2. Direct Club Funding - Confirm the club has the money in the account
  - a. If online payment:
    - i. send a link to Joyce Radford with all required information regarding the sale.
  - b. If paying by check:
    - i. Submit the invoice and W9 to Joyce Radford

## HOW TO PAY OFFICIALS/COACHES/PEOPLE

All payments to individual people must be paid directly out of the club's account.

- 1.** Submit the following via email to Joyce Radford
  - a.** An invoice
  - b.** The Person's W9

## HOW TO RECEIVE REIMBURSEMENT

If a club member personally paid for a club expense (gas or 65.5 cents per mile, uniforms, equipment, competition fees, etc.), that person can be reimbursed if: approved by the club members and the club has the appropriate amount of funds in the account.

1. Confirm the club has the funds in their account
2. Email the club treasurer the following:
  - a. [Reimbursement form](#)
  - b. Receipt of payment
  - c. Bank/Credit Card Statement
    - i. Only if you paid with a credit or debit card
3. The treasurer will submit all of this via email to Joyce Radford
4. All reimbursements will be mailed for the foreseeable future. Individuals will not be allowed to pick up reimbursements.
5. Priority for reimbursement will be given to all payments requested within 2 weeks after an event. If receipts, statements, and forms are not received within 2 weeks of the event, other requests made, with priority, will be granted first.

## HOW TO OBTAIN A CASH ADVANCE

Butler students that are involved in Club Sports may obtain a cash advance to help cover some travel expenses. The maximum amount that each member may obtain is \$200.00. Each team can obtain **up to 4** cash advances at one time.

1. The club treasurer must e-mail [Joyce](#) at least **two weeks** in advance of your travel

- a. if the treasurer is not the club member that will be signing for the advance, the member who will be signing for it must be CC'd on the email.
- b. Please provide the following information in the email:
  - i. Where you are traveling
  - ii. Dates of travel
  - iii. Purpose for the cash advance
  - iv. Club Sport team
  - v. Phone number and e-mail address
2. Once the paperwork is ready, Joyce will contact you to come to the HRC and sign your cash advance form. Also, at this time an appointment will be set for you to come back to the HRC after your event to reconcile your cash advance.
3. Once you have signed your cash advance you may take it to Student Accounts to receive your money. You must have your Butler Student ID with you.
4. Save all receipts and unused money!

### HOW TO RECONCILE A CASH ADVANCE

1. Every student who received a cash advance must come to the HRC to reconcile their cash advance with Joyce.
2. There is a two-week time limit for reconciliation once students receive their money.
  - a. If more than two weeks pass, then their Butler student account will be charged the full \$200.00 cash advance amount.
3. All unused money will be deposited back into the Club Sport account.
4. When reconciling please provide the following to Joyce:
  - a. All original receipts for items purchased with the cash advance.

### HOW TO RECEIVE PAYMENTS FROM OTHERS (TEAMS/UNIVERSITIES/MEMBERS)

Clubs can collect payments from other teams, universities, and or club members. Payments and donations are two different processes so please make sure you understand the difference. A Payment is a required transaction in which one person/group receives funding and the other person receives goods, services, etc. in exchange. Whereas a donation is a gift and the donor receives nothing in exchange (with the exception of a tax deduction).

To collect a payment, follow one of the following process:

1. Payment Form- Online payment
  - a. This is the most popular and preferred choice of payment.
  - b. The money submitted on the payment form is directly submitted into the club's account.
  - c. Please note under the "Note on Payment" section that you are paying for "Club \_\_\_ Dues"
2. Check Only- NOT RECOMMENDED (cash not an option)
  - a. This is to be handed or mailed to the Club's treasurer.
  - b. The treasurer will submit the money and the deposit form (found in the club's google drive) to the Student Account window in Jordan Hall.

## HOW TO MAKE OR SUBMIT A DONATION

Clubs can collect payments from other teams, universities, and or club members. Payments and donations are two different processes so please make sure you understand the difference. A Payment is a required transaction in which one person/group receives funding and the other person receives goods, services, etc. in exchange. Whereas a donation is a gift and the donor receives nothing in exchange (with the exception of a tax deduction).

To make or submit a donation:

1. Visit our [Butler Club Sports Donation page](#)
2. Fill out the sections as indicated on the form

## Travel Policy

### **Waiver & Agreement**

All Club Sports members must sign a liability release waiver prior to the first practice with the club. This waiver is an official document releasing liability from Butler University and places the responsibility on the student. This must be signed in order to participate in the Club Sports Program. To sign the waiver, please have the member go to the Club's Engage page or the CSC Engage page and fill out the [Club Sports Waiver \(18+\)](#) or [Club Sports Waiver \(17-\)](#) form. This form must be submitted once per academic year.

[Club Sports Member Agreement](#) must be signed by all club sports participants prior to their first competition with the club. This form highlights Code of Conduct and important Policies that must be agreed to in order to participate in the Club Sports Program. To sign the [Agreement](#), please have the member go to the Club's Engage page or the CSC Engage page and fill out the [Club Sports Agreement Form](#). This form must be submitted once per academic year.

Members **will not** be able to partake in club practices and/or competitions until the (1) [WAIVER \(18+ or 17-\)](#) AND (2) [AGREEMENT](#) forms are signed and submitted. Continued failure to submit a Waiver or Agreement form may result in **expulsion** from future Club Sports Participation.

### **Notice**

Students traveling for University purposes, regardless of duration of housing needs, should utilize traditional hotels or contracted housing services vetted through the relevant University office (e.g., Center for Global Education). **Alternative lodging (e.g., Airbnb, VRBO) are not permissible for students.**

### **Intent to Travel**

All clubs intended to travel off campus must submit the [Club Sports Intent to Travel](#) form TWO WEEKS prior to the intended date of departure.

Failure to submit the Intent to Travel form within TWO WEEKS of the departure will result in the inability to travel for that event. If it is discovered that the club traveled without permission to do so, the club will be suspended for the semester and placed in INACTIVE- Bad Standing status until the following semester, where a review will take place.

#### *Cancellations:*

Cancellation of an away event is left up to the discretion of the Club officers, host site, and/or league policies. If a cancellation is decided, each party must be notified- the teams, host site, administration, and officials. The Club Officers must communicate the decision with club administration by changing the Event image on Engage to canceled.

Failure to notify the Club Sports Staff of the canceled event within 48 hours of the cancellation will result in one of the following consequences:

- 1<sup>st</sup> Offense- Written Warning
- 2<sup>nd</sup> Offense- Meeting with Club Sports Administration
- 3<sup>rd</sup> Offense- Suspension of club event(s)

#### **Driving Policy**

Clubs are responsible for finding their own means of transportation. They can obtain assistance by looking at available travel options (cars, flights, hotels, buses) at [Lucid Travel](#).

#### *Personal Vehicles:*

If students drive their own vehicle, each vehicle needs to have appropriate personal insurance. There is no university insurance coverage for those driving their own vehicles. Drivers, by choosing to drive, assume responsibility for the safety of those traveling in their vehicle.

#### *Rental Vehicles:*

Clubs may rent cars, vans or buses for club events. **15 passenger vans are prohibited from use.** Rentals can be purchased directly out of the Club's account, indirectly from the Club's account (reimbursement), or paid for by personal funds. More in depth information of payment methods can be found in the Financial Section of the Club Sports Handbook. If the club rents a vehicle, they are responsible for following the rental agencies policies and regulations. Please note, most agencies require the driver to be at least 25 years of age, there are some that make exceptions. We highly encourage the use of [Lucid Travel](#) as it will allow our clubs to:

- Save money
- Store receipts
- Have the club sports office pay directly
- Fundraise money

#### *University- Owned/leased/rented vehicles:*

On occasion, a Butler student, in the performance of his/her Club Sports duties or university events, might find it necessary to drive a university-owned/leased/rented/or vehicle. The following policy exists to ensure that only those individuals with acceptable driving records are permitted to drive for a sponsored function.

In order to drive a university-owned/leased/rented van the following requirements must be followed:

- Must be at least 22 years of age
- Must have a minimum of 6 years driving experience
- Must also participate in the Driver Safety Program through the Butler Police Department
- Must submit a copy of his/her current driver's license, along with a signed "Request for Driving Privileges" Form with the approval of the Coordinator of Club Sports Signature to Facilities Management, two weeks prior to the driving event
- Upon approval, the student requesting permission to drive will be allowed to drive, and will remain on the approved driver's list for one year
- Any person who does not complete any of the above requirements or drives their personal vehicles will accept responsibility and financial liability, independent of the university, of any accidents that occur while driving a university owned/rented/leased or personal vehicle thereafter

Learn more about becoming a [Butler University Approved Driver Here](#).

### **Injuries Off-Campus**

Before the start of any away event, check with the representative of the host institution to determine what arrangements have been made to assist in the handling of an injury (Athletic Trainers, EMTs, etc.). If the host school has made no arrangements, determine your own procedures to follow (i.e., telephone number of ambulance service, location of local hospital, etc.). It is the responsibility of the Safety Officer to bring the Club's Medical kit to all club events, including away events.

If it is necessary to have an injured participant seen and/or treated by a physician, have him or her transported to the emergency room of the local hospital. It is recommended that a qualified service (e.g., ambulance service) be used to transport the injured participant. All expenses incurred for treatment, transportation to hospital, etc., are the responsibility of the injured participant. Rely upon the recommendation of the attending physician as to whether the injured Butler team member can be transported back to campus and what accommodations to use.

All injuries that require a participant to sit out of play for even a moment must be reported using the [Accident Report Form](#) within 48 hours of the injury.

## Risk Management

Quick links:

[Accident Report Form](#)  
[Medical Kit Refill Form](#)  
[CRT5– Concussion Tool](#)

[On-Campus Health Center](#)  
[Emergency Care Resources](#)  
[Non-Emergency Care Resources](#)

### ACCIDENT REPORT FORM

An [Accident Report](#) must be filled out for every injury, no matter how small. Every time that we give any kind of treatment (ex. ice bags) or emergency services are called, an [accident report](#) needs to be completed. If you attempt to provide care and a participant refuses your care, make sure you document their name and information on the [accident report](#) form and have them sign that they are refusing care.

All sections of the report should be completed. When describing what happened and the injury, all wording should be according to what the patron says and limited to facts only (not opinions or diagnosis). Patrons must always sign the form, as long as they are able. If they are unable to sign, please state the reason on the line marked patron signature.

All [Accident Reports](#) should be completed by the Safety Officer and submitted within 48 hours of the accident.

### CONCUSSION EDUCATION

All Club Safety Officers and Club Sports Supervisors will watch a Concussion Education & Awareness video in which they will learn and be able to recognize the signs and symptoms of a concussion. They will be properly trained on how to fill out an accident report, the appropriate language to use when working with a participant, and the resources available for professional care. Supervisors are responsible for Recognition of the signs, Removal from play for further assessment, Referral to health professionals, and Recording the incident. However, it is ultimately up to the participant to listen to the recommendations provided by the Safety Officer and/or Supervisor.

The concussion video and materials are available to all Club Sports Participants through request to [clubsports@butler.edu](mailto:clubsports@butler.edu)

## **ATHLETIC TRAINERS**

If a club would like an athletic trainer for an event, please contact [clubsports@butler.edu](mailto:clubsports@butler.edu) AND [names@butler.edu](mailto:names@butler.edu) at least two weeks prior to the event.

## **EMERGENCY EQUIPMENT**

All Clubs should know where the closest medical kits, AEDs, and Inclement weather safe locations are located within their practice and competition facilities. The locations for those items within the HRC and Butler's club facilities are located below.

### First Aid Kits

Medical kits can be found in the following locations and should be used for medical purposes:

- Under all AEDs in HRC (3)
- Under AED in Blue Building (Outdoor Fields)

### AEDs

#### HRC Locations

- Next to elevator on track Level
- Next to elevator on main floor
- Between Women's Locker room and Studio on lower level (Only AED with Pediatric pads)

#### Outdoor locations

- Blue Building (Outdoor Fields)

## **INCLEMENT WEATHER**

Under severe/harsh weather, Clubs may be asked to stop practices or competitions.

### Severe Heat:

1. Weather.com reads heat index of 100F
  - Inform participants of condition
  - Build in extra water breaks and rests
2. Weather.com reads heat index of 110F or higher
  - All activities must cease, and can resume once index is below 110F

### Thunder/Lightning:

- Club Sports Supervisors and/or Club Safety Officers should move participants and spectators into the Blue building. Take the first aid kit to the shelter location.
- Detection: If you see it, flee it; if you hear it, clear it. (NCAA 1E1a) This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. All activity must then cease and shelter must be sought.
- Evacuation: Direct participants and spectators to the Blue Building (outdoor fields), their cars, or Garden House (Challenge/High Ropes).
- Resumption: Activities may be resumed upon waiting 30 minutes after both the last sound of thunder and last flash of lightning. (NCAA 1E3d)

### Tornados

### Indoor Sports

- Receive notification of tornado warning
- Stop activity in their areas. Evacuate participants to the safe zones.
- Remain in the safe zones until notification is received from professional staff or emergency personnel that all is clear, and it is safe to return to activity areas.
- Once the all clear is given, return to the appropriate area and resume normal operational duties.

### Outdoor Sports

- Receive notification of tornado warning
- Stop activity and move participants and spectators into the Blue building. Take the first aid kit to the shelter location.
- Remain in the safe zones until notification is received from professional staff or emergency personnel that all is clear, and it is safe to return to activity areas.
- Once the all clear is given, return to the appropriate area and resume normal operational duties.
- Resumption: Activities may be resumed upon waiting 30 minutes after both the last sound of thunder and last flash of lightning. (NCAA 1E3d)

## Marketing Information

### PROMOTION

There are a number of different services Butler provides that clubs have access to in order to promote their clubs as well as a number of resources clubs can utilize on their own!

#### ENGAGE

Individual clubs are responsible for the upkeep and maintenance of their [club Engage page](#). All information must portray a positive image of the University and the Club Sports Program. Out of date or inappropriate information, images, or news articles, will be deactivated from the site. All events must be registered through Engage by clicking the create an event button on your club's event tab.

#### SOCIAL MEDIA

Clubs are expected to have social media accounts (Twitter, Instagram, etc.) and to update these accounts at **least once a month**. Please note that it is **your responsibility to keep track of the passwords** as the Club Sports administration does not have access to these accounts. We strongly suggest that you create a document in your club's [google drive](#) with a list of the accounts and their passwords.

Clubs are also expected to follow **@butlerclubsports (Instagram) & @BUClubSports (Twitter)** and tag them in all posts.

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Need help creating a graphic for your social media or have any questions? Please contact [clubsports@butler.edu](mailto:clubsports@butler.edu).

## Website

Individual competitive clubs are responsible for the upkeep and maintenance of their [club websites](#). All pages must portray a positive image of the University and the Club Sports Program. Out of date or inappropriate pages will be deactivated from the Club Sports home page.

## BUTLER TODAY SUBMISSIONS

The [Butler Today](#) is an internal communication network that informs students, faculty, and staff of the Butler Community. [Submit an announcement here!](#)

## SIGNS/POSTERS/TABLE TENTS/NAPKIN HOLDERS

Please see the [SIL's Policies](#) on signage and communication on campus.

## CAMERA

Club Sports has access to a high-quality canon camera. Footage captured can be used for marketing your team individually and will be used by our HRC Marketing team to help market our program. In order to request the camera for a practice or event, please email [clubsports@butler.edu](mailto:clubsports@butler.edu) at least one week in advance of the reservation.

Here are the expectations we have for Camera Usage:

- Any damage (or loss) to (of) the camera, camera lenses, charger, memory card, or case, will result in funds being withdrawn from your club accounts to cover the cost to replace or repair.
- Footage can be downloaded onto your own devices, but should be left on the camera for Club Sports to download onto our server for marketing purposes.
  - Expectation: At least 10 high-resolution photos per reservation.
- Camera default settings will not be altered, as they are configured to capture as desired by the marketing team.

## GoPro

Club Sports has access to a GoPro Hero 5 for high quality video and picture capture. Footage captured can be used for marketing your team individually and will be used by our HRC Marketing team to help market our program. In order to request the GoPro for a practice or event, please email [clubsports@butler.edu](mailto:clubsports@butler.edu) at least one week in advance of the reservation.

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Here are the expectations we have for GoPro Usage:

- Any damage (or loss) to (of) the GoPro Hero 5, GoPro Mounts, or GoPro Case will result in funds being withdrawn from your club accounts to cover the cost to replace or repair.
- Footage can be downloaded onto your own devices, but should be left on the GoPro for Club Sports to download onto our server for marketing purposes.
  - Expectation: At least 5 minutes of video, 10 high-resolution photos per reservation.
- GoPro default settings will not be altered, as they are configured to capture as desired by the marketing team.

If your Club Sport is looking for ideas for different kinds of angles, shots, and points of view, GoPro has a great YouTube channel with a lot of video examples. Additionally, contact [clubsports@butler.edu](mailto:clubsports@butler.edu) for more ideas.

## Printing & Mail Services

### Copies/Faxes

Copies can be made at Campus Impressions, located in the Holcomb Building and charged to the student organization account. Codes can be obtained from the Club Sports liaison.

Any printing done in computer labs will be charged to the account of the person printing regardless of why it is printed. If you need to make multiple copies of a document for a student organization, consider printing one “master” in the lab and take it to Campus Impressions to make copies. You can charge these copies against the student organization’s account. Campus Impressions also accepts electronic submissions (PDF) at [cirequests@butler.edu](mailto:cirequests@butler.edu).

\*If you need your student organization’s account number to use at Campus Impressions contact the Club Sports liaison at 317.940.8514 or by email: [clubsports@butler.edu](mailto:clubsports@butler.edu).

### Sending Mail

If a student organization needs to do a mailing the following procedure is required:

- Before sending out a large mailing, please contact the Manager of the Mail Center for assistance in processing your mail pieces. The Mail Center will give instructions on the addressing and design of the mail piece to ensure the most cost-effective and efficient delivery of items.
- Make sure that the organization has money in its student organization account to cover the mailing. Contact the Club Sports liaison if you are unsure about the account balance. Do this before you bring your items to the Mail Center (HB 21).
- Mark the envelope at the top right-hand corner in pencil with the student organization account number. If more than one envelope is to be mailed, place a rubber band around the stack and mark only the top envelope. The student organization account will be charged for the mailing.
- All mail pieces must have a return address. If your item does not have a return address, it cannot be processed and will be sent back. Campus Impressions can provide pre-printed

envelopes with a return address. Contact Campus Impressions at ext. 6495 for ordering information.

- Regular business envelopes (#9 and #10) must have the flaps up so that they can be sealed in metering machines. The mail center cannot seal large envelopes; therefore, they must be sealed before going to the mail center.
- Large campus mailings should be grouped together in order by address.
- Greek addresses are not considered campus mail and will be sent through the Post Office.
- Presort mail will be delivered at a reduced cost. In order to be processed as pre-sort, mail must be typed and in regular business envelopes (#9 and #10). Labels should be applied as straight as possible. Crooked labels could result in higher postage fees. Please separate handwritten address mail from the typed address mail. Bundle each in separate groups. All handwritten mail will be sent out first class, with no discount. Please keep all international mail separate.
- All overnight mail needs will be made through FedEx or lowest cost carrier, unless otherwise specified. Contact the Mail Center (ext. 3233) for details.
- When ready to send mail, please bring the items to the Holcomb Building Mail Center, room 21.

\*All mail questions should be directed to the Mail Center at ext. 3233.

## Mail

Each Club Sports team has the ability to mail items to the HRC (Recreation & Wellness Office Suite) for all incoming correspondence. Any outgoing mail must be handled by the individual clubs. Please use the following return address in all correspondence:

*Butler University – Office of Recreation & Wellness  
ATTN: (your club name)  
530 West 49<sup>th</sup> Street  
Indianapolis, IN 46208-3485*

## Solicitation

[Please review all policies on Solicitation](#)

## POLICIES AND PROCEDURES

### LOGOS AND LICENSING

Each competitive club has their own personal logos created by the Marketing Department. Those logos can be found in the club's google drive.

**Licensing Policies:** Where can we buy Club uniforms, apparel, and branded items?

- [This list](#) provides our recommendations on where to get club branded items
  - o All of the members on this list are capable of supplying items for the club but also for resale (sell jerseys/t-shirts as fundraiser)

- You are welcome to use any member on this [Approved Vendor List](#).
- If they are not on one of the two lists mentioned above, you may not purchase Butler branded items from them.
  - There are exceptions to this rule:
    - Specialty item, not produced by vendors on the list
    - One-time purchase
    - 100% donated items
- If branded items are purchased directly from university funds (your club account via check) we do not need to pay royalties.
- If branded items are purchased from personal funds (or require reimbursement) you will have to pay royalties.
- Additional information on licensing can be found on the [Athletics website](#).

### **Logo Policies**

- The Bulldog may not be altered in any way.
- The Butler water mark may be altered in color
- The “Butler” name (if not using the watermark/logo) may be altered in color, font, and design
- Logo, watermark, and Butler name can ONLY be used on apparel/equipment/merchandise purchased from an approved university Vendor!

Examples:

Logo: Must stay as is



Watermark: May change in color:

**BUTLER**  

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**CLUB CYCLING**

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Butler Name: May change in color, font, & design:



**Club Logos:** Please visit the club's google drive to find the official club logo or contact [clubsports@butler.ed](mailto:clubsports@butler.ed)

## Important Dates and Deadlines

See [Engage Events](#)

Waiver ( <a href="#">18+</a> or <a href="#">17-</a> )	Prior to first club activity
<a href="#">Member Agreement</a>	Prior to first club activity
<a href="#">Intent to Travel</a>	Two weeks prior to departure
<a href="#">Event Creation</a>	One week prior to in-person event
<a href="#">Event Review</a>	Two days after the event,
<a href="#">Accident Report</a>	Two days after injury

## Helpful Links

Club Sports Website-<https://clubsports.butler.edu/>

Engage- <https://butler.campuslabs.com/engage/organization/clubsports>

HRC Website-<https://www.butler.edu/hrc>

SIL Website-<https://www.butler.edu/involvement>

Butler EMS-<https://butleru.emscloudservice.com/web/Default.aspx>

## Revision Policy

Revised 10/22

The Assistant Director of Sports Programs reserves the right to modify or otherwise change the Club Sports Manual at any time.