



BUTLER

Club Sports Manual

2018-2019

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Club Sports Program Overview

Through Club Sports, the Department of Recreation & Wellness is committed to providing opportunities to students focused on particular physical sport activities. The Club Sports program offers an assortment of team and individual sports.

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 Bailey Finocchio (bfinocch@butler.edu).

Directory

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Recognized Club Sports

Butler University currently recognizes 20 Club Sports teams. The 2018-2019 list of recognized clubs is shown below. Please note that there may be some clubs added or removed throughout the school year and an updated list can always be found at <https://clubsports.butler.edu/>

Basketball, Men's	Lacrosse, Men's
Basketball, Women's	Lacrosse, Women's
Climbing	Ski & snowboard
Crew	Soccer, Men's
Curling	Soccer, Women's
Cycling	Swimming
Equestrian	Tennis
Golf	Ultimate Frisbee
Hockey	Volleyball, Men's
Karate	Volleyball, Women's

**Don't see the sport you're interested in? Please see the section titled "how to start a new club" or visit <https://clubsports.butler.edu/csc/becoming-a-club-sport-2/> to see how you can create a club!

Club Sports Council

Overview

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

A new position this year, the Club Sports Supervisors are the clubs' point of contact for game/event operations. Supervisors are there to provide support, oversight, and guidance to clubs, visiting teams, and spectators before, during and after games, tournaments, and or events. For all registered on-campus home events and competitions (submitted by noon the Monday before), a Club Sports Supervisor will be assigned. This fee for the supervisor will come out of the department's fund, unless an event is changed or cancelled without informing the club sports office within 24hours, the club will incur the supervisor's fee. All Supervisors will be CPR/AED/Frist 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 [staff website](#).

Club Officers

* Over the course of this 2018-2019 school year we will be changing the requirements of officer positions. By the end of the fall 2018 semester, each club must have 1 safety officer, and by end of the Spring 2019 we will require all clubs to have 2 safety officers.

The Club Sports Program requires clubs to have five total officers (i.e. President, Treasurer, Vice President, a safety officer, and a 5th of your choosing), 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 \(IMLeagues\)](#). 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. All officers must be students attending Butler University and in good standing.

Officer Positions & Responsibilities

President (Mandatory)

The President is responsible for oversight of the club and other officers. He/she is expected to serve as a liaison between the club and the Department of Recreation 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 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 email. At the end of his/her tenure, the president shall coordinate a smooth transition to the new leadership. It is essential that s/he 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 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/Fundraising Officer (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 Fundraising Chair is responsible for registering fundraising events with the Pulse Office and completing all pre and post-event paperwork. This individual should plan and initiate fundraising efforts, as well as, coordinate member involvement for their club. This officer should work closely with the Treasurer to determine financial needs.

Safety Officer (Mandatory- 1 by end of Fall 2018 / 2 by end of Spring 2019)

The Safety Officer is responsible for the safety of the club members during competition, practices, travel and team events (fundraising, community service, etc.). He/she should know the locations of medical equipment, monitor facility conditions, assist in emergency care situations, and complete/submit Injury 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/FA/AED certified (free of charge), take a concussion education course (free of charge), and be present at the majority of club events, competitions, and practices. The safety officer should also maintain a list of members with allergies and asthma and assure they have the proper medication on their person for all club related activities. Safety officers can find more information about their position on the Staff Hub.

5th Officer Position (Mandatory)

This position may be chosen from the following list of recommended positions:

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.

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.

Membership and Participation

Eligibility

Eligibility for Participation

Membership for Club Sports is open to all Butler Students (in good standing) and league/conference associates as outlined in the club's constitution. 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 (imleagues).

Clubs using 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 and must either pay the faculty/staff membership fee or pay the daily use fee. 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.

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.

Policy

Nondiscrimination Policy

All student organizations 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, the Department of Recreation, and/or Student Involvement and Leadership (formerly PuLSE office).

HRC Release Form

Every participant that signs the [Club Participant Waiver Form](#) must be on file with the Department of Recreation. No member, guest, volunteer, or coach of a Club Sport is eligible to participate in a club sports-related activity unless he or she has signed a release form. Releases must be on file, completed and accurate with the Department of Recreation for each and every participant (Imleagues).

How to become a Club Sport

The Department of Recreation has been involved in providing assistance to the student organizations recognized as club sports since 2007. Through Club Sports, the Department of Recreation 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 PuLSE and the Club Sports Council (CSC). 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.

The following steps must to be taken in order to become a recognized Club Sport and be eligible for full membership in CSC:

- 1) Be a Butler University recognized student organization in good standing for at least **two** years
- 2) Consult your faculty advisor about becoming a club sport
- 3) Submit the following to the CSC:
 - a) A letter of application indicating why the organization desires to become a club sport
 - b) A brief history of the club and a description of the sport
 - c) Recent accomplishments (organization and/or personal)
 - d) Proposed support requested: facility needs, equipment needs, etc.
 - e) Proposed practice schedule times
 - f) Copy of the proposed event/activity schedule for the upcoming year
 - g) Proposed budget
 - h) List of current officers and faculty advisor with contact information
 - i) Copy of Student Accounts statement from the previous fiscal year
- 4) The Club Sports Council will schedule a presentation to hear viable requests for affiliation and will make decision.

* Clubs will be under evaluation the entire 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 Department of Recreation will be evaluated annually by the Club Sports Council. The organization must be in good standing with the Club Sports Council, Department of Recreation, and the Business Office. Evaluations may result in modifications or revocation of a Club Sport.

To maintain active Club Sports status, Clubs must:

- 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 (game, tournament, show, etc.)
- Have a minimum balance of \$0 in the club's account. (Cannot be in debt.)

Any Club may be put on inactive status voluntarily (by request) or involuntarily due to violation of University regulations and/or departmental policies. While in inactive status the club will not receive SGA financial allocations.

Policies and 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, 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 vendors or other third-parties, please have them reviewed by the Club Sports Office.

[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 [facility and field policies and procedures](#).

Facility Policies

The use of Department of Recreation/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 department 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 Department of Recreation 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 click the link below:

[Facility Policies](#)

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 must use the [Club Sports Keys](#). In order to access indoor equipment storage, clubs must contact clubsports@butler.edu.

Soccer 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. [Click here for images](#).

Scheduling Guide

All practice, competitions, and events are scheduled using the [EMS-Reserve Space system](#) Club Sports Template. All requests are considered on a first come first serve basis.

Scheduling Practices

The Club Sports Staff enters all consistent and regular team practices before each semester begins. For any special, one-time practices, officers must request the reservation through [EMS](#).

Note: Four or more club members that gather inside the HRC for an informal "practice" must file for a reservation. If HRC staff finds that this policy is being abused, disciplinary action may be taken.

All clubs keep their practice schedule year end year out unless requested for change. If teams agree to change practice times amongst themselves, notice must be given to the club sports office. The Club Sports staff have final approval on all practice schedules.

Scheduling Home Competitions/Events

Club officers are responsible for requesting all competitions and events through [EMS](#).

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 Health and Recreation, Athletics, and the University's oversight should accompany a reservation confirmation for the practice space (submit to Assistant Director of Club Sports annually/semesterly). Non-Department/University practice space should be communicated to the Club Sports administration each semester. 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.

Reserve space on campus (non HRC or Athletic venue)

Most spaces on Butler's campus are available to student organizations at no charge. Student organizations requesting meeting space outside of HRC or Varsity Athletic Venues should follow all [procedures outlined by the PuLSE office.](#)

Callouts

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

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 Director of Health and Recreation.

HOME EVENTS/COMPETITIONS

Clubs are allowed to host home events and competitions, given they have approval from the club sports administration. All requests must be made using [EMS](#). For more information please see [Scheduling](#).

Set up

Teams are responsible for the set up and break down of the facilities in which they are using. If the club is hosting a tournament or special event in which field gates need to be opened or special equipment/technology is needed, clubs must make note of such need in their [EMS](#) requests.

Club Sports Supervisors

Club Sports Supervisors will be at home competitions and tournaments that are submitted by noon the Monday before the competition and/or tournaments. The Club Sports Supervisors are the clubs' point of contact for game/event operations. Supervisors are there to provide support, oversight, and guidance to clubs, visiting teams and spectators before, during, and after games, tournaments, and or events.

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

Visiting Team Privileges

With advanced notice, visiting teams or competitors may be permitted locker room, and towel service. Request for these services must be made in writing on the [EMS request form](#) and made known to the Club Sports Staff.

Club officers are responsible for relaying the facility rules and policies to these teams.

Spectators and Admission Fees

Spectators are welcome at club-related activities but do not have facility-use privileges. The collection of donations or admission fees is not permitted.

Merchandise

All merchandise sales must be approved by the [PuLSE office](#) prior to the event.

Officiating

Qualified and impartial officials should be selected to officiate all club contests, coordinated by the club officers. In order to pay officials, please visit the [How to Pay Officials](#) page on the CSC Website.

SPECIAL EVENTS

If a club is hosting a fundraiser or any sort of special event they must follow the policies and procedures outlined by the [PuLSE office](#).

*If an event will go past 11 p.m., please refer to the [“Late Night” guideline](#).

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](#).

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](#).

Catering

If a student-sponsored event requires the need of food service, Aramark has the exclusive right for this service. To request catering, contact the Aramark office at 940-9764 or email catering@butler.edu. To obtain a waiver to use an outside vendor, permission must be obtained from the Aramark catering office, located in Atherton Union cafeteria.

Financial Information

Funding

OVERVIEW

A Club Sport can be funded in a multitude of ways. The Club Sports Council will allocate funding to each club according to club compliance and budgetary need. Clubs can also apply for grants through the Student Government Association Grants Committee. At the discretion of the club president, dues may also be

required and collected for each club sport. Fundraising is an additional avenue used to increase funding. Lastly, Club Sports Council distributes small monetary awards at the end of the year based on certain criteria.

ALLOCATIONS

SGA rewards funds to the Club Sports Council (CSC) with advising from the Department of Recreation. 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 Council decides the amount of allocation that each club receives based on the items below (not limited to):

- **Concussion Meeting Attendance**
 - There is a presentation about sports concussions on Thursday, March 22nd from 7:00-9:00pm. The presentation will be given by the Colts Team Physician and players. The presentation will be held in Pharmacy Building 156. Attending this meeting and sending in notes from the meeting to clubsports@butler.edu will count towards allocations.
- **Club Sport Meetings Attendance**
 - [Meeting attendance](#) is a big factor in allocation amount. This is a big indicator of how committed your club is. If your club has poor attendance at club sports meetings you will likely have lower allocations.
- **Semester Reports**
 - Clubs that do not submit their end of semester forms to CSC will not receive allocations. If CSC does not know what your club needs are, they cannot determine what the club should be allocated. Make sure your paperwork is turned in on time. This includes Activity Reports, Elections Reports, and Budget Requests (spring only).
- **Number of active members**
 - Clubs that continue to have consistent or growing membership are looked at favorably during the allocation process. CSC wants clubs to be sustainable and continue to operate each year with sufficient membership. Number of active members per club is determined by your roster on IM Leagues. Each member is required to fill out a waiver upon joining a team.
- **Number of events hosted/attended**
 - The number of events that a club has traveled to and the number of events that a club has hosted are included in the allocation process. If a club is attending and/or hosting a large number of events, they are more likely to receive higher funding because they are getting the most out of their funding.
- **Budget/Sport's Expense**
 - The amount that a sport actually costs to play is another factor that is included in the allocations process. An example of this is (with all other factors being even) a sport like Curling, which needs ice time and equipment rental, may receive more funding than a sport like Basketball, which does not require rental fees for practice. CSC also takes into account travel expenses, entry fees and other miscellaneous expenses of a club sport.

- **Social Media/Public Relations**
 - CSC takes into account a club's use of social media during the allocation process. CSC wants to see clubs that are actively promoting their club through multiple social media outlets. Keeping your blog up to date with officers, rosters and results from events is key when allocations are distributed. Clubs will be appealing to prospective students and can also help a club spark more interest.
- **Dues**
 - Clubs that charge dues are more likely to receive higher amounts of funding if it is requested because they have shown their club members' commitment and are not relying purely on their allocations.
- **Fundraising**
 - Similar to collecting dues, this shows that the club is trying to find other ways to increase their funds other than just allocations, and it shows a commitment to the club by members. Clubs that attempt fundraisers have a higher chance of getting their full funding request.
- **Community Service**
 - Community service as a club is a factor in the allocations process because a club that is doing service projects demonstrates that their club is not only getting money and competing, but they are also using their position to develop 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!
- **Club Accomplishments**
 - Although we will not cut funding if a club team has a poor record, we like to see improvement throughout the year within teams. Accomplishments can be a club attending a major competition for the first time, significantly increasing their membership, or putting together a successful fundraiser.
- **CSC Grants**
 - Clubs that have utilized, or at least attempted to utilize, the CSC club sports grants may receive higher funding than those who have not. Again, this is a way that clubs can show that they are using the money that they receive and putting it towards the bettering of their club. For more information regarding SGA grants, please see our [CSC Grants page](#).

Further Questions?

Please contact a [CSC officer](#) for more information.

AWARDS

Clubs can be granted two different types of awards- CSC Awards and University Awards. Below you can find out more information on each.

CSC Awards

At the end of the spring semester once allocations have been completed, the Club Sports Council will use a set amount of funding to reward clubs for their achievements throughout the year. This amount will vary year to year based on the total amount of funding CSC receives from SGA. The following are a list of the awards given and the criteria on which they are based:

- **Outstanding Community Service Award**
 - Awarded to the 3 clubs with the most hours of community service
- **Perfect Attendance Award**
 - Awarded to clubs that attend all SGA assemblies as well as all Officer meetings
- **Public Relations Award**
 - Awarded to clubs that effectively use social media outlets (Facebook, Twitter, Instagram, Blogs, etc.). This award is up to the discretion of the CSC members
- **Best Fundraising Award**
 - Awarded to club teams that show exceptional effort in fundraising and use innovative fundraising ideas. This award is up to the discretion of the CSC members.

** Funds available, if any, for awards will be unknown until Fall of the following year. Awards are given based on the previous academic 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 PuLSE 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.

CSC GRANTS

Clubs may also receive extra money through CSC grants. The eligibility requirements and grant process are explained below.

Eligibility Requirements for applying

1. **Events Hosted**
 - I. Have sent events to Club Sports Office Assistant and have recorded events by submitting either a Home Notification Match, Travel Request, or a Results Submission on IMLeagues.
2. **Roster/Waiver**
 - I. Make sure that your roster is current on IMLeagues and the website. Each participant on the roster must also have completed the waiver on IMLeagues.
3. **Website/Blog**
 - I. Club websites must have been updated within the last month. This includes current roster, contact information, try out dates, practice times, events hosted, results, and blog posts.
4. **Budget**

- I. The club's Budget sheet on [Google Drive](#) must be current with the correct revenues and expenses. It is important that this requirement is met because the budget sheet will be used in your club's grant presentation.
5. **Good standing**
- I. In order to be considered in good standing a club must have completed the following reports on time: [Officer Input Form](#), [Election Report](#), and [Budget Request Sheet](#). The treasurer of the club must also have met with Joyce by the required date.

Grant Process Requirements

The President 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. If you have any questions about the presentation requirements please email clubsports@butler.edu.

- 1) 5-10 minutes video presentation including President and Treasurer (other club members may be included)
- 2) Introduction of speakers including names and positions
- 3) A brief description of your club:
 - a) Number of members
 - b) Dues/Fundraisers
 - c) Events attended or hosted
 - d) Awards/Recognition
- 4) Current Budget Overview
 - a) Budgeted Expenses and Revenues
 - b) Requested Grant Amount
- 5) Rationale for new funds
 - a) What you plan to use the grant for
 - b) Who will benefit from the grant
 - c) Explanation for any excess funds
- 6) Any other information that is pertinent to your application

The online application must be completed by the Treasurer. Please submit application [here](#)

Other Notes:

- For the Current Budget Overview use your Budget Sheet on Google Drive.
- There is a soft cap of **\$2,000** however depending on funds this number may change.
- You will be informed of CSC's decision within **one week** after submitting the complete presentation [here](#). Incomplete presentations may require more than one week for follow up.
- If all of these requirements are not met the application will be considered incomplete.

DUES

Clubs are required to charge dues in order to receive funding from the university. If a club chooses not to charge dues than they are not eligible to receive funding. How teams determine these dues and choose to collect them is up to each team individually. Clubs that charge dues are more likely to receive higher amounts

of funding if requested because they are showing that their members are committed and the club is not relying solely on their allocations.

Collecting Dues:

A club can collect dues using many methods. Cash, checks or the *[Giving/Payment form](#) provided on the CSC Website are all feasible ways of collection.

*When using the Giving/Payment Form, please note under the “Note on Payment” section that you are paying for dues.

Depositing Dues:

The club’s treasurer should be entrusted to collect all dues and transfer them to Joyce. Here is the process for depositing dues with Joyce:

- **Check:** Put in appropriate envelope outside Joyce’s office and send an email (jradford@butler.edu) letting her know a drop-off has been made.
- **Cash:** Email Joyce and set up a meeting in order to transfer the cash securely. It will then be deposited into your account as soon as possible.

FUNDRAISING

Club Sports Officers are required to turn in the [Fundraising Notification Form](#) prior to their planned fundraiser event. Clubs must follow all University and Club Sports policies when hosting a fundraiser. If a club has specific questions of whether or not a fundraiser is appropriate or will be counted towards allocations, please contact [Club Sports](#).

Gambling

Gambling is not acceptable for any recognized student organization, including Club Sports. 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, or selling pools on any event, including University athletic events.

Ticket/Money Raffles are considered “gaming/gambling” according to Indiana State Law. If an organization is considering this, it must consult with the staff in the club sports office.

How To’s for Treasurers

All questions regarding treasurer’s transactions and financial dealings are described in the following sections. Should a treasurer still have questions or confusions then they may contact Bailey Finocchio at bfinocch@butler.edu or Joyce Radford at jradford@butler.edu

HOW TO SUBMIT A DEPOSIT

Submitting a Deposit (Cash & Checks)

1. Email Joyce (jradford@butler.edu) to schedule a day and time to meet.
2. You must bring cash and checks to your meeting with Joyce. **Do NOT leave cash or checks** in your club’s envelope outside of Joyce’s Office.

*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 OFFICIALS

****Please keep in mind that all payments/reimbursements will come out of your Club Sport Operating Budget****

Paying officials is a very simple process. Please provide Joyce with the following information:

1. A completed W-9 form from the official (View [Sample W-9](#))
2. A complete detailed invoice from the official (View [Sample Invoice](#))

An invoice can be faxed to Joyce at 317-940-6153

3. If the official would like to be reimbursed for mileage they must provide a Map Quest print out that shows the round-trip distance they traveled.
4. If the school you are competing against chooses to pay for the officials, the above information is still required in order to reimburse the school.
5. **Note:** Officials **cannot** be paid with a cash advance.

HOW TO PAY FOR EQUIPMENT

****Please keep in mind that all payments/reimbursements will come out your Club Sport Operating Budget****

Paying for Equipment and Supplies

There are 3 different ways that equipment and supplies can be paid for:

1. Each individual or a single team member can pay for equipment and supplies out of their own pocket using cash, check (if accepted) or a credit card.
2. Each individual team member (maximum of 4, Butler students only) may obtain a cash advance of \$200.00, which is a **maximum** of \$800. (Please see [Obtaining a Cash Advance](#)).
3. If the vendor is willing to invoice Butler for payment the following information must be turned in to Joyce:
 1. A complete detailed invoice from the vendor (View [Sample Invoice](#)). This invoice may be faxed to Joyce at 317-940-6153.
 2. A completed W-9 form if the vendor does not already have one on file. (View [vendors](#) & [Sample W-9](#))

Reimbursement for Equipment and Supplies

Below are reimbursement procedures for any out-of-pocket expenses incurred for equipment and supplies.

The following must be brought to Joyce at the HRC.

Note: Reimbursements may take up to 2 weeks to process. You will be notified via e-mail when your money becomes available.

If you paid with cash or check:

1. A receipt must be obtained with the following information on it:

- Name of Club, Your Name, address, and phone number of the person or business that was paid
- Item description
- Receipt number (if any)
- Receipt date
- Your name, address, and phone number
- A statement showing you paid with cash or check
- Dollar amount paid
- How you want to receive your check. Write “Pick it up” if you want to pick it up from Student Accounts in Jordan or “Mail to you” if you would like to have it mailed to the address listed above.

If you used a credit card:

1. If a personal credit card was used, a copy of your credit card statement must be made showing that the charge actually occurred in your name.
2. A receipt must be obtained from the vendor with the following information on it:
 - Name, address, and phone number of the person or business being paid
 - Item description
 - Receipt number (if any)
 - Receipt date
 - Your name, address, and phone number
 - The credit card account number that was charged
 - Dollar amount paid
 - How you want to receive your check. Write “Pick it up” if you want to pick it up from Student Accounts in Jordan or “Mail to you” if you would like to have it mailed to the address listed above.

If you obtained a Cash Advance and spent more than \$200.00:

1. Please follow the cash and credit procedures above for the amount spent over \$200.00 **only**.

Example:

Equipment Charge	\$250.00
Cash Advance	<u>\$200.00</u>
Your personal cash or credit	\$50.00

*Follow the same procedures of the credit card and cash/check to be reimbursed for the \$50.00 only.

HOW TO PAY FOR UNIFORMS

****Please keep in mind that all payments/reimbursements will come out your Club Sport Operating Budget****

Paying for Uniforms

There are 4 different ways that equipment and supplies can be paid for:

1. Each individual or a single team member can pay for their uniform out of their own pocket using cash, check (if accepted) or a credit card.
2. Four team members (Butler students only) may obtain a cash advance for a **maximum** of \$200.00. (Please see [Obtaining a Cash Advance](#)).
3. If the vendor is willing to invoice Butler for payment the following information must be turned in to Joyce:
 - A complete detailed invoice from the vendor (View [Sample Invoice](#)).
 - This invoice may be faxed to Joyce at 317-940-6153
 - A completed W-9 if the vendor does not already have one on file. (View [vendors](#) & [Sample W-9](#))
4. Butler apparel can be purchased from the Butler Bookstore. You must provide the following information at the time of check out:
 - Your name and phone number
 - Club Sport affiliation
 - Club Sport service code (budget code)
 - Please keep all receipts for your records

Reimbursement for Uniforms

Below are reimbursement procedures for any out-of-pocket expenses incurred for equipment and supplies. The following must be brought to Joyce at the HRC.

Note: Reimbursements may take up to 2 weeks to process. You will be notified via e-mail when your money becomes available.

If you paid with cash or check:

1. A receipt must be obtained with the following information on it:
 - Name, address, and phone number of the person or business that was paid
 - Item description
 - Receipt number (if any)
 - Receipt date
 - Your name, address, and phone number
 - A statement showing you paid with cash or check
 - Dollar amount paid
 - "Mail" or "Pickup" (whether you want your check mailed to you or available for pickup by treasurer in Joyce's Office)

If you used a credit card:

- a) If a personal credit card was used, a copy of your credit card statement must be made showing that the charge actually occurred in your name.
- b) A receipt must be obtained from the vendor with the following information on it:
 - Name, address, and phone number of the person or business being paid
 - Item description
 - Receipt number (if any)
 - Receipt date
 - Your name, address, and phone number
 - The credit card account number that was charged
 - Dollar amount paid

- “Mail” or “Pickup” (whether you want your check mailed to you or available for pickup by treasurer in Joyce’s Office)

If you obtained a Cash Advance and spent more than \$200.00:

1. Please follow the cash and credit procedures above for the amount spent over \$200.00 **only**.

Example:

Uniform Charge	\$250.00
Cash Advance	<u>\$200.00</u>
Your personal cash or credit	\$50.00

*Follow the same procedures of the credit card and cash/check to be reimbursed for the \$50.00 only.

HOW TO PAY FOR TRAVEL

****Please keep in mind that all payments/reimbursements will come out your Club Sport Operating Budget****

Paying for Lodging

There are three different ways to pay for lodging:

1. Each individual team member can pay for lodging out of their own pocket using cash or a credit card.
2. Each individual team member (Butler students only, up to **4** at one time) may obtain a cash advance for a **maximum** of \$200.00. (Please see [Obtaining a Cash Advance](#)).
3. Fill out the [Purchasing Form Information](#) form * with the appropriate information. Complete this form **at least two weeks in advance** of the time you will need this payment made. Upon completion of this form, send Joyce (jradsford@butler.edu) an email indicating you have completed the form.

A Purchasing Form allows funds to be withdrawn directly from your club account

Using this process will take care of all hotel or motel charges.

-Joyce will email a confirmation of the hotel/motel reservation to the Club Treasurer.

Reimbursement for Lodging

Below are reimbursement procedures for any out-of-pocket expenses incurred for lodging. The following must be brought to Joyce at the HRC.

Note: Reimbursements may take up to 2 weeks to process. You will be notified via e-mail when your money becomes available.

If you paid cash:

1. A receipt must be obtained from the motel/hotel with the following information on it:
 - Name, address, and phone number of the motel/hotel
 - Receipt number (if any)
 - Receipt date

- Your name, address, and phone number
- A statement showing you paid cash
- Dollar amount paid

If you used a credit card:

1. If a personal credit card was used, a copy of your credit card statement must be made showing that the motel/hotel charge actually occurred in your name.
2. A receipt must be obtained from the motel/hotel with the following information on it:
 - Name, address, and phone number of the motel/hotel
 - Receipt number (if any)
 - Receipt date
 - Your name, address, and phone number
 - The credit card account number that was charged
 - Dollar amount paid

If you obtained a Cash Advance and spent more than \$200.00:

1. Please follow the cash and credit procedures above for the amount spent over \$200.00 **only**.

Example:

Hotel Charge	\$250.00
Cash Advance	<u>\$200.00</u>
Your personal cash or credit	\$50.00

Follow the procedures above for the \$50.00 only. (There are separate procedures for [Cash Advances](#)).

Reimbursement for Fuel

You may request to be reimbursed for fuel only if your personal vehicle was used for travel. The Business Office will **not reimburse travel expenses for travel within Indianapolis and the surrounding counties**.

Below are the procedures for fuel reimbursement:

1. **Club Treasure** must drop off original **receipt for fuel** AND a **bank statement** showing fuel purchase (only if a credit/debit card was used)
 - INCLUDE ON THE RECEIPT IN WRITING:
 - Name of Club Sport
 - Your full name
 - Your address (home or school — just be consistent with future reimbursements)
 - “Mail” or “Pickup” (whether you want your check mailed to you or available for pickup by treasurer in Joyce’s Office)
2. Club Treasurer must send Joyce an email (jradford@butler.edu) informing her that he/she dropped off a receipt in the corresponding envelope outside her office.

3. Unlike previous years, it is **no longer required** that a MapQuest of travels be provided with receipt.

Reimbursement for Meals

Below are the procedures for meal reimbursement:

1. Please send Joyce an e-mail stating that you would like to be reimbursed for meals. This e-mail must include:

- The date(s) of travel
- The address, city, state and zip code for each destination.
- Your full name
- Your address and phone number
- The Club Sport that you are affiliated with

2. All original copies of your meal receipts must be turned in to Joyce.

HOW TO PAY FOR COMPETITIONS

****Please keep in mind that all payments/reimbursements will come out your Club Sport Operating Budget****

Paying for Dues, Tournament and Competition Fees

There are 4 different ways that dues and fees can be paid for:

1. Each individual or a single team member can pay for dues or tournament fees out of their own pocket using cash, check (if accepted) or a credit card.
2. Each individual team member (Butler students only, only **4** at one time) may obtain a cash advance for a **maximum** of \$200.00 each. (Please see [Obtaining a Cash Advance](#)).
3. If the vendor is willing to invoice Butler for payment the following information must be turned in to Joyce:
 - A complete detailed invoice from the vendor (View [Sample Invoice](#)).
 - This invoice may be faxed to Joyce at 317-940-6153.
 - A completed W-9 if the vendor does not already have one on file. (View [vendors](#) & [Sample W-9](#))

4. Fill out the [*Purchasing Form Information](#) form with the appropriate information. Complete this form **at least two weeks in advance** of the time you will need this payment made. Upon completion of this form, send Joyce (jradford@butler.edu) an email indicating you have completed the form.

A Purchasing Form allows funds to be withdrawn directly from your club account

-Joyce will then confirm with your club treasurer that your Requisition Form was successful.

Reimbursement for Dues, Tournaments and Competition Fees

Below are reimbursement procedures for any out-of-pocket expenses incurred for dues and fees. The following must be brought to Joyce at the HRC.

Note: Reimbursements may take up to 2 weeks to process. You will be notified via e-mail when your money becomes available.

If you paid with cash or check:

1. A receipt must be obtained with the following information on it:
 - Name, address, and phone number of the person/business being paid
 - Receipt number (if any)
 - Receipt date
 - Your name, address, and phone number
 - A statement showing you paid with cash or check
 - Dollar amount paid
 - “Mail” or “Pickup” (whether you want your check mailed to you or available for pickup by treasurer in Joyce’s Office)

If you used a credit card:

1. If a personal credit card was used, a copy of your credit card statement must be made showing that the charge actually occurred in your name.
2. A receipt must be obtained from the vendor with the following information on it:
 - Name, address, and phone number of the person or business being paid
 - Receipt number (if any)
 - Receipt date
 - Your name, address, and phone number
 - The credit card account number that was charged
 - Dollar amount paid
 - “Mail” or “Pickup” (whether you want your check mailed to you or available for pickup by treasurer in Joyce’s Office)

If you obtained a Cash Advance and spent more than \$200.00:

1. Please follow the cash and credit procedures above for the amount spent over \$200.00 **only**.

Example:

Fee Charge	\$250.00
Cash Advance	<u>\$200.00</u>
Your personal cash or credit	\$50.00

*There are separate procedures for [Cash Advances](#)

HOW TO OBTAIN AND RECONCILE A CASH ADVANCE

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.

The following procedures must be followed in order to receive a cash advance:

1. The club treasurer must call or e-mail Joyce at least **two weeks in advance** of your travel (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). Please provide the following information:
 - Where you are traveling
 - Dates of travel
 - Purpose for the cash advance
 - Club Sport affiliation
 - 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.

Reconciling your 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. 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.
 - B. All unused money from the \$200.00 cash advance must also be returned
 - C. Any money that is not spent will automatically be put back into the club's account.

HOW TO INTERPRET A BUDGET REPORT

Below is a sample of a Budget Report. Every Club Sport President will get a copy of their Budget Report e-mailed to them at the middle of every month. The report will reflect all the budget transactions that occurred during the previous month. It also includes year to date postings. It is important to check your budget reports carefully to make sure all payments and reimbursements are accurate. If you have questions regarding your report please contact Joyce.

Sample of Page 1:

1 Sports Reports		2 Club Sports Individually		
2/28/2008		83###		
Butler Shotokan Karate				
				7
3 Program Code	4 Description	5 Beg Bal	6 Current Per	Ending Bal
83###	Butler Shotokan Karate	(200.00)	50.00	(150.00)
8 Totals		(200.00)	50.00	(150.00)

1. This item indicates what type of report is being produced and what month and year it is for.
2. This item has the name of the report, the program code and name of the corresponding Club Sport.
3. The program code is five-digit account number that is assigned to each Club Sport.
4. Name of the Club Sport
5. This number indicates the dollar amount that is available in your budget at the beginning of the reporting period. Prentices around the number indicates a positive balance and funds are available to spend. If there are no prentices around the number then no funds are available and the budget has a deficit.
6. This number represents the total dollar amount that was spent during the current period. If a dollar amount is not present then no funds were spent.
7. This number indicates the ending balance for the reporting period. The dollar amount shown will carry over to the next reporting period and become the beginning balance.
8. This line shows all of the total balances for the reporting period.

Sample of Page 2:

Program # 83###

Butler Shotokan Karate

Club Sports Reports

2/28/2008

Beginning Bal (200.00)

Current Activity 50.00

Ending Bal (150.00)

Leger Detail

Date	Year	Period	Amount	Descrip	Acct	Fund	Program	Descrip	Invoice	Vendor
------	------	--------	--------	---------	------	------	---------	---------	---------	--------

Page two of the budget report shows detailed information regarding any activity occurring during the reporting period. This page is often referred to as the Ledger Detail. The ledger detail will show any deposits or purchases that occurred during the month.

***It is the responsibility of the Club Treasurer to review this report carefully each month. The treasurer should know the exact figure of all expenses, as well as deposits.**

Travel Information

Before a team can travel to an away event or competition they must filled out a [Travel Request Form \(IMLeagues\)](#), [Club Participant Waivers \(IMLeagues- Join Team\)](#), coordinate travel arrangements, and follow all polices. Please see below for further detail.

Waivers

Each person traveling on a club trip must be on the club's Imleagues roster and have completed the [Participant Waiver](#) before traveling. If they have not, have them join your club team in IMLeagues to complete the waiver. Once on your roster, they do not need to fill out a waiver again that academic year. For each away event a club must complete a [Travel Request](#) to provide trip details.

Butler Policies and Procedures

This section of policies and procedures is not all-inclusive. Many of the other sections of this handbook also include policies and additional guidelines that can be found in the Student Handbook.

Butler University Driving Policy

Any person who 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. No university vehicles or discounts are available for use and clubs are responsible for their own travel coordination.

Transportation Rentals

Clubs are responsible for finding their own means of transportation. However, they may not rent 15 passenger vans! We encourage the use of the following companies:

Buses

[Miller Transportation](#)

Contact: Joey – 502-815-0236

Cars

[Corporate Enterprise](#) (Rental Cars)

Rental Code: DBX08N5

Conduct

As noted in the Standards of Conduct section in the handbook, all Club Sports members, coaches, and volunteers are expected to conduct themselves in a manner that supports the mission of the University and is in compliance with all policies in the University Regulations and Club Sports Manual.

There should not be consumption of alcoholic beverages during any club sanctioned or sponsored event. This includes; practices, home competitions, trips and/or away competitions (this includes the entire duration of the trip). This is in effect for any club member, coach, volunteer, or advisor. In addition, alcohol should not be at a club function that may take place at a private residence. Any deviation of this policy may result in immediate sanctions from the Club Sports Council, and further actions may be taken by the Office of Student Affairs.

Injuries off campus

Before the start of any away contest, check with the representative of the host institution to determine what arrangements have been made to assist in the handling of an injury. 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.)

If 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 (e.g., University vehicles). All injuries requiring a hospital visit should be reported to club sports liaison immediately. Contact BUPD for when a serious injury/accident occurs.

Risk Management

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 is called, an accident report needs to be completed and turned into your direct supervisor. 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). Patron 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 24 hours of the accident.

Emergency Equipment

All Clubs should know where the closets 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 AED's in HRC (3)
- Under AED in Blue Building (Outdoor Fields)
- With Challenge Course

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)
- Challenge Course

Inclement Weather- NEW

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/Lightening:

- Club Sports Supervisors and/or Club Safety Officer 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)

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.

Athletic Trainers

If your club would like a certified athletic trainer on site at events, please see below:

- \$25 per hour
- Please contact St. Vincent Sports Performance (Chad Gabbard at 317-650-6505)
- Please work with the trainer on bringing the correct supplies for your given sport.
- Currently the agreement needs to be coordinated by the club directly.
- Please provide the trainer with the time of the event, location of the event, and how many certified athletic trainers you are requesting

For more risk management policies and procedures, please [Click Here!](#)

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!

HRC MARKETING DEPARTMENT- EVENTS PROMOTION

Every week the Club Sports Undergraduate Assistant sends out a weekly email to the HRC Marketing Department with a list of club events. The marketing team will create a graphic and promote them on our different social media platforms. The events will also be placed and promoted on the University Calendar.

To ensure that your club events are being promoted, you must complete either a [Travel Request](#) or [Home Match Notification](#) form by 10am the Wednesday before the event.

BUTLER CONNECTION SUBMISSIONS

The Butler Connection is a daily email (M-F) that goes out to students, faculty, and staff of the Butler Community. There is a faculty/staff version and a student version. [Submit an announcement here!](#)

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 department does not have access to these accounts. We strongly suggest that you create a document in your club's [file storage](#) with a list of the accounts and their passwords.

Clubs are also expected to follow @butlerhrc and tag them in any posts and we will repost to our followers!

Need help creating a graphic for your social media or have any questions?

Please contact clubsports@butler.edu.

WEBSITE

Individual 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.

SIGNS/POSTERS/TABLE TENTS/NAPKIN HOLDERS

The PuLSE office is responsible for approving all signs, posters, table tents. Approval, not endorsement, is shown by utilizing the PuLSE stamp.

For the full list of rules please see [Publicity on Campus](#).

PROFESSIONAL PHOTOGRAPHER

Club Sports have access to a professional photographer to take photos of club events and competitions. The photographer is booked based on availability. Request can be made to clubsports@butler.edu. In order to be eligible to have the photographer present at your event you must have submitted an event notification form. This fee for the photographer will come out of the department's fund, unless an event is changed or cancelled without informing the club sports office within 24 hours, the club will incur the photographer's fee.

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 at least one week in advance of the reservation.

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 for more ideas.

Policies and Procedures

LOGOS AND LICENSING

The Marketing Department has created individualized logos for each club sport! Please click on your club below to be directed to your club logo! Before confirming any merchandise orders, please ensure your vendor is a [University Licensed Vendor](#). Any and all items ordered that feature the Butler name or any logo are required to be purchased from a licensed vendor and only display the logos provided on this website. For more information on Logo Licensing please see [Trademarks & Licensing](#).

Club Logos:

[Club Basketball](#)

[Club Climbing](#)

[Club Crew](#)

[Club Curling](#)

[Club Cycling](#)

[Club Equestrian](#)

[Club Golf](#)

[Club Hockey](#)

[Club Lacrosse](#)

[Club Ski & Snowboarding](#)

[Club Soccer](#)

[Club Swimming](#)

[Club Tennis](#)

[Club Ultimate Frisbee](#)

[Club Volleyball](#)

SOLICITATION

[Please review all policies on Solicitation](#)

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.

*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.

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 you 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.
- Pre-sort 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.

Request for Mailing Labels or Lists

Requests for labels should be made two weeks in advance by completing a Label Request Form provided by PuLSE (AU 101). Requests from student organizations must be approved by the PuLSE office and there will be a charge of \$15.00. Requests for less than 100 labels will not be filled.

Requests for lists of students (i.e. by housing unit, etc.) should be made two weeks in advance and can be obtained by completing a List Registration Form provided by PuLSE. There will be no charge assessed for list requests, but they must be approved by the PuLSE office.

Mailboxes

Each Club Sports team has a mailbox at the HRC (Recreation Office Suite) for all incoming correspondence. Any outgoing mail must be handled by the individual clubs. Please check your mail on a regular basis and use the following return address in all correspondence:

Butler University – Department of Recreation & Wellness
ATTN: (your club name)
530 West 49th Street
Indianapolis, IN 46208-3485

Important Dates and Deadlines

Meetings:

Officer Meetings-

1st Officer Meeting- **September 5th, 2018** from 7pm-9pm in HRC Large Conference Room

2nd Officer Meeting- **November 7th, 2018** time TBD in HRC Large Conference Room

Club Sport Council Meetings-

1st CSC Meeting- September 19th, 2018 time TBD

Deadlines:

Weekly-

Mondays: Home Match notifications submitted on Imleagues by Noon

Wednesdays: competition results submitted to clubsports@butler.edu by 10am

Monthly-

August

Block Party

September

9/21– Deadline for Treasurer to meet with Joyce

9/21- Deadline to submit name of safety officer

9/28- Deadline to meet with Bailey

EOM- Update Blogs and Budget Sheet

October

EOM- Update Blogs and Budget Sheet

November

11/7- Second Officer Meeting

EOM- Update Blogs and Budget Sheet

December

12/1 – Outdoor Fields Close

12/11 – End of Fall Semester Forms Due

EOM- Update Blogs and Budget Sheet

January

EOM- Update Blogs and Budget Sheet

February

TBD-Treasurers meet with Joyce
EOM- Update Blogs and Budget Sheet

March

1st Week-Fields open (weather permitting)
EOM- Update Blogs and Budget Sheet

April

2nd Week – End of Semester Forms due
3rd Week – CSC Allocations Meeting
EOM- Update Blogs and Budget Sheet

Helpful Links

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

Form Central-<https://clubsports.butler.edu/csc/form-central/>

IMleagues- <http://www.imleagues.com/spa/club/QzslG3nmLrXjj8tLeQsJsw==/home>

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

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