



BUTLER

**RECREATION &
WELLNESS**

CLUB SPORTS

Club Sports Manual 2025-2026

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Club Sports Program Overview

Mission

Through Club Sports, the Office of Recreation & Wellness provides students with opportunities to participate in a variety of sports activities. The Club Sports program offers a range of team and individual competitive sports providing students with opportunities to engage in sports and recreation while gaining practical experiential learning, developing leadership skills, and promoting a healthy lifestyle.

At Butler University, a club sport is a student organization established to promote and develop interest in a specific sport. The club can offer both competitive and recreational opportunities for students, providing an inclusive environment that encourages participation, teamwork, and personal development. Club sports operate under the guidelines and policies set by the Club Sports Program and are overseen by key administrators, officers, and the Club Sports Council.

This manual serves as a guide for Club Sports participants and administrators on the policies, processes, and procedures of the Club Sports Program. If you cannot find the information you need or require clarification, please contact the AD of Sports Programs.

Office of Recreation and Wellness Mission Statement

The Office of Recreation & Wellness serves to empower the Butler community to foster connections, develop lifelong skills, and champion personal wellbeing within a supportive environment through inclusive recreational programs, wellness initiatives, and experiential learning.

Contact Information for Key Administrators:

The following key administrators oversee and support the Club Sports Program, ensuring compliance and providing guidance. Contact them for assistance with any aspect of the program.

Ethan McNeil - Assistant Director - Sport Programs | emcneil1@butler.edu | 317-940-3080

- Responsible for the Club Sports Program, overseeing its operation, and serving as the primary contact for club sports-related matters.

Bryce Baker– Graduate Assistant – Sports Programs | bbaker4@butler.edu | 317-940-5967

- Provides administrative support to a to the Club Sports Program

Craig Gosnell – Associate Director - Programs | cgosnell@butler.edu | 317-940-5993

- Develops and implements Recreation and Wellness programming, which includes the Club Sports Program.

Laura Surles - Director - Recreation and Wellness | lsurles@butler.edu | 317-940-6156

- Oversees the broader Recreation and Wellness department, which includes the Club Sports Program.

Scott Peden - Executive Director - Student Health & Recreation | speden@butler.edu | 317-940-8436

- Oversees the overall health and recreation services, providing strategic leadership for all related programs, including club sports.

Club Sports Structure

Club Sports Teams

Competitive Sport Clubs

The following is a list of recognized competitive clubs for the 2025-26 academic year:

- Basketball, Men's
- Basketball, Women's
- Bass Fishing
- Climbing
- Curling
- Equestrian
- Esports
- Golf
- Hockey
- Lacrosse, Women's
- Run
- Soccer, Men's
- Soccer, Women's
- Swimming
- Tennis
- Ultimate, Men's
- Ultimate, Women's
- Volleyball, Men's
- Volleyball, Women's
- Water Polo

Probationary Club Sport Teams

A probationary Club Sport Team is one that is:

1. An SGA Student Club who has met the criteria to become a Club Sport and is in its mandatory one-year transitional probationary period.
2. A previously inactive club in a year-long reactivation period.
3. An active Club Sports Team facing discipline from the CSC resulting from Club Sports Program policy and procedure violations.
 - a. Please note, any team facing discipline from the CSC resulting from Club Sports Program policy and procedure violations that fails to meet the standards of their probation and become compliant with the Club Sports Program will become inactive and therefore ineligible for competition until compliance standards are met.

Official Club Sports records will distinguish what type of probation a club is in by the following codes:

- Probation 1 (P1): New club in transitional probation period
- Probation 2 (P2): Inactive club working towards reactivation
- Probation 3 (P3): Team facing disciplinary action

The following is a list of Club Sports Team on probation for the 2025-26 academic year:

- Crew
- Cycling

Inactive Club Sport Teams

Club Sport Teams listed in this category are currently not holding club events, practices, competitions, etc. due to a lack of interest, student leadership, or repeated violations of Club Sport policies. These clubs can be reactivated with appropriate student interest and one year of probationary period.

The following is a list of current inactive clubs for the 2025-26 academic year:

- Baseball
- Men's Lacrosse

Fusion Club

The Club Sports Program uses the Fusion Club software to track all clubs' finances (account balance, transactions and dues), rosters, travel, waivers, and events. All active clubs will exist in Fusion Club and any questions or issues with the software should reach out to the AD of Sports Programs for assistance.

Club Sports Council (CSC)

The Club Sports Council (CSC) serves as the primary liaison between the Student Government Association (SGA) and Club Sports. Each Club is allowed one representative to help make decisions regarding Club Sports. Each representative gets one vote. The CSC plays a crucial

role in representing all club sports, keeping club members, students, faculty, and staff informed about club programs, their requirements, and any changes to the Club Sports Program policies and procedures.

The CSC Executive Team (CSC Exec) serves as the core leadership group of the CSC, responsible for guiding its overall strategic direction, oversees the allocation process, ensures compliance from each club, and represents the CSC externally. Each CSC Exec member, including the President, Vice President, Treasurer, and Secretary. Each member has one vote and contributes recommendations on various matters such as budgeting, allocation funding, club recognition, disciplinary policies, and other pertinent club sport issues.

Under the guidance of the AD of Sports Programs, the council meets regularly, and their main duties include allocating funding, making recommendations on disciplinary incidents and club allocations, advocating for club teams' concerns, and guiding new initiatives or organizational changes within the Club Sports Program.

Members of the council volunteer their time for these elected positions, ensuring effective representation and support for all Club Sports participants.

Club Supervisors

Club Sports Supervisors are the main contact point for on-campus event operations for the clubs. They must be present for all registered, on-campus home competitions. The fee for the supervisor is typically covered by the Club Sports Council. However, if an event is changed or canceled without notifying Club Sports within 24 hours, the club team may be responsible for covering the fee.

All supervisors are certified in CPR/AED/First Aid. It is important to note that while supervisors are trained in these areas, they are not athletic trainers and will defer to athletic trainers where applicable. They are expected to be familiar with this and the Club Sports Supervisor Manual.

In case of an emergency, dial 911 or contact BUPD at (317) 940-9396.

Club Recognition and Continuation

Steps to Become a Recognized Club Sport

The Club Sports Program, in partnership with SGA and the Office of Student Activities, is continually looking to add and reactivate Club Sports teams. Should a particular sport gain enough interest, the Club Sports Program readily invites those individuals to explore the process for developing into an official Club Sport. All new club sport teams will begin under the Office of Student Activities as a student organization and will receive all funding from SGA. The following link offers more about [starting a new student organization at Butler](#).

Once the club is established and is trending towards being competitive, the Club can move into a year of probation (P1) before becoming eligible for allocation from the CSC.

For more information on moving from a student organization to a Club Sport, please contact the AD of Sports Programs.

Requirements for Maintaining Active Status

Club Sports teams in compliance with the Club Sports Program are automatically renewed for the subsequent academic year.

Club Sports teams not in compliance with the Club Sports Program must meet with the AD of Sports Program to determine renewal.

Evaluation and Probation Criteria

Before finals weeks of the Spring semester of the current academic year, all Clubs on any level of probation must meet with the AD of Sports Programs and create a plan to become compliant by the end of the year and that will continue the compliance into the following academic year. Once the plan is deemed satisfactory and the Club becomes compliant, the team will then be renewed by the AD of Sports Programs.

Probationary teams that fail to meet with the AD of Sports Programs or fail to become compliant before the end of the Spring semester will be made inactive and unable to complete the following semester.

Membership and Participation

Club Membership

Membership with Club Sports is open to all Butler students in good standing and with a valid Butler Student ID. Part-time students (less than 12 credit hours) will need to purchase an HRC membership to access the HRC. All club sports participants must remain compliant with the Club Sports Programs and Butler University student conduct policies.

Each club differs in requirements and processes for determining membership (i.e., specific tryouts dates, open to all year-round, etc.). For specific information about each club's process for determining membership, contact the club's leadership the AD of Sports Programs

Waivers and Agreements

All members must complete the necessary waivers and agreements to participate in club sports activities. Failure to complete waivers will result in the revocation of club membership. Continued participation after revocation will be referred to the Dean of Students for additional

disciplinary action. Clubs with members participating without signing waivers and agreements face a deduction of allocation funding and potential discipline as determined by the CSC and Office of Recreation and Wellness professional staff.

Eligibility for Competition

For a Club to participate in competition, all members must meet all membership requirements and sign all waivers and agreements. The Club's league or conference participation policies may vary and must also be met to be eligible for competition. For any specific questions about eligibility, contact the Club Sports staff.

Governance

The Club Sports program requires clubs to have a club sports constitution to outline and govern the club. Each club must have a certain number of student leadership positions. Club Sports teams are required to have six mandatory officers (listed below). General position descriptions can be found [here](#); however, each club outlines an officer's responsibilities in the club's constitution. All officers must meet all Club Sports membership eligibility requirements. If an officer is going to be away from campus for an extended period (i.e., study abroad, off-campus internship), the club is expected to fill the role and

Each officer's position must be held by different club members, unless otherwise approved by the club sports staff. Each officer's contact information is to be on file with the club sports staff, through the submission of an Election Report.

Mandatory Officer Positions and Responsibilities:

- President

Oversees the club, communicates with the Club Sports program, monitors compliance with regulations, and manages financial status.

- Vice President

Assists the President and handles responsibilities in their absence.

- Treasurer

Manages financial records and meets with the Club Sports Account Manager.

- Safety Officer (x2)

Oversees safety during club activities, maintains medical information, and completes Accident Reports.

- Additional Officer(s)

A club team may choose to add additional officer positions beyond these required six as the club feels necessary. The following are approved additional roles (others role not listed are allowed, but must be approved by the AD of Sports Programs):

- **Marketing Chair**
- **Secretary**
- **Community Service Chair**
- **Fundraising Chair**

Coaches

The Club Sport program allows Club teams to have a coach if they choose. Coaching positions can be paid if the club chooses to do so, otherwise the position is voluntary. The coach's duties and responsibilities are determined by the club. Coaches must be background checked and sign the [Club Sports coaching agreement](#).

Should a Club choose to have a coach, the expectation is that the club remains student run. Coaches can provide instruction for the sport and can offer guidance for decisions made by the club such as scheduling games and finances, but the expectation is the students will make the final call. As a result, all contact with the Club Sport Program will be initiated by the Club's executive committee. Coaches are welcome to reach out to the Club Sports staff for guidance or clarity if needed, but not to inform the office about decisions being made or scheduling requests.

Coaches, unless already employed by Butler University in another capacity, are not considered university employees. However, they are expected to uphold Butler University's community guidelines and policies. Failure to adhere to these expectations will result in their separation from Butler Club Sports.

Faculty and Staff Advisor

The AD of Sports Programs is considered the advisor of all Club Sport teams. However, faculty and staff may serve as advisors or coaches for club sports, providing mentorship and support. Any club that chooses to retain an advisor other than the AD of Sports Programs must inform the Club Sports Program.

Forms and Requirements

The Office of Recreation and Wellness and the Club Sports Program require that all participants complete their individual member agreements and sign all waivers. The

Club's president is expected to make sure all necessary forms are completed and submitted. All Club Sport participants must complete the following:

Waiver

All Club Sports participants must sign a liability release waiver prior to the first practice with the club. Those that are 18 years or older must submit the 18+ Waiver, those 17 and under must download, print, and submit the 17- Waiver.

Member Agreement

All members are also required to sign the Club Sports Member Agreement on Fusion Club prior to the Club's first participation. Waivers and Member Agreements must be on file, completed and accurate, with the Club Sports program for each participant who partakes in any club event.

Non-Compliance Consequences

All club teams are expected to have all members sign all agreements and waivers prior to an individual member's first participation. Each club must maintain an active roster on Engage and all listed members must have all agreements and waivers on file.

If a member participates without completing the agreements and waivers, club's will receive one warning and have one week to get back into compliance. Failure to do so will result in a reduction of allocation money. Multiple infractions will result in additional deductions, and the club will be placed in bad standing with the Club Sports office, putting it at risk of being put on probation and being made inactive.

Scheduling for Competitions and Events

Club teams looking to host events, practices, and competitions on campus must request to reserve space. Clubs can request the following spaces:

- Office of Recreation and Wellness owned and operated spaces
 - The Health and Recreation Complex
 - Basketball courts
 - Multipurpose Studio
 - Classroom 154
 - Pickleball Courts
 - West Campus
 - Club Fields inside the fences
 - IM Fields outside the fences
 -
- Butler Athletic Department
 - West Campus

- Varsity Field
 - Hinkle Fieldhouse
 - Sellick Bowl
- Butler University Spaces
 - All spaces available for reservation by students/student organizations

Scheduling Process

All on-campus practices, competitions, and event spaces are reserved using the EMS-Reserve Space system with the Club Sports Request template. Each Club is expected to request reservations for a space. All requests are processed on a first-come, first-serve basis. Space is not guaranteed, but timely requests are given priority. Athletic Department spaces can only be requested by emailing the AD of Sports Programs.

Scheduling Process for Office of Recreation and Wellness Spaces

For the Office of Recreation and Wellness Spaces, 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.

For any special, one-time practices, officers must request the reservation through EMS, using the Club Sports Request template.

Scheduling Process for Athletic Department Facilities

For scheduling an Athletic Department facility, please email the AD Sports Programs with the date, preferred times minimum two weeks prior to the event (clubs can also request lights at the Sellick Bowl). The request will be made by the AD of Sports Programs on the club's behalf. Once approved, the club will be notified. Clubs practicing in the Athletic Department will not receive confirmation of reservation until August 15 for the fall semester and December 15 for the spring semester.

To access locked facilities, the Club President will need to sign out a set of keys from the Club Sports Office in the HRC.

Club teams must also return all equipment to its original location and return the keys at the end of the event unless given permission to hold on to them overnight by the Sports Programs program.

Scheduling Process for Other Butler Campus Spaces

In the event that a Club Sports team wishes to reserve a space on campus outside of the HRC or Athletics Department, the club can use the Club Sports Template on EMS but must note in the request explaining the purpose of the event. It is important to note that events in such spaces cannot contain physical exertion. These spaces can be used for team meetings, call outs, and other club events that do not contain physical activity.

Home Competitions

Maintain accurate records of practice sessions and events for compliance and evaluation purposes.

Athletic Trainers

Butler University and the Club Sports Programs require an athletic trainer at all "home" competitions. "Home" competitions include any game played by a Butler Club Sports team, regardless of location, unless either 1) the Club Sports Program has approved the absence of a trainer, or 2) the event location provides medical support (e.g., a local sports facility with full-time ATs on staff). To schedule an athletic trainer, clubs must contact the AD of Sports Programs at least two weeks prior to the event. Failure to do so will result in the club being responsible for the trainer's costs.

Financial Information

Butler University Club Sports teams

Club Sports Funding

Funding Opportunities

Allocations

SGA distributes a specified percentage of the student activity fee to the Club Sports Program. The AD of Sports Programs, with the CSC, will determine the percentage of the allocation available to Club Sports teams. The percentage of the available allocated funds will fluctuate year-to-year based on total number of club teams, perceived need, and other mitigating financial factors. Money not made available for allocations will be used to cover the costs of athletic trainers, club sport supervisors, Club Sports Grants, and other purchases agreed upon by the CSC.

The AD of Sports Programs will announce when the allocation process begins at the start of the Spring semester. Each Club Sports team will submit an allocation request form and present it to the CSC executive team. Club Sports teams are only eligible for the total amount of its official

request. Teams in total compliance with the Club Sports Program are eligible for the entirety of their request. Select eligible teams can receive additional funding beyond their request if they meet additional criteria such as competing at nationals and/or receiving national, program, or University awards.

Club Sports teams that submit their allocation request late will not be eligible for their total request. Teams that fail to submit an allocation request will receive zero funding.

For more information, please refer to the Club Sports Allocation Process Guide.

Dues

Club Sports teams may charge membership dues to help cover expenses. Club leadership will set the dues based on the anticipated expenses for the year. These dues may be required for member participation. The Club Sports Program reserves the right to review and ensure that dues are reasonable and fair for all members. Payments can be made through the Club Sports Payment page.

Fundraising

Club Sports teams are permitted to host fundraisers to raise additional funds. A fundraiser is considered any function or event that sells goods, collects money, or collects donated items. Club Sports teams must receive approval from the Club Sports Program, by submitting an event request on Engage and by emailing to AD of Sport Programs at least one week prior to the fundraising event. This applies to all fundraisers, whether raising money for the group's own use or for an outside charity, including 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, except when collecting donation checks made out directly to a charity. The sponsoring group or club is responsible for all debts incurred.

All fundraisers must follow the Butler University Student Handbook and avoid demeaning sexual, racial, or other discriminatory references, and must not promote the abuse of alcohol. There are restrictions on 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 Office of Recreation and Wellness. Credit card companies will not be approved.

Additionally, Club sports must comply with the roadside solicitation policy of Marion County, which prohibits solicitation of funds within 50 feet of an intersection controlled by an automatic traffic signal or stop sign, and the Indiana Code, which does not allow stopping or impeding traffic for the solicitation of funds.

Gambling is not acceptable for any Butler University student group. This includes raffles where tickets are sold in exchange for an opportunity to win money or prizes, betting, wagering, and selling pools at any event, including University athletic/club events.

Club Sports reserves the right to deny any sponsorship or donation if the organization in question does not comply with, hold, or meet Butler University Standards and values.

All fund-raising questions can be directed to the AD of Sports Programs.

Grants

In determining the Club Sports budget, the CSC leaves a percentage of the funds available for additional or unexpected expenses. During the second semester, as total program expenses begin to become clearer, some of those additional funds can be made available to Club Sports teams as CSC Grants. The Club Sports Program will announce if CSC Grants will be available at the start of the Spring Semester.

To be eligible for a CSC Grant, Club Sports teams must comply with all Club Sports Programs. Clubs at any level of probation are not eligible for CSC Grants. Club Sports teams are limited to submitting one application. A maximum request amount will be determined and announced by the Club Sports Programs and the limit will change based on available funds. Clubs will be notified of grant decisions through the Club Sports Program.

For more information, refer to the [Club Sports Grant Process](#).

Donations

Clubs can receive donations from willing benefactors. A donation is a gift, and the donor receives nothing in exchange (except a tax deduction). For more information, please contact the AD Sports Programs.

To make or submit a donation share the [Butler University Donation](#) page and fill out the sections as indicated on the form. Select the option “other” and fill in the name of the Club Sports the donation is going too in the comment line.

Procedures for Managing Club Finances

Club Sports teams are expected to maintain an accurate record of all financial transactions and an up-to-date budget sheet on Fusion Club. All club treasurers are required to meet with the AD of Sports Programs once each semester to review all policies, procedures, and the club's financial states.

Each Club Sports team has a financial page on their Fusion Club account page. The Club's treasurer can be notified of the monthly budgets via email upon request.

Financial Procedures

Submit Deposits

Depositing: Online

To make a deposit online, please use the [Club Sports Payment](#) page and follow the instructions.

Depositing: Check

To submit a check deposit, email the AD of Sports Programs alerting them that the Club has a check to deposit and then must submit the check through the AD of Sports Programs in person who will send it to the business office to be deposited.

Make Payments

There are several options for making payments to vendors, officials, other universities, etc.

Vendors

Personal Money & Reimbursement

A club member can purchase the item(s) with personal funds and complete the [Club Sports Reimbursement Form](#).

Direct Club Funding

Online payment:

Club Teams have the two options to make online payments. The first is to use the Club Sports Programs Purchasing Card (P-Card) to help make payments online. To access this option, the president, VP, or treasurer must send all information regarding the purchase including links, invoices, to the AD of Sports Programs. P-Card purchases cannot exceed \$2,500. The following purchases are approved to use a P-Card:

The second option is to contact the AD of Sports Programs regarding the payment.

Check

To make a payment by check, submit the invoice and W9 to the AD of Sports Programs.

Officials and Coaches

All payments to individual people must be paid directly out of the club's account by submitting **an invoice** (must be from the individual being paid) and the **Person's W9** by placing it in the club's envelope outside of Office 100K Office Suite behind the HRC front desk.

Receiving Payments

Clubs can collect payments from other teams, universities, and or club members through online payment or by check (cash payments will not be accepted). To collect a payment, follow one of the following processes:

Online

For an online payment, share the Club Sports Payment page with the person/group/school making the payment, and instruct them to follow the instructions to make a payment. The money submitted on the payment form is directly submitted into the club's account. Please note that the payment page does not accept American Express.

Check

For payment by check, please contact the AD of Sports Programs for assistance in procuring payment.

The Club Sports program requests that all payments be made online, unless the person/team/paying cannot make an online payment (i.e., AmEx card, not allowed to do online payments, etc.).

Receiving Reimbursement

If a club member personally paid for a club expense (gas, uniforms, equipment, competition fees, etc.), that member can be reimbursed if the expense is approved by the club members and the club has the appropriate amount of funds in the account. The member must email the club treasurer a completed [reimbursement form](#), a receipt of payment, and, if paid via credit/debit card, a Bank/Credit Card Statement (only the cardholder will be reimbursed). The treasurer will submit all items to the AD of Sports Programs. 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.

Cash Advance

Club Sports teams may obtain a cash advance of club funds to help cover 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 club treasurer must contact the AD of Sports Programs at least two weeks in advance of the club's trip. Only the president, VP or treasurer can request a cash advance, but anyone signing for the cash advance must be included on the email. Please provide the following information in the email: the Club Sport team, where the club is traveling, dates of travel, purpose for the cash advance, and the phone number and email address of all recipients,

Everyone included in the email will be contacted by the AD of Sports Programs when the paperwork is ready to be signed will contact you to come to the HRC and sign the 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. Once signed, take them to Student Accounts to receive the cash advance. Recipients must present Butler Student ID at the window.

After the event, every student who received a cash advance must come to the HRC to reconcile their cash advance with the AD of Sports Programs. Please bring all the original receipts for items purchased with the cash advance and any unused cash. There is a two-week time limit for reconciliation once students receive their money. If more than two weeks pass, then the recipient's student account will be charged the full \$200.00 cash advance amount. All unused money will be deposited back into the Club Sport account.

Other Financial Information

Additional Allocation Funding for Additional Awards and Recognition

Any Club Sports teams that receive an award of any kind (i.e., university awards, national recognition, etc.) or have a member receive an individual award (i.e., university awards, all-American recognition, etc.) are eligible for additional funds being allocated during the allocation period. These funds are in addition to total allocation but cannot make up a difference should a Club not be in total compliance.

Club Sports Program Awards

The Club Sports Program has three annual awards specifically for Club Sports. The Nick Ames Club Sports Team of the Year goes to a fully compliant Club Sports team that demonstrated excellence through the year both in and out of competition. Men's Club Sports Athlete of the Year and Women's Club Sports Athlete of the Year go to student members in good standing with the university who demonstrate excellence in and out of competition.

University Awards

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. 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 will be made available during the Spring semester.

Any Club Sports that have successes, be it 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 include these successes on your semester reports too.

Prizes

Club Sports athletes can accept cash prizes for winning or placing in competitive events while participating in Club Sports-sponsored activities.

A Club Sports team that wins a cash prize must deposit the winnings into the club's budget. Under no circumstances can team-based prizes be distributed to individual club members.

Travel Policy

Intent to Travel

All clubs intending to travel off-campus must submit the Club Sports Intent to Travel form through Fusion Club **two weeks** prior to the departure date. Once you are given approval to travel, teams can submit specific travel details, such as hotel and transportation, fill out driver agreements, and resubmit for final confirmation. Teams traveling for extended overnight trips (two nights or more, or for a national or regional event are required to meet with the AD of Sports Programs in person prior to departure). Failure to submit this form on time will result in the club being unable to travel to that event. **Unauthorized travel will lead to the club's suspension for the semester and placed in Probation 3 (P3) status until the following semester, pending review.**

Cancellations

Event cancellations are at the club officers' discretion, host site, and/or league policies. All relevant parties (teams, host site, administration, and officials) must be notified of the cancellation. Club officers must also inform the AD of Sports Programs via email." Failure to notify Club Sports Staff within 48 hours will result in potential disciplinary action.

Driving Policy

Clubs are responsible for arranging their own transportation and can explore options such as cars, flights, hotels, and buses through [Lucid Travel](#).

Personal Vehicles

Drivers using personal vehicles must have appropriate personal insurance, as the university does not provide coverage. Drivers assume full responsibility for the safety of passengers.

Rental Vehicles

Clubs may rent cars, vans, or buses for events (15-passenger vans are prohibited). Rental costs can be paid directly from the club's account, reimbursed, or covered by personal funds. Detailed payment methods are available in the Financial Section of the Club Sports Handbook. Clubs must follow rental agency policies and regulations. Note that most agencies require drivers to be at least 25 years old, although some exceptions exist. Lucid Travel is highly recommended for arranging rentals.

Travel Lodging

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.** Any questions regarding lodging can be directed to the AD of Sports Programs.

University Policies

Non-Discrimination Policy

All student organizations (including club sports) must abide by and have a 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 Expectations

All members of the sports club 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.

Risk Management

(Club Sports is operating under the 2024 EAP plan. Currently under review by the RecWell Safety Committee.)

Accident Handling Procedures

Follow established procedures for handling accidents during club activities.
Off Campus

Concussion Education

Provide education and training on concussion prevention and management.

Emergency Equipment Policies

Butler University has safety equipment readily available across campus. The locations for those items within the HRC and Butler's club facilities are 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

Outdoor locations

- Blue Building (Outdoor Fields)

Inclement Weather

Under severe/harsh weather, Clubs may and will 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 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 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

Policies and Procedures

Logos and Licensing

Logo Policies

- The Bulldog logo may not be altered.
- The Butler watermark 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.

Licensing

Only approved vendors permitted club branded items. The following [Vendors](#) are licensed to brand items with the Butler Logo. Branded items purchased directly from a university club sports account do not pay royalties. Branded items purchased from personal funds (or require reimbursement) will pay royalties.

Club Sports teams may resell club branded items (open a team store, t-shirts as fundraiser, etc.). The Office of Recreation and Wellness have a partnership with BSN Sports and highly recommends Club Sports teams consider purchasing and reselling equipment from the vendor. RecWell has a BSN contact assigned to the account and is able to assist with any club related purchases. For more information or access to the BSN contact, please contact the AD of Sports Programs. The following [vendors](#) can provide club branded items for the club but also for resale

(other vendors on the licensed vendors list can do this as well, but Club Sports has used this list in the past).

Club teams cannot purchase Butler branded items from any vendor not on one of the two lists mentioned above unless they are specialty items not produced by listed vendors, one-time purchases, or 100% donated items.

Additional information on licensing can be found on the [Athletics website](#).

Promotion

Clubs Sports teams are expected to actively promote their club's activities throughout the year to help clubs enhance their visibility and engagement within the community. Each competitive club has personal logos created by the Marketing Department, currently available in the club's Google Drive (access granted upon request).

Engage

Individual clubs are responsible for maintaining their club Engage pages, ensuring that all information portrays a positive image of the University and the Club Sports Program. Outdated or inappropriate information, images, or news articles will be deactivated. 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 update them at least once a month. It is the club's responsibility to keep track of the passwords, as the Club Sports administration does not have access to these accounts. We recommend creating a document in your club's Google Drive with a list of the accounts and their passwords. Clubs should follow @butlerclubsports (Instagram) and @BUClubSports (Twitter) and tag them in all posts.

Teams are welcome to make graphics for social media posts, however they choose, if official Butler University logo policies are followed. The Office of Recreation and Wellness have a student marketing team available to assist with marketing Club Sports-related materials.

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](#)!

Printing & Mail Services

Copies/Faxes

Copies can be made at Campus Impressions in the Holcomb Building and charged to the student organization account. Codes can be obtained from the Club Sports liaison. Printing in computer labs will be charged to the account of the person printing. For multiple copies,

consider printing one master in the lab and taking it to Campus Impressions to make copies, charging them to 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, contact the AD of Sports Programs at (317) 940-8514 or clubsports@butler.edu.

Mail

For large mailings, contact the Manager of the Mail Center for assistance in processing mail pieces. Bring mail items to the Holcomb Building Mail Center, room 21. All outgoing mail must be handled by individual clubs. Each Club Sports team can mail purchases, equipment, uniforms, etc. to the HRC and will be available for pick up at the front desk.

Club Teams can also have deliveries sent to the HRC. The Club Sports program will notify the Club's president of its arrival and arrange a time for it to be picked up.

The following address should be used for all deliveries to the HRC and as a return address for any club correspondence:

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

Examples of Logo Use

Logo: Must stay as is



Watermark: May change in color:

BUTLER

CLUB CYCLING

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.edu

Marketing Equipment

The Club Sports Program has several pieces of equipment Clubs can rent to assist in marketing efforts. The equipment is free to use, but teams are liable for any damaged equipment while in Club possession. All material generated from the equipment will be uploaded to the Club Sports Google Drive and shared with the team. Club Sports also reserves the right to use the material in other promotional materials. The following items are available upon request: Canon Camera and GoPro.

Important Dates and Deadlines

Key Dates and Deadlines for Club Operations

Maintain awareness of important dates and deadlines to ensure compliance and successful operation.

Helpful Links and Revision Policy

Policy for Manual Revisions

An updated Club Sports Manual will be sent to all Club leadership at the beginning of each academic year, and all Club members are permitted access to the manual year-round. Anyone can request a copy of the manual at any time from the Club Sports Program by contacting the AD of Sports Programs.

The Club Sports Manual is subject to change at the discretion of the institution. It is the responsibility of each team to stay informed about updates or amendments to the manual. Teams will be notified of any significant changes should they occur during the academic year.