



RECREATIONAL SPORTS

Adidas Ordering Guide for Club Sports

How to Place an Order

Please contact the office at clubsprt@indiana.edu with your completed Adidas ordering form after reading through the following instructions and details.

Items must be for club use or personal use by club members, as our account cannot be used to purchase items that will be resold (*e.g. – clubs cannot buy items that will be sold to friends, family, alumni etc.*).

Discounts

Listed discounts are available to Club Sports at the following rates:

- Apparel: 50% off listed price
- Footwear: 45% off listed price
 - Except for miAdidas custom footwear, which is 30% off
- Accessories/Balls: 50% off listed price
- Hard Goods: 37.5% off listed price
 - Example: Lacrosse Helmets, Baseball Bats, etc.

Product Options & Details

Please note that Club Sports may not order duplicates/exact copies of IU NCAA team uniforms.

- Stock Items: <http://adidas-team.com/catalogs/>
 - No order minimums (except headwear, which is outlined in the catalog)
 - Shipped within 3-5 business days AFTER order is placed by Rec Sports staff
 - Items are delivered blank; use a local IU licensed vendor for decorations (numbers, names, etc.)
 - When utilizing catalogs, use the catalog closest to the time of year you are ordering (i.e. Fall 2021 Team Catalog when ordering in Fall 2021)
- Custom Items (marked as [adiCustom](#) or [miAdidas](#) in catalog)
 - Must order a minimum of 6 pieces per design
 - Shipped 60-90 days AFTER final design approval (design approval typically takes 2-4 weeks)
 - Adidas rep does NOT RECOMMEND having this product embellished. Bring them in blank and use a local vendor for decorations (numbers, names, logos, etc.)

Differentiating Stock & Custom Items: The catalog contains both stock and custom items. Stock items will always have color options listed next to each item. Custom items will be labeled adiCustom or miAdidas, and will *not* have colors listed. Instead, custom colors are listed at the end of that section.

Color Options

Be mindful that *only the below listed colors may be ordered for apparel or accessories* that will have an IU logo/Indiana printed on them:

- Victory Red, University Red, Black, White, Gray

****Power Red or Burgundy/Maroon colors CAN NOT be used**** for any items that will have an IU logo/Indiana/Hoosiers printed on them. While it may look similar in the catalogs, it is actual a noticeable different red in person. This restriction only applies to items that will be part of a uniform or will carry an IU logo/Indiana/Hoosiers. If clubs wish to order other colors for t-shirts, warm-ups, practice gear, etc. they can, as long as it will *not* have the club name or IU logo/Indiana/Hoosiers on it.

Billing

Clubs will receive an invoice or invoices from clubsprt@indiana.edu, typically after the items are received. Club treasurers are responsible for timely payments or ordering privileges may be revoked.

Online payments are preferred:

- You will receive the following link when the invoice is sent to you from the club sport email
 - [PayTrace](#)

If paying with a check is needed:

- Attach the invoice(s) you are paying for with the check
- Make check(s) out for the EXACT amount of the invoice(s)
- Ensure Club Name is either on the check or on the memo line
- If paying for multiple invoices, please include all invoices or write invoices (legibly) on a separate sheet of paper

Delivery

Items will be delivered to BGF 290, and we will notify the person who place the order when they are available for pick up. Individuals picking up the items are responsible for completing an inventory of the delivery, checking for correct quantity and/or artwork. By accepting the items, the individual is accepting this responsibility.

- If there is a problem with the quality or customization of the received items:
 - The individual responsible for inventory should alert Rec Sports staff immediately and leave the items in BGF 290 for return to vendor.
- If the goods will be received later than the required in-hands date:
 - The individual placing the order should alert Rec Sports staff immediately.

Account Options

Keep in mind, that depending on what items your club is purchasing, you may only have certain accounts available for use:

- Allocation: items must be for team use, and kept with club year to year until it's useful life has been reached. Items that will be kept by individuals at the end of the year, or only used by one specific person, cannot be purchased with Allocation funds.
- Off-Campus: items can be for team or personal use, if permitted by club treasurer