CLUB SPORTS HANDBOOK

Shippensburg University
2019 – 2020

www.ship.edu/recreation
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CLUB SPORTS PROGRAM INTRODUCTION

The Shippensburg University Club Sports Program provides opportunities for students to participate in competitive sports activities. Each club is formed and governed by students within guidelines established by the Shippensburg University Student Government Association (SGA) and the Coordinator of Club Sports (CCS). Within this framework, the focus and programming of each club will vary with the dynamics of student leadership.

Individuals participating in club sports do so voluntarily and retain full responsibility for risk or loss, property damage, or personal injury that may be sustained as a result of involvement in club activities. Each participant is required to verify health/medical insurance coverage and must complete a Club Sports Release and Indemnity Agreement prior to involvement in any club related activity. It is strongly recommended all club members have an annual physical examination.

The Club Sports Handbook should serve as a guide for advisors, student leadership, club membership and volunteers.

CONTACT INFORMATION

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Student Services, Inc. (SSI) Fiscal Office
Dena Baer, Accounts Payable
CUB 204
dbaer@ship.edu
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Recreation Hotline
717-477-1561
#1 - ShipRec and Heiges Field House Pool
#2 - Outdoor Lighting schedule for SRC, Tennis Courts
#3 - Schedule of Intramural contests and officiating roles
#4 - Club Sport list and information
#5 - Group fitness class schedules

Recreation Website
www.ship.edu/recreation

ShipLink
www.shiplink.ship.edu
CLUB SPORT DEFINED:
The classification "club sport" applies to organizations meeting the following criteria:
- A voluntary organization of enrolled students meeting the requirements for recognition by the Student Government Association (SGA).
- Involved in competition of a physical nature against other institutions or organizations.

ELIGIBILITY FOR CLUB SPORT PARTICIPATION:
In order to be eligible for club sport participation, individuals:
- Must be registered students approved by the club constitution and meeting the requirements of the applicable sanctioning body.
- Must complete the Club Sports Release and Indemnity Agreement through the Recreation Portal on ShipLink, inclusive of proof of personal insurance. This form must be processed by the Department of Recreation and Wellness prior to participation in any club related activity. It is the participant’s responsibility to update the information.

Considerations:
- It is highly recommended that members of clubs, involving physically demanding play, receive a physician’s examination prior to participation.
- An injured club member is responsible for all financial obligations incurred related to the injury.
- Club members are personally responsible for care and maintenance of all club and personal equipment used in club activities.
- Club Sport participation may affect NCAA eligibility, in the event an individual opts to compete at the intercollegiate level. Completion of the Club Sports Release and Indemnity Agreement will constitute the use of one year of collegiate eligibility in any sport sponsored concurrently at the NCAA level by Shippensburg University. Completion of this form will establish the individual as a club sport participant for the duration of the academic year as applied to intramural participation.
- Club Sport participation will affect eligibility for intramural participation in equivalent or related sport.

INSTITUTING A CLUB SPORT:
A list of current organizations are listed in Ship Link (shiplink.ship.edu). Requests for formation of new student organizations should be addressed to SGA.

1. shiplink.ship.edu
2. In the top right corner, click sign in.
3. Search for Shippensburg University in the list of Institutions (Skip this step if you have signed on before)
4. Use Shippensburg email and password to sign in
5. When on the homepage, click on the Groups tab next to the Home tab. Then select “All Groups”.

CLUB SPORT ACTIVITY:
Club Sport activity is defined as any function other than an organizational meeting in a classroom setting. Activity may take place only after notification is received from the Department of Recreation and Wellness, that processing of the required documentation, submitted through the ShipLink portal, has been completed. Club Sport activity is limited to the period beginning on the first day of fall semester classes through the last day of spring semester finals. Terminal championships, ending after the completion of the spring semester, may be considered for approval by the department.
CLUB SPORT PENALTY SCHEDULE:

Penalties assessed will be taken from the organization’s operating budget. A penalty notice will be sent via email by the Department of Recreation and Wellness to all club officers, club membership, and advisor. If an organization has a fully spent budget when a penalty occurs, payment must be made within two weeks or a club may be suspended from recognition. In the event an operating budget is exhausted for the current fiscal year, the assessment may be applied to the future budget allocation.

- $50 per failure to submit required forms by specified deadline. An additional $10 per business day late fee will be assessed for each additional day late.
- $50 per occurrence for each club when an individual participates in physical activity (practice or game) without a waiver being approved by the department, and club president being notified.
- $75 per travel itinerary not submitted prior to the deadline determined by the department.
- $50 per each roster check missed. An additional $10 per business day late fee will be assessed.

If a club sport is penalized more than two times, they may lose their recognition and be suspended from club activity for the remainder of the semester or school year by a 2/3 vote of the Student Government Association.

Clubs cannot incur expenses under Shippensburg University without a Student Association Operating Budget.

EXPENDITURE REQUESTS:

Any expenditure request form requires a signature of approval from the Department of Recreation and Wellness prior to submitting the form to SUSSI. Please allow adequate time for signatures and processing.

ROSTER CHECK:

Completed by a minimum of two club officers in ShipRec. All officers are encouraged to attend roster checks and may invite club members to join but two officers are required in attendance. Calendar of roster check dates will be provided by Club Sports GA. It is suggested that all officers attend roster checks throughout the year to have a working knowledge of club functionality.

- Possess a hard copy of individuals considered to be club members. Will compare that list to the club roster maintained by the department, and those on ShipLink portal.
- ShipLink Portal membership list should exactly reflect the list of approved waivers received from the department/designee.
- Possess a thorough knowledge of practice and competition schedules and be prepared to provide updates as needed.
- Submit event results which were not submitted within the 48 hour deadline.
- Sign a statement verifying all injuries have been reported through submission of an injury/incident report within the required 24 hour period. This verification may expose the individual and officers to liability if found not to be factual.
- May be required to verify other statements.
- Verify only volunteer involvement is by individuals that have received verification of background clearances.

DUTIES OF CLUB SPORT LEADERSHIP:

Club sport programs are managed by their membership within guidelines established by the SGA and the Department of Recreation and Wellness. All club members are instructed to review policies within this document and those listed in the Swataney.

PRESIDENT RESPONSIBILITIES:

The president of the organization is responsible for ensuring the completion of the following duties and is encouraged to delegate these duties among club leadership:
Supplying the information, as required by the SGA, to maintain status as a recognized student organization through ShipLink.

Submitting funding requests, through ShipLink, by deadline established by SGA.

Educating all members and prospective members, of SGA and University policies and procedures regarding conduct and facility usage.

Assuring that no individuals engage in any activity until the Club Sports Release and Indemnity Agreement is properly completed and notice is provided to the club leadership by the Department of Recreation and Wellness.

Attending meetings as requested by the Department of Recreation and Wellness or SGA.

Establishing a mailbox at the CUB, through the SGA office, to be checked weekly.

Establishing a Restricted Account at the Student Services, Inc. Fiscal Office, to be the sole financial account maintained by the club or any individual representing the club. Clubs may open an SU Foundation Discretionary Account in addition to the Student Services account.

Establishing a protocol for dispersal of club funds.

Submitting facility requests for practice and/or competition. EMS, events.ship.edu, is the method of requesting University facilities for competitions. In specific circumstances, particularly at the beginning of the Fall semester, when high volume of similar requests are expected, Clubs may be instructed to email requests to the Department of Recreation and Wellness or Club Sports GA for review. After review, Clubs may be notified to proceed with EMS entry, or the Department of Recreation and Wellness will enter initial schedule. EMS submittal is expected two weeks in advance of the requested date.

Providing the Department of Recreation and Wellness with all items purchased with SGA funds for summer storage, prior to spring finals week.

Maintaining a current membership list through the Department of Recreation and Wellness. Membership list is generated by the department from completed Club Sport Release and Indemnity Agreements. The representative for roster check must have complete knowledge of the roster.

Submitting Trip Itinerary through the Recreation Portal on ShipLink no later than 8am on the last business day before departure, or hand delivering to Club GA by that deadline. Electronic submittal is preferred (Trip Itinerary form is also located at www.ship.edu/recreation).

Submitting schedule change requests to the Club Sports GA.

Filing of Department of Recreation and Wellness Incident Report to the Club Sports GA within 24 hours of any injury/incident relating to practice or participation (Form is located on the ShipLink Recreation Portal, or at www.ship.edu/recreation, and at the ShipRec entrance desk).

Implementing “blood policy” during practice or competition.

Planning of events hosted by SU within guidelines of the Department of Recreation and Wellness. Refer to section on “hosting events”.

Submits eligibility verification as requested by appropriate sanctioning bodies.

Submits Club Sport Result Report to the Department of Recreation and Wellness within 48 hours of the event. (Form is located on the ShipLink Recreation Portal, or at www.ship.edu/recreation, and at the ShipRec entrance desk).

Supply information to the Department of Recreation and Wellness relating to physical support for hosted events no less than 10 business days prior to the event in order for the department to prepare work request.

Verifies that club sport volunteer coaches have submitted all required volunteer forms and have been granted clearance by SU Office of Human Resources through the Department of Recreation and Wellness.

Verifies, subject to audit by the Department of Recreation and Wellness, that all those providing club transportation are licensed drivers.

Submits documentation of sanctioning body request for academic records to SU Registrar, when mandated as a condition of advancement to post-season competition or academic recognition.

Assures all organizational references use “Club” as an identifier.

Submit all materials, related to allocation requests, to the Department of Recreation and Wellness for review, prior to presentation to SGA Budget and Finance Committee.

VICE PRESIDENT RESPONSIBILITIES:

In the absence of the president, the vice president shall assume presidential responsibilities.
SECRETARY RESPONSIBILITIES:
- Record club meeting minutes and supply club advisor and Department of Recreation and Wellness a copy within 1 week of the meeting date.

TREASURER RESPONSIBILITIES:
- Collects club dues as required by club constitution/by-laws.
- Assures all financial transactions are within the Student Services Fiscal Office, and that all funds collected will be deposited and distributed through that entity. Will maintain detailed financial records for examination by membership, or authorized SUSSI and University personnel.
- Works within the protocol for the dispersal of club funds as established by the President.
- Prepares funding requests in collaboration with the club president and consistent with Student Services Fiscal Office policies.
- Acquires approval of expenditures from the Department of Recreation and Wellness when required.
- Assures timely submittal of billing information to the SSI Fiscal Office.
- Pays officials and obtains receipts as required by the SSI Fiscal Office.
- Acquires SGAC permits for events and all fundraising activities on ShipLink.
- Monitors SGA allocation and Restricted Account status with Dena Baer, SSI Accounts payable.

UNIVERSITY TRADEMARK AND LOGO:
Shippensburg University, to ensure that it maintains an identity and image that reflects its quality and mission, has an institutional identity guide that sets standards for all usages of the university’s official marks such as the logo, logo type, the university's name, plus supplemental marks including Raiders, SHIP, and SHIP Happens. This guide is to be followed by all university-related organizations, including student organizations.

All University logos and signatures are registered trademarks of the university and may be used only in accordance with the Shippensburg University Institutional Identity Guide, available at http://www.ship.edu/marketing/. Additional rules also apply to any commercial or promotional use of the logo, text or name of the university.

The Director of Licensing is responsible for ensuring the correct use of all university marks. Any use of the university’s logo, text or name by all university-related organizations must receive approval from the Director of Licensing or her/his designate prior to that usage.

For approval of or questions concerning logo usage, contact the Office of Marketing and Publications at licensing@ship.edu or 717-477-1201.

GARMENTS:
Game and casual garments, those not worn as a component of a competition uniform, must comply with the aforementioned Institutional Identity Guide. The University Bookstore does not offer garments representing Club Sport programs, so fundraising opportunities, related to apparel sales, are available solely to the respective club. The requisite filing and approval of the Application for Profit Making Permit, must take place before any fundraising activity. Design of casual apparel should include “Club” as an identifier, while competition garments do not. Game and casual garments may include any design consistent with the requirements found within the Institutional Identity Guide and approved by the Director of Licensing.

STANDARD OF CONDUCT:
Participants, support personnel, and fans are subject to the standards established by the Shippensburg University Code of Conduct and Judicial Process as listed in the Swataney (http://studentservices.orgsync.com/org/sga/swataney) and posted online with the Dean of Students (http://www.ship.edu/dean_of_students/student_conduct/student_code/). Alleged violation of the policy may result in adjudication by the University Judicial System in addition to immediate disciplinary action imposed by staff members reporting to the Department of Recreation and Wellness.
Since the conduct of all individuals associated with a club may impact the participation status of that club, it is imperative that club leadership make all parties aware of the expectations related to conduct in the club sport venue. The Shippensburg University Policy on Hazing is included in this document and should be shared with all participants.

HOSTING EVENTS:

- Use of SU venues must be approved by the Department of Recreation and Wellness, before scheduling. Submittal of requests at events.ship.edu is required a minimum of two weeks prior to event.
- EMS, events.ship.edu, is the method of requesting University facilities. In specific circumstances, particularly at the beginning of the Fall semester, when high volume of similar requests are expected, Clubs may be instructed to email requests to the Department of Recreation and Wellness or designated GA for review. After review, Clubs will be notified to proceed with EMS entry, or that the department will enter the request.

POST SEASON:

Post Season Tournament Funding requests must be reviewed by the Department of Recreation and Wellness before approaching the Budget & Finance Committee. The request must provide the protocol for advancement and documentation of all season results. Events must have objective sequential advancement criteria leading to a terminal championship to meet the threshold for a funding recommendation by the department. Funding may be requested for meals, lodging, entry fees and public transportation. Club Sport programs may be denied post season funding if more than one penalty is imposed on the club during the regular season.

CLUB ADVISORS:

- Club advisors must be faculty or staff members at Shippensburg University.
- The advisor is not required to attend all club functions, but should attend the initial organizational meeting and the final meeting of the academic year.
- Must be aware of club activity schedule.
- Should provide guidance to club leadership to ensure local, state, and federal laws are followed and University guidelines are applied.
- Club advisors should be the constant which promotes stability within the club as undergraduate leadership changes from one academic year to another.
- Must provide an authorization signature on documents required by the SGA.
- May not make any agreement, contract or financial transaction with any agency as an agent of Shippensburg University, or the Shippensburg University Student Services, Inc.
- Do not have administrative access to ShipLink.
CLUB SPORT VOLUNTEER COACH:

GUIDELINES FOR CLUB SPORT VOLUNTEER COACH:

- Club leadership must communicate anticipated 19-20 volunteer candidates to the Club Sports GA.
- Any individual interested in providing volunteer support to a club sport program, must have a background check on file with the Department of Human Resources.
- Volunteer coaches may not participate in club activities until background checks are completed and authorization is given by the Department of Recreation and Wellness.
- May not make any agreement, contract or financial transaction with any agency as an agent of Shippensburg University or Shippensburg University Student Services, Inc.
- Is encouraged to purchase personal liability insurance since none is provided by SU, or Student Services, Inc (SSI).
- Serves at the discretion and invitation of club membership, subject to approval of the Department of Recreation and Wellness and Student Government Association (SGA)
- Must carry personal injury insurance.
- May not receive payment/financial compensation for services.
- Should not be involved in the administration of the club.
- Must keep all application information current with SSI and Department of Recreation and Wellness.
- Must adhere to state, local, federal, and University regulations during all club activities.
- References must be a format including both “Club” and “Volunteer” in any reference to their title. Preferred format: “Volunteer Head/Assistant Coach Shippensburg University XXX Club.”
- May not perform duties identified as those of undergraduate student leadership.

BACKGROUND CHECK INFORMATION:

- Any/all volunteers will need to submit a completed Volunteer/Contractor Form 2019 (www.ship.edu/hr).
- Individuals identified as volunteer coaches, who completed the background checks, and provided associated documentation to SU Human Resources within the last 5 years, are not required to repeat the background check procedures.
- Individuals with current background checks secured by another agency may provide that document to SU Human Resources for consideration. Document must be provided to Human Resources directly from the applicant.
- Any other candidate must complete the clearances below and submit with the Volunteer/Contractor Form:

  *Volunteers may order background clearances on their own, for FREE, at:
   http://keepkidssafe.pa.gov/resources/clearances/index.htm

CLEARANCES REQUIRED:

1. PA State Police Criminal Record Check

   A tip: when ordering and obtaining the PSP (Clearance #1) please be sure you click all the way to the actual certificate. This will require a few clicks (clicking on the Control #, then on the next page clicking on the Certification Form).

2. Child Abuse History Certification

3. Volunteer Exemption Form

   If the volunteer has lived within the state of Pennsylvania for the past 10 consecutive years, the individual will need to complete and submit the Volunteer Exemption Form (located at www.ship.edu/recreation) to the HR Office. This will allow the individual to seek exemption from the
requirement to submit a report of federal criminal history record information (FBI fingerprint background check).

If the volunteer has NOT lived within the state of Pennsylvania for the past 10 consecutive years, the volunteer will need to complete and submit the BGC Authorization Forms (located at www.ship.edu/hr) to the HR Office to begin the FBI background check process. HR will order the FBI clearance for the individual. There is no cost for the individual to complete this background check as the university will pay for that clearance. Prints may be done at SUPD during their scheduled walk-in hours.

EMERGENCY PROCEDURES:

- Emergency callers, using other than an on-campus “emergency” phone, will dial 911. The 911 operator is located at County Control, and may not be familiar with your venue. Please be prepared to provide detail.
- Emergency phones are located adjacent to the Student Recreation Complex. Closest emergency phone to Eckels Field located on the brick pillar to the left as one enters from the steam plant. An additional phone is located along Old Main Drive. Robb/See emergency phone is located on the backstop of the varsity softball field, behind home plate and on the pedestal adjacent to the ticketing/storage building. These phones provide direct communication to SUPD.
- Club leadership assumes responsibility for identifying emergency phone locations to participants.

FACILITY RESERVATIONS:

All home facility use requires pre-approval by the Department of Recreation and Wellness. Facilities may be requested by club sports when not used by intramurals or open recreation. Practice requests should be emailed to rec@ship.edu and home competition requests should be entered in EMS (events.ship.edu). Outdoor clubs should not expect availability of indoor practice facilities.

PRACTICE REQUESTS:

Clubs may provide a preferred practice schedule to rec@ship.edu, subject Club Practice Request, defining venue/days/times preferred, which will be reviewed for potential conflicts. Please be specific with preferred starting and ending dates. The granted practice starting date will be contingent upon completion of required steps established by our office and those requirements established within the ShipLink network. Club leadership will be notified of a confirmed start date by a representative of our office. We will notify Clubs if any practice request compromise is required, after which we will enter in EMS and send confirmation to club leadership. Those familiar with EMS may look at specific availability to assist in determining practice patterns or game availability. Familiarity with EMS will be an essential step as we progress through the academic year. EMS has a help page and instructions may also be found at www.ship.edu/recreation.

HOME COMPETITIONS

Club competitions may be requested through EMS. Competitions entered in EMS must list the specific Club vs opponent. A sample event name would be “Men’s Club Lacrosse vs Susquehanna”. Clubs may designate contests as Public Events on EMS, which will add them to the University public calendar. Please be specific, as someone seeing “Game vs TBD” would define no sport or opponent. EMS requests should span the expected duration of the game, until the venue is available for the next user. The department will add 1 hour of setup time unless otherwise indicated by club leadership in the EMS request. Set-up time is permitted only as facility availability allows. Clubs should not request a game time which fails to allow that transition/setup period from a prior user, and should not confirm games with opponent until confirmation from our office confirms facility access time.
SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA

CLUB SPORTS RELEASE AND INDEMNITY AGREEMENT – 2019-2020

THIS IS A LEGAL DOCUMENT WHICH AFFECTS YOUR RIGHTS.
READ IT CAREFULLY BEFORE SIGNING

In partial consideration for being permitted to participate in the Shippensburg University club sports program and for using the associated practice and playing facilities and equipment, and in consideration of the voluntary nature of such participation and use, I hereby release, hold harmless, and forever discharge Shippensburg University and Shippensburg University Student Services Inc., its employees and agents, from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained by me, or otherwise, while participating in such activity. Such participation includes practice, club functions, and travel to and from all club sports activities and functions.

I am fully aware of the risks and hazards associated with participation in and the use of the facilities and equipment for any club sports I elect. I hereby elect voluntarily to participate in said activities and fully acknowledge that I retain the full responsibility for any risk or loss, property damage, or any personal injury, including death, that may be sustained by me or any loss or damage to property owned by me as a result of being engaged in such activities, whether caused by negligence of the University or Shippensburg University Student Services Inc., its employees and agents, or otherwise. I further acknowledge that I have procured my own adequate insurance for such loss, damage, or injury. I further agree to indemnify and hold harmless the University and Shippensburg University Student Services Inc., its employees and agents, from any loss, liability, damage or cost, including court costs and attorney’s fees, that may incur due to my participation in said activities whether caused by the negligence of the University or Shippensburg University Student Services Inc., its employees and agents, or otherwise.

This release and hold harmless agreement is binding on myself, my heirs, assigns, and personal representatives.

Completion of this form, a prerequisite for Club Sport participation, will constitute the use of one year of collegiate eligibility in any sport sponsored concurrently at the NCAA level by Shippensburg University.

Prior to signing this document, I have had an adequate opportunity to read and understand it.

Agreed, this __________ day of ______________________, 20________.

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<th>Participant’s Printed Name</th>
<th>Participant’s Signature</th>
<th>Club Sport</th>
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<table>
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<tr>
<th>SU ID#</th>
<th>Email</th>
<th>Class Status (FY, So…)</th>
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<th>Local Address (Include St, Apt, City, Zip)</th>
<th>Local Phone #</th>
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<tr>
<th>Participant’s Health Ins. Co</th>
<th>Health Ins. Policy #</th>
<th>Parent Signature</th>
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POLICY ON HAZING

Shippensburg University prohibits hazing in all forms. When it is determined that hazing has occurred, sanctions and stipulations may include, but are not limited to, those outlined within the Shippensburg University Student Code of Conduct. Alleged violations of the hazing policy, as defined below, will result in the University initiating disciplinary and/or legal action against the organization and/or all involved students. Each campus organization is responsible for informing all members and all guests, including alumni members, of the hazing policy. The Shippensburg University Anti-Hazing policy is as follows and was written to comply with the Pennsylvania Anti-Hazing Law, Act 175 (December 1986), taking effect January 1994 as revised.

A. All individuals in the organization are responsible for the adherence and enforcement of the hazing policy and law. Hazing is defined as an action or situation, taking place on or off the campus that:
   1. Recklessly or intentionally or unintentionally endangers the physical health, mental health, safety, or dignity of a person.
   2. Creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule, willfully destroys or removes public or private property for the purpose of initiation or admission into, affiliation with, or as a condition of continued membership in any organization that operates under the sanction of, or that is recognized by, Shippensburg University or is comprised predominantly of Shippensburg University students.

B. The term hazing shall include, but is not limited to, any act of a physical violence such as:
   1. Whipping, paddling or forced branding.
   2. Calisthenics or other exercises.
   3. Exposure to the elements, prolonged or not, including excessive heat or cold.
   4. Forced consumption of food, alcohol, drugs, or other substances.
   5. Requiring individuals to stay together in a private or public facility during hours not allowed in associating time.
   6. Forced physical activity adversely affecting the physical health, mental health, dignity, or safety of the individual.

C. The term hazing shall include any activity that would involve, but is not limited to, subjecting an individual to extreme mental stress, including:
   1. Any form of fatigue or sleep deprivation.
   2. Late night sessions interfering with scholastic activities or normal sleep patterns.
   3. Line-ups for the purpose of testing or verbal abuse in any manner.
   4. Forced exclusion from social contact.
   5. Forced conduct which could result in embarrassment, including but not limited to uniformity in attire or physical appearance.
   6. Personal servitude.
   7. Forced activity that could adversely affect the mental health, physical health, safety, or dignity of a person.

D. The term hazing shall include any activity of a non-educational or "silly" nature that is inconsistent with academic achievement or the purpose, ritual, or policy of the organization and would subject individual to embarrassment, stress, or fear, including but not limited to:
   1. Scavenger hunts, treasure hunts, or quests.
   2. Requiring or expecting the completion of "busy work" tasks/projects in a short amount of time and/or outside of the accepted association/affiliation time frame.
   3. Requirement or expectation of being in a specified place when not in class (other than those activities pre-approved by the Office of the Dean of Students/Director Fraternity & Sorority Life).
   4. Mandatory memorization (unless sanctioned).
   5. Blindfolding (unless as part of a sanctioned ceremony).
   6. Random or rapid fire quizzes on organizational/member information.
   7. Morally degrading or humiliating games and activities including pranks or prank wars.
   8. Mandatory, formal member interviews (unless sanctioned).
   9. Any activity that is inconsistent with organization principles or policies and the regulations and policies of Shippensburg University or Pennsylvania Law.

E. Any activity as defined above, which is directly or indirectly a requirement for affiliation with, or Initiation, into any organization comprised predominantly of Shippensburg University students constitutes hazing and is a violation of Shippensburg University policy.
FACILITY INFO/RULES:

SHIPREC:
- Adhere to posted area-specific rules.
- Recreational building users must wear non-marking shoes.
- Equipment/physical setups may be assembled, disassembled, or relocated only by ShipRec staff.
- ID requirement is in effect for all users.
- All group use requires advanced approval.
- No activities involving projectiles thrown, or otherwise, unless specifically authorized by ShipRec administrative staff will be permitted.

STUDENT RECREATION COMPLEX:
- Equipment, apparatus, field marking and maintenance devices may be assembled, disassembled or relocated only by recreation department staff.
- Pets must be leashed and are restricted from all structures and the area inside the asphalt path. Pet owners assume responsibility for cleanup.
- Bicycles are not permitted inside the asphalt path or within any structure. Bikes may be secured only to bike racks.
- After dusk, playing surfaces are not to be used, unless illuminated.
- The 827-meter (.51 mile) asphalt path is the only area where rollerblading and skateboarding are permitted.
- The hockey rink may be used only for hockey or free skating unless approved by the Director of Recreation.
- Golfing is not permitted at the SRC.
- Table configuration in SRC pavilion must be maintained.
- Recreational use is available to authorized members of the University community, presenting appropriate Shippensburg University issued ID.

ROBB SPORTS COMPLEX:
- Sponsors of events are responsible for full compliance by organization members, spectators and opponents.
- Facility should be accessed only by pedestrian traffic. No wheeled traffic may enter. Only event participants are permitted on the turf surface.
- Food and beverage, other than water in a non-breakable container, should not enter the playing surface.
- Personal seating is not permitted on the turf surface. Tables, tents, and canopies are not permitted. Use of chairs and other structures subject the surface to damage.
- Equipment, apparatus, field marking and maintenance devices may be assembled, disassembled or relocated only by authorized University personnel.
- Flat soled athletic shoes are preferred footwear for all turf activity. Molded rubber cleats are permissible.
- No animals, confetti, gum, seeds, tobacco products, alcohol, open flame, golfing, or activities not specifically authorized, may take place within the facility.
- Some assert that bacterial contamination may persist on artificial surfaces. Minimizing contamination is the best course of action. Considering that bacteria may be harbored in any surface, it is always prudent to immediately disinfect any cut or abrasion. Any bio-hazardous deposit must be reported to Recreation staff or University Police.
- Softball facilities are reserved for varsity use.
- Tennis courts are available only for tennis activities.
- Bicycles must be placed in the storage racks.
- Use of skateboards and rollerblades is prohibited.
Lightning Policy

Lightning is the most consistent and significant weather hazard affecting outdoor activities. The following policy has been developed to increase the safety of individuals participating in Shippensburg University Recreation Department events, located on outdoor venues. This policy applies to away events and SU club leaders are expected to take a leadership role regarding the safety of their membership.

- The determination to postpone an event due to lightning follows the recommendation of the National Severe Storms Laboratory (NSSL) to terminate play when lightning is six miles away (flash-to-bang time of 30 seconds or less). Club sports leadership must monitor the weather and, in the event of lightning meeting the aforementioned criteria, clear the playing field of all participants and spectators.
- The Department of Recreation and Wellness or his designee are authorized, if present, to postpone/cancel an event if the determination is made that the criteria recommended by the NSSL exists. Club members are responsible to respond without hesitation.
- In the event no representative of the department is present, the responsibility to comply with the lightning policy rests with the club president or designee. The contest will not be resumed until there has been no visible lightning for ten minutes.

Blood Policy

The nature of activities within the department may produce instances where exposure to blood/body fluids is possible. Medical personnel are not normally present at these activities. Therefore, it is essential that prudent decisions are made by participants and employees to protect the University community. The following procedures are designed to minimize the risk of blood-borne pathogen transmission.

Participant Responsibility-
- Preexisting wounds, cuts, and abrasions which could serve as a source of blood, or as a port of entry for blood-borne pathogens, should be covered with an occlusive dressing.
- Wear protective equipment on high risk areas of the body in order to reduce wound occurrences.
- In the event of bleeding, clean and sanitize the area where your blood has been deposited.
- Cover or remove contaminated clothing. In the event your clothing is contaminated by another individual, it should be removed if it presents a risk of exposure to your skin.

Employee Responsibility for supervised events-
- Participants must be removed from activity if they present a risk of exposing another participant to contamination.
- Be aware of the location of disinfectant solution, cloths, latex gloves, biohazard bags, and tape.
  - ShipRec – Room 113, entrance desk, and cardio/strength area
  - SRC- Equipment Distribution Shed
- Elimination of contamination
  - Must wear latex gloves

On Playing Surface-
- Spray surface with disinfectant solution and wipe clean with cloth.
- Place cloth in biohazard bag, tape it shut and place it in the biohazard receptacle in HFH Training Room or deliver to Etter Health Center
- If you are unable to dispose of promptly, please record a phone mail message to the Director of Recreation who will see that proper disposal is completed. The sealed bag must be stored in a location inaccessible to the public.

On Clothing-
- In the event that an individual’s own clothing has been contaminated, the contaminated area must be covered to prevent exposure to others.
- When the individual’s clothing is contaminated by another it should be removed, if the potential for skin contact exists.
DEPARTMENT OF RECREATION - INCIDENT REPORT

Date: ________________ Time: _____________ Location: ________________________________

Individual(s) Involved:

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
<th>SU ID</th>
<th>M/F</th>
<th>CIRCLE ONE:</th>
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<tbody>
<tr>
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<td>UG GS F/S Guest Alum Donor Retiree Camp/Conf</td>
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<td>UG GS F/S Guest Alum Donor Retiree Camp/Conf</td>
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</tbody>
</table>

Nature of Incident: (Check all that apply)

- Injury
- Verbal/Physical Altercation
- ID Violation
- Theft
- Turnstile Violation (Turnstile #______)
- Vandalism
- Failure to Comply With Policy
- Damaged/Lost Equipment
- Other (Explain: ____________________________________________________________)

Description of Incident:  Please use other side if needed.

_______________________________________
_______________________________________
_______________________________________
_______________________________________
_______________________________________

Action Taken By Department Staff:

_______________________________________
_______________________________________
_______________________________________

Additional University Personnel Involved: List name of individual(s).

_______________________________________
_______________________________________

Employee Submitting Report: ____________________________

Signature: ___________________________ Date: ________________

Submit this report to the Directors within 24 hours.

July 2013
TRIP ITINERARY FORM

This form must be received in the Recreation office by 8am on the last business day before competition. Form may be submitted in person to the Club Sports GA during office hours or emailed to rec@ship.edu, but preferred submission method is through the ShipLink portal. Any changes in travel plans, or persons traveling, which occur after the travel forms have been submitted, should be reported to the Recreation office before departure via telephone (717-477-1755) or e-mail rec@ship.edu.

DATE OF APPLICATION: __________________________ CLUB SPORT: _________________________________

NAME OF INDIVIDUAL SUBMITTING THIS FORM: __________________________________________________

DESTINATION: ____________________________________________________________________________

TYPE OF EVENT/NAME OF EVENT: ____________________________________________________________________________

DEPARTURE DATE: ____________________________ DEPARTURE TIME: ____________________________

RETURN DATE: ____________________________ RETURN TIME: ____________________________

EMERGENCY CONTACT NAME: __________________________________ PHONE: ______________________

TYPE OF TRANSPORTATION: (indicate # of each): Univ. Van _____Private Van _____ Private Car(s) _____ Other _________

LIST OF TRAVELERS: (If driving, list car make next to driver’s name. Provide phone numbers for two travelers.)

1. _____________________________________________ Phone # ____________________________
2. _____________________________________________ Phone # ____________________________
3. _____________________________________________ 13. _____________________________
4. _____________________________________________ 14. _____________________________
5. _____________________________________________ 15. _____________________________
6. _____________________________________________ 16. _____________________________
7. _____________________________________________ 17. _____________________________
8. _____________________________________________ 18. _____________________________
9. _____________________________________________ 19. _____________________________
10. ___________________________________________ 20. _____________________________
11. ___________________________________________ 21. _____________________________
12. ___________________________________________ 22. _____________________________

SPECTATORS TRAVELING WITH CLUB: (Please note that each respective club is subject to a financial penalty as indicated in the club sports handbook if listed spectators, or any spectators, participate in physical club activity without an approved club sports waiver.)

1. _____________________________________________ 4. _____________________________________________
2. _____________________________________________ 5. _____________________________________________
3. _____________________________________________ 6. _____________________________________________
CLUB SPORT RESULT REPORT

Opponent: __________________________

Location of Contest: ________________

Date of Contest: _________________

Outcome: Shippensburg _______ Opponent: __________

Highlights (Top Scorer/Significant Event, etc.)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Submitted by: _______________________________

Date: __________________________________________________________________________

MUST BE SUBMITTED WITHIN 48 HOURS OF CONTEST

Club Sports are required to submit all competition results to the Department of Recreation and Wellness by above deadline. According to Student Government Association guidelines, failure to do this shall result in a temporary freezing of a sports club operating budget.