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ShipLink Reference Guide
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

Coordinator of Club Sports (CCS)  
Galen Piper  
ShipRec, Room 102  
Shippensburg University, 1871 Old Main Dr  
Shippensburg PA 17257  
717-477-1755, Cell 717-360-5387  
gepipe@ship.edu

Assistant Director of Recreation  
Melissa Hazzard  
ShipRec, Room 101  
717-477-1123, ext. 3732  
mphazzard@ship.edu

Club Sports Graduate Assistant  
Tim Atkinson  
ShipRec, Room 101  
rec@ship.edu  
717-477-1755

Student Government Association Office  
Lisa Laughlin, Secretary  
CUB 201  
717-477-1651  
lilaug@ship.edu

Student Services, Inc. (SSI) Fiscal Office  
Dena Baer, Accounts Payable  
CUB 204  
drbaer@ship.edu  
717-477-1730

Asst. Dir for Club & Organization Services and Leadership Development  
Sarah Schenk  
CUB 220A  
slschenk@ship.edu  
717-477-1123, ext. 3567

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
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.

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 CCS 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.

Requests for formation of new student organizations are processed in ShipLink.

1. Go to Orgsync.com
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 Organizations tab next to home and under Shippensburg University
6. Click the big green button that says Register New Organization
7. Fill out all information required and await a response from Student Government Association

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 Coordinator of Club Sports (CCS) 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 CCS.
SHIP LINK CLUB SPORT REGISTRATION PROCESS

Step 1: Attend SHIP Link Training #1 – Registration & Portal Information

The President and Executive Board members must attend training to register their Club Sport through ShipLink. Existing Club Sports are registered on ShipLink. 2018-19 leadership must update the organizational portal.

Step 2: Register

If current club officer(s) did not get ShipLink administrative access from their 17-18 administrator(s), it is necessary to contact Sarah Schenk, slschenk@ship.edu

- The President of group must log in to ShipLink to register group following the Club Sport Registration Reference Guide. Once submitted, it will be reviewed by the Recreation Department and the Student Groups & Activities Committee. The President will receive notification when they have been approved. To register your club sport, you must have the following:
  - Current Constitution (.doc or .pdf format) - Must update in event of amendments.
  - Advisor Name and Email
    - Advisor will be sent an email to accept the Advisor Contract – they must accept in order for the group to be approved
  - Current Group Roster (.doc or .pdf format)

Step 3: Club Sports Release and Indemnity Agreement (Club Sport Waiver)

- Have all members of club complete the Club Sports Release and Indemnity Agreement, listed as Club Sport Waiver on SHIP Link. Each member will need their insurance information and will need to complete this form before participating. Follow the steps below:
  - Log in to SHIP Link at: https://orgsync.com/login/shippensburg-university.
  - Click on Organizations on the Shippensburg University main page
  - Click on the Recreation Department portal
  - Click on Forms on the Recreation Department portal
  - Click on 2018-2019 Club Sport Waiver
  - Please read through the agreement then click on Begin Form.
  - Complete form and it will be reviewed by CCS.
  - Individual will receive an email when it is approved. CCS will contact the club’s leadership, identifying all who have completed the form and, at that point have, clearance to participate.

Step 4: Membership

- Once registration is approved, the President will have administrator access to the group’s portal on SHIP Link. When notified of members’ completion of the Club Sport Waiver, the President can begin adding members to the portal in two ways.
  - Members can be invited by email to the group portal through the People tool
    - Make sure drop down on invitation page is set to NONE so general members do not have administrator access
  - Members can request to join group and the administrator can accept or reject under the People tool
- Once all members of the Executive Board have completed the Club Sport Waiver, the President may add them as administrators of the group’s portal. When inviting the Executive Board, set drop down on invitation page to Administrators.
- When a member is no longer a part of your club, you may remove them through the People tool. Click on the small box next to member’s name. Then click on Remove from Portal to the right

Step 5: Attend SHIP Link Training #2 – Event Forms & Fundraising

The President and Executive Board members must attend training to register their Club Sport through SHIP Link. You will receive an email from Sarah Schenk Asst. Dir for Club & Organization Services and Leadership Development, to sign up for a session date and time. This training will cover how to submit events for advertisement on SHIP Link, as well as the process for submitting fundraising events.
**CLUB SPORT PENALTY SCHEDULE:**

Penalties assessed will be taken from the organization’s operating budget. A penalty notice will be sent via email to the club Treasurer, President, Advisor and club membership. 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 CCS, and club president being notified.

- $75 per travel itinerary not submitted prior to the deadline determined by the CCS.

- $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.

**ROSTER CHECK:**

Completed by Club President or designee in ShipRec 101. Calendar of roster check dates will be provided by Club Sports GA. It is suggested that same individual represent the club during the semester, and be prepared as follows:

- Possess a list of individuals considered to be club members. Will compare that list to the club roster maintained by the CCS, and those on ShipLink portal.
- ShipLink Portal membership list should exactly reflect the list of approved waivers received from CCS/designee.
- Possess a thorough knowledge of practice and competition schedules and update that maintained by CCS, 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 CCS. All club members are instructed to review policies within this document and those listed in the Swataney.

**PRESIDENT RESPONSIBILITIES:**

The president of the organization, or her/his designee, assumes the following responsibilities.

- 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 president by the CCS.
- Attending meetings as requested by the CCS 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. 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 CCS or Club Sports GA for review. After review, Clubs may be notified to proceed with EMS entry, or CCS will enter initial schedule. EMS submittal is expected two weeks in advance of the requested date.
- Providing CCS with all items purchased with SGI funds for summer storage, prior to spring finals week.
- Maintaining a current membership list through CCS. Membership list is generated by CCS 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 CCS.
- Filing of Department of Recreation Incident Report to CCS 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 CCS. Refer to section on "hosting events".
- Submits eligibility verification as requested by appropriate sanctioning bodies.
- Submits Club Sport Result Report to CCS within 48 hours of the event.
- Supply information to CCS relating to physical support for hosted events no less than 10 business days prior to the event in order for CCS 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 CCS.
- Verifies, subject to audit by CCS, 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 CCS 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 CCS 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 CCS 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 Swatane. 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 CCS. Although each Shippensburg University student is accountable to all standards as listed in the Code of Conduct, the following tenets, as cited from section 3.0, will have the greatest implications within the club sport venue.

- No person shall engage in harassing, intimidating, or threatening conduct. This includes, but is not limited to, harassing, intimidating, or threatening conduct delivered in person or by indirect means including notes, phone calls, use of technology, and social media.
- No person shall record or distribute audio/visual material to harass, intimidate, or threaten another person. This includes, but not limited to, making, attempting to make, sharing or distributing an audio or visual recording of any persons; without the knowledge and consent of all participants subject to such recordings, in locations where there is a reasonable expectation of privacy, and when the action is likely to cause injury, distress, or damage to one’s reputation.
- No person shall exhibit behavior that harms or threatens to harm another person or another person’s property. This includes, but is not limited to, harassing, intimidating or threatening conduct, physical harm, stalking, or conduct that results in property damage.
- No person shall physically harm or exhibit threatening, intimidating, or harassing conduct toward a University employee related to the performance of his or her job.
- No person shall physically harm or exhibit threatening, intimidating, or harassing conduct toward any party or witness involved in a student conduct case, or cause damage to his or her property, with the intent of influencing outcomes or for retaliation.
No person shall engage in conduct that constitutes unlawful discrimination based on another person’s race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or veteran status.

No person shall engage in hazing activities or intimidating practices toward other persons.

No person shall engage in conduct that is disorderly, unnecessarily disturbs others, and/or is disruptive to the normal practices, processes, and functions of the University or the local municipalities.

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.

COORDINATOR OF CLUB SPORTS:

The CCS seeks to enhance the club sport experience for each student and organization. The following support services are available to each club sport program.

- Assistance with facility reservations and preparation
- Publicity and promotion
- Administrative assistance with budgeting, event scheduling, work request submission and management
- Provide storage within ShipRec Room 112 for club sport property

HOSTING EVENTS:

- Use of SU venues must be approved by CCS, 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 CCS or designated GA for review. After review, Clubs will be notified to proceed with EMS entry, or that CCS will enter the request.

POST SEASON:

Post Season Tournament Funding requests must be reviewed by the CCS 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 CCS. Funding may be requested for meals, lodging, entry fees and public transportation. Sports clubs 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:

- Club sport volunteer coaches should be students, faculty, or staff of Shippensburg University. It is understood that some clubs may find it necessary to have volunteer coaches from outside the University community.
- May not perform duties identified as those of undergraduate student leadership.
- May not participate in club activities until background checks are completed and authorization is given by the CCS.
- Any individual, who wishes to provide volunteer support to a Club Sport, must complete the following forms:

  To be submitted to the CCS in the Department of Recreation:
  1. Application for Club Sport Volunteer Coach.

  To be submitted to the Human Resources Office by the volunteer:
  2. SU Information Release Authorization-Volunteer
  3. Background Clearance Certification for Provisional Employment or Volunteering
  4. Applicant Information for Act 114 FBI Criminal Search With Fingerprints

- 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.
- May receive no financial compensation.
- 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.
- Must include both “Volunteer” and “Club” in any reference to their title. Preferred format: “Volunteer Head/Assistant Coach Shippensburg University XXX Club.”

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 facility use requires pre-approval by the CCS. Facilities may be requested by club sports when not used by intramurals or open recreation. Outdoor clubs should not expect availability of indoor practice facilities. 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 Director of Recreation or designated GA for review. After review, Clubs will be notified to proceed with EMS entry. EMS submittal is expected two weeks in advance of the requested date.
SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA

CLUB SPORTS RELEASE AND INDEMNITY AGREEMENT – 2018-2019

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________.

_____________________________________________________________
Participant's Printed Name          Participant's Signature          Club Sport

_____________________________________________________________
SU ID#          Email          Class Status (FY, So...)

_____________________________________________________________
Local Address (Include St, Apt, City, Zip)          Local Phone #

_____________________________________________________________
Participant's Health Ins. Co          Health Ins. Policy #          Parent Signature
(if participant is a minor)

_____________________________________________________________
Witness Signature          Witness Printed Name

DEPARTMENT USE ONLY:  DATE RECEIVED: ___________ DATE APPROVED: ___________ IN IPS: ___________
APPLICATION FOR CLUB SPORT VOLUNTEER COACH

***Completed application must be submitted to the Department of Recreation***

EMAIL: rec@ship.edu
FAX: 717-477-4054
WEBSITE: www.ship.edu/recreation
MAIL: Galen Piper, Coordinator of Club Sports
ShipRec Room 102
Shippensburg University,
1871 Old Main Drive, Shippensburg PA 17257

GUIDELINES FOR CLUB SPORT VOLUNTEER COACH:

- May not participate in club activities until background checks are completed and authorization is given by the Coordinator of Club Sports (CCS).
- 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 CCS and Student Government Association (SGA)
- Must carry personal injury insurance.
- May not receive payment for services.
- Should not be involved in the administration of the club.
- Must keep all application information current with SSI and CCS.
- Must adhere to state, local, federal, and University regulations during all club activities.
- References must be a format including both “Club” and “Volunteer”.

APPLICATION:

Club Organization: ______________________________________________

Applicant Name: ______________________________________________

Home Address: ________________________________________________

Phone (H): ______________________ Phone(C): ______________________

Email: _______________________________________________________

Please briefly describe your qualifications and list any certifications you hold in the applicable sport:

FOR OFFICE USE ONLY:

Approved/Denied: ___________ Date: ___________ Initials: ___________
SHIPPENSBURG UNIVERSITY

INFORMATION RELEASE AUTHORIZATION

PLEASE PRINT ALL INFORMATION CLEARLY AS REQUESTED

I, ______________________________, hereby authorize any educational institution, any past or present employer (including any branch of the armed services), any local, state, or federal government agency (including any laws enforcement or security agencies) to release to Shippensburg University through its authorized representative(s) bearing this authorization, all information concerning me.

I voluntarily agree to this investigation of my background with the knowledge and understanding that whatever information is obtained is for the official use of Shippensburg University and will not be released to any other parties.

I further understand any information obtained during such investigation may only be used to determine my fitness, competence, and ability for the purpose of working at Shippensburg University.

I release Shippensburg University from any liability which may result from making this investigation. Furthermore, I hereby forever release anyone who has knowledge or information concerning my employment history and criminal history from any claims or demands from liability or damages for disclosure of true and accurate information provided by this investigation. This authorization shall supersede and counterfeit any prior request or authorizations to the contrary.

I further authorize the use of photocopies of this authorization and agree to provide copies of search results if they are sent directly to me.

Name: Last __________________________ First __________________________ M.I. ______

Please print clearly

Home/Cell/Work Phone:_________________________ Email Address:__________________________

Current Address:____________________________________________________________

City/State/Zip Code:__________________________________________________________

*Department/Assignment:_____________________________________________________

Signature: ___________________________ Date: ___________________________

DO NOT WRITE BELOW THIS LINE: FOR UNIVERSITY USE ONLY

Date of Birth:_____________________________ SS#: ____________________________

Rev 02/15/2017
Please read this entire form carefully before completing it. This form is to be used by prospective employees/volunteers to meet the written certification requirement to be considered as a provisional hire or volunteer assignment. In certain limited circumstances, current employees/volunteers may need to complete this form.

Section 1. Personal Information

Full Legal Name: __________________________________________________________

Any former names or aliases by which you have been identified:
______________________________________________________________

Section 2. Instructions

Please submit this form to ___Human Resources____. [To be completed by the university.]

If you have any question about whether to report an offense, you should report it. Failure to report may result in disqualification for employment.

List of Reportable Offenses

A Reportable Offense enumerated under Pennsylvania’s Child Protective Services Law, 23 Pa.C.S. §6344(c), consists of one or more of the following:

1. Provisions of Title 18 of the Pennsylvania Consolidated Statutes (relating to crimes and offenses) or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania:
   - Chapter 25 relating to criminal homicide
   - Section 2702 relating to aggravated assault
   - Section 2709.1 relating to stalking
   - Section 2901 relating to kidnapping
   - Section 2902 relating to unlawful restraint
   - Section 3121 relating to rape
   - Section 3122.1 relating to statutory sexual assault
   - Section 3123 relating to involuntary deviate sexual intercourse
   - Section 3124.1 relating to sexual assault
   - Section 3125 relating to aggravated indecent assault
   - Section 3126 relating to indecent assault
   - Section 3127 relating to indecent exposure
   - Section 4302 relating to incest
   - Section 4303 relating to concealing death of a child
   - Section 4304 relating to endangering welfare of children
   - Section 4305 relating to dealing in infant children
   - A felony offense under Section 5902(b) relating to prostitution and related offenses
   - Section 5903(c) or (d) relating to obscene and other sexual materials and performances
   - Section 6301 relating to corruption of minors
   - Section 6312 relating to sexual abuse of children

2. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act,” committed within the preceding five-year period.

3. A founded report of child abuse within the preceding five-year period in the statewide database maintained by the Department of Human Services.
Section 3. No Conviction

☐ By checking this box, I certify that I have not been convicted of any Reportable Offense or an offense similar in nature to a Reportable Offense under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania. (See Section 2 for a list of Reportable Offenses.)

Section 4. Application for Background Checks

I certify that I have applied or will apply for the following required background clearance checks:

☐ A report of criminal history record from the Pennsylvania State Police (PSP) or statement from the PSP that no criminal record exists.

☐ Certification from the Pennsylvania Department of Human Services as to whether I am named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded report or indicated report of child abuse.

☐ A report of federal criminal history record information. I understand that I must submit a full set of fingerprints to the PSP to obtain this report if I have not been a resident of Pennsylvania for the entirety of at least the last 10 consecutive years prior to the date of this application.

☐ I further certify that I have provided or will provide copies of the completed request forms and results for these background clearance checks to Shippensburg University. (Appropriate forms may be attached to this Certification Form.)

Section 5. Certification

By signing this form, I swear and affirm under penalty of law that the statements made in this form are true, correct, and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

____________________________________________________  ______________________________________
Signature                                                                                           Date

April 7, 2015
Shippensburg University
Applicant Information for Act 114 FBI Criminal Search With Fingerprints

Name: Last __________________________ First _________________________ M.I. _____
*Please print clearly*

Alias/Maiden Name: __________________________________________________________

Home/Cell/Work Phone: ___________________________ Email Address: _____________

Current Address: ___________________________________________________________________

City/State/Zip Code: ____________________________________________________________

*Department/Assignment: __________________________________________________________

Place of Birth (city and state): __________________________________________________ 

Country of Citizenship: ___________________________________________________________________

Sex: ___________________________________ Race: ________________________________

Eye Color: ________________________________ Hair Color: ________________________

Height: ___________________________ Weight: ________________________________

Signature: _______________________________ Date: ___________________________

April 28, 2015
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. Pedestrians are requested to proceed in a clockwise direction while wheel traffic should travel counter-clockwise.
- 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.
- 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 Director of Recreation or designated GA for review. After review, Clubs will be notified to proceed with EMS entry. EMS submittal is expected two weeks in advance of the requested date.
- 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.

**TENNIS COURTS:**

- Recreational use is available to authorized members of the University community, presenting appropriate Shippensburg University issued ID.
- Courts may be used only for tennis.
- Non-marking tennis footwear is required.
- Bicycles must be placed in the storage rack.
- No person shall consume or possess alcohol on campus.
- Pets, glass containers and confetti are not permitted within the complex.
- Gum, food and beverages are not permitted on playing surfaces.
- The complex is a tobacco-free environment.
- Event spectators should not enter any playing surface.

**SETH GROVE STADIUM TRACK AND TURF:**

- Sponsors of events are responsible for full compliance by organization members, spectators and opponents. Members of the University community may request facility use through the Director of Recreation. Practice requests may be submitted by emailing the CCS or designated graduate assistant. Please address email to gepipe@ship.edu. Practice requests may also be submitted on EMS, events.ship.edu, and contest requests must be requested through EMS.
- Track and turf surfaces should be accessed only by pedestrian traffic. No wheeled traffic may enter.
- Only event participants are permitted and spectators will remain outside the fence.
- Food and beverage, other than water in a non-breakable container, should not enter the track or playing surface.
- Personal seating is not permitted on track or turf surface. Tables, tents, and canopies are not permitted. Use of chairs and other structures subject the surfaces to damage.
- Equipment, apparatus, field marking and maintenance devices may be assembled, disassembled or relocated only by authorized University personnel.
- Casual users are those who are not part of a planned or structured event. Casual users may access the turf, and casual track users may use only lanes 5-8. Facility is not available to casual use during varsity competition or practice.
- Flat soled athletic shoes are preferred footwear for all track and turf activity. Molded rubber cleats are permissible footwear for the turf but should not be worn while crossing track surface.
- 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 prudent to immediately disinfect any cut or abrasion. Any bio-hazardous deposit must be reported to Recreation staff or University Police.
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 CCS 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 CCS 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 the potential for skin contact exists.

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>
</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. ______________________________________

**Department Use Only:**

**Date & Time Received:** ___________________________  **Club Fine Amount:** __________________

**Results Received?** ___________________________  **Injury Report?** ___________________________
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
Step 1: Log in to your SHIP Link account with your SU Username and Password. [https://orgsync.com/login/shippensburg-university](https://orgsync.com/login/shippensburg-university)

Step 2: Click on the Organizations tab.
Step 3: Click on the Register New Organization box.

Step 4: Click Student Services, then hit Select.
Step 5: Begin to complete the basic information for your student group. (Note: there are REQUIRED fields). Then click Continue.
Step 6: Complete the required information about the President and Vice President of the student group. You must include a Start Date for each before continuing. Then click Continue.

Step 7: Select the type/category your group falls under (In this case, select Student Group (Club, Organization)). Then click Continue.
Step 8: Complete the information for your group’s REQUIRED officers, which includes your executive board positions (President, Vice President, Treasurer, & Secretary. Then click Continue.

Step 9: Complete the information for your group’s primary advisor. Please include appropriate title for advisor (i.e. Dr.). Then click Continue.
Step 10: Please select if your club has a volunteer coach. Then click Continue.

Step 11: If “Yes”, please complete the information for your club’s volunteer coach(s). Then click Continue.
Step 12: After completing any information about a volunteer coach(s), please upload your REQUIRED student group constitution and roster. Then click Continue.

Step 13: Complete any additional information that applies to your group. If you did not attend required SHIP Link training, please contact Sarah Schenk slschenk@ship.edu to schedule. Then click Continue.
Step 14: Galen Piper, Director of Recreation & Club Sports, will review your request. If you have any questions, please contact him at gepipe@ship.edu. Then click Continue.

Step 15: Click Finish. At this time, your club sport registration will be reviewed and an email will be sent to your advisor to accept. You will receive an email when approved or denied with reasoning as to why.