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 Department of Recreation and Wellness. 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

Associate Director of Recreation and Wellness
Melissa Hazzard
ShipRec, Room 102
717-477-1123, ext. 3732
mphazzard@ship.edu

Student Government Association
Vice President of Student Groups
Riley Brown
CUB 201
717-477-1651 x3258
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Student Government Association Office
Lisa Laughlin, Secretary
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Student Services, Inc. (SSI) Fiscal Office
Dena Baer, Accounts Payable
CUB 204
drbaer@ship.edu
717-477-1730

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 Department of Recreation and Wellness 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.

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 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.

INVENTORY:

Any items purchased by an organization with operating budget, will be inventoried by the Department of Recreation and Wellness. All items will be stored in ShipRec outside of the academic year and distributed to club leadership at the start of the fall semester.

ROSTER CHECK:

Roster updates will be communicated through email. Zoom meetings will be held as requested by the Department of Recreation and Wellness, and as requested by student leadership.

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.
- 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.
- Submits eligibility verification as requested by appropriate sanctioning bodies.
- 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 https://ship.campusgroups.com/sga/swataney-student-handbook/ and posted online with the Dean of Students http://www.ship.edu/life/dean-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.

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 20-21 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 2020 (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.
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)
ANTIHAZING POLICY:

http://www.ship.edu/life/dean-students/student-conduct/harassment_hazing_sexual_misconduct_violence/

Originating Office: Office of the Vice President for Student Affairs

Purpose: Shippensburg University ("University") is committed to maintaining an educational environment that fosters the health, safety, and dignity of all those within its University community. Consistent with that commitment, the University has promulgated this Antihazing Policy.

Scope: This Policy applies to individuals and organizations associated with the University. In addition, this Policy applies to acts that are conducted on or off-campus if such acts constitute hazing under this Policy. This Policy does not apply, however, to reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Objective: To provide clear guidance on what constitutes hazing and the consequences for engaging in such hazing.

Definitions:

Hazing - Intentionally, knowingly or recklessly, for the purposes of initiating, admitting or affiliating a minor, student, applicant or admitted individual into or with an organization, or for the purposes of continuing or enhancing the membership or status a minor, student, applicant or admitted individual in an organization, causes, coerces or forces the minor, student, applicant or admitted individual to do any of the following:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug or other substance that subjects the minor, student, applicant or admitted an individual to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor, student, applicant or admitted individual.
7. Any willful destruction or removal of public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in an organization.

Organization - Includes any of the following:

1. A fraternity, sorority, association corporation, order, society, corps, club or service, a social or similar group, whose members are primarily minors, students or alumni of the organization or University.
2. A national or international organization with which a fraternity or sorority or other organization, as enumerated under paragraph (1), is affiliated.

Enforcement: Any individual or organization associated with the University, who is found responsible for committing hazing, will be held accountable under this Policy, as well as the University's Code of Conduct. For information on the University's Code of Conduct, please refer to the http://www.ship.edu/life/dean-students/student-conduct/ or call the Dean of Students at 717-477-1164.

In addition, the University, organizations, and individuals may also be criminally charged under Pennsylvania law.

Sanctions:

Possible sanctions for a student:
1. The imposition of fines;
2. The withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
3. The imposition of probation, suspension, dismissal or expulsion.

Possible sanctions for an organization:

1. The imposition of fines;
2. Rescission of permission to operate on campus or other University property;
3. Rescission of permission to operate under the sanction or recognition of the University.

Prohibited Defenses: It is not a defense that the consent of the minor or individual was sought or obtained. It is also not a defense to hazing that the conduct was sanctioned or approved by the University or organization.

Reporting Hazing Activity: All reports of hazing are taken very seriously. If you have been hazed, have witnessed hazing, or suspect that someone you know has been hazed, you can report such information confidentially via our or by phone to University officials. If you wish to speak to someone directly, please contact the Dean of Students at 717-477-1164. If the situation requires immediate attention and/or an individual's safety is at risk, please contact the University Police Department 717-477-1444, or 911 if off-campus. Please provide as much detail as possible when reporting.

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, unless otherwise directed by ShipRec management.
- 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 Department of Recreation and Wellness staff, unless permission is granted by the department.
- 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 counterclockwise.
- The hockey rink may be used only for hockey or free skating unless approved by the Department of Recreation and Wellness.
- Recreational use is available to authorized members of the University community, presenting appropriate Shippensburg University issued ID.
**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:

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<th>NAME</th>
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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.

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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