CLUB SPORTS HANDBOOK

Shippensburg University
2011 – 2012

*online at www.ship.edu/recreation
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CLUB SPORTS PROGRAM INTRODUCTION

The Shippensburg University Club Sports Program provides opportunities for students to participate in competitive sports activities. Each club is formed and governed by students within guidelines established by the Shippensburg University Student Senate (SS) 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 sign 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, x1755
gepiper@ship.edu

Assistant Director of Recreation  Melissa Hazzard
ShipRec, Room 101
X3732
mphazzard@ship.edu

Club Sports Graduate Assistant  Caitlin Kostic
ShipRec, Room 101
X1755

Student Senate Office  Lisa Laughlin, Secretary
CUB 201
X1651
lilaughlin@ship.edu

Student Services, Inc. (SSI) Fiscal Office  Dena Baer, Accounts Payable
CUB 204
X1730, off-campus 477-1730
dbaer@ship.edu

Asst Dir for Club & Organization Services and Leadership Development  Ashley White
CUB 025 info desk
X3657 alwhite@ship.edu

Recreation Hotline  x1561
Press 1 for indoor facilities schedule
Press 2 for outdoor facilities schedule
Press 3 for intramural information
Press 4 for club sports information
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 Senate.
- 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, 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.

INSTITUTING A CLUB SPORT:

Policies and guidelines for student organizations, including instructions on the formation of an organization, may be found at: http://ssi.ship.edu/senate.

CLUB SPORT ACTIVITY:

Club Sport activity is defined as any function other than an organizational meeting. Activity may take place only after notification is received from the Coordinator of Club Sports (CCS) that processing of the Club Sport Compliance Package has been completed. The Club Sport Compliance Package (CSCP), all materials required by the Student Senate and/or the CCS, will include but may not be limited to the documentation listed below. CCS will forward copies of completed submittals to the Student Senate, so it will not be necessary for the Club to provide items to both offices. It remains the responsibility of members and club leadership to keep all documentation current, following submittal. 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.

- ECAC Form
- Advisor Contract
- Application for Club Sport Volunteer Coach- This form is to be supplied by club leadership to any
individual chosen by membership to assist the club. It is completed annually and the volunteer is responsible for maintaining current information. Submittal is to CCS.

- SU Information Release Authorization -Volunteer- It is filed by the volunteer as an authorization for a background check. SU Human Resources will determine the frequency of filing required of each individual. Due to the confidential nature of the information requested, it is to be sent directly to SU Human Resources Office, Old Main 109, Shippensburg University, 1871 Old Main Dr, Shippensburg PA 17257

- Club Sport Release and Indemnity Agreement- This color coded document is required annually of each student choosing to participate in a Club Sport. Once the CCS processes the form, the individual will be added to the membership list, which is forwarded to the Student Senate.

- Request for SU WebSpace Account- Required only from organizations opting to use webspace.

- Designation of Contacts- CCS requires the designation of two individuals to receive electronic communication. One of the individuals should be the club president.

- Constitution and By-laws- If the document has been unchanged from the previous academic year, there is no submittal necessary.

- Practice and Competition Requests- This information will be season-specific for each organization and, if in some cases, it may not be practical to include with the CSCP submittal. All practice requests must be approved by CCS and all hosted events submitted through the Ad Astra scheduling system found at www.events.ship.edu for approval.

**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 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.

- $50 per failure to submit the CSCP by the 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/game) without a waiver being approved by the CCS.

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

- $50 per each biweekly 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 action for the remainder of the semester or school year by a 2/3 vote of the Senate. Sports Clubs cannot incur expenses under Shippensburg University without a Student Association Operating Budget.

**DUTIES OF CLUB SPORT LEADERSHIP:**

Club sport programs are managed by their membership within guidelines established by the SS and CCS. All club members are instructed to review policies within this document and those listed at http://ssi.ship.edu/senate

**PRESIDENT RESPONSIBILITIES:**

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

- Supplying the information, as required by the SS, to maintain status as a recognized student organization.

- Submitting funding requests by deadline established by SS

- Educating all members and prospective members of SS 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 processed by the CCS.
- Attending meetings as requested by the CCS or Student Senate.
- Establishing a mailbox at the CUB 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.
- Establishing a protocol for dispersal of club funds.
- Submitting facility requests for practice and/or competition. Practice venues will be requested directly from CCS or designee by email. Competition requests will be processed through events.ship.edu.
  CCS will permit club representatives to use a ShipRec office computer for submittal.
- Providing CCS with all items purchased with SA funds for summer storage.
- 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 to CCS no later than 8am on the last business day before departure. Electronic submittal is preferred.
- Submitting schedule change requests to CCS.
- Filing of injury/incident report form to CCS within 24 hours of any injury/incident relating to practice or participation.
- 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 completed the Application for Club Sport Volunteer Coach and have filed the Information Release Authorization-Volunteer before involvement.
- May establish a non-endowed fund with the Shippensburg University Foundation to be used to benefit the Club.
- Verifies, subject to audit by CCS, that all those providing club transportation are licensed drivers.
- Submits documentation of sanctioning body request for academic records, when mandated as a condition of advancement to post-season competition or academic recognition.
- Assures all organizational references use "Club" as an identifier.

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 all within the Student Services Fiscal Office, and that all funds collected will be deposited and distributed through that entity.
- 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 ECAC permits for events and all fundraising activities.
• Monitors budget and restricted account status with Dena Baer, SSI Accounts payable.

UNIVERSITY TRADEMARK AND LOGO:

In an effort to ensure that Shippensburg University establishes an identity and image that reflects its quality and mission, the University has an institutional identity guide that sets standards for all usages of the university’s official marks such as the logo and the logo type, as well as use of the university’s name. This guide is to be followed by any university-related organization, 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 www.ship.edu/Marketing/Institutional-Identity-Guidelines. Additional rules also apply to any commercial or promotional use of the logo, text or name of the university.

The Director of Publications and Advertising is responsible for ensuring the correct use of the university signature. Any use of the university’s logo, text or name by any university-related organization must receive approval by the Director of Publications and Advertising or her/his designate prior to that usage.

For approval of or questions concerning logo usage, contact the Office of Publications and Advertising at pubs@ship.edu or 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 must include “Club” as an identifier, while competition garments do not. Game garments may include any design consistent with the requirements found within the Institutional Identity Guide and approved by the Office of Publications and Advertising. Casual garments would be subject to the same guidelines, with the stipulation that “Club” must be included in the organizational title.

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. 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 stalking.
• 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, 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 judicial 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, color, gender, religion, age or national origin.
• 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, 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 www.events.ship.edu are required a minimum of two weeks prior to event.
• CCS will be supplied with name and address of a contact person for each visiting club, one week prior to competition.

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 SS.
• 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.
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.
- Any individual, who wishes to provide volunteer support to a Club Sport, must complete an Application for Club Sport Volunteer Coach. No involvement in any club activity may precede the application and approval process.
- Any individual selected by a club to provide volunteer support, must file an SU Information Release Authorization-Volunteer with the Human Resources Department. Individuals with current background checks secured by another agency may provide that document to SU Human Resources for consideration.
- 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 is along Old Main Drive. These phones provide direct communication to County Control.
- 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. Practice requests may be submitted by email consistent with procedure provided by the Club Sport Graduate Assistant. Home competitions must be requested through events.ship.edu
SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA

CLUB SPORTS RELEASE AND INDEMNITY AGREEMENT 11-12

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.

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

Agreed, this______ day of__________________, 20______.

______________________________ 65__________________________
Participant's Signature          SU ID #                    Participant's Health Ins. Co.

______________________________
Participant's Printed Name

______________________________
Sport Club or Activity

______________________________
Health Ins. Policy #

______________________________
Witness

______________________________
Participant's Local Address (include Street, Apt., City, Zip)

______________________________
Parent Signature (if member is a minor)  Local Phone #  Class Status (Fr.,So...)

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CLUB SPORT VOLUNTEER COACH

Guidelines for club sport volunteer coach:

- May not make any agreement, contract or financial transaction with any agency as an agent of Shippensburg University or Shippensburg University Student Services, Inc.
- Are encouraged to purchase personal liability insurance since none is provided by SU, or Student Services, Inc.
- Serves at the discretion and invitation of the club membership, subject to the approval of CCS and SS.
- 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.
- Must complete the SU Information Release Authorization –Volunteer( found on page 11) and file same with the SU Human Resources Office, Old Main 109, Shippensburg University, 1871 Old Main Dr, Shippensburg PA 17257. Due to the confidential nature of the document, please deliver in a secure manner. Do not send to Coordinator of Club Sports.
- References must be a format including both "Club" and "Volunteer"

APPLICATION FOR CLUB SPORT VOLUNTEER COACH

Club Organization: ________________________________________________

Applicants Name: ________________________________________________

Home Address: _________________________________________________

Phone (H): ___________ Phone(C): ___________ Fax #: ______________

Please briefly describe your qualifications and list and certifications you hold in the applicable sport or activity.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

This application should be sent to, or delivered to, the Coordinator of Club Sports.

FOR OFFICE USE ONLY:

Approved/Denied: ___________ Date: ___________ Initials: ___________
SHIPPENSBURG UNIVERSITY
INFORMATION RELEASE AUTHORIZATION
VOLUNTEER

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 volunteering 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 countermand any prior request or authorizations to the contrary.

I further authorize the use of photocopies of this authorization.

Name:  Last ___________________________________ First __________________________ M.I. __________

Please print clearly

Signature: ___________________________________ Date: __________________________

Witness: ___________________________________ Date: __________________________
Date of Birth: __________________________ SS#: __________________________
Current Address: __________________________________________
City/State/Zip Code: __________________________________________

*Department/Program/Club/Sport where you are volunteering: __________________________

PLEASE RETURN COMPLETED/SIGNED FORM TO  Shippensburg University Human Resources Office, Old Main Room 109, 1871 Old Main Dr, Shippensburg PA 17257. Do not send to Coordinator of Club Sports

Rev 8/4/09
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 quizzing 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.
- Recreation 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 (.51mile) asphalt path is the only area outside the hockey rink 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.
- Recreational use is available to authorized members of the University community, presenting appropriate ID.

ROBB SPORTS COMPLEX:

- Reservation procedures are available by contacting the Director of Recreation @ gepipe@ship.edu.
- Personal seating is not permitted on turf surface. Tables, tents, and canopies are not permitted. Use of chairs and other structures subject the surfaces to damage.
- Gum, food and beverages are not permitted on playing surfaces.
- No animals, confetti, seeds, tobacco products, alcohol, glass containers, open flame, golfing, or activities not specifically authorized, may take place within the facility.
- Softball facilities are reserved for varsity team use.
- Tennis courts may be used only for tennis activities.
- Event spectators should not enter any playing surface.
- Bicycles must be placed in the storage racks.
- Use of skateboards and rollerblades is prohibited.
- Equipment, apparatus, field marking and maintenance devices may be assembled, disassembled or relocated only by department staff.
- After dusk, the facility may be used only when illuminated.
- Call the recreation hotline, 477-1561, for scheduling information.

**TENNIS COURTS:**

- Recreational use is available to authorized members of the University community, presenting appropriate ID.
- Courts may be used only for tennis.
- White soled 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:**

- 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 Director of Recreation or designated graduate assistant. Please address email to gepipe@ship.edu. Practice requests may also be submitted on Ad Astra, www.events.ship.edu, and contest requests must be requested through Ad Astra.
- 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 always prudent to immediately disinfect any cut or abrasion. Any bio-hazardous deposit must be reported to Recreation staff or University Police.

Shippensburg University Recreation Department
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 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, entry 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.
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
ADVISOR CONTRACT

Please read and review the following criteria. The Extra Curricular Activities Committees (ECAC) of the SU Student Senate is asking that all items be met in order to establish a closer communication link between the club and the advisor and with the club and ECAC. Therefore we can have a productive year for everyone.

Please return the bottom portion of this sheet through campus mail to the Student Senate Office, Cub 201 as soon as possible. Club Sport organizations may submit to the Coordinator of Club Sports.

If you are not planning on being the advisor for the upcoming year, please notify the officers of the appropriate club and the Vice President of the Student Association by calling x 1651.

Failure to turn in the club's ECAC Information Sheet and to notify the Student Association (SA) of any changes will result in the club or organization's budget being frozen.

I, ________________________________, agree to the following terms as I am a

beneficial advisor for ________________________________.

1. Meet with officers at least once a semester.

2. Establish a relationship with Student Association by:

   A. Making sure the SA Office is aware of the current membership

   B. Making sure club officer hands in the ECAC Information sheet by the required deadline

   C. Notifying the Vice President of the Student Association and the club/organization officers if any information changes.
ECAC INFORMATION SHEET
(please write legibly)

Name of Organization ____________________________________________
Date __________________________________________________________
Current Membership _____________________________________________
Last Year’s Membership __________________________________________

<table>
<thead>
<tr>
<th>Officers</th>
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<th>E-Mail Address</th>
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President’s Signature __________________________________________

When do you elect your new officers? ________________________________

Advisors
1) Name ________________________________________________________
   Address ______________________________________________________
   Signature ____________________________________________________
   Phone ________________________________

2) Name ________________________________________________________
   Address ______________________________________________________
   Signature ____________________________________________________
   Phone ________________________________

Person usually applying for fund-raising permits
Name ________________________________ Phone ________________

YOU MUST ATTACH A CURRENT LIST OF MEMBERS

This sheet MUST be completed EVERY TIME new officers are elected OR once every academic year
Club Sport Injury/Incident Report

Club:________________________________________

Date/Time:____________________________________

Location:_______________________________________

Individual:_____________________________________

Nature of the injury/incident:
________________________________________________________________________
________________________________________________________________________

Action taken for injury/incident:
________________________________________________________________________
________________________________________________________________________

SIGNATURE:_____________________________________

DATE:__________________________________________

***This report must be submitted to the Recreation office within 24 hours of the incident/injury.
TRIP ITINERARY FORM
Shippensburg University Club Sports

*Document is 2 pages.

Club________________________ Date of Application________________________

Type of Event_________ Destination____________________________________

Departure from Ship: Return to Ship:
Date: Time: Date: Time:

FOR EMERGENCY: Please list a contact person and phone of away club
Contact person: Phone:

Type of transportation (indicate # of each)
Univ. Van ___ Private Van ___ Private Car(s) ___ Other ___

Total # of members traveling:

Faculty/Staff Advisor Information traveling with the club: Faculty/Staff Phone # ___

Complete the list of travelers and list vehicle information for those club members who will be driving. This form must be received in the Recreation office by 8am on the last business day before competition. 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 or voice mail (477-1755) or e-mail gepipe@ship.edu.
LIST OF TRAVELERS
Shippensburg University Club Sports

CLUB: ______________________ DATE: ______________

Travelers (if driving, list their car make next to their name)

1. (President) ______________________________

2. _______________________________________

3. _______________________________________

4. _______________________________________

5. _______________________________________

6. _______________________________________

7. _______________________________________

8. _______________________________________

9. _______________________________________

10. _______________________________________  

11. _______________________________________

12. _______________________________________  

13. _______________________________________  

14. _______________________________________  

15. _______________________________________  

16. _______________________________________  

17. _______________________________________  

18. _______________________________________  

19. _______________________________________  

20. _______________________________________  

21. _______________________________________  

