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Maps:
- SRC
- ShipRec
- Eckels
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  
gepipe@ship.edu

Assistant Director of Recreation  
Melissa Hazzard  
ShipRec, Room 101  
717-477-1123, ext. 3732, x3732  
mphazzard@ship.edu

Club Sports Graduate Assistant  
Casey Hedash  
ShipRec, Room 101  
rec@ship.edu  
717-477-1755, x1755

Student Senate Office  
Lisa Laughlin, Secretary  
CUB 201  
717-477-1651, x1651  
ljlaug@ship.edu

Student Services, Inc. (SSI) Fiscal Office  
Dena Baer, Accounts Payable  
CUB 204  
dbaer@ship.edu  
717-477-1730, x1730

Asst. Dir for Club & Organization Services and Leadership Development  
Kelsey Roman  
CUB 220A  
karoman@ship.edu  
717-477-1123, ext. 3567, x3657

Recreation Hotline  
717-477-1561, x1561  
#1 - ShipRec and Heiges Field House Pool  
#2 - Outdoor Lighting schedule for SRC and Tennis Courts  
#3 - Schedule of intramural games and officiating roles  
#4 - Club Sport list and information  
#5 - Group fitness class schedules

Recreation Website  
www.ship.edu/recreation
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. Completion of the Club Sports Release and Indemnity Agreement will constitute the use of one year of collegiate eligibility in any sport sponsored concurrently at the NCAA level by Shippensburg University. Completion of this form will establish the individual as a club sport participant for the duration of the academic year as applied to intramural participation.
- Club Sport participation will affect eligibility for intramural participation in equivalent or related sport.

INSTITUTING A CLUB SPORT:

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. 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.

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 Compliance Package:

- SGAC Information Sheet
- Advisor Contract
- Volunteer Forms:
  - Application for Club Sport Volunteer Coach
  - SU Information Release Authorization-Volunteer
  - Background Clearance Certification for Provisional Employment or Volunteering
  - Applicant Information for Act 114 FBI Criminal Search With Fingerprints
- Club Sport Release and Indemnity Agreement- This color coded document is required annually of each student choosing to participate in a Club Sport. Activity by the student is not permitted until processed and approved by the CCS. Once the CCS processes the form, the individual will be notified of approval and added to the membership list. The membership list will be forwarded to 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.
- Practice and Competition Requests- This information will be season-specific for each organization and, 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 EMS scheduling system found at 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, 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.

- $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 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 club activity 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.

ROSTER CHECK:

Completed by Club President or designee. 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 follow-up with appropriate action.
- 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.
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. 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. EMS submittal is expected two weeks in advance of the requested date.
- 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 rec@ship.edu 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 located at www.ship.edu/recreation).
- 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 (Form is located online 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 the CCS.
- 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 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.
- Monitors Student Senate 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 www.ship.edu/Marketing/Internal_Logo_Use_Guidelines/. 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 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 Director of Licensing. 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.
• 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, 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 Director of Recreation or designated GA for review. After review, Clubs will be notified to proceed with EMS entry.

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 results. Funding may be provided 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 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.
- 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. 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. 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 – 2015/2016

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 (Fr., 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
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 Senate (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.
- 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
VOLUNTEER

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 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 countername 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.

Please answer the following questions:

*This volunteer position is unpaid. Yes  No
*I have been a resident of Pennsylvania during the entirety of the past ten-year period. Yes  No
*I understand that I must also complete the Background Clearance Certification for Provisional Employment or Volunteering. Yes

Name: Last ___________________________ First ___________________________ M.I. ________

Please print clearly

Date of Birth: _________________________ SS#: _________________________
Home/Cell/Work Phone: _________________________ Email Address: _________________________
Current Address: _________________________
City/State/Zip Code: _________________________
*Department/Assignment: _________________________

Signature: _________________________ Date: _________________________

Rev 01/26/2015
Shippensburg University
Background Clearance Certification
for Provisional Employment or Volunteering
(Under the Child Protective Services Law)

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 _______________________________. [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
Shippensburg University
Applicant Information for Act 114 FBI Criminal Search With Fingerprint

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 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.
• 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.
• 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.
• Ad Astra, 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 Astra entry. Astra 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 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 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 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, 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>
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<tr>
<th>NAME</th>
<th>EMAIL</th>
<th>SU ID</th>
<th>M/F</th>
<th>CIRCLE ONE:</th>
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Nature of Incident: (Check all that apply)

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

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. 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 (477-1755) or e-mail rec@ship.edu.

DATE OF APPLICATION: ____________________ CLUB SPORT: ____________________

NAME OF INDIVIDUAL SUBMITTING THIS FORM: ________________________________

DESTINATION: ____________________________________________________________________

TYPE OF EVENT/NAMES 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. ___________________________________________

4. ___________________________________________

5. ___________________________________________

6. ___________________________________________

7. ___________________________________________

8. ___________________________________________

9. ___________________________________________

10. ___________________________________________

11. ___________________________________________

12. ___________________________________________

13. ___________________________________________

14. ___________________________________________

15. ___________________________________________

16. ___________________________________________

17. ___________________________________________

18. ___________________________________________

19. ___________________________________________

20. ___________________________________________

21. ___________________________________________

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
ADVISOR CONTRACT
for all SA Clubs and Organizations

Please read and review the following criteria. The Student Group & Activities Committee (SGAC) of the SU Student Senate is asking that all items be met in order to establish a closer communication link between the group and the advisor.

Please return this sheet to the Student Senate Office, CUB Room 201 as soon as possible.

If you are not planning on being the advisor for the upcoming year, please notify the officers of the appropriate group and the Vice President of the Student Association by calling x1651 or emailing at senvp@ship.edu.

Failure to turn in the group’s SGAC Information Sheet and to notify the Student Association (SA) of any changes will result in the club or organization’s loss of recognition privileges, as outlined in the Swataney.

I, (Print Name) ____________________________, agree to the following terms as I am a beneficial advisor for ________________________________ . I shall:

1. Meet with officers at least once a semester.

2. Advise student groups in the exercise of responsibility, but not have the authority to control the policy of a student group.

3. Possess knowledge of the rules, regulations, policies and structures of the University as well as the Student Code of Conduct. I should also possess a knowledge and understanding of the goals and objectives of the student group I advise.

5. In the event that I cease my advisor status, the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the Student Senate Vice President in order to make note of the change.

6. A student group may request to have more than one advisor approved by the Student Group & Activities Committee however; one must be designated as having the responsibility for overseeing all financial matters of the group.

Advisor’s signature ____________________________ /Date ____________________________

Faculty/Staff ID# ____________________________
SGAC INFORMATION SHEET
(Please write legibly and return to the Student Senate Office, CUB 201)

All groups, whether Senate Recognized or Campus Registered, MUST complete this sheet EVERY TIME new officers are elected OR by September 30 of each academic year.

Name of Student Group _____________________________________________

Date ____________________________________________________________

(Please circle one) Senate Recognized Campus Registered

Senate Recognized Groups are those that function at Shippensburg University and allow open membership. Campus Registered Groups have more exclusive membership. These student groups include, but are limited to, academic co-curricular groups, academic and social fraternity associations.

<table>
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<tr>
<th>Officers</th>
<th>Name</th>
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<th>Email Address</th>
<th>SU ID</th>
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Advisors
1) Name __________________________________________________________ Phone __________
   Campus Address ________________________________________________
   Email _________________________________________________________

2) Name __________________________________________________________ Phone __________
   Campus Address ________________________________________________
   Email _________________________________________________________

Purpose
(This can be your mission statement or a short explanation of what your group is and what your group would like to accomplish.)

_________________________________________________________________

Return completed forms to: Student Association Vice President
Student Senate Office
CUB Room 201
Office Hours: M-F 8:30 a.m. – 4:30 p.m.
Office Telephone: 717-477-1651
Email: senvp@ship.edu
The following sections of this form are to be filled out by Senate Recognized groups ONLY

Current Membership #

Last Year’s Membership #

When do you elect your new officers?

YOU MUST ATTACH A CURRENT LIST OF MEMBERS
A minimum of 15 members is required in order to be considered a Senate Recognized student group.
FIELD A
150'X75'

FIELD B
405'X180'

ECKELS FIELD
WITH SIZE APPROXIMATIONS

FIELD C
180'X100'