

# CLUB SPORTS HANDBOOK 2024 - 2025



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## CLUB SPORT INTRODUCTION

The Shippensburg University Club Sports Program provides opportunities for students to participate in competitive sport activities against outside organizations/institutions. Each club is formed and governed by students, within guidelines established by the Shippensburg University Student Government Association (SGA), Shippensburg University Student Services Inc. (SUSSI), Department of Recreation, and those defined by specific club sport sanctioning bodies (leagues and conferences).

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 because of involvement in club activities. Each participant is required to verify current health/medical insurance coverage and must complete a club sport waiver (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 prior to participation.

This handbook is provided to serve as a guide for student leadership, club membership, advisors, and volunteers. All club sport participants are expected to review policies within this document.

### CONTACT INFORMATION

#### **Shippensburg University Student Services, Inc. (SUSSI) Fiscal Office:**

**Kimberly Rockwell – Executive Director of SUSSI**

karockwell@ship.edu | 717-477-1123 ext. 3253 | CUB 206

**Allison Rippeon – Office Manager**

anrippeon@ship.edu | 717-477-1730 | CUB 204

**Mandy Shotts – Bookkeeping Manager**

[ARShotts@ship.edu](mailto:ARShotts@ship.edu) | CUB 208

#### **Student Government Association (SGA):**

CUB 201 | 717-477-1651

[ship.campusgroups.com](http://ship.campusgroups.com)

**Ella Zinn SGA VP of Student Groups**

[sgavpstudentgroups@ship.edu](mailto:sgavpstudentgroups@ship.edu)

**Nathan Garber SGA VP of Finance**

[sgavpfinance@ship.edu](mailto:sgavpfinance@ship.edu)

**Lisa Laughlin – Administrative Assistant**

[ljlaug@ship.edu](mailto:ljlaug@ship.edu)

#### **Department of Recreation:**

**Dylan Curtis – Associate Director of Recreation**

[dcurtis@ship.edu](mailto:dcurtis@ship.edu) | 717-477-1755 | ShipRec 101

**Hayley Taggart – Rec Sports Graduate Assistant**

[rec@ship.edu](mailto:rec@ship.edu)

**Melissa Hazzard – Director of Recreation**

[mphazzard@ship.edu](mailto:mphazzard@ship.edu) | 717-477-1755 | ShipRec 102

[www.ship.edu/recreation](http://www.ship.edu/recreation) 'Ship Recreation' IOS and Android

### CLUB SPORT DEFINED:

The classification "club sport" applies to organizations meeting the following criteria:

- A voluntary organization of enrolled students meeting the requirements for recognition by the Student Government Association (SGA).
- Club participants are involved in competition of a physical nature against outside institutions or organizations.

### INSTITUTING A CLUB SPORT:

- See *Student Groups Handbook* provided by SGA.
- Requests for formation of new student organizations should be addressed to SGA. The charter must be approved by the SGA.
- Club sport programs must be approved and recognized by the Athletic Committee of the Shippensburg University Athletic Department.

A list of current SGA-recognized student organizations are available in CampusGroups:

***[ship.campusgroups.com](http://ship.campusgroups.com)***

## CLUB SPORT ELIGIBILITY & ACTIVITY

Club sport organizations must follow all established guidelines as outlined by SGA, SUSSI, the Department of Recreation, and specific club sport sanctioning bodies. Club Sport compliance information and documents will be distributed by these areas prior to, and throughout, the academic year. Please note the requirement for specific club sport compliance documents to be completed and approved prior to the start of any club activity.

### ELIGIBILITY FOR CLUB SPORT PARTICIPATION:

- Participants must be currently enrolled students, meeting the requirements of SGA, the club specific constitution, and applicable sanctioning body.
- Some exceptions may apply. Ex. ShipStart students are not permitted to participate in club sports.
- Graduate students are eligible for participation. However, club sanctioning bodies (conference/league) may have restrictions regarding graduate student eligibility. Club leadership is expected to determine eligibility for graduate student participation as outlined by the club's sanctioning body.
- Each club sport participant must complete the club sports waiver inclusive of proof of the possession of current personal health/medical insurance. **This form must be processed and approved by the department prior to participation in any club related activity.** It is the participant's responsibility to update the information as needed. A student participating in multiple club sport programs needs to only submit one waiver for the academic year.
- A list of approved members/rosters can be found in [IMLeagues.com/ship](http://IMLeagues.com/ship) and on the 'Ship Recreation' phone app.

### Considerations:

- It is highly recommended that members of club sport programs receive a physician's examination prior to participation.
- Any club member injured during a club sport activity is responsible for all financial obligations incurred related to the injury.
- Club members are personally responsible for the care and maintenance of all club and personal equipment used in club activities.
- Individuals participating in any recreational, club sport or intramural activity do not have access to the services of Sports Medicine staff within the Department of Athletics. Club participants should seek medical care and advice from Etter Health Center. Sports Medicine is responsible exclusively for the healthcare of student-athletes participating in recognized NCAA athletic programs within the Department of Athletics.
- As stated on the club sports waiver, club sport participation may affect NCAA eligibility, in the event an individual opts to compete at the intercollegiate level. Completion of the club sports waiver may 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.
- If you are on a varsity athletics active roster at any point you will not be permitted to participate in the same sport at the club sport level for that academic year.
- Club Sport participation will affect eligibility for intramural participation in equivalent or related sport. Eligibility is outlined in the sport-specific rules for intramural programming.

### CLUB SPORT ACTIVITY:

- Club Sport activity is defined as any function other than an organizational meeting in a classroom setting.
- Activity may take place only after approval is received from the Department of Recreation, confirming the required club sport compliance 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 SGA, SUSSI, and the Department of Recreation.

## BUDGET & EXPENDITURES

- All club sports should use expenditure request form SS01 to use their operating budget funding.
- Budget & Finance Committee Standing Rules and forms.  
<https://ship.campusgroups.com/sga/budget-forms/>
- All club sport funding requests, including Expenditure requests, Capital Budget Funding, and Additional Allocations, must be approved, and signed by the Department of Recreation as approved by the SUSSI Executive Director. This must be done prior to club leadership submitting requests to the SUSSI Fiscal Office for reimbursement or to the Budget and Finance committee as necessary.

### **CLUB SPORT LINE-ITEM FUNDING:**

**Operating Budget Funding:** Permissible items include Supplies and Equipment (normal expendable items lasting only one season: balls, pucks, etc.), Uniforms, (on an as needed basis), Officials, League Dues, Entry Fees. No funding shall be provided for meals, lodging, general travel, transportation, medical needs or club advisors or staff in their operating budgets. Advisors are required to sign operating budget expenditure requests.

**Special Request Allocation:** Student groups may use the special request form to supplement their current operating budget. The budget and finance committee will consider the requests on a case-by-case basis and use similar criteria as they did for operating budget requests. The maximum special request award will be \$1,000. Except for when used as a capital expenditure request, maximum special requests award for Organizations, Boards, Performing Arts and Media will be \$2,000.

All SGA approved student groups, whether they were eligible to requests an operating budget or not, will be able to request a special funding request if they attended the current years budget training. Any new group or group that was ineligible to request an operating budget because they didn't meet the membership requirements will be allowed a maximum award of \$500.

The special funding request form will also be for student groups to request spending on capital expense items. One-time, long-term supplies/equipment purchases over \$1,000 are considered capital budget items. Funding for such items is at the discretion of the Budget & Finance Committee, and SGA. Club Sports must turn their capital purchases into the department of recreation at each season's end. The Department of Recreation and the Budget and Finance committee reserves the right to penalize an organization's operating budget for capital items that are lost or damaged.

**Post Season Tournament Funding Requests:** Proposal must be reviewed by the Department of Recreation before approaching the Budget & Finance Committee. The request must provide the protocol for advancement and documentation of all season results. Funding may be provided for meals, lodging, entry fees and public transportation. Club sport programs may be denied funding if any penalties have been imposed on the club during the academic year. Organizations must submit tournament results and the Contract of Conduct form to the SGA Vice President of Finance and the Department of Recreation. This money will be awarded with two stipulations for spending: 1. Each club sport can only request money once each fiscal year. 2. The maximum amount to be awarded for each request will be the amount of \$250.00.

### **Fundraising:**

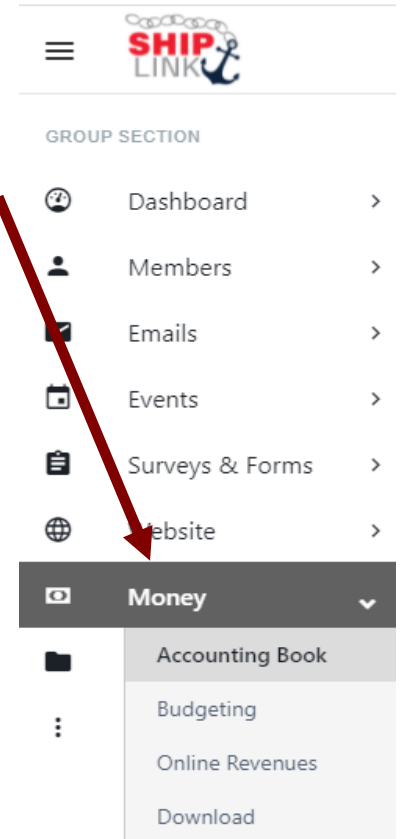
- Student Group fundraising application is found at [Ship.campusgroups.com/fundraising-application/](http://Ship.campusgroups.com/fundraising-application/)
- All fundraising income must be deposited in an Agency Fund Account (AFA) with SUSSI.
- Please see the SUSSI office regarding information on AFAs and PayPal cashless payment options.
- Club leadership should ensure current leadership has completed the required signature cards with the SUSSI Office for AFA account access.
- The Department of Recreation does not need to approve or sign expense requests made from AFA accounts.

## **CONTRACTS:**

- Club sport programs may not make any agreement, contract or financial transaction, with any agency as an agent of Shippensburg University, or Shippensburg University Student Services, Inc.
- Any contractual agreement would need to be reviewed and approved by the SUSSI Office. This office is authorized to sign a contract on behalf of a club sport program.
- Any possible contracts should be submitted to the SUSSI office 2 weeks prior to service.

## **EXPECTATIONS FOR CLUB LEADERSHIP RELATED TO BUDGET/FINANCES**

- Submit Operating Budget funding requests each year through CampusGroups by the deadline established by SGA.
- View club approved operating budget in CampusGroups.
  - Log into ship.campusgroups.com.
  - Select Money on the left side of screen.
- Monitor SGA allocation and Agency Fund Account (AFA) with Allison Rippeon, SUSSI Accounts Payable.
- 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.
- Collects club dues as required by club constitution/by-laws. Ensure dues are submitted to AFA account in the Fiscal Office.
- Works within the protocol established by SGA, the Fiscal Office, and the Department of Recreation for the dispersal of club funds and the preparation of funding requests.
- Submit all materials, related to allocation requests, to the Department of Recreation for review and approval, prior to presentation to SGA Budget and Finance Committee.
- Assures timely submittal of billing information to the SUSSI Fiscal Office.
- Ensures current expenses are processed during established deadlines for current fiscal year. (July 2024 to June 2025)
- Attempts to process 23-24 payments/ reimbursements from 24-25 operating budget, will not be approved.
- Pays officials and obtains invoice and W-9s as required by the SUSSI Fiscal Office.
- Acquires SGAC permits for events and all fundraising activities on CampusGroups.
- Officers are expected to turn over all of the items purchased with SGA operating funds to new officers at the end of the year.
- Establish an Agency Fund Account (AFA) at the Student Services, Inc. Fiscal Office, to be the sole financial account maintained by the club or any individual representing the club. This is to be the main fundraising account. Clubs may open an SU Foundation Discretionary Account in addition to the Student Services account.





What are the different accounts for your club sport?



< Notes



### OPERATING BUDGET

- ✓ Provided by SGA based on budget request
- ✓ Used to purchase items that the team does not keep (uniforms, equipment, etc.)
- ✓ Competition fees
- ✓ USE IT OR LOSE IT!!!!

< Notes



### AFA ACCOUNT

- ✓ Account for all fundraised money and dues collected each year
- ✓ Used for items team members can keep (Team apparel)
- ✓ Used for travel fees
- ✓ Used for lodging fees
- ✓ Unlimited amount can be put into your account
- Rolls over each year

< Notes



### SU FOUNDATION

- ✓ Donors can send money to the foundation for your club sport
- ✓ Money can be used for anything
- ✓ Rolls over each year
- ✓ Officers see department of recreation for access/expenditures



2024-2025





## CLUB SPORT PENALTY STRUCTURE

Penalties assessed will be taken from the organization's operating budget. A penalty notice will be sent via email by the Department of Recreation to all club officers, advisor, SGA VP of Finance, and SUSSI office. In the event an operating budget is exhausted for the current fiscal year, the assessment may be applied to the future budget allocation.

- *2.5% of the operating budget will be deducted per failure to submit required forms by the specified deadline. An additional 0.5% per business day late fee will be assessed for each additional day late.*
- *2.5% of the operating budget will be deducted per occurrence for each club when an individual participates in physical activity (practice or game) without a waiver being approved by the department, and club president being notified.*
- *3.75% of the operating budget will be deducted per travel itinerary not submitted prior to the deadline determined by the department.*
- *2.5% of the operating budget will be deducted per each officer meeting missed.*

## OFFICER MEETINGS

- The Department of Recreation will meet bi-weekly, or as needed, in-person, with club sport leadership for the completion of an officer meeting.
- All officers are encouraged to attend these meetings and may invite club members to join to encourage a working knowledge of club functionality. However, two officers should attend at minimum. The sharing of information between the Department of Recreation, and a club sport organization, should not fall on one individual.
- Outlook calendar invites will be sent to student leadership once meeting days/times have been set.
- Club leadership is expected to provide a list of individuals considered to be club members when requested. That list will be compared to the master list maintained by the Department of Recreation as determined by the submittal of completed and approved waivers.
- The membership list for each club in CampusGroups should exactly reflect the list of approved waivers received from the department. Up to date approved rosters will be accessible through [IMLeagues.com/ship](https://IMLeagues.com/ship) and on the 'Ship Recreation' phone app.
- The Department of Recreation recognizes the approved waiver list as the official roster, not the list of possible individuals expressing interest in a club sport via CampusGroups.
- Club leaders should possess a thorough knowledge of upcoming practice and competition schedules and be prepared to provide updates as needed.
- Review upcoming purchases and address any budget questions from student leadership.
- Verify only volunteer involvement is by individuals who have received verification of approved background clearances by the Department of Recreation.
- Officers should come prepared with club updates such as upcoming practices and competition schedules, club member injury reports, budget updates, etc.

## DUTIES OF CLUB SPORT LEADERSHIP

Club sport leadership responsibilities should be clearly outlined in club-specific constitutions.

### General responsibilities may include:

- Supplying information, as required by the SGA, to maintain its status as a recognized student organization.
- Maintaining accurate club officer list in CampusGroups to ensure SGA communication with correct officers.
- Educating all members and prospective members, of SGA, SUSSI, Department of Recreation, and University policies and procedures regarding student organization operations and conduct.
- Maintaining a current membership list through the Department of Recreation. Membership list is generated by the department from approved club sport waivers posted on rosters in IMLeagues.
- Assuring that no individuals engage in any activity until the club sport waiver is properly completed and approval notice is provided to club leadership by the Department of Recreation, via IMLeagues.
- Attending trainings/meetings as requested by SGA, SUSSI, and the Department of Recreation.
- Completing the Competition Request Form located in CampusGroups for all home and away competition and events. Following the receipt of the Competition Request Form, the Department of Recreation will confirm approval of events. The department may request direct submittal of home events into EMS (events.ship.edu) to secure on-campus facility space. The department will review physical support needs for home events with club leadership. Preference is for home requests to be submitted no less than 10 business days prior to the event to provide time for work request submittal by the Department of Recreation (tables, chairs, field lining, etc.).
- Ensuring the Department of Recreation has all competition schedules and submits Trip Itinerary forms through CampusGroups for all away travel. Submitting schedule change requests to the Department.
- Filing of an Injury/Incident Report within 24 hours of any injury/incident relating to practice or participation. Communicating immediately with department leadership in the event of an emergency.
- Submitting eligibility verification as requested by appropriate sanctioning bodies.
- Submitting Club Sport Results Report within 48 hours of the event.
- Ensuring medical coverage of home events (ex. ambulance) if required by club sport sanctioning body.
- Implementing blood policy and lighting policy, as outlined in this handbook, during outdoor practice or competition.
- Verifying club sport volunteer coaches have submitted all required volunteer forms and have been granted clearance by SU Office of Human Resources through the Department of Recreation. Volunteer coach work with club sport programming is not permitted until approval is received by these departments. Record of approved volunteer status will be on file with SUSSI.
- Verifying, subject to audit by the Department of Recreation, that all those providing club transportation are licensed drivers.
- Submitting documentation of sanctioning body request for academic records to SU Registrar, when mandated as a condition of advancement to post-season competition or academic recognition.
- Assures all organizational references use "Club" as an identifier.
- Record club meeting minutes and supply advisor and Department of Recreation a copy if requested.



## CLUB SPORT ADVISORS

- Are required for all SGA recognized student organizations.
- Club advisors must be current faculty or staff members at Shippensburg University.
- Must sign any advisor documentation required by SGA to serve in this role.
- Should be aware of the responsibilities of club sport leadership. Given the recognition as student organizations, it is expected to have club sport student leaders handle most, if not all, club operations. The advisor should be a resource and provide guidance as needed.
- The advisor is not required to attend all club functions, but it is recommended that this individual should attend the initial organizational meeting, and the final meeting of the academic year.
- Should 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 student leadership changes from one academic year to another.
- Must provide an authorization signature on documents required by the SGA and SUSSI.
- May not make any agreement, contract or financial transaction with any agency as an agent of Shippensburg University, or Shippensburg University Student Services, Inc.
- Be listed as advisor in the specific CampusGroups page for the club sport program.
- Have administrative access within assigned student organization to CampusGroups.
- Are asked to notify the Department of Recreation and Lisa Laughlin in the SGA office if a decision is made to no longer fulfill the role of the club advisor.



## GUIDELINES FOR CLUB SPORT VOLUNTEER COACHES

- Club leaders are required to communicate volunteer candidates to the Department of Recreation using the Volunteer Coach Application found in Campus Groups.
- Any individual interested in providing volunteer support to a club sport program must have a background check on file with the Department of Human Resources prior to any work with the club sport program.
- Volunteer coaches may not participate in club activities until background checks are completed and authorization is given by the Department of Recreation.
- May not make any agreement, contract, or financial transaction with any agency as an agent of Shippensburg University or Shippensburg University Student Services, Inc.
- Serves at the discretion and invitation of club membership, subject to approval of the Department of Recreation and Student Government Association (SGA).
- Must carry personal injury insurance.
- May not receive payment/financial compensation for services.
- Should not be involved in the administration of the club.
- Must keep all application information current with SUSSI and Department of Recreation.
- Must adhere to state, local, federal, and University regulations during all club activities.
- References must be a format including both "Club" and "Volunteer" in any reference to their title. Preferred format: "Volunteer Head/Assistant Coach Shippensburg University XXX Club."
- May not perform duties identified as those of undergraduate student leadership.

### **BACKGROUND CHECK INFORMATION:**

- Any/all volunteers will need to submit a completed Volunteer/Contractor Request/Approval Form. Once the volunteer coach has been identified by student leadership, this form is provided to the volunteer candidate by the Department of Recreation.
- Individuals identified as volunteer coaches, who completed the background checks, and provided associated documentation to SU Human Resources within the last 5 years, are not required to repeat the background check procedures.
- Individuals with current background checks secured by another agency may provide that document to SU Human Resources for consideration. Documents must be provided to Human Resources directly from the applicant. Students should not be communicating private volunteer info.
- Any other candidate must complete the clearances below and submit with the Volunteer/Contractor Form. Volunteers may order background clearances on their own, for FREE, at: <http://keepkidssafe.pa.gov/resources/clearances/index.htm>

### **CLEARANCES REQUIRED:**

1. PA State Police Criminal Record Check  
A tip: when ordering and obtaining the PSP (Clearance #1) please be sure you click all the way to the actual certificate. This will require a few clicks (clicking on the Control #, then on the next page clicking on the Certification Form).
2. Child Abuse History Certification
3. Volunteer Exemption Form

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

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

## UNIVERSITY LOGO USAGE AND GUIDELINES

The Shippensburg University Visual Identity and Brand Guide establishes official policy and standards for use of the university's name and marks for all media—publications web, social media, advertising, signage, letterhead, or business cards. Layout, color, and typography are all part of Shippensburg University's unified visual brand identity. These standards are to ensure communications from every college, department, and office speak with a clear and uniform voice, best always representing Shippensburg University. Please refer to [ship.edu/logo/guidelines](http://ship.edu/logo/guidelines).

The university indica (name and marks) are registered with the United States Department of Commerce Patent and Trademark Office and with the Pennsylvania Department of State Corporation Bureau. As such, they are exclusive property of Shippensburg University. Any commercial use of these marks is restricted to official licensees only. A Shippensburg University licensing agreement grants the licensee a non-exclusive right to use the university marks on articles approved by the university. Please refer to [ship.edu/licensing](http://ship.edu/licensing).

Members of the campus community who are purchasing promotional products with the university name and/or marks must follow the standard purchasing procedure and work with a licensed vendor. Promotional products are items such as staff shirts/uniforms, giveaways, branded tablecloths for events, and more. To purchase any item using university indica (name and/or marks), select a licensed vendor from [clc.com/license-search](http://clc.com/license-search): (Step 1) pick a product category and (Step 2) choose "Shippensburg University (PASSHE)" as your school, and follow the procedures for purchasing.

Please visit [ship.edu/logo/guidelines](http://ship.edu/logo/guidelines) to view the complete Shippensburg University Visual Identity and Brand Guide, licensed vendor list, and procedures for purchasing.

The Office of University Communications and Marketing is responsible for ensuring the correct use of all university names and marks. For more information, or for logo approval, please e-mail [licensing@ship.edu](mailto:licensing@ship.edu) or call 717-477-1201.

All SGA-recognized club sport programs must also submit proposed logos to the Department of Recreation for approval. Student organizations are not permitted to use the Raiders wordmark or the intertwined SU as these are for Raider Athletics use only. Please e-mail proposed logo and specific item information to: [rec@ship.edu](mailto:rec@ship.edu).

### **GARMENTS:**

Game and casual garments, those not worn as a component of a competition uniform, must comply with the Shippensburg University Visual Identity and Brand 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 pre-requisite filing and approving of the Fundraising Application, must take place before any fundraising activity may take place. Design of casual apparel should include "Club" as an identifier, while competition garments do not. Game and casual garments may include any design consistent with the requirements found within the Shippensburg University Institutional Identity Guide and approved by the Office of Communications and Marketing.

## COMMUNICATION PLAN: INJURY/INCIDENT/EMERGENCY

1. CALL 911
2. If on-campus, call SUPD to confirm call has been made to EMS (717-477-1444).
3. If in ShipRec, notify desk staff to assist.
4. Notify the Director of Recreation or Associate Director immediately.
5. Complete Injury/Incident Report form once situation has calmed down. It is important to complete form details that are fresh in your memory.
6. Please involve multiple club officers to assist with all aspects of an emergency situation to assist with efficiency of communication and response.

### MEDICAL/OTHER EMERGENCY

- ◊ Life Threatening Injury
- ◊ Someone is hurt – bleeding heavily ex: head injury, broken bone
- ◊ Fire
- ◊ Someone is a Direct Threat
- ◊ Threats to human safety (assault, fighting, person w/weapon)
- ◊ There is physical violence - towards staff or others in the facility.
- ◊ Bomb Threat

1. If on-campus, call SUPD to report the situation. (717-477-1444).
2. If in ShipRec, notify desk staff to assist.
3. Notify the Director of Recreation or Associate Director immediately.

### FACILITY EMERGENCY

- ◊ Uncontrolled water (from sprinkler head, wall leak, toilet, or otherwise uncontrolled water leading to damage to the structure/finishes)
- ◊ No power

1. Call SUPD to report situation if biohazard clean-up or transport to Etter is needed. (717-477-1444).
2. Complete Injury/Incident Report form within 24 hours with the Department of Recreation.

### NON-EMERGENCY

- ◊ Theft
- ◊ Clean-up needed of biohazard materials
- ◊ Minor injury - if transport needed to Etter Health Center

### OFF-CAMPUS/TRAVEL EMERGENCIES:

1. Follow the same steps to call 911 depending on nature of event.
2. Immediately communicate with the Director of Recreation or Associate Director.

### CALLING 911:

- If calling from a campus telephone, the individual at 911 will identify the origin of the call as SU but will require specific location information from our staff. All campus phones are directed to the county 911. If calling from an emergency line, the call will go directly to the university police.
- SU Police will be notified by the 911 dispatcher and will likely be the first responder at the scene.
- When on the phone with the 911 dispatcher, do the following:
  - ◊ Identify yourself and the location of the emergency. (example: ShipRec Arena)
  - ◊ Describe the situation and include details.
  - ◊ Monitor the situation until the arrival of the University Police, or emergency personnel.
  - ◊ Provide necessary cooperation and assistance when first responder arrives on the scene.
  - ◊ Notify coworkers of situation. All employees on duty should provide assistance.
  - ◊ In case of a medical emergency, please assist University Police with details as report is compiled.

## BLOOD POLICY

The nature of activities within the club sports program 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 club leadership and participants to protect the University community. The following procedures are designed to minimize the risk of blood-borne pathogen transmission.

### ***Participant Responsibility:***

- Pre-existing 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 to reduce wound occurrences.
- In the event of bleeding, clean and sanitize the area where blood has been deposited.
- Cover or remove contaminated clothing. If clothing is contaminated by another individual, it should be removed if it presents a risk of exposure to skin.
- Leave club activity if individual is presenting a risk of exposing another participant to contamination.

### ***On Playing Surfaces/Equipment:***

- The exposed area/equipment should be taken out of play immediately to limit exposure.
- The handling of facility clean-up of biohazard materials on campus is handled by Shippensburg University custodial staff. In the event of blood exposure on a playing surface, contact University Police (717-477-1444) to request a custodian. In the event the exposure is in ShipRec, please refer situation to ShipRec desk staff.
- Facility exposure should be reported to the Director of Recreation.

## LIGHTNING POLICY

Lightning is the most consistent and significant weather hazard affecting athletic activity. The following policy was developed to increase the safety of individuals participating in outdoor recreational activities.

- If inclement weather is present prior to a club event, the determination to cancel or postpone will be made one hour prior to the first scheduled contest of that day if possible. If the event(s) are postponed or canceled, an announcement will be distributed to club leadership. If the events are to continue as scheduled there will be no announcement.
- If inclement weather containing lightning occurs during an outdoor event, club sport leadership is expected to stop play and instruct roster members to clear the facility and seek cover. The instruction to clear the playing surface will apply to all associated individuals (rosters, spectators, officials, etc.). It may be necessary to involve SUPD, if participants are unresponsive.
- Please prepare for site evacuation upon the first sight of lightning, as to be prepared to mobilize no later than at the point of the 30 second flash to bang. The determination to postpone an event due to lightning follows the recommendation by the National Severe Storms Laboratory (NSSL) to terminate play when lightning is six miles away (flash-to-bang time of thirty (30) seconds or less). Club leadership is expected to monitor the weather and if there is lightning that meets the aforementioned criteria. The Department of Recreation will assist as necessary.

# LIGHTNING

## DO'S & DON'TS

Late spring through early fall is a prime time for outdoor sports—it's also when lightning is most prevalent. Each year, an average of 25 million lightning flashes strike the ground in the United States, making lightning the most dangerous and frequently encountered thunderstorm hazard. Stay safe and active outdoors by following these lightning do's and don'ts.

- ✓ **DO** establish a chain of command and identify who makes the call to remove players from the field.
- ✓ **DO** designate a weather watcher to monitor the local weather.
- ✗ **DON'T** forget that lightning is most common from afternoon to early evening.
- ✓ **DO** postpone outdoor activities if a thunderstorm is eminent.
- ✓ **DO** identify a safe, fully enclosed building—such as a school, field house, library or other habitable building—to use if lightning begins.
- ✓ **DO** seek shelter in a fully enclosed metal vehicle, such as a school bus, car or van.
- ✗ **DON'T** evacuate to open structures including picnic, park, sun, bus, rain and shelters as well as storage sheds, tents, dugouts, refreshment stands, screened porches, press boxes and open garages.

- ✓ **DO** stand away from showers, sinks, locker rooms, indoor pools, appliances and electronics.
- ✗ **DON'T** stand near open water, on elevated areas or under tall objects, such as trees, poles and towers.
- ✓ **DO** allow individuals to head indoors to wait out the storm if they feel in danger.
- ✗ **DON'T** resume activities until 30 minutes after the last strike of lightning is seen and the last sound of thunder is heard.
- ✓ **DO** call EMS if someone suffers a lightning-related injury.
- ✓ **DO** move the victim with care indoors, if necessary.
- ✗ **DON'T** believe myths—lightning victims don't carry a charge; they're safe to touch.
- ✓ **DO** evaluate the airway breathing and circulation, and begin CPR, if necessary.



# FACILITY DIRECTIONS FOR EMS

**ROBB SPORTS COMPLEX** FACILITY DIRECTIONS: North Earl St to York Drive to Allegheny Dr.

## STUDENT REC COMPLEX

**GPS ADDRESS:** 40 Pavilion Access Rd. \*Please be specific: Field A, Hockey Rink.

**FACILITY DIRECTIONS:** Located across from main entrance of the Luhrs Performing Arts Center. SU Foundation Drive or Adams Drive to Lancaster Drive to parking lot C-7.

## HENDERSON GYM

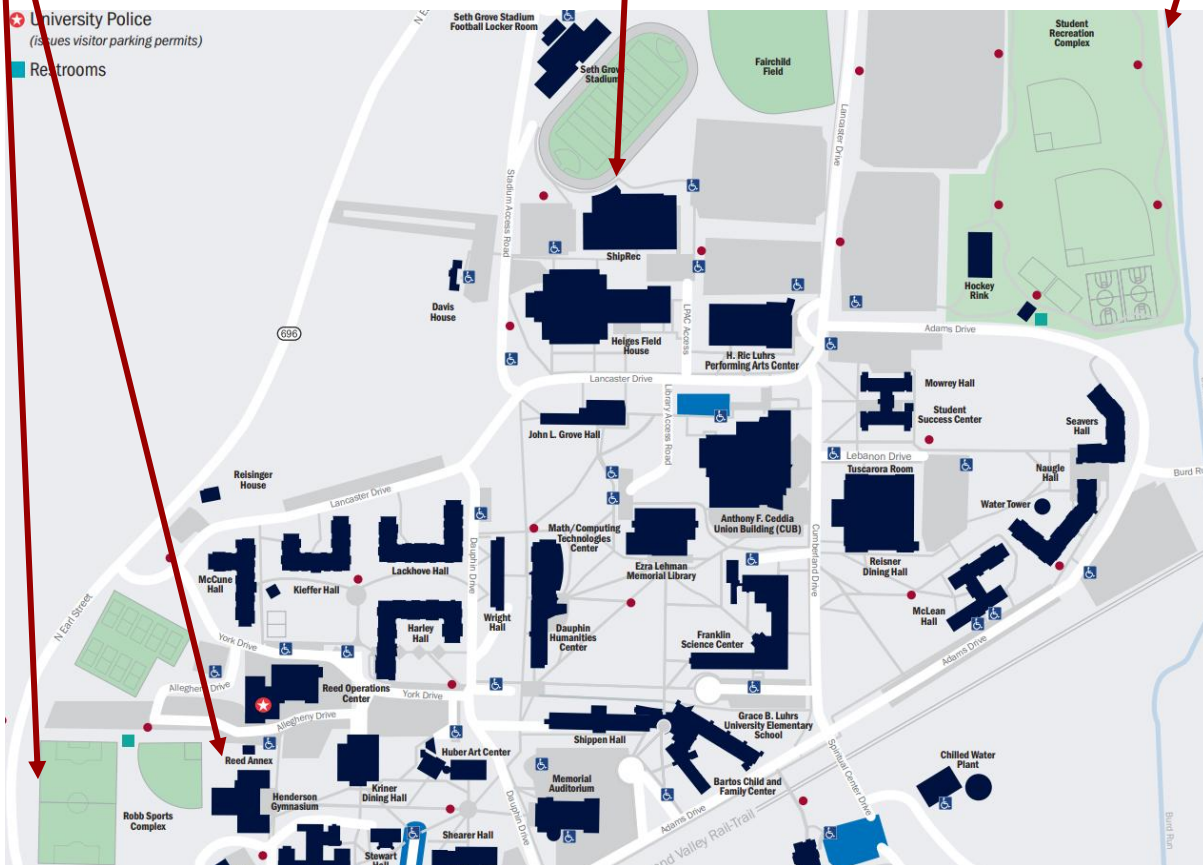
**FACILITY DIRECTIONS:** North Prince Street to Old Main Drive. Around to the back of Old Main.

## SHIPREC

**GPS ADDRESS:** 533 Lancaster Drive.

Provide specific location in the building (Ex: 1st Floor - Court C)

**FACILITY DIRECTIONS:** Located between Heiges Field House and Seth Grove Stadium, and adjacent to the Luhrs Performing Arts Center. Lancaster Drive off Luhrs PAC Access Rd (arena overhead door) or Stadium Access Rd. (exterior cardio door).



**ECKELS FIELD:** FACILITY DIRECTIONS: North Prince Street to Eckels Alley.

## STUDENT CODE OF CONDUCT

- Student organizations are required to comply with all university policies, including the Student Code of Conduct and all additional policies pertaining to the specific group. A group may be held responsible for the actions and behaviors of its members and guests. Student organizations, as well as their members or leaders, may be held collectively and/or individually responsible for violations of the Student Code of Conduct or other University policies, including but not limited to:
  1. Hazing: Violating the University Anti-hazing Policy, found here: [https://www.ship.edu/life/dean-students/student-conduct/harassment\\_hazing\\_sexual\\_misconduct\\_violence/](https://www.ship.edu/life/dean-students/student-conduct/harassment_hazing_sexual_misconduct_violence/)
  2. Organization Funds: Misappropriating or misusing student organization funds or property.
  3. University Logo:  
Using, without authorization, the name or insignia of the University or its affiliated student groups.
  4. Organization Functions: Interfering with the activities or functions of student organizations.
  5. Financial Obligations: Failing to fulfill financial obligations to a student organization.
- Additional policies for student groups ([https://www.ship.edu/life/dean-students/student-conduct/student\\_code/#Rules](https://www.ship.edu/life/dean-students/student-conduct/student_code/#Rules))
- Participants, support personnel, and fans are subject to the standards established by the Student Code of Conduct Policy and processes as listed in the following resources:

***Student Code and Conduct Process - Office of Student Development***

[https://www.ship.edu/life/dean-students/student-conduct/student\\_code/](https://www.ship.edu/life/dean-students/student-conduct/student_code/)

***Student Handbook - Student Government Association***

[SU Student Handbook | Student Government Association - Org. #235 - CampusGroups at Shippensburg](#)

[University](#)

### STUDENT CODE OF CONDUCT OVERVIEW

As members of the academic community, all students are expected to uphold and abide by the standards set forth in the Student Code of Conduct. These standards are reflective of the University's core values: respect, responsibility, and integrity.

The University student conduct process attempts to teach civic principles within the context of the academic mission. The process views students as adults, and as such, expects them to be aware of applicable local, state, and federal laws, as well as all published University policies, procedures, and rules.

Violations will subject student to action through the University student conduct process. Where warranted, violations may also be referred for action through the appropriate civil or criminal court. The University may initiate an investigation and proceed with resolution within the scope of its authority, responsibility, and jurisdiction, without regard to the commencement or disposition of any civil or criminal court proceeding.

This Student Code of Conduct is intended to be consistent with any referenced University policies and will be construed to avoid inconsistency; however, to the extent that there is an irreconcilable conflict between this Student Code of Conduct and any University policy, the document with the latest approval date will control.

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 as well.

# ANTI-HAZING POLICY

## POLICY STATEMENT

### Shippensburg University Antihazing Policy

SU Policy Number: 301-012.0

ORIGINATING OFFICE: Chief Student Affairs Officer

PURPOSE: Shippensburg University ("SU") is committed to maintaining an educational environment that fosters the health, safety, and dignity of all those within the university community. The University has no tolerance for hazing.

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

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

#### DEFINITIONS:

Hazing – Hazing is any action taken or situation created intentionally, knowingly, or recklessly that places an expectation on a person joining or maintaining status in an organization that is not consistent with requirements for membership, team rules, university regulations and policies, etc. Conduct that may be considered hazing is as follows:

- a) Actions that produce an emotional, psychological or physical discomfort, embarrassment, harassment or ridicule;
- b) Can occur regardless of a person's willingness to participate;
- c) Is prohibited by the laws of the Commonwealth of Pennsylvania and/or United States of America.

Hazing behaviors can include, but are not limited to:

Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual; activities that cause extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual; or any willful destruction or removal of public or private property.

Any activities as described in this definition upon which the initiation or admission into, affiliation with, or continued membership in a student organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding. Any student organization or Shippensburg University student that commits hazing is subject to disciplinary action through the Office of Student Conduct & Community Standards.

Organization - Includes any of the following:

1. A fraternity, sorority, association corporation, athletic team, club or intramural sports team, order, society, corps, club or service, social, or similar group, whose members are primarily minors, students, or alumni of the organization or University.

2. A national or international organization with which a fraternity or sorority or other organization, as enumerated under paragraph (1), is affiliated.

**ENFORCEMENT:** Any individual or organization associated with the university, who is found responsible for committing hazing, will be held accountable under this policy, as well as the university's Code of Conduct. For information on the university's Code of Conduct, please refer to the [website](#) or contact the Office of Student Conduct & Community Standards at 717-477-1164.

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

**SANCTIONS:**

Possible sanctions for an individual student may include:

1. Probation, suspension, or expulsion from Shippensburg University;
2. Imposition of fines;
3. The withholding of diplomas or transcripts pending compliance and/or payment of fines.

Possible sanctions for an organization may include:

1. Educational requirements;
2. Loss of permission to operate on campus or other university property;
3. Loss of privileges and/or activities within the campus community;
4. Loss of recognition at Shippensburg University;
5. Imposition of fines.

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

**REPORTING HAZING ACTIVITY:** All reports of hazing are taken very seriously. If you have been hazed, have witnessed hazing, or suspect that someone you know has been hazed, you can report such information confidentially via [our website](#) or by phone to University officials. If you wish to speak to someone directly, please contact the Office of Student Conduct & Community Standards at 717-477-1164.

If the situation requires immediate attention and/or an individual's safety is at risk, please contact the University Police Department 717-477-1444, or 911 if off-campus. Always call 911 in an emergency. Please provide as much detail as possible when reporting.

**AMNESTY PROVISION:** In any situation where an individual is seeking help for someone experiencing a medical emergency, amnesty for hazing related charges will be granted within the student conduct process under this policy. In order to be eligible for amnesty, the following requirements must be established:

1. The individual is reasonably believed to be the first person notifying 911, police, or emergency services;
2. The individual provided their own name to the 911 operator, police, or emergency services;
3. The individual remained with the person(s) needing assistance until first-responders arrived.

**HAZING REPORT:** Shippensburg University will maintain a publicly available report of all alleged hazing incidents for a period of five years, in accordance with Pennsylvania law. The SU Hazing Report can be found online [here](#).

## CAMPUS GROUPS FORMS

**CLUB SPORT RELEASE & INDEMNITY AGREEMENT (Club Sport Waiver):** [IMLeagues | Shippensburg University | Club Home](#)

- Each club sport participant must complete the Club Sports Release and Indemnity Agreement (Club Sports Waiver) accessible through IMLeagues inclusive of proof of the possession of current personal insurance.
- This form must be processed and approved by the department prior to participation in any club related activity. It is the participant's responsibility to update the information.

**COMPETITION REQUEST FORM:** <https://cmlink.me/2et/s90308>

- This form is to be used by club sport leadership to communicate all home and away competitions. A form should be submitted for each individual event. This form does not replace the need for a travel itinerary form for individual/team away competition. This form also does not guarantee the availability of facility space for a home competition. Home competition should not be confirmed with an opponent until approved by the Department of Recreation. Requests for competition at home should be submitted at least five business days prior to the competition date. Requests for competition off campus should be submitted at least three business days prior to the competition date.

**TRAVEL ITINERARY FORM:** <https://cmlink.me/2et/s90307>

- Travel for practices may be covered with one single form indicated general practice dates, location, and club sport programs are required to complete the Trip Itinerary form for any practice/ competition/ event travel.
- Travel for practices may be covered with one single form indicating general practice dates, location, and standard method of travel. The form should be updated when practice schedules/logistics change.
- This form must be submitted by 12pm on the last business day before travelling for the competition.
- Any changes in travel plans, or persons traveling, which occur after the travel forms have been submitted, should be reported to the Department of Recreation before departure via e-mail at [rec@ship.edu](mailto:rec@ship.edu).
- Any issues taking place during travel (car accident, etc.) should be reported immediately to the Director of Recreation.

**INJURY/INCIDENT REPORT FORM:** <https://cmlink.me/2et/s90305>

- Club leadership is required to submit this form within 24 hours of injury/incident.
- Any emergency involving EMS and/or significant injury requires an immediate phone call to the Department of Recreation.

**RESULTS REPORT:** <https://cmlink.me/2et/s90306>

The Club Sport Result Report form is a means for clubs to submit their competition results in a timely manner. Competition results are to be submitted within 48 hours upon the conclusion of a competition. Please be as specific as possible when submitting results.

**VOLUNTEER COACH APPLICATION:** <https://cmlink.me/2et/s90309>

- Any external individuals interested in coaching/ supporting club sport organizations, are required to complete a background check process prior to any involvement with the student organization.

**EQUIPMENT REQUEST FORM:** <https://cmlink.me/2et/s89383>

- Use this form to request any equipment you will need from the department.

## EMS FACILITY RESERVATION SYSTEM (events.ship.edu)

Visit [events.ship.edu](https://events.ship.edu) for facility availability and reservations.



- Select **MY HOME** tab **SIGN IN**.
- **CHECKING AVAILABILITY:**
- Under **BROWSE**, select **LOCATIONS**. Use filters to select date and facility.
- **SUBMITTING A FACILITY REQUEST:**
- Select **CREATE A RESERVATION**
- **ATHLETIC/RECREATION REQUEST FORM BOOK NOW**
- Select **NEXT STEP**
- Enter **DATE & TIME** information (Single or Recurrence) and select **SEARCH** (Use building codes on the back to select specific facility)
- Options also exist to search for a space or to select the specific space if already known.
- If this is a special event with set-up/clean-up times, only enter the actual time period of the event.
- Select + located beside the facility name.
- Add # of **ATTENDEES**.
- Location will be added to the above **SELECTED ROOMS** section.
- If the name of the event is the same, please submit multiple dates, time periods, and/or locations under one request. A single request plus a recurring request, may also be submitted on the same reservation.
- Once complete, select **NEXT STEP**.
- Complete **RESERVATION DETAILS**.
  - **GROUP** = Athletic Department
- **ADDITIONAL INFORMATION:**
  - **Set-Up/Clean-Up Time:** If this is a special event with set-up/clean-up times, add the amount of time needed for set-up/cleanup. The approver will add this time when processing the request.
  - **Post on Public Calendar?**
    - No = Private event.
    - Yes = Event will post at calendar.ship.edu. (Important to only list actual event time without setup/clean-up)
  - **Special Set-Up Needed:**
    - Usually applies to requests through the WebTMA/Work Request system.
- Select **CREATE RESERVATION**.
  - Once submitted, the contact person for the event will receive an email acknowledging the request, and will later receive email notification of approval or denial. Events should not be promoted until reservation approval has been received. Electronic response to event requests may include notes provided by the reviewer, in cases of denial or approval. Please closely review the email notification.

### EDITING A RESERVATION/REQUEST:

- Select **MY EVENTS**
  - Open specific event and edit or cancel options are to the left of the event name.
  - Select **BOOKING TOOLS** Update date and or time.
  - Approver receives email notification of change.
  - If a request was entered by the Department of Recreation, email department to request a change.

## **ATHLETIC/RECREATION FACILITY LIST**

### **SHIPREC:**

Arena: REC110  
Arena Courts A-C: REC110A – REC110C  
(A = near entrance)  
Group Fitness Room: REC107A/B  
Track - REC204

### **STUDENT REC COMPLEX (SRC):**

Softball Fields: SRCSOFA and SRCSOFB  
SRC Pavilion: SRCPAV (Capacity = 110.  
Restroom facility.)  
Burd Run Pavilion: SRCBURD (Capacity = 35)  
Basketball Courts: SRCBSK1 and SRCBSK2  
Volleyball Courts: SRCVOL1 and SRCVOL2  
Hockey Rink: SRCHOC1  
North End Band Field: SRCBAND  
Multi-Purpose Field (MPF):  
SRCMPF

### **ECKELS FIELD:** ODS1

### **HENDERSON GYM:**

Gym: HG100

### **ROBB SPORTS COMPLEX:**

Turf Field: ROBBMPF

### **SETH GROVE STADIUM:**

Practice Field 1: SGS2  
Practice Field 2: SGS3  
Practice Field 3: SGS4  
Game Field: SGS1  
Stadium: SGS5  
Track: SGS6

